

# Shrine Treasurers Association

## 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 ~~Spring 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 OFFICERS

The officers of this Association shall consist of a President, four (4) 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 STA. 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 notices for all scheduled meetings are sent to all ~~members elected officers and past presidents~~ of the association.

### ~~SPRING MEETING MID-WINTER~~ PLANNING ~~SECESSION MEETING~~

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

### MID-WINTERSPRING MEETING

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

Works with the Imperial Staff with the assistance of the Secretary-Treasurer to arrange for the desired presenters for the seminar.

Sets the pricing for the mid-winterSpring 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, and Secretary-Treasurer prepare meeting materials, including registration packets.

Arrange for the purchase of a souvenir With the assistance of the Secretary-Treasurer, not to exceed \$10.00, for each member attending the meeting.

### NEWSLETTER

Appoint the editor(s) for the STA 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-winterSpring meeting.

**February 1:** Announce the agenda for the mid-winterSpring 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, and the assistance of the Secretary-Treasurer establish the agenda for the annual meeting.

Work with the Imperial Staff, and the assistance of the Secretary-Treasurer 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 at the annual meeting for adoption.

### NEWSLETTER

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

### MID-WINTERSPRING PLANNING MEETING

Assist the President in planning all the details of the Mid-WinterSpring Meeting.

Assist the President in preparation of meeting materials, including registration packets.

~~MID-WINTER~~SPRING MEETING

Make recommendations and assist the President in establishing the agenda for the ~~mid-winter~~Spring 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~~Spring meeting.

~~MID-WINTER~~SPRING MEETING

Make recommendations to the President on topics to be included on the agenda.

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~~SPRING MEETING

Make recommendations to the President on topics to be included on the agenda.

With the assistance of the Forth 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.

**FORTH VICE PRESIDENT** - In the absence of all four - President, First Vice President, Second Vice President and Third 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~~SPRING 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.  
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 the forth quarter of each calendar year~~October~~, send dues invoices to all Temples. Provide the Second Vice President with a current and accurate record of dues status on a ~~quarterly~~ 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~~ quarterly basis. Makes a report of the financial activities of the Association to the membership at the ~~mid-winter~~Spring 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 at the annual meeting.

#### MAILING SERVICE

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

#### MINUTES

Notes will be kept in accordance with instructions from the President

#### 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 STA members and their ladies at the Recorders' annual banquet.~~

Present a complete financial report to the membership.

#### ~~MID-WINTERSPRING~~ PLANNING MEETING (optional)

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

#### ~~MID-WINTERSPRING~~ 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~~Spring 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~~Policy and Procedures, 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, Shrine International. 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~~Spring Planning Meeting (Optional)** – The ~~Mid-Winter~~Spring Planning Meeting is usually held in November in the City of the ~~Mid-Winter~~Spring 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 STA.

**~~Mid-Winter~~Spring Meeting** - The ~~Mid-Winter~~Spring Meeting is the Association's educational seminar and is permanently scheduled for the fourth ~~Sunday~~ weekend of each March, together with the appropriate days preceding and following the fourth ~~Sunday~~ weekend (Unless this date coincides with Easter, which in case the date will be moved to the week following). The meeting is usually 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~~Spring Meeting. Only those members in good standing may participate in the election.

A meeting of the Executive Committee is usually held beginning at ~~noon~~ 10:00 AM on Saturday, of the ~~day preceding the opening~~ session.

Usual Schedule of the ~~Mid-Winter~~Spring Meeting:

**FRIDAY**

~~Noon—5 p.m. Golf Tournament~~

1:00-4:00 PM Registration

4:00 PM till \_\_\_\_\_ Hospitality Room Open

**SATURDAY**

~~7:30-9:00-4:00 PM~~AM Registration

9:00-Noon New Treasurers workshop and Seminar

~~10:00 -Noon-4:00 PM~~ Executive Committee Meeting

~~1:00PM - 4:00 PM~~ Opening Session & Seminar

~~4:00~~ till ~~5:00 PM~~ \_\_\_\_\_ Hospitality Room Open

6:00-8:00 PM President's Reception with hors d'oeuvres.

**SUNDAY**

8:00 AM - 4:30 PM ~~Mid-Winter~~Spring Seminar (Breakfast and Lunch are provided)

Election of officers.

8:00 AM - 4:30 PM Ladies ~~Shopping and Sight Seeing~~ Outing

6:30 PM Installation Banquet and Entertainment with Ladies.

**MONDAY**

8:00 AM - Noon ~~Mid-Winter~~Spring 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~~Spring 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, 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, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> 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.

APPROVED: September 13, 1985

Revised at Fourth Annual Business Meeting, July 3, 1989

Revised at Fifth Annual Business Meeting, July 2, 1990

Revised at Thirteenth Annual Business Meeting, June 28, 1998

Revised at Fourteenth Annual Business Meeting, July 4, 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

Revised at Twenty Seventh Annual Business Meeting, July 1, 2012

Revised at Twenty Eighth Annual Business Meeting, June 30, 2013