



# Officers, Trustees, Secretaries and Treasurers Duties: Roles and Responsibilities

CHUCK ROBERTS, PSP



# Where can I find these duties?

DUTIES AND RESPONSIBILITIES CAN BE  
FOUND IN THE CONSTITUTION AND STATUTES  
OF OUR ORDER, CHAPTER 12 SECTIONS  
12.020 THRU 12.115

# Grand Lodge Officer Training

ELKS.ORG

LEADERSHIP DASHBOARD

TRAINING

GRAND LODGE ANNOTATED STATUTES

GRAND LODGE AUDITING AND ACCOUNTING MANUAL

LOCAL LODGE OFFICER TRAINING

BOARD OF DIRECTORS, LODGE TRUSTEES & HOUSE COMMITTEE TRAINING

LODGE VETERANS CHAIR QUIZ

LOCAL LODGE SECRETARY TRAINING

# Exalted Ruler

Section 12.020.

- ▶ Is the Executive Officer of the Lodge
- ▶ Some Things ER does
  - (a) Presides at all meetings.
  - (b) Appoints Committees
  - (c) Appoints other officers. Esquire, Chaplain, Inner Guard, Tiler, Organist and Vocalist.



(d) Enforces the Laws of the Order.

(e) Perform other duties required by the Laws of the Order or the By-Laws of the Lodge.

(f) Is an ex-officio non-voting member of the Board of Trustees (or Board of Directors).

(g) Attends DD clinics

# Other Duties

- ▶ Provides direction to the lodge
- ▶ Is a facilitator, not a dictator
- ▶ Is an encourager
- ▶ Needs to have a pulse on what is happening in the lodge and community
- ▶ Needs to be the lodges biggest advocate in the community

# Good Exalted Rulers

- ▶ DO NOT MAKE FINAL DECISIONS ON THEIR OWN
- ▶ CONSULT OTHER OFFICERS, TRUSTEES, HOUSE COMM. ETC.
- ▶ LISTEN TO THE MEMBERSHIP
- ▶ DEAL WITH THINGS BEFORE THEY BECOME ISSUES
- ▶ DO NOT DO EVERYTHING BY THEMSELVES
  - ▶ Use others to help you
    - ▶ Is the hard part

# Other Knights

## Section 12.040

- ▶ Assist the Exalted Ruler in the performance of his duties
- ▶ Perform other duties required by the Laws of the Order and the By-Laws of the Lodge.
- ▶ Oversee committees as designated by the ER



# Leading Knight


- ▶ Oversees committees assigned by the ER or Lodge By-Laws
- ▶ Learn
  - ▶ Attend the DD clinics
  - ▶ Attend training meetings
  - ▶ Look at the training materials in the GL website
  - ▶ Volunteer on committees

# Other Knights

- ▶ Is a time for:
- ▶ Learning about the lodge
- ▶ Preparation for leadership
  - ▶ Public speaking, committees
- ▶ Learning rituals and protocols
- ▶ Creating relationships with others

# Begin Thinking and Observing


- ▶ What is working in the lodge?
- ▶ What is not working?
- ▶ Ask questions
  - ▶ Your resources
    - ▶ ER
    - ▶ Lodge Secretary, Lodge Trustees, PERs
    - ▶ DD
- ▶ Where do you want this lodge to go during your year as ER


- 
- ▶ Attend Trustee's / Board of Director's meetings
  - ▶ Learn about the budget
    - ▶ Where are we making / losing money
    - ▶ Consider, are the correct individuals in charge?
    - ▶ Why do we do the things we do?
      - ▶ Is it historical (We always do it this way)?
      - ▶ Is it fiscal (Other options do not seem to work)?
      - ▶ Is it required by GL Statute

# Lodge Secretary

## Section 12.050.

- ▶ (a) Keep accurate minutes of all meetings.
- ▶ (b) Maintain accounts between the Lodge and its Members.
- ▶ (c) Assign a membership card number
- ▶ (d) Maintain a current mailing list of all Members
- (e) Receives all monies due the Lodge and pay them over to the Treasurer.

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- ▶ (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 membership report
  - ▶ (j) Report all expulsions and suspensions to the Grand Secretary.
  - ▶ (k) Read and answer all correspondence of the Lodge subject to the approval of the Exalted Ruler.

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- ▶ l) Give bond of at least \$5,000 or in a greater amount as may be provided in the By-Laws.
  - ▶ (m) Present a written report of the transactions of the office to the Lodge
  - ▶ (n) May receive compensation as fixed by the By-Laws.
  - ▶ (o) Perform all duties required by the Local Forum.
  - ▶ (p) Attend all District Deputy Clinics unless excused for good cause.

# Other Responsibilities

- ▶ Requires good fiscal, clerical, & computer skill sets
  - ▶ CLMS, e-mail, Social Media, etc..
- ▶ Is the most difficult and most time consuming
- ▶ Hears everything
- ▶ Provides stability AND mentorship to the lodge leadership
- ▶ Keeps the ER and others on task



▶ May not know all computer programs, but needs to be familiar with how to use them adequately

▶ DOES NOT RUN THE LODGE

▶ IS NOT THE UNOFFICIAL DICTATOR BEHIND THE SCENES

HAS A HUGE AMOUNT OF POWER TO DO THINGS OR NOT DO THINGS

CHOOSE WISELY


# Treasurer

## Section 12.060

- ▶ (a) Receive all monies of the Lodge from the Secretary, giving them a receipt
- ▶ (b) Pay all approved bills against the Lodge on vouchers.
- ▶ (c) Maintain an accurate record of receipts and disbursements.
- ▶ (d) Act as Treasurer **of all Committees** unless otherwise provided by the By-Laws.
- ▶ (e) Signs all checks
  - ▶ unless the By-Laws also provide for others to sign

# Trustees

- ▶ Controls the funds, investments and property of the Lodge
- ▶ THEY DO NOT CONTROL COMMITTEES, OR DIRECTION OF THE LODGE
- ▶ Execute all leases, contracts or other papers when ordered by the Lodge.
- ▶ Hold at least one regular meeting each month
- ▶ Keep accurate minutes of each meeting of the Board.
- ▶ The Exalted Ruler is an ex officio member of the trustees

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- ▶ Purchases supplies ordered by the Lodge, and all papers, books and stationery needed
  - ▶ Present a monthly written report of its transactions at the first regular meetings each month.
  - ▶ Establish an Accident Prevention Program, with one member designated as Accident Prevention Manager.

### **Includes overconsumption of beverages**

- ▶ The Board shall create a budget to be approved by the membership.
  - ▶ Work with the ER on this

# Things Trustees Need to Anticipate

## ▶ **Critical items**

- ▶ Server Training (TIPS)
- ▶ Harassment and bullying training
  
- ▶ Budget for GL and state conventions
- ▶ Budget for DD Meetings

# While Exalted Ruler

- ▶ Always be in control of yourself
  - ▶ Never become intoxicated
  - ▶ Watch your image (Pictures, etc..)
- ▶ Immediately establish your leadership teams
- ▶ Have bi-weekly or monthly meetings with your other chair officers
  - ▶ Who is responsible for what
- ▶ Begin mentoring the other knights – provide a good example
- ▶ Know the statutes

# More Things as ER

- ▶ Work closely with your lodge secretary
  - ▶ Use the GL schedule to guide events (Memorial and Flag Day)
- ▶ House committee
  - ▶ Know what they do and cannot do
- ▶ Work with your Past Exalted Rulers
  - ▶ Have them help and mentor you
- ▶ Use your resources (Books, GL web materials, etc.)
- ▶ Be a mentor to others (Red Shirt Friday)
- ▶ Microphone holding

# Choosing Committees

- ▶ GL committees
- ▶ Local lodge committees
- ▶ Audit Committee



# LK Begin the Development of a Preliminary Budget Early

- ▶ Work **WITH** the Trustees / Body. House Committee, etc..
- ▶ Have ideas about what you want to do
  - ▶ Have real numbers
- ▶ Is the budget fiscally sound?
- ▶ Look at past trends over several years.
- ▶ Must balance out
- ▶ Members have final say

# More Things

- ▶ Immediately upon election, identify the date of installation
  - ▶ Is a big deal. Do it right.
- ▶ Start looking at plane fares for the GL convention immediately upon installation
- ▶ Identify your committee chairs
- ▶ Identify appointed officers (e.g., Esquire)
- ▶ Get your materials ready for the new year ASAP
  
- ▶ Big learning curve. Be ready for it.

# Good Lodge Leaders

- ▶ Work as a team
- ▶ Are knowledgeable about Elkdom as a whole, not just our lodge
- ▶ Create and encourage members to become better Elks as a whole
- ▶ Create an environment where everyone wants to come
  - ▶ No angst, sexual harassment, etc..

# Membership

Has the final say on everything

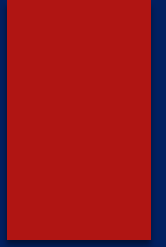
Must follow the GL statutes

Must follow laws

# Remember

- ▶ The leadership answers to the Floor
- ▶ The leadership answers to the GL (Which is the Membership)
- ▶ The leadership answers to the community
  - ▶ Are we upstanding members or animal house

# Comments



# Appointed Officers

The Chaplain, Inner Guard, Esquire, Organist, and Vocalist are personal appointees of the Exalted Ruler and may be removed by him/her; any procedure which purports to limit this power is improper and illegal.

# Organist

Section 12.110. The Organist shall provide music prescribed by the Rituals and perform other duties required of him. He may receive compensation for his services approved by the Lodge.

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

A Lodge, by By-Law or resolution, may provide for compensation Organist.



Section 12.115. The Vocalist may perform during each Lodge session and during special services when requested and on special occasions when required by the Lodge. The Vocalist shall perform duties required of them by the Laws of the Order, or by the By-Laws of the Lodge.

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

# Inner Guard

Section 12.100. The Inner Guard shall perform the duties required of them by the Laws of the Order, or the By-Laws of the Lodge.

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.

It shall be the duty of the Inner Guard to guard carefully, at all times, the inner door of the Lodge; to permit no Member to enter until he/she has given the alarm correctly, except upon direction of the Exalted Ruler; to permit no Member to retire from the Lodge room until he/she has received permission from the Exalted Ruler; to admit no Member during Initiation, except when the same can be done without in any way interfering with the work, and of this the Esteemed Leading Knight shall be the judge.

# Chaplain

Section 12.100. The Chaplain shall perform the duties required of them by the Laws of the Order, or the By-Laws of the Lodge.

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

# Esquire

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.

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.

It shall be the duty of the Esquire, prior to the opening of the Lodge, to see that the Altar cover is placed on the Altar, and also, when necessary, a suitable base to receive the Emblem; that the Officers' Jewels are placed at their respective stations; that a gavel is at the station of the Exalted Ruler and of the Esteemed Leading Knight; that the Flag (*on a staff in a standard*) is placed at the station of the Esteemed Leading Knight on his/her right; the Bible at the station of the Esteemed Loyal Knight; the Emblem at the station of the Esteemed Lecturing Knight; the Star in position over the Altar; the ode cards distributed about the room; and the Flag stand in position at the right of the Altar toward the station of the Esteemed Loyal Knight. The Esquire must examine the cards of all visiting Members present prior to the opening of the Lodge and fully satisfy himself/herself that they are entitled to admission, so as to be in position to introduce them to the Lodge at the proper time.

After the Lodge has been opened, when a visiting Member is announced, it shall be the duty of the Esquire, under direction of the Exalted Ruler, to secure from the Inner Guard the card of the Member. He/she shall then retire to the anteroom and examine the visiting Member. "Such further examination as may be required, etc.," as used in the Ritual, means that the Esquire may, if in doubt, interrogate the visiting Member in a general way, as, for example: "What, if anything, was presented to you at the station of the Exalted Ruler?"

# Tiler

Section 12.080. The Tiler shall be stationed at the outer door of the Lodge at all meetings and permit no person to enter without previous announcement through the Inner Guard, and permission of the Exalted Ruler. He shall require all Members to show their membership cards, and require visiting Members to register in the book kept for that purpose.

He shall remain at his station until the close of all meetings.

After the Lodge has been closed, the Esquire shall collect the Officers' Jewels and the ode cards and deliver them, together with the Bible, the Emblem, the Altar cover and the Flag, into the custody of the Tiler.

He shall assume charge of all jewels, regalia and other like Lodge property and see that they are in proper condition for all meetings of the Lodge. He shall furnish all necessary paraphernalia by order of the presiding Officer, have charge of the keys to Lodge doors, and see that all Lodge property is safely stored before leaving the Lodge room.

He shall perform other duties as are inherent in and pertain to his office, or required by the Laws of the Order, or the By-Laws of the Lodge.

The Tiler is required to attend the outer door of the Lodge from the time the session begins until it is closed. He is not required to act prior to the time the Lodge session is opened. After the Lodge convenes he must examine the membership cards of any Member seeking admission. He is not required to examine membership cards prior to the opening of the Lodge session. The membership card of each Member present at the time the Lodge is opened is examined by either the Esteemed Lecturing Knight or the Esteemed Loyal Knight. This is clearly set forth in the Ritual which is the Law of the Order.

A Lodge, by By-Law or resolution, may provide for compensation Tiler.

# The 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.

Section 13.010. The Exalted Ruler, Esteemed Leading, Loyal and Lecturing Knights, Secretary and Treasurer shall constitute the Standing Relief Committee of the Lodge, which shall examine the merits of all cases suggesting the necessity of aid or relief.

- OPINIONS •

01 The Chief Justice or his designee may seek assistance from the Local Lodge's Standing Relief Committee to determine indigency.

02 All requests for charitable purposes must be reviewed for recommendations by the Standing Relief Committee for Members and through the Community Activities Committee for non-Members before the Lodge may legally vote on the appropriation. Motion on such request may be made by any Member.



The Esteemed Loyal Knight and the Esteemed Lecturing Knight must strictly enforce the requirements of the Ritual in reference to the examination of the membership cards, and must, upon failure of a Member to exhibit his/her membership card showing that his/her dues have been paid up-to-date, immediately inform the Exalted Ruler.


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.
- 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).*

# Treasurer

Section 12.060. The Treasurer of the Lodge shall:

- (a) Receive all monies of the Lodge from the Secretary, giving him a receipt therefore.*
- (b) 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 of Trustees without obtaining Lodge prior approval. The Payment shall be reported at the next Lodge meeting.*
- (c) Maintain an accurate record of receipts and disbursements.*
- (d) Give bond of at least \$5,000 or in a greater amount as may be provided in the By-Laws.*
- (e) Act as Treasurer of all Committees unless otherwise provided by the By-Laws.*



*(f) Sign all checks unless the By-Laws also provide for a member of the Board of Trustees designated by the Treasurer and approved by the Lodge to sign. The Trustee shall give bond in the same amount as required of the Treasurer. A Lodge may authorize the Treasurer to establish and replenish a checking account, not to exceed \$1,000.00, 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.*

*(g) Receive compensation as provided for in the By-Laws.*

• OPINIONS •

01 The Lodge by resolution or By-Law may designate the depository for Lodge funds. When no designation is made the Treasurer may make such determination.

Specification by the Lodge relieves the Treasurer and his surety of responsibility in the event the depository selection proves unwise.

02 Funds derived from dining room, bar and other services are Lodge funds. The Lodge Treasurer is Treasurer for all Lodge Committees and shall handle all Lodge funds and pay all bills on vouchers approved by the Exalted Ruler and Secretary.

03 The By-Laws may provide for co-signers of checks with the Treasurer. Trustees may recommend payment of Lodge bills, but cannot order payment or sign checks to pay bills except with By-Law permitting.

04 The Treasurer is in violation of his duty if he refuses to honor a voucher signed by the Exalted Ruler and Secretary turning funds over to the Board of Trustees for investment in accordance with By-Law provisions.

05 Expenditures from earmarked funds must be handled as bills against the Lodge after approval of the body or committee in charge of the fund. Special funds should be kept segregated under the control of the Treasurer. Earmarked funds should not be issued for any other purpose. By-Laws may provide for special handling of earmarked funds.

06 The Treasurer should retain the vouchers presented and the Secretary should maintain a file for the bills.

07 Trust funds may be accepted by the Lodge if the terms of the trust are consistent with the purposes and principles of the Order.

08 A newly-elected Treasurer should sign checks to pay bills properly authorized before his installation, unless approval has been rescinded by the Lodge.

09 It is improper for a Treasurer to sign a number of checks which would permit the Trustees to approve Lodge bills and fill in the payee and amounts and then cosign the checks.

10 It is proper for the Treasurer to act as a routine auditor for the governing body. This in no way limits the appointment of the Auditing Committee. See 12.070, *Opinion 10*.

11 If two signatures are required on checks, one must be as authorized by 12.060(f).

• DECISION •

01 A Local Lodge has supreme authority to determine how its funds shall be disbursed, and may, at a subsequent meeting, rescind previous authority to disburse such funds. (*Grand Forum, Case No. 404, 1957*)

XII, Sec. 12.060, 12.070

Section 13.010. The Exalted Ruler, Esteemed Leading, Loyal and Lecturing Knights, Secretary and **Treasurer** shall constitute the Standing Relief Committee of the Lodge, which shall examine the merits of all cases suggesting the necessity of aid or relief.

- No Lodge Secretary, **Treasurer**, Trustee, Director, 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 Auditing & Accounting Committee.

- A Lodge, by By-Law or resolution, may provide for compensation to Treasurer.

Funds derived from club operations are Lodge funds. The Lodge Treasurer is Treasurer for all Lodge Committees and shall handle all Lodge funds and pay all bills on vouchers approved by the Exalted Ruler and Secretary. Whoever is in charge of the club, should keep accurate daily records and prepare vouchers for payment as stated above.

- The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and transactions of the corporation, including accounts of its endowments, gifts, assets, liabilities, receipts, disbursements, gains, losses, and net worth. The books of account shall at all times be open to inspection by any Director.

- The Treasurer shall deposit all moneys and other valuables in the name and to the credit of the corporation with such depositories as may be designated by the Board of Directors. He shall disburse the funds of the corporation as may be ordered by the Board of Directors, shall render to the President and Directors, whenever they request it, an account of all of his transactions as Treasurer and of the financial condition of the corporation, and shall have such other powers and perform such other

**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.

# Secretary

There is no such office as Assistant Secretary. The duties of Secretary cannot be delegated. The Secretary may employ a clerk or office manager when authorized to do so by the Lodge.

The Secretary has only the powers given him by Statute and By-Laws. He is under the supervision of the Lodge Officers and subject to the control and direction of the Lodge.

Section 1.210. Local Forum Box:—A container prepared by the Trustees and Secretary of a Lodge in each June and December holding on slips of paper the names of Members in good standing. The names of all Members in Lodges of 200 or less and at least 200 names in Lodges with over 200 Members shall be in the container.

The Secretary shall prepare a ballot for the annual election as directed by the Lodge. Nicknames of candidates shall not be used thereon.



Section 12.050. The Secretary of the Lodge shall:

- (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.*
- (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.

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

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

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

(n) Receive compensation as fixed by the By-Laws.

(o) Perform all duties required by the Local Forum.

(p) Attend all District Deputy Clinics unless excused for good cause.

• OPINIONS •

01 A Lodge Secretary is a constitutional Officer with duties and powers set forth in the Laws of the Order and his salary set forth in the Lodge By-Laws. The Lodge may assign the Secretary other duties, establish hours of duty and employ personnel to assist him in keeping records, but it cannot abolish the Office.

02 The Secretary is obliged to take an obligation to perform properly the duties of his Office. If these duties are not properly discharged he is subject to charges which may result in the loss of his membership in the Order. This responsibility is personal. Neither the Secretary nor the Local Lodge can shift it to another. The Secretary remains responsible for the proper performance of his official duties although circumstances may require the actual work to be done by another. It would be inconsistent and unconscionable to permit a Local Lodge to force the Secretary to entrust any part of the duties of his Office to one who is not of his own selection. This cannot be done directly or indirectly. If the burden of the duties of the Secretary's Office is great enough to require it, the Lodge may authorize an appropriation to cover the salaries of clerks to be selected by the Secretary and to be subordinate to him.

03 Except as required by state law, a membership list is private and confidential. Membership information may be provided to a Member for Lodge purposes, including candidates for election. Membership information may not be given out to non-Members or used for any business or commercial purpose. Membership information may be provided to a non-Member performing functions on behalf of a Lodge, such as a printer who handles mailing of Lodge Bulletins. Personal information, including, but not limited to addresses, telephone numbers, E-mail addresses, social security numbers and the like, should not be released except as required for the Lodge purpose. *(See also GLS 9.120)*

XII, Sec. 12.050

04 The Lodge may authorize a Member to make a stenographic record which will supplement the Lodge minutes, but a Member without Lodge authority may not make a stenographic record of the meetings. The Secretary may tape the proceedings for reference purposes in writing the minutes. The minutes may merely state that certain Members spoke on an issue without reporting the full remarks made.

05 Both the Secretary and the Exalted Ruler have the right to collect mail from the Post Office box, but the Exalted Ruler has no right to demand *(1) a key to the Secretary's office, (2) the combination to the safe or (3) that the Trustees assign the Secretary's office to him, or (4) the computer password to files or records password protected by the Secretary.*

06 While a Lodge Secretary may collect all mail for the Lodge, any mail addressed by name to the Exalted Ruler or other person at the Lodge should be delivered to them unopened unless each has given the Secretary permission to open. Lodge mail not bearing a name can be opened by the Secretary as the Lodge's correspondent.

07 A By-Law provision providing that initiation and affiliation fees be turned over to the Trustees is illegal.

08 All Lodge records should be open for inspection by a Member at all reasonable times.

09 The recording of a resolution on the death of a Member in a memorial book with a reference thereto in the minutes of an adoption thereof is sufficient compliance with the duties of a Secretary to record the proceedings of the meeting.

10 Funds of a Lodge may not be loaned to a Member. Parties involved may be subject to charges.

12 When the governing body of the Club facility has funds in its hands, they should be delivered to the Secretary of the Lodge, who, under Section 12.050, is required to receive all monies due to the Lodge from any source whatever, and to pay the same to the Treasurer.

13 The Secretary is responsible to the Lodge for the performance of the duties of his Office. He is under the general supervision of the Lodge Officers and it is his duty to assist them in carrying out the Lodge program, so long as their instructions do not violate the Laws of the Order. However, the Lodge Officers cannot require the Secretary to keep his records in a way contrary to Lodge instructions, assign his constitutional duties to an assistant or require him to maintain specified hours.

14 A Secretary may be a candidate for any political office provided his membership in the Order is not used for any political purpose. See 9.070, *Opinion 06*.

15 If the office of Lodge Secretary is vacant, necessary continuity in the signing and issuance of membership cards and other Secretarial duties should be exercised by an Acting Secretary appointed with full power and authority by the Exalted Ruler until an election can be held.

16 A Lodge Secretary may not simultaneously hold the positions of Secretary and Club Manager. See 9.300.

• DECISIONS •

01 Embezzlement of Lodge funds by the Secretary thereof is a Violation of the Obligation of an Elk and is punishable by expulsion from the Order. (*Grand Forum, Case No. 334, 1929*)

02 Misappropriation of monies and assets of a Lodge by the Secretary constitutes an offense. (*Grand Forum, Case No. 121, 1915*)

03 The ultimate determination of the office hours of a Lodge Secretary should be made by the Members of the Lodge. (*Grand Forum, Case No. 479, 1961*)

04 Where the Secretary of a Local Lodge receives the payment of dues from a Member of the Lodge and fails to pay the same to the Treasurer of the Lodge at the earliest possible moment practicable, as required by Section 12.050 of the Grand Lodge Statutes, and misappropriates the same, he is guilty of a Violation of his Obligation and subject to expulsion from the Order. (*Grand Forum, Case No. 483, 1962*)

05 Where the Secretary of a Local Lodge so mismanages the club facilities as house manager as to reveal inability to supervise, keep records or maintain financial responsibilities, he is jeopardizing the financial condition and proper operation of the entire Lodge. His duties as Secretary and as house manager are difficult to distinguish and decide. Misconduct and mismanagement by such a person in his duties as house manager justify his removal as Secretary by Executive Order of the Grand Exalted Ruler. (*Grand Forum, Case No. 505, 1964*)

06 The Secretary of a Local Lodge who offers a non-resident an application for balloting, fails to notify or return fees to the applicant after the Grand Exalted Ruler has denied dispensation to ballot and initiate, and who thereafter presents a membership card to the applicant after he was illegally initiated into the Lodge, may be removed from his office as Secretary by the Grand Exalted Ruler under the provisions of Section 9.010, Grand Lodge Statutes. (*Grand Forum, Case No. 504, 1964*)

07 Action by a Lodge Secretary intentionally filing an Annual Report to the Grand Lodge with false membership figures, resulting in underpayment of the Grand Lodge per capita fee, constitutes neglect of the duties of his office, thereby justifying removal from office pursuant to Section 9.010, Grand Lodge Statutes. (*Grand Forum, Case No. 937, 1997*) See 9.010, *Decision 09*

08 In Local Forum matters, it is a denial of Due Process to prevent the Accused or Accuser from having access for inspection to such Lodge records as are relevant to presenting their case. (*Grand Forum, Case No. 1082, 2005*)

09 Absent a valid excuse, "obtained in advance," it is mandatory that Officers, who are required by Statute, attend the District Deputy Clinics. (*Grand Forum, Case No. 1107, 2006*)

XII, Sec. 12.050, 12.060

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. You must be certain your office has copies of all of the manuals and other documents listed in the Appendix

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 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.



# Exalted Ruler

Section 12.020. The Exalted Ruler is the Executive Officer of the Lodge and shall:

- (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.*
- (c) Appoint an acting elective Officer to serve in the stead of an incapacitated or disabled holder of the Office, subject to confirmation by the Lodge at its next regular meeting.*
- (d) Appoint an acting Officer to serve in place of an Officer called to active Armed Forces duty as defined in Section 12.140. Such acting Officer would be deemed a Lodge Officer for all purposes during such appointment.*
- (e) Attend all District Deputy Clinics unless excused for good cause.*
- (f) Enforce the Laws of the Order.*
- (g) Perform other duties required by the Laws of the Order or the By-Laws of the Lodge.*
- (h) Be an ex-officio member of the Board of Trustees without vote.*

• OPINIONS •

01 The Exalted Ruler is an ex-officio member of the Board of Trustees, but cannot preside, vote or reverse the action of the Board.

02 Until an Exalted Ruler completes his term of Office after attending a Grand Lodge Session as the Lodge representative he is a pro-tempore member of the Grand Lodge and must become a Past Exalted Ruler to be a continuing member.

03 The Exalted Ruler has no power to suspend a Member for violation of a Law of the Order. A complaint should be filed and a trial had before the Local Forum.

04 Appointments to committees are the sole right of an Exalted Ruler, who may request advice and assistance in the selections, but the Lodge cannot override his selections. He may remove any Committee Member with or without cause.

05 The preparation and publication of a letter by the Exalted Ruler purporting to be a committee report when in fact it is not and is intended to deceive and mislead the Members constitutes a Violation of his Obligation.

06 The Exalted Ruler cannot appoint a committee to handle all of the committee work of the Lodge.

07 An Exalted Ruler's power of appointment is confined strictly to Members of his own Lodge except the appointment of a Presiding Justice of the Local Forum and a Mediator under Section 13.020.

08 The Exalted Ruler has the exclusive right to appoint all committees. The Lodge has no right to discharge a statutory committee appointed by the Exalted Ruler. The right to appoint his own committees cannot be exercised by the Lodge. This right cannot be changed by By-Law.

- DECISIONS •

01 The Exalted Ruler has the power of removing a Member from a Committee or changing the membership of any Committee appointed by him at any time. (*Grand Forum, Case No. 306, 1927*)

02 Absent a valid excuse, "obtained in advance," it is mandatory that Officers, who are required by Statute, attend the District Deputy Clinics. (*Grand Forum, Case No. 1107, 2006*)

Section 12.030. The Exalted Ruler of the Lodge may suspend any Member from that meeting for conduct unworthy of a Member of the Order.

- DECISION •

01 When a Member persists in disruptive conduct during a Lodge meeting, Section 12.030 does not require a formal motion and open debate before the Exalted Ruler may require that Member to leave the Lodge room. (*Grand Forum, Case No. 560, 1973*)

— 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 Laws 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.

**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 of By-Laws and Rules of Order booklets prepared by the Grand Secretary. 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 194 of 2010 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.

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

- Appointing the 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 Subordinate 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.