

CONNECTICUT ELKS ASSOCIATION



CONSTITUTION AND BY-LAWS

(Revised as of June 1, 2019)

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PREAMBLE

This Association of the Benevolent and Protective Order of Elks Lodges of the State of Connecticut is formed to unite all Elks in closer bonds of fraternity; to further good fellowship among Lodges; to protect and promote the interests of this Order in the State of Connecticut; to exchange ideas beneficial to the Lodges of this State; to bear true allegiance to the Constitution and Laws of the Benevolent and Protective Order of Elks of the United States of America; and by common concert and action to promote good citizenship, education and patriotism among all the people of the State of Connecticut.

CONSTITUTION

ARTICLE I

Section 1

This Association shall be known as the Connecticut Elks Association and shall be comprised of the duly instituted Connecticut Subordinate Lodges, of the Benevolent and Protective Order of Elks of the United States of America.

Section 2

The fiscal year of the Association shall be May 1st to April 30th of the succeeding year.

ARTICLE II --- MEMBERSHIP

Section 1

Every Subordinate Lodge within the state shall be included in the Association as mandated by Grand Lodge Constitution Article III, Section 20. All Lodges shall fully comply with the provisions of this Constitution as hereinafter expressed.

The Executive Board as a separate body shall be considered a member for purposes of proposing changes to this Constitution and By-laws.

ARTICLE III --- CONVENTIONS

Section 1

ANNUAL

The Annual Convention of the Association shall be held during the months of May or June at such place and hour as shall be designated by vote of the Association, provided however, that the Association by proper vote may authorize the Executive Board to designate the place of any Annual Convention.

Section 2

MID-YEAR

The Mid-Year Convention shall be called by the President during the month of January. Notice of the place and time of such Convention will be made upon proper notice to all Member Lodges of the Association sixty days prior to date of the Convention.

Section 3

UNAVAILABILITY of TIME or PLACE

The President and Board of Trustees are hereby authorized to take any necessary action to provide the place and time of the Annual Convention if the place and time previously designated for such Convention are no longer available for the same.

Section 4

QUORUM

A quorum shall consist of fifty duly accredited delegates from at least twelve Member Lodges of the Association.

Section 5

ORDER OF BUSINESS

ANNUAL CONVENTION

The Order of Business at the Annual Convention of this Association, unless otherwise changed in advance by the Executive Board shall be as follows:

1. Call to Order
2. Invocation
3. Roll Call of Officers
4. Roll Call of Lodges
5. Report of the Committee on Credentials
6. Memorial Service
7. Presentation of Awards

Second Session

8. Opening Exercises
9. "Keynote Address"
10. Reading of Communications
11. Adopt Minutes of previous Convention.
12. Reports of Officers
 - *President*
 - *Vice Presidents*
 - *Secretary*
 - *Treasurer*
 - *Trustees*
13. Reports of Standing Committees
14. Nomination and Election of Officers
15. Unfinished Business
16. New Business
 - *Election of Members at Large for Connecticut Elks Charities, Inc.*
17. Good of the Association
18. Installation of Officers
19. Closing and Adjournment

In lieu of Report of Standing Committees, Committee workshops may be substituted. Optional recess is recommended at the conclusion of Unfinished Business and at the conclusion of Good of the Association.

MID-YEAR CONVENTION

The Order of Business of the Mid-Year Convention of the Association, unless otherwise changed in advance by the Executive Board shall be as follows:

1. Call to Order
2. Invocation
3. Roll Call of Officers
4. Roll Call of Lodges
5. Report of Committee on Credentials
6. Reading of Communications
7. Adopt Minutes of the previous Convention
8. Reports of Officers
 - *President*
 - *Vice Presidents*

- *Secretary*
 - *Treasurer*
 - *Trustees*
9. Reports of Committees as necessary
 10. Unfinished Business
 11. New Business
 12. Designation of the Site of Convention
 13. Good of the Association
 14. Closing and Adjournment

In lieu of Report of Committees, Committee workshops may be substituted.

Section 6

GUEST SPEAKERS

The presiding officer may, at their exclusive discretion, permit guests having special knowledge or expertise to address the Convention on a particular subject.

ARTICLE IV --- REPRESENTATION

Section 1

NUMBER OF DELEGATES

Each Lodge in good standing in the Association shall be entitled to representation, at the Annual and Mid-Year Conventions, as follows:

The Exalted Ruler of the Lodge and three delegates plus one delegate for each 100 of its members in good standing, or a major portion thereof, based on its membership as certified to and contained in the Annual Membership Report to the Grand Lodge as of March 31st immediately preceding the Convention. The Exalted Ruler and each delegate shall be vested with the right and authority to participate in and vote upon any business which may properly be considered at such business sessions of the Association.

Section 2

ELECTION of DELEGATES of MEMBER LODGES

The delegates for a Lodge shall be elected or appointed by the Exalted Ruler from members in good standing of the Lodge. Alternates may be appointed in advance or at any time by the Exalted Ruler of the Lodge.

Section 3

VOTING PRIVILEGES

All Past Presidents of the Association, in good standing in their respective Lodges; the officers of the Association and the State Chair of each Standing Committee of the Association shall have the right and authority to participate in and vote upon any matter that comes before the Association. Each of the aforesaid shall be restricted to one vote per person upon any matter submitted for the determination of the Association.

Delegates at an Annual Convention may grant lifetime delegate privileges to a member of the Order. Said member must be in good standing in the Order. Such privilege should be granted only for exemplary service to the Association or the Benevolent and Protective Order of Elks, above and beyond the normal duties required of the office or assignment. The proposal of said privilege shall be considered under – New Business – and shall require an affirmative vote of two-thirds (2/3) of the delegates present.

Section 4

PAST EXALTED RULERS

All Past Exalted Rulers, provided that they are members in good standing of a Member Lodge of this Association and of the Connecticut Past Exalted Rulers Association shall be given delegate privileges.

ARTICLE V --- SPECIAL & EMERGENCY MEETINGS

Section 1

SPECIAL MEETINGS

Special meetings of the Association shall be called and convened by the President of the Association with the consensus of the Executive Board provided, however, that no such meeting shall be called except upon thirty days written notice of the place and time of such meeting to all the Member Lodges of the Association.

Section 2

EMERGENCY MEETINGS

Emergency meetings of the Association will be called by the President of the Association with the consensus of the Executive Board. Seven days written notice of the place and time of such meeting to all member lodges will be required to conduct the meeting for the specific emergency and the business of the meeting will be confined to the emergency business.

Section 3

QUORUM

The Quorum for a special meeting or an emergency meeting shall be determined in accordance with Article III.

ARTICLE VI --- ASSESSMENTS

Section 1

ANNUAL PER CAPITA

To obtain the revenue and income necessary to defray the expenses incurred by the Association, each Member Lodge of the Association shall contribute annually an amount equal to Two Dollars for each member of said Lodge in good standing on March 31st immediately preceding the Association's fiscal year, as reported in the final Grand Lodge Annual Membership Report. Such contributions shall be made in full or in two installments, the first installment paid no later than May 31st and the second installment paid no later than October 31st.

Section 2

ASSESSMENTS

In addition to the annual dues, each Lodge will contribute two hundred dollars (\$200.00) for the purpose of purchasing jewels for the District Deputy appointees, medallions for the immediate Past District Deputies and funding the hospitality room at the Grand Lodge Convention, such payment to be made in full no later than May 31st. The Association will establish a restricted fund specifically for tracking these funds. Any surplus funds remaining at the conclusion of the Grand Lodge Convention will be placed in escrow for the succeeding year.

In addition to the annual dues, each Lodge will contribute an additional One Dollar per member for the purpose of funding an Area 1 Endorsed Candidate for Grand Exalted Ruler fund. The Association will establish a restricted fund specifically for tracking these funds.

Section 3

FAILURE TO REMIT

Any Lodge not having paid the full amount of dues and assessments as of November 1st shall be placed on probation by the Board of Trustees and will incur a fine of \$150.00. The Lodge will be notified of this action in writing by the Secretary of the Association. The delinquent Lodge shall be denied representation at the Mid-Year Convention and participation in any other Association sponsored program. An additional fine of \$150.00 will be assessed for every 6 month increment or portion thereof after November 1st the Lodge remains in arrears until the amount assessed is paid in full.

Section 4

WAIVER OF PER CAPITA

The Association by its own action, or by the action of the Board of Trustees, may suspend the payment of the per capita assessment or contributions, if the funds in the treasury of the Association are sufficient to warrant such action and upon written certification of the President and Board of Trustees that such action is in the best interest of the Association; provided, however, that any such suspension shall not exceed the year in which the action was taken.

ARTICLE VII --- OFFICERS

Section 1

ELECTIVE

The elective officers of the Association shall be a President, a Vice President from each Grand Lodge District within the State of Connecticut, a Secretary, a Treasurer and a Board of Trustees consisting of five members, one from each Grand Lodge District within Connecticut and one At-Large position.

To be elected President a candidate must have served as a Vice President of the Association.

A candidate for Vice President must be a Past District Deputy and member in good standing of a Lodge in the specific Grand Lodge District that they seek to represent. Said officer must remain a member in good standing of a Lodge in the Grand Lodge District they represent during the entire term of office.

A candidate for Trustee must be a Past Exalted Ruler and a member in good standing of a Lodge in the Grand Lodge District that they seek to represent during the entire term of office.

Any Elk in good standing who is a Past Exalted Ruler in a Member Lodge of the Association shall be eligible to hold any other elected office in the Association.

Any Elk in good standing in a Member Lodge of the Association shall be eligible to hold any appointed office in the Association.

Section 2

NOMINATIONS

Any Elk who plans to have their name placed in nomination for an office of the Association at the Annual Convention must notify the State Association Secretary at least sixty (60) days in advance of the Annual Convention start date stating the office for which they will be nominated.

With the exception of the Office of State President, nominations for all other offices will not need to be seconded. All other provisions of the Grand Lodge Statutes section 3.080 will prevail.

Section 3

ELECTION PROCEDURES

The election for all contested offices shall be by written or printed ballot and shall contain a list of the offices to be filled. The casting of each ballot shall be secret. No ballot shall be cast or counted other than the ones provided by the Secretary of the Connecticut Elks Association. The nominee receiving the majority of the votes cast shall be declared elected. Should no nominee receive a majority of the votes additional balloting shall be held, eliminating from the ballot the nominee receiving the fewest votes on each ballot until a nominee shall receive the majority of the votes cast. In case there shall be one nominee for any office, the Association may direct any delegate to cast the vote for the nominee.

Section 4

ELECTION OF TRUSTEES

At each Annual Convention one Trustee shall be elected for one non-successive term of five years. This provision shall not apply to a Trustee, selected to fill an unexpired term.

Section 5

VACANCY IN OFFICE

In case of vacancy in any elected office, except where provided otherwise, the Executive Board shall fill such vacancy by the selection of an Elk in good standing of a Member Lodge of the Association meeting the eligibility requirement of Section 1 of this Article until the next Annual Convention of the Association at which time an election for the unexpired term of that office shall be held. No provision of this Constitution and By-Laws shall prevent a current elected officer from consideration to fill the vacancy of another office.

In the interim between Annual Conventions should an elected officer of the Association wish to retire from the office to which they have been elected, they shall file their written resignation with the Secretary of the Association who shall immediately transmit said resignation to the President, who shall accept such resignation which shall then become effective. The Executive Board may then fill such vacancy as herein provided.

Section 6

INABILITY to PERFORM DUTIES of OFFICE – SECRETARY AND/OR TREASURER

Whenever the Secretary and/or Treasurer shall be absent or unable by other cause, from attending to and performing the duties of Secretary and/or Treasurer, at the end of a thirty (30) day period, the President with the approval of the Executive Board, shall appoint as Acting Secretary and/or Acting Treasurer, a member of the Association not already an officer thereof. Such appointee shall perform all the duties of the office to which they are named during the continuance of such absence or inability.

Section 7

INABILITY to PERFORM DUTIES of OFFICE – OTHER ELECTED OFFICERS

Whenever any elected officer excluding the office of the President shall be absent or unable by other cause, from three consecutive Executive Board and/or Convention meetings, the President with the approval of the Executive Board shall declare the position vacant. Such vacancy shall be filled under the provisions of Section 3 and Section 5 of this Article.

Section 8

REMOVAL FROM OFFICE

Any elected or appointed officer may be removed from office for immoral conduct, abuses in Office or actions which may dishonor the Association.

The procedures of Grand Lodge Statutes section 12.141 shall be followed substituting the following Association Officers with the Lodge officer's duties in that section.

State President for Exalted Ruler
State Secretary for Lodge Secretary
A Vice President for Esteemed Leading Knight

The entire Executive Board shall take the place of the Lodge for purposes of the Grand Lodge Statutes section.

If the Officer is removed, such vacancy shall be filled as provided in Section 5 of this Article.

Section 9

INELIGIBILITY for OFFICE

Any officer of the Association who shall have resigned their office before completing the term for which they were elected shall be ineligible for election to any office in the Association until after the expiration of one year from the date when their original term of office would have expired except for such resignation.

Section 10

APPOINTIVE

The appointive officers of the Association shall be a Chaplain, a Sergeant at Arms, a Tiler, an Inner Guard and an Organist. They shall be appointed by the President of the Association upon assuming office and shall serve for a period of one year.

ARTICLE VIII --- DUTIES OF ELECTIVE OFFICERS

Section 1.0

PRESIDENT

The President shall be the chief executive and presiding officer of the Association and it shall be their duty to be vigilant in causing the Articles of this Constitution and the By-Laws, Rules and Regulations of the Association to be enforced. The President shall:

- (a) Govern all proceedings of the Association and conduct the same in accordance with Robert's Rules of Order unless contravened by the Constitution or By-Laws of the Association.
- (b) Appoint a Vice President to act as presiding officer at all meetings of the Association at which they are unable to attend.
- (c) Fill all appointed offices.
- (d) With the exception of the Advisory Committee, appoint all standing committees and designate the committee Chair in conformance with the provisions of Article X. Appoint all State Coordinators as required under Article X.
- (e) Appoint any Ad Hoc Committee as necessary along with its Chair.
- (f) Appoint as State Auditors two members who are financial professionals and have the customary knowledge to review the financial records of the Association. Such appointment shall be subject to the confirmation of the Executive Board of Officers of the Association.
- (g) Perform all other duties that may be properly imposed upon the Office and such as are customary to be performed by the chief executive and presiding officer.
- (h) Be an Ex-Officio member of the Advisory Committee.

Section 1.1

INABILITY TO PERFORM DUTIES

Whenever the President shall be absent or unable by other cause from attending to the duties of the office, they shall appoint the senior Vice President to serve as President during the period of incapacity, or if they shall be unable to make such appointment, said appointment shall be made by the Executive Board of Officers of the Association and such appointee shall possess, exercise and enjoy all the rights and powers and perform all the duties of the President during the aforesaid continuance of such absence or inability. In the event the Office of the President shall become vacant, the Executive Board of the Association shall seek and appoint a Past State President from the same Grand Lodge District, if available, who is willing to fill the vacancy and complete the unexpired term. If no Past State President from the same Grand Lodge District is willing then any Past State President who is willing.

Section 1.2

OFFICIAL VISITS

It shall be the duty of the President to make such official visits to any Lodge of the Association, as they shall deem proper in the interest of the Association. They shall have power to delegate and assign any of the vice-presidents to make such official visits when, in their discretion, they shall deem it proper. In the event that any vice-president shall not be available for such visits, the President may delegate and assign any other officer of the Association to make such visits.

Section 2.0

VICE PRESIDENTS

When appointed by the President or the Executive Board of the Association, they shall act as President during the continuance of such absence or inability of the President from attending to their duties.

Section 2.1

DUTIES

The Vice Presidents shall:

- (a) Represent the State President in their district.
- (b) Visit each Lodge of their district and make a report to the President.

- (c) Carry to the Officers and committee members the programs established by the President.
- (d) Assist all the district chairs in carrying out the programs of the Association.
- (e) Provide program oversight, as well as guidance and assistance, as needed to the State Chairs of the Committees they have oversight responsibilities for that State Association year.
- (f) Inform the Executive Board on the failure to perform.
- (g) Assist the District Deputy as they may permit, in training groups and clinics.
- (h) Keep the Executive Board informed on the status of the Lodges in their district.

Section 3

SECRETARY

The Secretary shall

- (a) Attend all meetings of the Association and all conferences called by the President and shall make a true record of the Proceedings of the same.
- (b) Preserve all books, documents, reports and records of the Association; collect and receive all money payable to the Association and transmit the same, without unreasonable delay, to the Treasurer taking a proper receipt therefore.
- (c) Not less than forty five days prior to the Annual or Mid-Year Conventions, they shall forward to the Committee on Laws all proposed amendments to the Constitution and By-Laws of the Association received by their office and all resolutions received to be presented at said Conventions.
- (d) Not less than thirty days prior to the Annual or Mid-Year Convention, they shall forward to each member of the Executive Board, the Advisory Committee, and each of the Member Lodges a copy of all proposed amendments to the Constitution and By-Laws of this Association scheduled to be addressed at said Convention.
- (e) Attend to all correspondence.
- (f) At the Midyear Convention present a written report of their activities for the first eight months of the Association's fiscal year.
- (g) At the Annual Convention they shall present a written report of their activities for the preceding fiscal year.
- (h) Perform such other duties ordinarily incidental to their office or as may properly be required of them.

For the faithful performance of these duties the Secretary shall annually receive the sum of Twenty Five Hundred Dollars (\$2,500.00) payable in two equal installments on October 1st and May 1st each year, not in advance, upon certification by the President and a majority of the Trustees that they have fully and satisfactorily performed the duties of their office.

Section 4

TREASURER

The Treasurer of the Association shall:

- (a) Have the same relative powers and responsibilities as Treasurers have in Member Lodges. They are the Treasurer of all Association Committees.
- (b) Attend all meetings of the Association.
- (c) At the Mid Year Convention business session present a report of their activities for the first eight months of the Association's fiscal year.
- (d) At the Annual Convention present a written detailed statement of the receipts of money in the treasury and expenditures there from during the previous fiscal year, together with an accurate statement of the existing condition of the treasury and a statement of the indebtedness of the Association. Said report, having been audited by the State Association Auditors, shall be recorded in the minutes of the Convention of the Association and be published, with the certificate of the State Association Auditors, in such manner as the Association may direct.
- (e) Pay all orders drawn upon them by the Secretary and countersigned by the President and shall comply with all the directions that may be made, concerning their office, by the Association.

- (f) Keep books of account in the manner required by the Association, in which shall be set down in detail receipts and payments by the Treasurer and their accounts shall be open at all times, to the inspection of the President, the State Auditors and Board of Trustees. All checks in an amount in excess of Five Thousand Dollars (\$5,000.00) will require the additional signature of the President or Chair of the Board of Trustees prior to issuance by the Treasurer.

For the faithful performance of these duties the Treasurer shall annually receive the sum of Two Thousand Dollars (\$2,000.00) payable in two equal installments on October 1st and May 1st each year, not in advance, upon certification by the President and a majority of the Trustees that they have faithfully and satisfactorily performed the duties of their office.

Section 5.0

BOARD OF TRUSTEES

The President of the Association shall be a member, ex officio, of the Board of Trustees (Board) and shall be entitled to attend all meetings thereof.

Section 5.1

BOARD OFFICERS

The Board shall meet, as soon as practical after the adjournment of the Annual Convention and shall elect, from their number, a Chair and a Secretary of the Board.

Section 5.2

GENERAL DUTIES

The Board shall:

- (a) In the interval between Conventions of the Association, have general charge of such property of the Association as is otherwise provided
- (b) Assume such direction of the affairs of the Association as is otherwise provided and is not inconsistent with the rights, duties, privileges and responsibilities of other officers of the Association.
- (c) Further perform such other duties as the Association may determine to be necessary to protect its interests and promote its objectives.
- (d) Supervise the finances of the Association; approving all bills and other charges in excess of budget allocations against the Association and before any orders for payment of the same shall be issued.
- (e) Recommend ways and means to provide additional revenue to defray such expenses as are not otherwise provided for in Article VI of this Constitution. Any such additional revenue so derived shall be turned over to the Secretary for recording and transmittal to the Treasurer who will deposit such funds into the General Fund unless such fundraising was previously restricted in use by a vote of the Association.
- (f) Review all contracts required by the Association or its Committees and recommend approval of same at a meeting of the Association or by the Executive Board. The Board Chair shall sign all approved contracts and report on same at the next meeting of the Association.

Section 5.3

BUDGET PREPARATION

The Board shall, at least fifteen days prior to the Annual Convention:

- (a) Make estimates in detail of the amount of revenue required by the Association for the ensuing year and with estimates of income from all sources. The Board shall have the power to require officers of the Association to furnish such information as they may possess relative to the financial condition of the Association and which may aid the Board in preparing such estimates.
- (b) Submit a detailed report in writing, to the Annual Convention, of its estimates of income to be received from all sources and its estimates of appropriations needed to defray necessary expenditures.
- (c) Prepare the same for all Restricted Funds of the Association.

The Association, at said Convention, may alter or amend any budget item.

Section 5.4

REALLOCATION OF FUNDS

The Board shall have the sole power between Conventions of the Association to reallocate budgeted line item amounts in furtherance of the programs of the Association.

Section 5.5

CONTINGENCY ACCOUNT

The Annual Budget may provide for a contingency account for the administrative and overhead expenses of the officers and committees of the Association as the Association at its Annual Convention may direct; provided, however, that the Board shall administer such contingency account. The Board shall review and approve or disapprove any proposed expenditure from this contingency account. Such action by the Board shall be reported at the next scheduled Executive Board meeting and at the next Convention.

Section 5.6

INVESTMENT OF RESTRICTED FUNDS

At any time when a Restricted Fund Balance exceeds \$100,000 the Board of Trustees shall designate the investment of the Fund within 60 days. After the 60 day period the designation of the investment of the funds will devolve upon the Executive Board who must act within an additional 60 day period.

Section 5.7

SAFETY AND ACCIDENT PREVENTION COORDINATOR

The Chair of the Board of Trustees shall be designated as the State Association Safety and Accident Prevention Coordinator. The Chair shall attend the Annual Accident Prevention Seminar conducted by the Insurance Department of Grand Lodge and shall disseminate to the Lodges and the Accident Prevention Auditor for each District Deputy the information gathered at the seminar.

Section 6

OFFICER DUTY

It shall be the duty of every elected officer to furnish to the Board of Trustees such information as they may require in preparing the Association's Annual Budget.

No Elected Officer shall be appointed as a State Chair of any of the Committees of the State Association.

Section 7

EXECUTIVE BOARD

The Executive Board shall consist of the elected officers of the Association. It shall be charged with the responsibility of conducting the affairs of the Association between Conventions of the Association and comply with the requests of the Jurisdictional Past Grand Exalted Ruler when its counsel is requested. The Executive Board shall prepare and transmit to the Convention and Hospitality Operations subcommittee an agenda for the Annual Convention not less than 10 days prior to the start of the Convention. The Chair of the Advisory Committee shall be a member, ex-officio, of the Executive Board and shall be entitled to attend all meetings thereof.

The Executive Board is appointed as the Board of Directors for Connecticut Elks Charities, Inc. and will assume the duties of office as enumerated in the By-Laws of Connecticut Elks Charities, Inc.

ARTICLE IX --- DUTIES OF APPPOINTED OFFICERS

Section 1

SERGEANT AT ARMS

The Sergeant at Arms shall:

- (a) Execute the orders of the President
- (b) Preserve order
- (c) Act as Marshall on public occasions and, at Association Conventions, shall assist the Tiler in examining the qualifications of all persons presenting themselves for admission
- (d) Select such deputies as may be needed to assist them in the discharge of their duties and shall report such selection to the presiding officer.

Section 2

TILER

The Tiler shall have charge of the doors of the hall in which meetings are being held and shall perform such duties as are usually incidental to their office in like organizations.

Section 3

INNER GUARD

The Inner Guard will assist the Sergeant at Arms in the performance of their duties; permit none but qualified members of the Association to attend Convention business sessions.

Section 4

ORGANIST

The Organist shall preside at the organ during ritualistic ceremonies at State Association functions and at such other times as directed by the President of the Association.

Section 5

CHAPLAIN

The Chaplain shall invoke the blessing of God at all ceremonies, gatherings and functions of the State Association and at such other times as requested by the President.

Section 6

GENERAL DUTY

It shall be the duty of every appointed officer to furnish to the Board of Trustees such information as they may require in preparing the Association's Annual Budget.

ARTICLE X --- STANDING COMMITTEES

Section 1

COMMITTEE CHAIR DUTIES

The State Chairs; State Coordinators; district chairs and at-large members of each of the Association's committees will take all necessary actions to assist the Lodges in each district by providing guidance, assistance and promotional activities to implement the general and specific goals of that committee. It shall be the duty of every committee chair to furnish to the Board of Trustees such information as they may require in preparing the Association's Annual Budget.

Every committee chair who determines that expenditures in excess of the approved budgeted allocation are necessary shall timely submit a written request, through the State Association Secretary in compliance with Article XXI paragraph 2.

Every state committee chair will provide a final Income/Expense report to the Board of Trustees, with a copy to the supervising Vice President, thirty (30) days prior to either the State Association Annual or Mid-Year Convention, depending upon the ending of that committee's activities for the association year. Such report shall be sufficiently detailed to provide for a comparison of budgeted income and expenses versus actual income and expenses.

Every committee member shall review and comply with the *CEA Committee Chair Handbook* in regard to the implementation of their respective program of their committee.

Section 2

ADVISORY

The Advisory committee consists of all Past Presidents of the Association in good standing in their respective Lodges. It shall advise and extend its counsel to the Association Officers and committees. The committee shall elect a Chair and Secretary. The State President shall be an ex-officio member of the committee and entitled to attend all its meetings.

The Advisory committee will hold at least one meeting per Association year four weeks prior to the Annual Convention. It may meet more frequently if needed, as called and convened by the Chair.

The following committees shall be comprised of one member from each Grand Lodge District within the state and one member at large who will serve as the committee Chair.

Section 3

AMERICANISM

The Americanism committee shall be charged with implementing the patriotic activities of the Order and the Association in the member Lodges.

Section 4

DRUG AWARENESS

The Drug Awareness committee shall be charged with fostering programs to heighten awareness of the consequences of drug use and to encourage Lodges to participate in and support said programs.

Section 5

MEMBERSHIP

It shall be the duty of the committee to promote the programs of the Grand Lodge Membership committee and to extend assistance to Lodges experiencing membership losses.

Section 6

PUBLIC RELATIONS

The Public Relations committee shall have charge and supervision of such matters pertaining to public releases through the media, press, radio, television and any other means, to bring to the attention of the public, the activities of the Grand Lodge, the State Association and subordinate Lodges.

The committee shall oversee a subcommittee of technically proficient web site designers and content administrators to be charged with the design, the maintenance and content of the Association's web site.

The committee shall be responsible for the quarterly publication of the State Association's newsletter.

Section 7

SCHOLARSHIP

The Scholarship committee shall select the recipients of scholarship awards determined after appropriation of the number and amount of the awards have been provided for in the Association budget and voted on at an Annual Convention.

The Scholarship committee shall have the full power to formulate the conditions under which such awards may be granted, in conformance with the policies determined by the Elks National Foundation Trustees. It shall have sole authority to announce the name or names of recipients of scholarship awards.

Section 8

YOUTH ACTIVITIES - HOOP SHOOT®

The Hoop Shoot® committee shall encourage the participation of all Lodges in conducting the annual Grand Lodge Hoop Shoot® competition at the Lodge level and offer assistance if requested. The committee shall conduct District and State competitions under the rules of the program promulgated by the Grand Lodge.

Section 9

YOUTH ACTIVITIES - SOCCER SHOOT®

The Soccer Shoot® committee shall encourage the participation of all Lodges in conducting an annual Soccer Shoot® Competition at the Lodge level and offer assistance if requested. The committee shall conduct District and State competitions under the rules promulgated by Grand Lodge and Regional Soccer Shoot® committees.

Section 10

VETERANS SERVICE

The Veterans Service committee shall be charged with providing assistance for Veterans activities to any Veterans facility within the state. The committee will also promote the National Veterans Service Commission programs through member Lodges.

The following committees shall be comprised of a minimum of three members at large and with the Chair appointed by the State President.

Section 11

BUSINESS PRACTICES AND TRAINING

The Business Practices and Training committee will be composed of members who are knowledgeable in the fields of finance, business administration and accounting. The committee will also include a Training Coordinator whose duty will be to conduct the Connecticut Elks Association Training program.

The committee shall provide advice and assistance to the member Lodges in the conduct of their business operations with the goal of improving the Lodge's financial results.

The committee will be available at the request of the State Sponsor and/or Special Deputy Grand Exalted Ruler to conduct an inspection and/or review of any Lodge's financial records and shall report its finding and any applicable recommendations to the requesting Grand Lodge Officer.

The committee will provide assistance in training the members of the District Deputy Audit Suites in the procedures used in the conduct of the District Deputy Audit of the financial affairs of the Lodges.

Section 12

CONNECTICUT ELKS CHARITIES

Said committee is hereby authorized to solicit and receive voluntary contributions for Connecticut Elks Charities, Inc a Section 501 c (3) charity and to engage in and promote revenue-producing activities. The committee shall have oversight responsibilities for any State Association activity engaged in to provide assistance to the Association's sponsored Charitable and Community Welfare programs and/or to raise funds for the Connecticut Elks Charities, Inc. including but not limited to:

- (a) Annual Bowling Tournament
- (b) Annual Golf Tournament
- (c) Major Projects Programs
- (d) Connecticut Special Olympics

Each activity will be overseen by a State Coordinator assisted by other interested members appointed by the State President.

Any and all funds heretofore and hereafter received by the committee shall be remitted to the Secretary of the Connecticut Elks Association to be recorded and then turned over to the

Treasurer to be deposited into the accounts of Connecticut Elks Charities, Inc. and there be retained until otherwise voted by the Association in Convention, for use in the Association's charitable and community welfare programs.

Section 13

CONVENTIONS AND HOSPITALITY

The Conventions and Hospitality committee shall be comprised of a State Chair and the following State Coordinators for each of these subcommittees:

- (a)** Site Selection
- (b)** Operations
- (c)** Credentials
- (d)** Hospitality

Subcommittees

Site Selection

The Site Selection subcommittee shall be comprised of three members including the State Coordinator.

All convention site proposals from individuals, Lodges and Districts, shall be submitted to this subcommittee, who shall review, investigate and report to the Mid-Year Convention on all proposals designating the site of the Convention.

All proposals shall contain the following facts: dates, location, accessibility, and housing, dining facilities, air conditioned meeting rooms, banquet facilities and projected costs to each delegate and guest.

The subcommittee in its review and presentation may recommend the most suitable site and may propose sites for more than one year in advance. No action by the subcommittee shall be binding, until and unless authorized by the Convention assembled.

Once the site is approved at a Convention the subcommittee shall have thirty days to meet with the selected site management and complete the negotiations on a contract. The subcommittee shall include the designated member of the Operations subcommittee in the negotiation meeting(s). The contract will then be presented to the Chairman of the Board of Trustees for signature.

Operations

The Operations subcommittee shall be comprised of five members at large including the State Coordinator. The duty of the subcommittee is to assure the effective functioning of the Annual Convention at the approved Convention site.

The subcommittee shall hold at least one initial meeting with the Site Selection subcommittee prior to the Annual Convention to review the signed Convention hotel contract and to establish communications with hotel management.

The committee shall coordinate all the operations of the Convention with the hotel management, including the finalizing of Convention operations plans at an onsite meeting(s).

The responsibilities of the subcommittee are, but not limited to, hotel reservations for attendees; meeting room layout setup and seating for all business meetings at the Convention per the agenda provided by the Executive Board; assignment of and regulation of all hospitality rooms and/or hospitality areas; and coordination by the State Coordinator or subcommittee designee with the hotel management for environmental and guest comfort matters.

The subcommittee shall address potential contractual disputes and the settlement of the final bill for charges made directly to the Association and/or its members.

Credentials

The Credentials subcommittee shall be comprised of six members at large including the State Coordinator.

The Credentials subcommittee shall examine the credentials of all delegates and alternates and of all Elks who, by this Constitution, are authorized to participate in the deliberations of the Association at any of its Conventions and it shall consider and pass upon the same and make a report thereon to the Convention together with such recommendations as it may deem proper.

Hospitality

The Hospitality subcommittee shall be comprised of three to five members at large including the State Coordinator. The Hospitality subcommittee shall administer the following State Association Events:

- (a) Dining needs of State President, Grand Lodge and visiting dignitaries at the Annual and Mid-Year Conventions
- (b) Installation of Officers Dinner at State Convention
- (c) Hospitality Room at Annual Grand Lodge Convention
- (d) Connecticut Dinner at Grand Lodge Convention
- (e) Grand Exalted Ruler's Visitation to Connecticut
- (f) Annual State Association Holiday Party
- (g) State President's Night

The subcommittee duties include but are not limited to selection of dining locations at the Annual and Mid-Year Conventions; coordination of reservations and creation of seating plans for items **(b)**, **(d)**, **(e)** and **(g)** above; staffing and provisioning for the State Hospitality Room at the Grand Lodge Convention. The subcommittee will work in conjunction with the State President and Grand Lodge Officials to assist in the selection of and coordination with the locations selected to host items **(a)** and **(d)** through **(g)** above.

Any and all funds heretofore and hereafter received by the subcommittee shall be remitted to the Secretary of the Connecticut Elks Association to be recorded and then turned over to the Treasurer to be deposited into the accounts of Connecticut Elks Association.

Section 14

GOVERNMENT RELATIONS

The committee shall represent the State Association in matters dealing with the enactment of legislation affecting Elks Lodges in municipal, state or federal legislative assemblies.

It shall have the authority to solicit funds from member Lodges and individuals after the approval of such solicitation by the Association in Convention.

It shall have the authority to engage counsel to represent the Association in matters before Commissions, Legislative committees, state and federal courts within approved Association budget amounts.

It shall have the authority to expend funds to defray legal and incidental costs in its activities within approved Association budget amounts.

Any and all funds heretofore and hereafter received by the committee shall be remitted to the Secretary of the Connecticut Elks Association to be recorded and then turned over to the Treasurer to be segregated into a separate account and be used only to defray costs incurred by the committee. The Treasurer of the Association will be the Treasurer of this committee and will make a written report of the financial activities at the Annual Convention. The committee, when it is satisfied that no further action is necessary, will refund all remaining funds, to the donors, on a pro-rata basis as was contributed.

Section 15

JUDICIARY

The committee shall have referred to it all proposed legislation affecting the Constitution and By-laws of the Association. It shall also recommend such legislation and amendments it deems necessary to promote the purposes and interests of the Association. After review and at least four weeks prior to the Annual or Mid-Year Convention where the proposal will be voted upon the committee will transmit the proposal to the Advisory committee with an explanation of the proposal and its impact on the Association.

It shall have referred to it all Resolutions filed with the Secretary of the Association forty-five days prior to any Convention and shall report on the same at the Convention.

The Chair of the committee or their designee shall serve as the Parliamentarian at the Annual and Mid-Year Conventions of the Association.

Section 16

RITUALISTIC

The Ritualistic committee shall foster proficiency and interest in the rendition of all Elk rituals and shall promote and encourage Lodge participation in ritualistic contests. It shall conduct ritualistic contests at the district and/or state level as appropriate. It shall encourage all officers to participate in individual chair contests state wide. It shall have referred to it all recommendations as to changes and modifications in the conduct of the contests.

The Chairman along with the State President shall attend the Annual Area 1 Interstate Relations meeting along with any other appointed or interested members.

Section 17

STATE ASSOCIATION AUDITORS

The State Association Auditors shall examine and audit the books and accounts of the Association and present its report at the Annual Convention together with such recommendations as it may deem necessary and proper for the welfare of the Association.

The following committees shall be comprised of a State Chair only.

Section 18

LODGE ACTIVITIES / COMMUNITY WELFARE

The Lodge Activities/Community Welfare Chair shall have charge and supervision of such matters referred by the Grand Lodge and the Association pertaining to the good of the Order; subordinate lodge activities; inter-lodge relations; promotion of relations between the subordinate lodges and their respective communities and similar matters.

Section 19

ELKS NATIONAL FOUNDATION

The Elks National Foundation committee shall formulate plans to promote in Subordinate Lodges and individual Elks interest in the Elks National Foundation.

ARTICLE XI --- BENEVOLENT ACTIVITIES

Section 1

RESERVE FUND

For the furtherance of the welfare, educational and benevolent activities of the Association there is hereby established a fund which shall be designated as the "Reserve Fund", the corpus of which, at the direction of the Board of Trustees of the Association, shall be invested in United States Government Bonds; in income producing property or deposited at interest in some Connecticut Banking institution.

Withdrawals from said fund may be made only by vote of the Association, at an Association Convention.

Section 2

CONNECTICUT ELKS CHARITIES COMMITTEE

The Connecticut Elks Charities Committee may recommend to the Association program(s) continuing for a term of more than one year. The adoption of the program(s) at a Convention of the Association shall be binding for the term of the program(s).

The expenditure of funds to defray the cost of the program(s) shall be allocated to the term of the program(s) and shall be included annually in the budget of the Association by the Board of Trustees.

ARTICLE XII --- SOLICITATIONS

No officer, committee member or member of the Association shall solicit, without approval of the Association either directly or indirectly, in the name of the Association any donation, contribution or assessment from any member Lodge of the Association.

ARTICLE XIII --- OBLIGATIONS

Section 1

DUTIES TO GRAND LODGE

The Association will comply with all provisions of Chapter 18 of the Grand Lodge Statutes. Any amendment to Chapter 18 of the Grand Lodge Statutes or edict of the Grand Lodge altering these By-Laws shall have the effect of an amendment without any further action of the Association.

The Association shall provide to the Grand Secretary the information required by Section 18.030 of the Grand Lodge Statutes.

Section 2

PRESIDENT'S TRAVEL ALLOWANCE

The Board of Trustees shall annually provide for a travel allowance for the President to be in attendance at the Grand Lodge Session following their election consistent with the allowances allowed by the Grand Lodge for Grand Lodge Officers and Committee members.

The Board shall also provide for a rate per mile allowance for travel by the President on State Association business within the State or Area 1 that is equal to the Internal Revenue Service standard mileage rate for business miles driven.

ARTICLE XIV --- LIMITATIONS

No question of a political or sectarian character shall be introduced, discussed or considered at any meeting of the Association and no person shall be directly or indirectly endorsed or recommended for any political or Grand Lodge office, nor shall any public question be introduced, discussed or considered unless the same directly relates to or affects the Order and its membership, or unless a previous recommendation to consider such subjects shall have been made by the Grand Lodge.

ARTICLE XV --- PROVISIONS NOT OTHERWISE COVERED

In all cases where subjects are not provided for in this Constitution and By-Laws, the Laws of the Order shall govern.

ARTICLE XVI --- CONSTITUTIONAL AMENDMENTS

Section 1

CONSTITUTION, HOW AMENDED

Proposed amendments to the Constitution and By-Laws shall be presented, in writing, by a member as defined in Article II to the Secretary of the Association at least sixty days prior to the Annual or Mid-Year Convention for transmittal to the Judiciary Committee. The Judiciary Committee after review will transmit the proposal to the Advisory Committee with an explanation of the proposal and its impact on the Association at least four weeks prior to the Annual or Mid

Year Convention where the proposal will be voted upon. The Committee shall report on the proposal at the Annual or Mid Year Convention.

Section 2

ORDER OF BUSINESS AND ADOPTION

Such proposed amendments shall be considered under the order of New Business and shall require, for their adoption, an affirmative two-thirds of the delegates voting.

Section 3

AMENDMENTS CONCERNING ASSESSMENTS

Amendments affecting the Assessments shall be considered under the order of New Business and shall require for their adoption, an affirmative two-thirds of the delegates voting. After adoption at the Convention, the change in assessment must be referred to the member Lodges for ratification.

An affirmative vote of two-thirds of the member Lodges within sixty days after the Convention ratifies the new assessment. Failure to respond in the time allocated will be considered an affirmative vote. The new assessment will become effective at the commencement of the fiscal year following its adoption.

Section 4

CONFLICTS WITH GRAND LODGE STATUTES

Any action, Statute or edict of the Grand Lodge altering these By-Laws shall have the effect of an amendment without any further action of this Association, and any Article or Section of these By-Laws requiring temporary suspension for the purpose of acting upon a dispensation granted by the Grand Lodge, or its properly authorized Officer, shall be, without further action of this Association, considered temporarily suspended.

All proposed amendments to these By-Laws in conflict with the Laws of the Order, are void, and shall be declared out of order by the President.

ARTICLE XVII --- RITUALISTIC COMPETITION

Section 1

GRAND LODGE STIPEND

The Connecticut Elks Association shall pay to the Lodge whose officers are judged the winners of the State Ritualistic Contest and who achieve a minimum score of 93.5 in such contest the minimum sum of \$2,000.00 and a maximum of \$5,000.00 for said Lodge officers to attend the Grand Lodge Convention and participate in the Grand Lodge Ritualistic Contest. Should said team fail to participate in the Grand Lodge Ritualistic Contest the Lodge shall immediately return the entire sum to the Connecticut Elks Association.

Section 2

AREA 1 INTERSTATE STIPEND

The Connecticut Elks Association shall pay to the Lodge whose officers are judged the winners in the State Ritualistic Contest the sum of not less than \$100.00 provided said Lodge officers participate in

ARTICLE XVIII --- RESOLUTIONS

Any and all Resolutions to be presented at the Annual or Mid-Year Convention of the Association by delegates on behalf of Lodges or individuals must be filed with the Secretary of the Association not less than sixty days prior to the date of the Convention and forwarded to the Judiciary Committee by the Secretary not less than forty-five days prior to the date of Convention, for determination of their compliance with the Constitution of the Association and in conformity with the Statutes of the Grand Lodge of the Benevolent and Protective Order of Elks.

The Judiciary Committee will report on any and all resolutions filed when submitting its report at the Convention.

ARTICLE XIX --- CONNECTICUT ELKS PAST EXALTED RULERS ASSOCIATION

The Connecticut Elks Past Exalted Rulers Association is recognized by the Connecticut Elks Association as a legal organization. It will elect its own officers and have its own by-laws. The by-laws of this association will be in compliance with the Grand Lodge Statutes to maintain its official recognition by the Connecticut Elks Association.

ARTICLE XX – ASSOCIATION BUDGET

The Annual Budget shall contain a line item for the purchase of a fidelity bond and Directors and Officers insurance covering all officers of the Association.

Any request for expenditure not provided for and appropriated in the Annual Budget shall only be considered for approval at a duly called meeting of the Association.

All committee requests for expenditures in excess of budgeted allocations require prior approval of the Board of Trustees. A committee State Chair must submit each request in writing through the State Association Secretary. The Secretary will forward each request to and through the following chain of review and recommendation:

1. State President
2. Vice President of jurisdiction over the particular committee
3. Treasurer
4. Chair Board of Trustees

The Board of Trustees will review the request and all recommendations of the state officers listed above prior to making a determination to either approve or reject the request.

After such appropriations shall have been made no officer or committee of the Association shall incur any expense against the Association unless a provision therefore has been made in the said appropriation and no monies appropriated may be expended for any purpose except that specifically provided in said appropriation.

Any officer, committee member, or other person who shall expend any money belonging to the Association for any purpose other than that for which a provision has been made in the budget of the Association, or otherwise authorized shall be personally liable to the Association for such sum so expended.