

SHRINERS INTERNATIONAL

(AN IOWA CORPORATION)



GENERAL ORDER No. 1
SERIES OF 2017–2018

OFFICE OF THE IMPERIAL POTENTATE
JULY 13, 2017, TAMPA, FLORIDA

*To the Representatives of Shriners International, Potentates, Elected Officers
of the Subordinate Temples and the Nobility of the Order:*

Es Selamu Aleikum

*“... people will forget what you said, people will forget what you did,
but people will never forget how you made them feel.”*

—Maya Angelou

**BOARD OF DIRECTORS AND OFFICERS
2017–2018**

GARY J. BERGENSKE	President
JIM CAIN	1st Vice President
JEFFREY L. SOWDER	2nd Vice President
BRAD T. KOEHN	Treasurer
RANDY E. RUDGE	Secretary
JAMES R. “JIM” SMITH	Member
WILLIAM S. “BILL” BAILEY	Member
KENNETH G. “KENNY” CRAVEN	Member
JAMES E. “ED” STOLZE, JR.	Member
RICHARD G. BURKE	Member
KEVIN R. COSTELLO	Member
LAWRENCE J. “LARRY” LEIB	Member
CHRIS L. SMITH	Junior Past Imperial Potentate—Member

IMPERIAL DIVAN OFFICERS FOR 2017–2018

- GARY J. BERGENSKE** (Anne)..... Imperial Potentate
Cell: 407-310-7545 • Ofc: 407-875-0000
 Res: 407-767-0788 • Fax: 407-875-0480
 Ofc: 1101 W. Kennedy Boulevard, Orlando, Florida 32810
 Res: 236 Flame Avenue, Maitland, Florida 32751
 Email: gbergenske@aol.com
 Bahia Shriners
- JIM CAIN** (Patsy)..... Imperial Chief Rabban
Ofc: 615-833-0200 • Res: 615-834-3037 • Fax: 615-834-3037
 Cell: 615-347-2250 or 813-352-6621
 4569 Winfield Drive, Nashville, Tennessee 37211-8553
 Email: jcain@shrinenet.org
 Al Menah Shriners
- JEFFREY L. SOWDER** (Cheryl)..... Imperial Assistant Rabban
Cell: 620-583-4228 • Ofc: 620-637-2228
 Res: 620-645-2228 • Fax: 620-637-2614
 Res: P. O. Box 177, Toronto, Kansas 66777
 Ofc: P. O. Box 95, or 101 S. Stockton Street, Toronto, Kansas 66777
 Email: jsowder@minmixminerals.com
 Midian Shriners
- JAMES R. “JIM” SMITH** (Alice)..... Imperial High Priest & Prophet
Cell: 512-639-0032 • Res: 512-864-3875
 108 Chuckwagon Trail, Georgetown, Texas 78633
 Email: jrsmith@shrinenet.org
 Ben Hur Shriners
- WILLIAM S. “BILL” BAILEY** (Debby)..... Imperial Oriental Guide
Cell: 219-929-7399 • Ofc: 312-327-5400 • Res: 219-762-5926
 Res: 153 Shore Drive, Ogden Dunes, Indiana 46368-7749
 Ofc: 333 W. Wacker, Chicago, Illinois 60606
 Email: wbailey@marcusmillichap.com
 Orak Shriners
- BRAD T. KOEHN** (Cheryl)..... Imperial Treasurer
Cell: 785-230-0853 • Res: 785-357-4012 • Fax: 785-233-1768
 2833 S.W. Jewell, Topeka, Kansas 66611
 Email: bkoehn@btandcocpa.com
 Arab Shriners
- RANDY E. RUDGE**..... Imperial Recorder
Cell: 813-393-0117 • Ofc: 813-281-8679
 P. O. Box 31356, Tampa, Florida 33631-3356
 Email: rrudge@shrinenet.org
 Anah Shriners
- KENNETH G. “KENNY” CRAVEN** (Jennifer)..... Imperial First Ceremonial Master
Cell: 843-296-5500 • Res: 843-851-2470
 1643 Central Avenue, Summerville, South Carolina 29483
 Email: kcraven@shrinenet.org
 Omar Shriners
- JAMES E. “ED” STOLZE, JR.**..... Imperial Second Ceremonial Master
Cell: 623-810-9990 • Res: 623-322-5930
 9213 W. Camino De Oro, Peoria, Arizona 85383-1119
 Email: jstolze@shrinenet.org or jstolze@cox.net
 El Zaribah Shriners
- RICHARD G. BURKE** (Judy)..... Imperial Marshal
Cell: 404-234-1004 • Res: 770-945-0369
 2505 Ginger Drive, Buford, Georgia 30519
 Email: rburke@shrinenet.org
 Yaarab Shriners

LAWRENCE J. "LARRY" LEIB.....Imperial Outer Guard
Cell: 248-895-5342 • Ofc: 248-851-1818.....Moslem Shriners
 30445 Northwestern Highway, Suite 230, Farmington Hills, Michigan 48334
 Email: lleib@shrinenet.org

BOBBY B. SIMMONS (Nancy) Imperial Chaplain
Cell: 478-396-2881 • Res: 478-922-7322 • Fax: 478-922-7323 Al Sihah Shriners
 203 Williams Drive, Bonaire, Georgia 31005-3826
 Email: bnsimmons81@bellsouth.net

Scott A. Schuster, Murat
11655 Approach Boulevard, Fishers, IN 46037-4146
Phone: 317-340-9957
Fax: 317-805-2365

Robert O. Kühn, Medinah
102 North Cook Street, Barrington, IL 60010-3275
Phone: 847-381-4797
Fax: 847-381-4789

John C. Piland, Ansar
P. O. Box 31356, Tampa, FL 33631-3356
Phone: 813-281-0300
Fax: 813-281-7103

Charles G. Cumpstone Jr., Medinah
5509 Salem Square Drive S., Palm Harbor, FL 34685
Phone: 727-785-5987

2017–2018 COMMITTEE LIST

(The list of committee appointments is not complete or final at this time. Additional appointments may be made at a later date.)

APPOINTED BY IMPERIAL POTENTATE GARY J. BERGENSKE

BUDGET

Jim Cain, Al Menah, Vice Chairman
4569 Winfield Drive, Nashville, TN 37211-8553

Jeffrey L. Sowder, Midian
James R. “Jim” Smith, Ben Hur
Brad T. Koehn, Arab
Randy E. Rudge, Anah
William S. “Bill” Bailey, Orak

Kenneth G. “Kenny” Craven, Omar
James E. “Ed” Stolze, Jr., El Zaribah
Richard G. Burck, Yaarab
Kevin R. Costello, Cyprus
Lawrence J. “Larry” Leib, Moslem

CAPITAL EVALUATION

Brad T. Koehn, Arab, Chairman
2833 S.W. Jewell, Topeka, KS 66611
William S. “Bill” Bailey, Orak, Vice Chairman
153 Shore Drive, Ogden Dunes, IN 46368-7749

Randy E. Rudge, Anah
Paul D. Underwood, Al Amin
Bengamin W. Johnson, El Hasa

David T. Polner, El Zaribah
David Wood, Tunis

CHAPLAIN

Bobby B. Simmons, Al Sihah, Imperial Chaplain
203 Williams Drive, Bonaire, GA 31005-3826

John H. Stanley, Oasis
Assistant Chaplain

Richard D. Black, Bahia
Assistant Chaplain

CREDENTIALS

Larry L. Hersom, Anah, Chairman
77 Clover Lane, Brewer, ME 04412-1388

Tommy M. Lambright, El Mina
William B. Rasner, Murat

Emeritus

William V. “Bill” King, Habibi
Chairman Emeritus

DEMOLAY

Chris L. Smith, Wahabi, Chairman
P. O. Box 207, Olive Branch MS 38654

William S. “Bill” Bailey, Orak
Nicholas Thomas, Al Malaikah

Raoul L. Frevel Sr., Boumi
Robert J. “Jody” Meguiar, Egypt

DIRECTORS GENERAL

2018– Gordon H. “Stumpy” Harris, P.P., Bahia
1201 E. Robinson Street
Orlando, FL 32801
2019–H. Parker Toler, P.P., Al Menah
216 Valley Bend Drive
Nashville, TN 37214-1254

2020–A. Bart Ogden, P.P., Midian
504 S. Saint Francis Street
Wichita, KS 67202-4524
2021–Charlie J. Farnham, P.P., Ben Hur
3924 Grayling Lane
Round Rock, TX 78681

DISPENSATIONS AND CHARTERS

William G. "Bill" Selsam, Aladdin, Chairman
22 B Commandery Court, Springfield, OH 45504

F. Scott Robinson, Algeria
Robert L. "Bob" Jett, Alzafar
Larry Hersom, Anah
G. David Powell, Hasan
David C. Workman, Khiva
Charles G. Cumpstone, Jr., Medinah

Emeriti

George H. Follett, Calam
Chairman Emeritus
Vance Reed, Khiva
Chairman Emeritus
Bobby B. Simmons, Al Sihah
Jimmy Morton, Zamora
David B. "Dave" Rott, El Zagal
Jimmie D. Lee, Abou Ben Adhem

EDUCATIONAL SEMINARS

William S. "Bill" Bailey, Orak, Chairman
153 Shore Drive, Ogden Dunes, IN 46368-7749
James E. "Ed" Stolze, Jr., El Zaribah, Vice Chairman
9213 W. Camino De Oro, Peoria, AZ 85383-1119

Richard G. Burke, Yaarab
Lawrence J. "Larry" Leib, Moslem
Carle Jackson, Acacia
Michael D. Clevenger, Aladdin
Floyd L. Cogley, Jr., Bahia
Matt Sturlaugson, El Zagal

Emeriti

M. Burton Oien, Al Aska
Chairman Emeritus
Bernard J. Lemieux, M.D., Zenobia
Alan W. Madsen, Oasis
William G. "Bill" Selsam, Aladdin
R. Thomas Peters, Jr., Ahmed

ELECTION TELLERS

Phillip A. "Phil" Johnson, Al Bahr, Chairman
10140 El Nopal, Santee, CA 92071

David R. Ingersoll, Moila, Vice Chairman

Michael D. Thomas, Nemesi, Vice Chairman

Jimmie D. Lee, Abou Ben Adhem
Ben D. "Pete" Holder, Acca
Jimmy D. Norman, Al Chymia
Donald G. "Don" Goodman, Aladdin
Lee R. Sims, Alcazar
Peter K. Stone, Aleppo
G. Fred Widmyer, Ali Ghan
Donald R. "Don" Ferguson, Sr., Almas
Gary Liggitt, Aloha
Larry L. Hersom, Anah
John V. Olivarri, Arabia
Phillip M. "Phil" Sabelli, Azan
Gregory L. "Greg" Schuler, Bedouin
Garland L. "Garry" Youngblood, Cahaba
Henry J. Haughey, Crescent
Paul Curran, Emirat
Gene McKelvey, India
John R. Gilpin, Isis
J. Doug Jolley, Isis
Herbert V. "Herb" Kennedy, Jr., Jericho

Jimmy Jon "J.J." Dunlap, Kalif
John W. Borsa, Jr., Mahi
John L. Tunnel, Maskat
Kenneth L. "Ken" Dunlap, Moila
Donn Plummer, Orak
William W. "Bill" Batten, Sahib
Anthony M. Iacobucci, Ph.D., Syrian
Gary S. Caudill, Ph.D., Syrian
William D. Sistrunk, Wahabi
Charles F. "Charlie" Tillman, Jr., Wahabi
M. Dale Jeffery, Zorah

Emeriti

Harvey J. Waugh, Aleppo
Chairman Emeritus
L. Roger Williams, Jericho
Vice Chairman Emeritus
A.D. Montgomery, Jr., Wahabi
Jack L. Weaver, Syria
Murray C. "Bo" House, Habibi

Election Teller Emeriti cont.

E.O. Gardner, Jr., Wahabi
Don H. Nau, Afifi

Oscar Oehmler, Zenobia
Harley J. Phillips, Al Sihah

EMBLEMS, REGALIA AND JEWELS

Kevin R. Costello, Cyprus, Chairman
700 Route 32, P. O. Box 152, Tillson, NY 12486-0152

Randy E. Rudge, Anah

Lawrence J. "Larry" Leib, Moslem

FINANCE AND AUDIT

Scott A. Schuster, Murat, Chairman
11655 Approach Boulevard, Fishers, IN 46037-4146

Robert C. Gorsuch, Zor, Vice Chairman
3016 Woods Edge Way, Fitchburg, WI 53711-5153

J. Brooks Gaudry, III, Alec

Paul Honaker, Arab

Robert L. "Bob" Anderson, II, Damascus

Drew A. Likness, El Zagal

Craig Stimpert, Medinah

Emeriti

James L. "Jim" McConnell, Kem
Chairman Emeritus

Mervin D. Henning, Bahia

Jack L. Weaver, Syria

D. R. "Doug" Osborne, Wa Wa

FUN AND FELLOWSHIP

Jeffrey L. Sowder, Midian, Chairman
P. O. Box 177, Toronto, KS 66777

*Jack H. Jones, P.I.P, Egypt, Honorary Chairman
February 8, 1932–April 27, 2017*

James E. "Ed" Stolze, Jr., El Zaribah, Vice Chairman
9213 W. Camino De Oro, Peoria, AZ 85383-1119

Executive Committee Members

Lawrence J. "Larry" Leib, Moslem

G. Sam Montgomery, Abou Ben Adhem

Matt Sturlagson, El Zagal

Robert P. "Bob" Conley, Saladin

Steve M. Norris, Sudan

Bruce Barker, Gizah

David Worel, Al Aska

William A. Garrard, Jr., El Zaribah

John Bull, Jr., Antioch

Tom Moe, Kem

Matt Sturlaugson, El Zagal

Ken Sapp, Moslah

Rodney McGrath, Ararat

George "Ed" Brown, Jr., Hadji

Steve M. Norris, Sudan

Peter Rippstein, Tunis

Thomas Conlon, Sr., Rajah

Kristopher "Kris" Scheetz, Ismailia

Steve Padgett, Yaarab

Danny Huggins, Yaarab

Raymond A. "Ray" Lynch, Azan

G. Sam Montgomery, Abou Ben Adhem

Robert J. "Jody" Meguiar, Egypt

REGION 1

REGION 2

REGION 3

REGION 4

REGION 4

REGION 5

REGION 6

REGION 7

REGION 8

REGION 9

REGION 10

REGION 11

REGION 12

REGION 12

REGION 13

REGION 14

REGION 15

Fun and Fellowship Emeriti

Gary J. Bergenske, Bahia
Randy E. Rudge, Anah
Nicholas Thomas, Al Malaikah
George A. Mitchell, Rameses

Calvin Smith, Aladdin
Arthur E. Johnson, Aleppo
Rodney S. Pinkham, Anah
Howard McHenry, Ararat

GRIEVANCES AND APPEALS

Robert B. "Bob" Allen, Beni Kedem, Chairman
7822 Willow Bend Road, Union, WV 24983

Gale B. Robinson, Al Menah
Harvey J. Waugh, Aleppo
David G. White, Hadji
Rodney M. "Rod" Brown, Hejaz
M. Fred Austin, India
Curtis R. Hutchinson, Jamil

Emeriti

W. Warren Upton, Beni Kedem
Chairman Emeritus
Leonard W. Smith, Kerbela
Chairman Emeritus
Charles S. Iversen, Almas
Reese L. Harrison, Jr., Alzafar
Glen A. Cook, El Kalah
Robert M. Burroughs, Oasis

IMPERIAL CAPTAIN OF THE GUARD'S AIDES

Kevin R. Costello, Cyprus, Chairman
700 Route 32, P. O. Box 152, Tillson, NY 12486-0152

Edward Rice, Abdallah
Oscar O. Cañedo, Ph.D., Al Bahr
Roger Neff, Al Koran
Michael A. Wolf, Al Malaikah
Joe Kennedy, Ali Ghan
Raymond T. "Tom" Kimble, Jr., Ali Ghan
Donald J. "Zeke" Schmus, Aloha
Gary R. Radvansky, Alzafar
Ken Herald, Araba
David Ashley, Arabia
Mike Bibee, Bedouin
Greg Schuler, Bedouin
Earl D. Robertson, Ben Hur
Kurt L. Frevel, Sr., Boumi
Mark E. Hartz, Boumi
Thomas E. Ettori, Cairo
Bob W. Ferguson, Sr., Cairo
Raymond P. Parker, Cairo
Lee A. Grimes, Crescent
Brian K. Minker, Crescent
Rodger L. Smith, Crescent
Robert L. Baker, Jr., Cyprus
Donald J. Baker, Cyprus
James E. "Jim" Johnston, Cyprus
Bradford J. Lachut, Esq., Cyprus
James F. Maloney, Cyprus
Stephen O. Pavlak, Cyprus
Anthony T. Prizzia, Sr., Cyprus
Mark A. Scarselli, Cyprus
Steven Scarselli, Cyprus

John W. Scott, Cyprus
David M. Unser, Sr., Cyprus
Kevin A. "Skins" Faro, Damascus
Dwight Brown, Egypt
David Dittman, Egypt
Reggie Guier, Egypt
James Lich, Egypt
Stephen C. Caskey, El Karubah
Michael G. "Mike" Yavno, El Korah
Dana Dobson, El Zaribah
J. "Hut" Hutson, El Zaribah
Randall J. "Randy" Peters, El Zaribah
J. C. Reece, El Zaribah
Steven Whiteside, Gizah
David Lenn, Hadji
Johnny Walker, Hasan
Robert Mantle, Hella
Donald Young, Hella
Paul L. Detwiler, III, Irem
William D. Richards, Jr., Irem
Raymond S. "Ray" Toney, Irem
Mike Hackford, Ismailia
James L. "Jim" Michel, Jr., Ismailia
James Mirusso, Ismailia
Kristopher J. "Kris" Sheetz, Ismailia
Miles K. "Ken" Costello, Jr., Jaffa
Jordan Settle, Jaffa
Steven Tucker, Jamil
Lyle Campbell, Jericho
A. J. Duvio, Jerusalem

Scott G. Kinne, Kalurah
 Chibu Uson, Khartum
 Greg A. Feldman, Kismet
 George Heyen, Kismet
 Raaj Panday, Kismet
 Thomas E. Lorentz, Mecca
 Terry Byard, Media
 Terry Emerson, Media
 Al Wood, Media
 Bruce A. Beck, Nur
 Johnny E. King, Oasis
 Richard Mitchum, Omar
 Julian Seale, Omar
 Robert E. Harris, Oriental
 Tom K. Nicholson, Jr., Oriental
 Johnny C. Bitzer, Jr., Osiris
 Tom V. Conlon, Sr., Rajah
 Ronald R. "Ron" Klee, Jr., Rajah
 R. Alan "Al" Berry, Rameses
 David Rawn, Rameses
 Glenn E. Medeiros, Rhode Island
 Bill F. Balkwill, Sahib
 Arthur Dehardt, Sahib
 Delbert Hyland, Sahib
 Edward Jordan, Sahib
 Gary O. "Rocky" Kearney, Sahib
 Del Rawlinson, Sahib
 Gardner Burton, Scimitar

Joseph Diederich, Scimitar
 Steven Sichterman, Scimitar
 Marvin Henderson, Sharon
 Donald W. "Don" Bunnell, Suez
 Danny D. Crowder, Suez
 Tim Dillon, Suez
 Tommy L. White, Suez
 Gary L. Damon, Tigris
 Dennis Davidson, Yaarab
 Richard Fincel, Yaarab
 Dennis Hewutt, Yaarab
 Tommy Holt, Yaarab
 Gary Lewis, Yaarab
 Robert Rhodes, Yaarab
 Bruce Ridley, Yaarab
 Billy Wages, Yaarab
 Sam Lanham, Yaarab
 Danny Huggins, Yaarab
 Raymond "Ray" Skiles, Yaarab
 Peter Gregerson, Zamora
 Tommy W. McGhee, Zamora
 Ronald Patrick, Zamora
 Bryan C. Ferguson, Zem Zem
 Leroy W. Woods, Zem Zem
 Terry R. Fabian, Zembo
 Mike W. Rinehart, Zembo
 Lynn E. Shields, Zembo

IMPERIAL MARSHAL'S AIDES

Richard G. Burke, Yaarab, Imperial Marshal
 2505 Ginger Drive, Buford, GA 30519

John A. Massey, Egypt, Chairman
 John P. Hay, Ararat, Vice Chairman

Norm Atha, Gizeh, Vice Chairman
 John M. Bryant, Karem, Vice Chairman

Michael J. Tavares, Abdallah
 David G. Krogh, Abu Bekr
 Rick W. Roberts, Acacia
 Carle L. Jackson, Acacia
 James R. Woods, Al Amin
 Andy L. Compton, Alcazar
 Jeffery P. "Jeff" Johnson, Alcazar
 C. Mack Griffin, Alee
 Ernest A. Pearlstein, Aleppo
 Brian Price, Amara
 Ryan Otis, Anah
 Ray Combs, Antioch
 Daniel E. "Dan" Holland, Araba
 Marc T. Miller, Arabia
 Laris J. Nolan, Arabia
 John V. Olivarri, Arabia
 Robert E. "Bob" Sharpe, Arabia

Joseph C. Zettlemoyer, Arabia
 Kenneth "Ken" Lebovitz, Asiya
 Donald C. "Don" Feeser, Azan
 Robert T. "Bob" Headley, Azan
 Ray J. St. John, Ballut Abyad
 Charles J. "Charlie" Farnham, Ben Hur
 J. Michael "Mike" Aaron, Crescent
 Derek E. Van Houten, Damascus
 Lance R. Ward, Damascus
 Luther G. Baker, Jr., Egypt
 Frank M. Dyer, Egypt
 Dennis "Denny" Hardy, Egypt
 Richard N. "Rich" Leger, Egypt
 Thomas E. "Tom" Robinson, Egypt
 Barry E. Williams, Egypt
 John R. Rider, Sr., El Bekal
 James J. "Jim" Fitzpatrick, El Jebel

Kenneth M. "Kenny" Hamm, El Karubah
 David J. "Jim" Davis, El Maida
 Raymond D. "Ray" MacDonald, El Maida
 Blake H. "Ringo" Wrigley, El Zagal
 Russell J. "Russ" Gunther, El Zaribah
 Gerald B. "Gerry" Massey, Jr., El Zaribah
 James G. "Jim" Miller, El Zaribah
 Rodwell E. "Rocky" Layne, Gizeh
 Walter A. "Wally" Lee, Gizeh
 Murray C. Moxley, Gizeh
 James W. Moody, Jr., Jericho
 Glen D. Boyd, Karem
 Orborn "Salty" Brown, DDS, Karem
 Delbert J. G. "Del" Dumoulin, Karnak
 Charlie R. Jessee, Kazim
 Howard M. Sobel, Kena
 Robert L. "Bobby" Vann, Kerbela
 Rodney E. Weaver, Khiva
 David C. Workman, Khiva
 Wallace L. "Mac" McLendon, Marzuq
 Donald J. McIlvenna, Media
 Anton E. "Tony" Koss, Melha
 Ted L. Crosley, Murat
 Ralph A. Calhoun, II, Omar
 Randolph H. "Randy" Harley, Omar
 Donald A. Campbell, Rameses
 Bevan J.M. Carrique, Rameses
 Frederick G. "Fred" Clarke, Rameses
 David "Dave" Dunn, Rameses
 Bryan W. Lawson, Rameses
 William W. "Bill" Batten, Sahib
 Louis H. "Lou" Ortt, Sahib
 Donald D. "Don" Vos, Sahib
 Thomas D. "Tommy" Epperson, Scimitar
 Patrick J. "Pat" Fenner, Suez
 John D. "J. D." Smelser, Jr., Suez
 Clifford E. "Cliff" Fullman, Syrian
 Russell K. "Russ" McKinsey, Zem Zem
 John C. Thorstad, Zor
 Loran W. Goff, Zuhrah
 Theodore M. "Ted" Martz, Zuhrah
 Darryl E. Metzger, Zuhrah

Emeriti
 William S. "Bill" Bailey, Orak
 Vice Chairman Emeritus
 Rodney S. "Rod" Pinkham, Anah
 Vice Chairman Emeritus
 Daniel M. "Dan" Bros, Zuhrah
 Vice Chairman Emeritus
 Lewis L. "Lew" Childs, Jr., Abba
 Billy E. Thornburg, Al Kaly
 Aaron Grossman, Al Malaikah
 Bobby B. Simmons, Al Sihah
 Daniel M. "Marty" Hutchison, III, Alzafar
 DeWayne W. Hartman, Asiya
 Leo D. Cornelison, Azan
 Christian "Chris" Hansen, Jr., Cairo
 Lyle F. Maldoon, Damascus
 C. J. Keel, Jr., Egypt
 Richard E. "Dick" Williams, El Jebel
 Vilas "Sid" Morris, El Kahir
 Jack F. Roland, El Kahir
 David B. "Dave" Edwards, El Kalah
 Michael W. "Mike" Roshek, El Kalah
 John E. Commander, El Maida
 R. Glenn Allen, Gizeh
 David Chamberlain, Gizeh
 William V. "Bill" King, Habibi
 Lawrence A. Winkle, Hella
 Harold L. Kitchens, Jericho
 Bart O. Iddins, Kerbela
 Ted D. Hennis, Khiva
 Joseph L. Reading, Lu Lu
 Dr. Alvin I. "Al" Siegel, Mahi
 H. Michael Oexman, Sabbar
 John H. Epps, Scimitar
 Charles R. Thomas, Scimitar
 William J. "Bill" Cianciola Jr., Tigris
 Edgar S. "Edd" Gann, Yaarab
 E. T. "Tom" Fjelde, Zuhrah

IMPERIAL OUTER GUARD'S AIDES

Lawrence J. "Larry" Leib, Moslem, Chairman
 30445 Northwestern Highway, Suite 230, Farmington Hills, MI 48334

Donald J. Ewald, Aad
 Kevin J. Baker, Aad
 Ricky A. Ritch, Abba
 Jeff W. Johnson, Abdallah
 Doug R. Voss, Abdallah
 Chuck W. Oheim, Abou Ben Adhem
 G. Sam Montgomery, Abou Ben Adhem

Jaime L. Zelaya, Abou Saad
 Todd E. Saunders, Abu Bekr
 Thornton L. Holt, Jr., Acca
 Dennis W. Berry, Acca
 Dale R. Vrsalovich, Afifi
 Roger A. Juntunen, Ahmed
 Ryan L. Engle, Ahmed

Jerry G. Garrett, Akdar
 Thomas M. "Morgan" Bear, Akdar
 Ralph E. Klumpp, Akdar
 Richard D. Gamewell, Al Amin
 Larry E. White, Al Aska
 Randall G. "Randy" Becker, Al Bedoo
 Wallace E. "Wally" Hall, Al Bedoo
 Larry Tipton, Al Bedoo
 Ronald L. "Ron" Gamble, Al Kader
 N. H. Bud James, Al Kader
 Sebouh Badoyan, Al Malaikah
 Randall E. "Randy" Williams, Al Menah
 Harry F. "Frank" Hester, Jr., Al Menah
 Lucius C. "Chip" Duncan, Al Sihah
 Raymond K. "Keel" Broom, Al Sihah
 James C. Roberson, Al Sihah
 Rodney L. "Rod" Holdren, Aladdin
 Miles A. "Al" Smith, III, Alcazar
 Lee R. Sims, Alcazar
 Michael A. "Mike" Stanley, Alec
 Micah A. Donaldson, Alec
 Theodore "Ted" Polonsky, Aleppo
 Robert E. "Rob" Havener, Aleppo
 Tracy S. Prescott, Algeria
 Gerald D. Smith, Alhambra
 Brian K. Trammell, Alhambra
 Jeffrey D. "Jeff" Holt, Almas
 Michael A. Gordon, Almas
 Mark P. Leo, Aloha
 Allan C. "Chris" Acosta, Aloha
 Eric A. Dewalt, Alzafar
 Jason R. Triggs, Alzafar
 William S. "Bill" Garrison, Amara
 Robert B. "Bret" Stahler, Antioch
 Kevin G. Sweeney, Antioch
 Kurt D. Lawson, Arab
 Paul Honaker, Arab
 Larry J. Dain, Arab
 Graham A. Stein, Araba
 John T. Arnold, Jr., Arabia
 Dennie J. Jackson, Arabia
 David L. Janda, Sr., Arabia
 Ruben Robles, Arabia
 Ronan J. "Ron" Erickson, Asiya
 Jamie J. Hibbs, Bedouin
 Dennis H. Pauli, Beja
 Gary L. Fehl, Beja
 Lloyd S. Doughty, II, Bektash
 Mark A. Simard, Bektash
 Bradley C. "Brad" Cole, Ben Hur
 Gregory P. Rye, Ben Hur
 Everette Q. Cook, Boumi
 William A. "Bill" Wheeler, Cahaba
 Danny K. Kelso, Cahaba

Wayne J. Shepard, Cairo
 Christopher T. "Chris" Corsones, Cairo
 David R. Garnett, Calam
 Henry J. Haughey, Crescent
 Charles I. "Chuck" McDonald, Damascus
 Jerry R. Blevins, El Hasa
 Woodrow C. "Woody" Mitchell, El Hasa
 Jay W. Owens, El Kahir
 Michael H. "Mike" Blair, El Karubah
 Bryan P. Moore, El Karubah
 John R. Robertson, El Katif
 David A. "Dave" Campanella, El Katif
 Roger B. Nelson, Jr., El Katif
 Matias A. Salgado, El Maida
 Mikael Johnson, El Maida
 Earl D. "Dave" Whitley, Jr., El Maida
 David P. Adams, El Maida
 Jason D. Rockswold, El Zagal
 Steven P. LaBell, El Zaribah
 Robert L. Swartwood, Elf Khurafeh
 Ryan A. Stanley, Elf Khurafeh
 John C. Berry, Elf Khurafeh
 Harold W. Wallace, Gizeh
 Joseph U. "Joe" Trerice, Gizeh
 Bruce W. Cowie, Gizeh
 Terrell D. "Terry" Fowler, Habibi
 Murray C. "Bo" House, Habibi
 William V. "Bill" King, Habibi
 Stephens "Scott" OPry, Habibi
 Carlos Baxley, Hadji
 Christopher T. "Chris" Saul, Hadji
 Clement E. "Kem" Banks, Hamasa
 Allen Jernigan, Hasan
 Paul L. Massey, Hasan
 James H. Phibbs, III, Hejaz
 Jason H. Turner, Hejaz
 John E. Krodell, Hella
 Robert W. Moore, Hella
 Charles W. Hudson, Hella
 Marcos Hans, Hikmat
 Antonio Kato, Hikmat
 Mark D. Mettler, Irem
 Richard D. Williams, Jr., Irem
 David A. "Dave" Freund, Ismailia
 Robin D. Harkins, Jaffa
 James F. Miller, Jaffa
 Robert P. Baranik, Jaffa
 Walter C. "Coy" Sharpe, Jamil
 Curtis R. Hutchinson, Jamil
 Gregory C. Diffenderfer, Jericho
 Elmo J. "Jay" Pitre, III, Jerusalem
 Jason L. McCaig, Jerusalem
 Thomas F. Hodges, Kaaba
 Larry J. Johnson, Karem

Thomas M. "Tommy" Grusendorf, Karem
 Gregory L. "Greg" McEwen, Karem
 Dustin T. Johnson, Karem
 Gino Berretta, Karnak
 Jean Baptiste "J. B." Djigounian, Karnak
 Gary B. McKeown, Karnak
 Gary D. Bennett, Kazim
 Scott K. Midstokke, Kem
 William "Bill" Steckler, Kem
 Terry M. Vittetoe, Kerbela
 Donald R. "Don" Nicholson, Kerbela
 Alvin M. Allard, Khartum
 Wayne E. Kelly, Khedive
 John F. Howe, Khedive
 William E. "Bill" Hoggard, Sr., Khedive
 Michael E. Pinson, Khiva
 John A. Meyer, Khiva
 Greg A. Feldman, Kismet
 Douglas I. "Doug" Phinney, Kora
 Timothy D. "Tim" Forbis, Korein
 Dave L. Juergens, Kosair
 Gary L. Morgan, Kosair
 James E. "Jim" Szofer, Kosair
 Douglas H. Fink, Lu Lu
 Douglas R. Swan, Luxor
 Blaine D. Brooks, Luxor
 Roberto B. Fajardo, Mabuhay
 Robert Latimer, Mahi
 W. Ben Hart, Marzuq
 Bobby L. Brantley, Marzuq
 William "Jeff" Gainer, Maskat
 Calvin Carlton, Maskat
 Angel Bonilla, Mecca
 Mark J. Buono, Sr., Mecca
 Kevin P. Leeson, Media
 Lance M. Evans, Medinah
 William M. Kissane, Medinah
 William R. "Bill" Kuehn, Medinah
 John R. "Rocky" McWilliams, Midian
 Jay J. Danler, Midian
 Hal B. Harting, Mizpah
 Gary W. Soblotne, Mizpah
 Dennis A. DeWitt, Mizpah
 Larry L. Chapel, Mizpah
 Robert C. "Bob" Marshall, Mocha
 Eric D. Tjarks, Mohammed
 Jared H. Harrison, Mohammed
 Philip H. "Phil" Trew, Jr., Moslah
 Jeffrey W. Barcafar, Moslah
 Michael D. "Mike" Spensley, Moslem
 Donald K. Kincheloe, Moslem
 Ray H. Moore, Moslem
 Robert W. "Bob" Pate, Moslem

Robert D. Final, Jr., Moslem
 Vincent J Lenart, Moslem
 Arthur J. "Art" Brdak, Moslem
 Kenric J. Knecht, Moslem
 Larry R. Ode, Moslem
 Leroy R. Hocking, Moslem
 Charles E. "Charlie" Ferguson, Moslem
 Joseph K. Kish, Moslem
 Dr. Fred Richard Jex, Moslem
 Brian A. Jones, Moslem
 Jeffrey A. "Jeff" Geske, Moslem
 Robert A. "Bob" OBrien, Moslem
 Timothy A. Lancaster, Moslem
 Craig A. Stigleman, Moslem
 Franklin W. Dougherty, Jr., Moslem
 Lawrence "Larry" Senn, Moslem
 Scott A. Schuster, Murat
 Arthur B. "Art" Borton, Murat
 Patrick L. "Pat" Roberts, Naja
 Douglas K. "Doug" Stalnaker, Nemesis
 James D. "Murf" Murphy, Nemesis
 Robert L. "Bob" Dennison, Jr., Nemesis
 John D. "Johnny" Burgess, Oasis
 Kenneth D. "Ken" Jarrett, Oasis
 Michael L. "Mike" Neaves, Oasis
 William H. "Bill" Carter, Oasis
 Philip Ball, Oleika
 Johnny Yates, Oleika
 Mark W. Murray, Omar
 Joseph J. Cruz, Omar
 Gordon M. "Buddy" Ellis, III, Omar
 James E. "Jim" Sheets, Orak
 Robert C. Govey, Osiris
 Donald F. Giffin, Osiris
 Richard N. "Rich" Purcell, Osman
 Michael D. "Mike" Nehm, Osman
 Michael A. "Mike" Schmid, Philae
 William Russo, Pyramid
 Thomas W. "Tom" Woodrow, Rameses
 Jesse E. "Eddie" Daugherty, Rizpah
 Barry M. Gould, Salaam
 Andrew A. "Andy" Kuo, D.D.S., Salaam
 Harry H. Jones, Saladin
 Jonathan D. Clifford, Saladin
 Jonathan L. Duley, Saladin
 Charles R. Thomas, Scimitar
 Glen D. Jackson, Scimitar
 Gothard G. "Ole" Friesen, Sesostris
 Gregory J. Williams, Shaddai
 Michael B. "Mike" Odom, Shaddai
 Arthur D. "Mac" McMillan, Jr., Shaddai
 David C. "Dave" Hamm, Sharon
 James D. "Jim" Tidwell, Sharon

Scott A. Gates, Sharon
 Kenneth "Rusty" Smith, Sharon
 Steve M. Norris, Sudan
 Stacey Pugh, Sudan
 Donald W. "Don" Bunnell, Suez
 Gaylin E. Kinsey, Suez
 James L. "Jamie" Rohbeck, Sr., Syria
 Gregory S. "Greg" Pelfrey, Syrian
 Robert H. "Rob" Smith, Syrian
 Gary W. DeMoss, Tadmor
 David A. Gomes, Tadmor
 Lawrence R. "Larry" Keyser, Tebala
 Billy J. "Bill" Robertson, Tebala
 L. Gene Gambrel, D.V.M., Tebala
 Jerry D. "Hitch" Minor, Tebala
 Wayne E. Vian, Tehama
 Kenneth R. "Ken" Ayhens, Tigris
 Lawrence A. "Larry" Wegner, Sr., Tripoli
 Keith B. Sargeant, Tripoli
 Gary F. Tristram, Tunis
 Dennis M. Saikaley, Tunis
 Peter Rippstein, Tunis
 David "Dave" Wood, Tunis
 Wayne H. Miner, Wa Wa

Christopher A. "Allen" Smith, Wahabi
 William D. Sistrunk, Wahabi
 Jason W. Francis, Wahabi
 Erwin J. "Jay" Coon, Za-Ga-Zig
 Richard B. "Rick" Corbin, Za-Ga-Zig
 Allen W. Wortham, Zamora
 Jerry W. Thomas, Zamora
 Keith A. McKnight, Zem Zem
 Timothy M. Hofius, Zem Zem
 Terry L. Digruittolo, Zembo
 Robert D. "Bob" Cook, Zembo
 Michael L. "Mike" Smith, Zembo
 Richard H. Smith, Zembo
 Richard G. "Dick" Fries, Zenobia
 Dennis B. Gable, Zenobia
 Brian M. Ramsey, Zenobia
 Thomas W. Binder, Zenobia
 Gary J. Cuskey, Zor
 Charles T. Miller, Zor
 Zachariah "Zac" Chambers, Zorah
 Michael K. "Mike" Scheid, Zorah
 James O. Burlingame, Jr., Zuhrah
 Michael J. "Mike" LaVine, Zuhrah

IMPERIAL POTENTATE'S AIDES

Tommy Epperson, Scimitar, Chairman
 1101 W. Kiehl Avenue, Sherwood, AR 72120
 Gregory D. Dortch, Moolah, Vice Chairman
 P. O. Box 678, Fisk, MO 63940-0678

Lewis L. "Lew" Childs, Jr., Abba
 Christopher "Chris" Thornton, Abba
 L. R. "Butch" Arnold, Jr., Abou Ben Adhem
 Carle Jackson, Acacia
 Donald L. "Don" Hogwood, Acca
 Robert "Peaches" Bassett, Ainad
 Ray A. Rohr, Ainad
 Jay B. "Pete" Goltra, Akdar
 Paul D. Underwood, Al Amin
 David "Dave" Worel, Al Aska
 Gordon B. "Gord" Brewer, Al Azhar
 William G. "Bill" Miller, Al Azhar
 Eldon W. Wells, Al Azhar
 Jeffrey "Jeff" Dresch, Al Bedoo
 Paul A. Lechner, Al Bedoo
 Ronald W. "Ron" Shaw, Al Bedoo
 Larry Tipton, Al Bedoo
 John L. McFarland, Al Chymia
 Ron Ellenson, Al Kader
 Gregory A. "Greg" Jenkins, Al Kader
 Ralph K. Jubb, III, Al Kader
 Roscoe A. "Allan" Ake, Al Kaly
 John E. "Jack" Conner, Al Koran

David A. Chernik, Al Malaikah
 Frederick "Fred" Bernhardt, Al Malaikah
 William A. Froelich, Al Malaikah
 Stuart A. "Stu" Wright, Al Malaikah
 James C. "Craig" Wade, Al Menah
 Gale B. Robinson, Al Menah
 David A. Smith, Al Menah
 Neville G. Bush, Al Shamal
 Michael D. "Mike" Clevenger, Aladdin
 W. Gary Parks, Aladdin
 George N. Boyd, Jr., Alcazar
 Andy L. Compton, Alcazar
 Horace J. Russell, Alcazar
 Lee Sims, Alcazar
 Miles A. "Al" Smith, Alcazar
 Harvey J. Waugh, Aleppo
 Donald L. "Don" Bisgard, Algeria
 John M. Hayes, Sr., Algeria
 James M. "Mac" Weems, Alhambra
 Allan C. Acosta, Aloha
 Doug Fortner, Aloha
 Lee D. Gordon, Aloha
 Peter A. "Pete" Larson, Aloha

Donald J. "Zeke" Schmus, Aloha
 John T. "Jack" Webb, Aloha
 Danny Garcia, Alzafar
 Jay D. "J. D." Thomas, Alzafar
 Harold W. "Sonny" Crocker, Anah
 Larry L. Hersom, Anah
 Rodney S. "Rod" Pinkham, Anah
 Gary L. Blackford, Antioch
 John E. Bull, Jr., Antioch
 Thomas C. "Pepper" Mabray, Arabia
 Leo D. Cornelison, Azan
 George E. Goddard, Jr., Azan
 Robert T. "Bob" Headley, Azan
 Phillip M. "Phil" Sabelli, Azan
 Roland E. "Beau" West, Azan
 Scott G. Butler, Bagdad
 Sean E. Johnson, Bagdad
 Jay I. Morris, Bagdad
 Joseph I. "Joe" Morris, Bagdad
 George F. Barfield, Bahia
 Jason Bergenske, Bahia
 Frank J. Guida, Bahia
 Harry H. Jennings, Bahia
 Anthony W. "Tony" Rossi, Bahia
 Harry J. "Happy" Schuur, III, Bahia
 Robert L. Wagner, Bahia
 David B. Zorian, Bahia
 Bruce Osbon, Barak
 Rick W. Roberts, Bedouin
 Gregory L. Schuler, Bedouin
 Edward G. "Ed" Bromstad, Ben Hur
 Glenn A. Summers, Beni Kedom
 Mark E. Hartz, Boumi
 Charles L. "Chuck" Barrett, Cahaba
 Harold D. Booth, Cahaba
 Lee Burchfield, Cahaba
 R. Dale Brown, Calam
 Robert C. "Rob" Turnipseed, Calam
 Dwight E. Brown, Egypt
 Frank Dyer, Egypt
 Tom Edwards, II, Egypt
 James W. Lich, Egypt
 John A. Massey, Egypt
 William B. Prewitt, Jr., Egypt
 Melvin W. "Mel" Roberts, Egypt
 Wayne Witczak, Egypt
 Ronald M. "Ron" Bass, El Bekal
 Woodrow C. "Woody" Mitchell, El Hasa
 G. Ronald "Ron" Cosens, El Jebel
 Linc A. Aldershof, El Kahir
 Von M. Chimienti, El Katif
 Duane W. "Duke" Pappenheim, El Katif
 Linc Aldershof, El Kahir
 Jay A. Leonard, El Korah

Ray A. Westmoreland, El Korah
 John E. Wood, El Maida
 Kenneth L. Wheeler, El Mina
 Richard L. Burns, El Riad
 Drew A. Likness, El Zagal
 Thomas W. "Tom" Calvin, El Zaribah
 Giorgio Ferrario, Emirat
 Gerhard W. Severin, Emirat
 Daniel D. "Dan" Mellor, Gizeh
 Murray C. "Bo" House, Habibi
 Scott O'Pry, Habibi
 Roger A. Fuchs, Hadi
 Dennis M. "Denny" Reed, Hadi
 George E. "Ed" Brown, Hadji
 Mike E. Harris, Hadji
 Travis K. High, Hadji
 John M. Jones, Hadji
 Charles T. "Tommy" LeCroy, Hadji
 Milton P. McNease, Hadji
 Ernest L. "Larry" Mills, Hadji
 David G. White, Hadji
 Clement E. "Kem" Banks, Hamasa
 R. A. "Alvin" Darnell, Hamasa
 Jeffery "Jeff" Gardner, Hamasa
 Ashley R. Lewis, Hamasa
 James R. Moore, III, Hamasa
 Chris J. Nettles, Hamasa
 Homer E. Sullivan, Jr., Hamasa
 Paul D. Thompson, Hamasa
 Grover W. Vining, Hamasa
 Alexander B. Weddington, Hamasa
 William E. "Bill" West, Hamasa
 Richard L. Whitehead, Hamasa
 Dorsey E. Holt, Hasan
 Sherwood L. Kaiser, Hejaz
 Vernon G. Meek, Hejaz
 William R. "Bob" Rodgers, Hejaz
 Robert "Bobby" Caldwell, Jr., Hella
 Lawrence A. Winkle, Hella
 Roger A. Fuller, Hella
 Tom Reeves, Hillah
 Gene McKelvey, India
 Mike L. Sazma, India
 Daniel L. Richardson, Isis
 Larry Butera, Ismailia
 Kristopher J. "Kris" Scheetz, Ismailia
 Herbert V. "Herb" Kennedy, Jr., Jericho
 Allen P. DeLaune, Jerusalem
 Albert M. Anderson, Joppa
 Russell E. "Rusty" Burton, Joppa
 William C. "Bill" Demalade, Joppa
 Mark A. Hopkins, Joppa
 Bradley W. "Brad" Slaughtner, Joppa
 William G. "Bill" Hanewald, Kalif

Robert L. Lundy, Kalif
 Gregory L. "Greg" McEwen, Karem
 Robert L. "Bob" White, Karem
 Rob P. Cave, Karnak
 Gary D. Morrison, Karnak
 Dale A. Duchscherer, Kem
 Greg E. Gerloff, Kem
 Lynn D. Misialek, Kem
 Joe B. Owens, Sr., Kena
 Ronald E. "Ron" Adams, Kerbela
 Melvin L. "Mel" Hines, Kerbela
 Bart O. Iddins, Kerbela
 Fraser Woodward, Khartum
 George M. Eason, Khedive
 David L. Monell, Khedive
 Randy W. "Randy" Murphy, Khedive
 Calvin S. "Jimmy" Newby, Jr., Khedive
 Terry M. Riley, Khedive
 Richard E. "Dick" Wright, Khedive
 Steven W. "Wayne" Adams, Khiva
 Vance Reed, Khiva
 Wayne F. Flagg, Korein
 Jerry L. Hampton, Korein
 Craig Warner, Korein
 Eddie J. Chrisman, Kosair
 Robert E. "Bob" Maxwell, Kosair
 Dr. Alvin I. "Al" Siegel, Mahi
 Frederick O. "Fred" Walk, Masada
 Charles A. Dean, Maskat
 Paul D. Barber, Medinah
 Dennis "Denny" Meyer, Medinah
 James B. "Jim" Stoner, Medinah
 Philip E. "Phil" Thomas, Melha
 Robert N. "Bob" Hiebert, Midian
 Michael A. "Mike" Hardiek, Mizpah
 Ronald J. "Ron" Harruff, Mizpah
 Thomas T. "Tom" King, Mizpah
 Clifford M. "Cliff" Boyer, Moila
 Richard P. "Rick" Evans, Moslah
 Steven P. "Steve" O'Neal, Moslah
 Thomas E. "Tom" Smith, Moslah
 D. Michael Wallach, Moslah
 John W. Thornhill, Moslem
 Carl E. Culmann, Murat
 Scott A. Schuster, Murat
 Norman A. Wold, Nile
 W. Calvin Gaddy, Oasis
 Jeffrey T. "Todd" Ham, Oasis
 Gordon M. Ellis, III, Omar
 Joel D. Ronner, Omar
 Richard J. "Rick" Elman, Orak
 James S. Junkins, Osiris
 Barry S. Ronner, Pyramid
 Robert R. "Bob" McGregor, Rameses
 Keith Black, Rizpah

Charles G. Wade, Rizpah
 H. Michael Oexman, Sabbar
 Alfred R. "Al" Robinson, Sahib
 Robert P. "Bob" Conley, Saladin
 W. Tom Wells, Saladin
 Charles R. Thomas, Scimitar
 Robert D. "Rob" Kinsey, Jr., Sesostris
 Bilole Alam, Shaddai
 Ron Bass, Shaddai
 Phillip N. "Phil" d'Albertis, Shaddai
 David E. Jackson, Shaddai
 Mike B. Odom, Shaddai
 Joseph R. "Joe" Barron, Sharon
 B. F. "Benny" Smith, Jr., Sudan
 Lloyd A. Tyndall, Sudan
 M. Braxton "Brack" Wilson, Jr, Sudan
 Bill W. Dormady, Suez
 Jack L. Weaver, Syria
 Robert S. "Bob" Maline, Tangier
 James B. "Jim" Parks, Sr., Tangier
 Jack V. Schram, Tangier
 Ronald J. "Ron" Obara, Tebala
 Arthur B. "Archie" Hook, Tigris
 David C. Hinze, Tripoli
 Richard G. "Dick" Abrams, Tunis
 John C. Ruffo, Tunis
 Kenneth D. "Ken" McDougall, Wa Wa
 Gerald W. Bryan, Wahabi
 R. Brent Bivens, Yaarab
 Michael L. Cain, Yaarab
 Richard F. Cain, Sr., Yaarab
 Richard F. Cain, Jr., Yaarab
 William D. "Danny" Huggins, Yaarab
 Tom Chastain, Zamora
 Millard E. "Ed" Graves, Zamora
 Peter V. "Greg" Gregerson, Jr., Zamora
 Donald W. "Don" Griffin, Zamora
 Michael W. "Mike" Johnson, Zamora
 Danny Richardson, Zamora
 Jerry W. Thomas, Zamora
 David H. Weeks, Zamora
 Roy H. Wilson, Zamora
 Terrell E. Yates, Zamora
 Dennis B. Gable, Zenobia
 Joseph L. "Joe" Rezbanyay, Zenobia
 Jon A. Hanson, Zuhrah
 Michael J. McLaughlin, Zuhrah
 Jerry B. Oliver, Zuhrah

Emeritus

John H. Epps, Scimitar
 Chairman Emeritus

IMPERIAL POTENTATE'S PERSONAL AIDES

G. Sam Montgomery, Abou Ben Adhem
 Rayford W. "Wayne" Bonner, Al Chymia
 William S. "Bill" Hardy, Al Chymia
 Edward D. "Ted" Illsley, Al Chymia
 Gene L. McDaniel, Al Chymia
 Jimmy D. "Jim" Norman, Al Chymia
 John B. "Jack" Rendall, III, Al Chymia
 William L. "Bill" Smith, Al Chymia
 Ernest E. Sutherland, Al Chymia
 Charles A. "Joey" Williams, Al Chymia
 Paul E. Massad, M.D., Al Malaikah
 Prentiss McPhail, Al Menah
 Bruce A. Holmberg, Aloha
 Guy F. Chapman, Anah
 Carl H. Ellis, Arabia
 John D. Ashley, Arabia
 A. Wayne Beard, Arabia
 Dennie J. Jackson, Arabia
 David L. Janda, Sr., Arabia
 Tony Macias, Arabia
 Laris J. Nolan, Arabia
 John V. Olivarri, Arabia
 Jerry C. Parrish, Arabia

Carleton T. "Terry" Johnson, Emirat
 Drew S. Lenn, Hadji
 Michael C. "Mike" McCombs, Hadji
 Jerry K. Baxter, Sr., Hejaz
 Jean Baptiste "J. B." Djigounian, Karnak
 Joseph E. "Joe" Dunn, Kem
 Ronald B. "Ron" Anglin, Wahabi
 Wallace E. Blocker, Wahabi
 E. O. Gardner, Jr., Wahabi
 Jerry Gibson, Wahabi
 Floyd Hobbs, Wahabi
 James E. Jenkins, Wahabi
 R. Stuart Lankford, Wahabi
 William W. "Bill" Lee, II, Wahabi
 Charlie H. McInvale, Wahabi
 John D. Moore, Wahabi
 Billy C. Powers, Wahabi
 William Sistrunk, Wahabi
 James G. Teeters, Wahabi
 Charles F. "Charlie" Tillman, Jr., Wahabi
 Hollis M. Woods, Wahabi
 Ronald A. Patrick, Zamora
 Dean Botts, Zuhrah

IMPERIAL POTENTATE'S SPECIAL AIDES

Mark J. Cook, Aahmes
 Michael Oien, Al Aska
 Rhon L. Reed, Al Chymia
 Robert Thomas, Al Malaikah
 William R. "Bill" Chaussee, Sr., Al Menah
 Frank Stearns Jr., Aleppo
 Christopher R. Droze, Amara
 Matthew A. Claypool, Antioch
 Edward J. Vorrasi, Antioch
 Gregory S. Randall, Ben Hur
 Christopher M. Frevel, Boumi
 Karl J. Frevel, Boumi
 Kurt L. Frevel, Sr., Boumi
 Raoul L. Frevel, Jr., Boumi
 Stephen Flerchinger, Calam
 Robert C. "Rob" Turnipseed, Calam
 Bradford J. Lachut, Esq., Cyprus
 Pedro Diaz-Bordon, Egypt
 Joseph R. Severe, El Jebel
 Paul A. Madsen, El Kalah
 Thomas P. "Tom" Colville, El Zagal
 Douglas W. Neisheim, El Zagal
 Bernard J. Lemieux, Jr., El Zaribah

Jeff Zwiebel, Hella
 Steven Lachut, Ismailia
 Matthew Lukach, Kem
 Shannon Stassen, Kem
 Eric J. Stauss, Kem
 Duane W. Semb, Melha
 Erik R. Semb, Melha
 Jamie M. Nelson, Midian
 Richard Pritt, Morocco
 Gregory W. Cinotto, Murat
 Warren C. Julian, Oasis
 John R. Bailey, Orak
 Robert O. Bailey, Orak
 Ross D. Bailey, Orak
 Rob Randall, Osman
 Gary M. VerMaas, Sesostris
 Christopher A. "Allen" Smith, Wahabi
 David R. Walters, Wahabi
 James R. "Jim" Bracewell, Yaarab
 Richard G. "Rick" Bracewell, Yaarab
 Don R. Hildebrand, Yaarab
 Thomas J. "Tommy" Hildebrand, Yaarab

PATIENT AMBASSADORS
(Former patients of Shriners Hospitals)

Jackie D. Byrd, Aad
 Douglas B. Westbrook, Abba
 Hugh R. Poole, Jr., Abou Ben Adhem
 Stephen A. Wisdom, Abou Ben Adhem
 David R. Bryan, Sr., Acacia
 Robert D. Hartsoe, Jr., Acca
 John E. Wilson, Al Azhar
 Benton L. Barnhart, Al Bedoo
 Ralph E. Bergerson, Al Kader
 Joseph H. Cawrse, Al Kader
 Richard C. "Dick" Duer, Al Kader
 Richard R. Pickwick, Al Kader
 Brian D. Wright, Al Kader
 Donald W. Cook, Al Malaikah
 Gary B. Levitt, Al Malaikah
 Ben J. Morris, Al Malaikah
 Robert W. Napp, Al Malaikah
 Tommy W. Burkett, Al Menah
 Kristopher M. Fisher, Al Menah
 Shane W. Uselton, Al Menah
 Jamie P. Jordan, Aleppo
 Harry J. Obert, Algeria
 F. William "Bill" Hershisier, Almas
 Ryan H. Furtwangler, Amara
 Corey C. Kriss, Amara
 Scott D. Boucher, Anah
 Clinton L. Fulton, Anah
 Stephen A. "Steve" Trimm, Anah
 L. Matthew McClure, Ansar
 Michael G. McKenzie, Ansar
 Russell Martin, Arab
 Ian P. Evans, Ararat
 Dale H. Collins, Bahja
 Jesse C. Schmidt, Beja
 Chester Fristoe, Ben Ali
 Scott E. Leventon, Ben Ali
 John E. Cooper, Ben Hur
 James K. Leatherman, Boumi
 Charles E. Bowman, Cahaba
 Christopher L. Shotts, Cahaba
 Adam Savage, Calam
 Michael A. Sims, Calam
 Lawrence A. Mullins, II, El Zaribah
 Henry A. Wesloski, Jr., El Zaribah
 Douglas A. Brown, Gizeh
 Donald L. Campbell, Gizeh
 Michael Lanphere, Hadji
 Robert L. Green, Hasan
 Stephen T. Zeigler, M.D., Hasan
 Bill D. Cox, Hejaz
 Daniel H. Davis, Jr., Hejaz
 Michael T. Nicholson, Hejaz

Joseph M. "Joe" Scott, Hejaz
 William R. "Bob" Richardson, India
 Corey R. Fisher, Ismailia
 Walter J. Stoj, Jr., Ismailia
 Eddie J. Moore, Jericho
 Daniel P. Caro, Jerusalem
 Dexter W. Larose, Karnak
 William T. Packett, Jr., Kerbela
 Johnny E. Roark, Kerbela
 Troy B. Thiel, Kerbela
 James H. Waller, Kerbela
 Barry J. Homenick, Khartum
 James F. "Rowdy" Mickelson, II, Korein
 Carl J. Durr, Lu Lu
 Mark P. Gatta, Lu Lu
 Charles T. Logan, Lu Lu
 Jonathan P. McSurdy, Lu Lu
 David A. Burpee, Luxor
 Michael J. "B. J." Driscoll, Luxor
 Daniel J. McVay, Luxor
 Terrence F. W. Randell, Mazol
 Robert M. "Bob" Phillips, Medinah
 Jerry S. Smith, Midian
 Dale O. Campbell, Mohammed
 John J. Poust, Mohammed
 Eric D. Tjarks, Mohammed
 George N. Florea, Moolah
 Fred J. Handwinkel, Moolah
 Lenny Martin, Jr., Moolah
 Gary A. Oakley, Moolah
 Fred W. West, Moolah
 James T. Glisson, Morocco
 Martin R. "Marty" Sheedy, Moslem
 Barton N. Coors, Murat
 Paul E. Daugherty, Murat
 Jonathan D. Fisher, Murat
 James D. Robertson, Murat
 Kory M. Odenbach, Naja
 Joseph M. Peccia, Osman
 Alfred R. "Fred" Stinard, Jr., Pyramid
 Edward D. Osika, Sahib
 Jonathon A. Barnes, Saladin
 Andrew "Drew" Borske, Sesostris
 Robert Parrymore, Sharon
 Robert F. Weckman, Sharon
 Mark S. Rodgers, Syrian
 Peter J. Garcia, Tangier
 William M. Kult, Tangier
 Donald J. Stray, Tigris
 Wesley V. Treadway, Wahabi
 Ryan Likness, Yelduz
 Jack Leggett, Zamora

INSURANCE

Kenneth G. “Kenny” Craven, Omar
1643 Central Avenue, Summerville, SC 29483

Kevin R. Costello, Cyprus

Lawrence J. “Larry” Leib, Moslem

INTERNATIONAL DEVELOPMENT

James E. “Ed” Stolze, Jr., El Zaribah, Chairman
9213 W. Camino De Oro, Peoria, AZ 85383-1119

James R. “Jim” Smith, Ben Hur, Vice Chairman
108 Chuckwagon Trail, Georgetown, TX 78633

William G. “Bill” Selsam, Aladdin
G. Fred Widmyer, Ali Ghan
Michael A. “Mike” Gordon, Almas

Charles G. Cumpstone Jr., Medinah
Jon A. Hanson, Zuhrah

INVESTMENT (IOWA)

Jim Cain, Al Menah, Chairman
4569 Winfield Drive, Nashville, TN 37211-8553

Jeffrey L. Sowder, Midian, Vice Chairman
P. O. Box 177, Toronto, KS 66777

James R. “Jim” Smith, Ben Hur
William S. “Bill” Bailey, Orak

Brad T. Koehn, Arab
Kenneth G. “Kenny” Craven, Omar

JURISDICTIONAL LINES

G. Fred Widmyer, Ali Ghan, Chairman
26 Garden Court, Berkeley Springs, WV 25411

Eric J. “Ric” Anderson, Algeria
Jay I. Morris, Bagdad
Glenn A. Summers, Beni Kedem
Fred N. Imler, Jaffa
Pat Roberts, Naja
John D. “Dave” Smelser, Sr., Suez

Emeriti
W. Bruce Steube, III, Sahib
Chairman Emeritus
Joseph I. Morris, Bagdad
L. Roger Williams, Jericho
Glenn McMennamy, Khiva

JURISPRUDENCE AND LAWS

Jon A. Hanson, Zuhrah, Chairman
P. O. Box 630, Crosslake, MN 56442-0630

Byron W. Nelson, Al Azhar
George M. Smith, Beni Kedem
David A. Dunn, El Mina
Alex L. Rogers, Murat
Robert “Rob” Kinsey, Jr., Sesostris
Tony R. Krall, Zuhrah

Emeriti
Robert J. Turley, Oleika
Chairman Emeritus
Theodore Corsones, Cairo
Chairman Emeritus
Walter S. Pettit, Jr., Abou Ben Adhem
Chairman Emeritus
W. Warren Upton, Beni Kedem
Chairman Emeritus
Christopher T. Corsones, Cairo
Leonard W. Smith, Kerbel
James M. Tingle, Zamora
Lawrence A. Winkle, Hella

MASONIC RELATIONS

Jeffrey L. Sowder, Midian, Chairman
P. O. Box 177, Toronto, KS 66777

William S. "Bill" Bailey, Orak, Vice Chairman
153 Shore Drive, Ogden Dunes, IN 46368-7749

Kevin R. Costello, Cyprus
Bobby B. Simmons, Al Sihah

Richard E. Lynn, Mahi

MILEAGE AND PER DIEM

Richard G. Burke, Yaarab, Chairman
2505 Ginger Drive, Buford, GA 30519

Kevin R. Costello, Cyprus

Lawrence J. "Larry" Leib, Moslem

NECROLOGY

Bobby B. Simmons, Al Sihah, Imperial Chaplain
203 Williams Drive, Bonaire, GA 31005-3826

NOMINATION OF EMERITI MEMBERS

Chris Thornton, Abba, Chairman
12390 Airport Boulevard, Mobile, AL 36608-8701

George H. Follett, Calam

Emeritus

David B. "Dave" Rott, El Zagal

Jack L. Weaver, Syria

Vance Reed, Khiva

Chairman Emeritus

Albert H. Parker, Sudan

PHOTOGRAPHY

Harry L. Reiter, Lu Lu, Chairman
81 Chestnut Lane, North Wales, PA 19454

Hector Perez Portillo, Abou Saad

Donald Keith Kincheloe, Moslem

Arturo M. Loera, Alzafar

Joseph Richard Krebsbach, Murat

Rodney E. Cavin, Bahia

C. Lee Abernethy, III, Oasis

Larry E. Gilbreath, Bahia

David L. Mosley, Oleika

Justin Sullivan McDonald, Bahia

Joseph W. Johnson, Rameses

Mark Edward Hartz, Boumi

Thom Ledford, Yaarab

Ernest L. "Larry" Mills, Hadji

Emeriti

Robert E. "Bob" Mathis, Hasan

Tom Rousseau, El Katif

Andrew J. Reiter, Lu Lu

Chairman Emeritus

Curtis L. Scott, Marzuq

Robert A. "Bob" Hofer, Hadji

Theodore H. "Ted" Jacobsen, Mecca

W. Calvin Gaddy, Oasis

Charles W. Bacon, III, Melha

Portrait Photography

Jon Thomas Gumina, Bahia, Chairman
185 River Oaks Circle, Sanford, FL 32771-9321

PROTOCOL

Lawrence J. "Larry" Leib, Moslem, Chairman
27971 Rollcrest, Apt. 9, Farmington Hills, MI 48334

Jim Cain, Al Menah

Kevin R. Costello, Cyprus

Randy E. Rudge, Anah

PUBLIC RELATIONS

Jim Cain, Al Menah, Chairman
4569 Winfield Drive, Nashville, TN 37211-8553

Jeffrey L. Sowder, Midian, Vice Chairman
P. O. Box 177, Toronto, KS 66777

Roger B. Nelson, El Katif

Mark P. Leo, Aloha

Russell W. Petty, Ansar

Gary L. Fehl, Beja

Tommy M. Lambright, El Mina

Thomas M. "Morgan" Bear, Akdar

John L. McFarland, Al Chymia

Christopher L. Hall, Oasis

Michael White, Melha

Ronald R. Klee, Jr., Rajah

Gerald E. Putman, Kalurah

John R. Law, Yaarab

Robert L. Wagner, Bahia

Chris Knoblauch, Jerusalem

Michael A. Gordon, Almas

REGION 1 PNSA

REGION 2 Western

REGION 3 Great Lakes

REGION 4 Midwest

REGION 5 Texas

REGION 6 Central

REGION 7 Dixie

REGION 8 South Atlantic

REGION 9 Northeast

REGION 10 Mid Atlantic

REGION 11 NYOSA

REGION 12 Southeast

REGION 13 Florida

REGION 14 South Central

REGION 15 International

Emeriti

Louis D. Gross, Al Malaikah

Bruce W. Hogle, Al Shamal

John W. Baylor, Bahia

James E. Bradenkamp, Hejaz

Richard E. Kohn, Medinah

J. R. Latta, Moolah

W. Calvin Gaddy, Oasis

William F. Bryant, Sesostris

James J. Knights, Syria

Jerry L. Argabrite, Zenobia

REPRESENTATIVES REGISTRATION

Duane "Duke" Pappenheim, El Katif, Chairman
3231 W. Boone Avenue #109, Spokane, WA 99201

John R. Kranzusch, Ahmed

Michael R. "Mike" Palmer, Al Bahr

David B. Edwards, El Kalah

Roger L. Gehrig, El Katif

Jim D. Stewart, El Katif

David T. Polner, El Zaribah

Emeriti

Ken P. Rowe, Alzafar

Richard H. Chesnut, Ansar

John E. Commander, El Maida

Ronald W. McClain, Tehran

R. Thomas Peters, Ahmed

RESOLUTIONS

James R. "Jim" Smith, Ben Hur, Chairman
108 Chuckwagon Trail, Georgetown, TX 78633

William S. "Bill" Bailey, Orak

Richard G. Burke, Yaarab

Gordon H. "Stumpy" Harris, Bahia

SALARIES, PERSONNEL AND RETIREMENT

James R. "Jim" Smith, Ben Hur, Chairman
108 Chuckwagon Trail, Georgetown, TX 78633

James E. "Ed" Stolze, Jr., El Zaribah, Vice Chairman
9213 W. Camino De Oro, Peoria, AZ 85383-1119

Richard G. Burke, Yaarab

Anthony M. West, Zamora

James A. Doel, Tunis

Emeriti

Charles A. Claypool, Antioch

John C. Nobles, El Maida

Gary W. Dunwoody, Scimitar

SHRINERS FUTURE

James E. "Ed" Stolze, Jr., El Zaribah, Chairman
9213 W. Camino De Oro, Peoria, AZ 85383-1119

Kevin R. Costello, Cyprus, Vice Chairman
700 Route 32, P. O. Box 152, Tillsen, NY 12486-0152

Randy E. Rudge, Anah
Raoul L. Frevel, Sr., Boumi
Alan W. "Al" Madsen, Oasis

Mark E. Hartz, Boumi
John Stanley, Oasis
Jeff W. Hamons, Zenobia

SPECIAL PURPOSE FUNDS/FUNDRAISING EVALUATION

Kevin R. Costello, Cyprus, Chairman
700 Route 32, P. O. Box 152, Tillsen, NY 12486-0152

Brad T. Koehn, Arab
Kenneth G. "Kenny" Craven, Omar

James E. "Ed" Stolze, Jr., El Zaribah

TEMPLE OPERATIONS AND PROCEDURES

William S. "Bill" Bailey, Orak, Chairman
153 Shore Drive, Ogden Dunes, IN 46368-7749

William G. "Bill" Selsam, Aladdin
G. Fred Widmyer, Ali Ghan

Charles G. Cumpstone, Jr., Medinah
Jon A. Hanson, Zuhrah

TIME AND PLACE

Jim Cain, Al Menah, Chairman
4569 Winfield Drive, Nashville, TN 37211-8553

Jeffrey L. "Jeff" Sowder, Midian
James R. "Jim" Smith, Ben Hur
William S. "Bill" Bailey, Orak
Kenneth G. "Kenny" Craven, Omar

James E. "Ed" Stolze, Jr., El Zaribah
Richard G. Burke, Yaarab
Kevin R. Costello, Cyprus
Lawrence J. "Larry" Leib, Moslem

TRANSACTIONS OF IMPERIAL OFFICERS

Gene Bracewell, Yaarab, Chairman
1015 Thimblegate Court, Johns Creek, GA 30022

John D. VerMaas, Sesostris
John C. Nobles, El Maida
Ralph W. Semb, Melha
Robert N. Turnipseed, Calam
Charles A. Claypool, Antioch
M. Burton Oien, Al Aska
Raoul L. Frevel, Sr., Boumi
Gary W. Dunwoody, Scimitar
Nicholas Thomas, Al Malaikah

Bernard J. Lemieux, M.D., Zenobia
Douglas E. Maxwell, Moolah
George A. Mitchell, Rameses
Michael G. Severe, El Jebel
Alan W. Madsen, Oasis
John A. Cinotto, Murat
Dale W. Stauss, Kem
Jerry G. Gantt, Arabia
Chris L. Smith, Wahabi

**ATTENTION IS CALLED TO THE FOLLOWING AMENDMENTS TO
THE ARTICLES OF INCORPORATION AND BYLAWS OF SHRINERS
INTERNATIONAL AS WELL AS RESOLUTIONS AND REQUESTS THAT WERE
ADOPTED OR APPROVED AT THE 2017 ANNUAL SESSION**

ARTICLE 2

Registered Agent, Registered Office and Principal Office

§ 2.1 Registered Agent. The name of the registered agent is CT Corporation System.

§ 2.2 Registered Office. The street address of the registered office, which is also the address of the registered agent, is 400 East Court Avenue, Suite 110, Des Moines, Iowa 50309.

ARTICLE 1

General Provisions

§ 101.3 Definitions. The following words, terms and phrases mean:

(a) through (i) No change.

(j) “Revenues” means all fees, taxes, levies or other amounts payable to Shriners International, is stated in United States dollars and shall be paid in United States dollars.

(k) through (p) renumbered as (l) through (q).

ARTICLE 1

General Provisions

§ 101.4 Rules of Order. Unless otherwise provided by resolution or bylaws, parliamentary procedure shall be governed by the current edition of *Robert’s Rules of Order Newly Revised*.

ARTICLE 4

Sessions

§ 204.4 Notice. Notice of each annual Imperial Session shall be given by mail to all Representatives at least 30 days prior to the Imperial Session. Notice of a special session shall be given by first class or registered mail to all Representatives at least 10 days prior to the session. Notice of a special session shall state the business to be transacted, and no other business shall be transacted at such special session.

ARTICLE 6

Officers

§ 206.5 Duties.

(a) through (d) No change.

(e) **Imperial Treasurer**

(1) through (5) No change.

(6) As soon as practicable after the end of each fiscal year, he shall cause to be prepared from the records and books and shall submit to the board of directors:

(i) through (iii) No change.

(7) through (10) No change.

ARTICLE 9
Shrine Associations

§ 209.1 Associations of Temples.

(a) through (f) No change.

(g) **Dispensations and Charters Committee.** If the Dispensations and Charters Committee finds a proposed change in the membership of an association of temples to be in the best interests of the Order, it may approve the proposal and report to Shriners International of the change in membership and the amendment of the charter of the association.

ARTICLE 22
Temple Charter and Location

§ 322.5 Change of location. A temple may change its location in the following manner:

(a) through (e) No change.

(f) **Dispensations and Charters Committee.** If the Dispensations and Charters Committee finds the move to be in the best interests of the Order, it may approve the proposal and report to Shriners International of an amendment to the charter changing the location of the temple.

ARTICLE 22
Temple Charter and Location

§ 322.5 Change of Location. A temple may change its location in the following manner:

(a) **Proposal.** The proposal to move the location of the temple must be in writing, signed by at least 100 members of the temple or ten (10%) percent of the membership, whichever is less, setting forth the details of the proposal. It must be presented to the Potentate.

(b) through (f) No change.

ARTICLE 23
Temple Membership

§ 323.5 Balloting.

(a) **Favorable.** Subsequent to a report on a candidate's petition, paper ballots shall be distributed, marked, collected and counted in the presence of the Nobility. If a majority of the ballots are favorable, the candidate is elected to temple membership subject to initiation. If a majority of the ballots are unfavorable or if the votes are evenly divided, the candidate is rejected. The presiding officer may call for a collective ballot.

(b) **Written Objection.** A written objection, signed by at least 3 members of the temple in good standing, presented to the Potentate or the Recorder prior to the time balloting is commenced, has the same effect as an adverse ballot.

(c) **Written Objection Deadline.** In temples where written notice of all candidates' petitions has been mailed to the members not less than one week before the date set for the balloting, any written objection provided for in subsection (b) must be received by the Potentate or the Recorder at least 48 hours before the time specified in the notice for balloting.

(d) **Finality.** After the balloting is completed and the candidates are declared elected and notified, no objection made thereafter with respect to the candidates may be considered unless ordered by vote of the temple.

(e) **Reapplication.** A rejected candidate may not apply again for 13 weeks.

ARTICLE 23
Temple Membership

§ 323.5 Balloting.

(a) through (g) No change.

(h) **Alternative Balloting for International Shrine Clubs.** Notwithstanding the procedures set forth in subsections (a) through (g) above, temples with clubs located in a country other than that of the temple's primary office address may utilize the following alternative balloting procedure. Balloting may be conducted by the local club in a meeting of the club consisting of no fewer than the Club President, Club Vice President, Club Secretary and quorum of members required by the club's bylaws. Subsequent to a report on a candidate's petition, paper ballots shall be distributed, marked, collected and counted in the presence of the Nobility. If a majority of the ballots are favorable, the candidate is elected. If a majority of the ballots are unfavorable or if the votes are evenly divided, the candidate is rejected. The presiding officer may call for a collective ballot. Subsection (f) above shall apply to this alternative balloting procedure. Upon completion of the vote the list of balloted petitions must be provided to the Temple Recorder.

ARTICLE 29

Dispensation and Charter for New Temple

§ 329.4 Petition, Form and Procedure.

(a) through (b) No change.

(c) **Void Date.** The petition as filed must bear the date it was issued by the Imperial Recorder and will be void under the following circumstances, unless specifically extended by appropriate action of Shriners International:

(1) 90 days prior to the third Imperial Session following the issuance date,

or

(2) The unsuccessful filings in accordance with (f), below.

(d) through (h) No change.

ARTICLE 30

Discipline by Temple

§ 330.4 Procedure. Proceedings for the discipline of any Noble by a temple are as follows:

(a) **Before trial.**

(1) Any Noble complaining against another Noble of conduct unbecoming a Noble of the Order or for violation of Shrine law, must state the nature and character thereof in writing, sign and date the complaint, and deliver it to the Potentate of the temple. The complaint must be filed within the time period provided in §101.9(b) and must contain the following statement:

"I acknowledge it is a violation of Shrine Law to file a complaint in bad faith or for a frivolous reason. I hereby certify that in filing this complaint, I am not acting in bad faith or for a frivolous reason."

(2) Immediately upon the receipt of a complaint, it is the duty of the Potentate to provide the complaining Noble with a complete copy of ARTICLE 30 of the bylaws of Shriners International, to deliver a copy of the complaint to the accused Noble and to schedule a meeting between the complaining Noble and the accused Noble to discuss resolution of the complaint. The meeting must be conducted within 30 days of receipt of the complaint by the Potentate and can be facilitated either by the Potentate of the temple or by an impartial Past Potentate of the temple appointed by the Potentate.

(3) If the resolution of the complaint is unsuccessful, it is the immediate duty of the Potentate to notify the Imperial Potentate and to appoint a grievance committee of 5 impartial members of the temple, giving preference to Past Potentates, whose duty it is to thoroughly investigate the complaint. The complaining Noble and the accused Noble shall be afforded an opportunity to be heard before the grievance committee. The complaining Noble may withdraw the complaint any time prior to the determination of the existence of probable cause by the grievance committee and, in such event, the grievance committee is discharged from further consideration of the matter and the complaint is dismissed. If the complaint is not withdrawn, the grievance committee by majority vote, must determine whether there is probable cause for believing an offense has been committed by the accused Noble, and shall report to the Potentate. The report must be made within 60 days after appointment of the committee, be in writing, and signed by those voting in the majority, and copies shall be delivered to the complaining Noble and the accused Noble. If no probable cause is found, the proceedings shall terminate, subject only to the rights of the complaining Noble to appeal as provided by §330.4(c)(2).

(3) through (10) renumbered as (4) through (11)

ARTICLE 30

Discipline by Temple

§ 330.5 Complaint Filed in Bad Faith or For a Frivolous Reason.

(a) If, as a part of the investigation of the complaint by the grievance committee, the grievance committee finds by a majority vote that there is no probable cause for believing an offense has been committed by the accused Noble and further finds by a majority vote that the complaint was filed in bad faith or for a frivolous reason, the grievance committee can fix the punishment of the complaining Noble for filing the complaint in bad faith or for a frivolous reason, which may be either reprimand, expulsion, suspension for an indefinite period, or suspension for a definite period.

(b) A complaining Noble who has been found by the grievance committee to have filed a complaint in violation of (a), above, has the right within 30 days to appeal to Shriners International from any judgment rendered. The procedure of the appeal must be in accordance with 330.4(c).

ARTICLE 32

Initiation Fee; Dues; Hospital Levy; Assessments

§ 332.1 Initiation Fee.

(a) through (b) No change.

(c) **Rebate Prohibited.** No portion of any fee may be rebated or refunded in any manner to the initiated candidate, either in money or material. Temples may provide new Nobles with a fez as part of their initiation fee. The provision of a fez to a new Noble is not considered a rebate.

(d) through (e) No change.

ARTICLE 34

Temple Business Affairs and Fiscal Regulations

§ 334.2 Bonds and Insurance.

(a) No change.

(b) **Insurance.**

(1) and (2) No change.

(3) The temple must procure adequate and proper fire, casualty, commercial

public liability and motor vehicle insurance coverage. In all casualty and liability insurance policies written for the temple and its appendant bodies, the following shall be included as additional insureds, only with respect to the operations and activities covered under its policies: “Shriners International, an Iowa corporation, Shriners Hospitals for Children, a Colorado corporation, and all their affiliated corporations, entities, and associations.”

(4) No change.

ARTICLE 35

Prohibited Practices

§ 335.6 Furnishing List of Names.

(a) No change.

(b) **Shriners International.** Shriners International, its officers and employees:

(1) May furnish a list of members of a temple to which those listed are members, or members of Shriners International who live in the jurisdiction of said temple.

(2) through (8) No change.

ARTICLE 36

Temple Units

§ 336.2 Public Exhibitions and Civic Parades.

(a) **Shriners Only.** Notwithstanding the provisions in §335.11, in parades of temples at annual Sessions of Shriners International, unless written dispensation is received from the Imperial Potentate for the annual Session during his term in office, or in local Shriners parades or exhibitions under the auspices of temples or Shrine associations, only Nobles shall participate.

(b) through (e) No change.

ARTICLE 102

Brazil

§ 4102.1 Hikmat Shriners

Has exclusive jurisdiction in the states of Bahia, Mato Grosso, Mato Grosso do Sul, Paraíba, Minas Gerais, Rio Grande do Norte, Rondônia, and Rio Grande do Sul in the country of Brazil.

REQUEST FOR ASSOCIATION MEMBERSHIP

At the 2017 annual Imperial Session of Shriners International, the applications of Alhambra Shriners and Yaarab Shriners for membership in the South Atlantic Shrine Association was granted, and the association’s charter was amended accordingly. The following temples are now members of this association: Acca, Alee, Alhambra, Amran, Beni Kedem, El Hasa, Hejaz, Jamil, Jericho, Kazim, Kerbela, Khedive, Kosair, Nemesis, Oasis, Oleika, Omar, Rizpah, Sudan and Yaarab.

REQUEST FOR ASSOCIATION MEMBERSHIP

At the 2017 annual Imperial Session of Shriners International, the application of Al Menah Shriners for membership in the Dixie Shrine Association was granted, and the association’s charter was amended accordingly. The following temples are now members of this association: Acca, Al Chymia, Al Menah, Alcazar, Cahaba, Hadji, Hamasa, Hasan, Joppa, Marzuq, Shaddai, Wahabi, Zamora.

REQUEST FOR WITHDRAWAL FROM ASSOCIATION MEMBERSHIP

At the 2017 annual Imperial Session of Shriners International, the application of Yaarab Shriners to withdraw from membership in the Dixie Shrine Association

was granted, and the association's charter was amended accordingly. The following temples are now members of this association: Acca, Al Chymia, Al Menah, Alcazar, Cahaba, Hadji, Hamasa, Hasan, Joppa, Marzuq, Shaddai, Wahabi, Zamora.

REQUEST FOR WITHDRAWAL FROM ASSOCIATION MEMBERSHIP

At the 2017 annual Imperial Session of Shriners International, the application of Al Bahr Shriners to withdraw from membership in the Western Shrine Association was granted, and the association's charter was amended accordingly. The following temples are now members of this association: Aahmes, Al Kader, Al Malaikah, Aloha, Anezeh, Asiya, Ballut Abyad, Ben Ali, El Bekal, El Kalah, El Zaribah, Kerak, Sabbar, Tehran and Zelzah

REQUEST FOR WITHDRAWAL FROM ASSOCIATION MEMBERSHIP

At the 2017 annual Imperial Session of Shriners International, the applications of Egypt Shriners, Jerusalem Shriners and Wahabi Shriners to withdraw from membership in the Southeastern Shrine Association was granted, and the association's charter was amended accordingly. The following temples are now members of this association: Abba, Abou Saad, Al Chymia, Al Menah, Al Rai'e Saleh, Al Sihah, Alhambra, Amara, Araba, Azan, Bahia, Barak, Cahaba, El Karubah, Hadji, Hasan, Hejaz, Joppa, Kosair, Mahi, Morocco, Oleika, Sahib, Yaarab and Zamora.

REQUEST TO CHANGE TEMPLE LOCATION

At the 2017 annual Imperial Session of Shriners International, the proposal to move Scimitar Shriners from #1 Scimitar Circle, Little Rock, Arkansas 72205 to 631 Riverfront Drive, North Little Rock, Arkansas 72114, was found to be in the best interests of the Order. It was, thereupon, approved and the temple's charter was amended accordingly.

REQUEST TO CHANGE TEMPLE LOCATION

At the 2017 annual Imperial Session of Shriners International, the proposal to move Salaam Shriners from #376 Hollywood Avenue, Suite #108, Fairfield, New Jersey 07004 to 114 Algonquin Parkway, Whippany, New Jersey 07981, was found to be in the best interests of the Order. It was, thereupon, approved and the temple's charter was amended accordingly.

REQUEST TO CHANGE TEMPLE LOCATION

At the 2017 annual Imperial Session of Shriners International, the proposal to move Ziyara Shriners from from 251 Genesee Street, Utica, New York 13501 to 8209 Halsey Road, Whitesboro, New York 13492, was found to be in the best interests of the Order. It was, thereupon, approved and the temple's charter was amended accordingly.

REQUEST TO CHANGE TEMPLE LOCATION

At the 2017 annual Imperial Session of Shriners International, the proposal to move Bahia Shriners from from 2300 Pembroke Drive, Orlando, Florida 32810-2469 to 3103 East Semoran Boulevard, Apopka, Florida 32703, was found to be in the best interests of the Order. It was, thereupon, approved and the temple's charter was amended accordingly.

PETITION FOR PROPOSED NEW TEMPLE

A petition has been received from Nobles and Master Masons in the country of Bolivia for dispensation to open a new temple titled Bolivia Shriners in Santa Cruz, Bolivia was granted.

PETITION FOR PROPOSED NEW TEMPLE

A petition has been received from Nobles and Master Masons in the country of Brazil for dispensation to open a new temple titled Amal Shriners in São Paulo, S.P. Brazil was granted.

REPORT OF TIME AND PLACE COMMITTEE

July 15–19	2018	Daytona Beach, FL
June 30–July 4	2019	Nashville, TN
July 5–9	2020	Kansas City, MO
July 4–8	2021	Houston, TX

SOVEREIGNTY, RIGHTS AND RESPONSIBILITIES

Pursuant to resolution of the Representatives, unanimously adopted at the annual session of Shriners International (formerly Imperial Council) on July 7, 1989, the following principles govern our Order:

- 1. The Shrine is a separate and distinct legal fraternal corporation; it must abide by its articles of incorporation and bylaws; and its officers must abide by their oath of office to “strictly conform to the requirements of Shrine law.”** The Shrine accepts that the various Grand Lodges all have different Masonic codes and bylaws that govern their organizations.
- 2. The Shrine believes in the sovereignty and integrity of each of the Grand Lodges.** The Shrine asks that the Grand Lodges accept the sovereignty and integrity of Shriners International and that of Shriners International over its temples. The Shrine believes that it has no power to interfere in the internal affairs of a Grand Lodge. The Shrine asks that the Grand Lodges accept that they have no power to interfere in the internal affairs of Shriners International and its temples.
- 3. The Shrine acknowledges that the various Grand Lodges cannot cede their sovereignty, power and authority to Shriners International and thus be controlled and operated by an independent fraternal organization.** The Shrine asks that the Grand Lodges accept that the Shrine cannot cede its sovereignty, power and authority to the Grand Lodges and thus be controlled and operated by countless independent fraternal organizations.
- 4. Each Noble of the Order is entitled to equal Shrine rights and benefits regardless of his place of domicile.** No person, organization or authority, other than the law of the land or Shriners International, can restrict or limit the Shrine rights and privileges of a Noble of the Order or those of a subordinate temple.
- 5. Neither the Imperial Potentate nor any officer of the Shrine can repeal, revise or ignore any bylaw of Shriners International.** The Shrine is informed, and therefore believes, that the various Grand Lodges have different provisions in their Masonic codes and bylaws concerning this matter.
- 6. The Shrine believes that no Shrine fraternal charges can be brought against a Shriner unless the charges specify the details of the accusation.** The Shrine hopes that the same principles apply in the various Grand Lodges.
- 7. The Shrine believes that no Shriner can be expelled from the Shrine without a fair hearing on specific charges.** The Shrine further believes that there cannot be expulsion of all members of a Shrine temple because of the conduct of a few—when the remaining members are accused of no wrongdoing.
- 8. The Shrine believes that it has no authority to usurp the gavel of authority from the hand of the presiding officer of a Grand or Subordinate Masonic Lodge.** The Shrine asks that the Grand Lodges accept that they have no authority to usurp the gavel of authority from the hand of the presiding officer of Shriners International or a subordinate temple.
- 9. The Shrine believes that the result of a secret ballot on a petition for membership in a Masonic Lodge cannot be overturned by Shriners International.** The Shrine asks that the Grand Lodges accept that the result

of a secret ballot on a petition for membership in a Shrine temple cannot be overturned by a Grand Lodge.

- 10. The Shrine believes in the sanctity of the ballot box in Freemasonry.** The Shrine asks that the Grand Lodges accept the sanctity of the ballot box in Shriners International and its subordinate temples.

CORRESPONDENCE TO IMPERIAL POTENTATE

The Imperial Potentate's schedule is such as to keep him away from his home and office for weeks at a time. For this reason, it is requested that COPIES OF ALL CORRESPONDENCE BY TEMPLES AND REPRESENTATIVES BE SENT TO THE EXECUTIVE VICE PRESIDENT, SHRINERS INTERNATIONAL, P. O. BOX 31356, TAMPA, FL 33631-3356.

This practice will assure expeditious handling of all such correspondence.

Temples are reminded that complaints or correspondence from individual Nobles on Shriners International or temple matters must be handled in accordance with Article 38 of Shriners International bylaws.

IMPERIAL SESSIONS/ANNUAL MEETINGS AMENDMENTS, RESOLUTIONS, MOTIONS AND REQUESTS

Proposed amendments to the Articles of Incorporation and Bylaws of Shriners International and Shriners Hospitals for Children, as well as any proposed Resolutions, Motions and Requests that are to be considered for adoption at an annual Session of Shriners International or an annual Meeting of Shriners Hospitals for Children, **MUST BE RECEIVED** in proper form by the Imperial Recorder of Shriners International or the Secretary of Shriners Hospitals for Children **AT LEAST 60 DAYS** before the annual Session of Shriners International or the annual Meeting of Shriners Hospitals for Children.

LEGAL DEPARTMENT NOTIFICATION—CHARITABLE BEQUESTS & GIFTS

It appearing that the interests of all temples, the Nobility, and Shriners Hospitals for Children would be well served by the issuance and observance of the following in connection with Shrine Hospital bequests and gifts, **IT IS ORDERED:**

- 1. Notification.** Potentates, treasurers and recorders of temples are directed to immediately notify and send full particulars to the Legal Department at international headquarters in Tampa of all bequests, gifts or moneys known to them which may be intended for the benefit of Shriners Hospitals for Children or any of its hospitals, or designate in some manner disabled, handicapped or burned children, or have a similar charitable intent.
- 2. Clubs and Units.** Potentates of temples are further directed to inform their Shrine clubs and temple units to follow this same procedure should they be designated in some manner as a conduit for the bequest, gift or moneys to Shriners Hospitals for Children or any of its hospitals, or designate in some manner disabled, handicapped, or burned children, or have a similar charitable intent. Such information is necessary in order that full and complete records may be maintained and so that the Legal Department may take proper steps to protect the interests of our philanthropy.
- 3. Authorized Agents.** All temples, Shrine clubs and temple units are hereby notified that the only persons with authority to act for Shriners Hospitals for Children are the officers of that corporation or its duly authorized representatives. Any acceptance of a distribution from an estate or trust in the form of cash or securities and the signing of a court receipt by a representative of the temple, Shrine club or temple unit may prejudice the interests of our charitable organization, as such signing may constitute a written release to the executor or trustee. Such court receipts, wherein our charity is referred to in any manner, may be executed only by authorized officers of Shriners Hospitals for Children.
- 4. Publications.** Potentates and recorders of temples are further directed to see

that their temple attorneys review for accuracy the subject matter of all articles scheduled to appear in temple publications relating to ways of making charitable gifts or transfers to Shriners Hospitals for Children.

2018 IMPERIAL SESSION OF SHRINERS INTERNATIONAL SPECIAL CONVENTION NOTICE

The 2018 Imperial Session of Shriners International and Annual Meeting of Shriners Hospitals for Children will be held in the city of Daytona Beach, Florida, the week of July 15–19, 2018. The Director General is Stumpy Harris, Bahia Shriners, 1201 E. Robinson Street, Orlando, FL 32801. His telephone number is 407-843-0404. His email is stumpy@hbbzlfloida.com. The 2018 Imperial Session website is <http://www.imperial2018.com>.

Pursuant to §334.12 of the bylaws of Shriners International, each temple is to designate one of its official divan as the authorized agent of the temple to have full authority to make plans for attending this Imperial Session with the units of their temples, and this includes the authority for making contracts for rooms in the Daytona Beach, Florida, area with the Housing Chairman as well as making contracts for transportation incident to this Pilgrimage, provided, however, that such plans shall have been approved by a vote of the membership of the temple in accordance with the temple's bylaws.

The Imperial Potentate desires to bring the following to the attention of all temple officers:

HOUSING—In accordance with past and present instructions, all Potentates, Recorders, Shrine Associations and nobles are to refrain from making housing arrangements for their units through anyone except the Convention Housing Committee in order to enable the housing committee of the Imperial Session of Shriners International in Daytona Beach, as well as future Imperial Sessions of Shriners International, to properly negotiate with hotel authorities of the city in which an Imperial Session of Shriners International will be held.

Contact with the convention housing committee must not be made through a travel agency, and then only after an official announcement by the Imperial Potentate naming the city in which the next Imperial Session of Shriners International will be held, with the further direction that any temple having made arrangements for housing its units in violation of this order is hereby directed to cancel the same forthwith. The following order, in compliance with the previous directive and expressly confirming the same, is now issued relating to the 2018 Imperial Session of Shriners International in Daytona Beach, Florida.

Potentates, Recorders and all other nobles are reminded that an Imperial Session of Shriners International must house (1) Official Imperial Representatives and Shriners Hospitals Members; (2) uniformed units; (3) the general nobility; and (4) the general public—in that order of precedence. The official Representatives are annually paid mileage and per diem to transact the business of the Imperial Session of Shriners International; the uniformed units are present to assure the pageantry, music and color so characteristic of the Shrine. Their housing requirements are paramount. Without the Representatives, there would be no business transacted to justify the Imperial Session of Shriners International; without the uniformed units, there would be no parade.

Hotel room assignments in Daytona Beach, Florida, are to be obtained through the Housing Chairman. The Housing Chairman is Art Horton, 1848 Crane Point Drive, Port Orange, Florida 32128. His phone number is 386-562-8721. His email is ahorton1@cfl.rr.com.

The Executive Vice President's office will handle the assignment of all public meeting space in the Headquarters Hotel and the Convention Center, along with the sleeping room assignments, for the Representatives and other temple officers who are not Representatives, the distinguished guests and vendors. No Potentate, temple, or noble may make a reservation in any of the Headquarters Hotels except through the office of the Executive Vice President.

The Director General is requested to report to the Imperial Potentate any violations of the above directive. It is hoped that no disciplinary action will be found necessary in the case of any Potentate, temple or noble violating either the spirit or the letter of this mandate.

ACCOMMODATIONS FOR FUTURE IMPERIAL SESSIONS OF SHRINERS INTERNATIONAL

Pursuant to resolution of the Representatives, adopted at the Imperial Session of Shriners International on July 3, 1990, and by virtue of the authority in me vested by §206.5(a)(4) of the bylaws of Shriners International, it is hereby Ordered:

WHEREAS, it is acknowledged that each convention corporation of Shriners International must make plans several years in advance of its Imperial Session of Shriners International in order to select a host city, and ensure the Nobility of the finest accommodations available for themselves and their units; and, to obtain the best competitive prices for rooms, facilities and space for the business and pageantry of an Imperial Session; and,

WHEREAS, it is acknowledged that funds essential to the financial success of the annual Imperial Session of Shriners International must also be generated for the expenses that will be incurred in the operation of an Imperial Session of Shriners International, many of which are incurred in the years preceding the actual Imperial Session; and,

WHEREAS, it is acknowledged that a fair and just non-refundable Registration Fee is the primary source for generating the revenues necessary to pay the foregoing expenses, which fee is determined by the number of rooms requested by the temples attending the Imperial Session of Shriners International; and,

WHEREAS, it is acknowledged that the Convention Corporation cannot give a commitment to the several hotels of the host city, nor to the convention bureau thereof, until it has determined an accurate count of the rooms and facilities required for the Imperial Session; and,

WHEREAS, it is further recognized that while the Registration Fee must be required in advance, the payment should not be required so far in advance as to cause an unreasonable financial burden upon the Nobles and the temples.

NOW, THEREFORE, BE IT RESOLVED, That:

1. Each Imperial Officer shall require his Director General and Housing Chairman to be responsible and accountable to make certain that each temple, its units and clubs, have an equal opportunity to obtain the lodging of their choice at the Imperial Session of Shriners International.

2. Commencing with the 1994 Imperial Session of Shriners International, and annually thereafter, each Director General and housing chairman shall establish rules for the allocation of rooms for the subject Imperial Session of Shriners International that will afford all temples an equal right of choice not less than twenty-four months prior to the affected Imperial Session of Shriners International.

3. The procedural rules for the allocation must be such that each temple or other body is treated equally, justly and fairly, without any favoritism shown to any participant.

4. No registration fee shall be due or accepted by the convention corporation prior to the established allocation date twenty-four months before the public opening of the subject Imperial Session.

5. No lodging units shall be held, reserved or allocated for any temple or other body, except as provided herein (other than the requirements for the Imperial Potentate, the Deputy Imperial Potentate and the host temple).

6. The total amount of the registration fee shall be calculated by multiplying the number of lodging units by the Registration Fee for each lodging unit requested by the temple or other body; and it shall be paid in full prior to the allocation date held during each year (24 months prior to the opening date of the Imperial Session for which the allocation is held).

7. The first night's deposit on each lodging unit shall be due and payable on February 1 of the year of the Imperial Session. Any temple or other body not paying the first night's deposit by

March 1 of the year of the Imperial Session shall lose all lodging units for which the first night's deposits have not been received and shall forfeit all Registration Fees paid. The convention corporation will be free to reassign forfeited lodging units to other temples or to other bodies requesting lodging.

ANNUAL IMPERIAL SESSION PARADES

Order of Parade Formation:

1. Police escort.
2. Dignitaries other than Masonic.
3. Parade Marshal and his aides.
4. Colors, singly or massed.
5. Musical unit (if possible).
6. Invited non-Shrine bands.
7. Director General.
8. Automobiles of Imperial officers (present and past).
9. Trustees of Shriners Hospitals for Children.
10. Masonic Dignitaries
11. Shrine/Masonic-Related Dignitaries.
12. Invited guests.
13. Uniformed units of host temple. (Uniformed units of other temples in the state or Shrine association will take their places elsewhere in the parade formation according to their charter dates only.)
14. Uniformed units of Imperial Potentate's temple, followed by the other Imperial officers' temples in protocol order
15. Uniformed units of all remaining temples will form in order of their charter dates, the oldest dates going first.

ANNUAL IMPERIAL SESSION PARADE REGULATIONS

The Shrine parade regulations are to be observed, and they are supplemented by the following regulations.

1. Invitations. Invitations to participate in the Annual Imperial Session parade must be in writing and may only be issued by the Director General of the Imperial Session at the direction of the Imperial Potentate. In no event are political organizations, issue advocacy groups or candidates for political office to be invited to participate in the parade.

2. Instructional Meeting. The Potentate of each participating temple shall designate an officer of his temple, and a person from each motorized unit participating in the parade, to meet with the Parade Marshal and the Imperial Marshal prior to the parade(s). The Parade Marshal and Imperial Potentate shall provide such necessary communications to invited guest participants as may be required to facilitate their participation. The time and place of the meeting will be announced at an appropriate time.

(a) A number of experienced Deputy Parade Marshals shall be provided with two-way radios and special transportation so that they can patrol the parade route. They shall have authority to remove from the parade any unit which is in violation of Shrine parade regulations or which cause a delay of the parade by failing to maintain proper intervals.

(b) Except with the express permission of the Imperial Potentate, no temple shall be permitted to participate in a parade unless it has at least 15 Nobles in its parade display. If it has fewer than 15 Nobles, they may parade with the association, which shall follow the temples by organization date of the association.

(c) No temple empty buses, trucks or trailers shall participate in the parade. This does not apply to temple units composed entirely of automobiles.

3. Temple Officers. No more than five temple officers, including the driver, will be permitted in a car. The temple potentate is to remain in his vehicle.

4. Number of Motor Vehicles. The use of large numbers of cars in smaller local

communities is understandable. However, the Imperial Session parades require no unnecessary vehicles. These may cause an interruption of spectacular marching features for visiting officers and Divans, add confusion and danger in the formation and spoil the pageantry from the viewpoint of the spectators.

5. Floats. All floats must have the prior approval of the Director General.

6. Courtesy. The purpose of Shrine parades is to afford an opportunity for all participating temples to publicly display the pageantry and glamour of the Shrine. To effectuate this purpose, mutual courtesy needs to be extended among all temples and parade participants. Over the years, many temples have expressed dissatisfaction over the lack of consideration by certain participating temples and their units. Splendid marching units, and temples with special display features, located by numerical precedence early in the parade on the actual line of march, have executed spectacular street drills which, in themselves, add much to the general picture, but which retard the forward movement of the parade as a whole. As a result, many of our newer units, located far back in the line of march, have had their forward movement repeatedly halted, experienced exasperating delay, been required to stand in line, finished the parade weary and disgusted and found themselves marching down deserted streets.

SHRINE PARADE REGULATIONS

1. Non-Shriners. Other than the police escort, dignitaries, distinguished guests and Shriners Hospitals for Children patients and any necessary caregiver, only Shriners are permitted in Shrine parades.

2. Cadence. Marching cadence will be 110 steps to the minute, except for specialized units which may require a different cadence.

3. Interval. Intervals of not over 80 feet between temples and 40 feet between units are to be constantly maintained.

4. Impersonations. No impersonations of ethnic groups, females, or political figures are allowed in parades.

5. Vehicle Equipment. No motorized vehicles shall engage their emergency sirens or lights.

6. Safety Laws. Motorcycles, scooters, and other motorized vehicles shall obey local laws regarding speed, prudent operation and the use of hard helmets. In states where helmets are not required, the temple potentate may direct helmet use for safety reasons instead of fezzes.

7. Throwing Objects. No candy or other objects shall be **HANDED OR THROWN** from any vehicle in the parade. A Shriner may walk along the edge of a parade route and hand out Shrine information or other appropriate objects.

8. Discharge of Firearms. No explosives or discharge of firearms of any type are permitted.

9. Demeaning Displays. No demeaning displays or other items that may be considered in poor taste are permitted.

10. Alcoholic Beverages. Members of participating units shall not drink any alcoholic beverages before or during any parade, and they shall be circumspect in the use of soft drinks in public places so as not to give the impression they are drinking alcoholic beverages.

11. Reviewing Stand.

(a) At Imperial Session parades, a reviewing stand is reserved for the exclusive use of the Imperial Potentate, Imperial officers, Past Imperial officers and such guests as invited by the Imperial Potentate.

(b) At the reviewing stand during Imperial parades, temple divans will give the hand salute and must not stop to salaam. The Imperial Potentate (or ranking Imperial officer) receives the salute. When temples from an Imperial Officer's state

or province pass in review, that officer receives the salute of these temples along with the Imperial Potentate.

(c) At association of temples parades, the ranking Imperial officer along with the association president or potentate (as appropriate) receives the salute of all temples. Other Imperial officers and association officers will follow the same procedure as above.

(d) At association of temples parades, the temple potentates may leave their cars and accept the salutes of their units.

12. “Country” Flags. No “country” flag shall be lowered or dipped when passing the Reviewing Stand or elsewhere.

13. Enforcement. Parade marshals shall enforce all Shrine parade regulations and they shall report any violator to the potentate of his temple. Failure on the part of a temple potentate to cooperate with parade marshals shall be reported in writing to the Imperial Potentate.

14. Potentate Responsibility. Each Potentate is personally responsible and accountable for knowingly permitting any violation of parade regulations. Temple Potentates are required to review parade regulations with their temple marshal, the Parade Marshal, and their unit heads.

CIVIC PARADES

R
E
V
I
S
E
D

1. Shriners Only. Notwithstanding the provisions in §335.11 of the bylaws of Shriners International and except for musicians participating pursuant to paragraph 3 below, in parades of temples at annual Sessions of Shriners International or in local Shriners parades or exhibitions under the auspices of temples or Shrine associations, only Nobles shall participate unless written dispensation is received from the Imperial Potentate for the annual Session during his term in office.

2. Civic Parades. In civic parades, and non-Shrine public appearances, Nobles, their ladies, children and masonic related or sponsored organizations may participate, with the approval of the Potentate. Only Nobles may perform or compete in any vehicle, ride vehicles with fewer than four wheels, or operate any vehicle while parading, including participation with any of the clubs or units parading.

In those situations, where a specific license is required by a state, due to the size, weight or passenger carrying capacity of a vehicle to be used in a parade, and should there be NO MEMBER NOBLE PROPERLY LICENSED TO OPERATE SAID VEHICLE, the temple may hire a properly licensed driver with proof of the proper license required, and verifying that the driver has an acceptable driving record according to any applicable insurance carrier(s). This driver MUST be added to the insurance policy, and accepted by the insurance company, PRIOR to his/her operating ANY vehicle on behalf of the temple.

[Note: At the 2016 Imperial Session, a Resolution was passed by the Representatives requesting that consideration be given to amending General Order No. 1 to allow non-Nobles to ride in or drive standard motor vehicles for which they are legally licensed to drive by their respective state of domicile. In addition, the last paragraph of the 2. Civic Parades was included in the Resolution to comply with those situations where a specific operator's license is required to legally operate a vehicle. The changes in General Order No. 1 were intended to promote legal and safe motor vehicle operation in accordance with any legal requirement and to comply with §§210.7(a) and 335.1 of the bylaws of Shriners International. An amendment to the provisions of §336.2(b) that state “...or operate any vehicle while parading” will be presented at the next Imperial Session to clarify any ambiguity between that wording and General Order No. 1.]

3. Musical Groups. In civic parades and functions, Shrine musical groups may, with the approval of the Potentate, allow guest musicians to participate. The guest must be significantly and substantially distinguished from the Nobles in dress.

4. Regulations. Shrine Parade Regulations 4, 5, 6, 7, 8, 9, 10, 12 and 14 apply to civic parades as well.

TEMPLE GOVERNANCE

1. Potentate. The Potentate of each temple is reminded of his individual official

responsibility for the operation of the temple in accordance with the law of the land, Shrine law and the temple bylaws. He is admonished to carefully review all provisions of Shrine law including all provisions of this General Order. The temple potentate, as part of his congratulatory remarks to a newly initiated Noble, is to present him with a blank petition for initiation and membership; to encourage him to discuss the Shrine with his friends and neighbors; and, when he determines that a person is qualified and expresses an interest in the Shrine, to assist him in completing the petition and filing it with the recorder of the temple. By personally filing a petition from a friend or neighbor, each newly initiated Noble may find his membership in the Shrine more interesting, and he may be more motivated to participate in its meetings, ceremonies and activities.

2. Board of Directors. The chief rabban, in conjunction with all other members of the board of directors, shall prepare and complete the proposed annual budgets of the temple for the ensuing year in time for submission at the temple meeting at which the budgets are to be adopted. The preparation of all proposed temple budgets, including an operating and capital budget, must conform to the *Uniform Chart of Accounts for Shrine Temples* located as an appendix to the international Bylaws book. Once budgets have been adopted by the temple membership, any proposed changes thereto must be presented to and approved by the temple membership at a stated meeting, or special meeting called for the purpose of amending the budgets. When the original budgets, and any amendments thereto, have been adopted by the temple membership, they are to be signed by all members of the board of directors certifying their adoption, and copies thereof shall be sent to the Director of Temple Accounting at international headquarters within 30 days of their adoption.

3. Chief Rabban. In order to eliminate problems, the chief rabban shall submit his plans and information on his proposed fundraising and other activities, including tours or cruises, for his administration, to the temple membership at a stated meeting. They must comply with Shrine law and proceed in accordance with the vote of the membership. He may hold meetings with prospective appointees and correspond with them as well.

4. Chaplain. As the membership of the Shrine is made up of all religions and denominations, the Chaplain is reminded that his prayers, invocations and benedictions should not single out any particular religion or denomination but be monotheistic in nature.

5. Withdrawal of Funds.

(a) **Temples.** Temple funds on deposit in banks, institutions or elsewhere may be withdrawn to pay temple obligations, upon the manual or electronic signatures of no fewer than two authorized members of the board of directors. The authorized officers are to be consistent with §327.3, §327.4 and §334.5 of the Shriners International bylaws and are to be designated by a standing resolution adopted by the board of directors of the temple. No facsimile, rubber-stamped or pre-stamped signatures are permitted.

Imprest petty cash funds and checking accounts may be authorized and established by the board of directors of the temple. The reimbursement of imprest cash accounts are to require two or more signatures of authorized members of the board of directors.

Authorization to initiate wire transfers of temple funds between banks or investment accounts by a temple officer, whether electronically or by signature, must be in accordance with a written standing resolution which has been adopted by the board of directors. A copy of the resolution is to be included in the minutes of the meeting.

(b) **Clubs and Units.** Shrine clubs and temple units shall follow the foregoing procedures.

(c) **Associations.** Associations of temples and associations of units shall follow the foregoing procedures insofar as practical.

6. Contracts.

(a) Shriners International and Shriners Hospitals for Children reaffirm that Shrine Temples and their affiliated entities (hereinafter "Shrine Entity" or "Shrine Entities") are self-governing organizations limited only by the law of the land and Shrine Law. It is not the intent of either SHRINERS INTERNATIONAL or SHRINERS HOSPITALS FOR CHILDREN to alter the considerable autonomy or independence granted

to Shrine Entities.

However, both SHRINERS INTERNATIONAL and SHRINERS HOSPITALS FOR CHILDREN recognize that there are instances where contractual relationships formed by Shrine Entities may be construed by others as originating from or as having been authorized by either SHRINERS INTERNATIONAL, SHRINERS HOSPITALS FOR CHILDREN or both.

It is hereby affirmed that SHRINERS INTERNATIONAL and SHRINERS HOSPITALS FOR CHILDREN each expressly reject and deny all responsibility for any such contract entered into by any Shrine Entity unless SHRINERS INTERNATIONAL or SHRINERS HOSPITALS FOR CHILDREN is expressly included as a party to the contract and the contract is signed by authorized officials thereof as defined and required by Shrine Law.

Every contract executed by any Shrine Entity shall include the following paragraphs:

The parties to this contract recognize and acknowledge that SHRINERS INTERNATIONAL and SHRINERS HOSPITALS FOR CHILDREN are not parties hereto and are not bound by the terms of this contract. [Shrine Entity] is not authorized to act as the agent for SHRINERS INTERNATIONAL nor SHRINERS HOSPITALS FOR CHILDREN herein. Notwithstanding the foregoing, nothing stated herein shall act to defeat or negate any rights that either SHRINERS INTERNATIONAL or SHRINERS HOSPITALS FOR CHILDREN may have as third-party beneficiaries to this contract.

[Shrine Entity] hereby agrees to indemnify, defend, and hold harmless both SHRINERS INTERNATIONAL and SHRINERS HOSPITALS FOR CHILDREN for any claims, causes of action, or lawsuits that may be asserted against SHRINERS INTERNATIONAL and SHRINERS HOSPITALS FOR CHILDREN arising from the terms of this contract.

(b) Any proposed contract, including any telemarketing agreement, must, prior to execution:

1. Be reviewed by the temple attorney, who must render his written opinion and advice thereon.
2. Thereafter, if reasonably practical, it shall be submitted, with the written opinion of the temple attorney, to the temple at a stated meeting or at a special meeting which specifically states the purpose thereof, for approval by the temple.
3. If a contract or agreement involves the collection or receipt of moneys, such moneys must remain under the exclusive or joint control and custody of the temple until disbursed in accordance with the provisions of the contract.
4. If a contract or agreement is for more than one year, it must be executed by all temple officers who are scheduled to be temple potentates during any year that the contract is in effect.
5. If a contract or agreement relates to telemarketing for charitable purposes, prior written permission to enter into said contract must be obtained as provided in paragraph 7 of FUNDRAISING ACTIVITIES in this General Order.

7. Whistleblower Policy. This policy shall govern each temple, its officers, members, employees and volunteers. It is intended to prevent improper activities, encourage persons to report what they believe in good faith are improper actions including, but not limited to, questionable accounting practices, and to protect individuals from retaliation for reporting such improper or questionable activities and practices.

(a) **Reporting.** All of the above persons are required to report what they believe in good faith are illegal, improper or questionable activities.

(b) **No Retaliation.** No person who, in good faith, makes such a report shall be harassed, threatened, discriminated against, discharged or subjected to other forms of retaliation. Any person who retaliates is subject to discipline under Shrine law.

(c) **Reporting Violations.** Persons are encouraged to share their questions and

concerns with the Potentate or, if he is the subject of the complaint, to any other officer of the temple. If a person believes his or her concern is not being addressed by the temple, he or she may communicate with the Executive Vice President of Shriners International.

(d) **Handling Reports.** Each whistleblower complaint shall be in writing and presented to the Potentate, or if he is the subject of the complaint, to any other officer of the temple. Such officer shall make certain that the complaint is promptly and thoroughly investigated and that a report thereon, with appropriate recommendations, is made to the temple board of directors for corrective action within thirty (30) days of the complaint, unless otherwise extended by the Potentate, or any other officer of the temple, for good cause shown.

(e) **Acting in Good Faith.** Any allegations that prove not to be substantiated, and which prove to have been made maliciously or knowingly to be false, are to be viewed as a serious offense subject to disciplinary action.

(f) **Confidentiality.** Complaints may be submitted on a confidential basis or may be submitted anonymously. They shall be kept confidential to the extent possible, consistent with the need to conduct an adequate and thorough investigation.

ARTICLE 30

Discipline by Temple

The Bylaws of Shriners International provide a procedure for discipline within a temple if Shrine law is violated by a Noble. The procedure is intended to provide the guidelines for the determination of whether an accused Noble should be disciplined, the extent of such discipline if appropriate and to assure fair play and substantial justice as those concepts are understood and practiced in North America.

Unfortunately, it appears that some Nobles have attempted to use the provisions of Article 30 without reasonable basis to harass other Nobles or frustrate the orderly administration of the business or affairs of their temples. This has resulted in the temples incurring unnecessary expense and time processing complaints asserted in bad faith or for frivolous reasons. This has also resulted in the need for Shriners International to incur unnecessary expense and time in processing appeals of the proceedings on the temple level.

Accordingly, the Officers and Nobles of the temples are hereby reminded that the filing of a complaint by a Noble in bad faith, for frivolous reasons or without any basis of violation of Shrine law is in and of itself a violation of Shrine law and subjects the offending Noble to discipline by the temple.

Furthermore, in an effort to discourage the filing of a complaint by a Noble in bad faith, for frivolous reasons or without any basis of violation of Shrine law, IT IS HEREBY ORDERED that any complaint filed must contain the following statement: **“I acknowledge it is a violation of Shrine Law to file a complaint in bad faith or for a frivolous reason. I hereby certify that in filing this complaint, I am not acting in bad faith or for a frivolous reason.”**

Decisions on Appeals

Decisions by the Grievances and Appeals Committee are rendered only after all the evidence submitted to the Committee has been thoroughly reviewed and the Committee has had an opportunity to deliberate on the issues presented. Although not every appeal presents extensive exhibits, lengthy transcripts and complicated facts, every appeal is given the time necessary by the Committee to ensure that the decision rendered meets the standard of Fair Play and Substantial Justice as explain in §330.2 of the bylaws of Shriners International.

Although the provisions in §330.4(c) of ARTICLE 30 provide deadlines for making an appeal and providing required information to the Committee, there is no deadline for the Committee to render its decision on the appeal. As noted above, the Committee will take whatever time it deems necessary to thoroughly review the materials submitted and deliberate on its decision.

Decisions rendered by the Committee since the end of the immediately preceding Imperial Session of Shriners International are presented for final decision to Shriners International no later than the third day of the Imperial Session of Shriners International.

With that deadline in mind, ALL NOTICES OF APPEALS AND THE COMPLETE TRANSCRIPT OF THE EVIDENCE SHOULD BE SUBMITTED TO THE IMPERIAL RECORDER AT LEAST 60 DAYS BEFORE THE OPENING OF THE IMPERIAL SESSION. Any decision on appeals that have Notices of Appeals or complete transcripts of the evidence submitted less than 60 days before the opening of the Imperial Session of Shriners International will only be rendered by the Committee if the Committee is of the opinion it has had sufficient time to thoroughly consider the matter on appeal.

IMPERIAL POTENTATE VISITATIONS

It is the desire of your Imperial Potentate to make as many official visitations as are possible. It is also his desire to fully cooperate with all temples requesting visitations. The temples will understand that it is physically impossible to make every official visitation on the requested date, but every effort will be made to accommodate.

The Imperial Potentate wants you to use his official visit for the best interests of your temple and Shrinedom.

In preparing a program for the official visit of the Imperial Potentate, it is requested that a complete resumé of your temple program and what you desire the Imperial Potentate to do be sent to him (copy to the Executive Vice President) as far in advance as possible. He should be informed at what function you want him to speak and the type of audience he will have: that is, whether Shriners only; Shriners and their ladies; Shriners and Masons and their ladies; or to the public. This will acquaint him with your plans and also give him the opportunity to advise you on your program.

REQUESTS FOR DISPENSATIONS

In requesting dispensation for change in date of stated meetings, locations of annual meetings, participation in stated, special or annual meetings electronically, the holding of a ceremonial in concurrent jurisdiction or for holding a meeting or ceremonial on a Sunday, your letter should be addressed to the Imperial Potentate, with copy to the Executive Vice President, and both original letter and copy with any waivers involved should be sent in care of the Executive Vice President.

SHRINE PROTOCOL

1. Shriners International Directory. All temples are urged to utilize the provisions of Shrine Protocol found in the forward pages of your Shriners International Directory. This is a guide that should be used at all times. It will bring order out of chaos in setting up any shrine activity—be it parade, meeting, banquet, seating arrangement or program of any kind. It explains the rank and proper position of officers, organizations, dignitaries, visitors, etc. If you study, understand and use this system of protocol adopted by Shriners International, you will eliminate confusion, embarrassment and hesitation. If you have any questions, please contact the Executive Vice President at Shriners International Headquarters, Tampa, Florida. At Shrine activities, masonic dignitaries are guests. Therefore, protocol requires that the highest ranking Shrine officer speak last.

2. Attention to Flag Bearers. No national flag is to be dipped at the reviewing stand. Please inform your flag bearers so this disrespect to national flags will be eliminated. All flags, other than national flags, may be dipped.

3. Flag Prohibitions. Shriners International, as its name states, is an international fraternal organization. As such, Shriners International simply is not knowledgeable of all historic or current controversies or debates in each member country regarding the proper display of flags or images that reasonably can be construed as a reference to a flag. As a result and to maintain the Principles of the Order and Ethics as stated in the bylaws of Shriners International, it is believed that it is in the best interests of the Order

and the Nobility that only the following flags be displayed by a Noble (in his capacity as a member of Shriners International) or by a club, unit, organization of Nobles or affiliated or appendant organizations of Shriners International: a national or state flag as a “state” is defined in §101.3(n) of the bylaws of Shriners International, a temple flag as defined in Article 21 of the bylaws of Shriners International or the Imperial Potentate’s flag.

The display of any other flag or image that reasonably can be construed as a reference to any other flag by a Noble (in his capacity as a member of Shriners International) or by a club, unit, organization of Nobles or affiliated or appendant organizations of Shriners International is prohibited without the written permission of the Imperial Potentate.

LATEX BALLOONS

Shriners Hospitals For Children are renowned for their compassionate care of children. Every reasonable effort is made to ensure that the health of the children is not compromised. In recent years, the use of latex products has come under scrutiny by the healthcare community, federal government and state legislatures. It appears that life threatening reactions to latex products can occur, such as serious allergic reactions and anaphylaxis. It is for the foregoing reasons that latex toy balloons are not to be brought into our hospitals, and extreme caution and common sense should be used by Shrine Clowns and all Shriners when presenting entertainment involving toy balloons.

CEREMONIALS

1. Parades and Outdoor Appearances. It is ordered that candidates who appear in ceremonial parades or in front of the general public must do so in normal street dress. No ropes or demeaning clothing of any type will be allowed.

2. Anti-Hazing. §335.1 of the bylaws of Shriners International states that Shriners shall not “promote or take part in any engagement or enterprise prohibited by the law of the land.” A number of states and provinces have laws commonly referred to as “anti-hazing” laws. In order to comply with the law, and the best interest of the Order, no temple shall use electricity, nor condone any activity or conduct that may cause a candidate embarrassment, distress or injury.

Therefore, it is hereby ordered that all temples, officers, and Nobles are to scrupulously abide by the laws of their respective jurisdictions and the proscriptions enumerated in the previous paragraph. It is possible that this may require some modification of the “Second Section” of your ceremonial of initiation and, if so, these modifications are to be implemented forthwith.

Further, if any temple, officer or Noble has any concern or question concerning the applicability of this Order, the potentate or temple attorney is to immediately communicate with the General Counsel of Shriners International.

SHRINE CIRCUSES

In order to assure compliance with the bylaws of Shriners International, and to serve the best interests of the Order and Nobility, IT IS HEREBY ORDERED that any temple which sponsors or becomes associated with a circus must comply with the following:

- 1. Model Agreements.** The temple officers and temple attorney are to review the model Circus Agreement and Telemarketing Agreement prepared by General Counsel prior to executing any agreements with circus producers or telemarketers. The temples are encouraged to use as many of the provisions of the model agreements as may be appropriate.
- 2. Required Provisions.** Each circus contract with producers, telemarketers or others must contain:
 - (a) A hold harmless agreement whereby the circus, telemarketers or other entity involved agrees to indemnify and hold harmless the temple, Shriners International,

and Shriners Hospitals for Children from any and all liability, claims and causes of actions as a result of the circus or telemarketing.

(b) The Circus must procure, at its sole expense, comprehensive general liability and property damage insurance. The minimum limits cannot be less than \$1,000,000.00 per occurrence, and it must include at least minimum limits for voluntary medical payments for injury to members and guests as well as fire and explosion and legal liability for any leased premises and for any animal acts included in the circus.

(c) The following shall be included as Additional Insureds, with respect to the operations and activities covered under its policy: “_____ Shriners, Shriners International, an Iowa corporation, and Shriners Hospitals For Children, a Colorado Corporation, and their appendant and affiliated entities and the venue location of the circus.”

(d) A final paragraph which states that the contract has been prepared and it is in accordance with Shriners International General Order No. 1.

3. Long-Term Agreements. The circus contract, and any telemarketing contract, may not exceed one year unless specifically authorized by the temple at a stated meeting or at a special meeting which specifically states the purpose thereof. If the contract is for more than one year, it must be executed by all temple officers who are scheduled to be temple potentates during any year that the contract is in effect.

4. Prior Approvals. The proposed circus contract and any proposed telemarketing contract, prior to execution, must:

(a) Be reviewed by the temple attorney and he must render his written opinion and advice thereon.

(b) Thereafter, be submitted, with the written opinion of the temple attorney, to the temple at a stated meeting or at a special meeting which specifically states the purpose thereof, for approval by the temple.

5. Circus Daddy Program. If a temple receives contributions for tickets under this program, and the tickets are not requested by the contributor, consideration should be given to distributing the tickets, free of charge, to worthy children in the area.

6. No Excess Tickets. Tickets may not be sold in excess of available space for each performance.

7. Insurance. Comprehensive general liability and property damage insurance must be in effect. Shriners International and Shriners Hospitals for Children must be additional insureds on the policies, and there must be compliance with the Insurance provision of the existing General Order.

8. Law of the Land. The circus must be operated in compliance with the law of the land including, but not limited to, The Revenue Act of 1987, as amended, if it is a U.S. temple.

9. Fundraising. The circus must be operated in compliance with the Fundraising Activities provision of any General Order.

TOURS AND CRUISES

1. The potentate of any temple which intends to sponsor a tour or cruise must:

(a) Give notice in writing to the Executive Vice President, Shriners International, of such intent with the itinerary thereof and the proposed dates. This provision shall not apply to those pilgrimages which are limited to Shrine association meetings and Imperial Sessions.

(b) Schedule the tour for dates which will not conflict with either the Imperial Session of Shriners International or the Imperial Potentate's tours and cruises.

2. All tours and cruises, as well as pilgrimages, when sponsored by a Potentate or by a temple or otherwise identified with the Order, are “public appearances.” Such public appearances are not permitted in any place until notice of such appearance has been given to the potentate of the temple having jurisdiction of the territory where such public appearance is to be made. The notice hereby required shall be given at least ten (10) days in advance of

each public appearance. If the activity is to occur in the jurisdiction of another temple, prior written consent from the other temple must be obtained.

3. No tour or cruise may be sponsored by any temple unless the proposal therefor has first been approved by the members of the temple at a stated meeting after a full and fair disclosure of all terms of the proposal, including the nature and amount of any personal profit or gain to be realized or enjoyed by any member of the temple, or any other person or entity. The temple potentate is required to obtain a legal opinion from the temple attorney that the tour or cruise is in compliance with the law of the land. For the purposes of this paragraph, complimentary or reduced fares, hotel accommodations, or other benefits for himself or any member of his family shall be considered to be profit or gain. Further, inasmuch as complimentary or reduced fares, hotel accommodations, or other such benefits may constitute taxable income to recipients thereof, such persons should consult their personal tax advisors thereon.

4. The potentate of any temple which intends to sponsor a tour or cruise has the personal responsibility:

(a) To see that the attorney for the temple is consulted as to the legality and sufficiency of all contracts and other documents required to be executed with respect to such tour or cruise.

(b) To ascertain the fiscal integrity of the tour agent handling the tour or cruise. He may satisfy this requirement by either (1) requiring a performance bond of the tour agent if such agent has exclusive control over withdrawals of the tour account or of tour receipts entrusted to his exclusive care, or (2) making provision that all moneys collected must remain under the exclusive or joint control and custody of the temple until disbursed in accordance with the provisions of the contract.

(c) To see that a full and fair accounting of all receipts, disbursements, and profits or losses realized from such tour or cruise be made to his temple no later than his second stated meeting next following the conclusion of the tour or cruise. A copy of such accounting must be furnished at the same time to the Executive Vice President.

(d) To see that it is made in strict compliance with all public laws and governmental regulations.

(e) To be responsible for seeing that the promotional material clearly states the limits of liability of the carrier and/or its insurer for injury to and loss of life of each passenger, the total for each occurrence, and for damage to or loss of personal property, if the itinerary includes any point outside the continental United States. It is recommended that any disclaimers of liability by travel agent and/or carrier in the promotional material provided the public also include (in close proximity) name of the temple, Shrine club or unit, if applicable.

5. Tours and cruises sponsored by Shrine clubs, units, or other organizations affiliated with or appendant to any temple shall be considered as having been sponsored by such temple and shall be subject to all of the terms and provisions of this General Order.

6. Tours and cruises sponsored by associations of temples, national or international associations of units, and other organizations not affiliated with or appendant to any temple shall be subject to all of the terms and provisions of this General Order in the same manner as if they themselves were temples; and the president or other chief executive officer of any such group which intends to sponsor a tour or cruise shall have the same responsibility as those of the potentate of a temple which intends to sponsor a tour or cruise.

INSURANCE

In order to assure compliance with the bylaws of Shriners International, and in order to serve the best interests of the Order and Nobility, IT IS HEREBY ORDERED:

1. Insurance Advisory Committee:

In compliance with §334.2(b)(1) of the bylaws of Shriners International, the potentate of every temple shall appoint an Insurance Advisory Committee which shall consist of at least four members, three of whom shall be skilled and knowledgeable in property and casualty insurance matters, and the fourth member shall be the temple attorney. The Insurance Advisory Committee shall have the following duties and responsibilities.

(1) Review all temple, Shrine club and unit operations and activities, including

fundraising events.

- (2) Review, analyze and, when appropriate, appraise all property, real or personal, of the temple, Shrine clubs, units, holding corporations and appendant and affiliated entities.
- (3) Review and analyze the current temple insurance program and all insurance policies of the temple, Shrine clubs, units, holding corporations and appendant and affiliated entities, in order to determine the adequacy of the coverage and limits.
- (4) Review and consider whether the temple, Shrine clubs, units, holding corporations and appendant and affiliated entities engage in activities or own property for which there should be:
 - (a) Liquor law liability and host liquor liability insurance covering potential liability related to the sale, consumption, use or dispensing of alcoholic beverages.
 - (b) Products liability and/or completed operations coverage.
 - (c) Blanket contractual liability for all written agreements and, if available, for oral agreements.
 - (d) Parade and/or spectators liability.
 - (e) Carnival, circus or athletic event liability.
 - (f) Owned and non-owned aircraft and watercraft liability insurance and physical damage on owned items.
 - (g) Property insurance.
 - (h) Boiler or machinery coverage for physical damage should be obtained if any exposure exists.
 - (i) Any other insurance coverages warranted by the operations and activities of the temple, Shrine clubs, units, holding corporations and appendant and affiliated entities, including, but not limited to, medical expense reimbursement insurance.
- (5) Annually prepare a written report to the potentate and official divan of the temple setting forth their findings with regard to the sufficiency of limits and adequacy of coverage. The report should also include recommendations in order to comply with this General Order to adequately protect the temple, Shrine clubs, units, holding corporations and appendant and affiliated entities, and include an estimate as to the cost thereof.
 - (a) This annual report of the Insurance Advisory Committee shall be completed and submitted to the potentate and official divan of the temple in sufficient time for it to be used by the temple board of directors in preparation of the proposed temple budget for the following year.
 - (b) Supplements to this report shall be made in writing during the year as events, activities and exposures change.

It shall be the responsibility of the potentate and recorder to send a copy of this annual Insurance Advisory Committee report and any supplements thereto to the Corporate Risk Manager, Shriners International Headquarters, Tampa, Florida, by the first day of March of each year.

2. Mandatory Insurance:

In compliance with §334.2(b)(3) of the bylaws of Shriners International, and, if appropriate, state law, every temple must procure for itself, its Shrine clubs, units, holding corporations and appendant and affiliated entities:

- (1) Commercial general liability insurance. The minimum limits (including umbrella coverages) shall be not less than \$1,000,000 per occurrence, and it shall include at least minimum limits for voluntary medical payments for injury to members and guests as well as fire and explosion legal liability for any leased premises.
- (2) Commercial motor vehicle liability insurance. The minimum limits (including umbrella coverages) shall be not less than \$1,000,000 per occurrence. It is required that where temple units and Shrine clubs include member-owned vehicles (including any parade vehicles – whether licensed or unlicensed) used in temple activities, that certificates of the owners' current liability insurance

coverage be permanently on file at the temple. The decision regarding the minimum amounts of insurance protection required for these member-owned vehicles rests with the potentate and temple. However, it is recommended that the highest feasible limits, up to the temple's non-owned insurance limit, be procured.

- (3) Fire and extended coverage or all risks insurance for real and personal property, whether owned or leased.
- (4) Workers compensation insurance. As required by state law, including coverage for both paid employees and "volunteer" workers.
- (5) Fidelity. Every temple, at its own expense, must procure a corporate fidelity bond indemnifying it against loss resulting from infidelity, defalcation or misappropriation by its officers, employees or nobles, of its funds or property.
- (6) Aircraft. On any owned, non-owned or chartered aircraft, excluding commercial passenger aircraft, involved in hospital patient transportation:

(a) The aircraft must have liability insurance of at least \$1,000,000.00 per occurrence if propeller driven and at least \$10,000,000.00 per occurrence if jet powered.

(b) The aircraft liability policy must have an amendment or certificate stating that the following are included as additional insureds, with respect to the operations and activities covered under the policy: "Shriners International, an Iowa corporation, and Shriners Hospitals For Children, a Colorado corporation, and all their affiliated corporations."

(c) The pilot must be lawfully certificated and current, and (i) if a single engine airplane, have at least 500 total flight hours, of which 100 hours must be in the make and type flown; (ii) if a multi-engine propeller-driven airplane, have at least 1,500 total flight hours, of which 300 hours must be in multi-engine propeller-driven airplanes and 50 hours in the make and type flown; and (iii) if a turbine-powered airplane, have at least 1,500 total flight hours, of which 300 must be in turbine-powered airplanes and 50 hours in the make and type flown.

3. Additional Insureds:

In further compliance with §334.2 of the bylaws of Shriners International:

- (1) In all liability insurance policies written for the temple, its Shrine clubs, units, holding corporations and appendant and affiliated entities, the following shall be included as additional insureds, with respect to the operations and activities covered under its policies: "Shriners International, an Iowa corporation, and Shriners Hospitals for Children, a Colorado corporation, and all their affiliated corporations, entities and associations."
- (2) The potentate and recorder of each temple shall be responsible that appropriate certificates of insurance on all workers compensation and liability policies showing compliance with (a) above shall be filed with the Corporate Risk Manager, Shriners International Headquarters, Tampa, Florida, within 30 days of the renewal date of all such policies, or each time there is a cancellation or material change therein, unless such date is extended by the Imperial Potentate for good cause shown upon the written request of the temple.
- (3) The certificate of insurance issued by the insurance company shall be "irrevocable" so that no coverage may be canceled or materially altered until notice is provided by the insurance company to the Corporate Risk Manager, Shriners International Headquarters, Tampa, Florida, at least 30 days prior to such action.

4. Miscellaneous:

- (1) A voluntary mass-marketed property and casualty insurance program is now available to each temple and association. The broad liability coverages (similar to umbrella coverages) are specifically designed for fraternities such as ours. The requirements of Shriners International, are automatically included and, in most cases, the premiums are lower because of the bulk discounts for liability and property insurance that are applied. Contact the Corporate Risk Manager,, Shriners International Headquarters, Tampa, Florida, or the chairman of the

Imperial Insurance Committee for further details.

- (2) Liability limits in excess of the suggested minimum are recommended in most instances and, wherever feasible, consideration should be given to the purchase of “umbrella” or similar coverages for general and automobile liability coverage.
- (3) Any temple sponsoring a fundraising event for fraternal purposes, including, but not limited to, circuses, sporting events and other activities, should consider any potential exposure to the athletes, participants and public. Proper liability, including adequate medical and accident coverage for participants, should be purchased.
- (4) Any fundraising event which is for charitable purposes must have prior written permission therefor from the chairmen of the boards of directors and trustees. The temple potentate, by virtue of his written request to engage in the event, is certifying that his temple has liability, medical, participant’s and other appropriate insurance in effect providing good and adequate coverage and limits for the event and that Shriners International, an Iowa corporation, and Shriners Hospitals for Children, a Colorado corporation, and all its affiliated corporations, are included as additional insureds thereon.
- (5) “Named peril” (fire, E.C.E., theft), or “all risk” property insurance should be purchased on either an “actual cash value” or a “replacement cost” basis to protect the physical assets (buildings, contents, uniforms, and the like) of the temple, Shrine clubs, units, holding corporations and appended and affiliated entities.

5. Chairmen of Insurance Advisory Committees:

On or before the first day of February of each year, each temple recorder shall notify the Corporate Risk Manager, Shriners International Headquarters, P. O. Box 31356, Tampa, Florida 33631-3356, of the name of the chairman of the temple Insurance Advisory Committee, together with his address, email address, telephone number, mobile phone number and telecopier number.

HIPAA COMPLIANCE

The Congress of the United States has enacted the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the Department of Health and Human Services has promulgated regulations to implement HIPAA. HIPAA and the regulations are designed to ensure the privacy and security of the protected health information (“PHI”) of patients. Generally, under HIPAA regulations, PHI is defined to include (among other things) an individual’s health information created or received by a health care provider, such as Shriners Hospitals for Children®, that either identifies the individual or can be used to identify the individual.

In the course of their volunteer service, Nobles may learn information regarding patients at Shriners Hospitals for Children. For example, a Noble might receive a patient’s PHI from Shriners Hospitals for Children when providing transportation to and from the hospitals for patients and their families; providing volunteer services within the hospitals; and visiting patients and their families in the hospital to provide cheer and comfort.

In order to help ensure that all Nobles protect the privacy and security of the PHI of Shriners Hospitals for Children patients,

IT IS HEREBY ORDERED as follows, as originally effective as of April 14, 2003 and reaffirmed herein:

- 1. HIPAA Privacy and Security Principles.** The Nobility is to follow these general principles:
 - (a) **Protected Health Information.** The more details that are included in a communication concerning a patient, the more likely it is that the information contains PHI and therefore cannot be disclosed without the proper safeguards, such as HIPAA-compliant authorizations, in place. For example, “Our Shrine

Club sponsored a child with spina bifida at Shriners Hospitals for Children” is a statement that does not identify a patient and could be published. On the other hand, “Our Shrine Club sponsored Tommy Jones from Smalltown for spina bifida treatment at the Northern California Shriners Hospital” is a statement that does contain PHI and may not be made without the proper safeguards, which may include a signed authorization from the patient or legal guardians, in place.

- (b) **Need to Know.** Information regarding a patient’s PHI should be shared only with those who need to know the information for certain, appropriate purposes directly related to the authorized services being provided. For instance, a Noble who transports children to a Hospital may need to know each child’s name, address and phone number and whether special transportation considerations apply. He does not need to know the child’s diagnosis or prognosis. Shriners Hospitals for Children will share the appropriate information with a Noble who transports a child only after Shriners Hospitals for Children has obtained the requisite authorization for the child (typically from the child’s parents) to have the information shared with the Noble.
- (c) **Minimum Necessary.** In keeping with the “need to know” principle discussed above, the Hospital is allowed to give the Nobility only the minimum information necessary for them to perform their charitable functions. Likewise, the Nobility should not post any information regarding a patient in an area visible by any person (Noble or not) who does not need to know the information.
- (d) **No Further Dissemination.** Information received by any Noble regarding a patient must not be disclosed to third parties unless this disclosure has been specifically authorized by the patient and/or his family.
- (e) **Security of Information.** All PHI must be physically secured at the Temple or the Club or Unit which uses the information in its volunteer activities. In other words, information such as Transportation Reports and any other documents that contain Shriners Hospitals for Children patient PHI must be kept in locked cabinets and/or locked rooms. The Temple must also have in place a written policy that only those who need to know this information are allowed to access the locked cabinet or room.

2. **Education.** In conjunction with Shriners Hospitals for Children, the Executive Vice President will coordinate the production of HIPAA educational materials for the benefit of the Nobility. All Temples and all Nobles who have any access to patient information must familiarize themselves with these materials. In addition, any Noble, who serves as a volunteer at Shriners Hospitals for Children in any capacity (such as board members or tour guides), must complete Shriners Hospitals for Children’s HIPAA Training.

FUNDRAISING ACTIVITIES

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

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

§335.3 Use of Name “Shriners Hospitals For Children.” The use of the name “Shriners Hospitals for Children” or reference to the Hospitals in connection with any fundraising activity by a temple or Noble without the written consent of the Imperial Potentate and the chairman of the board of trustees of the Hospitals is prohibited.

§503.11 Commercial Use of Name. The use of the name “Shriners Hospitals for Children” or reference to the hospitals in connection with any commercial product or business enterprise is prohibited unless the written consent of the boards of directors

and trustees has been first obtained.

Now, therefore, IT IS HEREBY ORDERED:

1. Fundraising for Fraternal Purposes:

(a) No Noble (in his capacity as a Shriner), club, unit, organization of Nobles or affiliated or appendant corporations, shall engage in any fundraising activity without the express written consent of the potentate of the temple having jurisdiction thereof.

(b) There can be no representation, express or implied, that the proceeds will be for the benefit of Shriners Hospitals for Children.

(c) The temple potentate shall carefully examine all phases of the advertising, promotion and solicitation to determine that it complies with §335.3 and §503.11 of the fraternal and charitable bylaws and that there is no representation, expressed or implied, that would lead a reasonably prudent person to believe that the proceeds will be for the benefit of Shriners Hospitals for Children. If the potentate is in doubt, he must receive the opinion of the Imperial Potentate who, after consultation with the Director of Temple Accounting, shall make the final determination.

(d) The temple potentate must approve the terms and provisions of any contract for a fundraising activity after receiving the advice of the temple attorney, and, additionally, as may be required by the temple bylaws.

(e) A copy of the temple potentate's written consent shall be mailed to the Executive Vice President, Shriners International. Further, such written material pertaining to the fundraising activity, as requested by the Executive Vice President, Shriners International, shall be promptly mailed to him.

2. Fundraising for Charitable Purposes:

(a) No Noble (in his capacity as a Shriner), club, unit, organization of Nobles or affiliated or appendant corporations shall engage in any charitable fundraising activity other than for Shriners Hospitals for Children. Permission therefor must be first obtained in writing from the temple potentate. The temple potentate must then obtain written permission from the chairmen of the boards of directors and trustees. This request for written permission shall be sent to the *Executive Vice President, Shriners International, P. O. Box 31356, Tampa, FL 33631-3356. No charitable fundraising activity shall be held in the jurisdiction of another temple without the written permission of the potentate of that temple.*

(i) A joint charitable fundraising activity with another 501(c)(3) charity may be authorized, provided that a minimum of 50% of the net proceeds are for the benefit of Shriners Hospitals for Children, and the chairmen of the boards of directors and trustees determine, on a case by case basis, that it is in the best interest of Shriners Hospitals for Children and they grant their written permission for the activity.

(ii) A charitable fundraising activity conducted by a temple located outside of the U.S.A. may be authorized for other charities, provided that the chairmen of the boards of directors and trustees determine, on a case by case basis, that it is in the best interest of Shriners Hospitals for Children and they grant their written permission for the activity.

(b) All Shrine temples and their units, Shrine clubs, Shrine Associations and their units and Imperial Sessions of Shriners International are prohibited from engaging telemarketing firms and direct mail firms to assist with fundraising for Shriners Hospitals for Children. Any existing contracts may be completed, but not renewed. No new contracts are permitted without first obtaining written permission from the chairmen of the boards of directors and trustees.

(c) 100% of net proceeds (as defined in the Charitable Fundraising—Approval And Reporting provisions of this General Order) from charitable fundraising must be given to Shriners Hospitals for Children except for such portion thereof as may be permitted to be retained for the temple Shrine Hospital Patient Transportation Fund, pursuant to the Special Purpose Funds provisions of any General Order. Provided, however, if the chairmen of the boards of directors and trustees determine for good cause shown, that the law of the land requires that a portion of the net proceeds must

be distributed locally, then they may, if they determine it to be in the best interest of Shriners Hospitals for Children, grant their written permission for such distribution. The remaining net proceeds from charitable fundraising must be given to Shriners Hospitals for Children and may not be designated or restricted in any way other than for research at one or all of our hospitals.

(d) The temple shall report the result of each charitable fundraising activity within sixty days of the activity, pursuant to the *Charitable Fundraising—Approval And Reporting* provisions of any General Order.

(e) This section shall not apply to activities exempt under §335.4(b) of the bylaws of Shriners International.

(f) Each independent corporation or entity that receives the permission of the chairmen of the boards of directors and trustees to raise moneys for Shriners Hospitals for Children, and which does not have its financial statements reviewed pursuant to §§334.6 & 337.8 of the bylaws of Shriners International, shall have its financial statements audited by a certified, chartered or licensed public accountant and shall submit such audit report to Shriners International within 120 days of the activity.

3. Statement of Purpose and Disclosure:

(a) Every fundraising activity must contain factual information on its solicitation material, tickets, programs and documents, including all electronically transmitted material, regarding the use of the proceeds.

Examples: “Proceeds are for the benefit of (_____ Shriners)
(_____ Shrine club) activities.”

“Proceeds are for the benefit of Shriners Hospitals for Children.”

(b) Every fundraising activity which is not entirely for the benefit of Shriners Hospitals for Children shall prominently state on all solicitation material, including tickets, programs, documents and electronically transmitted material, that “payments are not deductible as charitable contributions.”

(c) There must be compliance with the *Revenue Act of 1987* provision of any general order by U.S. temples.

4. Compliance with Applicable Laws:

It is the responsibility of the temple potentate, after receiving the advice of the temple attorney, to determine that there is compliance with all applicable laws in its jurisdiction for the temple’s fundraising activities.

5. Financial Records:

(a) The temple shall maintain detailed financial records pertaining to all fundraising activities involving Nobles, clubs, units, organizations of Nobles and affiliated and appendant corporations. Details of all revenues and expenditures shall be maintained in such financial records.

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

(c) There must be compliance with *Financial Reporting on Charitable Funds and Activities* provision of any General Order.

6. Notification to Nobility:

A copy of the *Fundraising Activities* provisions of this General Order shall be printed in the temple publication at least once every calendar year. If there is no temple publication, then a copy shall be mailed to each Noble in the temple not later than the last day in March of each calendar year.

7. Prior Permission:

Every Noble (in his capacity as a Shriner), club, unit, temple, organization of Nobles or affiliated or appendant corporations is prohibited from entering into any telemarketing agreement or contract to raise money for the benefit of Shriners Hospitals for Children without first obtaining written permission from the chairmen of the boards of directors and trustees. This request for written permission shall be sent to the Executive Vice President, Shriners International, P. O. Box 31356, Tampa, Florida 33631-3356.

8. Discipline:

Any officer, Noble or temple which violates a provision of *Fundraising Activities* is subject to discipline pursuant to the bylaws of Shriners International.

9. Shriners International Education Foundation:

Notwithstanding the previous provisions of FUNDRAISING ACTIVITIES stated above, Nobles may contribute, encourage other Nobles to contribute and engage in charitable fundraising activities directly to Nobles and their families for the benefit of the Shriners International Education Foundation.

SPECIAL PURPOSE FUNDS

Inasmuch as Shriners Hospitals for Children are the primary charitable concern of the Order, it is necessary that Shriners International exert every effort to ensure that Shriners Hospitals for Children are financially stable and have adequate funding for operational needs. The reports of the Special Purpose Funds Committee have indicated to the Imperial Potentate and the board of directors that some temples, either directly or through Special Purpose Funds, have accumulated charitable funds and assets that are in excess of amounts reasonably needed for transportation of patients and could be better utilized for our orthopaedic and burns hospitals if they were administered together with other endowment funds and accounts of Shriners Hospitals for Children.

Now, therefore, by virtue of the authority in me vested by §206.5(a)(4) of the bylaws of Shriners International, IT IS HEREBY ORDERED:

1. **Sole Charity.** Neither the temples and their Shrine clubs, their units, nor their membership shall solicit charitable gifts or bequests for any purpose, organizations, or charities other than Shriners Hospitals for Children, except as may be allowed by §335.4(b) of the bylaws of Shriners International and the provisions of paragraphs 2(a)(1) and 9 of FUNDRAISING ACTIVITIES herein.
2. **Restricted Fund.** A temple shall maintain a separate bank account or accounts, designated Shrine Hospital Patient Transportation Fund for disbursements and expenses, in accordance with the provisions of Shrine Hospital Patient Transportation Fund herein.

(a) All receipts and disbursements related to charitable activities shall be clearly designated and classified as such in the books of all temples, temple affiliated corporations, Shrine clubs, committees, boards, or other entities subject to the supervision or control of any temple; and such books of accounts shall be reviewed annually in a manner consistent with the requirements of §334.6 of the bylaws of Shriners International.

(b) The custody and administration of all charitable funds and assets under the control of any temple, including those of temple affiliated corporations, Shrine clubs, committees, boards, and other entities subject to the supervision or control of any temple, shall be the responsibility of the board of directors who are charged with the custody and administration of the general funds of the temple. The temple shall maintain a separate bank account or accounts designated *Shrine Hospital Patient Transportation Fund*, to make deposits and disbursements for the purposes herein authorized. Interest earned on the restricted fund balance must be credited to the hospital patient fund account.

(c) Any temple may be required by the Imperial Potentate to show cause why any part of its charitable funds or assets not reasonably needed for purposes permitted under paragraph 1 hereof should not be transferred to Shriners Hospitals for Children; and the board of directors of the Iowa Corporation shall have the power to require the transfer to Shriners Hospitals for Children of any such charitable funds or assets not reasonably needed for the purposes permitted under this paragraph after the temple has been given a reasonable opportunity to be heard by the board of directors or by a committee thereof with respect to the matter.

(d) After a fundraising event for the benefit of Shriners Hospitals for Children has

been held, and upon written request to, and written authorization by, the chairmen of the boards of directors and trustees of Shriners Hospitals for Children, up to one-half of the net proceeds of a designated fundraising activity may be held by a temple to be used exclusively for disbursements and expenses in accordance with the provisions of *Shrine Hospital Patient Transportation Fund* herein. Such retained funds, including interest earned on the funds, shall be maintained pursuant to the *Uniform Chart of Accounts for Shrine Temples*, in a separate account designated as the “Shrine Hospital Patient Transportation Fund.” The balance in the fund shall not exceed twice the amount of the expenditures made from such fund during the preceding year, unless the chairmen of the boards of directors and trustees so authorize. Any sums in excess of that shall be turned over to Shriners Hospitals for Children. If for any reason this fund should terminate, the entire balance in the fund shall revert to Shriners Hospitals for Children.

(e) In the event a temple is experiencing an undue hardship in meeting the expenses enumerated in subparagraph (g), its written request should so specify. When such a request is received, it shall be reviewed by the Executive Vice President and the Director of Temple Accounting, and they shall issue their recommendation thereon. Thereafter, if the chairmen of the boards of directors and trustees, after a review of all of the circumstances, make a finding of undue hardship, they may authorize the temple to retain a percentage in excess of 50% of the net proceeds of the designated fundraising activity, solely for the uses enumerated in subparagraph (g). This authorization shall apply only to a specific fundraising event or activity, and that event or activity shall not have a duration of longer than one year.

(f) Prior to the granting of authorization to retain a fund balance in excess of twice the amount of expenditures made from the fund during the preceding year, or to retain funds from fundraising events, as outlined under subparagraphs (g) and (h) hereof, the temple must submit its request in writing and must have on file with Shriners International or attach to the request:

(i) Reviewed statements of its transportation fund for the past three years, such statements to include a statement of receipts and disbursements and balance sheet as of the date of the last review.

(ii) A summary of the total receipts and disbursements for each month since the last reviewed statement and a current month end balance sheet.

(g) In the event a temple has insufficient independent funds and ability to purchase a hospital van and it desires to use moneys from a charitable fundraising activity or from its Shrine Hospital Patient Transportation Fund, or both, it shall make a request pursuant to the *Shrine Hospital Patient Transportation Fund* provisions in any General Order.

(h) A temple with the approval of its board of directors, may make disbursements from its temple hospital transportation fund to Shriners Hospitals for Children and to the Headquarters Emergency Transportation Fund.

(i) No permission will be given for any fundraising event or the use of the name Shriners Hospitals for Children or for the retention of funds if any Shrine Charity Activity (CAF) form for a previous fundraising event authorized to be held by the temple or any of its Shrine clubs or units is remaining outstanding for more than 120 days after the event was held at the time the request is made.

3. Compliance with Law. All fundraising activities must comply with the law of the land and Shrine law, including the *Fundraising Activities* provisions of any General Order.

SPECIAL PURPOSE FUNDS FOR RESEARCH

Now, therefore, by virtue of the authority vested in me by §206.5(a)(4), the temples, their shrine clubs, their units and their membership (in addition to their current authority to solicit unrestricted donations for SHC) are permitted to solicit charitable gifts or bequests with the restriction that the donation be used only for research at one, or all, of our hospitals, provided any such solicitations comply with all other portions of this

General Order, including but not limited to the portions captioned FUNDRAISING ACTIVITIES and CHARITABLE FUNDRAISING—APPROVAL AND REPORTING and further provided that any such restricted donation clearly designate by accompanying correspondence or on the face of the donation the restrictions placed on the donation and, further provided, the donation and accompanying correspondence be delivered directly to the hospitals for processing and acceptance of the restriction. No other type of restricted gifts may be solicited. No other designation or restriction may be placed on any funds raised by Shrine temples and their units, Shrine clubs, Shrine Associations and their units and Imperial Sessions of Shriners International in the name of Shriners Hospitals for Children.

CHARITABLE FUNDRAISING—APPROVAL AND REPORTING

1. Approval. Permission to engage in a charitable fundraising activity must be given by a temple potentate in writing. The temple potentate must then obtain written permission from the chairmen of the boards of directors and trustees of the Hospitals by writing to the Executive Vice President, Shriners International, P.O. Box 31356, Tampa, FL 33631-3356. If permission is granted, a written approval and financial reporting Charity Activity Form will be sent to the temple potentate.

2. Reporting. The temple shall report the results of the charitable fundraising activity on the Charity Activity Form and submit to the Executive Vice President within sixty (60) days of the activity. The net proceeds from the charitable fundraising activity must be remitted with the form, or proof of distribution to the previously authorized hospital, must be attached to the form. Provided, however, if the chairmen of the boards of directors and trustees determine, for good cause shown, that the law of the land requires that a portion of the net proceeds must be distributed locally, then they may, if they determine it to be in the best interest of Shriners Hospitals for Children, grant their written permission for such distribution. The remaining net proceeds from charitable fundraising must be given to Shriners Hospitals for Children and may not be designated or restricted in any way other than for research at one or all of our hospitals. Also, gross receipts of \$200,000 or more must be audited by an independent public accountant.

3. Net Proceeds. The temple, in order to determine net proceeds, is allowed to deduct the ordinary, necessary and reasonable cost of the fundraising activity (direct and indirect expenses) from the gross receipts of the fundraising activity.

Checks collected during a charitable fundraiser made payable to Shriners Hospitals for Children must be forwarded directly to the Shriners Hospitals for Children and cannot be used by the temple to reimburse their expenses without prior approval of the chairmen of the boards of directors and trustees.

4. Interest. A temple which fails to remit the net proceeds from a charitable fundraising activity within sixty (60) days of the activity, without having been granted a written extension by the chairmen of the boards of directors and trustees, for good cause shown, shall be assessed interest at the legal rate allowable in the jurisdiction of the activity, or the amount earned on the net proceeds, whichever is higher, retroactive to the date of the activity.

5. Limitation of Action. The filing of a Charity Activity Form and the acceptance of the net proceeds is not presumptive evidence as to the accuracy of the financial reporting of the activity. The activity may be reviewed or audited by Shriners International at any future date, and the temple is responsible for the amount of the net proceeds, as finally determined by the review or audit, as well as any interest thereon, assessed at the legal rate allowable in the jurisdiction of the activity, or the amount earned on the net proceeds, whichever is higher, retroactive to the date of the activity.

SHRINE HOSPITAL PATIENT TRANSPORTATION FUND

1. Authorization. A temple shall maintain a separate bank account or accounts designated *Shrine Hospital Patient Transportation Fund*.

2. Purpose. It is a restricted account and it is owned by Shriners Hospitals for Children, and is designated for the following deposits and disbursements.

(a) **Deposits.** Charitable contributions for a temple's *Shrine Hospital Patient Transportation Fund*, interest earned on these charitable contributions, and the authorized retained net proceeds from charitable fundraisers, are to be deposited in this fund and reported as revenues to the temple's *Shrine Hospital Patient Transportation Fund*.

(b) **Expenditures.** Expenditures from a temple's *Shrine Hospital Patient Transportation Fund* are limited to the payment of the following direct, ordinary, necessary and reasonable expenses:

(i) **Temple Hospital Van.** Fuel, oil, tolls, maintenance, signage, improvements, repairs, insurance, taxes and tags.

(ii) **Alternative transportation.** Air, bus, train and taxi fare, and rental of a van, if necessary (after receiving the prior written consent of the chairmen of the boards of directors and trustees, which consent shall not be given without the prior review and advice of the Director of Temple Accounting).

(iii) **Temple Fraternal Van.** If a temple hospital van is not available, the temple shall first consider an alternative transportation method, and if this is not feasible, the temple's fraternal van may be used and the temple reimbursed the reasonable expense of renting a van from an agency. A temple may not, however, schedule the temple's fraternal van on an ongoing basis for patient transportation purposes and charge a pre-determined amount to the temple's *Shrine Hospital Patient Transportation Fund*.

(iv) **Garage:** Actual costs to house hospital transportation vans, i.e., utilities, normal maintenance, property insurance, taxes and rent to outside owners. (This does not include building purchase, construction costs or depreciation).

(v) **Trip supplies** for driver, parent, guardian and patient.

(vi) **Lodging and meals** for driver, parent, guardian and patient.

(vii) **Mileage reimbursement.** Any mileage expense for the transportation of patients must be substantiated by the use of an online map program showing the beginning and ending locations, using the shortest feasible route and the IRS mileage rate for medical travel.

(viii) **Communication.** Postage, long-distance and mobile phone charges that are exclusively for hospital transportation use.

(ix) **Clerical assistance.** The scheduling of hospital patient transportation is considered an ordinary, necessary and reasonable activity of the board of directors of a temple and, therefore, is not considered as an expense to be paid from a temple's *Shrine Hospital Patient Transportation Fund*. If the occasion arises when none of the members of the board of directors is available to discharge such activity, it is recommended that the board of directors maintain a list of Nobles who will voluntarily provide such assistance.

Any other expenses that are sought to be allocated to clerical assistance must have the prior written consent of the chairmen of the boards of directors and trustees, *which consent shall not be given without the prior review and advice of the Director of Temple Accounting*. If consent is given, the expense must, thereafter, be substantiated by contemporaneous time records.

(x) **Office supplies.** Must be exclusively for hospital patient transportation purposes and based on usage.

(xi) **Off-premises and telemedicine clinics.**

(xii) **Shriners Hospitals for Children.**

(xiii) **Transfers to other funds.** Transfers to the hospital patient transportation fund of another temple must be in accordance with the standing resolutions adopted by the boards of directors and trustees, including the standing resolution adopted on January 13, 1999 that is located on page 5 of Section 7 of the *Temple Financial Manual*.

(c) **Hospital Van.** In the event a temple has insufficient independent funds and

ability to purchase a hospital van and it desires to use moneys from a charitable fundraising activity or from its temple *Shrine Hospital Patient Transportation Fund*, or both, it shall make a written request to the chairmen of the boards of directors and trustees of Shriners Hospitals for Children. The written request shall be reviewed by the Executive Vice President and The Director of Temple Accounting, and they shall issue their recommendations thereon. Thereafter, if the chairmen of the boards of directors and trustees, after a review of all of the circumstances, make a finding of need, they may authorize the temple to use all or a portion of a designated fundraising activity or moneys from the temple's *Shrine Hospital Patient Transportation Fund*, or both, for the purchase of a hospital van. A hospital van must be designated and used in accordance with the standing resolution adopted by the boards of directors and trustees on November 6, 1990.

(d) **Other Expenditures.** A temple may not incur or pay any other expenses or expenditures from the temple's *Shrine Hospital Patient Transportation Fund* without receiving the prior written consent of the chairmen of the boards of directors and trustees, which consent shall not be given without the prior review and advice of the Director of Temple Accounting. There must be unique and compelling reasons advanced by the temple making the request and the temple must provide convincing evidence that it cannot reasonably carry on its intended activity without such consent. These expenses or expenditures must be substantiated with contemporaneous written documents.

3. Investment. The moneys in the temple's *Shrine Hospital Patient Transportation Fund* may be invested only in accounts which are insured by the FDIC, or are the obligation of the United States of America or the Canadian Federal Government. Stated maturities at the time of purchase may not exceed five years.

4. Temple Auditor's Report. The annual auditor's financial report for the temple shall include a separate column for the temple's *Shrine Hospital Patient Transportation Fund* activity on the temple's Statement of Financial Position, Statement of Activities and Changes in Net Assets and Statement of Cash Flows for the current year, or include the recommended Schedule 2, "Detailed Statement of Activities and Changes in Net Assets of Temporarily Restricted Net Assets" and present a combined Statement of Financial Position and Statement of Cash Flows. (For a sample copy of these statements see Form #21 in the Forms section of the Bylaws of Shriners International, or *Temple Financial Manual*, Section 2, pages 16–21 and page 26a.)

5. Temple's Report. A temple must complete the annual accounting form that it receives from the Director of Temple Accounting by the last day of January of each year showing, in detail and using the uniform chart of accounts for Shrine Hospital Patient Transportation Fund, all deposits into, and expenditures from, the temple's Shrine Hospital Patient Transportation Fund.

6. Shrine Clubs. In the event that a temple determines that a Shrine club should be allowed to expend money from the temple's *Shrine Hospital Patient Transportation Fund* because of the distance of the Shrine club from the temple, the temple board of directors must establish an imprest checking account for the Shrine club. The procedures for establishing such an imprest checking account may be obtained from the Director of Temple Accounting at international headquarters.

THE REVENUE ACT OF 1987

The Revenue Act is the law of the land in the U.S.A. One of its provisions became effective for fundraising solicitations of any sort occurring after January 31, 1988. Another provision was effective as to I.R.S. information returns (Form 990) filed after December 31, 1987. This will call your attention to the Act. It is your obligation to comply with it and to obtain guidance thereon from your temple attorney and accountant.

1. LABELING OF NONDEDUCTIBLE FUNDRAISING SOLICITATIONS.

(a) On and after February 1, 1988 every fraternal organization, having annual gross receipts in excess of \$100,000 per year, must label each fundraising solicitation that contributions to the fraternal organization are not deductible as charitable contributions for federal income tax purposes. A fundraising solicitation by a fraternal organization will not be subject to the nondeductible labeling rule if the entire net proceeds of a particular solicitation are to be used exclusively for charitable purposes. If the entire net proceeds are not to be used for exclusively charitable purposes, then the label must be applied to each format for each solicitation.

(b) The disclosure of nondeductibility of contributions applies to any solicitation of contributions that is made in written or printed form, by television or radio, or by telephone. It does not apply to oral solicitations for contributions. The nondeductibility disclosure label applies to a fundraising solicitation whether the organization labels the requested support as contributions, donations, gifts, membership dues or fees, voluntary assessments, support or any other term and whether or not the solicitation is for cash, property or even for volunteer services. The disclosure requirement applies even if the solicitation for a contribution is directed to the organization's existing members.

(c) The disclosure label or billing requires the following statement: "Contributions, (or donations) (or gifts) (or membership dues) to (name of organization) are not tax deductible as charitable contributions."

(d) The nondeductibility label must be set forth in a conspicuous and easily recognized format. Thus, for example, it would have to be on the face of any tickets for a rate or ball game, or in any newspaper ad, and in a form which cannot be obscured by placement, color, shading or other means. A nondeductibility statement cannot be "buried" in any part of the solicitation material where it would not ordinarily be read by the person being solicited.

(e) The labeling rule applies to every fundraising event so that fundraising dinners, fundraising rallies, fundraising football games, fundraising membership drives, etc., must all contain nondeductibility language, unless the entire net proceeds are going to be used for exclusively charitable purposes.

(f) This disclosure requirement is enforced by a penalty provision which authorizes the Internal Revenue Service to assert a \$1,000 a day penalty for each day on which a failure to disclose nondeductibility occurs. The maximum amount which can be imposed on an organization is \$10,000. No penalty will apply with respect to any failure to label if the organization shows that the failure was due to reasonable cause. Ignorance of the law, according to Congress, is not reasonable cause for failure to label.

(g) The \$10,000 limitation does not apply if the organization intentionally disregarded the disclosure label. If there is an intentional disregard of the law, then the failure to comply, for the solicitation day involved, is a more severe penalty based on up to 50 percent of the aggregate cost of all fundraising solicitations that occurred on that day and did not contain the required disclosure statement.

(h) The penalty is imposed only on the organization. There is no personal liability on the fraternal organization's managers or administrators.

2. DISCLOSURE OF EXEMPTION APPLICATION AND FORM 990

(a) **Form 990 (Return of Organization Exempt from Income Tax).** An organization that normally has \$50,000 or more in gross receipts and that is required to file an exempt organization information form must either file Form 990, Return of Organization Exempt from Income Tax, or Form 990-EZ, Short Form Return of Organization Exempt from Income Tax. Small organizations—those whose annual gross receipts are normally less than the threshold—are not required to file an annual return, but may be required to file an annual electronic notice—e-Postcard. These monetary thresholds change from time to time so advice must be sought by the organization's tax counselor prior to filing an annual return. A copy of the form filed is to be sent to the Executive Vice President, Shriners International. Failure to file a timely or complete return with the IRS makes the

organization liable for penalties. However, all temple returns must be filed on IRS Form 990 regardless of whether they have \$50,000 in gross receipts or not (see COMPLIANCE WITH INTERNAL REVENUE CODE herein).

(b) Effective for returns to be filed for calendar 2011, or for fiscal years ending January 31, 2012 or later, all fraternal organizations required to file Form 990 (i.e., gross receipts over \$50,000) must make available for inspection, at their principal place of business, during regular business hours, a copy of each annual information return filed by the organization for a period of three years from the date it is required to be filed (including extensions). This means that if a fraternal organization files its Form 990 on a calendar year basis (and assuming no extension is granted by the IRS) then as of May 15, 2012, it must have a copy of the entire 2011 return available for inspection by any individual who asks to see it.

(c) If the fraternal organization regularly maintains one or more district or regional offices which have three or more employees, a copy of the annual information return must be made available at each such district or regional office as well as the principal office.

(d) The fraternal organization must make available a copy of any papers it submitted in connection with its original exemption application. This applies to any organization filing a new application (IRS Form 1024) after July 15, 1987 and to all organizations which in fact have copies of their original exemption application. If an organization filed its application before July 15, 1987, it is required to make available a copy of its application only if it had a copy of the application on July 15, 1987. Subordinate organizations that did not file their own application for exemption must acquire a copy of the documents that were submitted to the IRS from the parent organization and make them available to anyone requesting such.

(e) A fraternal organization which is under duty to comply with the requirements of the legislation on public inspection of its annual return, or of its exemption application which fails to comply with the rules, is liable for a \$20 a day penalty for each day in which the failure continues. The maximum penalty payable by the organization for failure to disclose its return or exemption application is \$10,000 per year.

(f) If the IRS makes a written demand on the fraternal organization that it has failed to make available to the public its Form 990 or exemption application, the individual manager or managers responsible for the failure (IRS selects responsible person) is personally liable for a \$20 a day penalty for each day in which failure to disclose continues. The maximum penalty is \$10,000 on all persons for failure to comply, with respect to any one return.

(g) No penalty is imposed with respect to a failure if it is shown that the failure is due to reasonable cause. Ignorance of the law is not reasonable cause.

(h) In addition, the Internal Revenue Service is authorized to assess a penalty of \$5,000 on any person who willfully fails to disclose the information return or the exemption application.

(i) A person who willfully refuses to disclose the return or exemption application (or discloses false information) may also be prosecuted for his or her failure under Section 7207 as a misdemeanor (dealing with the prosecution of individuals for furnishing fraudulent information to the Internal Revenue Service).

3. GUIDANCE

§10701 of the Omnibus Budget Reconciliation Act of 1987 added new sections, §6113 and §6710 to the Internal Revenue Code, Section 6113 requires certain tax exempt organizations (such as our temples, units and clubs) that are ineligible to receive tax deductible charitable contributions to disclose in “an express statement (in a conspicuous and easily recognizable format),” the non-deductibility of contributions during fundraising solicitations. Section 6710 provides penalties for failure to comply with §6113.

(a) FORMAT OF DISCLOSURE STATEMENT—SAFE HARBOR. For purposes of §6113, a fundraising solicitation will be considered to include “an express statement (in a conspicuous and easily recognizable format) that contributions of gifts to such organizations are not deductible as charitable contributions for federal income tax purposes” if it satisfied the following requirements:

- (1) **PRINT MEDIUM.** In the case of solicitation by mail, leaflet, or advertisement in a newspaper, magazine or other print medium, the following four requirements are met:
- (i) The solicitation includes whichever of the following statements the organization deems appropriate: “Contributions or gifts to (name of organization) are not deductible as charitable contributions for federal income tax purposes,” “Contributions or gifts to (name of organization) are not tax deductible,” or “Contributions or gifts to (name of organization) are not tax deductible as charitable contributions,”
 - (ii) The statement is in at least the same size type as the primary message stated in the body of the letter, leaflet or ad;
 - (iii) The statement is included on the message side of any card or tear off section that the contributor returns with the contribution; and
 - (iv) The statement is either the first sentence in a paragraph or itself constitutes a paragraph.
- (2) **TELEPHONE.** In the case of a solicitation by telephone the following three requirements are met:
- (i) The solicitation includes whichever of the following statements the organization deems appropriate: “Contributions or gifts to (name of organization) are not deductible as charitable contributions for federal income tax purposes,” “Contributions or gifts to (name of organization) are not tax deductible,” or “Contributions or gifts to (name of organization) are not tax deductible as charitable contributions,”
 - (ii) The statement is made in close proximity to the request for contributions, during the same telephone call, by the telephone solicitor, and
 - (iii) Any written confirmation or billing sent to a person pledging to contribute during the telephone solicitation complies with the requirements under section (1) (Print Medium). Thus, for instance, any billing made to a contributor for advertising in a circus publication or for circus tickets must contain a statement on the invoice that:
 - (iv) “Contributions to (name of organization) are not tax deductible as charitable contributions.”
- (3) **TELEVISION.** In the case of a solicitation by television the following two requirements are met:
- (i) The solicitation includes whichever of the following statements the organization deems appropriate: “Contributions or gifts to (name of organization) are not deductible as charitable contributions for federal income tax purposes,” “Contributions or gifts to (name of organization) are not tax deductible,” or “Contributions or gifts to (name of organization) are not tax deductible as charitable contributions,”
 - (ii) If the statement is spoken, it is in close proximity to the request for contributions; if the statement appears on the television screen, it is in large easily readable type appearing on the screen for at least five seconds.
- (4) **RADIO.** In the case of a solicitation by radio the following two requirements are met:
- (i) The solicitation includes whichever of the following statements the organization deems appropriate: “Contributions or gifts to (name of organization) are not deductible as charitable contributions for federal income tax purposes,” “Contributions or gifts to (name of organization) are not tax deductible,” or “Contributions or gifts to (name of organization) are not tax deductible as charitable contributions,”
 - (ii) The statement is made in close proximity to the request for contributions during the same radio solicitation announcement.

COMPLIANCE WITH INTERNAL REVENUE CODE

Inasmuch as U.S. temples are required annually to file 990 informational forms, one for the temple and its units, one which consolidates the financial activities of all its Shrine clubs, and, if applicable, one for the temple holding corporation and Shrine club holding corporations; inasmuch as some U.S. temples and Shrine clubs may be required to file a form 990-T if they have unrelated business income; and inasmuch as penalties may be assessed by the government against the person or persons in the temple or Shrine club who may be responsible for failure to file a return;

Now, therefore, by virtue of the authority in me vested by §206.5(a)(4) of the bylaws of Shriners International, IT IS HEREBY ORDERED:

- 1. FORM 990.** By reason of the Treasury Department letter ruling dated October 12, 1973, which modified a group letter ruling to Shriners International (f/k/a Imperial Council, A.A.O.N.M.S.) dated April 29, 1971 (copies of which have been previously furnished to U.S. Shrine temples), informational tax returns (990 forms) are required from each U.S. Shrine temple.

(a) The first 990 form required to be filed by each U.S. Shrine temple covers the financial transactions of the temple and all of its units.

(b) The second 990 form required to be filed by each U.S. Shrine temple consolidates the financial transactions of the temple's Shrine clubs (inasmuch as, for informational tax return purposes, each temple also constitutes a "central organization" for purposes of §6033 of the Internal Revenue Code). Each U.S. temple is to file this second 990 form as described in Treasury Regulation §1.6033-2(d), consolidating in columnar form the financial transactions of the temple's Shrine clubs.

2. FORM 990-T

(a) By reason of the said Treasury Department group letter ruling dated April 29, 1971 to Shriners International (f/k/a Imperial Council, A.A.O.N.M.S.), if any U.S. Shrine temple or any of its units has the requisite amount of "unrelated business income" under §511 of the Internal Revenue Code, the temple must file a form 990-T.

(b) Treasury Regulation §1.6012-2(e) requires that each Shrine club, if it has the requisite amount of "unrelated business income" under §511 of the Internal Revenue Code, must file its own Form 990-T. There is no provision under the U.S. tax laws which would permit a Shrine temple to file a "group" Form 990-T for the "unrelated business income," of its Shrine club(s).

- 3. ACCOUNTING RECORDS.** All temples, units, Shrine clubs, temple holding corporations, Shrine club holding corporations, and appendant and affiliated corporations, shall maintain adequate and timely accounting records of all financial transactions.
- 4. TIMELY FILING.** All temples, temple holding corporations, Shrine club holding corporations and all appendant and affiliated corporations, which are required by law to file tax or informational returns, are to do so in a timely manner and with the advice and assistance of the temple attorney and the independent auditor who prepares the temple's tax and informational returns.
- 5. DEDUCTIBLE CONTRIBUTIONS.** Each U.S. Shrine temple shall keep and maintain a separate set of financial records and a separate bank account in the name of the temple for the receipt and disbursement of all contributions to the temple which qualify as deductible contributions under §170(c)(4), §2055(a)(3) or §2522(a)(3) of the Internal Revenue Code.
- 6. SHRINE CLUB CHANGES.** Each U.S. Shrine temple, as a "central organization," is required annually to report any changes of Shrine clubs in its group to the Executive Vice President, Shriners International, P.O. Box 31356, Tampa, Florida 33631-3356.
- 7. COPIES TO EXECUTIVE VICE PRESIDENT.** Copies of all returns and tax Form 8868, Application for Extension of Time to File, if applicable, referred to

in paragraphs 1 and 2, and returns of all temple related organizations, shall be sent to the Executive Vice President, Shriners International, at the same time that they are filed with the Internal Revenue Service.

8. **TEMPLE ACTION.** The potentate and recorder of each U.S. temple shall immediately:
 - (a) Furnish the independent temple auditor and the temple attorney with a copy of this Order.
 - (b) Inform each of its Shrine clubs that Treasury Regulation §1.6012-2(e) requires each Shrine club, if it has the requisite amount of “unrelated business income” under §511 of the Internal Revenue Code, to file its own form 990-T.
9. **PUBLIC INSPECTION.** Temples must provide copies of the three most recent annual informational returns Form 990 for the temples and Group, and the exemption application (only if it had a copy of the application on July 15, 1987), upon request, or within 30 days of any written request, without charge, other than a reasonable fee for reproduction and mailing costs. Pages provided include schedules, attachments and supporting documents, **except for the name and address of any contributor to the Shrine.** Public inspection of Form 990-T is required for all 990-T forms filed after August 17, 2006. Pages provided include schedules, attachments and supporting documents that relate to the imposition of tax on the unrelated business income. The penalty for failure to provide copies of informational returns is \$20 per day, with a maximum penalty of \$10,000 per return.
10. **RESPONSIBILITIES.** The potentate, treasurer and recorder of each U.S. temple are charged with the duty and responsibility of personally determining that there is compliance with this General Order No. 1.

COMPLIANCE WITH INTERNATIONAL REPORTING REQUIREMENTS

1. **FINANCIAL REPORTING.** All international temples are required to comply with any and all country, state and local tax and financial reporting requirements.
2. **ACCOUNTING RECORDS.** All temples, units, shrine clubs and appendant and affiliated corporations, shall maintain adequate and timely accounting records of all financial transactions.
3. **TIMELY FILING OF RETURNS.** All temples, shrine clubs and appendant and affiliated corporations, which are required by their local country laws to file tax or informational returns, are to do so in a timely manner and with the advice and assistance of the temple attorney and the independent auditor who prepares the temple’s tax and informational returns.
4. **CHARITABLE CONTRIBUTIONS.** Each temple shall keep and maintain separate financial records and separate bank accounts keeping fraternal and charitable funds separate.
5. **COPIES TO EXECUTIVE VICE PRESIDENT.** Copies of all tax returns, informational returns and financial statements as required under §334.6 of Shriners International Bylaws shall be sent to the Executive Vice President, Shriners International, at the same time they are filed with the applicable country, state or local taxing authority.
6. **PUBLIC INSPECTION.** The temple is to comply with the country, state or local taxing authority as to the public inspection of any required financial reporting.
7. **RESPONSIBILITIES.** The potentate, treasurer and recorder are charged with the duty and responsibility of personally determining that there is compliance with this General Order No. 1.

SUMMARY GENERAL ORDER NO. 1

To the Representatives of Shriners International, Potentates, Elected Officers of the Subordinate Temples and the Nobility of the Order. General Order No. 1 contains a list of the newly elected Imperial Divan officers; committee appointments made to date; amendments to bylaws and resolutions adopted; actions taken at the 2017 Imperial Session of Shriners International in Daytona Beach, Florida; suggestions regarding the Imperial Potentate's visitations; Orders of the Imperial Potentate relating to fundraising and other activities; miscellaneous instructions; and other information of value to temple officers and Nobles.

This summary is to be read to the Nobility of each temple at the first stated meeting following its receipt. The entire General Order shall be filed in the Recorder's office, and it must be made available to any Noble for review upon request.

Given under our hands and the seal of Shriners International, this 13th day of July, 2017.



A handwritten signature in black ink, appearing to read "Gary J. Bergenske".

GARY J. BERGENSKE
Imperial Potentate

A handwritten signature in black ink, appearing to read "Randy E. Rudge".

ATTEST: RANDY E. RUDGE
Imperial Recorder

SHRINERS HOSPITALS FOR CHILDREN

(A COLORADO CORPORATION)



BOARD OF DIRECTORS AND OFFICERS 2017–2018

GARY J. BERGENSKE.....	Chairman of the Board
JERRY. G. GANTT.	President
JIM CAIN.....	1st Vice President
JEFFREY L. SOWDER.....	2nd Vice President
BRAD T. KOEHN	Treasurer
JAMES R. “JIM” SMITH	Secretary
WILLIAM S. “BILL” BAILEY	Assistant Secretary
KENNETH G. “KENNY” CRAVEN	Member
RANDY E. RUDGE	Member
JAMES E. “ED” STOLZE, JR.	Member
RICHARD G. BURKE	Member
KEVIN R. COSTELLO.....	Member
LAWRENCE J. “LARRY” LEIB	Member
CHRIS L. SMITH.....	Member

BOARD OF TRUSTEES AND OFFICERS 2017–2018

JERRY G. GANTT, Chairman (2018) (Lisa).....	Arabia Shriners
Cell: 713-824-7040 • Res: 713-880-0012 • Ofc: 713-682-1682 • Fax: 713-682-4682	
Lamar Tower 1603, 2929 Buffalo Speedway, Houston, Texas 77098	
Email: jgantt@shrinenet.org	
JIM CAIN, Vice Chairman (Patsy).....	Al Menah Shriners
Ofc: 615-833-0200 • Res: 615-834-3037 • Fax: 615-834-3037	
Cell: 615-347-2250 or 813-352-6621	
4569 Winfield Drive, Nashville, Tennessee 37211-8553	
Email: jcain@shrinenet.org	

- PETER P. DIAZ, M.D., Trustee** (2020) (Victoria) Bahia Shriners
 Ofc: 407-770-1748 • Res: 407-325-2032 • Cell: 407-325-2032 • Fax: 407-770-1792
 492 Stehle Road, Leesburg, Florida 34748
 Email: ppdiaz@shrinenet.org
- SKIP D. F. STANAWAY, Trustee** (2020) (Crystal) Al Kader Shriners
 Cell: 813-217-3323 • Ofc: 503-905-2245 • Res: 503-691-0985 • Fax: 503-905-2248
 10480 S.W. Miller Court, Tualatin, Oregon 97062
 Email: sstanaway@shrinenet.org
- ANTHONY M. WEST, Trustee** (2020) (Maria) Zamora Shriners
 Cell: 813-347-7857 or 205-242-3208 • Ofc: 205-339-1884 • Fax: 205-339-6720
 12289 Lakeview Manor Drive, Northport, Alabama 35475
 Email: awest@shrinenet.org
- JAMES A. DOEL, Trustee** (2020) (Lyn) Tunis Shriners
 Cell: 813-361-3758 or 613-812-1995
 717 West Point Drive, R.R. #5, Perth, Ontario K7H 3C7 Canada
 Email: jdoel@shrinenet.org
- W. BRANDT BEDE, M.D., Trustee** (2018) (Leslie) Afifi Shriners
 Ofc: 253-582-7286 • Res: 253-752-2601 • Cell: 253-973-1552 • Fax: 253-582-1617
 Res: 4141 N. Madrona Way, Tacoma, Washington 98407
 Ofc: 7308 Bridgeport Way W., Suite 201, Lakewood, Washington 98499-8000
 Email: bbede@shrinenet.org
- CHUCK PITTMAN, Trustee** (2019) (Gail) Yaarab Shriners
 Ofc: 706-896-7689 • Cell: 706-835-7388 • Fax: 706-896-1962
 105 Bradshaw Road, Hiawassee, Georgia 30546
 Email: cdpittman@shrinenet.org
- GARY J. BERGENSKE** (Anne) Imperial Potentate
 Cell: 407-310-7545 • Ofc: 407-875-0000
 Res: 407-767-0788 • Fax: 407-875-0480
 Ofc: 1101 W. Kennedy Boulevard, Orlando, Florida 32810
 Res: 236 Flame Avenue, Maitland, Florida 32751
 Email: gbergenske@aol.com
- JEFFREY L. SOWDER** (Cheryl) Imperial Assistant Rabban
 Cell: 620-583-4228 • Ofc: 620-637-2228
 Res: 620-645-2228 • Fax: 620-637-2614
 Res: P. O. Box 177, Toronto, Kansas 66777
 Ofc: P. O. Box 95, or 101 S. Stockton Street, Toronto, Kansas 66777
 Email: jsowder@minmixminerals.com
- BRAD T. KOEHN** (Cheryl) Imperial Treasurer
 Cell: 785-230-0853 • Res: 785-357-4012 • Fax: 785-233-1768
 2833 S.W. Jewell, Topeka, Kansas 66611
 Email: bkoehn@btandcocpa.com
- CHRIS L. SMITH** (Ethel) Junior Past Imperial Potentate
 Cell: 813-468-4400 • Ofc: 901-743-7200 • Res: 662-895-5198
 Fax: Res 662-895-0451 Bus 901-744-0424
 P. O. Box 207, Olive Branch, Mississippi 38654
 Overnight: 8733 Germantown Road, Olive Branch, Mississippi 38654
 Email: csmith@shrinenet.org
- GENE BRACEWELL, Chairman Emeritus** (Katharyn) Yaarab Shriners
 Res: 770-242-7141 or 242-7137 • Cell: 404-915-9488 • Fax: 770-242-7137
 1015 Thimblegate Court, Johns Creek, Georgia 30022
 Email: gbracewell@shrinenet.org

- JOHN D. VERMAAS, Chairman Emeritus (Jan)**.....Sesostriis Shriners
 Ofc: 402-423-3860 • Cell: 402-430-6856 • Fax: 402-421-2426
 1900 S.W. 6th Street, Lincoln, Nebraska 68522
 Email: john@vermaasconstruction.com
- RALPH W. SEMB, Chairman Emeritus (Pat)**.....Melha Shriners
 Ofc: 413-423-3047 • Res: 413-423-3072 • Cell: 413-221-7535 • Fax: 413-423-3121
 P. O. Box 99, Erving, Massachusetts 01344-0099
 Overnight: 55 French King Highway, Erving, Massachusetts 01344-0099
 Email: ralph@bowling4fun.com
- WILLIAM E. MATTISON, Trustee Emeritus**.....Arabia Shriners
 Res: 703-549-8710
 #5 Marina Towers, 501 Slaters Lane, Alexandria, Virginia 22314-1114
- MAHLON W. HESSEY, Trustee Emeritus**.....Boumi Shriners
 Ofc: 410-342-9800 • Res: 410-252-3025 • Fax: 410-342-7401
 3500 Boston Street, Suite 400, MS76, Baltimore, Maryland 21224-5701
 Email: mahlon@hesseylaw.com
- ROBERT J. TURLEY, Trustee Emeritus**.....Oleika Shriners
 Cell: 859-338-8828
 Morning Pointe of Lexington, Assisted Living Facility
 233 Ruccio Way, Lexington, Kentucky, 40503
- JAMES W. HENDRIX, Trustee Emeritus (Delma)**.....Hella Shriners
 Res: 972-248-9527 • Cell: 972-741-0569 • Fax: 972-818-1956
 5016 Briar Tree Lane, Dallas, Texas 75248
 Email: jwalthen@att.net
- JOHN S. MILLER, JR., Trustee Emeritus**.....Oasis Shriners
 Ofc: 704-364-8841 • Res: 704-930-7249 • Cell: 704-534-3297 • Fax: 704-364-8851
 8919 Park Road, Apt. 7019, Charlotte, North Carolina 28210
 Email: john30@charlotte.twcbc.com
- MERVIN D. HENNING, Trustee Emeritus**.....Bahia Shriners
 Cell: 407-538-2870
 1100 South Orlando Avenue, #778, Maitland, Florida 32751
 Email: mdhgtor@gmail.com
- TERRY L. DEVASSIE, Trustee Emeritus (Faye)**.....Aladdin Shriners
 Res: 614-882-3067 • Cell: 614-581-3004 • Fax: 614-882-3067
 6330 Grassmere Drive, Westerville, Ohio 43082-8972
 Email: tdevassie@gmail.com
- JOHN C. NOBLES, Trustee Emeritus (Charlotte)**.....El Maida Shriners
 Res: 915-584-7700 • Cell: 915-494-0740 • Fax: 915-581-7488
 1472 Via Appia Street, El Paso, Texas 79912
 Email: nobles.j@sbcglobal.net
- FRANK J. ROTH, Trustee Emeritus (Joyce)**.....Medinah Shriners
 Ofc: 847-654-3025 • Cell: 847-997-3025 • Fax: 847-654-3029
 1739 N. 78th Court, Elmwood Park, Illinois 60707
 Email: frankjroth@aol.com
- CHARLES A. CLAYPOOL, Trustee Emeritus (Kay)**.....Antioch Shriners
 Ofc: 937-224-1427 • Res: 937-885-3649 • Fax: 937-228-5134
 Ofc: 130 West 2nd Street, Suite 1900, Dayton, Ohio 45402
 Res: 16 Sandelwood Street, Springboro, Ohio 45066
 Email: cclaypool@shrinenet.org

GARY W. DUNWOODY, Trustee Emeritus (Wanda)Scimitar Shriners
Ofc: 501-565-5288 • Res: 501-771-5058 • Cell: 813-334-2153 • Fax: 501-565-5289
3803 North Hills Boulevard, North Little Rock, Arkansas 72116
Email: gdunwoody@shrinenet.org

RAOUL L. FREVEL, SR., Trustee Emeritus (Rosie) Boumi Shriners
Ofc: 410-254-6662 • Res: 410-679-1422 • Cell: 813-393-9645
1408 Emily Court W., Abingdon, Maryland 21009
Email: rfrevel@shrinenet.org

IMPERIAL AUDITOR

Scott A. Schuster, Murat
11655 Approach Boulevard
Fishers, IN 46037-4146
Phone: 317-340-9957
Fax: 317-805-2365

GENERAL COUNSEL

Robert O. Kuehn, Medinah
102 North Cook Street
Barrington, IL 60010-3275
Phone: 847-381-4797
Fax: 847-381-4789

**EXECUTIVE VICE PRESIDENT
CHIEF OPERATING OFFICER**

John P. McCabe, Egypt
P. O. Box 31356
Tampa, FL 33631-3356
Phone: 813-281-0300
Fax: 813-281-8174

EXECUTIVE VICE PRESIDENT EMERITUS

Lewis K. Molnar, Medinah
4218 Carrollwood Village Drive
Tampa, FL 33618
Phone: 813-962-2561

2017–2018 COMMITTEE LIST

(The list of committee appointments is not complete or final at this time. Additional appointments may be made at a later date.)

APPOINTED BY IMPERIAL POTENTATE GARY J. BERGENSKE, CHAIRMAN OF THE BOARD OF DIRECTORS

DONOR DEVELOPMENT

Jeffrey L. Sowder, Midian, Chairman
P. O. Box 177, Toronto, KS 66777

Chuck Pittman, Yaarab, Vice Chairman
105 Bradshaw Road, Hiawassee, GA 30546

David Krogh, Abu Bekr	Central States
John McFarland, Al Chymia	Dixie
Craig A. Stigleman, Moslem	Great Lakes
Fred M. Imler, Sr., Jaffa	Mid-Atlantic
Reid Jensen, El Riad	Midwest
Fred G. Clarke, Rameses	N.Y./Ontario
Karl H. Finnimore, Kora	Northeast
Bruce Barker, Gizeh	Pacific N.W.
A. J. Morton, Oasis	South Atlantic
Scott O’Pry, Habibi	South Central
Perry E. Perkins, Alhambra	Southeast
Gary E. Reynolds, Moslah	Texas
Phillip A. “Phil” Johnson, Al Bahr	Western

FINANCE AND AUDIT

Scott A. Schuster, Murat, Chairman
11655 Approach Boulevard, Fishers, IN 46037-4146

Robert C. Gorsuch, Zor, Vice Chairman
3016 Woods Edge Way, Fitchburg, WI 53711-5153

J. Brooks Gaudry, III, Alea	<i>Emeriti</i>
Paul Honaker, Arab	James L. “Jim” McConnell, Kem
Robert L. “Bob” Anderson, II, Damascus	Chairman Emeritus
Drew A. Likness, El Zagal	Mervin D. Henning, Bahia
Craig Stimpert, Medinah	Jack L. Weaver, Syria
	D. R. “Doug” Osborne, Wa Wa
	Drew A. Likness, El Zagal
	J. Brooks Gaudry, III, Alea

INSURANCE

Kenneth G. “Kenny” Craven, Omar, Chairman
1643 Central Avenue, Summerville, SC 29483

Kevin R. Costello, Cyprus	Lawrence J. “Larry” Leib, Moslem
---------------------------	----------------------------------

INVESTMENT

Douglas E. Maxwell, Moolah, Chairman
15148 Isleview Drive, Chesterfield, MO 63017
Malcolm E. Steigerwald, Boumi, Vice Chairman
1405 Chippendale Road, Lutherville, MD 21093

Jim Cain, Al Menah
Jeffrey L. Sowder, Midian
James R. "Jim" Smith, Ben Hur
William S. "Bill" Bailey, Orak
Brad T. Koehn, Arab
James W. Hendrix, Hella
Robert L. "Bob" Anderson, II, Damascus
Drew A. Likness, El Zagal
D. M. "Chip" Jones, Jr., Egypt, *Ex Officio*
Graham A. Stein, Araba, *Ex Officio*

Emeriti
John C. Nobles, El Maida
Chairman Emeritus
Robert N. Turnipseed, Calam
William "Bill" Eastwood, CFA, Sesostris
Jay R. Wilson, Medinah
Lewis K. Molnar, Medinah
Gene Bracewell, Yaarab
Frank J. Roth, Medinah
Malcolm E. Steigerwald, Boumi
John T. Stafford, Sahib

Subcommittees:

Manager Performance Evaluation

Malcolm E. Steigerwald, Boumi, Chairman
1405 Chippendale Road, Lutherville, MD 21093-1608

James R. "Jim" Smith, Ben Hur
Brad T. Koehn, Arab

Donald M. "Chip" Jones, Jr., Egypt, *Ex Officio*

Real Estate and Natural Resources

Lewis K. Molnar, Medinah, Chairman
4218 Carrollwood Village Drive, Tampa, FL 33618

Jeffrey L. Sowder, Midian
William S. "Bill" Bailey, Orak

James W. Hendrix, Hella
Drew A. Likness, El Zagal

Special Administrative

Douglas E. Maxwell, Moolah, Chairman
15148 Isleview Drive, Chesterfield, MO 63017

Robert L. "Bob" Anderson, II, Damascus
Drew A. Likness, El Zagal

John P. McCabe, Egypt, *Ex Officio*
Laurie A. Spieler, *Ex Officio*

JURISPRUDENCE AND LAWS

Jon A. Hanson, Zuhrah, Chairman
P. O. Box 630, Crosslake, MN 56442-0630

Byron W. Nelson, Al Azhar
George M. Smith, Beni Kedem
David A. Dunn, El Mina
Alex L. Rogers, Murat
Robert "Rob" Kinsey, Jr., Sesostris
Tony R. Krall, Zuhrah

Emeriti

Robert J. Turley, Oleika
Chairman Emeritus
Walter S. Pettit, Jr., Abou Ben Adhem
Chairman Emeritus

Theodore Corsones, Cairo
Chairman Emeritus
W. Warren Upton, Beni Kedem
Chairman Emeritus
James M. Tingle, Zamora
Leonard W. Smith, Kerbela
Christopher T. Corsones, Cairo
Lawrence A. Winkle, Hella
David A. Dunn, El Mina
Robert "Rob" Kinsey, Jr., Sesostris
Jon A. Hanson, Zuhrah

OVERSIGHT

David G. White, Hadji, Chairman
204 Church Street, Pensacola, FL 32502-6017

Graham A. Stein, Araba
H. Lee Stallings, III, Arabia
Mike C. McCombs, Hadji

Rodney E. Weaver, Khiva
Brad T. Koehn, Arab, *Ex Officio*

PUBLIC RELATIONS

Jim Cain, Al Menah, Chairman
4569 Winfield Drive, Nashville, TN 37211-8553
Jeffrey L. Sowder, Midian, Vice Chairman
P. O. Box 177, Toronto, KS 66777

Roger B. Nelson, El Katif
Mark P. Leo, Aloha
Russell W. Petty, Ansar
Gary L. Fehl, Beja
Tommy M. Lambright, El Mina
Thomas M. "Morgan" Bear, Akdar
John L. McFarland, Al Chymia
Christopher L. Hall, Oasis
Michael White, Melha
Ronald R. Klee, Jr., Rajah
Gerald E. Putman, Kalurah
John R. Law, Yaarab
Robert L. Wagner, Bahia
Chris Knoblauch, Jerusalem
Michael A. Gordon, Almas

REGION 1 PNSA
REGION 2 Western
REGION 3 Great Lakes
REGION 4 Midwest
REGION 5 Texas
REGION 6 Central
REGION 7 Dixie
REGION 8 South Atlantic
REGION 9 Northeast
REGION 10 Mid Atlantic
REGION 11 NY-Ontario
REGION 12 Southeast
REGION 13 Florida
REGION 14 South Central
REGION 15 International

Emeriti

Bruce W. Hogle, Al Shamal
W. Calvin Gaddy, Oasis
Louis D. Gross, Al Malaikah
John W. Baylor, Bahia

James E. Bredenkamp, Hejaz
J.R. Latta, Moolah
William F. Bryant, Sesostri
Jerry L. Argabrite, Zenobia

SALARIES, PERSONNEL AND RETIREMENT

James R. "Jim" Smith, Ben Hur, Chairman
108 Chuckwagon Trail, Georgetown, TX 78633
James E. "Ed" Stolze, Jr., El Zaribah, Vice Chairman
9213 W. Camino De Oro, Peoria, AZ 85383-1116

Richard G. Burke, Yaarab
Anthony M. West, Zamora
James A. Doel, Tunis

Emeriti

Charles A. Claypool, Antioch
John C. Nobles, El Maida
Gary W. Dunwoody, Scimitar

SPECIAL PURPOSE FUNDS/FUNDRAISING EVALUATION

Kevin R. Costello, Cyprus, Chairman
700 Route 32, P. O. Box 152, Tillson, NY 12486-0152

Brad T. Koehn, Arab
Kenneth G. "Kenny" Craven, Omar

James E. "Ed" Stolze, Jr., El Zaribah

SPORTS COMMITTEES

Kenneth G. “Kenny” Craven, Omar, Chairman
1643 Central Avenue, Summerville, SC 29483
Jeffrey L. Sowder, Midian, Vice Chairman
P. O. Box 177, Toronto, KS 66777

Executive Committee Members

James E. “Ed” Stolze, Jr., El Zaribah
Richard G. Burke, Yaarab

Anthony M. West, Zamora

John Harville, Acca
Jack Clouse, Al Aska
Peter A. Simmons, Aleppo
Joe Dunn, Kem
Ed Bromstad, Ben Hur
Larry Johnson, Karem
Gregory L. McEwen, Karem
Robert “Bo” Reardon, Melha
Jeff Hartwick, Bagdad
Bruce Barker, Gizah
Dan Mellor, Gizah
Corey Turner, El Korah
Ken L. Ward, El Riad
John C. Bryant, Afifi
Eric Tjarks, Mohammed
Jerry Hoffman, Za-Ga-Zig
Mike Tavares, Abdallah
John E. “Jack” Thomas, Zor
Laird B. Stone, El Korah
Ryan Otis, Anah
Rick Hersom, Kora
Brian Robbins, Kora
Wayne J. Shepard, Cairo
Yoshi Fukasawa, Maskat
Michael B. Keys, Karnak
Dave MacDonald, Tangier
Dale Duchscherer, Kem
N.H. “Bud” James, Al Kader
Rodger Hood, Al Kader
Terry Riley, Khedive
Jay D. Thomas, Alzafar
Marvin J. Miller, Rajah
Connie Altman, Amran
Jamie Smith, Hejaz
French Harvey, Oasis
J. “Hut” Hutson, El Zaribah
James G. Firmstone, Irem
Craig Warner, Korein
Doug Wanttie, Yelduz

Acca Shriners High School All Star Game
Al Aska Shrine North-South Football Game
Aleppo Shriners Football & Hockey Classic
Bemidji State University Shrine Football Game
Challenger Baseball
Challenger Baseball
Challenger Baseball
Chowder Bowl
East-West Montana Shrine Football Game
East-West Shrine Hockey Challenge
East-West Shrine Hockey Challenge
El Korah Shrine E-W All-Star Shrine Game
El Riad Shrine Game
Freedom Bowl Classic
Illinois High School Shrine Game
Iowa Shrine All Star Football Game
Kansas Shrine Bowl
Little East-West Football Game
Magic Valley Shrine N-S Football Game
Maine Shrine Lobster Bowl Classic
Maine Shrine Lobster Bowl Classic
Maine Shrine Lobster Bowl Classic
Maple Sugar Bowl
Maskat Shrine Oil Bowl Football Classic
Montreal Shrine Bowl
Nebraska Shrine Bowl
North Dakota Shrine Bowl
Oregon East-West All Star Football Game
Oregon East-West All Star Football Game
Oyster Bowl Football Game
Pulling for Kids Charity Clay Shoot
Rajah Shrine Pretzel Bowl
Shrine Bowl of the Carolinas
Shrine Bowl of the Carolinas
Shrine Bowl of the Carolinas
Shriners Golf Classic
Wayne-Pike Shrine All-Star Bowl
Wyoming Shrine Bowl
Yelduz Shrine Football Game

Sports Committee Emeriti

Barry Richardson, Kora
Victor H. Papa, Morocco
Nicholas Thomas, Al Malaikah
Larry Shumaker, Ali Ghan
Stuart A. Wright, Al Malaikah
David Mize, Arab
Guy F. Chapman, Anah

Robert M. Phillips, Medinah
Bob Meyer, Za-Ga-Zig
Michael L. Smith, Zembo
William R. "Billy" Benfield, Hejaz
David Monell, Khedive
Charles H. Walker, Oasis
Dale W. Stauss, Kem

EAST-WEST SHRINE GAME

Jeffrey L. Sowder, Midian, Chairman
P. O. Box 177, Toronto, KS 66777

Richard G. Burke, Yaarab, Vice Chairman
2505 Ginger Drive, Buford, GA 30519

Kevin R. Costello, Cyprus
James A. Doel, Tunis
Gene Bracewell, Yaarab
Charles A. Claypool, Antioch

Chris L. Smith, Wahabi
Gordon H. "Stumpy" Harris, Bahia
Barrett B. "Barry" Smith, Egypt
Christopher A. "Allen" Smith, Wahabi

MOTORSPORTS

Anthony M. West, Zamora, Chairman
12289 Lakeview Manor Drive, Northport, AL 35475

Chris L. Smith, Wahabi, Vice Chairman
P. O. Box 207, Olive Branch MS 38654

James A. Doel, Tunis
David L. Ragan, Oasis

Thomas J. "Tommy" Hildebrand, Yaarab

SHRINERS HOSPITALS FOR CHILDREN COLLEGE CLASSIC

Richard G. Burke, Yaarab, Chairman
2505 Ginger Drive, Buford, GA 30519

James R. "Jim" Smith, Ben Hur, Vice Chairman
108 Chuckwagon Trail, Georgetown, TX 78633

Kenneth G. "Kenny" Craven, Omar
John D. "David" Ashley, Arabia

Woody Dee Bilyeu, El Karubah
Tommy M. Lambright, El Mina

SHRINERS HOSPITALS FOR CHILDREN OPEN

James E. "Ed" Stolze Jr., El Zaribah, Chairman
9213 W. Camino De Oro, Peoria, AZ 85383-1119

William S. "Bill" Bailey, Orak, Vice Chairman
153 Shore Drive, Ogden Dunes, IN 46368-7749

Brad T. Koehn, Arab

W. Brandt Bede M.D., Afifi

**APPOINTED BY CHAIRMAN OF THE BOARD OF DIRECTORS GARY J. BERGENSKE
AND CHAIRMAN OF THE BOARD OF TRUSTEES JERRY G. GANTT**

BOARD OF GOVERNOR NOMINATING

Skip D. F. Stanaway, Al Kader, Chairman
10480 S.W. Miller Court, Tualatin, OR 97062

Anthony M. West, Zamora

Chuck Pittman, Yaarab

BUDGET

Brad T. Koehn, Arab, Chairman
2833 S.W. Jewell, Topeka, KS 66611

James R. "Jim" Smith, Ben Hur, Vice Chairman
108 Chuckwagon Trail, Georgetown, TX 78633

Kenneth G. "Kenny" Craven, Omar

Emeriti

Kevin R. Costello, Cyprus

Mervin D. Henning, Bahia

Skip D. F. Stanaway, Al Kader

M. Burton Oien, Al Aska

Anthony M. West, Zamora

Raoul L. Frevel, Sr., Boumi

James A. Doel, Tunis

Charles A. Claypool, Antioch

BUILDINGS AND EQUIPMENT

Anthony M. West, Zamora, Chairman
12289 Lakeview Manor Drive, Northport, AL 35475

Chris L. Smith, Wahabi, Vice Chairman
P. O. Box 207, Olive Branch, MS 38654

Jeffrey L. Sowder, Midian

Emeriti

James R. "Jim" Smith, Ben Hur

Raoul L. Frevel, Sr., Boumi

William S. "Bill" Bailey, Orak

Chairman Emeritus

James E. "Ed" Stolze, Jr., El Zaribah

John D. VerMaas, Sesostris

Skip D. F. Stanaway, Al Kader

John C. Nobles, El Maida

Gary W. Dunwoody, Scimitar

Bernard J. Lemieux, M.D., Zenobia

Douglas E. Maxwell, Moolah

Charles A. Claypool, Antioch

Dale W. Stauss, Kem

Jerry G. Gantt, Arabia

Chris L. Smith, Wahabi

CLINICAL AND BASIC RESEARCH

W. Brandt Bede, M.D., Afifi, Chairman
4141 N. Madrona Way, Tacoma, WA 98407-5714

Skip D. F. Stanaway, Al Kader, Vice Chairman
10480 S.W. Miller Court, Tualatin, OR 97062

William S. "Bill" Bailey, Orak

Emeriti

James E. "Ed" Stolze, Jr., El Zaribah

Bernard J. Lemieux, M.D., Zenobia

Lawrence J. "Larry" Leib, Moslem

Chairman Emeritus

Peter P. Diaz, M.D., Bahia

Ralph W. Semb, Melha

James A. Doel, Tunis

Chairman Emeritus

W. Brandt Bede, M.D., Afifi

CONGRESSIONAL LIAISON

Gary J. Bergenske, Bahia, Co-Chairman
1101 W. Kennedy Boulevard
Orlando, FL 32810

Jerry G. Gantt, Arabia, Co-Chairman
Lamar Tower 1603
2929 Buffalo Speedway
Houston, Texas 77098

**APPOINTED BY JERRY G. GANTT,
PRESIDENT OF THE COLORADO CORPORATION**

AFFILIATION EVALUATION

Peter P. Diaz, M.D., Bahia, Chairman
492 Stehle Road, Leesburg, FL 34748

Anthony M. West, Zamora, Vice Chairman
12289 Lakeview Manor Drive, Northport, AL 35475

James R. "Jim" Smith, Ben Hur

Emeritus

James A. Doel, Tunis

James W. Hendrix, Hella

W. Brandt Bede, M.D., Afifi

Chuck Pittman, Yaarab

CORPORATE COMPLIANCE

James A. Doel, Tunis, Chairman
717 West Point Drive, R.R. #5, Perth, ON K7H 3C7 Canada

Kenneth G. "Kenny" Craven, Omar, Vice Chairman
1643 Central Avenue, Summerville, SC 29483

Brad T. Koehn, Arab

W. Brandt Bede, M. D., Afifi

Skip D. F. Stanaway, Al Kader

FOLLOW-UP CLINICS/TELEHEALTH

James A. Doel, Tunis, Chairman
717 West Point Drive, R.R. #5, Perth, ON K7H 3C7 Canada

James E. "Ed" Stolze, Jr., El Zaribah

W. Brandt Bede, M.D., Afifi

Peter P. Diaz, M.D., Bahia

Chuck Pittman, Yaarab

HOSPITAL OPERATIONS

(IS, HIM, SC and O&P)

Chris L. Smith, Wahabi, Chairman
P. O. Box 207, Olive Branch, MS 38654

Peter P. Diaz, M.D., Bahia, Vice Chairman
492 Stehle Road, Leesburg, FL 34748

William S. "Bill" Bailey, Orak

Anthony M. West, Zamora

Skip D. F. Stanaway, Al Kader

W. Brandt Bede, M.D., Afifi

HOSPITAL REGULATIONS

Chuck Pittman, Yaarab, Chairman
105 Bradshaw Road, Hiawassee, GA 30546

James A. Doel, Tunis, Vice Chairman
717 West Point Drive, R.R. #5, Perth, ON K7H 3C7 Canada

Anthony M. West, Zamora

Emeritus

W. Brandt Bede, M.D., Afifi

LEGAL AFFAIRS

Skip D. F. Stanaway, Al Kader, Chairman
10480 S.W. Miller Court, Tualatin, OR 97062

James R. “Jim” Smith, Ben Hur
Lawrence J. “Larry” Leib, Moslem

Peter P. Diaz, M.D., Bahia
Chuck Pittman, Yaarab

MEDICAL AFFAIRS

Peter P. Diaz, M.D., Bahia, Chairman
492 Stehle Road, Leesburg, FL 34748
W. Brandt Bede, M.D., Afifi, Vice Chairman
4141 N. Madrona Way, Tacoma, WA 98407

Kenneth G. “Kenny” Craven, Omar
Kevin R. Costello, Cyprus
Anthony M. West, Zamora

James A. Doel, Tunis
Chuck Pittman, Yaarab

PLANNING

Peter P. Diaz, M.D., Bahia, Chairman
492 Stehle Road, Leesburg, FL 34748
Skip D. F. Stanaway, Al Kader, Vice Chairman
10480 S.W. Miller Court, Tualatin, OR 97062

Jim Cain, Al Menah
James R. “Jim” Smith, Ben Hur
Lawrence J. “Larry” Leib, Moslem
W. Brandt Bede, M.D., Afifi
Chris L. Smith, Wahabi

Emeriti

Robert J. Turley, Oleika
Ralph W. Semb, Melha

STRATEGIC PLANNING

Jeffrey L. Sowder, Midian, Chairman
P. O. Box 177, Toronto, KS 66777

Jim Cain, Al Menah
James R. “Jim” Smith, Ben Hur
William S. “Bill” Bailey, Orak
Brad T. Koehn, Arab
Randy E. Rudge, Anah
Kenneth G. “Kenny” Craven, Omar
James E. “Ed” Stolze, Jr., El Zaribah
Richard G. Burke, Yaarab
Kevin R. Costello, Cyprus

Lawrence J. “Larry” Leib, Moslem
Peter P. Diaz, M.D., Bahia
Skip D. F. Stanaway, Al Kader
Anthony M. West, Zamora
James A. Doel, Tunis
W. Brandt Bede, M.D., Afifi
Chuck Pittman, Yaarab
Chris L. Smith, Wahabi

LIAISON COMMITTEES
2017–2018

BOSTON HOSPITAL

W. Brandt Bede, M.D., Afifi

CANADIAN HOSPITAL

W. Brandt Bede, M.D., Afifi

CHICAGO HOSPITAL

James R. “Jim” Smith, Ben Hur

CINCINNATI HOSPITAL

Richard G. Burke, Yaarab

ERIE HOSPITAL

Kenneth G. “Kenny” Craven, Omar

GALVESTON HOSPITAL

Peter P. Diaz, M.D., Bahia

GREENVILLE HOSPITAL

James A. Doel, Tunis

HONOLULU HOSPITAL

Jim Cain, Al Menah

HOUSTON HOSPITAL

Chuck Pittman, Yaarab

LEXINGTON HOSPITAL

Lawrence J. “Larry” Leib, Moslem

MEXICO HOSPITAL

Anthony M. West, Zamora

NORTHERN CALIFORNIA HOSPITAL

Jeffrey L. Sowder, Midian

PASADENA HOSPITAL

Chris L. Smith, Wahabi

PHILADELPHIA HOSPITAL

James A. Doel, Tunis

PORTLAND HOSPITAL

James E. “Ed” Stolze, Jr., El Zaribah

SALT LAKE CITY HOSPITAL

James E. “Ed” Stolze, Jr., El Zaribah

SHREVEPORT HOSPITAL

William S. “Bill” Bailey, Orak

SPOKANE HOSPITAL

Skip D. F. Stanaway, Al Kader

SPRINGFIELD HOSPITAL

Peter P. Diaz, M.D., Bahia

ST. LOUIS HOSPITAL

Chuck Pittman, Yaarab

TAMPA HOSPITAL

Jim Cain, Al Menah

TWIN CITIES HOSPITAL

Kevin R. Costello, Cyprus

**ATTENTION IS CALLED TO THE FOLLOWING AMENDMENTS TO THE
BYLAWS OF SHRINERS HOSPITALS FOR CHILDREN, AS WELL AS
RESOLUTIONS AND REQUESTS ADOPTED AT THE 2017 ANNUAL MEETING
OF SHRINERS HOSPITALS FOR CHILDREN**

ARTICLE 5

Principal Place of Business and Place of Meeting

§ 5.2 Principal City and Registered Agent. The principal place of business shall be in the city of Tampa, State of Florida, and its office therein shall be at 2900 Rocky Point Drive in said city; and The Corporation Company, 7700 East Arapahoe Road, Suite 220, Centennial, Colorado 80112-1268, is hereby designated as the resident agent upon whom service of process may be made.

ARTICLE 1

General Provisions

§ 501.4 Rules of Order. Unless otherwise provided by resolution or bylaws, parliamentary procedure shall be governed by the current edition of *Robert’s Rules of Order Newly Revised*.

ARTICLE 7

Officers

§ 507.4 Duties of Officers.

(a) through (d) No change.

(e) **Secretary.** The Secretary has the following duties:

(1) To arrange for the prompt taking, recordation and dissemination of complete and accurate minutes of all meetings of (i) members, (ii) directors, (iii) trustees, (iv) committees of the board of directors or board of trustees when exercising the power(s) of either the board of directors or the board of trustees, and (v) the Investment Committee. Minutes of the meetings of the members of this corporation shall be included with the proceedings of any other meetings with which they are jointly held, and distributed to all members. Minutes of meetings of directors shall be promptly distributed to all directors and trustees. Minutes of meetings of trustees shall be promptly distributed to all directors and trustees. Minutes of committee meetings required to be kept under this subsection shall be promptly distributed to all directors, all trustees and to all members of the applicable committees. Minutes of all meetings shall be made available to all Colorado members through a secure site at Shriners Village.

(2) through (4) No change.

(f) No change.

RESOLUTION

WHEREAS, at the 2012 Imperial Session in Charlotte, North Carolina, a resolution was made and passed directing the Board of Directors of Shriners Hospitals for Children to form an independent and unbiased committee to investigate and report on activities conducted for the presumed benefit of Shriners Hospitals for Children that have incurred or that may incur an appreciable loss; and

WHEREAS, at the 2014 Imperial Session in Minneapolis, Minnesota, at the 2015 Imperial Session in Houston, Texas, and at the 2016 Imperial Session in Tampa, Florida, resolutions were made and passed extending the committee initially established at the 2012 Imperial Session; and

WHEREAS, it appears that it would be in the best interest of Shriners Hospitals for Children that the committee, generally referred to as the “Oversight Committee,” be continued;

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Board of Directors of Shriners Hospitals for Children for 2017–2018 shall appoint a chairman and four additional members to the “Oversight Committee,” none of whom shall be members or officers of the Board of Directors or Board of Trustees of Shriners Hospitals for Children, with the purpose of being an independent and unbiased committee to investigate and to report, on Monday morning of each Imperial Session, on activities conducted for the presumed benefit of Shriners Hospitals for Children that have incurred or that may incur an appreciable loss. The Imperial Treasurer shall be an *Ex Officio* member of this committee.

SUMMARY OF NOTICE

The foregoing notice contains a list of the newly elected officers, directors and trustees, committee appointments made to date, any amendments to bylaws and resolutions adopted and actions taken at the annual meeting, and other important information.

This summary is to be read to the Nobility of each temple at the first stated meeting following its receipt. The entire notice shall be filed in the Recorder's office, and it must be made available to any Noble for review upon request.

Given under our hands and the seal of Shriners Hospitals for Children this 13th day of July, 2017.



A handwritten signature in black ink, appearing to read "Gary J. Bergenske".

GARY J. BERGENSKE
Chairman, Board of Directors

A handwritten signature in black ink, appearing to read "Jim Smith".

ATTEST: JAMES R. SMITH
Secretary