

ZEMBO Motorcycle Touring Unit

BY LAWS

ARTICLE I

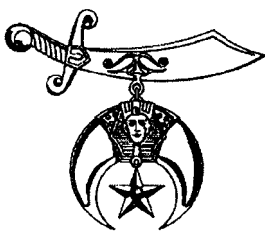
Name and Objective

- Sec. 1.** The name of this organization shall be the ZEMBO MOTORCYCLE TOURING UNIT.
- Sec. 2.** The purpose and objective of the UNIT shall be to promote interest and fraternalism within Shrinedom generally and ZEMBO SHRINE specifically.
- Sec. 3.** The UNIT shall be financially self-supporting.
- Sec. 4.** If and when this Unit becomes a member of the Mid-Atlantic Shrine Motor Corps Association, it will also adhere to the By Laws of that organization, and to the By Laws of the Imperial Shrine Motor Corps Association.

ARTICLE II

Membership

- Sec. 1.** There shall be two classes of members; riding and non-riding.
- Sec. 2.** Voting privileges will be as follows:



- A. All Unit members participating in fifty (50) percent of the Unit meetings and activities over the most recent 12 month period of time.
- B. The President shall authorize excused absences.

Sec. 3. Any member of ZEMBO SHRINE, A.A.O.N.M.S., in good standing, may hold membership in the ZEMBO MOTORCYCLE TOURING UNIT.

Sec. 4. An application for membership shall be read at a regular meeting of the ZEMBO MOTORCYCLE TOURING UNIT and shall be referred by the President of the ZEMBO MOTORCYCLE TOURING UNIT to the Membership Committee. The Membership Committee shall consist of the Vice-President and the One-year Trustee. The Membership Committee shall investigate each applicant and shall make their report to the President prior to the next regular meeting; however, if additional time is required for the investigation, the additional time may be granted to the Membership Committee by the President. A vote shall then be taken of the voting members at the regular meeting at which the report of the Membership Committee is made. At such meeting any applicant shall be elected to membership; it shall require two (2) negative votes of the membership to reject an applicant.

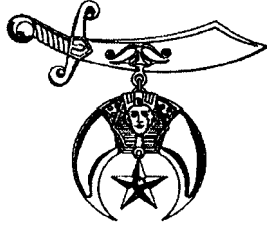
Sec. 5. Honorary Membership may be conferred upon a member of the A.A.O.N.M.S. of acknowledged eminence or upon one who has rendered some special service to the UNIT when such membership is recommended in writing by at least five members and approved by a majority of the members present at a regular meeting.

Sec. 7. Active members of the Shrine in good standing, who own a motorcycle are eligible to be Riding Members of the ZEMBO MOTORCYCLE TOURING UNIT.

ARTICLE III

Officers

Sec. 1. The elected officers shall consist of the following:



- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Three (3) Trustees
- F. Captain

Sec. 2. Term of office shall be as follows:

A) President, Vice-President, Secretary and Treasurer and Captain shall be elected for a term of one (1) year.

B) Trustees three (3) years.

- 1) One (1) Trustee shall be elected annually to serve a three (3) year term.

Sec. 3. The President shall appoint a Nominating Committee of three (3) members at the regular August meeting. Elections shall be at the regular September meeting from the Nominating Committee's slate, plus any nominations from the floor. Only members qualified to vote may be eligible to hold office.

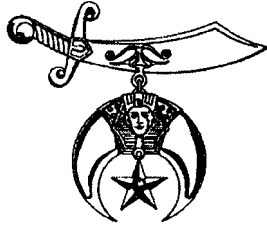
Sec. 5. Installation of Officers – All elected Officers of the ZEMBO MOTORCYCLE TOURING UNIT shall be duly installed no later than the regular January business meeting. The out-going President shall arrange all installation details.

Sec. 6. Should a vacancy occur other than at the expiration of a term of office, a member shall be appointed by the Executive committee at the next regular meeting to fill the unexpired term.

ARTICLE IV

Regular Committees

Sec. 1. The Executive Committee shall consist of the elected Officers. The President is the Chairman of the Executive Committee.



Sec. 2. The Membership Committee shall consist of the Vice-President and the One-year Trustee and shall function as outlined in Article II, Section 4 of these By Laws.

Sec. 3. The Auditing Committee shall consist of two (2) members appointed by the President with the approval of the Executive Committee. They shall audit the books of the Treasurer and the Secretary at the close of the fiscal year in December. They shall have access to the records required in conjunction with this audit. They will present a complete report of their audit at the February meeting for the approval of the membership present at the meeting.

Sec. 4. A Newsletter Committee, consisting an editor and any number of Regular members, or their Ladies, shall be appointed to publish a monthly newsletter of activities, forthcoming events, and other items of interest or importance to the Unit members. One of the members of this committee shall be assigned responsibility for the timely submission of monthly articles to *The Zembo Pep-er*.

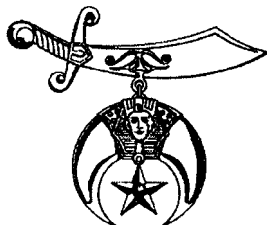
ARTICLE V

Duties of Officers

Sec. 1. The President shall preside at all meetings of the ZEMBO MOTORCYCLE TOURING UNIT and shall, from time to time, appoint such Committees as he may deem proper and as not otherwise provided for by the By Laws.

Sec. 2. The Vice-President shall perform the duties of the President in case the President shall be absent or unable to attend to the duties of this office. The Vice-President shall be Publicity Chairman for the term of his office.

Sec. 3. The Secretary shall record the permanent files of the membership informing the Treasurer of any changes. He shall maintain a membership and financial record on the status of each member, recording all financial transactions of the membership; i.e., collection of application fees, collection of all monies due from promotional sales, social events, parade and public appearances, etc.



He shall turn over all monies received to the Treasurer and have receipts. He shall prepare and issue membership cards to the membership upon receipt of application fee.

He shall notify the Treasurer of any member(s) who are in arrears of Funds due so that proper action can be taken in accordance with the By Laws.

He shall be responsible for the procurement of all forms and printed matter necessary for the maintenance of the UNIT. All books attendant to the office will be open at all times for the inspection by the Executive Committee. The books will be audited annually as provided for in the By Laws and by the Auditor of Zembo Shrine and at such times as directed by the Potentate. He shall attend all meetings and record a summary of each meeting. He shall maintain a roster of the membership and their attendance at meetings. He shall prepare and arrange to send out notices of meetings, acquaint committees of their appointment and generally discharge the duties equally attendant to that office.

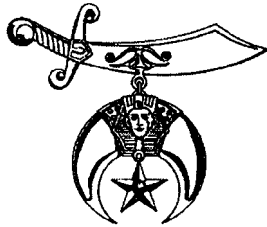
Sec. 4. The Treasurer shall receive and account for all monies payable to the ZEMBO MOTORCYCLE TOURING UNIT. He shall deposit such funds to the credit of the ZEMBO MOTORCYCLE TOURING UNIT in the designated depository; depository to be designated each year at the same business meeting as

the election of officers. All monies received and disbursed shall be appropriately accounted for and made a part of the Treasurer's monthly report.

He shall pay all bills that have been properly approved by the Executive Committee. All disbursements of the ZEMBO MOTORCYCLE TOURING UNIT funds to be made by check.

Checks will become valid when co-signed by the President or Vice-President and the Treasurer. He shall give written receipts for all monies accepted and shall have a cancelled check for any monies disbursed. He shall keep books of account to show adequately all transactions. Such books will be available and open at all times for inspection by the Executive Committee with 24 hours notice to the Treasurer. The books will be audited annually as provided for by the By Laws and by the Auditor of Zembo Shrine and at such times as directed by the Potentate.

Sec. 5. The Executive Committee shall have general supervision of the business of the ZEMBO MOTORCYCLE TOURING UNIT.



Bills up to Five Hundred Dollars (\$500.00) may be approved by the Executive Committee and are subsequently to be reported to the membership at their next meeting as part of the Treasurer's report. Expenditures over Five Hundred Dollars (\$500.00) must have prior approval of the membership. Any funds accumulated over and beyond the necessary operating funds shall be deposited as interest-bearing funds as directed by the Executive Committee.

Sec 6. The Captain shall be responsible to the Executive Committee for all Activities, outside of the meetings, of the ZEMBO MOTORCYCLE TOURING UNIT and he shall be in charge of all planning, coordination and oversight of touring and parade activities and public appearances of the ZEMBO MOTORCYCLE TOURING UNIT and have general supervision of those aspects of the ZEMBO MOTORCYCLE TOURING UNIT. The Captain may appoint Lieutenants, Sergeants and Corporals to assist him in the various activities that the Captain is responsible to accomplish.

ARTICLE VI

Meetings

Sec. 1. The regular meetings for the transaction of such business as may properly come before the ZEMBO MOTORCYCLE TOURING UNIT shall be established by the Executive Committee prior to the calendar year and published in the Zembo Calendar of events and activities.

The scheduled meeting date may be changed by order of the President at the preceding meeting.

Sec. 2. The President may call special meetings at any time or upon the written request of five (5) active members. Such notice shall set forth the purpose of said meeting and all members shall be notified in writing by the Secretary at least two (2) days prior to such meeting date. No other business than that specified in the notice shall be transacted at any special meeting.

Sec. 3. The order of business for regular meetings shall be as follows:



- G. Roll Call
- H. Reading of the Minutes of the previous meeting(s)
- I. Treasurer's Report
- J. Communications and Bills
- K. Reports of Committees
- L. Unfinished Business
- M. New Business
- N. Reading of Applications and Election of New Members
- O. Good of the Order
- P. Adjournment

Sec. 4. The President using “Roberts Rules of Order” as the basis of resolution will resolve any question(s) involving parliamentary procedures or rules.

Sec. 5. A quorum for the transaction of business at any regular or special meeting shall consist of a minimum of twenty-five percent (25%) of the total of the Regular Members, including at least two elected officers.

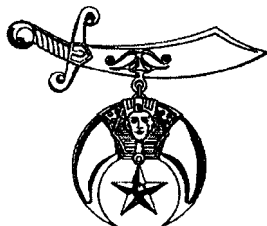
ARTICLE VII

Initiation Fee

Sec. 1. The initiation fee shall be twenty-five Dollars (\$25.00), which shall include the first year’s dues. Current members of the Motorcycle Unit shall be granted a waiver of the “initiation fee”. The assets of the existing Unit shall be turned over to the Executive Committee to be in the safekeeping of and for the use of the new Unit.

Sec. 2. The dues shall be fifteen dollars (\$15) per year for all members, payable on or before the December meeting each year. The Secretary shall issue a membership card upon his receipt of the dues.

Sec. 3. Any member who is in good standing in Zembo Shrine and the ZEMBO MOTORCYCLE TOURING UNIT may elect to purchase a ZEMBO



MOTORCYCLE TOURING UNIT Life Membership. Upon presentation of his request and the payment of Two Hundred and Fifty Dollars (\$250) to the Secretary, a numbered Life Membership Card will be issued to the Member. The Life Member’s name will be placed on the Life Membership Plaque and he will not be required to pay any additional dues to the ZEMBO MOTORCYCLE TOURING UNIT as long as he remains in “good standing” in the Zembo shrine.

Sec. 4. A member of the ZEMBO MOTORCYCLE TOURING UNIT must maintain a “good standing” membership with the Zembo Shrine.

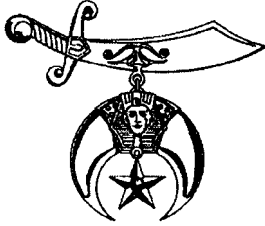
Sec. 5. A member of the ZEMBO MOTORCYCLE TOURING UNIT desiring to resign from membership with the ZEMBO MOTORCYCLE TOURING UNIT must submit a written request to resign to the President at a regular meeting for consideration by the Executive Committee.

The Executive Committee will not accept such resignation unless the Committee is satisfied that the member requesting resignation has accomplished all responsibilities assigned to the requesting member.

A member cannot resign unless he has accomplished all responsibilities assigned to him.

ARTICLE VIII

Drills



Sec. 1. Any drills or practice sessions of the ZEMBO MOTORCYCLE TOURING UNIT shall be under the supervision of the Captain and his appointed Officers. The positions, within the Unit, in the drills and parades shall be determined by the Captain.

Sec. 2. All riding members shall attend all of the applicable drill practices to participate in drill competition unless otherwise excused by the Captain.

Sec. 3. Participation in any public appearances by the ZEMBO MOTORCYCLE TOURING UNIT, except Unit rides, must be approved in advance by the Zembo Shrine Potentate.

ARTICLE IX

Status

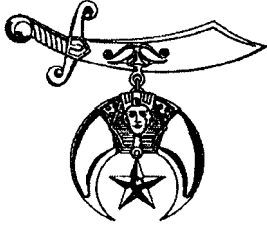
Sec. 1. The By Laws, Rules and Regulations of this UNIT shall be consistent with the By Laws, Rules, Regulations and Edicts of ZEMBO Shrine.

Sec. 2. The ZEMBO MOTORCYCLE TOURING UNIT will, at all times, abide by the Rules, Regulations and Edicts of the IMPERIAL COUNCIL of A.A.O.N.M.S.

ARTICLE X

Description of Equipment

Sec. 1. The Motorcycles used in the ZEMBO MOTORCYCLE TOURING UNIT are to be “street legal” and properly registered with the State (Commonwealth).



ARTICLE XI

Transportation of Equipment

- Sec. 1.** Owners of Motorcycles are responsible for transporting their own equipment.

ARTICLE XII

Insurance

- Sec. 1.** All riding members will insure their motorcycles and equipment as required by ZEMBO SHRINE and the **ZEMBO MOTORCYCLE TOURING UNIT**.

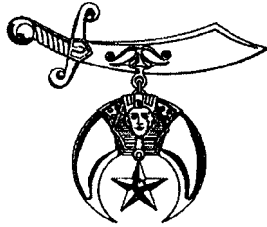
ARTICLE XIII

Amendments

- Sec. 1.** Amendments to these By Laws may be made if proposed in writing by at least three (3) members and presented at a regular meeting of the **ZEMBO MOTORCYCLE TOURING UNIT** and shall then be referred to the next regular meeting for action. A two-thirds (2/3) vote of the qualified voting members present at the meeting shall be required for adoption. Amendments so adopted shall take effect immediately upon approval of the **ZEMBO SHRINE Executive Committee**.
- Sec. 2.** Any items not specifically included herein will be resolved by the Executive Committee of the **ZEMBO MOTORCYCLE TOURING UNIT**.

ARTICLE XV

Authority of the Potentate



- Sec. 1.** The Unit acknowledges and accepts that the Potentate of Zembo Shrine has the ultimate and final authority to rule on all financial decisions, routine business items, and on matters relating to the conduct of members that come before the Unit. Nothing contained in these By Laws is intended to imply or suggest otherwise. Rather, these By Laws are intended to provide consistency of direction to the Unit for those matters, which the Potentate may elect to permit the Unit to decide themselves.

ARTICLE XVI

Disposition of assets and property on dissolution

- Sec. 1.** In the event of discontinuance and dissolution of the Unit, after payment and satisfaction of all debts and obligations of the Unit, any remaining assets, funds and/or marketable property belonging to the Unit shall be liquidated and become the property of Zembo Shrine. No part of said assets or funds shall inure to the benefit of any member of the Unit, and no funds or marketable property items belonging to the Unit shall be distributed among, or reverts to, any member or Officer of the Unit.

APPROVED *Dreher L. Richards, Jr.*
ZEMBO POTENTATE

DATE 10-1-01

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