

By Laws of Ubar Grotto
of the Mystic Order of Veiled
Prophets of the Enchanted Realm



Approved on February 27, 2011 by the Organizing Committee.
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I – Preamble

1. That the best interest of the Mystic Order of the Veiled Prophets of the Enchanted Realm (here after referred to as M.O.V.P.E.R.) may be secured, only Master Masons are eligible for its mysteries. One of the objects of the Order is to benefit the Symbolic Lodge, and in many cases the government is guided by Masonic usages as the most perfect system extant; but it is to be explicitly understood that in itself it is not a Masonic Order, and that it is in no sense a Masonic Degree.

II – Name and Location

1. This Grotto shall be located in the borough of Elizabethtown, State of Pennsylvania, and known as Ubar Grotto, M.O.V.P.E.R., and acknowledges obedience to the sovereignty of the Supreme Council, M.O.V.P.E.R., organized in Hamilton, N.Y., June 13, 1890.

III – Membership

1. No one but a regular Master Mason in good standing and affiliated with a regularly and duly constituted Masonic Lodge is eligible to membership in this Grotto.
2. Membership shall be divided into three classes; active, honorary, and life. Active membership may be obtained either by petition, followed by election and initiation, or by affiliation.
3. A petition for initiation or affiliation can be received by the Grotto at any session, and when received, shall be referred to an investigating committee of not less than three members. A petition, having been referred to an investigating committee cannot be withdrawn. The petitioner must have been a resident of the place

from which he petitions for at least three months preceding the presentation of the petition. He must present his current membership card to the Prophet sponsoring his membership application showing that he is in good standing in his Masonic Lodge. A petition for affiliation must be supported by a demit or a certificate from the Executive Secretary.

4. Immediately after receiving the report of the investigating committee, the applicant, whether for membership by initiation or affiliation, shall be balloted upon. It shall take three or more black balls to reject a candidate. If but three black balls appear, a second ballot shall be taken immediately, and if three or more black balls appear on the second ballot, the candidate shall be declared rejected.
 - a. At the discretion of the Monarch, a voice vote may be taken in place of a traditional ballot. If the voice vote is not unanimous, a traditional ballot will immediately follow utilizing the procedure previously outlined.
5. A petition having been rejected cannot again be received until three months shall have elapsed. A petition for affiliation may again be received at any time by the rejecting Grotto, or by any other Grotto, that may acquire jurisdiction.
6. Any Prophet who at any time is a member in good standing of some other chartered Grotto may without fee, and by unanimous ballot at any session, be elected an honorary member of this Grotto. An honorary member is not entitled to vote, nor can he hold office or committee membership in this Grotto.
7. Any member of this Grotto who is in good standing on the books may commute all future annual dues and become a life member upon payment of the equivalent of 20 years of the current annual dues. This payment does not include the annual per capita assessment placed upon members for the purchase

of food or drink at meetings or the Humanitarian Foundation Assessment.

IV – Fees and Dues

1. The fee for conferring the Order shall be \$100, all of which shall be paid before Initiation.
2. The fee for affiliation shall be \$85, all of which shall be paid upon a successful ballot.
3. The annual dues of each member shall be \$49, payable in advance on or before the first stated session in January of each year. Honorary and life members shall not be required to pay dues. Upon payment of annual dues, a member shall be issued an annual membership card which shall be good until after the first session in January of the following year.
4. The annual dues will increase at a rate of 3% per year, rounded to the nearest half dollar. This section shall only be reviewed every ten years unless recommended by the Jurisprudence Committee.
5. Each member of the Grotto, including life members, shall at the time of paying his annual dues, pay to the Secretary the sum of \$1.00 for the benefit of the Supreme Council Humanitarian Foundation to be used exclusively for charitable purposes. Failure to pay said dollar shall have the same force and effect as failure to pay dues.
6. Each member of the Grotto, including life members, shall at the time of paying his annual dues, pay to the Secretary the sum of \$50.00 as a fee for the purpose of purchasing meals at the Convivial Sessions of the Grotto. Any portion of these funds not used by the end of the fiscal year are surrendered to the Grotto and will be placed in the operating fund. No portion of these funds will be reimbursed after payment. This fee may be prorated based upon the number of Convivial Sessions to still be held before the next dues and fees payment cycle.

7. A member delinquent in dues and fees after ten days written notice, and an opportunity to show cause why he should not be suspended, may be suspended by a majority vote of the members present and voting at any session.
8. The Grotto, upon a majority vote of the members present at a stated session, may vote to remit the dues or affiliation fees of any member who is financially unable to pay as such. This remission does not include the remission of fees for the Convivial Sessions or the fee assessed for the Supreme Council Humanitarian Foundation, which still must be paid to participate in Grotto activities.
9. The dues of the Sentinel, Secretary, and Treasurer shall be remitted in exchange for their services. This remission only covers dues and does not include fees.

V – Demits

1. A demit shall be issued to a member upon his written request at any time, if he is free from all indebtedness, and no charges are pending against him, no action by the Grotto being necessary.

VI – Penalties

1. When a Prophet demits or becomes expelled or suspended from a Masonic Lodge, his standing in the Grotto shall be similarly affected and his membership ceases, or lies in abeyance until he has re-affiliated with a regularly and duly constituted Lodge.

VII – Fiscal Year

1. The fiscal year of the Grotto shall be January 1 to December 31 of each year.

VIII – Sessions

1. Stated Sessions of this Grotto shall be held on the fourth Sunday of each month. Stated Sessions will begin at 6 PM.
2. A Stated Session may not be opened unless there shall be present at least one elective officer of the Grotto, excluding the Trustees, Secretary, and Treasurer.
3. Special Sessions shall be held at the call of the Monarch, or when requested in writing by not less than fifty percent of the membership. Only the business designated in the call shall be acted upon at special sessions. Notice of time and place of holding special sessions shall be mailed to each member at least five days prior thereto.
4. At the beginning of each term, the Monarch shall determine no more than four stated sessions to be Convivial Sessions. Convivial Sessions of the Grotto shall be the same as Stated Sessions but will begin at 6 PM and include a meal. The meal will be purchased using the fees collected from each member for this purpose, allocated so that the maximum amount of each member's fee is used in apportion to the number of Convivial Sessions to be held.
 - a. Example: If the fee for the year is \$50 and there are to be four Convivial Sessions held, the meal at each session should cost as close to \$12.50 as possible. If only two Convivial Sessions are held, the cost should be as close to \$25.00 as possible.
5. At the beginning of each term, the Monarch shall determine at least two Ceremonial Sessions at which candidates are to be obligated and / or initiated.

IX – Quorum

1. Seven members, including an officer qualified to open the Grotto, shall constitute a quorum.

X - Officers

1. The elective officers of this Grotto shall consist of the following:
 - a. Potent Monarch
 - b. Chief Justice
 - c. Master of Ceremonies
 - d. Venerable Prophet
 - e. Treasurer
 - f. Secretary
 - g. Trustee (3)
2. The appointive officers of this Grotto shall consist of the following:
 - a. Marshal
 - b. Captain of the Guard
 - c. Sentinel
 - d. Chaplain
 - e. Vizier (Director of Work)
3. The elective officers shall be elected by ballot at the first stated session of the Grotto in November or December of each year, except that the date may be changed by dispensation of the Grand Monarch. No candidate shall be received or initiated or obligated at the meeting set aside and designated for the election of officers, until after election of officers shall have been held. No candidate for elective office shall be balloted upon until he shall be certified as eligible for such office as required by the Supreme Council Code.
4. At the first election of Trustees, 3 trustees shall be elected, one for a period of one year, one for a period of two years, and one for a period of three years. Thereafter, one shall be elected each year to serve for a period of three years.
5. At the beginning of each term the Monarch shall present a budget to the membership outlining the

apportionment of monies to programs and funds for the ensuing year. At least ten percent of the dues collected are to be designated for the permanent fund.

6. As soon as is practicable after the election of officers, the Monarch may appoint such other officers as may be desirable or necessary for the proper exemplification of the Order to serve during his term of office.
7. Any officer may resign at his pleasure. The Monarch may fill a vacancy in an elective office upon the resignation of the officer. This officer is not guaranteed advancement and must stand election during the next annual election. A vacancy in an appointive office may be filled at any time.
8. The duties of the officers shall be such as are prescribed by the Supreme Council Code, together with such other duties as are usual to such office or officers.
9. The Treasurer and Secretary shall give a corporate surety bond in such amount, and subject to such terms, as shall be acceptable to and approved by the Trustees of the Grotto, and as required by the Supreme Council Code.
10. The officers shall be installed during the session at which they are elected and appointed or within 45 days thereafter as approved by the Grotto, and their terms shall continue until their successors are elected and installed.

XI – Committees

1. Upon election the Monarch shall appoint the following Committees.
 - a. Membership to consist of three members, one of whom shall be selected by the Monarch as Chairman. The committee is tasked with

advising the Grotto on ways to enhance and grow membership.

- b. Jurisprudence to consist of three members, one of whom shall be selected by the Monarch as Chairman. The committee is tasked with reviewing any changes or additions to the by-laws of the Grotto, its units, or proposed units and offering assistance in ensuring all by-laws meet Supreme Council Code.
- c. Audit to consist of three members, none of whom are elected Officers of the Grotto, one of which shall be selected by the Monarch as Chairman. The committee is tasked with completing the annual audit of all accounts and books held by the Grotto.
- d. The Monarch may appoint and disband any number of other Committees as he determines is necessary for the betterment of the Grotto.

XII – Accounts

1. The Treasurer shall establish the following accounts:
 - a. Operating, to be accessed via checking.
 - b. Permanent, to be used for savings.
2. The Treasurer, Secretary, and Monarch shall have signatory authority on the Operating and Convivial funds. All three of these officers must sign any warrants for payment to be drawn.
3. The Trustees will have signatory authority over the Permanent fund. All three Trustees must sign any requests for disbursement of funds. In the case of a death, suspension, or removal of a Trustee only two signatures will be required until the date of the next election of officers.
4. The membership, by majority vote, can establish other accounts as required.

5. All funds and records will be audited yearly, by the Audit Committee, to be completed by the date required by the Supreme Council.

XII – Units

1. Prophets of this Grotto are permitted to form Units, which are defined as special purpose organizations under the jurisdiction of the Grotto.
2. Units will yield allegiance and obey the authority of the Grotto and its Monarch.
3. Prophets wishing to form a unit will present a request to form at a Stated Session of the Grotto. The request shall be signed by at least six current Prophets who will become members of the new unit upon formation. The request shall also be accompanied by a set of by-laws for the proposed unit as well any budgetary requests.
4. The request will lay over until the Prophets have received due notice of the request to form the unit and the Jurisprudence Committee has reviewed and approved of the by-laws.
5. After the conditions outlined in section 4 have been met, at the next Stated Session of the Grotto a vote shall be taken to authorize the formation of the unit. A majority vote is required for passage.
6. Units may collect additional dues and fees and own property provided the unit has outlined ownership and usage in their by-laws.
7. The membership may vote to disband a unit at a Stated Session of the Grotto by a majority vote.
8. A unit may voluntarily disband at any time. Any funds or properties acquired by the unit immediately become property of the Grotto.

XIII – Amendments

1. These by-laws may be altered, amended or repealed by an affirmative vote of two-thirds of the members present and voting a regular session, after the proposed change shall have been submitted in writing at a previous regular session, read, and entered upon the Minutes, and not less than five days written notice shall have been given the members reciting the change, and designating the session at which action thereon is to be taken. When the Constitution and Code of the Supreme Council are amended or changed, and the by-laws of this Grotto are thereby affected, the by-laws of this Grotto are ipso-facto changed to conform to the action of the Supreme Council.

Appendix

I - Court of Sheiks

1. The first Monarch of Ubar Grotto believed in honoring those to whom honors were due. As such, his last act as Monarch was to establish the Court of Sheiks as an honorific body within the ranks of Ubar Grotto. In Middle Eastern cultures, a Sheik is a spiritual leader and elder who others look to for leadership. In the same manner, the Sheiks of Ubar Grotto represent the spiritual leaders of the organization; those Prophets who have given selflessly of their time and efforts to support Ubar Grotto and help it grow.
2. At the end of his term of office, each Monarch will consult with the elected line officers and select one Prophet to be admitted to the Court of Sheiks. He cannot select himself.
3. Following the selection, at an appropriate time (such as an Installation of Officers) the Monarch will announce the selection and present the recipient with the regalia of the Court.
4. The regalia will consist of a medallion, which will be the same as the jewel worn by an officer of the Grotto, displaying the Prophet Mokanna, with red turban. If the recipient is a Past Monarch, the turban will be purple. The medallion will be suspended from a black ribbon to be worn around the neck. A Sheik is entitled to wear his regalia at all Grotto functions.
5. Should a Sheik also be serving as an officer of Ubar Grotto, he will wear his Sheik's neck jewel in place of the officer's neck jewel, except in the case of a Sheik serving as Monarch, where he will wear the jewel of his office.
6. Each Sheik will be entitled to use the honorific "Sheik of Ubar" after his name and is to be designated as such in the minutes, correspondence, publications, and records of Ubar Grotto.

7. After the selection of the sixth Sheik of Ubar, the Court shall apply to become a Unit as outlined in Section XII of the by-laws of Ubar Grotto.
8. Until such time as the Court of Sheiks becomes a Unit operating under Ubar Grotto, the Secretary of the Grotto will maintain a master list of all Sheiks, including which Monarch selected them.