GLSCUA

Officers` Handbook

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**Rules Associated with ALL Positions, Elected and Appointed**

Elected Officers will attend all Board meetings and two stated Business meetings unless special permission from the GLSCUA President is obtained in advance. Appointed offices are always welcome and encouraged to attend should their schedule allow.

All will send Clown Chatter articles to the Clown Chatter Editor by due dates specified by the GLSCUA President for each publication unless otherwise authorized by executive board.

All will make known your availability to attend GLSA Unit Meetings/Ceremonials/Circuses when invited. Coordinate with other Officers to try to have a GLSCUA representative at each GLSA regional activity.

Authorizations to attend or judge at Regional/Unit Conventions/Ceremonials must come thru President.

Give or arrange for report to be given at all Board meetings.

Will have a copy of current Shriners International By-Laws, Protocol and Imperial Directory.

Will have a copy of current GLSCUA By-Laws and most recent copy of Officers Handbook.

Will receive new Shriners International By-Laws, Protocol and Imperial Directory each year.

Should know Shriners International and GLSCUA By-Laws and Protocol.

Shall follow ARTICLE X – CODE OF CONDUCT

Reimbursement checks shall not be signed by the Officer receiving that check.

Plaques or trophies shall not be ordered without prior approval of the President and Executive Board.

Report any changes in GLSCUA property to the Secretary.

**GLSCUA ELECTED OFFICERS DUTIES**

**Presidential Duties**

Set the Executive Board and Membership meetings in conjunction with the Host Unit. Board Meetings can be set monthly and at a minimum of (4) times within the year. Typically, Board meetings should be place at the Mid-Year Convention and GLSA Fall Sessions with a meeting between each convention for updates with host units. The Mid-Year Membership meeting is set within the Mid-Year Convention, Fall Membership meeting is set at GLSA Fall Session in September. Notify Board members of meeting plans preceding your election as President. (Note, these dates were set as 1st VP.)

Attend all four Board meetings and two Business meetings.

Preside at all meetings. Shall have an agenda for all board and business meetings that will follow protocol.

Provide list of GLSA regional events which GLSCUA have been invited and who is assigned to attend.

Advise Officers of dress code of events.

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Report on any upcoming convention in your year at Board meetings or have VP, Host Unit representative give report.

If possible, send a card of condolence to the family of a Joey who has been visited by the Black Camel.

Require Vice President to present his Appointed Officers at the GLSA Fall Session Board meeting.

Follow Guidelines for Mid-Year Convention and Fall GLSA Convention Competitions.

**Vice Presidential Duties**

Be available to assist the President.

Observe and know Officer Duties above you.

Get President’s permission to send out letters asking appointed Officers to accept if you are elected.

Select Appointed Officers and assistants to each if necessary.

Continue communications with Host Temple Unit Officer where the Mid-Year Convention will be held in the year you are President. Give update Mid-Year Convention reports at Board meetings. (You may also have the report presented by the Host Temple Unit Officer.)

Select Installing Officer (usually the host Temple’s Illustrious Sir or his representative) and complete plans for the installation.

After GLSA Fall Session write letter of congratulations to newly elected GLSA President.

Vice President will MC or assign the MC who will open competition at both the Mid-Year and the GLSA Fall Session conventions, introduce guests, welcome membership and keep things rolling. Will assist President and Vice Presidents in presenting patches. Shall see that Officers will present awards, Sargent at Arms will present 3rd place, 1st VP will present 2nd place and 1st place will be presented by the President.

The Vice President will be in charge of obtaining all Judges for Mid-Year and GLSA Fall Session competitions.

* Judge selection must be complete at least one month before competition.
* Certified Judges will be used whenever possible.
* Judges should be chosen from non-competing GLSA temples to eliminate possible bias.
* Send each Judge a copy the GLSCUA competition rules at least two weeks before competition.
* Obtain a brief list of qualifications (resume) from each judge prior to competition (this can be announced to audience during competition).

**Guidelines for Vice President as Master of Ceremonies for competition:**

* Keep competition in good order and moving
* Direct talk to audience, not just to clowns
* Have other Officers MC
* Promote the Sneaker Fund
* Any other suggestions that come that are appropriate

Set the Executive Board and Membership meetings in conjunction with the Host Unit. Board Meetings can be set monthly and at a minimum of (4) times within the year. Typically, Board meetings should be place at the Mid-Year Convention and GLSA Fall Sessions with a meeting between each convention for updates with host units. The Mid-Year Membership meeting is set within the Mid-Year Convention, Fall Membership meeting is set at GLSA Fall Session in September. **Notify Board members of plans by GLSA Fall Board meeting preceding your election as President.**

Shall present the names of his Appointed Officers at the GLSA Fall Board meeting.

Follow Guidelines for Mid-Year Convention and Fall GLSA Convention Competitions.

**Second Vice Presidential Duties**

Observe and know Officer Duties above you.

At Mid-Year Convention, make selection of a hotel and convention site the year that you will be President and present to the Executive Board.

Give report at Board meetings on conventions to be held during your year as President. Stay in contact with Host Unit Officer for Mid-Year Convention and the person that will be Potentate the year that you are installed.

Stay in contact with Host Unit Officer and Director General where GLSA Fall Session will be held the year that you are President.

Find out who will be GLSA President when you are President and keep in touch with him, try to meet him personally, possibly at GLSA Fall Session.

Shall be in charge of all competitions and make necessary arrangements for Association Competitions and Awards at the Mid-Year Convention and GLSA Fall Session. He shall supervise, in coordination with the General Chairman of the Host Unit, any competition held during the Mid-Year Convention. The Sargent at Arms shall assist him and other Officers and Members as needed.

Will report any changes in GLSCUA property to the Secretary.

Follow Guidelines for Mid-Year Convention and Fall GLSA Convention Competitions.

**Guidelines for Second Vice President as Competition Director**

GLSCUA COMPETITION MATERIALS

Score sheets and judging criteria

Maintain an accurate inventory count

Review and suggest changes and revisions as needed

Advise of reasonable inventory requirements

Revise and reprint as requested by the Executive Board

Have required quantities at all GLSCUA conventions

Trophies

Arrange to have all competition patches and awards ordered, transported and setup at the awards functions. At least three (3) months prior to competition advise the Secretary and Treasurer by letter of the quantity and specifications of patches and awards to be required.

Miscellaneous equipment

Clipboards

Stopwatches

Timer

Duct tape (colored)

Numbers for place drawing

Pencils

Audio and video equipment

Maintain equipment

Operate or arrange for it to be operated (make sure it is properly marked as GLSCUA property)

ORGINAZATION OF COMPETITION

(Coordinate with President and the Competition Chairman of Host Unit at Mid-Year Convention and GLSA Fall Session competitions)

Place Bulletin Board or Placards everywhere announcing time and place of Events.

JUDGES

The Vice President will be in charge of obtaining all Judges for Mid-Year Convention and GLSA Fall Session competitions

TALLY KEEPERS

* Treasurer or Secretary heads up Tellers
* Should be seated adjacent to competition and away from contestants with sufficient Aides to assure secrecy of results.
* Arrange for adding machines and notepaper.
* Disqualification for timing, illegal action, etc. will be the responsibility of the Tally Keepers as informed by the 2nd VP and his Aides.

OTHER PERSONNEL

Aides-many are required to direct contestants, pick up score sheets from judges, get refreshments for judges and tally keepers, etc.

Photographer to be provided (if Host Unit does not have a photographer as a vendor, i.e.: Mid- Winter). Must get photograph including ID # of each of the competitors (skits if possible) to Clown Alley Editor within 10-15 days, plus a 4X6 color photo will be provided each clown participant in individual competition along with their score sheet.

PHYSICAL LOCATION

Competition for Mid-Year Convention and GLSA Fall Session competitions, assure sufficient space to handle competition in time allotted, proper equipment available and proper layout. Must have chairs and tables for the Judges and Tellers. Provide drinks and snacks for competition crew if budget permits.

GLSA Fall Session Parade - Assure an area is available for Judge viewing areas for Unit Parade Ability. Check on availability of sanitary facilities available nearby. Refreshments, water, sandwiches can be provided by GLSCUA, (with the assistance of local host if available).

Responsible for all logistics involved in assuring the Judges, Tally Keepers and other support personal are at their proper places at the proper times by keeping then so informed.

COMMUNICATION

You shall provide a report at each membership meeting outlining the details of the upcoming competition and answer any questions which may be asked regarding that event.

You shall be responsible for answering any letters or other communications in regard to competition. See that the President receives a copy of that communication.

COMPETITION PROCEDURES

**Mid-Winter Convention**

The Secretary will supply the President or Host Unit General Chairman GLSCUA competition worksheet for recording registration information. The Host Unit General Chairman will periodically forward a copy of the worksheet to GLSCUA 2nd VP and Secretary as registrations are completed.

GLSCUA Secretary will handle check-in and late registrations at convention. They will verify current dues and issue packets, including competition #, rules and schedule. The 2nd Vice President shall be informed of additional competitors.

Will assist President and Vice Presidents in presenting patches.

2nd VP will resolve any disputes, ruling questions or penalties.

Shall see that Officers will present awards, 2nd VP will present 3rd place, 1st VP will present 2nd place and 1st place will be presented by the President.

**GLSA Fall Session**

GLSCUA Secretary will receive pre-registration, dispersing copy of registration to 2nd VP for record of competitors and disperse all monies to Treasurer.

GLSCUA Secretary will handle check-in and late registrations at convention. They will verify current dues and issue packets, including competition #, rules and schedule.

Will assist President and Vice Presidents in presenting patches.

2nd VP will resolve any disputes, ruling questions or penalties.

**Sargent-at-Arm’s Duties**

Observe and know Officer Duties above you.

Sargent-at-Arms is the membership chairman. He should keep in touch with the Secretary on membership status. He should promote membership growth and retention.

Assist 2nd VP with competitions in preparation of assuming those duties the following year. Heads up Tellers at Mid-Year Convention and GLSA Fall Session competitions.

Give report at Board meetings on conventions to be held during your year as President.

Stay in contact with Host Unit Officer for Mid-Year Convention and the person that will be Potentate the year that you are installed as President.

Stay in contact with Host Unit Officer and GLSA President where GLSA Fall Session will be held the year that you are President.

Find out who will be GLSA President when you are President and keep in touch with him, try to meet him personally, possibly at GLSA Fall Session.

**Treasurer’s Duties**

All payments to the Association will be in U.S. funds.

Receives all monies from the Secretary giving him receipt thereof.

Maintain a General Fund checking account and a savings account.

Make proper payment of all authorized bills.

Provide, on a quarterly basis, a budget performance report, expense and income statement of the General account/s. Reports to be given at each Board meeting.

Inform the President and 1st VP of any improprieties.

Inform the Secretary and invoice the members for any money owed the GLSCUA

Inform the Secretary and invoice any of the Officers or Appointed Officers for any money owed the GLSCUA.

Must be Bonded.

Pay all bills that have been approved by the President and Executive Board.

All financial record keeping should be done on QuickBooks software.

All accounts must be in Risk Free Government Insured Accounts.

See that Form 990 is timely filed with the IRS, Shriners International and is filed in Secretary’s and Treasurer’s files for 7 years.

Have ledgers and bank statements available for Board appointed Audit Committee upon request. Assist incoming President on preparing his Budget for the upcoming year.

**Secretary’s Duties**

Should order for all Officers copies of current year **DIRECTORY**, Articles of, By-Laws, Annotations & Appendix of Forms, SHRINERS INTERNATIONAL.

Incorporation

All payments to the Association will be in U.S. funds.

RECORD KEEPING

Membership

A current roster of all members of the Association is to be kept by the Secretary including the member’s Temple, Unit and current dues status. The Secretary is also responsible for making all address corrections as soon as they are received.

Unit Rolls

The Secretary is to actively seek to enroll all units from all Temples. He is to keep an annual record book of the current officers and correspondents.

CLOWN CHATTER SUBSCRIPTIONS

All subscribers of the Association’s magazine shall be recorded and notified that their subscription will expire one month prior to the fact.

MINUTES

The Secretary shall keep an accurate record of the proceedings of all official meetings of the Board and General Meetings of the membership.

MEMBERSHIP REGISTRATION

Whenever a new member joins, he shall receive:

* A copy of the current Association By-Laws (Available on Website)
* A patch of the Association.

The Secretary is responsible for reporting the current membership to the Board prior to each board meeting or upon request. Any board member may request from the Secretary a copy of the most current Membership Roster.

MEETING INFORMATION

At the Mid-Year Convention and GLSA Fall Session, the Secretary shall have prepared for the meeting the following items:

* The official minutes of the Association’s previous meeting.
* A current roster of the membership-sorted
* A sufficient supply of the Associations’ patches.
* The current Shrine Directory and By-Laws.
* The current By-Laws of the Association.
* The current Officers Handbook of the Association.

COMPETITION INVOLVEMENT

Secretary will provide a summary of the results to the Master of Ceremonies for the “Top Five” presentation of patches or certificates.

The Secretary will hold detailed results until after the Awards Banquet/Affair. Summary of winners with places (1-3) and Temple will be given to Clown Chatter Editor as soon as possible after the Awards Affair.

CORRESPONDENCE

The Secretary shall correspond with the membership as directed by the President of the Association or the Executive Board.

The Secretary shall make a diligent effort to find any member who has moved and not forwarded his address. During the efforts to find a Noble, his membership will be suspended until his correct address is received.

The Secretary shall provide the editor of Clown Chatter a list of all nobles visited by the Black Camel every 6 months for the Black Camel Service to be held at the Mid-Year Convention.

The Secretary shall correspond with the GLSA Secretary to keep him abreast of the Association’s current activities and make any request of the Great Lakes Shrine Association as directed by the President or the Executive Board of the Association.

Request for Sneaker Fund Donations Requesting a Letter for Tax Purposes (Applies only to US Donations)

* Important Notes:
	+ GLSCUA cannot offer a 501 (C)(3) letter to donators as it must be provided by Imperial at Tampa.
	+ The following procedure was approved by Matthew C. Noell, Director of Temple Accounting and by the Children Donor Relations department at Tampa in October 2019.
* There are two ways we receive such donations where the check is made out to the Sneaker Fund or Made out Shriners Hospitals for Children.
* In both cases the Secretary will make copies of the check and annotate his records to show the money was sent to Tampa and not deposited in the GLSCUA banking accounts but is included with the total Sneaker Fund donations made to the hospitals.

The two methods for processing the donations to the hospitals are as follows:

1. Check made payable to the Shriners Hospitals for Children.
	1. The Secretary will send the check to the address below.
	2. Along with the check include a copy of the donator’s original form and a letter stating that the donator is requesting a letter for tax purposes, providing the mailing address for the letter.
2. Check made payable to the Sneaker Fund.
	1. The Secretary will endorse the check as follows:

*International Shrine Clown Association*

*\*\*\*Secretary’s Signature\*\*\**

*Payable to Shriners Hospitals for Children*

* 1. The Secretary will send the check to the address below.
	2. Along with the check include a copy of the donator’s original form and a letter stating that the donator is requesting a letter for tax purposes, providing the mailing address for the letter.

Address to send all donation check to:

*Shriners Hospitals for Children*

*Attn: Office of Development*

*2900 Rocky Point Dr*

*Tampa, FL 33607*

MISCELLANEOUS

Must be bonded.

Will maintain an inventory of all GLSCUA equipment and report any changes.

Maintain a list of GLSCUA Past Presidents (on glscua.net website)

Year, address, Temple, Clown name, Ladies name

It is imperative that the Secretary to have a complete properly marked inventory of ALL of the physical property of the GLSCUA and which Officer is in possession of each item.

Responsible personally for the following items:

* Black Camel items
* International flags and accessories
* GLSCUA banner

 **GLSCUA OFFICERS DRESS CODE**

Mid-Year Convention and GLSA Fall Session dress attire: GLSCUA Awards Banquets: Class A’s

Class A’s Dress – Sports Coat / Gray or Black Slacks / Tie; Imperial Ladies tie or official GLSCUA Tie preferred / Fez

Competition / Business dress attire: Slacks or Khakis / Polo or button up shirt with GLSCUA logo / Fez

**NOTE:**

The President shall inform all Officers of their dress code prior to an event.

Any deviation from these dress codes, it will be up to the President to inform all Officers of any changes prior to an event.

**APPOINTED OFFICERS**

**Guidelines for Education Director**

It is the responsibility of the GLSCUA Education Director to educate clowns on clowning.

The Education Director shall be in charge of setting up all education seminars for the GLSCUA Mid-Year Convention in coordination with the President and Host Unit Convention Chairman.

Prior to taking the position of Education Director, it is advised that the Education Director to have attend at least two seminars on their own to understand how the system works and to make sure they are aware of what is expected of both the education team and what the host units expect.

These seminars include but are not limited to the explanation and demonstration of all six categories of clowns, White Face, Auguste, Happy Hobo, Tramp, Character, and Senior. This will include the discussion of face design, costume, and how the character represents themselves as well as how each other treat the others when clowning. I.E. the whiteface is the elegant clown that is the instigator and has nothing happen to them, Auguste is the buffoon and everything happens to them, the tramp plays along with the joke but nothing ever happens to them, etc. It is important to clearly get across the differences between hobo and tramp.

It is also the Educational Director that trains and certifies judges based on GLSCUA rules. These rules are read and approved by the board. Any changes must be presented to the board before changes can take place. Following these rules, the Education Director will instruct the students on how to interpret the score sheets and grade the clowns presented to them.

The Education Director shall work closely with the host unit to find out what they want as far as training goes and build a class around those requests. Outside vendors may be used if the host unit requests this. It is then their responsibility to arrange for these vendors to be on-site during the seminar.

As the 2nd V.P. is responsible for all aspects of competition, they are responsible for publishing any articles related to competitions or rule changes. The 2nd V.P. is responsible for making sure the Education Director has a current set of GLSCUA Rules for Competition to make sure they utilize them for seminar purposes.

You shall promote and uphold the good name of our Association at all times by:

Providing assistance to any Potentate or Temple (within the GLSA region) as requested in regard to SHIRNE CLOWNING.

You shall be responsible for writing an “Education Director” column for each issue of Clown Chatter. Primarily highlighting current happenings in relation to your primary responsibility, Education.

Be responsible for Education Seminars whether they be on the road or at Mid-Year Convention or GLSA Fall Session. (as coordinate with local Host)

Have at least one assistant for the future training of education.

You shall be responsible for answering any letters or communications in regard to questions of education. Seeing the President receives a copy of this communication.

**Guidelines for Assistant Education Director (if Appointed by the President)**

Assist the Education Director and fulfill and duties he may assign.

Assist the 2nd Vice President and Sargent-at-Arms in all aspects of competition at Mid-Year and GLSA Fall Session Conventions

Should write at least 1 article for Clown Chatter during the year.

**Guidelines for Clown Chatter Editor**

Will be the final authority on printing, editing and distribution of the magazine.

Will set the schedules, copy deadlines, printing materials and quality of the final package.

Solicits materials and furnishes the materials inside the magazine.

The Editor is solely responsible for the design layout and content of magazine.

The Editor is also very concerned about distribution.

The labeling, sorting and at what cost is also very important.

Postage or distribution cost can be as high as the printing, must be watched carefully.

The editor is the final authority in protecting the cost versus quality and content.

More color brings rewards and accolades; less small type delivers more for less but lacks a pleasing appearance.

The Editor becomes solely responsible for the communication to and from the membership.

The Editor should remain politically neutral and respectful of the feelings and rights of individual members.

He must always protect the integrity of the order.

Editor handles all respects of publishing, distribution and is controller for magazine.

**Guidelines for By-Laws Committee**

The By-Laws Committee shall be composed of the immediate three Past Presidents. Their terms shall be staggered with a new member added each year. No member of the By-Laws Committee shall serve more than one three-year term consecutively, except in the event of death or resignation.

Immediate Past President shall assume the Chairmanship position of the committee.

Give or arrange for report to be given at all Board meetings.

**Guidelines for Chaplin**

The Chaplin shall consist of one member appointed by the President with the approval of the

Executive Board.

He shall offer prayers and inspirational readings at the meetings and on other occasions when needed.

He shall be in charge of, along with the President, the Black Camel Ceremony at Mid-Year Convention.

**Guidelines for Historian**

He shall assemble and preserve records of activities and achievements of the GLSCUA and its members.

Facts to be available on request by the Membership, Officers or Board of GLSCUA.

**Guidelines for Master of Ceremonies**

Shall handle all Mid-Year Convention and GLSA Fall Session competition and award banquet introductions with the approval of the President.

Be prepared to handle these duties anytime when requested by the President.

**Guidelines for Parliamentarian**

He shall see that the Roberts Rules of Order (current edition), shall be the Parliamentary

Authority for this Organization and shall be applicable in all cases when it does not conflict with the By-Laws of GLSCUA, the By-Laws of Shriners International and is the standard rule of this Organization.

To verify wording of motions and any changes made to them.

He is the final authority in any question regarding procedures followed in conducting business in GLSCUA.

He shall review, prior to the election of Officers that all candidates for office meet the criteria of the By-Laws of GLSCUA.

He shall review, prior to the election of Officers that all delegates are properly registered and meet the criteria of the By-Laws of GLSCUA.

Acts as the Judge in validating votes requiring ballot.

**Guidelines for Public Relations Chairman**

Attend as many Board meetings as possible.

Give or arrange for reports to be given at all Board meetings.

Create and share ideas for fund raising for the Sneaker Fund with the Board.

Create and share ideas for publicizing GLSCUA.

Should know and follow the Imperial Guidelines on fund raising.

Will report any changes in GLSCUA property to the Secretary.

**Guidelines for Web Master and Web Team**

Should keep web site up to date and virus free.

Should keep web site registration up to date and verified.

May assist or organize internet conference calls via Zoom, Microsoft Teams, etc. with the Executive Board for the purpose of meetings or announcements.

**Guidelines on GLSCUA Mid-Year Conventions (Officers)**

**President**

Sets the agenda and presides at the Board and General Meetings.

Make arrangements for the Awards Meal (if applicable).

Arranges the convention space.

Shall be present at competition to hand out patches to Top Five Competitors.

Obtain a room to serve as the GLSCUA hospitality room, if budget allows. The room is not to be used as a sleeping room. Try to get hotel to complimentary provide the room if arrangements for room block has been negotiated. Refreshments to be arranged by the Host Unit.

Turn over bills to the Secretary and he will fill out the transmittals to submit to the Treasurer.

Responsibilities of the Host Unit General Chairman (if applicable, otherwise President):

Vendor Market (Optional)

Setting up transportation to local Airport (Optional)

Local News Coverage (Optional)

Report to the GLSCUA Board in writing every Board meeting on progress of convention.

No ads can be run in Clown Chatter without approval

Hands out the awards to competition winner.

Approves all Clown Chatter Ads for the Mid-Year Convention.

**First Vice-President**

Works with 2nd Vice President and Sargent-at-Arms on competition.

Serves as Master of Ceremonies for during competition.

Directly speaks to the audience, not just to clowns.

May have other Officers MC.

Assists President (it will be your turn next year)

Place Bulletin Board or Placards everywhere, (where applicable), announcing time and place of Events.

Shall present Second Place award winners.

**Second Vice-President**

See Mid-Year Convention competition section under 2nd VP Duties as Competition director

In charge of competition and makes sure the judges receive meal at awards banquet. (At host unit’s expense.)

Will be ensuring that the Competition procedures are followed.

Shall present Third Place award winners.

Keep competition in good order and moving.

Promote the Sneaker Fund.

Setup competition and make sure it is run efficiently. Responsible for the score sheets, clipboards, walkie-talkies, Top Five Patches, stopwatch or clock and whistle for competition. Puts together the trophies and makes arrangements for them to be at the Awards Banquet. View the competition area or have its floor plan lay out. Must provide the Judge’s resumes to the Board Meeting before the convention.

Meet with the judges at least once before the competition and that is normally at a breakfast before competition. The judges should have a copy of our Judging Criteria and the handout on the explanation of the Judging Criteria. At least 6 Judges are required to judge for two rings.

The 2nd Vice President should inspect the competition site, which should be approximately 1,400 square feet (or adequately have space for competition, judging, tallying, and spectators).

There needs to be:

* Six Categories of clowns; White Face, Auguste, Tramp, Happy Hobo, Character, and First Timer (Powder Puff and Clown Lite are optional)
* Two Judging Tables with three chairs at each
* Water at each table
* Pencils at each position
* At least two (2) Tally tables with three (3) Tellers, three (3) calculators and pencils in a separate location if possible.
* Table for the Secretary to issue temporary dues cards and competition numbers
* Chairs setup for the audience
* Microphone
* Four or Five runners
* Cash Snack bar near competition rings with coffee, soft drinks and food (Optional)
* Place for Photographer

**Sargent-at-Arms**

Assists the Secretary to validate competition entries are members in good standing.

Assists the 2nd Vice President with the planning and organization of the competition.

Organizes and readies the competitors per category in the holding room.

Shall help present awards during Awards banquet/event.

**Treasurer**

Pays all bills that have been approved by the Secretary.

Get President’s approval for non-budgeted items.

**Secretary**

Work with Sargent-at-Arms on registration.

Before competition starts, sells GLSCUA member patches. After closing the account will help with competition tallies.

Checklist for Mid-Year Convention:

Pencils, paper and extension cord for tape recorder, (if needed)

Miscellaneous (photocopy, phone calls, shipping, etc.)

Must approve all bills before the Treasurer will pay them.

Takes the minutes of the Board and General Meeting. Works very closely with the President on running the meetings.

Things needed for Mid-Year Convention:

* Flag(s) (for country of Host Unit)
* Minutes of previous Board and General Meetings
* New Member forms
* Stapler
* Envelopes
* Transmittals
* Roster of GLSCUA Members
* GLSCUA Patches
* Tape
* Calculator
* Need bell, seventy (4” inch) candles and one (8” inch) candle with protector and white gloves for the Black Camel Ceremony. (Can be supplied by Host Unit)

**Guidelines for Day by Day of a Mid-Year Convention**

**1st Day (Normally a Wednesday)**

GLSCUA Officers arrive and have an informal Board meeting in the P.M.

**2nd Day (Normally a Thursday)**

GLSCUA Board meeting usually in the A.M. or P.M.

Coffee and water are needed for the meeting and paid for at Host Unit expense. (Optional)

Registration should be open all day. There can be seminars and/or Mini-Marts. A calendar of Events should be posted in the Hotel Lobby.

Seminar on Competition Criteria (Optional) in the P.M.

**2nd Day (Normally a Thursday)**

Registration should be open all day.

Seminar on Competition Rules (Optional) in P.M.

Seminars should be scheduled. Suggestions for Seminars include:

* Balloons
* Makeup (White Face, Auguste, Character, Tramp, Happy Hobo, and Senior)
* Gimmicks
* Magic
* Skits
* Costumes
* History of Clowning
* Judging Certification

**3rd Day (Normally a Friday)**

First and Second Vice Presidents meet with the Judges in the A.M. to go over competition layout and rules. (Breakfast should be provided for all attendees at Host Units expense.)

Registration should be open all day.

Seminars should be scheduled to fill open areas of the days events.

Luncheon in conjunction with the Black Camel Ceremonies.

General Membership Meeting after Black Camel Luncheon

The Presidents’ Lady normally has a Lady’s Program or activity for the GLSCUA officer’s, Past President’s Ladies and Guests. (This is at her expense and is optional.) Usually conducted after the Black Camel Luncheon.

President may host a cocktail party, if desired, by invitation, in his suite at his expense on the Host Theme Night.

***Note:*** *It is not uncommon to schedule the balloon and face paint competitions in the late afternoon to save time for the next days’ competition events. This usually helps with large registration turn outs.*

**4th Day (Normally a Saturday)**

When competition starts the Secretary and the Sargent-at-Arms close the registration account.

The Secretary fills out a transmittal and turns it over to the Treasurer.

Competition for the six (6) Make-Up categories in the A.M.

Skit Competitions is usually following. Balloon and Face Paint Competitions can be immediately after the Skit Competitions.

The Awards dinner should start no later than 7:00 P.M.

Awards Ceremony to begin immediately after Dinner

**5th Day (Normally a Sunday)**

The Newly Installed President – Goodbyes in the Lobby.

**Guidelines on GLSA Fall Session Conventions (Officers)**

**President**

Sets the agenda and presides at the Board and General Meetings.

Make arrangements for the Awards Banquet Meal (if applicable).

Will stay in connect with the GLSA President’s General Chairman before and during the GLSA Fall Session.

Arranges the convention space with Host Temple.

Obtain a room to serve as the ISCA hospitality room, if budget allows. The room is not to be used as a sleeping room. Try to get hotel to complimentary provide the room, if not ISCA pays. The ISCA Elected Officers will provide refreshments and snacks at their expense.

Shall present the gavel to the newly installed President.

(Optional: Present a gift to new President and First Lady)

Turn over bills to the Secretary and he will fill out the transmittals to submit to the Treasurer.

Responsibilities of the President and Host Temple General Chairman (if applicable,):

Mini Mart (Optional)

Setting up transportation to local Airport (Optional)

Local News Coverage (Optional)

Report to the GLSCUA Board in writing every Board meeting on progress of convention.

No ads can be run in Clown Chatter without approval

Approves all Clown Chatter Ads for GLSA Fall Session.

**First Vice-President – (President elect)**

Works with 2nd Vice President and 3rd Vice President on competition.

Serves as Master of Ceremonies for during competition.

Direct talk to audience, not just to clowns.

Have other Officers MC.

Assists President (it will be your turn next year)

Place Bulletin Board or Placards everywhere announcing time and place of Events.

Shall present First Place award winners.

**Second Vice-President – (Vice President elect)**

See Imperial Session competition section under 2nd VP Duties as Competition director

In charge of competition and makes sure the judges receive meals at awards Banquet (at GLSCUA’s expense)

Will be ensuring that the Competition procedures are followed.

Shall present Second Place award winners.

Keep competition in good order and moving.

Promote the Sneaker Fund.

Setup competition and make sure it is run efficiently. Responsible for the score sheets, clipboards, walkie-talkies, Top Five Patches, stopwatch or clock and whistle for competition. Puts together the trophies and makes arrangements for them to be at the Awards Breakfast. View the competition area or have its floor plan lay out. Must provide the Judge’s resumes to the Board at it’s meeting before the convention.

Meet with the judges at least once before the competition and that is normally at a breakfast before competition. The judges should have a copy of our Judging Criteria and the handout on the explanation of the Judging Criteria. At least 6 Judges are required to judge for two rings.

The 2nd Vice President should inspect the competition site, which should be approximately 1,400 square feet (or adequately have space for competition, judging, tallying, and spectators).

There needs to be:

* Six Categories of clowns; White Face, Auguste, Tramp, Happy Hobo, Character, and Senior (Auguste Lite and Powder Puff are optional.)
* Two Judging Tables with three chairs at each
* Water at each table
* Pencils at each position
* At least two (2) Tally tables with three (3) Tellers, three (3) calculators and pencils in a separate location if possible.
* Table for the Secretary to issue temporary dues cards and competition numbers
* Chairs setup for the audience
* Microphone
* Four or Five runners
* Cash Snack bar near competition rings with coffee, soft drinks and food (Optional)
* Place for Photographer

**Sargent-at-Arms – (2nd Vice President elect)**

Assists the Secretary to validate competition entries are members in good standing.

Assists the 2nd Vice President with the planning and organization of the competition.

Organizes and readies the competitors per category in the holding room.

Shall help present awards during Awards banquet/event.

Shall present 3rd Place Award Winners.

**Treasurer**

Pays all bills that have been approved by the Secretary.

Get President’s approval for non-budgeted items.

**Secretary**

Work with 2nd Vice President on registration.

Before competition starts sell patches. After closing the account will help with competition.

Checklist for GLSA Fall Session:

Coffee, and water for Board meeting.

Room for Board and General Meeting.

Pencils, paper and extension cord for tape recorder, (if necessary).

Miscellaneous (photocopy, phone calls, shipping, etc.)

Must approve all bills before the Treasurer will pay them.

Takes the minutes of the Board and General Meeting. Works very closely with the President on running the meetings.

Provide the competition results, including competition numbers, Top Five names and Temples to the Clown Chatter Editor.

Things needed for GLSA Fall Session:

* Flag(s) (for country of Host Unit)
* Minutes of previous Board and General Meetings
* New Member forms
* Stapler
* Envelopes
* Transmittals
* Roster of GLSCUA Members
* GLSCUA Patches
* Tape
* Calculator

**Guidelines for Day by Day of an Imperial Session**

**Day 1**

GLSCUA Officers hold a virtual board meeting on Zoom or other satisfactory platform 5-7 days before start of convention.

**Day 2 (Usually on Thursday)**

GLSCUA Board meeting time varies. (Usually in the P.M.) Refreshments needed for the meeting are optional and are arranged by the President and Vice President.

Registration should be open all day. A calendar of Events should be posted in the

Hotel Lobby or Convention Center.

Seminar on Competition Criteria (Optional) in P.M.

**Day 3 (Usually on Friday)**

When competition starts the Secretary and Sargent-at-Arms close the registration account.

The Secretary fills out a transmittal and turns it over to the Treasurer.

The six Make-Up Competition categories in the A.M.

One-Man Parade-ability Competition is immediately after Make-Up Competition.

**Day 4 (Usually on Saturday)**

\*The Unit Parade Competition starts in the A.M.

The following is needed for judging:

Score Sheets, Clip Boards, and Pencils

(Umbrella covering or shaded area would be helpful but OPTIONAL.)

Awards banquet to begin no later than 6pm.

Installation of new Officers

Presentation of Sneaker Fund

Presentation of Awards

Closing comments and farewells.

**Day 5 (Usually on Sunday)**

Newly installed President to greet the GLSCUA members on their way out to home.

**\*Parade schedule may be changed due to inclement weather or other miscellaneous issues.**

***NOTE:*** *Suggest having Seminars instead: Balloons, Make-up (White Face, Auguste, Character, Happy Hobo, and Tramp), Gimmicks, Magic, Skits, Costumes, or History of Clowning.*

**Guidelines for Officer Board Meetings**

The GLSCUA Mid-Year Board Meeting is usually held either on Wednesday evening or Thursday morning at the Host Unit selected convention area. The GLSA Fall Session Board Meeting is held on Thursday either at the hotel or space provided by Host Temple. Additional board meetings should be scheduled between the Mid-Year and Fall Session conventions via Zoom or other means of telecommunication.

**PROTOCOL**

**Request for Imperial Officer**

When an Association desires the presence of one or more Imperial Officers at an activity of that association, a written request is to be submitted to the Imperial Potentate, with a copy to the Executive Director, detailing as much information about the activity as possible.

**Order of Introduction**

Sargent-at-Arms is to secure the listing of the following dignitaries to pass to the Master of Ceremonies prior to the Award Banquet openings.

1. Visiting civic dignitaries and celebrities.

2. Grand Master and/or other distinguished Masonic guest.

3. Visiting Divans, Past Potentates, Shrine association and Unit Officers.

4. Past Imperial Officers (in reverse order of their seniority).

5. Imperial Officers (in reverse order of their seniority)

6. The Imperial Potentate or his official representative. (The Nobility will stand after three (3) raps of the gavel on his introduction and reception).

7. Past GLSCUA Presidents

**Seating at Banquet**

At Shrine association banquets, the Shrine association President should escort the Imperial Potentate or his Imperial Representative to the banquet table. The Imperial Potentate should be seated at the immediate right of the associations President. When Ladies are present at the banquet, the Imperial Potentate should be seated at the right of the association President; the Imperial Potentates Lady at the left of the association President; the associations Presidents Lady at the right of the Imperial Potentate; with other officers seated with their Ladies alternating at the right and left of the central group, will follow by rank, immediately after Imperial Officers. Place cards should be provided to expedite seating.

**HEAD TABLE SEATING PROTOCOL FOR GLSA FALL SESSION BANQUET/S**

Chaplin

HEAD

T

A

B

L

E

Chaplin’s Lady

Secretary’s Lady

Secretary

2nd Vice President’s Lady

2nd Vice President

President’s Lady

President

1st Vice President

1st Vice President’s Lady

Sargent-at-Arms

Past Presidents

And

Appointed Officers

Sargent-at-Arms’s Lady

Treasurer

Treasurer’s Lady

M.C.’s Lady

M.C.

**PODIUM**

**FLAGS**

Country of Host Unit

Circumstances may necessitate some changes but protocol dictates that a lady is never seated at the end seat at either end of the head table. The Master of Ceremonies may be seated at either end of the table if the location of the microphone makes it more convenient.

**HEAD TABLE SEATING PROTOCOL FOR MID-YEAR BANQUET/S**

H

E

A

D

T

A

B

L

E

Chaplin

Chaplin’s Lady

1st VP’s Temple Potentate’s Lady

1st VP’s Temple Potentate

Secretary’s Lady

Secretary

2nd Vice President’s Lady

2nd Vice President

Imperial Sir’s Lady

President

Imperial Sir

President’s Lady

1st Vice President

1st Vice President’s Lady

3rd Vice President

3rd Vice President’s Lady

Treasurer

Treasurer’s Lady

Past Presidents

And

Appointed Officers

Host Unit’s Potentate’s Lady

Host Unit’s Potentate

Treasurer’s Lady

Master of Ceremonies

**PODIUM**

**FLAGS**

Country of Host Unit

FLAGS

Venue restrictions may dictate some changes such as a 2-tier head table but the seating positions of the Imperial Sir, his Lady, the ISCA President, his Lady and the 1st Vice President and his Lady are firm. Also, the M.C. and his Lady should be seated at the head table as conditions permit.

NOTE: A lady is never seated at the end of the Head Table.

**INSTALLATION CEREMONY**

**Installing Officer**: “*Nobles, we are about to install into office those who have been select to guide the destinies of the association during the ensuing year. Since every Freemason professes a belief in the existence of Deity, let us look to the Great Commander of the Universe for guidance and direction. Noble Chaplain, you will lead in our devotions to Deity.”*

(\*\*\*CALL UP ALL MEMBERS)

**Installing Chaplin: “***Great and Grand Commander of us all, Thou, Who Art the Creator, the preserver and the Ringmaster of the world and all that dwell therein. We know, Lord, that Thou must have had a sense of humor for you made us all so we can laugh and smile. We implore Thy blessing upon this assembly of thy children, Joeys of the world, who are gratefully acknowledging thy mercy and goodness, now renew their fidelity to thy law, and pray for the desire and strength to do thy will. Bless, we beseech Thee, our labors in behalf of our Order, and may we always be staunch and loyal in our devotion to her welfare and cause. Give to those who are about to be invested with official authority and leadership the will to serve, the knowledge to direct, and the power to perform those duties and obligations that shall be theirs. And may we all continue to enjoy the blessings that are the reward of the Faithful. Amen.”*

(\*ALL ARE SEATED)

**Installing Officer: “***Nobles, as your names are called, you will arise and, under the direction of the Marshall, assume positions to my front.”* (**Note: Installing Officer calls the roll** **of Officers-Elect, and the Installing Marshall arranges them, standing in a straight** **line in front of and facing the Installing Officer.**

**Installing Officer: “***Nobles, you have been selected as Officers of the International Shrine Clown Association for the ensuing year. Are you willing to accept the trust?”* **(Officers-Elect Respond) *“****You will please face the members.”* **(Officers-Elect face about)** *“Members of the International Shrine Clown Association, you here behold the nobles selected to govern your Association for the ensuing year. Are you still satisfied with your choice?”* **(Members will respond)**. *“Officers-Elect, you will face this station.”* **(Officers-Elect face about)**. *“There being no objection to your installation, I will now invest you with the duties and responsibilities of your respective officers. But first, you will place your right hand over your heart, and repeat after me, the following:”*

(\*\*\*CALL UP ALL MEMBERS)

*“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 that I will strictly conform to the requirement of the Shrine Law and the By-Laws of the International Shrine Clown Association.”*

(\*ALL ARE SEATED)

**Installing Officer: “***Noble Marshall, you will present the Officers-Elect separately, in the order of their rank, for installation.”* **(Marshall escorts the President-Elect to a station at the left of the installing officer,** **and in appropriate words, presents him for installation).**

**Installing Officer: “***Noble\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you have been selected as President of the Great Lakes Shrine Clown Unit’s Association. You shall act as the Executive Officer and shall preside at all meetings of the Association, the Executive Committee, and the Advisory Board; you shall have general supervision of all the affairs of the Association and shall also have such other power and duties as may properly belong to your office or shall be prescribed by the Executive Committee. You shall appoint all standing and special committees and make such other appointments as you deem necessary for the proper administration of the Association.”*

**PRESENTATION OF FEZ** (**if applicable**)

*“This Fez I present to you (on behalf of the members of \_\_\_\_\_\_\_\_\_\_\_Temple)”* (any additional remarks that may be appropriate at this time).

**PRESENTATION OF GAVEL**

*“The gavel, now placed in your hands, is the symbol of your authority, and as, now should disobey it, I trust that you will wield it with firmness, but with all discretion and justice.”* (President may address the Association and then return the gavel to the Installing Officer and request him to continue with the Installation Ceremony).

**(Installing Marshall escorts the Vice-Presidents-Elect as directed)**

**Installing Officer: “***Nobles, you have been chosen as supporting Officers of the Great Lakes Shrine Clown Unit’s Association for the ensuring year. As such, you shall assist the President and, in his absence, assume those duties and authority as prescribed in the By-Laws. No one can tell when that contingency may arise. It may come when least expected hence; you should thoroughly familiarize yourself with the functions of your immediate superior officer, so that the Association may never suffer for want of qualification of the part of its officers.*

**Installing Officer: “***Noble Marshall, you will present the Secretary Elect and the Treasurer-Elect for installation.”*

**(Installing Marshall escorts Secretary-Elect and Treasurer-Elect for installation).**

**Installing Officer:**

*“Noble\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you have been chosen to serve the Association as Secretary for the ensuring year.*

*“Your duties shall be to keep a record of the proceedings of the Association and assist the Officers in the clerical work of the Association. You shall receive all monies over to the Treasurer taking his receipt therefore. You will maintain a complete roster of all member units and such other duties as pertain to the office.”*

*“Noble\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you have been chosen to serve the Association as the Treasurer*

*for the ensuring year.* “*You shall receive all monies from the Secretary giving him receipt therefore. You shall maintain a checking account in a bank acceptable to the Association. You shall make prompt payment of all authorized bills and submit a written account of such at the annual meeting.”*

(\*\*\*CALL UP ALL MEMBERS)

**Installing Officer: “***Noble Installing Marshall, you will make proclamation that the*

*officers of the International Shrine Clown Association have been duly installed.”*

**Installing Marshall: *“****I am directed to proclaim, and I do now proclaim, that the President*

*and other officers of the Great Lakes Shrine Clown Unit’s Association have been duly installed*

*into their respective officers.”*

(\*ALL ARE SEATED)

**Installing Officer: *“****Now, Noble President, I come to the final act of this ceremony, the permanent relinquishment of the gavel to you.”* **(Hands gavel to President) *“****Henceforth it is yours to wield, and we feel confident that at the close of your term of office, your successor will accept it from honored hands. It is a distinction to be chosen to preside over members of a Shrine Association, such as this, who, in addition to the ties of Masonic Brotherhood, have a common desire in service to the Association, the Imperial Council, and their Mother Temple for the benefit of crippled children the world over, to bind them together for a common happiness.”*

*“Yours is a position that wealth cannot buy; but it is willingly accorded to me who, by word and deed, has shown a love of country, and home, and friend. We rejoice at you accession to this place of honor, and pledge to you our constant and hearty support.”*

**NOTE: This installation wording is just a guideline. Installations are usually done by the Imperial Potentate or his Representative and they usually have installation script of their own that they use.**

**BLACK CAMEL MEMORIAL SERVICE**

The following Memorial Service for use by the International Shrine Clown Association has been approved by the Imperial and had been used annually at the ISCA Mid-Winter Conventions. As it has been approved, the Great Lakes Shrine Clown Units Association shall adopt its following proceedings.

This service meant to honor the brother Joeys who have met the call of the Black Camel. It is suggested to be presented at the noon luncheon at the Mid-Winter convention when both the Nobility and their Ladies are in attendance.

With one of the ISCA Officers acting as Captain, knowing the total number of departed brothers, assembles in the outer hall with a like number of volunteer Nobles, lighting their candles. The Captain will be in the center of the lineup and will carry a noticeably larger candle. As the service begins the group enters single file with half of the Nobles on either side of the Captain. If possible, have a Bag Piper playing in the back ground.

**Black Camel Ceremony Master of Ceremonies:**

*“President \_\_\_\_\_\_\_\_\_\_\_\_\_, Imperial Sir\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,*

*Officers of the Great Lakes Shrine Clown Units Association, Illustrious Sir* \_\_\_\_\_\_\_\_(Name of Potentate in whose jurisdiction this Mid-Winter is being held)***\_\_\_\_\_\_\_\_\_\_\_\_,*** *other Illustrious Sirs, Divan Members, Distinguished Guests, Nobles and Ladies, please join in our annual*

*Mid-Winter Candlelight Memorial Service to honor our departed brethren visited by the*

*Black Camel and whom have been called unto Heaven during the past year.”*

*“(Name of Captain of candles)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with a group of the Nobility assisting, will each carry a candle representing one of our departed brothers and it will be extinguished later as his name is called from the rolls. Unit and individual donations to the Sneaker Fund will be accepted immediately following this Annual Memorial Service.*

*GLSCUA Treasurer (and/or Secretary)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will assist with the March of Smiles.* **(Pause for 5 seconds)**

*“Each year we are reminded what frail mortal beings we are as the Great Architect of the*

*Universe calls upon some of our Brothers of this Association to lay up their*

*trestle boards. We feel a deep loss as the Black Camel pays a visit to our departed*

*brethren.”*

*“Yet, in our Masonic learning’s we find peace and comfort knowing that the Supreme*

*Architect has laid out still greater plans for our Noble Brothers in that home eternal in the*

*heavens. How comforting it is knowing these Joeys, now absent from our midst, are now*

*providing smiles amongst the angels!”*

*“Let us recall each of them with fond memories as we extinguish a candle for each Joey no*

*longer amongst our ranks.”* **(**Start reading names of deceased, with Temple name, slowly

and distinctly. Starting at one side, a candle is extinguished at the calling of a name –

alternating from side to side until all the known names are read. Captain continues to

hold his candle.)

After the roll is read, with the master candle still lit, point out that

*“The one remaining large candle is for all the departed Brothers Joeys who we have*

*inadvertently overlooked or, for that matter because we are indeed a regional*

*Association and it is possible we have overlooked some of our Brothers that may have*

*passed on during recent days or hours and we now welcome calling from the floor the*

*names of any departed Brothers and their Temple name from anyone in the audience.”*

(Allow time for response and repeat members name and Temple. When no more are to

be given, thank each Noble for sharing these names and honors and ask the Captain to

now extinguish his candle.)

**Now at this point, say:**

*“Let us stand for a moment of silence, followed by prayer.” (Allow no more than 60 -75*

*seconds and continue)*

*“Great Architect of the Universe, how saddened we are to feel the abrupt, immediate loss*

*and void of our Brother Joeys.*

*It would seem inopportune that you have selected these dear and devoted fellow Shrine Masons. Our sorrow, the loss, the anguish and the tears, our unanswered mortal questions would challenge your untimely call.*

*Yet we, as Shrine Masons, remembering your teachings, quickly realize that our days upon Earth are short and numbered. We, as Shrine Masons, recall and are comforted by the fact that you, Heavenly Father, have welcomed these Noble Joeys into your life Eternal in the heavens.*

*Though we miss each and everyone, we are comforted by the knowledge that you select only the finest and we, as lowly mortals, are allowed our remaining days on Earth the enjoyment of fond and loving memories of these brothers.*

*We pray that your love and kindness be with each member’s family and friends.*

*And we ask, O Lord, that you grants us the opportunity to rejoice in reunion with these Brethren in Heaven when it becomes our day to stand in your judgment.”*

***Amen***

This concludes the Annual Black Camel Memorial Service.

**LADIES DUTIES**

**PRESIDENT’S LADY**

Will be the Hostess for GLSCUA Mid-Year convention hospitality suite. Coordinates assistance from 1st Vice President’s Lady, other elected Officers Ladies and Appointed Officers Ladies.

(Optional). Will be the Hostess for the GLSA Fall Session hospitality suite. Coordinates assistance from 1st Vice President’s Lady, other elected Officers Ladies and Appointed Officers Ladies.

Turns over the duties as Hostess to 1st Vice President’s Lady on Saturday afternoon.

Will Coordinate with the 1st Vice President’s Lady at all times on how the Hospitality Suite is

handled.

She will be in charge of table decorations and color scheme (in coordination with Host Unit) at the Mid-Year Convention Black Camel Luncheon.

She will Host a Ladies Appreciation event (Breakfast, Tea, etc.) at Mid-Year Convention, which is usually held after the Black Camel luncheon during the Membership Business meeting. It can be a sit-down with the hotel serving or for a more casual atmosphere it can be hosted in the Hospitality Suite. At this occasion a small appreciation gift is given to the Ladies present at her expense. Generally, this group is made-up of Past President’s Ladies, Imperial Representative’s Lady, elected Officers Ladies and any Host Temple Ladies that you wish to honor and thank. This is by invitation only. Invitations should be distributed as Ladies arrive to Mid-Year Convention or prior to the event.

**1st VICE PRESIDENT’S LADY**

Assist the President’s Lady in being the Host in the Hospitality Room at all times at the Mid-Year Convention.

Before the Mid-Year convention she will have been a liaison with the representatives from the Host Temple and expressing her preference regarding any planned outings and the Awards Banquet. She coordinates with the Host Temple as to color, schemes, themes, meal choices, entertainment, table favors and door prize drawings. When and where any tours or shopping trips are planned, she will coordinate with the Host Temple. Most Host Temples are very helpful and considerate.

Assist the President’s Lady in being the Host in the Hospitality Room at all times at the Mid-Winter Convention.

Take over Saturday afternoon and be the Hostess for the Saturday Night Cocktail Party and any special arrangements for the Awards Banquet i.e. special decorations, table favors, etc. at your expense.

At the Saturday Night Cocktail Party, it is normal for the 1st Vice President’s Lady to give gifts to the Elected Officer’s Ladies, the Appointed Officer’s Ladies and possibly you might give gifts to the Host Temple Ladies that you have worked closely with the Mid-Winter preparation. These are at your expense. This is by invitation only. Invitations should be distributed as Ladies arrive to Mid-Winter or prior to the event.

Arranges and Hostess the Go-Home Breakfast on Sunday morning at the end of the convention if held, which is open to everyone attending the Mid-Winter.

***NOTE:*** *These above aforementioned roles are not mandatory. Should the Ladies partake in the venture, it only enhances the experiences and traditions of our fine Association.*

**HOST TEMPLE UNIT DUTIES at the GLSA Fall Session (when applicable)**

Will be working with the Vice President, who will be installed as President the year that you are the Host Temple Unit preparing for the GLSA Fall Session.

Will have personnel to handle for on-site registration forms and some personnel for giving out registration packets (ditty bags if desired.)

Arrange for GLSCUA Officers to be transported to the Hotel.

Work with the Vice President’s Lady. She coordinates with the Host Temple Unit as to color, schemes, themes, meal choices, entertainment, table favors and etc.

Assist Second Vice President by furnishing runners, set-up personnel for competition.

Place Bulletin Board or Placards everywhere announcing time and place of Events.

**HOST TEMPLE UNIT DUTIES GLSCUA MID-YEAR CONVENTION**

You will need to prepare a bid to host the GLSCUA Mid-Year Convention.

It should contain:

Letters of invitation from

Current Host Potentate

Host Potentate the year of the convention

Host Unit President, Director or General Chairman

Local Officials

Hotel hosting

Hotel Proposal (contract)

Hotel information

Number of rooms available

Room costs

Meeting spaces

Ballroom sizes

Banquet space

Facilities/Amenities

Tentative schedule

Airport information

Area attractions

This will need to be presented to the GLSCUA Board with assistance from the Sargent-at-Arms, who you will be working with. He will be installed as President the year that you are the Host Temple Unit preparing for the GLSCUA Mid-Year Convention.

**NOTE:**

You will select the Hotel to Host the GLSCUA Mid-Year Convention. When working with the hotel preparing proposal (contract) take into consideration the following:

Try to negotiate with the Hotel to include complimentary rooms to be provided by the Hotel to include a suite for the Imperial Sir or his representative and GLSCUA.

The President and the First Vice President need a suite with a parlor in the center and a bedroom on each side for the President and the First Vice President, if available. This Parlor may be available for hospitality and the two (2) Officers receptions. If activities are planned outside the Hotel you must provide transportation.

The Host Unit will have at the most two-three (2-3) years to prepare for this Mid-Year Convention, so they should use their time wisely.

**The Host Unit should have fund-raisers to help offset the expense of Hosting the Mid-Year Convention**.

 ***NOTE: GLSCUA will not help offset these expenses.***

Maintain good communications with the Sargent-at-Arms by keeping him well informed of the progress on the preparation for the Mid-Year Convention. It is extremely difficult to manage all the preparation long distance.

Get lots of Public Relations (P.R.) done early such as flyers and Web page notices developed.

Assist with setting up the schedule of events with the Sargent-at-Arm’s approval.

Arrange special activities, seminars and vendors with the Sargent-at-Arm’s approval.

Arrange for a Bag Pipe player (if available from your Temple) or provide music to play at Black Camel Memorial Service.

Set the registration fee (taking into account that $25.00 for each Joey in competition will go to GLSCUA for trophy cost), decoration, meals and hospitality room.

Your registration fee should also include Black Camel Luncheon, Theme Party w/meal and Awards Banquet Dinner.

Host is responsible for a Judges Breakfast; usually 6 Judges, 2nd Vice President & Sargent-at-Arm’s.

The average price for the Mini-Mart table is usually $100.00 per table. This may be negotiable in order to get instructors for seminars.

Will have personnel: to handle pre-registration forms, for on-site registration forms, for giving out registration packets (ditty bags), hospitality room and runners/aides for competition.

Arrange for GLSCUA Officers to be transported to the Hotel.

Work with the Sargent-at-Arm’s Lady. She coordinates with the Host Temple Unit as

to color, schemes, themes, meal choices, entertainment, table favors and etc.

Assist the Competition Director/Second Vice President by furnishing runners, set-up personnel for competition area and arranging the trophies for the Award Banquet.

Update reports should be presented at each Board Meeting by the Vice President you are working with or a representative from Host Unit.

Place Bulletin Board or Placards everywhere announcing time and place of Events.

**PRAYERS**

Great Architect of the Universe, We Offer Our Humble Thanks To Thee For All You Have Granted Unto Us In Our Daily Lives.

We Join In Thanking You For Your Kindness And Concern, Your

Fruitful Guidance And Your Enduring Love.

We Pray That You Watch Over All The Nobility Of This International Shrine Clown Association, Our Family And Friends, And That You Bring A Speedy Recovery To The Ill And

Injured Throughout Your World.

Our Special Thanks To Thee, Dear Lord, For The Privilege of Participating In the World’s Greatest Philanthropy, Our Shriners Hospitals for Children And Sneaker Fund for Burns Research.

We Ask For Peace In Your World And That The Bread Of This Day Nourish Our Minds And Bodies That We May Best Serve You In The Designs Laid Out Upon Your Trestle board.

***Amen***

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Great Architect Of The Universe, We Humbly Stand Before Thee This Evening Offering Our Thanks Unto Thee For All The Countless Blessings You Have Granted Unto Us And For Your Being At Our Side Each And Every Day To Guide And Direct Us In All Proper Masonic Manners.

Thank You Lord For Allowing Us To Be A Part of the Shriners Hospitals for Children And Sneaker Fund for Burns Research.

Tonight We Are So Happy To Have Honored These Youngsters Who Are Receiving Care At The Hospitals And Wonderful It Is To See Their Beautiful And Radiant Smiling Faces In Our Midst.

We Ask That You Bring Peace To Our Nations, Dear Lord, And Ask For Your Care And Healing To The Sick And Injured Throughout The World.

Continue To Provide Your Divine Guidance to the Officers of and the Members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ And To The General Nobility As Well As All Our Loved Ones.

Bless This Food To Nourish Our Minds And Our Bodies To Better Serve Thee In The Designs Laid Out Upon Your Trestle Board. All These Things We Humbly Ask In Thy Name.

***Amen***

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Almighty Father, Author of the Universe, We Ask Your Blessing On All The Souls Gathered Here Tonight And Those Who Are With Us In Spirit.

We Thank You For This Time We Spend Together Are For All The Opportunities We Have To Bring A Smile To A Stranger’s Face And To Help Our Shriners Hospitals for Children.

Heal And Strengthen Their Bodies And Minds, Oh Lord, And Help Us To Lift Their Spirits And Provide For Their Care.

God, We Thank You For Our Ladies, For Their Support And Encouragement, With Which You Have Blessed Us, Grant Us Thy Peace, Oh Lord, In Our Homes, Our Work, Our Play And

Throughout The World.

Lord, Bless And Guide These Officers, Now To Be Installed And Throughout The Ensuing Year That All of Their Decision And Work Will Meet With Favor In Your Eyes.

Now With The Speculative Building Blocks We Have Learned Here At These Meetings, Let Us Take Them To Our Homes And Use Them To Your Service.

***Amen***

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Heavenly Father, We Of The International Shrine Clown Association Offer Our Humble Thanks Unto Thee For The Opportunity To Serve Thee In Your Designs Among Mankind.

We Ask That Your Divine Guidance Be With Us Throughout, Not Only The Proceedings of This Mid-Winter Convention of The ISCA, But Also In Every Passing Day of Our Lives.

We Pray That Our Continued Blessing Be With Us Always.

All These Things We Ask In Thy Name.

***Amen***

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Heavenly Father, Great Architect of The Universe, Be Ever With Us In Our Thoughts And Deeds. Continue To Guide And Direct Us That We May Serve Thee In Your Desires.

***Amen***

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Great Architect of the Universe, We Humbly Stand Before Thee This Evening Offering Our Thanks Unto Thee For All The Countless Blessings You Have Granted Unto Us And For Your

Being At Our Side Each And Every Day To Guide And Direct Us In All Proper Masonic Manners.

Thank You Lord For Allowing Us To Be A Part of The Shriners Hospitals for Children.

Tonight We Are So Happy To Have Honored These Youngsters Who Are Receiving Care At The Shriners Hospitals for Children And Wonderful It Is To See Their Beautiful And Radiant Smiling Faces In Our Midst.

We Ask That You Bring Peace To Our Nations, Dear Lord, And Ask For Your Care And Healing To The Sick And Injured Throughout The World.

Continue To Provide Your Divine Guidance To The Officers and The Members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of The General Nobility As Well As All Our Loved Ones.

Bless This Food To Nourish Our Minds And Our Bodies To Better Serve Thee In The Designs Laid Out Upon Your Trestle Board.

All These Things We Humbly Ask In Thy Names.

***Amen***

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Our Heavenly Father, Great Architect Of The Universe, We Joeys of The International Shrine Clown Association, Offer Our Humble Thanks Unto Thee For The Countless Blessings You Have Granted To Us.

We Pray For You Continued Guidance And Direction In Our Masonic Orders. And We Ask For Continued Good Health And Happiness To The Officers And Members of This Great International Association.

Comfort And Heal Those That Are Ill And Injured Throughout Your World.

Grant Us The Opportunity To Serve You In Your Every Wish, Every Desire And Every Need.

Allow The Bread of This Day To Strengthen Us To Be Better Enabled, Mind And Body, To Serve You.

May You Always Be With Us. All This We Ask In His Name .

***Amen***

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Great Architect Of The Universe, We Pray That Your Wisdom Will Be Our Guide As We Shrine Masons of The International Shrine Clown Association Enter Into This Important Session.

***Amen***

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Our Thanks To Thee, Oh Lord, For Granting Us The Joy Of A Good And Fruitful Life For Clowning For The Happiness To Ourselves And To The Untold Thousands Throughout Our Great Nations.

It Is Our Prayer That Your Continued Blessings And Guidance Be Granted Unto Us.

***Amen***

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Our Prayer That Your Continued Blessings And Guidance Be Granted Unto Us.

***Amen***

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May The Grace of God Ever Be With Us As We Enjoy Our Masonic Fellowship And Serve Him In His Wishes.

***Amen***

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Great Architect of The Universe, We Offer Our Humble Thanks Unto Thee For The Opportunity To Serve Thee In Your Designs Among Mankind, We Pray That Your Divine Guidance Be With Us Throughout, Not Only The Proceedings Of This Mid-Winter / Imperial Session of The International Shrine Clown Association, But Through Each And Every Passing Day of Our Lives.

May Your Continued Blessings Ever Be With Us.

Grant Our Children In Our Shriners Hospitals for Children Comfort And Healing. Allow Us Continued Days And Years of Serving This Wonderful Philanthropy By Clowning And Adding Smiles Into Your World.

All These Things We Ask In Your Name.

***Amen***

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Heavenly Father, Be With Us In All Our Thoughts And Deeds,

Continue To Guide And Direct Us That We, As Shrine Masons May Best Serve Your Desires.

***Amen***

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Great Architect of The Universe, We As Shrine Masons. Stand Before Thee This Evening Offering Our Humble Thanks For All The Countless Blessings You Have Granted To Us.

Our Thanks To Thee, Oh Lord, For Being At Our Side Every Moment Of The Day And Our Individual Lives To Guide And Direct Us In Proper Masonic Manners.

Thank You Lord For Allowing Us To Be A Part of The Shriners Hospitals for Children.

Bring Peace To Our World,

Bring Care And Healing To The Sick And Injured Throughout The World.

We Pray For Devine Guidance To The Officers Of This Great International Shrine Clown Association As Well As To All The Nobility And To Our Loved Ones.

Bless This Food To Nourish Our Minds And Bodies To Better Serve You In The Design Lay Out Upon Your Trestle Board.

All These Things We Humbly Ask In Thy Name.

***Amen***

Be With Us Always, Dear Lord, As We Enjoy Our Masonic Fellowship And Serve Thee In Your Wishes.

***Amen***

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Great Architect of The Universe, We Pray That Your Wisdom Will Be Our Guide As We Of The International Shrine Clown Association Enter Into This Important Session. Be With Us Always, So Guide And Direct Us So That We, As Shrine Masons, May Best Serve Mankind, This Great Association And Most Importantly, To Serve You In Your Desires.

We Pray That Your Countless Blessings Be Granted To Us.

***Amen***

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(End Of Session)

May His Grace And Goodness Forever Be With Us As We Enjoy Our Masonic Fellowship, And Serve Him In His Wishes.

***Amen***

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(Or)

May The Grace Of God Go With Us As We Go Out Into The World To Resume Our Normal Undertakings.

***Amen***

**SAMPLE LETTER APPOINTED OFFICERS**

\*\*\*Date\*\*\*

\*\*\*Name\*\*\*

\*\*\*Temple\*\*\*

\*\*\*City, State (Prov.), Zip\*\*\*

Dear Noble\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You are nominated for the 20\_*(Name of appointed Office)*\_ for GLSCUA. Your acceptance of this appointment would be gratefully appreciated.

In closing, you are being selected as a nominee because I think you are a caring, energetic and outstanding Joey in our Association. I believe without a doubt that you will help provide the leadership that we need for this Association. Should you choose to accept the appointment, please confirm this to me in writing or e-mail prior to November\_\_\_, 20\_\_\_.

Yours in Faith,

\*\*\*Name\*\*\*

1st Vice President

Great Lakes Shrine Clown Units Association

\*\*\*Address\*\*\*

\*\*\*City, State (Prov.), Zip\*\*\*

\*\*\*E-mail\*\*\*

**SAMPLE LETTERS IMPERIAL DEPUTY POTENTATE**

\*\*\*Date\*\*\*

\*\*\*Name\*\*\*

Deputy Imperial Potentate

Shriners International

P. O. Box 31356

Tampa, FL. 33631-3356

Attn:

Dear Imperial Sir \*\*\*Name\*\*\*

Our GLSA Fall Session meeting will be held in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_\_through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I would be honored to have Imperial Sir \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_present at our GLSA Fall Session Convention. We hope that Imperial Sir \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will be available to install me as President of the Great Lakes Shrine Clown Units Association.

The Clown Competition will be held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of September. The Awards Banquet will be held on Saturday \_\_\_\_\_\_\_\_\_of September.

I thank you in advance and if there are any questions, feel free to call.

Yours in Faith,

\*\*\*Your Name\*\*\*

2nd Vice President

Great Lakes Shrine Clown Units Association

\*\*\*Address\*\*\*

\*\*\*City, State, Zip\*\*\*

\*\*\*Phone#\*\*

**SAMPLE LETTERS SEASONS GREETINGS**

Season’s Greetings to One and All.

Dear Noble,

As we approach this Holiday Season, I would be remiss not to say thank-you for the opportunity to have served as your President. The Great Lakes Shrine Clown Units Association has definitely taken Clowning seriously in 20\_\_\_ and had fun too. We did not do this alone. It required each of you and all the fine clown work you have done.

We have accomplished a great deal together and can be justly proud. Each of you, in your own special way, has contributed to the growth of the GLSCUA. The best possible news and information comes to you through “Clown Chatter”. Being a Shrine Clown donating to the Sneaker Fund, makes it all worthwhile, knowing your efforts keep the Shriners Hospitals for Children Burn’s Research Programs going to help our children lead happier, more productive lives.

The challenge of serving our children rests, in part, with the success of the Sneaker Fund. It is totally your doing. This is an appeal for you, your Unit, your Club, or your family to remember and reflect what the Sneaker Fund and the GLSCUA is all about. Please reach into your heart and checkbook and find something for the Sneaker Fund, maybe only $5.00 or perhaps Five Thousand. Remember, in giving, it is the thought behind the gift, more than the gift itself. Please help us help the Burn’s programs of the Shrine Philanthropy.

From our family to yours, we wish you the healthiest, most prosperous, and happiest 20\_\_. May God find you humble, thankful and giving, as you always remain part of the finest people in the whole world.

THANK-YOU in advance.

Yours in Faith,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President, GLSCUA 20\_\_\_\_\_

By-Laws of the Great Lake Shrine Clown Units Association

Approved April 13th, 2007 by GLSCUA Membership

Attached

