
2010
PROCEDURES
&
POLICIES

**Must be read to your members at a regular meeting
during the year.**

Wayne King, Potentate

SPECIAL ORDERS - SERIES NO. 1

ISSUED BY

POTENTATE Wayne King

JANUARY 9, 2010

1. **All project funds raised by Oasis Units or Clubs for the Shriners Hospitals must be mailed no later than 60 days following the project, accompanied by project reports.**
2. Any Club or Unit of Oasis Shriners who invites, as a guest, a member of the Oasis Divan to a function is expected to treat him and his lady, if invited, as a non-paying guest. If a member of the Oasis Divan visits a Club or Unit on his own, he is expected to pay for his entrance or meal.
3. All checks shall be countersigned by the President/Vice President and/or Captain/Lieutenant and Treasurer of a Club or Unit.
4. A separate account for Shriners Hospitals funds shall be established if funds are deposited by a club or unit. The account shall be titled Shriners Hospitals/name of Club or Unit.
5. The secretary and treasurer of Clubs and Units shall be two offices. It shall not be a combined office. Further, all Clubs and Units are required to appoint a finance committee consisting of three members to audit the books at the end of each year. The committee should not include the President/Captain or Treasurer. All clubs and units shall also complete and return their financial reports to the Oasis Treasurer by February 2011.
6. Members are not authorized to make purchases and charge to Oasis Shrine Headquarters without prior permission and then **only** after a purchase order is issued by the Executive Director's office. Without permission and a purchase order, individuals, Clubs and Units will be responsible for any charges made.
7. All projects must be approved by the Potentate; whether for the benefit of Hospitals, Clubs, Units, or Oasis Shrine Headquarters. **Hospital projects must also be approved by the Imperial Potentate.**
8. **No clubs/units will schedule any club/unit events on January 9, March 20, April 17, June 4-5, Nov. 4-6, Nov. 21, Dec. 4 and Dec. 12.** Club or Unit functions should never be scheduled to conflict with Oasis functions unless special permission is granted by the Potentate. Oasis Functions are any functions that are held by Oasis and appear on the 2010 schedule.
9. If monies are loaned, for any purpose, to a Club or Unit, receipts shall be furnished to the Executive Director's Office.
10. Nobles are not authorized to act on behalf of Shriners Hospitals for Children other than in approved fund raising projects or activities.
11. **Each Club or Unit shall have at least one project during 2010 with proceeds to go to Oasis Operations Fund. This is critical to keep your dues as low as possible. All funds will be presented at the same time (Oasis and hospital checks) by December 31, at Oasis Headquarters.**
12. It is against Oasis and Imperial Policy to wear a Fez in a bar, lounge, or while in an ABC Store. The Fez must not be worn while consuming alcoholic beverages in a public place.

13. Club and Unit Hospitality Rooms are not to be opened until after the Second Section has been completed at a Ceremonial.
14. All Club officers should be elected in October (no later than Oct. 31) and installed no later than January 9, 2011. All installation dates shall be furnished to the Executive Director on or before October 1, 2010. It shall be the responsibility of each Captain or President to forward to the Oasis office, no later than November 1, 2010, those officers who will serve in the ensuing year. Also, he shall furnish an up-to-date list of membership.
15. All Captains of Units shall serve not more than two (2) years unless unforeseen circumstances arise or at the will and pleasure of the Potentate.
16. Officers of all Units shall be selected and named in the following manner: A rising Captain, who has already been asked to serve as Captain, shall appoint the Officer at the bottom of his Unit's Officer line. Upon the completion of the In-Line Officer Form and the approval of the Potentate, this Officer shall be officially named.
17. All officer resignations shall be submitted to Club and Unit Director within 5 days of resignation.
18. Fezzes should be worn at Club, Unit, and Oasis Headquarters functions.
19. Members should always be encouraged to attend their lodges' Stated Communications and should always be encouraged to promote Oasis and the Shrine whenever prudent at Masonic gatherings. Membership is our foundation and it must be the duty of every Oasis member to encourage his Masonic brethren to take the next step and join the Shrine.
20. Projects held for the benefit of Clubs, Units, and Oasis should be clearly advertised as such. EXAMPLE: "Proceeds from the (activity, event, etc.) are for the benefit of Oasis/Unit/Shrine Club. Payments are not deductible as charitable contributions."
21. A Noble suspended or expelled from a Club or Unit or removed by the Potentate, may not apply to another Club or Unit for membership.
22. A Noble suspended or removed by the Potentate from a Club or Unit may be readmitted to his Club or Unit by a secret ballot of the Club or Unit and approval of the Potentate.
23. Nobles desiring to organize a Club or Unit shall contact the Units & Club Director.
24. All Clubs and Units are charged and required to forward \$100.00 to the Oasis office by March 1, 2010, for insurance coverage as required by Imperial. Additional insurance is also required for some parade vehicles and for events such as golf tournaments.
25. Units are required to be present at all Oasis parades, which includes Ceremonials, Visitation and SASA, unless excused by the Units & Club Director and the Potentate. All contacts regarding this shall be directed to the Director.

26. Units are required to have written permission from the Unit & Club Director to parade in any non-Oasis function. Permission will be granted only if required insurance is in force and a copy of the policy is on file at Oasis Shrine Headquarters. If a parade is outside Oasis jurisdiction, a letter requesting permission must be made to the Potentate of Oasis. If approved, the Oasis Executive Director will write the Potentate in said jurisdiction to obtain permission. Upon obtaining all necessary permission, the request will be granted.

27. Strict Discipline Necessary for Units of Oasis: Experience teaches that the Uniformed Units of Oasis must accept strict discipline. Otherwise, the chance or probability of confusion and embarrassment is increased. The organization, control, work, and appearance of the Units must be coordinated under a positive, effectual and respected chain of command. The Imperial Council Code and the by-laws of Oasis not only provide the authority but command this safeguard. If the Potentate does not exercise his authority, he invites or encourages the Unit heads to weakness in this respect. If a Noble finds it impossible or disagreeable to accept this discipline, he should not continue in a Unit. The Units simply have no right to enact programs, to make engagements or commitments, or to engage in public appearances without authority of the Potentate. The Units represent Oasis Shrine Headquarters before the public. Their programs and activities must square precisely with the objectives and best interest of Oasis.

BASIC RULES OF PROTOCOL for SHRINE CLUBS & UNITS

It is the desire of the Potentate to make as many official visitations as possible to Shrine Clubs and Units requesting visitations. The Clubs and Units will understand that it is physically impossible to make every official visitation on the requested date; however, every effort will be made to accommodate.

In preparing a program for the official visit of the Illustrious Potentate, a complete agenda of your Club or Unit's program and what you wish the Potentate to do should be **SENT TO HIM** (and a copy to the Executive Director) **WELL IN ADVANCE** of the event. Tell the Potentate in your communication at what function you want him to speak and the type of audience you will have – Shriners only, Shriners, Masons and their Ladies, or the general public.

Put your invitation **IN WRITING**. If you want the Potentate to visit your Club or Unit, **WRITE AND ASK HIM**. Give the specifics in the letter of invitation . . . date, time, place, event, etc.

The potentate (or his appointed representative) is always a **GUEST** of any Shrine Club or Unit function or event. (See Special Order #2.) Other members of the Divan invited are guests if invited by the Club or Unit. Any member attending on his own shall be expected to pay.

PLEASE USE THE FOLLOWING OUTLINE OF SHRINE PROTOCOL

1. A Shrine Club President or Unit Captain should always greet the Potentate (and his Lady if it's a Ladies' Night event). If he is busy with readying the function, he should appoint a Club or Unit Aide to introduce the Potentate informally before the function.
2. If there is a head table the Potentate should be seated to the right of the center (looking at the audience.) Should you invite other members of the Elective Divan, they should be seated at the head table also, if room allows. The President or Captain should be seated to the left of center.
3. The President or Captain should always escort the Potentate and his Lady to the head table.
4. Seat the President or Captain's Lady on the Potentate's right, and the Potentate's Lady on the President or Captain's left. Other Ladies should be seated alternately as above, next to their husbands.
5. The head table should always be served first following the invocation.
6. A table near the head table should be reserved for other visitors from Oasis Headquarters.

7. Always use the Potentate's resume to introduce him.
8. **HAVE A GOOD SOUND SYSTEM.** Check it out in advance, be sure it is working, have someone who knows what he is doing to take care of the sound system. This is very important! If the Potentate cannot be heard, it is better to call off the meeting. If you do not have a good sound system, please notify the Temple, as we have a good one.
9. Should you have questions about the Potentate's visit, contact the Executive Director.

SHRINE CLUBS

The reason for the formation of Shrine Clubs is that it provides a way where Nobles may meet and fraternize with each other in local areas that are usually some distance from the Shrine Center itself. The vast majority of the Shrine Clubs consist of nothing more than weekly or monthly dinner meetings of the Nobles of the particular Shrine Clubs in the bigger cities. The Shrine Club has such activities as picnics, dances, fish fries, barbecues, ladies' nights, and similar type activities. Another activity of the larger type Shrine Clubs is the raising of funds for Shriner Hospitals for Children through circuses, sporting events, and/or paper drive. The Shrine Clubs are an important source in the sponsorship of underprivileged children to the Shrine Center's circuses and help to inform the Center of children in the local area needing orthopedic or burn care treatment.

The local Shrine Clubs also are a very good source in bringing Masons in the local area into their particular Shrine Center; which enhances the overall Shrine program.

The incorporation of a Shrine Club is prohibited; but a Shrine Club holding company may be organized for the sole purpose of holding title to real and personal property other than cash or securities owned by the Club (Imperial By-Laws § 337.6). The Potentate of the Shrine Center still has the power to remove from office any officers in the Shrine Club holding company and in the event of dissolution the assets must be conveyed to the Shrine Center or Shriners Hospitals for Children. No part of the assets or funds may inure to the benefit of any member of the corporation or association nor revert to any officer of trustee thereof (Imperial By-Laws § 337.6).

Shrine Clubs, properly operated, are a most valuable asset to Shrinedom of North America. Improperly operated they can be a source of trouble to the Shrine Centers in whose jurisdiction they are located and an embarrassment to all of the Nobility. In recent years the number of Shrine Clubs has increased. Shrine Clubs have made very important contributions to the work of our Children's Hospitals as well as to the fraternal and other phases of the Shrine.

It has been noted; however, that there is a lack of knowledge among some Shrine Club officers and members, and also among some Shrine Center officers as to the scope within which Shrine Clubs may operate and the manner by which they may carry on their programs. In order that more information may be available this has been prepared:

ARTICLE 37

SHRINE CLUBS

§337.1 **Use of emblem.** An organization of Nobles meeting as such, using any of the emblems of the Order or having a title indicating it to be an organization of Nobles may not be organized without the official authorization of a Potentate of a Shrine Chapter.

§337.2 **Jurisdiction over members.** All Nobles who are members of a Shrine Club are amenable to the By-Laws and regulations for the authorizing Chapter, whether they are members of that Chapter or another Chapter.

§337.3 **Control.** The Shrine Club is under the control of the Potentate of the authorizing Shrine Chapter and he must approve any By-Laws or amendments thereto adopted by the club before they can become effective.

§337.4 **Exclusive jurisdiction territory.** A Shrine Club is under the control of the Shrine Chapter having exclusive jurisdiction over the territory in which the Shrine Club is located.

§337.5 **Concurrent jurisdiction territory.**

- a) If it is proposed to form a Shrine Club in territory over which two (2) or more Chapters have concurrent jurisdiction, consent must be obtained from the two (2) Chapters nearest to the proposed location in the concurrent jurisdiction.
- b) The club is under the control of the nearest of these two (2) Chapters.
- c) Where a change is made in jurisdictional lines so that two (2) or more Chapters have concurrent jurisdiction, jurisdiction over any existing Shrine Club remains in the Chapter under whose authority the club was created, unless otherwise agreed by the Chapters involved.

The careful reading of the above sections of Imperial Council Law should leave no doubt in the mind of the reader that the Potentate of the controlling Chapter exercises total control over the Shrine Club, its officers, members, and activities.