



A Fraternal Organization

**JOEL W. TODD**

*Grand Lodge Committee on Judiciary  
Area 8*

**Approval #84**

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James F. Kile, Chair  
Idaho State Elks Association  
16900 N. Saxton Court  
Nampa, ID 83687

**RE: Idaho State Elks Association Revised Constitution and Bylaws**

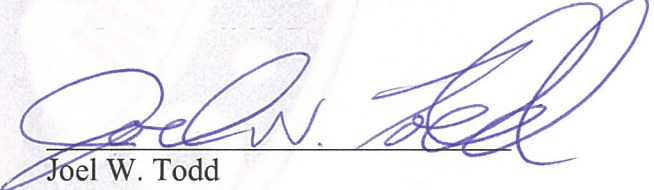
Dear Chair Kile:

I am pleased to present you with approval by the Grand Lodge Committee on Judiciary of the above-referenced document.

With this approval any changes made are effective immediately. If you have any questions, Please let me know.

DATED this 19<sup>th</sup> day of June 2023

COMMITTEE ON JUDICIARY

  
Joel W. Todd

cc: Office of Grand Secretary  
Sponsor, Roger R. True, PGER  
COJ Member File

16900 N Saxton Court  
Nampa, ID 83687  
June 8, 2023

Joel Todd  
Committee on Judiciary – BPO Elks  
P.O. Box 1614  
Red Lodge, MT 59068

Re: Updated/Revised ISEA Constitution and By-Laws

Dear Mr. Todd:

Enclosed are triplicate originals, with Certifications, of the updated, revised and amended Constitution and By-Laws of the Idaho State Elks Association. All such changes were adopted by the delegates at the recently concluded Summer Convention of the ISEA.

I would appreciate your review and approval of the newly updated and revised documents. One set with your approval letter can be returned to me. I will then forward the approved version to the ISEA State Secretary for appropriate filing.

Please do not hesitate to contact me if you have any questions or need further information. Thank you for your review and consideration of these documents.

Fraternally,



James F. Kile, Chair  
ISEA Committee on Laws

Tele: 208-989-4692

Email: [jamesfkile@gmail.com](mailto:jamesfkile@gmail.com)

Cc: Michael Marvin, ISEA President

Enclosures (3)

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**CERTIFICATION**

\* \* \* \* \*

**THIS WILL CERTIFY THAT** the Idaho State Elks Association Constitution and By-Laws have been updated, revised, and amended and are submitted herewith to the designated member of the Grand Lodge Committee on Judiciary for approval. The revision and amendments were properly presented to all State Association Officers, Advisory Committee Chair, and Exalted Rulers of all Lodges in Idaho no less than sixty (60) days prior to the Association Summer Convention in Blackfoot, Idaho on June 2, 2023, in accordance with Article XI, Section 1 of the Constitution and Section 6 of the By-Laws. Thereafter, at said meeting, the revisions and amendments were adopted by at least two-thirds (2/3) affirmative vote of the delegates attending said meeting as provided in the Constitution and By-Laws of the Association.

DATED This 3rd day of June, 2023.



Robert Shaw  
State President



Linda Tatlock  
State Secretary

Association Seal



**Constitution  
and  
By-Laws**



**Revised June 2023**



**Idaho State Elks  
Association**

**Idaho State Elks Association  
Constitution and By-Laws**

**(Revised June 2023)**

**PREAMBLE**

This Association of the Benevolent and Protective Order of Elks Lodges of the State of Idaho is formed to unite all Elks in closer bonds of fraternity; to further good fellowship among Lodges; to protect and promote the welfare and benevolent work of this Order in the State of Idaho; to exchange ideas beneficial to the Lodges of this State; and to bear true allegiance to the Constitution and By-Laws of the Benevolent and Protective Order of Elks of the United States of America.

**ARTICLE I**

**Section 1.** This Association shall be known as the Idaho State Elks Association, Incorporated.

**ARTICLE II**

**Section 1.** Every Lodge of the Benevolent and Protective Order of Elks in the State of Idaho is required by the B.P.O.E. Constitution (Article III, Section 20) to become a member of this Association and to comply with the provisions of the Constitution and By-Laws hereinafter expressed.

**Section 2. Voting Delegates.** Every Lodge in the State having complied with Section 1 of this Article shall be entitled to representation and vote at all meetings, whether regular or special, as follows: one vote per delegate to a maximum of fifteen (15) votes. A voting delegate shall be one who is registered and in attendance at the meeting.

**Section 3. Selection of Delegates by Lodges.** Each Lodge may select delegates to represent them at the annual meetings in the above numbers by such plan and in such manner as each Lodge shall designate. Each Lodge will then provide a written list of delegates to the State Secretary.

**Section 4. Attendance by Other Lodge Members.** Nothing contained in this Article shall prevent any member in good standing of any Lodge with the Idaho State Elks Association from attending any meetings of the Association, but only those delegates outlined in Section 2 and Section 3 above shall be entitled to vote on any question.

**Section 5.** To obtain the revenue necessary for defraying expenses of this Association, each Local Lodge shall pay annually a per capita tax, as specified in the By-Laws, for each member thereof in good standing on April 1<sup>st</sup> of each year. The Association itself, or its governing body, may order a suspension of the payment of the per capita tax if the funds of the Association are sufficient and warrant such action, but only for the year in which such action is taken.

**ARTICLE III**

**Section 1.** Annual Summer Conventions shall be held by this Association and will be rotated as to place between the East, South and North Districts and continued thereafter in that order, provided that firm bids to host each Convention are received at least three (3) years in advance from one or more Lodges in the scheduled District.

Annual Fall Sessions shall be held by this Association and will be rotated as to place between the South, North and East Districts and continued thereafter in that order, also provided that firm bids to host each meeting are received at least three (3) years in advance from one or more Lodges in the scheduled District. In the absence of timely written bids from within a scheduled District, the Convention Committee may depart from the rotation and entertain proposals from Lodges at-large to host a particular Summer Convention or Fall Session.

It is the responsibility of the Vice-President of the District wherein a meeting is held, and also the Convention Committee, to make the necessary arrangements as to time and place, providing the Fall Session shall be held during the month of October with the date and location of each Fall Session to be identified at the previous Fall Session by the Convention Committee. Special meetings may also be called by the President of the Association with the approval of the ISEA Board of Directors. The Secretary of each Lodge shall be notified and shall read such notice at a meeting of the Lodge for the information of the members.

**Section 2.** The business of the Association shall be conducted at the annual Summer Convention and Fall Session meetings and special meetings that may be called by the President, providing a quorum is present at each meeting.

**Section 3. Quorum.** Twenty-five (25) duly accredited delegates as described in Article II, Section 2 shall constitute a quorum, provided that at least five (5) Lodges and a majority of the governing body listed in Article III, Section 4 are represented at the meeting.

**Section 4. Governing Body.** The President, all Vice-Presidents, and all members of the Board of Trustees shall compose the governing body of this Association in the interim between meetings and reunions (Section 18.040, Annotated Statutes).

## ARTICLE IV

The State Secretary of the Association shall, from time to time, furnish to the Grand Exalted Ruler and the Chairman of the Grand Lodge Fraternal Committee the following:

- (a) Copies of the Constitution and By-Laws, rules and regulations and all amendments thereto or changes therein.
- (b) A written or electronic copy of the proceedings of each meeting or reunion.
- (c) All printed or electronic documents issued by the State Secretary's office or under its authority.
- (d) A correct list of officers of the Association and of the Lodges composing it, together with the correct post office addresses and email addresses (if any) of its President, Vice-Presidents, State Secretary, and each member of its governing body. A copy of such list shall also be sent to the Grand Secretary.
- (e) A copy of the annual report of the Treasurer.
- (f) File with the Idaho Secretary of State, the Annual Corporate Report.
- (g) Submit to the Grand Lodge Area 8 Committee on Judiciary for approval any amendments to the Articles of Incorporation, and State Association Constitution or By-Laws.
- (h) Submit to the Grand Lodge Area 8 Ritualistic Committee any amendments or changes to the State Ritual for Installation of Officers.
- (i) Accurately complete and timely file the annual IRS 990/990T forms.
- (j) Submit to the Grand Lodge the Annual State Charity Report.

## ARTICLE V

**Section 1. Officers.** The State Association will operate having a Board of Directors consisting of a State President and one Vice-President from each state association district of Idaho, as listed in Article VII, to be elected on a rotation basis. It will also consist of six (6) Trustees, two (2) from each state association district of Idaho to be elected for a six (6) year term on a district rotating basis. One Trustee shall be elected at each Summer Convention to serve for a period of six (6) years, or until a successor shall be elected. No Trustee who has served a full six (6) year term shall be eligible for another consecutive term.

All elections shall be held at the annual Summer Convention and not otherwise.

In addition to the Board of Directors, other State Officers will include a Historian who will be appointed annually at the Summer Convention. Also, a Sargent at Arms; a Chaplain; a Tiler; and an Organist shall be appointed by the President from the membership of the host Lodge holding the Summer Convention or Fall Session, who shall serve for that meeting only. The President shall appoint a State Photographer for any such annual meeting.

The Board of Directors shall set the programs and initiatives for the State Association. However, the State Trustees shall remain responsible for the fiscal management of investments and property of the State Association. This is further clarified in Section 3.

**State Secretary.** A State Secretary will be chosen by a committee consisting of a State Chair Officer, a State Trustee, and one Advisory Committee member. The State Secretary shall not receive a salary or wages for the position but will be reimbursed for room and board, registration fees, and other business expenses for attending state required functions such as state conventions and training sessions, other business meetings, and required meetings by the Grand Lodge or the State President. The State Secretary will serve for an indefinite term of office at the discretion of the Board of Directors. Specific duty requirements and responsibilities are identified in Article IV and Article V, Sections 1 and 3 herein.

In the future, if the requirements or responsibilities for the State Secretary are significantly increased, the Board of Directors with the approval of the State Sponsor may submit to the Association membership an amendment to compensate monetarily the State Secretary through the annual budgeting procedure.

**State Approving Trustee.** Within the State Trustees, an individual shall be identified as the Approving Trustee responsible for reviewing, approving and executing vouchers which allow disbursement of funds by the State Secretary, who will then pay the approved charges.

**Section 2. Vacancies.** Any vacancies due to death, resignation or disqualification shall be filled as follows:

**PRESIDENT** -- The Vice-President occupying the Chair of the Esteemed Leading Knight shall automatically become State President for the unexpired term and shall be eligible for election for one full term the following year. Beyond completing an unexpired term and one full term, the President may not succeed to another term in that office.

**DISTRICT VICE-PRESIDENTS** -- The State President, with the approval of the Board of Directors, shall immediately, or as soon as is practicable, fill by interim appointment a successor from

the District in which the vacancy occurs. Any person so appointed shall serve until the next annual Summer Convention, at which time an election to fill the unexpired term or terms shall be held.

**BOARD OF TRUSTEES** -- The State President, with the approval of the Board of Directors shall fill by interim appointment the vacancy from the District in which the vacancy occurs. Any person so appointed shall serve until the next annual Summer Convention, at which time an election to fill the unexpired term or terms shall be held.

### **Section 3. Officers and Positions: Duties and Responsibilities.**

**President.** The State President shall be the Chief Executive Officer of the Association and preside over all the State Association meetings; appoint all Committees not otherwise provided for; decide all questions of order, subject to appeal to the Association; fill all vacancies unless otherwise specified and perform all other duties that may be imposed by law, and such as are customarily performed by presiding officers.

It shall be the duty of the State President to make official visits to the Local Lodges of the State Association as may be deemed proper and feasible in the interests of the Association; and to direct the State Vice-Presidents to make such visits when deemed necessary. In the event the Vice-Presidents are not available for such visits, the President may designate any other Officer of the Association to make such visit. Any Officer making such visit shall promptly thereafter make a written report to the State President.

**District Vice-Presidents.** It shall be the duty of each Vice-President to visit each Lodge within the officer's District for the purpose of publicizing and promoting the State Major Project, and to perform such duties as may be imposed by the Constitution and By-Laws of this Association and by the President and Board of Directors of this Association and perform all other duties that may be imposed by law and such as are currently performed by presiding officers.

In an assembled Summer Convention or Fall Session, the District Vice-Presidents shall occupy the Chairs of the Esteemed Leading Knight, Esteemed Loyal Knight and Esteemed Lecturing Knight, in order of seniority.

**Secretary.** The State Secretary shall attend all meetings of the Association; shall keep a true record of the proceedings of such meetings; preserve all books and documents; attend to correspondence; receive, account for and be custodian of all monies received, unless otherwise provided; pay all bills of the Association after approval by the State Approving Trustee, upon proper warrant drawn by the Secretary.

The State Secretary will also perform such other duties as are properly required and usually performed by Secretaries of similar Associations.

The State Secretary (or with an approved assistant) will also post/update approved materials in the state website, state social media posts, state phone App, etc.

The State Secretary shall, before assuming the duties of the Office, execute and deliver to the ISEA State Trustees such bond for the faithful discharge of such duties as may be required by the Association; the expense of such bond, if any, to be paid by the Association.



**Trustees.** The Board of Trustees, after each annual election, shall meet and organize by electing from its membership a Chair and State Approving Trustee and a Rehab Board Liaison. The State Trustees will also appoint an "Authorized Agent" for Idaho Elks Youth, Inc.

Subject to the control of the Association, said Trustees shall have control of the investments and property of the Association, whether real or personal, not otherwise provided by law or these by-laws; and shall have power to control and manage financial activities related to the charitable and benevolent undertakings, and have such further powers as may from time to time be conferred upon it by the Association. The State President and Vice-Presidents of the Association shall be ex-officio members of the Board of Trustees but shall not be entitled to vote on investments and property issues but shall be able to vote on other fiscal matters within the purview of the Board of Directors. It shall also be the duty of the State Trustees to devise a system of financial accounting to safeguard and promote the best interests and welfare of the Association using best practice accounting standards.

**Historian.** As an appointed position by the State President, the State Historian shall gather significant data on activities and accomplishments of the Association during the year, prepare a comprehensive report and deliver same at the annual Summer Convention; and, along with a member of the Board of Trustees, share responsibility for preserving minutes and other archival records of the State Association. (See Article XI, Section 2.)

**Sergeant-at-Arms.** The Sergeant-at-Arms shall execute the orders of the State President; assist in preserving order; act as marshal on public occasions, and in case of executive sessions assist the State Tiler in examining the qualifications of all persons presenting themselves for admission.

**Tiler.** The State Tiler shall have charge of the doors of the hall in which meetings are held and shall perform the duties incident to the office of Tiler of like organizations.

**Organist.** The State President may appoint a State Organist who, when requested, will provide music for the state meetings or other events. The appointment of a State Organist does not preclude a Local Lodge hosting a state meeting from using a Local Lodge Organist after consultation with the State President.

**Section 4. Salaries and Expenses.** The Association shall from time to time make such provisions for compensation and expenses of Officers as it may deem proper and advisable, which are set forth in the By-Laws.

**Section 5. Qualifications for Office.** All Elks in good standing in the Lodges comprising this Association and residing within its jurisdiction shall be eligible for any office, either elective or appointive, in the Association, with the exception of the President, who prior to the election shall be a Past Exalted Ruler as defined in Section 1.140 of the Annotated Statutes (Section 18.011). The Association shall reserve the right to require additional qualifications for officers as it may deem proper.

**Section 6. Major Project.** The Major Project for this Association shall be to promote, encourage, manage and fund physical rehabilitation services and projects throughout the State for qualified organizations and entities.

Recognizing the necessity of the continued operation of the Major Project of this Association, and to provide for its management and control, it is hereby provided:

(a) The responsibility for the operation of the Major Project, and the control of its funds and property, is vested in the State Trustees of this Association.

(b) To assist the State Trustees in this duty there is hereby established a Project Board of Directors for the Major Project.

(c) The State Project Board of Directors shall consist of not less than five (5) members. However, under circumstances as determined by the State President and the Board of Directors, the number of Project Directors may be increased. They shall be appointed by the State President with approval from the Board of Trustees. Selections shall be made from among names of eligible persons submitted by the Board of Directors, Advisory Committee, and any member Lodge of the State Association. Resumes of eligible persons shall be submitted to the State President before April 1 or as needed.

Terms: Each year the State President shall appoint any new members for terms up to three (3) years, and to serve until their successors are appointed. Board members may be reappointed to successive terms at the discretion of the State President and Board of Trustees.

Ineligibility: Any member who has served two (2) consecutive terms shall not be eligible for reappointment to the Project Board of Directors for a period of one (1) year. This requirement may be waived only upon two-thirds (2/3) majority approval of the Idaho State Elks Association Trustees.

Emeritus: Any member of the Project Board of Directors who has served at least nine (9) years may be appointed by the State President to Emeritus membership on the Board, upon recommendation of the ISEA Board of Directors. An Emeritus Member shall receive notice of all meetings and may participate in discussion but may not vote.

(d) It shall be the duty of the Project Directors to act as the managing authority of the Major Project; to establish policy; to keep, maintain, manage, raise, and expend funds of the Major Project, and to employ such personnel as may be required for the operation of the Major Project.

(e) The Project Directors shall hold not less than one meeting every three (3) months and such special meetings as may be necessary. Minutes from these meetings shall be prepared and sent to the ISEA State Secretary, no more than three (3) weeks following each meeting. Meetings can be in person or held through electronic conferencing as deemed appropriate by the Project Board Chair.

(f) The Project Directors shall submit to the ISEA Board of Directors a quarterly report showing the financial condition of the Major Project and other pertinent data concerning its operation.

## ARTICLE VI

**Section 1. Grand Lodge and State Committees.** The President of the Association shall annually, as soon after installation as may be convenient, appoint members of the following Committees, who shall hold their offices until the next Summer Convention of the State Association or until their successors are appointed and qualified. Unless otherwise specified or desired by the State President, each Committee shall consist of a Chair and three (3) or more members, with at least one member from each State Association District Deputy District. The duties and activities of each Committee are to accomplish and promote the programs of the corresponding Grand Lodge Committees, as prescribed in the Grand Lodge and ISEA State manuals as amended.

**ACCIDENT PREVENTION / RISK MANAGEMENT** – The members appointed will serve as liaison with Grand Lodge in implementing and pursuing Accident Prevention Programs and promoting better

safety practices among the Lodges of the State. The Committee will also serve as liaison between Local Lodges and the Grand Lodge Insurance Program.

**ADVISORY COMMITTEE** - The Advisory Committee of the Idaho State Elks Association shall consist of all the past ISEA Presidents of the State Association. This Committee shall study and report on such matters that may be referred to it by the Association, the Officers thereof, the Committee on Laws and all matters submitted to the delegates from the Committee on Laws that will come up for a vote. The Committee will also be responsible for training and mentoring current State Officers and Trustees about the responsibilities of their respective Offices. This Committee shall annually review the State Convention Handbook and recommend changes as they determine necessary.

Periodically, this Committee will review the Constitution and By-Laws for possible updating and refer same to the Committee on Laws.

**AMERICANISM** – This Committee is charged with implementing the patriotic activities planned by the Grand Lodge and cooperating with other organizations in fostering patriotic community endeavors. It also obtains reports from Lodges on Americanism activities and reports to the State Association and Grand Lodge as necessary. Committee programs include proper Flag etiquette, promotion and displays of the American Flag; promotion of awards for new American citizens and honoring other citizens for their community work; distribution of Flag decals, “About Our Flag” booklets and similar materials; and conducting veteran’s remembrance programs and similar activities as required or requested.

**BUSINESS PRACTICES** – This Committee shall consist of a member from each Association District, including the Chair, to be appointed by the President. Members shall be selected for their business experience and knowledge of handling business problems inherent to the operation of any Lodge. The Committee’s purpose is to provide counsel and business advice to any Lodge requesting such assistance, or when this type of assistance is requested by any duly appointed representative of the Grand Exalted Ruler.

**CONVENTION CREDENTIALS** – Consisting of four (4) members, preferably two (2) from each Lodge where the annual meetings will be held, the Credentials Committee shall examine the credentials of all delegates and alternates and all Elks who are authorized to participate in the deliberations of this Association at any of its sessions. It shall consider and pass upon the same and make a report thereon together with such recommendations as it may deem proper and advisable.

**CONVENTION** - The Convention Committee consists of all Vice-Presidents and three (3) past State Presidents of the Association, with duties as follows: 1) Select convention sites and dates for both summer and fall meetings a minimum of three (3) years in advance; 2) Review for revision or approval a tentative program and schedule along with a justifiable registration fee, as presented by the host Lodge, not less than four (4) months prior to the meeting; and 3) Define to the host Lodge its responsibilities (social and otherwise) for the meeting and inform it of what to expect from the State Association. In so advising and defining the responsibilities of the host Lodge, the Committee shall rely upon and be guided by the provisions of the Idaho State Association's Convention Handbook, including review and approval of the registration budget.

The Convention Committee with the approval of the State President may also be responsible for selecting a State Convention Coordinator who shall work with the Convention Committee to oversee all aspects related to the Summer Convention and Fall Session in conjunction with the host Lodge. Such duties will include reviewing contracts, negotiations with hotels if necessary and identifying

necessary equipment needed at each event. In addition, the Convention Coordinator, in coordination with the Business Practices Chair, State President and State Sponsor will identify speakers for each event. Also, the Convention Coordinator or designee may conduct a site visit to the Lodge, visit and approve area hotels, review menus, and identify and approve rooms for specific activities. This person will report directly to the Convention Committee Chair and provide suggestion/direction for each event.

**DIRECTORY** - This Committee consisting of a Chair and one member from each Idaho State District will identify contact information of Committee Chairs, ISEA Officers and Trustees, Grand Lodge representatives and others. With this information, the Committee will publish and have available the Officer and Committee directory for all Lodges. While paper copies may be available, this Directory will also be published in the ISEA website before the Grand Lodge summer convention.

**DRUG AWARENESS** - Consisting of a Committee Chair and District Chairs from each State District, this Committee will work with the Local Lodges and the State Association to do the following:

(a) Promote and select Drug Awareness Programs (DAP) of the Grand Lodge that are applicable to Idaho.

(b) Educate Elks and community members about specific drugs and drug trends.

(c) Work with Idaho State agencies and coalitions to reduce substance abuse.

(d) Provide Local Lodges with materials related to substance use and abuse.

The DAP District Chairs will also monitor and schedule the drug awareness trailers located in each District.

**ELKS NATIONAL FOUNDATION** – This Committee shall publicize the Elks National Foundation (ENF); promote its programs, activities and charities; encourage and solicit contributions, and recognize all gifts made to the Foundation. The Committee shall have no jurisdiction over the scholarship contests or other activities sponsored by the Elks National Foundation Trustees.

**ELK TRACKS** -- The Elk Tracks Committee shall oversee an Idaho State Elks Association grant program whereby the ISEA provides funding to Lodges to be used for a charitable purpose(s) and/or Lodge improvement and repair purposes(s). Eligibility for the Elk Tracks grants shall be established by the ISEA Board of Directors (BOD). The Board of Trustees of the ISEA shall annually determine the dollar amount to recommend to the BOD for funding of the Elk Tracks program. Upon approval by the BOD, the amount allowed for the Elk Tracks grants each year shall be a line-item revenue and expense in the State President's budget presented at the ISEA Summer Convention. The Committee will consist of a Chair appointed by the State President and shall include at least one Committee member from each State District. The Committee shall be charged with reviewing grant proposals, obtaining additional information as necessary from Lodges and reviewing final reports by the Lodges. The Committee will recommend action on each grant proposal to the BOD. An accounting of the approved grants will be reported at the ISEA Summer Convention by the Committee.

**FINANCIAL REVIEW** – The Financial Review Committee consisting of a Chair and three (3) members shall examine the books and records of the ISEA Secretary, Approving Trustee, Board of Directors, Elks Tracks, and Idaho Elks Youth, Inc., and other appropriate committees or personnel which record the receipts and expenditures of money by such Office. The Committee shall audit the semi-annual operations manual and make any recommendations pertaining to the financial affairs of this Office it deems for the good of the Association.

**GOVERNMENT RELATIONS** – Consisting of a Chair and members from each State District, this Committee is charged with implementing the government relations program of the State Association,

the Lodges, and the Grand Lodge to be watchful for any bad or harmful legislation that might affect the State Association or the Lodges of our Order; make known to them regarding same, and actively work for its defeat. The Committee will also promote positive interactions with federal, state and local officials, provide assistance to Local Lodges, and ensure that charitable work done by members, Local Lodges and the State Association is fully, completely and accurately maintained throughout the year and reported as part of the Grand Lodge Annual Report.

**GRANTS COMMITTEE** - Consisting of a Chair and members with successful grant writing experience, the Grants Committee is responsible for encouraging and assisting Local Lodges in their applications for grants from ENF or other community organizations. With approval or requested by the State President or Training Committee, it shall provide workshop training on this process to Local Lodge members on effective procedures for grant applications.

**HALL OF HONOR** – Consisting of a Chair and three (3) past members of the Hall of Honor, this Committee nominates and selects an individual who exemplifies the spirit of Elkdom. The individuals selected are members that have gone above and beyond their respective “Past” status for their work serving fellow Elks and their communities.

**LAWS** - Consisting of a Chair and at least three (3) members at-large. The Committee on Laws shall conduct such hearings as it shall see fit and shall be responsible for drafting all legislation into proper form. The Committee shall report to the Association on the proposed legislation with its explanation and analysis of the effect of such legislation and shall include recommendations, if any, of the Committee on Laws. The Committee shall consider only legislation proposed by a Lodge, State Officer, or State Committee. All legislative proposals, including amendments to the Constitution and By-Laws, shall first be referred to the Committee on Laws for its consideration. (See time limits in Article XI, Section 1.)

**LODGE ACTIVITIES** – Consisting of one (1) overall Chair and four (4) separate sub-committees, each of which shall have three (3) members and duties as follows:

(a) "Elk of the Year." This Committee shall encourage Lodges to choose an "Elk of the Year" and submit resumes of their recipients for state judging. The Committee will then select an "Elk of the Year" for the Idaho State Elks Association. Selection will be based on the following guidelines: forty per cent (40%) for activities and accomplishments in their Local Lodge; forty per cent (40%) for service to the Order in previous years in Grand Lodge and Idaho State Elks Association; twenty per cent (20%) for civic participation. The state winner will be announced at the ISEA annual Summer Convention.

(b) "Community Activities." This Committee shall have charge of all matters pertaining to Lodge activities of civic, social and community interest, except those allotted to other Committees. It will make reports to the State Association and Grand Lodge as necessary.

(c) "Interlodge Relations." This Committee shall encourage visitations within and outside of our State to promote good will and exchange constructive ideas. The Committee also gathers information as to miles traveled and people involved and reports to the State Association and Grand Lodge as necessary.

(d) "Lodge Development." Consisting of the current Grand Lodge District Deputies for Idaho State (one of which will be identified as Chair), the Vice President and one Past State President from each District, his Committee shall investigate any inquiries about forming a new lodge, meet with interested parties and report their findings to the Association.

**MEMBERSHIP and MARKETING** – This Committee will consist of multiple members focused on implementing the Grand Lodge Membership and Marketing initiatives. This will include aspects

related to recruiting candidates, increasing media exposure of Lodges and the ISEA across Idaho, reducing delinquent members, utilization of social media and other technologies, as well as identifying strategies to enhance Local Lodge membership. Skill sets of the members may vary and while encouraged, members do not need to come from each State District. This Committee will be closely involved with other Committees including Lodge Activities, Lodge Development, and others as directed by Grand Lodge or the State President.

The Committee will work closely with the Lodge Membership and Marketing Committees, State Vice-Presidents, and District Deputies.

**NATIONAL CONVENTION HOUSING** – This Committee consisting of a Chair and in conjunction with the State President shall make all necessary arrangements for housing for the delegates representing the Association and the Lodges from the State of Idaho at the Grand Lodge National Convention. It shall arrange for any activities of the Association at the Convention, take general charge of the Idaho Convention Headquarters, and perform other duties as directed by the State President and State Sponsor. Compensation may be provided at the discretion of the Board of Directors and the State Sponsor, with approval by the Association membership as part of the budget procedure.

**NATIONAL VETERANS SERVICE** - Consisting of a Chair and one (1) member from each ISEA District, this Committee shall implement the programs of the Elks National Veterans Service Commission within the State as may be requested by the Commission in the furtherance of service to veterans; assist when called upon by the Armed Forces of the United States; respond to any call in an emergency, and be available for cooperation in the event of a disaster in any local area of the United States. It will obtain reports from Lodges and compile and report to the State Association and Grand Lodge as necessary.

**NOMINATIONS** – Consisting of at least three (3) members at-large and a Chair, it shall be the duty of the Nominations Committee to place in nomination the name of at least one qualified member for each elective office. Nothing herein, however, shall be construed to prevent nominations from the floor, which shall always be permitted. All elections shall be held at the annual Summer Convention and not otherwise.

**PARLIAMENTARIAN** – Appointed by the State President, this member will interpret the rules and usage of deliberative assembly following best practice protocols using Robert's Rules of Order, Newly Revised and current Grand Lodge Statutes.

**PHOTOGRAPHER** – This member or members appointed by the State President to take official photos and distribute as requested.

**RESOLUTIONS** – Consisting of at least four (4) members, preferably two (2) from the Lodge where the ISEA Summer Convention or Fall Session will be held, the Committee on Resolutions shall have referred to it all proposed resolutions to be submitted to the State Convention, except proposed legislation and amendments to the Constitution and By-Laws of the Association, and perform such other duties as may be assigned by the State President.

**RITUALISTIC** – In conjunction with the newly elected Vice President, this Committee will have charge of all Ritualistic activities and contests of the Association; secure from Grand Lodge all necessary forms and rules for the conduct of the ritual and other contests and distribute such information to the Lodges and the Committee members; officially report the results of the contests at the annual

Summer Convention or Fall Session of the Association; and to certify the winners of the State contests to the Grand Lodge Ritual Committee.

The State Ritualistic contest and other Grand Lodge contests (Flag, 11 o'clock Toast Contest) will be held on the annual Fall Session of the State Association, with invitations extended to all Lodges in the Association to participate. Contests shall be conducted in accordance with the Grand Lodge Ritualistic Manual, rules and regulations governing such contests.

**TRAINING / WORKSHOPS** – This Committee in conjunction with the Convention Committee, Convention Coordinator, State President and State Sponsor is responsible to organize and conduct workshops at the annual Fall Training Session. Topics and speakers are at the discretion of the Committee and are to be coordinated with the State President and State Sponsor.

In addition, the Committee is responsible for developing and implementing a program that encourages the use and utilizes the Grand Lodge Web based training program for all incoming Exalted Rulers and Lodge Secretaries.

The Committee will also develop and hold training sessions/workshops as directed by the State President.

**YOUTH ACTIVITIES** - This Committee is to be divided into six (6) sub-committees supervised by an overall Chair, with a co-chair for each sub-committee.

(a) "Youth Scholarship," This Committee shall prepare, supervise and conduct scholarship programs as referred from Grand Lodge.

(b) "Teenager Program," This Committee shall prepare, supervise, and conduct the teenager program for the Association as referred from Grand Lodge.

(c) "Hoop Shoot," consisting of one Chair and five (5) Hoop Shoot Directors, one from each Hoop Shoot District. The Director in each District will conduct the District contest. The Chair will conduct the State contest and see that the winners are advanced to regional and national levels. The contests will be conducted under Grand Lodge rules and regulations.

(d) "Americanism Essay Contest," This Committee shall prepare, supervise, and conduct the Americanism Essay Contest as referred from Grand Lodge.

(e) "Soccer Shoot," consisting of one Chair and three (3) members, one from each State Association/District Deputy District. This Committee will conduct District and State soccer contests in a manner similar to those in the Hoop Shoot program and see that winners are advanced to the appropriate regional and national levels. The contests will be conducted under Grand Lodge rules and regulations.

(f) "Dictionary Program," consisting of a Committee Chair and three (3) members, this program will endeavor to ensure third graders in each Idaho Lodge District will receive a dictionary for their use.

**Section 2. Additional Committees.** The State President of the Association shall annually, as soon after installation as may be convenient, appoint additional Committees deemed beneficial to the operation of the Association or for the good of the Order. The members of which shall hold their offices until the next annual Summer Convention of the ISEA Association or until their successors are appointed and qualified. Unless otherwise specified, each Committee shall consist of a Chair and three (3) or more members, with at least one member from each State Association/District Deputy District.

## ARTICLE VII

**Section 1. Ritual Contests.** It shall be the purpose of the Idaho State Elks Association to encourage and promote ritualistic contests between the Local Lodges of the State, and it is hereby provided that the Lodges listed below shall be recognized and constitute the official State Districts, such Districts to be under the supervision of the Ritualistic Committee.

IDAHO EAST - Salmon, Idaho Falls, Blackfoot, Pocatello, Preston, Rupert

IDAHO SOUTH - Weiser, Gooding, Nampa, Boise, Mountain Home, Caldwell, Snake River

IDAHO NORTH - Lewiston, Moscow, Coeur d'Alene, Wallace, Kellogg, Grangeville, Saint Maries, Sandpoint

**Section 2.** In conjunction with the newly elected Vice President and Trustee or Trustees, the ritualistic contests shall be conducted under the rules and regulations prescribed by the Grand Lodge, and the Chair of the State Ritualistic Committee shall be in charge of the final State contest. The Association shall present a suitable trophy to the team winning the State Championship, and any team winning said trophy three (3) consecutive times shall become the permanent possessor of same. In lieu of a trophy, the Association may donate such cash prizes as may be recommended by the Trustees. All ritualistic work shall be done under supervision of the Ritualistic Committee of the State Association.

## ARTICLE VIII

**Section 1. Order of Business.** The order of business at the State Summer Convention of the Association, unless otherwise provided by majority vote of the delegates present, shall be as follows:

1. Call to Order
2. Introduction of State Officers and Dignitaries
3. Introduction of Grand Lodge Officers and Dignitaries
4. Invocation
5. Tribute to the Flag
6. Roll Call of Officers and Lodges
7. Recognition of Past State Presidents, Secretaries, Trustee Chairs, PDDGERS, Hall of Honor and others
8. Report of Committee on Credentials
9. Reading Minutes of Last Meeting
10. Reports of Officers (By Seniority)
11. Reports of Committees
12. Unfinished Business
13. New Business
14. Good of the Order
15. Election of Officers
16. Installation of Officers
17. Closing and Adjournment



The order of business for the Fall Training Session will include:

1. Call to Order
2. Introduction of State Officers and Dignitaries
3. Introduction of Grand Lodge Officers and Dignitaries
4. Invocation
5. Tribute to the Flag
6. Roll Call of Officers and Lodges
7. Recognition of Past State Presidents, Secretaries, Trustee Chairs, PDDGERS, Hall of Honor and others
8. Reports of Committees
9. Unfinished Business
10. Closing and Adjournment
11. Training presentations and workshops

## ARTICLE IX

**Section 1. Limitations.** No questions of a political or sectarian character shall be introduced at any meetings of the Association, and no person shall be directly or indirectly endorsed for any political or Grand Lodge office; nor shall any action be taken on any political, legislative or public matter, whether general or local, unless such action is in accord with previous actions by Grand Lodge, or unless the action taken be approved by the Grand Exalted Ruler before such action is promulgated or made public.

## ARTICLE X

**Section 1. Provisions Not Otherwise Covered.** In all cases where subjects are not covered by this Constitution, the Grand Lodge laws shall govern.

## ARTICLE XI

**Section 1. Amendments.** Amendments to this Constitution shall be presented to the Committee on Laws in writing by January 15. Only legislation proposed and sponsored by a Lodge, State Officer or State Committee will be considered. The Committee on Laws will review and approve the language to be used in the proposed amendment. The Committee must submit by either U.S. Postal Service or electronic mailing the proposed amendments to all State Association officers, Advisory Committee Chair and Exalted Rulers of all Lodges no less than sixty (60) days (post office date) prior to the next annual Summer Convention. Under "New Business" at the Summer Convention, the Committee on Laws will present the proposed legislation to the delegates assembled for a vote on whether to adopt the proposal. It shall require a two-thirds (2/3) affirmative vote of the voting delegates present as referred to in Article II, Section 2 to adopt any amendment.

**Section 2. Record Storage.** The corporate office of the Idaho Elks Major Project is the designated storage area for State Association minutes and/or records. The responsibility to coordinate the establishment of the area to be used and to be responsible for what records are stored therein lies with the State Historian and a member of the Board of Trustees.

# By-Laws

1. **Meetings.** There shall be two (2) meetings of this Association each year; namely an annual Summer Convention and an annual Fall Training Session as outlined in Article III, Section 1, of the Constitution.
2. **Dues.** To obtain revenue necessary for defraying expenses of this Association, each Local Lodge shall pay the sum of \$5.50 for each member in good standing on April 1, as shown in the Grand Lodge report. Any Lodge which has not paid its dues or has not made arrangements with the State Trustees will not be permitted to vote at the annual meetings as described in ISEA State Constitution Article II, Section 2. The sum of \$5.25 shall be used for the operating expenses of the Association including promotion and conducting District Ritual Contests within the State. The remaining 25 cents (\$0.25) will be used to further the youth programs of the Association. This amount will be in addition to those funds now being budgeted for youth programs.
3. **Quorum.** Twenty-five (25) accredited delegates as set forth in Article II, Section 2, provided they represent five (5) different Lodges, plus a majority of the Board of Directors, shall constitute a quorum.
4. **Elections.** In all elections of Officers, the State President shall appoint a Nominating Committee consisting of at least three (3) members and a Chair, who shall place in nomination the name of at least one qualified member for each elective Office for the ensuing year. Nothing herein, however, shall be construed to prevent any nominations from the floor, which shall always be permitted. All elections shall be held at the annual Summer Convention and not otherwise. No ballot shall be cast or counted other than the ones provided by the ISEA State Secretary. When all delegates present shall have voted or had the opportunity to vote, the State President shall announce the result of the ballot, and the candidate receiving a majority of the votes shall be declared elected. Should no nominee receive a majority of the votes cast, additional balloting shall be held eliminating from those ballots the nominee receiving the fewest votes on each ballot until a nominee shall receive the majority of the votes cast. If there is only one nominee for any office, the floor may direct the State Secretary to cast the unanimous vote of the floor for the nominee.
5. **Parliamentary Guide.** All parliamentary practice in conducting deliberations of the Association and its Committees, not herein specifically provided for, shall follow the rules described in Robert's Rules of Order Newly Revised.
6. **Amendments.** Amendments to these By-Laws shall be presented to the Committee on Laws in writing by January 15. Only legislation proposed by a Lodge, State Officer or State Committee will be considered. The Committee on Laws will review and approve the language to be used in the proposed amendment. The Committee must submit by either U.S. Postal Service or electronic mailing the proposed amendment to all State Association Officers, Advisory Committee Chair and Exalted Rulers of all Lodges no less than sixty (60) days (post office date) prior to the next annual Summer Convention. Under "New Business" at the Summer Convention, the Committee on Laws will present the proposed legislation to the delegates assembled for a vote on whether to adopt the proposed legislation. It shall require a two-thirds (2/3) affirmative vote of the voting delegates present to adopt any amendment.

**7. Participation.** The Idaho State Elks Association has inherent power to limit participation in State Association contests and enjoyment of its other benefits and privileges to those Lodges which maintain a current and valid membership status herein.

**8. Travel Compensation.** Idaho travel compensation will consist of standard lodging expense. Mileage will be compensated as set forth in the IRS Reimbursement Guidelines for non-profit organizations.

**This Constitution and By-Laws shall repeal and supersede the Constitution and By-Laws, and all amendments thereof heretofore adopted and approved, of the Idaho State Elks Association and shall become and be the Constitution and By-Laws of the Idaho State Elks Association, Inc.**