

Kora Mopeds By-Laws

SECTION I

TITLE AND PURPOSE

1.0 Title This Unit shall be known as KORA SHRINE MOPED UNIT and will function under the authority and approval of the elected Potentate of KORA Center, A.A.O.N.M.S., Lewiston Maine.

1.1 Purpose The purpose of the KORA SHRINE MOPED UNIT is to provide members an opportunity to become proficient in motorized drill formation and maneuvers within a uniformed unit of Kora Temple. Additionally, upon direction of the elected Potentate, participate in designated Kora Shrine events as well as promoting loyalty, brother-hood and Shrindom through drill or parade the enjoyment of the Nobility. The Kora Shrine Moped Unit shall also promote Kora Shrine Center through participation in public function.

SECTION II

ORGANIZATION

2.0 GENERAL The Unit shall be comprised of not more than thirty (30) Active Members who must be members in good standing of Kora Center, A.A.O.N.M.S., Lewiston, Maine.

2.1 STRUCTURE The organizational structure shall consist of a Unit Director appointed by the elected Kora Temple Potentate, unit membership elected officers and a Board of Trustees.

2.2 MEETINGS

2.2.1 ANNUAL The Kora Shrine Moped Unit shall hold its annual meeting within thirty (30) days of the annual NorthEast Shrine Convention.

2.2.2 SPECIAL Special meetings may be called only at the request and in writing by the appointed Unit Director and approval of at least sixty (60%) percent of the Active Members of record in good standing. Notification and purpose of such meeting including time and place shall be in writing and forwarded to each Active Member at least ten (10) days in advance of called meeting by the Unit Director.

2.3 QUORUM A quorum necessary to conduct business of the Unit at any annual or special meeting shall consist of at least one Appointed/Elected officer and fifty (50%) percent of all active members.

SECTION III

OFFICERS

3.0 GENERAL Kora Shrine Moped Unit shall be governed and managed by appointed and elected officers as well as a Board of Trustees.

More Specifically:

- UNIT DIRECTOR (Appointed)
- SECRETARY (elected)
- ASSISTANT UNIT DIRECTOR (elected)
- TREASURER (elected)
- CAPTAIN (elected)
- BOARD OF TRUSTEES (3 elected)
- 1ST LIEUTENANT (elected)
- PARADE COORDINATOR (elected)
- 2ND LIEUTENANT (elected)

3.1 UNIT DIRECTORThe Kora Shrine Moped Unit Director shall be proposed through election at their annual meeting for appointment to the Unit by the incoming Kora Shrine Center Potentate. His term of office shall be consistent with the rules and regulations of Kora Shrine Center, A.A.O.N.M.S., Lewiston, Maine.

3.2 BOARD OF TRUSTEES Kora Shrine Moped Unit shall maintain a Board of Trustees consisting of three (3) Active Unit Members. The initial structure and term of this board shall be as follows:

- 1 Member = 1 Year Term
- 1 Member = 2 Year Term
- 1 Member = 3 Year Term

One new board member shall be elected to the Board of Trustees at the Annual Unit meeting. No member may serve more than three (3) consecutive years and no member may be an elected or appointed officer of the Unit during his trusteeship.

The Board of Trustees shall elect its own Chairperson and shall serve as part of the Executive Committee of the Kora Shrine Moped Unit. This board shall also assist the Director in the conduct of the general affairs of the Unit.

3.3 EXECUTIVE COMMITTEE The Executive Committee shall consist of the Unit Director, Assistant Unit Director, Board of Trustees, Secretary and Treasurer. The Secretary shall be responsible for the minutes of all meetings and shall cast his vote only in the event of a tie vote between the other members.

3.4 ELECTIONS Elections of Officers, appointed Unit Director, Assistant Unit Director and Board of Trustees member shall be held at the annual meeting of the Kora Shrine Moped Unit. Nomination of officers shall be made by a committee appointed by the Unit Director and election shall be by secret ballot unless otherwise moved, seconded and

approved by the majority present. Each Active Member in good standing shall be entitled to one (1) vote per office.

3.5 TERMS OF OFFICE Installation of new officers, appointed Unit Director, Assistant Director and Board Member shall coincide with the installation of Kora Shrine Center officers. No terms of office shall exceed one year with the exception being 2nd and 3rd year terms of the Board of Trustees.

3.6 DUTIES AND RESPONSIBILITIES

3.6.1 UNIT DIRECTOR The Unit Director shall be responsible to the Kora Shrine Center for all activities and functions of the Kora Shrine Moped Unit. He shall direct all activities and functions of the Unit to insure compliance to its By-Laws by all members as well as adherence to all rules and regulations of Kora Shine Center.

3.6.2 ASSISTANT UNIT DIRECTOR The Assistant Unit Director shall assist the Unit Director. He shall direct all activities and functions of the Unit during the absents of the Unit Director to insure compliance to its By-Laws by all members as well as adherence to all rules and regulations of Kora Shine Center.

3.6.3 CAPTAIN Under the direction of the Unit Director, the Captain shall be responsible for all motorized drill and maneuver formations. He shall also be responsible to insure proficiency and safe riding practices as well as leading the Unit in all parades. The Captain shall assume the responsibilities of the Unit Director or Assistant Unit Director in their absence.

3.6.4 1st LIEUTENANT The 1st Lieutenant shall assist the Captain in his responsibilities and assume those duties in his absence.

3.6.5 2nd LIEUTENANT The 2nd Lieutenant shall assist the 1st Lieutenant in his responsibilities and assume those duties in his absence.

3.6.6 SECRETARY Under the direction of the Unit Director, the Secretary shall record the minutes of all meetings reporting same as required. and perform all necessary record keeping activities required by the Unit Director.

3.6.7 TREASURE Under the direction of the Unit Director, the Treasurer shall deposit all receipts of the Unit in designated accounts, maintain traceable and acceptable accounting records and satisfy Unit monetary liabilities as approved by the membership files.

3.6.8 BOARD OF TRUSTEES The Board of Trustees shall be responsible for assisting the Unit Director in the operation and general affairs of the Unit. They shall also be responsible for conducting annual audits of the Unit accounting records and books and reporting to the membership at the annual meeting. They shall additionally serve as the review committee for all new membership applications.

3.6.8 PARADE COORDINATOR The Parade Coordinator shall be responsible to the Unit Director for the scheduling of all Kora Moped Unit parades with the approval of the membership. This includes all correspondence, solicitation, acceptance and confirmation with appropriate parade officials. He shall also be authorized to accept donations on

behalf of the Unit. Additionally he shall assume charge and be responsible for assuring riders are in timely notifications of parade locations, routes and times.

3.6.9 VACANCIES In the event of a vacancy in any office or on the Board of Trustees, such vacancy shall be filled at the next regular or special meeting in accordance with the election process of these By-Laws.

SECTION IV

MEMBERSHIP

4.1 GENERAL Kora Shrine Moped Unit shall be comprised only of members in good standing of Kora Shrine Center, A.A.O.N.M.S., Lewiston, Maine. Unit membership shall consist of Active, Associate and Honorary statuses, but in no case shall exceed thirty (30) Active Members.

4.2 APPLICATION Application for membership to this Unit must be made in writing and submitted to the Secretary with a Ten Dollar (\$10.00) fee. Upon receipt, the application shall be forwarded to the Board of Trustees for review and recommendation to the membership. Application fee will be refundable in the event of applicant withdrawal prior to acceptance or in the event of a non acceptance vote by the membership.

4.3 ACTIVE MEMBER Kora Shrine Moped Unit Active Membership will consist of members physically capable of safely and proficiently performing required motorized drill formation and maneuvers.

4.4 ASSOCIATE MEMBER Kora Shrine Moped Unit Associate Membership shall consist of past Active Members. Application for Associate Membership must be submitted in writing to the Secretary clearly stating the reason for application. Applicant must be an Active Member in good standing at the time of application. Approval of request must be by majority vote of Active Members present at any annual or special meeting.

4.5 HONORARY MEMBER Honorary Membership to Kora Shrine Moped Unit shall be reserved for those past Active Members who have exemplified themselves through participation and contributions to the fulfillment of Unit goals and Shrinism. Honorary Membership must be by nomination at any scheduled meeting and approved by all Active Members present.

4.6 VOTING Voting privileges shall be restricted to Kora Shrine Moped Unit Active and Associate Members only. Acceptance to the Unit as an Active Member shall be by secret ballot at any scheduled or special meeting. A minimum of two-thirds (2/3) voting Membership participation on the vote is required. Three (3) negative votes shall constitute a rejection by the membership.

4.7 NEW MEMBERS All new Active Members shall be probationary for a period of one (1) year. The Captain shall report to the membership at the end of the probationary period as to the capabilities and proficiency of the new Active Member.

4.8 TERMINATION OF MEMBERSHIP Willful or continued violation of the By-Laws of Kora Shrine Moped Unit as well as failure of proficiency and acts inconsistent with Masonic and Shrine principals shall be ground for termination of membership.

A written request and just cause for termination may be prepared by any Active Member of the Unit and presented to the Board of Trustees. If after review and investigation, the Board of Trustees concurs, it shall present the letter to the membership at any regular or special meeting.

Termination of membership shall be by secrete ballot only and require two-thirds (2/3) Active Membership participation in the vote. Two-thirds (2/3) majority vote will be required for termination of membership.

4.9 RESIGNATION OR LEAVE OF ABSENCE Any member requesting a Leave of Absence or Resignation must submit a written request to the Board of Trustees. Upon review, the Board will present the request at the next scheduled or special meeting of the Unit. A majority vote of approval by the Active Members present will be required for approval of request.

SECTION V

DUES

5.1 GENERAL The business year for Kora Shrine Moped Unit shall be consistent with the business year of Kora Shrine Center. All Active and Associate Members shall be required to pay annual dues of Ten Dollars (\$10.00) each, prior to January 1st of each year to remain a member in good standing. The Secretary shall also provide each member in good standing a paid up dues card for the ensuing year. The Secretary shall forward notice of Dues no later than December 1st of each year to the membership.

5.2 DELINQUENT DUES Any member whose dues remain unpaid as of March 15th of any year shall forfeit his membership in the Unit. Reapplication as a new voting Member will be required for reinstatement to the Unit.

5.3 PRORATED DUES Newly accepted voting Members shall pay prorated dues based on the month of their acceptance into the Unit for the balance of their first year membership only.

SECTION VI

CONDITIONS

6.1 CONDUCT Any act or conduct unbecoming or inconsistent with Masonic, Shrine or Moped Unit principals shall be considered sufficient reasons for termination of membership.

6.2 USE OF ALCOHOL Any member found operating a moped under the influence of Alcoholic beverages shall be terminated from the Unit.

6.3 DRESS CODE All Active Members must adhere to the uniform and dress code established by the Unit Director.

6.4 MOPED CARE Each Active Member shall be responsible for the general care and maintenance of his assigned moped. Major maintenance and repair parts replacement shall be the Unit's expense.

6.5 SAFETY HELMETS Active members shall provide their own safety helmet prescribed by the Unit Director. Safety helmets shall be worn during all parades.

6.6 MOPED OPERATION No member shall operate his moped in an unsafe manner at any time nor shall he allow anyone other than himself to operate his moped unless otherwise directed by the Unit Director.

6.7 PARTICIPATION Participation at sixty (60%) percent of all official parades within a year by Active Members will be required to remain in good standing within the Unit. Additionally, 60% participation at all practices will be required. Active members averaging less than 60% participation for one year must submit a letter of explanation to the Board of Trustees requesting approval of absence in order to remain in good standing. New members must demonstrate suitable proficiency to the satisfaction of the unit Captain prior to participating in parade formations.

6.8 NOTIFICATION OF ABSENCE Each Active Member shall be responsible to notify the Unit Director, Assistant Unit Director, Captain or 1st Lieutenant in the event he is unable to attend any scheduled practice or official parade or function.

6.9 CONTINUED ABSENTEEISM Continued absenteeism without acceptable justification can result in termination of membership from the Unit.

SECTION VII

BY-LAWS

7.1 Kora Shrine Moped Unit By-laws may only be amended after an official notification from the Secretary to the membership in writing of proposed changes. Additionally, a two-third (2/3) majority vote of Active Members present at the Stated Meeting will be necessary to amend any part or to make additions to these by-laws.

7.2 These By-Laws as well as any future amendments must be approved in writing by the elected Potentate of Kora Shrine Center, A.A.O.N.M.S., Lewiston, Maine.