



**By-Laws – House Rules
and Rules of Order of
Columbia City, Indiana
Lodge No. 1417**

**of the
Benevolent and Protective
Order of Elks
of the United States of America**

A Fraternal Organization

Approved – December 30, 2010

Table of Contents

	<u>Page</u>
By-Laws	3
Preface	3
Article I: Name	3
Article II: Membership	3
Article II-A: Associate Membership	3
Article III: Life Membership	3
Article IV: Meetings	4
Article V: Elective Officers and Duties	4
Of the Exalted Ruler	4
Of the Esteemed Leading, Loyal and Lecturing Knights	5
Of the Secretary	5
Of the Treasurer	6
Of the Tiler	7
Of the Trustees or Board of Directors	7
Of Alternate Representative to Grand Lodge	8
Article VI: Appointive Positions and Duties	8
Of the Chaplain and Inner Guard	9
Of the Esquire	9
Of the Mediator	9
Of the Presiding Justice	9
Article VII: Nomination, Election and Installation of Officers	9
Article VIII: Committees	10
Article IX: Home, Club or Other Facility	13
Article X: Fees and Dues	14
Article XI: Help	16
Article XII: Power to Loan Money, Etc.	16
Article XIII: Bills Against the Lodge	16
Article XIV: Lodge Year and Fiscal Year	16
Article XV: Rules of Order	16
Article XVI: Amendments	17
Rules of Order	18

**By-Laws – House Rules
and Rules of Order of
of
Columbia City, Indiana
Lodge No. 1417**

**of the
Benevolent and Protective
Order of Elks
of the United States of America**

A Fraternal Organization

PREFACE

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

Edition of 2010
Published by authority of the Grand Lodge
B. P. O. Elks

APPROVAL

Pursuant to applicable provisions of the Statutes of the Order, the following General Revisions of the By-Laws, House Rules and Rules of the Order of

COLUMBIS CITY LODGE, NO. 1417

Of the Benevolent and Protective Order of Elks, have been examined and are hereby approved this 30th day of December, 2010.

**COMMITTEE ON JUDICIARY
By JAMES R. DEAMUD**

BY-LAWS

ARTICLE I: NAME

Section 1. This Lodge, under the provisions of its Dispensation and Charter shall be known as **Columbia City Lodge No. 1417** of the Benevolent and Protective Order of Elks of the United States of America.

ARTICLE II: MEMBERSHIP

Section 1. The Members of this Lodge shall be all persons who have been, or may hereafter be, duly elected and initiated under the authorized ritual, or affiliated with it, and are in good standing in the Order.

Sec. 2. Applications for membership shall be received only from citizens of the United States of America who pledge allegiance to and salute the American Flag, who are of good character, not under the age of twenty-one years, and who believe in God.

No person shall be accepted as a Member of this Order who is directly or indirectly a member of or in any way connected with the Communist Party, or who believes in the overthrow of our Government by force.

Sec. 3. Any person desirous of membership shall make application in the manner provided by the Laws of the Order.

Sec. 4. It shall be the duty of the Members to report any change of residence as soon as possible to the Secretary of the Lodge.

ARTICLE II-A: ASSOCIATE MEMBERSHIP

Section 1. The Governing Body of the Lodge as designated in Article IX can grant Associate Membership to Members in good standing in other Lodges solely for the use of the Lodge's social facilities upon such terms as it may prescribe.

ARTICLE III: LIFE MEMBERSHIP

Section 1. The Lodge, by an affirmative secret ballot of two-thirds of those present at a regular Lodge meeting, may elect a member in good standing to Life Membership upon the payment in advance of 25 times annual regular Lodge dues as set forth in article X.

Sec. 2. A Lodge, by an affirmative secret ballot of two-thirds of those present at a regular Lodge meeting, may elect to Life Membership any of its members in good standing, who shall have paid to a Lodge or Lodges required annual dues for a period of not less than **30** years preceding his election, not less than the last **10** years of which must have been with this Lodge, and who has attained the age of not less than **65** years.

Sec. 3. The Lodge may, by an affirmative secret ballot of two-thirds of those present at a regular Lodge meeting, elect a member in good standing to Honorary Life Membership for distinguished services to the Lodge or to the Order. Mere services as a Lodge Officer or Committeeman shall not be considered as sufficient distinguished service.

Sec. 4. Nomination for Life Membership must be in writing and the nomination for Honorary Life Membership must set forth the distinguished services rendered in detail. The Exalted Ruler shall set a date for the ballot on the nomination which shall be not later than the third regular meeting after it is presented. All Members shall receive notice, by the Secretary, at least ten days prior to the date on which the vote will be taken. The notice for election to Honorary Life Membership shall contain the full text of the written nomination. A rejected nomination cannot be presented again within a period of one year from the date of rejection.

ARTICLE IV: MEETINGS

Section 1. The regular meetings of this Lodge shall be held on the first and third Tuesday evenings in each month throughout the year, except that in the months of **July** and **August**, meetings of the Lodge shall be held on the first Tuesday evening of each thereof.

Sec. 2. The regular hour of meeting shall be **7:00** o'clock p.m.; but at any time, however, when convenience requires, the regular meeting may be held at an hour to be determined by vote of the Lodge to that effect at the previous meeting; provided that written notice of such change of meeting hour shall be given to all the Members.

Sec. 3. Social sessions may be held in accordance with the Laws of the Order. The proceedings thereof shall be characterized by considerate behavior, and no vulgarity, profanity, or indecent conduct shall be permitted, under penalty of discipline to offenders. The members of the committee in charge of such social session shall be held responsible for the proper conduct thereof.

Sec. 4. A minimum of Nine Members of this Lodge, at least two of which shall be elected Officers, shall constitute a quorum for the transaction of the business of this Lodge in a regular or special meeting. For any Lodge Committee or Board to legitimately transact its business, a quorum of a simple majority of that body's members of record must be present, unless the Statutes provide otherwise.

ARTICIAL A: EXEMPLIFICATION OF RITUALS

Sec. 1. The officers of this Lodge are authorized to use the alternative forms of the Opening, Closing and Initiatory Rituals as approved by the Grand Lodge. **(This amendment was approved by Grand Lodge Judicial on December 26, 2012, Approval number 13-JRM-060.)**

ARTICLE V: ELECTIVE OFFICERS AND DUTIES

Section 1. The elective Officers of this Lodge shall be an Exalted Ruler, an Esteemed Leading Knight, an Esteemed Loyal Knight, an Esteemed Lecturing Knight, a Secretary, a Treasurer, a Board of Trustees consisting of **3** members, and a Tiler; and no member can simultaneously hold more than one office in the Lodge, elective or appointive. No Lodge Officer shall simultaneously occupy another position in the Lodge, whether as a paid employee or otherwise, when the relationship between the Lodge Office held and the other position occupied is such as to give rise to an apparent, potential or actual conflict of interest.

OF THE EXALTED RULER

Sec. 2. The Exalted Ruler shall be the Executive Officer of the Lodge and ex-officio member of the Board of Trustees without vote. Except as otherwise provided by Statute, it shall be the duty of the Exalted Ruler to preside at all

meetings of the Lodge, call special meetings when necessary, appoint all committees as provided in Section 13.020 of the Grand Lodge Statutes, or by vote of the Lodge, designating the Chairman thereof and have general supervision over all matters appertaining to the Lodge; he shall attend all officially called District Deputy Clinics for his Lodge unless excused for good cause shown to the District Deputy with jurisdiction and see that harmony is preserved and the Laws of the Order enforced; he shall act as the representative of this Lodge to the Grand Lodge and perform such other duties as may be required of him by the Laws of the Order and the By-Laws of this Lodge. It shall be the duty of the representative to the Grand Lodge to attend the Annual Session thereof and to submit a report to his Subordinate Lodge not later than the first regular meeting in October. The Lodge shall pay such representative not less than the amount provided for transportation and per diem while necessarily engaged in travel and for each day actually spent in attendance at the Session, as provided in Section 4.240 of the Statutes of the Order.

NOTE: Sec 12.120 of the Statutes of the Order fixes the minimum to be allowed representatives to the Grand Lodge Sessions. See also Sec. 4.240, Statutes of the Order.

OF THE ESTEEMED LEADING, LOYAL, AND LECTURING KNIGHTS

Sec. 3. Except as otherwise provided by Statute, it shall be the duty of the Esteemed Leading Knight, Esteemed Loyal Knight and Esteemed Lecturing Knight to assist the Exalted Ruler in the performance of his duties as above stated and to officiate for him in his absence, in the order of their rank named in the Constitution; and they shall each be invested at such times with his full powers and prerogatives, and subject to his duties. In the absence of the Exalted Ruler, the Officer next in rank shall organize the Lodge and designate the Members who shall fill the vacancies during the meeting, or until the absent Officers appear, when the latter must take their official places in the Lodge. They shall also perform the duties pertaining to their offices, as provided by the Laws and Ritual, and any other duties imposed upon them by the Lodge. The Leading Knight shall attend all officially called District Deputy Clinics for his Lodge unless excused for good cause shown to the District Deputy with jurisdiction.

OF THE SECRETARY

Sec. 4. It shall be the duty of the Secretary to keep correct minutes of all meetings of the Lodge, to keep correct accounts between the Lodge and its members; assign each member a number and place the same opposite his name on his membership card; keep correct mailing lists of the members of the Lodge, both in the Secretary's office and in the file of the Circulation Department of The Elks Magazine, with the mailing address of each member indicated thereon. Corrections of the mailing list at the office of The Elks Magazine should be made immediately upon the Secretary acquiring knowledge of the necessity therefor, using methods conforming to the requirements of The Elks Magazine for each new member initiated into the Lodge or affiliated therewith by Certificate of Release, Certificate of Status, Absolute Dimit or Reinstatement; for the removal of such members as shall have died, been dimitted, expelled, or dropped from the rolls; for the new address of each member who shall have changed his address or affiliated by Transfer Dimit. In addition, he shall be required to annually compare the Lodge mailing list with records maintained by the Elks Magazine and promptly report discrepancies to the Elks Magazine as requested or submit the Lodge mailing list by electronic media.

He shall receive all moneys due to the Lodge, from any source whatever, paying the same to the Treasurer at the earliest practicable moment, and taking his receipt therefor; and receive all moneys due the Grand Lodge from members as annual dues, paying the same to the Treasurer at the earliest practicable

moment. He shall attend to all the correspondence, subject to the approval of the Exalted Ruler, and he shall promptly present all communications received by him to the Lodge, having first submitted the same to the Exalted Ruler. He shall issue all certificates appertaining to the business of the Lodge; shall inform persons elected of the fact, and notify rejected applicants. He shall mail notice in writing to all Members of the Lodge, of all applications for affiliation, membership, or Life Membership, giving the name and address of the candidate, his business, and the name of his proposer, if any, and the time when action will be taken upon such application.

It shall be the duty of the Secretary to give and serve a ten-day written notice to the entire membership of the Lodge, showing the details of any proposition to sell, lease, purchase, exchange, finance, make a gift, or make substantial alterations on the real property of the Lodge, before a vote can be had upon such proposition. When, and if, such sale, exchange, alteration, gift or mortgage financing shall be voted by the Lodge, after due and proper notice, it shall be the duty of the Secretary to forward application for permit and such information to the Board of Grand Trustees, as may be required by the provisions of Sec. 16.050, Statutes of the Order. All of the provisions of the Section relating to realty shall apply equally to furnishings, fixtures and equipment.

It is further the duty of the Secretary to annually compile a list of the members owing one year's dues to the Lodge, report said delinquency to the Lodge and notify said members of their delinquency, in accordance with the provisions Of Sec. 14.160 of the Statutes of the Order. It is further the duty of the Secretary to drop from the rolls the delinquent members prior to April 1 of each year, after complying with the provisions of said Sec. 14.160.

It is further the duty of the Secretary to see that the Articles of Incorporation and By-Laws of this Lodge shall be recorded or filed, as notice to the public, when State law permits or requires such recording or filing.

It is further the duty of the Secretary to file complaint under the provisions of Sec. 16.050 against any member or Officer willfully violating such Section.

He shall notify the members of all committees of their appointment, together with the subject given into their charge; copy reports in the minute book, when directed so to do; require members to pay their dues in advance of each upcoming dues period; send a written notice to all members in arrears for dues; attend to all duties required by the Laws of the Order, and all such other duties as may be legally imposed upon him by the Lodge and are inherent in and pertain to the duties of his office. He shall have charge of the seal, books, papers and records of the Lodge, under the direction of the Exalted Ruler. He shall, on or before the first day of May of each year, return the blanks furnished by the Grand Secretary to that Officer, properly filled out, with check or draft to pay in full all indebtedness of the Lodge to the Grand Lodge, including all Grand Lodge dues collected or due from members of this Lodge, and said report shall bear the signatures of the Exalted Ruler and Secretary, and an impression of the Lodge seal attached; and to certify to the Grand Secretary the vote of the Lodge upon all constitutional amendments. On the 1st day of November he shall furnish to the office of the Grand Secretary such membership statistics as may be required, on the forms to be supplied by the Grand Secretary. He shall attend all officially called District Deputy Clinics for his Lodge unless excused for good cause shown to the District Deputy with jurisdiction. For the faithful performance of his duties he shall receive as compensation **\$1,200.00** dollars per annum, payable **April and October**.

When he retires from office he shall immediately deliver all the books, papers, and other property in his charge belonging to the Lodge to his successor in office, or whomsoever the Lodge may appoint. He shall present a written report of the transactions of his office semi-annually, at the first regular meetings in the months of April and October. He shall also report to the Grand

Secretary all expulsions and suspensions of members, giving the name, age, birthplace, residence and occupation. He shall be required to give bond to the Lodge in the sum of \$5,000.00 dollars for the faithful performance of his duties.

OF THE TREASURER

Sec. 5. It shall be the duty of the Treasurer to receive all the Lodge moneys from the Secretary, giving him a receipt therefor; and, except as otherwise provided by By-Laws, he shall be the Treasurer of all Committees of the Lodge, and shall handle all funds of all Committees and of every activity of the Lodge; pay all bills against the Lodge as ordered thereby on vouchers signed by the Exalted Ruler and Secretary; keeping a correct account, under their proper dates, of the amounts and sources of receipts and the amounts and purposes of disbursements, taking proper vouchers for the various items thereof. He shall, at such times as the Lodge may direct or the Exalted Ruler require, present for examination all books, papers, vouchers, etc., that may be necessary to a proper auditing of his accounts. He shall also perform such other duties as are required by the Lodge, and are compatible with his office. Whenever the amount of unappropriated cash in his possession shall exceed \$5,000.00 dollars, he shall notify the Chairman of the Board of Trustees. He shall present a report at each regular meeting showing the condition of the funds of the Lodge. He shall be required to give bond to the Lodge in the sum of \$5,000.00 dollars for the faithful performance of his duties, and shall receive as compensation for his services the sum of **\$1,200.00** dollars per annum, payable **monthly**.

OF THE TILER

Sec. 6. It shall be the duty of the Tiler to attend at the outer door of the Lodge at all its regular and special meetings, and permit no person to enter without being satisfied of his right to do so, nor without previous announcement through the Inner Guard and formal permission of the Exalted Ruler. He shall require all Members to show their membership cards, and in addition require visiting Members to register their names in a book kept for that purpose. He shall remain at the Lodge rooms until the close of all meetings, whether business or social. He shall assume charge of all jewels, regalia, and other like Lodge property, and be held responsible for the same, seeing that it is in proper condition for all meetings of the Lodge, whether business or social. He shall furnish all necessary paraphernalia by order of the presiding Officer; have charge of the keys of the Lodge doors, and see that all property of the Lodge is stored in safety before leaving the Lodge rooms.

OF THE TRUSTEES OR BOARD OF DIRECTORS

Sec. 7. The Board of Trustees or Board of Directors established in accordance with the provisions of paragraph 6 of Grand Lodge Statutes Section 16.020, after each annual installation, shall meet and organize by the election of a Chairman and a Secretary, who shall be members of such Board. The Chairman of the Board of Trustees shall attend all officially called District Deputy Clinics for his Lodge unless excused for good cause shown to the District Deputy with jurisdiction. Said Board shall have the following powers subject to the control of the Lodge; it shall have control of the funds, investments and property of the Lodge, whether real or personal, not otherwise provided for by law; it shall receive and collect the income and rents from said property, and pay the same through the Secretary to the Lodge; shall execute all leases, contracts or other papers necessary or proper in the premises when authorized by the Lodge and the provisions of Sec. 16.050, Statutes of the Order, and shall perform such other duties as may be required by the Laws of the Order and the By-Laws of this Lodge, and as are compatible with the office. It shall see that the provisions of Sec. 16.050, Statutes of the Order, are strictly complied with, especially

the provisions for the vote of the Lodge, before executing any contract, including Real Estate sales contracts.

It shall hold at least one regular meeting each month and such special meetings, subject to the call of the Chairman, as may be required for the fulfillment of its duties, keeping correct minutes thereof. The Exalted Ruler shall be given the same notice of all meetings in the same manner as given to other members of the Board. In addition to the minute book, it shall keep a separate record of such investments as it may make from time to time under the direction of the Lodge, and said record shall show clearly the original cost of such investments, the dates and amounts of the receipts arising as interest or profit upon such investments, the dates and amounts of bank deposits made by it, and the dates and amounts of such drafts as may from time to time be made from the bank by order of the Lodge. Whenever it may become aware, by notice or otherwise, that the amount of unappropriated cash in the hands of the Treasurer exceeds **\$5,000.00** dollars, the Board of Trustees may demand and receive from said Treasurer all unappropriated moneys in excess of said amount, giving its receipt therefor; and it shall deposit the same in one of the banks selected for deposit purposes by vote of the Lodge, or it may invest the same in such manner as the Lodge may have otherwise directed.

It shall purchase all supplies ordered by the Lodge and all blanks, books and stationery required by the Officers for the proper performance of their duties.

It shall establish an Accident Prevention Program, with one member designated as Accident Prevention Manager, to continually review and implement a policy, in concert with Grand Lodge and State Association programs, to protect the Lodge from claims for accidents and injuries.

It shall receive and hold the bonds of the Officers of the Lodge, and shall exercise a general supervision over the property of the Lodge, keeping an account of the same which shall show in detail the estimated value of such property; and it shall make such additions thereto from time to time as the Lodge may order. It shall present a written report of its transactions monthly, at the first regular meeting in each month.

The Board of Trustees shall present, not later than the final regular meeting of the Lodge in April, to the Lodge a segregated Budget, making appropriations for each of the several objects for which the Lodge must or may provide, out of moneys known to be in the possession of the Lodge or estimated to come into it during the ensuing Lodge year, the Lodge year of the Lodge commencing as required by Statute, on April first.

Said Budget, either in its original or modified form, must be adopted by the Lodge at said meeting or the next following regular meeting. After such Budget has been adopted, all expenditures by the Lodge during the said Lodge year must be kept within the limits of the appropriations therein made. When a proposal is made for any expenditure in excess of such adopted Budget, such proposal shall be promptly referred to the Board of Trustees for consideration and written recommendation to be filed not later than the next regular Lodge meeting. Such proposal may then be adopted by not less than two-thirds vote of the Lodge members present at a regular meeting. Such Budget may include an item for contingent purposes to cover unforeseen emergencies of the Lodge, and funds therefrom may be appropriated by a two-thirds vote of the members present, at a regular meeting. Any unexpended balances of appropriations contained in said Budget shall be available only for appropriation in the next following Lodge year in accordance with the Budget for that year.

It shall be the duty of the Board of Trustees to see that the provisions of Sec. 16.050, Statutes of the Order, relating to the sale, lease, purchase, exchange, gift or substantial alteration of Lodge real estate, shall be strictly complied with.

OF ALTERNATE REPRESENTATIVE TO GRAND LODGE

Sec. 8. The duties of the Alternate Representative to the Grand Lodge shall be those prescribed by the Laws of the Order.

ARTICLE VI: APPOINTIVE POSITIONS AND DUTIES

Section 1. Before his installation, the Exalted Ruler-elect shall appoint an Esquire, a Chaplain, an Inner Guard (*and an Organist, and Vocalist, if an Organist or Vocalist is available*), and after his installation, shall appoint a Presiding Justice of the Subordinate Forum and a Mediator as provided by Sec. 13.020 of the Statutes of the Order.

OF THE CHAPLAIN AND INNER GUARD

Sec. 2. The Chaplain and the Inner Guard shall perform such duties as may be required by the confidential work, and such other duties as may be required of them by the Laws of the Order or the By-Laws of the Lodge.

OF THE ESQUIRE

Sec. 3. The Esquire shall organize the Lodge, examine and introduce candidates and visiting Members, superintend the confidential work and ballots for initiation and affiliation, and transmit official messages within the Lodge, as directed by the Exalted Ruler, and in all public displays by the Lodge he shall officiate as Marshal. He shall perform such other duties as may be required of him by the Laws of the Order or the By-Laws of the Lodge.

OF THE MEDIATOR

Sec. 4. The Mediator shall perform such duties as are provided for by the Laws of the Order.

OF THE PRESIDING JUSTICE

Sec. 5. The Presiding Justice of the Subordinate Forum shall perform such duties and exercise such powers as a member of said Forum as are provided for by the Laws of the Order.

ARTICLE VII: NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

Section 1. Nominations for offices to be filled at the annual election in Lodges shall be made in the order in which they appear in Section 2 of Article VII of the Constitution of the Order at any regular meeting of the Lodge on or after the 1st of January if meetings are held only monthly, or on or after the 1st day of February if multiple meetings are held monthly and prior to the date of the annual election provided, however, that if no nomination for a particular office shall have been made prior to the date of such election, or if all candidates previously nominated for a particular office shall have declined or withdrawn, nominations for that office may be made on the date of election. If a Member has been nominated for more than one office, he must declare that he accepts one nomination and withdraw from other nominations before the close of the last regular meeting of the Lodge prior to the regular meeting at which the election is to be held, and if he does not do so, he must accept only the first nomination. No Member, unless nominated in accordance with this Section, shall be eligible to election at any such annual election. Only a Member in good standing shall be eligible for nomination to office in the Lodge of which he is a Member.

Sec. 2. The annual election shall be held at the **second** regular Lodge meeting held in February of each year.

Sec. 3. At all elections for Officers, the Exalted Ruler or a Past Exalted Ruler shall preside. He may appoint two Members to act as tellers to receive, sort and count the votes, and the ballot box must be placed in full view of the Lodge. The election shall be by written or printed ballot, uniform in size and color, which shall contain in regular order a list of the offices to be filled. If by written ballot, it shall conform to such other regulations as the Lodge may direct; if by printed ballot, it shall contain, beneath the title of each office to be filled, the names of the candidates for such offices, and there shall be a blank space beneath each office for which no one has been nominated previous to the night of election. When printed ballot is used, each Member voting shall indicate his choice by a cross or an "x" placed opposite the name of each candidate he votes for, and the preparation and casting of each ballot shall be secret and without assistance, except in case of physical disability and suitable arrangements therefor shall be made by the Lodge. No ballot shall be cast or counted other than ones provided by the Secretary. After all who are entitled to do so have voted, the ballot shall be declared closed; one of the tellers shall then examine each ballot singly and pass the same to his associate, who shall read the name or names written thereon, and the Secretary shall tally the same, from which tally list the presiding Officer shall announce the result to the Lodge, and shall declare the candidates receiving a majority of the votes cast duly elected. Should no nominee receive a majority of the votes, additional balloting shall be held eliminating from those ballots the nominee receiving the fewest votes on each ballot until a nominee shall receive the majority of the votes cast. When there is but one candidate in nomination, the Lodge may direct any Officer to cast the vote of the Lodge for such candidate. No member who is in arrears for dues shall be entitled to vote.

Sec. 4. The Officers shall be installed at a regular or special meeting of the Lodge to be held after March 15th and not later than April 15th after election provided that the installation of Officers prior to April 1st shall be effective as of April 1st. Should any elective Officer fail without good cause to present himself for installation at the regular time for installation or at a regular meeting of the Lodge within thirty days thereafter, the Exalted Ruler shall declare the office, to which the party so failing to appear for installation has been elected, vacant.

Sec. 5. Whenever an elective office shall become vacant, or no person is nominated for or elected to an elective office in accordance with the provisions of Statutes of the Order 3.080 and 3.090, or a Member, who has been elected dies, resigns or is otherwise incapable of serving or who will not be available for installation following his election, the Exalted Ruler shall, not later than the second regular meeting thereafter, order an election to fill such office for the unexpired term thereof or the full term, as the case may be. The Exalted Ruler may, at any time he deems expedient or necessary, appoint any Member in good standing of the Lodge to fill the vacancy so created, until such office is filled by election as provided herein, such appointee to have full power and authority to do all acts necessary and required of the office to which appointed. However, should an Officer be called to active Armed Forces duty as defined in Section 12.140, the Exalted Ruler must appoint an acting Officer to serve for the remainder of that Officer's term with no election held. Whenever the number of the Trustees of the Lodge shall be increased by Lodge By-Law, the election of the additional Trustees shall be held at the next regular meeting.

Elections to fill vacancies arising in the preceding paragraph shall take place at the next regular meeting after said order. Nominations for office may

be made at the meeting when the Exalted Ruler orders the election and again at the meeting when the election is held. The vacancy caused by the election of another elective Officer to fill such vacancy may be filled at the same meeting. The voting procedure to fill a vacancy shall be governed by Section 3.090.

ARTICLE VIII: COMMITTEES

Section 1. At the next regular meeting after his installation, the Exalted Ruler shall appoint the following Committees:

a. An Auditing & Accounting Committee consisting of not less than three members, none of whom can be the Lodge Secretary or Treasurer, a Trustee or a member of the Supervising or Managing Body of the Club, Social Parlor or other Lodge facility. The Auditing & Accounting Committee shall:

- (1) Be charged with making all arrangements for completion and submission of the Lodge's Annual Financial Report to Grand Lodge and all required governmental agencies by June 15th for all entities of the Lodge whose fiscal year ends March 31st, in accordance with Sec. 13.040 of the Laws of the Order and the provisions of the Grand Lodge Auditing, Accounting & Management Manual.
- (2) Secure a financial report of any other entity affiliated with the Lodge, having a fiscal year ending other than March 31st, within sixty days after the close of that fiscal year.
- (3) Require the use by the Lodge of the Uniform Chart of Accounts provided for in Sec. 4.330 of the Laws of the Order.
- (4) Review the year-to-date financial affairs and compliance with the approved budget of the Lodge in the months of July, October and January, and report at the last regular meeting of those months.
- (5) Act on other financial matters as the Lodge may direct.

b. A Membership Committee consisting of not less than three members. The Membership Committee shall:

- (1) Use such means and employ such methods as may be best adapted to secure applications for membership in the Order, and to increase the membership of the Lodge.
- (2) Carefully examine into the character of all applicants for membership, verify their statements made in the applications and report thereon at the next regular meeting of the Lodge or as soon thereafter as practicable. The Committee shall require that applicants personally appear before the committee and may require the proposer or proposers of an applicant to appear before the committee.
- (3) Prepare, supervise and conduct a planned program for indoctrination of candidates and their families, prior to initiation, in order that all candidates and their families may become fully informed as to the good works of the Order of Elks.
- (4) Investigate and report on all delinquencies in the payment of dues in the Subordinate Lodge, and shall use such means and employ such methods as may best be adapted to prevent the dropping from the rolls of any member for non-payment of dues, and to restore to membership such former members as may have been suspended or dropped by reason of delinquency. Said Committee shall report on its work at the first regular meeting in each month.

c. A Community Activities Committee consisting of not less than three members. The Community Activities Committee shall:

(1) Have general charge and supervision of all matters pertaining to Elks activities of civic, social and community interest, excepting those allotted to other committees.

(2) Plan Community projects emphasizing the charitable works of the Order.

d. A Lodge Activities Committee consisting of not less than three members. The Lodge Activities Committee shall:

(1) Be charged with implementing the Lodge Activities Program of the Lodge, its State Association and the Grand Lodge.

(2) Be charged with implementing the patriotic activities planned by the Grand Lodge and cooperating with other local organizations in fostering patriotic community endeavors.

(3) Be charged with making all arrangements for "Flag Day Services" and the execution thereof, as required by the provisions of the Ritual and Sec. 2.030 of the Statutes of the Order.

(4) Be charged with implementing the Government Relations Program of the Lodge, its State Association and the Grand Lodge.

(5) Be charged with making all arrangements for the observance of "Elks Memorial Day" and the execution thereof, as required by the provisions of the Ritual and Sec. 2.020 of the Statutes of the Order.

(6) Implement the program of the Elks National Veterans Service Commission within the Lodge as may be requested by the Commission in the furtherance of service to veterans, assist when called upon by the Armed Forces of the United States, respond to any call for aid and cooperation as might be requested by our National Government in any emergency and be available for cooperation in the event of disaster in any local area of the United States.

(7) Be charged with implementing the Public Relations Program of the Lodge, its State Association and the Grand Lodge.

(8) After their appointment, visit such Members of this Lodge, or of other Lodges, temporarily resident in this city, as shall have been reported to them as ill, and report their doings, in person or in writing, at the first regular meeting after such visits shall have been made.

e. A Youth Activities Committee consisting of not less than three members, The Youth Activities Committee shall:

(1) Prepare, supervise and conduct all Elks programs on behalf of the youth of the community, and shall have charge, supervision and responsibility for all youth programs of the Lodge, and all such matters as shall be referred to the Lodge by its State Association or the Grand Lodge Youth Activities Committee.

(2) Be charged with implementing the Drug Awareness Program of the Lodge, the State Association and the Grand Lodge.

(3) Be charged with implementing the Hoop Shoot Program of the Lodge, the State Association and the Grand Lodge.

f. An Elks National Foundation Committee consisting of not less than three members. The Elks National Foundation Committee shall:

(1) As its primary duty, publicize the Elks National Foundation, to promote its programs, activities and charities, to encourage and solicit contributions, and to appropriately recognize all gifts made to the Foundation.

(2) Such Committee shall have no jurisdiction over the scholarship contests or other activities sponsored by the Foundation Trustees.

Sec. 2. Special Committees may be appointed upon any item of business, and may consist of as many members as the Lodge in its discretion may think proper. The

Treasurer of the Lodge shall be Treasurer ex-officio of every such special committee and he shall receive all funds coming to said committee and make disbursements therefrom as authorized by the Lodge.

Sec. 3. In case of the neglect of the Chairman to call a meeting in proper time, any member or members of a committee shall have power to call together as many members of the same as are accessible, and to consider the matter submitted by the Lodge; and they shall be empowered to report their conclusions to the Lodge, either jointly or individually.

Sec. 4. All members of committees or commissions, after notice of their appointment, shall give patient and diligent attention to the business entrusted to them, and report to the Lodge at the next stated meeting subsequent to their appointment, unless otherwise ordered by the Lodge.

All reports (except reports of progress) shall be made in writing, and signed by a majority. If a minority report be made, it shall be presented at the same meeting with the majority report.

Sec. 5. Every committee or commission shall have authority and power to call for such books, documents, papers and other articles as it may deem necessary to a correct understanding of the subject under consideration, or the business it shall have been charged with; and every Member of the Lodge notified to appear before a committee or commission, or to produce books, papers, or other articles in his possession or under his control, shall, unless excused by the committee or commission, attend at the time and the place specified, and continue his attendance until dismissed, and every witness who is an Elk called to testify in the matter shall give all information in his possession or be subject to trial for violation of his obligation.

Sec. 6. The Lodge shall have a Past Exalted Rulers Association or Advisory Committee which shall consist of all of the Past Exalted Rulers, as defined in Section 1.140 of the Statutes of the Order, which shall advise with and extend its counsel to all Lodge Officers and Committees, and shall have the following duties, subject to the limitations imposed by the Constitution and Statutes of the Order:

- a. To elect its own Officers.
- b. To adopt rules for the conduct of its business.
- c. To hold meetings and to specify the dates of such meetings.
- d. To make recommendations for Lodge Committee appointments and candidates for office.
- e. To assist the Exalted Ruler.
- f. To engage in and make recommendations in other activities which will promote the good of the Lodge and of the Order.

ARTICLE IX: HOME, CLUB OR OTHER FACILITY

Section 1. The operation, management and control of the Home, Club or other facility owned and/or occupied by this Lodge shall be supervised and conducted by a House Committee consisting of five members, to be appointed by the Exalted Ruler.

Sec. 2. The supervising or managing body of the Home, Club or other facility provided for herein, shall be subject to the control and direction of the Lodge, except those actions and decisions pertaining to an employment relationship and the fixing of prices for goods and services. It shall have power to suspend a member from Home, Club or other facility privileges for a period not exceeding one (1) year, for violation of rules adopted by the Lodge for such Home, Club or other facility, or conduct unbecoming an Elk on the Club premises, after ten

(10) days written notice to such member served personally or by regular first-class mail and after a hearing before such supervising or managing body.

An appeal to the Lodge may be taken by a member suspended as hereinbefore provided by serving a Notice of Appeal, by personal service or by certified mail return receipt requested, upon the Secretary of the Lodge, no later than 10 days after receipt of written notice of suspension. The execution of suspension shall be automatically stayed upon service of the Notice of Appeal, as stated, pending disposition of the Appeal by the Lodge. The Secretary shall report the filing of Appeal forthwith to the Exalted Ruler and to the Lodge at its next regular meeting and the Exalted Ruler shall thereupon order Hearing of the Appeal at a regular meeting of the Lodge to be determined by him to be held not later than 45 days thereafter. Notice in writing of Hearing of the Appeal shall be given by the Secretary to the membership 10 days prior to the date specified therefore. Hearing of the Appeal by the Lodge shall be conducted by the Exalted Ruler and the Decision thereon determined by an affirmative secret ballot of two-thirds vote of the members present. The Lodge may modify or reverse the action appealed from and its Decision shall be executed forthwith.

A member owing any indebtedness to the Lodge, Home, Club or other facility mentioned herein may be dropped from the rolls of the Lodge in the manner specified in Sec. 14.170, Statutes of the Order.

Sec. 3. The supervising or managing body of the Home, Club or other facility mentioned herein shall present to the Lodge for approval, on or before the final regular Lodge meeting in April of each year, a separate and comprehensive budget, and shall likewise submit to the Lodge a monthly written report showing its financial condition and the condition of its budget, as provided in Sec. 16.040, Statutes of the Order.

The supervising or managing body of the Club shall hold at least one regular meeting each month and needed special meetings called by the Chairman. It shall keep minutes of each meeting of the supervising or managing body of the Club. The Exalted Ruler shall be given the same notice of all meetings of the supervising or managing body of the Club, and in the same manner, as is given to the other members of the supervising or managing body of the Club.

ARTICLE X: FEES AND DUES

Section 1. The fee for initiation in this Lodge for an applicant shall be **\$45.00** dollars, **\$20.00** dollars to accompany the proposition, and the balance to be paid when the candidate presents himself for initiation.

Sec. 2.

(a) PER CAPITAS

On or before April 1st of each year, all Members, including Life Members, shall pay the Grand Lodge per capita fee, Grand Lodge per capita insurance assessment, and State Association dues, *in addition to* the appropriate regular or Life Member dues as specified in the remainder of this Section.

(b) REGULAR LODGE DUES

All Lodge dues hereafter specified shall be payable **annually**, in advance, on or before April 1st.

The regular Lodge dues shall be **\$55.00** dollars per year, which shall **NOT** include the Grand Lodge per capita fee, the Grand Lodge insurance assessment, and State Association dues.

(c) LIFE MEMBERSHIP

In addition to the amounts set forth under (a) above, each Life Member shall pay **\$1.00** dollars towards Lodge administration expense.

Sec. 3. The reinstatement fee for an Elk holding an Absolute Dimit from this Lodge shall be **\$15.00** dollars. The affiliation fee for an Elk holding a Transfer

Dimit from another Lodge shall be **\$15.00** dollars. The affiliation fee for an Elk holding an Absolute Dimit from another Lodge shall be **\$15.00** dollars. The fee for affiliation for an unaffiliated Elk holding a Certificate of Release from another Lodge shall be **\$15.00** dollars. The application for an unaffiliated Elk holding an Absolute Dimit from another Lodge or a Certificate of Release from another Lodge, who has been a bona fide resident within the jurisdiction of this Lodge preceding his application for membership herein, and the application of one holding an Absolute Dimit from this Lodge or who applies for membership on a Transfer Dimit, will be received and acted upon by this Lodge in the same manner as original applications for membership. An applicant seeking affiliation by Absolute Dimit or Certificate of Release shall pay to this Lodge the fee above specified and a proportionate share of the current dues of this Lodge prorated in the same manner as the dues of a new member. An applicant seeking affiliation by Transfer Dimit shall pay to this Lodge the affiliation fee above specified and dues for the period commencing with the period after which he has paid dues to the Lodge which granted the Transfer Dimit.

Sec. 4. Upon application for reinstatement, a member whose name has been stricken from the rolls of this Lodge for nonpayment of dues or debt may have his name restored to the rolls of the membership of the Lodge upon a secret ballot at a regular meeting of the Lodge taken upon such application. If the applicant receives a number of white balls at least equal to two-thirds of the votes cast, he shall be declared reinstated; but if he receives a number of white balls less than an amount equal to two-thirds of the votes cast, he shall be declared to be rejected, without prejudice to a future application after a lapse of six months thereafter. Before such reinstatement, the applicant shall pay to the Lodge a reinstatement fee of **\$15.00** dollars, and in addition thereto, a proportionate share of the current dues, prorated in the same manner as the dues of a new member, together with any indebtedness owing to the Lodge or Club.

If application is made within thirty (30) days of the date on which he is dropped from the rolls, he may be reinstated as a member in good standing. If the balloting shall result in rejection of the application, reinstatement shall be refused, without prejudice to a future application after a lapse of six months thereafter.

Sec. 5. The dues of any member who is sick or in distress may be remitted by a vote of not less than the majority of those present at a regular meeting of the Lodge. The dues of a member who is serving in a branch of the Armed Forces of the United States may be remitted during a period of war in which the United States is engaged, or during a period when service is made compulsory by Act of Congress of the United States, or during a period of national emergency proclaimed by the President of the United States.

Sec. 6. All dues from members shall be paid to the Secretary in person, or transmitted to him in registered letter, or by postal note, money order or check, payable to his order, and the Secretary shall immediately acknowledge receipt of the same.

A member owing one year's dues to the Lodge, including the Grand Lodge per capita fee, Grand Lodge per capita insurance assessment, and State Association dues, shall be dropped from the rolls prior to April 1st without the vote of the Lodge thereon, provided that such delinquent member has been given a written notice of the proposed action thereon not less than thirty days prior to April 1st by the Secretary of the Lodge, said notice to be delivered in person or sent by first class mail, postage prepaid, addressed to such member at his last known address; and provided further that the Secretary of the Lodge has reported said delinquency to the Subordinate Lodge at a regular meeting thereof at least thirty days prior to giving such written notice. Such notice shall inform the

delinquent member that during the period of his delinquency, he is not entitled to the privileges of membership and that in the event of his being dropped for nonpayment of dues, he can be reinstated only in the manner provided by the Statutes of the Order.

A member owing any indebtedness to the Lodge or Club may be dropped from the rolls of the Lodge in the manner specified by Sec. 14.170, Statutes of the Order.

Sec. 7. An applicant for a Dimit from this Lodge, whether the same be a Transfer Dimit or an Absolute Dimit, before receiving such Dimit, shall discharge his entire indebtedness to the Lodge including all of his dues in full for the period within which said application for a Dimit is filed, and provided further, he shall pay in full the Grand Lodge assessment for the current Lodge year. Further, the holder of a Transfer Dimit addressed to a Lodge in the process of organization shall continue to pay dues to this Lodge through the date of institution of the new Lodge and the completion of his affiliation therewith.

Sec. 8. The Initiation fee and dues of any applicant who is member of the Armed Forces on active duty and who meets the criteria stated in Section 5 may be remitted by a vote of not less than the majority of those present at a regular meeting of the Lodge.

ARTICLE XI: HELP

Section 1. All applications for help shall be referred to the Standing Relief Committee which shall recommend relief according to the circumstances of the case.

Sec. 2. When a worthy Elk of this Lodge is destitute, unable to procure employment after diligent efforts, and actually without the necessities of life, he may make application in writing to the Lodge, or during the intervals between the meetings of the Lodge, to the Standing Relief Committee and may, if found worthy, be assisted from funds of the Lodge to a sufficient extent to provide him with the necessaries only.

Sec. 3. When a worthy Elk of this Lodge is in the condition described in the second section of this article, and in addition thereto is sick and in need of proper medicines, he may be provided with the same by the Standing Relief Committee and in addition thereto be provided with necessary medical attention.

ARTICLE XII: POWER TO LOAN MONEY, ETC.

Section 1. This Lodge shall not have the power to loan its funds to any of its members, except as authorized by Sec. 13.010 of the Statutes of the Order.

Sec. 2. Members of this Lodge, whether serving upon committees or in their private capacity, shall not have power to incur any expense in the name of, or for account of, the Lodge, without first obtaining its consent thereto, except as elsewhere provided.

ARTICLE XIII: BILLS AGAINST THE LODGE

Section 1. No orders for the payment of bills against the Lodge shall be signed by the Exalted Ruler and Secretary until such bills have been approved by a majority vote at a regular meeting of the Lodge.

Sec. 2. The Treasurer may designate a member of the Board of Trustees, subject to Lodge approval, to sign Lodge checks in the Treasurer's absence. Any such designee shall be bonded in the same amount as the treasurer.

Sec. 3. When bills against the Lodge shall result from the transactions of a committee, either standing or special, each said bill, before being accepted and ordered paid, shall first be endorsed as approved or disapproved, as the case may be, by the committee responsible for the creation of the bill.

ARTICLE XIV: LODGE YEAR AND FISCAL YEAR

Section 1. The Lodge Year of this Lodge shall end with the last day of March of each year. The Fiscal Year of this Lodge shall end with the last day of March of each year.

ARTICLE XV: RULES OF ORDER

Section 1. The Lodge shall be guided in its deliberations by the Rules of Order approved by the Lodge and annexed hereto. It shall be the duty of the Exalted Ruler to see that they are strictly enforced.

Sec. 2. "Robert's Rules of Order" shall be the guide for any parliamentary rules not especially provided for in said Rules of Order.

ARTICLE XV-A: Auxiliaries

Section 1. The Lodge hereby recognizes

LADIES OF THE ELKS

As the official Ladies Auxiliary of the Lodge provided its aims and purposes remain consistent with those of the Lodge and the Benevolent and Protective Order of Elks.

ARTICLE XVI: AMENDMENTS

Section 1. All amendments and revisions to the By-Laws, Rules of Order or House Rules of this Lodge shall be proposed in writing, read at a regular meeting of the Lodge, and laid over for a vote thereon at a regular Lodge meeting to be held not less than two weeks nor more than eight weeks thereafter. Notice, in writing setting forth in full any proposed amendment or revision of the By-Laws, Rules of Order or House Rules, shall be sent by the Secretary to all members of the Lodge at least ten days before the regular meeting at which said proposed amendment or revision is to be voted upon. A majority vote of all members present at the regular meeting designated for consideration of such amendment or revision to such By-Laws, Rules of Order or House Rules shall be required for its adoption. But any action, Statute or edict of the Grand Lodge altering these By-Laws, Rules of Order or House Rules shall have the effect of an amendment without any further action of this Lodge, 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 Lodge, considered temporarily suspended.

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

No By-Laws, Rules of Order or House Rules or amendments thereto shall take effect until submitted to the designated member of the Committee on Judiciary of the Grand Lodge, and approved by him.

BY-LAWS AND HOUSE RULES CERTIFICATION

This is to certify that the amended and substituted By-Laws and House Rules of **Columbia City Lodge, NO. 1417**, submitted herewith to the designated member of the Grand Lodge Committee on Judiciary for approval, were proposed at a regular meeting of the Lodge, in writing, held on **November 16, 2010**, read before the Lodge, and laid over until the regular meeting held on **December 7, 2010**, and at that regular meeting said amended and substituted By-Laws and House Rules were adopted by a majority vote of all the members present. Notice, in writing, setting forth the changes in the proposed revision, was sent by the Secretary to all members of the Lodge at least ten days before the regular meeting at which said version was voted upon.

MARY STOCKWELL, Exalted Ruler

J. SCOTT GATTES, Secretary

Lodge #1417

HOUSE RULES

1. Members in good standing, meaning currently paid and not on Lodge lapsation can be served. Members can buy guests drinks provided the member and guest sign a guest book every time they visit the Lodge or club.
2. Non-members are welcome upon presentation of their Elks Courtesy Card. This Card will be issued in accordance with Grand Lodge Statute 14.140. Privileges granted cannot be in violation of the regulations of the Indiana Alcohol & Tobacco Commission.
3. Any person may be asked to show their current paid dues card.
4. Opening and closing hours of the Club shall be in accordance with existing laws. Opening and closing the Club shall be regulated by the House Committee.
5. The Club and Bar will be closed and vacated during initiation and all activities shall cease during the time of all regular and special Lodge sessions.
6. No pets will be allowed inside the building at any time. Except in compliance with the American Disabilities Acts.
7. Checks will be cashed for local members only. If a check is returned for insufficient funds, the member will be subject to a \$25.00 service charge per check. The Club reserves the right to refuse check privileges.
8. The Club and Lodge will not be responsible for lost or stolen articles at any time.
9. All matters pertaining to conducting the Club not covered by these House Rules, will be subject to the decision of the House Committee.
10. All persons must abstain from loud, indecent, profane or slanderous language while on the premises. Violations of this rule will also be subject to charges before the House Committee or subordinate forum. Here forth to be known as "RULE 10".
11. Complaints or suggestions, with respect to the management of the Club, shall be presented to the House Committee. Complaints against members violating any of the rules must be made in writing or directed in person to the House Committee and written complaints must be signed. Such complaints will be answered by the House Committee in writing.
12. All children in the building must be supervised at all times. No minor shall consume alcoholic beverages.

13. The Club manager or the bartenders on duty are instructed to refuse anyone a drink who, in their opinion, has had an excess amount or has violated any of the House Rules. Anyone in violation of the Club Manager or the bartender's decision will be subject to charges before the House Committee or subordinate form.
14. The Club or bar will be closed except when a licensed bartender is on duty.
15. All rules of the Indiana Alcohol & Tobacco Commission, along with those of the Board of Health will be observed.
16. Each member is responsible for their own conduct and that of their guest.
17. No alcoholic beverages can be brought into the Lodge or Club by members or guests. No alcoholic beverages may be taken out - we do not have a carry out license. When the hall is being used by an outside organization, no alcoholic beverages will be taken from the Club or bar to the hall area by anyone, except member Elks.

RULES OF ORDER

1. When the Exalted Ruler takes the chair, the Officers shall take their positions and the members be seated, and at the sound of the gavel there shall be general silence. The Exalted Ruler shall then instruct the Esquire to organize the Lodge. That Officer shall see that the doors are properly closed and guarded, and the Officers clothed in proper regalia, and report to the Exalted Ruler. The Lodge shall then be opened in due form.

2. The Exalted Ruler shall preserve order and pronounce the decision of the Lodge on all subjects; he shall decide all questions of order without debate, subject to an appeal to the Lodge by an member who may dissent from the same, which appeal must be seconded, when the question shall be: "Shall the decision of the chair stand as the judgment of the Lodge?" on which no Member shall speak more than once without special permission of the Lodge, 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 an announced or decided by the Exalted Ruler.

3. No question shall be stated unless moved and seconded, nor be open for discussion until stated by the Exalted Ruler; and when a question is before the Lodge 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.

4. On the call of three members for the previous question, the Exalted Ruler 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.

5. 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 Exalted Ruler, and he shall not recognize a motion or second made contrary to this rule.

6. 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 Exalted Ruler to give the casting vote; in doing which he may, if he desires, give his reasons.

7. Any Member making a motion shall reduce the same to writing, at the request of the Exalted Ruler 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 Lodge until they are read or stated by the Exalted Ruler or the Secretary.

8. 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 purport shall be entered on the minutes.

9. 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 Lodge.

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

11. 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 Exalted Ruler, the Member having the floor for permission to that effect, and if refused, shall immediately resume his seat, the floor still remaining in possession of the first mentioned Member, but no Member shall keep the floor for more than five minutes if any objection be made.

12. If a Member while speaking, be called to order, he shall at the request of the Exalted Ruler, take his seat until the question of order is determined, when, if permitted, he will again resume.

13. When a Member has occasion to make any verbal communication to the Lodge, motion or otherwise, he shall rise in his place and address himself to the Exalted Ruler by his proper title, who shall thereupon announce the Member to the Lodge as having the floor by calling the name of the same. Until thus recognized by the Exalted Ruler, no Member shall attempt to speak.

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

15. If two or more Members endeavor to obtain the floor at the same time, the Member first addressing the Exalted Ruler by his proper title, and first heard by him, shall be adjudged the floor; and 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 Exalted Ruler. Each Member while speaking shall designate the Officer or Member spoken of by his proper title, according to his standing in the Order.

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

17. Before putting the question, the Exalted Ruler shall ask, "Is the Lodge ready for the question?" When, if no member rises to speak, he shall rise and put the question, and after he has risen for that purpose, no further discussion or motions shall be entertained until the question has been decided. While the Exalted Ruler is addressing the Lodge, or putting the question, silence shall be observed in the Lodge.

18. After any question, except one of indefinite postponement, has been decided, any Member who voted with the majority may, at the same meeting, move for reconsideration thereof, but 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 Lodge members on the proposal was originally required, a new notice must then be given in the same manner on the second vote, the same as on the original motion.

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

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

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

22. No member shall retire without permission of the Exalted Ruler. During the opening and closing of the Lodge, reading of minutes and initiation, the door shall be closed.

23. 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 Lodge.

24. 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.

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

ORDER OF BUSINESS

(SECTION 15.020 OF STATUTES OF THE ORDER)

The order of business must be as follows, with the exception of numbers nine to seventeen and four, which may be transposed with the consent of the Lodge.

1. Opening.
2. Calling Roll of Officers.
3. Reading Minutes of Previous Session.
4. Initiation.
5. Sickness and Distress (always in order).
6. Community Activities.
7. Reports of Committees (always in order).
8. Report of the Membership Committee.
9. Reading of Communications.
10. Propositions for Membership.
11. Balloting on Candidates.
12. Unfinished Business.
13. New Business.
14. Good of the Order.

15. Bills against the Lodge.
16. Receipts of the Session.
18. Closing.