
Elf Khurafeh Shrine Clown Unit Bylaws



Published: September 14, 2022

Release 2022-09-14

CONTENTS:

1	Public Image	2
1.1	Title	2
1.2	Branding	2
2	Purpose	3
3	Parliamentary Authority	4
4	Membership	5
4.1	Membership Classes	5
4.1.1	Apprentice Members	5
4.1.2	Regular Members	6
4.1.3	Life Members	7
4.1.4	Honorary Members	7
4.1.5	Retired Members	8
4.1.6	Removed Members	9
4.2	Clown Name	10
4.2.1	Retired Names	11
4.3	Membership Dues	11
4.3.1	One-Time Dues	11
4.3.2	Annual Dues	11
4.3.3	Nonpayment of Dues	11
4.3.4	Suspension for Nonpayment of Dues	12
4.3.5	Remission of Dues	12
4.4	Membership Card	12
4.5	Regalia, Equipment & Supplies	13
4.6	Unit Insignia	13
4.7	Clown Jacket	14
4.8	Clown Jeweled Fez	14
4.9	Initiation Ceremony	14

5	Officers	16
5.1	Elected Officers	16
5.1.1	Elected Officer Positions	16
5.1.1.1	Director	16
5.1.1.2	President	17
5.1.1.3	First Vice President	17
5.1.1.4	Second Vice President	17
5.1.1.5	Secretary	18
5.1.1.6	Treasurer	18
5.1.2	Election Process	18
5.1.3	Officer Installation	19
5.1.4	Removal of an Elected Officer	19
5.1.5	Filling Vacant Positions	19
5.2	Appointed Officers	20
5.2.1	Apprentice Director	20
5.2.2	Skit Director	20
6	Elected Board	21
6.1	Board Members	21
6.2	Board Meetings	21
7	Committees	23
7.1	Standing Committees	23
7.2	Special Committees	23
8	Meetings	24
8.1	Regular Meeting	24
8.2	Annual Meeting	25
8.3	Special Meeting	25
8.4	Meeting Cancellation	25
8.5	Electronic Meeting	26
8.6	Voting at Meetings	26
9	Outings	27
9.1	Outing Requests	27
9.2	Outing Approval	27
9.3	Discretionary Outings	28
9.4	Shrine Events	28
9.5	Unapproved Outings	28
9.6	Outing Attendance	28
9.7	Outing Compensation	29
9.8	Outing Guests	29
9.9	Outing Chairman	29
9.10	Outing Conflicts	30
9.11	Accommodations	30

9.12 Rules	30
10 Statement of Condition	32
11 Amendment Process	33

Revision: 2022-09-14

Published: Sep 14, 2022

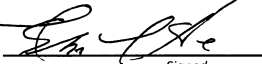
An electronic copy of these bylaws are available at <https://bylaws.ekshrineclowns.com>.

Approved this 5 10th day of May, 2022.
Day Month Year

Approving draft version: Draft 2022-04-02
Version

By a majority vote of members present at the regular meeting held on this date by the Elf Khurafeh Shrine Clown Unit.

See officers approvals on this page.

Director:	 Signed	<u>Andrew Huiskins</u> Print	<u>7/12/22</u> Date
President:	 Signed	<u>Jayson Jacobs</u> Print	<u>7/12/22</u> Date
1st Vice:	 Signed	<u>STEVEN T STEELE</u> Print	<u>7/12/22</u> Date
2nd Vice:	 Signed	<u>CHARLES HARVEY</u> Print	<u>7/12/22</u> Date
Secretary:	 Signed	<u>Jared Julien</u> Print	<u>7/12/22</u> Date
Treasurer:	 Signed	<u>Josh Jacobs</u> Print	<u>7/12/22</u> Date

Accepted by the Elf Khurafeh Shrine Center located in the State of Michigan.

This 13th day of September, 2022.
Day Month Year

Illustrious Potentate: 
Signed

Jeffery Downs
Print

9/13/22
Date

ARTICLE 1

PUBLIC IMAGE

1.1 Title

The title of the unit shall be the “Elf Khurafeh Shrine Clown Unit” (herein referred to as “Unit”) and is a wholly contained organization within and under the jurisdiction of the Elf Khurafeh Shrine Temple (herein referred to as “Shrine”).

1.2 Branding

The Unit’s brand includes all of the following:

- The black and white cartoon image of a clown face, optionally with a red nose, depicted wearing a bowler cap, shaggy hair, and makeup outline around a smiling mouth.
- The text “Elf Khurafeh Shrine Clown Unit” stylized using the *Permanent Marker* Google Font face.

The aforementioned brand may not be altered, adapted, adjusted, amended, modified, transformed, revised, or tampered with in any form of display or publication by any member or non-member without express written, signed, and dated approval from a majority of the *Board Members*.

The use of any portion of the Unit’s aforementioned brand for any action or activity unrelated to or unaffiliated with the Unit is strictly prohibited and subject to disciplinary action up to and including termination from Unit membership.

ARTICLE 2

PURPOSE

This Unit is a voluntary association formed for the purposes and duties as set forth herein under authority and control of the potentate of the Shrine and the direction of the director general as well as the Units director and officers operating under these bylaws and duties and by the laws and edicts of the Shrine and imperial council.

The purpose of this Unit is to **foster fun** for it's members, their families, the Shrine, and the public at large by providing entertainment to kids of all ages at outings and events using makeup, costumes, props, and giveaways to interact with and perform for audiences of all types.

ARTICLE 3

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order shall govern the Unit in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of the order the Unit may adopt.

ARTICLE 4

MEMBERSHIP

4.1 Membership Classes

This Unit shall be composed of, and limited to, the following classes:

4.1.1 Apprentice Members

To be eligible to become an apprentice member, a non-member must:

1. Be a brother in good standing of a Masonic blue lodge.
2. Be a noble in good standing of Elf Khurafeh Shrine Temple.

To enter the unit as an apprentice member, a non-member must:

1. Meet or exceed the eligibility requirements set forth above.
2. Submit a written petition for membership to the Unit *President*.
3. Have his petition read in full twice before the membership at two separate *Regular Meeting*.
4. Receive a seventy-five percent majority vote from the membership after the second reading of his petition.

Upon entering the unit as an apprentice, each member shall receive:

1. One *Membership Card* indicating apprentice membership status.
2. One copy of these bylaws in their most recently released revision.

An apprentice member:

1. Shall be permitted to participate in *Outings*.
2. Shall **not** be permitted to wear *Unit Insignia*.
3. Shall **not** be permitted to run for *Elected Officer Positions*.
4. Shall **not** wear a *Clown Jeweled Fez*.

Apprentice members are *expected* to:

1. Consult with *Apprentice Director* before picking out makeup, costume, and/or clown name.
2. Attend all meetings of the Unit.
3. Participate in all outings.
4. Assist with cleanup at all outings and events.

4.1.2 Regular Members

To be eligible to become a regular member, a member must:

1. Must meet the eligibility requirements of an *Apprentice Members*.
2. **Have served a minimum of either:**
 1. One calendar year as an *Apprentice Members* of this Unit, OR
 2. Six months as an apprentice member of this Unit AND a minimum of six months as a member of another Shrine clown unit.
3. Have dressed for a minimum of five outings.

To advance from *Apprentice Members* to regular member status, a member must:

1. Meet or exceed the eligibility requirements set forth above.
2. Approach the Unit *President* and request a promotion.
3. Receive a majority vote at the next *Regular Meeting* of the Unit.

Upon promotion to regular status, each member shall receive:

1. One updated *Membership Card* indicating regular membership status.
2. One cloth patch bearing the *Unit Insignia*.
3. One multicolored *Clown Jacket*.
4. One *Clown Jeweled Fez*.

A regular member:

1. Shall have all rights of an *Apprentice Members*.
2. Shall pay *Membership Dues*.

3. Shall be permitted to run for *Elected Officer Positions*.
4. Shall be permitted to wear *Unit Insignia*.
5. Shall be permitted to wear a *Clown Jeweled Fez*.

Regular members are *expected* to:

1. Participate in all approved outings.
2. Attend all meetings of the Unit.
3. Coach apprentice members on their makeup, their costume, their and behavior while dressed.

4.1.3 Life Members

To be eligible to become a life member, a member must:

1. Must meet the eligibility requirements of a *Regular Members*.
2. Must have served as a *Regular Members* for a period of ten years.

To advance from *Regular Members* to life member status, a member must:

1. Meet or exceed the eligibility requirements set forth above.
2. Approach the *President* and request a promotion.
3. Receive a majority vote at the next *Regular Meeting* of the Unit.

Upon promotion to life status, each member shall receive:

1. One updated *Membership Card* indicating life membership status.

This is an honorary title denoting seniority within the Unit. No additional rights or privileges are afforded by attaining life member status.

Life members have the same rights and duties as a *Regular Members*.

4.1.4 Honorary Members

To be eligible to become an honorary member, a non-member must:

1. Be a noble in good standing of a shrine.
2. Not previously been a member of the Unit.

To enter the unit as an honorary member, a non-member must:

1. Be appointed by the Unit *Director*.

Note: Honorary members do not require approval from the membership in the form of a vote.

To validate an appointment, the *Director* shall inform the Unit *Secretary* who will, in turn, log the members information and draft a membership card for the honorary member.

Upon appointment, each honorary member shall receive:

1. One *Membership Card* indicating honorary membership status.

Honorary members of this Unit:

1. Shall be permitted to participate in *Outings*.
2. Shall **not** be permitted to wear *Unit Insignia*.
3. Shall **not** be permitted to run for *Elected Officer Positions*.

The director shall, unquestionably, appoint the following members of the Shrine as honorary members:

- The current Shrine potentate.
- The current Shrine potentate's representative assigned to the Unit ex-officio.

4.1.5 Retired Members

Any member of the unit (honorary, apprentice, regular, or life) may move to retired status.

To become retired, one of the following must take place:

1. A member shall submit a written request to retire to the Unit president.
2. A majority of members present and voting at a regular meeting with not less than 10 days prior written notice provided to the entire voting membership regarding the vote to move the member or members to retired status.

A retired member of this Unit:

1. Shall receive electronic communications.
2. Shall not receive handouts, mailings, or other physical distributions of items.

No exceptions to the above limitations shall be granted to any retired member; further, any retired member who wishes to receive any of the above benefits may request a transition back to an active status (apprentice, regular, or life) by following the formal process outlined below.

To transition out of retirement, a retired member must repetition the unit following the same processes as a non-member seeking to become an *Apprentice Members*. The *Board Members* may elect, at their discretion, to waive the retired members obligations as an apprentice or regular member based upon that individual's personal history within the unit such as, but not limited to: timing, reason or reasons for retiring, and previous time of service within the unit. The retired member is encouraged to include any information about the same along with their petition.

4.1.6 Removed Members

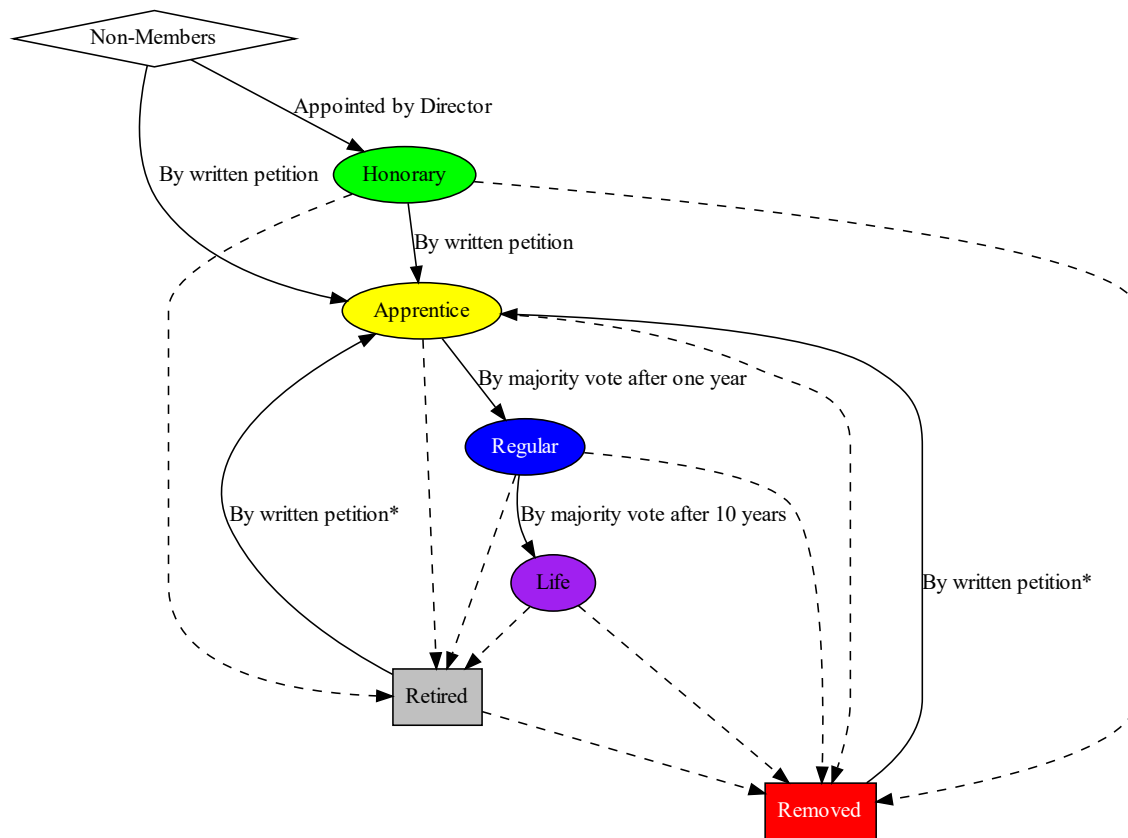
Once removed, a member no longer has any rights, privileges, or responsibilities within this Unit.

To become removed, one of the following must take place:

1. A member shall submit a written request to **completely withdraw** from the Unit to the Unit president.
2. A member must pass away.
3. A member must demit from Shrine membership.
4. The Shrine potentate must request that a member be removed.
5. A two-thirds majority of members present and voting at a regular meeting with not less than 10 days prior written notice provided to the entire voting membership indicating the intent to vote to move the member or members to removed status.

To transition from removed status, a removed member must repetition the unit following the same processes as a non-member seeking to become an *Apprentice Members* and shall explain, in writing, as part of their application how the reason(s) for their prior removal will not impact their future with the Unit.

New members of this Unit begin either as an *Apprentice Members* or *Honorary Members*. From *Apprentice Members*, members may transition to *Regular Members* and then later to *Life Members*.



**Special conditions apply, see the corresponding sections above for more information.*

4.2 Clown Name

All clown names must be approved by the apprentice director **and** the Unit secretary and while members may possess multiple names, each name must be approved separately.

Names should be short, simple, and memorable. Members will sign their names often during outings and events, such as circus. They should also be unique enough so as to be remembered. Fun and creative names with which children may identify are encouraged.

The following criteria apply when approving a name selection:

- Names may not contain profanity or inappropriate suggestions.
- A living member's name shall not be reused without the express written consent of the member.
- A removed member's name shall not be reused for a period of five years following the date of his removal.

- The name must not appear in the retired names list, detailed below.

The Unit *Secretary* has the ultimate authority in determining if a name is eligible for use.

4.2.1 Retired Names

The secretary shall maintain a list of retired names.

Names may be added to the list by suggestion from any member and a majority vote at a regular meeting.

Names may never be removed from the retired name list.

Any name appearing on the retired name list shall **not** be re-used by any member, nor any phonetically similar variations, regardless of relationship to the original name-holder or circumstances, no exceptions.

4.3 Membership Dues

4.3.1 One-Time Dues

New members of this Unit shall pay a one-time dues, due immediately upon being instated as apprentice members.

4.3.2 Annual Dues

All apprentice, regular, and life members of this unit shall pay annual dues, due on January 1st to cover that calendar year.

Annual dues shall be waived for the remainder of the calendar year upon which the member payed *One-Time Dues*.

4.3.3 Nonpayment of Dues

The Unit may not carry a member on the books who is more than 2 years in arrears. The Unit must either *suspend him* or *remit his dues*.

4.3.4 Suspension for Nonpayment of Dues

A Clown may be suspended for nonpayment of dues in the following manner:

1. He must be notified by first-class mail that he is in arrears;
2. He must be given an opportunity to be heard;
3. He must be admitted to the meeting for this purpose even though he is in arrears; and
4. A majority of members present at a stated meeting must vote to suspend him.

A suspended member shall receive a *removed* classification.

Whenever adopted, any order of suspension shall be effective as of December 31 of the last year of the delinquency.

4.3.5 Remission of Dues

The Unit may, by majority vote, may remit dues of a member for good cause shown either to the Unit or a *committee appointed* for that purpose.

4.4 Membership Card

A membership card shall be provided by the secretary to each member of the Unit indicating the member's:

- Legal name
- Membership class
- Membership class attainment date
- Signature of the secretary

This card serves as the official means of verifying each member's status and the date upon which that status was achieved.

The date on this card also sets the official date for determining eligibility for advancement between *Membership Classes*.

4.5 Regalia, Equipment & Supplies

Each member is expected to procure and maintain their own clown regalia, equipment and supplies. This includes, but is not limited to,

- Costume
- Shoes
- Hat
- Props
- Makeup
- Cases
- Balloons
- Candy
- Other “Giveaways”

“Giveaways” includes any items a member intends to hand out to the public at outings and events.

The *Apprentice Director* shall assist new members when making decisions regarding which supplies and items they will need to procure.

Each member is expected to maintain their regalia in exemplary order.

4.6 Unit Insignia

Only a *Regular Members* or a *Life Members* of this Unit are permitted to wear this Unit’s insignia, or patch.

The terms “insignia” and “patch” are often used interchangeably but always refer to the 3.5 inch cloth patch bearing the Unit’s *Branding*.

This patch is to be worn on the left shoulder of member’s uniforms and/or jackets.

If any patch is displayed, then the most recent version of the patch must be displayed; prior versions of the Unit’s patch may be worn in addition to, but not without, the most recent version of the patch.

The insignia shall not be worn by any member under any conditions that would otherwise represent the Unit in a distasteful manner or violate the *Rules*.

4.7 Clown Jacket

The official Unit jacket is a garish sport coat made up of different elementary colored panels and includes oversized features such as pockets and buttons.

This jacket shall be worn by members of this Unit when attending formal Shrine events such as, but not limited to, Shrine ceremonials and officer installations.

Jackets are provided by, and remain property of, the Unit. Any member that leaves the unit, regardless of the reason, is asked to return their jacket to the unit in the same condition or better as when they received it.

The jacket follows a traditional pattern for sport coat design in terms of the cut and fit of the jacket.

Each panel that makes up the jacket is cut from a color that will ensure no directly adjacent panel will be of the same color.

No two jackets match - no two combinations of panels on separate jackets will use the same set of colors.

The selected colors are elementary, using red, yellow, green, blue, orange, purple, etc. Black, white, brown, gray, and other “neutral” colors are to be avoided.

The buttons and pockets on the jackets are also brightly colored and deliberately oversized, utilizing contrasting colors relative to their placement.

4.8 Clown Jeweled Fez

A clown jeweled fez is a jeweled Elf Khurafeh Shrine fez which includes the text “Clowns” directly over the brow indicating that the wearer is a bona fide member of this Unit.

Only *Regular Members*, *Life Members*, and *Retired Members* are permitted to wear a clown jeweled fez.

A member is permitted to add the text “Director” to their clown fez only after having been installed as Unit *Director*.

4.9 Initiation Ceremony

All honorary, regular, and life members of the Unit shall participate in an initiation ceremony one time.

The initiation ceremony shall be performed not more than once per year on a date and at a time and location set by the Unit *Director*.

The ceremony shall be conducted behind closed doors. Only initiated members of the Unit shall be present during the ceremony.

Initiated members shall not speak with uninitiated members or non-members about the initiation ceremony or its proceedings.

ARTICLE 5

OFFICERS

Officers for the Unit are divided into two distinct groups, elected and appointed.

5.1 Elected Officers

Elected Officer Positions are elected following the defined *Election Process*.

5.1.1 Elected Officer Positions

Elected officers for this Unit include the Director, President, First Vice President, Second Vice President, Secretary, and Treasurer.

5.1.1.1 Director

To be eligible for nomination as Unit director, a member must:

1. Have served a minimum of two full years on the *Elected Board*.

The director shall:

1. Preside over all *Board Meetings*.
2. Be obligated to serve on the *Elected Board*, ex-officio, for two years following his year as director.
3. Perform any such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Unit.

5.1.1.2 President

To be eligible for nomination as president, a member must:

1. Have served a minimum of one full year on the *Elected Board*.

The president shall:

1. Shall preside over all meetings, except the *Board Meetings*.
2. In the absence of the *Director*, stand in for his duties at board meetings.
3. Appoint *Appointed Officers*.
4. Appoint all *Committees*.
5. Be a member ex-officio of all committees.
6. Perform any such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Unit.

5.1.1.3 First Vice President

The first vice president shall:

1. In the absence of the *President*, assume the presidents duties.
2. Be responsible for the opening and closing prayer at all meetings.
3. Perform any such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Unit.

5.1.1.4 Second Vice President

The second vice president shall:

1. In the absence of the *First Vice President*, assume the first vice president's duties.
2. Take roll call at each meeting.
3. Perform any such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Unit.

5.1.1.5 Secretary

The secretary shall:

1. Issue notices of all meetings called by the director or president.
2. Issue notices of all outings approved by the membership and discretionary outings approved by the director.
3. Keep a regular account of the proceedings of the Unit.
4. Maintain a record of membership.
5. Maintain a record of attendance for all meetings and outings.
6. Perform any such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Unit.

5.1.1.6 Treasurer

The treasurer shall:

1. Handle all financial transitions into, out of, and within the Unit.
2. Maintain a ledger of all Unit financial transactions.
3. At all *Regular Meeting*, Furnish a report of all account balances, outstanding transactions, and transactions made since the previous meeting.
4. Handle payment of all bills received by the Unit.
5. Perform any such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Unit.

5.1.2 Election Process

Annual election of officers shall take place at the *Annual Meeting*.

The names and phone numbers of those elected shall be submitted by the Unit *Secretary* to the Shrine potentate and Shrine recorder as the recommendation of the Unit for installation within one week of the elections.

Incumbents are to be sworn into office by the current potentate or a past potentate no sooner than 30 days before the end of the calendar year in which they were elected and not more than 30 days after the start of the calendar year in which they are to serve.

Terms for all elected officers start immediately upon being sworn into office and run until their successor is sworn into office.

5.1.3 Officer Installation

Officer installation shall take place once per year with the express purpose of swearing incumbent officers into office.

The incumbent president shall set the date and location of the installation.

Installations are open to all members and their families.

Order of business at the installation includes:

1. Incumbent officers shall be sworn in by a past potentate of the Shrine, according to the Shrine bylaws.
2. Annual awards shall be awarded by the new president.
3. Merit badges shall be awarded by the new first vice president.

5.1.4 Removal of an Elected Officer

An officer may be removed from an elected position by a majority vote of the entire membership or by command of the Shrine potentate.

The vacancy created by the removal of an elected officer shall be filled according to the section on *Filling Vacant Positions*.

5.1.5 Filling Vacant Positions

Vacancies in the elected positions of director, president, and first vice president shall be filled by “moving the line”.

- A vacancy in the director’s position shall be filled by the sitting president.
- A vacancy in the president’s position shall be filled by the sitting first vice president.
- A vacancy in the first vice president’s position shall be filled by the sitting second vice president.

Vacancies in the treasurer, secretary, and/or second vice president positions shall be filled at the next *Regular Meeting* and shall follow the *Election Process*.

5.2 Appointed Officers

Appointed officers are appointed by the incoming *President* upon taking his office.

5.2.1 Apprentice Director

The apprentice director shall be appointed by the president of the Unit.

The apprentice director shall:

1. Be responsible for the instruction of all apprentice members regarding the following:
 - Makeup
 - Costume
 - Crowd response
 - Bylaws and regulations
2. Provide updates (written or verbal) on each apprentice member at every regular meeting.
3. May recruit regular or life members to mentor individual apprentice members.
 - a. Not more than one apprentice shall be assigned to any one mentor.

5.2.2 Skit Director

The president shall appoint a skit director.

The skit director shall:

1. Select the skit(s) to be performed by the Unit at all outings.
2. Coordinate the transportation of all skit materials to and from outings.
3. Ensure that all required skit materials and props are prepared in advance of all outings.
4. Recruit members to participate in skit performances.
5. Handle instruction of members partaking in skit performances.
6. Have defacto authority, under the director, in determining the final script for all performances of skits.

ARTICLE 6

ELECTED BOARD

6.1 Board Members

The members of the board shall include the following:

- *Director*
- *President*
- *First Vice President*
- *Second Vice President*
- *Secretary*
- *Treasurer*
- Past Director
- Previous Past Director

6.2 Board Meetings

The board shall meet on the second Tuesday of each month at 6:30 pm at such a place as ordered by the director or called by the president.

The *Director* shall preside over all board meetings and shall only vote in the event of a tie.

Only members of the board, appointed officers, and committee chairs are permitted to be present during board meetings except by special permission of the director.

A minimum of 5 board members are required to constitute a quorum for a board meeting.

ARTICLE 7

COMMITTEES

7.1 Standing Committees

This unit has no standing committees.

7.2 Special Committees

The president shall, at his discretion, appoint special committees subjected to carry out a specified task.

The president shall appoint a single member of each special committee to serve as the chair of that committee for it's duration.

The president and secretary shall serve on all special committees, ex-officio.

The committee chair shall present updates (verbally or in writing) on behalf of the committee at all regular meetings.

All committees shall have a term limit of one year from the date of their creation.

ARTICLE 8

MEETINGS

8.1 Regular Meeting

Shall be held on the second Tuesday of each month at 7:00 pm at such a place ordered by the director or called by the president.

The *President* shall preside over all regular meetings of the Unit and shall only vote in the event of a tie.

September, intervening holidays, and other excusable dates being excepted. September being excepted as it is replaced by the *Annual Meeting*.

Order of business at regular business meetings shall include:

1. Opening prayer.
2. Pledge of allegiance.
3. Roll call.
4. Recognition of life members.
5. Secretary's report of previous minutes.
6. Treasurers report on Unit finances.
7. Sick Report.
8. Correspondence and orders.
9. Committee reports.
10. Old business.

11. New business.
12. Directors report and instructions.
13. Good of the order.
14. Potentates message.
15. Closing prayer.

A minimum of 5 board members are required to constitute a quorum for a regular meeting.

8.2 Annual Meeting

An annual meeting shall be held in place of the September *Regular Meeting* each year.

The *President* shall preside over all annual meetings of the Unit.

The order of business shall follow the same order of business as a *Regular Meeting*. Officer elections shall hold a permanent place on the agenda as the first order of new business, handled according to the rules outlined in *Election Process*.

8.3 Special Meeting

The president or director may call for a special meeting of the Unit.

The secretary shall notify all members of special meetings called by the president or the director a minimum of five days prior thereof.

The *President* shall preside over all special meetings of the Unit.

8.4 Meeting Cancellation

Meetings may be cancelled due to weather, emergencies, or other events outside the control of the Unit.

The president has the authority to make the decision to cancel a meeting if he determines that it is inappropriate to gather.

The secretary shall inform the membership of the cancellation with as much notice as possible.

The president may decide to reschedule the meeting, when appropriate, which shall also be communicated to the membership by the secretary.

8.5 Electronic Meeting

The president may elect to hold any meeting electronically. The president may also elect to supplement an in person meeting with an electronic meeting as conditions permit.

Electronic meetings shall make use of a video conferencing tool such as, but not limited to: Zoom, Webex, Skype, Microsoft Teams, or Google Meet.

The meeting chairman is responsible for setting up the electronic meeting but may delegate the task to another member.

Notice of a meeting being held electronically as well as connection information shall be communicated to the membership by the Unit secretary as soon as possible.

Meetings held electronically shall follow the format and outline of the meeting that they are replacing. For example, if a regular meeting is held electronically the order of business for a regular meeting remains the same.

Votes may be cast during an electronic meeting by any of the following methods, decided upon by the meeting chairman in advance:

- **Visually:** If every member has the ability to stream video the traditional scheme of raising a right hand can be used.
- **Conversation Window:** The chat window can also be used to conduct a vote. In this case, the chairman should state the question in the chat and solicit votes. Each member shall then cast their “Yay” or “Nay” in response. Once complete, the chairman shall declare voting closed using a comment in the log before votes are tallied.
- **Voting Tools:** Voting tools may also be used such as third party websites or the built-in polling features associated with many of the video conferencing systems. These methods should be investigated in advance by the meeting chairman to assess their suitability for use as a voting mechanism.

8.6 Voting at Meetings

Only regular and life members, whom are not in arrears, are eligible to vote at meetings of this Unit.

Unless otherwise stated, a “vote” is a simple majority of eligible members present and voting.

ARTICLE 9

OUTINGS

An outing is any event where the members dress in costume and makeup.

9.1 Outing Requests

Requests for outings shall be submitted in writing to the *Secretary*.

In the event of an invitation to visit outside of the jurisdiction of Elf Khurafeh Shrine the *Director* shall reply to the individual or group issuing the invitation to contact the potentate of the shrine serving their jurisdiction, asking said potentate to issue the invitation to the potentate of Elf Khurafeh Shrine.

9.2 Outing Approval

All requests for outings shall be read at a regular meeting.

Outings shall be approved by a simple majority vote. A yes vote does not imply a commitment to attendance at the outing by the voting member, just that the member agrees with the Unit's participation in the event.

It shall be the responsibility of each member to pay all of their own expenses.

Participation within the jurisdiction of another shrine shall require express written consent from the potentate of the Elf Khurafeh Shrine **and** the potentate of the visiting shrine.

The president shall appoint a *Outing Chairman* to head the outing upon it's approval.

The secretary shall communicate the details of the outing to the membership.

9.3 Discretionary Outings

In a case where an outing request may not be brought to a regular meeting for review and approval the director may approve this “discretionary outing” without input from the membership.

The director shall appoint a *Outing Chairman* for all discretionary outings.

Participation in discretionary outings is optional and attendance does not count towards awards and due and timely notice is often not possible.

The secretary shall provide the membership with event details as soon as possible.

9.4 Shrine Events

Shrine events shall supersede all other outing requests regardless of previous approval status.

Shrine event requests shall be automatically approved as outings and need not follow the *Outing Approval* process.

9.5 Unapproved Outings

No member nor group of members of this Unit shall make a public appearance or visitation as representing the Unit or Shrine either in or out of regalia or fez without one of the following:

1. Formal *Outing Requests* and *Outing Approval* from the membership at a regular meeting.
2. Express approval from the director (see *Discretionary Outings*).
3. Express written consent of the current Shrine potentate.

9.6 Outing Attendance

Attendance at each outing shall be taken by the *Outing Chairman*.

Attendance for outings shall be scored as follows:

1. One half point is given for attendance at the beginning of the outing.
2. One half point is given for attendance at the end of the outing.

Attendance points shall be awarded to all apprentice, regular and life members present at an outing, regardless of whether or not they dressed for the outing or participated specifically with the clown unit.

9.7 Outing Compensation

The unit shall never charge for involvement in an outing.

A donation may be made to the Unit, the Shrine, or another unit or club in exchange for participation in an outing.

All funds received from participation in an outing, regardless of their earmarked destination, shall first be paid over to the Unit *Secretary* who shall record the donation and pay the same to the Unit *Treasurer* for transfer to the intended destination.

9.8 Outing Guests

A guest is considered to be any individual that is not an active member in good standing of the Unit or the Shrine.

Guests are permitted on a per-outing basis at the sole discretion of the director.

Guests shall:

1. Complete a liability waiver **BEFORE** partaking in the event.
2. Follow all of the same *Rules* as regular members.

9.9 Outing Chairman

An outing chairman shall be appointed to coordinate and lead the membership at outings.

There shall be exactly one chairman per outing.

The appointed chairman shall:

1. Confirm the details of the event such as date, time, and location with the point of contact for the event.
2. Update the secretary with any changes to the event so that they may, in turn, be communicated with the membership.
3. Provide the secretary with a written report of *Outing Attendance* that was present at the outing.
4. Shall solicit *Outing Guests* to complete a liability waiver **before** taking part in any activities.

5. In the absence of the director and president, the chairman is responsible for the conduct of the members present.

9.10 Outing Conflicts

It shall be the responsibility of the *Outing Chairman*, in the absence of both the *Director* and *President*, to resolve all conflicts that arise at an outing.

Should the director, president, or chairman be unable to handle any situation they are expected to at once report the same to the potentate. The Unit director shall serve as the sergeant of arms.

9.11 Accommodations

All members shall have access to accommodations, when provided, at outings for the purpose of changing clothes and/or entertainment.

All incidentals pertaining thereto are to be paid by the members incurring them upon delivery and not charged to the room or rooms under any circumstances.

Any member or members wishing to rent room(s) are privileged to do so under their own names and at their own expense.

9.12 Rules

This unit will abide by the following rules:

1. No member shall use any flashing emergency type lights or sirens (skirts excluded).
2. No member shall drink any intoxicating beverage one hour before nor during any outing, while in costume.
3. No member shall drink any intoxicating beverage in costume before the public (defined as outside of closed doors).
4. No member shall wear a costume or use any equipment that may be offensive to the Unit, Shrine, or to the public.
5. No member shall touch women while in costume which may be considered offensive to this Unit, Shrine, or to the public.
6. No member shall throw items of any kind during parades. Items may be handed out.
7. No member shall use any obscene gestures or language while appearing in costume, makeup, or uniform.

8. No member shall impersonate a woman or minority group.
9. No member shall smoke in costume in public (dead cigar butts allowed for tramp costume).
10. No member shall use any live animals or fowl, domestic or wild, nor reptiles (service animals are excepted).
11. No member shall not use full or partial face masks of any kind (medical/N95 masks excepted).
12. No member shall abuse spectators by subjecting them to practical humiliating jokes, squirting, or shocking them.
13. No member shall write on any part of the body nor clothing being worn on the body.
14. No member shall hold or pick up **any** children at any time while in costume.
15. No member shall allow females into the dressing rooms at any time without express directorial approval.
16. No member shall allow non-members to dress for outings, except by authorization of the director.

Any member violates these rules will be verbally informed as such by the outing chairman or Unit director.

Any members who continues to violate these rules is subject to removal from the unit by order of the board.

ARTICLE 10

STATEMENT OF CONDITION

At least five days prior to the annual meeting of this Unit there shall be filed with the recorder of the Shrine, by the Unit secretary, attested by the Unit director the following information:

1. Names of all regular, honorary, life, and apprentice members.
2. Number of meetings of all kinds held during the year.
3. Average number of regular members attending meetings during the year.
4. Number of regular members and names of same who attended less than fifty percent of the regular meetings of the Unit during the past year.
5. Number of regular members who failed to attend any of the ceremonies, pilgrimages, or visitations during the year stating if excused from the same by the director.
6. Financial statement including receipts and expenditures during the year, cash on hand or in banks or trust in any form, inventory and estimated value of Shrine owned regalia and equipment and other Unit or Shrine owned assets. Also debts owed by the Unit, if any.

ARTICLE 11

AMENDMENT PROCESS

Amendments to these bylaws are subject to all of the following conditions:

1. Amendments to these bylaws shall be presented in writing before the membership at a regular meeting.
2. Amendments require special written notice be delivered to the membership indicating a pending vote at the next regular meeting; notice not being less than 10 days prior to the vote and shall include a summary of all proposed amendments.
3. Amendments shall be accepted by a two-thirds majority of members present and voting at the next meeting.
4. Upon approval from the membership, the Unit director shall submit, withing one week, all amendments to the Shrine potentate for final approval.
5. Amendments shall be in force immediately upon written approval by the Shrine potentate.