



Idaho State Elks Association Organizational Structure

- Presented by
- Roger True - State Sponsor

B.P.O.E.

Lodges

State Associations

8 Areas

Chicago Headquarters

•National Headquarters

3



*Chicago
Headquarters*

▶ **Grand Lodge Offices**

Grand Secretary

Elks National Foundation

Elks National Veterans Service Commission

Elks Magazine

Hoop Shoot

Internet Department

Publication Department

NOT the office of the Grand Exalted Ruler

NOT the office of GL Committee Chairman or members

Grand Secretary Bryan Klatt

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- **Chief Operating Officer**
 - Works in Chicago
 - Oversee ops of G.L.
 - Answers to the Grand Lodge Advisory Comm
 - Secretary of Grand Forum

Grand Exalted Ruler T. Keith Mills

Executive Powers

- Broad Authority per Constitution & Statutes
- Issues Executive Orders

Front man for Grand Lodge

- Meet members
- Public Relations



**2021 ★ 2022
GRAND LODGE
PROGRAM**



Elks "Meeting the Challenge"
— GER T. Keith Mills

BENEVOLENT AND PROTECTIVE
ORDER OF ELKS



GRAND LODGE COMMITTEES

Activities

Youth Activities
Community Projects

Fraternal

Americanism
Flag Day
Memorial Day
Lodge Activities

State Sponsor TBD

▶ PGER

- ▶ Sits on GL Advisory
- ▶ Responsible for Lodges
- ▶ Advisor to State Exe. Comm
- ▶ Selects District Deputies
- ▶ Approves Building Applications
- ▶ Auditing Committee interface
- ▶ Judiciary Committee interface



GRAND LODGE

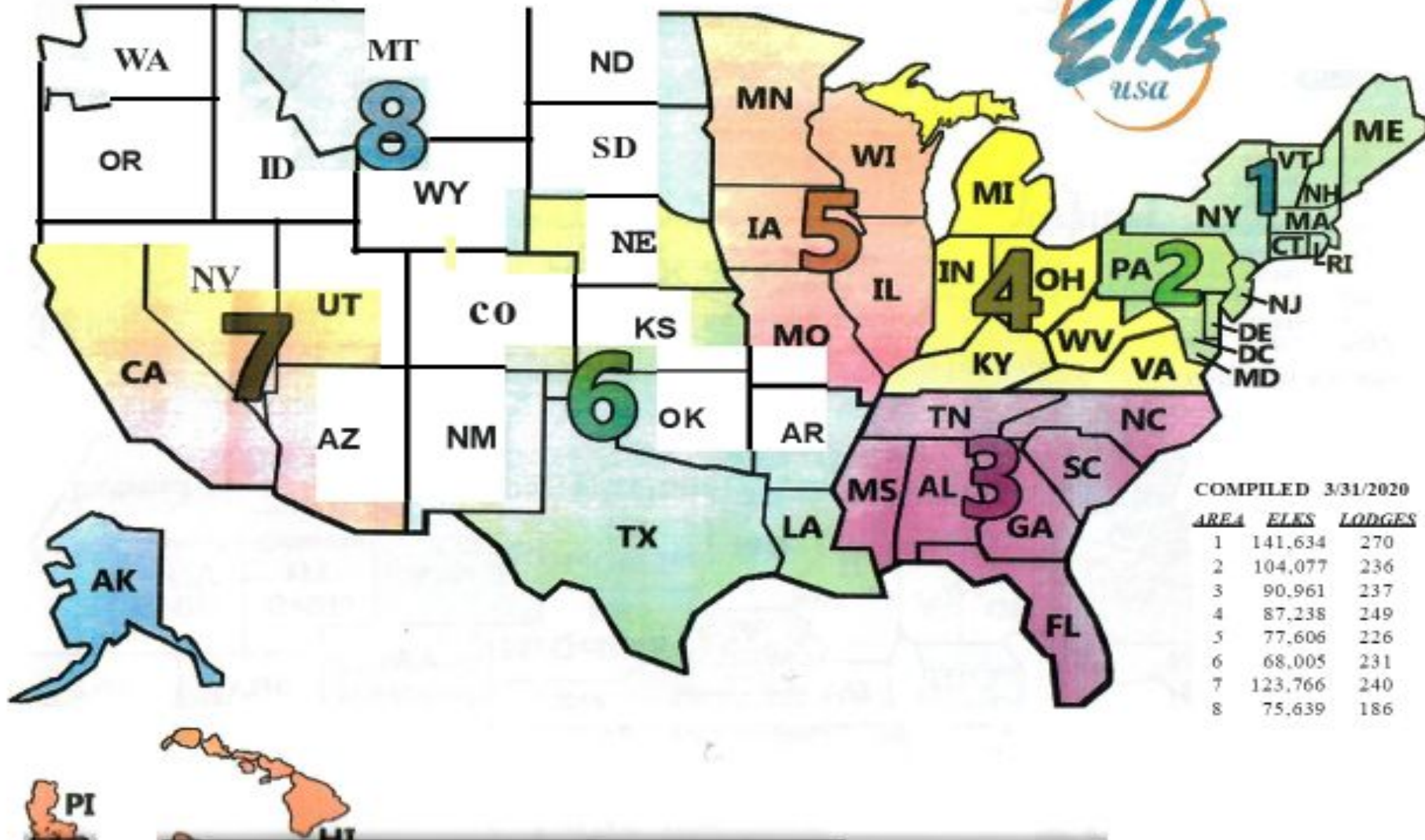
Lodges

State Associations

8 Areas

Chicago – Grand Lodge

Grand Lodge Areas



COMPILED 3/31/2020

| AREA | ELKS | LODGES |
|------|---------|--------|
| 1 | 141,634 | 270 |
| 2 | 104,077 | 236 |
| 3 | 90,961 | 237 |
| 4 | 87,238 | 249 |
| 5 | 77,606 | 226 |
| 6 | 68,005 | 231 |
| 7 | 123,766 | 240 |
| 8 | 75,639 | 186 |

GRAND LODGE



Grand Lodge vs. State Association

13

Grand Lodge affiliation > 501 (C)(8)

- Chartered (franchised)
- G.L. Statutes
- Accountable
- G. L. Programs

State Association – all Lodges > 501 (C)(8)

- Self Governing (within G.L. Statutes)
- Implements G.L. Programs
- Major Project > Elks Rehab
- Other unique programs specific to state

Special Deputy Grand Exalted Ruler Del Miley

14

Special Representatives (District Leaders)

| | | | |
|-------|---|---|---------------|
| EAST | 6 | > | Mike Marvin |
| NORTH | 8 | > | Ed Sanman III |
| SOUTH | 7 | > | Lyle Gessford |



Chain of Command



State Sponsor

Special Deputy GER

District Leader

District Deputy

Exalted Ruler

- ▶ The District Leader shall have full and complete authority to review and correct any and all Lodge and club records, accounts and books; to have final authority to review and approve all bills incurred prior to payment; to have full authority to **counsel and direct** the Officers in the performance of their respective duties; to supervise, manage and control the house, club and other social facilities of the Lodge; and shall have full and final authority to make all employment related decisions.
- ▶ The District Leader shall take such actions as required to ensure that every Lodge Officer and Committee Chair fully understands his or her responsibilities and duties and that each Officer fulfills those duties and works within the parameters established for each respective office.

Any Member failing to comply with the directives set forth in this Executive Order or who in any manner creates disharmony or any adverse atmosphere within a Lodge and/or membership within the South District shall be deemed guilty of contumacy and shall be subject to disciplinary action up to and including expulsion from the Order in accordance with Section, 9.012 of the Laws of the Order.

DO's

&

DON't

Do's

- ▶ Contact DD's for answers
- ▶ Copy District Leaders
- ▶ Communicate Sponsor via email

Don't

- ▶ Don't send documents by USPS
- ▶ Go directly to Judiciary
- ▶ Go directly to Chicago except for
 - > CLMS
 - > FRS
 - > Building Applications

QUESTIONS?





Official Logo

DUTIES OF LODGE OFFICERS UNDER GRAND LODGE STATUTES



Duties of Officers

- ▶ Duties of Officers in general
- ▶ Duties of Board of Directors
- ▶ Duties of Individual Officers
- ▶ Running the Lodge economically
- ▶ Record keeping
- ▶ Duties of Officers of a non-profit corporation set by State law which requires Officers to perform the duties as provided in the By-Laws.
- ▶ Lodge By-Laws are the same as set out in the Laws of the Order – Chapter 12

Duties of Officers in General

- ▶ Grand Lodge Statutes requires Officers to perform their duties:
 - ▶ (a) In good faith;
 - ▶ (b) With the care an ordinarily prudent person in a like position would exercise under similar circumstances; and
 - ▶ (c) In a manner the officer reasonably believes to be in the best interests of the corporation.

Duties of Board of Directors

- ▶ Section 12.070
- ▶ Control of funds, investments and property of the Lodge, unless otherwise provided in the By-Laws.
- ▶ Execute all leases, contracts and other papers when ordered by the Lodge.
- ▶ Must hold at least one regular meeting per month.
- ▶ Must keep minutes of the meetings.
- ▶ Purchase all supplies ordered by the Lodge.

Board of Directors - continued

- ▶ Establish an Accident Prevention Program and designate one Board Member as Accident Prevention Manager.
- ▶ Present a segregated budget not later than the final regular meeting of the Lodge in April, making appropriations for each of the several objects for which the Lodge must or may provide out of monies known to be in possession of the Lodge or estimated to come into it during the ensuing Lodge year.

Exalted Ruler

- ▶ The Exalted Ruler is the Chief Executive Officer of the Lodge. The Lodge makes policy decisions and money decisions, the Exalter Ruler implements those decisions.
- ▶ **Section 12.020**
- ▶ *(a)* Preside at all meetings, except as provided in Section 15.010.
- ▶ *(b)* Appoint all Committees provided for in Section 13.020, designating the Chairman thereof.

Exalted Ruler - continued

- ▶ *(c)* Appoint a Presiding Justice
- ▶ *(d)* Appoint an Auditing & Accounting Committee
- ▶ *(e)* Attend all District Deputy Clinics unless excused for good cause.
- (f)* Attend Grand Lodge Convention.
- ▶ *(g)* Enforce the Laws of the Order.
- ▶ *(h)* Perform other duties required by the Laws of the Order or the By-Laws of the Lodge.

Knights

- ▶ Section 12.040
- ▶ The Esteemed Leading Knight, the Esteemed Loyal Knight and the Esteemed Lecturing Knight shall assist the Exalted Ruler in the performance of his duties and officiate for him in his absence, in the order of their rank. They shall be invested at such times with all his powers and prerogatives. They shall perform the other duties as may be required of them by the Laws of the Order and the By-Laws of their Lodge.
- ▶ The Leading Knight shall attend all District Deputy Clinics unless excused for good cause by the District Deputy.

Secretary

- ▶ *(a)* Keep accurate minutes of all meetings.
- ▶ *(b)* Maintain accounts between the Lodge and its Members.
- ▶ *(c)* Assign a number to each Member which is shown on his membership card.
- ▶ *(d)* Maintain a current mailing list of all Members consistent with the Chicago Lodge Membership System (CLMS) and as directed by the Grand Secretary.
- ▶ *(e)* Receive all monies due the Lodge and pay them over to the Treasurer.

Secretary - Continued

- ▶ *(f)* Inform applicants for membership of their acceptance or rejection.
- ▶ *(g)* Notify all committee appointees.
- ▶ *(h)* Prepare the Annual Report to the Grand Lodge.
- ▶ *(i)* Prepare a period membership report on forms furnished by the Grand Secretary as of the 1st day of November of each year. The report is due on or before the 5th day of November of that same year.
- ▶ *(j)* Report all expulsions and suspensions to the Grand Secretary.

Secretary - continued

Read and answer all correspondence of the Lodge subject to the approval of the Exalted Ruler.

Give bond of at least \$5,000 or in a greater amount as may be provided in the By-Laws.

Present a written report of the transactions of his office to the Lodge at the first session in April and October.

Receive compensation as fixed by the By-Laws.

Perform all duties required by the Local Forum.

Attend all District Deputy Clinics unless excused for good cause.

Secretary - Continued

- ▶ **Section 16.110.** Every Lodge shall have a seal, and shall keep the following records which shall be in the care and custody of the Secretary:
 - ▶ *(a)* A visitors' register.
 - ▶ *(b)* A book of By-Laws, with the signatures of each Member, containing all amendments, with the date of same, and the approval of the Committee on Judiciary.
 - ▶ *(c)* A book of the minutes or proceedings of the Lodge.

Secretary - continued

- ▶ *(d)* A record containing the name of each Member, his birthplace, occupation, residence, the date of his initiation or affiliation, and also the date of the termination or suspension of his membership, with the cause therefor.
- ▶ *(e)* A record of expulsions, suspensions and rejections.
- ▶ *(f)* Records necessary to present clearly the receipts and accounts of the Secretary and Treasurer, and general financial and other transactions of the Lodge.
- ▶ *(g)* The Secretary must protect the records of the Lodge but does not “own” the Secretary’s Office.

Treasurer

- ▶ **Section 12.060.** The Treasurer of the Lodge shall:
- ▶ Receive all monies of the Lodge from the Secretary, giving him a receipt therefor.
- ▶ 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 of the Board without obtaining Lodge prior approval. The Payment shall be reported at the next Lodge meeting. **Only the Treasurer may use a Lodge credit or debit card.**

Treasurer

01

Maintain an accurate record of receipts and disbursements.

02

Give bond of at least \$5,000 or in a greater amount as may be provided in the By-Laws.

03

Act as Treasurer of all Committees unless otherwise provided by the By-Laws.

04

Receive compensation as provided for in the By-Laws.

Treasurer - continued

- ▶ Sign all checks unless the By-Laws also provide for a member of the Board of Trustees (or Board of Directors as may be applicable) or a chair officer designated by the Treasurer and approved by the Lodge to sign.
- ▶ A Lodge may authorize the Treasurer to establish and replenish a checking account, not to exceed \$5,000.00, for the sole purpose of paying for Club supplies and inventory.
- ▶ With the approval of the supervising and managing body of the Club, the Treasurer may authorize another Officer or the Club Manager to be a signer on this account only. Should the By-Laws require more than one signature, the additional signatories shall not be permitted to be an immediate family member of the first signatory.

Other Officers

- ▶ Section 12.080 – Tiler
- ▶ Controls access to the Lodge during meetings.
- ▶ Responsible for jewels and regalia.
- ▶ **Section 12.090.** The Esquire shall organize the Lodge, prepare candidates for initiation, examine and introduce visiting Members, superintend the ballots, transmit official messages as directed by the Exalted Ruler, and in all public displays shall officiate as Marshal. He shall perform other duties as may be required by the Laws of the Order, or the By-Laws of the Lodge.

Sanctions for not performing duties

- ▶ Section 9.010 – May be removed by written Executive Order by Grand Exalted Ruler for neglecting duties of office, contumacy or conduct injurious to the Order.
- ▶ Could also result in suspension from club privileges for up to three years and ineligibility to hold a Lodge office for up to three years.
- ▶ Section 12.140 – May be removed by the Lodge for being absent from meetings of the Lodge, or duty, during two consecutive months without good cause.
- ▶ Section 12.141 – May be removed by the Lodge for immoral conduct, abuses in Office or actions which may dishonor the Order.

How to operate your Lodge economically

- ▶ Adopt a workable, balanced BUDGET.
- ▶ Workable – reasonable income projections and all anticipated expenditures.
- ▶ Balanced – Can't spend money you don't make. Don't inflate income just to have a balanced budget.
- ▶ Prior to expending funds, review the budget to determine the amount of money projected for that activity.
- ▶ Check with the Treasurer to ensure that sufficient funds exist to actually pay for the activity.

Operating the Lodge economically

- ▶ When a proposal is made for an expenditure in excess of the adopted budget, the proposal shall be promptly referred to the Board for consideration and written recommendation at the next regular Lodge meeting. The proposal may be adopted by not less than a two-thirds vote of the Members present at a regular meeting.
- ▶ The budget may include an item for contingent purposes to cover emergencies and expenditures therefrom may be approved by a vote of two-thirds of the Members present at a regular meeting.

Record keeping

- ▶ Secretary is responsible for keeping formal Lodge records under 12.050 and 16.110.
- ▶ All Officers should keep records of activities that they are responsible for. These records should be turned over to the succeeding Officer in April to assist the new Officer with properly performing the duties of that office.
- ▶ Each activity should have a separate report prepared setting out the date of the activity, the person responsible for the activity, the number of people present, a breakdown of the costs of the activity and a breakdown of the income received.

QUESTIONS?