

KOSAIR SHRINERS REGULATIONS - 2018

**ALL RULES & REGULATIONS LISTED BELOW
AND IN THE ATTACHMENTS SHALL BE IN
EFFECT DURING THE 2018 SHRINE YEAR**

**** IMPORTANT ****

All issues, questions or concerns regarding the 2018 Rules & Regulations of Kosair Shriners should be submitted first to the Unit or Club Director/Coordinator, then to the Director of Units and Clubs for the consideration of the Potentate and (or) Divan.

SUBJECT: RECORDER'S OFFICE – ORDERING SUPPLIES AND OTHER MATERIALS

1. Kosair Shriners will not be responsible for the payment of any supplies or other type of merchandise ordered unless an approved Temple purchase order form is used and the activity officially approved in advance. Purchase Order forms can be obtained at the Recorder's Office. Our office staff will assist you in completing the form and obtaining the necessary approvals. A copy must be left in the office.
2. Nobles borrowing a fez for a meeting night must obtain it from the Recorder's Office. A deposit of \$5.00 must be made at that time. The deposit will be refunded upon return of the borrowed fez. **A fez and dues card are required for admission to all stated or called meetings.** Coat and tie requested. Collared Shirt and dress slacks are required. Please help keep the dignity of our fraternity by dressing appropriately for such meetings. Nobles will be seated during all meetings.
3. Please respect the fact that the Recorder's Office is a full time work place. You should endeavor to limit your visits to the business at hand.
4. Please conduct all office business through the service window. The office is for office personnel and the Recorder. Only office personnel are to operate office equipment.
5. Notices to be prepared, mailed or sent out by the office should be presented to the staff at least one week in advance. Please DO NOT expect them to send out a notice without ample time for preparation and official approval as necessary. Announcements or mail for other Units, Clubs or Divan members should be dropped in the office door mail slot or through the window. Office staff will distribute as necessary.
6. **Smoking, obscene, offensive language, cursing,** illegal substances, animals unless a certified service animal, and deadly weapons as defined by law are not permitted in the Temple or Circus offices.
7. **Please remember our Temple is a workplace for our employees. Creating a "hostile work environment" through language, conduct, sexual harassment will be dealt with by Masonic, Shrine or judicial charges being filed.**

KOSAIR SHRINERS REGULATIONS

SUBJECT: PROHIBITED PRACTICES – OBLIGATING TEMPLE

It is necessary each year to remind everyone of a Temple policy that has been sent each year in written form to Unit and Club Directors and Officers regarding obligating the Temple without getting the proper permission. What follows is merely a copy of past directives that are being given to you to reinforce the requirements of Kosair Shriners.

1. **No Unit, Club, group or any Noble of Kosair Shriners shall obligate the Temple in any way, nor incur any obligation in the name of Kosair Shriners, nor purchase any merchandise on credit in the name of Kosair Shriners, without first obtaining the permission of the Potentate or the Recorder.**

SUBJECT: USE OF GAMING LICENSE/SOLICITATION/FUNDRAISERS

1. No Unit, Club, group or any Noble of Kosair Shriners shall sell anything of value or solicit money from the Nobility of Kosair Shriners for the purpose of raising money for such Unit, Club or group or any charitable purpose unless such solicitation is a recognized and official project of the Kosair Shriners and approved by the Potentate.
2. All raffles and solicitation tickets must contain the Shriners International approved disclaimer (Proceeds from this activity are for the benefit of ____ Unit or ____ Shrine Club activities. Payments are not deductible as charitable contributions) and must obtain prior approval of Potentate. Copy of all such tickets will be placed on file with correspondence requesting approval for solicitation (fundraiser) in the office of the Recorder.
3. All gaming rules **MUST** be followed in order to protect our gaming license.

RAFFLES

TO: ALL UNITS AND CLUBS – THE FOLLOWING SHALL BE STRICTLY ENFORCED. THE RULES SHALL APPLY NOT ONLY TO THE NOBLES BUT FOR ANY GROUP SELLING IN THE NAME OF THE TEMPLE, UNIT, CLUB OR ON TEMPLE PROPERTY OR AT A SANCTIONED TEMPLE, UNIT, CLUB FUNCTION.

All disbursements for raffle expenses must be made by check; out of Temple Charitable Gaming Account; to the company who you purchase supplies, prizes or printing of tickets from, not to an individual person.

All deposits for each individual raffle must be turned into the Office and deposited in Temple Charitable Account.

If roll tickets are used, the beginning and ending serial number or ticket number for each roll of tickets sold must be recorded.

Otherwise the ticket must have...

- Organization Name
- Name of prize to be raffled
- Date, time and location of drawing
- Name and License #
- Price of ticket
- Detachable section bearing the same number as on the ticket and space for purchasers name, address and phone number (see sample below)

RECORD KEEPING – ALL RECORDS MUST BE TURNED INTO TEMPLE OFFICE

- Number of raffle tickets printed
- Sale price of each ticket
- Date the raffle ticket sales began
- Date the raffle drawing was held
- A voided raffle ticket or copy of the raffle ticket
- Total amount of money collected from the raffle event
- A list of all raffle prizes awarded; cash or merchandise (whether purchased or donated value)
- Winning ticket stub with winners name written on stub
- All unsold tickets and stubs of sold tickets (if roll ticket need 1st & last ticket along with all sold stubs)
- List of all raffle expenses including a copy of all invoices supporting each expense
- Name of person responsible for the raffle event
- Complete form WS-13, which you can obtain from the Office. Must be filed in Recorder’s Office within seven (7) days of event

SAMPLE RAFFLE TICKET

ORGANIZATION NAME: _____		TICKET # _____	TICKET # _____
NAME PRIZE TO BE RAFFLED _____			
RAFFLE _____			NAME _____
GRAND PRIZE:	\$1000.00	SECOND PRIZE	\$500.00
DRAWING TO BE HELD SATURDAY, JANUARY 4, 2017 8:00 P.M., KOSAIR SHRINERS; 4120 BARDSTOWN RD; LOUISVILLE, KY 40218 502-585-5412		NEED NOT BE PRESENT TO WIN PROCEEDS BENEFIT _____ LICENSE #0RG000345	ADDRESS _____ _____ PHONE _____
\$1.00 EACH			

KOSAIR SHRINERS REGULATIONS

SUBJECT: POLICING OF ACTIVITIES AT THE TEMPLE

Please inform the Director of the Provost Unit, at least one week in advance, when your Unit, Club or group has a social activity in the ballroom or elsewhere in the building. The Provost Unit will provide one uniformed member to insure order. Additional members will be provided if deemed necessary by the Provost Director. It is the duty and responsibility of the Provost Guard and every Noble to assure the bylaws, rules and regulations of the Temple are observed.

Provost Guard, including their Ladies in attendance, will be given complimentary tickets to the event. If dinner is provided in the ticket price, the assigned Provost Guard and his Lady will be provided complimentary tickets.

SUBJECT: MISCELLANEOUS RULES AND REGULATIONS

PROPER DISPLAY OF THE NATIONAL FLAG: Each Temple of the Order is instructed to provide and display at all Shrine functions the National Flag under which the Shrine Temple, chartered by the Shriners International operates, i.e., United States. **NONE OF THE NATIONAL FLAGS SHOULD EVER BE DIPPED AT ANYTIME.** The Flag shall be positioned to the far right of the presiding officer.

SPECIAL NOTE FOR COLOR SQUADS: It is noted that some Color Squads dip the flags in salute at the reviewing stand. **THIS IS NOT PROPER. NO NATIONAL FLAG IS TO BE DIPPED** at the reviewing stand. Please inform your flag bearers so this disrespect to National Flags will be eliminated. All flags, other than National Flags, may be dipped.

SHRINE PROTOCOL: All Temples are urged to use the provisions of this section of Shrine Law, which will be found in the forward eight pages of the Shriners International Directory. This is a guide which should be used at all times. It will help bring order out of chaos in setting up any Shrine activity, be it parade, meeting, banquet, seating arrangement or program of any kind. It explains the rank and proper position of officers, organizations, dignitaries, visitors, etc. Please use it and eliminate confusion, embarrassment and hesitation. You can be positive if you study, understand and use this system of protocol adopted by the Shriners International. If you have any questions, contact the Recorder's office.

KOSAIR SHRINERS REGULATIONS

SUBJECT: CHARITABLE SOLICITATIONS

1. The Temple, its Shrine Clubs, Units and membership shall not solicit charitable gifts and bequests for any purposes, organizations, or charities other than Kosair Charities Committee, Inc. (Kosair Shriners) or Shriners Hospitals for Children.
2. All receipts, disbursements, funds and assets related to charitable activities shall be clearly designated and classified as such in the books of accounts of the Temple, Temple affiliated corporations, Shrine Clubs, supervision or control of the Temple; and such books of accounts shall be audited annually in a manner consistent with the requirements of Section 337.8 of the bylaws of the Shriners International and bylaws of Kosair Shriners.
3. The custody and administration of all charitable funds and assets under the control of the Temple, Temple affiliated corporations, Shrine Clubs, Uniformed Units, Committees, Boards and other entities subject to supervision or control of Kosair Temple, shall be the responsibility of Kosair Shrine Temple.
4. No Unit, Club, Temple affiliated corporation or member may engage in any charitable fundraising event benefitting Kosair Charities without first obtaining written approval of the President of Kosair Charities Committee, Inc. and the Potentate of Kosair Temple.

SUBJECT: OFFICIAL CALENDAR – UNIT AND CLUB PRIVATE ACTIVITIES

The official calendar will be kept in the Recorder's Office under the direct supervision of the Recorder. Units and Clubs and General Nobility requesting use of the Temple and/or Club facilities in addition to regularly scheduled meeting nights must check with the Recorder. In the absence of the Recorder, the office staff will assist you and will confirm availability of dates for meetings. All dates will be tentative until confirmed by the Potentate. All efforts will be made to assist you in obtaining the desired dates for your meeting or outing. We must reserve the right, however, to coordinate your request with other uses at the Temple and its activities. No request will be considered unless it is in writing.

IT IS CONTRARY TO SHRINERS INTERNATIONAL LAW FOR UNITS AND CLUBS OF THIS TEMPLE TO PARTICIPATE IN PARADES, FUNDRAISING ACTIVITIES, SOCIAL EVENTS, ETC., IN THE JURISDICTION OF ANOTHER SHRINE CENTER. Permission to appear outside our jurisdiction can only be given by the Potentate(s) of the Temple(s) in whose jurisdiction the event is held. You must first have the approval of the Potentate of Kosair Shriners before such request(s) may be initiated to other Temples. All requests to appear in events outside of Kosair's jurisdiction will be obtained in WRITING from your Potentate after he has obtained the permission of Potentate(s) affected regarding a visit to his jurisdiction.

Kosair's jurisdiction is statewide in Kentucky, except in Hopkins County (Rizpah), Fayette County (Oleika) and Boyd County (El Hasa); and for membership purposes, only a 25 mile radius in Southern Indiana from the door of Kosair Temple. Kosair has exclusive jurisdiction in Jefferson County. In addition, all Kentucky Temples have concurrent jurisdiction in Kenton, Boone and Campbell Counties with Syrian Shriners in Cincinnati, OH. For membership purposes only, Kosair's territorial jurisdiction extends throughout Kentucky.

Additional information can be obtained from the Recorder or Potentate.

SUBJECT: ADVERTISING IN THE TEMPLE HALLWAYS

1. *NO POSTERS OR NOTICES WILL BE SCOTCH-TAPED OR TACKED ONTO ANY PERMANENT PART OF THE TEMPLE. NO EASELS IN THE FOYER, LOUNGE OR DINING ROOM.*
2. Unit and Club activities can be displayed on the TV marque in the foyer. Turn your event advertisement into the office and the staff will put it on the TV marquee. Please allow 48 to 72 hours to post. Be sure to post date, cost, name of band, time, dress code and if dinner is included.
3. If you desire the Divan members and their Ladies to attend an event, please provide an invitation or ticket.

Your Divan wants Unit and Club activities to be well advertised. The most common questions heard in the Office are: where to obtain tickets, what is the dress code and whether guests are invited. Please try to cover these items in your advertisement.

NEWSPAPER AND OTHER ADVERTISING

The Potentate of this Temple is the **ONLY** person authorized to place advertising or classified advertising in any local newspaper, magazine, television or radio. No advertising about any function or event, of any kind, may occur without his permission.

SUBJECT: DRESS CODE FOR 2018

THE FOLLOWING DRESS CODE WILL APPLY FOR 2018

1. "BUSINESS CASUAL" IS EXPECTED FOR DINNERS IN THE LOUNGE AREA AND ALL DINING AREAS. (DRESS SLACKS AND COLLARED SHIRT)
2. THE DRESS CODE FOR LOUNGE, DINING AREAS AND BALLROOM AT SOCIAL EVENTS WILL BE APPROPRIATE ATTIRE TO COMPLY WITH THE THEME FOR THE EVENING.

3. NOBLES AND GUESTS ARE EXPECTED TO DRESS APPROPRIATELY TO PROTECT THE DIGNITY OF OUR FRATERNITY AND OUR BUSINESS ENTERPRISE.
4. STATED AND CALLED MEETINGS ARE OFFICIAL BUSINESS MEETINGS. THE DRESS CODE IS FEZ, COLLARED SHIRT, DRESS SLACKS AND TIE.

ALL SPECIAL EVENTS SHALL HAVE THE DRESS CODE PRINTED ON THE TICKETS, TV MARQUEE, THE KOLUMS AND/OR WEB SITE.

THE FEZ

Appropriate attire is required when wearing the Fez. A dress code cannot address every item of clothing that may or may not be worn. We ask that you use good judgment in deciding what is appropriate. Collared shirts are preferred but other shirts may be acceptable if a sports coat or sweater or the like compliment the shirt. Only under special circumstances, and approved by the Potentate, is anything less than full-length trousers acceptable. The Sand Bug Unit members have permission to wear dress black shorts during public parades. It is acceptable to wear dress shorts with the Fez while doing Roadblocks.

SUBJECT: ALCOHOLIC BEVERAGES

Members of the Divan, with the cooperation of the Club Manager, will establish prices for alcoholic beverages to be purchased at social functions held at the Temple. Alcoholic beverages will be made available at the most reasonable rates possible.

Absolutely no alcoholic beverages will be brought into the Temple for consumption at any event. The Temple has a "Private Club" license. Our license could be jeopardized if an investigator of the Alcohol Beverage Control Department of the City, County or State discovers alcoholic beverages, other than those purchased on the premises.

Our Club license is a privilege enjoyed by all. We cannot allow anyone to jeopardize an asset valuable to the operation of our Shrine Club. No Noble, Unit or Club will bring alcoholic beverages purchased outside into Kosair Shrine. Any Unit or Club found in violation will forfeit their alcohol privileges in their Unit or Club room.

On regularly scheduled Unit or Club business meeting nights alcoholic beverages and setups will be sold to Units and Clubs through the Club Manager at cost plus 15% (beer and cokes will be sold in 12 packs or by the case only). Alcoholic beverages are to be consumed within the confines of the Unit or Club room only. All beverages consumed in the lounge, dining room, ballroom, Unit and Club rooms must be purchased from our Club.

Nobles shall not drink alcoholic beverages during public exhibitions such as Ceremonials, the Circus and Parades. Drinking such beverages at a public exhibition is contrary to Shriners International law and policy and the laws of the Commonwealth of Kentucky. Violations of this strict rule cannot be permitted for the sake of our fraternity.

Alcoholic beverages will not be served by the Temple, Shrine Club, Lounge, Unit, Club or by any Noble, to any Noble, or his guest, who is or appears to be intoxicated. If anyone needs a ride, please let a taxi or other transportation be called for that person.

No one is to carry any alcoholic beverage from the Temple. All beverages shall be consumed on premises.

SUBJECT: FOOD AND BEVERAGE

The Club Coordinator will be happy to discuss preparing snacks for your meetings at reasonable rates. These arrangements should be made well in advance of your activity for proper planning. This is a matter of public health, as well. Outside catering or food will not be allowed to be brought into the Temple.

Units, Clubs, etc., will be allowed on their regular scheduled meeting night(s) to bring in and consume in their meeting room, light snacks such as chips, pretzels, or cold cuts. **No** hot plates, crock pots, or such other items used for meal preparation will be allowed. Violation of this rule will result in the loss of this privilege.

If you plan to use the Temple facilities for meetings, dinners and other activities, check the availability of space with the Club Coordinator. Plans for all dinner meetings will be made at least one week in advance with the Club Coordinator.

THE FOLLOWING ARE RULES AND DIRECTIVES THAT ARE OFTEN MISUNDERSTOOD OR NOT KNOWN BY THE AVERAGE NOBLE. THEY ARE THE ANSWERS TO FREQUENTLY ASKED QUESTIONS.

1. A Noble who is indebted to his Temple, expelled or under sentence of expulsion is not eligible for demit.
2. Any member of the Temple is entitled to examine an audit of the Temple's accounts, which should be made available routinely to the members at the annual or budget meeting. He may likewise examine audit reports concerning the accounts of our Temple affiliated corporations.
3. Expenditure of funds for uniformed Units must be from appropriations made in the Temple budget.
4. A Temple may not earmark a specified percentage of its annual dues for use by its uniformed Units, and the Potentate may not be empowered to make expenditures of funds not appropriated under Section 334.4.
5. Use of the word "Noble" or photographs with fezzes in commercial advertising is prohibited.
6. Duties of the Recorder, as specified in the bylaws, may not be assigned to a business manager.
7. Uniformed Units are prohibited from making a charge for the appearance of the Unit. Reimbursement of direct expenses of a parade for public exhibition is allowed.
8. Candidates for Temple office may not be endorsed in any written or printed form. Advertising a candidate's nomination is prohibited.

9. All Units and Clubs are under the direct control of the Potentate per Shriners International law. This includes all bylaws, procedures, rules, membership, activities and assets of each Unit and Club.
- 10. The Director of the Unit or Club Coordinator is an appointment of the Potentate, and as such is the liaison between the Potentate and the Unit or Club.**
11. INFORMATION TAX RETURNS MUST BE FILED AND RETURNED TO THE RECORDER'S OFFICE NO LATER THAN JANUARY 31, 2018. THE FILING OF THIS RETURN IS FEDERAL LAW AND WE MUST COMPLY EVEN IF YOUR GROUP HAS HAD NO TRANSACTIONS DURING THE YEAR. (YOUR GROUP WAS MAILED A FORM BY THE RECORDER'S OFFICE IN DECEMBER 2018. IF YOU DID NOT RECEIVE ONE OR NEED ANOTHER ONE, STOP BY THE OFFICE AND PICK ONE UP.)
12. The following are prohibited practices: drinking intoxicants at public exhibitions or in public while as a Shriner; use of firecrackers, explosive devices, electrifying devices; possession of a concealed weapon within the Temple; public appearance in dress or other attire that may bring reproach upon the Shrine; female impersonators in Shrine parades; use of sirens or flashing lights; appearing in black face or Nubian slave costumes; actions and language that may be sexual harassment; throwing of items in a parade.
13. No Ladies or Children are allowed in Unit or Club rooms without permission from the Potentate or a Divan Member.
14. It is assumed that all Nobles will act in compliance with the Code of Ethics, the Shriners International Bylaws and as a Mason. To treat with respect other Nobles, especially those that are acting within their official capacity. This is especially true during Called and Stated Meetings.
- 15. It is required that all Nobles must produce their dues card, sign in, and give the correct passwords to both the Inner and Outer Guards. Failure to do so will result in exclusion to the meeting.**

SUBJECT: GENERAL ORDER #1 FUNDRAISING ACTIVITIES

It is natural to associate the Fez with Shriners Hospitals for Children. Because of this, meticulous attention must be given to all fundraising activities, including Circuses, to make certain that a contributor is not led to believe that his money will be used for the hospitals when all or a portion thereof will be used otherwise. The integrity of our charity and of our fraternity must remain above reproach.

Your specific attention is called to the following fraternal and charitable bylaws:

%335.3 USE OF NAME "SHRINERS HOSPITALS FOR CHILDREN". The use of the name "Shriners Hospitals for Children" or reference to the hospitals in connection with any fundraising activity by a Temple or Noble without the written consent of the Shriners International Potentate and the Chairman of the Board of Trustees of the Hospitals is prohibited.

%503.6 The use of the name "Shriners Hospitals for Children" or reference to the hospitals in connection with any commercial product or business enterprise is prohibited unless written consent of the Board of Directors and Trustees has been first obtained.

Now, therefore, IT IS HEREBY ORDERED:

1. Fundraising for Fraternal purposes:
 - (a) No Noble (in his capacity as a Shriner), Club, Unit, organization of Nobles or affiliated or appendant corporations, shall engage in any fundraising activity without the consent of the Potentate of the Temple having jurisdiction thereof.
 - (b) There can be no representation, expressed or implied, that the proceeds will be for the benefit of Shriners Hospitals for Children.
 - (c) The Temple Potentate shall carefully examine all phases of the advertising, promotion and solicitation to determine that it complies with %335.3 and 503.6 of the fraternal and charitable bylaws.
 - (d) The Temple Potentate must approve the terms and provisions of any contract for a fundraising activity after receiving the advice of the Temple attorney, and additionally may be required by the Temple bylaws.
 - (e) A copy of the Temple Potentate's written consent shall be mailed to the Shriners International Recorder. Further, such written material pertaining to the fundraising activity, as requested by the Shriners International Recorder, shall be promptly mailed to him.

2. Fundraising for Charitable Purposes:
 - (a) **No Noble (in his capacity as a Shriner), Club, Unit, organization of Nobles or affiliated or appendant corporations shall engage in any charitable fundraising activity other than for Shriners Hospitals for children or Kosair Charities Committee, Inc. Permission therefore must be first obtained in writing from the Potentate of Kosair Shrine and the President of Kosair Charities, Inc.**
 - (b) 100% of the net proceeds from charitable fundraising must be given to Shriners Hospitals for Children or Kosair Charities.
 - (c) The Temple shall report the result of each fundraising activity within sixty (60) days of the activity to Shriners Hospitals for Children on forms provided to the Temple.
 - (d) This section shall not apply to activities under %335.4 (b) of the bylaws of the Shriners International.
 - (e) Each independent corporation or entity that receives permission of the Shriners International Potentate and the Chairman of the Board of Trustees to raise money for Shriners Hospitals for Children, and which does not have its financial accounts audited pursuant to %334.5 and %337.8 of the bylaws of the Shriners International, shall have its financial accounts audited by a certified, chartered or licensed public accountant and shall submit such audit report to the Shriners International within one hundred and twenty (120) days of the activity.

3. Statement of Purpose and Disclosure:
 - (a) Every fundraising activity must contain factual information on its solicitation material, tickets, programs and documents regarding the use of the proceeds. Examples: "Proceeds are for the benefit of (_____ Shriners) (_____ Shrine Club) activities"
"Proceeds are for the benefit of Shriners Hospitals for Children."
 - (b) Every fundraising activity which is not entirely for the benefit of Shriners Hospitals for Children or Kosair Charities shall prominently state on the solicitation material, tickets and documents that "payments are not deductible as charitable contributions".

(c) There must be compliance with the Revenue Act of 1987 provision of any existing general order.

4. Compliance with Applicable Laws:

It is the responsibility of the Temple Potentate, after receiving the advice of the Temple attorney, to determine that there is compliance with all applicable laws in its jurisdiction for the Temples' fundraising.

5. Financial Records:

(a) The Temple shall maintain detailed financial records pertaining to all fundraising activities involving Nobles, Clubs, Units, organizations of Nobles or affiliated or appendant corporations. Details of all revenues and disbursements shall be maintained in such financial records.

(b) The Temple must retain such detailed financial records for a period of seven (7) years.

(c) There must be compliance with Financial Reporting of Charitable Funds and Activities provision of any existing general order.

6. Notification to Nobility:

A copy of this section on "fundraising activities" shall be printed in the Temple publication at least once every calendar year. If there is no Temple publication, then a copy shall be mailed to each Noble in the Temple not later than the last day in March of each calendar year.

7. Discipline:

Any Officer, Noble or Temple, which violates a provision of this section is subject to discipline pursuant to the bylaws of the Shriners International.

The financial results of a Shrine charitable fundraiser must be reported on the Shrine Charity Activity form and submitted to the General Offices in Tampa within sixty (60) days of the activity. Also, gross receipts of \$100,000.00 or more must be audited by an independent public accountant.

KOSAIR SHRINERS REGULATIONS

SUBJECT: OFF PREMISE ACTIVITIES

In accordance with Shriners International, Kosair Temple and Kosair Charities, any Noble, Unit or Club that wishes to hold functions or events at locations other than Kosair Shriners property or Kosair Charities property, must first obtain written permission to do so from the Kosair Potentate or President of Kosair Charities. If in the jurisdiction of another Temple, the proper procedure will be followed in order to obtain permission of the Potentate of the jurisdiction by the Potentate of Kosair Temple in which the event will be held.

This is required to ensure that there are no conflicts with the Temple insurance or Kosair Charities insurance coverage policies. This also helps ensure that proper permission has been requested and granted from the Potentate of Kosair Shrine, Potentate from other Temple or President of Kosair Charities.

This applies to all events, functions, parades or picnics, etc. other than the official Temple functions.

All such requests should be submitted in duplicate for the Potentate's approval or President of Kosair Charities at least two weeks prior to such events. Failure to obtain proper approval may require cancellation of such events.

The Units and Clubs' cooperation in this matter will be greatly appreciated.

SUBJECT: CORRESPONDENCE THAT STATES SHRINERS INTERNATIONAL OR KOSAIR SHRINERS RULES, REGULATIONS, BYLAWS, QUOTES AND/OR DECISIONS MADE BY THE POTENTATE OR ELECTED DIVAN.

This regulation is not intended to prohibit any Noble, Unit or Club from all necessary correspondence that is for the general operation of a Unit or Club. It is to avoid any misunderstanding that may occur from misquote, incorrect statement or determination of Shrine Rules, Regulations or Bylaws.

Any and all correspondence that would specifically state SHRINERS INTERNATIONAL OR KOSAIR SHRINERS RULES, REGULATIONS, BYLAWS, QUOTES AND/OR DECISIONS MADE BY THE POTENTATE OR DIVAN must be submitted to the Recorder's Office for **approval of the Potentate prior to the mailing** of said correspondence.

KOSAIR SHRINERS REGULATIONS

SUBJECT: KOSAIR SHRINE CIRCUS, PARADES AND ALL PUBLIC EXHIBITIONS

Any Noble of Kosair Shriners that attends the Shrine Circus, a parade or other public exhibition under the influence of alcohol or other intoxicant, or consumes alcoholic beverages or intoxicants during such an event, shall be subject to disciplinary action. Discipline may include, but not be limited to the following:

- A formal complaint for conduct unbecoming a Noble of the Shrine
- Barred from public exhibition participation the remainder of the year
- Forfeiture of any awards or commission due for the year
- Barred from the Temple property and activities though still a member of Kosair
- Removal from membership in Units and Clubs

Any Unit or Club of Kosair Shriners dispersing or allowing the use of alcoholic beverages or intoxicants by a member at a public exhibition shall be subject to disciplinary action. These penalties may include, but are not limited to the following:

- The Unit or Club may be suspended for the remainder of the year
- Unit Officers and the Director being removed from their positions
- Any commissions due forfeited
- Barred from public exhibition participation for the remainder of the year
- Forfeiture of all assets
- Loss of Charter

Operating a vehicle insured through Kosair Shriners

No individual is to operate a vehicle Owned/Insured by Kosair Shriners at any time while under the influence of alcohol or other intoxicant or illegal substance.

ARTICLE 10 – SHRINERS INTERNATIONAL (2012)

210.1 Brotherhood. Shriners are Brothers. We share a common creed and common goals and values.

210.2 Creed

The Shriners Creed

Shriners believe in God and that He created man to serve His purposes, among which is service to others in His name. We believe that care for the less fortunate, especially children who suffer from burns and crippling diseases, is our institutional calling.

We are patriots, each willing to serve his country with fidelity and courage. We cherish independence under law and freedom with responsibility. We Honor family. We respect our parents, wives and children. We should instill in our children the tenets of this creed and the heritage from which it emanates.

As individuals, we pledge ourselves to integrity, virtue and nobility of character. Our intentions will be honorable, our relations will be trustworthy and our spirits forgiving of each other. As brothers, we offer each other fraternal affection and respect. Together we will support each other in adherence to this creed, so that we and our communities will be the better because of our fraternity and its principles.

As Shriners, we look beyond ourselves to serve the needs of others, especially children, who cannot help themselves. We believe Shriners Hospitals to be the world's greatest philanthropy, and we covenant with each other to support its "temples of mercy" with spirit, time, talent and means.

210.3 Goals The goals of the Order are purely fraternal and philanthropic.

210.4 Values

- (a) The Shrine is a distinctly private organization.
- (b) Its members cherish their right to privacy, freedom of expressive association and freedom of intimate association.
- (c) Its members have control over the internal governance of the Order.
- (d) Membership in the Order may not be used to further business, political or sectarian end.

210.5 Selectivity – Nobles are to be recruited and selected from candidates who believe in the creed, goals and values of the Order. These common beliefs will foster harmony in our internal affairs and in all our undertakings.

210.6 Obligation – All Nobles must abide by the principles of the Order as set forth in the preceding sections of this Article.

210.7 Code of Ethics – The officers and directors of Shriners International, an Iowa Corporation, and all who may be elected or appointed to positions of authority, in order to discharge the responsibility bestowed upon them by the Representatives, and to maintain the integrity to the Order, and all Shrine Temples, their elected Divan members, their appointed Officers and all Nobility, shall abide by this Code of Ethics.

(a) Obey the law of the land and the Articles of Incorporation and bylaws of the Order, adhering to the spirit as well as the letter thereof.

(b) Demonstrate the higher standards of personal integrity, truthfulness and honesty in all their fraternal activities; administer the Order's affairs with impartiality, efficiency and effectiveness and in a manner that enhances its good name and mission.

(c) Be certain that their information is accurate when speaking on behalf of the Order; disclose when they are stating their personal opinions; and be scrupulous in the representation of their authority and avoid misleading those with whom they deal.

(d) Approach their organizational and operational duties with a positive attitude and constructively support open communication, creativity, dedication and compassion; bring credit to the Order by their public demeanor; accept as a personal duty the responsibility to remain informed on important and critical issues affecting the Order; and avoid accepting an assignment if they cannot effectively, competently and timely discharge the responsibilities of the assignment.

(e) Exercise their independent judgment in the best interest of the Order, and free of compromising influences of loyalties; and act responsibly and in good faith, and in a manner not designed or intended to bring them personal gain from the discharge of their fraternal duties.

(f) Give notice, in a manner consistent with the corporation's bylaws of any duality of interest or possible conflict of interest and make it a matter of record; give notice of any direct or indirect interest in an individual or organization which is proposing or is involved in a transaction with the Order; and, thereafter, refrain from voting on the matter or transaction.

(g) Refrain from using funds or assets of the Order for personal gain; refrain from receiving anything of value for influencing their actions; and refrain from granting or accepting favors for personal gains.

(h) Report the unethical or inappropriate behavior of Directors or Officers to the Board of Directors, when informed resolution is not effective.

(i) Refrain from using their official positions or influence either for or against any candidate for public office.

(j) Serve with respect, concern, courtesy and responsiveness, recognizing that service to the Order is beyond service to themselves.