



**EXALTED RULERS**

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**LODGE OFFICERS**

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**COMMITTEE MEMBERS**

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**MANUAL**

**GRAND LODGE**

*Benevolent and Protective*

**ORDER OF ELKS**

UNITED STATES OF AMERICA



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## — PREFACE —

This manual provides advice, guidance and assistance to Local Lodge Officers and Committee Members concerned with the proper administration of the affairs of a Local Lodge and promotion of its programs. The manual does not set forth the depth of involvement of those who contribute their time and talents but rather to identify the scope of their commitments.

Regular meetings of a Local Lodge, involving both its leaders and the general membership, are so basic to the Lodge's continued healthy existence that no meeting should be omitted except on rare occasion and only with permission of the supervising District Deputy Grand Exalted Ruler (Section 15.070). Similarly, while emergencies may cause the occasional absence of a given Officer, the continuing attendance at regular Lodge meetings of the key Officers — Exalted Ruler, Secretary, Treasurer and all Trustees — is critical. One who knows in advance that he or she will be unable to attend should be dissuaded from assuming these positions.

The masculine words appearing herein shall include the feminine gender where circumstances require.

## — INTRODUCTION —

The organizational structures of the three components of the Order — Grand Lodge, State Associations and Local Lodges — are outlined in **EXHIBITS A and B** of the Appendix. Involvement is essential if the Order is to continue its great tradition of patriotic and charitable programs. There is justifiable pride in past achievements but yesterday's accomplishments cannot be today's records. Programs of the Order can succeed only if the Officers and Committee Members of the Local Lodges are completely committed. This service and the response of the members to it give strength to the Lodges, which is basic to the welfare of the Order. Only then can the great programs of the Order go forward and maintain its tradition and position as a leading benefactor of mankind. This manual is designed to aid the Officers and Committee Members in meeting their responsibilities.

## — A SALUTE TO THE EXALTED RULER —

Congratulations on your election to the highest office in your Lodge. In this position you are one of the most important Members of the Order. On your shoulders rests much of the responsibility for the success of the Lodge during your term. In turn, the success of your Lodge is vital to the welfare of the Order.

Your term in office should be one of the most memorable years in your life. This is because you will have met the challenges of the position and made an outstanding contribution to the Order and to those it serves. As the year progresses, remember there are those ready and able to help. Let them share with you the rewards of service. And above all, be true to your obligation as an Elk and to the four great principles of the Order. Again, heartiest congratulations and best wishes for a year that your Lodge moves forward.

## — EXALTED RULER — Duties and Responsibilities (Section 12.020 Laws of the Order)

**PRELIMINARY PREPARATIONS:** Your preparations for assuming the office should include:

- Study of the Constitution and Statutes Annotated of the Order, its rituals, the By-Laws of your Lodge, this and other manuals of the Order and Robert's Rules of Order. These publications, listed in the Appendix **EXHIBIT C**, are extremely valuable in the everyday operation of your Lodge. You will not be expected to become thoroughly familiar with all of them but enough so to permit you to refer to them when necessary.
- Discussions with other Officers-elect to get their input in selecting appointive Officers and Committee Members. Make certain that the appointees are qualified to perform their assignments, are thoroughly briefed on their responsibilities and willing to accept them.
- Careful planning of a program for the year, which will effectively meet the goals of the Grand Lodge, the State Association and your Lodge. In this process, consult with the elected and appointed Officers, Committee Chairpersons and former Lodge leaders. Proper discharge of this duty will be a giant step toward the eventual success of the program.
- Careful attention to plans for Lodge meetings, which will attract attendance. Such attendance is vital to involvement and continued interest of the membership.

**SPECIFIC DUTIES ON ASSUMING OFFICE:** They include:

- Appointing the Tiler, Inner Guard, Chaplain and Esquire, and Members of the Committees required under Section 13.020 of the Laws of the Order. Lodges are now required to complete and file the Lodge Statutory Committee Chairpersons form (Appendix **EXHIBIT D**) at <http://Elks.org/clms2web/confirmcommittees.cfm> by April 15. A paper copy of the form will continue to be mailed to Lodges as a worksheet to assist in the online filing.
- Appointment of the Presiding Justice of the Local Forum and the Local Lodge Mediator (Section 13.020 and Chapter 8 of the Laws of the Order).
- Reviewing the Opening, Closing and Initiatory Rituals applicable to your station and sufficient familiarization with other rituals to permit impressive rendition of your parts in them.
- Presiding at all meetings of the Lodge with appropriate attention to their agenda and enforcement of proper decorum.
- Attending all meetings of the Board of Trustees of the Lodge as an ex-officio member without vote.
- Attending the Clinics of the District Deputy Grand Exalted Ruler for the District in which your Lodge is located, unless excused for good cause. *(Every effort should be made to avoid any conflict with this duty.)*
- Attending the annual and other required meetings of the State Association to which your Lodge belongs.
- Preparing the official visit of the District Deputy to your Lodge, authorized under Section 4.460 of the Laws of the Order.
- Attending the Grand Lodge Session after your installation and participation in Grand Lodge proceedings as the official representative of your Lodge.

**DUTIES AS CHIEF EXECUTIVE OFFICER:** Your prerogative and duty is to effectively administer the affairs of the Lodge and provide the leadership necessary to accomplish Lodge goals. Proper discharge of these responsibilities demands recognition of them, knowledge of how to respond to them, the ability to delegate attention to them and the capacity to motivate and lead. By placing you in this office, the members have demonstrated their confidence in you. In turn, you have every right to expect their cooperation.

**ADMINISTRATIVE DUTIES:** As Chief Executive Officer of the Lodge, you have ultimate responsibility for properly administering all phases of its activities, including Lodge functions and club operations. You cannot do this alone. The task will test your ability to effectively enlist the aid of others. You must delegate responsibility, and this involves selecting the right people and having confidence in their performances. Then your function is supervising — insisting on action and monitoring results. If you are not properly prepared for this duty, you should enlist the aid of members of the Lodge who have expertise in supervision.

There are certain requirements that remain your personal responsibility. They include:

**KNOWLEDGE OF THE JOB.** There is no substitute for it. This not only involves the preparation previously discussed but also careful attention to all incoming communications concerning the affairs of the Order and the Lodge.

**MAINTENANCE OF A HARMONIOUS ENVIRONMENT.** Nothing is more detrimental to Lodge welfare than disputes among members. While some may require action by the Club Management Committee or the courts of the Order, your attention to the problems could help resolve them. Your attention should be based on firm, consistent and decisive action and adherence to the Laws of the Order and rules of the Lodge and its club operation.

**DISCIPLINE OF OFFICERS AND COMMITTEE MEMBERS.** Ideally, the selection process has effectively answered this issue. However, your duty is to enforce proper behavior, performance and attendance by these members.

**SCHEDULES AND DEADLINES.** These are necessarily imposed by the Grand Lodge, State Associations and Lodge activities. They are vital to the success of their programs. Functions are and should be delegated, but timely performance and reporting remain your responsibility.

**COMMUNICATION.** You must respond promptly to matters requiring your attention to avoid unnecessary problems for others. Observance of proper forms of address and titles should be used (Appendix **EXHIBIT E**).

**PROTOCOL.** Observe proper protocol as set forth in the Grand Lodge Protocol Manual (Code 510600).

**BY-LAWS.** During the fifth year after adoption of the Lodge's original By-Laws and Rules of Order, or of a general revision thereof, the Exalted Ruler is responsible for the Lodge filing a current general revision using the latest form. The general revision shall incorporate all amendments adopted by the Lodge. Appendix **EXHIBIT F** tells how to update your By-Laws and House Rules.

**BALLOTING.** The Exalted Ruler may refer to the Ritual of B.P.O. Elks and current Statutes for the correct procedure on balloting for a candidate.

**VOTING REQUIREMENTS.** The Exalted Ruler may find a helpful list of voting requirements at the beginning of the Appendix of the Statutes Annotated (*Page 196 of 2014 edition*). The Laws of the Order shall prevail when voting on Grand Lodge Statutes and By-Laws. Where not specified, Robert's Rules of Order shall prevail.

**LOCAL LODGE CONTESTS AND AWARDS.** Appendix **EXHIBIT H** provides a list of Local Lodge contests, awards and due dates.

The Monthly Checklist—Reporting and Activities Calendar (Appendix **EXHIBIT G**) itemizes the administrative requirements of your office. It should be your constant guide in discharging these responsibilities.



**PROMOTIONAL DUTIES:** As Chief Executive Officer of the Lodge, you are ultimately responsible for the performance of Lodge programs and the reaching its goals — your most important responsibility as Exalted Ruler. This will test your capacity to lead. You were selected for this position because of your qualities of leadership. If you did not have them, you would not have sought the position, and the membership would not have elected you.

Specific facets of strong leadership include:

Setting challenging goals for Grand Lodge, State Association and Lodge programs.

Formulating ways of attaining the goals.

Selecting proper personnel to perform the required duties.

Delegating responsibility for performing duties.

Motivating personnel assigned to the duties.

Ability to supervise without improper intervention.

Willingness to give credit where credit is due.

The Grand Lodge Leadership Training Booklets (Code 511900) are excellent aids in these areas and should be carefully studied. Above all, is generating the respect of Members for the person and position. Respect is earned, not conferred.

### — OTHER LODGE OFFICERS —

Each Member who accepts an office of the Lodge assumes the responsibilities of the position and obligation to perform its duties properly. The extent of involvement must be understood.

Each Officer has the primary responsibility of engaging in personal conduct that will reflect credit on the office and membership in the Lodge. His or her election or appointment evidences confidence that such conduct will be maintained. That confidence must not be betrayed.

Each Officer is responsible for dedicated service to the Lodge and position. These require a desire to advance Lodge programs and discharge the specific duties of the office.

**THE KNIGHTS:** Your responsibilities are set forth in Section 12.040 of the Laws of the Order. As Chair Officers, you are properly involved in the Lodge activities. Your duties include:

- Reviewing the Opening, Closing and Initiatory Rituals applicable to your stations and sufficient familiarization with other rituals to permit impressive rendition of them.
- Studying the Laws of the Order, its Rituals, the By-Laws of the Lodge, this and other manuals of the Order and Robert's Rules of Order.
- Assisting the Exalted Ruler in conducting the affairs of the Lodge.
- Acting in the absence of the Exalted Ruler in the order of your rank, including presiding at Lodge meetings, unless a Past Exalted Ruler has been designated for the occasions.
- Observing proper protocol as set forth in the Grand Lodge Protocol Manual (Code 510600).
- Proper discharge of duties assigned to you. Leading Knight must attend the Clinics of the District Deputy Grand Exalted Ruler for the District in which the Lodge is located unless excused for good cause. *(Every effort should be made to avoid any conflict with this duty).*

The Monthly Checklist—Reporting and Activities Calendar (Appendix **EXHIBIT G**) itemizes administrative requirements in conducting Lodge affairs. It should be a constant reference.

**SECRETARY:** Your office is the hub of continuity for specified Lodge operations. While the Exalted Ruler is ultimately responsible for administering the affairs of the Order, the laws of the Order and Lodge give the Exalted Ruler the right to rely on your office to tend to much of the administrative details. Specific duties are detailed in Section 12.050 of the Laws of the Order and in the Secretary's Manual (Code 510800). That manual, and supplementary information furnished, should be referred to constantly as well as the Monthly Checklist—Reporting and Activities Calendar. (Appendix **EXHIBIT G**) You must be certain your office can download all of the manuals at Elks.Org and provide other documents listed in the Appendix (**EXHIBIT C**).

Lodge membership tracking and reporting records are now backed up automatically in the Chicago Lodge Membership System 2. Check the status of CLMS backup files at <http://www.elks.org/grandlodge/reports/clms2StatusReport.cfm>.

The Secretary also is charged with attending the Clinics of the District Deputy Grand Exalted Ruler for the District in which your Lodge is situated unless excused for good cause. *(Every effort should be made to avoid a conflict with this duty).*

Also in January each year, Lodge Secretaries are asked to file their completed Local Lodge Directory forms (**EXHIBIT P**) at <http://www.elks.org/clms2web/rolodex.cfm?menu=true>. Deadline for filing the form is March 1 with a grace period through March 15. The directory will go to press on April 10 each year with or without Lodges' updated information.

**TREASURER:** Specific duties and responsibilities as set forth in Section 12.060 of the Laws of the Order are:

- To receive all monies of the Lodge from the Secretary giving him a receipt therefor.
- To pay all approved bills against the Lodge on vouchers signed by the Exalted Ruler and Secretary. The Lodge By-Laws may provide for payment of recurring bills after approval by the Board of Trustees (or Board of Directors as applicable) without obtaining prior Lodge approval. The payment shall be reported at the next Lodge meeting.
- To maintain an accurate record of receipts and disbursements.
- To act as Treasurer of all Committees unless otherwise provided in the By-Laws.
- To sign all checks unless the By-Laws also provide for a member of the Board of Trustees (or Board of Directors as applicable), designated by the Treasurer and approved by the Lodge, to sign.

**BOARD OF TRUSTEES:** The responsibilities of the Board and its members are set forth in Sections 12.070 and 16.050 of the Laws of the Order. Three to five members may serve as established in the Local Lodge By-Laws. (Grand Lodge Statutes, Section 15.010)

Subject to control by the Lodge, the Board shall have the powers:

- (a) to control the funds, investments and real and personal property of the Lodge, not otherwise provided by law, and collect the income and rents therefrom and (b) to execute all leases, contracts or other papers when ordered by the Lodge.

The Board's duties shall include: Maintaining a record of investments directed by the Lodge, showing original cost, due dates, income and disbursements therefrom; purchasing all supplies required by the Lodge; presenting written reports of its transactions at the first regular meetings of the Lodge in each month of the year; presenting a segregated budget to the Lodge, no later than its final meeting in April, containing separate appropriations for areas of expenditures for the Lodge during the ensuing year; establishing appropriate controls to ensure expenditures are within budget or those in excess are properly approved by the Lodge; establishing an Accident Prevention Program with one member of the Board designated to act as Accident Prevention Chairperson who will periodically review Lodge premises and complete the Self-Inspection Form (Appendix **EXHIBIT I**); and generally act as the Safety Inspector of the Lodge. The Chairperson of the Board must attend the Clinics of the District Deputy Grand Exalted Ruler for the District in which the Lodge is located unless excused for good cause. *(Every effort should be made to avoid any conflict with this duty).*

The Board must be aware of the obligations of the Lodge to pay taxes. This obligation is set forth in the Appendix (**EXHIBIT J**).

To properly discharge its responsibilities, the Board must meet at least once every month and keep accurate minutes of each meeting. Each member must be familiar with the Laws of the Order pertaining to the functions of the Board. There should be constant reference to the Monthly Checklist—Reporting and Activities Calendar (Appendix **EXHIBIT G**).

**TILER:** You are responsible for guarding the outer door of the Lodge. You must be thoroughly familiar with the duties set forth in Section 12.080 of the Laws of the Order, and in the Ritual of the Local Lodges (Code 511500).

**ESQUIRE:** As set forth in Section 12.090 of the Laws of the Order and the Ritual of the Local Lodges (Code 511500), you are responsible for organizing the Lodge for meetings, preparing candidates for initiation, examining and introducing visiting members, supervising the ballot and transmitting official messages as directed by the Exalted Ruler. Upon assuming office, you must review the parts in the Opening and Closing and Initiatory rituals applicable to your office and be sufficiently familiar with other rituals to permit impressive rendition of your parts.

**CHAPLAIN:** Section 12.100 of the Laws of the Order governs your office. Upon assuming office, you must review the parts of the Opening and Closing and Initiatory rituals applicable to your office and be sufficiently familiar with other rituals to permit impressive rendition of your parts. And although not required by the Laws of the Order, it is customary in most Lodges, where invocations and benedictions are part of the various social activities, that the Chaplain performs this function with suitable words of his or her choice.

**INNER GUARD:** Section 12.100 of the Laws of the Order and the Ritual of the Local Lodges (Code 511500) govern your office. Upon assuming office you must review the parts of the Opening and Closing and Initiatory rituals applicable to your office and be sufficiently familiar with other rituals to permit impressive rendition of your parts.

**ORGANIST:** You shall provide the music prescribed by the rituals of the Order and perform such other duties as assigned to you.

**VOCALIST:** You shall provide the vocals prescribed by the rituals of the Order and perform such other duties as assigned to you.

## — BUILDING AND/OR FINANCIAL TRANSACTION APPLICATION —

The Exalted Ruler and Board of Trustees of Lodges contemplating a building purchase, sale, remodeling or financial transaction should be familiar with Section 16.050 of the Laws of the Order. The Board of Grand Trustees' approval of such project or transaction requires compliance with this Section. Local Lodges must submit – in duplicate and signed individually – a Building Application to obtain a permit from the Board of Grand Trustees for permission to build, buy, sell, remodel or lease property, or borrow money. Copies of the Application also are required to be given to the sponsoring Past Grand Exalted Ruler(s) of the state. This Application is not available by fax due to unsatisfactory reproduction of its seven pages and small print.

Questions concerning Building Applications should be directed to the appropriate Building Applications Member (East or West) of the Board of Grand Trustees. Contact information appears in the annual Grand Lodge and State Associations Directory (Code 553800) and in the instructions that accompany the Building Application sent by the Grand Secretary upon request.

To obtain the Building Application, please contact:

Office of the Grand Secretary  
2750 North Lakeview Avenue  
Chicago, Illinois 60614-1889  
Phone: (773) 755-4708

## — CLUB MANAGEMENT —

Section 16.040 of the Laws of the Order provides the club operation of a Lodge shall be managed by one of the following methods specified in its By-Laws:

- The Exalted Ruler, the Knights and the Trustees of the Lodge;
- The Trustees of the Lodge;
- A House Committee of no fewer than three nor more than 13 members appointed by the Exalted Ruler (*number must be fixed by By-Laws*).
- A Board of Directors of a corporation formed under Section 16.030, Laws of the Order

The management body is responsible for:

- Managing club operation subject to the control and direction of the Lodge, except actions and decisions pertaining to an employment relationship and fixing prices for goods and services.
- Holding meetings at least once a month and keeping minutes of them. (*If the Exalted Ruler is not a member of the body, he must be notified of each meeting*).
- No later than the last regular meeting of the Lodge in April, present to the Lodge for approval a comprehensive budget of proposed expenditures for the club operation during the ensuing year, and make certain expenditures stay within budget unless specifically authorized by the Lodge.
- The power to suspend a member from club privileges under Section 16.041 of the Laws of the Order.

## — STATUTORY COMMITTEES —

**FRATERNAL COMMITTEE:** This committee, created in 2011 under Section 4.355 of the Grand Lodge Statutes, is charged with promoting, supporting and overseeing: Americanism, Elks National Foundation, Flag Day, Elks Memorial Day, Membership, Lodge Activities, State Associations and Veterans programs as defined in Grand Lodge Statute Section 13.022. Following are suggestions of how each of these programs can assist in demonstrating that “*Elks Care – Elks Share*”:

### AMERICANISM

The Order has a great tradition of promoting patriotism at the national, state and community levels. The Grand Lodge Americanism Manual (Code 512000) is devoted to this cause, and Committee members must be thoroughly familiar with its provisions as they relate to projects, procedures, promotions and awards.

### ELKS NATIONAL FOUNDATION

Since 1928, the Elks National Foundation, the charitable arm of the Benevolent and Protective Order of the Elks, has helped Elks build stronger communities through programs that support youth, serve veterans, and meet needs in areas where Elks live and work. These programs include the Community Investments Program, which offers grants to Elks Lodges; state Elks association grants; ENF scholarships, including scholarships for Elks families; youth programs like the Elks Drug Awareness Program and the Elks National Hoop Shoot; and the Elks National Veterans Service Program.

The ENF is able to help Elks build stronger communities thanks to contributions from its generous donors. To encourage ENF support, each year, the Grand Exalted Ruler sets a goal for per-member giving to the Foundation. One of the responsibilities of the Fraternal Committee is to promote gifts at the local level. Lodge ENF Chairs must register themselves annually through the link on the ENF Volunteers webpage. The ENF Chair’s duties and responsibilities include, but are not limited to, promoting the ENF’s mission and programs to potential donors; soliciting donations from members at the Lodge, district or state level; and donating to the ENF annually. The Foundation provides useful information and instruction for ENF Chairs through the online ENF Learning Center. For additional ENF Chair resources, visit <http://www.elks.org/enf/volunteers.cfm>.

For more information on the ENF or your role as ENF Fundraising Chair, please visit the ENF website at <http://www.elks.org/enf>, email the ENF at [enf@elks.org](mailto:enf@elks.org), or call 773/755-4728. Thank you for helping Elks build stronger communities.

## **FLAG DAY**

The annual Flag Day Service mandated under Section 2.030 of the Laws of the Order.

## **ELKS MEMORIAL DAY**

Section 2.020 of the Laws of the Order mandates Lodge observance on the first Sunday in December in memory of departed Members. It should be open to the public with special invitations to relatives of the Members it honors. The program should be carefully planned, and the ritual as set forth in the Ritual of Special Services (Code 511600) must be a part of it.

## **MEMBERSHIP**

Membership is the life blood of the Order! Members provide the leadership, the manpower for performing programs, the financial stability of the Lodge and assure the Order's standing as a leading benefactor of mankind. The challenge is maintaining steady, healthy membership growth in the Local Lodges. Every member must not only sell Elkdom to prospective members but also motivate others to participate in this effort. The Grand Lodge Membership Manual (Code 510400) is important to showing how to attract new members.

## **LODGE ACTIVITIES**

The Fraternal Committee is responsible for executing the programs of the Grand Lodge, State Association and Lodge that are not specifically assigned elsewhere. Programs of the Grand Lodge are detailed in the Grand Lodge Activities Manual (Code 510300). The Grand Lodge Fraternal Committee pamphlet sets forth the provisions for the contests and awards. Engagement in all of them is the responsibility of this Committee whose ultimate goal should be winning the All-American Lodge Award for the Lodge. Members of this Committee should be familiar with the manual and dedicated to promoting these activities as well as those conceived locally.

**ELKS NATIONAL VETERANS SERVICE COMMISSION:** The Elks National Veterans Service Commission was established in 1946, immediately after World War II, with the sole mission of serving our nation's veterans. Though much has changed since then, the Elks' dedication to serving veterans and military members in need has never wavered. In VA clinics, veterans' homes, USOs, homeless shelters and more, thousands of Elks volunteers give generously of their time, energy and resources to serve veterans and military members each year.

The Elks are committed to their mission, "*So long as there are veterans, the Benevolent and Protective Order of Elks will never forget them.*" The Veterans Service Commission takes that pledge one step further, and promises service to our nation's veterans and military members, with a special focus on service to those in need.

As the needs of today's veterans changed, so have the Elks' programs. Today, the Elks National Veterans Service Commission has many exciting programs and partnerships catering to veterans and military members and their families.

The Elks National Veterans Service Commission Manual (Code 513500) offers a guide to these programs for volunteers at every level. The manual contains descriptions of current programs, ENVSC partnerships and volunteer resources. The Elks National Veterans Service Commission Manual may be downloaded at [www.elks.org/members/GrandLodge/Manuals](http://www.elks.org/members/GrandLodge/Manuals). Each Lodge Veterans Chair should be familiar with the manual's contents. In addition, articles and updates about Veterans programs are posted regularly on the Elks National Veterans Service Commission website at [www.elks.org/vets](http://www.elks.org/vets). It's recommended that volunteers sign up to receive the ENVSC's monthly e-newsletter by visiting [www.elks.org/vets/newsletter.cfm](http://www.elks.org/vets/newsletter.cfm).

## **ADOPT-A-VETERAN PROGRAM**

Many older veterans in hospitals, VA homes, nursing homes and care centers have limited or no family nearby. Without social engagement and positive interaction, veterans' health can suffer and they can feel they lack support. The Elks family is all over the nation, and Elks volunteers can support local veterans by participating in the Adopt-a-Veterans Program and providing friendship and assistance.

This program is targeted toward any veterans that are lonely or isolated. Veterans in VA hospitals, assisted care homes, community living center, retirement homes, homeless and transitional shelters, and hospital domiciliary programs are all eligible. Individuals can adopt more than one veteran, and Lodges can adopt certain floors, units or even whole facilities. This can include regular visits, phone calls, check-ins, social outings, and general support. For more information on how to get started, please visit [www.elks.org/vets/adoptaveteran.cfm](http://www.elks.org/vets/adoptaveteran.cfm).

### **FREEDOM GRANTS**

Each year, the Elks National Veterans Service Commission awards a limited number of Freedom Grants to Local Lodges. Freedom Grants offer a unique opportunity to harness the Elks' passion for serving veterans and military members and turn it into projects that offer tangible results. Freedom Grants are competitive and will be awarded to Lodges whose projects are judged to best serve the needs of veterans and/or active-duty military members. Freedom Grants must focus on one of these five areas of increased need: employment; homelessness and housing; military families; health; and educational support. Meaningful Elk involvement is strongly encouraged. Contact the ENVSC office at 773-755-4730 or [Vets@elks.org](mailto:Vets@elks.org) with any questions, or visit [www.elks.org/ENF/community/FreedomGrants.cfm](http://www.elks.org/ENF/community/FreedomGrants.cfm) for more information.

### **WELCOME HOME**

In 2015, the ENVSC signed a formal agreement to partner with the VA to help end veteran homelessness. This program is referred to as the Welcome Home initiative. Along with pledging funds, the Elks National Veterans Service Commission is enlisting the help of their 800,000 members in all 50 states. Together, we can provide the tools and support necessary for homeless veterans to transition successfully into healthier and more stable lives. Visit [www.elks.org/vets/welcomehome.cfm](http://www.elks.org/vets/welcomehome.cfm) for more information as this program launches.

### **ENVSC VAVS REPRESENTATIVES AND VAVS DEPUTY REPRESENTATIVES**

The Elks are a committed partner with VA hospitals and facilities across the nation. More than 140 Elks serve as Veterans Affairs Voluntary Service Representatives (and Deputy Representatives), assisting hospitalized and recovering veterans by providing comfort, support and friendship. VAVS Representatives are certified by the ENVSC, based on recommendations from Lodges and State National Veterans Service Commission Chairs. They are then assigned to work at VA and State Veterans facilities throughout the country, and each month turn in a report on their activities to their State National Veterans Service Commission Chair.

Please note that this position is not appointed by the Exalted Ruler. It is managed and approved by the PGER State Sponsor, the State President and the State NVSC Chair. Any funds given to the VAVS Representative by the Elks National Veterans Service Commission to carry out their voluntary service at the local veteran's facility must be used for their intended purpose. They cannot be appropriated by the Lodge or State Association. For more information, visit [www.elks.org/vets/vavs.cfm](http://www.elks.org/vets/vavs.cfm).

### **VETERANS LEATHER PROGRAM**

For many patients in VA hospitals, time can move slowly between visits from family and friends. In addition to holding events and providing friendship to veterans in VA hospitals, Elks also provide the tools for veterans to take up a new skill. The Veterans Leather Program relies on the charity of hunters across the nation to donate hides so they can be turned into leather used for therapy programs for recovering veterans. Elk volunteers salt and prepare the hides before taking them to a central location in each state. Here, they are collected and delivered to tanneries for finishing. The finished leather is turned into thousands of leather products such as craft kits for hospitalized Veterans therapy. Leather is also used to provide professionally-crafted gloves for veterans in wheelchairs, which are distributed at veterans' sports clinics and gatherings throughout the country. Instructional videos, order forms and brochures are available online at [www.elks.org/vets/leather.cfm](http://www.elks.org/vets/leather.cfm).

## PLAYING CARDS FOR VETERANS

Another way to reach out to hospitalized veterans in your community is by providing them with playing cards. Local casinos donate decks of playing cards to Elks to be distributed to VA homes and hospitals. If you'd like to provide playing cards to veterans at a facility near you, approach local casinos about donating cards. If there isn't a casino or riverboat near your home, you can order cards to be delivered. The ENVSC Playing Cards for Veterans Chair collects complete decks of playing cards from casinos in the Midwest. Lodges can order these cards at no charge for use in a veterans' program. To access the order form, visit the Elks Veterans Volunteer Center at [www.elks.org/vets/volunteers.cfm](http://www.elks.org/vets/volunteers.cfm).

## RE-CREATION

Re-Creation USA is a performance group dedicated to providing entertainment for veterans in VA medical centers. This group of volunteers travels around the country, putting on patriotic shows for veterans and offering a chance for social engagement and recreation with friends. The Elks National Veterans Service Commission sponsors this group.

In an effort to streamline our support of the Re-Creation touring group, all housing costs for the group will be billed directly to the ENVSC offices in Chicago. Lodges no longer need to provide any housing support to Re-Creation at the local level. Lodges are encouraged to use all funds previously earmarked for this cause to support veterans in other ways.

**ACTIVITIES COMMITTEE:** This committee, created in 2011 under Section 4.345 of the Grand Lodge Statutes, is charged with promoting, supporting and overseeing: Community Projects, Youth Activities, Hoop Shoot and Drug Awareness. Following are suggestions of how each program can assist us in demonstrating that *“Elks Care – Elks Share”*:

## COMMUNITY ACTIVITIES

No factor is more important to the welfare of a Lodge than its image in the community. Lodges striving to attract members are competing for people's time. They must meet that competition with a reputation that reflects favorably on members and prompts others to join. Gaining membership requires having an acceptable Lodge facility that will attract use and well-conceived community-service programs. Under Section 13.021 of the Laws of the Order, this Committee carries out these programs sponsored by the Lodge as well as others.

The Lodge Activities Manual (Code 510300) provides ideas and projects that the Lodge may utilize. Lodges also are urged to document their community-service activities in an annual brochure.

## YOUTH ACTIVITIES

The Order has a long and enviable tradition of service to the nation's youth. Many programs are sponsored by the Grand Lodge, State Associations and Lodges. Some of the programs, such as scholarships, drug awareness and “Hoop Shoot®” have grown enough now to have their own Directors or Committees. Other programs remain the responsibility of this Committee under Section 13.021 of the Laws of the Order. Those programs are detailed in the Grand Lodge Youth Activities Programs Manual (Code 512100) and at <http://www.elks.org/grandlodge/activities/>. Committee Members must be familiar with the provisions governing the programs and related contests. No community service is greater than promoting these and other locally initiated programs.

## HOOP SHOOT®

Funded by the Elks National Foundation, the Elks Hoop Shoot is a free throw contest for youth ages 8 to 13. The program is free to all participants and provides youth an opportunity to compete, connect and succeed. Through hard work and healthy competition, the Elks Hoop Shoot contestants build character and develop skills that aid them in achieving school and life success.

Contestants advance through local, district, state and regional competitions. In the end, 72 finalists compete at the National Finals. One boy and one girl from each age-group will win a national title and has his or her name permanently inscribed in the Naismith Memorial Basketball Hall of Fame in Springfield, MA

This program continues to succeed thanks to the work of this Committee at the Lodge level. Under Section 13.021(a) of the Laws of the Order, the Committee works with State Association Directors to conduct Hoop Shoot contests.

Throughout the year, the Elks National Foundation will provide timely information to all Hoop Shoot Directors. In August, Hoop Shoot kits will be mailed to Local Lodges. Members of this Committee must be thoroughly acquainted with this information.

For information, visit <http://www.elks.org/hoopshoot>, or contact:

Elks National Foundation  
Attn: Hoop Shoot  
2750 N. Lakeview Ave.  
Chicago, IL 60614  
Phone: 773/755-4758  
Email: [hoopshoot@elks.org](mailto:hoopshoot@elks.org)

### **DRUG AWARENESS**

Under Section 13.021 of the Laws of the Order, this program is responsible for implementing the Drug Awareness activities of the Grand Lodge, State Associations and Lodges. A Drug Awareness Program Manual (DAP 125) has been prepared for use by the Committee. The Order is committed to combating drug abuse. Its contribution to that effort depends on effective programs of the Lodges.

Free Drug Awareness literature must be ordered through your State Drug Awareness Chairperson. (See Appendix **EXHIBIT O** for order form.)

For information, contact the National Director of the Drug Awareness Program.

National Director  
**Drug Awareness Program**  
407 E. 22nd Street  
Atlantic, IA 50022  
Phone: (712) 778-2683  
FAX: (712) 778-2687

### **OTHER COMMITTEES**

**AUDITING AND ACCOUNTING COMMITTEE:** Committee responsibilities are set forth in Section 13.040 of the Laws of the Order. The importance of those committee responsibilities to the Lodge also is indicated in **Exhibits B, C, D and E** of the Grand Lodge Auditing and Accounting Manual (Code 510100).

The Lodge's audit evaluation report (last page of **Exhibit E** in the Auditing and Accounting Manual) shall be reviewed with the Officers of the Lodge, the Auditing Committee and the club management body. All "NO" questions on the report should be corrected.

Members of the Committee must be thoroughly familiar with the audit evaluation report's provisions, and the procedures outlined therein must be carefully followed. Members must be certain the annual Lodge audit is properly prepared and filed on time for Grand Lodge to give it proper attention. The financial strength of the Lodge depends on this Committee.

**BULLETIN COMMITTEE:** Section 13.020 of the Laws of the Order authorizes the Exalted Ruler to appoint Special Committees as deemed desirable for the welfare of the Lodge. One such committee, authorized under Section 16.150, authorizes the use of a Lodge bulletin to keep members informed of programs and activities. An informed membership is an active membership. An informative periodical published by a Committee of members having a background in this field will be a great asset to the Lodge. Lodges may enter bulletins in the Grand Lodge Bulletin Contest.



**ENTERTAINMENT COMMITTEE:** The club operation of the Lodge has its place in the success of the Lodge. Entertainment in a proper environment is an excellent way to involve the membership. A Committee devoted to this project is a “must” for Lodges having a club operation.

**GOVERNMENT RELATIONS COMMITTEE:** Section 13.060 of the Laws of the Order charges this Committee with implementing the Government Relations Programs of the Grand Lodge and State Association. The Government Relations Manual (Code 511000) details the responsibilities of the Committee. Members must be thoroughly familiar with its provisions.

**INVESTIGATING (INTERVIEW) COMMITTEE:** This Committee is authorized under Section 13.080 of the Laws of the Order to interview candidates for membership in the Lodge. The purpose of a good investigation/interview is to assure that new applicants will be well-informed of the objectives of membership in the Elks and that they will be socially and fraternally compatible with other Members of the Lodge. Completed correctly, the process eliminates confusion and misconceptions concerning membership into the Order of Elks. Applicants gain a clear understanding of their duties and responsibilities and a long-term appreciation for what it means to be an Elk. The Committee’s importance to the welfare of the Lodge is recognized by the Grand Lodge, which has prepared a Membership Manual for Investigation/Interview Committee (Code 510200) detailing the responsibilities of this Committee.

**ORIENTATION COMMITTEE:** Most important to the welfare of the Lodge is an initial favorable orientation of candidates for membership. This fact is recognized by the creation of this Committee under Section 13.022(c) of the Laws of the Order, Section III of the Grand Lodge Membership Manual (Code 510400) and the Grand Lodge Video/DVD. This Committee is responsible for acquainting candidates with the history of the Order, its benevolences and rightful place in society. The program should be presented in a session attended by the spouses of the candidates and, hopefully, their sponsors. The program should be at a time and place with no distraction. It should combine the program materials of the Grand Lodge with information concerning the programs of the State Association and Lodge. Impressively presented, the program will give the candidate the information and motivation to become an active member in the Lodge.

**LAPSATION COMMITTEE:** Retaining members is directly related to growth in membership. A credible membership program demands attention to potential loss through nonpayment of dues. This Committee is authorized under Section 13.022(e) of the Laws of the Order to address this problem. Usually nonpayment results from a member’s loss of interest. Addressing the reasons for the loss is the challenge of the Committee. Members must carry out a year-round program of contacts and counseling to avoid losing delinquent members. Section IV of the Grand Lodge Membership Manual (Code 510400) contains valuable suggestions for this program.

This Committee also executes a program of **reinstating members** whose memberships have lapsed. The interest that caused them to join Elksdom must be renewed and reasons for the lapse addressed. A strong reinstatement program can be a source of membership gain; Section II of the Grand Lodge Membership Manual (Code 510400) explains how to implement such a program.

Another important function of this Committee is to consult the list of “**Stray Elks**” available to all Lodge Secretaries in CLMS2Web. Either through a personal visit, a letter of welcome or even a telephone call, these “Stray Elks” can be made to feel at home in the Lodge of your community and wanted in the Order. Section II of the Grand Lodge Membership Manual (Code 510400) contains valuable suggestions on implementing this program.

The Membership Committee also is involved in developing new lodges — a need of Elksdom that has never been greater. A Lodge works with its District Deputy and State Sponsor to form a new Lodge. Your Lodge and Members will have the rare honor that only comes from promoting our Order in two communities at once. Valuable information can be obtained from the Developing New Elks Lodges Manual (Code 510405) published by the Grand Lodge.

**SOCCER SHOOT COMMITTEE:** Soccer Shoot, which tests a player’s ability to kick a penalty shot, can be promoted through existing teams in most communities. The program encourages young soccer players to compete in a healthy activity and builds better family bonds. It tells your Lodge’s neighbors about Elksdom’s commitment to family values and sportsmanship. Lodge members appointed to the Committee should familiarize themselves with the rules explained in the Soccer Shoot Program Manual (Code 513800), and then promote the Lodge contest with soccer associations, schools and park administrators. Winners progress to District and State playoffs.

**STANDING RELIEF COMMITTEE:** Under Section 13.010 of the Laws of the Order, this Committee is composed of the Exalted Ruler, Esteemed Leading, Loyal and Lecturing Knights, Secretary and Treasurer of the Lodge. Its duty is to investigate the merits of all proposals for aid and make recommendations to the Lodge. This duty should be performed with utmost tact and thoroughness. The Committee, which acts only in an advisory capacity, has no power to collect funds of the Lodge unless specifically authorized to do so.

The following Committees of no fewer than three members must be appointed by the Exalted Ruler at the regular meeting of the Lodge in April after his or her installation (Section 13.020 of the Laws of the Order). In some instances these committees are Lodge counterparts of Grand Lodge and State Association Committees. They promote the programs of their respective entities and implement them locally. Here are their responsibilities and references to the Laws of the Order and manuals that govern them.

**PUBLIC RELATIONS:** It has often been said, and truthfully, that the benevolences of the Order are the best kept secret in the world. Good deeds are their own reward, but appropriate recognition of them can further the effort and gain the prestige that the Order deserves. As a result, the Order has instituted public relations programs at all levels of its activity. Section 13.140 of the Laws of the Order gives this Committee the responsibility of publicizing locally the programs of the Grand Lodge, State Associations and Lodges. The challenging assignment requires knowledge of the news media, ways of attracting their attention and continuing efforts to accomplish favorable results. Committee Members should carefully study the suggestions published in the Grand Lodge Media Relations Manual (Code 510700). Committee programs are detailed online at <http://www.elks.org/grandlodge/activities/>

The Fraternal News Guidelines (Appendix **EXHIBIT N**) also contain a valuable listing of newsworthy items.

**RITUAL:** We encourage participation of Local Lodges in District, State and Grand Lodge Ritualistic contests. Information regarding the Ritual is contained in the Elks publications titled Ritual of the Subordinate Lodges (Code 511500), Rituals of Special Services (Code 511600) and Ritualistic Contest Manual (Code 519900).

## **— ELKS NATIONAL FOUNDATION CONTESTS AND AWARDS —**

### **CONTEST “E”**

#### **PER CAPITA CONTRIBUTION TO THE ELKS NATIONAL FOUNDATION**

The ENF per-capita contest recognizes Lodges with the highest average per-member giving during the current fiscal year. Average per-member giving will be based on membership figures as of April 1. Please note that bequests do not count toward the Lodge’s per capita. Visit [www.elks.org/enf/per-capitastandings.cfm](http://www.elks.org/enf/per-capitastandings.cfm) to see where your Lodge stands.

Lodges instituted after April 1 are not eligible to participate in the contest and will have an official per capita of zero. However, the Foundation does have a special award for the new Lodge with the highest average per-member giving. The Foundation will calculate the per capita for new Lodges at the end of the Lodge year based on the number of members on the date of institution.

The contest only includes donations received by March 31 of the fiscal year. Lodges compete in the following divisions:

- |                        |                            |
|------------------------|----------------------------|
| 1. 300 members or less | 4. 701 to 1,100 members    |
| 2. 301 to 500 members  | 5. 1,101 to 1,500 members  |
| 3. 501 to 700 members  | 6. More than 1,500 members |

### **CONTEST “F”**

#### **LODGE ELKS NATIONAL FOUNDATION CHAIR CHALLENGE**

The Chair Challenge Contest rewards Lodges for having a broad-based fundraising program and improving their fundraising over the previous year. The different scoring categories challenge Lodges to raise money from the various donor groups in their Lodge community. The scoring categories include:

- |                                  |  |
|----------------------------------|--|
| 1. Per-Capita Increase           | 8. ENF Fundraising Chair Registration                                  |
| 2. New donors                    | 9. Earning the ENF Fundraising Chair Certificate                       |
| 3. Retaining New Donors          | 10. Leadership Donation  |
| 4. Renewed Donors                | 11. ENF Month Lodge Fundraiser   |
| 5. Reactivation of Lapsed Donors | 12. Meeting the GER’s Per-Capita Goal                                  |
| 6. New Recurring Givers          | 13. Meeting or Exceeding the National Average<br>in Membership Support |
| 7. Donation Frequency            |  |

Visit [www.elks.org/enf/ChallengeRules.cfm](http://www.elks.org/enf/ChallengeRules.cfm) for complete contest details.

## **— LODGE CONTESTS AND AWARDS —**

### **ALL-AMERICAN LODGE CONTEST “A”**

Elkdom’s All-American Lodge Award is the most coveted of the Grand Lodge Awards.

This award is presented only to the first-place winner in each membership division. Competition takes place at District, State and Grand Lodge levels. Points are earned by competing Lodges, based on the degree of participation in 40 categories, including sponsoring a new Lodge, posting a membership gain and participating in Grand Lodge contests and programs, such as the Elks National Foundation, “Hoop Shoot®” Free-Throw Program, Grand Exalted Ruler Awards and Youth Scholarship Programs. Final entries are verified and judged by the Grand Lodge Fraternal Committee.

Lodges enter the contest by submitting a form that they receive in January from the Elks National Headquarters. The form is to be completed and sent to the District Deputy by March 15. The Grand Lodge January Newsletter will carry the details of this contest. The District Deputy will select district winners, which are submitted to the State Lodge Activities chairperson by April 1. That chairperson will review the entries, sign and submit them by April 15 to the Grand Lodge Fraternal Committee Member for the All-American Lodge Contest.

### **CITIZEN OF THE YEAR AWARD**

Each Lodge is encouraged to select a citizen, not necessarily an Elk, who has contributed in a special way to improving the local community. This individual should have shown leadership in the community, contributed voluntary service and been an all-around good citizen.

After the selection, Lodges should present the award at a dinner sponsored by the Lodge or in conjunction with a community-night program sponsored by a local civic organization.

The full name (no nicknames) of the person selected should be submitted to the office of the Grand Secretary in writing so that an inscribed citation may be issued. (Not issued before January 1. Postmark deadline is March 31.)

### **ELK OF THE YEAR AWARD**

An anonymous Committee should be appointed by the Exalted Ruler in sufficient time to observe and evaluate worthy candidates. The Committee should preserve its anonymity throughout the selection process. Preferably in February, the announcement of the “Elk of the Year” award should be made at a dinner or other special event. If properly promoted, this can be an outstanding annual event within your Lodge.

We caution everyone to remember two basic rules in selecting your “Elk of the Year”:

- ***CANNOT be a Lodge Officer.***
- ***Only ONE ELK can be chosen.***

Selections should be submitted to the office of the Grand Secretary in writing so that an inscribed citation may be issued. (Not issued before January 1. Postmark deadline is March 31.)

### **OFFICER OF THE YEAR**

This Officer must have shown leadership and volunteered for services and Committees. He or she must be recognized by Elks members for duties over and above those of the office.

The Exalted Ruler shall direct the Lodge’s Past Exalted Rulers Association to select the “Officer of the Year.” Preferably in February, the “Officer of the Year” should be announced at a dinner or other special event.

Past Exalted Rulers should follow two basic rules in selecting an “Officer of the Year”:

- ***Recipient must be a current Officer.***
- ***Only one Officer can be chosen.***

The Officer’s full name and title should be submitted in writing to the office of the Grand Secretary so that an inscribed citation may be issued. (Not issued before January 1. Postmark deadline is March 31.) *(See Page 44 for the full listing of Local Lodge Awards available.)*

## **— MEMBERSHIP CONTESTS & AWARDS —**

### **(Grand Lodge Membership Committee Pamphlet)**

Each Lodge should strive for at least a +1 increase in current membership, including reinstatements, and for two percent or less lapsation.

Citations will be awarded to all Lodges that show a net gain in membership equal to or more than the following percentage for their respective division:

<b>DIVISIONS</b>	<b>CATEGORIES</b>	<b>PERCENTAGE</b>
Division 1	Lodges with less than 301 Members	6%
Division 2	Lodges with 301 through 500 Members	5%
Division 3	Lodges with 501 through 700 Members	4%
Division 4	Lodges with 701 through 1,100 Members	3%
Division 5	Lodges with 1,101 through 1,500 Members	2%
Division 6	Lodges with more than 1,500 Members	1%

Grand Lodge also offers incentives ranging from GER Pins, watches and clocks, to trips to the Grand Lodge Session, so your hardest-working “Membership Builders” will be recognized and rewarded. Specifics on the incentives and also establishing a Membership Management Control Team are outlined in the Membership Program pamphlet. Note that Lodges are mandated to have a functioning Management Control Team.

## **— YOUTH ACTIVITIES CONTESTS & AWARDS —**

### **(Grand Lodge Youth Activities Program Manual & Supplement)**

#### **ELKS NATIONAL YOUTH WEEK**

Youth Week begins the first week in May each year. The week consists of special ceremonies, celebrations and events that will attract and benefit boys and girls. The Lodge should recognize the outstanding youth for their achievements in their community.

This contest is based upon Youth Week activities that take place during the first week in May immediately preceding the Grand Lodge Session. The contest is no longer sponsored by the Grand Lodge Activities Committee. Sponsorship of an Elks Week Contest would be at the discretion of the respective State Association.

## **SCOUT RECOGNITION PROGRAM CERTIFICATES**

Lodges may email Patricia Dempsey at PatriciaD@Elks.Org at the Elks National Headquarters for certificates to honor Eagle Scouts, Girl Scouts, Boy Scouts, Cub Scouts and Venturing Scouts. The certificates, signed by the Grand Exalted Ruler, are accompanied by a letter, which is also signed by the GER. Eagle Scout honorees also are awarded a pin.

The Grand Lodge Activities Committee administers its own certificates for Eagle Scouts, Boy Scouts and Girl Scouts. Those certificates are fillable files, and signed by the Grand Lodge committee chair and the Exalted Ruler of the Lodge awarding the certificates. The certificates may be downloaded at <http://www.elks.org/grandlodge/activities/downloads.cfm>.

## **TEENAGER AND/OR STUDENT OF THE MONTH AND YEAR JUNIOR TEEN AND/OR STUDENT OF THE MONTH AND YEAR**

The Teenager and Student Programs are designed to recognize outstanding young men and women for achievements in school and community life — those who excel in scholarship, citizenship, performing and fine arts, hobbies and athletics; church, school, club and community service; and industry and farming. Their accomplishments, activities and contributions to society should be recognized and praised.

Local Lodges should seek out teenagers and students in both junior and senior high schools to select an outstanding boy and girl each month, and then yearly. Their accomplishments should be awarded and publicized.

This award program is presented by the Grand Lodge Activities Committee. Program material, including award certificates, may be downloaded at <http://www.elks.org/grandlodge/activities/downloads.cfm>.

## **— GRAND LODGE RITUALISTIC CONTEST AND AWARDS —**

A certificate of participation is presented to each Local Lodge Officer, and a certificate of achievement to each Local Lodge for participation in the Grand Lodge Ritualistic contest.

First- and second-place winners in the Eastern and Western Divisions are presented awards. All-American Eastern and Western teams are selected from each Division from the preliminary contests and presented awards.

Awards are made to candidates and coaches of the first-place winners in the Eastern and Western Divisions.

The William A. King Award is presented to the highest scoring Officer in the Eastern and Western Divisions. The John D. Frakes award is presented to the coach of the Grand Lodge Ritualistic championship team. The Raymond Benjamin, P.G.E.R., bronze plaque is presented to the Grand Lodge Ritualistic winner.

For more information regarding the Grand Lodge Ritualistic work, please contact the Grand Lodge Ritualistic Chairperson or Area Committee Member listed in the current Grand Lodge and State Associations Directory (Code 553800).

For information pertaining to the Ritual in your state, contact the District or State Ritualistic Chairperson listed in your State Directory (contact your State Association Secretary for copies).

## **— ASCAP–BMI–SESAC MUSIC ROYALTIES —**

To prevent misunderstanding and avoid violating copyright laws when bands perform copyrighted material in the Lodge, the following clarifies the amendment to United States Code, Section 110, Title 17, which pertains to performance of copyrighted music.

An event held for MEMBERS AND GUESTS does NOT infringe on the copyright if PROCEEDS from the social function, after deducting reasonable cost, are USED FOR CHARITABLE PURPOSES. Reasonable cost could include overhead and other expenses. Where recorded, reproduced or live music is engaged for a Lodge social function, the event should be labeled for charity.

For all practical purposes, therefore, Lodges no longer need to obtain licenses from or pay royalties to ASCAP, BMI and SESAC unless they use recorded, reproduced or live music for financial gain, or to which the general public is invited, which violates the closed-door policy.

A simple record should be maintained whenever recorded, reproduced or live music is used, showing the income produced, the total reasonable costs of producing the performance and the charity to which the remaining proceeds were contributed. That record can simply be included in the minutes of the Lodge meeting at which a report of the event is made.

### — BINGO —

The Lodge must comply with state and local laws governing bingo. Non-Members may participate, but the activity must be staffed solely with volunteers, and no individual or private interest should profit from the activity. The Lodge is required to have a separate budget and bank account for the bingo, and properly account for revenue and expenditures. Section 513(f) of the Internal Revenue Service Code removes proceeds from certain bingo games from the term “unrelated trade or business.”

### — BUDGET —

Proper fiscal management is essential for a successful Lodge. This solvency is predicated upon the proper budgeting, accounting and auditing procedures of the Lodge.

The Laws of the Order require a budget from each fund, corporation or separate entity of the Lodge as expressed in Sections 12.070 (Lodge), 16.020 (separate corporation) and 16.040 (club and other facilities). A separate segregated line item budget for the Lodge, club, dining room, health room, bingo, swimming pool and golf course shall be instituted as well as a monthly profit-and-loss statement of the Lodge, thereby using the Grand Lodge Uniform Chart of Accounts. It is extremely important that each area or fund of the Lodge be self-sufficient. For an explanation of the budgeting process, please refer to the Auditing and Accounting Manual (Code 510100).

### — FILING OF CHARITY RECORDS —

The Lodge is required to account for charitable and community service activities so that a full and accurate report can be made at the end of the Lodge fiscal year each March. Enter the information directly into the Chicago Lodge Membership System at <http://www.Elks.Org/ChicagoLMS/>. Committee chairs are encouraged to enter the information online after each event. Do not wait until the end of the year! ***Please note: Charity Record Workbooks also are mailed to each Lodge Secretary in April every year to assist in the online filing. They are not a replacement for the online filing. Some Committee Chairpersons may find it more convenient to bypass the workbook entirely and enter the information directly at <http://www.Elks.Org/ChicagoLMS/>***

### — THE ELKS MAGAZINE —

The Grand Lodge publishes 10 issues of *The Elks Magazine* a year for all Members of the Order at a remarkably low subscription fee, which is included in the per capita dues assessed by the Grand Lodge. The magazine’s primary purpose is to furnish each Member with information about the charitable and patriotic activities of the Lodges. This information originates from submissions from the Lodges. The Fraternal News Guidelines (Appendix **EXHIBIT N**) contain a valuable listing of newsworthy items. The magazine also provides a forum for explanation, discussion, and promotion of the work of the Commissions and Committees of the Grand Lodge and State Associations.

The Magazine has established a policy that no material submitted for the Lodge news section will be accepted if it is more than three weeks old at the time it is received. Further, there is a two-month deadline on items to be published. For example, items to be published in the September issue must be submitted by late June or early July. Digital photographs are welcome. Digital photographs must have a minimum resolution of 1,500 by 900 pixels, or dots, per image to be reproduced with acceptable quality. Color prints from 35 mm cameras may also be used. Polaroid photographs are not acceptable.

Questions concerning the Magazine should be directed to:

Publisher/Editor  
The Elks Magazine  
425 West Diversey Parkway  
Chicago, Illinois 60614-6196  
Phone: (773) 755-4740  
FAX: (773) 755-4792

## — ELKS VETERANS MEMORIAL BUILDING —

Dedicated in 1926 to those Americans who gave their lives in the armed services of our Nation during World War I, this awe-inspiring monument to patriotism and valor has since been rededicated to all those who served in World War I, World War II, Korea, Vietnam, Grenada and the Middle East. All Elks and their families are invited to visit this impressive structure, whose interior contains numerous world-renowned and irreplaceable works of art. This significant monument has received landmark status, and the Order was honored with the Stewardship Award for Preservation in 2006. Located north of Chicago's downtown business area and overlooking Lake Michigan at 2750 North Lakeview Avenue, the Memorial is open between noon and 4 P.M. Monday through Saturday, from the week of April 15 to the week of November 15. It is closed on Sundays and during holidays except for Veterans Day and Memorial Day. Information is available by telephoning (773) 755-4700.

## — MANDATORY INSURANCE PROGRAMS —

### **Self-Insured Master Liability Program • (Statutes of the Order, Section 4.231)**

In 1984, Grand Lodge adopted a liability insurance program to provide coverage for all Local Lodges, State Associations (except their major projects) and the Grand Lodge (NOTE: coverage is effective for proposed new Lodges once the Grand Exalted Ruler grants dispensation). As noted in the Statutes, all Lodges must participate in this Program, which provides each Lodge with general liability and liquor liability coverage. All liability insurance information is available in the *Liability Insurance Program* booklet (Code 51300), which is updated and sent to the Lodge Secretary on an annual basis (additional copies can be obtained from the Grand Lodge Shipping Department or [www.elks.org/resources/accident/](http://www.elks.org/resources/accident/)). This booklet provides information as to procedures, coverage, claims reporting, and loss prevention as well as a list of exclusions, which include claims made that involve employees; occur as a result of pollution; involve owned automobiles, etc.

This liability coverage is paid for as part of the annual per capita payment to Grand Lodge; Lodges are not responsible for additional premiums under any experience rating or audit process, nor is there any deductible.

### **Important Notice Regarding the Service of Alcohol:**

The membership has been informed of a recent verdict totaling \$28 million (including \$10 million in punitive damages\*) in a case involving a Local Lodge in Pennsylvania; it was alleged that a non-Elks member was improperly served alcohol while attending an Elks sponsored function.

It is essential that Local Lodges properly control the service of alcohol. It is also crucial that Local Lodges recognize the primary reason they have a liquor license and maintain bar facilities, which is to provide the service of alcohol to Lodge members and their guests. Under no circumstances should Local Lodges view the service of alcohol as a commercial activity for service to the public.

It has been stated many times that no person approaching intoxication should ever be served (anyone who violates this policy should be terminated). Those serving alcohol should be trained to count the number of drinks provided to an individual; therefore, it is strongly recommended that all those involved in the service of alcohol—including volunteers—take a training course.

Local Lodges that rent out their facilities (for weddings, parties, etc.) in accordance with the Statutes' "Closed Door Policy" must remember that any person or entity renting the Lodge – **including Lodge members** – must provide a signed indemnity agreement and name the Local Lodge as additional

insured on the renter's general liability policy (see Pages 10-12 of the *Liability Insurance Program* booklet mentioned above for guidelines; a sample indemnification form; and a sample "Certificate of Liability Insurance" form). If the renter cannot obtain a Certificate of Insurance that names the Local Lodge as additional insured, the renter can purchase an "event policy" from one of many such providers that can be found locally and on the Internet or by calling Aon Affinity Services at 1-800-421-3557.

\*Please note that, while the Master Liability Program does provide coverage for punitive damage awards, there are some states that do not allow punitive awards to be insured, which would make the Local Lodge responsible for such awards.

### **Self-Inspection Forms:**

Local Lodges are encouraged to complete a Self-Inspection form (*Exhibit I*) on a regular basis throughout the Lodge year (go to [www.elks.org/resources/accident/](http://www.elks.org/resources/accident/) for additional copies). The Local Lodge's Accident Prevention Manager (Trustee) is encouraged to share these completed Self-Inspection forms with the District Deputy and will assist the District Deputy in completing a Self-Inspection form during the official DD visit.

### **Questions pertaining to coverage may be directed to:**

Grand Lodge Insurance Department  
2750 N. Lakeview Avenue  
Chicago, IL 60614-1889  
Phone: (773) 755-4714 • Fax: (773) 755-4715  
Email: [insurance@elks.org](mailto:insurance@elks.org)

### **All liability-related incidents MUST BE IMMEDIATELY REPORTED to:**

GALLAGHER BASSETT SERVICES, INC.  
P.O. Box 7110  
Oakbrook Terrace, IL 60181  
Phone: (800) 962-7088 • Fax: (800) 223-7006  
Email: [GB-Oakbrook\\_Terrace-Mail@gbtpa.com](mailto:GB-Oakbrook_Terrace-Mail@gbtpa.com)

### **Self-Insured Property Plus Program • (Statutes of the Order, Section 4.232)**

In July 1991, a comprehensive program was adopted to protect the properties and functions of the Local Lodges and the Grand Lodge. As noted in the Statutes, all Local Lodges must participate in this Program, which provides coverage on buildings and contents on a replacement-cost basis without the application of co-insurance requirements. In addition to insurance on the Local Lodge's buildings, equipment breakdown (boiler and machinery) and contents, the Property Plus Program also includes fidelity (crime) coverage. **Most importantly, at the minimum coverage level (or \$50,000), this fidelity (crime) coverage satisfies the statutory bonding requirements in the Statutes of the Order.**

As insurance broker, program administrator and claims reporting service for the Property Plus Program, Aon Affinity Services bills the Local Lodges on an annual basis (April 1st); premiums are based on the values on file (a free property appraisal is available to determine current replacement values). Local Lodges with no building to insure and little or no business personal property (contents) are exempt from mandatory participation in the Property Plus Program; however, such Lodges can still purchase the fidelity (crime) coverage through the Property Plus Program for a minimal premium.

**Requests for copies of the Property Plus Insurance Program manual and all questions pertaining to coverage and limitations, claims reporting and loss prevention should be directed to the Elks Team at:**

AON AFFINITY SERVICES, INC.  
200 East Randolph Street, Fourth Floor  
Chicago, Illinois 60601  
Phone: (800) 421-3557 [ELKS] • Fax: (312) 381-2751



## **VOLUNTARY INSURANCE PROGRAMS**

### **WORKERS COMPENSATION:**

This coverage is the exclusive remedy for occupational injury claims; therefore, all Local Lodges should have such coverage—even if it has no regular employees—as accident policies are insufficient.

A voluntary Workers Compensation Program is available to Local Lodges that may offer lower rates. Most importantly, coverage can be obtained for volunteers in most states (for Lodges that choose to do so). Local Lodges should call Lockton Risk Services directly at 1-877-735-6349 for more information.

### **DIRECTORS AND OFFICERS/EMPLOYMENT PRACTICES (D&O):**

It is strongly recommended that Local Lodges participate in this voluntary discounted program, which includes employment practice coverage. The policy provides defense for allegations of wrongful acts by officers, directors or members in the management of the Local Lodge; the policy also provides defense for allegations of employment practice type claims, including wrongful discharge, discrimination and harassment. Local Lodges can obtain a quote by calling Aon Affinity Services at 1-800-421-3557 (the insurance agent or insurance company will bill Local Lodges directly for this coverage).

### **— GRAND LODGE NEWSLETTER —**

Beginning each month, every Exalted Ruler and Lodge Secretary receives the Grand Lodge Newsletter containing instructions on conducting the mandatory and optional activities. The newsletter also is vital to promoting the patriotic and benevolent programs of the Order.

The Lodge is admonished to disseminate the contents of the newsletter to all Lodge Officers and Committee Members.

### **— OFFICER SELECTION —**

Selection of officers is perhaps the most important issues facing every Lodge. Selection should involve the present Lodge Officers and the Past Exalted Rulers of the Lodge. The Exalted Ruler-Elect should confer with his or her Officers and Past Exalted Rulers before making commitments for appointive offices. The procedure for Local Lodge nominations (Section 3.080) and elections (Section 3.090), Laws of the Order, should be reviewed.

### **— PAST EXALTED RULERS ASSOCIATION —**

Article III, Section 18 of the Constitution of the Order permits and Section 13.190 of the Laws of the Order mandates that there be an association of Past Exalted Rulers of the Lodge in good standing. The association advises the Lodge and conducts such programs it elects for the good of the Lodge. It elects Officers and adopts By-Laws or other regulatory provisions. It should meet monthly. The first meeting night in February of each year is designated as Past Exalted Rulers' Night. For information, refer to page 17 of the Ritual of the Local Lodges (Code 511500).

### **— SPONSORING PAST GRAND EXALTED RULERS —**

Active Past Grand Exalted Rulers of the Order are assigned sponsorship duties in designated states. As such they supervise Lodges in those areas. The relationship between the Lodge and the Sponsor is very important. Both protocol and good business require he be kept informed of affairs affecting the Lodge. Questions that cannot be addressed by the designated District Deputy Grand Exalted Ruler, should be directed to the Sponsor, not to the Grand Exalted Ruler or Grand Lodge. His background in Elkdom and proximity to the Lodge place him in a position to properly serve the Lodge. Names, addresses and assigned states of the Sponsors appear in the Grand Lodge and State Associations Directory (Code 553800) under the heading "Advisory Committee."

### **— BOARD OF GRAND TRUSTEES —**

The Board of Grand Trustees, which is composed of eight members of the Order who are elected by the Grand Lodge to four-year terms, is the general fiscal agent of the Order. Local Lodges wanting to make specified financial transactions must submit their proposals to the Board under Section 16.050 of the Laws of the Order. Names and addresses of Board members appear in the Grand Lodge and State Associations Directory (Code 553800).

## — GRAND FORUM —

The Grand Forum is the highest court of the Order. It consists of five Justices each appointed to five-year terms by the Grand Exalted Ruler. Governed by Grand Lodge Statutes Sections 7.010-7.150, the Grand Forum: 1. rules on complaints against a Lodge by another Lodge or Member; 2. decides on appeals of Executive Orders; and has appellate jurisdiction over decisions of the Local Forum. The Guide to the Courts of the Order is available for download at <http://www.elks.org/grandlodge/manuals/>.

## — GRAND LODGE COMMITTEE ON JUDICIARY —

This Committee is composed of eight lawyer members of the Order, one from each Grand Lodge Area, appointed each year by the Grand Exalted Ruler. It acts as the legal adviser to the Grand Lodge. Under Sections 4.370, 16.150 and 17.050 of the Laws of the Order, its members interpret its laws in response to specific inquiries and approve By-Laws and publications of the Lodges. Contacts for these purposes should be made with the member of the Committee in charge of the Area in which the Lodge is located. Members' names appear in the Grand Lodge and State Associations Directory (Code 553800).

## — DISTRICT DEPUTY GRAND EXALTED RULERS —

Under Sections 4.460, 4.480 and 4.500 of the Laws of the Order, the District Deputy Grand Exalted Ruler is the personal representative of the Grand Exalted Ruler for the Lodges in a designated District. His or her responsibility is to visit all of those Lodges, ensure they are operating in accordance with the Laws of the Order and render advice and assistance when needed.

The District Deputy is also required to conduct Clinics in August and March/April, which are attended by the Exalted Rulers, Leading Knights, Secretaries and Chairpersons of the Boards of Trustees of the Lodges in the District. These Clinics are aimed at promoting the programs of the Order, providing assistance to Lodge Officers and disseminating important information and documents.

## — EXALTED RULER AND SECRETARY PREPARATION FOR DISTRICT DEPUTY VISIT —

About two weeks before the official visit of the District Deputy, you will be mailed a reminder with the date and time of the District Deputy's arrival. The District Deputy will want to meet with the Exalted Ruler, Secretary and Chairpersons of the Board of Trustees, club management body, Auditing and Accounting Committee, Membership Committee and Accident Prevention Manager (Trustee).

It is required that you have a copy of:

1. The annual Lodge budget as adopted by the Lodge.
2. The Club Managing Body budgets (Club, dining room, health room, swimming pool, golf course and bingo) as adopted by the Lodge.
3. The Lodge profit-and-loss statement.
4. The Club and other profit-and-loss statements.

The District Deputy will specify the time to meet with the other Lodge Officers. No longer are the elected and appointed Officers required to perform the Initiatory Ritual for the District Deputy's official visit. That requirement, which had been mandated under Section 4.490 of the Grand Lodge Statutes, was repealed at the 2011 Grand Lodge Session.

The Secretary must have available and exhibit the items listed on the Check Sheet for the Lodge of items required for District Deputy visit (Appendix **EXHIBIT C**).

## — STATE ASSOCIATIONS —

State Associations are chartered by the Grand Lodge to assist in promoting Grand Lodge programs and to foster their own programs, which may not conflict with the principles and purposes of the Order. Subject thereto, each Association regulates its own internal affairs. It is composed of Members of Lodges in its state but has no jurisdiction over the Members or Lodges. State Associations are a promotional agency and contribute substantially to the Order.

## EXHIBIT A-1

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### A TYPICAL STATE ELKS ASSOCIATION

(This chart is an example of how a State Elks Association is set up. It may be adapted to any State Association as their organization, conditions and activities warrant.)

Organized October 1913. Meets in May each year at a place selected by the Board of Trustees. Consists of all the Lodges of the State. Voting is by the Exalted Rulers present or their officially designated proxy.

#### OFFICERS

PRESIDENT

VICE PRESIDENT(S)

SECRETARY

TREASURER

TRUSTEES/DIRECTORS

*(Terms 4 years, 2 elected each year,  
1 from each of the State's Grand  
Lodge-Designated Districts.)*

*Appointed each year by the President:*

CHAPLAIN

PARLIAMENTARIAN

SERGEANT-AT-ARMS

TILER

#### COMMITTEES

ADVISORY

AMERICANISM

BOWLING

CREDENTIALS

GOLF

GOVERNMENT RELATIONS

GRAND LODGE CONVENTION

LODGE ACTIVITIES

MAJOR PROJECT

MEMBERSHIP

NATIONAL FOUNDATION

NEW LODGES

PIGGY BANK

PUBLIC RELATIONS

RESOLUTIONS

RITUALISTIC

SCHOLARSHIP

STATE CONVENTION

VETERANS SERVICE

YOUTH ACTIVITIES

*Advisory Committee consists of Past Presidents. All other committees are appointed by the President in accordance with By-Laws or as required.*

#### PROJECTS

MAJOR PROJECT

Aid to cerebral palsied and other physically disabled children. Free mobile home therapy program — therapists each with own station wagon. *(Other State Associations sponsor a variety of other major projects.)*

PIGGY BANK

A program of raising extra money for the Major Project. Each member has a purple piggy bank and is asked to contribute at least a penny a day during the year. Proceeds of piggy banks and of other fund-raising events for the benefit of the Major Project are presented each year to the State President at the State Convention.

NEW LODGES

The New Lodges Committee shall have general charge of all matters pertaining to the organization and institution of new Lodges.

RITUALISTIC CONTESTS

Contests are held in each Grand Lodge District to determine the District champion. The District champions compete at the State Convention. The winner of this contest is the State Champion and goes to the Grand Lodge Convention to compete for the National Championship.

VETERANS SERVICE

Hides and other therapy materials contributed for use by hospitalized veterans. Visitation to Veterans Hospitals.

## GRAND LODGE

Organized February 1868. Meets in July each year at a place selected by the Grand Exalted Ruler and the Board of Grand Trustees. Voting by Exalted Rulers, who are representatives, and Grand Lodge Members.

### GRAND LODGE OFFICERS

GRAND EXALTED RULER  
GRAND ESTEEMED LEADING KNIGHT  
GRAND ESTEEMED LOYAL KNIGHT  
GRAND ESTEEMED LECTURING KNIGHT  
GRAND SECRETARY  
GRAND TREASURER  
GRAND INNER GUARD  
BOARD OF GRAND TRUSTEES  
*(8 members — 2 elected each year)*  
GRAND FORUM  
*(5 Justices — 1 appointed each year)*  
**Appointed Yearly by G.E.R.:**  
GRAND ESQUIRE  
GRAND CHAPLAIN  
DISTRICT DEPUTY GRAND EXALTED RULERS  
GRAND TILER

### GRAND LODGE COMMISSIONS, ETC.

Advisory Committee  
*(All Past Grand Exalted Rulers)*  
**Appointed Yearly by G.E.R.:**  
National Memorial and Publication Commission  
*(5 members — 1 appointed each year)*  
Elks National Veterans Service Commission  
*(5 members — 1 appointed each year)*  
Elks National Foundation  
*(7 members — 1 appointed each year)*  
Convention Commission  
*(5 members — 1 appointed each year)*  
Pardon Commission  
*(3 members — Chief Justice of Grand Forum, Chairman of Judiciary Committee, and Grand Esteemed Loyal Knight)*

### GRAND LODGE STANDING COMMITTEES

**Appointed Yearly by G.E.R.:**

Auditing and Accounting  
Fraternal  
Judiciary  
Activities  
Ritualistic  
Public Relations  
Government Relations

### GRAND LODGE PROJECTS

The Elks Magazine  
*(The official magazine of the Order)*  
Elks National Memorial Building  
*(A memorial and headquarters building located in Chicago, Illinois)*  
Elks National Foundation  
*(A permanent trust fund, the income of which is spent for charitable and humanitarian services)*  
Elks National Veterans Service Commission  
*(Provides entertainment, recreation and occupational therapy supplies for hospitalized veterans)*  
Elks National Disaster Relief Program

## EXHIBIT B-1

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### YOUR OWN LOCAL LODGE NAME AND NUMBER

Date of your institution. Meets every (*the day and time of your meeting*) at (*place of your meeting*). Must have current dues paid to attend. Every Member of this Lodge present in the Lodge meeting at the time of the vote is entitled to vote.

#### **OFFICERS**

---

EXALTED RULER

ESTEEMED LEADING KNIGHT

ESTEEMED LOYAL KNIGHT

ESTEEMED LECTURING KNIGHT

SECRETARY

TREASURER

TRUSTEES (3 to 5, per GLS, Section 15.010)  
(*1 elected each year — state number and term*)

*Appointed yearly by the Exalted Ruler:*

ESQUIRE

CHAPLAIN

INNER GUARD

TILER

ORGANIST

VOCALIST

#### **NON-OFFICER APPOINTEES:**

PRESIDING JUSTICE

MEDIATOR

#### **STATUTORY COMMITTEES & SUBCOMMITTEES**

---

AUDITING

FRATERNAL

Americanism

Elks National Foundation

Flag Day

Memorial Day

Membership

Lodge Activities

Veterans

ACTIVITIES

Community Project

Public Relations

Youth Activities

Hoop Shoot Program

Drug Awareness

*(Statutory committees are appointed by the Exalted Ruler at the next regular session after his installation.)*

#### **ADDITIONAL COMMITTEES:**

*Appointed by the Exalted Ruler as needed to carry out Lodge programs:*

Social Sessions

Ritual

Golf

Bowling

Major Project

Bulletin

**PROGRAM**

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**PROGRAMS IN SUPPORT OF GRAND LODGE PROGRAMS:**

*ELKS NATIONAL FOUNDATION* — To raise funds for contribution to this permanent benevolent trust and to inform the membership of the activities of the Foundation. Participation in Most Valuable Student Scholarship Contest.

*ELKS NATIONAL VETERANS SERVICE COMMISSION* — To cooperate through the State Associations with national programs to aid hospitalized veterans.

*DRUG AWARENESS PROGRAM* — To help youth decide to reject drug abuse before they start by education to increase awareness of its dangers. The program, at national, state, district and Lodge levels, involves Elks with parents, teachers and community leaders, and 4th through 9th graders.

*PUBLIC RELATIONS* — This committee has recently has been found on a national, state and local basis to publicize the charitable, patriotic and youth work of the Order so as to improve the good public image of the Elks which seems to have lost its impetus.

*YOUTH ACTIVITIES* — To aid the Youth Activities Program by sponsoring scout units, camping, and other youth activities in our jurisdiction and to promote the National “Hoop Shoot®” and Elks National Youth Week in your Lodge.

*LODGE ACTIVITIES* — To support programs sponsored by Grand Lodge such as membership classes, newspaper week, lapsation, etc.

*ELKS MEMORIAL RESTORATION TRUST* — This 501(c)(3) tax-exempt charity is responsible for restoring and maintaining the Elks Veterans Memorial Building.

*ELKS NATIONAL DISASTER RELIEF PROGRAM INC.* — To provide emergency goods, services and aid to individuals, Elks Members and households who are victims of documented national disaster.

**PROGRAMS IN SUPPORT OF STATE ASSOCIATION PROGRAMS:**

*MAJOR PROJECT* — To inform your members of the activities and accomplishments of the Major Project and to get their support for special programs to raise additional money for such programs.

*RITUALISTIC* — Competition in District contests.

*VETERANS' SERVICE* — Aid in gathering hides and other therapy materials, entertainment for veterans in hospitals.

**LOCAL LODGE PROGRAMS:**

Charity, Community Welfare, Retention, Orientation, Grand Lodge and State Association, Flag Day, Memorial Day, Mother's Day, Fund-raising for Building, Americanism, Old Timers, and many others that make for a complete Lodge program as needed in your Local Lodge.

**CANDIDATES SHOULD BE GIVEN A LIST OF LOCAL LODGE COMMITTEES** at their post-initiation meeting to decide the committees on which they would like to serve. They should list their first, second and third choice because it may not be possible to assign them to a committee that has a full complement of members.

# EXHIBIT C

## CHECK SHEET FOR LODGE OF ITEMS REQUIRED FOR DISTRICT DEPUTY VISIT (To be completed and retained by the DISTRICT DEPUTY)

LODGE NAME AND NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

**YES      NO      I WILL WANT TO SEE IF YOU CAN ACCESS THESE PUBLICATIONS AT ELKS.ORG:**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Accident/Claim Prevention Manual — Code 513100 — {Fifth Edition} *   |
| _____ | _____ | 2. Americanism Manual — Code 512000 — {March 2013} *  |
| _____ | _____ | 3. Auditing and Accounting Manual — Code 510100 — {February 2015} *   |
| _____ | _____ | 4. Drug Awareness Program Manual<br>— {August 2013 — CD/online: <a href="http://elks.org/GrandLodge/dap/dap125.pdf">http://elks.org/GrandLodge/dap/dap125.pdf</a> } |
| _____ | _____ | 5. Elks National Veterans Service Commission Manual — Code 513500 — {June 2011} *   |
| _____ | _____ | 6. Government Relations Manual — Code 511000 — {July 2015} *  |
| _____ | _____ | 7. Investigation/Interview Committee Manual — Code 510200 — {February 2010} *   |
| _____ | _____ | 8. Liability Insurance Program Manual — Code 513000 — {Annual} *  |
| _____ | _____ | 9. Lodge Activities Manual — Code 510300 — {March 2013} *   |
| _____ | _____ | 10. Public Relations and Media Handbook — Code 510700 — {September 2010} *  |
| _____ | _____ | 11. Membership, Program & Planning Manual — Code 510400 — {May 2006} *  |
| _____ | _____ | 12. Exalted Rulers, Lodge Officers and Committee Members Manual — Code 510500 — {April 2014} *  |
| _____ | _____ | 13. Protocol Manual — Code 510600 — {September 2007} *  |
| _____ | _____ | 14. Ritual B. P. O. Elks — Code 511500 — {November 2012} *  |
| _____ | _____ | 15. Rituals of Special Services — Code 511601 — {August 2005} *   |
| _____ | _____ | 16. Ritualistic Contest Manual — Code 519900 — {Annual} *   |
| _____ | _____ | 17. Secretary's Manual — Code 510800 — {April 2014} *   |
| _____ | _____ | 18. Youth Activities Programs Manual — Code 512100 — {February 2013} *  |
| _____ | _____ | 19. Youth Supervision Guide — Code 512200 — {July 2006} *   |
| _____ | _____ | 20. Discrimination and Harassment Guide — Code 510900 — {March 2008} *  |

**YES      NO      I WILL WANT TO SEE THESE PUBLICATIONS:**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. Annotated Statutes — Code 520100 — {Latest Edition-Annual}  |
| _____ | _____ | 2. Directory of Local Lodges — Code 553700 — {Annual}  |
| _____ | _____ | 3. Grand Lodge and State Associations Directory — Code 553800 — {Annual}                                       |
| _____ | _____ | 4. Grand Lodge Proceedings — Code 511400 — {Latest Edition-Annual}   |
| _____ | _____ | 5. Grand Lodge Program Booklet — Code 514000 — {Annual} *  |
| _____ | _____ | 6. History of the Order, Vol. 1 and 2 — Code 511300 — {1992 and 2008}  |
| _____ | _____ | 7. Indoctrination Program Video — Code 533200 — {2000}; or DVD — Code 533300                                   |
| _____ | _____ | 8. Leadership Training Booklets (set of 5) — Code 511900   |
| _____ | _____ | 9. Property Plus Insurance Manual — {Obtained from Aon Risk Services}  |
| _____ | _____ | 10. Robert's Rules of Order (Parliamentary Procedures at a Glance) — Code 511700                               |
| _____ | _____ | 11. Charity Records Workbook — Code 511100 — {Annual}  |
| _____ | _____ | 12. Constitution and Statutes (latest edition) — Code 520200 — (sufficient supply for membership)              |
| _____ | _____ | 13. What It Means To Be An Elk (Candidate Booklet) Code 511200 (sufficient supply for membership) {March 2009} |

**YES      NO      I WILL WANT A COPY OF OR TO EXAMINE:**

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. Visitors Register — Code 553400   |
| _____ | _____ | 2. Lodge Charter displayed (or Dispensation, if Charter not yet issued)  |
| _____ | _____ | 3. Judiciary-approved Lodge By-Laws (sufficient supply for membership)   |
| _____ | _____ | 4. Judiciary-approved House Rules (sufficient supply for membership)   |
| _____ | _____ | 5. Seal of the Lodge   |
| _____ | _____ | 6. Annual Lodge Budget as adopted by the Lodge   |
| _____ | _____ | 7. Club Managing Body Budgets<br>(Club, Dining Room, Health Room, Swimming Pool and Golf Course) as adopted by the Lodge.  |
| _____ | _____ | 8. Detailed record of Charity Fund income, expenses, balance and plans   |
| _____ | _____ | 9. Minute Book of proceedings of the Lodge   |
| _____ | _____ | 10. Ledger containing the name of each member, birth place, etc.   |
| _____ | _____ | 11. Alphabetical list of expulsions, suspensions, and rejections   |
| _____ | _____ | 12. Account books to clearly present receipts and accounts of the Secretary and Treasurer and<br>general financial and other transactions of the Lodge and Club, or any facility operated by them. |
| _____ | _____ | 13. Charity Records Workbook with up-to-date entries   |
| _____ | _____ | 14. Forum Box — Code 5323  |
| _____ | _____ | 15. Minutes of P.E.R. Association meetings   |
| _____ | _____ | 16. Minutes of Board of Trustees' meetings   |
| _____ | _____ | 17. Minutes of Club Managing Body meetings   |
| _____ | _____ | 18. Minutes of meetings of corporations connected with the Lodge   |
| _____ | _____ | 19. Self-inspection checklist of accident prevention manager.  |

\* Denotes manuals available online

**EXHIBIT D-1**

**20XX-20XX LODGE COMMITTEE CHAIRPERSONS**

*[Required per Sections 3.090 and 13.020]*



**ER-ELECT & SECRETARY, PLEASE COMPLETE IMMEDIATELY!** Use this form as a worksheet to file directly online at [elks.org/clms2web/confirmCommittees.cfm](http://elks.org/clms2web/confirmCommittees.cfm). Online filing must be completed on or before APRIL 15. Forms mailed to the Grand Secretary are no longer accepted. Any changes in Officer or Chairperson addresses may also be filed online.

PLEASE USE FULL NAMES. INCLUDE AREA CODE FOR ALL PHONE NUMBERS; AND IF P.O. BOX IS USED, BE SURE TO ADD A STREET ADDRESS FOR UPS DELIVERY. GIVE 9-DIGIT ZIP CODE. For assistance, go to <http://zip4.usps.com/zip4/welcome.jsp>

**Lodge Name (with state) and Number:**

*Exalted Ruler _____	**Trustee-Five Years _____
Member No. _____	Member No. _____
*Leading Knight _____	Tiler _____
Member No. _____	Member No. _____
*Loyal Knight _____	Esquire _____
Member No. _____	Member No. _____
*Lecturing Knight _____	Chaplain _____
Member No. _____	Member No. _____
*Secretary _____	Inner Guard _____
Member No. _____	Member No. _____
*Treasurer _____	Organist _____
Member No. _____	Member No. _____
Trustee-One Year _____	Presiding Justice _____
Member No. _____	Member No. _____
Trustee-Two Years _____	Member No. _____
Trustee-Three Years _____	Member No. _____
**Trustee-Four Years _____	Member No. _____

**This form provides a worksheet to assist ER's-elect & Lodge Secretaries in filing their annual lists of Committee Chairpersons at Elks.Org.**

*See per Sec. 13.010  
Lodge By-Laws*

**Chairperson** \_\_\_\_\_ H ( ) \_\_\_\_\_  
 Member No. \_\_\_\_\_

Address \_\_\_\_\_ O ( ) \_\_\_\_\_  
 Apt./Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_

E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_

UPS Address: \_\_\_\_\_

**PUBLIC RELATIONS COMMITTEE** [As required per Sec. 13.024]

**Chairperson** \_\_\_\_\_ H ( ) \_\_\_\_\_  
 Member No. \_\_\_\_\_

Address \_\_\_\_\_ O ( ) \_\_\_\_\_  
 Apt./Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_

E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_

UPS Address: \_\_\_\_\_

**ACTIVITIES COMMITTEE** [As required per Sec. 13.021]

**Chairperson** \_\_\_\_\_ H ( ) \_\_\_\_\_  
 Member No. \_\_\_\_\_

Address \_\_\_\_\_ O ( ) \_\_\_\_\_  
 Apt./Unit # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_

E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_

UPS Address: \_\_\_\_\_



# EXHIBIT D-2

## Lodge Name (with state) and Number:

The following sub-committee chairpersons of the Activities Committee **MAY** be appointed & listed under [elks.org/clms2web](http://elks.org/clms2web)

### Community Projects & Activities Chairperson

Member No. H ( ) \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Unit # O ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_  
UPS Address: \_\_\_\_\_

### Youth Activities Chairperson

Member No. H ( ) \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Unit # O ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_  
UPS Address: \_\_\_\_\_

### Hoop Shoot® Chairperson

Member No. H ( ) \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Unit # O ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_  
UPS Address: \_\_\_\_\_

### Drug Awareness Chairperson

Member No. H ( ) \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Unit # O ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_  
UPS Address: \_\_\_\_\_

## FRATERNAL COMMITTEE [As required per Sec. 13.022]

Chairperson \_\_\_\_\_ Member No. H ( ) \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Unit # O ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_  
UPS Address: \_\_\_\_\_

The following sub-committee chairpersons of the Fraternal Committee **MAY** be appointed & listed under [elks.org/clms2web](http://elks.org/clms2web)

### Americanism Chairperson

Member No. H ( ) \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Unit # O ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_  
UPS Address: \_\_\_\_\_

# EXHIBIT D-3

## Lodge Name (with state) and Number:

**Elks National Foundation Chairperson** \_\_\_\_\_ Member No. H ( ) \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Unit # O ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_  
UPS Address: \_\_\_\_\_

**Flag Day Chairperson** \_\_\_\_\_ Member No. H ( ) \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Unit # O ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_  
UPS Address: \_\_\_\_\_

**Elks Memorial Day Chairperson** \_\_\_\_\_ Member No. H ( ) \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Unit # O ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_  
UPS Address: \_\_\_\_\_

**Membership** (*Membership, Lapsation, Orientation, Investigation*) **Chairperson** \_\_\_\_\_ Member No. H ( ) \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Unit # O ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_  
UPS Address: \_\_\_\_\_

**Lodge Activities Chairperson** \_\_\_\_\_ Member No. H ( ) \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Unit # O ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_  
UPS Address: \_\_\_\_\_

**Veterans Service Chairperson** \_\_\_\_\_ Member No. H ( ) \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Unit # O ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_  
UPS Address: \_\_\_\_\_

# EXHIBIT D-4

## Lodge Name (with state) and Number:

### OTHER STATUTORY LEADERSHIP REQUIREMENTS

**Accident Prevention Chairperson** \_\_\_\_\_ H ( ) \_\_\_\_\_  
[As required per Sec. 12.070] Member No. \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Unit # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_  
UPS Address: \_\_\_\_\_

**PER Association President** \_\_\_\_\_ H ( ) \_\_\_\_\_  
[As required per Sec. 13.190] Member No. \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Unit # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_  
UPS Address: \_\_\_\_\_

*The following sub-committee chairpersons **MAY** be appointed and listed under [elks.org/clms2web](http://elks.org/clms2web)*

**Ritualistic Chairperson** \_\_\_\_\_ H ( ) \_\_\_\_\_  
Member No. \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Unit # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_  
UPS Address: \_\_\_\_\_

**Soccer Shoot® Chairperson** \_\_\_\_\_ H ( ) \_\_\_\_\_  
Member No. \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Unit # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_  
UPS Address: \_\_\_\_\_

**Government Relations Chairperson** \_\_\_\_\_ H ( ) \_\_\_\_\_  
Member No. \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Unit # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_  
UPS Address: \_\_\_\_\_

**State Major Project Chairperson** \_\_\_\_\_ H ( ) \_\_\_\_\_  
Member No. \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Unit # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_  
UPS Address: \_\_\_\_\_

**Chairperson** \_\_\_\_\_ H ( ) \_\_\_\_\_  
Lodge Sub-committee Member No. \_\_\_\_\_  
Address \_\_\_\_\_ Apt./Unit # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ C ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_ F ( ) \_\_\_\_\_  
UPS Address: \_\_\_\_\_

## EXHIBIT E

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**Always** consult your current *Grand Lodge & State Associations Directory* for the correct name and address when contacting Grand Lodge.

Members of the Order are *not* referred to as “Mr.,” “Mrs.,” or “Ms.,” and we never use nicknames nor titles such as “Dr.”. In addition, the courtesy title of “Honorable” or “Hon.” for Grand Lodge Officers is no longer used, per the directive of the Future of Elkdom Committee in 2011.

### **GRAND LODGE OFFICERS ARE ADDRESSED AS FOLLOWS:**

[Name], GER *(or use proper title of other officers)*  
B. P. O. Elks  
[then 2-line address]

*(When writing to the Grand Chaplain, however, use title proper for member of the Clergy, such as: Rev., Fr., Msgr., etc.)*

### **GRAND TRUSTEES, HOWEVER, ARE ADDRESSED AS FOLLOWS:**

[Name], Chairman  
Board of Grand Trustees, B. P. O. Elks  
[then 2-line address]

The Members other than the Chairman are to be addressed as follows:

[Name], Grand Trustee\*  
B. P. O. Elks  
[then 2-line address]

*(\*while it is sufficient to use this format, you may also use the full title for each position, such as: Approving Member, Secretary, Pension Member, etc. along with the next line as: Board of Grand Trustees, B. P. O. Elks)*

### **JUSTICES OF THE GRAND FORUM ARE ADDRESSED AS FOLLOWS:**

[Name], Chief Justice or Justice  
Grand Forum, B. P. O. Elks  
[then 2-line address]

### **THE CHAIRMAN AND MEMBERS OF THE GRAND LODGE COMMITTEES ARE ADDRESSED AS FOLLOWS:**

[Name], Chairman, Vice-Chairman, Secretary or Member  
Committee Name, B. P. O. Elks  
[then 2-line address]

### **MEMBERS OF THE PARDON COMMISSION ARE ADDRESSED AS FOLLOWS:**

[Name], Chairman or Commissioner  
Pardon Commission, B. P. O. Elks  
[then 2-line address]

### **GRAND LODGE AGENCY MANAGERS, DIRECTORS AND COORDINATORS SHOULD BE ADDRESSED USING THEIR CORRECT TITLES, SUCH AS:**

[Name], Executive Director  
Elks National Foundation  
[then 2-line address]

### **DISTRICT DEPUTIES AND SPECIAL DEPUTIES ARE ADDRESSED AS:**

[Name], D. D. G. E. R.  
[State] – South District, B. P. O. Elks  
[then 2-line address]

— **OR** —

[Name], S. D. G. E. R.  
B. P. O. Elks  
[then 2-line address]

### HOW TO REVISE OR AMEND LODGE BY-LAWS AND HOUSE RULES

Every Lodge of the Order **MUST**, at least every five years, submit a general revision of its by-laws as well as the Lodge House rules to its area member of the Grand Lodge Committee on Judiciary for approval pursuant to section 17.060 of the statutes. This requirement applies regardless of the number of individual amendments approved since the Lodge's last general revision date or the fact that no changes are contemplated. House rules must be submitted for approval at the same time as the Lodge By-Laws.

#### 1. GENERAL REVISION

The Exalted Ruler should appoint a By-Law Revision Committee, which can revise the Lodge By-Laws and House rules at <http://www.elks.org/grandlodge/bylaws>.

The committee should compare the present Lodge By-Laws and any amendments approved by Judiciary since the last general revision with the latest by-law booklet provisions and the annotated statutes. This review is to determine what revisions, if any, and choices need to be made. The committee then compiles the proposed revised by-laws and reports its recommendations in writing to the Lodge at a regular meeting. It is also advisable to publish any proposed changes in the Lodge newsletter, and to invite input from the members to ensure that all have the opportunity to contribute their ideas. Changes to the House rules are treated in a similar manner.

At that regular meeting, a motion to make consideration of the proposed general revision a "Special Order of Business" at a later regular meeting (no fewer than two weeks or more than eight weeks) should be made, seconded, and passed by a majority vote. At least ten days prior to the scheduled vote, the Lodge must notify all members of the date of the meeting and the proposed revisions to be voted upon. Notification may occur in the lodge newsletter if sent to members at least ten days prior to voting.

At the meeting scheduled for the vote, the proposed revisions should be discussed and motions made to modify where necessary. The Lodge must approve the final version of each proposed change by a majority vote, taken by the voting sign of an Elk. Voting on a proposed revision cannot be postponed until a later meeting unless the ten-day notice is sent to to all members.

The committee then enters the approved provisions, fills in the designated fields, and chooses among the options offered. Delete all provisions that do not apply. The Secretary must certify the submission. Three signed and sealed copies of the booklet are mailed to your area member of the Committee on Judiciary for approval. The Lodge retains the fourth. Please include a cover letter with the Lodge's mailing and e-mail addresses, telephone number, and the name of the Lodge Secretary.

**NOTES:** The revised by-laws do not take effect until approved by the Judiciary member, who will notify to the Lodge by e-mail. Direct all questions to the Judiciary member for your area.

The same procedure as outlined above is followed by a Lodge in the process of organization, except that the By-Laws Committee has to prepare, notify, and submit the complete by-laws for approval of the membership without consideration of previous by-laws. The statutes require that the new Lodge's By-Laws be approved BEFORE a Charter can be issued.

#### 2. BY-LAWS AMENDMENT

The procedure for amending one or more individual by-laws is the same as that outlined above. The written amendment proposal should be typed out separately and presented to the Lodge at a regular meeting. The ten-day notice to all members should first recite the pertinent by-law or section as it presently reads, and then state that it is to "be amended to read as follows," followed by the proposed language. At the meeting scheduled for voting, the Lodge decides by a majority vote to approve or reject the proposal.

Substitute the phrase, "amendment to Article \_\_\_\_, Section \_\_\_\_ of the by-laws of \_\_\_\_\_ Lodge," wherever the words "amended and substituted by-laws" appear. Enter the dates of Lodge action on the certificates. The Exalted Ruler and the Secretary must sign and seal all three certificates. Then send the amendments and certificates to your area member of the Committee on Judiciary.

Amendments are effective when your Lodge receives the Judiciary member's approval. Changes in dues, however, become effective only on the following April 1.

## EXHIBIT F-2

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Finally, to ensure that how you want to amend a by-law is permissible, review the appropriate section in the latest edition of the annotated statutes. You could also ask an attorney member of your Lodge for advice, or contact your area Judiciary member.

**NOTES:** If the general revision of your lodge's by-laws is past due, individual amendments cannot be approved. Your lodge must submit a general revision to restore statutory compliance and permit your Judiciary area member to consider subsequent amendments for approval.

### 3. HOUSE RULES

Section 17.060 requires that a lodge's House rules be reviewed and revised at the same time as a general revision of the by-laws. The procedures for lodge approval of the House rules are that same as those regarding a general revision or amendment. Include the revised House rules to be approved via the online submission to your area member of the Committee on Judiciary.

### 4. PRINTING

Printed copies of a lodge's full by-laws (Code 520600) can be obtained from the Office of the Grand Secretary, 2750 N. Lakeview Avenue, Chicago, Illinois 60614-1889.

The lodge's order must be placed as entered within one year of approval of either an original or general revision. The area member of the Committee on Judiciary files this booklet with the Grand Secretary, and only this copy is used for printing orders. Therefore, do not send your lodge's file copy of the approved general revision.

A minimum order of 100 is required. Your lodge should order a sufficient quantity to last approximately five years. Do not include payment with your lodge's order. Printing takes two to three months, and the Grand Secretary's office cannot withhold or deposit funds that far in advance of delivery.

The basic prices in the supply catalog are subject to change without notice. Check the current Supply Catalog for the current price. The lodge will be billed at the current price through normal procedures after shipment of the completed by-laws.

Please indicate in the order whether the Lodge wishes to have its House rules printed in the by-laws booklet. If so, enclose a copy of the approved House rules to be printed. There may be an additional charge for their inclusion, or for any large insertions or changes in the basic by-law text.

While a printing order is being processed, the lodge may use its existing supply of previous by-laws. To provide copies for new members, just update the existing by-laws by inserting the approved changes. If copies of the lodge by-laws are unavailable, the lodge should order as many copies of the current by-law guide booklets with blank spaces (Code 520500) as it will need to comply with the statute, which requires that copies of the by-laws be given to each new member at Initiation. The guides are available from the Grand Secretary, and must be filled in by hand.

**NOTE:** Orders accompanied by unapproved booklets or additional by-law texts will be returned. The area member of the Committee on Judiciary must approve all by-laws, House rules, and amendments before the Grand Secretary's office can print your order. Also, the Grand Secretary's office will not accept orders which require editing of by-laws material or compiling to make the by-laws complete. Nor will the Grand Secretary's office assume responsibility for errors. Please contact the Grand Secretary for further information before submitting your order.

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## EXHIBIT G-1

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### MONTHLY CHECKLIST — REPORTING AND ACTIVITY CALENDAR

#### — MARCH —

- |                             |  |
|-----------------------------|--|
| Exalted Ruler<br>(Incoming) | <ol style="list-style-type: none"><li>1. Select Lodge Statutory Chairpersons and Committee Members (Section 13.020)</li><li>2. Select Lodge Officer appointments (Section 12.010)</li><li>3. Select other Committees (Section 13.020)</li></ol>  |
| Secretary                   | <ol style="list-style-type: none"><li>1. File Local Lodge Directory form (<b>EXHIBIT P</b>) at <a href="http://elks.org/clms2web/confirmCommittees.cfm">elks.org/clms2web/confirmCommittees.cfm</a> on or before April 15.</li><li>2. Complete and file online the “Lodge Statutory Committee Chairpersons” Form and Officers List. (<b>EXHIBIT D</b>)</li></ol> |

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#### — APRIL —

- |                      |   |
|----------------------|---|
| Exalted Ruler        | <ol style="list-style-type: none"><li>1. Installation of Officers (Section 12.010)</li><li>2. Exalted Ruler, Leading Knight, Secretary and Chairperson of Trustees required attendance at District Deputy Clinic (Sections 12.020, 12.040, 12.050 and 12.070)</li><li>3. Drug Awareness all-year Program</li><li>4. Eagle Scout and Girl Scout Recognition all-year Program</li></ol>   |
| Secretary            | <ol style="list-style-type: none"><li>1. File electronically by April 1 the portion of the Annual Report showing Lodge membership as of March 31. (Section 16.010)</li><li>2. Secretary’s semi-annual report to Lodge at 1st regular Lodge meeting (Section 12.050)</li><li>3. Attend District Deputy Clinic (Section 12.050)</li><li>4. Notify the Members of all Committees of their appointments, together with the subject given into their charge (Section 12.050)</li></ol> |
| Trustees             | <ol style="list-style-type: none"><li>1. Board elects its Officers (Section 12.070)</li><li>2. Regular monthly meeting and keep minutes (Section 12.070) Review profit-and-loss statement</li><li>3. Monthly written report to the Lodge at 1st meeting (Section 12.070)</li><li>4. Trustees present budget to Lodge by final meeting in April (Section 12.070)</li><li>5. Perform safety inspection of Lodge (<b>EXHIBIT I</b>)</li></ol>  |
| Club Management Body | <ol style="list-style-type: none"><li>1. Regular monthly meeting and keep minutes (Section 16.040) Review profit-and-loss statement</li><li>2. Club Management Body present budget to Lodge by final meeting in April (Section 16.040)</li></ol>  |
| Lapsation Committee  | Report at 1st regular Lodge meeting (Section 13.090)  |

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## EXHIBIT G-2

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### — MAY —

Exalted Ruler	<ol style="list-style-type: none"><li>1. Elks National Youth Week Program begins on the 1st week in May</li><li>2. Teenager and/or Student of Year Program during Youth Week</li><li>3. Junior Teen and/or Student of Year Program during Youth Week</li><li>4. Mother's Day Program</li><li>5. Law &amp; Order Night</li></ol>
Secretary	Grand Lodge Dues and Charity Report due by May 1
Trustees	<ol style="list-style-type: none"><li>1. Regular monthly meeting and keep minutes (Section 12.070) Review profit-and-loss statement</li><li>2. Monthly written report to the Lodge at 1st meeting (Section 12.070)</li><li>3. Budget approved (Section 12.070) no later than 1st meeting in May</li><li>4. Perform safety inspection of Lodge (<b>EXHIBIT I</b>)</li></ol>
Club Management Body	Regular monthly meeting and keep minutes (Section 16.040) Review profit-and-loss statement
Lapsation Committee	Report at 1st regular Lodge meeting (Section 13.090)

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### — JUNE —

Exalted Ruler	<ol style="list-style-type: none"><li>1. Flag Day — June 14 — mandatory (Section 2.030)</li><li>2. Deadline (June 15) to obtain GER Award Pins for Outstanding Members</li><li>3. Organize special summer activities</li></ol>
Secretary	Prepare forum box with aid of Trustees (Sections 1.210 and 8.040)
Trustees	<ol style="list-style-type: none"><li>1. Regular monthly meeting and keep minutes (Section 12.070) Review profit-and-loss statement</li><li>2. Monthly written report to the Lodge at 1st meeting (Section 12.070)</li><li>3. Perform safety inspection of Lodge (<b>EXHIBIT I</b>)</li></ol>
Club Management Body	Regular monthly meeting and keep minutes (Section 16.040) Review profit-and-loss statement
Lapsation Committee	Report at 1st regular Lodge meeting (Section 13.090)
Lodge Auditing and Accounting Committee	<ol style="list-style-type: none"><li>1. Present Annual Audit Report to Lodge on or before June 15th (Section 13.040)</li><li>2. A copy of Annual Audit Report prior to June 30th to District Deputy and Area Member of Grand Lodge Auditing &amp; Accounting Committee (Section 13.040)</li></ol>



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## EXHIBIT G-3

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### — JULY —

Exalted Ruler	<ol style="list-style-type: none"><li>1. Independence Day — July 4th</li><li>2. Grand Lodge Session attendance required. Prepare report for presentation to the Lodge no later than 1st meeting in October (Section 12.120)</li><li>3. Upon return, review and apply materials from Convention (ER Luncheon)</li><li>4. ENF Promise Grants available</li></ol>
Trustees	<ol style="list-style-type: none"><li>1. Regular monthly meeting and keep minutes (Section 12.070) Review profit-and-loss statement</li><li>2. Monthly written report to the Lodge at 1st meeting (Section 12.070)</li><li>3. Perform safety inspection of Lodge (<b>EXHIBIT I</b>)</li></ol>
Club Management Body	Regular monthly meeting and keep minutes (Section 16.040) Review profit-and-loss statement
Lapsation Committee	Report at 1st regular Lodge meeting (Section 13.090)
Lodge Auditing and Accounting Committee	The Committee shall use “Guide for Reviews by Lodge Auditing & Accounting Committee” ( <b>SEE EXHIBIT L</b> ) and report to Lodge (Section 13.040)

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### — AUGUST —

Exalted Ruler	<ol style="list-style-type: none"><li>1. Exalted Ruler, Leading Knight, Secretary and Chairperson of Trustees required attendance at District Deputy Clinic (Sections 12.020, 12.040, 12.050 and 12.070)</li><li>2. Receive “Hoop Shoot®” package at District Deputy Clinic and then start plans</li><li>3. File Federal Income Tax Forms 990 and 990T due August 15th</li><li>4. ENF Impact Grant applications due</li></ol>
Secretary	Attend District Deputy Clinic (Section 12.050)
Trustees	<ol style="list-style-type: none"><li>1. Regular monthly meeting and keep minutes (Section 12.070) Review profit and loss statement</li><li>2. Monthly written report to the Lodge at 1st meeting (Section 12.070)</li><li>3. Perform safety inspection of Lodge (<b>EXHIBIT I</b>)</li></ol>
Club Management Body	Regular monthly meeting and keep minutes (Section 16.040) Review profit and loss statement
Lapsation Committee	Report at 1st regular Lodge meeting (Section 13.090)

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## EXHIBIT G-4

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### — SEPTEMBER —

- Exalted Ruler
1. Prepare for District Deputy visit — September through December
  2. Present report of Grand Lodge Session to Lodge (Section 12.120)
  3. Teenager and/or Student of Month and Year Program begins
  4. Junior Teen and/or Student of Month and Year Program begins
  5. National Patriotism Week
- 

- Secretary
1. Order membership cards on form supplied or on-line
  2. Prepare all records for District Deputy official Lodge visit
  3. Vote on Constitutional Amendments (if any) at 1st regular Lodge meeting in September
- 

- Trustees
1. Regular monthly meeting and keep minutes (Section 12.070)  
Review profit-and-loss statement
  2. Monthly written report to the Lodge at 1st meeting (Section 12.070)
  3. Perform safety inspection of Lodge (**EXHIBIT I**)
- 

- Club Management Body
- Regular monthly meeting and keep minutes (Section 16.040)  
Review profit-and-loss statement
- 

- Lapsation Committee
- Report at 1st regular Lodge meeting (Section 13.090)
- 

### — OCTOBER —

- Exalted Ruler
1. Elks National Foundation month
  2. Grand Exalted Ruler’s Class
  3. “Hoop Shoot®” Chairperson be prepared for Local, District and State competition
  4. Roll Call Night (last meeting in October)
- 

- Secretary
- Semi-annual report to Lodge at 1st regular meeting (Section 12.050)
- 

- Trustees
1. Regular monthly meeting and keep minutes (Section 12.070)  
Review profit-and-loss statement
  2. Monthly written report to the Lodge at 1st meeting (Section 12.070)
  3. Perform safety inspection of Lodge (**EXHIBIT I**)
- 

- Club Management Body
- Regular monthly meeting and keep minutes (Section 16.040)  
Review profit-and-loss statement
- 

- Lapsation Committee
- Report at 1st regular Lodge meeting (Section 13.090)
- 

- Lodge Auditing and Accounting Committee
- The Committee shall use “Guide for Reviews by Lodge Auditing & Accounting Committee” (**SEE EXHIBIT L**) and report to Lodge (Section 13.040)

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## **EXHIBIT G-5**

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### **— NOVEMBER —**

Exalted Ruler	<ol style="list-style-type: none"><li>1. “Elks Veterans Remembrance Month” November 11th — Veterans Day</li><li>2. “Adopt-A-Vet” Program</li><li>3. Thanksgiving — benefit baskets</li><li>4. Most Valuable Student Scholarship Contest applications due (Change from January)</li></ol>
Secretary	Membership Report due November 1st (Section 12.050)
Trustees	<ol style="list-style-type: none"><li>1. Regular monthly meeting and keep minutes (Section 12.070) Review profit-and-loss statement</li><li>2. Monthly written report to the Lodge at 1st meeting (Section 12.070)</li><li>3. Perform safety inspection of Lodge (<b>EXHIBIT I</b>)</li></ol>
Club Management Body	Regular monthly meeting and keep minutes (Section 16.040) Review profit-and-loss statement
Lapsation Committee	Report at 1st regular Lodge meeting (Section 13.090)

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### **— DECEMBER —**

Exalted Ruler	<ol style="list-style-type: none"><li>1. Elks Memorial Service — 1st Sunday in December — mandatory (Section 2.020)</li><li>2. Christmas Charities Program — help needy families</li></ol>
Secretary	Prepare forum box with aid of Trustees (Sections 1.210 and 8.040)
Trustees	<ol style="list-style-type: none"><li>1. Regular monthly meeting and keep minutes (Section 12.070) Review profit-and-loss statement</li><li>2. Monthly written report to the Lodge at 1st meeting (Section 12.070)</li><li>3. Perform safety inspection of Lodge (<b>EXHIBIT I</b>)</li></ol>
Club Management Body	Regular monthly meeting and keep minutes (Section 16.040) Review profit-and-loss statement
Lapsation Committee	Report at 1st regular Lodge meeting (Section 13.090)

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### **— JANUARY —**

Exalted Ruler	<ol style="list-style-type: none"><li>1. State President Class</li><li>2. “Hoop Shoot®” Chairperson report to Lodge on Contest</li><li>3. “Most Valuable Student” Scholarship applications due Lodge</li><li>4. Review year’s program, only 3 months left</li><li>5. Remind Auditing Committee to arrange for Annual Audit</li><li>6. ENF Planned Giving Awareness Month. Legacy Award applications due.</li></ol>
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## EXHIBIT G-6

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Trustees	<ol style="list-style-type: none"><li>1. Regular monthly meeting and keep minutes (Section 12.070) Review profit-and-loss statement</li><li>2. Monthly written report to the Lodge at 1st meeting (Section 12.070)</li><li>3. Perform safety inspection of Lodge (<b>EXHIBIT I</b>)</li></ol>
Club Management Body	<p>Regular monthly meeting and keep minutes (Section 16.040) Review profit-and-loss statement</p>
Lapsation Committee	<p>Report at 1st regular Lodge meeting (Section 13.090)</p>
Lodge Auditing and Accounting Committee	<ol style="list-style-type: none"><li>1. Committee shall use “Guide for Reviews by Lodge Auditing &amp; Accounting Committee” (<b>SEE EXHIBIT L</b>) and report to Lodge (Section 13.040)</li><li>2. Auditing Committee to arrange for Annual Audit</li></ol>

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### — **FEBRUARY** —

Exalted Ruler	<ol style="list-style-type: none"><li>1. Nomination and Election of Officers (Sections 3.080 and 3.090)</li><li>2. Past Exalted Rulers’ Night (1st meeting in February)</li><li>3. Birthday of the Order — February 16, 1868</li><li>4. Present Elk of the Year and Officer of the Year Awards</li><li>5. ENF Chair forms due</li></ol>
Secretary	<ol style="list-style-type: none"><li>1. Lodge Secretary files Directory Information Forms through CLMS2 (Section 3.090)</li><li>2. Provide ballots for election (if needed)</li><li>3. Update PER listing</li><li>4. Designate ER and Secretary for ensuing year</li></ol>
Trustees	<ol style="list-style-type: none"><li>1. Regular monthly meeting and keep minutes (Section 12.070) Review profit-and-loss statement</li><li>2. Monthly written report to the Lodge at 1st meeting (Section 12.070)</li><li>3. Perform safety inspection of Lodge (<b>EXHIBIT I</b>)</li></ol>
Club Management Body	<p>Regular monthly meeting and keep minutes (Section 16.040) Review profit-and-loss statement</p>
Lapsation Committee	<p>Report at 1st regular Lodge meeting (Section 13.090)</p>

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## EXHIBIT G-7

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### — MARCH —

Exalted Ruler	<ol style="list-style-type: none"><li>1. Exalted Ruler Class</li><li>2. Contest “A”–All-American Lodge entry due to District Deputy March 15</li><li>3. Elks National Foundation Contests “E” and “F” — cutoff date for qualifying contributions is March 15.</li><li>4. Elks National Foundation final remittance due by March 15</li><li>5. Deadline (March 31) for GER’s Certificates for Outstanding Members from GL Fraternal Committee Member</li><li>6. Deadline (March 31) for Elk of the Year and Citizen of the Year</li><li>7. March 31 is the last day of the current year that ENF receives donations for its Per Capita Contest</li></ol>
Secretary	Begin preparing for cut-off of fiscal year in all accounts and records at month’s end
Trustees	<ol style="list-style-type: none"><li>1. Regular monthly meeting and keep minutes (Section 12.070) Review profit-and-loss statement</li><li>2. Monthly written report to the Lodge at 1st meeting (Section 12.070)</li><li>3. Perform safety inspection of Lodge (<b>EXHIBIT I</b>)</li></ol>
Club Management Body	Regular monthly meeting and keep minutes (Section 16.040) Review profit-and-loss statement
Lapsation Committee	Report at 1st regular Lodge meeting (Section 13.090)
Lodge Auditing and Accounting Committee	Watch for Audit Report Forms from Grand Secretary

## **EXHIBIT H**

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### **LOCAL LODGE CONTESTS**

#### **DUE DATE**

#### **CONTESTS**

March 31	Per capita contribution to the Elks National Foundation Contest “E” (based on Elks National Foundation records)
March 15	Elks National Foundation Chairman Challenge Contest “F” (based on Elks National Foundation records)
March 15	All-American Lodge Contest “A” (send completed form to District Deputy)
May 29	Elks National Youth Week—begins on the 1st week in May

### **LOCAL LODGE AWARDS**

#### **DUE DATE**

#### **AWARDS**

March 31	Elk of the Year (submit selection to Grand Secretary for citation and present in February)
March 31	Officer of the Year (submit selection to Grand Secretary for citation and present in February)
March 31	Citizen of the Year (submit selection to Grand Secretary for citation)
June 30	Grand Exalted Ruler’s Outstanding Member Award
March 31	Grand Exalted Ruler’s Exalted Ruler Award
March 31	Grand Exalted Ruler’s Local Lodge Award
March 31	Grand Exalted Ruler’s Local Lodge Award for lapsation rate of 2% or less
October 31	Grand Exalted Ruler’s Citation will be awarded to each lodge that has, as of September 1, a full complement of elected and appointed officers who are not Past Exalted Rulers. (Exclude secretary, treasurer, trustee, organist, presiding justice and alternate delegate positions.) Notated as verified and approved by the District Deputy.

DETAILED INFORMATION MAY BE OBTAINED FROM THE  
GRAND LODGE PROGRAM AND PAMPHLETS

# EXHIBIT I

## SELF-INSPECTION

COMPLETED BY: \_\_\_\_\_ TELEPHONE: (\_\_\_\_) \_\_\_\_\_ DATE: \_\_\_\_\_

Lodge Name & Number \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

NOTE TO DISTRICT DEPUTIES: *Please access Self-Inspection checklist at: <http://www.elks.org/members/dds/selfinspection.cfm> for filing online.*

<b>1 Access Roads, Walkways, Parking Areas</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Free of debris, cracks, broken pavement			
b. Different elevations between adjacent walkways provided with guards or well marked			
c. Walkways flat, well-drained, without holes			
d. Fences & barricades secured & in good condition			
e. Pathways & parking areas have adequate lighting			
f. Walkways have safe clearance from motorized equipment			
g. Signs indicating "Park at your own risk"			
<b>2 Stairs, Ramps &amp; Elevators/Lifts</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Standard stair rails or handrails provided on stairways with four or more stairs & ramps			
b. Handrails well secured with no sharp or rough parts			
c. Stair treads & risers free of chips, cracks, unevenness			
d. Stair treads & ramps slip resistant			
e. Stairways & ramps have adequate lighting			
f. Stairs have at least 6½ feet overhead clearance			
g. Elevators/lifts inspected as required by local law			
<b>3 Floor &amp; Wall Openings</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Large glass areas subject to human impact well marked			
b. Floor opening provided with guard rail or cover			
c. Grate type covers designed not to affect foot traffic			
d. Safe, non-skid floors			
<b>4 Entrances/Exits</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Emergency lighting provided in corridors & stairways			
b. All exits marked & properly illuminated			
c. All doors, passages, stairs that aren't exits properly marked			
d. All exits & passageways free of obstructions			
e. At least two exits provided from upper floors			
<b>5 Exit doors</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. All exit doors open in the direction of exit			
b. Cold storage room doors provided with inside release			
c. Doors opening into street provided with warnings or barriers to prevent stepping into path of vehicles			
<b>6 Storage Areas</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Storage areas clean, dry & free of obstructions			
b. Storage area locked while unattended			
c. Flammables & combustibles stored away from heating devices & open flames			
d. Trash & debris in metal covered containers & regularly removed			
<b>7 Emergency &amp; First Aid</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Emergency numbers posted at each phone			
b. Employees instructed on reporting emergencies			
c. Employees instructed on use of portable extinguishers			
d. First Aid kits clean and fully stocked			
<b>8 Outdoor Fixtures &amp; Playgrounds</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Benches & tables free of cracks, splinters & broken parts			
b. Water fountains & taps in good repair without broken parts			
c. BBQ free of sharp edges or missing parts			
d. Playground equipment clean & in good repair			

<b>9 Swimming Pool</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Appropriate caution signs posted			
b. Properly enclosed to prevent falling into pool or access to children			
c. Glass cups & plates not allowed in pool area			
d. Remove diving board			
e. Certified lifeguard on duty when pool is open			
<b>10 Kitchen, Bar &amp; Restaurant</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Metal container with cover provided for greasy rags			
b. Knives stored in holders when not in use			
c. Electrical cords & plugs of appliances in good condition			
d. Food processing equipment properly guarded & in good repair			
e. Glass stored away from open ice storage & food storage areas			
f. Gas & beverage concentrate cylinders secured against tipping			
g. Drain & other floor openings covered			
h. Non-skid mats provided in line with sinks, ice machine, range, etc.			
i. Mats clean and free of grease or other build-up			
j. Food stored off the floor			
k. Food covered & stored in refrigerator when not being prepared; proper temperature maintained			
l. Hood & filters over range clean & not laden with grease			
m. Suppression system in hood inspected in last 6 months			
n. Chairs, stools & tables in good condition			
o. Board of Health certified server and inspection			
<b>11 Restrooms, Locker Rooms, Showers &amp; Saunas</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Well-maintained, dry, clean, sanitized & free of debris			
b. Adequate lighting; burned out bulbs promptly replaced			
c. Hand towel, soap, toilet paper & sink fixtures secured and in good repair			
d. Toilet stall & locker walls, doors & latches secure and in good repair			
e. Walking surfaces made of non-skid materials			
f. Appropriate warning signs posted: "CAUTION — SLIPPERY WHEN WET" or "DO NOT USE OVER 15 MINUTES," etc.			
<b>12 Personal Protection Devices</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Appropriate protective devices provided for chemicals on site, including masks, safety aprons, gloves, goggles, etc.			
b. Compliance with "Right to Know" requirements where applicable			
<b>13 Protection Devices</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. All automatic fire sprinkler system supply valves wide open			
b. All heat/smoke detection systems in operation			
c. Portable extinguishers serviced in last 12 months & tagged			
d. Pressures in appropriate range on gauge			
e. Extinguishers properly mounted at stations			
f. Extinguishers recharged, as required			
g. All sleeping quarters provided with smoke detectors unless provided with automatic sprinklers and carbon monoxide detectors			

## EXHIBIT J-1

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### TAXES AND TAX RETURNS

The following information is intended to provide a guide with suggestions and ideas to help Lodges ensure compliance with the tax laws. The Lodge must be careful to maintain a reputation of being a law-abiding organization and not act to jeopardize our income tax exemption.

**EXPERT ADVICE:** The most effective way for a Lodge to stay out of trouble with taxing authorities is to seek advice of a certified public accountant or tax attorney. Do this when you have questions or are in doubt. Also, the Lodge must keep the sponsoring Past Grand Exalted Ruler(s) informed. At the time of the annual audit, review or compilation ask the accountant to review your practices for compliance with tax laws and regulations. It is suggested that the Treasurer keep up-to-date in this area, maintain a file of pertinent publications and be the point of contact for questions that may arise.

**OBTAINING PUBLICATIONS:** Internal Revenue Service publications and forms may be obtained online at [IRS.gov](http://IRS.gov). State and local publications and forms can be obtained from your state or local website.

**PAYROLL TAXES:** Every Lodge that has employees must use IRS Publication Nos. 15, 15A and 15B. Circular E, "Employer's Tax Guide," which contains tax withholding tables and instructions for withholding, paying taxes, rendering returns and record-keeping. Taxes must be paid and returns filed within specified due dates to avoid serious penalties and interest. Following are deficiencies most frequently noted by the accountant:

Failure to withhold and pay income tax and social security taxes for part-time employees, "casual labor," "outside labor," "extra help," etc. Regardless of what the Lodge may call this expense, the taxes must be paid whether the employee works full- or part-time.

Failure to withhold and pay such taxes for the Secretary and Treasurer who are Officers receiving compensation.

Failure to require employees to report tips of \$20 or more in a month and failure to withhold and pay taxes on tips.

Failure to pay Federal Unemployment Tax (FUTA) and State unemployment taxes on a timely basis.

**FEDERAL INCOME TAX RETURNS:** It is advisable to have returns prepared by experienced professionals. Attention should be directed to the current Grand Lodge Report packet that is sent annually to every Local Lodge by the Grand Lodge Auditing and Accounting Committee. Refer to the page titled **Important Notice**, which provides current information on the filing of the appropriate Federal tax return for organizations exempt from Federal income tax.

**EMPLOYER IDENTIFICATION NUMBER:** Each Lodge must have an EIN. This is a nine-digit number arranged as follows: 00-0000000. See IRS Publication #15, Circular E. The correct number should be used on all returns and other documents, and only one number used for the Lodge. A separate corporation may have a separate EIN and would use that number on their returns.



## EXHIBIT J-2

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**EXEMPTION FROM FEDERAL INCOME TAX:** Grand Lodge has been issued a group exemption (No. 1156) for all Lodges under Section 501(c)(8) of the Internal Revenue Code. The basis for this exemption is that our exempt purposes are charitable and fraternal as expressed in the Preamble to our Constitution, and Lodges provide benefits exclusively to members and bona fide guests, including Club, swimming pool, golf and similar privileges. Lodges should always act to preserve this important exemption. Grand Lodge is required to furnish IRS each year a list of additions to, and deletions from, the list of Lodges included in the exemption. Therefore, Grand Lodge must have accurate information on correct EIN numbers. This is updated each year from the Directory Information Forms that Lodge Secretaries must furnish to Grand Lodge, and appears in the Local Lodge Directory listing for each Lodge. Secretaries should ensure that the EIN for the Lodge is entered correctly each year.

**INFORMATION RETURNS:** Most Lodges are required to file one or more of these returns each calendar year. Information regarding Forms 1099S can be found on the IRS.Gov website General Instructions for Information Returns. Quite frequently the accountant who prepares the Grand Lodge Report will refer to errors of omission in this regard. Some returns most frequently involved are:

Payment of interest of \$10 or more to holders of member bonds or notes — IRS Form 1099-INT.

Payment of \$600 or more for non-employee compensation, such as accountants, attorneys, bands, etc. — IRS Form 1099-MISC.

Payment of \$600 or more in winnings from raffles or drawings — IRS Form W-2G.

Payment of \$1,200 or more in winnings from bingo, slot machines and other legal games of chance — IRS Form W-2G.

**STATE AND LOCAL INCOME TAX RETURNS:** It is the responsibility of the Lodge to know and comply with the requirements for collection and payment of such taxes and rendering required returns. Generally, a Lodge can obtain a copy of the law and regulations by contacting the appropriate taxing authority. Advice on accounting for sales taxes is contained in Section 5-110 of the Grand Lodge Auditing & Accounting Manual (Code 510100) available online at Elks.Org.

**MEMBER NOTES OR BONDS:** Occasionally a Lodge will borrow money from Members and issue notes or bonds as security. Wherein, the sale of debentures or other certificates of indebtedness must be approved by the Board of Grand Trustees (Section 16.050, the Laws of the Order). The Lodge should maintain accurate and complete records of all such liabilities. An ongoing record should be kept to reflect the following:

Note or bond holder's name and Social Security Number

Amount of the note or bond

Date due for redemption

Rate of Interest

Date and amount of each interest payment

The Internal Revenue Service requires that each such interest payment of \$10 or more in a calendar year be reported on an information return, Form 1099-INT.

## EXHIBIT J-3

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### IMPORTANT TAX RETURN DATES

- January:** Fourth quarter payroll reports. This includes the Federal annual unemployment Form #940.  
W-2 forms are due to the employees by the 31st.  
Information returns Form 1099 are due to recipient by 31st.
- February:** W-2 forms, transmittal form W-3, Form 1099 and transmittal Form 1096 are due to IRS by the last day of the month.
- April:** First quarter payroll reports due by the 30th.
- July:** Second quarter payroll reports are due by the 31st.
- August:** Annual IRS Form #990 and 990T are due by the 15th.
- October:** Third quarter payroll reports due by the 31st.

All Lodges audited by any taxing body the results therefrom shall be reported to the sponsoring Past Grand Exalted Ruler(s).

## EXHIBIT K

### STEPS NECESSARY TO ASSURE A SATISFACTORY AUDIT REPORT

As required by Section 13.040, Laws of the Order

1. Auditing & Accounting Committee appointed by Exalted Ruler at the first regular session after installation as By-Laws require.

**NOTE:** No Lodge Secretary, Treasurer, Trustee or any member of the Supervising or Managing Body of the Club, Social Parlor or other facility established in connection with the Lodge shall serve as a member of the Lodge Auditing & Accounting Committee.

2. Auditing & Accounting Committee should study the Lodge's Financial Report from the preceding year and consult with the Auditing & Accounting Committee from the previous year to see that the recommendations of the Accountant have been complied with or, at least, evaluated. This also applies to the Evaluation of Financial Report sent the Exalted Ruler by the Grand Lodge Auditing & Accounting Committee.
3. Auditing & Accounting Committee should study Section 13.040, Laws of the Order (current edition), and the sections of **THE AUDITING & ACCOUNTING MANUAL** (Code 510100) dealing with the financial report so as to be familiar with the requirements listed by the Grand Lodge as to the scope and form of their examination and the official Financial Report.
4. All entities of the Lodge are to be included. If there is a Home, Club or separate corporation, the books of such separate entity must be audited and its Financial Report filed along with the Lodge Financial Report.
5. The Auditing & Accounting Committee selects an independent accountant *whose responsibilities are preferably covered by a written contract*. This should be done as soon as possible, so that the accountant will be advised of the deadline for filing the Financial Report with the Grand Lodge and can budget time to be sure to have the report completed on time. Most of the fiscal years of the Lodges and their entities end March 31 and, because this is the busy tax season with auditors and accountants, the accountant should be hired as early as possible.
6. The Auditing & Accounting Committee must instruct the accountant as to the scope of the examination so that it will fulfill the requirements of the Grand Lodge. The accountant should be familiar with the Accounting Manual so that the completed report will include all 12 pages of the Grand Lodge Financial Report Forms, Federal Income Tax Returns and State Income Tax Returns where required.
7. The accountant should be instructed to submit the financial report directly to the Lodge Auditing & Accounting Committee when it is completed. Having employed and instructed the accountant, the Auditing & Accounting Committee should receive the report and discuss it in detail with the accountant. The Auditing & Accounting Committee should determine if the accountant has carried out its instructions and have a complete understanding of the accountant's recommendations and the reasons for them. *The Auditing & Accounting Committee must submit the Financial Report to the Lodge. This should be done at a meeting prior to June 15, and the Secretary must place certification of its receipt by the Lodge in the Transmittal Letter.*
8. Finally, the Secretary must send a copy of the Financial Report to the Area Member of the Grand Lodge Auditing and Accounting Committee and a copy to the Lodge's District Deputy Grand Exalted Ruler to be postmarked by *JUNE 30*. One copy should be kept in the Lodge files and a copy retained by the Accountant. *FAILURE TO FILE THE REPORT BY JUNE 30 WILL SUBJECT THE LODGE TO AN INITIAL \$100.00 FINE, PLUS SUBSEQUENT FINES OF AN ADDITIONAL \$100.00 FOR EACH 30 DAYS' DELAY THEREAFTER, NOT TO EXCEED \$500.00 TOTAL.*
9. After the Financial Report for the fiscal year in which they were appointed is completed, the Members of the Committee continue with their other duties relating to quarterly reviews and reports to the Lodge about the Lodge's financial status. These reports should be presented at the last regular meeting in the months of July, October and January.
10. Special actions are required of the Lodge seeking approval to prepare its own Financial Report as permitted by Section 13.040, paragraph "J," and careful attention must be given to ensure all requirements are fulfilled.

# EXHIBIT L-1

## GUIDE FOR REVIEWS BY LODGE AUDITING & ACCOUNTING COMMITTEE

This guide is for use in conducting reviews specified in Sec. 13.040-i of the Grand Lodge Statutes. Before proceeding, Committee Members should read and achieve an understanding of the following:

- Sec. 12.050 — Duties of the Secretary
- Sec. 12.060 — Duties of the Treasurer
- Sec. 12.070 — Duties of the Trustees
- Sec. 16.030 and 16.040 — Budgeting Requirements
- The Grand Lodge Auditing and Accounting Manual

The Committee should keep in mind that the basic purpose of the review and report to the Lodge are to provide reasonable assurance (1) that assets are safeguarded against loss from unauthorized use or disposition; (2) that transactions are executed as intended by the Lodge and recorded in a manner that will promote accurate financial statements; and (3) that each entity utilize the required budget process to control expenditures and prevent year-end losses.

	YES	NO
1. Have Dues and Fees been posted currently by date, name and in proper column? .....	<input type="checkbox"/>	<input type="checkbox"/>
2. Has Interest earned, as noted on bank or depository statements, been entered in the cash Journal?.....	<input type="checkbox"/>	<input type="checkbox"/>
3. Do revenues from the following entries compare with source document and code number of the Chart of Accounts? .....	<input type="checkbox"/>	<input type="checkbox"/>
a. Receipts from each fund-raising event, special or catered affair?.....	<input type="checkbox"/>	<input type="checkbox"/>
b. Rental of Real Estate or facilities?.....	<input type="checkbox"/>	<input type="checkbox"/>
c. Daily Bar & Lounge receipts?.....	<input type="checkbox"/>	<input type="checkbox"/>
d. Daily Dining Room receipts?.....	<input type="checkbox"/>	<input type="checkbox"/>
e. Receipts from Bingo.....	<input type="checkbox"/>	<input type="checkbox"/>
f. Receipts from Entertainment Machines? .....	<input type="checkbox"/>	<input type="checkbox"/>
g. Others peculiar to the Lodge (i.e., Swimming Pool, Golf, Snack Bar, etc.) .....	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the Secretary receive all monies from all sources?.....	<input type="checkbox"/>	<input type="checkbox"/>
5. Are bank deposits made promptly, for safeguarding purposes? .....	<input type="checkbox"/>	<input type="checkbox"/>
6. Do the deposits reconcile with Secretary's receipts?.....	<input type="checkbox"/>	<input type="checkbox"/>
7. Was the cash receipts journal correctly totaled and balanced?.....	<input type="checkbox"/>	<input type="checkbox"/>
8. Were entries from the cash journals correctly posted to the General Ledger?.....	<input type="checkbox"/>	<input type="checkbox"/>
9. Trace revenue entry to the General Ledger, to the entry in Cash Journal, and to the bank deposit slip. Was each entry correct? .....	<input type="checkbox"/>	<input type="checkbox"/>
10. Count cash on hand for each authorized entity. Did the amount reconcile with the recorded amount?.....	<input type="checkbox"/>	<input type="checkbox"/>
11. Does cash on hand held by all parties exceed limits of existing Insurance?.....	<input type="checkbox"/>	<input type="checkbox"/>

### EXPENSE RECORD KEEPING

Examine a reasonable number of expense entries against the vouchers or invoices.

12. Is a voucher system used in authorizing expenditures by the Lodge? .....	<input type="checkbox"/>	<input type="checkbox"/>
13. Do check amounts agree with invoices? .....	<input type="checkbox"/>	<input type="checkbox"/>
14. Was the correct expense account code from the Chart of Accounts entered? .....	<input type="checkbox"/>	<input type="checkbox"/>
15. Are all invoices marked "Paid" with the date and check number posted thereon?.....	<input type="checkbox"/>	<input type="checkbox"/>
16. Were payroll checks computed correctly based on hours worked, taxes withheld? .....	<input type="checkbox"/>	<input type="checkbox"/>
17. Is the number of checking accounts kept to a minimum? .....	<input type="checkbox"/>	<input type="checkbox"/>
18. Are all savings and investment accounts interest-bearing?.....	<input type="checkbox"/>	<input type="checkbox"/>

## EXHIBIT L-2

- | <b>Examine the Cash Disbursement Journals.</b>   | <b>YES</b>               | <b>NO</b>                |
|--|--------------------------|--------------------------|
| 19. Were the latest monthly Cash Disbursement Journals correctly balanced?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Were entries from the Cash Disbursement Journals properly posted to the General Ledger?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Select several expense entries from the latest monthly statements.<br>Trace the expense entry to the General Ledger, to the entry in the Cash Disbursements Journal,<br>to the check, and to the invoice. Was each verified and correct? ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Were the statements from each Bank and Depository reconciled monthly?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Cash payouts are discouraged. Are they kept to a minimum?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Are cash payouts entered correctly in the appropriate Disbursement Journal? .....  | <input type="checkbox"/> | <input type="checkbox"/> |

### BUDGET COMPLIANCE

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 25. Was a proper budget prepared for each entity and Restricted Fund of the Lodge? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Were the budget line items correlated well with the Chart of Accounts? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Was the Budget presented to the Lodge and approved by the members present?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Are monthly statements prepared and made available to compare with budget? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Was an expenditure of any line item in excess of the budgeted amount? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. If applicable, were expenditures for unbudgeted items first referred for consideration to the Trustees<br>or Board of Directors, if incorporated?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Do the Trustees or Board of Directors, if incorporated, meet regularly to review the budget comparisons? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Do the Trustees or Board of Directors, if incorporated, have a complete record<br>of the Fixed Assets of the Lodge? .....                              | <input type="checkbox"/> | <input type="checkbox"/> |

### TAX COMPLIANCE

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 33. Examine income—producing activities to determine if unrelated business is applicable.<br>Are records being kept on that segment of activity for the purpose of filing the IRS 990T Return? ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Are Payroll Taxes withheld on all employees?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. Has the Lodge rendered when due, all payroll, income and employment taxes? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. If contract labor is used, are 1099 forms issued when due?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. If interest of \$10 or more is paid anyone, is 1099-INT form issued? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. If applicable, is Sales Tax paid promptly when due?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. Are all persons handling money properly bonded? .....  | <input type="checkbox"/> | <input type="checkbox"/> |

**NOTE:** The Lodge Auditing and Accounting Committee should report the results of this review at a regular meeting of the Lodge, adding any recommendations the Committee may have.

REMARKS TO BE MADE ON SEPARATE PAGE IF NEEDED.

**DO NOT** send a copy to Grand Lodge Auditing and Accounting Committee member. During the visit of the District Deputy Grand Exalted Ruler, his Auditor will examine this report.



# FRATERNAL NEWS GUIDELINES

ELKS CARE—ELKS SHARE

## Material Appropriate for *The Elks Magazine*

**T**HE ELKS MAGAZINE is first and foremost interested in hearing about your Lodge's charitable and civic activities. We would especially like to hear about your Lodge's benevolent projects, specifically news about the following subjects:

- Youth Programs
- Veterans Service Activities
- State Major Projects
- Drug Awareness Programs
- Visits of the GER
- Elks National Foundation Activities
- Lodge Centennial Celebrations
- Institution of New Lodges
- Dedication of New Lodge Homes
- Mortgage Burning Ceremonies
- Assistance to People in Distress
- Selected Army of Hope Activities
- Obituaries of Grand Lodge Officers

### Keep in Mind

- Submissions must be timely—mail your submission within two weeks of the date of your Lodge's event.
- Information should be clear and complete. Answer the "five Ws" (who, what, where, when, and why). Make sure to mention who benefited from the Lodge activities—children, veterans, students, etc.
- Include a contact person and a daytime phone number in case we need more information.

## Photo Considerations

*The Elks Magazine* welcomes photo submissions from Lodges. Both 35mm prints and digital images are acceptable, but in order for any photo to be published, it must meet the following guidelines:

*Note:* The magazine tries to publish all photographs which meet these guidelines, but space constraints sometimes prevent this.

### Subject Matter

- Photos should always include people; they should depict more than one person, but no more than ten. All individuals in photos must be identified from left to right (with full names and titles). Do not mark on the photographs themselves—use a separate sheet of paper.
- Photos must depict charitable events, veterans activities, antidrug program activities, etc., and must always include the individuals being served, e.g., charitable recipients, veterans, students/youths.
- Photos should not depict the presentation of bank checks, gift certificates, or savings bonds.
- Photos should never indicate the presence of alcohol or cigarettes.
- The backdrop or background of a photo is also important, and the photographer should "frame" each shot carefully.

### Reproduction quality

- Photos must be of good quality to be accepted. Make sure that the subjects are the focal point and that the photo is well composed; the lighting is adequate; and there is good contrast and sharp focus.
- People should be well positioned in the photos; candid shots/action shots are welcome as long as faces are in view and individuals can be identified. Relatively close-up shots are generally better than large group scenes.
- Newspaper photos, photocopies of photos, photos printed on computer printers, Polaroid photos, and negatives are not acceptable.
- Photos should never be bound with paper clips, stapled, or have writing on the back.
- Protect photos sent by US mail with cardboard or special packaging.

**Photo Considerations** *(continued)*

**Digital photographs**

Digital images e-mailed to the magazine (magnews@elks.org) or mailed in on a diskette or CD can be used if they meet the same standards as those for 35mm prints, and some additional standards related specifically to the quality of digital images.

- ▣ A camera with at least three megabyte capacity should be used.
- ▣ Not all digital images are created equal. The key to good, reproducible digital photos is the file size of the image, with larger, higher resolution images being preferred. It is important to create, save, and send the image in high enough resolution. Digital photos must have a minimum resolution of 1,500 by 900 pixels, or dots, per image to be reproduced with acceptable quality; the higher the resolution, the better. Digital cameras generally can be set for high resolution using words like “high” versus “low” resolution, or by actually selecting or setting dimensions in pixels.
- ▣ Do not send in prints made from digital images—send in the image itself via e-mail or on a disk.

**Keep in Mind**

- ▣ It is a good idea to submit more than one photo (but no more than three of the same event), if possible, so that a range of selection is available.

**Submit Appropriate Material To:**

The Elks Magazine  
magnews@elks.org — OR — Editorial Department  
425 W. Diversey Parkway  
Chicago, IL 60614-6196

*Note:* Due to production schedules, expect news items to be published at least two months after submission.

- ▣ Remember that any photographs submitted may be used for marketing or other purposes. If permissions are required to reproduce photographs, it is the responsibility of the lodge to secure them.
- ▣ Fraternal news guidelines can also be found at [www.elks.org/elksmag/fraternalguidelines.cfm](http://www.elks.org/elksmag/fraternalguidelines.cfm).

**And You Can Do Much More...**

**E**VERYTHING YOU SUBMIT to *The Elks Magazine* should also be suitable for your lodge bulletin, perhaps your state publication, and definitely your local media—newspapers, radio, and television. Your state sponsor, too, would like to know what your lodge is doing.

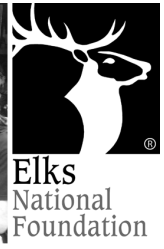
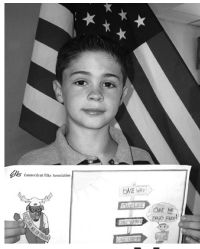
In addition, there are many activities at your lodge that, while not appropriate for *The Elks Magazine*, may deserve attention from your local media. After all, your members and your potential new members all live near your lodge, so let them know about the great work you’re doing and how they can become members or ask for assistance from the Order.

Here’s a list of news items that the magazine cannot include, but that can be submitted to your own community media to strengthen the presence of the Order.

- ▣ Awards to Elks (e.g., Elk of the Year and recognition given to Lodges and state associations)
- ▣ Lodge Officer Installations
- ▣ Initiation Classes or Relative Initiations
- ▣ Old-Timer Recognition Programs
- ▣ Lodge Anniversaries
- ▣ Advertising for Profit or Fund-Raising Activities
- ▣ Social and Other Noncharitable Events
- ▣ Non-Elks Activities
- ▣ Blood Drives and Highway Cleanups
- ▣ Proclamations and Entries into Parades
- ▣ Youth Town-Takeovers
- ▣ Publicity for Future Events
- ▣ Poems, Eulogies, Editorials, and Humor
- ▣ Mandatory events, such as Flag Day observances and services held on Elks Memorial Sunday
- ▣ Elks Hoop Shoot and Soccer Shoot

ELKS CARE—ELKS SHARE

# EXHIBIT O



## National Drug Awareness Program

**“Prevention through Education”**

Order Date: \_\_\_\_\_ State: \_\_\_\_\_

Lodge Name: \_\_\_\_\_ Number: \_\_\_\_\_

Ordering Materials for (please check one):  Lodge  District Chair  State Chair

For use:  Trailer  School  Special Event  Other (please explain) \_\_\_\_\_

**PLEASE USE FULL BOX COUNT ONLY!**

No. of Boxes	Amt. Per Box	Code	Name
	250	DAP110	UNDERAGE DRINKING—MYTHS & FACTS
	500	DAP165	COLORING BOOK
	250	DAP170	HOW CAN I TELL IF MY CHILD IS USING DRUGS?
	250	DAP200	TIPS FOR TEENS—TOBACCO
	250	DAP230	BOOKMARKS
	250	DAP265	KIDS, CARS & MARIJUANA
	250	DAP270	BINGE DRINKING
	250	DAP275	LEGALIZING MARIJUANA
	50	DAP280	ELKS NATIONAL DRUG AWARENESS PROGRAM
	1	DAP310	PARENTING IS PREVENTION DVD
	250	DAP350	PRESCRIPTION DRUGS
	250	DAP360	MARIJUANA FACTS
	250	DAP370	HEROIN
	250	DAP380	IMPAIRED DRIVING

**TOTAL**  
(For Office Use Only)

Please note: The following items are available to download online only at [www.elks.org/dap](http://www.elks.org/dap): Parent’s Guide to Inhalants; Tips for Teens—Hallucinogens; Methamphetamine, It’s Everyone’s Problem; and, Anabolic Steroids—Hidden Dangers.

SHIP TO:  Commercial  Residential  
**To prevent delay in processing, please type or print legibly.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Shipments are by UPS—Please give street address (No P.O. Boxes)**

**Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Order must be sent through State Drug Awareness Chair!**

State Chair Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

*The Elks Drug Awareness Program is fully funded by the Elks National Foundation, Inc., the charitable arm of the Benevolent and Protective Order of Elks of the USA and a 501(c)3 public charity. The Elks are committed to providing a healthy future for America’s youth. In addition to educating young people about the dangers of drugs, the Elks provide positive alternatives such as the Hoop Shoot® and Soccer Shoot athletic programs. The Foundation also annually awards more than \$3.74 million in college scholarships. For more information, contact your local Elks Lodge or visit the Elks website at [www.elks.org](http://www.elks.org).*



# EXHIBIT P-1

## Confirm/Update Lodge Information for Grand Lodge

Click the check box beside any field that requires revision.

NOTE: if no revisions are required, please click the button below labeled, "Confirm Information - No Updates Required."

Note that changes to your dues, fees, or meeting times must be reflected in your approved bylaws *prior* to revision.

Meeting Info:	<input type="checkbox"/>	
Meeting Directions:	<input type="checkbox"/>	
Initiation Fee:	<input type="checkbox"/>	
Annual Dues:	<input type="checkbox"/>	
Reinstatement Fee:	<input type="checkbox"/>	
FEIN Number:	<input type="checkbox"/>	
Lodge Phone:	<input type="checkbox"/>	
Office Phone:	<input type="checkbox"/>	
Lodge Fax:	<input type="checkbox"/>	
Emergency Phone:	<input type="checkbox"/>	
Lodge Email:	<input type="checkbox"/>	
Lodge Website:	<input type="checkbox"/>	
Location of Lodge:	<input type="checkbox"/>	
Lodge Mailing Address:	<input type="checkbox"/>	
Lodge Shipping Address:	<input type="checkbox"/>	
		Confirm Information - No Updates Required

# EXHIBIT P-2

## Update PER List for Grand Lodge

Please review the list of lodge Past Exalted Rulers currently on file with Grand Lodge. For your reference, your CLMS2 Past Exalted Rulers are also displayed. Record that don't match exactly, including spouse name and the four digit year of service, are highlighted in yellow. Changes to your CLMS data can be made by clicking the [edit] link to access the member's roster record. Change to your Grand Lodge PER list should be submitted through the form at the bottom of this page.

**NOTE:** PER year of service should be the four digit year in which this PER attended the Grand Lodge Convention. For PER's who served as ER more than once, the year should reflect their *first* term in office. Your current ER will be added to the Grand Lodge PER list automatically at the conclusion of this year lodge year.

Grand Lodge PER List			CLMS2 PER List			
Year Name	Membership No.	Spouse	Year Name	Membership No.	Spouse	Edit CLMS2
						<a href="#">[edit]</a>
						<a href="#">[edit]</a>
						<a href="#">[edit]</a>
						<a href="#">[edit]</a>
						<a href="#">[edit]</a>
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						<a href="#">[edit]</a>
						<a href="#">[edit]</a>
						<a href="#">[edit]</a>

### Submit Updates to Grand Lodge PER List

Please tell us about any adds or drops to your **Grand Lodge PER List** in the space below. Note that all lodges **MUST** submit this form. If no changes are required, simply enter "**No changes**," and then click the "**Submit Update**" button. Thank you!

## New Officer

### Submit New or Replacement ER/Secretary to Grand Lodge (Step 1 of 3)

[Appoint a new Exalted Ruler](#)

[Appoint a new Lodge Secretary](#)

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## New Officer

### Submit New or Replacement ER to Grand Lodge (Step 2 of 3)

Please select the member who will serve as your new ER from the drop down list below.

[SELECT Member]

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## New Officer

Please submit the data below to appoint your new ER. **Grayed-out fields** are read-only, and are drawn directly from your CLMS2 data. If changes are required, please [make updates there](#), and then return to this page to complete your submission. (Note that the Grand Lodge Mailing and Shipping addresses for each member are maintained on the **ALT Info** tab of the member's roster record.)

#### Submit New ER to Grand Lodge (Step 3 of 3)

Name:   
Effective Date:  @ 12:01 am  
Membership No.:   
Spouse:

#### Grand Lodge Mailing Address (from CLMS2):

Address (1 of 2):   
Address (2 of 2):   
City, State, Zip:

#### Grand Lodge Shipping Address (from CLMS2):

Address (1 of 2):   
Address (2 of 2):   
City, State, Zip:

#### Contact Information:

Home Phone:   
Work Phone:   
Cell Phone:   
Fax Number:   
Email Address:

[Submit New ER to Grand Lodge](#)

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*Elks Care*



*Elks Share*

