

Elks Training

- The purpose of this training is to familiarize Elks with Grand Lodge Statutes, manuals, and committee recommendations
- The most current manuals and current statutes can be found on the Grand Lodge website: <https://www.elks.org/grandlodge/manuals/>
- The questions in this session are taken from actual situations from Lodges, as well as reviews of various manuals and Statutes – there are no “trick” questions

Elks Training

- This session is structured more like a game than a test or lecture
- I'll ask someone to pick a category and letter, and a true or false question will be revealed (somewhat similar to Jeopardy!), and there is a "Daily Double"!
- The person (or a group) can respond to the question; if answering FALSE, what would make it true? Then the answer will be revealed, and we will discuss
- Masculine words appearing herein shall include the feminine gender as circumstances require

Roberts Rules	Exalted Ruler	Lodge Trustees	Lodge	Who is	Misc.
<u>E</u>	<u>E</u>	<u>E</u>	<u>E</u>	<u>E</u>	<u>E</u>
<u>L</u>	<u>L</u>	<u>L</u>	<u>L</u>	<u>L</u>	<u>L</u>
<u>K</u>	<u>K</u>	<u>K</u>	<u>K</u>	<u>K</u>	<u>K</u>
<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>

Elks Training



Roberts Rules - E

What happens when you call a “question”?

- a. Everyone sits down**
- b. With majority approval discussion ends and the vote is taken**
- c. Rebuttal begins**
- d. Move on to next item**

Roberts Rules - E

b.

**With majority approval discussion
ends and the vote is taken**



Roberts Rules - L

Retiring from a meeting is not allowed at this time.

- a. Opening or closing**
- b. Initiation**
- c. Reading of minutes**
- d. All of the above**

Roberts Rules - L

D.



Roberts Rules - K

The chair has the responsibility to;

- a. Conduct the meeting as quickly as possible**
- b. Conduct the meeting democratically**
- c. Remain aloof**
- d. Demand member participation**

Roberts Rules - K

B.



Roberts Rules - S

A meeting can be adjourned by

- a. A vote of the members**
- b. A member calling for adjournment**
- c. By the Chair**
- d. All of the above**

Roberts Rules - S

C.



Exalted Ruler - E

It is permissible for an Exalted Ruler to appoint non-Members to serve on special committees which do not consider confidential matters of the Order.

Exalted Ruler - E

TRUE

Statutes Section 13.020

Opinion 08



Exalted Ruler - L

Exalted Rulers are required to;

- a. Give bond of at least \$5000**
- b. Sign all vouchers**
- c. Relinquish his chair to a visiting DD or
GER**
- d. Preside at all meetings**

Exalted Ruler - L

B & D



Exalted Ruler - K

The Exalted Ruler is allowed to;

- a. Suspend a member from a meeting**
- b. Grant dispensation to another officer for a DD clinic**
- c. Delegate committee appointments**
- d. Sign checks**

Exalted Ruler - K

A.



Exalted Ruler - S

Which of these appointments, by no fewer than three members, is the Exalted Ruler required to make by Grand Lodge Statutes?

- a. Auditing and Accounting**
- b. A lawyer as the Presiding Justice of the Local Forum**
- c. Public Relations**
- d. Fraternal Committee**
- e. All of the above**

Exalted Ruler - S

E.

Statutes Section 13.020



Lodge Trustees - E

The Lodge Trustees are required to do what no later than the final meeting in April?

- a. Elect a chairman**
- b. Review the By-Laws**
- c. Present a segregated budget**
- d. Assign committee Chairman**

Lodge Trustees - E

C.

Statutes Section 12.070





DAILY DOUBLE

Lodge Trustees - L

Part 1:

Every member of the Lodge Trustees are required to;

- a. Attend all District Deputy clinics**
- b. Attend all state conventions and training sessions**
- c. Be elected annually**
- d. None of the above**

Lodge Trustees - L

Part 1:

d.

Lodge Trustees - L

Part 2:

This (these) member(s) of the Trustees are required to attend District Deputy clinics.

- a. The Chairman**
- b. The secretary**
- c. The Chairman and the secretary**
- d. The Chairman and another member**

Lodge Trustees - L

Part 2:

a.

Statutes Section 1.070



Lodge Trustees-K

The Trustees are required to establish?

- a. Regular employee reviews**
- b. Social quarter hours**
- c. Accident prevention program**
- d. Yearly cost of goods increases**

Lodge Trustees - K

C.



Lodge Trustees - S

Lodge Trustees must at year end do this with unexpended appropriations.

- a. Purchase necessary equipment or supplies.**
- b. Have a lavish office party**
- c. Place into or create a Lodge investment portfolio**
- d. Make available for appropriation in the next years budget.**

Lodge Trustees - S

d.



Lodge - E

Local Lodge management must note that liability for discrimination as it relates to gender, race, ethnic background and physical condition is not insurable under the normal comprehensive general liability policy.

Lodge - E

TRUE

Accident and Claim Prevention Manual 7th Edition
Local Lodge Business Conduct/Discrimination Policy
Page 12



Lodge - L

Because parking areas belong to the Lodge and are used by its Members, it is not necessary to post signs stating, “Not responsible for damaged or stolen cars or theft from cars.”

Lodge - L

FALSE

Accident and Claim Prevention Manual – 7th Edition
– Appendix

Accident Prevention Problems and Suggested
Actions – Parking Lots

“– Post a sign that states...”



Lodge - K

The Grand Exalted Ruler, by written Executive Order specifying the grounds, may suspend a Member from being a Lodge Officer but not from social privileges in his/her own Lodge...

Lodge - K

FALSE

Statutes Section 9.011

“...may suspend a Member from being a Lodge Officer ~~but not~~ and from social privileges ~~in his/her own Lodge~~ in all Lodges or organized Elk functions within the Order...”



Lodge - S

No member of the supervising or managing body shall be employed in any capacity by the supervising or managing body, nor shall any Exalted Ruler be employed by a House Committee appointed by him.

Lodge - S

TRUE

Statutes Section 14.130
Paragraph 4



Who is - E

Who is responsible for employee matters?

- a. The Governing Body of the Lodge**
- b. The Trustees**
- c. The Exalted Leader**
- d. Secretary**

Who is - E

a.



Who is - L

Who is responsible for informing committee chair people of their appointment?

- a. The Exalted Ruler**
- b. The Secretary**
- c. The Trustees**
- d. Members should ask if they have been appointed**

Who is - L

b.



Who is - K

Who is responsible for the purchase of all supplies, papers, books and stationary needed by the officers to perform their duties?

- a. The Secretary**
- b. The Trustees**
- c. The Exalted Ruler**
- d. Each officer is required to supply him or her self with needed materials**

Who is - K

b.



Who is - S

Who is required to sign all vouchers?

- a. The Trustees**
- b. The Exalted Ruler**
- c. The Secretary**
- d. A and b**
- e. B and C**
- f. A and C**

Who is - S

e.



Misc. - E

If a victim tells a supervisor about lewd or sexually harassing behavior, but doesn't want to make a formal complaint...the employer may be held liable for harassment if it fails to investigate and take any appropriate corrective action.

Misc. - E

TRUE

Discrimination and Harassment Guidelines for Local
Lodges

Reluctant Complainant Section

Page 12



Misc. - L

Suspension from Lodge membership for a period of time may be done by the Local Forum, the Exalted Ruler, or by vote of the Lodge.

Misc. - L

FALSE

Statutes Section 8.010, Opinion 02

Suspension from Lodge membership for a period of time may only be done by the Local Forum. An Exalted Ruler may suspend a Member from a specific meeting but not for a period of time or from Club privileges. A Lodge may not vote to suspend a Member.



Misc. - K

Appropriations set forth in a budget authorize the expenditure of funds.

Misc. - K

FALSE

Statutes Section 12.070 Opinion 20

“Appropriations set forth in a budget do not authorize the expenditure of funds until the Lodge passes a specific motion authorizing same.”

Guide for Board of Directors, Page 4, Item 8

“...The Board may not spend money without approval of the Members, and even if certain amounts were approved as part of the Lodge budget any actual expenditure of such amounts must still be brought to the Members for approval...”



Misc. - S

If, after initiation, a Member discovers, for whatever reason, that he cannot place his hand over his heart and pledge allegiance to our Flag and all it represents, then he should promptly sever his connections with the Order...

Misc.- S

TRUE

Constitution Article VII Section 4
Opinion 07

