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**SUPREME TEMPLE
DAUGHTERS OF THE NILE
BYLAWS
PART I
ARTICLE I
SOVEREIGNTY AND
ORGANIZATIONAL STRUCTURE
(See Proclamation in the Ritual)**

SECTION 1. Composition of the Supreme Temple Board of Directors

The Board of Directors, as named in the **Articles of Incorporation**, Article IV, and elected by the Supreme Temple to serve Daughters of the Nile, is a body governed by the Supreme Temple, which shall act as the administrative body to direct and chart all business and fraternal issues pertaining to the Order. Actions taken by the Board of Directors shall not conflict with the Articles of Incorporation, the Ritual, or the Bylaws.

SECTION 2. Supreme Temple Elective Officers

The Elective Officers of the Supreme Temple shall be Her Supreme Majesty, the Supreme Queen; Supreme Princess Royal; Supreme Princess Tirzah; Supreme Princess Badoura; Supreme Princess Recorder; and Supreme Princess Banker; who shall be the Executive Committee.

SECTION 3. Supreme Temple Appointive Officers

The Appointive Officers of the Supreme Temple shall be Supreme Princess Marshal, Supreme Princess Chaplain, Supreme Lady of the Keys, Supreme Lady of the Gates, Supreme Princess Nydia, Supreme Princess Zulieka, Supreme Princess Zenobia, Supreme Princess Zora, Supreme Princess Zuliema, Supreme Princess Musician, and two (2) Supreme Attendants.

SECTION 4. Supreme Temple Membership

Membership in the Supreme Temple shall be the voting Delegates. These members shall be: Past Supreme Queens, Supreme Temple Elective/Appointive Officers, Reigning

Queens, Princesses Royal, Princesses Tirzah, Princesses Badoura, Past Queens, and five (5) Ladies of the Household from each of the Subordinate Temples.

SECTION 5. **The Authority of the Supreme Temple is:**

(a) SUPREME in all matters pertaining to its own organization and work therein.

(b) SOVEREIGN over the Ritual of the Order, which prescribes the Landmarks, Obligations, Installations, and all matters pertaining to the Ritual.

(c) To furnish copies thereof to all Subordinate Temples.

(d) To organize and charter Subordinate Temples.

(e) To decide all questions of law and policy that may arise in Subordinate Temples. The decision of the Supreme Temple on all such matters shall be final.

(f) To prescribe and determine the qualifications for membership.

(g) To have such powers as are set forth in the Articles of Incorporation, Ritual and Bylaws.

SECTION 6. **Fiscal Year**

(a) The Fiscal Year of the Supreme Temple begins on **May 1** and continues through **April 30**.

(b) The Fiscal Year of the Canadian Foundation begins on **April 1** and continues through **March 31**.

SECTION 7. **Ritualistic Properties and Philanthropy**

(a) **Ritual and Secret Work**

Under penalty of EXPULSION from the Order, no member shall copy, record, or place in print, or permit to be copied, recorded or placed in print, any part of the Short Form Opening, Amplified Opening, Initiation, or Closing of the Ritual; with the EXCEPTION of the words to "Weary Pilgrim" and "Knocking, Knocking." A Supreme Temple Special Committee assigned to amend/revise the Ritual, Obligation, or Secret Work shall be

permitted all rights reserved by a professional publisher. No Ritual, belonging to a Temple, shall be defaced or marked in any manner.

(b) **Emblem**

1. The Official Emblem of the Order shall be a **green** scimitar, imprinted with the words “Daughters of the Nile” and a suspended **golden** crescent, which shall have a sphinx head in the top center and be crossed by a **white** rose; as registered under the collective mark of Emblem Registration and Patent Number 1394509, as acknowledged in effect on May 20, 1986 by the United States Patent Office.
2. Official membership pins bearing the Official Emblem of the Order shall be secured through the office of the Supreme Princess Recorder.

(c) **Seal**

1. The Official Seal shall be the emblem of the Order within a circle, and a Registered symbol ® shall be used.
2. The Official Seal, produced in metal/rubber stamp style, shall be ordered through the office of the Supreme Princess Recorder.

(d) **Regalia**

1. **Colors**

- a. The Official Colors of the Order shall be **Green, Gold, and White.**
- b. The Temple Banner or Emblem shall be in the Official Colors of the Order.

2. **Crown**

- a. The Official Crown of the Supreme Temple shall be a closed crown. It shall be the property of the Supreme Temple and worn only by the Supreme Queen or her representative.

- b. The Official Crown of the Subordinate Temple shall be an open crown. It shall be the property of the Temple and worn only by the Queen or her authorized representative.

3. Jewel

- a. The Official Jewel for members shall be the Emblem of the Order in the form of a pin.
- b. The jewel for a Past Queen shall be the Emblem of the Order with an open style five-pointed crown above the scimitar.
- c. The jewel for the Past Supreme Queen shall be the Emblem of the Order with a closed style crown above the scimitar.
- d. The Official Emblem of the Order shall be used in any jewel.

(e) Philanthropy

The sole philanthropy of the Order is the support of the Shriners Hospitals for Children® through donations to the Daughters of the Nile Foundation and the Canadian Foundation. All fundraising activities undertaken by Subordinate Temples, Units and Clubs shall conform to the values and Tenets of Daughters of the Nile. Subordinate Temples, Units and Clubs shall adhere to the Fundraising Guidelines included in the Manual of Procedures.

SECTION 8. Dissolution

In the event the Daughters of the Nile is formally dissolved, legal counsel shall be consulted as to the laws of incorporation of the State of Oregon under which the corporation was filed. The assets shall be distributed to the 501(c)(3) nonprofit public charity known as the Daughters of the Nile Foundation.

The Canadian Endowment Funds shall be issued to the Imperial Shrine for distribution to any Shriners Hospitals for Children® in Canada.

ARTICLE II

SUPREME TEMPLE BOARD OF DIRECTORS

SECTION 1. Authority and Duties

The authority of the Board of Directors is to:

- (a) Chart and direct all business and fraternal issues.
- (b) Convene for a Semi-Annual Meeting and Annual Meeting to determine, deliberate and resolve by vote, all business and constitutional issues of the Order.
 - 1. The Semi-Annual Meeting shall be held in the month of January.
 - 2. The Annual Meeting shall be held preceding the Annual Session.
- (c) Elect annually, a Canadian member to serve as the Canadian Member Trustee of the Canadian Foundation.
- (d) Approve a Certified Public Accountant and Legal Counsel(s) for the Supreme Temple.
- (e) Direct business issues with consideration of recommendations and guidelines of the Certified Public Accountant and Legal Counsel(s).
- (f) Maintain management of the **Shop 'Til You Drop Market**.
- (g) Elect a member from the Board of Directors to fill a vacancy in any elected Supreme Temple Office, except the office of the Supreme Queen, until the next election of Supreme Officers at the Annual Session of the Supreme Temple.
- (h) Suspend for Cause (misconduct, or neglect of duty in office, and/or violation of the laws of the Order):
 - 1. Any Elective Officer or member of a Subordinate Temple.
 - 2. Any Officer of the Supreme Temple, Daughters of the Nile. Action shall be taken upon recommendation of the Supreme Queen or her representative pursuant

to an investigation by a Board-appointed committee, in accordance with the laws, rules and regulations hereinafter provided.

(i) Approve the Annual Report, prepared by the Secretary of the Board, which shall be presented to the Delegates at the Annual Session.

SECTION 2. The Board Officers shall be:

(a) The Supreme Queen, who shall serve as Chairman of the Board of Directors.

1. The Chairman shall vote only when the vote is by ballot or in case of a tie.
2. She shall submit an agenda to each member for all meetings.

(b) The Supreme Princess Royal shall serve as Vice-Chairman.

(c) The Board Secretary, who shall be a Past Supreme Queen, elected by the Board members.

SECTION 3. Reimbursement

Each Board Director shall:

(a) Receive air coach transportation by the most direct route for authorized travel.

(b) Attend meetings for the number of days required for the performance of their assigned duties upon authorization by the Supreme Queen.

(c) Receive lodging at the standard room rate for the number of days necessary for the performance of their assigned duties.

(d) Have the Supreme Temple Finance Committee Chairman approve the expenses of the Corporate Credit Card as established by the bank advisor's regulations.

SECTION 4. Indemnification of Directors and Officers

(a) The corporation shall protect each director of the corporation against any claims, liabilities, and expenses (including attorneys' fees, judgments, fines, and amounts paid in settlement) reasonably incurred and from any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative. The Board member shall have become subject of having held such a position or having allegedly taken or omitted to take any action with any such position. The foregoing shall not apply to:

1. Any breach of such person's duty of loyalty to the corporation or its members.
2. Any act not in good faith, intentional misconduct, or where such person had reasonable cause to believe her conduct was unlawful.
3. Any transaction gained by improper personal benefit.

(b) The Board of Directors may protect, and hold harmless employees and agents of the corporation against any claims and liabilities. In addition, assume reasonable legal fees and expenses incurred with claims or liabilities to which any person shall be subject because of being a Board Director.

ARTICLE III SUPREME TEMPLE ELECTIVE OFFICERS

SECTION 1. Supreme Queen

(a) **The Authority of the Supreme Queen is to:**

1. Exercise all the executive powers of the Supreme Temple during the interval between Supreme Sessions, act as Chairman of the Board of Directors, and perform such other acts as are inherent in and pertain to the office as Executive Officer of the Supreme Temple.

2. Act upon any extraordinary request by a Temple or its membership to complete any action required. She shall consult with the Supreme Temple Jurisprudence Committee who shall then seek advice from the Board of Directors on any business which might need special consideration.
3. Convene any Temple and preside therein should the necessity arise, or assign or send a member of the Supreme Temple Board of Directors to counsel, assist, or represent the Supreme Queen in a Subordinate Temple that has serious complaints and/or disorder. The Official Representative has the full authority of the Supreme Queen to act when given such authority in writing. The Board of Directors member shall make an immediate report to the Supreme Queen and give an updated report to the Board of Directors.
4. Suspend or arrest a Dispensation or Charter of a Subordinate Temple for violations of the Supreme Temple Landmarks (Announcement and Jurisdiction in the Ritual), Ritual, and/or Bylaws. She shall present a written reason for such action to the Delegates at the next Supreme Temple Annual Session.
5. Invite additional members of the Board of Directors to attend a visit to the Canadian financial institution when considered advisable.

(b) The Duties of the Supreme Queen are to:

Appoint the following prior to her installation as Supreme Queen:

1. Supreme Temple Appointive Officers
2. Supreme Temple Standing Committees
3. Supreme Temple Special Committees
4. Supreme Temple Organizers-at-Large (if applicable)
5. Supreme Deputy Organizers (if applicable)

6. Supreme Temple Ambassadors-at-Large
7. Supreme Goodwill Ambassadors
8. Supreme Temple Flag and Banner Bearers
 - a. Flag of the United States
 - b. Flag of Canada
 - c. Supreme Temple Banner
9. Supreme Temple Flag and Banner Escorts
 - a. Flag of the United States
 - b. Flag of Canada
 - c. Supreme Temple Banner
10. Supreme Temple Annual Session Assistants
 - a. Director of Uniformed Units
 - b. Director of Patrols
 - c. Director of Chorus
 - d. Chorus Accompanist
11. Parliamentarian

List all appointments in the Supreme Temple Proceedings, the Official Program, and the Installation Program. Special Committees announced from the Throne on the night of installation shall be an addition to the Official Program and listed in the Proceedings.

(c) Following her installation, she shall:

1. Complete the business of the Hostess Temple Supreme Temple Annual Session Committee responsible for the Annual Session at which she was installed by:
 - a. Submitting all accounting documents to a degreed Accountant for Financial Review within three (3) weeks following the closing of the Annual Session.
 - b. Filing within sixty (60) days, copies of the degreed Accountant Financial Review Report and a complete balance sheet to the following:
 - (1) Supreme Princess Recorder for inclusion in

- the Proceedings of the Annual Session of the Supreme Temple.
- (2) Chairman of the Supreme Temple Finance Committee.
 - (3) Princess Recorder of the Hostess Temple as a Permanent File Copy.
- c. Submitting the financial proceeds, to be allocated and distributed as follows:
- (1) **The return of the Supreme Session ADVANCE and Per Capita which shall be the first allocation from the Excess of Receipts over Disbursements for the Annual Supreme Session before any other disbursements are to be paid.**
 - (2) All proceeds from the Annual Session Official Functions shall be sent to the Supreme Princess Recorder for deposit in the General Fund.
 - (3) The Hostess Temple shall be reimbursed for fund-raising efforts for expenses of the Annual Session.
 - (4) All remaining funds shall be distributed to:
 - (a) The Supreme Temple General Fund; and/or
 - (b) The Daughters of the Nile Foundation/Canadian Foundation Convalescent Endowment Fund and/or Convalescent Relief Account/Fund; and/or
 - (c) The Hostess Temple General Fund.
 - (5) File all accounting records and books of the Hostess Temple Supreme Session Committee with the Princess Recorder of the Hostess Temple to be kept as permanent records.

2. Submit to each Subordinate Temple and each member of the Board of Directors an Itinerary, including:
 - a. Official Visits to the Subordinate Temples, to include special events;
 - b. Dates scheduled to visit the Shriners Hospitals for Children®;
 - c. Date of attendance and placement of a Gold Plaque or other special events at Shriners Hospitals for Children®.
3. Make Subordinate Temple Official Visits:
 - a. Observe the Ritualistic Ceremonies and Business procedures;
 - b. Inspect the Temple Properties as listed in the Manual of Procedures for the Supreme Queen's Official Visit;
 - c. Inspect the Temple Records from the date of the previous Seal of the Supreme Queen to the **date of the most recent Temple approved minutes**.
4. Serve as an ex officio member of all committees.
5. Send to the Jurisprudence Chairman her legislative recommendations before **March 1**.

(d) Allocation and Reimbursement

The Supreme Queen shall receive the following:

1. Twenty-five thousand dollars (US \$25,000) to provide for transportation, lodging, food, and other expenses as pertain to her office. She shall:
 - a. Maintain such records as appropriate for documentation of her expenditures.
 - b. Periodically send this information to the Supreme Temple Finance Chairman for review.
2. Eight hundred dollars (US \$800) for the purchase of a Past Supreme Queen's Jewel:
 - a. A proof of expenditure shall be sent to the Supreme Temple Finance Chairman.

- b. Disbursement shall be made after six (6) months of service.

SECTION 2. Supreme Princess Royal

The Duties of the Supreme Princess Royal are to:

(a) Advise the Board of Directors and each Subordinate Temple, within ninety (90) days following the close of the Supreme Temple Annual Session, of the date of her Official Visit as Supreme Queen.

(b) Extend an invitation to the Supreme Temple Annual Session, giving location and dates.

(c) Submit to the Supreme Temple Board of Directors at the Semi-Annual Board Meeting the name of the Registered Parliamentarian(s) she plans to use during the year she serves as the Supreme Queen.

(d) Serve on the Appeals Committee when the Supreme Queen convenes the Committee and as an ex officio member of the Jurisprudence Committee.

(e) Be responsible for outlining the Tentative and Official Program of the Supreme Temple Annual Session, receiving assistance and final approval from the Supreme Queen.

SECTION 3. Supreme Princess Tirzah

The Duties of the Supreme Princess Tirzah are to:

(a) Perform all duties assigned to her in the Ritual and by the Supreme Queen.

(b) Serve as a member of the Supreme Temple Jurisprudence Committee and the Code of Conduct Committee.

(c) Extend an invitation to the Supreme Temple Annual Session, giving location and dates.

(d) Determine the date and location of the Semi-Annual Board Meeting to be held during the year she is serving the Supreme Temple as Supreme Queen and present this information to the Board of Directors at the next Annual Session.

SECTION 4. Supreme Princess Badoura

The Duties of the Supreme Princess Badoura are to:

(a) Receive a ten thousand dollar (US \$10,000) **ADVANCE** after installation and she shall:

1. Establish an accounting process for the receipts and disbursements of the Supreme Temple **ADVANCE**.
2. Keep an itemized accounting of the Supreme Temple **ADVANCE**.
3. Be permitted to use the **ADVANCE** for convention deposits and expenses related to food functions, transportation, fundraising, and facilities, et cetera.
4. Repay the Supreme Temple General Fund as the first item from the **Distribution of Excess Receipts**.
5. Upon her resignation, death, or removal from a Supreme Temple Office, she shall have made prior arrangements to have the **ADVANCE** sent to the Supreme Princess Recorder as soon as all current bills have been paid.

(b) Perform all duties assigned to her in the Ritual and by the Supreme Queen.

(c) Serve as a member of the Supreme Temple Jurisprudence Committee.

(d) Extend an invitation to the Annual Session, giving location and dates.

(e) Notify the Supreme Temple Board of Directors and Hostess Temple of the proposed location to be presented as an Official Site in the event the city cited in her Résumé is not feasible or is unavailable.

(f) **Provide within ninety days (90) to the Supreme Temple Board of Directors the names of the Chairman and Vice-Chairman of her Supreme Session Committees**, as stipulated in the duties of the Supreme Princess Badoura Candidate.

(g) Arrange for the site of the Supreme Temple Annual Session, including 15,000 square footage minimum space for the **Shop 'Til You Drop Market**.

(h) Sign all contracts, using established guideline procedures, after each contract has been reviewed by appropriate counsel. Pay all costs of said counsel from the Supreme Session Fund of the Hostess Temple Supreme Session Committee.

(i) Establish a financial accounting system for the (Temple Name) Supreme Session Fund.

(j) Maintain an accounting system and bank account independent from the Hostess Temple.

SECTION 5. **Supreme Princess Recorder**

The Supreme Princess Recorder shall be responsible for:

(a) **Supreme Temple Duties**

1. Receive, file, and safely keep all records and documents of the Supreme Temple.
2. Maintain the Supreme Temple General Fund by depositing money in a United States Bank with Federal Deposit Insurance, receiving all bills approved by the Chairman of Finance, and drawing warrants for the payments for such bills.
3. Act as the Supreme Temple financial agent in the sale of all printed supplies, Official Jewels, and Silver Life Membership Cards.
4. Mail duplicate detailed deposit slips to the Supreme Princess Banker. Receive consolidated cash plan deposit slips from the Canadian Member Trustee.

Exception: *The Canadian Member Trustee assigned to the Canadian Temples shall receive all moneys for the Canadian Foundation, i.e. Convalescent Relief Fund and Convalescent Endowment Fund.*

5. Deposit money received in the name of the **Shop 'Til You Drop Market** to the General Fund.
6. Write a warrant to pay Insurance Coverage for the Supreme Temple and each Subordinate Temple from the Supreme Temple General Fund.
7. *Close the Books annually on **April 30** and submit them for audit by a Certified Public Accountant.*

8. Give notice to the Board of Directors no later than the Semi-Annual Board Meeting prior to the Supreme Temple Annual Session at which she desires not to stand for re-election.
9. Deliver to her successor, after the installation, all books, and any property of the Supreme Temple in her custody with a transitional time to be determined by the Board of Directors.

(b) Supreme Temple Annual Session

1. Calculate the Per Capita and divide the allocation between the Supreme Temple and the Supreme Session Committee. The Supreme Temple shall receive eighty percent (80%) and the Supreme Session Committee of the Hostess Temple twenty percent (20%).
2. Prepare and send, by **May 1**, copies of the Supreme Queen's Recommendations for proposed Amendments with Previous Notice to the Supreme Temple Bylaws, with previous notice, to each member of the Board of Directors and each Subordinate Temple.
3. Send the Annual Session Tentative Program to each member of the Board of Directors and to each Subordinate Temple by **May 1**.
4. Schedule a Seminar, with the Supreme Princess Banker as co-hostess, for the Princesses Recorder, Princesses Banker and, if space is available, for Delegates in attendance.
5. Call the roll of Subordinate Temples during the Ritualistic Opening on the first business day.
6. Present the Special Rules of Order following the Ritualistic Opening.
7. Prepare written Minutes of the business transactions and read these Minutes to the Delegate assembly for approval the following day.

8. Submit Minutes to the Supreme Elective Officers meeting in executive session following Annual Session for approval.
9. Prepare a packet containing one (1) each of all forms or booklets that would acquaint Supreme Princess Badoura with her official duties and present them to her at the Executive Committee meeting following the Annual Session.
10. Submit an Annual Report.
11. Submit the Minutes to be printed in the *Proceedings*.
12. Receive all administrative expenses approved for payment by the Chairman of the Supreme Temple Finance Committee and issue warrants following the close of the Annual Session.
13. Conduct and perform such other duties as may be required at the request of the Supreme Queen.

(c) **Supreme Temple *Proceedings***

1. Compile and proof material for the annual printing of the Supreme Session *Proceedings* following the close of the Annual Session.
2. Notify each Princess Recorder, at least sixty (60) days prior to the Annual Session, of the approximate cost for purchase of the *Proceedings* as determined by current printing and postal charges.
3. Receive the Official Order Form and calculate the amount of the order.
4. Ship to and bill each Subordinate Temple for one (1) official copy and any additional copies ordered.

(d) **Subordinate Temples**

1. Keep photocopies of all Subordinate Temple Charters in a fireproof safe.
2. Be responsible for the contents and distribution of all Supreme Temple forms used by the Subordinate Temples.

3. Maintain an up-to-date alphabetical membership account.
4. Maintain an up-to-date alphabetical Dual Membership account.
5. Bill the Subordinate Temples for Insurance Coverage.
6. Send, on or before **May 1**, a list of names and all contact information for the newly elected Queens and Princesses Recorder to each Board Director and one (1) copy to each Subordinate Temple.
7. Send to the Subordinate Temples the following forms:
 - a. The Annual Hospital Report on or before **March 1**.
 - b. The Credentials for Delegates on or before **April 1**.
8. Grant Dispensations in accordance with Part II, Article VI, Section 3.
9. Upon receipt of the yellow copy of the Inspection of Temple Properties Form from a Subordinate Temple Princess Recorder, process the following:
 - a. Penalty assessments.
 - b. Missing items replacements.
 - c. Subordinate Temple billing.

Supreme Princess Recorder's Allocation, Assistants and Term Limit:

(a) Allocation

The Supreme Princess Recorder shall receive:

1. A monthly stipend of one thousand eight hundred dollars (US \$1,800).
2. Two hundred fifty dollars (US \$250) per month for office rent.

(b) Executive Assistants

The Supreme Princess Recorder shall retain:

1. An Office Assistant to receive a stipend of seven hundred fifty dollars (US \$750) per month. 2015

2. Two Assistants at the Annual Session, to be assigned detailed duties and be responsible for maintaining the Office of the Supreme Princess Recorder. Each Assistant shall be reimbursed for air coach transportation round trip by the most direct route and lodging.

(c) Term Limit for Office

1. The Supreme Princess Recorder shall be eligible to serve only ten (10) consecutive years in her Office.
2. Should the terms of the Supreme Princess Recorder and Supreme Princess Banker expire concurrently, the Supreme Temple, by a majority ballot vote on the day of elections, shall determine which officer shall remain for one (1) additional year.

SECTION 6. Supreme Princess Banker

The Supreme Princess Banker shall be responsible for:

(a) Supreme Temple

1. Recommend banks for the approval by majority vote of the Board of Directors. Ensure the protection of all funds by Federal Deposit Insurance Corporation /Canadian Deposit Insurance Corporation, respectively, for all United States and Canadian moneys.
2. Disburse money only upon a warrant drawn by the Supreme Princess Recorder and approved by the Supreme Temple Finance Chairman.
3. Serve as the Board of Directors' Trustee of the Canadian Foundation.
 - a. Maintain continuing management with the elected Canadian Member Trustee and the Trust Company holding the funds of the Canadian Foundation.
 - b. Review the Canadian Convalescent Relief Fund and Convalescent Endowment Fund of the Canadian Foundation.

4. *Close the books annually on April 30.*
5. Report the financial conditions of the Supreme Temple in the United States and Canada at each meeting of the Board of Directors and the Annual Session.
6. Present a detailed financial report.
 - a. Present to the Board of Directors and to the membership at each Annual Session, a detailed financial report for the current fiscal year and the two (2) previous years.
 - b. This report shall include each line item of the Supreme Temple income and expenditures and shall be printed in the Annual Session ***Proceedings***.
7. Give notice to the Board of Directors no later than the Semi-Annual Board Meeting prior to the Supreme Temple Annual Session at which she desires not to stand for re-election.
8. Deliver to her successor, after the Installation, all books, and any property of the Supreme Temple in her custody with a transitional time to be determined by the Board of Directors.

Supreme Princess Banker's Allocation and Term Limit:

(a) Allocation

The Supreme Princess Banker shall receive:

1. A monthly stipend of one thousand dollars (US \$1,000).
2. Two hundred fifty dollars (US \$250) per month for office rent.

(b) Term Limit for Office

1. The Supreme Princess Banker shall be eligible to serve only ten (10) consecutive years in her Office.
2. Should the terms of the Supreme Princess Recorder and Supreme Princess Banker expire concurrently, the Supreme Temple, by a majority ballot vote on the day of elections, shall determine which officer shall remain for one (1) additional year.

SECTION 7. Election of Officers

(a) Supreme Princess Badoura

A candidate shall be a Past Queen, with management and organizational skills, and knowledge and proficiency of the Ritual, Supreme Temple Bylaws and Manual of Procedures.

If a Temple wishes to host a Supreme Temple Annual Session by Proposing a candidate for Supreme Princess Badoura, the procedure shall be as follows:

1. At a Stated Session, the Temple shall vote by Written Ballot to support a candidate for the Office of Supreme Princess Badoura.
2. If an affirmative vote prevails, the Queen shall call for nominations.
3. Within ten (10) days, the Princess Recorder shall notify in writing, by First-Class Mail or emailing a scanned original with the Seal of the Temple affixed, all members of the Temple and each member of the Board of Directors of the nomination(s) and that the election by Written Ballot shall be held at the next Stated Session.
4. Following an affirmative vote of the Temple, an official one (1) page Résumé giving name and qualifications of the nominee shall be prepared with the Seal of the Temple affixed. The Résumé shall be sent by First-Class Mail or by emailing a scanned original to each member of the Board of Directors and to the Princess Recorder of each Subordinate Temple postmarked or electronically dated no earlier than **February 15**, and not later than **March 1**.
5. Be prepared to participate in the **Meet the Candidates Forum** as described in the **Manual of Procedures**.

6. Past Deadline Endorsement

- a. After **March 1**, having no more than two (2) candidates endorsed, any Past Queen endorsed by her Temple and nominated at a previous Supreme Temple Annual Session shall be eligible.
 - 1) The Past Queen, wishing to be considered, shall notify the Queen and Princess Recorder of her Temple.
 - 2) The Princess Recorder shall notify all members of the Temple, in writing, within ten (10) days, of the endorsement vote to be taken at the next Stated Session.
 - 3) If the vote is affirmative, the Princess Recorder shall send to the Supreme Princess Recorder an Official Letter of Endorsement, signed by the Queen and Princess Recorder with the Seal of the Temple affixed, with the name of the nominee, her qualifications, and the year she was previously nominated. The letter shall be sent Certified Mail, signature required, or scanned original letter by email.
 - 4) The Supreme Princess Recorder shall read to the Delegates the Official Letter of Endorsement prior to the election of Supreme Officers.

7. Candidate Responsibility

A candidate for the office of Supreme Princess Badoura shall:

- a. Be prepared to organize a (name of Temple) Supreme Session Committee consisting of the following:
 - 1) General Chairman and Vice-Chairman
 - 2) Finance Chairman and Vice-Chairman
 - 3) Registration Chairman and Vice-Chairman
 - 4) Ways and Means Chairman and Vice-Chairman

- 5) Housing Chairman and Vice-Chairman
 - 6) Such other Committees as needed
 - b. Be prepared to extend an invitation from her Temple to hold the Supreme Temple Annual Session; where she will be installed as Supreme Queen, giving location and dates.
- (b) **Supreme Princess Recorder and/or Supreme Princess Banker**
1. In the case of a vacancy, the Subordinate Temples shall be notified.
 2. A Past Queen/Past Supreme Queen desiring to be a candidate shall submit a Résumé of her qualifications. The Résumé shall be sent by First-Class Mail, or scanned original email, to each member of the Board of Directors and to the Princess Recorder of each Subordinate Temple postmarked or email time-stamped no earlier than **February 15**, and not later than **March 1**.
 3. Be prepared to participate in the **Meet the Candidates Forum** as described in the **Manual of Procedures**.
 4. A candidate shall have the following qualifications:
 - a. A willingness to devote time and sufficient energy to fulfill the demands of the office.
 - b. A willingness to perform the duties and to assume the responsibilities listed in the **SUPREME TEMPLE BYLAWS, Part I. Article III, SUPREME TEMPLE ELECTIVE OFFICERS, SECTION 5. Supreme Princess Recorder** or **SECTION 6. Supreme Princess Banker**.
 - c. A thorough knowledge of the Supreme Temple Bylaws and the ability to answer questions within the limits of her authority with patience and diplomacy.
 - d. A high degree of computer literacy.
 - e. A working knowledge of the computer accounting program currently used by the Supreme Temple.

- f. Proficiency in accounting procedures required to conduct the business of a large corporation.

ARTICLE IV SUPREME TEMPLE COMMITTEES

All Committee members shall assume their duties immediately following the close of the Annual Session and shall serve until their successors are appointed. Annual Reports of the Chairmen shall be presented at each Annual Session.

The Chairman shall send information and correspondence to the members of the Committee in a timely manner throughout the year and prior to presentation.

SECTION 1. Standing Committees

(a) **Action Team Committee** shall be composed of one (1) Chairman and one (1) Vice-Chairman and at least ten (10) additional members of Daughters of the Nile. The Action Team Advisory Panel shall be composed of at least two (2) Past Supreme Queens. Supreme Princess Royal shall serve as an ex officio member. 2016

(b) **Appeals Committee** shall be appointed by the Supreme Queen upon receipt of an Official Appeal during the Code of Conduct process within a Subordinate Temple. The Appeals Committee shall be composed of one (1) Past Supreme Queen to serve as Chairman, two (2) Past Supreme Queens, Supreme Princess Royal, and two (2) Past Queens, who shall investigate, consider the details of all aspects, and report recommendations to the Supreme Temple Board of Directors. The Committee shall submit an Annual Report at the Annual Session only upon Committee involvement.

(c) **Bylaws of Subordinate Temples Committee** shall be composed of one (1) Past Supreme Queen to serve as Chairman and two (2) Past Queens.

The Chairman shall:

1. Approve any Subordinate Temple Bylaws, amendment(s) or revision(s). The effective date shall be the signature date of the Chairman or the verbal consent date, if given orally.
2. Assign an equal number of specified Subordinate Temples to each Past Queen.

Each Past Queen shall:

1. Serve as the Advisory Committee to assist a Subordinate Temple in interpreting the existing laws and preparing bylaws/revisions/amendments.
2. Submit to the Chairman a Report of all activities and actions by **May 1**.

(d) **Code of Conduct Committee** shall be composed of one (1) Past Supreme Queen to serve as Chairman, the Supreme Temple Jurisprudence Committee Chairman, and the Supreme Princess Tirzah who shall review any inquiry made by a Subordinate Temple in the interpretation of the **Code of Conduct**. The Committee shall submit an Annual Report at the Annual Session only upon Committee involvement.

(e) **Convention Committee** shall be composed of at least four (4) members who shall be available to assist with competitive negotiation of contracts with the Supreme Session hostess city chosen by the Supreme Princess Badoura; and provide assistance with other details in planning the convention, including experienced training for the Supreme Session registration management system.

(f) **Coordinator of Hospital Requests** shall be composed of one (1) Past Supreme Queen to serve as Chairman to send and receive all information and requests from Shriners Hospitals for Children® Administrators to Subordinate Temple Chairmen of Hospital Requests/Sewing Committees.

(g) **Finance Committee** shall be composed of one (1) Past Supreme Queen to serve as Chairman, one (1) Past Supreme Queen to serve as Vice-Chairman and three (3) Past Queens as Sub-Committee members to be appointed.

The Chairman shall:

1. Submit at the Annual Meeting of the Board of Directors and at the Annual Session of the Supreme Temple a line item budget showing the anticipated receipts and expenditures for the ensuing year and a detailed report itemizing the receipts and expen-

ditures for the previous (2) two years ending **April 30** prior to the Annual Session.

- a. Present the budget in writing, with a copy for all Delegates attending the Annual Session.
 - b. Include in the Annual Report of the Committee such information as the Chairman deems appropriate.
2. Review all bids and contracts for all items supplied by the Supreme Princess Recorder.
 3. Approve the Limited Events Dispensations.
 4. Receive the Certified Public Accountant's Report from the Supreme Princess Recorder.

The Vice-Chairman shall:

Officially notify:

1. Each Past Queen of her assigned list of Temples for review and include a letter of instructions; and
2. The Temples concerning their assigned Past Queen, detailed in the annual June Letter to Subordinate Temples.

The Past Queen shall be responsible for Subordinate Temple reviews, as assigned by the Vice-Chairman and work with the Subordinate Temples to receive the proper information within the designated deadline.

(h) **Financial Review Committee** shall be composed of one (1) Past Supreme Queen to serve as Chairman and two (2) members of Daughters of the Nile who shall annually review the financial records and processes used in the Offices of the Supreme Princess Recorder and Supreme Princess Banker. The Financial Review Committee shall report its finding to the Delegates at each Annual Session.

(i) **Insurance Committee** shall be composed of three (3) members of Daughters of the Nile, with professional status in the Industry, one (1) of whom shall be a Canadian member. The Chairman shall serve for at least three (3) consecutive years.

1. Handle procurement of necessary insurance and perform all duties with reference to insurance. ISSUE ALL CLAIM FORMS AND PROCESS ALL INSURANCE CLAIMS. NO EXCEPTIONS.
2. Discuss major issues pertaining to coverage, major claims, change in fee structure, et cetera, with the Supreme Queen, the Supreme Princess Recorder and the Board of Directors for their information/recommendation.
3. Work with the Supreme Princess Recorder to obtain the proper dollar amounts for billing each Subordinate Temple. The Supreme Temple shall pay five percent (5%) of the total with the Subordinate Temples paying ninety-five percent (95%) on a Per Capita basis.
4. Submit the premium billing to each Subordinate Temple yearly and advise said Temple that the premium is payable within thirty (30) days.
5. Present a written Report, including answers to questions/concerns, a review of coverage and the Committee's recommendations, at the Semi-Annual and Annual Board of Directors Meetings.

(j) **Jurisprudence Committee** shall be composed of one (1) Past Supreme Queen to serve as Chairman, two (2) Past Supreme Queens, Supreme Princess Tirzah, Supreme Princess Badoura, and two (2) Past Queens. Supreme Princess Royal shall serve as an ex officio member.

The Chairman shall:

1. Assist the Supreme Queen and Subordinate Temples, as requested:
 - a. With the interpretation of the laws, rules, regulations and procedures of the Supreme Temple Bylaws by referencing the Manual of Procedures, Protocol and Ritual to assist in the interpretation of the Bylaws.
 - b. With such other matters as may properly be submitted to the Committee.

2. Maintain a file of all correspondence.
3. Notify all Committee members of the date, time and agenda of all meetings.

The Committee shall:

1. Assist the Chairman in interpretation of questions presented to the Committee.
2. Review the Annual Report of the Supreme Queen and give any recommendations.
3. Assist the individual members to formulate new Bylaws or Amendment(s) for the Supreme Temple Bylaws.
4. Present proposed Amendment(s) with Previous Notice to the Supreme Temple Bylaws for Delegate consideration.

(k) **Membership and Public Relations Committee** shall be composed of two (2) Past Supreme Queens and at least (6) six additional members of Daughters of the Nile. Supreme Princess Badoura shall serve as an ex officio member.

The Chairman shall:

1. Review all goals and guidelines and meet with the Committee as needed.
2. Review all public relations and communications, as they pertain to such entity, with the Supreme Temple Board of Directors, the Foundation and/or the Website Committee before publication.
3. Coordinate the Daughters of the Nile Booth at the Imperial Shrine Sessions.
4. Submit a Report at each Meeting of the Board of Directors and the Annual Session to include a financial report and activities of the Committee members.

The Committee shall:

1. Assist the Subordinate Temples with ongoing

communication, education and support for the attraction and retention of members.

2. Develop and promote public relations with other fraternal orders and the public, and through projects and displays at Supreme Session.

(l) **Website Committee** shall be composed of one (1) Chairman and at least three (3) members of Daughters the Nile. The Committee shall maintain and update the Supreme Temple website.

SECTION 2. **Supreme Session Committees**

The Supreme Queen shall announce the appointment of the following Supreme Temple Annual Session Committees at the Official Opening of the Supreme Temple:

(a) **Contributions to Shriners Hospitals for Children® Committee** shall be composed of three (3) Past Queens. They shall compile, from the Annual Reports submitted by the Subordinate Temples to the Coordinator of Hospital Requests, a report of what items were sent to the Shriners Hospitals for Children® and actual items and cash spent by the Temples for such supplies and gifts.

(b) **Courtesy Committee** shall be composed of three (3) Past Queens who shall prepare and send letters of appreciation for all courtesies received and regrets for absences of the Directors of the Board and Supreme Officers.

(c) **Credentials Committee** shall be composed of seven (7) Past Queens. Prior to the Annual Session, the Chairman shall report to the Office of the Supreme Princess Recorder to pick up supplies and instructions for the Committee.

(d) **Tellers Committee** shall be composed of one (1) Past Supreme Queen, Chairman, and an adequate number of Past Queens.

ARTICLE V
SUPREME ORGANIZERS-AT-LARGE
SUPREME DEPUTY ORGANIZERS
SUPREME AMBASSADORS-AT-LARGE
SUPREME GOODWILL AMBASSADORS

SECTION 1. The Duties of the Supreme Organizers-at-Large are listed in the Supreme Temple Institution and Constitution of New Temples Booklet.

SECTION 2. The Duties of the Supreme Deputy Organizers are listed in the Supreme Temple Institution and Constitution of New Temples Booklet.

SECTION 3. Supreme Ambassadors-at-Large

A Supreme Ambassador-at-Large shall be a Past Supreme Queen who shall serve as a Deputy for the Supreme Queen and oversee the activity of Supreme Goodwill Ambassadors. Assigned areas shall be determined by four (4) geographical time zones.

The Duties of the Supreme Ambassador-at-Large are to:

- (a) Assign, direct, and supervise all work done by the Supreme Goodwill Ambassadors assigned to her.
- (b) Present at the Annual Session a detailed Annual Report of the activities of the Goodwill Ambassadors.

SECTION 4. Supreme Goodwill Ambassadors

A Supreme Goodwill Ambassador shall promote membership participation, serve as liaison to the Supreme Ambassador-at-Large, and perform such other duties as shall promote the harmony of the Temple.

The Duties of the Supreme Goodwill Ambassadors are to:

- (a) Keep in contact with the membership of her Temple.
- (b) Represent the Supreme Temple by visiting other Temples when possible.
- (c) Assist the Queen and Temple Officers by promoting attendance at all Temple functions.

- (d) Be alert for promising new members.
- (e) Encourage prospective new and visiting members to attend functions to learn the Tenets of the Order, the charitable work of the organization, and to join activities of the Temple.
- (f) Assist the Supreme Queen by promoting harmony within her own Temple.
- (g) Incur no expense to her Temple or the Supreme Temple.
- (h) Promote the philanthropic work of Daughters of the Nile (Daughters of the Nile Foundation or Canadian Foundation).
- (i) Submit a report of all activities to the Supreme Ambassador-at-Large by **May 1**.

ARTICLE VI

SUPREME TEMPLE FUNDS

SECTION 1. Income

Supreme Temple Revenue shall be derived from:

- (a) Fees charged for Dispensations and Charters.
- (b) The sale of printed supplies, Official Jewels, jewelry, and other available items bearing the Official Emblem of Daughters of the Nile.
- (c) The **Annual Per Capita of eight dollars (\$8)** in the currency of the country for each member in good standing, including Life Members.
- (d) Gifts and bequests that are specifically earmarked for the Supreme Temple General Fund in compliance with the non-profit exempt status of the Supreme Temple.
- (e) Funds and proceeds of any dissolved Temple and Annual Session activities.
- (f) Net proceeds from the **Shop 'Til You Drop Market**.

SECTION 2. Philanthropic Funds

A **Convalescent Relief Account** shall be maintained by the Daughters of the Nile Foundation to provide annual cash con-

tributions to the Shriners Hospitals for Children®. All donations shall be to the Foundation no later than **December 15**.

A **Convalescent Endowment Fund** shall be maintained by the Daughters of the Nile Foundation, supported by donations from the Subordinate Temples and individuals, including Stepping Stones to Happiness certificates and the ***My Gift Program***.

The **Canadian Foundation** shall be maintained through the **Canadian Convalescent Relief Fund** and the **Convalescent Endowment Fund**. All donations shall be in the office of the **Canadian Member Trustee** no later than **March 15**.

ARTICLE VII

SUPREME TEMPLE ANNUAL SESSION

SECTION 1. Calendar Date

The Annual Session shall be held during the month of June.

SECTION 2. Admittance

A member of the Order shall be admitted to the Business Session Room with a properly signed, current Dues Card or Life Membership (Certificate or Silver) and an official Registration Badge.

SECTION 3. Registration

(a) A Registration fee shall be paid to the Hostess Temple.

1. U.S. members shall remit sixty dollars (\$60) in U.S. Funds.
2. Canadian members shall remit sixty dollars (\$60) in Canadian Funds.

(b) The Annual Session Packet and materials pertaining to the legislation and business of the Annual Session shall be available through the Princess Recorder of each Subordinate Temple and the Supreme Temple Website.

(c) The dates and hours for REGISTRATION and CREDENTIALS shall be published in the Annual Session Packet.

(d) Registration Badges may be worn from Hotel to Con-

vention Center but the PRINTED INFORMATION SHOULD NEVER BE VISIBLE. For reasons of security, Badges shall be removed at all other times in public area, i.e. on the street, in restaurants, et cetera.

SECTION 4. Credentials

(a) The Credentials Committee shall be available to the Delegates prior to the Annual Session and on the first business day. The dates and hours shall be published in the Annual Session Packet.

(b) A Delegate shall register her Credential bearing the signature of the Princess Recorder and the Seal of her designated Temple with the Credentials Committee and receive a Voting Card/Device in exchange.

1. Each Delegate shall present her Credential, Life Membership (Certificate or Silver), Annual Dues Card, and show her Registration Badge to the Credentials Committee.
2. Each Delegate shall sign to receive her official Voting Card/Device.
3. It shall be the duty of the Senior Representative from each Temple, or her designee, to ensure that each Delegate from her Temple registers her Credential and receives her Voting Card/Device for electing the Supreme Temple Officers.

(c) A Past Queen who is an Affiliated Member shall receive her Credential from the Temple with which she is affiliated.

(d) A Past Queen who is a Dual Member shall receive her Credential from the Temple in which she served as Queen.

(e) A Past Queen who is a Dual Member and has filed a Credential Change Form shall receive her Credential from the Temple designated on the Credential Form.

SECTION 5. Temple Delegates and Votes

(a) Each Subordinate Temple shall be represented by at least one (1) Official Delegate who shall be the Reigning Queen or, in her absence, in ranking order, Princess Royal,

Princess Tirzah, Princess Badoura, Past Queen, or a Lady of the Household Delegate.

(b) Each Subordinate Temple shall be allowed to have five (5) Ladies of the Household Delegates as defined in the Supreme Temple Bylaws, Part I, Article I, Section 4 and in Elections, Manual of Procedures.

(c) Each Subordinate Temple shall pay the transportation, by the most direct route, for the Delegate with the highest-ranking order who attends the Annual Session.

(d) A Past Supreme Queen, Supreme Elective Officer(s) /Appointive Officer(s) shall be listed with other Past Queens of her Temple who may be in attendance.

(e) Each Subordinate Temple shall be entitled to the same number of votes as there are registered Delegates.

SECTION 6. Business Meetings/Elections

(a) Following the Formal Opening, the first order of business shall be the Roll Call of Temples. A majority of Temples represented with at least one (1) voting Delegate present shall verify a quorum for business.

(b) Following the final report of the Credentials Committee, the next order of business shall be the election of Supreme Temple Elective Officers.

(c) Nominations for an elective office shall be made from the floor and election shall be by ballot.

(d) In the event there is but one nominee for an elective office, the Supreme Queen shall instruct the Supreme Princess Recorder to cast the elective ballot of the Supreme Temple for the nominee.

(e) The Supreme Officers shall be installed before the close of the Annual Session and continue in office until their successors are installed.

1. Any Supreme Officer-elect who is not present at the Supreme Installation of Officers shall be installed in her own Temple or location designated by the Supreme Queen.

2. The Princess Recorder shall notify the Supreme Queen and the Supreme Princess Recorder of the installation, including date and participants.
3. The Supreme Princess Recorder shall notify the Subordinate Temples of the installation.

SECTION 7. **Legislation**

(a) An Amendment with Previous Notice shall be submitted by email or regular mail in the proper format as detailed in the Manual of Procedures and the Supreme Temple Daughters of the Nile website.

2016

1. The proposed Amendment with Previous Notice shall include the signatures of two (2) voting members, along with the names, titles and Temple names and numbers.
2. The signers shall submit the Amendment to the Chairman of the Jurisprudence Committee, **prior to the annual deadline of March 1**, in order for the Chairman, the Committee, and the Supreme Temple Parliamentarian to review it with the signers, and to ensure that the format, substance and wording of the Amendment with Previous Notice is correct.

(b) The Jurisprudence Committee shall send a copy of all Amendments with Previous Notice, as reviewed, to the Supreme Princess Recorder **no later than April 15**.

2016

(c) The Supreme Princess Recorder shall send a copy of the Amendments with Previous Notice to each member of the Supreme Temple Board of Directors and to the Subordinate Temples and post the Amendments on the Supreme Temple website, **no later than May 1**, prior to the Annual Session at which the legislation will be presented.

2016

(d) **Presentation**

The Jurisprudence Committee, at the Annual Session, shall present all Amendments with Previous Notice for action. A two-thirds ($\frac{2}{3}$) vote of the Delegates present and voting shall be required to adopt and amend.

(e) **Revision**

The Supreme Temple Bylaws shall be revised only by a resolution presented at the Annual Session. Adoption requires a two-thirds (2/3) vote of the Delegates present and voting.

1. A committee shall be appointed by the Supreme Queen to prepare a revised set of Bylaws.
2. The Supreme Princess Recorder shall send a copy of the proposed revision to each member of the Supreme Temple Board of Directors and to the Princess Recorder of each Subordinate Temple, postmarked by **May 1**, prior to the Annual Session at which action is to be taken.

(f) **Adopted Amendments**

1. An Amendment shall become effective upon adoption. A motion may be adopted prior to voting on the proposed amendment, to delay the effective date.
2. An adopted Amendment to the Supreme Temple Bylaws shall be printed with the year of adoption.

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** shall govern the Supreme Temple and the Subordinate Temples in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any Special Rules of Order that may be adopted.

REVISION OF SUPREME TEMPLE BYLAWS

DIGEST OF DECISIONS, RULES AND MOTIONS 1948

ADOPTED ORIGINAL VERSION 1963

1ST REVISION ADOPTED JUNE 1988

2ND REVISION ADOPTED JUNE 2006

RECOMMENDATIONS TO CONFORM TO THE WASHINGTON
FOUNDATION CORPORATION ADOPTED JUNE 2008

3RD REVISION ADOPTED JUNE 2010

4TH REVISION ADOPTED JUNE 2013

SUBORDINATE TEMPLE BYLAWS – PART II

ARTICLE I FORMATION/DISSOLUTION

SECTION 1. Charter

(a) Each Subordinate Temple shall have a Charter from the Supreme Temple signed by the Supreme Queen and the Supreme Princess Recorder, and attested by the Seal of the Supreme Temple. The date on the Charter shall be the Anniversary Date of the Temple.

(b) The Charter shall be present at each Stated/Special Session, enclosed to ensure its preservation from damage.

(c) A duplicate copy of the Charter shall be filed with the Supreme Princess Recorder.

SECTION 2. Location and Temple Name

(a) A Subordinate Temple may be organized in a city where a Chartered Shrine Center is located.

(b) A Temple shall have its official meeting place in the city or area where the enabling Shrine Center is located.

(c) No Temple shall be named for any individual.

SECTION 3. Eligibility

Membership in a new Temple shall be open to a woman of good character, who is eighteen (18) years of age or older and is related by birth or marriage to a Shriner, Master Mason, or Daughter of the Nile or is a majority member in Good Standing of a Masonic-related organization for girls; or who was a patient, with or without Shrine or Masonic relationship, at a Shriners Hospital for Children®.

2014

SECTION 4. Voluntary Surrender of Charter

(a) The Charter of a Temple may be surrendered upon adoption of a resolution proposing such action, signed by not less than TEN (10) members, PROVIDED the resolution has been presented at the previous Stated Session. The

Queen/Princess Recorder shall mail a copy of the resolution to each member at least two (2) weeks prior to the Special/Stated Session at which action is to be taken. No action shall be taken if at least twenty (20) members, by written ballot, vote to reject the Resolution. The Temple may request assistance from the Supreme Queen to resolve unique problems/circumstances within the Temple.

(b) In the event the Supreme Queen, or authorized Board Member, requests a Temple to consider Voluntarily Surrendering its Charter, the Temple shall proceed as follows:

1. The presiding officer or her designee shall immediately notify the membership and state the call for a Special Session.
2. During the Special Session, the members shall thoroughly review the following portions of the most current edition of the Ritual:
 - a. PROCLAMATION
 - b. JURISDICTION
3. Follow the guidelines submitted by the Supreme Queen or authorized Board Member.

SECTION 5. **Dissolution**

(a) The Temple Charter shall be suspended or annulled as a result of:

1. Disobedience to the laws of the Supreme Temple.
2. Disregard for lawful authority of the Supreme Queen.
3. Failure to meet for four (4) consecutive Stated Sessions.

(b) If the Temple Charter is suspended or revoked for irregular conduct of the members, the member or members implicated shall be suspended or expelled in accordance with the Code of Conduct or by direction of the Board of Directors. Members not involved shall receive from the Supreme Princess Recorder, upon payment of current Annual Dues, a Permanent

Letter of Good Standing, and reason for issuance. The letter shall entitle the holder to the same privileges as a Demit.

(c) In the event the Supreme Queen has requested a Temple to surrender its Charter and it continues to proceed in violation of her directive, she shall respond by informing the Temple it shall be considered a clandestine Temple, which prohibits each member from being associated in any way with the Daughters of the Nile.

(d) The same procedure shall be followed by Temples Under Dispensation if dissolved for irregular conduct.

(e) Dissolution Procedures

The Supreme Queen and/or an authorized Board Member, upon consultation with the remaining Temple officers, may determine the categories or any combination of the following to receive the moneys of the net proceeds after all bills are paid:

1. United States or Canadian Supreme Temple General Fund.
2. Daughters of the Nile Foundation Convalescent Endowment Fund or Canadian Foundation Convalescent Endowment Fund.
3. Daughters of the Nile Foundation Convalescent Relief Account or Canadian Foundation Convalescent Relief Fund.
4. With the approval of the Board of Directors, a special designated holding account.

SECTION 6. Relinquishing of Subordinate Temple Property

(a) Within sixty days (60) following the surrender, suspension, or annulment of the Temple Charter, it shall be the duty of the presiding officer to send the following records and Temple property to the Supreme Princess Recorder. A waiver may be granted by the Supreme Queen to dispense with any item in an additional manner:

1. **Charter** — Original and all copies (unless in the hands of the Supreme Queen or her Official Representative).

2. Temple Properties/Records:

- a. All Temple Properties/Records in possession of the Queen, Princess Recorder and other Officers, which are normally inspected by the Supreme Queen at the time of her Official Visit.
- b. All Minute Books.
- c. All Membership Books/Temple Bylaws Books containing original signatures of members when initiated.
- d. All Register Books containing Date and Signatures of members attending each Session.
- e. All Financial Records of Princess Recorder and Princess Banker.
- f. Membership Pins and Past Queen's Jewels may be presented to another Temple or returned to the Supreme Temple.

SECTION 7. Temple Items with Intrinsic Value

Properties or paraphernalia, with very little monetary value, may be equally divided among Temple members or presented to another Temple.

ARTICLE II MEMBERSHIP

SECTION 1. Eligibility

[Read (a) following Ceremonial]

(a) Eligibility to membership in a Temple shall be open to a woman of good character who is eighteen (18) years of age or older and is related by birth or marriage to a Shriner, Master Mason, or Daughter of the Nile, or is a Majority Member in Good Standing of a Masonic-related organization for girls; or who was a patient, with or without Shrine or Masonic relationship, at a Shriners Hospitals for Children®. The Proposal for Membership shall be signed and submitted by two members in Good Standing who are acquainted with, and will vouch for, the woman.

2014

(b) A woman may become a member of any Daughters of the Nile Temple.

SECTION 2. Proposal for Membership

[Read (a) and (b) following Ceremonial]

(a) Any member in good standing may propose an eligible woman for membership with/without her knowledge by obtaining a Proposal for Membership form from the Princess Recorder or a member;

(b) **ALL ACTION TAKEN UPON A PROPOSAL SHALL BE KEPT CONFIDENTIAL;**

(c) **AND ANY VIOLATION OF ITS CONFIDENTIALITY SHALL BE MET WITH PROMPT DISCIPLINE TO BE DETERMINED BY THE SUPREME TEMPLE CODE OF CONDUCT COMMITTEE.**

SECTION 3. Petition for Initiation

[Read following Ceremonial]

The official Invitation to Membership, Petition for Initiation, and notice of the current Initiation Fee, Per Capita, and prorated Annual Dues shall be extended ONLY through the Princess

Recorder in the name of the Temple within ten days (10) following Temple acceptance of the Proposal for Membership.

SECTION 4. Courtesy Initiation

Upon written request, a Temple may initiate a petitioner of another Temple.

SECTION 5. Life Membership

By a two-thirds (2/3) vote of those present and voting; a Temple may confer Life Membership upon:

(a) A Past Queen who has accomplished her year of duties/service as Junior Past Queen, as defined in **PART II, Article VI, SECTION 2.**

(b) A member accomplishing special services by promoting goodwill, having extensive out-of-ordinary attributes, and having extended herself beyond her Obligation to the Order.

SECTION 6. Dual Membership

A Member may belong to two (2) Subordinate Temples at the same time. She shall have the privilege of making motions and voting in both Temples.

2015

SECTION 7. Honorary Membership

Any Temple member may be elected an Honorary Member in another Temple but shall be denied the privilege of making motions or voting.

SECTION 8. Tenure of Membership

A member shall accumulate tenure of membership by the total of years she has been in Good Standing regardless of the number of Temples to which she may have belonged.

SECTION 9. Initiation Fee, Annual Dues, and Membership Card

(a) The Initiation Fee shall be not less than thirty-five dollars (\$35), exclusive of Annual Dues.

(b) Annual Dues shall be not less than fifteen dollars (\$15), excluding the Per Capita, and shall be payable yearly on or before **March 31.**

SECTION 10. Petition for Reinstatement

A woman who received a Demit or has been dropped for non-payment of dues and whose membership has not been restored within the one (1) year grace period may petition the Temple for reinstatement.

2016

SECTION 11. Letter of Good Standing

(a) A member may request, in writing, a Letter of Good Standing. It shall remain in effect for a period of six (6) months.

2014

(b) A member holding a Letter of Good Standing shall retain membership in her Temple until accepted by another Temple within the six (6) month grace period.

SECTION 12. Demit

If a member in Good Standing wishes to dissolve her membership in Daughters of the Nile, she shall submit to the Temple Princess Recorder a written request for a Demit. The request shall be read at the next Stated Session and granted by the Queen.

2016

SECTION 13. Obligation Only Initiation

In extenuating circumstances and with the vote of the Temple, a Temple may initiate a petitioner(s) with the Queen or Past Queen-designate administering the Obligation at a Temple Club or other appropriate place. A member(s) so initiated shall sign the Membership Book and receive her/their Membership Pin(s) at the first Stated Session or Ceremonial that she attends/they attend.

ARTICLE III FINANCE

SECTION 1. Annual Per Capita

(a) The **Annual Per Capita of eight dollars (\$8)** in the currency of the country for each member in good standing, including Life Members, shall be sent to the Supreme Princess Recorder. The Temple check for the Per Capita and the Annual Report shall be mailed together and post-marked no later than **April 15**.

(b) Annually, the Canadian General Fund shall submit in Canadian currency, a payment percentage amount of the total Supreme Temple Administrative expenses, based on the Supreme Temple audited financial statement of the previous year. The percentage will be calculated on the annual percentage of Canadian members, to total membership in Daughters of the Nile.

SECTION 2. Fiscal Years

(a) The Temple Fiscal Year begins on **April 1** and continues through **March 31**.

(b) The Supreme Temple Fiscal Year begins on **May 1** and continues through **April 30**.

(c) The Foundation Fiscal Year begins on **January 1** and continues through **December 31**.

(d) The Canadian Foundation Fiscal Year begins **January 1** and continues through **December 31**. 2016

SECTION 3. Programs for Shriners Hospitals for Children®

Each Temple shall determine the type of hospital program and the number of sewing and/or other committees that will best benefit Shriners Hospitals for Children®.

SECTION 4. Bequests/Gifts

(a) General Funds

1. All Bequests and Gifts of cash, securities, insurance proceeds, and all other types of personal property, real estate willed or gifted to a Daughters of the Nile Subordinate Temple General Fund, or to the

Supreme Temple General Fund, shall automatically become a contribution to that designated General Fund.

2. Donations made to the General Fund of a Subordinate Temple, or to the General Fund of the Supreme Temple, are **NOT tax deductible** to the same **degree of taxable benefit** as a donation given to a 501(c)3 non-profit charity, such as the Daughters of the Nile Foundation.

(b) **Daughters of the Nile Foundation**

All other Bequests and Gifts of cash, securities, insurance proceeds, and all other types of personal property, and real estate willed or gifted to the Daughters of the Nile shall automatically become a charitable contribution to the **Daughters of the Nile Foundation**. The laws of the land shall prevail in the distribution of these categories.

SECTION 5. Subordinate Temple Financial Accounting

(a) A Temple, Unit, or Club may accumulate such funds as are required to:

1. Maintain the normal operating expenses to meet the financial obligations of the membership.
2. As applicable, produce revenue for the Daughters of the Nile Foundation or Canadian Foundation Philanthropic Funds, **PART I, Article I, SECTION 7**.

(b) All accounts of a Subordinate Temple, Unit, or Club shall be shown on the books of the Temple, Unit, or Club.

SECTION 6. Financial Evaluation by an Accountant

(a) A review by a professional accountant shall be conducted upon the request of the:

1. Vote of the Temple
2. Queen
3. Supreme Temple Finance Committee Chairman
4. Supreme Queen

(b) The Accountant shall have a degree and be a currently licensed professional who is authorized to practice in the jurisdiction of the Temple. At the direction of the Board of Directors, if the situation warrants, the Accountant selected shall carry adequate insurance. The services of the Accountant shall provide an analysis, inspection, or examination of the records provided by the Princess Recorder and Princess Banker.

SECTION 7. **Fundraising Activities**

(a) THE PRINCESS RECORDER SHALL DISTRIBUTE A COPY OF THE PHILANTHROPIC FUNDRAISING GUIDELINES FOR UNITED STATES AND CANADIAN TEMPLES, CLUBS AND UNITS found in the **Manual of Procedures**, in its entirety, **prior to the April Stated Session. THESE GUIDELINES SHALL BE DISTRIBUTED TO ALL OF THE ELECTIVE LINE OFFICERS, UNITS, CLUBS AND ALL COMMITTEE CHAIRMEN responsible for Fundraising Activities.**

(b) **Limited Event Bank Account(s).** A Subordinate Temple, Club and Unit may be granted a dispensation for a special event that warrants a separate bank account for a specific, out-of-the-ordinary purpose. **Examples:** Temple Anniversary, Homecoming of the Supreme Queen, State, Provincial, Regional Days, et cetera. The Supreme Session Committee does not require a Limited Event Dispensation. Further instructions are found in the Bank Accounts section of the Manual of Procedures.

ARTICLE IV OFFICIAL TEMPLE PROPERTIES

Official Temple Property is defined as the Temple Charter, Ritual, Supreme Temple Bylaws, Protocol, Manual of Procedures, Official Temple Seal, Temple Crown, Code of Conduct, History of Daughters of the Nile, and Floor Charts.

ANY Daughter of the Nile may own a:

1. Ritual
2. Supreme Temple Bylaws

3. Protocol
4. Manual of Procedures
5. Floor Charts
6. History of Daughter of the Nile

Any Officer failing to return the Temple Properties assigned to her, relevant to her office, at the completion of her year, shall be financially responsible for the current replacement value of the Temple Property, plus shipping and postage and the imposed penalty of ten dollars (\$10).

SECTION 1. **Ritual**

Subordinate Temples shall use ONLY the Ritual authorized by the Supreme Temple.

(a) Each Subordinate Temple is issued a minimum of four (4) Rituals. They are the property of the Temple and the Princess Recorder is responsible for them. 2014

(b) The Princess Recorder shall issue the Rituals to any member requesting a Ritual for temporary use. The member shall sign a log when issued a Ritual. The member shall sign the log when the Ritual is returned.

(c) The member shall pay the current price for any Ritual that is not returned to the Princess Recorder.

SECTION 2. **Secret Work**

The Secret Work shall be given at each Session by the Junior Past Queen. In her absence, it shall be given by a Past Queen. In the absence of all Past Queens, it shall be given by the Princess Royal.

SECTION 3. **Supreme Temple Bylaws, Protocol and Manual of Procedures**

Each Subordinate Temple shall own six (6) copies of the Supreme Temple Bylaws, Protocol and Manual of Procedures, to be issued to the Queen, Princesses Royal, Tirezah, Badoura, Recorder and Banker. These books shall remain the property of the Temple. 2015

SECTION 4. **Code of Conduct Booklet**

(a) Each Subordinate Temple shall be issued two (2) copies of the Code of Conduct Booklet.

(b) The copies shall be the property of the Temple and shall be maintained in the Office of the Princess Recorder. The Office of the Princess Recorder is defined to be wherever the Princess Recorder possesses the Temple Seal.

SECTION 5. **Floor Charts for Subordinate Temple**

Each Subordinate Temple shall be supplied with eight (8) copies of the Floor Charts to be distributed to the Queen, Princess Royal, Princess Tirzah, Princess Badoura, Princess Marshal, two(2) Attendants, and the Ceremonial Assistant. These Floor Charts shall remain the property of the Temple.

ARTICLE V OFFICERS

SECTION 1. **Elective Officers**

(a) The Elective Officers shall be:

1. Her Majesty, the Queen
2. Princess Royal
3. Princess Tirzah
4. Princess Badoura
5. Princess Recorder
6. Princess Banker

} **Elective
Line
Officers**

(b) By virtue of her service as Queen, the Junior Past Queen shall be a Temple Officer. She shall complete her year as Junior Past Queen to be eligible for a Life Membership or Supreme Temple Appointment.

(c) A Past Supreme Queen may not be elected as a Subordinate Temple Elective Officer. A Past Queen may serve as an Elective Officer.

(d) ONLY a Past Queen shall serve as a pro tem for an Elective Line Officer. EXCEPTION: If no Past Queen is avail-

able, a member may pro tem.

SECTION 2. **Appointive Officers**

- (a) The Appointive Officers shall be:
 - 1. Princess Marshal
 - 2. Princess Chaplain
 - 3. Lady of the Keys
 - 4. Lady of the Gates
 - 5. Five (5) Ladies in Waiting:
Princess Nydia, Princess Zulioka, Princess Zenobia,
Princess Zora and Princess Zuliema
 - 6. Princess Musician
 - 7. Two (2) Attendants
- (b) A Past Queen may serve as an Appointive Officer.

SECTION 3. **Assistants to Officers**

ONLY a Daughter of the Nile shall be allowed to assist any Officer.

SECTION 4. **Election of Officers**

(a) The Annual Election of Officers shall be held at the March Stated Session.

(b) All members shall be notified in writing of the Annual Election by quoting SECTION 4. (a) in the election notice and stipulating the following statement: **“Campaigning for or against any candidate shall not be permitted and could result in suspension or expulsion.”**

(c) Nominations for an elective office shall be open and made from the floor. Elections shall be by ballot and shall include only names nominated from the floor. A majority vote of ballots cast shall elect.

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(d) The official procedure for the election of Officers shall be as described in the Manual of Procedures.

SECTION 5. **Installation of Officers**

(a) All members participating in the Installation of

Officers shall have a current Dues Card.

(b) At the Queen-elect's discretion, the Installation of Officers may be open or closed and shall be held within thirty (30) days following the Annual Election.

(c) The Retiring Queen shall not wear a Crown at Installation.

(d) The Queen shall be installed with a Temple Crown, which is the Property of the Temple, and that crown shall be the Official Temple Crown for that year.

(e) The Installing Officer who gives the Obligation shall not be a Temple Officer for that year.

(f) If an Officer cannot be present at the time of the Installation Ceremony, she shall be installed at the next Stated Session that she attends. A Dispensation from the Supreme Princess Recorder is required for a Special Installation.

SECTION 6. **Vacancies**

(a) **Elective Officers**

1. In the event a vacancy occurs in any elective office, a SPECIAL ELECTION shall be held as soon as possible, unless the Supreme Queen and Board of Directors have been involved.
2. A Dispensation shall be procured from the Supreme Princess Recorder for the Special Election and Installation.
3. The Princess Recorder shall notify all members in writing of the pending Special Election and Installation.

(b) **Appointive Officers**

1. The Queen shall appoint a member to fill a vacant appointive office.
2. The new Appointive Officer shall be installed at the next Stated Session. A Dispensation issued by the Supreme Princess Recorder is required for a Special Installation.

ARTICLE VI DUTIES OF OFFICERS

Each Elective Officer shall perform her duties in accordance with the Ritualistic duties and the written Laws of the Order. Exception may be made due to a medically-documented illness or an extenuating/justifying circumstance. If the Subordinate Temple is unable to resolve the situation, the Supreme Queen, upon the advice of the Board of Directors, shall make a decision regarding continuance in office or eligibility for a Life Membership.

SECTION 1. **Queen**

The Queen, by virtue of her office, shall be empowered to conduct all Temple matters not specified otherwise by the Ritual, Supreme Temple/Subordinate Temple Bylaws, Manual of Procedures or by vote of the Temple. She shall be subordinate to the Supreme Temple, the Supreme Temple Board of Directors and/or the Supreme Queen and/or her Official Representative.

The Queen shall:

(a) Serve her full term by presiding during nine (9) Stated Sessions and at least one (1) Ceremonial, which may or may not be included in the Stated Sessions.

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(b) Appoint Officers and committees prior to the Installation of Temple Officers, as specified in the Manual of Procedures.

(c) Be an ex-officio member of all committees.(d)

(d) Perform all duties assigned to her office by the Supreme Temple Bylaws, Subordinate Temple Bylaws, Manual of Procedures and Code of Conduct.

(e) See that all laws, rules, and regulations of the Order are obeyed. When no written law is available, decide all questions by ***Robert's Rules of Order Newly Revised***, current edition.

(f) Remove any appointive officer for CAUSE. This may

include, but is not limited to, misconduct or neglect of duty.

(g) Inspect the Ballot with the Junior Past Queen.

(h) Following the Ceremonial of Initiation, read the designated Sections on Membership from the Supreme Temple Bylaws.

(i) Order a Financial Review of the Records of the Princess Recorder/Princess Banker.

(j) Make a Report of Supreme Session Legislation adopted by the delegates.

(k) Complete the Inventory Form for Insurance purposes. 2016

(l) Attend Unit business meetings. If unable to attend, she shall appoint an Elective Line Officer (in descending order). If the Elective Line Officers are not available, a Past Queen may represent her or the meeting shall be rescheduled.

(m) Annually visit each Club (refer to Manual of Procedures).

(n) Make an Annual Report at the March Stated Session or publish the report in a mailing to each member prior to the March Stated Session. If published, the Queen shall declare at the March Stated Session that the Annual Report was published and the declaration shall be noted in the Minutes.

(o) At all Ceremonials, the Queen may have the option of either reading aloud the page on Philanthropic Purpose from the Manual of Procedures after the Ceremonial or may designate a Past Queen or member who sits with the Candidates to read the page aloud prior to the Ceremonial.

SECTION 2. Junior Past Queen

The Junior Past Queen shall:

(a) Serve her full term by exemplifying her Ritualistic work at nine (9) Stated Sessions, as well as at least one (1) Ceremonial, unless excused by the Queen for reasonable extenuating circumstances. 2015

(b) Exemplify the Secret Work at each Stated Session and at each Ceremonial, if not combined.

(c) Preside at a Session when necessary for the Queen to relinquish the chair or when the Queen and Princess Royal

are absent.

(d) Inspect the ballot with the Queen.

SECTION 3. Princess Royal

The Princess Royal shall:

(a) Serve her full term by exemplifying her Ritualistic work ²⁰¹⁵ at nine (9) Stated Sessions, as well as at least one (1) Ceremonial.

(b) Assume the chair in the absence of the Queen:

1. Wear a Temple Crown, if available.
2. Make a detailed report to the Queen.

(c) Exemplify the Secret Work at a Session in the absence of all Past Queens.

(d) Sign the bank signature card(s); and, in the absence of the Queen, sign approved warrants and checks.

(e) Perform all duties assigned to her office by the Queen or by local Temple traditions.

SECTION 4. Princess Tirzah

The Princess Tirzah shall:

(a) Serve her full term by exemplifying her Ritualistic work ²⁰¹⁵ at nine (9) Stated Sessions, as well as at least one (1) Ceremonial.

(b) Perform all duties assigned to her office by the Queen or by local Temple traditions.

SECTION 5. Princess Badoura

The Princess Badoura shall:

(a) Serve her full term by exemplifying her Ritualistic work ²⁰¹⁵ at nine (9) Stated Sessions, as well as at least one (1) Ceremonial.

(b) Perform all duties assigned to her office by the Queen or by local Temple traditions.

SECTION 6. Princess Recorder

The Princess Recorder shall be responsible for:

(a) Receipts and Disbursements

1. Receive all money due the Temple.
2. Draw and cosign all warrants for the Princess Banker for the *Appropriation of Money* after receiving approval of the expenditures by the Temple Finance Committee.
3. Send donations received for the Daughters of the Nile Foundation or Canadian Foundation as soon as possible, but *no later than one (1) month following receipt of same*. Donations shall not be held over for presentation to the Supreme Queen.
4. Forward all wills/bequests in which the Daughters of the Nile is mentioned as a beneficiary to the Daughters of the Nile Foundation, or the Canadian Member Trustee, as appropriate, for review before any action is taken upon them.
 - a. This includes wills/bequests designated for:
 - (1) The General Fund of a Subordinate Temple
 - (2) The Supreme Temple General Fund
 - (3) The Daughters of the Nile Foundation
 - (4) The United States Foundation Convalescent Endowment Fund
 - (5) The United States Foundation Convalescent Relief Account
 - (6) The Canadian Convalescent Endowment Fund
 - (7) The Canadian Foundation Convalescent Relief Fund
 - b. Convalescent Moneys are referred to as follows:
 - (1) In the United States: Convalescent Endowment Fund and the Convalescent Relief Ac-

count

(2) In Canada: Convalescent Endowment Fund and Convalescent Relief Fund

c. The above includes wills/bequests allocated to the Daughters of the Nile Foundation.

(b) **Membership**

1. Follow the procedures outlined in the Manual of Procedures upon receipt of a **Proposal for Membership, Petition for Initiation, Petition for Affiliation, Petition for Dual Membership, and Petition for Reinstatement.**

2. Maintain an up-to-date, alphabetized file of:

a. Members

b. Dual Members, and

c. Deceased, Demitted and Suspended Members for non-payment of Annual Dues.

(c) **Minutes**

Keep an accurate account of the Temple proceedings.

(d) **Correspondence and Reports**

1. Conduct all Temple correspondence and affix the Seal of the Temple following notification/inspection and approval of the Queen.

2. Compile and submit all reports required by the Supreme Temple.

(e) **Supreme Temple Annual Session**

Provide each delegate with information required.

(f) **Financial Responsibilities**

1. *Close all financial records* on **MARCH 31** for financial review.

2. Be prepared to submit financial records for Financial Review at any time upon order of the Supreme Queen, Queen, or by Temple vote.

(g) **Revision, Bylaws, and/or Amendments**

Organize and send Temple Bylaw Amendment(s) or

a Revision to the Supreme Temple Bylaws of Subordinate Temples Committee in the manner detailed in the Manual of Procedures.

(h) **Miscellaneous**

1. Maintain a ***Code of Conduct*** file containing the two (2) Temple copies of the ***Code of Conduct***.
2. Perform all duties assigned by the Queen, or by local Temple traditions.
3. Within thirty (30) days following the election and after closing the financial records, deliver all papers, books, and Temple Properties in her possession to her successor.

SECTION 7. Princess Banker

The Princess Banker shall be responsible for:

(a) **Receipts and Disbursements**

1. Receive and issue a receipt for all money from the Princess Recorder.
2. Pay all bills upon receipt of an approved Warrant issued by the Princess Recorder and co-sign all checks.

(b) **Financial Responsibilities**

1. *Close all financial records* on **MARCH 31** for financial review.
2. Be prepared to submit financial records for financial review at any time upon order of the Supreme Queen, Queen or by Temple vote.

(c) **Miscellaneous**

1. Perform all duties assigned by the Queen or by local Temple traditions.
2. Within thirty (30) days following the election and after closing the financial records, deliver all papers, books and Temple properties in her possession to her successor.

ARTICLE VII

SUBORDINATE TEMPLE SESSIONS

The meetings of a Subordinate Temple shall be called SESSIONS and they shall be Stated or Special.

SECTION 1. **Stated Sessions**

(a) All Temples shall hold at least nine (9) Stated Sessions during the fiscal year. A quorum consists of not less than eleven (11) members, one of whom shall be the Queen, Princess Royal, or the Junior Past Queen.

(b) **Founders Day — October 30** shall be observed at the October or November Stated Session, whichever Stated Session falls closest to October 30. The tribute shall honor the Founders of our Order and shall include the reading of the **PROCLAMATION** on Pages 7-8 of the Ritual. The program and tribute shall be held under the Good of the Order and recorded in the Minutes.

(c) A member shall have the privilege of visiting any Subordinate Temple by showing her current, signed Dues Card or Life Membership (Certificate or Silver) to the Lady of the Gates and the Lady of the Keys.

(d) All members shall register under the supervision of the Lady of the Gates.

(e) The Queen may call a Special Session for which each member shall be notified in writing, and only the business as listed in the **Ritual** shall take place. The **Order of Business** to be considered shall be plainly stated in the notice.

(f) Joint functions with other organizations shall be entered into with a two-thirds ($\frac{2}{3}$) vote upon request at a Stated Session or by a unanimous vote of the Elective Officers during the period between Stated Sessions.

(g) In the event of an emergency or any extenuating circumstance, the membership shall be notified of the cancellation and rescheduling of the Stated Session by a tele-

phone committee or by the most efficient contingency plan available.

(h) Open discussion of matters within any Temple Session shall conform to the Obligation of the Order and standards of Daughters of the Nile teachings.

SECTION 2. **Ceremonials**

(a) Each Temple shall hold at least one (1) Ceremonial annually at the time of the Official Visit of the Supreme Queen. The Temple Officers shall exemplify the Amplified Opening, Initiation and Closing from the Ritual.

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(b) The Queen may elect to hold additional Ceremonials, if there are Candidates.

SECTION 3. **Dispensations**

(a) A Dispensation shall be required and granted by the Supreme Princess Recorder:

1. To install an Officer at a Stated Session.
2. To elect and install an Officer if a vacancy occurs.
3. To change the date, time, or place of a Stated Session, provided every member shall be notified in writing:
 - a. When the regular meeting place is unavailable.
 - b. When an Official Shrine function involves attendance of a majority of the Officers.
 - c. When the Charter/Pre-Constituted Temple Dispensation is moved to another building.
 - d. To reschedule a Stated Session cancelled in the event of an emergency or any other extenuating circumstance.
 - e. For any other valid reason when stated in concise detail, as per Special Session call to the membership.

(b) A request for a Dispensation that would violate SECTION 3. (a) shall not be granted.

ARTICLE VIII UNIFORMED UNITS

(a) A Unit shall be organized or disbanded by vote of the Temple.

(b) All Units shall be covered by Temple approved Unit Bylaws and may adopt, and be governed by, Standing Rules approved by vote of the Temple.

(c) Only Unit members, the Queen, and/or her representative shall be permitted to attend the business meetings of a Unit. Prospective Unit members may be invited to attend a maximum of two (2) business meetings before joining said Unit.

(d) No Queen shall serve as a Unit Officer or perform with a Unit at any time while she is serving as Queen.

(e) Each Unit shall submit its Annual Financial Report to the Temple Financial Review Committee for review as soon as possible after **March 31**.

(f) Units shall perform for Subordinate Temple Sessions and functions when requested by the Queen and/or the Temple.

(g) Units shall present plans for their fiscal year fundraisers at the April Stated Session for approval by the Temple.

(h) If a Unit begins discussion to disband:

1. The Queen shall order all funds frozen.
2. The Queen shall approve further disbursements.
3. No funds shall be disbursed that directly benefit members of the Unit. (Example: parties, food functions, et cetera)
4. Within thirty (30) days of the vote to disband, the Unit shall send all Funds to the Princess Recorder for deposit into the General Account of the Temple. A final financial statement shall be sent to the Princess Recorder to be read at the next Stated Session and placed on file.

ARTICLE IX CLUBS

(a) Members of a Temple shall submit a written request to organize a Club. Approval shall be granted by majority vote at a Stated Session.

(b) All Clubs shall be governed by Temple-approved Club Bylaws and may adopt and be governed by Standing Rules approved by vote of the Temple.

(c) A Club shall not be organized within the Temple's charter city and shall not be named for any individual.

(d) Any Daughters of the Nile member in good standing is eligible for Club membership.

(e) Only Daughters of the Nile members showing current Dues Cards may attend Club business meetings.

(f) Clubs may collect Dues made payable in advance to coincide with the Temple fiscal year starting on **April 1** and continuing through **March 31**.

(g) Each Club shall submit its Annual Financial Report to the Temple Financial Review Committee as soon as possible after **March 31**.

(h) Clubs shall present plans for their fiscal year fundraisers at the April Stated Session for approval by the Temple.

(i) If a Club begins discussion to disband:

1. The Queen shall order all funds frozen.
2. The Queen shall approve further disbursements.
3. No funds shall be disbursed that directly benefit members of the Club. (Example: parties, food functions, et cetera)
4. Within thirty (30) days of the vote to disband, the Club shall send all Funds to the Princess Recorder for deposit into the General Fund of the Temple. A final financial statement shall be sent to the Princess Recorder to be read at the next Stated Session and placed on file.

ARTICLE X SPECIAL DIRECTIVES

Each member, when pledging acceptance to the vows and Obligation of the Order, shall conform to the Ritual, Supreme Temple Bylaws, Protocol, Manual of Procedures and Temple traditions. The following paragraphs shall be strictly adhered to, and failure by any member to conform shall subject the member to procedures in the ***Code of Conduct***:

(a) Any public or private behavior on the part of a member, which would lower the standards of Daughters of the Nile, and that shall create adverse publicity for the Order, is considered conduct unbecoming a member.

(b) A Past Queen shall not be balloted upon, initiated, or excluded from a Past Queens' Group.

(c) A Temple/Unit/Club SHALL secure permission from the Supreme Temple Board of Directors before making a purchase of real estate.

(d) The Supreme Temple or any member of a Subordinate Temple shall give no credence to anonymous communications of any kind.

ARTICLE XI AMENDMENT(S)/REVISION(S)

SECTION 1. **Supreme Temple Bylaws**

Delegates wishing to present amendments to Supreme Temple Bylaws shall refer to **Part I, ARTICLE VII** for the proper procedures for composing and presenting amendments.

SECTION 2. **Subordinate Temple Bylaws**

All Subordinate Temples shall have only such powers as are prescribed in the Dispensation, Charter, and Bylaws of the Supreme Temple and their own Bylaws. Supreme Temple Bylaws shall not be incorporated/included or paraphrased in Subordinate Temple Bylaws unless the Temple/Club/Unit needs to reinforce a specific Supreme Temple Bylaw in order to educate the members on a local level. Any member, or the Temple Bylaws Committee, may propose amendment(s)/ revision(s).

SECTION 3. **Unit and Club Bylaws**

Any Unit/Club desiring to amend/revise their Bylaws shall appoint a Bylaws Committee within their membership. Unit/ Club Bylaws shall be approved by the Subordinate Temple and kept on file with the Princess Recorder and Secretary of the Unit/Club.

SECTION 4. **Publication**

The Princess Recorder shall:

- (a) Update copies of Temple Bylaws as amended/revise and make available to all members of the Temple.
- (b) Inform a Unit/Club of the approval/disapproval of submitted amendment(s)/revision(s).
- (c) Submit the file entitled Bylaws of Temple Name and Number to the Supreme Queen at the time of her Official Visit.

* * * * *

CODE OF CONDUCT

ADOPTED JUNE, 1996 – 80TH ANNUAL SESSION

The Daughters of the Nile ***Code of Conduct*** was adopted by the Supreme Temple Board of Directors on June 6, 1996, ratified by the delegates on June 12, 1996, and revised in 2012 by the Supreme Temple Board of Directors to be used in the event of a serious violation or offense within the Order.

A Daughter of the Nile who wishes to read this Code may do so, by appointment, in the office of her Subordinate Temple Princess Recorder. In the event a serious violation or offense has occurred within the Order, a member may request the official Complaint Form, which must be procured by the Princess Recorder from the Supreme Princess Recorder and affixed with the Supreme Temple Seal. Once the member receives, completes and files the form with her Subordinate Princess Recorder, the complaint procedure shall follow the process as outlined in the ***Code of Conduct***.

* * * * *

REVISION OF SUPREME TEMPLE BYLAWS

DIGEST OF DECISIONS, RULES AND MOTIONS 1948

ADOPTED ORIGINAL VERSION 1963

1ST REVISION ADOPTED JUNE 1988

2ND REVISION ADOPTED JUNE 2006

RECOMMENDATIONS TO CONFORM TO THE WASHINGTON
FOUNDATION CORPORATION ADOPTED JUNE 2008

3RD REVISION ADOPTED JUNE 2011

4TH REVISION ADOPTED JUNE 2013