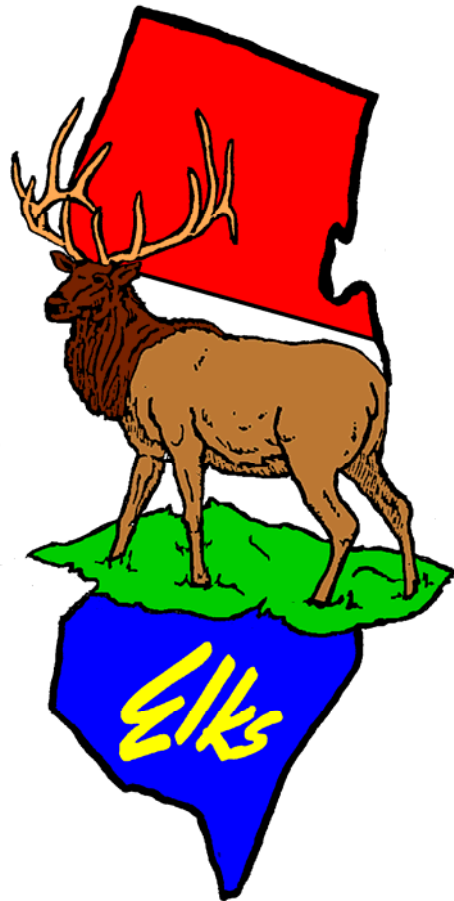


*New Jersey Elks Association
Exalted Ruler's Training
Manual*



2005 Edition

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Exalted Ruler Training

Suggested Monthly Outline

Purpose: To serve as an outline for use by the district trainer. Topics should be covered in the month suggested, so as to be timely for use by the Leading Knight and Exalted Ruler. It should be made known to the Leading Knights that they shadow the Exalted Ruler to learn first-hand what to do and the reasons behind the Exalted Ruler's decisions, and the traditions of each individual Lodge.

March:

Introduce new Leading Knights, set up training schedule.

Have graduating Knights review program, take input and notify State Chairman of recommendations.

Go over the Grand Lodge reports that the Secretary will be filling out with coverage of the charity book, its purpose and timely notation of activities.

Start program all over with new Knights.

April:

Show and go over lodge manuals, indoctrination and Camp Moore videos.

Cover the Annual Report, transmittal letter and tax returns.

Discuss purpose of the round tables, VP Clinic and DD Clinic.

Assign for next meeting a 3 minute speech on their choice of subject, so they are comfortable with material and will learn public speaking.

May:

Speeches; group gives feed back when speech is completed to help develop speaking ability.

Go over the budget process, cash flow, audit trail requirements, Grand Lodge Chart of accounts; get more in detail then an overview.

Cover Wildwood Reunion / Convention, what to wear, what to attend. Discuss business sessions, inaugural banquet and the parade.

June:

Grand Lodge National Convention Planning. What to wear required sessions, activities and banquets, travel arrangements and expenses.

Discuss that they should start preparing there calendar of events for next year. Calendar should include mandatory Grand Lodge programs, Lodge meetings, affairs, etc. Set December as the due date to review calendars.

Committee chairman, watch now so you know who is doing the job and who you'll replace. Why not to replace a good chairman with a friend.

Cover State Major project Camp Moore and suggest a District/Lodge trip.

September:

Leadership and the need for Team Building among Officers and Committee persons.

Techniques of Alcohol Management needed for alcohol servers.

Need for Directors & Officers Insurance

Protocol for DD official visit, what the previsits all about and what is expected of the Exalted Ruler and what is needed by the Lodge.

Hand out Grand Lodge Statute test for completion by November meeting.

October:

Discuss Fall Conference, what to wear, activities and banquet, and business session.

Discuss National Foundation individual lodge donations and fund raisers. Discuss how money is managed and how it is distributed back to the states.

Discuss Veterans Activities for November.

November:

Grand Lodge Statute test, have complete now and review it.

Review the lodge's budget process at this point; go over as needed per group. All lodges should have given their mid year budget status.

Discussion of midwinter conference.

ABC rules for Club Licensees; differences for Public Licenses

December:

Go over Lodge calendars for next year.

Review Lodge committee chairman, they should now know who to replace who is doing the job.

Discuss the need for Officer Meetings and communication between team members.

Give list of Committees that they will need chairman for so they can begin to prepare for the Grand Lodge report they will receive at the end of January. Include State committees not on Grand Lodge list.

Discuss setting goals for the year; be prepared to give them at the January meeting.

January:

Discuss budget preparation process, role of Trustees, Treasurer etc.

Review Committee Chairman and Officer selections.

Transition team to smoothly go from this years Exalted Ruler to your year as ER.

Inventories, which ones need to be done, by whom and when.

Lodge security review and safety issues.

February:

Review Grand Lodge New Exalted Rulers report go over with them make sure they fill them out.

Go over the new Exalted Rulers goals for the year as a group. Encourage new ideas and thoughts.

Discuss Grand Lodge monthly new letters and the importance of a good bulletin and the printing of the Lodge calendar for the members.

Discuss proper way of Running a meeting, format, Robert Rules, agendas.

Monthly Checklist

Reporting and Activity Calendar

First Quarter
March

| | |
|---|---|
| Exalted Ruler (incoming): | Select Statutory Committees and Chairman (Sec. 13.010-13.170 Statutes) Select Appointments (Sec. 12.010 Statutes) Select other committees as required by Lodge By Laws (Sec. 13.020 Statutes) |
| Trustees: | Regular monthly meeting (Sec 12.070 Statutes) Prepare Semi-Annual Report Due first session of April (Sec. 12.070 Statutes) |
| Membership Retention Committee: | Report at 1 st regular meeting (Sec. 13.090 Statutes) |
| Exalted Ruler (outgoing) and Audit Committee: | Watch for Audit report form from Grand Secretary (VITAL !) Membership report due to State Membership Committee at end of month. |

April

| | |
|---|--|
| National Foundation Comm. | Elks National Foundation donations must be submitted to the Grand Lodge prior to March 31 st . April 1 starts new year. |
| Exalted Ruler: | Prepare New Exalted Rulers Report and send to the District Deputy before April 20 th . |
| Secretary: | Prepare Annual Report due to the Grand Secretary May 1 st . (Sec. 16.010 Statutes) Secretary's semi-annual report to lodge due 1 st session of April (Sec. 12.050 Statutes) Membership report due to State Membership Committee at end of month. |
| Elected Officers and appointees: | Installation of Officers at 1 st regular session or special session. (Sec. 12.010 Statutes) |
| Trustees: | Regular monthly meeting Semi-annual report to the lodge 1 st session of April. (Sec. 12.070 Statutes) |
| Membership Retention Committee: | Prepare Lodge budget for presentation Report at first regular meeting. (Sec. 13.090 Statutes) |
| ER, Leading Knight, Secretary and Chairperson of the Board of Trustees: | Attend District Deputy Clinic, required. |

May

Secretary: Annual report due to Grand Secretary May 1st. (Sec. 12.050 Statutes)
Membership report due to State Membership Committee at end of month.

Trustees: Regular monthly meeting
Present budget to the Lodge (Sec. 12.070 Statutes)

Membership Retention Committee: Report at first regular meeting. (Sec. 13.090 Statutes)

Special: Elk Youth Week

June

Exalted Ruler: Prepare Forum Box with aid of Trustees. (Sec. 1.210 and 8.040 Statutes).
File information Federal Income Tax Form 1099T prior to June 15th if needed for unrelated trade or business. *Required*
Attend Wildwood Convention

Exalted Ruler (outgoing) and Audit Committee: Audit Report due to Grand Lodge Auditing Committee no later than June 30th. (Sec. 13.040 Statutes). *Required*

Secretary: Membership report due to State Membership Committee at end of month.

Trustees: Regular monthly meeting

Membership Retention Committee: Report at first regular meeting. (Sec. 13.090 Statutes)

Special: June 14th – Flag Day observance. (Sec. 2.030 Statutes)

July

Exalted Ruler: Meeting optional (at least one must be held this month). (Sec. 15.070 Statutes).
Grand Lodge Session. Attendance Required
Note: you must prepare a report of the Grand Lodge session and present it to the lodge no later than the 1st meeting in October (Sec.12.120 Statutes).

Trustees: Regular monthly meeting

Membership Retention Committee: Report at first regular meeting. (Sec. 13.090 Statutes)

Secretary: Membership report due to State Membership Committee at end of month.

August

Exalted Ruler: Meeting optional (at least one must be held this month). (Sec. 15.070 Statutes).

| | | |
|-------------------------|--|---|
| | ER, Leading Knight, Secretary and Chairperson of the Board of Trustees: Trustees: Membership Retention Committee: | File information Federal Income Tax Form 990 on or before August 15 th . <i>Required</i> Attend District Deputy Clinic, required. |
| <u>September</u> | Exalted Ruler & Secretary: Secretary: Exalted Ruler and Officers: Trustees: Membership Retention Committee: | Regular monthly meeting Report at first regular meeting. (Sec. 13.090 Statutes) Prepare for DDGER visit September through December Order Membership cards Make reservations and arrangements for Fall Conference. Regular monthly meeting Report at first regular meeting. (Sec. 13.090 Statutes) |
| <u>October</u> | Exalted Ruler: Secretary: Trustees: Membership Retention Committee: | Appoint a visiting committee (3 or more). (Sec. 13.160 Statutes) Report on Grand Lodge Convention due by first meeting in October (Sec. 12.120) Semi-Annual report to Lodge (Sec. 12.050 Statutes). Regular monthly meeting Semi-Annual report to Lodge (Sec. 12.070 Statutes). Report at first regular meeting. (Sec. 13.090 Statutes) |
| <u>November</u> | Exalted Ruler & Officers: Secretary: Trustees: Membership Retention Committee: | Attend Fall Conference. Membership report to Grand Secretary no later the November 5 th . Regular monthly meeting Report at first regular meeting. (Sec. 13.090 Statutes) |
| <u>December</u> | Exalted Ruler: Trustees: Membership Retention Committee: Lodge: | Prepare Forum box with aid of Trustees. (Sec. 1.210 & 8.040 Statutes). Regular monthly meeting Report at first regular meeting. (Sec. 13.090 Statutes) 1 st Sunday – Elks Memorial Service. <i>Required</i> |
| <u>January</u> | ER, Leading Knight, Secretary and Chairperson | Attend District Deputy Clinic, required. |

February

| | |
|---|--|
| of the Board of Trustees: Trustees: | Regular monthly meeting |
| Membership Retention Committee: | Report at first regular meeting. (Sec. 13.090 Statutes) |
| Lodge: | Past Exalted Rulers night Nominations and election of Officers (Sec 3.080 & 3.090 Statutes). February 16 th is Birthday of the Order (1868) |
| Secretary: | Directory information forms to Grand Secretary. (Sec. 12.050) Directory information forms to State Secretary Provide ballots for election if needed. |
| Trustees: Membership Retention Committee: | Regular monthly meeting Report at first regular meeting. (Sec. 13.090 Statutes) |

Respect is Earned!

The question that is not asked is one that can not be
answered, so if in doubt..... ask !

Duties of the Exalted Ruler

Chief Executive Officer of the Lodge

- 1) The Exalted Ruler shall preside at all meetings except as provided in section 15.010 of the Grand Lodge Statutes.
- 2) The Exalted Ruler shall appoint all committees consisting of three members each for his or her year and the Chairperson of each committee. The Exalted Ruler has the right to fire anyone he/she appoints. (Section 12.020).
- 3) The Exalted Ruler shall appoint an acting elective officer to serve in the stead of an incapacitated or disabled holder of the office, subject to the confirmation of the Lodge at its regular meeting (Section 12.020).
- 4) The Exalted Ruler shall appoint an acting officer to serve in the stead of an Officer called to Armed Forces duty as defined in Section 12.140. Such acting Officer would be deemed a Lodge Officer for all purposes during such appointment (Section 12.020).
- 5) The Exalted Ruler shall enforce the Laws of the Order (Section 12.020).
- 6) The Exalted Ruler shall perform other duties as required by the Laws of the Order or by the By-Laws of the Lodge (Section 12.020).
- 7) The Exalted Ruler must attend all District Deputy Clinics, unless excused for a good cause by the District Deputy and perform any duty as outlined by the Grand Lodge Statutes or By-Laws (Section 12.020).
- 8) By Statute, the Exalted Ruler must have memorized the opening, closing and initiatory ritual for their position within thirty days after installation (Section 12.130).
- 9) By Statute the Exalted Ruler is a member of the standing relief committee (Section 13.010).
- 10) As outlined by the Lodge By-Laws, the Exalted Ruler could be a member of the House Committee and the Chairman under Statute 13.020 opinion 16.'
- 11) The Exalted Ruler is responsible for appointing the Lodge Esquire, Chaplain, Inner Guard and Organist. (Section 12.010).
- 12) After the first Lodge meeting, the Exalted Ruler should appoint a Mediator, and Justice of the Subordinate Forum of the Lodge (Section 12.010).
- 13) The Exalted Ruler is to see that the Club facilities are CLOSED during all special and regular meetings (Statute 16.090).
- 14) The Exalted Ruler is an ex-officio member of the Board of Trustees without a vote. (Section 12.020).
- 15) The Exalted Ruler should see no vile, obscene and insulting language is used in the lodge or club (Statute 16.040 opinion 02)
- 16) The Exalted Ruler shall retain the only key to the Subordinate Forum Box (Statute 8.040), and see that the trustees and secretary draw names as outlined by the statutes in June and December (Statute 1.210)
- 17) The Exalted Ruler must attend the Grand Lodge Convention and attend all sessions and submit a report to the Lodge not later then the first regular monthly meeting on October, of issues presented at the meeting. (Section 12.120)

- 18) It is recommended that the Exalted Ruler hold regular monthly meetings with the Lodge Officers, in a group. The purpose, to review activities both upcoming and in the past, of the committees, lodge functions and matters concerning the Lodge.
- 19) The Exalted Ruler should attend all Past Exalted Ruler group meetings and keep them abreast of any problems that arise. Utilize their knowledge and experience to avoid possible conflicts.
- 20) Consideration should be given to have each chair officer assigned to act as liaison between a committee and the officers, in order to clear dates for planned activities and see that all other officers are aware of the committees operations. It is further recommended if possible, that chair officers not be chairman of the committees except for special committees or functions. This is done to enable members to improve their organizational skills and to create a strong background to become a future Officer of the Lodge.
- 21) The Exalted Ruler should be cognizant of the fact that most families of a deceased member are not aware that the Elks will do a service for the deceased member in good standing if the family wishes; therefore, they should be contacted by an Officer of the Lodge and made aware of this service. All Officers should know where they stand and how the service is conducted.
- 22) The Exalted Ruler shall effectively administer the affairs of the lodge.
- 23) The Exalted Ruler shall delegate, motivate, and provide leadership necessary to accomplish goals.
- 24) The Exalted Ruler shall maintain a harmonious environment throughout the Lodge.

Perceptions

We are measured

Not by what we are;

But by what we seem to be;

Not by what we say,

But how we are heard;

No by what we do,

But how we appear to do it.

Grand Lodge Manuals

Accident/Claim Prevention Manual – Code 513100 — *[March 1998]*
Americanism Committee Manual – Code 512000 — *[October, 1998]*
Annotated Statutes – Code 520100 – *[Annual]*
Auditing, Accounting and Management Manual – Code 510100 –
[August 2001]
Auditing & Accounting Committee Manual – Code 510000 – *[August, 2001]*
Directory of Subordinate Lodges – Code 553700 – *[Annual]*
Drug Awareness Manual – Code DAP 125 – *[March, 1999]*
Elks National Foundation Chairman Handbook – Code 513300
Elks National Veterans Service Commission Manual – Code 513500 –
[October, 1997]
Government Relations Manual – Code 511000 – *[February, 1998]*
Grand Lodge and State Associations Directory – Code 553800 –
[Annual]
Grand Lodge Proceedings – Code 511400 – *[Latest Edition – Annual]*
Grand Lodge Program Booklet – Code 514000 – *[Annual]*
History of the Order – Code 511300 – *[1992]*
Indoctrination Program Video – Code 533200 – *[2000]*
Investigation/Interview Committee Manual – Code 510200 – *[January, 2002]*
Leadership Training Booklets (set of 5) -- Code 511900
Liability Insurance Program Manual – Code 513000 – *[Annual]*
Lodge Activities Manual – Code 510300 – *[September, 1998]*
Media Relations Manual – Code 5107- 1 – *[April, 1999]*
Membership Manual – Code 510400 – *[May, 2001]*
Exalted Rulers, Lodge Officers and Committee Members Manual –
Code 510500 – *[January 2002]*
Protocol Manual – Code 510600 – *[October, 1996; Reprint November 2000]*
Ritual B.P.O. Elks – Code 511500 – *[September, 2000]*
Rituals of Special Services – Code 511601 – *[June, 1999]*
Ritualistic Contest Manual – 519900 – *[Annual]*
Robert's Rules of Order – Code 511700
Secretary's Manual – Code 510800 – *[August 2000]*
Youth Activities Committee Program Manual – Code 512100 –
[November, 2000]
Charity Record Booklet – Code 511100 – *[Annual]*
Constitution and Statutes (latest edition) – Code 520200 – (sufficient supply for membership)
What It Means to be an Elk (Candidate Booklet) – Code 511200 – (sufficient supply for membership)

Budgets

Purpose of Budgeting;

- **Planning** – Setting Goals.
- **Motivation & Direction** – Getting people to buy-in to the goals and all working together to achieve those goals.
- **Evaluation of Performance** – periodically review the results and see how they match up to the established objectives.
- **Coordination of Efforts** – budgets allow the lodge to quantify the best use of assets – cash and member involvement.
- **Education/Analysis** – by determining where goals are being met or missed the ER & Trustees can provide suggestions on how to modify efforts and change approach.

Participants in the Budget Process;

- Trustees/Exalted Ruler
- Committee Chairperson
- Treasurer
- Audit Committee
- All Participants Must Be Committed
- The ER, Trustees, Committee Chairpersons and the Audit Committee must be committed to the Budget Process and view each other as equal partners and participants.

Committee Chairperson;

- **Best Person for the Job:** The best person may not always be your best friend. Make sure that he/she understand the parameters of the job.
- **Committed to the Budget Process:** If he/she doesn't take the process seriously at the outset, how serious will he/she be to keep within budget?
- **Understand the Program:** Chairperson must follow requirements (Lodge, Grand Lodge or State) of the position.
- **Communicate and Report Results:** Constant communication and reporting is key to meeting the goals of the program and the associated budget. Thinking outside the box is OK at budget time not after. If new ideas emerge, changes to the plan must be approved by the floor and Trustees.

Treasurer - KEY

- **Partner with Budget Participants:** Must be able to provide ER, Trustees and Chairpersons with statistical and budget data relating to their respective budgets. Should assist Trustees in creating Budget forms with last year and current year budget and actual for trend analysis.
- **Must use G. L. Chart of Accounts:** The G. L. Chart of Accounts should be used by the Treasurer when recording the various lodge transactions. Deviations from that chart will result in inaccurate reporting to Grand Lodge and may not accurately segregate activities by function.
- **Knowledgeable:** The Treasurer should not be merely an accounts payable clerk but should be knowledgeable in basic accounting and budgeting.
- **Computerized:** The General Ledger should be automated (preferably

- **Accessible:** The Treasurer must be accessible to the Budget Participants for explanation, guidance and financial reports.
- **Various Report Levels:** The Treasurer should be able to provide data at various levels in order for the ER/Trustees/Chairpersons to evaluate results and trends at the Lodge, Club and Committee level.

Lodge Budget Areas;

- **Lodge Operations** – Dues, Interest, Contributions, Mortgage, Building Fund, Convention, Utilities, Taxes, Payroll, Grand Lodge & State Assessments, Security, Accounting, Bulletin, Non-Charitable Social Activities – (Track Day, Picnic, Dart League, Bowling, Golf Outing, Interlodge Sports), Elks Memorial Day, Ritual, Installation, Testimonials, Public Relations, Awards, Data Processing, Insurance, Telephone, Office Expenses, Cleaning, Repairs & Maintenance, etc
- **House/Club Operations** – Hall Rentals, Bar, Food & Snack Sales, Friday Night Dinners, and special events (New Years Eve, St Patrick's Day, Mothers Day, etc.). Bar, Food & Snack Purchases, Utilities, Laundry, Licenses, Supplies, Maintenance, Sales Tax, Payroll, Music & Entertainment, etc.
- **Charitable – Segregated:** Bingo, Pull-Tabs, Funds raised exclusively for Charitable Programs (Veterans, Youth Activities, Handicapped Children, Charity Ball, Drug Awareness, Social Community & Welfare, National Foundation, Scholarship, Hoop Shoot, Soccer Shoot, Americanism, Elks National Home, Blood Bank, etc.
- **Capital Expenditures** – New Building, Roof, Boiler, Extension, Kitchen, Flooring, Walls, Bar Renovations, Furniture, Fixtures & Equipment Budget Process.
- **Auditing, Accounting and Management Manual:** Issued by Grand Lodge – ER, Secretary, Treasurer, Trustees and Audit Committee should have a copy. Chapter 4 deals with the mechanics of the budget process and provides sample budget forms. Chapter 4 should be copied and given to all Budget preparers.
- **Uniform Chart of Accounts:** Appendix 4 provides a list and explanation of the uniform chart of accounts. Lodge accounts in the General Ledger should reflect this numbering structure. Budgets should be input into the computer by this numbering structure so that budget variance reports can easily be generated.
- **Budget by Area or Committee:** All Committee Budgets should stand alone. Except for Lodge Operations that consolidates with the House/Club all other areas should self-sufficient. That is they should raise the funds that they need.
- **Zero-Based:** All budgets should start with an analysis and justification for their expenditures/programs. % increase over last year's budget is dangerous. If last year's budget wasn't met – why should this year have the same or an increase?
- **Balanced:** All areas including Bingo and Pull-Tabs should submit balanced Budgets. All Committees should raise what they spend regardless of Bingo or Pull-Tabs income. I.E. if Veterans Committee spends \$5,000 of Bingo Funds – they should raise \$5,000 to support the Lodge's Operating Expenses. If all charitable committees rely on Bingo & Pull-Tabs income and do not raise any operating income – who is paying the bills?

- **Deficit Spending:** Can not spend more than you raise. We are not the Federal Government.
- **Budget is not a license to spend:** Committees need to be reminded that they must raise funds as well as spend them. This is where periodic review by the Trustees and Audit Committee provides a check & balance.
- **Committee Donations:** Except for the House/Club consolidating their cash flows with the Lodge, all charitable committees must be self sufficient. No inter-committee donations should be tolerated (except net positive cash flows of PER Associations, Elks of the Year, Ladies Auxiliary). Veterans donating to HCC who in turn donate to YAC does not raise cash but is a dangerous practice that fools membership in believing that committees are generating income.
- **Changes:** All budget changes after the initial budget has been approved need to be discussed at Trustee meetings and presented to the floor for approval.

**Example; Comparative Budget for fraternal Year 20XX-20XX
Quarter ended XX-XX-XXXX**

| Chart of Accounts # | Category | Prior Year | Current Year Budgeted | This Year Actual | Difference |
|---------------------|----------------------------------|------------------|-----------------------|------------------|------------------|
| Income | | | | | Y-T-D |
| 301.00 | Dues | \$8,250 | \$8,500 | \$8,350 | \$150 |
| 302.00 | Fees | \$1,375 | \$2,500 | \$1,475 | \$1,025 |
| 305.00 | Rentals | \$2,300 | \$3,500 | \$2,400 | \$1,100 |
| 307.00 | Bank Interest | \$4,270 | \$5,000 | \$4,370 | \$630 |
| 308.00 | Donations | \$1,750 | \$2,500 | \$1,850 | \$650 |
| 334.00 | Social Welfare | \$5,000 | \$5,000 | \$5,500 | (\$500) |
| 470.00 | Profit transfer form House Comm. | \$28,005 | \$29,000 | \$30,000 | \$1,000 |
| 341.00 | Entertainment | \$17,250 | \$18,500 | \$17,398 | \$112 |
| 348.00 | Youth Act. | \$4,960 | \$5,500 | \$4,760 | \$740 |
| 349.00 | Dignitary (VP&DD) | \$1,458 | \$2,500 | \$1,358 | \$1,142 |
| 350.00 | NJ Sales tax (liability) | | | | |
| 360.00 | Other | \$500 | \$565 | \$500 | \$65 |
| (Etc.) | Continues with others | | | | |
| | Totals | \$219,867 | \$220,000 | \$221,941 | \$1,941 |
| Expense | | | | | |
| 401.00 | Catering Comm. | \$34,529 | \$35,000 | \$35,454 | (\$454) |
| 402.00 | Entertainment | \$12,024 | \$12,000 | \$12,066 | (\$66) |
| 431.00 | Professional Fees | \$2,300 | \$2,300 | \$2,300 | \$0 |
| 440.00 | Dignitary | \$1,750 | \$2,000 | \$1,929 | \$71 |
| 442 | Insurance | \$7,420 | \$8,500 | \$7,835 | \$165 |
| 467 | Youth Activities | \$5,024 | \$6,000 | \$5,071 | \$929 |
| | Sales Tax | | | | |
| (Etc.) | Continues with others | | | | |
| | Totals | \$228,059 | \$241,065 | \$233,059 | \$241,865 |

House Sample Budget

| Chart of Accounts # | Category | Budget | Actual Amount | Difference |
|---------------------------|--------------------------------|----------|------------------|------------|
| Income | | | | |
| 400-00 | Bar Sales | \$76,000 | \$75,750 | (\$250) |
| 340-02 | Lodge Affairs | \$10,000 | \$11,000 | \$1,000 |
| 340-03 | Special Affairs | \$7,400 | \$ 7,500 | \$100 |
| 340-04 | House Comm. Affairs | \$11,000 | \$11,000 | \$0 |
| 340-05 | Ladies Aux. Affairs | \$4,750 | \$5,000 | \$250 |
| 340-06 | Miscellaneous | \$253 | \$250 | \$3 |
| 340-07 | Vending Machines | \$1,475 | \$1500 | \$25 |
| | Total Income | | \$112,000 | |
| Cost of goods sold | | | | |
| 415-01 | Purchase of Liquor | \$30,000 | \$31,000 | (\$1,000) |
| 415-02 | Purchase of Beer | \$32,000 | \$31,635 | \$365 |
| 415-03 | Purchase of soda | \$5,000 | \$5,000 | \$0 |
| 415-04 | Purchase of Food | \$625 | \$600 | \$25 |
| Expense | | | | |
| 461-00 | Wages | \$10,000 | \$10,000 | \$0 |
| 462-00 | Licenses & Fees | \$450 | \$450 | \$0 |
| 442-00 | Taxes and Insurance | \$1,600 | \$1,565 | \$435 |
| 410-07 | Music | \$1,400 | \$1,500 | (\$100) |
| 452-00 | Miscellaneous | \$275 | \$250 | (\$25) |
| | Total Expenses | | \$82,000 | |
| 470-00 | Gross Profit transfer to Lodge | \$29,000 | \$30,000 | \$1,000 |
| 470.00 | Gross Profit | | \$30,000 | |
| | Gross Profit % | | 28.04% | |

Using the Budget and making Improvements;

The following budgeted items are too high on the income side;

Fees- \$1,025

Rentals- \$1,100

Bank Interest- \$630

Donations- \$650

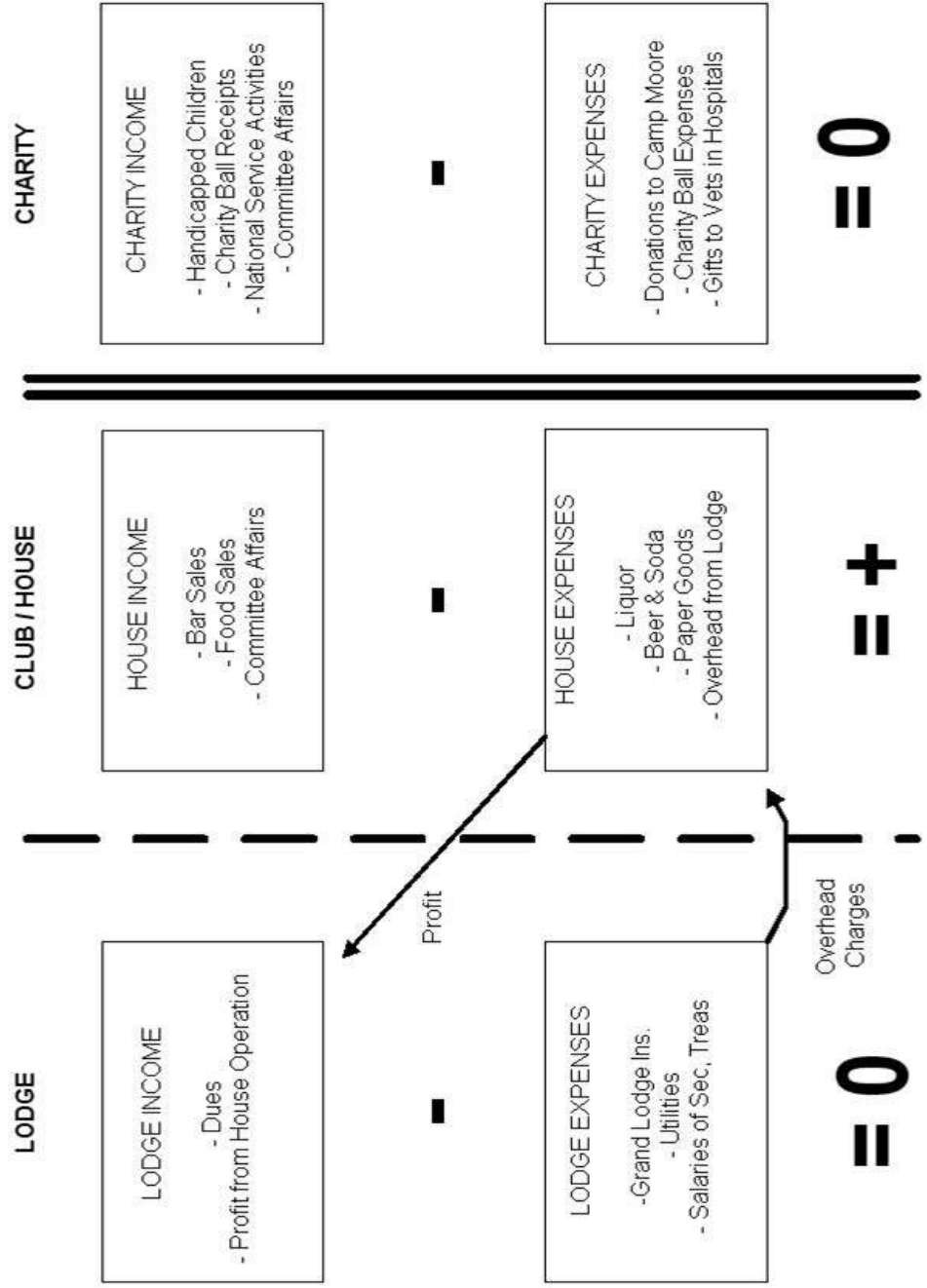
Youth Activities- \$740

Total increase = \$4,145. You should talk to the trustees about these figures, especially if your chair person can not raise the extra needed funds.

Youth Activities committee lost \$311 last year and the budget for this year is a negative (\$500). Expenses are \$500 higher then planned income. The Committee must either raise the needed funds or cut expenses.

The House Committee Budget does not have NJ sales tax as a liability. You must tell the chairperson that NJ sales tax should be in the budget. Calculating that into the budget would cause the Gross profit to drop sharply and the gross profit percentage to drop to about 22.38%. The Gross Profit percentage for your house should be around 40%. To get up to this amount you must increase prices or cut expenses.

Everything you Need to know about "Segregated Budgets"



Taxes and Tax Returns

Auditing Accounting and Management Manual code 510100

Expert Advice- The most effective way for a Lodge to stay out of trouble with taxing authorities is to seek advice from a tax professional. Do this with any questions or when you are in doubt.

Obtaining Publications; IRS publications and forms may be obtained from the IRS Forms Distribution Center here in New Jersey or by calling 800-829-3676

Payroll Taxes: Every lodge that has employees must use IRS publication #15, Circular E, "Employer's Tax Guide", which contains tax withholding tables and instructions for withholding, paying taxes, rendering returns and recordkeeping. *Taxes must be paid and returns filed within specified due dates to avoid serious penalties and interest.* Following are deficiencies most frequently noted by the accountant:

- 1) Failure to withhold and pay income taxes and social security taxes for part time employees, casual labor, outside labor, extra help, etc. Regardless of what the Lodge may call this expense the taxes must be paid whether the employee works full time or part time.
- 2) Failure to withhold and pay such taxes for the Secretary and Treasurer who are officers receiving compensation.
- 3) Failure to require employees to report tips of \$20 or more in a month and failure to withhold and pay taxes on tips.
- 4) Failure to pay Federal Unemployment Tax (FUTA) and State unemployment taxes on a timely basis.

Federal Income Tax Returns: it is advisable to have tax returns prepared by experienced professionals. Following is a brief of filing requirements:

- A) Filing Not Required: A lodge that normally has annual gross receipts of \$25,000 or less is not required to file Form 990 but may be required to file form 990T. Gross receipts are the total amount received from all sources during the year without subtracting any costs or expenses.
- B) Form 990 or 990EZ: All other Lodges are required to file one of these returns by August 15th each year. Returns should be prepared at time of annual audit and forwarded with the Annual Audit Report. If a return is filed late the Lodge could be assessed a penalty of \$10 a day, not to exceed the less of \$5,000 or 5% of the gross receipts. There are provisions for requesting an extension of time to file using IRS Form 2758.
- C) Form 990T: This return must be filed by each lodge that has gross income from unrelated trade or business income of \$1,000 or more. An unrelated trade or business is any trade or business that is not regularly carried on, and that is not substantially related to the exempt purposes of the Lodge, other than the need for funds. Typical examples of such income are rental of debt financed property (property subject to mortgage), and regularly operating a commercial parking lot. Although catering events that are open to other than Elks and guests has previously involved unrelated business income for many Lodges, compliance with the provisions of Section 14.130 of the Statutes will eliminate most of this.

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

Exemption from Federal Income Tax: Grand Lodge has been issued a group exemption for all Lodges under Section 501(c) (8) of the Internal Revenue Code. The basis for this exemption is that our exempt purposes are charitable and fraternal as expressed in the Preamble to our constitution and that the Lodges provide benefits exclusively to members and bona fide guests, including club, swimming pool, gold and similar privileges. Lodges should always act to preserve this important exemption.

Information Returns: Most Lodges are required to file one or more of these returns each calendar year. Instructions are contained in IRS Publication #937, “Business Reporting, Employment Taxes and Information Returns.” Most frequent errors of omission are:

- A) Payment of interest of \$10 or more to holders of members bonds or notes- IRS Form 1099-INT.
- B) Payments of \$600 or more for nonemployee compensation, such as accountants, attorneys, bands, etc. IRS Form 1099-MISC.
- C) Payment of \$600 or more in winnings of raffles or drawings – IRS Form W-2G.
- D) Payment of \$1,200 or more in winnings from Bingo, slot machines and other legal games of chance – IRS Form W-2G.

Federal Special (Occupational) Tax: Each Lodge that sells alcoholic beverages is subject to this tax of \$259 a year as a retail dealer. A Special Tax Registration and Return, Form ATF 5630.5, must be rendered annually to the appropriate office of the Bureau of Alcohol, Tobacco and Firearms, Treasury Department. The tax must be paid prior to July 1st for the year running July 1 thru June 30. A Special Tax Stamp, Form 5630.6, is issued to the Lodge as receipt of payment. There are substantial fines, penalties and interest for failure to pay. For forms or more information contact ATF Distribution Center, 7943 Angus Court, Springfield, VA 22153.

State and Local Income Tax Returns: Each Lodge should consult its accountant, tax attorney or appropriate local officials to determine what returns are required to pay State income tax and provide a copy of the IRS Form 990T.

State and Local Sales Tax: It is the responsibility of the Lodge to know and comply with the requirements for collection and payment of such taxes and rendering required returns. Generally, a Lodge can obtain a copy of the law and regulations by contacting the appropriate taxing authority. Advice on accounting for sales taxes is contained in Sec. 1-124a of the Auditing and Accounting Manual.

Public Speaking

There are lots of reasons for speaking before a group, some are;

Inform; To inform other people of news and events. And you can let others know how you think and feel.

Impress; To impress others with what you say, and how you say it.

Persuade; To persuade others to adopt a new point of view, belief or opinion.

Stimulate; To stimulate people's feelings, thoughts and imagination.

Motivate; To motivate people to act in certain ways.

Entertain; To entertain and amuse. You can use the power of speech to make people laugh, smile or cry.

The Seven (7) most common problems people have speaking in public;

Mumbling; running words together so they all sound the same, example in our Initiatory Ritual 'let us' become lettuce. Speaking in a monotone voice and not distinguishing among similar sounds.

Jumbling; the speech is confused and incoherent; too many slang words and too many "er's" and "ahs".

Poor Planning; the ideas lack logical order or are vague; speech doesn't lead to a dramatic climax or central point.

No Concern for Audience; speaker talks down to, or over the heads of the audience; is discourteous.

Lack of Enthusiasm; speaker doesn't sound interested in the subject or doesn't sound convincing.

Lack of Preparation; speaker hasn't taken care to organize or rehearse speech.

Insufficient Knowledge; speaker doesn't have clear command of the subject's facts.

With PRACTICE these problems can be overcome.

How to Prepare a Speech

A) Choose a topic; if the topic is up to you, pick a topic that interests you – chances are others will find it interesting and meaningful too.

B) Narrow your focus; Narrow your topic so it's manageable and interesting;

1) Poor; Television

2) Better; Kids and TV

3) Best; how to improve your child's TV viewing habits.

C) Choose your approach; Decide whether to describe your subject, explain something about it, argue a point of view, or tell a story about it.

D) Know what you want to say; Ask yourself, "What is it I really want to say to these people?" Know what message you want to leave with your audience.

E) Organize Your thoughts; If you can, take a couple of days to reflect on your speech as you go about your daily tasks. You'll be surprised at the new ideas you'll come up with. Make a list of points you wish to make.

F) Outline the speech; Organize your speech into an outline or onto 3X5 index cards.

G) Choose your delivery; *Speak from an outline*, unless the occasion requires it, avoid a written text. An outline is the most effective way to deliver a speech because your words

sound natural and spontaneous.

Read from a written text – should be done only when a formal record of your speech is more important than its effect on the audience.

Memorize a written text – try to avoid this unless you can really think about what you're saying and not just recite a series of words.

H) Practice the Speech; Deliver your speech to family or friends, or use a tape recorder to gauge your effectiveness and check your time. Practice the speech over and over again – the more you practice, the better it'll be.

How to deliver a Speech

- 1) *Stand erect* with your weight on the balls of your feet, not on your heels.
- 2) *Make eye contact* with members of the audience. If the group is large, pick out 3 or 4 people and maintain eye contact with them.
- 3) *Vary your pitch* to avoid talking in a dull monotone. Emphasize new or important ideas by changing the pitch and volume of your voice.
- 4) *Control your speed* as you speak. Don't talk too fast (the audience won't absorb your message) or too slowly (their attention will wander).
- 5) *Warm up the Audience* by opening with an anecdote, dramatic statement, question, or personal experience.
- 6) *Vary your position* and avoid gripping or leaning on the lectern if you're using one. Use your hands for gestures.
- 7) *Pronounce words clearly*, especially words that sound a lot alike – taken/talking, pass/past, etc.
- 8) *Be aware* of your audience's feelings and reactions, and adapt your style. For instance, if you sense people are getting board, drop a point from the speech.

The “10 Commandments” of Good Speaking (for personal conversations, meetings, addresses etc.)

- 1) Know your subject.
- 2) Treat your audience with respect.
- 3) Be aware of your body language, and your audiences.
- 4) Use vivid language – symbols, images, metaphors.
- 5) Avoid clichés and worn out expressions.
- 6) Use the power of your personality when you speak.
- 7) Build your word power by using the dictionary.
- 8) Don't abuse the privilege of speech by distorting or deceiving.
- 9) Use Dramatic Techniques such as building up to a climax, varying the pitch of your voice, etc.
- 10) Remember that your integrity, intelligence and Humanity have the ultimate power to persuade.

Leadership

Elks have the need for good leadership

We have many leaders

- All Officers
- Committee Heads
- GER, DD, SP, VP, ER , PER's
- All other committees that we make
- Together we can mention over 100

Volunteers

In the Elks, we are working with volunteers, so our leadership tactics must be different. Ordinary People can make an Extraordinary Difference.

Leadership Organization

- Make people feel comfortable
- Greet them with respect
- Make them feel special, wanted and needed
- Get to know the individuals, strengths & weaknesses, likes and dislikes.
- Introduce them with enthusiasm
- Offer to help, don't make someone do something yourself would not do.
- Recognition, we can not pay them so praise them.

Leadership Skills

- Put yourself in their shoes
- Listen more than talk
- Don't blame
- Good Communications
- Thank publicly

How Messages are Received

- Body Language 55%
- Vocal Tones 38%
- Actual Words 7%

Leadership Skills

- Be Patient
- Be Fair
- Be Decisive
- Be Consistent
- Be Helpful
- Most of all "Be Thankful and Recognize"

How to Delegate, Three L's

1. Look for good people.
2. Listen to them.
3. Let them shine.

Delegate does not mean “DUMP”

Delegate means:

- You Trust them.
- You give them ownership.
- You have faith in their performance

Volunteers

When you joined your lodge, did you feel welcome?

Were you greeted with open arms?

Were you treated kindly?

Were you asked to participate and help out?

MOST LIKELY NOT!!!

A survey was taken, why people volunteer

The most significant reason people volunteer is for **continuous recognition** and **appreciation** from their superior's.

Leadership to Volunteers

- To keep volunteers: Show interest in them and in their work by making each one feel warmly welcomed on a regular basis.
- To attract volunteers: Create a plan to make every new person feel welcomed and special.
- Introduce volunteers to others.
- First Impressions are lasting – Dress the Part.

Recognition to Volunteer's

- Thank them at meetings
- Print thanks in bulletin
- Present certificate or plaque at a meeting or ceremony.
- Don't ever forget, if you do apologize and correct.
- Do it often.

Team Building

Characteristics

- Emotions
- Co-operation
- Communications
- Common Goals

Attitude

- Work Together to accomplish a common goal.
- Committed to a common cause.

Communication

- Builds understanding and allows buy-in by Team
- Draws upon each persons talents.

Teamwork

- When everyone is committed to everyone's success.
- Belief in one common Goal.

To Be Successful

- Overcome Adversity.
- Have a will to win, to complete the job at hand.

Empowerment

- Allowing others to be able to make decisions
- Allows for consistent decision environment.

Everyone is important

- Your challenge is to find out how to use the talents of each individual for the common goal.

Ingredients for Success

- Everyone is a volunteer
- Replace inactive members
- Morale – Efficiency
- Good Communications Channels
- Encourage – Motivate – Thank
- Meeting Agenda, hold meetings to stay on top of progress and problems
- List of Responsibilities
- Plan in Advance
- Have Meeting Minutes
- Relay Minutes to Membership

Leadership/Team Building

- Never lose sight of why we are Elks.
- We all must learn to get along and work together.
- If one child does not go to Camp Moore or one Veteran does not get our assistance because of in fighting, then shame on us.
- Imagine how many more people we can help if we all could just get along.
- We must try harder to be good Elks.

Protocol

Protocol is the customs and regulations dealing with ceremonies and etiquette. It is the “How” to properly handle all procedures and courtesies. In the world of Elkdom, it is the dignified way we treat our Grand Lodge, State Association, and Lodge Officers. It is the respect we show to those who have come before us.

Grand Lodge Protocol Manual code 510600

Whom to call!

- 1) First and foremost subordinate Lodges should NOT be calling the Grand Lodge Sponsor or State President on problems until all normal procedures have been exhausted, over a reasonable amount of time.
- 2) Sometimes due to scheduling, things take more then a few days to get back and forth between individuals.
- 3) All problems that arise should be addressed initially within the lodge either through your PER Association or through your PDD's if it can be.
- 4) Problems arising dealing with state association committees should be directed through your district Vice President.
- 5) These problems may include lack of information through district meetings or conflicts between chair people.
- 6) Problems arising dealing with Grand Lodge Issues, such as statutes should be directed to the DDGER.
- 7) These problems may include violations which may require use of the Subordinate Forum.
- 8) These types of problems may require a mediator or help from the Laws Committee.
- 9) No matter which is needed, the calls should go through proper channels and over a reasonable amount of time.

ORDER OF PRECEDENCE

The organizational structure of the Benevolent and Protective Order of Elks is made up of first, the GRAND LODGE, second the STATE ASSOCIATION, and third, the SUBORDINATE LODGE, as follows:

GRAND LODGE

- (a) Grand Exalted Ruler
- (b) Past Grand Exalted Rulers
- (c) Grand Forum
- (d) Grand Lodge Elective Officers
- (e) Grand Lodge Appointive Officers
- (f) Grand Lodge Committee Chairmen
- (g) Grand Lodge Committee Members
- (h) Special Deputy Grand Exalted Rulers
- (i) District Deputy Grand Exalted Rulers

STATE ASSOCIATION

- (a) State President
- (b) Past State Presidents
- (c) State Elective officers: Vice-President, Secretary, Treasurer, and Trustees
- (d) Appointive Officers: Chaplain, Tiler, Sergeant-at-Arms, Committee Chairmen, and Committee Members

SUBORDINATE LODGE

- (a) Exalted Ruler
- (b) Past Exalted Rulers
- (c) Elective Chair Officers
- (d) Other Elective Officers (Secretary, Treasurer)
- (e) Presiding Justice
- (f) Appointed Officers
- (g) Committee Chairmen
- (h) Committee Members

ORDER OF INTRODUCTIONS being brought into lodge or affair

1. Present and Past Exalted Rulers
 2. State Committee Chairmen and Committeemen
 3. Present and Past State Officers
 4. Present and Past District Deputy Grand Exalted Rulers
 5. Present and Past Special Deputy Grand Exalted Rulers
 6. Present and Past Grand Lodge Committeemen
 7. Present and Past Elective and Appointive Grand Lodge Officers
 8. Grand Forum (in order of seniority)
 9. Past Grand Exalted Rulers (in order of seniority)
 10. Grand Exalted Ruler (by the sponsoring Past Grand Exalted Ruler if present)
- If all members are already present in the room then introductions are made in reverse order. Present and Past Exalted Rulers would be last.

WHO SHOULD MAKE THE INTRODUCTIONS BEFORE THE ALTER?

- 1) It is the duty of the Esquire to introduce visiting Elks. However, on special occasions, there are exceptions to this rule.
- 2) A good point to remember is that the visiting guest is the **CENTER OF ATTENTION**. It is a courtesy to your honored guest to eliminate other speeches as these only lengthen the meeting and detract from the emphasis and importance of your guests' speech.

SEATING

Grand Lodge on Left
State Association on Right

INVITATIONS

Invitations to distinguished guests or for those specially invited should always be written invitations. Don't assume that any invitation given verbally will be remembered on the night of your event. If a verbal invitation is given, always follow up with a written

invitation. Written invitations are important because they give the special guest information that they need. Written invitations should include the following information;

- 1) Reason, time and date of the function.
- 2) Advise if partners are invited.
- 3) Advise type of dress.
- 4) If you expect your guest to speak please ask, so they can prepare.
- 5) If guests are from out of town, what time will they arrive, who will be traveling with them and notify them of any special arrangements that have been made for them.
- 6) Invitations to specially invited or distinguished guests should be clearly indicated as complimentary.

How they should be arranged.

- A visit to a Lodge by a Grand Exalted Ruler should be arranged through the Honorable Arthur Mayer, Jr. PGER.
- Invitations from a Lodge to the Honorable Arthur Mayer Jr. PGER should be arranged through the District Deputy Grand Exalted Ruler.
- Invitations from a Lodge to the State President should be arranged through the Vice-President of the District.
- Invitations from a Lodge to the District Deputy Grand Exalted Ruler should be extended directly to the Officer.
- Invitations from a Lodge to the Vice-President should be extended directly to the Officer.

DRESS CODE

- 1) Clinics and Round Table Meetings – always remember you are representing your district and lodge. Exalted Rulers should represent the lodge in proper state attire.
- 2) Training Sessions- work sessions are casual attire, neat and dignified. Exalted Rulers are representing their lodge and should dress accordingly.
- 3) Grand Lodge Convention. State uniform for morning sessions, white dinner jacket tux for State banquet.
- 4) State Convention – state uniform for business sessions and white dinner jacket tux for evening banquet during the summer and black tux for banquet at fall conference.
- 5) Lodge events (for casual events remember to dress with dignity. Wear clothing that is fitting, suitable, proper, and compatible with the occasion).

The Eleven O'clock Toast

The Eleven O'clock Toast should be given only at proper occasions and while mandatory when required by ritual, (where only the official rendition must be given) it may be given at any function where Elks gather. Different variations of the Toast may be given to fit the occasion provided that the Toast is given with respect and dignity.

The Eleven O'clock Toast should not be given by anyone under the influence of alcohol. It may be best to acknowledge "Our absent Members". When the function is predominately non-elks and copious amounts of entertaining have taken place.

When a function has some guests who may not be familiar with the Toast, it is

wise to explain what is about to happen and why we take this time to remember those who could not be with us. Should a guest get out of hand, it is the members' responsibility to inform them that this is a solemn time and proper respect and civil behavior is expected of them.

Lodge Meeting

Protocol starts at home and for Elks that is at our individual Lodges. Our Lodge meetings are where we show pride for our Lodge and respect for our Officers. The opening and closing of the Lodge should be conducted with reverence and dignity at all times. There should be no talking; members should be attentive and respectful. The Lodge meeting is no time for "horse play" and the Exalted Ruler should be fair and firm in dealing with this behavior.

When a member wishes to address the Exalted Ruler, the member should rise and address the Exalted Ruler with their title. Foul language and off color jokes have no place in the Lodge room.

Some Things to Remember

Flowers for the Ladies (always a nice touch)

Good Sound System (Guests get restless when they can't hear)

No Speaker precedes the main speaker

Lodge Officers are the hosts (If your 1 dinner short, guess who's not eating?)

Eleven O'clock Toast (who will give it & should you?)

Patriotic song after Toast

Grand Lodge Officers receive highest respect (Front row!)

Assigned parking (nice touch)

Officer Greeter (Umbrellas and flashlights)

Complimentary Tickets (Inform bartenders and hat check person)

If You Goof! (Correct situation immediately, apologize profusely & promise to never do it again)

Subordinate Lodge Committees

(Grand Lodge Statutes Chapter 13)

- 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.
- 13.020 The Exalted Ruler, at the first meeting after his/her installation, shall appoint a lawyer, if available, as the Presiding Justice of the Subordinate Forum and not less than three members to each of the following committees: Americanism, Auditing, Drug Awareness, Flag Day, Government Relations, Hoop Shoot, Indoctrination, Investigation, Lapsation, Lodge Activities, Membership, Memorial Day, Elks National Foundation, National Service, Public Relations, Social Community Welfare, Visitation, and Youth Activities. Special committees may be appointed for special purposes as the Lodge direct. These committees shall have responsibilities set forth in the following sections.
- 13.030 The Americanism Committee is charged with implementing the patriotic activities planned by Grand Lodge and cooperating with other local organizations in fostering patriotic community endeavors.
- 13.040 The Auditing Committee shall:
- A) Engage an accountant with the approval of the Lodge to audit all books, records and activities of the Lodge, Home, Club or separate corporation of the Lodge for the fiscal year ending March 31.
 - B) Deliver to the auditor the standard audit report forms furnished by the Grand Secretary.
 - C) Receive from the auditor and deliver to the Lodge by June 15 the auditors report which will include a budget comparison.
 - D) Send one copy of the audit report, prior to June 30, to the District Deputy Grand Exalted Ruler and the area member of the Grand Lodge Committee of Auditing and Accounting. Failure to timely submit the report may subject the Lodge to a fine of one hundred (100) dollars. Payment of the fine does not relieve the Lodge of the duty to file the report and continued refusal will be considered Contumacy.
 - E) Secure an audit report of any entity affiliated with the Lodge, which has a fiscal year other than March 31st, within sixty (60) days after the close of the fiscal year.
 - F) Require the use of the Uniform Chart of Accounts provided in Section 4.330
 - G) Act on other matters of finance as the Lodge may direct.
 - H) The Members of the Committee shall continue with their duties until the auditing report is completed for the fiscal year in which appointed and reported to the Lodge and filed with the Grand Lodge as herein directed.
 - I) The committee shall, in the months of July, October and January, review the required record-keeping of the financial affairs of the Lodge and Club and compliance with the approved budget and report at the last regular meeting of the Lodge during those months.

- 13.041 The Drug Awareness Committee is charged with implementing the Drug Awareness Program of the Lodge, the State Association and the Grand Lodge.
- 13.050 The Flag Day Committee shall prepare and carry out all arrangements for “Flag Day Services” as required by the provisions of Section 2.030
- 13.060 The Government Relations Committee is charged with implementing the Government Relations program of the Lodge, its State Association and the Grand Lodge.
- 13.061 The Hoop Shoot Committee is charged with implementing the Hoop Shoot program of the Lodge, its State Association and the Grand Lodge.
- 13.070 The Committee on Indoctrination shall prepare, supervise and conduct a planned program for indoctrination of candidates and their families prior to initiation in order that all candidates and their families may become fully informed as to the good works of Elkdom.
- 13.080 The Investigating Committee shall carefully examine into the character of all applicants for membership, verify their statements made in the application and report there on at the next regular meeting of the Lodge. The Committee shall require that applicants personally appear before the committee and may require the proposer or proposer’s of any applicant to appear before the committee.
- 13.090 The Lapsation Committee shall investigate and report on all delinquencies in Lodge in Lodge dues and employ such means and methods as may be best adapted to prevent the dropping from the rolls of members for nonpayment of dues. They shall also endeavor to restore to membership former members who have been suspended or dropped for nonpayment of dues. The committee shall report as the first meeting of each month.
- 13.091 The Lodge Activities Committee is charged with implementing the Lodge Activities Program of the Lodge, its State Association and the Grand Lodge.
- 13.100 The Membership Committee shall employ such means and methods, not contrary to the Laws of the Order, as may be best adapted to secure applications for membership in the Order and to increase the membership of the lodge.
- 13.110 The Memorial Day Committee shall make all arrangements for the observance of “Elks Memorial Day” and the execution thereof, as required by the provisions of Section 2.020.
- 13.120 The Elks National Foundation Committee shall publicize the Elks National Foundation, 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 Foundation Trustees.
- 13.130 The National Service Committee shall implement the program of the Elks National Service Commission within the Lodge 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 for aid and cooperation as might be requested by our National Government in any emergency and to be available for cooperation in the event of disaster in any local area of the United States.
- 13.140 The Public Relations Committee is charged with implementing the Public Relations Program of the Lodge, its State Association and the Grand Lodge.

- 13.150 The Social and Community Welfare Committee shall have charge and supervision of all matters pertaining to Lodge activities of civic, social and community interest, except those allotted to other committees.
- 13.160 The Visiting Committee shall visit members of the Lodge or other members of the Order reported to be ill, and report at the first meeting after making the visitation.
- 13.170 The Youth Activities Committee shall prepare, supervise and conduct programs for the youth of the community, and have charge, supervision and responsibility for all youth programs of the Lodge, and matters referred to the Lodge by its State Association and the Grand Lodge Youth Activities Committee.
- 13.180 Every committee may request books, documents, papers and other articles as it may deem necessary. Every member of the Lodge notified to appear before a committee, to produce books, papers or other articles in his possession or under their control, shall attend and comply and continue his attendance until dismissed.
- 13.190 The Lodge shall have a Past Exalted Rulers Association or Advisory Committee which shall consist of all Past Exalted Rulers, as defined in Section 1.140 hereof, of the Lodge, which shall advise with and extend its counsel to all Lodge Officers and Committees, and shall have the following duties, subject to the limitations imposed by the Constitution and Statutes of the Order.
- 1) To elect its own officers.
 - 2) To adopt rules for the conduct of its business.
 - 3) To hold meetings and to specify the dates of such meetings.
 - 4) To make recommendations for Lodge Committee appointments and candidates for office.
 - 5) To assist the Exalted Ruler.
 - 6) To engage in and make recommendations in other activities which will promote the good of the Lodge and of the Order.

Lodge Meetings

No short cuts, or to hold a meeting in adjournment, or to be held over to the next scheduled meeting. The Lodge will be properly Opened and Closed as each meeting of each month according to the ritual book. **There are no exceptions!**

The Lodge must have a Quorum consisting of a minimum of two (2) Lodge Chair Officers and seven (7) other “Members” of the Lodge to conduct a meeting. All meetings must follow the “Order of Business” as published in the Ritual Handbook.

- 1) Opening of the Lodge
 - Call to Order
 - Arrangement of Altar
 - Salute to the Flag
 - Opening Prayer
 - Acknowledgement of Exalted Ruler
- 2) Roll Call of Officers
- 3) Reading of Minutes of the Previous Session
- 4) Initiation
- 5) Sickness and Distress (always in order)
 - Lodge of Sorrow for Deceased Member(s)
- 6) Community Activities
- 7) Reports of Committees
- 8) Balloting on Candidates
- 9) Reading of Communications
- 10) Propositions for Membership
- 11) Report of Investigating Committee
- 12) Unfinished Business
- 13) New Business
- 14) Good of the Order
- 15) Bills against the Lodge
- 16) Receipts of the Session
- 17) Treasurers Report
- 18) Closing of the Lodge
 - Return Altar Items
 - Return of Flag
 - Closing Prayer
 - Closing of the Lodge by the Exalted Ruler

District Deputy Grand Exalted Ruler is Responsible for all Lodges in his or her District.

District Vice President is Responsible for all District and Lodge Committee Chair people.

What makes a meeting successful?

It takes a team of people who actively exchange ideas to accomplish goals.

To help ensure success, group members should: *understand the meetings purpose*. A lot can be accomplished when people have a clear sense of direction. Some of the common goals of meetings are to;

- 1) Exchange information
- 2) Solve problems
- 3) Make decisions
- 4) Share concerns
- 5) Explain issue

Pool their knowledge; meetings bring together people with different ideas and experiences. Members have an opportunity and a responsibility to:

- 1) Express thoughts
- 2) React to other's ideas
- 3) Combine their skills to reach solutions

Why is participation important? Because your ideas, comments and suggestions can benefit:

Your Organization. Active and positive participation helps to:

- 1) Achieve the goals of the meeting
- 2) Promote the group's objectives
- 3) Improve teamwork and morale

You Your involvement can help you polish your skills in:

- 1) Communication, because meetings allow you to gain experience in expressing yourself.
- 2) Leadership, since you can learn a great deal by observing and following examples of successful group leaders.

Be Prepared You can help the meeting run smoothly if you do your homework!

- 1) Know the purpose of the meeting so you can determine how you can contribute to the meetings success
- 2) Research any available background information before the meeting so you can be more knowledgeable, valuable meeting member.
- 3) Review agenda carefully. It will acquaint you with the specific issues to be discussed.
- 4) Ask questions before the meeting about anything you don't understand. Questions show your concern for the meetings success.
- 5) Understand why you are there. You're more likely to participate actively if you know what's expected of you.

Practice Good Meeting Manners proper etiquette can help ensure that goals are met according to schedule

- 1) *Arrive on time* - Latecomers may delay the meeting, create confusion or break the flow of progress
- 2) *Avoid unnecessary interruptions* - In most cases, phone calls, messages etc. can wait until the meeting is over
- 3) *Refrain from Distractions* – This includes whispering to your neighbor, doodling, shuffling papers, etc.
- 4) *Observe specific time limits* – This will allow others a chance to speak and helps ensure that all issues on the agenda are covered.
- 5) *Stay until the end* – Important follow-up plans are often made during the final minutes of a meeting.

Good Communication, a skill worth building

When others speak;

- 1) *Listen Carefully* – each speaker deserves your full attention. But being attentive isn't just a matter of politeness. Careful listening prevents you from missing valuable information and allows you to take accurate notes.
- 2) *Be Courteous* – Treat all members in the same way you'd like them to treat you. Don't interrupt speakers. Never distract others with inappropriate remarks or actions.
- 3) *Respect opinions* – Everyone has the right to express opinion. Avoid making hasty judgments of others' ideas. Allow others to express their ideas completely before you offer comments.
- 4) *Consider suggestions* – Don't become defensive when others express ideas that conflict with yours. Instead, use their suggestions to refine and develop your own ideas.

When you speak:

- 1) *Express yourself clearly* – Good pronunciation (saying sounds correctly) and enunciation (saying sounds distinctly) will be appreciated by your listeners. Proper volume and tone also enhance delivery. Be sure that you face the group; don't talk down or away from your audience.
- 2) *Summarize as needed* – Sometimes your remarks may be long and complex because of the topic of discussion. In such cases, you can help your listeners by summarizing your main points before you finish speaking.
- 3) *Include everyone* – Make all group members feel that you're speaking to each of them. Never direct your comments only to the person beside or opposite you.
- 4) *Offer suggestions* – Most people welcome good advice. Don't hesitate to make suggestions, but offer them at an appropriate time and in a positive manner.

Be effective when running your meeting. This is your chance to share your knowledge on subjects of importance to the group.

Delivery

- 1) *Speak Naturally* - from your notes. Avoid reading or memorizing your speech or information.
- 2) *Gauge your volume* – any spoken word that can't be heard loses the audience's interest. If people in the back of the room must strain to hear you, speak louder.
- 3) *Establish eye contact* – to help the audience feel involved in what you're saying. Staring at the floor or back wall detracts from your words.
- 4) *Be aware of nervous habits* – that can be distracting, such as repetition of certain words, pacing and long phrases.
- 5) *Be honest* – if you can't answer a question, don't try and bluff. Tell them you will get back to them with the information.

Bringing the meeting to a close, people appreciate meetings that end on time, but no meeting should adjourn without;

- 1) *Tying up loose any ends* – Sometimes it's impossible to cover every item on the agenda. However avoid hasty decisions that may be regretted later. Instead table uncovered issues until the next meeting.
- 2) *Follow up assignments* – To help guarantee that action is taken on decisions, it's important to know:
 - A) Who is responsible for carrying out the decision?
 - B) What is to be done?
 - C) How action is to be carried out.
 - D) When the work should be completed.
- 3) *A summary of decisions* – To help refresh the memories of group members, a quick recap of decisions made and actions to be taken can be helpful. This review can also help prevent confusion later

After the meeting ends, plans must be put into action.

- 1) *Review minutes* – or memos of the meeting, if they are available.
- 2) *Complete any assignment* – you've been given. Unless you take your responsibility seriously, the time everyone has invested may be wasted.
- 3) *Ask Questions* – about anything in the memos or minutes that confuse you. Seek help if you don't understand your assignment.

Now is the time to put ideas to work!

Roberts Rules of Order

Introduction to Roberts Rules of Order

The book on Roberts Rules is available from your lodge secretary

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, which allows everyone to be heard and to make decisions without confusion.

Why is it Important to know?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. So it's important that everyone know these basic rules!

Organizations using Robert's Rules usually follow a fixed order of business.

Below is a typical example which should look familiar to you:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment

NOTE: The Elks Order of Business may be found in the RITUAL of the Subordinate Lodges booklet.

Motions

A motion is a proposal that the entire membership take action or a stand on an issue.

Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

- 1. Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions. Roberts Rules of Order states before a member can speak during a

meeting, they must first rise to be recognized by the chairman. Until this is done he is out of order and has no voice.

2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.

3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.

4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor

- a. Wait until the last speaker has finished.
- b. Rise and address the Chairman by saying, "Mr. Chairman, Mr. President or in our case Exalted Ruler."
- c. Wait until the Chairman recognizes you.

2. Make Your Motion

- a. Speak in a clear and concise manner.
- b. Always state a motion affirmatively. Say, "I move that we." rather than, "I move that we do not ...".
- c. Avoid personalities and stay on your subject.

3. Wait for Someone to Second Your Motion

4. Another member will second your motion or the Chairman will call for a second.

5. If there is no second to your motion it is lost.

6. The Chairman States Your Motion

- a. The Chairman will say, "It has been moved and seconded that we ..."
" Thus placing your motion before the membership for consideration and action.
- b. The membership then either debates your motion, or may move directly to a vote.
- c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.

7. Expanding on Your Motion

- a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it. Once a person has spoken on a subject, they may speak again provided the floor is not claimed by a person who has not spoken on the subject.
- b. The mover is always allowed to speak first.
- c. All comments and debate must be directed to the chairman. The Exalted Ruler should alternate people he/she recognizes if they know who is for or against the question.
- d. Keep to the time limit for speaking that has been established.
- e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

8. Putting the Question to the Membership

- a. The Chairman asks, "Are you ready to vote on the question?"
- b. If there is no more discussion, a vote is taken.
- c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. **By Voice** -- The Chairman asks those in favor to say, "Aye", those opposed to say "no". Any member may move for an exact count.
2. **By Roll Call** -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. **By General Consent** -- When a motion is not likely to be opposed, the Chairman says; "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. **By Division** -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. **By Ballot** -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. **Motion to Table** -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. **Motion to Postpone Indefinitely** -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken.

Also, debate is once again open on the main motion. Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

Other important Rules we use regularly.

- 1) **Nomination of Officers.** They need not be seconded as well as Point of Order, committee and board recommendations or consideration of a question to name a few.
- 2) **Motions that cannot be amended.** Nominations or calling for voting to mention a couple.
- 3) **Motion that can not be debated.** Point of order, withdraw of a motion, take a recess and the like.
- 4) **Voting on Membership.** Can only be done with ballot boxes.
- 5) **A motion to table.** This motion takes precedence over all other motions and so is never out of order. It is not debatable and cannot be amended. No motion can be applied to it, nor can it be voted upon until it is removed from the table. A majority vote can never be obtained to override the motion.
- 6) **To remove a tabled motion.** This can be done at the end of the session after all other business has been completed and before final adjournment by a majority vote of the members present.
- 7) **Committees.** The first person named on a committee is the chairman. In their absence the second assumes that position unless outlined by statutes or By Laws or by majority vote of the committee if not a violation.
- 8) **Debates.** No person shall speak more than twice on the same subject and then only if all others have had the right to speak. Making a suggestion or asking a question is not considered speaking on the subject.
- 9) **Point of Order.** This move is to be recognized by the chairman immediately at all times and corrected it in order.
- 10) **Voting.** Not all questions can be voted upon by a show of hands or a voice

vote but must be done by a written ballot or secret ballot as called for in the Grand Lodge Statutes such as for new members and life membership. Using the wrong method of voting would declare the ballot null and void. Some approvals require a two-thirds majority vote rather than just a majority vote. By Laws require only a majority vote where a secret ballot with a two thirds majority vote is required for a life membership (Statute 14.260). Two-thirds majority vote is also required for new membership in the lodge (Statute 14.030) using the ballot box.

17) Attending a meeting. There are certain times when a member is not allowed to enter or leave the lodge room during a meeting. The inner guard should be made aware of these times as one of there duties. Those times being, the opening and closing of the lodge, during initiation of members, reading of minutes and balloting on candidates.

18) Conduct of members. Drinks are never allowed at a session. (Page 35 of protocol)

19) Answering the lodge door. Only members of the lodge are permitted to open the door for nonmembers.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, BE COURTEOUS.

Guidelines for Instant Win Raffles

- **1) Permit Process:** (This section is applicable to ALL Games of Chance, Bingo, Raffles and Instant Win Tickets, Etc.)
- A) **GET ID NUMBER:** Before running any Game of Chance, the Organization must register with the Legalized Games of Chance Commission and get an ID Number. The registration must be renewed every two (2) years. To obtain the forms, please call (973) 648-2710. Fee is \$500.00.
- B) Once the Organization has an ID, you must then apply for a license from your municipality for each Game of Chance that you run. For Instant Win Raffle Games, the State fees are \$10.00 for each day you will be selling the ticket(s) or you can purchase a one year license for \$50.00.
- Note: In addition, your municipality may charge their own fee which cannot be more than the fee charges by the Control Commission.
- C) **AUXILIARIES:** If your Auxiliary is running a Game of Chance, they must register separately and obtain their own permit.

General Conduct of Games of Chance: (This section is also applicable to ALL Games of Chance, Bingo, Raffles and Instant Win Tickets, etc.)

- A) **One Member in Charge:** The Organization must have ONE member in charge of each Game of Chance who shall be responsible for the conduct of the Game, keeping the records and making the required reports. This person is required to be familiar with the rules covering the game they are running.
- B) **Separate Bank Account:** The Organization must maintain a separate bank account for all proceeds derived from the conduct of the Games of Chance and from where the Organization pay expenses. The State definitely looks for this!
- C) **Use of Proceeds:** The entire NET proceeds derived from a Game of Chance must be devoted to AUTHORIZED CHARITABLE PURPOSES.
- D) **Only active members** of the Organization can participate in conducting the Game of Chance.
- E) **Display of License:** The License must be conspicuously displayed at the place where the game is being conducted. Also, the Organization must display a sign, which states “Is Gambling a Problem for you or someone in your family? Dial 1-800-GAMBLER”.
- F) **Age Limit:** No one under age 18 is permitted to participate in a Game of Chance. The Organization is required to post a sign stating “Persons under the age of 18 years are not permitted in this Game of Chance”.
- G) **Inspection of Premises:** Agents of the Control Commission or your Municipality have the right to inspect your premises at any time. If violations are found, the Agents can shut down your game, bring charges, impose fines, penalties and suspend your license. In addition, the ABC may be called in to investigate.

- H) **Prohibited Prizes:** The Organization cannot offer or award any prize consisting of real estate, bonds, stock, securities, weapons, live animals, personal or professional services, ALCOHOLIC BEVERAGES (no baskets of cheer), foreign or domestic coins, tobacco products, motor vehicle leases.
- I) **Reporting Requirements:** The Organization must file a Report of Operations with the Control Commission for each Game of Chance that is run. The report MUST be filed no later than the 15th day of the calendar month following the month in which the game was held.
 - **Form of Report** – The report of operation shall be on the form provided by the Control Commission. Forms can be obtained by contacting the Municipal Clerk. The report shall contain the following information:
 - 1) Gross Receipts derived from each game;
 - 2) Expenses incurred or paid, to whom paid and a description of the merchandise purchased or the services rendered thereof;
 - 3) NET PROFIT from each game and the uses to which the net profit has been or will be applied; and
 - 4) A list of prizes offered or given and their respective values.
 - 5) When a game is not held on the date it was supposed to, file a report to that effect with the Control Commission.
- J) **Failure to File a Report:** If the Organization does not file a report as required, no further licenses will be issued to your Lodge, and any existing license will be suspended until the Lodge is in compliance.

Conduct of Instant Win Raffles.

- (This section is specifically applicable to the use of tear off tickets.)
- OK, now that you have your ID#, your permit, your separate bank account number, WHAT DO YOU DO NOW?

Buying the Tickets (The Deal):

- 1) The Organization can only buy tickets (The Deal), from licensed distributors.
- 2) No deal shall be sold unless the prize schedule is structured to pay out at least 65% of the IDEAL GROSS RECEIPTS to the players.
- 3) The Lodge must pay for the tickets on the date of delivery by check drawn on the Games of Chance account. Do not pay by cash, post dated check or purchase on credit.
- 4) Broken Seal – Do not accept or use a package of tickets is opened or whose seal or outside tape has been tampered with in any way.
- 5) Also, do not sell, or otherwise provide any Instant Raffle Game to another registered organization.

Setting Up the Game:

- (Now you have this BIG PACKAGE of TICKETS, WHAT DO YOU DO NEXT)?
- 1) The Tickets – All tickets in a Deal must be placed in a receptacle and the deal shall be thoroughly mixed prior to sale.
- 2) The Flare Sheet – Each deal comes with a Flare Sheet describing the game. The Flare for each instant raffle deal in play must be conspicuously posted in full view

of the players at the location where the game is held. The Flare shall contain at least the following information:

- 1) The name of the game;
- 2) The manufacturer's name or registered trademark or logo;
- 3) The form number;
- 4) The prize structure;
- 5) The cost per play; and
- 6) The game serial number.
- 3) If an original flare is lost or damaged beyond use, the Organization must get a replacement from the distributor. The game shall be removed from play until the replacement flare is obtained.
- 4) The Organization cannot post a copy of facsimile or any flare which has not been provided by the distributor of the game.

Running the Game:

- 1) Picking Tickets – No player shall physically hand pick his ticket from the receptacle.
- 2) Price per Ticket – A single ticket may not cost more than \$1.00 and must be sold for the price stated on the ticket.
- 3) Number of Tickets per Deal – No deal shall contain more than 4,000 tickets. (Except for co-mingled Deal, which are discussed below).
- 4) Paying a Winner – When a winning ticket is presented, the Organization must identify that the serial number and form number match the serial number and form number of the deal in play before paying. You MUST VOID the winning ticket by punching out or marking it. (Be sure not to deface the area which displays the winning number or symbol.) Then pay the winner. Payment can be made in cash. If the prize falls within one of the top two (2) prize tiers on the Flare Sheet, Cross off the prize.
- 5) The Organization cannot award a prize to any player who attempts to redeem a ticket which has been marked, defaced or tampered with in any manner.
- D) **Deals with Seal Cards:** Some deals come with a Seal Card, it's like a bonus number, a second chance to win. If you buy a deal with a Seal Card, you must display the seal card in full view of the players. Names of holders of instant raffle tickets which contain the matching numbers on the seal card shall be printed on the seal card. When a seal card is full or all the tickets have been sold, the seal shall be removed to reveal the prize and winner.
- E) **Commingling Deals:** The Organization may commingle a maximum of two deals. The two deals shall be thoroughly mixed and shall be placed in the same receptacle. The two deals must be exactly identical as to type, form number, name of game, cost per player, and number of tickets. Therefore, if two deals are mixed, you can have up to 8,000 tickets in the game.
- F) **Closing the Game:** If all prizes in the top two winning tiers of an instant raffle game have been awarded, the Organization can close that game and account for the actual profit from each deal. If you close a game in which some tickets remain unsold, you must retain all unsold raffle tickets for a period of three years.
- G) **Record Keeping for the Tickets:**

- 1) The Organization must keep the following records for three (3) years from the last date on which the instant raffle game was conducted:
 - 1) The Flares;
 - 2) All redeemed defaced winning instant tickets;
 - 3) All unsold instant raffle tickets;
 - 4) An accounting of each deal's;
 - I) Gross Receipts;
 - II) Prizes Awarded;
 - III) Cost of the deal; and
 - IV) Net Proceeds
 - 5) Date each deal was placed into play; and
 - The number and value of redeemed instant raffle tickets.
 - 6) The following records must be available at the location where instant raffle game is held, during the period of time the game is being held:
 - 1) The name of the game;
 - 2) The form number;
 - 3) The serial number;
 - 4) The price to play each game sold or offered for sale;
 - 5) The actual Gross Receipts of each game; and
 - 6) The number and value of all instant tickets redeemed.
 - H) ***Recall of Tickets***: If ever the Organization finds that you have a defective pack of tickets, or are notified by the State or the Distributor that there is a recall of your tickets you must immediately stop selling the tickets, return them to the distributor for a full refund and notify the Commission in writing that you have returned the deal to the distributor with a copy of the sales invoice.

Lodge Statutory Committee Chairpersons

(As Required under Section 13.020)

PLEASE COMPLETE IMMEDIATELY! Type clearly, making certain that spelling is correct and return to your District Deputy on or before the APRIL CLINIC. Should and changes occur, in Chairpersons or addresses; please NOTIFY the Grand Secretary's Office and your District Deputy.
PLEASE USE FULL NAMES, INCLUDE AREA CODE FOR ALL PHONE NUMBERS AND
IF P.O. BOX IS USED BE SURE TO ADD STREET ADDRESS FOR UPS DELIVERY

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| LODGE NAME: | NO: | DISTRICT | STATE: NJ |
| EXALTED RULER: | | | |
| Email Address: | Res.: () | | Bus.: () |
| Mailing Address: | City: | State: NJ | Zip Code: |
| UPS Address: | City: | State: | Zip Code: |

AUDITING AND ACCOUNTING CHAIRPERSON

(Sect 13.040)

AUDITING:

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| E-Mail Address: | Res.: () | | Bus.: () |
| Mailing Address: | City: | State: NJ | Zip Code: |
| UPS Address: | City: | State: | Zip Code: |

COMMUNITY ACTIVITIES CHAIRPERSON

(SECT. 13.040)

COMMUNITY ACTIVITIES:

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| UPS Address: | City: | State: | Zip Code: |

ELKS NATIONAL FOUNDATION CHAIRPERSON

(Section 13.120)

NATIONAL FOUNDATION:

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| E-Mail Address: | Res.: () | | Bus.: () |
| Mailing Address: | City: | State: NJ | Zip Code: |
| UPS Address: | City: | State: | Zip Code: |

MEMBERSHIP

(Sect 13.100)

MEMBERSHIP CHAIRPERSON:

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INDOCTRINATION COORDINATOR:

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INVESTIGATION COORDINATOR:

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LAPSATION COORDINATOR:

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YOUTH ACTIVITIES

YOUTH ACTIVITIES CHAIRPERSON:

(Sect. 13.170)

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| E-Mail Address: | Res.: () | | Bus.: () |
| Mailing Address: | City: | State: NJ | Zip Code: |
| UPS Address: | City: | State: | Zip Code: |

DRUG AWARENESS COORDINATOR:

(Sect. 13.041)

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| E-Mail Address: | Res.: () | | Bus.: () |
| Mailing Address: | City: | State: NJ | Zip Code: |
| UPS Address: | City: | State: | Zip Code: |

Lodge:**Number:****State: NJ****YOUTH ACTIVITIES (cont'd)****“HOOP SHOOT” COORDINATOR:**

(Sect 13.061)

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| E-Mail Address: | Res.: () | Bus.: () | |
| Mailing Address: | City: | State: NJ | Zip Code: |
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SOCCKER SHOOT COORDINATOR:

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| E-Mail Address: | Res.: () | Bus.: () | |
| Mailing Address: | City: | State: NJ | Zip Code: |
| UPS Address: | City: | State: | Zip Code: |

LODGE ACTIVITIES**LODGE ACTIVITIES CHAIRPERSON**

(Sect: 13.0910)

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| Mailing Address: | City: | State: NJ | Zip Code: |
| UPS Address: | City: | State: | Zip Code: |

AMERICANISM COORDINATOR:

(Sect. 13.030)

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| E-Mail Address: | Res.: () | Bus.: () | |
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| UPS Address: | City: | State: | Zip Code: |

FLAG DAY COORDINATOR:

(Sect. 13.050)

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| E-Mail Address: | Res.: () | Bus.: () | |
| Mailing Address: | City: | State: NJ | Zip Code: |
| UPS Address: | City: | State: | Zip Code: |

GOVERNMENT RELATIONS COORDINATOR:

(Sect. 13.060)

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| E-Mail Address: | Res.: () | Bus.: () | |
| Mailing Address: | City: | State: NJ | Zip Code: |
| UPS Address: | City: | State: | Zip Code: |

MEMORIAL DAY COORDINATOR:

(Sect. 13.110)

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| E-Mail Address: | Res.: () | Bus.: () | |
| Mailing Address: | City: | State: NJ | Zip Code: |
| UPS Address: | City: | State: | Zip Code: |

NATIONAL VETERANS SERVICE COORDINATOR:

(Sect. 13.130)

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| E-Mail Address: | Res.: () | Bus.: () | |
| Mailing Address: | City: | State: NJ | Zip Code: |
| UPS Address: | City: | State: | Zip Code: |

PUBLIC RELATIONS COORDINATOR:

(Sect. 13.140)

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| E-Mail Address: | Res.: () | Bus.: () | |
| Mailing Address: | City: | State: NJ | Zip Code: |
| UPS Address: | City: | State: | Zip Code: |

VISITING COMMITTEE COORDINATOR:

(Sect.13.160)

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| E-Mail Address: | Res.: () | Bus.: () | |
| Mailing Address: | City: | State: NJ | Zip Code: |
| UPS Address: | City: | State: | Zip Code: |

ACCIDENT PREVENTION MANAGER:

(Sect.12.070)

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| E-Mail Address: | Res.: () | Bus.: () | |
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| UPS Address: | City: | State: | Zip Code: |

RELIEF

(Sect. 13.010)

- | | |
|--------------------|----------------------|
| 1. Exalted Ruler: | 4. Lecturing Knight: |
| 2. Leading Knight: | 5. Secretary: |
| 3. Loyal Knight: | 6. Treasurer: |

COMPLETE IMMEDIATELY AND RETURN TO YOUR DISTRICT DEPUTY

**NEEDED FOR THE STATE ASSOCIATION:
HANDICAPPED CHILDREN COORDINATOR:**

| | | | |
|------------------|-----------|-----------|-----------|
| E-Mail Address: | Res.: () | Bus.: () | |
| Mailing Address: | City: | State: NJ | Zip Code: |
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PARADES COORDINATOR:

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| E-Mail Address: | Res.: () | Bus.: () | |
| Mailing Address: | City: | State: NJ | Zip Code: |
| UPS Address: | City: | State: | Zip Code: |

SCHOLARSHIP COORDINATOR:

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| E-Mail Address: | Res.: () | Bus.: () | |
| Mailing Address: | City: | State: NJ | Zip Code: |
| UPS Address: | City: | State: | Zip Code: |

Conferences, Conventions & Reunions

The Wildwood Reunion is held Thursday night, Friday and Saturday in the beginning of June. The Exalted Ruler should attend all activities during the weekend. The party on Thursday night is by invitation only from the outgoing State President. The business session Friday morning begins promptly at 8:45 AM and is mandatory. Dress is State jacket and tie. The afternoon session features the Installation of new State Officers, State Awards, and begins at 1:30 PM. Be on time to support our new State President, new District Vice Presidents, State Trustees, and appointed State Officers. Dress is State jacket and tie for Exalted Rulers, and casual for guests. The State Presidents Inaugural Ball begins at 6:30 PM Friday evening and is free for Exalted Rulers whom are required to attend. Dress is summer formal. The parade is on Saturday and contact your District Parades Chairman for start times.

Grand Lodge Convention; The Exalted Ruler is required to attend the following; the opening ceremonies, (state uniform). The business sessions, Monday – Thursday, (state uniform). The Exalted Ruler’s luncheon, (state uniform). The State Banquet, summer formal, (Tux with white jacket). The state theme parties dress is based on the theme chosen.

Fall Conference; The Exalted Ruler is required to attend, the Memorial Service Friday Night, (state uniform). The business session Saturday Morning and afternoon, (state uniform). Exalted Rulers should show support for the 11:00 Toast and Flag Charge contestants. State Banquet, Saturday Night, (formal, tuxedo).

Regular Meeting Situations for Exalted Rulers.

The most effective way of showing these situations is by role playing. A trainer plays the role of the member (two members for the dialogue in number 2) and let the Exalted Ruler act as if it were at an actual meeting. Call upon the other leading knights present to give their opinion, after the Exalted Ruler has taken action, before you give your recommended solution or course of action which the Exalted Ruler should take.

1. Member gets up and says, “I am a cat lover and I don’t believe the Elks do enough to protect the well being and safety of domestic cats. I think we should have a committee to expand our charitable donations to include domestic cats.” What do you do?

You can tell the member that this is beyond the scope of the charities that we support . . . or . . . you can say that you are not sure about the feasibility and desirability of such a proposal, but you will form a special committee to investigate it and the member who proposed it will chair that special committee and that member should be prepared to give a comprehensive report at the next meeting, can be affective. Note: This forming of a special investigatory committee and putting the person who has come up with an idea you think outlandish, but not so outlandish that you should criticize the member for the idea. Most of the time you will not see the member at the next meeting and other members will be discouraged from introducing outlandish ideas.

2. Drug Awareness Chairman gives a report on drug awareness and the upcoming “Walk Out on Drugs.” Another member starts asking the Drug Awareness Chairman questions about the walk out on drugs. After getting an answer he asks more questions directly to the Chairman and they have a dialogue. What should you do about this?

All questions and comments must be made to the Exalted Ruler. The Exalted Ruler may elicit an answer from the Drug Awareness Chairman, but there should never be any discussion between members.

3. Member gets up and unknown to other members that he was going to do so, proposes John Doe for Honorary Life Membership. He says we can do this by a hand vote because the last time we voted on an Honorary Life member, it was by a hand vote. It is true that the last Honorary Life Member was 6 months before and was proposed in the same way with a hand vote being taken. What do you do?

(See Annotated Statutes Section 14.270) If there was an error, it must not be compounded. The procedure for being elected to an Honorary Life Membership requires a written nomination at a regular Lodge meeting, setting forth the distinguished services rendered. The Exalted Ruler then sets a date for the balloting on the nomination, which shall be not later than the third regular meeting after the nomination. All members must receive notice of the balloting at least 10 days prior to the date on which the vote will be

taken. Balloting is by secret ballot and 2/3 vote is required to elect to Honorary Life Membership.

NOTE: Where this took place in a Lodge, they were required to re-vote the prior election by hand vote and to follow the statute procedure without deviation.

4. Member gets up and says “there are members who never come to meetings and by closing the bar during the meetings, we are losing a lot of money. I make a motion that the bar remain open during meetings so that those members who support our bar but don’t come to meetings can continue to drink and bring in money to the lodge. What is your response?”

This is an improper motion and contrary to Grand Lodge Statutes and cannot be accepted by the Exalted Ruler, who after refusing to accept the motion can explain why. (See Annotated Statutes Section 16.090, which says that “All Homes, Clubs, Club Rooms and Social Parlors shall be closed during the hours of all regular and special meetings of the Lodge, except ... non member spouses and minor children ... Any Lodge violating this Section under any pretext whatever shall be liable to a forfeiture of its Charger.”

5. A member jumps up and says the House Committee was unfair in raising the prices of drinks by \$.25 a drink. He makes a motion for the prices of drinks to be reduced back and to nullify the \$.25 a drink increase. What do you do?

The Exalted Ruler should advise him and the other members present of the Grand Lodge Statutes making this an exception to the general rule about the actions and decisions of the supervising or managing body being subject to the control and direction of the Lodge.

(See Annotated Statutes Section 16.040) . . . the actions and decisions of the supervising or managing body provided for therein (Lodge By-Laws) shall at all times be subject to the control and direction of the Lodge; except those actions and decisions pertaining to an employment relationship and the fixing of prices for goods and services.

PURPOSE

The purpose of this initiative is to get new members familiar with the works of the Order. The understanding of the work we do to help others and more specifically the need from others for our help will be understood from completing the initiative. The goal of the initiative is simple. It is to give new members the heart felt understanding of what it means to be an Elk. We hope every new member will complete the initiative and become the type of Elk that will commit to helping their fellow man.

Name of new member and number (print)

Signature

Address

Phone: _____

Exalted Ruler's signature

Lodge: _____

Date: _____

TO ACCOMPLISH THIS

You should complete 2 of the following 5 items.

Visit Elks Camp Moore (seasonal), or one of the treatment centers.

Visit a Veterans Hospital or Veterans Home.

Become a member of the Elks National Foundation.

Read the History of the Order of Elks (1868-1988).

Work on a charitable affair. Handicapped Children's Ball, Veterans outings or dinners, Youth Scholarship Programs, Youth Athletic Programs.

You should complete 4 of the following 8 items.

Sponsor a New Member.

Read "What it means to be an Elk."

Assist in our Elks Hoop Shoot.

Assist in our Elks Soccer shoot.

Participate in our Flag Day or Memorial Service Programs.

Participate in a Community Service Projects. I.E. Scouting, Food baskets, Holiday gift drives, Our Elks Army of Hope for the families of those serving our country.

Attend a minimum of 3 Lodge meetings.

Participate with lodge representative, in Eagle Scout, Gold Scout Award or other scouting or youth award programs.

B.P.O.E.

Best People On Earth?

There has to be something to an organization whose catch phrases are; “An Elk never stands as tall, as when they stoop to help a handicapped child.” Or “As long as there is a Veteran the Benevolent and Protective Order of Elks will never forget them.” We have had a lot of people come in and leave our organization without ever understanding what we do, or are about. This initiative is to get you, our new member, familiar with the great work we do to help others.

The following program is designed, so when completed by you, it will give you an understanding as to why we are so important to those who need our help. Our hope is at its completion, you will consider B.P.O.E., as many of us do, to stand for the Best People On Earth. And be forever touched, in your heart by our good works. B.P.O.E. expenditures for charity by 25-year increments since starting in 1868.

| | |
|-----------------|-----------------|
| First 25 years | \$179,374 |
| First 50 years | \$8,296,646 |
| First 75 years | \$56,684,852 |
| First 100 years | \$214,099,221 |
| First 125 years | \$1,468,505,543 |

Source; “What it Means to be an Elk”

General Character

The Order of Elks is an organization of American citizens who love their country and desire to preserve its cherished institutions; who love their fellow man and seek to promote their well being; and who love the joyousness of life and endeavor to contribute to it, as well as to share it.

The Order questions no person’s religion; nor bars them on account of their creed. It is not concerned with one’s political affiliations. And it does not permit religion or politics to be injected into, or to have any affect upon, its fraternal deliberations, national or otherwise.

It lures no person to its doors by any promised material benefits, which might appeal to their self-interest. It pledges no support to the furtherance of personal ambitions. It is beneficent, not merely benevolent, and that it is nobler to serve than be served; that laughter is better than tears, a kind word more potent than a frown; and that life is all the sweeter for a song.

From, “History of the Order of Elks.”



New Jersey State
Elks Association

New Member
Involvement
Program
2005

