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## **Article I - Name**

Section 1 This Association shall be known as the KENTUCKY ELKS ASSOCIATION, but may be referred to as the Kentucky Elks, the State Association, or simply the Association.

## **Article II – Membership**

Section 1 Every Lodge in the state in good standing with the Grand Lodge of the Benevolent and Protective Order of Elks of the United States of America shall be a member in good standing in this Association, and required to comply with its Constitution and By-Laws, provided such Lodge is paid up to date with its Annual Dues per Article III Section 1(a).

## **Article III - Revenue**

Section 1(a) Each Lodge belonging to the State Association shall make payment of Annual Dues based upon the Lodge Membership Roll reported to the Grand Lodge as of April 1st of each year. The Annual Dues will amount to the sum of **\$5.00** per member. Payments of the Annual Dues shall be made to the State Secretary/Treasurer of the Association on or before the following first day of May of each year.

Section 1(b) A new Lodge instituted in this state shall be entitled to membership in this Association upon application, but it shall not be assessed any charges until after the first annual convention of the Association following its institution.

Section 2 The **\$5.00** Annual Dues shall be used as follows; \$1.00 to the Major Charity account, and **\$4.00** shall be used to defray ordinary and general expenses of the Association.

Section 3 Other revenues may be derived by activities of a Ways and Means Committee, or individual committee fundraising subject to Article VII, Section 6.

## **Article IV – Officers, Duties, Expenses**

Section 1 (a) The **Officers of the Association** shall be a President, President-Elect, First Vice President, Second Vice President, Third Vice President, Secretary/Treasurer, a Board of Trustees as described in Section 6 (a) of this Article, Sergeant-at-Arms, Chaplain, and a Tiler. All the said officers shall be nominated and elected annually, excepting the President, Sergeant-at-arms, Chaplain, and Tiler. The

President-Elect will move into the Office of President without election, subject to provision of Section 2(c) of this Article. The Sergeant-at-Arms, Chaplain, and Tiler shall be appointed by the President for a term of one (1) year immediately after his or her installation.

Section 1(b) The State President, President-Elect, First Vice-President, Second Vice-President, and Third Vice-President shall constitute an 'Executive Committee' to meet and discuss State Association affairs at their discretion.

Section 1(c) The incoming President shall also appoint a Parliamentarian to serve a term of one year concurrent with his own term. Said Parliamentarian will assist the Officer presiding over a meeting of the State Association with procedural issues, thereby allowing the Presiding Officer to focus efforts on conducting the meeting.

Section 1 (d) Nominations for President-Elect, all Vice Presidents, Secretary/Treasurer, and Three-Year Trustee shall be made each year at the Annual Meeting. The Offices of President-Elect, Vice Presidents, and Trustee shall alternate each year between districts and are subject to contention. The Office of Secretary/Treasurer shall not be required to alternate Districts annually. One name for nomination to each Office shall come out of the District Caucus per Article V, Section 6(c).

Section 1 (e) All Officers installed in their respective office, unless removed for cause, shall serve until the selection and installation of their successors.

Section 1(f) No Officer or committee-person of this association shall receive any salary or other compensation for their services. However, the Association may from time to time make such provisions for the reimbursement of expenses to the officers and committee persons as may be determined or budgeted.

Section 2(a) **Vacancy of Office:** If any office below President Elect becomes vacant, the State President shall name an interim replacement as prescribed in Section 3(a) of this Article. The interim replacement shall be selected from the proper District to maintain the alternating order of officers. The interim replacement shall serve until the next regular election, or a special election at the Mid-Term Meeting as timing allows.

Section 2 (b) In the event a vacancy occurs in the office of President Elect, an interim replacement for the vacancy will be selected by the Advisory Committee. The Interim President Elect shall be from the District of the Officer that vacated the office to maintain the alternating order of officers and be subject to the qualifications prescribed in Section 9(a) of this Article. This selection will be effective until a Special Election can be held at the Mid-Term Meeting if timing allows, and upon such election they are no longer an interim officer and shall advance automatically to the office of State President at the end of that term. Extra consideration must be given to advance convention planning, obligations, and commitments when selecting an Interim President Elect.

Section 2(c) In the instance of an Interim President Elect that was named to office after a Mid Term Meeting of the Association and Special Election was not possible, advancement to State President will

not be automatic. Special Election for State President must be held at the next regular election where an Interim President Elect was not elected to that office at a Mid-Term Meeting of the Association.

Section 2(d) Should the office of President be vacated; the Chairman of the Advisory Committee shall serve as Interim President until the next regular election. Lodge visitations per Section 3(a) of this article shall be at their discretion.

Section 2(e) It will be permissible for a Vice President to advance as an Interim Officer or Specially Elected Officer provided that the alternating order of Districts is not disturbed. In such case, their replacement is subject to the same criteria as any other vacancy of office.

Section 2(f) Should an Interim Officer choose not to advance in any Special Election at a Mid Term meeting of the Association, they will be returned to their original office until the next regular election, and their Interim Replacement shall be dismissed from office.

Section 3(a) **President's Duties:** The President shall be the chief executive officer of the Association; he/she shall preside at all meetings, preserve order, appoint all committees and appointive officers, fill all vacancies unless otherwise specified, and perform all other duties that may be performed by presiding officers. The President shall visit each member lodge during his/her tenure of office and shall attend the Elks National Convention.

Section 3(b) **President's Expenses:** The State Association shall provide for the necessary expenses incidental to faithful performance of the duties of State President up to the amount as the Association may fix in its Annual Budget per Article IV Section 1(f). But in no case shall this expenditure be greater than the actual expenses incurred. Verification of expenses by the submission of receipts may be required by the Board of Trustees.

Section 4(a) **President Elect/Vice President Duties:** In the absence of the President to perform the duties of office, the President-Elect shall perform the duties of the office of the President. The President-Elect and Vice Presidents shall also be required to visit subordinate lodges which are located within their respective districts as assigned to them annually by the President. The visits shall occur during regular lodge meetings. The visitation schedule shall be mutually agreed upon by the respective parties. Each lodge shall be entitled to receive an annual visit on a lodge meeting night by a State Association executive officer in addition to the President's visit. The visit's purpose is to outline and promote various ongoing State Association initiatives and programs. Vice Presidents shall be responsible for a given number of state committees as assigned by the President. It shall be each Vice-President's responsibility to ensure that each committee assigned to him/her by the President has established a viable program, and that the committee is performing its responsibilities. It shall be their responsibility to render reports for those committees in the absence of the Chairman at State Meetings.

Section 4(b) **President Elect/Vice President Expenses:** The State Association shall provide for the necessary expenses incidental to faithful performance of the duties of President Elect or Vice President up to the amount as the Association may fix in its Annual Budget per Article IV Section 1(f). But in no

case shall this expenditure be greater than the actual expenses incurred. Verification of expenses by the submission of receipts may be required by the Board of Trustees.

Section 5(a) **Secretary/Treasurer Duties:** The Secretary/Treasurer shall attend all regular and special meetings of the Association. He or she shall give a report on the financial condition of the Association at each meeting, keep a true record of the proceedings of the meeting, preserve all books and documents, attend to correspondence of the Association, receive all money paid into the Association, and be the custodian of all records and assets. Said Secretary shall perform such other duties as may be required of the office.

Section 5(b) The Secretary/Treasurer will select a competent member of the Kentucky Elks Association to be trained to perform the duties of Secretary/Treasurer during a temporary absence of the Secretary/Treasurer. In the event of the permanent absence of the Secretary/Treasurer, the substitute would perform the duties until a replacement could be elected.

Section 5(c) **Secretary/Treasurer Bond:** The Secretary, before assuming the duties of office, shall execute and deliver to the Trustees such bond as equals one times the liquid assets of the Association, or the maximum amount offered by the Grand lodge Insurance Managers, whichever is less.

Section 5(d) **Secretary/Treasurer Expenses:** The State Association shall provide for the necessary expenses incidental to faithful performance of the duties of Secretary/Treasurer up to the amount as the Association may fix in its Annual Budget per Article IV Section 1(f). But in no case shall this expenditure be greater than the actual expenses incurred. Verification of expenses by the submission of receipts may be required by the Board of Trustees.

Section 6-(a) The **Board of Trustees** shall consist of five (5) members, which shall be composed of the following: the sitting President, the immediate Past President, and three (3) members, one (1) of which is to be elected at each annual convention and to serve for a period of three (3) years. The home District of the annually elected Trustee shall alternate Districts.

Section 6(b) **Board of Trustees Duties:** The Board of Trustees shall be the fiscal agents of this Association and its Major Charity, and perform such duties as are necessary to protect the interests and promote the objectives of this Association. The senior elected Trustee member shall be Chairman of the Board of Trustees and shall be entitled to vote. The Board of Trustees shall pass upon all bills or accounts to be paid from the funds of the association before checks can be issued, provided however that the President shall be excluded from any vote that concerns the approval of the President's Budget or Expense Reports. In the event of a tie vote on these issues, the tie shall be broken by a vote cast by the President of the Advisory Committee. The Board of Trustees shall meet at the Annual Meeting and formulate a Budget for the coming year to be submitted on the floor for approval.

Section 7 **Sergeant-at –Arms Duties:** The Sergeant-at-Arms shall execute the orders of the President, assist in preserving order, and act as Marshall on public occasions, and in case of a closed session shall assist the Tiler in examining the qualifications of all persons presenting themselves for admission. The

Sergeant-at-arms shall select such Deputies as may be needed to assist in the discharge of the duties of office.

Section 8 **Tiler Duties:** The Tiler shall have charge of the doors of the hall in which meetings are held and shall perform the duties usually incident to the office of Tiler.

Section 9 (a) **Qualifications for President-Elect:** No Elk shall be elected President-Elect who is not personally present at the meeting when the election is held, and they shall be a Past Exalted Ruler and a Past District Deputy Grand Exalted Ruler. Since the President-Elect normally moves to President without election, this also effectively sets the qualifications for State President. In the case of an Interim President Elect seeking election to the office of State President, these same qualifications apply.

~~Section 9~~ (b) **Qualifications for Less than President-Elect:** Neither Past Exalted Ruler nor Past District Deputy Grand Exalted Ruler shall be a requirement for election to offices below President-Elect. Offices below that of President-Elect may be filled by Elks who may be absent from the Annual Meeting upon good and sufficient reason for being absent, pending committee review as per Section 10 of this Article.

Section 10 A committee, consisting of the present Officers and Past Presidents of the Kentucky Elks Association then in attendance, and chaired by the Advisory Committee Chairperson, shall consider the facts in each case presented and determine if the proposed candidate for office, who may be absent, has a good and sufficient reason for not being in attendance. Such determination shall be subject to the majority vote of delegates present.

## **Article V- Meetings**

Section 1 During all business sessions, Robert's Rules of Order shall govern the manner of conducting the meetings. In all cases where subjects are not covered by the State Association Constitution and By-Laws, the Grand Lodge Constitution and Statutes shall govern.

Section 2 No question of a political or sectarian character shall be introduced at any meeting of the Association, and no person shall be directly or indirectly endorsed or recommended for any political office. Nor shall any public question be introduced or discussed unless the same directly relates to or affects the Order and its membership, or unless previous action on such subject shall have been taken by the Grand Lodge.

Section 3 **Quorum Defined:** Representation from a minimum of one half of the Association Lodges plus one Lodge, and at least twenty-five (25) delegates present shall constitute a Quorum. A Quorum shall be required for all Association Meetings regular or special.

Section 4(a) Annual Meetings of the Association shall be held alternately in the Eastern and Western Districts during the month of February or March of each year. The last full weekend of February will be the preferred date, contingent upon environmental conditions. The lodge of the State President-Elect shall host the Annual Meeting, at a location to be determined by the State President-Elect. In the case

of Interim Officers, consideration must be given to any advance planning by the Lodge that would be hosting the Convention under normal circumstance.

Section 4(b) In addition to the Annual Meeting of the Association, a Mid-Term Meeting shall be held during the months of July or August of each year. The first full weekend of August will be the preferred date, contingent upon environmental conditions. At such meetings, the Association may take any action as permitted under its Constitution and By-Laws. Any such action shall be effective and binding upon all member Lodges. This meeting location is to be decided in Caucus pursuant to Article V Section 6(c), or by the Convention Committee if no decision can be reached in Caucus.

Section 4(c) Additional to the Business Meeting Agenda, the Mid-Term Meeting may also include afternoon Workshops concerning topics of general Elk interest. These topics should be presented in such a manner as to provide training and insight toward assisting local lodges in carrying out the programs and aims of the Order or be of assistance in daily lodge operations.

Section 5(a) Special meetings may be called by the President of the Association when deemed necessary by a majority of the elected officers, and upon thirty (30) days advance written notice to the Lodges. Notice of any special meeting shall be mailed to the Exalted Ruler and Secretary of each lodge. Said notices shall state the purpose, time, and place of any such called special meeting.

Section 5(b) No other business may be transacted at any special meeting except that specified in the advance written notice to the Lodges.

Section 6(a) **Caucus of Districts:** At every State Association Meeting, the ranking Vice President of each District shall conduct a Caucus of their respective District Delegates, and be the voice of the Caucus when reporting its results to the floor.

Section 6(b) In order for representation to participate in Caucus, maintain Voting Privileges, or offer State Officer Nominees, a Lodge must be in good standing with the Kentucky Elks State Association as prescribed in Article II.

Section 6(c) At the Annual Meeting, each Caucus shall determine one (1) name to nominate for each State Office that is applicable for their District, (2) conduct delegation voting on Constitutional matters and Officer Elections, (3) and discuss any other business germane to the State Association. A person nominated for State Office may be nominated by any Lodge within the District. At each Mid-Term Meeting, the District Caucus of the sitting President-Elect shall determine the location of the next Mid-Term Meeting per Article V Section 4(b) and discuss any other business germane to the State Association. At Special Called Meetings, only matters in the Notice of Called Meeting may be discussed and acted upon in Caucus.

Section 7(a) The Chairperson of a Lodge's Delegation shall be the Exalted Ruler of that Lodge. If a Lodge's Exalted Ruler is not present, then the Acting Chairperson of that Delegation shall be highest ranking Officer of that Lodge that is present. If no Officer of the Lodge is present, the Acting

Chairperson shall be the member present of the highest-ranking past position. Otherwise, the Lodge should predetermine an Acting Chairperson.

Section 7(b) The Chairperson of a Lodge's Delegation shall act as the voice of the Delegation when reporting voting to the Officer presiding over the Caucus.

Section 7(c) Each Lodge shall determine its own matter or means of selecting delegates for voting at a State Meeting. This determination should be made in advance of the Association Meeting to the extent possible.

Section 8(a) **Voting of Delegates:** Each Lodge in the State being in good standing in the Association shall be entitled to representation at all meetings, whether regular or special, as follows: In all matters concerning Constitutional Revisions and/or Amendments, or the election of Officers, each lodge belonging to the State Association shall have one vote for each twenty-five (25) of its members in good standing (based on the membership as certified to the Grand Lodge March 31st of the current year). But in no event shall any Lodge be entitled to cast more than twenty (20) votes on any Constitutional Revision and /or Amendment issue, or State Officer election.

Section 8(b) In any matter other than Constitutional Revisions and/or Amendments, or the election of Officers, each Kentucky Elk attending has one (1) individual vote.

Section 8(c) The Chairperson or Acting Chairperson of a Lodge's Delegation may cast the entire unanimous vote of their Lodge's Delegation for or against any Constitutional Amendment/Revision, or for one candidate in State Officer Elections. If the votes of the delegation are to be split, an individual Roll Call of the delegation shall be had, and the votes shall be evenly divided. Remaining votes will be cast by the Delegation Chairperson or Acting Chairperson. (For instance, if a lodge is entitled to twelve (12) votes and there are four (4) delegates present, then in the event the entire delegation is not unanimous in their voting, each delegate shall be entitled to cast three (3) votes. If a lodge is entitled to twelve (12) and five (5) delegates are present, in the event the entire delegation is not unanimous, each Delegate shall have two (2) votes and the Chairperson or Acting Chairperson shall cast the residual votes).

Section 8(d) No voting by Proxy or Absentee ballot is permitted in any case.



## **Article VI- Association Business**

Section 1(a) The Order of Business of the Annual Meeting of this Association, unless otherwise changed by majority vote of the delegates present, shall be as follows:

1. Call to order
2. Invocation
3. Pledge to Flag
4. Roll call of Officers
5. Introduction of Special Guests, PSP'S & PDDGER'S
6. Report of Credentials
7. Reading of Minutes
8. Reports of Officers (by seniority)
9. Reports of Committees (All Standing and Selected Others)
10. Unfinished Business
11. New Business
12. Good of the Order
13. Election of Officers
14. Installation of Officers
15. Memorial Service
16. Closing & Adjournment

Section 1(b) The Annual Meeting shall be open to the public and non-members for the Installation of Officers, the annual Memorial Service, and other recognitions as determined by the Presiding Officer.

Section 2(a) The Order of Business for the Mid Term meeting of this Association, unless changed by majority vote of the delegates present, shall be as follows:

1. Call to Order
2. Invocation
3. Pledge to Flag
4. Roll call of Officers
5. Introduction of Special Guests, PS P's & PDDGER's
6. Report of Credentials
7. Reports of Officers (by seniority)
8. Reports from selected Committees (as requested by SP)
9. Unfinished Business
10. New Business
11. Good of the Order
12. Closing & Adjournment

Section 2(b) The Mid-Term Meeting shall be open to the public and non-members for the recognition of Hoop Shoot winners, Scholarship winners, and other recognitions as determined by the Presiding Officer.

## **Article VII – Committees**

Section 1 The President of this association shall annually, as soon after installation as may be convenient, appoint the following **Statutory Standing Committees**. It is generally accepted and practiced having all committee appointments finalized prior to installation so that State Association Directories may be handed out immediately following installation. The committee members shall hold their offices until the next Annual Meeting of this Association or until their successors are appointed:

Section 1(a) **Americanism Committee Duties:** To quicken the spirit of American patriotism, and to stimulate an awareness of genuine feeling of pride and respect toward patriotism. This is to encourage that we as members of the BPOE will become constant reminders to the people of our nation that surely, America means freedom.

Section 1(b) **Business Practices Committee Duties:** The Business Practices Committee has the general responsibility to assist all member Lodges of the Association and their Home Club with any business related problems.

Section 1(c) **Drug Awareness Committee Duties:** To increase awareness of the dangers of drug use through community education and emphasis on prevention. The program is to particularly reach youth from the fourth through ninth grades by involving parents, teachers, media, community, and concerned citizens.

Section 1(d) **Elks National Foundation Committee Duties:** Publicize and promote participation in the activities and programs of the Elks National Foundation. Encourage and solicit contributions, recognize outstanding achievement, and endeavor that each lodge in the Association should surpass the Grand Exalted Ruler's ENF Goal every year.

Section 1(e) **ENF-MVS Scholarship Contest Committee Duties:** To handle all phases of the competition in the Most Valuable Student Program, the ENF Legacy Awards, and Emergency Educational Grants for the State of Kentucky. Appoint Judges for the Most Valuable Student Award and see that winners are entered in National Competition of the Grand Lodge for further awards. It shall arrange for the winners of the Most Valuable Student competition to appear at the Mid-Term meeting for the receipt of their award.

Section 1(f) **Government Relations Committee Duties:** The Government Relations Committee, to the greatest extent possible, will monitor, analyze and report on all legislative, regulatory and legal matters in the areas of concern to the Association membership.

Section 1(g) **Hoop Shoot Committee Duties:** To encourage all lodges throughout the state to participate in local Hoop Shoot competitions, and assist lodges in planning and conducting local Hoop Shoot programs. Establish dates, times, and conduct district and state shoots, and escort state winners to Regional and National Finals.

Section 1(h) **Lodge Activities Committee Duties:** To assist the Elks Lodges of Kentucky to establish and implement their activities and programs, be them mandatory, prescribed or non-prescribed, or local lodge activities.

Section 1(i) **Membership Committee Duties:** Monitor membership gains or losses across the state and report to the Association at its regular meetings. Provide guidance and assistance to help individual lodges reduce lapsation and increase new members to the extent possible.

Section 1(j) **National Veterans Service Commission Duties:** The Veterans Service Commission shall encourage visitation and entertainment for hospitalized veterans, and promote other beneficial activities and services for them.

Section 1(k) **Public Relations Committee Duties:** The Public Relations Committee shall establish and implement media programs that promote the programs, events, and good work of Elkdom. It shall also see that noteworthy events of the State Association shall be submitted to the Elks National Magazine for possible publication.

Section 1(l)) **Ritualistic Committee Duties:** To promote ritual work in our association, arrange and execute any competition, and obtain judges for ritual contests both in District and State competitions. To make recommendations to the association for payment of the judges and other expenses incurred in their work. Said expenses, if approved, shall be paid from the Ritualistic Account of the association.

Section 1(m) **Youth Activities Committee Duties:** To encourage and promote lodge participation in activities for youth for the communities in which they reside, and to foster participation statewide to the extent possible. This committee shall also render all assistance possible to the Grand Lodge Youth Activities Committee.

Section 2 In addition to the statutory committees listed in Section 1, the President may appoint such committees as he/she may deem appropriate and necessary. These **other committees** may include but are not limited to:

Section 2(a) **Audit Committee Duties:** To examine and audit the books of the Secretary/Treasurer and to submit annually or semi-annually to the association its findings, and any recommendations it deems necessary for the good of the Association.

Section 2(b) **Credentials Committee Duties:** To examine the credentials of all delegates and alternates, and all Elks who by these By-Laws are authorized to participate in the deliberations of this Association at any of its sessions and it shall consider and pass upon same and make a report thereon, together with such recommendations at it may deem proper.

Section 2(c) **Convention Committee Duties:** To consider and promote potential convention sites and present such findings and make known their recommendations to the State Association. Should a location for Mid-Term Meeting fail to be decided in District Caucus, this committee shall name the location per Article V Section 4(b). In addition, the committee shall perform such tasks as may be directed by the State President and or the Board of Trustees.

Section 2(d) **Grants Coordination Committee Duties:** To keep lodges informed and current on the various ENF Grants available, and significant dates associated with the grant programs. Also, to promote and encourage participation in the various grants available.

Section 2(e) **Housing and Hospitality Committee Duties:** To facilitate separation of State Convention Hospitality and National Convention Housing and Hospitality, this Committee may have two Co-Chairs to function independently. State Convention Hospitality shall encompass the operation of a Hospitality Room to enhance the sociability of the Association at State Association gatherings. National Convention Housing and Hospitality shall function to operate the Kentucky Hospitality Room at national conventions, and to coordinate the housing arrangements of national convention attendees with the Grand Lodge. While two separate co-chairs is an option to conducting separate functions, it is just as acceptable that one chairperson should head up both activities.

Section 2(f) **Laws and Resolutions Committee Duties:** To have referred to it in advance of the commencement of any meeting of this Association, any and all proposals to be submitted for adoption. The committee shall meet and consider all proposals and resolutions in writing coming into its hands, and thereafter make recommendations or reports thereon at the meeting immediately following any such proposal. Resolutions may be offered or read at any time during the proper order of business during the convention assembled.

Section 2(g) **Major Charity Committee Duties:** To promote and administer the Major Charitable Project of this Association. It shall have supervision of all funds set aside by this Association for the Major Charity and shall approve all expenditures from such funds with consent from the Board of Trustees per Article IV Section 6(b). It shall review all requests for assistance and make appropriate recommendations on each request at each meeting. The Major Charity Committee shall hold regular meetings, and review minutes of those meetings under Committee Reports on the State Association Meeting Agenda.

Section 2(h) **New Lodge Development Committee Duties:** The New Lodge Development Committee shall constantly have before it the goal of identifying and developing opportunities for the institution of new Elks Lodges in Kentucky. They should also develop a program for any reinstatement of former Lodges in the State which have had their charter removed.

Section 2(i) **Lodge Rehabilitation Committee Duties:** To meet with and advise lodges that experience difficulty in daily operations and assist them in overcoming problems that hamper growth and community image. Assistance may include recommendation to the Board of Trustees for a loan to Lodges in need of financial assistance, provided they are in good standing as defined in Article II. While requests for assistance shall be channeled through the Lodge Rehabilitation Committee, the fiscal agents

of the State Association are the State Association Trustees, and the final decision on dispensation rests with them. Members of this committee may solicit the experience of any other Elk member to assist them as the situation may require, the Business Practice Committee.

Section 2(j) **Soccer Committee Duties:** To promote a soccer contest to be held by each and every member lodge in the state association, to conduct district contests and a state contest.

Section 2(k) **Ways and Means Committee Duties:** To conduct raffles, sell items, or otherwise raise funds to be used for offsetting the costs and expenses of various state activities.

Section 2(l) **Ad Hoc Committees:** The President may appoint or disperse special Ad Hoc Committees as required to conduct the business and programs of the Association.

Section 3 Each committee shall consist of at least three (3) members and at least one (1) member from each district of the State Association shall be appointed on each committee.

Section 4 It shall be the purpose and duty of all committees to promote and develop the programs of the Grand Lodge by assisting Lodges in their efforts to promote the programs of the Grand Lodge. And further, to carry out such duties assigned to it by the President of this Association.

Section 5 **Advisory Committee:** In addition to the appointed committees of this Association, all Past Presidents of this Association, in good standing in their respective lodges, shall constitute a committee to be known as the Advisory Committee. It shall be their duty to render such counsel and advice to the officers, committees, and this Association as it may deem to promote the best interests and welfare of this Association. They shall also study and recommend Major Projects to the Association. They shall also hold an annual retreat once a year to discuss the betterment of the Association, and to elect a Chairman, Vice Chairman and Secretary/Treasurer for a two (2) year period to head this committee.

Section 6 **Committee Financial Reporting:** Each Committee Chairperson who receives funds from the State Association Budget for their Committee, or has its own fund-raising events, or has its own bank account, shall file a Quarterly Financial Report to the State Secretary/Treasurer in a timely manner. This Report shall include a written statement, or copy of a bank statement, which describes all incomes, deposits, expenditures, and expenses it incurred in the most recent fiscal quarter. No State Budget funds shall be disbursed to any Committee failing to submit Quarterly Financial Reports.

## **Article VIII – Information to Grand Lodge**

Section 1 The proper officers of the Association shall from time to time furnish to the Grand Lodge Secretary the following:

- (1) Copies of the Constitution and By-Laws and Regulations, and all amendments thereto.
- (2) A copy of the proceedings of each meeting.
- (3) A correct list of the officers and lodges composing it, together with the correct post office address of the elected officers of the association.
- (4) A copy of the annual report of the Secretary/Treasurer .
- (5) Any information that may be requested by an Officer of the Grand Lodge.

## **Article IX – Interim Governing Body**

Section 1 Pursuant to Grand Lodge Statute 18.040, The **Executive Committee** shall constitute the Governing Body of the Association in the interim between meetings.

Section 2 The governing body (**Executive Committee**), by written order specifying the grounds, shall have power to remove from office any Officer, elective or appointive, who neglects the duties of his or her office, is guilty of contumacy or of conduct injurious to the Association and/or the Order. The order of removal shall be served on the Officer personally, or by Certified Mail, Return Receipt Requested or by regular first class mail, and shall be subject to review by the delegates at the next schedule meeting.

## **Article X – Constitutional Amendment or Revision**

Section 1 Proposed Amendments to this Constitution and By-Laws shall be presented in writing to the Laws and Resolutions Committee for review and recommendation to the Association. In order to be considered by the Association, proposed amendments from the membership must be received by the Laws and Resolutions Committee a minimum of 60 days prior to the date of a vote at the Association Annual Meeting. This 60 day minimum is to allow sufficient time for review by the committee, and to provide proper notice to the membership. The preferred process would be to have presentation and initial discussions at the Mid-Term Meeting, with official submission at least 60 days prior to the vote at the Annual Meeting.

Section 2 Such proposals must indicate the exact language of the particular By-Laws to be amended, the exact language of the change being submitted, as well as a rationale or statement of reasons for the change indicating the regulatory goal to be accomplished.

Section 3 The Laws and Resolutions Committee shall notify the Association membership of all proposed amendments in writing by letter, by electronic communication, and by posting on the Association website. The notice shall set forth the date the proposed amendment shall be presented to the Association for consideration and shall be sent to the Lodge secretaries not less than 30 days or more than 60 days prior to the date specified for vote.

Section 4 No amendments shall be adopted unless it receives a two-thirds (2/3) affirmative vote of the total number of votes permitted pursuant to Article V, Section 8(a). The amendment shall become effective when approved by the Committee on Judiciary of the Grand Lodge.

Section 5 Reconsideration of these By-Laws shall be made every five years by the Advisory Committee. It is given, however, that Constitution and By-Law revisions may be addressed at any Annual Meeting in the interim.

1. The President shall preserve order and pronounce the decision of the Association on all subjects. The Parliamentarian shall decide all questions of order without debate, subject to an appeal to the Association by any member who may dissent from the same. Such appeal must be seconded, and the question shall be: "Shall the decision of the Parliamentarian stand as the judgment of the Association?" No member shall speak to the appeal more than once without special permission of the Association, which must be granted or withheld without debate. The question of an appeal, and all questions which arise while it is pending, shall be taken and announced or decided by the President.

2. No question shall be stated unless moved and seconded, nor be open for discussion until stated by the President; and when a question is before the Association the only motions in order shall be:

1. To lay on the table.
2. The previous question.
3. To indefinitely postpone.
4. To postpone to a certain day.
5. To recommit.
6. To refer.
7. To amend.

They shall take precedence in the order here arranged, and the first two shall be decided without debate.

3. On the call of three members for the previous questions, the President shall put the question in this form: "shall the main question now be put?" If the motion is carried, the vote shall first be put upon all pending amendments, after which upon the main question.

4. No motion shall be made by one Member while another is speaking. And no motion shall be made or seconded without rising and addressing the President, and he/she shall not recognize a motion or second made contrary to this rule.

5. If, on taking a vote upon any question (except in balloting for Officers) the members are evenly divided, it then becomes the duty of the President to cast the deciding vote; in doing which he may, if he desires, give his reasons.

6. Any member making a motion shall reduce the same to writing at the request of the President or any member. Resolutions shall be presented in writing, signed by the member offering the same; and in either case they shall not be before the Association until they are read or stated by the President or the Secretary.

7. When any communication, petition or memorial is presented, a brief statement of its contents shall be made before it is read, and after it has been read, a brief notice of its purpose shall be entered on the minutes.

8. When the reading of any paper is called for, and an objection is made by any Member, it shall be determined by a vote of the Association.

9. No member shall be interrupted while speaking, except to call him to order, or for the purpose of explanation.



10. If, during a member's remarks, any other Member should desire to give information pertinent to the subject and short in its nature, or to ask a question of the same character, to be answered by the Member having the floor, he must rise and request, through the President, the member having the floor for permission to that effect. And if refused, shall immediately resume his seat, the floor remaining in possession of the first mentioned member. No member shall keep the floor for more than five minutes if any objection be made.

11. If a Member, while speaking, be called to order, he shall at the request of the President take his seat until the question of order is determined. At that time, if permitted, he will again resume.

12. When a Member has occasion to make any verbal communication to the Association, motion or otherwise, he/she shall rise in his place and address themselves to the President by his proper title. The President shall thereupon announce the Member to the Association as having the floor by calling the name of the same. Until thus recognized by the President no Member shall attempt to speak.

13. Members shall confine themselves to the question under debate and avoid personalities and indecorous and sarcastic language.

14. If two or more members endeavor to obtain the floor at the same time, the member first addressing the President by his proper title, and first heard by him, shall be adjudged the floor. No member shall speak more than once on the same subject or question until all who wish to speak shall have had an opportunity to do so, nor more than twice, without the permission of the President. Each Member, while speaking, shall designate the Officer or member spoken of by his proper title according to his standing in the Association.

15. When a blank is to be filled, the question shall be first taken on the highest sum or number, and the longest time proposed.

16. Before putting the question, the President shall ask, "Is the Association ready for the question?". When, if no Member rises to speak, he shall rise and put the question. After he has risen for that purpose no further discussion or motions shall be entertained until the question has been decided. While the President is addressing the Association, or putting the question, silence shall be observed in the Association.

17. After any question has been decided, except one of indefinite postponement, any member who voted with the majority may, at the same meeting, move for reconsideration thereof. No discussion of the main question shall be allowed unless reconsidered. A motion to reconsider a vote to reconsider cannot be entertained. Where a motion to reconsider has been adopted at a meeting following the first vote and notice to Association members on the proposal was originally required, a new notice must then be given in the same manner on the reconsideration. Notice shall be the same as on the original motion.

18. A motion to rescind can only be carried by a two-thirds vote of all members present.

19. When a Member has been called to order for manifestation of temper or improper conduct, he shall not be permitted to speak again at the session upon the same subject, unless by permission of the Association.

20. In speaking on points of order, the Parliamentarian shall have the precedence; but he cannot speak on any other subject, unless to state the facts within his own knowledge.

21. Any Member having made a motion may withdraw it, with the consent of his second, before it is debated, but not afterwards without permission of the Association.

22. When a majority report is followed by a report from the minority of a committee, the former, after being read, shall lie upon the table until the latter has been presented; after which, on motion, either may be considered.

23. No motion to adjourn can be entertained; but when the regular order of business shall have been completed, the Association shall be closed in due form.