

I.S.C.A. By-Laws
Approved February 26, 2022, by ISCA General Membership
at Zoom ISCA Mid-Winter Convention
Approved Shriners International March 28th, 2022

ARTICLE I – NAME

This association shall be known as “International Shrine Clown Association.” hereinafter referred to as the Association.

ARTICLE II – PURPOSE

The Association is formed for the following Purposes:

1. To promote acquaintance, friendship, and fellowship among the members of the Clown Units or Clubs throughout Shrinedom.
2. To exchange ideas, practices, and methods of operations for the betterment of all Shrine Units or Clubs
3. To promote in every way favorable publicity for our individual Shrine Temples as well as Shrinedom in general.
4. To promote fun and entertainment for any occasion, in keeping with our obligations as a Mason and a Shriner.
5. To support the philanthropy of Shrinedom through the SNEAKER FUND.
6. To uphold all Shriners International By-Laws and Shrine Protocol.

ARTICLE III – OFFICERS AND DUTIES

SECTION 1. Officers of the Association shall be a President, a First Vice-President, a Second Vice-President, a Third Vice-President, a Secretary, a Treasurer all of whom must be members in good standing in their Unit and the Association and elected by secret ballot at the Mid-Winter Meeting of the Association by a majority vote of the Units represented. Each Unit shall be entitled to only one (1) vote. An officer elected to office shall continue to be eligible to hold office unless he is dropped or suspended from his Unit for violation of Shrine Law. An Officer cannot hold a concurrent Executive Line office in a Shrine Temple, or Regional Shrine Clown Association.

SECTION 2. It shall be mandatory that to be nominated for the office of President the candidate must have served at least two (2) years as an elected officer of the Association except in the event of death or resignation of more than one elected officer during the year.

SECTION 3. No Unit, Club, Temple or Regional Shrine Clown Association may have more than one (1) elected officer in any-one (1) year with the exception of the offices of Secretary and Treasurer. The elected officers must declare which Regional Association, Temple, Unit or Club he will represent at his election and may not change for his entire tenure of consecutive terms as an elected officer unless he moves his residence and membership from said declared Regional Association, Temple, Unit or Club.

SECTION 4. The term for each elected officer shall be one (1) year and an elected officer cannot succeed himself except the Secretary and Treasurer.

SECTION 5. The President shall act as the Executive Officer and shall preside at all meetings of the Association and the Executive Committee; he shall have a general supervision of all the affairs of the Association and shall also have such other powers and duties as may properly belong to his office or shall be prescribed by the Executive Committee; he shall appoint all standing and special committees; and make such other appointments he deems necessary for the proper administration of the Association, such appointment to be concurrent with the term of office of the President. He shall coordinate with the Host Unit for necessary arrangements for the Annual Meeting and the Annual Awards Affair. He shall follow the guideline set forth in the Officers Handbook.

Approved by Membership February 26th, 2022

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SECTION 6. The First Vice-President shall serve as Assistant to the President in the administration of the affairs of the Association and shall perform such specific duties as may be assigned him by the President. In the absence of the President, he shall preside at meetings. He shall coordinate with the Host Unit for necessary arrangements for the Annual Meeting and the Annual Awards Affair. He shall follow the guidelines set forth in the Officers Handbook.

SECTION 7. The Second Vice-President shall preside at meetings in the absence of the President and First Vice-President. He shall be in charge of all competitions and make necessary arrangements for Association Competitions and the Awards at the Mid-Winter Session and the Imperial Session. The Third Vice-President shall assist him as well as the other Officers and members as needed. He shall perform any other duties assigned by the president. He shall follow the guidelines set forth in the Officers Handbook.

SECTION 8. The Third Vice-President shall preside at meetings in the absence of the President, First Vice-President, and Second Vice-President. He shall be in charge of membership. He shall assist the Second Vice-President at all competitions in preparation of assuming those duties the following year in addition, he shall perform any other duties assigned by the President. He shall follow the guidelines set forth in the Officers Handbook.

SECTION 9. The Secretary will keep a record of the proceedings of all meetings of the Association. He will assist the Officers in the clerical work of the Association. He shall receive all moneys due the Association, making a record of the same and turning the moneys over to the Treasurer, taking his receipt therefore. He will maintain a complete roster of all member Units and perform such other duties as pertains to the office. He will furnish the Officers of the Association a roster of Member Units or Clubs with the address of the Officers of said Units or Clubs if requested. He shall inform the Imperial Recorder of the current officers' names, titles and addresses by March 1st each year. He will be in charge of registration for the Imperial Session each year, and assist the Mid-Winter hosting unit. The term limit that any member may serve as Secretary is Five (5) one (1) year terms. He shall follow the guidelines set forth in the Officers Handbook.

SECTION 10. The Treasurer shall receive all moneys from the Secretary, giving his receipt therefore, and keeping a ledger of such receipt. He shall maintain a checking account, and a separate Sneaker Fund account in the same bank approved by the Executive Committee. There will be three (3) officer's signatures on all Bank accounts consisting of the Treasurer, Secretary and the most current President. He shall make prompt payment of all authorized bills and submit a written account of such expenditures / bills, and send a monthly report to all officers of the Executive committee. All checks must be signed by two (2) officers: the Treasurer, and/or Secretary or current President. All bills exceeding the current budget and over \$500.00 will need prior approval by the president or the Executive committee. The Treasurer shall not serve more than three (3) one (1) year terms. He shall follow the guidelines set forth in the Officers Handbook.

SECTION 11. The Secretary, Treasurer, and President will be covered by an Officers Crime Coverage insurance policy in an amount to be determined by the Executive Committee, the premium on such coverage to be paid annually by the Association. An annual audit of the records of the Association will be conducted prior to the Mid-Winter Meeting. The President will appoint the committee for this audit prior to the Annual Mid- Winter convention.

SECTION 12. The Education Director, appointed by the President, will be in charge of all aspects of Education Seminars. He shall co-ordinate with the host unit any seminars to be held at the Mid-Winter session. He shall co-ordinate with the Executive Officers the type and number of seminars to be held.

SECTION 13. The U.S. Sneaker Fund Chairman will be in charge of all aspects of the Sneaker Fund.

SECTION 14. The Association shall be under the management of the Executive Committee consisting of all elected Officers and the immediate Past President, all of which shall have a vote on Committee recommendations and decisions. The President shall be chairman of the Executive Committee. Regular meetings of the Executive Committee shall be held quarterly at such time and place as the Executive Committee shall determine, and each member is required to attend a minimum of 75% of said meetings. Special meetings of the Executive Committee shall be held when called by the President or when requested by four (4) or more of the Executive Committee at such time and place, as the President shall decide. A quorum of the Executive Committee shall consist of a simple majority.

SECTION 15. There shall be an Advisory Board consisting of all Past Presidents, who are Life Members of the Association. The Advisory Board shall provide advice and assistance where appropriate and deemed necessary. Members of the Advisory Board should be invited to participate in all activities and discussions of the Executive Committee but shall have no vote in its final determinations.

SECTION 16. The Officers shall be installed at an appropriate ceremony to be held during the Mid-Winter Meeting.

SECTION 17. Each incoming President shall receive a properly engraved gavel designating his tenure of office and an engraved jewel befitting the office, from the Association. Each Past President shall be made a Life Member and receive a plaque designating his term of office. Other Officers shall receive an appropriate jewel to be worn during their term of office designating their titles.

SECTION 18. A candidate for ISCA office is required to attend a minimum of two ISCA membership meetings and two ISCA board meetings at the candidate's expense before he can run for ISCA office.

ARTICLE IV – MEMBERSHIP AND DUES

SECTION 1. The membership of this Association (ISCA) shall consist of members who are clowns in good standing with an authorized Shrine Center (Temple) of Shriners International.

SECTION 2. NEW MEMBERS: To apply for membership, complete and submit a signed application and payment of dues to the Secretary of ISCA. New members will be required to pay an initiation fee. Applications can be found on the ISCA Website or by request from the ISCA Secretary, or any member of ISCA. The current dues amount, and initiation fee will be stated on the application for membership, payable in US Funds.

SECTION 3. RENEWAL MEMBERSHIP: Dues are due on January 1st of each year. The ISCA Secretary will send renewal notices to Units, Clubs, and Individuals in October of each year. Submit a renewal payment along with the renewal notice, notating changes on the renewal notice. ISCA Units and Clubs will be sent notices through the designated ISCA representative. Unit Secretaries are asked to make changes and updates on the renewal roster noting renewed members, new members, deleted members and Black Camel notices, as well as updated contact information (i.e., email and mailing addresses). A second renewal notice will be sent out after the ISCA Mid-Winter Convention. If dues are not received by April 1st a member's status will be changed to not current. If dues are not received by May 1st members will be moved to the inactive list. A member on the inactive list who wishes to renew, must pay the annual dues plus a new initiation fee. Individuals and Unit Secretaries are encouraged to pay dues by January 1st of each year.

SECTION 4. COMPETITION: If a member wants to compete in the Mid-Winter Convention, dues must be paid prior to the business meeting and competition to be eligible to compete. Members must be in good standing to compete. Each ISCA Member is required to be a member in good standing and wear an ISCA Patch in competition and Imperial Parades.

SECTION 5. MEMBERSHIP RIGHTS: Although individuals are eligible to become members of the Association, they are not allowed to vote, or hold elected or appointed offices. Members who wish to run for an ISCA Office or be appointed as a Committee Head must be a member in good standing in an ISCA Unit with 5 eligible members. To run for an elected ISCA Office, a letter of support from your Potentate and your Unit Head must be presented prior to the Election of Officers.

SECTION 6. VOTING RIGHTS: Each of the seven elected ISCA Board Members (President, 1st Vice President, 2nd VP, 3rd VP, Secretary, Treasurer, and Immediate Past President) is entitled to a vote and any Unit present with 5 or more paid ISCA members is entitled to one vote.

SECTION 7. OTHER ISCA MEMBERSHIP CATEGORIES: All Past Presidents become Life Members of ISCA and are exempt from paying dues.

Honorary Members: Past Presidents Ladies and Imperial Officers receive Clown Alley only. They are excluded from voting and entering competition.

ARTICLE V – MEETINGS

SECTION 1. The Annual Meeting of the Association shall be held concurrently with the Mid-Winter Meeting, and the Installation of Officers shall take place at an appropriate ceremony sometime during the Mid-Winter Meeting. The Clown-A-Rama and an Awards Affair will be held during the week of the Annual Imperial Session.

SECTION 2. There shall be a Mid-Winter Meeting of the Association to be held during the month of February and to last a minimum of three (3) days. Annual reports will be made, and the annual election of officers will be held at this time. Units or Clubs applying to host the Mid-Winter Meeting shall submit its request in writing to the Association Secretary in time for it to be considered three (3) years in advance. The request should contain proposed dates for the Convention, a brief outline of proposed activities, housing and transportation information and must be signed by the Potentate of the requesting Temple. Selection of the Mid-Winter Meeting site shall require a simple majority of those qualified and voting.

SECTION 3. There shall be an Association Meeting during the Annual Imperial Session with Officer Reports.

SECTION 4. Each Unit or Club planning to be represented at any meeting of the Association shall have its Delegate register with the Association Secretary upon arrival at the meeting site. Each voting member must declare which Temple, Unit, or Club he will represent with his vote and must have that Temple, Unit, and Club designated on his dues card. A Unit or Club shall consist of at least five (5) members in good standing in the Association.

ARTICLE VI – PHILANTHROPY

SECTION 1. The official Philanthropy of the Association shall be known as the SNEAKER FUND. The purpose of the SNEAKER FUND in the United States shall be to provide financial support for Burns Research within the Shrine Hospital Burns Program. The purpose of the SNEAKER FUND in Canada shall be to provide financial support for the Osteogenesis Imperfecta Research Program in the Shriners Hospital for Children Canada.

SECTION 2. The SNEAKER FUND Program shall be under the direction of the U.S. Sneaker Fund Chairman.

SECTION 3. The SNEAKER FUND Program must annually obtain the written approval from the Imperial Potentate and the Chairman of the Board of Trustees of the Shriners Hospitals for Children.

ARTICLE VII – OFFICIAL PUBLICATION

SECTION 1. The Official publication for the Association shall be called CLOWN ALLEY, and it shall be published bimonthly and edited by an Editor to be appointed annually by the President with concurrence of a two-thirds (2/3) vote of the members of the Executive Committee.

SECTION 2. Each member Unit or Club is encouraged to send in copies of Unit or Club minutes and/or other items, which are considered newsworthy and of general interest to the membership for publication in CLOWN ALLEY.

ARTICLE VIII – FINANCES

Budgetary control shall be under the supervision of the Executive Committee. All expenditures of funds shall be in accordance with the budget as established by the Executive Committee and approved by the members at the Association Mid-Winter Meeting. The expenditures authorized by the annual budget shall be under the direction of the Treasurer. Any purchase more than that authorized by the budget and/or order obligating funds of the Association by any member must first be cleared through the Association Secretary or President before any commitment of funds may be made.

ARTICLE IX – FISCAL YEAR-DUES YEAR

The fiscal year and dues year of the Association shall both begin January 1st and end December 31st of the same year.

ARTICLE X – CODE OF CONDUCT

Participating clowns, acts or stunts shall:

1. Not use any operating flashing emergency-type lights or sirens.
2. Not drink any intoxicating beverages before or during any parade, performance, or public event while in costume.
3. Not wear a costume or use any equipment that may be offensive in this Association or to the General Public.
4. Not touch women while in costume in public.
5. Not throw items of any kind. This includes candy, gum, novelties, and balloons. These items may be handed out if other Rules and Regulations do not specifically prohibit.
6. Not use any obscene gestures or language while appearing in costume, makeup or uniform.
7. Not impersonate a woman, political figures or any ethnic or minority group, which might reflect unfavorably upon the Association and Shriners International.
8. Shall not appear at any Association function without current Shrine and Association dues cards. Also, the Association patch must be worn.
9. Not smoke in costume in public. The use of Dead cigar butts will be allowed for Tramp costumes.
10. The passing out of candy, gum or balloons will be permitted during functions of this Association except from vehicles.
11. Not use any domestic or wild animals, fowl or reptiles.
12. Not use full or partial facemasks of any type.
13. Strive to look their best as a true Clown.
14. Not abuse spectators by subjecting them to practical humiliating jokes or by squirting or shocking them.
15. Not have any demeaning displays that may be considered in poor taste.

NOTE: The President or his emissary shall, at his discretion, have authority to discipline, including ejection from functions of this Association, any member who does not abide by this Code of Conduct as listed above.

ARTICLE XII – PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order” shall be the authority for all matters of procedures not specifically covered by the Constitution and By-Laws.

ARTICLE XIII – DISPOSTION OF ASSETS AND PROPERTY ON DISSOLUTION

In the event of the discontinuance and dissolution of the Association, after the payment or satisfaction of all debts of the Association, the remaining assets, funds, and /or property shall vest in and become the property of the Shriners International, no part of said assets or funds to inure to the benefit of any member of the Association and no property to be distributed among or revert to any member, officer, or director of the Association.

CERTIFICATE TO ACCOMPANY NEW OR AMENDED BYLAWS OF ASSOCIATIONS OF UNITS

I hereby approve the formation of the International Shrine Clown Association, and its bylaws, as an appendant body of Shriners International.

Dated this 11th day of March 2022 .

Andrew Chillie Mellman

President

The organization of the Association and foregoing bylaws are in proper and legal form and will not conflict with any provisions of the articles of incorporation or bylaws of Shriners International.

Dated this 21 day of March, 2022

[Handwritten Signature]

Chairman, Jurisprudence and Laws Committee

The organization of the Association is approved by the board of directors of Shriners International.

Dated this day of , 20 .

Secretary

The bylaws of the Association are hereby approved.

Dated this 28 day of March, 2022

[Handwritten Signature]

Imperial Potentate