

ASSOCIATION OF SHRINE ORIENTAL BANDS

Officer's Manual



2017–18 Edition

Version 1.5

ASSOCIATION OF SHRINE ORIENTAL BANDS INTERNATIONAL



VISION

A HEALTHY ORIENTAL BAND COMMUNITY
FOR THE BENEFIT OF
SHRINERS HOSPITALS FOR CHILDREN



MISSION

TO PROVIDE THE TOOLS FOR FUN, MUSIC,
RECRUITMENT AND FUNDRAISING
FOR THE ORIENTAL BAND COMMUNITY

A.S.O.B. OFFICERS AND LADIES INFORMATION

Allocation of Costs and Responsibilities for Jamboree Events

President and First Vice President

Share the following expenses:

Cost of hospitality suite (if not comped by the hotel)

Cost of liquor for hospitality room

Cost of snack food, etc. for hospitality room

President and First Lady

At jamborees and mid-winter board meetings:

Have a general hospitality room (drinks and munchies) for A.S.O.B. people. This is a general meeting place and information center for the A.S.O.B. people attending these functions.

President

It is suggested that the President may purchase a gift to be presented to the First Lady at the Brunch/Gift Exchange by the 1st Vice President's Lady.

GENERAL INFORMATION FOR LADIES

President's Lady

Co-host Ladies lunch and gift exchange

In conjunction with the first VP's Lady choose attire for the ladies' lunch and/or banquet if so desired

Ladies 'Lunch

This event is hosted by the First Vice President's Lady, but the President's Lady should be prepared to offer support and does share the expenses.

Responsible for any meetings she may want to have while attending Annual Jamboree, mid-winter meeting or jamborees.

Responsible for notifying the A.S.O.B. ladies regarding plans, dress, etc. for Jamborees.

Presents the new first lady with her necklace (provided by ASOB and ordered by ASOB secretary). When and where is the choice of the new First Lady.

President and First Lady

At jamborees and mid-winter board meetings:

Have a general hospitality room (drinks and munchies) for A.S.O.B. people. This is a general meeting place and information center for the A.S.O.B. people attending these functions.

First Vice Presidents Lady

Host Ladies lunch and gift exchange with the assistance of the First Lady.

Mail invitations about six weeks in advance

In conjunction with the first VP's Lady choose attire for the ladies' lunch and/or banquet if so desired

Hosts a lunch on schedule set by president. The gift for the gift exchange should not exceed amount set by the First Vice President's Lady which is usually set at \$15.00-\$20. Check with the president's lady and include the amount on the invitation. While the First Vice President's Lady is responsible for the planning and execution of this event, the cost will be shared with the President's Lady.

General invitation list:

Elected officers' ladies

Past presidents' ladies

Appointed officers' ladies

Sergeant at Arms Candidates' ladies

Ladies from your band

Others that you may personally wish to include.

Second Vice President's Lady

Inform the candidates' ladies generally what will be expected.

Third Vice President's Lady

Help with banquet tickets as required by the Third Vice President, inform the newly elected Sergeant at Arms' Lady of the expectations awaiting for her through the upcoming years.

Elected Officer Accountabilities and Responsibilities

Page Left Blank

The President

The President has many accountabilities in discharging his duties for the benefit of the association, principal among them is the recruitment of members to fill elected executive positions as required. The list of effective behaviors and accountabilities that follow is not meant to be an exhaustive list, rather it is meant to set the tone for a successful tenure.

The President is accountable for the smooth operation of the Association. He needs to lead by consensus whenever possible. The Association of Shrine Oriental Bands is a volunteer organization. Being mindful of this distinction the president leads by encouraging his officers to fulfill their duties in support of the Vision and Mission of the organization. Praise when things get done, gentle reminders to complete tasks when things get behind are all tools that bring results.

President needs to remember that he represents a plurality of opinions and should accept differences of opinion in a non-personal or confrontational manner. Feedback positive or negative is the breakfast of champions.

Communicating with the membership often is a good way to break barriers and being engaged with stakeholder concerns.

The Past Presidents as executive members of the board are a good source of wisdom and experience and should be regularly consulted with challenging issues and included in all communications to the membership.

The President is accountable for organizing the annual planning meeting early in his tenure. The venue of the planning meeting as well as the date should be communicated at the annual meeting. The 2017 Planning Meeting Agenda on record (check website) is a good reference of the required contents for this meeting. Every decision made for the Association should meet the Association's By-Laws and meet the intent of the Vision and Mission of ASOB.

An important part of the President's accountabilities is to secure the venue for the

annual Jamboree and ensure that a favorable contract with the hotel venue is in place.

He is also responsible for the publishing of the Jamboree tickets from the names reflected in the paid admission database, with the help of the First Vice President.

The president is accountable for organizing at least 6 monthly teleconferences with the elected officers of his board. The objective of these meetings is to receive monthly reports of the VP's contacts with the various ambassadors be updated with the merging trends in the various jurisdictions, and ensure that actions assigned at the planning meeting are being fulfilled as promised.

The president's assigned jurisdictions are: South Atlantic, Ambassador at Large Canada and New York/Ontario. The accountabilities in dealing with this jurisdiction, are detailed in the VP positions that follow.

First Vice President

The first Vice President is the principal contact for the **South Central and Texas Ambassadors** and their respective territory. His accountabilities include:

1. Ensuring the ambassadors are engaged with the bands in their responsible territories,
2. That updated membership lists are managed by the ambassadors and forwarded to the ASOB Secretary.
3. Attend monthly executive telephone meetings (on a pre-determined schedule basis) to update the rest of the executive team and the president about the

The First Vice President is also responsible for maintaining protocol according to Bylaws of Imperial Council and Shrine Regulations. He will be the chairman of the audit committee. He will need to secure a Noble to install officers at the banquet.

The first Vice President assists the President with the preparation of the Jamboree tickets from the paid admissions data base.

Second Vice President

The second Vice President is the principal contact for the **Central States, South Atlantic and North East Ambassadors** and their respective territory. His accountabilities include:

4. Ensuring the ambassadors are engaged with the bands in their responsible territories,
5. That updated membership lists are managed by the ambassadors and forwarded to the ASOB Secretary.
6. Attend monthly executive telephone meetings (on a pre-determined schedule basis) to update the rest of the executive team and the president about the goings on in the association.

In addition, the Second Vice President is the Chairman of the Fantasy and Parade Competition Committee. As such, he is responsible for coordinating all aspects of the parade and fantasy competition including selecting qualified judges and a timekeeper. He will work with the President to maximize the selected location for the parade and Fantasy. At the Fantasy he will tie off two rows at the front of the room to be reserved for the ASOB Ladies. They will get you if you forget. He will be assisted by the Vice Chairmen (Sergeant at Arms). The Chairman will select a stage crew that will be responsible for keeping the bands in order of performance, getting the bands on and off the competition floor, providing any props such as folding chairs should a band make such a request. The stage crew is comprised of the following individuals:

Master of Ceremonies	Responsible for the Fantasy Competition introductions and comments to keep the show moving – Usually a Past ASOB President.
Stage Manager	Responsible for getting bands lined up and for getting them on stage – Usually a Past ASOB President.
Chief Sheppard	Assists the Stage Manager with lineup – Usually a Past ASOB

President.

Assistant Sheppard	Assists bands off the stage after competition and remove any props that were left behind – Usually a Past ASOB President
Timekeeper	Record the start and end time of each Fantasy Performance – Someone with a stop watch.
Judge Organizers	Duties include briefing the 3 judges at least 30 minutes prior to the start of the competition. During the competition, the Judge Organizers insure that the judges have water or a nonalcoholic beverage of their choice and should a judge ask for anything, the Judge Organizers will inform the Chairman of the Fantasy Committee and the Chairman will make arrangements to satisfy the request.

The Music Director's Meeting is the responsibility of the Second Vice President and he should have a printed agenda. He will insure that all bands that want to compete are registered. With the help of the Secretary Treasurer, he will insure that all bands are current with their dues and that the number of performing members is not greater than the number of members paying their A.S.O.B. dues. During the Music Director's Meeting, he will go over the competition rules and will be sure that the music director's know when the clock begins and ends for their performance. The bands will be placed in a performing category based on their size. It is desired to have as many bands receive trophies as possible so there should be an attempt to have an even number of bands in each category. This may cause a wide variance regarding the number of participants in a small, medium, large, and unlimited category; however, this is better than having 5.bands in small and 1 each for large and unlimited. After the competition is completed, the 2nd Vice President should request the Sergeant Arms to assist him with the tabulation of the scores.

Also, he will have Programs printed at his cost. The program is to include the A.S.O.B. Officers, Stage Crew, List of Judges, and space for the audience to write in the order

of the bands that are performing. He is responsible for having the proper number of score sheets for the judges, and will have an assistant to distribute and collect the score sheets after each performance. He is responsible for having the trophies made and having them delivered to the competition. The judges and timekeeper will be provided with their own individual tables (4 tables total for the Fantasy). Clip boards are used for the 3 judges during the parade competition and the Judges are encouraged to move around to insure the best possible view of the contestants. The permit fee will be paid for by the Secretary Treasurer. The Second Vice President will serve as the Master of Ceremonies for the presentation of awards during the President's Awards Banquet program. Suffice to say if it has anything to do with the Competition both Fantasy and Parade, the Second Vice President is responsible.

Third Vice President

The Third Vice President is the principal contact for the **Pacific North West Mid-West- and Great Lakes Ambassadors** and their respective territory. His accountabilities include:

1. Ensuring the ambassadors are engaged with the bands in their responsible territories,
2. That updated membership lists are managed by the ambassadors and forwarded to the ASOB Secretary.
3. Attend monthly executive telephone meetings (on a pre-determined schedule basis) to update the rest of the executive team and the president about the goings on in the association.

In addition, the Third Vice President is responsible for taking reservations, collecting funds for tickets sold, and distributing sold tickets at the Annual Jamboree. Regarding collecting for tickets sold, it is the responsibility of the Third Vice President to open a checking account for the purpose of depositing all monies received. He is to give all monies collected for the President's Banquet to the outgoing president. A list of attendees should be provided to the President and First Vice President in April and May and June. Additionally, the Sergeant at Arms is the Vice Chairman of the Fantasy and Parade Competition Committee. As such he will assist the Chairman as requested. At the conclusion of the competition, the Third Vice President will participate in the tabulation of the score sheets to determine the competition winners. This is very important as the next year the competition will be his responsibility.

Sergeant at Arms

The Sergeant at Arms is the principal contact for the **Florida and Mid-Atlantic Ambassadors** and their respective territory. His accountabilities include:

1. Ensuring the ambassadors are engaged with the bands in their responsible territories,
2. That updated membership lists are managed by the ambassadors and forwarded to the ASOB Secretary.
3. Attend monthly executive telephone meetings (on a pre-determined schedule basis) to update the rest of the executive team and the president about the goings on in the association.

In addition, the Sergeant at Arms is responsible for registration of all voting delegates for the A.S.O.B. Annual Meeting and Election as well as all bandsmen attending the meeting and maintaining registration records. In addition, he is to conduct a roll call of all voting delegates at the annual A.S.O.B. Business Meeting. After the elections he is to make a courtesy phone call to the hospitality room to let the ladies know the outcome of the election. He is also responsible for keeping and maintaining the flags of the United States, Canada, the Republic of Mexico, and the Republic of Panama. He is to have these flags at all A.S.O.B. functions. Sergeant at Arms to host a breakfast (at his expense) during Annual Jamboree. The guest list for the breakfast is at his discretion since he is hosting the function. Additionally, when a prayer is customary, the Sergeant at Arms may be called upon for opening and closing prayer should the A.S.O.B. Chaplain not be present. The Sergeant at Arms will assist the 2nd Vice President with the tabulation of competition scores from the Fantasy.

Secretary Treasurer

The Secretary Treasurer is responsible for writing the minutes for the A.S.O.B. Mid-winter Conference and the Annual A.S.O.B. Stated Meeting and other meetings as directed by the President. He is responsible for collecting, dispersing and accounting for all money and expenses for the Association. Prior to the Annual A.S.O.B. Stated meeting that is held during the Annual Jamboree, the Secretary Treasurer will present the Association accounting ledger and checkbook to the A.S.O.B. Audit Committee for their review. After the Secretary Treasurer has made his Treasurer's Report at the Annual A.S.O.B. Stated Meeting, the Audit Committee will certify to the members that the accounting transactions for the previous year are in order. The Secretary Treasurer will submit both the minutes and financial report to the Na Khabar so they can be included in the next issue. The Secretary Treasurer is the editor for the Na Khabar and he determines how many issues are to be produced and how many issues go to each Oriental Band unit. He is responsible for registering members and securing payment from the members for sleeping rooms at the Annual Jamboree. He is responsible for producing the required registration documentation to the A.S.O.B. headquarters' hotel during the Annual Jamboree. He is responsible for insuring that all bands that compete in the Fantasy are current with their A.S.O.B. dues. He is responsible for payment of the judges upon completion of the Fantasy.

Protocols



SHRINE PROTOCOL

Flags

During Annual Jamboree and A.S.O.B. Mid-Winter Meetings a set of flags should be displayed. The Sergeant At Arms has a set of both large and small flags. At Shrine functions and meetings, the four national flags (United States of America, Canada, Mexico, and Panama) should be displayed in the position of honor at the speaker's right (as he faces the audience). The flag of the country in which they are being displayed should be on the speaker's extreme right. In Canada, however, the law states that when there are multiple flags flown together, the Canadian flag should occupy the central position.

Your Fez

During Prayer

The fez should be removed and held in the right hand over the heart.

Salute

The Military Salute is used when reciting the Shrine Pledge of Allegiance and during the playing or singing of the National Anthems.

A Noble who is not wearing his fez places his right hand over his heart instead of the right hand salute.

Canadian Protocol

At banquets in Canada, a toast is always given to His Majesty, the King (or Her Majesty, the Queen), as follows:

“Ladies and gentlemen you will rise and drink a toast to His Gracious Majesty, the King (or Her Majesty, the Queen).” The response is “The King” (or “The Queen”).

And then a toast to the President of the United States; a toast to the President of the Republic of Mexico; and a toast to the President of the Republic of Panama. The response in each instance is “The President.”

SHRINE PLEDGE OF ALLEGIANCE

“I pledge allegiance to my flag, and to the country for which it stands; one nation under God; indivisible; with liberty and justice for all.”

NATIONAL ANTHEMS

United States of America

“Oh! Say can you see, By the dawn’s early light,
What so proudly we hail At the twilight’s last gleaming,
Whose broad stripes and bright stars, Through the perilous fight,
O’er the ramparts we watched, Were so gallantly streaming.
And the rockets’ red glare, The bombs bursting in air
Gave proof through the night That our flag was still there.
Oh! Say does that Star Spangled Banner yet wave
O’er the land of the free And the home of the brave.”

Canada

O Canada!
Our home and native land!
True patriot love in all thy sons command.
With glowing hearts we see thee rise,
The True North strong and free!
From far and wide,
O Canada, we stand on guard for thee.
God keep our land glorious and free!
O Canada, we stand on guard for thee.
O Canada, we stand on guard for thee.

OFFICER'S DRESS

(Ladies, this information is for the men but it may help the ladies to know what is expected)

Business Meetings and Other Functions

Burgundy Blazer*
Tan Trousers
White Button A.S.O.B. Shirt
President's Tie
Brown/black Socks and Shoes
Name tag
Fez

We will not use the A.S.O.B. Crest on the blazer pocket.

Casual Functions

Year Round

A.S.O.B. Golf Shirt (Knit Shirt) Or White Button A.S.O.B. Shirt Tan or Khaki
Trousers or Tan Shorts for Outside Functions Black or Brown Socks and
Shoes

Name tags

When attending any function (with the exception of a formal function) we will wear our Name tags unless advised differently by the President.

Formal Functions

June through August

White Dinner Jacket
Black Tux Trousers, Black Socks and Shoes
White Tux Shirt- Black Bow Tie & Cummerbund (New)

September through May

Black Tuxedo Jacket
Black Tux Trousers, Black Socks and Shoes
White Tux Shirt- Black Bow Tie & Cummerbund (New)

THE FEZ WILL BE WORN FOR ALL OCCASIONS IN ACCORDANCE WITH IMPERIAL LAW. The Jewel of Office will be worn when you represent the Association during any function.

*The burgundy blazer has been ordered in the past from L & R Coat Co., P.O. Box 334, Thomaston, GA 30286, through Richard Singer at (800)

927-0916, or Melmar Apparel, Inc., 4 Granger Rd., Emerson, NJ 87630.

OFFICER LADIES DRESS

Competitions

Name tag.

Luncheons

Dress appropriate (usually Sunday clothes, but at the discretion of the hostess) for the occasion.

Name tag

Formal Banquets

Annual Jamboree dress should be anything appropriate for a formal occasion. When attending regional functions it is your choice. (When in doubt please check with the host region or band as to their dress code.)

When representing A.S.O.B. at regional or local functions, please make every effort to wear your Name tag except at formal affairs. No Name tag needs to be worn at formal occasions.

INSTALLATION OF OFFICERS

President

You will raise your right hand,
Say I state your name in full and repeat after me
I do solemnly promise and vow
That I will faithfully, to the best of my ability,
Discharge the duties of President of the NAME THE ASSOCIATION
And I will strictly conform to the requirements of Shrine Law
And the bylaws of the NAME THE ASSOCIATION.
The Association of Shrine Oriental Bands of North America,
My own band and my temple,
So help me God,
And keep me steadfast in this my solemn obligation.

You may lower your hand.

Officers

(You will now present your officers to be jointly and severally installed.)

Noble Installing Marshall you will present them as their names are called.

You will raise your right hand, say your several names in full and repeat after me:
I, _____ do solemnly promise and vow
That I will faithfully and to the best of my ability
Discharge the duties of the office
To which I have been elected,
And I will strictly conform
To the requirements of Shrine Law
And the bylaws of the NAME THE ASSOCIATION
And the Association of Shrine Oriental Bands of North America,
My own band and my temple,
So help me God,
And keep me steadfast in this my solemn obligation.

You may lower your hands. Remain standing for the proclamation.

Proclamation

By the power vested in me as Installing Marshal I declare the President and the
Officers of the NAME THE ASSOCIATION for the year STATE THE YEAR to be duly
installed.

Nobles you may be seated.

OFFICER'S DRESS

Business Meetings and Other Functions

Burgundy Blazer*
Tan Trousers
White Button A.S.O.B. Shirt
President's Tie
Brown/black Socks and Shoes
Name tag
Fez

We will not use the A.S.O.B. Crest on the blazer pocket.

Casual Functions

Year Round

A.S.O.B. Golf Shirt (Knit Shirt) Or White Button A.S.O.B. Shirt Tan or Khaki
Trousers or Tan Shorts for Outside Functions Black or Brown Socks and
Shoes

Name tags

**When attending any function (with the exception of a formal function) we
will wear our Name tags unless advised differently by the President.**

Formal Functions

June through August

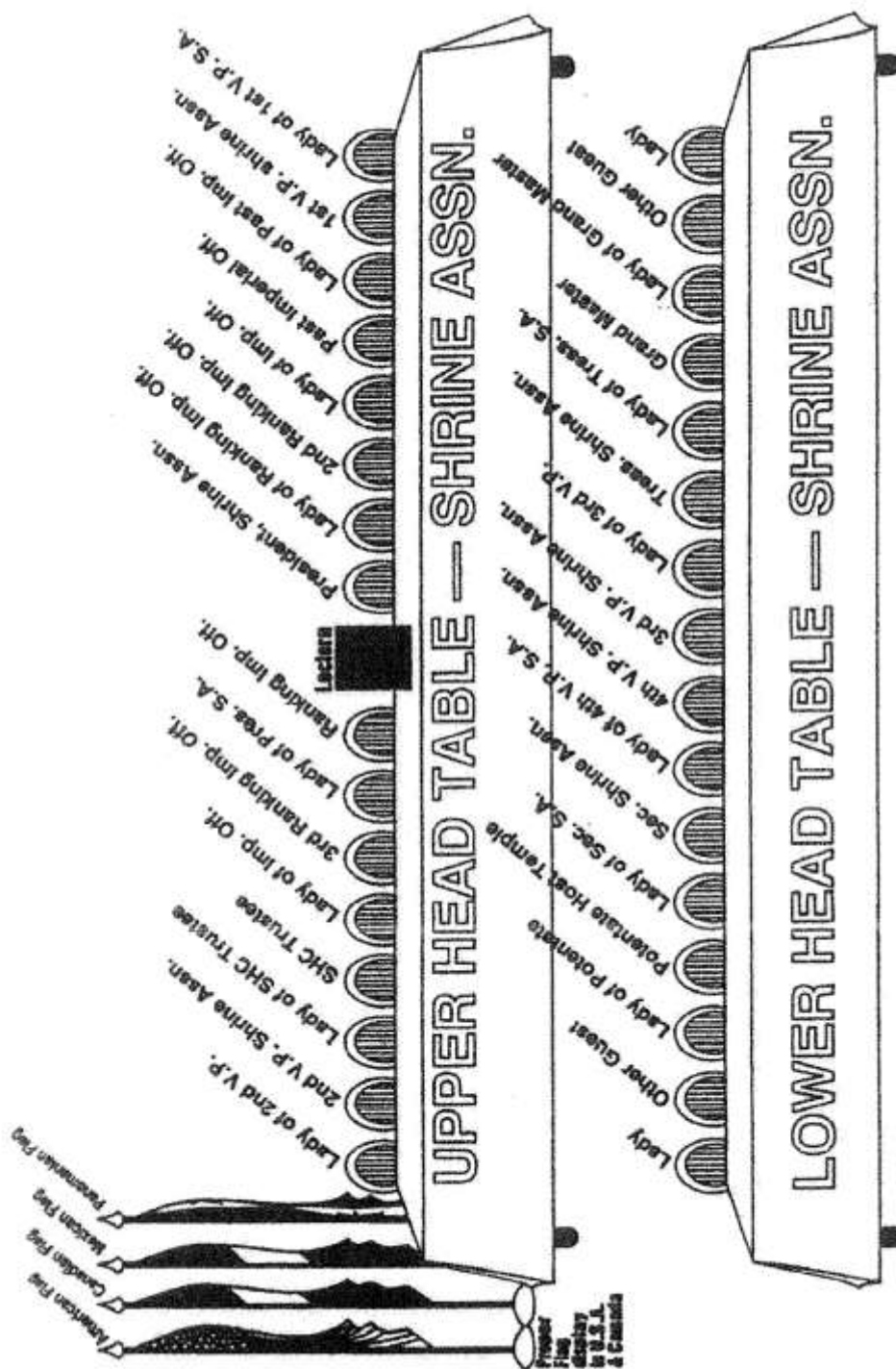
White Dinner Jacket
Black Tux Trousers, Black Socks and Shoes
White Tux Shirt- Black Bow Tie & Cummerbund (New)

September through May

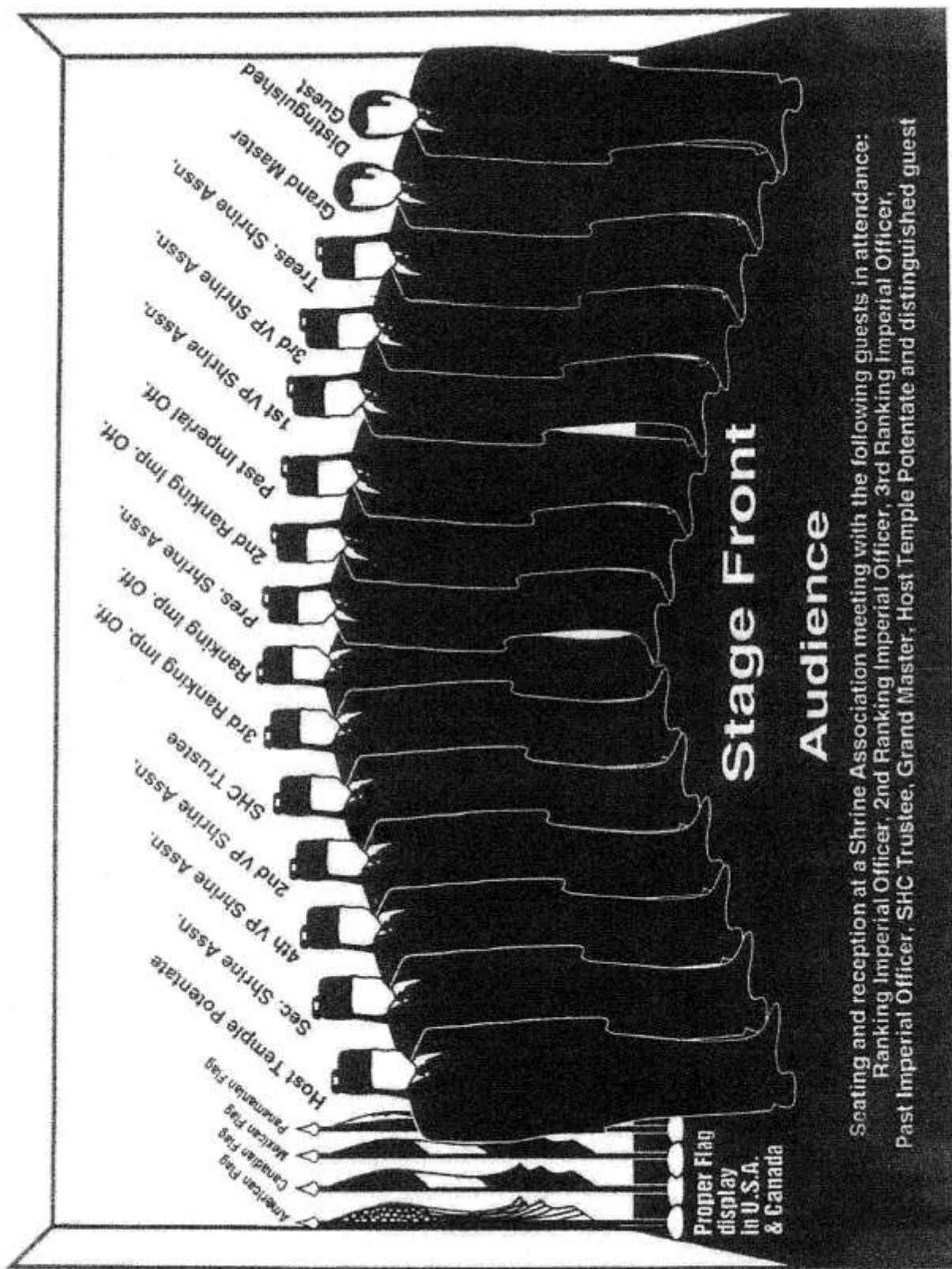
Black Tuxedo Jacket
Black Tux Trousers, Black Socks and Shoes
White Tux Shirt- Black Bow Tie & Cummerbund (New)

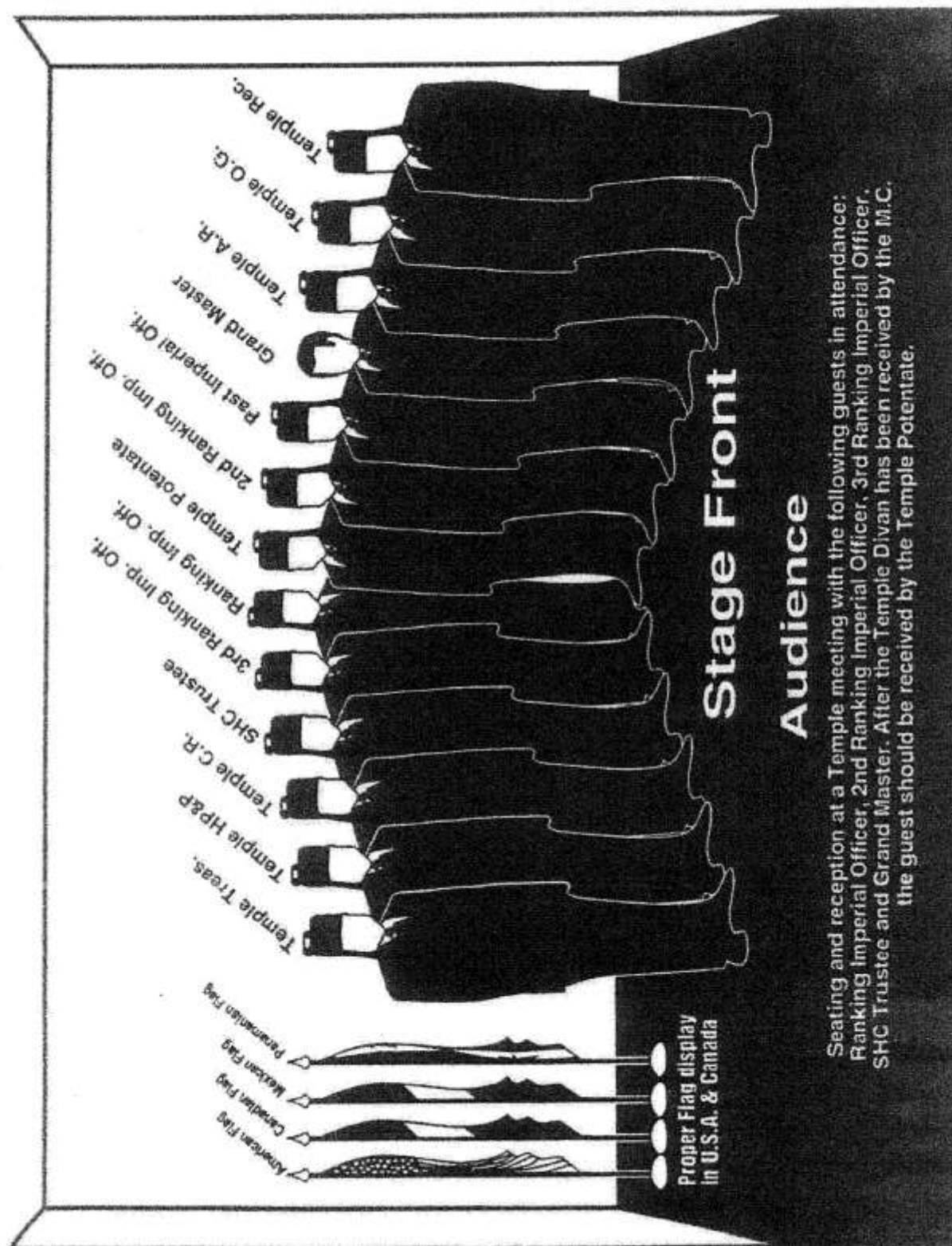
**THE FEZ WILL BE WORN FOR ALL OCCASIONS IN ACCORDANCE WITH
IMPERIAL LAW. The Jewel of Office will be worn when you represent the
Association during any function.**

*The burgundy blazer has been ordered in the past from L & R Coat Co., P.O.
Box 334, Thomaston, GA 30286, through Richard Singer at (800)
927-0916, or Melmar Apparel, Inc., 4 Granger Rd., Emerson, NJ 87630.



This is an example for seating at a Shrine Association banquet showing an upper head table with the following guests in attendance;
 Ranking Imperial Officer, 2nd Ranking Imperial Officer, 3rd Ranking Imperial Officer, Past Imperial Officer, SHC Trustee, Grand Master (In that state/province) Host Temple Potentate, other Guests and their Ladies.
 These are received in the same ordinance listed for Shrine Association meetings.





Association of Shrine Oriental Bands International BY-LAWS

AS AMENDED 2015

Vision: A healthy oriental band community for the benefit of Shriners Hospitals for children.

Mission: To provide the tools for fun, music, recruitment and fundraising for the oriental band community.

ARTICLE I – NAME AND OBJECTIVES

Section 1 – This Association shall be known as the Association of Shrine Oriental Bands.

Section 2 – The purpose of this Association is to promote the organization and betterment of Oriental Bands among various Shrine Centers; to create and devise instruments that fit in with the ritualistic style and display purposes of this Association; to originate and encourage the development of suitable and appropriate music which can be played on Oriental Band instruments; to promote cordiality and good fellowship among its members.

Section 3 – This Association, as a body, shall not use its influence in any way nor take sides in any manner whatsoever in the affairs of Shriners International nor shall it enter into collusion with others having that intent.

Section 4 – This association will facilitate and manage a Fund known as the “Ladder of Smiles” to raise money for the Shriners Hospitals for Children.

ARTICLE II – MEMBERSHIP

Section I – Membership in this Association shall be composed of Active Members, Members-at-Large and Life Members.

Section 2 – An Active Member shall be a Shriner who is a member of a Shrine Oriental Band affiliated with this Association.

Section 3 – A Member-at-Large shall be a Shriner, formerly an Active Member of a Member Band of this Association, but whose Band has disbanded; or who has moved his place of residence from the jurisdiction of the Band of which he was a former member; or who has become a member of the “Retired Veterans” group that is recognized by his band. In order to qualify, as a Member-at-Large, such Shriner shall pay such annual dues as required by Active members to the Association of Shrine Oriental Bands.

Section 4 – Life Membership

(a) AU Past Presidents of the Association shall receive a Life Member Certificate upon completion of their term of office and thereafter shall be exempt from payment of annual dues to the Association.

(b) Prior to June 25, 2002, A Life Member shall be a Shriner who is an Active Member in the Association of Shrine Oriental Bands who has acquired life membership upon payment of the requisite fee (\$100.00) to the Association and who shall thereafter be exempt from payment of annual dues to the Association.

(c) After June 25, 2002, A Life Member shall be a Shriner who is an Active Member in the Association of Shrine Oriental Bands who has acquired life membership upon payment of the requisite fee (\$1 00.00) to the Association who shall thereafter receive a Life Member Certificate but will continue to pay annual dues to the Association.

Section 5 – Shrine Oriental Bands desiring to affiliate with this Association shall submit an application on a form furnished by the A.S.O.B. Secretary Treasurer, .listing its Officers and Members, together with the current year’s dues, and upon approval of the Secretary Treasurer and the President, shall then become

a member of this Association.

Section 6 – Regional Oriental Band Associations shall submit their By-laws to the Executive Committee of the A.S.O.B. for approval before the Association of Shrine Oriental Bands can sanction them. The Member Bands of the Regional Association must also be Member Bands of the A.S.O.B.

Section 7 – Each Regional Secretary shall submit a list of Oriental Bands that are members of their Regional Association to the Secretary Treasurer of the A.S.O.B. prior to the Annual Meeting of the A.S.O.B.

Section 8 – Reinstatement:

(a) All Oriental Bands that have been dropped from A.S.O.B. membership for any reason may apply for reinstatement.

(b) They shall submit an application on a form furnished by the A.S.O.B. Secretary Treasurer, listing its Officers and Members, together with the dues for the current year plus the dues for the preceding year.

(c) Upon approval of the A.S.O.B. Secretary Treasurer and the A.S.O.B. President, the band and its members shall be reinstated as members.

ARTICLE III – MEETINGS

Section 1 – The annual Meeting of this Association shall be held at a place and time as determined by the A.S.O.B. President.

Section 2 – The annual Mid-winter Meeting of this Association shall be held at a time and place as directed by the President. The members of the Executive Committee will attend this meeting.

Section 3 – The annual executive planning meeting of this Association shall be held at a time and place as directed by the president, prior to November 1. The members of the executive committee shall attend this meeting.

ARTICLE IV – OFFICERS

Section 1 – Officers

(a) The Officers of this Association shall be a President, a First Vice President, a Second Vice President, a Third Vice President, a Sergeant At Arms, and a Secretary Treasurer, all of whom shall be elected for a term of one (1) year at the Annual Meeting and who shall serve until their successors have been elected and installed.

(b) The order of election of officers shall be: If two (2) candidates shall be proposed for election, the candidate receiving the majority of the votes cast shall be elected, (in excess of fifty percent (50%) of the vote cast). If more than two (2) candidates shall be proposed, the candidate receiving in excess of fifty per cent (50%) of the votes cast shall be elected. In the event neither of the candidates receive the votes required, then the (2) candidates with the largest number of votes will be subjected to a run off vote and the candidate with the majority of the votes cast shall be elected.

Section 2 – The Board of Governors shall consist of:

(a) The Elected Officers of the A.S.O.B.

(b) All Past Presidents of the A.S.O.B.

(c) The Secretary of each Regional Association or alternate appointed by him.

(d) One elected or appointed Representative from each member Oriental Band of the A.S.O.B. with proper credentials for presentation to the A.S.O.B. Secretary Treasurer.

(e) If the regular designated Representative is unable to attend, his band may select an alternate, and he shall qualify and function as a Representative.

Section 3 – Meeting Responsibilities for Officers

(a) The Board of Governors shall transact all the business of this Association at the Annual Meeting.

(b) Active Members and Members-at-Large shall have the right to attend all meetings of the Board of Governors and may participate therein, but shall not have any vote and may not propose any motion unless he is a representative of his own Oriental Band.

(c) The Elected Officers of this Association and the Past Presidents shall constitute the Executive Committee. Said Committee may transact the interim business of the Association.

(d) The President of the A.S.O.B. shall be the Chairman of the Executive Committee and said Committee shall have the authority to fill any vacancy until the next Annual Meeting, at which time the vacancy shall

be filled by the Board of Governors.

(e) The A.S.O.B. Action Plan will be maintained by the President of the A.S.O.B. and will be used as the working tool for the Executive Committee Meeting as specified by the time frame ARTICLE III Section 1, (3).
Section 4 – The President shall preside at all meetings of the Association and carry out all orders and resolutions of the Association. He shall be an ex-officio member of all committees. He shall appoint all Committees and fill any vacancies occurring therein. He shall, at least one day prior to the Annual Meeting, appoint an Auditing Committee consisting of the Chairman (1st Vice President A.S.O.B.) and two other members to audit the books and accounts of the Association and will audit the books and accounts. of the Ladder of Smiles Fund and report their fundings to the Association at said Annual Meeting.

Section 5 – The First Vice President shall, in the absence of the President, perform the duties of the President. The remaining Vice Presidents shall, in their order, in the absence of the President and the First Vice President, perform the duties of the President. They shall perform such other duties as may be assigned to them by the President.

Section 6 – The Sergeant At Arms shall properly tile all meetings of the Association. He shall provide a Registration Book wherein each person attending the meeting of the Associations shall register his name and Temple and shall deliver the same to the Secretary Treasurer of the Association at the conclusion of the Annual Meeting. He shall also provide identification badges or insignia for member of the Board of Governors, cost of same to be paid by the Association.

Section 7 – Secretary Treasurer

(a) The Secretary Treasurer shall keep all records of this Association and record its minutes; he shall receive all dues and funds of the Association which shall be kept in separate accounts for accountability and deposit same in a reputable bank; covered by Federal Deposit Insurance, in the name of the “Association of Shrine Oriental Bands, INTL” and disburse the monies from these funds on the order of the Executive Committee; he shall, within three (3) months after the time of the Annual Meeting, cause to be published in the Association’s Official Publication, Na Khabar, a summary of his annual report, together with a copy of the Minutes of the Annual Meeting.

(b) The Secretary Treasurer shall give good and sufficient bond tor the faithful performance of his duties, in such an amount as the Executive Committee shall require, and the cost of said bond shall be paid out of the Association’s

Treasury. This bond shall be kept in the custody of the Secretary/Treasurer and A.S.O.B. records.

ARTICLE V-DUES

Section 1 – The annual dues shall be ten (\$10.00) dollars, per member of each band; Ten (\$10.00) per each Member-at-Large and shall be paid into the Treasury of this Association on or before January 31st of each year. The Association shall, from the receipts, pay the expenses of the Secretary’s office, the rental, if necessary, of Headquarters and Convention meeting rooms during the Annual Meeting, and there shall be furnished a copy of the Na Khabar in such quantity as deemed by the Executive Committee.

Section 2 – Should the dues of any Affiliated Band, or any Member-at-Large not be paid before the Annual Meeting is called to order, it and all its members or the offending Member-at Large, shall be denied all the rights and privileges of the A.S.O.B. and shall be immediately suspended from membership. Reinstatement of such Band and its members or such Members-at-Large, shall be under such terms and conditions as may be imposed by the Executive Committee.

Section 3 – Membership cards in this Association, signed by the Secretary, shall be issued at Active Members and Members-at-Large upon payment of the Annual Dues. A Life Membership card, signed by the Secretary, shall be issued to all members acquiring that status.

Section 4 – A charter shall be issued to each Member Band of the Association. The Charter shall remain the property of the Association and shall be surrendered to the Secretary Treasurer should the Band to which it has been issued become non-affiliated for any reason.

ARTICLE VI – COMMITTEES

Section 1 – The President shall appoint a Communication Chairman, who shall publicize the Association

of Shrine Oriental Bands at every opportunity and offer all possible assistance to the Convention Committee of the Annual Meeting of the A.S.O.B.

Section 2 – The President shall appoint a General Chairman of the Ladder-of-Smiles who shall direct and coordinate all Shrine Children's Hospital fund raising activities of the Association. The Chairman shall recommend to the President, for appointment, such members as are needed to assist him in the performance of his duties.

Section 3 – The President shall appoint such Ambassadors as deemed necessary upon geographical boundaries. The Ambassadors shall encourage and assist in the organization of Oriental Bands in the various Shrine Centers and shall promote the affiliation of such Oriental Bands with the Association. He shall report the names of all new Oriental Bands with their Officers to the President and the Secretary-Treasurer of this Association.

Section 4 – The President shall appoint a Historian. The Historian shall compile a record of the Association and assist the President as asked.

Section 5 – The President shall appoint a Chaplain. The Chaplain shall assist at all meetings and events as assigned by the President.

Section 6 – The President shall appoint a Quartermaster. The Quartermaster shall assist with requests from member bands regarding the sourcing of replacement instruments, uniforms etc. for the benefit of the Association.

Section 7 – The President shall appoint a Parliamentarian. The Parliamentarian shall assist the President and all Officers as required on Parliamentary law. He will also be Chairman of any changes in the A.S.O.B. By-laws, and will work with all other committees as needed.

ARTICLE VII – ORDER OF BUSINESS

Section 1 – Unless otherwise ordered, the order of business at meetings shall be as follows:

- (a) Roll Call
- (b) Reading of Minutes
- (c) Reading of the Financial Reports
- (d) Bills and Communications
- (e) Reports of Officers
- (f) Report of Standing Committees
- (g) Report of Special Committees
- (h) Unfinished Business
- (i) New Business
- (j) Election of Officers
- (K) Adjournment

Hospitals

+ Boston Hospital

51 Blossom St.
Boston MA 02114

Canadian Hospital

1529 Cedar Ave.
Montreal, Quebec
Canada H3G 1A6
Mexico

*** Chicago Hospital**

2211 N. Oak Park Ave.
Chicago IL 60707

+ Cincinnati Hospital

3229 Burnet Ave.
Cincinnati OH 45229

Erie Hospital

1645 w. sth st.
Erie PA 16505

+ Galveston Hospital

815 Market St.
Galveston TX 77550

Greenville Hospital

950 W. Faris Rd.
Greenville SC 29605

Honolulu Hospital

1310 Punahou St.
Honolulu HI 96826

Houston Hospital

6977 Main St.
Houston TX 77030

Intermountain Hospital

Fairfax Rd. at Virginia St.
Salt Lake City UT 841 03

Lexington Hospital

1900 Richmond Rd.
Lexington KY 40502
+ Burn Hospitals

Orthopedic, burn and spinal cord injury care
* Includes Spinal Cord Injury Rehabilitation Center

Los Angeles Hospital

3160 Geneva St.
Los Angeles CA 90020

Mexico City Hospital

Suchil No. 152, Col.
El Rosario Delg.
Coyoacan 04380 Mexico, D.F.

Northern California Hospital

2425 Stockton Blvd.
Sacramento CA 95817

*** Philadelphia Hospital**

3551 N. Broad St.
Philadelphia PA 19140

Portland Hospital

3101 SW Sam Jackson Park Rd.
Portland OR 97201

St Louis Hospital

2001 S. Lindbergh Blvd.
St. Louis MO 63131

Shreveport Hospital

3100 Samford Ave.
Shreveport LA 71103

Spokane Hospital

911 W. Fifth Ave.
Spokane WA 99204

Springfield Hospital

516 Carew St.
Springfield MA 011 04

Tampa Hospital

12502 N. Pine Dr.
Tampa FL 33612

Twin Cities Hospital

2025 E, River Pkwy.

Minneapolis MN 55414

Forms

2nd Annual ASOB Jamboree

May 4, 5, 2018 Kansas City
Holiday Inn Country Plaza

Name: _____

Address: _____

City/State/Zip: _____

Shrine Center /Office: _____

Registration \$125.00 per Noble _____

Ladies Dinner Ticket \$ 30.00 _____

Total Enclosed Dollars Enclosed _____

Meal Choice:

Beef Kabob _____

Chicken Kabob _____

SEND CHECKS TO:

Jamboree Band Registration

(Name of Band and Temple) We will attend the Fantasy ☐ We will ☐ will not ☐

There will be approximately _____ performing members.

Signature _____

Title _____

Address _____

City _____ State _____ Zip _____

Band information

Please Print This is Preliminary Information Only

Name of Band and Temple _____

City/State _____

Member of Regional Associations _____

Year Organized _____ Number of Members _____ Number Performing _____

Officers:

President _____

Vice President(s) _____

Secretary _____

Treasurer _____

Director _____

Current Shrine Honors

Past Shrine Honors

Additional Remarks

Submitted By: _____

Date: _____ Title _____

Send To: