

Medinah Shrine Clown Unit

Rules and Regulations

Unit originally organized as NORTHWEST SHRINE CLUB CLOWNS in 1949

Moved under MEDINAH SHRINE CENTER jurisdiction 1963

BY-LAWS originally adopted November 2, 1955, Amended December 10, 1957

Under Medinah Shrine Center By-Laws 1963. Original By-Laws became Rules and Regulations 1963.

Amended: February 1964, January & February 1973. Rewritten: November 1991.

Amended: October & November 1993, January 1994, June 1995, February & March 1996.

Amended: May 1997, January 1999.

Amended: September 2011.

ARTICLE 1: NOMENCLATURE

- A. This organization shall be known as MEDINAH SHRINE CLOWN UNIT.

ARTICLE 2: PURPOSE

- A. A non-profit unit organized for the purpose of fellowship and the entertainment of all people, especially children.
- B. To stimulate a genuine interest in Masonry and the Shrine through the "age old" art of Clowning. To further the art in a dignified and organized manner, for fun, constantly on guard to avoid embarrassment to the Shrine or any sex, race, color or creed. To prevent any act which might cause injury to any spectator or to the Shrine.
- C. Monies, over and above reasonable working capital, if voted upon by a majority of the members present at a regular meeting, are to be used to support Shrine Charities.
- D. The unit functions under the sanction and jurisdiction of the Medinah Shrine Center, A.A.O.N.M.S., Desert of Addison, Illinois.

ARTICLE 3: MEETINGS

- A. A regular business meeting shall generally start no later than Seven-Thirty P.M. (7:30 P.M.) and shall be on the fourth Tuesday of each month except December, at a suitable place agreed upon by the Unit, unless circumstances require otherwise. If such date conflicts with a holiday or any special event of Medinah Shrine Center, it may be canceled or rescheduled by the Director. A second business meeting may be held in January to replace the meeting which is not held in December at the discretion of the Director.
- B. The Director shall preside over all business meetings. In the absence of the Director, the next highest ranking officer shall preside over the meeting. The order of authority is as follows: Assistant Director, Secretary and Treasurer.
- C. All business shall be conducted in accordance with Robert's Rules of Order, and the sequence of business shall be as follows:
 - a. Director opens meeting
 - b. Opening prayer

- c. Approval of minutes as written
 - d. Treasurer's report
 - e. Reports of Committees conducted by Assistant Director
 - f. Old business
 - g. New business
 - h. Communications
 - i. Good of the Unit
 - j. Date and location of next meeting
 - k. Adjourn meeting
- D. Program of the evening (special guest, etc.) shall take place immediately following business meeting unless a different time is required and approved by the Director.
 - E. The Potentate or his appointed officer shall approve all appearances to be made by the Clown Unit other than those ordered by the Shrine Center.
 - F. Special meetings may be called by any officer or committee chairman with the approval of the Director or his designee for the purpose of practicing, deciding upon recommendations to be made to the Unit at a regular meeting, or to perform the committee functions.
 - G. Requests for appearances should be received in writing by the Appearance Chairman and/or Director and discussed at a regular meeting, if time warrants. The person or persons requesting the appearance(s) shall be notified as to the decision of the Unit by the Appearance Chairman or Director.
 - H. The Director shall be in complete charge at all appearances. In his absence the next highest ranking officer in the line of authority shall be in charge. In the absence of the Director and all other officers, the Director or his designee shall select a member to be in charge.
 - I. No order of business shall be omitted for more than one business meeting. Any order of business which is omitted must be conducted at the next regular business meeting.
 - J. Members volunteering for an appearance must make that appearance unless a lesser number of clowns are adequate to satisfy the requirement.
 - K. It shall be the duty of any Clown who signs up for an appearance to make that appearance unless he has notified the Appearance Chairman or Director no less than 48 hours in advance and a substitute can be obtained or a lesser number of clowns are adequate to satisfy the requirement.
 - L. No alcoholic beverage will be consumed in the meeting room by any member of the Unit while a meeting is in session.

ARTICLE 4: OFFICERS

- A. The officers of the Unit and their duties are:
 - a. DIRECTOR – The Director shall be appointed by the Potentate. He shall be in complete charge of all activities of the Unit, including those specifically enumerated in these Rules and Regulations.
 - b. ASSISTANT DIRECTOR – The Assistant Director shall preside at the business meetings and other times in the absence of the Director, assist the Director at appearances, have

direct responsibility for the functioning of all committees, shall handle committee reports at the regular business meetings and represent the Unit at meetings with the Shrine Center in the absence of the Director.

- c. SECRETARY – The Secretary shall take minutes of all business meetings, send copies of these minutes and other pertinent information to all members as ordered by the Director, collect dues and maintain the Units proper membership in Great Lakes Shrine Clown Unit Association (GLSCUA) and International Shrine Clown Association (ISCA) and pass these monies on to the Treasurer.
 - d. CORRESPONDING SECRETARY – The Corresponding Secretary shall conduct the correspondence of the Unit and perform other duties as may be required by the Director.
 - e. TREASURER – The Treasurer shall receive, maintain a record of, and be responsible for the monies of the Unit, pay regularly contracted obligations upon approval by the Unit, present an annual report during the annual meeting of the Unit, and present an accounting of all receipts and expenditures at each regular business meeting.
 - f. AUTHORITY OF DIRECTOR – In the event of temporary absence (including death) of one of the elected officers, the Director shall have the power, at his discretion, to appoint an interim officer to serve until the officer can resume his duties or to serve until the next regular election.
- B. The election of the Assistant Director, Secretary and Treasurer will be held at the regular business meeting in January. They shall be elected by a majority vote of the present voting members.
- a. The Director shall appoint a Nominating Committee at the regular meeting each November. This committee will present a proposed slate of candidates for the offices of Assistant Director, Secretary and Treasurer at the regular meeting in January. At that time, nominations will be accepted from the floor until all nominations so desired have been made.
 - b. All contested elections for office shall be by secret written ballot. If more than two (2) members are standing for election to a single office and no candidate receives a simple majority, there shall be a run-off between the two (2) candidates receiving the most votes.
- C. The Corresponding Secretary, if required, shall be appointed by the Director.

ARTICLE 5: BOARD OF DIRECTORS

- A. The Board of Directors shall consist of all active Past Directors who served at least five (5) years and is a Director Emeritus, the current Director, the current Assistant Director, the current Secretary, the current Treasurer, the current Corresponding Secretary, the current Appearance Chairman, the current Clown of the Year, one (1) Clown of less than five (5) years tenure and one (1) Clown of more than five (5) years tenure. The Board of Directors shall be no less than four (4) Clowns.

- B. The Director shall instruct his appointed Nominating Chairman to slate the two (2) members of specific tenure. The Nominating Committee will be instructed to maintain the minimum at four (4). The Nominating Committee will present their slate at the January meeting, at which time nominations from the floor will be in order.
- C. The election of Board of Directors shall be held at the regular business meeting in January. Those nominated shall be elected by a majority vote of voting members present by a show of hands.
- D. The Director shall be the chairman of the Board of Directors. The Director shall decide if a tie results.
- E. Duties of the Board of Directors are as follows:
 - a. Shall meet a minimum of four (4) times a year and other times as special Unit needs require.
 - b. Shall regularly review each member's status and make recommendations to the Unit for changes in status of Unit members. It is the responsibility of the Board of Directors to communicate their recommendations not only to the Director for action by the Unit, but also to the member or members involved.
 - c. Shall recommend for majority vote of the Unit any non-member for Honorary Clown status.
 - d. Shall recommend for majority vote of the Unit any Full Time Clown who has met the requirements for Life Time Clown status.
 - e. Shall act upon any Clown who has been recommended for dismissal by the Director.

ARTICLE 6: REMOVAL FROM OFFICE

- A. If any Officer resigns or is expelled from the Unit for cause, the Director shall make such happenings known at the next business meeting. He shall have the power, at his discretion, to appoint an interim Officer to serve until the next regular election.
- B. When, in the opinion of the Director, it becomes necessary to expel an Officer from the Unit or remove him from office while remaining a member of the Unit, the membership shall be notified by mail and the matter handled at the next business meeting.

ARTICLE 7: RULES

- A. Any member in good standing may participate at appearances. Guests (must be a Mason), will be permitted to participate at an appearance with the approval of the members participating and the Director.
- B. All members and guests are strictly responsible to the Officers present when making appearances.
- C. All Officers and members are responsible, through the Officers present, to the Potentate of Medinah Shrine Center and/or to the Potentate of any Shrine Center within whose jurisdiction the Unit may be appearing.
- D. All members are responsible for providing adequate insurance on their personal equipment and vehicles for property damage and liability. It shall be the responsibility of the Director to verify proper insurance coverage on all vehicles to Medinah Shrine Center.

- E. All members are responsible for presenting themselves at all times, all Shriner functions, all Shriner Clown functions, and all appearances in a manner that is not detrimental to the reputation of nor discredit Medinah Shrine Center or the Shriner Fraternity. At all times, members must act in a respectful manner and show no apparent partiality or appearance of impropriety.
- F. Not to impersonate a woman, race, or any other minority, that would reflect unfavorably on any Shrine Center or the Shriner Fraternity.
- G. Drinking alcoholic beverages, using profane language or smoking in public during an appearance and in costume is prohibited. It shall be the duty of all members to assist in the enforcement of this article and the continued violation thereof may be grounds for expulsion.
- H. No member may make an appearance in costume displaying the Medinah Shrine Clown Unit emblem unless such appearance is approved by the Potentate, Director and Appearance Chairman.
- I. Any member in violation of the Rules and Regulations shall be directed to the Board of Directors for inquiry and action including, but not limited to, being placed upon probation or expulsion. All said decisions by the Board of Directors shall be by a recommendation to the Unit to approve or reject such recommended action of the Board of Directors.

ARTICLE 8: QUALIFICATION AND DEFINITION FOR MEMBERSHIP

- A. An applicant must be a member in good standing of Medinah Shrine Center.
- B. An initiation fee of \$____* must accompany the regular application for membership. Dues will be \$____* per year for Full Time Clowns and are considered to be delinquent if not paid by January 31. The Unit will pay for adding "Clowns" to a clown's fez upon becoming a Full Time Clown. * Amount to be determined by the Board of Directors and ratified by the Unit.
- C. All Full Time and Active Life Time Clowns will have their dues for GLSCUA and ISCA paid for by the Unit.
- D. New Clown
 - a. At the first meeting attended by the new Clown applying for membership with his application, application fee and dues, the Full Time Clowns present will vote to accept his request for membership as a Probationary Clown. Voting shall be by written ballot and a simple majority. If the Unit votes to accept him, he will then become a Probationary Clown for one year. At the end of one year, the Board of Directors will recommend to the Unit if Full Time Clown status is warranted. If the Unit votes and approves him by written ballot having a 2/3 vote of the members voting him for Full Time Clown status, he will be entitled to all of the benefits of a Full Time Clown.
 - b. When accepted as a Probationary Clown, the applicant will be issued a copy of the Rules and Regulations. During the probationary period, the Probationary Clown should become proficient in applying his makeup, design or obtain his costume and develop a parade prop.
- E. Clowns who are members of Clown Units in other Shrine Centers and wish to transfer their membership to the Medinah Shrine Clown Unit will make application in the same manner as new clowns. The initiation fee and probationary status may be waived upon receiving a letter of recommendation from his former Clown Unit.
- F. Clown names for both new clowns and clowns transferring from other Shrine Centers will have to be accepted by a vote of the Unit. The purpose of this is to eliminate duplication of a name and/or similar sounding names (i.e. "J.J.", "Jay Jay", "J-Bird").

- G. Full Time Clowns are clowns who have been voted into the Unit and make a minimum of twenty-six (26) appearances during the year of which at least thirteen (13) must be in face. Only Full Time Clowns shall have a vote in the affairs of the Unit.
- H. Part Time Clowns are clowns who do not make the appearances needed to be considered a Full Time Clown, unless extraordinary circumstances exist. Extraordinary circumstances will be determined by the Board of Directors. Part Time Clowns are not eligible for point money, convention money or any other unit financed benefits.
- I. Honorary Membership is a form of membership that may be awarded by the Unit in recognition of outstanding services to the Unit, Clowning or the Shriner Fraternity. These members will not be eligible to vote in the affairs of the Unit and may not wear a Clown Fez.
- J. Life Time Membership may be awarded to a Clown who has been in the Unit for five (5) years or more as a Full Time Clown, is at least 62 years of age, is recommended by the Board of Directors and receives a minimum of a 51% vote by the membership present at a regular or special business meeting. He will have all the rights of a Full Time Clown and is exempt from paying his unit dues, but shall be responsible for payment of his GLSCUA and ISCA dues.
- K. Member Status of all members will be reviewed regularly by the Board of Directors. It will then be the responsibility of the Board of Directors to communicate any recommendations not only to the Director for action by the Unit, but also to the member involved BEFORE any Unit action. It then will be the responsibility of the Director to inform the member of the results of the Unit's vote. All members are required to maintain current dues for Medinah Shrine Center and the Medinah Shrine Clown Unit. Failure to do so will result in removal from the roster.
- L. General Requirements
 - a. One point is awarded for each appearance. The Director can, at his discretion, award points or bonus point(s) for participation in any appearance or Unit activity.
 - b. An applicant for membership must voluntarily submit to as detailed a background check including criminal background, as the laws of the State of Illinois and United States of America will permit.
 - i. Any conviction for a crime of moral turpitude, including sexual offenses, is cause for immediate rejection and termination.
 - ii. An applicant or a Unit Member shall have the right to request to appear before the Executive Board of Directors and give an explanation as to the nature of the conviction(s) in order to be reinstated.

ARTICLE 9: STANDING COMMITTEES

- A. The Director shall appoint the Chairman of each committee, and each Chairman shall choose his committee members through perpetuating poll until the membership has all been selected or until all committees are completed.
- B. Chairmen will be responsible to the Director and the Assistant Director. The Assistant Director shall be responsible for overseeing the operation and functioning of all committees.
- C. Regular Committees and Their Duties:
 - a. Membership Committee – The Membership Committee shall recruit new Clowns and guide new Clowns as to proper conduct, make-up, costumes, stunts, check on members in sickness and distress, order dress uniforms, fezzes, name tags and patches for new Clowns elected to membership, provide name tags and patches to old members at the member's expense, present and explain the Rules and Regulations and Clown Creed to new members and check on members missing too many appearances.

- b. Education and Skit Committee – The Education and Skit Committee shall design and develop skits and shows for parties and other events recruiting from the entire membership, update and develop entertaining bits and skits for appearances, specify to the Quartermaster Committee which gimmicks and props are to be brought to an appearance, schedule regular practice sessions to assist the members of the Unit in becoming proficient in the art of clowning and skits (clowns not meeting an acceptable standard may be prevented from making the appearance by the Director) and provide constructive suggestions to all members with regard to make-up and costumes.
 - c. Appearance Committee – The Appearance Committee shall be in charge of soliciting and contracting for all appearances. Appearances shall be booked with the approval of the Director and Medinah Shrine Center. All appearances must be processed through the Appearance Committee.
 - d. Quartermaster Committee – The Quartermaster Committee shall be responsible for keeping track of Unit owned equipment.
 - e. Vehicle Maintenance Committee – The Vehicle Maintenance Committee shall be responsible for the maintenance and upkeep of the Unit vehicle.
- D. Authority of Director – The Director has the right to appoint additional committees as needed.