



**CONSTITUTION
AND
BYLAWS
OF THE
OHIO ELKS ASSOCIATION**

*As revised and updated the eighteenth day of
April Two Thousand and Nine*

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APPROVAL

Pursuant to applicable provisions of the Grand Lodge Statutes, the following Amendments to the Constitution and Bylaws of the Ohio Elks Association of the Benevolent and Protective Order of Elks, have been examined and are hereby approved this 25th day of May, 1999.

Committee of Judiciary:

David E. Nething, Chairman
Joseph L. Amendola
James L. Nichelson
Leon A. Karjola

Michael A. Korb, Jr.
Arlis W. Johnson
Alfred M. Lama
Joseph F. Wilson

Final No. 99JN050

CERTIFICATE

We, David A. Mix, President, Lee O. Young, Secretary/Treasurer of the Ohio Elks Association, of the Benevolent and Protective Order of Elks of the United States of America, do hereby certify that the following proceedings were duly and regularly had in connection with the proposed amendment of the Constitution and Bylaws of said Association, under Article III, Section 20 of the Constitution of the Order and other applicable provisions.

That prior to January 18, 2009, written resolutions to amend said Constitution and Bylaws of the Association were duly filed with the Secretary/Treasurer, and notice was duly given in writing to the member lodges of the Association that a vote would be held upon such motion more than 10 days hence and at the regular meeting of April 18, 2009.

And that, at said regular meeting of April 18, 2009, a quorum was present, and said Resolutions to amend the Constitution and Bylaws were presented, approved, and adopted by a majority vote of the delegates attending and voting.

IN WITNESS WHEREOF, WE HAVE HEREUNTO AFFIXED OUR SIGNATURES AS President and Secretary/Treasurer, and have caused the seal of the Ohio Elks Association to be affixed this 18th day of April, 2009.

David A. Mix, President

Lee O. Young, Secretary/Treasurer

COMMITTEE OF REVISION AND UPDATING

James L. Nichelson, Chairman

Thomas A. Biggs

Don Prochnow

Michael C. Stanley

Lee Young

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CONSTITUTION OF THE OHIO ELKS ASSOCIATION

ARTICLE I

Section 1. Name

This Association shall be known as “THE OHIO ELKS ASSOCIATION,” hereinafter called the Association.

Section 2. Purpose

It shall be the purpose of the Association to promote, in the State of Ohio, the best interests of the Benevolent and Protective Order of Elks of the United States of America, to further mutual assistance and good fellowship among the members of the several lodges, and to advance and develop ways and means beneficial to the lodges of the Order located in said state.

Section 3. Membership

Every lodge in the State of Ohio, in good standing with the Grand Lodge of the Benevolent and Protective Order of Elks of the United States of America, shall be eligible for membership in this Association upon complying with all provisions of this Constitution and Bylaws. A new lodge instituted in the State may be a member in the Association upon institution. The new lodge shall not be assessed the annual charge until after the first annual meeting of the Association following its institution.

Section 4. Delegates and Representatives

(A) The legislative powers at all meetings of the Association shall be vested in delegates and representatives.

(B) Delegates. Each member Lodge may have as delegates: its Exalted Ruler, all Past Exalted Rulers in good standing, and five (5) additional delegates and five (5) alternate delegates, said alternates acting for, but only in the absence of, a said additional delegate.

(C) Representatives. All officers, all state chairmen of committees, all Past State Presidents of the Association; and all members of Ohio lodges currently Grand Lodge officers or committeemen.

Section 5. Districts

The following redistricting for lodges within the State of Ohio is effective as of April 1, 2009: (Executive Order No. 08-097)

(A) **DISTRICT 6840** (NORTH CENTRAL) Shall consist of the following lodges: Marion Lodge No. 32, Mansfield Lodge No. 56, Mt. Vernon Lodge No. 140, Bucyrus Lodge No. 156, Sandusky Lodge No. 285, Elyria Lodge No. 465, Norwalk Lodge No. 730, Bellevue Lodge No. 1013, Galion Lodge No. 1191, Lorain Lodge No. 1301, Wooster Lodge No. 1346, Ashland Lodge No. 1360, Willard Lodge No. 1370 and Lexington/Shelby Lodge No. 2554.

(B) **DISTRICT 6880** (NORTHEAST) Shall consist of the following lodges: Willoughby/Cleveland Lodge No. 18, Canton Lodge No. 68, Ashtabula Lodge No. 208, Conneaut Lodge No. 256, Warren Lodge No. 295, Salem Lodge No. 305, Massillon Lodge No. 441, Alliance Lodge No. 467, Painesville Lodge No. 549, Ravenna Lodge No. 1076, Lakewood Lodge No. 1350, Kent Lodge No. 1377, Berea Lodge No. 1815, Cuyahoga Falls/Akron/Barberton Lodge No. 1923, Parma Lodge No. 1938 and North Canton Lodge No. 2029.

(C) **DISTRICT 6920** (NORTHWEST) Shall consist of the following lodges: Toledo Lodge No. 53, Lima Lodge No. 54, Findlay Lodge No. 75, Upper Sandusky Lodge No. 83, Tiffin Lodge No. 94, Defiance Lodge No. 147, Kenton Lodge No. 157, Fremont Lodge No. 169, Bowling Green Lodge No. 818, Napoleon Lodge No. 929, Fostoria Lodge No. 935, Van Wert Lodge No. 1197, Port Clinton Lodge No. 1718, Maumee Lodge No. 1850, Mercer County Lodge No. 2170 and Swanton Lodge No. 2462.

(D) **DISTRICT 6960** (SOUTH CENTRAL) Shall consist of the following lodges: Columbus/Grove City Lodge No. 37, Chillicothe Lodge No. 52, Circleville Lodge No. 77, Gallipolis Lodge No. 107, Portsmouth Lodge No. 154, Ironton Lodge No. 177, Newark Lodge No. 391, Jackson Lodge No. 466, New Lexington Lodge No. 509, Nelsonville Lodge No. 543, Lancaster Lodge No. 570, Athens Lodge No. 973, Marysville Lodge No. 1130 and Columbus North Lodge No. 2700.

(E) **DISTRICT 7000** (SOUTHEAST) Shall consist of the following lodges: Zanesville Lodge No. 114, Ohio River Valley Lodge No. 231, East Liverpool Lodge No. 258, Coshocton Lodge No. 376, Uhrichsville Lodge No. 424, Cambridge Lodge No. 448, Marietta Lodge No. 477, New Philadelphia Lodge No. 510, Dover Lodge No. 975, Wellsville Lodge No. 1040, Newcomerstown Lodge No. 1555 and Barnesville Lodge No. 1899.

(F) **DISTRICT 7040 (SOUTHWEST)** Shall consist of the following lodges: Cincinnati Lodge No. 5, Springfield Lodge No. 51, Dayton Lodge No. 58, Hamilton Lodge No. 93, Washington Court House Lodge No. 129, Bellefontaine Lodge No. 132, Middletown Lodge No. 257, Hillsboro Lodge No. 361, Lebanon Lodge No. 422, Xenia Lodge No. 668, Sidney Lodge No. 786, Wilmington Lodge No. 797, Troy Lodge No. 833, Greenville Lodge No. 1139 and Indian Lake Lodge No. 2792.

Section 6. Word Gender

The masculine words appearing herein shall include the feminine gender as circumstances require.

ARTICLE II

Section 1. Meetings

This Association shall hold an Annual Spring Meeting and such other meetings as deemed necessary. The time and place of the Annual Spring Meeting and/or other meetings shall be determined by the Interim Governing Board. In the best interests of the Association, the Interim Governing Board shall have the power to change the time or place or both of any Association meeting. Notice of the time and place of the annual meeting shall be given to the member lodges not less than thirty (30) days before the first day of said meeting, except when an emergency causes a change of the time and place within such period and, in such event notice of the change must be given promptly, but in no event shall a meeting be held on less than twenty (20) days notice. Special meetings of the Association may be called by the President and/or the Interim Governing Board at such times and places as they shall determine, upon not less than thirty (30) days notice to member lodges.

Any meeting of the Association may be brought into executive session by a two-thirds vote of the qualified delegates and representatives, present and voting, and all others shall be excluded from such session.

Section 2. Quorum

Forty (40) duly accredited delegates and/or representatives, from not less than five (5) Ohio Elks Association districts, including not less than (5) duly elected and installed Officers of the Association, shall constitute a quorum.

ARTICLE III

Section 1. Governing Body

The Association shall be the governing body, under the powers granted it by the Constitution and Statutes of the Grand Lodge of the Order. The Governing Body in the interim between meetings or reunions, shall be the "Interim Governing Board." This board shall be composed of members as set forth in the Bylaws of the Association, Article II, Section 1.

Section 2, Powers

The Association, through the qualified delegates and representatives, shall have the power:

(A) To enact such regulations necessary and proper to preserve its interests, fulfill its purpose, and implement the rights and privileges vested by this Constitution and those granted it in the Constitution and Statutes of the Grand Lodge of the Order.

(B) All regulations enacted by the delegates and representatives of the Association shall be of general application and shall be called Bylaws. Bylaws shall be adopted in accordance with procedures hereinafter set forth.

ARTICLE IV

Section 1.

The officers of this Association shall be a President, a First Vice President, a Board of three (3) Trustees, who shall each be elected to a three-year term, a Second Vice President, a Sergeant-at-Arms, a Chaplain, a Tiler, and an Inner Guard.

Section 2. Eligibility

Any Past Exalted Ruler, who is a Grand Lodge member in good standing in his member lodge and resident within the State of Ohio, shall be eligible for election as an officer in the Association. No member shall be eligible to hold more than one office in the Association at the same time.

Section 3. Election and Appointments

(A) All officers of the Association shall be elected, except the Sergeant-at-Arms, the Chaplain, the Tiler, and the Inner Guard. These offices shall be selected for appointment by the duly elected incoming President of the Association and named by him at a proper time during the ceremony of installation of officers. Each Ohio Elks Association district shall be represented by one (1) elected officer.

(B) Except as is herein otherwise provided, each officer of the Association shall be elected, appointed and installed at the annual meeting of the Association and shall serve a term from his installation to the order of installation at the next annual meeting or until his successor is duly selected and installed. The First Vice President shall be the only candidate for the office of President at the annual election. Should the First Vice President be unable or unwilling to be installed as President, the "Vacancies" provisions of Section 4(A) hereunder shall apply.

(C) For the office of Second Vice President, the said district eligible, may endorse and present a candidate for Second Vice President at the annual meeting of the Association.

(D) Any candidate desiring to run for any office shall submit, in writing, to all Lodges, Past State Presidents, Officers of the Association, and the Secretary of the candidate's district, a letter of endorsement from his Lodge and its Past Exalted Rulers Association ninety (90) days in advance of the annual meeting of the Association, or, in the case of notice to the Secretary of the candidate's district, thirty (30) days in advance of the regularly scheduled meeting of the candidate's District Activities Committee falling prior to ninety (90) days before the annual meeting of the Association.

(E) The Board of Trustees of Association shall consist of three (3) members, one (1) member of which shall be elected annually for a term of three (3) years.

(F) When the nomination of the candidate is timely under this Section, said district shall present a nominee's name as a candidate under "Election of Officers". In the event two or more nominations are so presented, ballots shall be spread as provided by the Constitution and Bylaws of this Association, provided however, if a district provides for caucus, according to the rules and regulations enacted in the district and approved by the Association, the district may so caucus and report the name of a candidate to the Association not later than ninety (90) days prior to the annual meeting of the Association.

Section 4. Vacancies

Whenever a vacancy shall occur in any elected office of the Association, due to any cause whatsoever, the duties thereof shall be assumed and performed until the election next following the occurrence of the vacancy, and until a successor has been duly installed, in a manner as follows:

(A) In case of the office of President, for any reason other than the expiration of his term of office, the member of the Interim Governing Board from the Advisory Council shall serve as Acting President for the balance of the term. In the event said person is unable or unwilling to so serve as Acting President, the Advisory Council shall appoint one of its members to so serve. The person who serves as Acting President shall represent the district of the President whose term was not completed.

(B) In the case of a vacancy in any other elected office, officers shall advance to the next higher office of the Association. The order of succession shall be as follows: First Vice President, Chairman, Approving Member and Secretary of the Board of Trustees, respectively, and the Second Vice President. The President shall fill a vacancy, created in the office of Second Vice President by appointment for the unexpired term. Said appointment shall be with a recommendation from the district of the said Second Vice President.

(C) Any vacancy in any other elected or appointed office shall be filled by appointment of the President, to serve until the next annual election.

(D) Any officer or committeeman who willfully fails to perform his duties as an officer or committeeman, and who refuses to resign upon the written request of the President, may be removed by the President.

ARTICLE V

COMMITTEES

Section 1.

The Association shall have such standing committees as is hereinafter provided.

- (A) Accident Prevention Committee
- (B) Americanism Committee
- (C) Bowling Committee
- (D) Business Practices Committee
- (E) Drug Awareness Committee
- (F) Elks National Foundation Committee
- (G) Government Relations Committee
- (H) Hoop Shoot Committee
- (I) Orientation Committee
- (J) Judiciary Committee
- (K) Legal Advisory Committee
- (L) Lodge Activities Committee
- (M) Lodge Development Committee
- (N) Lodge Management Committee
- (O) Membership/Lapsation Committee
- (P) Most Valuable Student Scholarship Committee
- (Q) National Home Coordinator
- (R) Ohio Elks Cerebral Palsy Fund Board
- (S) Ohio Elks Educational Fund Board
- (T) Ohio Elks National Veterans Service Commission
- (U) Past Exalted Rulers and Ritualistic Committee
- (V) Public Relations Committee
- (W) Soccer Shootout Contest Committee
- (X) State and District Activities Committee
- (Y) Youth Activities Committee
- (Z) 501 (c)(3) Charitable Trust Advisory Committee

Section 2. Advisory Council

(A) An Advisory Council shall be established consisting of the President and all Past Presidents of the Association, to advise the officers and committees with respect to any matter likely to affect the welfare and best interests of the Association.

(B) The council shall organize annually, select its officers, adopt its own rules of procedure and individually or collectively perform such other duties as may be assigned by the President of the Association, or required by this Constitution and Bylaws; such assignment to be governed as an assignment to an officer of the Association.

(C) No member of the council shall have his rights and privileges in the Association abridged so long as he is a member of the Grand Lodge.

ARTICLE VI

GENERAL PROVISIONS

Section 1.

All legislation governing a state association which has been or may later be enacted by the Grand Lodge of the Order shall be considered a part of this Constitution and Bylaws.

Section 2.

Any provision herein in conflict with or contravention of any future enactment of the Grand Lodge governing a state association shall be considered automatically repealed or amended to conform.

Section 3.

Whenever a situation shall arise for which there is no provision herein, recourse for relative guidance shall be had to the Constitution and Statutes of the Grand Lodge governing a same or similar situation.

Section 4.

The Article of Incorporation of the Ohio Elks Association as a non-profit organization under the laws of the State of Ohio, and any amendment thereto, shall be considered a part of this Constitution and Bylaws.

ARTICLE VII

CONSTITUTIONAL AMENDMENTS

Section 1. Proposal of Amendment

Every proposed amendment to the Constitution shall be filed in writing with both the President and Secretary of the Association, not less than ninety (90) days prior to a meeting of the Association and shall thereupon be referred to the Committee on Judiciary of the Association for a report at the annual meeting. If such amendment or change be approved by a two-thirds vote of the qualified delegates and representatives present and voting, it shall be submitted to all member lodges for adoption or rejection within a specified time limit as is hereinafter provided.

Section 2. Submission to Lodges for Ratification

A true copy of every amendment to the Constitution of the Association which has been adopted by the delegates and representative of said Association, in meeting assembled, present and voting, shall, after proper Grand Lodge approval and revision, if any, but not changing intent, be forthwith forwarded by the Secretary of the Association to each member lodge not later than August First (1st) following. Each member lodge will be requested to vote upon the same and its Secretary to report the results to the Secretary of the Association by the first day of December.

Section 3. Lodge Vote

One vote for each member of a member lodge as determined by the latest printed official Grand Lodge membership records as of March 31, shall be cast for or against such change or amendment, as a majority of the members of a member lodge in regular session assemble, present and voting, shall decide.

Section 4. Majority Vote Required

The vote of a majority of the members of member lodges shall prevail. The result of such vote shall be announced by the presiding officer or Secretary of the Association with his report at the next meeting, and if adopted, such change or amendments shall be in effect from and after such announcements, or if necessary, when finally duly approved.

Section 5. Failure of Lodge to Vote

The vote of any member lodge failing to comply with the provisions governing an amendment or change in the Constitution shall be cast by the Advisory Council, acting as a unit, entirely for or against such amendment or change. Said council shall use its own method to determine such a vote.

ARTICLE VIII

IMPLEMENTATION OF CONSTITUTION

This Constitution, being duly adopted and approved, shall take effect at the time of adjournment sine die, of the annual meeting of the Association at which said Constitution is adopted, or at such time thereafter as due approval is forthcoming, and any and all prior Constitutions of the Association are then hereby revoked.

BYLAWS OF THE OHIO ELKS ASSOCIATION

ARTICLE I

DELEGATES AND ALTERNATE DELEGATES

Section 1. Election

The five (5) additional delegates and the five (5) alternate delegates shall be elected annually at the last regular meeting of each member lodge prior to April 1st, unless the Exalted Ruler of said lodge is duly authorized to appoint such delegates and alternate delegates and report the names thereof to the lodge.

Section 2. Certification

The Secretary of the member lodge, or his authorized agent, shall file the names of such selected additional delegates and alternate delegates, or any change thereof, with the Secretary of the Association not later than the date and time of the call to order of any business session of a legal meeting of the Association.

Section 3. Determination of Qualification

The Committee on Credentials and Registration of the Association shall determine the qualifications of all delegates, alternate delegates, and representatives at meetings of the Association, upon information furnished its chairman by the Secretary of the Association.

Section 4. Attendance at Meetings

Only duly registered members of the Order shall be admitted to a business session of a meeting of the Association, except the presiding officer may direct the admission of any other person informing on a matter of business at hand. Unless otherwise hereinafter designated, the right to participate in and vote upon the business of the Association at any such session shall be vested in the qualified delegates and representatives, provided, however, any member lodge, and any others as the presiding officer may decide, shall have the right of discussion.

ARTICLE II

INTERIM GOVERNING BOARD

Section 1. Membership

The Interim Governing Board shall consist of the President, the Vice Presidents, and the Trustees, respectively, of the Association, and one (1) member selected annually by the Advisory Council, said member to receive the same interim remuneration for expenses as a member of the Board of Trustees receives.

Section 2. Organization

Said Board shall organize annually immediately after the installation of officers and the organization of the Board of Trustees, by selecting the President of the Association as chairman; the First Vice President as vice chairman, and the Second Vice President of the Association as Recorder of the Interim Governing Board. Said Board shall have full authority to conduct such necessary business as may arise between meetings of the Association and shall perform such other duties as herein provided. The Board shall, at the annual meeting of the Association, present a written report of its activities for the preceding year. Five (5) or more members of said Board shall constitute a quorum to conduct business.

ARTICLE III

REVENUE OF THE ASSOCIATION

Section 1. Sources

The revenue of the Association shall be derived from the following source:

(A) Annual dues of Two Dollars and Fifty Cents (\$2.50) to be paid on or before July 1st of each year by a qualified lodge for each member on the rolls of said lodge as determined by the current March 31st Grand Lodge records.

(B) Registration fees for those attending a meeting of the Association, shall be determined by the Interim Governing Board prior to any legally authorized meeting of the Association; provided, however, that the registration and/or the fee therefore of any such other person may be waived as the said Board may decide and direct. A member of another State Elks Association, not a resident of Ohio, and his guest or guests, if any, shall be registered without charge.

(C) Donations and gifts to the Association.

(D) Funds from the Grand Lodge for specific purposes.

(E) Miscellaneous revenues.

Section 2. Remittance

All Association revenues shall be paid to the Secretary/Treasurer of the Association unless otherwise herein provided, for the use and benefit of the Association.

Section 3. Assessed by Lodge

A subordinate lodge may by bylaw, assess against each of its members his pro rata share of State Association dues.

Section 4. Failure to Remit

Failure of a lodge to remit its dues, as herein provided, shall render such lodge delinquent, and shall result in revocation of the right of its delegates or alternate delegates to vote or otherwise participate in the actions of the Association. Four (4) months after the due date, such lodge shall be automatically suspended from membership in the Association until all its unpaid dues are remitted. No suspended lodge shall return to membership in the Association otherwise. A suspended lodge shall have the right to an appeal hearing, pertaining to the suspension, before the Advisory Council or a committee thereof. Such hearing must be requested within thirty (30) days after suspension or shall be deemed waived. Said Council or committee thereof shall report its findings and recommendations to said Board of Trustees for guidance to a final decision of the appeal.

Section 5. Loss of Membership

A non-member, delinquent, or suspended lodge, or any member thereof, shall be denied the right to participate in any program sponsored by the Association or conducted by any of its state or district committees. Also, said lodge or member thereof shall not be entitled to any material awards offered by or through such programs.

Section 6. Failure to Register

Except as is otherwise provided, failure to register or to exhibit evidence thereof, when properly required, shall result in revocation of the right of such person to attend any event or meeting of the Association.

ARTICLE IV

FUNDS

Section 1. Classification

The funds of the Association shall be classified as follows:

- (A) General Fund
- (B) Charity Fund
- (C) Contingency Fund
- (D) Ohio Elks Educational Fund
- (E) Ohio Elks Cerebral Palsy Fund
- (F) Ohio Elks National Veterans Service Commission Fund
- (G) Special Funds
- (H) 501(c)(3) Charitable Trust Fund

Section 2. Depositories

Except as is herein specifically provided, all funds of the Association shall be deposited to such credit, in such banks or depositories, and withdrawn in such manner as the Board of Trustees of the Association shall, in writing, direct or approve.

Section 3. General Fund

The general fund shall include all Revenues of the Association, not otherwise provided, and shall be deposited to the credit of the Association. The funds shall only be withdrawn by checks or vouchers signed by the Secretary/Treasurer of the Association, unless the Board of Trustees determines otherwise for such purpose or purposes as the qualified delegates and representative duly authorize.

Section 4. Contingency Fund

The contingency fund is established and the Board of Trustees of the Association is authorized and directed to appropriate at the annual meeting, such amount of the general fund as may total, but not exceed, five (5) percent of the general fund income for the preceding year as a contingency fund. Withdrawals shall be in like manner as from the general fund for such purpose or purposes as the Interim Governing Board may direct.

Section 5. Special Funds

Special funds shall be such funds of the Association as the Board of Trustees may determine.

Section 6. Other Funds

All other funds of the Association shall be maintained and administered as is herein provided.

Section 7. Action to Expend Funds

Any motion or resolution presented in a legal meeting of the Association expending funds for any purpose, not otherwise duly provided, shall be made in writing and, if and when seconded, shall be referred to the Board of Trustees for their study and recommendation before further action is taken on such motion or resolution.

Section 8. Carry-over Funds

No expenditures shall be made toward any program or event of the Association occurring, in whole or in part, during a succeeding administration of the Association, except as is otherwise provided, or as the qualified delegates and representatives present and voting duly authorize.

Section 9. Transfer of Funds

No amount of a budget item shall be transferred to another item, budgeted or otherwise, except by due action of a majority of the qualified delegates and representatives present and voting.

ARTICLE V

NOMINATION, ELECTION, INSTALLATION

Section 1. Nominations

Nominations shall be made for all elected officers to be filled in order in which they appear in the Constitution, and shall be the order of business next following the report of officers during the first business session of the annual meeting.

Section 2. Speeches

The convention, by majority vote, or by the presiding officer calling for and hearing no objection, may limit nominating speeches. Nominations for President may be seconded. All others shall not be seconded.

Section 3. Rules of Conduct

A candidate for office in the Association and those acting in his interests, shall observe the applicable rules of conduct as set forth in the Grand Lodge Statutes. Any lodge endorsement or resolution in support of any such candidate shall originate in his own subordinate lodge, provided, however, a member lodge shall have the right to officially concur in such endorsement or resolution.

Section 4. Closing Nominations

The presiding officer, when satisfied no further nominations for an office are forthcoming, shall entertain a motion they be closed for that office and shall continue, in like manner, through all the elected offices to be filled. He shall then forthwith announce the time for election, which, unless due action determines otherwise, shall be a special order of business of a session of such meeting, but not earlier than the day following. The presiding officer shall, at the time of elections, re-open nominations for any elected office if, for any reason, no nomination of such office exists.

Section 5. Uncontested Election

At the order of election, uncontested elections shall be considered first. The convention may, by proper action, direct the casting of its unanimous vote for such candidate or candidates.

Section 6. Election

If, at the time of election, there is more than one nominee for any office, the presiding officer shall appoint an election committee and state the rules under which such election will be held. Such rules shall conform with the applicable rules governing such elections of a Grand Lodge Officer.

Section 7. Voting

Voting shall be by secret ballots furnished by the Association. The candidate for each office receiving a majority of the votes cast shall be declared elected.

Section 8. Installation

Installation shall be the last order of business of the last business session of the annual meeting and shall be by approved Ritual exemplified by designated installing officers. Any officer may be installed by proxy.

ARTICLE VI

DUTIES OF OFFICERS

Section 1. President

The President shall attend and represent the Association at Grand Lodge Sessions; shall visit all districts of the Association in company with the First Vice President and such other officers of the Association as the President may deem necessary; shall attend sessions of the Advisory Council and the Board of Trustees of the Association; shall act as host, together with the First Vice President, for visiting Grand Lodge dignitaries and spouses and special guests of the Association; shall meet with the First Vice President and District Activities Chairmen on the Friday of the annual meeting of the Association to coordinate and oversee activities of the meeting; and shall have general supervision and direction of all business and activities of the Association. When present, he shall preside at all meetings of the Association; decide all questions of order, subject to appeal to the convention; appoint the members of all committees, except those for which provision is otherwise made; perform all other duties that may be required of him by the laws of the Order, the Constitution and Bylaws of the Association, and such as are customarily performed by presiding officers; act as ex-officio member of all committees; and, at the annual meeting next following his installation as President, shall make a written report of his administration, together with whatever recommendations he may wish to present for the improvement of the Association.

Section 2. Absence of President

In the absence or inability of the President to act, the officer highest in rank shall perform his duties.

Section 3. First Vice President

The First Vice President shall be the chairman of the State Activities Committee, shall assist the President and preside and perform the President's duties in the President's absence or inability to perform; shall visit the districts of the Association with the President, and other officers deemed necessary by the President, shall oversee the activities of the District Activities Chairmen and those committees as are designated by the President; and shall perform such duties as shall be required of him by the Constitution and Bylaws, or as the President may assign.

Section 4. The Board of Trustees

The Board of Trustees shall:

(A) Attend all meetings of the Association and organize annually, immediately after the installation of officers, by the selection of a Chairman, Approving Member and Secretary. Members of the Board shall oversee the activities of those Committees of the Association as may be designated by the President. Members of the Board shall execute specific additional duties as may be assigned by the President or as may be stated in the Constitution or Bylaws of the Association.

(B) Have such general supervision and control of the tangible and intangible properties of the Association as is herein provided, and perform such other duties, not herein designated, necessary or advisable to maintain, protect, or promote the welfare of the Association.

(C) Prepare and present a budget of the prospective income and expenses of the Association for the ensuing year at each annual meeting, and upon the adoption thereof, shall not authorize or approve the expenditure of any funds belonging to the Association, in excess of any specific appropriation, except by due process as herein provided.

(D) Present the suggested budget to the Advisory Council for study and recommendations of said council ninety (90) days before it is submitted to the delegates and representatives of the Association for action.

(E) Notify, by certified mail, return receipt requested, the management of the hotel which is selected and approved as the Association headquarters at each annual session of the Grand Lodge, the limit of credit allowable to be charged in accordance with the budget adopted by the Association.

(F) Advise each Association committee chairman, of the amount allocated in the budget for expenditures for the approved program of the particular committee.

(G) Examine all bills and accounts presented to it by the Secretary of the Board of Trustees for payment, and endorse thereon their approval or disapproval; recommend ways and means to secure funds for the use of the Association; fix the annual allowance for the expense of the respective officers incurred while engaged in performing or transacting the business of the Association; examine, and, if necessary, install from time to time, such systems of accounting as will best ensure a correct record of the Association's finances.

(H) Act as the auditing agency for the Association, by annually engaging professional services, and in such manner and at such time as the President may direct or said Board may deem practical or necessary, supervise or approve the auditing of the records and chick of holdings, if any, of each officer and committee of the Association in charge of funds or other valuables. Said Board shall include an audit report with its annual report.

(I) At the annual meeting of the Association, present a written report of its activities for the preceding year, and perform such other duties as may be requested by the President, assigned by the Association at its meetings, or directed by this Constitution and Bylaws.

(J) The Secretary/Treasurer of the Association, and such other personnel as may be deemed necessary, may be employed by and shall be under the direction of the Board of Trustees of the Association. Such persons shall perform such duties as may be established by the Board of Trustee not in conflict with the Constitution or Bylaws of the Association, for the furtherance of the Association.

Section 5. Second Vice President

The Second Vice President shall be the chairman of the Credentials and Registration Committee, and shall perform such other duties as may be required of him by the Constitution and Bylaws, or as the President may assign.

Section 6. Secretary/Treasurer

The Secretary/Treasurer shall attend Grand Lodge Sessions; shall be an employee of the Association; shall attend all meetings of the Association and keep a true record of its proceedings; shall be responsible for the preservation of records and documents of the Association; shall receive and account for the revenues of the Association; shall execute and deliver a performance bond with corporate sureties in the sum of \$1,000,000.00, the cost of which shall be paid by the Association; and shall perform such other duties as may be directed by the Constitution and Bylaws or by the Board of Trustees, not in conflict with the Constitution or Bylaws of the Association.

Section 7. Sergeant-at-Arms

The Sergeant-at-Arms shall execute the orders of the President, assist in preserving order, act as Marshall of all parades or other exhibitions; in all business sessions of the Association, shall assist the Tiler in examining the qualifications of all persons seeking admission; and shall select such deputies as he shall require to assist in the discharge of his duties.

Section 8. Tiler

The Tiler shall perform, at each meeting of the Association, substantially the same duties as those performed by a Tiler of a lodge of the Order.

Section 9. Chaplain

The Chaplain shall perform the duties customarily performed by the Chaplain of comparable organizations, together with such duties as may be assigned to him by the President.

Section 10. Inner Guard

The Inner Guard shall assist the Tiler and the Sergeant-at-Arms at all meetings of the Association, and perform such duties as the President shall request or assign.

Section 11. Powers

Every elected officer of the Association shall have the authority and power to call for such records and other articles as may be necessary to properly perform his designated functions.

Section 12. Expenses

Any officer of the Association claiming reimbursement for expenses incurred while engaged in performing or transacting the business of the Association shall submit an itemized account for same to the Board of Trustees of the Association in such manner as shall be determined by said board, and such account shall not be approved otherwise.

Section 13. Duty to Visit Lodges

The Elected officers of the Association shall make an annual visit to each lodge in their respective districts and submit a written report thereof to the State President, with copies to the Past State Presidents of said district.

ARTICLE VII

COMMITTEES

Section 1. Standing Committees

The incoming President shall, within thirty (30) days after his installation, appoint the chairman and members of each standing committee, unless otherwise herein provided.

Section 2. Special Committees

The President may appoint such special committees as he shall deem necessary in the best interests of the Association, or as may be duly recommended to him by the qualified delegates and representatives, present and voting.

Section 3. Term of Appointment

Each special committee of the Association shall consist of three (3) or more members, with officers from among its members only. No appointment or approval of any committee or member thereof of any administration, shall exist beyond the business of installation of the next annual meeting of the Association, not serve a term other than concurrent with the President of the Association by whom appointed unless relieved of duties for cause, or as herein otherwise provided.

Section 4. Funds

No committee, member lodge, or individual member thereof, respectively of the Association, shall solicit funds or any advertising for the purpose of raising funds for, or to defray expenses of, any project or activity of the Association, and/or in the name of the Association, except with the written consent of, and under the conditions established by, the Board of Trustees of the Association through its chairman.

Section 5. Restrictions

No committee of the Association shall directly or indirectly:

(A) Endorse the candidacy of any person for any office in the Association, or take any action whatever in any manner concerning the same, except as stated in ARTICLE IV – OFFICERS – Section 3 – Election and Appointments, paragraph (C) of the Constitution of the Ohio Elks Association;

(B) Be legally constituted to have the power to act unless and until duly appointed or approved;

(C) Exceed its budget except on written approval of the Board of Trustees.

Section 6. Accounting for Funds

All committees of the Association in charge of funds or other valuables of the Association shall furnish a budget and facilitate proof of audit satisfactory to the Board of Trustees of the Association, and any report of said committee shall not be acceptable otherwise.

Section 7. Ex-officio Member

The President may appoint one member of the Advisory Council as an additional member, ex-officio, to any committee of the Association having no such member, who shall serve only in an advisory capacity, and have no vote on committee matters except in case of a tie.

Section 8. Power

Every committee of the Association shall have authority and power to call for such records and other articles as may be necessary to properly function.

Section 9. Suggestions for Appointment

Not less than sixty (60) days prior to the opening of any annual meeting of the Association there shall be a meeting in each Ohio Elks Association District, called and presided over by a member of the Advisory Council, designated by the President of the Association, of such members of the District Activities Committee of said District as the designated Advisory Council member determines, for the purpose of making suggestions for appointments on committees of the Association for said district, all for the use and benefit only, of the First Vice President of the Association. Such suggestions shall be in writing, giving the names and correct addresses of those suggested, with assurance of their willingness to serve, and shall be in the hands of the First Vice President with copies to the President and Administrative Officer no later than March 15.

Section 10. Committee Chairmen

Suggestions for appointments to serve as state committee chairmen shall be in writing giving the names and correct addresses of those suggested, with assurance of their willingness to serve, and shall be in the hands of the First Vice President, with copies to the President and Administrative Office no later than December 15.

ARTICLE VIII

DUTIES OF COMMITTEES

Section 1. State Activities Committee

The State Activities Committee shall consist of the First Vice President of the Association as chairman, and the District Activities Chairman from each Ohio Elks Association District. The committee shall have supervision over and be responsible to the activities of all District Activities Committees; shall formulate, through its initiation by majority decision or from proper recommendations, the rules of procedure and any changes thereof, by which all District Activities Committees shall function; present the same, through the Chairman of the State Activities Committee, to the qualified delegates and representatives of the Association for due approval; and shall perform such other duties as may be requested by the President of the Association or required by this Constitution and Bylaws.

Section 2. District Activities Committee

A committee shall be established in each Ohio Elks Association District to be known as its District Activities Committee of the Association, for the purpose, in each such district, of promoting the best interests of the Order and the Association, to further mutual assistance and good fellowship among its members, to correlate and check the work of the several other Association committees, consider itself a committee of the Association and strictly observe all limitations and restrictions as such, and perform such other duties as requested by the President of the Association or required by the Constitution and Bylaws. Such committee shall consist of all members of member lodges in its district in good standing in the Association and shall be governed by the following rules and procedures:

(A) Members with voting rights in the committee shall consist of the following: (1) the currently installed elected officers of each member lodge in the district, (2) the Past Exalted Rulers of each member lodge in the district, (3) and all registered duly qualified members from each member lodge in the district.

(B) The selected officers of the committee shall consist of a Chairman, a Vice Chairman, a Secretary, a Treasurer, and an Executive Board of five (5) or more, but not more than the number of lodges in the district. Any member of a member lodge, with voting rights, shall be eligible to hold office on the committee, excepting only that of Chairman or Vice Chairman. Those selected for these latter offices must be Past Exalted Rulers at the time of taking office.

(C) The officers and Executive Board members of the Committee shall be selected at the last regular meeting of the Committee, preceding the annual meeting of the Association, which meeting shall be not later than March 15. A complete list of the names and correct addresses of those selected shall be sent forthwith to the First Vice President of the Association; those selected shall be subject to approval and appointment by the incoming President of the Association and shall assume their duties at such time and for such term as herein provided.

(D) The officers and Executive Board members of the Committee shall have the following respective duties: (1) the chairman shall preside at all meetings; appoint an auditing sub-committee of three (3) members who shall audit the accounts and records of the Committee at the direction of the chairman of the Executive Board; serve as the member from his district on the State Activities Committee; appoint such other sub-committees as the Committee may direct, provided no such sub-committee shall be created or activated in conflict with any established committee of the Association; and perform such other duties as are customary for a chairman of a committee. (2) The Vice Chairman shall preside in the absence of the Chairman. (3) The Secretary shall keep complete records and minutes of the proceedings of the Committee and, after any meeting of the Committee, send forthwith a true copy of such minutes to the President of the Association and to the chairman of the State Activities Committee; receive all monies due the Committee; turn same over to the Treasurer forthwith receiving his receipt therefor; and send notices of the time and place of meetings of the Committee to its member lodges. (4) The Treasurer shall receive all monies due the Committee from the Secretary, giving his receipt therefor; pay out the monies of the Committee by voucher after having been duly authorized by the Executive Board, and having been duly allowed by the committee; and shall make an official financial report at each meeting of the committee. (5) The Executive Board shall examine all bills against the Committee and recommend to the Committee the payment of same, if, in their opinion, said bills are correct; and attend to all matters not referred to a special sub-committee.

(E) Vacancies. In the event of a vacancy for any cause whatsoever, a successor, subject to approval and appointment by the President of the Association, shall be chosen by the Executive Board of the Committee to complete the unexpired term. Removal of an officer's residence from the district shall be considered as causing a vacancy.

(F) Regular meetings of the Committee shall be held at such hours, dates and places as may be determined by the Executive Board. Special meetings may be called by the chairman or Executive Board when deemed necessary. The time and place of any meeting shall be approved by the chairman of the State Activities Committee and notices indicating the time and place of any meeting shall be issued by the chairman and sent out by the Secretary more than thirty (30) days prior to the meeting date.

(G) A registration fee of not less than one dollar (\$1.00) for all members attending Ohio Elks District Activities, and a like amount for each approved qualified guest, shall be collected at any meeting of the Committee. The registration shall be the responsibility of the Secretary of the Committee and the amount collected shall be turned over to him on the date of such meeting.

(H) ORDER OF BUSINESS

1. Call to order
2. Opening prayer
3. Pledge of Allegiance
4. Roll call of Officers
5. Roll call of Lodges
 - A. Exalted Rulers
 - B. Secretaries
 - C. Number of members present from individual Lodges
6. Reading of minutes of previous meeting
7. Reports of Committees
8. Reading of communications
9. Unfinished business
10. New Business
 - A. Invitations for future meetings
 - B. Selection of Officers
11. Good of the Committee
12. Bills against the Committee
13. Receipt of the session
14. Treasurer's Report
15. Adjournment by motion – Closing prayer

(I) District Advisory Committee. The District Activities Committee Chairman and all Past District Activities Chairmen, together with Past State President, and State Officers of the district, shall constitute the Advisory committee and shall organize annually by the selection of a Chairman and Secretary. Said committee shall advise the officers with respect to any matter likely to affect the welfare and best interests of the District Activities Committee. The District Deputy Grand Exalted Ruler and all Past District Deputy Grand Exalted Rulers of the district, shall be members, ex-officio, of this committee, without voting privileges.

(J) Any change to these rules or regulations of procedure proposed by the District Activities Committee shall be filed in writing with the Chairman of the State Activities Committee and the Secretary of the Association for consideration by the Judiciary Committee and the Interim Governing Board. If and when approved by said board and the Judiciary Committee, the District Activities Committee Chairman and Secretary of the district shall be notified by the Association Secretary and member lodges of the district shall be notified by the District Secretary.

Section 3. Ohio Elks National Veterans Service Commission

The Ohio Elks National Veterans Service Commission shall assist in promoting a program in Ohio as promulgated by the Grand Lodge of the Order or the proper agency thereof. The committee may supplement such program as the Association may authorize by due action of the qualified delegates and representatives or the Interim Governing Board of the Association, provided there is no disapproval of such action by the Grand Lodge or agency thereof. The committee shall have the power to solicit funds to finance such supplementary program. All funds of the committee shall be handled in such manner as the chairman of the committee and the Board of Trustees of the Association shall mutually agree, provided there is no disapproval of such manner by said Grand Lodge or agency thereof.

Section 4. Credentials and Registration Committee

The Credentials and Registration Committee shall make all arrangements for and conduct the registration of all persons desiring to attend a meeting of the Association, maintain a comprehensive index and record of each registration, and report to the Association the results of its activities together with whatever recommendations the committee may wish to present.

Section 5. Judiciary Committee

The Judiciary Committee shall examine all proposed amendments to the Constitution and all resolutions, memorials, or motions relating to the Bylaws, with respect to the form, purpose and legality thereof, and report its findings and recommendations promptly to the meeting of the Association at which the amendment, resolution, memorial or motion is presented; shall perform any other similar duties that the President may request; and may present recommendations at the annual meeting for any changes or amendments of the Constitution and Bylaws as the committee shall deem desirable.

Section 6. Ohio Elks National Foundation Committee

The Ohio Elks National Foundation Committee shall promote and promulgate the Grand Lodge program for the National Foundation in the State of Ohio, including the solicitation of subscriptions and donations to the fund. The President shall appoint a chairman for fund raising and a chairman for the Most Valuable Student Awards.

Section 7. Ohio Elks Educational Fund Board

(A) The Ohio Elks Educational Fund Board is created to maintain and administer the Ohio Elks Educational Fund. The funds shall be used to assist worthy students to secure an education and to develop better citizenship.

(B) Said fund shall receive and accept by donation, gifts, bequests, or otherwise; and shall take, hold, receive, and enjoy all property and money that may be given, bequeathed, devised, conveyed, or transferred to said fund; and shall hold, use and enjoy the profits, rents, and income therefrom, solely for the purpose of said fund.

(C) The corpus of said fund shall be invested in income producing properties and securities, the income from which shall be applied from time to time and in such manner as the Ohio Elks Educational Fund Board, hereinafter provided for, may determine for the furtherance of the purposes of the Ohio Elks Educational Fund.

(D) Subject to reasonable rules and regulations to be made by said board, it shall be the board's duty to receive and consider applications for such financial aid from qualified students, without distinction as to religion, race, sex, or national origin of said applicants.

(E) Said board shall receive all property, real or monetary, donated, bequeathed or belonging to said fund. All assets shall be deposited with the State Association 501(c)(3) Charitable Trust Fund. Disbursements from the 501(c)(3) Charitable Trust Fund will be made upon presentation of proper documentation supporting the goals of the Educational Fund Board.

(F) The Ohio Elks Educational Fund shall be administered by the Ohio Elks Educational Fund Board to consist of five (5) members to be appointed at the annual meeting of the Association by the President of said Association. Members shall be in good standing in member lodges of said Association. The first member of the Board shall be appointed for terms of one (1), two (2), three (3), four (4), and five (5) years respectively, and thereafter, at each annual meeting of the Association, the President of said Association shall appoint one (1) qualified member to serve on such board for the full term of five (5) years. A vacancy in said Board from any cause whatsoever may be filled temporarily until the next annual meeting of the Association by appointment by the President of said Association, at which time the President shall announce his appointment of the member to fill the unexpired term.

(G) The Ohio Elks Educational Fund Board and the members thereof are hereby given power to promote, develop and administer the said Ohio Elks Educational Fund to accomplish its education and benevolent purposes. The committee is authorized and empowered to receive, on behalf of the fund, any monies, securities or other property that may be properly transferred to said fund for the purposes for which the fund is established; to invest the same in securities and other property, and to sell, transfer, and reinvest the same in such manner as shall best protect the fund and assure the continuity of its income.

(H) The said board and the members thereof shall report at the annual meeting of the Ohio Elks Association their activities, the income and expenditures of the fund during the immediate past year, and the prospective work and activities, for the future.

(I) The Ohio Elks Educational Fund Board shall have the authority to designate its own officers and to adopt such reasonable rules and regulations as shall best tend to fulfill the purpose of said fund, provided, however, the board shall adopt no program tending to deviate from the purposes of said fund without the consent of the majority of the qualified delegates and representatives of the Association, in legal meeting assembled, present and voting.

Section 8. Ohio Elks Cerebral Palsy Fund Board

(A) The Ohio Elks Cerebral Palsy Fund Board, hereinafter called “the Board,” is created to maintain and administer the Ohio Elks Cerebral Palsy Training/Rehabilitation Fund, hereinafter call “the Fund.” The Board shall contribute or donate funds or property to any Ohio Chapter or branch of any nationally recognized organization or any local organization in Ohio which maintains, as a function, the care, treatment, training and rehabilitation of individuals afflicted with Cerebral Palsy, and who qualify under the policies and procedures established by the Board and, if applicable, the medical policies and procedures recommended and approved by the Medical Society of the particular Ohio County wherein a training or rehabilitation facility is located.

(B) The Board shall have authority to designate its own officers, except as is otherwise provided, and to adopt such reasonable rules and regulations as shall best tend to fulfill the purposes of said Fund; provided, however, it shall adopt no program tending to deviate from the purposes of said Fund without the consent of a majority of the qualified delegates and representatives of the Association in a legal meeting assembled, present and voting.

(C) The Fund shall be administered by the Board which shall consist of six (6) members. Each member shall serve a term of five (5) years. One (1) member of the Board shall be elected from each of the Ohio Elks Association Districts. The Chairman of the Board, Secretary, and Treasurer shall be elected annually by the members of the Board. A vacancy on the Board, from any cause whatsoever, may be filled temporarily until the next annual meeting of the Ohio Elks Association by appointment by the President of the Ohio Elks Association. The temporarily appointed replacement shall be from the Ohio Elks Association District from which the vacancy occurred. At the next annual meeting of the Association, the vacancy for the unexpired term thereof shall be filled by election in the same manner as herein provided for election for the members of the Board.

(D) The Board shall engage itself in fund-raising activities in order to obtain monies and other property from member lodges of the Ohio Elks Association for the purpose of said Fund to accomplish its charitable and benevolent purposes. The Board is also authorized and empowered to receive, on behalf of the Fund, from any source, any monies, securities or other property that may be properly transferred to the Fund, by donation, gifts, bequests or otherwise, and to receive the profits, rents and income from such money and property, invest such corpus and income therefrom in the Ohio Elks Association 501(c)(3) Charitable Trust Fund. The Board is further authorized and empowered to use and expend all or any part of such monies, securities, or other property for the purpose of the Fund. Said Board shall render a duly audited accounting of its fund-raising activities, the income and disbursements of the Fund and a report of other activities of the Board during the immediate past year, as well as a report of the prospective work and activities of the Board for the future, at each annual meeting of the Association or when requested by the President of the Ohio Elks Association or the Board of Trustees.

(E) All disbursements and expenditures shall be made from the Ohio Elks Association 501(c)(3) Charitable Trust Fund after due consideration by and vote of a majority of said Board. All monies of the Fund shall be disbursed upon an acceptable voucher signed by the Chairman and Treasurer of the Board.

(G) The Treasurer shall receive and be responsible for all property, including, without limitation, monies, securities, evidence or indebtedness and title to property, real and personal, notes and bonds, belonging to the Fund, and then shall turn over to the Ohio Elks Association 501 (c)(3) Charitable Trust Fund all funds except those determined by the CP Board and as authorized by the Board of Trustees for the purpose of administrative expenses and those disbursements not qualifying as Trust Fund expenditures. He shall provide to the Board of Trustees an accounting and written report for the same, as the Board of Trustees shall request. The Treasurer shall also give a corporate surety bond in an amount to be fixed by the Board. The premium for said bond shall be paid by the Association. Said bond shall be placed in the custody of the Board of Trustees of the Association.

Section 9. Bowling Committee

(A) The Bowling Committee shall promote the good fellowship and friendly relations among the members of member lodges of the Association that are obtainable through the proper conducting of District and State Bowling Tournaments.

(B) The Bowling Committee shall consist of one (1) member from each Ohio Elks Association District in the State. The Bowling Committee shall have the authority to designate its officers from among its members, and within five (5) days prior to the annual meeting of the Association, shall be certified to the President of the Association for his approval and appointment.

(C) Vacancies on the committee from any cause whatsoever may be filled by recommendation of the Committee to the President of the Association for approval and appointment. Replacement shall be from the same Ohio Elks Association District from which the vacancy occurred.

(D) After any of its meetings, the committee shall forthwith mail a complete copy of its minutes to the President of the Association and to the state officer designated as liaison officer by the President of the Association.

(E) Only members of the member lodges in good standing in the Association shall be entitled or permitted to participate in any District or State Elks Bowling Tournament.

(F) The member of the committee selected from each Ohio Elks Association District shall be the chairman of that district's Bowling Committee.

Section 10. Lodge Development Committee

The Lodge Development Committee shall work in conjunction with the District Deputies and the respective Past State Presidents and shall be governed in all its activities by the rules and regulations pertaining to the institution of a new lodge as set forth in the Constitution and Statutes of the Grand Lodge of the Order, together with the following provisions which conform to said Constitution and Statutes:

(A) Written approval of the Past Grand Exalted Ruler having jurisdiction over the territory in question.

(B) Minutes of all meetings of the Organization Committee of the proposed new Lodge, giving the name of the Chairman and the Secretary of the Organization Committee.

(C) The written approval or rejection of the Organization Committee of the proposed new lodge on all applicants for membership.

(D) The original signed petition for dispensation sheets and two (2) typewritten copies of the names of all applicants on plain paper.

(E) The transfer dimitts of all Elks applying for membership in the new lodge.

(F) Dispensation fee in the prescribed amount must be included in accordance with Grand Lodge Statutes. The charter fee is paid after the lodge is instituted and application for the charter has been approved at the following Grand Lodge Session. The blank for this is sent to the Secretary of the new lodge prior to the Grand Lodge Session at which action will be taken, and it must be returned with the prescribed fee prior to that session.

(G) New lodges should remember that only Charter Members, those joining the new lodge on the night of its institution, including Elks demitting from other lodges, can be appointed or chosen as the first officers of the new lodge.

(H) There should be at least 100 to 150 signatures to the petition and no lodge should be instituted without at least 50 selected members.

Section 11. Lodge Management Committee

The Lodge Management Committee shall promote the exchange of good management procedure for member lodges of the Association through the conduct of district and state meetings and clinics.

(A) The committee shall consist of one (1) member from each Ohio Elks Association District. The President of the Association shall appoint the first member of the committee for progressive terms of one (1), two (2), three (3) years respectfully until said committee membership is complete, and thereafter at the annual meeting of the Association, the President of the Association shall appoint a qualified member, subject to the approval of the Ohio Elks Association to serve on the committee for a full term of years equal to the total number of Ohio Elks Association Districts. The committee shall have the authority to designate its officers from among its members and within the ten (10) days following the Annual Meeting of the Association shall certify the same to the President of the Association for his approval or disapproval and no member shall be appointed to serve in any office of the committee without the approval and appointment by said President.

(B) Vacancies on the committee from any cause whatsoever shall be filled by recommendation of the committee to the President of the Association for his approval and appointment. Such replacements shall be from the Ohio Elks Association District from which the vacancy occurred.

(C) After any of its meetings, the member of the committee acting as Secretary thereof shall forthwith mail a true copy of its minutes to the President and Secretary/Treasurer, respectively, of the Association.

(D) Only members of member lodges in good standing in the Association shall be entitled or permitted to participate in any district or state meeting or clinic sponsored by such district or state committee.

(E) The member of the committee selected from each said district shall be the chairman of that district's Lodge Management Committee.

Section 12. Past Exalted Rulers Committee

The Past Exalted Rulers Committee shall have the power and is hereby authorized to solicit its membership from among member lodges of the Association; determine the further qualifications of such members; select its officers; hold meetings, which shall be at the same time and place only as meetings of the Association, and at such hour as the Interim Governing Board of the Association shall approve; and adopt its own rules and regulations, which shall not be in conflict with or in contravention of, any rules and regulations governing the Association.

The Past Exalted Rulers Committee shall arrange and supervise such District and State Ritualistic contests or demonstrations as shall be deemed necessary or desirable. It will also engage itself in such programs as approved by the Association.

Section 13. Golf Committee

The Golf Committee, under the direct control of the Interim Governing Board, shall be responsible for arranging and promoting state golf tournaments for members of the Association. The Committee shall encourage and promote golf tournaments at the local and district levels. The district Golf Chairman shall be a member of the State Golf Committee and such tournaments shall be conducted pursuant to the rules and regulations adopted by the Interim Governing Board of the Association.

Section 14. Orientation Committee

The Orientation Committee shall consist of one (1) member from each Ohio Elks Association District and a Committee chairman appointed by the President.

It shall arrange local, District and State orientation programs as shall be deemed necessary and desirable and will engage itself in such programs as recommended by the Grand Lodge and the Association.

Section 15. Soccer Shootout Committee

This committee is to establish chairmen in every Ohio Elks Association District and with the State Chairman, appointed by the President, to promote the Soccer Shootout Contest. It is the responsibility of this committee to organize Lodge, District and eventually State Contests. The committee should urge all Lodges in Ohio to participate in the program.

Section 16. 501(c)(3) Charitable Trust Advisory Committee

The 501(c)(3) Charitable Trust Advisory Committee shall consist of five (5) members consisting of one (1) person from each of the following: The Advisory Council, Educational Fund Board, Cerebral Palsy Fund Board, the Secretary/Treasurer of the Association, and a member appointed by the President of the Association. Members from the Cerebral Palsy Fund Board, Educational Fund Board and the Advisory Council shall be selected by said body.

Purpose of this committee is to meet, discuss and advise the Board of Trustees on the matter of investing the funds of the State Association 501(c)(3) Charitable Trust Fund.

Section 17. Reports of Committees

All committees shall provide the Interim Governing Board with copies of their rules and regulations, operating procedures, budgets, financial statements, and reports of activities thereof and such additional information as may be requested by the President of the Association or the Board of Trustees.

ARTICLE IX

ORDER OF BUSINESS

Section 1.

The order of business at all meetings of the Association, unless otherwise changed by a majority vote of the delegates and representatives present and voting, shall be as follows:

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call of Officers
5. Roll Call of Lodges
6. Report of Committee on Credentials and Registration
7. Report of Minutes of last meeting (unless published)
8. Report of Officers
9. Nomination and Election of Officers
10. Report of Board of Trustees and Committees
11. Unfinished Business
12. New Business
13. Good of the Order
14. Installation of Officers
15. Closing and Adjournment

Section 2.

All parliamentary practice in conducting the business of the Association, not herein specifically provided for, shall follow the rules of "Robert's Rules of Order."

ARTICLE X

BYLAWS AMENDMENTS

Any proposed Bylaws or amendment of a Bylaw shall be submitted in writing to the President of the Association at least sixty (60) days prior to the opening of any legal meeting and shall state in full the proposed Bylaw or amendment as the same will read if adopted. The President of the Association shall forthwith refer the Bylaw or amendment to the Committee on Judiciary and to the Advisory Council for an immediate report before being submitted for vote.

The action of a majority of the qualified voters present and voting shall prevail. However, the delegates may by a two-thirds (2/3) vote, receive and act upon any proposed Bylaw or amendment of a Bylaw which has not been so submitted and referred.

ARTICLE XI

Section 1.

These Bylaws shall be in effect from and after their adoption by the Association and approval by the Chairman of the Committee on Judiciary of the Grand Lodge.

Section 2.

With the appropriate concurrence of the districts of the Association and pursuant to the Constitution and Bylaws of the Association, the currently-installed elected officers of the Association shall have the opportunity to move through a progression of offices of the Association as was enjoyed prior to the current year's amendments to the Constitution and Bylaws of the Association and in the order so anticipated and per attached Appendix A.

OHIO ELKS ASSOCIATION

Opening Ceremony

*Rap

PRESIDING OFFICER – Brother Sergeant-at-Arms, inform the delegates, representatives, and members of this Association that I am about to call to order the (annual - fall) meeting of the Ohio Elks Association. Invite all within your calling who are duly qualified to attend this session that they may participate in the deliberations of the Association. You will see that all unnecessary noises cease immediately and at all times, preserve order and quiet that nothing shall disturb the proceedings of this meeting.

SERGEANT-AT-ARMS – Mr. President, your orders have been obeyed.

PRESIDING OFFICER – I am about to open the (annual - fall) meeting of the Ohio Elks Association of the Benevolent and Protective Order of Elks of the United States of America for the purpose of transacting such business as may regularly come before this convention. Brother Chaplain you will lead us in prayer.

***Raps

CHAPLAIN – (Offers prayer)

PRESIDING OFFICER – Repeat with me the Pledge of Allegiance to the Flag of our Country.

...I now declare the (annual-fall) meeting of the Ohio Elks Association in session and shall proceed with the regular order of business

*Rap

Closing

*Rap

PRESIDING OFFICER – Having disposed of all business claiming our attention at this time, it is now by order of the day, my duty to adjourn this convention.

***Raps

PRESIDING OFFICER – Join with me in the Pledge of Allegiance (See note). Brother Chaplain, you will lead us in prayer. (Prayer). I now declare this (annual-fall) meeting of the Ohio Elks Association closed.

(Note – If a one-day meeting the Pledge is given once.)

OHIO ELKS ASSOCIATION

Installation Ceremony

The ceremony on installation shall be performed by a Past President of the Association, to be designated by the President-elect, and such additional Past Presidents as may be chosen by the President-elect to assist in the ceremony.

*Rap

INSTALLING OFFICER – We are about to perform the ceremony of installation. I appoint Past State President _____ to serve as Secretary, Past State President _____ to serve as Chaplain, and Past President _____ to serve as Marshall.

We invoke the attention and assistance of all in this work. The Secretary will call the roll of the officers-elect and the Marshall will assemble those named for installation.

(Done)

INSTALLING OFFICER – Mr. President-elect, you will now name those selected by you to serve as your appointed Officers and the Marshall will cause those named to join the Officers-elect.

(Done)

INSTALLING OFFICER – My Brothers, you have been duly selected to serve the Ohio Elks Association as its officers for the ensuing term. Do you each accept the office to which you have been selected?
(Answered)

INSTALLING OFFICER – The Chaplain will lead us in prayer.

***Raps

CHAPLAIN – Our Heavenly Father, we beseech Thy special favors upon these of this Association. Invest them with the spirit and desire to exemplify the principles of Charity, Justice, Brotherly Love and Fidelity so that, under their direction, the work of our Order, through this Association, may reflect its motto to “Do unto others as we would have them do unto us” and Thine be the power and the glory forever and ever. Amen.

INSTALLING OFFICER – You will each raise your right hand and say “I” pronounce your own name in full, and repeat after me:

I, _____, in the presence of God and the Members of the Ohio Elks Association, do solemnly promise and swear that I will uphold the Constitution and Statutes of the Benevolent and Protective Order of Elks of the United States of America and the Rules and Regulations of the Ohio Elks Association. That having been selected an officer in the Ohio Elks Association, I will perform the duties incumbent thereto, with diligence and good faith, and that I will use every effort during my term of office to promote the welfare, progress, and success of this Association and the advancement of the Benevolent and Protective Order of Elks.

May God help me and keep me steadfast as an officer of the Ohio Elks Association. Amen.

*Rap

INSTALLING OFFICER – The Marshall will conduct our new President to the rostrum.

(Done)

INSTALLING OFFICER – And now, Mr. President, by virtue of the authority in me vested I present you with this gavel, the emblem of your office, and declare you and your officers duly installed to serve the Ohio Elks Association for the ensuing term.

(To the other Officers) You may be seated.

*Rap

CERTIFICATE OF ADOPTION OF CONSTITUTION AND BYLAWS

Know all men by the presents that we, the undersigned, Chairman, Judiciary Committee; President; First Vice President and Secretary of the Ohio Elks Association, do hereby certify that the above and foregoing Constitution and Bylaws were duly adopted as the Constitution and Bylaws of said Ohio Elks Association at the 59th Annual Convention in regular business session on the 18th day of May, 1957, and that the same do now constitute the Constitution and Bylaws of the Ohio Elks Association.

V. E. BERG, Chairman, Judiciary Committee
H. J. DEAL, President
JAMES W. PLUMMER, First Vice President
L. E. STRONG, Secretary

The Revised Constitution and Bylaws were approved and signed by WILLIAM S. HAWKINS, Chairman, Grand Lodge Judiciary Committee, August 5, 1957.

FRED L. BOHN, Grand Exalted Ruler
FRANK HISE, Chairman
J. EDWARD STAHL
CHARLES D. FOX, JR.
R. L. BOHON
RAYMOND C. DOBSON

Updated, December 1, 1963
DR. DAVID GOLDSCHMIDT, Chairman
CARLTON L. RIDDLE
ROBERT ANTRAM

Updated, September 25, 1968
N. A. BARTRAM, Chairman
E. GENE FOURNACE
DR. DAVID GOLDSCHMIDT
CARLETON RIDDLE
LAWRENCE DERRY

Updated, July 1, 1976

GEORGE B. WALKER, Chairman
DR. DAVID GOLDSCHMIDT
M. B. LETZELTER
F. H. NISWONGER
SAM FITZSIMMONS

Updated, May 17, 1982

GEORGE B. WALKER, Chairman
CARLETON L. RIDDLE
M. B. LETZELTER
L. L. McBEE
FLOYD SHAMBAUGH

Updated, April 25, 1987

JAMES E. PAYNE, Chairman
ROBERT M. BOJALAD
JAMES E. EKELBERRY
ROBERT J. KENNEDY
EUGENE SHOOK
GEORGE B. WALKER
RICK WOLFE

Updated, April 25, 1992

RICK WOLFE, Chairman
GEORGE B. WALKER
JAMES E. PAYNE
MICHAEL D. STREIB

Updated, April 24, 1993

RICK WOLFE, Chairman
GEORGE B. WALKER
JAMES E. PAYNE
MICHAEL D. STREIB

Updated, April 25, 1998

DON PROCHNOW, Chairman
THOMAS A. BIGGS
ROLLEN G. MORGAN
JAMES E. PAYNE
GEORGE B. WALKER

Updated, April 24, 1999

DON PROCHNOW, Chairman

THOMAS A. BIGGS

ROLLEN G. MORGAN

JAMES E. PAYNE

GEORGE B. WALKER

State Officer Transition and Progression by District and Year

Appendix A

*09-10 Year new changes take effect

	*09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28
NES NE	P																		
SE	1 ST	P	2 ND	T4	T3	T2	T1	1 ST	P	2 ND	T3	T2	T1	1 ST	P	2 ND	T3	T2	T1
SC	T1	1 ST	P	2 ND	2 ND	T3	T2	T1	1 ST	P	2 ND	T3	T2	T1	1 ST	P	2 ND	T3	T2
NW	T2	T1	1 ST	P															
WC NW	T3	T2	T1	1 ST	P	2 ND	T3	T2	T1	1 ST	P	2 ND	T3	T2	Y1	1 ST	P	2 ND	T3
SW	T4	T3	T2	T1	1 ST	P	2 ND	T3	T2	T1	1 ST	P	2 ND	T3	Y2	T1	1 ST	P	2 ND
NEN NE	T5	T4	T3	T2	T1	1 ST	P	2 ND	T3	T2	T1	1 ST	P	2 ND	Y3	T2	T1	1 ST	P
NC	2 ND	2 ND	T4	T3	T2	T1	1 ST	P	2 ND	T3	T2	T1	1 ST	P	2 ND	T3	T2	T1	1 ST

Abbreviations:

P – President

NE – Northeast

1st – Vice President

NW – Northwest

T – Trustee

2nd – Vice President