

Shrine Treasurers Association of North America

POLICIES AND PROCEDURES MANUAL

The purpose of this manual is to establish and define, within the context of the Association, policies, guidelines and procedures by which the Association officers and members will accomplish the objectives of the Association.

This initial copy should be revised, corrected and updated whenever policies or bylaws are changed. Each officer, committee chairman, etc., should keep notes at the back of this book to indicate exactly what the function of this office has been during his tenure.

MISSION STATEMENT

To provide publications and newsletters that will provide Shrine Temples with sources of valuable information.

To provide a mid-winter meeting for training and exchange of ideas, which will assist Temples in solving their financial and accounting problems.

VISION STATEMENT

Assist all Temple Treasurers to perform their elected task as Chief Financial Officers of their respective Temple.

To employ the latest acceptable financial and accounting principles at all Shrine Temples in order to maximize Temple operating and financial performance.

To enhance the individual Temple Treasurers' position so that it will attract the most qualified Nobles within our organization.

Develop and make recommendations that will further safeguard our Temples from financial and operating risks.

SHRINE TREASURERS ASSOCIATION OF NORTH AMERICA

OFFICERS

The officers of this Association shall consist of a President, three (3) Vice-Presidents, and a Secretary-Treasurer.

PRESIDENT - The President presides at all business meetings of the Association and at all meetings of the executive committee. He establishes the agenda for all such meetings with the assistance and recommendations of all elected officers of STANA. He makes recommendations to the elected officers for any by-law changes to be presented to the Association at the next business meeting. He appoints all committees.

With the assistance of the Secretary-Treasurer, sees that proper advance notice for all scheduled meetings are sent to all elected officers and past-presidents of the association.

MID-WINTER PLANNING MEETING

< With the assistance of the First Vice President and the Secretary-Treasurer, plan all the details of the Mid-Winter Meeting.

MID-WINTER MEETING

< With the assistance of the First Vice President, establish the agenda for the mid-winter meeting.

< Works with the Imperial Staff to arrange for the desired presenters for the seminar.

< Sets the pricing for the mid-winter meeting, after consulting with the other officers.

< With the assistance of the Secretary-Treasurer, send meeting notices and registration documents to all Shrine Treasurers.

< Assisted by the First Vice President, prepare meeting materials, including registration packets.

< Arrange for the purchase of a souvenir, not to exceed \$10.00, for each member attending the meeting.

NEWSLETTER

< Appoint the editor(s) for the STANA newsletter.

< See that the newsletter is published as follows:

August 1: General information about the organization and the officers.

November 1: General information and promote the mid-winter meeting.

February 1: Announce the agenda for the mid-winter meeting.

May 1: Announce the agenda for the annual meeting.

< Prepare a letter for each issue of the newsletter outlining the Association's upcoming activities.

ANNUAL MEETING

< With the assistance of the Second Vice President, establish the agenda for the annual meeting.

< Work with the Imperial Staff to arrange for the desired presenters, hotel accommodations, etc.

MEMBERSHIP COMMITTEE

- < All elected officers of the Association are members of the Membership Committee. The Chairman is the Second Vice President.
- < Assist the Second Vice President in any way to contact and promote membership in the Association.

FIRST VICE PRESIDENT - In the absence of the President, performs the duties of the President. Makes recommendations to the President of topics to be included on the agenda of all meetings. Works with the Secretary-Treasurer to develop a budget for the subsequent year, to be presented to the membership for adoption.

NEWSLETTER

- < Submits an article to the editor of the newsletter for each publication.

MID-WINTER PLANNING MEETING

- < Assist the President in planning all the details of the Mid-Winter Meeting.
- < Assist the President in preparation of meeting materials, including registration packets.

MID-WINTER MEETING

- < Make recommendations and assist the President in establishing the agenda for the mid-winter meeting.
- < Assist the President in preparation of meeting materials, including registration packets.
- < *Secures personnel to perform as Installing Officers at the Banquet. Also arranges for the Entertainment following the banquet, with the assistance of the Secretary-Treasurer.*

ANNUAL MEETING

- < Make recommendation of topics to be included on the agenda.

MEMBERSHIP COMMITTEE

- < Assist the Chairman (Second Vice President) in any way to contact and promote membership in the Association.

SECOND VICE PRESIDENT - In the absence of both the President and First Vice President, performs the duties of the President. Makes recommendations to the president on topics to be included on the agenda of all meetings.

NEWSLETTER

- < Submits an article to the editor of the newsletter for each publication.
- < Prepares a press release to the editor regarding details of the mid-winter meeting.

MID-WINTER MEETING

- < Make recommendations to the President on topics to be included on the agenda.
- < With the assistance of the Third Vice President, plan for the hospitality room(s) to be hosted by the Association. This includes making arrangements for the food and beverage requirements.
- < Assists the Secretary-Treasurer by performing the duties of Registrar.

ANNUAL MEETING

- < Assist the President in preparing the agenda.
- < Assists the Secretary-Treasurer by performing the duties of Registrar.

MEMBERSHIP COMMITTEE

- < Act as the membership committee chairman, and follow-up with those Temples whose dues are delinquent. The Secretary-Treasurer will provide current data.
- < Keep other Association officers advised of membership status, and solicit their assistance in making contacts.

THIRD VICE PRESIDENT - In the absence of all three - President, First Vice President, and Second Vice President - performs the duties of the President. Makes recommendations to the President of topics to be included on the agenda of all meetings.

NEWSLETTER

- < Submits an article to the editor of the newsletter for each publication.

MID-WINTER MEETING

- < Make recommendations to the President on topics to be included on the agenda.
- < With the assistance of the Second Vice President, plan for the hospitality room(s) to be hosted by the Association. This includes making arrangements for the food and beverage requirements.
- < Schedule hosts to assist in the hospitality room.
- < Assists the Secretary-Treasurer by performing the duties of Registrar.

ANNUAL MEETING

- < Make recommendations to the President on topics to be included on the agenda.
- < Assists the Secretary-Treasurer by performing the duties of Registrar.

MEMBERSHIP COMMITTEE

- < Assist the Second Vice President in any way to contact new and delinquent members, and promote membership in the Association.

SECRETARY-TREASURER - Receive any money and make all disbursements for the Association. Keeps a complete and detailed record of all revenue and disbursements. Annually, in October, send dues invoices to all Temples. Provide the Second Vice President with a current and accurate record of dues status on a monthly basis. Immediately after being elected to office, furnishes the President a Surety bond in the amount of \$25,000.00, cost to be paid by the Association.

Keeps an accurate and complete set of books of the financial affairs of the Association. Makes reports of financial activities, in accordance with generally accepted accounting principles, and submit to all elected officers of the Association, on a monthly basis. Makes a report of the financial activities of the Association to the membership at the mid-winter and annual meetings. Works closely with the First Vice President to develop a budget for the subsequent year, to be presented to the membership for adoption.

MAILING SERVICE

- < Responsible for all mailings. This includes annual dues notices, mid-winter conference registration forms.

MINUTES

- < Record, or see that a record is made of, all business meetings of the Association, including the mid-winter seminar and annual meeting proceedings. Promptly, have the minutes transcribed, reproduced, and mailed in accordance with instructions from the President. (Presently, the minutes of all business meetings are kept by the Secretary-Treasurer and reproduced in condensed and summarized form, and available in PDF format from the Secretary-Treasurer upon request.)

NEWSLETTER

- < Submit an article to the editor of the newsletter for each publication. Include all details of upcoming meetings and seminars. Submits a complete financial statement for publication after the end of the fiscal year.

ANNUAL MEETING

- < Be prepared to present a report of the activities of the Association.
- < Assisted by the Second and Third Vice Presidents, insure that all members' attendance is recorded and accounted.
- < Work closely with the Secretary-Treasurer of the Shrine Recorders Association to facilitate the maximum attendance of STANA members and their ladies at the Recorders' annual banquet.
- < Present a complete financial report to the membership.

MID-WINTER PLANNING MEETING (optional)

- < Assist the President and First Vice President in planning all the details of the Mid-Winter Meeting.

MID-WINTER MEETING

- < Be prepared to present a report of the activities of the Association.
- < Assisted by the Second and Third Vice Presidents, insure that all in attendance are recorded and accounted. Insure that all registrants and attendees are paid.
- < Be prepared for the annual election of officers, including ballots.
- < Is in charge of making arrangements for the mid-winter meeting, selecting the hotel and providing the hotel with the requirements of the Association (number of rooms, hospitality room, transportation, etc.).
- < Arranges for meals to be served during the meeting, including the Banquet.
- < Assists the First Vice President in securing and presenting Entertainment at the Banquet. Establishes the costs for the rooms.
- < Keep an accurate record of financial activities.
- < Present a complete financial report to the membership.
- < Prepare meal tickets and list of advance registrants for distribution in registration packets.

ASSISTANT SECRETARY-TREASURER -- An Assistant Secretary-Treasurer may be appointed by the President upon recommendation of the Secretary-Treasurer and serves at the will and pleasure of the President. His duties are to assist the Secretary-Treasurer in his duties as described in these Rules and Regulations, and in the absence of the Secretary-Treasurer he assumes all the duties of the Secretary-Treasurer. Only active Shrine Treasurers and Emeritus Shrine Treasurers are eligible for appointment to this position. He shall receive an expense allowance as may be recommended by the Executive Committee and voted at the Annual meeting.

MEETINGS OF THE ASSOCIATION

The Association will hold two regular scheduled meetings annually, plus other meetings as may be called by the President.

Annual Meeting - The Annual Meeting is held in conjunction with the Annual Meeting of the Imperial Council, A.A.O.N.M.S. Any items of business may be considered at this meeting. Amendments to the By-Laws, and other legislation, may be considered at this and any other business meeting of the Association.

A meeting of the Executive Committee on the previous day usually precedes the meeting.

Mid-Winter Planning Meeting (Optional)– The Mid-Winter Planning Meeting is usually held in November in the City of the Mid-Winter Meeting. The President sets the date. Expected to attend are the President, First Vice President and the Secretary-Treasurer. It is customary that the actual, but reasonable, expenses of the attending three officers be reimbursed by STANA.

Mid-Winter Meeting - The Mid-Winter Meeting is the Association's educational seminar and is permanently scheduled for the fourth Sunday of each March, together with the appropriate days preceding and following the fourth Sunday. The meeting is held in Tampa, FL to take advantage of the warm climate and the resources at Shrine Headquarters. This meeting is open to all Shriners who have registered and paid their fees. Legislation may be considered at this meeting. The election of officers and installation ceremony is conducted at the Mid-Winter Meeting. Only those members in good standing may participate in the election.

A meeting of the Executive Committee is usually held beginning at noon on Saturday, the day preceding the opening session.

Usual Schedule of the Mid-Winter Meeting:

FRIDAY

Noon – 5 p.m.	Golf Tournament
1:00-4:00 PM	Registration
4:00 PM Til	Hospitality Room Open

SATURDAY

9:00-4:00 PM	Registration
9:00-Noon	New Treasurers workshop
Noon-4:00 PM	Executive Committee Meeting
4:00 PM Til	Hospitality Room Open
6:00-8:00 PM	President's Reception with hors d'oeuvres.

SUNDAY

8:00 AM - 4:30 PM	Mid-Winter Seminar (Breakfast and Lunch are provided) Election of officers.
8:00 AM - 4:30 PM	Ladies Shopping and Sight Seeing.
6:30 PM	Installation Banquet and Entertainment with Ladies.

MONDAY

8:00 AM - Noon	Mid-Winter Seminar (Breakfast provided)
1:30 PM-Midnight	Off-Premise Retreat with the Ladies. (Optional)

For non-members, the cost of registration is increased by 50%.

Sample Executive Committee Meeting Agenda

1. Call to Order
2. Approval of minutes of last meeting. (Usually a written copy has been provided to all in attendance and usually there is a motion to dispense with the reading of the minutes.)
3. Report of the President.
4. Report of the Secretary-Treasurer.
5. Old Business
6. New Business
7. If no further business, President declares the meeting adjourned.

Sample Annual Meeting Agenda

1. Call to Order
2. Reading of the Minutes

3. Annual Address of the President.
4. Annual Report of the Secretary-Treasurer.
5. Old Business
6. New Business
7. Committee Reports
 - a. Executive
 - b. Membership
 - c. Publicity
 - d. Legislative
8. Imperial officers' presentations
9. Imperial Staff presentations
10. Adjournment

Sample Mid-Winter Meeting Agenda

SUNDAY

1. Call to Order
2. Presentation of Colors
3. Invocation
4. Announcements & Introductions
5. Secretary-Treasurer's Report
6. Necrology Report
7. Introduction of New Treasurers and Guests
8. Time and Place Report
9. Presentations
10. BREAK
11. Nominating Committee Report
12. Election of Officers
13. Old and New Business
14. LUNCH
15. Presentations
16. Day end Review

SUNDAY NIGHT

Installation of Officers Banquet & Entertainment

MONDAY

1. Presentations
2. Closing Remarks
3. Adjourn

MEMBERSHIP

Membership in the Association is limited to all regularly elected and accredited active Treasurers of all Shrine Temples of North America, as vouched for by the Imperial Recorder.

In case of the retirement of any Treasurer who is a member of this Association, his membership shall advance to his successor upon proper certification by his temple.

Honorary Members - The Imperial Treasurer, Past Imperial Treasurer, Past Imperial Officers, or Past Treasurers of any Shrine Temple may be elected to honorary membership upon the vote of three-fourths (3/4) of the members present.

Associate Members – Any treasurer of a Shrine Association may be elected to associate membership upon the vote of three-fourths (3/4) of the members present. Annual dues for an associate member shall be \$100.00. Associate members may not hold office, but shall be entitled to all other privileges, duties, and responsibilities of a regular member.

Emeritus Treasurers and Past Presidents who are not active Treasurers shall have the same rights and privileges as active Treasurers. This Association may elect any Treasurer of the Association an Emeritus Treasurer for meritorious service, or for having served the Association, as a member, for ten (10) consecutive years.

Any Treasurer of a Temple failing to pay dues to the Association for one year shall automatically forfeit the membership in the Association.

PUBLICATIONS

The Association regularly publishes a newsletter composed of articles written by the Association officers as well as articles written by Imperial officers and Headquarters staff. The newsletter is a product of the Publicity Committee, chaired by the Editor of the newsletter, and appointed by the President and approved by the Executive Committee.

The Newsletter is distributed free of charge *via email* to all Shrine Treasurers, Past Presidents, Emeritus Treasurers, Temple Business Managers and Imperial officers. Others may receive the publication upon request to the Editor who maintains the mailing list.

COMMITTEES

STANDING COMMITTEES

EXECUTIVE COMMITTEE:

The Executive Committee is composed of the elected officers of the Association.

The Executive Committee between annual sessions of the Imperial Council shall govern the affairs of the Association.

MEMBERSHIP COMMITTEE:

The Second Vice President serves as the Chairman of the Membership Committee. All the other elected officers assist him.

Overall purpose of the Committee is to obtain and maintain 100% membership from all Shrine Temples.

PUBLICITY COMMITTEE:

The Publicity Committee is charged with publishing the Association Newsletter at least quarterly. The Editor is ex-officio Chairman of this Committee. The President appoints all members of the Committee.

NOMINATING COMMITTEE:

The Nominating Committee is composed of the Immediate Past President and four (4) members of the Association. The duties of this committee shall be to submit at the Annual Meeting of the Association, a candidate or candidates for the offices of the President, 1st Vice-President, 2nd Vice President, 3rd Vice-President, and a Secretary-Treasurer. Nominating may be from the floor for any office or offices.

The immediate Past President shall be the Chairman of the Nominating Committee for the ensuing year.

LEGISLATIVE COMMITTEE:

This Committee shall be appointed by the President to review present and proposed legislation affecting the financial affairs of the Temple. The finds of this committee are to be reported to all

Treasurers of the Association at any business meeting of the Association.

SPECIAL COMMITTEES

The President may appoint other special committees as, in his judgment, the necessities of the organization may require.

BY-LAWS

SHRINE TREASURERS ASSOCIATION OF NORTH AMERICA

Article I - NAME

Sec. 1 This body shall be known as The Shrine Treasurers Association of North America.

Article II - OBJECT

Sec. 1 To promote and maintain a spirit of good fellowship and understanding among the Treasurers of all Temples of the A.A.O.N.M.S. of North America.

Sec. 2 To compile and circulate among its members such information as may be helpful in creating greater efficiency in the office of the individual Treasurers.

Sec. 3 To compile and circulate among its membership, as occasion demands, constructive statistical information particularly as it regards the financial matters of the member Temples.

Sec. 4 To encourage the attendance of all Treasurers at the Annual Sessions of the Imperial Council in order that a more perfect understanding may be had covering matters of interest to the Temples, and to encourage a proper application and interpretation of the legislation, policies, etc., acted upon or established at the Annual Session of Imperial Council relating to any financial matter(s) that are required to be followed by Temples of the A.A.O.N.M.S. of North America.

Sec. 5 It is the intention of this Association to keep our interpretations, suggestions, and recommendations only to financial matters as it pertains to existing laws and new legislation.

Article III - OFFICERS

Sec. 1 The officers of this Association shall consist of a President, three (3) Vice Presidents, and a Secretary-Treasurer who shall be elected annually by ballot. A majority of all votes cast by members present and voting shall be necessary for an election.

Sec. 2 A Treasurer, once elected to the office of Vice-President of the Association and subsequently is not elected Treasurer of his Temple, may remain in Office, may advance through the line of Officers and may serve as President of the Association while not being the actual Treasurer of his Temple. The Office of Secretary-Treasurer may be held by an Emeritus Treasurer. If for any cause the President or Vice-President should resign from his position in the Association, the line shall automatically advance and the vacancies shall be filled by ballot at the next Annual Meeting.

Sec. 3 (Surety) - The Secretary-Treasurer of this Association shall furnish bond in the amount of \$25,000; cost to be paid by this Association. Said bond to be executed immediately and filed with the President of this Association.

Sec. 4 The Secretary-Treasurer of this Association shall receive an expense allowance as may be recommend by Executive Committee and voted at the annual meeting.

Article IV - MEETINGS

Sec. 1 The meetings of the Association shall be held ANNUALLY at the place designated for the meeting of the Imperial Council on the day of the public opening of the council at a time and place designed by the President and sent to the membership in writing at least 30 days prior to the meeting. The Association may hold a midyear meeting at a time and place as designated by the President, provided 30 days notice is given to the members of the Association.

Sec. 2 A special meeting may be called by the President at his discretion and shall be called by the President when requested in writing by three (3) officers of the Association. Ten (10) days written notice must be given all members of the special meeting prior to the special meeting.

Sec. 3 A legal meeting of this Association will exist when a quorum of officers plus fifteen (15) other Association members are present.

Sec. 4 The fiscal year of the Association shall end on July 31 of each year.

Article V - MEMBERSHIP

Sec. 1 All REGULARLY elected and accredited active Treasurers of all Shrine Temples of North America, as vouched for by the Imperial Recorder, shall be eligible to membership.

Sec. 2 In case of the retirement of any Treasurer who is a member of this Association, his membership shall advance to his successor upon proper certification by his temple.

Sec. 3 Honorary Members - The Imperial Treasurer, Past Imperial Treasurer, Past Imperial Officers, or Past Treasurers of any Shrine Temple may be elected to honorary membership upon the vote of three-fourths (3/4) of the members present.

Sec. 4 Emeritus Treasurers and Past Presidents who are not active Treasurers shall have the same rights and privileges as active Treasurers. This Association may elect any Treasurers of the Association an Emeritus Treasurer for meritorious service, or for having served the Association, as a member, for ten (10) consecutive years.

Sec. 5 Associate Members – Any treasurer of a Shrine Association may be elected to associate membership upon the vote of three-fourths (3/4) of the members present. Annual dues for an associate member shall be \$100.00. Associate members may not hold office, but shall be entitled to all other privileges, duties, and responsibilities of a regular member.

Sec. 6 Any Treasurer of a Temple failing to pay dues to the Association for one year shall automatically forfeit the membership in the Association.

Article VI - FEES AND DUES

Sec. 1 The annual dues shall be \$150.00 payable in U.S. currency and payable by each Temple or member prior to January 31st of each year. (Revised July 2, 2000)

Article VII - FUNDS

Sec. 1 The funds of the Association shall be deposited in a federally insured financial institution in the home City of the Secretary-Treasurer, the account carried in the name of the Shrine Treasurers Association of North America, and checks drawn against the account to be signed by the Secretary-Treasurer or the President.

Sec. 2 It shall be the duty of the Secretary-Treasurer to render a written monthly statement to the President of all receipts and disbursements, and render Treasurers Association reports as may be

required by the Imperial Council.

Sec. 3 Every member of the Shrine Treasurers Association shall be entitled to examine the books and records of the Association upon proper request.

Article VIII - COMMITTEES

Sec. 1 The affairs of the Association shall be governed by an Executive Committee composed of the President, Vice-Presidents, and Secretary-Treasurer between annual sessions of the Imperial Council.

Sec. 2 The President may appoint a committee on membership and a committee on publicity, and such other special committees as, in his judgment, the necessities of the organization may require.

Sec. 3 There shall be a Nominating Committee composed of the immediate Past President and four (4) members of the Association. The duties of this committee shall be to submit at the Annual Meeting of the Association, a candidate or candidates for the offices of the President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, and Secretary-Treasurer. Nominating may be from the floor for any office or offices. The immediate Past President shall be the Chairman of the Nominating Committee for the ensuing year.

Sec. 4 The President shall appoint a committee to review present and proposed legislation affecting the financial affairs of the Temple. The finds of this committee are to be reported to all Treasurers of the Association.

Article IX - ORDER OF BUSINESS

- 1 Reading of Minutes
- 2 Annual Address of the President
- 3 Annual Report of the Secretary-Treasurer
- 4 Report of the Committees
- 5 Unfinished Business
- 6 New Business
- 7 Election of Officers
- 8 Adjournment

Article X - AMENDMENTS

Sec. 1 Amendments may be made at any business meeting of the Shrine Treasurers Association of North America. An affirmative vote of two thirds (2/3) of the members present and voting at such a meeting shall be required to amend or alter these By-Laws

APPROVED: September 13, 1985

Revised at Fourth Annual Business Meeting, July 3rd, 1989.
Revised at Fifth Annual Business Meeting, July 2nd, 1990.
Revised at Thirteenth Annual Business Meeting, June 28th, 1998
Revised at Fourteenth Annual Business Meeting, July 4th, 1999
Revised at Fifteenth Annual Business Meeting, July 2, 2000
Revised at Sixteenth Annual Business Meeting, July 9, 2001
Revised at Eighteenth Annual Business Meeting, July 6, 2003
Revised at Nineteenth Annual Business Meeting, July 4, 2004