

**KORA TEMPLE GREETER UNIT
BY-LAWS
As amended Oct. 2, 2000 by vote of Unit**

ARTICLE 1 Organization Section 1 This organization shall be known as the Kora Temple Greeter Unit of Kora Temple A.A.O.N.M.S., Lewiston, Maine

ARTICLE 2 Purpose

Section 1 The purpose of this organization shall be to function as Greeter Unit in the affairs of Kora Temple at the direction of the Potentate. Specific duties shall consist of, but not be limited to, Kora Temple Ceremonials and special occasions as elsewhere described in this document.

ARTICLE 3 Stated Meetings

Section 1 A stated meeting will be held within ten days prior to any ceremonial if there is business to be acted upon. The date of these meetings will be decided by the officers and communicated to the membership at least ten days prior to the stated meeting date. Stated meetings may also be called to act on Unit business. Notice of said meeting to be the same as above. Passage of business will require a majority vote of the members present.

ARTICLE 4 Membership

Section 1 Membership shall be confined to Nobles of Kora Temple in good standing. No member may hold dual Unit Membership.

Section 2 Membership shall be defined as Active, Director Emeritus and Honorary.

Section 3 The number of active members of the Unit shall be determined by the Executive Committee of the Greeter Unit of Kora Temple.

Section 4

A: An application for active membership in the unit shall be completed by submitting a properly executed application to a member in good standing of The Greeter Unit. The member will submit the application to the Membership Committee. The Membership Committee will meet with the applicant and report its findings to the Executive Committee. The application will be read at the next stated meeting, along with the Executive Committee's recommendation. A majority vote of the members present in the affirmative is required.

B: Emeritus Membership. A Director Emeritus, who is appointed by the Potentate, shall be considered to be an active member and shall not be required to pay annual Unit dues or assessments.

C: Honorary Membership. Honorary Membership shall be attained after having been a member in good standing for a minimum of five years having met the participation requirements as stated in Article 7 and upon election by a majority vote of members

present at a Stated meeting. He will be considered a nonparticipating member and not required to pay annual Unit dues or assessments nor have voting rights. ¼

Section 5 Active members are required to wear the Shrine Jeweled Fez suitably lettered with the word GREETER for identification purposes. They shall be eligible to hold office and participate in the affairs of the Unit.

ARTICLE 5 Officers and Committees

Section 1 Officers of the Greeter Unit shall be a Director who is appointed by the Potentate of Kora Temple each year, an assistant director, secretary and treasurer. The Director will be in command of the Kora Greeter Unit at any Kora function under direction of the Potentate.

Section 2 The Assistant Director shall be appointed by the Unit Director annually, and, in the absence of the Director, shall have the responsibility and authority to supervise the Greeter members at any function of their involvement.

Section 3 The Secretary shall be an active member of the unit elected during a Stated meeting by majority vote of members present. He shall maintain accurate records of, membership, dues and other monies received, minutes of all meetings, required reports, and histories of all matters as required. Additionally, he will publish notices in accordance with timelines established for particular events and work in conjunction with various committees as requested by the director.

Section 4 The Treasurer shall be an active member of the unit elected during a Stated meeting by majority vote of members present. He shall maintain appropriate books and records of all financial matters of the unit. These records will be maintained in accordance with instruction given by the audit committee or executive committee of Kora Temple. He will deposit all monies of the Unit, which have been given to him in a Federally Insured Bank in the name of Kora Temple Greeter Unit and make all payments to vendors by check from this account once said item has been authorized for payment. The checks will be signed by the Treasurer, Director or Assistant Director individually. He will also recover all Unit property upon any dismissal or resignation of a member.

Section 5 The audit committee shall inspect all financial and membership records of the Greeter Unit after the year end and prior to the annual meeting reporting to the membership at said annual meeting . This committee will be appointed by the director at least 30 days prior to the end of the calendar year.

Section 6 An Executive Committee of the Greeter Unit shall consist of the Director, Assistant Director, Secretary, Treasurer, Emeritus Directors, and three Active members elected annually.

Section 7 A membership committee, consisting of three members, will be appointed by the director each year. This committee shall have the responsibility of 1) receiving applications of and meeting with prospective members and making recommendations to the membership. 2) Reviewing attendance records and dues records, recommending to

the membership ejection of members not in compliance with the by-laws. 3) Performing other duties as are from time to time assigned to the committee.

ARTICLE 6 Dues

The annual dues shall be for the calendar year ending December 31 of each year. Dues shall be determined by the Executive committee for active members and are payable within sixty (60) days of dues notification

ARTICLE 7 Participation Requirements

Section 1 The Director/Potentate will determine Mandatory Kora Functions at the beginning of each year and all members are expected to be present at these and other unit activities.

Section 2 Mandatory Functions include but are not limited to the following: 1 Greeter Meetings 2 Kora Ceremonials 3 other activities where Kora temple or the Greeter Unit chooses to participate.

Section 3 Any Active Member having 3 consecutive absences from mandatory functions shall be subject to review by the membership committee per Article 5, Section 7, Part 2) .

ARTICLE 8 Uniforms

Section 1 The Official attire of the Greeter Unit will be a Black Tuxedo, Formal white shirt, Black Shoes, Jeweled Fez. Other attire shall be determined appropriate from time to time. Section 2 The greeter Fez strip is owned and supplied by the Unit and must be returned upon notification or termination of membership.

ARTICLE 9 Amendments

Section 1 Any amendment shall be submitted in writing at a stated meeting. It will be read and referred to the executive committee for review and recommendation. All voting members shall be given a copy of the proposed amendment at the initial reading. A two-thirds (2/3) majority of the voting members present is required to pass any amendment. Written proxy votes will be accepted seven (7) days prior to the vote.