

BY-LAWS OF THE MURAT SHRINE CIRCUS CLOWNS

UNIT OF MURAT TEMPLE A.A.O.N.M.S.

ARTICLE I

NAME AND PURPOSE

SECTION 1.01 NAME: The name of the unit of Murat Temples A.A.O.N.M.S. of Indianapolis, Indiana shall be "MURAT SHRINE CIRCUS CLOWNS".

SECTION 1.02 PURPOSE: The purpose of this unit is to promote good fellowship, good wholesome fun and entertainment as clowns to reflect good credit to Murat Temple A.A.O.N.M.S. and its activities and for the promotion of endeavors to further the work of and assist in any way the Shrine Childrens' Hospital and Bums Institute and any other childrens' hospital and for the welfare and benefit of any other underprivileged children or underprivileged people, and to engage in such activities that may help charitable and civic projects and undertakings, where it will lead to good will and credit to Murat Temple A.A.O.N.M.S.

ARTICLE 11

MEMBERSHIP

SECTION 2.01 CLASSIFICATION OF MEMBERS: There shall be five classifications of membership which shall be as follows:

1. Applicant Clown
2. Apprentice Clown
3. Senior Clown
4. Veteran Clown
5. Honorary Clown

SECTION 2.02 NUMBER: The number of Senior Clowns shall be limited to thirty (30). The number of Senior, Apprentice and Applicant clowns shall be limited to forty (40). Whenever a vacancy occurs in the Senior Clowns, it shall be filled from the list of Apprentice clowns. The Apprentice clown who shall be advanced to a Senior clown shall be recommended by the Proficiency committee and confirmed at a regular business meeting by an affirmative vote of two-thirds (2/3) vote of the Senior clowns present.

SECTION 2.03 MEMBERSHIP: Membership shall be open to all dues paying members of the Murat Temple, A.A.O.N.M.S.

SECTION 2.04 SENIOR CLOWNS: Senior clowns shall be those who have passed the test of the proficiency in make-up and costuming to enable them to make a presentable appearance in public so as to create a suitable impression to the public in appearance and in conduct as a clown, and who have been approved and recommended to the Senior clowns by action of the Proficiency committee, and who shall have proved their ability to perform as clowns in appearance and performance of clown skills to the Senior clowns at a business meeting of the unit.

SECTION 2.05 APPRENTICE CLOWNS: An Apprentice clown shall be a member who has completed the requirements of an Applicant clown and has been certified by the Proficiency committee as an Apprentice. The Apprentice shall attend the unit's business meetings, make-up meetings, skit practices and appearances as required by Article VII, Section 7.02. During the period of apprenticeship, the Apprentice clown shall be responsible for developing and perfecting a clown character, a make-up and costuming consistent with the character, and at least one clown skill such as juggling, balloon tying, magic, stilt walking, riding a unicycle or other different type of bicycle. He shall also develop the art of comedy and entertainment so as to enable him to perform either alone or with other clowns in skits and other events in which this clown unit performs. An Apprentice clown must become familiar with props and equipment. A person shall remain an Apprentice clown until certified by the proficiency committee which in no event shall be less than one (1) year.

SECTION 2.06 APPLICANT CLOWNS: An Applicant clown shall be a new member of this unit who has made application for membership, been investigated by the Senior clowns as to his character, physical condition and availability to participate in the unit's activities, and whose membership application has been approved by the Senior clowns. During the time a member is an Applicant, he shall be required to learn to put on the make-up of a White Face Clown, an Auguste Clown and a Tramp or Hobo clown. He must also learn the basics of clowning, the history of clowning and costuming, and he must then select for himself the clown character that he desires to be and develop a face and costume for such character. Whenever an Applicant clown has decided upon his character and has demonstrated to the satisfaction of the Proficiency committee his ability to put on the make-up for his character, he shall be certified as an Apprentice clown, issued a membership card as an Apprentice clown and his apprenticeship shall commence at the time he makes his first public appearance. During the time a person is serving as an Applicant clown, he shall participate in the unit's events but shall not be in make-up. Any Applicant clown not progressing to the status of Apprentice clown within nine (9) months from the date of membership shall be expelled from the unit. No apprentice shall appear in public in makeup and costume without being assigned to, and, do so with a Senior Clown. No applicant will appear in makeup/costume until both makeup and costuming has been passed and approved by the Proficiency Committee and the Applicant has been accepted as an apprentice.

SECTION 2.07 VETERAN CLOWNS: A Veteran clown is a member of this unit who has been a member for a period of eight (8) years from his acceptance as an applicant, or

a Senior clown who has been appointed to the Divan of **Murat** Temple irrespective of the number of years he has been a member of this unit and has elected to become a veteran by notifying the Secretary of his election. Upon receiving such notification, the Secretary shall transfer such member to the status of Veteran and such person shall no longer have any responsibilities as a Senior clown. A Veteran clown shall be entitled to participate therein as a clown wherever he desires so long as he maintains his proficiency as a clown. A Veteran clown shall not revert to a Senior clown.

SECTION 2.08 HONORARY CLOWNS: An Honorary Clown is a non-performing and non-voting member. An Honorary clown shall never appear with this unit as a clown in make-up. Persons eligible for Honorary membership shall include, but not be limited to the Illustrious Potentate, members of the divan of **Murat** Temple, past potentates of **Murat** Temple, other members of the **Murat** Temple worthy of such distinction, and other people who have supported this Unit, the Shrine, **Murat** Temple, The Shrine charities and programs, and who have demonstrated by their conduct. the virtues of a Shrine Clown and a Mason. Honorary Clown status can only be conferred by a vote of the Senior Clowns. The above provision does not apply to any person who was an Honorable clown on December 31, 1987.

ARTICLE III

OFFICERS

SECTION 3.01 OFFICERS: The officers of the unit must be a Senior Clown and shall consist of a President, a President Elect, a Vice President, a Secretary, a Treasurer, and a Business Manager.

SECTION 3.02 SELECTION OF OFFICERS, SUCCESSION AND TERM: The President, President Elect and Vice President shall serve one (1) year. **Commencing** in 1988, the Treasurer shall serve one (1) year, the Secretary shall serve two (2) years and the Business Manager shall serve three (3) years. Thereafter, each of such people shall serve a term of three (3) years. Each year the person whose term ends shall become the Vice President; the Vice President will become the President Elect; and the President Elect shall become the President. The Executive Committee shall then elect a member to become a part of the 'line' and fill the vacant office. If any vacancies should occur because of death, resignation, suspension or expulsion, each officer shall advance one (1) year in the line and the Executive Committee shall elect a new member to the line.

SECTION 3.03 APPROVAL: The names of all officers shall be presented to the Potentate of **Murat** Temple for his approval and appointment.

SECTION 3.04 PRESIDENT: The President shall preside at all meetings of the unit, represent the unit at all Shrine functions at which the unit is present, discharge all duties which devolve upon a presiding officer, and perform such other duties as this Code of By-Laws provides or the Executive Committee may prescribe.

SECTION 3.05 PRESIDENT ELECT: The President Elect shall serve as the President in the President's absence. He shall assist the President in the operation of the unit. He shall discharge all duties which devolve upon him by these By-Laws and perform such other duties as the Executive committee may prescribe. He shall be the officer in charge of skit development, skit practice, production of the circus, and production of skits and shows used by the clowns in appearances.

SECTION 3.06 VICE PRESIDENT: The Vice President shall perform in the President Elect's absence. He shall perform such other duties as prescribed by these by-laws or the Executive committee. He shall be the officer in charge of the Proficiency Committee.

SECTION 3.07 SECRETARY: The Secretary shall have the custody and care of the unit's records and minutes. He shall attend all meetings of the unit and shall keep or cause to be kept in a book provided for that purpose, a true and complete record of proceedings of such meetings and, when requested, perform a like duty for all standing committees appointed by the Executive committee. He shall attend to the giving and serving of all notices of the unit and shall file and take charge of all papers and documents belonging to the unit. He shall receive and receipt for all monies, and deliver the same to the Treasurer. He shall perform all other duties prescribed by these by-laws or the Executive Committee.

SECTION 3.08: TREASURER: The Treasurer shall receive from the Secretary and receipt for the same and have custody of all money of the unit and shall keep books of the account and balance the same each month. He shall pay all bills that are certified to him for payment, and shall perform all duties incident to his office, and all other duties prescribed by these by-laws or the Executive Committee.

SECTION 3.09: BUSINESS MANAGER: The Business Manager shall be in charge of all appearances of members of this unit. He shall ensure that all appearances are recorded in writing and submitted to the Potentate for approval.

ARTICLE IV

COMMITTEES

SECTION 4.01: EXECUTIVE COMMITTEE: The Executive Committee shall be made up of the immediate past President, the President, the President Elect, the Vice President, the Secretary, the Treasurer and the Business Manager. It shall have authority to act for and on behalf of the unit. It shall also certify all bills for payment.

SECTION 4.02: PROFICIENCY COMMITTEE: The Proficiency Committee shall consist of three (3) members appointed by the President with the approval of the Executive Committee. Commencing in 1988, the Chairman shall serve three (3) years, one member shall serve (2) years and one member shall serve (1) year. **Thereafter**, each member shall serve three (3) years with the Chairman being the most senior member. This committee shall act as "Joey" for Applicants and Apprentices. It shall be

responsible for the training of Clowns and approving and certifying all Clowns and all skit performances. No Clown shall be authorized to present any show or skit on behalf of the unit unless the Proficiency Committee has first approved it. All changes to such show or skit must be approved by the committee. All changes to a Clown's make-up and/or wardrobe must be approved by this committee before it can be worn in public.

SECTION 4.03 OTHER COMMITTEES: The Executive Committee shall create any other committees deemed necessary and establish the term and duties of its members. The President shall appoint all members to such committees with the approval of the Executive Committee.

SECTION 4.04: COMMITTEE CHAIRMAN: Committees may be chaired only by Senior or Veteran Clowns.

ARTICLE V

MEETINGS

SECTION 5.01: BUSINESS MEETINGS: The business meetings shall be held on the second Wednesday of each month, at the Murat Shrine Club, at 8:00 p.m.

SECTION 5.02: ANNUAL MEETING: The annual meeting shall be held on the second Wednesday of December of each year, at which time the retiring President shall give his annual report and new officers shall be installed.

SECTION 5.03: MAKE-UP MEETINGS: Meetings for the practice of make-up, skit practice and developing clowning skills shall be held on the fourth Wednesday of each month at the Murat Shrine Club at 7:00 p.m.

SECTION 5.04: SPECIAL MEETINGS: Special meetings may be called by the President, upon 10 days written notice to each Senior Clown, setting out the purpose for such meeting and the business to be transacted thereat.

SECTION 5.05: CHANGES IN MEETINGS: If necessary, the day, time or place of a business meeting may be changed by the President by notifying all Clowns at least ten (10) days prior to the new meeting. The Annual Meeting cannot be changed.

SECTION 5.06: QUORUM: Fifty percent (50%) of the Senior Clowns shall be present at a meeting to constitute a quorum..

SECTION 5.07: VOTING: Voting shall be voice vote on all questions except any Senior Clown may request a vote by some other method, which request shall be granted. Only Senior Clowns shall vote.

SECTION 5.08: MAJORITY: All questions presented at any meeting shall be decided by a majority of the Senior Clowns present unless specified otherwise in these by-laws.

ARTICLE VI

DUES

SECTION 6.01: ANNUAL DUES: The annual dues for Senior Clowns shall be Ten dollars (**\$10.00**); for Applicant, Apprentice and Veteran Clowns (**\$5.00**). An Apprentice clown shall pay the dues of a Senior Clown upon his election to that status.

SECTION 6.02: TIME: All dues shall be paid to the Secretary on or before the 1st day of February of each year, and no notice for payment thereof shall be required. The Secretary shall read at the February business meeting the names of all members who have not paid their dues by February of each year and in the event the dues are not paid by the March business meeting without satisfactory excuse acceptable to the membership, the delinquent member will be dropped from the rolls of membership.

SECTION 6.03: DUES CARD: The Secretary shall sign and deliver a current dues card to each member upon the receipt of his dues. Such card shall be evidence of the payment of dues.

ARTICLE VII

SUSPENSIONS

SECTION 7.01: Any Senior, Applicant or Apprentice Clown who misses three (**3**) consecutive business meetings without notifying one of the Executive Officers that he will be absent shall be suspended. After suspension, the suspended Clown must by the second business meeting after his suspension apply to the membership for reinstatement. If such suspended Clown should fail to apply for reinstatement within this time, he shall be dropped from the membership.

SECTION 7.02: APPEARANCES: All Senior and Apprentice Clowns must appear in the lesser of fifty percent (**50%**) or twenty-four (**24**) of the "regularly scheduled" appearances made each year. A "regularly scheduled" appearance is one in which four (**4**) or more Clowns appear. For the purpose of determining how many appearances each member has made, all appearances made shall be counted. The Business Manager, with the approval of the Executive Committee, shall determine the number of appearance credits each function shall receive. No appearance credit shall be given for meetings, including but not limited to business meetings, the Annual meeting or make-up meetings. The Business Manager shall post at the quarterly business meeting the number of "regularly scheduled" appearances the unit has made to date and the number of appearances each clown has made. Any Senior or Apprentice Clown not making the required number of appearances shall be suspended at the end of the calendar year. Such suspended member must apply for reinstatement to the membership no later than the second business meeting following his suspension at which time he must show to the satisfaction of the membership good cause for failing to fulfill the requirement. The

President may grant such member a two (2) month extension for applying for reinstatement. Failure to apply for reinstatement or failure to show good cause to the membership shall result in the member being dropped from membership.

SECTION 7.03: DISMISSAL OF APPRENTICE CLOWNS: The Executive committee shall have the power to dismiss an Apprentice Clown for failing to meet the approved standards of the Proficiency Committee. In the event such action is taken, the Vice President shall promptly notify the Apprentice Clown of such action.

SECTION 7.04: EXPULSION: Any member may be expelled for conduct unbecoming a **MURAT SHRINE CIRCUS CLOWN**. In order to expel a member hereunder, it shall become necessary for formal charges to be brought by a Senior Clown. The president shall set a trial date and notify the member charged. Said notice is to contain the charges made and the date for the hearing. A copy of said notice is to be sent to all Senior clowns. The member charged shall be entitled to be present at the hearing, may testify on his own behalf, call witnesses in his defense, and be entitled to counsel. The Senior clowns, acting as a committee of the whole, shall determine whether or not the charged member is guilty and shall notify him of their finding on the day of the hearing. If the determination is guilty, the offending member shall be forthwith expelled. The charged member shall not be present while the membership is deliberating or voting. The charged member shall be entitled to poll the membership.

ARTICLE VIII

AMENDMENT

SECTION 8.01 AMENDMENT: These By-Laws may be amended by any Senior Clown presenting in writing his proposed amendment at a business meeting. The secretary shall cause a copy of such proposed amendment to be sent to all Senior Clowns at least twenty (20) days prior to the next business meeting. The proposed amendment shall then be on the agenda for the next business meeting. A two-thirds (2/3) majority of Senior Clowns present shall be required for the adoption of an amendment.

ARTICLE IX

MISCELLANEOUS

SECTION 9.01 FINANCES: Any request for expenditure of funds must be first presented to the Executive Committee. A motion made to expend funds without first advising the Executive Committee shall be **ruled** out of order by the President.

SECTION 9.02: USE OF CLOWN NAME: No member shall use the make-up, wardrobe, clown name or other identification used when appearing as a **Murat Shrine Circus Clown** at any appearances not scheduled by the Business Manager.

SECTION 9.03 FEZ: Upon an Apprentice Clown becoming a Senior Clown, he shall be required to have the word "Clowns" on his Fez.

SECTION 9.04: RULES AND REGULATIONS: The Unit may adopt rules and regulations for the conduct of business and the operation of the Unit which rules and regulations shall be binding on all members. Adoption of such rules and regulations shall be at a business meeting.

SECTION 9.05 BINDING EFFECT: The affairs and activities of the **Murat Shrine Circus Clowns** shall at all times be subject to and in conformity with the By-Laws, Rules and Regulations of **Murat Temple A.A.O.N.M.S.**, and the International Shrine Clown Association.

SECTION 9.07 EFFECTIVE DATE: These By-Laws shall become effective upon the date voted upon and passed in the unit.

SECTION 9.08 BY LAW REVIEW: These By-Laws are required to be reviewed no less than once every 10 years by a committee of not less than three (3) members of the unit of the grade of Senior Clown or Veteran, designated by the President of the unit. May be reviewed sooner than, but no less than the above mentioned amount.

ADOPTED this day of _____, 1987

Robert L. Caudell, President

ATTEST:

Wayne C. Rhine, Secretary

Submitted this 14th day of October, 1987, by the By-Laws Committee made up of the following:

Gary Lewis, Chairman
Charles F. Niles, Jr.
James Snavelly
Lee Van Der Moere

Wilfred Zander
Howard J. DeTrude, Jr

MISCELLANEOUS
SECTION 9.07

MURAT SHRINE CIRCUS CLOWN CODE OF CONDUCT/DRESS & MAKEUP
STANDARDS

Murat Shrine Circus Clowns (**Apprentice/Senior** or Veteran) participating in any appearances, acts or stunts whether regularly scheduled or not shall:

1. May discreetly drink non-alcoholic type beverages before or during any parade, performance or public event while in costume and in public.
2. Not wear a costume or use any equipment that may be offensive to the members of this association or to the public in general.
3. Not touch anyone inappropriately while in costume in public.
4. Not throw items of any kind. This includes candy, gum, novelties or balloons. These items may be handed out if other rules and regulations do not specifically prohibit it.
5. Not use any obscene gestures or language while appearing in costume, makeup or uniform.
6. Not abuse spectators by subjecting them to humiliating jokes or by squirting or shocking them.
7. Not smoke in costume. (The use of a dead cigar butt will be allowed for tramp costumes).
8. Not use any live animals or fowl, domestic or wild, or reptiles. Murat Shrine Circus Clowns will use plastic or foam representation of animals, fowl or reptiles, etc., when performing magic as part of their regular clown routine.
9. Not use full or partial face mask of any type.

10. With the exception of character clowns: No facial hair will be allowed.
11. Strive to look their best as a true clown. Adhering to makeup standards, i.e. no skin showing, clean, serviceable, presentable costuming.
12. Not use any operating flashing emergency type lights or sirens.
13. No member shall **schedule/accept** requests for or commit the unit to any assignment. All such communications will be referred to the business manager.
14. The President, any member of the Executive Committee, or acting lead clown shall have full responsibility for, authority and duty to discipline, including ejection from for, authority and duty to discipline, including ejections from functions of this association, any member who does not abide by the code of conductsldress and makeup standards as listed above.

ADDITIONAL CODE OF CONDUCT/DRESS & MAKEUP STANDARDS

ARTICLE I

Applicant/Apprentice clowns:

1. All applicants will become and remain proficient in three makeup procedures and will have their own white face, auguste and tramp faces. The Proficiency committee will monitor each applicant's progress and report to the membership monthly.
2. In order to maintain a diverse and properly balanced array of all types of clowns; it is understood that the composition and makeup of the **Murat Shrine Circus Clowns** roster relative to the number of white face, auguste, **tramp/hobo and/or** character type clowns will be based strictly on the needs of the organization. It will be the responsibility of the President, his Executive committee and by recommendation of the assigned members of the Proficiency to designate the type clown needed at such time.
3. Applicant & Apprentice clowns may wear the orange coveralls but without the shoulder patch.

Updated and amended effective December 19, 2005.

Committee:

Charles Howard Chairman
Ellis McCormick
Charles Crabtree
William Wimmenauer

Approved and signed by Potentate Jeff Zaring and Recorder Gordon Husk