

**INTERNATIONAL ORDER OF ALHAMBRA  
BEN ZIRI CARAVAN #218 SEPTEMBER 16, 2015**

**ARTICLE I NAME**

The name of this organization shall be Ben Ziri Caravan #218 of the International Order of Alhambra

**ARTICLE II OBJECT**

- A.** To assist, promote and to provide means to aid the cause of the Developmentally disabled.
- B.** to identify, mark, preserve, and memorialize Catholic places, Persons and Events of historical importance.
- C.** To promote sociability and camaraderie among caravan members.

**ARTICLE III MEMBERSHIP**

**Section 1: Qualification**

- A.** Any Catholic 18 years of age or older who is in good standing in the Catholic Church may request membership in the Order.
- B.** Application for membership, with the \$10.00 initiation fee, shall be presented to the Grand Commander or the Scribe of the Exchequer by the proposer. The application must be signed by the applicant and the proposer. It will be referred to the Grand Divan for investigation at least a week before the applicant's initiation.
- C.** The names, addresses and proposers of the candidates shall be published by the caravan to all members. The members of the caravan shall vote on the candidates by oral vote at a meeting before the initiation. A two-thirds (2/3) affirmative vote of those present and voting shall accept the applicants into the Order. Applicants will not be present before or during the voting.
- D.** Any candidate-elect failing to present himself/herself at either a Regional or Caravan Ceremonial within two years following his/her election as a member shall lose the privilege of initiation. The time may be extended, for good cause, by the Grand Divan for a period not to exceed one (1) year. The initiation fee may be returned to the candidate-elect at the discretion of the Grand Divan.

**Section 2: Dues**

- A.** The annual dues shall be determined by caravan vote.
- B.** The fiscal year shall be November 1 to October 31. Dues not received by December 31<sup>st</sup> shall be considered delinquent. Members whose dues are not paid by January 31<sup>st</sup> shall automatically forfeit membership in the Order.
- C.** Any member in good standing may request a demit through the Scribe of the Exchequer. To rejoin the Order, he/she must present his demit card to the Scribe of the Exchequer, application for reinstatement, current year dues and \$5.00 reinstatement fee. If the applicant is not voted for acceptance, the dues and reinstatement fee is returned to him.
- D.** A suspended member who has been inactive for over two (2) years shall make application for reinstatement, pay dues, and a \$5.00 fee for reinstatement. The application must be approved by the Grand Divan and the members of the caravan. The \$5.00 fee will be returned if not accepted.

- E.** A suspended member who has been inactive for less than two (2) years shall make application for reinstatement and pay all dues and assessments to the caravan. In addition to accumulated dues and assessments, the applicant must pay a reinstatement fee of \$2.00. After acceptance of the application by the caravan the \$2.00 shall be sent to the Executive Secretary.
- F.** Members suspended or expelled for other than non payment of dues cannot be reinstated without written consent of the Council of Viziers.

## **ARTICLE IV OFFICERS**

### **Section 1. Classification**

- A.** The elective officers of this Caravan shall be a Grand Commander, Vice Grand Commander, Grand Scribe, Scribe of the Exchequer, Chamberlain, Master of the Oasis, Master of the Wardrobe, Captain of the Bodyguard, Sentinel of the Tower, Sentinel of the Desert, Grand Advocate, and Historiographer. The duties shall be prescribed in these bylaws, Al Sunna, and the Parliamentary Authority.
- B.** Chaplain: The Grand Commander upon taking office shall appoint a Chaplain who shall be a Priest or Deacon member of the Order in good standing.

### **Section 2. Qualifications and Election**

- A.** The officers shall serve a term of one (1) year or until their successors are elected or appointed.
- B.** A nominating committee of three (3) or more shall be appointed by the Grand Commander at the August Caravan meeting.
- C.** The Nomination Committee shall present a slate of nominees at the October Caravan meeting. All nominees must be eligible to serve and have consented to do so.
- D.** Nominations may be made from the floor at the October Caravan meeting.
- E.** Election of officers shall be done by ballot at the October Caravan meeting.
- F.** If there is only one nominee for an office, the vote may be a voice vote. A majority shall elect.
- G.** New officers shall assume the duties of their office at the close of the October Caravan meeting.

### **Section 3. Vacancies**

- A.** A vacancy in any office shall be filled by a special election which will be held at the Caravan meeting following the announcement of the vacancy, with the exception of the office of Grand Commander, in which case, the Vice Grand Commander shall automatically become Grand Commander and the office of Vice Grand commander shall become vacant.

### **Section 4. Duties**

The duties of each office shall be those described in these bylaws and the parliamentary authority.

- A.** The Grand Commander shall:
- 1.** Preside at all meetings of the caravan.
  - 2.** Appoint all committees and be ex-officio member of all committees except the nominating committee.
  - 3.** Subject to due process and with the approval of the Grand Divan,

remove from office any officer found negligent in performing the duties of his office, and declare such office vacant.

4. Co-sign all checks when feasible.
5. Serve as a delegate to the Biennial Convention of the Order.
6. Appoint a committee of three (3) to audit and inspect all records of the Scribe of the Exchequer and the Grand Chamberlain.
7. Perform any other duties required by the Council of Viziers or these bylaws.

**B. The Vice Grand Commander shall:**

1. Preside at all meetings in the absence of the Grand Commander.
2. Be the liaison between the Grand Commander and all appointed Caravan committees and to insure that all caravan programs are active.
3. In the event of the death, disability, or resignation of the Grand Commander, succeed to the office of Grand Commander.

**C. The Grand Scribe shall:**

1. Record the proceedings of all meetings of the Caravan and provide a written copy of the proceedings to the Grand Commander and Grand Chamberlain at least one week prior to the next meeting.
2. Retain a copy of all minutes as a permanent record.
3. Immediately after caravan elections, forward to the Executive Secretary, a complete list of the Caravan officers, their addresses and telephone numbers.
4. Conduct correspondence for the Caravan as directed.
5. File all documents and correspondence belonging to the Caravan.

**D. The Scribe of the Exchequer shall:**

1. Keep an account of the indebtedness of each member of the Caravan and the amount received from each member.
2. Keep a roll of all the members and collect all Caravan monies.
3. Deliver all monies to the Grand Chamberlain.
4. Within ten (10) days after initiation, forward all applications of the Novices to the Executive Secretary.
5. Send ten dollars (\$10.00) per applicant to the Executive Secretary within ten (10) days of the initiation.
6. Issue traveling cards imprinted with the Caravan Seal to each member who is in good standing.
7. Be custodian of the Caravan Seal during his term of office.

**E. The Grand Chamberlain shall:**

1. Be custodian of all monies and deposit them in a bank designated by the Grand Divan in the name of the Caravan.
2. Pay all assessments and bills on the approval of the Grand Divan.
3. Co-sign all checks when feasible.
4. Pay all monies due to the International Order of Alhambra within Thirty (30) days and send to the Executive Secretary
5. Prepare an itemized statement of all receipts and disbursements

semi-annually.

6. Surrender all records of his office at the end of his term.
7. Submit a tax report to the IRS annually.

F. The Master of the Oasis shall:

1. Devise means for the entertainment of the caravan.
2. Perform other duties as the Grand Divan shall direct.
3. Deposit with the Grand Chamberlain all monies in excess of the amount needed to fulfill his obligations.
4. Keep an accurate account of the expenses incurred.

G. The Historiographer shall:

1. Collect all material necessary for preparing an official history of the Caravan.

H. The Master of the Wardrobe shall:

1. Be custodian of the Caravan paraphernalia and regalia.

I. The Captain of the Bodyguard shall:

1. Appoint and have command of a bodyguard composed of as many members as he deems necessary.
2. Perform such other duties as the Grand Divan directs.

J. The sentinels of the Tower and the Desert shall:

1. Guard the inner and outer doors of the Alcazar.
2. Perform such other duties as the Grand Divan directs.

K. The Grand Advocate shall:

1. Interpret all rules of order and bylaws that are referred to him.
2. Be the legal advisor of the Caravan and represent it in legalistic matters, either acting himself as council or seeking same where he is not qualified.

L. The Chaplain shall:

1. The Caravan Chaplain shall be a non-voting member of the Grand Divan. He shall be the spiritual advisor to the Sir Nobles, Lady Nobles, and Sultanas. He shall advise the members in matters of faith and morals. He shall perform such duties, consistent with his availability, such as, leading the members in prayer at meetings and ceremonies and be available for Wake services and Masses of Christian Burial, at the Pastor's discretion.

## **ARTICLE V MEETINGS**

### **Section 1. Meetings**

- A. Caravan meetings shall be held monthly unless otherwise ordered by the membership or the Grand Divan.
- B. Special meetings may be called at any time at the discretion of the Grand Commander.
- C. The Caravan Meeting in October shall be the annual meeting and shall

include the election of officers. Newly elected officers shall assume their duties at the conclusion of the meeting.

- D. Twenty five percent (25%) of the total membership shall constitute a quorum.
- E. The following shall form part of the order of business and procedure at Caravan meetings:
  - 1. Opening prayer (Prayer of St. Francis)
  - 2. Pledge of Allegiance to our flag
  - 3. Roll call of officers
  - 4. Reading of the minutes of the last meeting and Grand Divan Proceedings.
  - 5. Reading of communications.
  - 6. Committee reports.
  - 7. Reading of applications and balloting on candidates.
  - 8. Unfinished business.
  - 9. Recommendations and Petitions of the Grand Divan.
  - 10. New Business
  - 11. Closing prayer (Prayer for the Mentally Handicapped)

## ARTICLE VI GRAND DIVAN

### Section 1. Membership

The Grand Divan shall consist of the elected officers and the last two immediate Past Grand Commanders

### Section 2. Duties

The Grand Divan shall conduct all the business of the Caravan except voting on new members, changing the bylaws and elections.

### Section 3. Quorum

A majority of the members of the Grand Divan present shall constitute a Quorum.

## ARTICLE VII COMMITTEES

### Section 1. Committees

- A. The standing committees shall be the Helping Hand, Scallop Pin, Intrafraternal and Scholarship.
- B. Each committee chairman shall appoint the members of his committee.
- C. Special committees may be appointed by the Grand Commander with the approval of the Grand Divan.
- D. A quorum in a committee is the majority of its members.

### Section 2. Duties

- A. The Helping Hand and Scallop Pin Committees shall:
  - 1. Encourage sir Nobles, Lady Nobles and Sultanas to purchase pins and charms to benefit the Alhambra Charity Fund for scholarships.
- B. The Intrafraternal Committee shall:

1. Promote fraternalism with other fraternal and religious groups.
- C.** The Scholarship Committee shall:
1. Oversee the scholarship program in the Caravan as well as receive and present those awarded by Supreme that are located in the local area.

## **ARTICLE VIII CONVENTIONS**

**The Supreme Divan holds a biennial convention in odd numbered years.**

- Section 1.** Delegates to the Supreme Divan Meeting shall be based on Caravan membership as follows:
- Caravan membership of twenty five (25) or less one (1) vote
  - Caravan membership of twenty six (26) to fifty (50) 2 votes
  - Caravan membership of fifty one (51) to seventy five (75) three (3) votes
  - Caravan membership of seventy six (76) to one hundred (100) four votes
  - One (1) additional vote for every twenty five (25) members over one hundred (100)
- Section 2.** Voting power is determined by the total membership as of July 1<sup>st</sup> proceeding the session of the Supreme Divan.
- Section 3.** Payment of all per capita and assessments due to the Order must be received at the office of the Executive Secretary no less than sixty (60) days prior to the opening session of the Supreme Divan Meeting.

## **ARTICLE IX PARLIAMENTARY AUTHORITY**

- Section 1.** Roberts Rules of Order Newly Revised, current edition, and Al Sunna shall govern the proceedings of the Caravan in all cases not provided for in these bylaws.

## **ARTICLE X AMENDMENTS**

- Section 1.** These bylaws may be amended at any caravan meeting by two thirds (2/3) vote, providing notice is given ten (10) days prior to the meeting.
- Section 2.** Any amendments necessitated by amendments to Al Sunna shall be effected by then bylaws committee and reported to the membership at the next Caravan Meeting following the adoption of such amendments by the Supreme Divan.

## **STANDING RULES**

1. All new members shall receive a copy of these bylaws and a copy of Al Sunna.
2. The initiation fee which will be paid when a new member attends a Ceremonial will be fifty dollars (\$50.00) and includes a name tag. The initiation fee does not include the cost of a Fez, hotel accommodations or the banquet held after the Ceremonial.
3. The Fez shall be worn at all meetings and social events unless the Grand Grand Commander so orders.
4. Formal attire shall be black trousers, red jacket, white shirt and long black necktie.