

ANTLER - BY-LAWS

THE ANTLERS OF _____ LODGE NO. _____ BENEVOLENT AND PROTECTIVE ORDER OF ELKS OF THE UNITED STATES OF AMERICA

ARTICLE I SUPREME LAW

Section 1. Supreme Law. The Constitution and Statutes of the Grand Lodge of the Benevolent and Protective Order of Elks of the United States of America, in as far as they are applicable, the Rules and Regulations of the Antlers together with the instructions therein contained, shall be the supreme law of the organization. All proceedings and activities of the lodge, and all other matters pertinent to the organization not expressly covered in these by-laws, shall be governed by the provisions of the supreme law.

ARTICLE II PURPOSE

Section 1. Purpose: The purpose of this organization of young Americans shall be to:

- a. Establish a high degree of cooperation between the Elks and the youth of the community.
- b. Develop leadership and character and promote community pride.
- c. Encourage and maintain participation in community activities and assist the Elks in both organizing and executing service projects.
- d. Strengthen beliefs in the virtues of Courage, Morality, Loyalty and Justice.
- e. Teach respect for parents and love of home.
- f. Quicken the Spirit of Patriotism.

ARTICLE III MEMBERSHIP

Section 1. Membership. Membership in the _____ Antlers Lodge No. _____ is open to any individual who has passed their twelfth and not yet reached their twenty-first birthday, who resides within the jurisdiction of the sponsoring Elks Lodge as defined in the Rules and Regulations of the Antlers, who is a citizen of the United States of America, of good character and who believes in the existence of God.

ARTICLE IV

NAME

Section 1. Name. This lodge, under sponsorship of the _____ Elks Lodge No. _____ and with approval of the Grand Exalted Ruler of the Benevolent and Protective Order of Elks of the United States of America, shall be known as the _____ Antlers Lodge No. _____.

ARTICLE V

ADVISORY COUNCIL

Section 1. Advisory Council. The Exalted Ruler of the sponsoring lodge shall appoint an Advisory Council. The Advisory Council must consist of a minimum of five members in good standing of the sponsoring lodge of which one shall be identified as the Advisor. The Advisory Council will approve all activities of the Antlers. A member of the Advisory Council will attend the Antlers meetings. The Advisory Council will coordinate all Antlers' functions and operations with the lodge as required. All Advisory members shall read and sign the Grand Lodge Youth Protection Guidelines annually.

ARTICLE VI

ORGANIZATION AND PROCEDURES

Section 1. Order of Business. The order of business shall be as follows, with the exception that numbers 10 to 16 inclusive may be transposed with the consent of the lodge:

1. Opening
2. Roll Call of Officers
3. Reading the Minutes of the Previous Session
4. Initiation
5. Communications
6. Sickness and Distress Reports
7. Reports of Committees
8. Report by the Advisory Council
9. Applications for Membership
10. Reports on Applications
11. Balloting
12. Unfinished Business
13. New Business
14. Good of the Order
15. Bills Against the Lodge
16. Receipts of the Session
17. Closing

Section 2. Procedures. The Antlers will operate under the guidelines established under Robert's Rules of Parliamentary Procedure unless otherwise identified in the Rules and Regulations of the organization.

Section 3. By-Laws. A two thirds majority of members present shall be required to amend these laws. Following lodge approval, revisions must be submitted to the Advisory Council for confirmation prior to implementation.

ARTICLE VII

ELECTED AND APPOINTED OFFICERS AND DUTIES

Section 1. Nominations and Elections. Officers will be nominated and elected during the month of February of each year. All officers will hold office for one year with the exception of the Trustees which will serve staggered terms to provide continuity on the Board. The new Officers shall be installed at the first regular meeting in April or no later than the second meeting in May.

Section 2. President. The President shall preside over all sessions of the lodge and call special meetings as deemed necessary, appoint all committees created by the Rules and Regulations and the by-laws or vote of the lodge, and have general supervision over all lodge affairs. He/she shall see that harmony is preserved and that the laws of the organization are enforced and perform such other duties as may be required by the Rules and Regulations of the organization and the By-Laws of the lodge.

Section 3. Vice President. The 1st, 2nd & 3rd Vice President shall assist the President in the performance of his/her duties and preside during his/her absence and at such times shall be vested with all his/her powers and perform such duties as may be required of them by the Rules and Regulations of the organization and the By-Laws of the lodge.

Section 4. Secretary. The Secretary shall keep correct minutes of all sessions of the lodge and provide copies to the Advisory Council. Maintain a record of attendance of lodge officers at all lodge meetings. He/she shall keep proper accounts between the lodge and its members, assign to each member a number and place the same opposite his/her name on his/her membership card and keep a mailing list, a roll of members, and a record of those dropped, suspended or expelled. Collect all fees, dues, and other monies due to the lodge from any source whatever and pay the same to the Treasurer at the earliest moment practical. Inform applicants elected to membership and notify those rejected. Be custodian of the lodge books and perform all such other duties as pertain to the office as required by the Rules and Regulations of the organization and the By-Laws of the lodge. At regular lodge sessions, read all bills received for payment and give a report of receipts of the session. The secretary shall, on or before the first day of May each year, make an annual report to the Advisory Council and the Exalted Ruler of the sponsoring Elks lodge. At the expiration of the term of office he/she shall deliver all books, papers, money and other

property to his/her successor, or to such other person as at such time as the lodge or Advisory Council may direct.

Section 5. Treasurer. The Treasurer shall receive all monies of the lodge from the Secretary, pay all bills against the lodge, as directed by the lodge, after the lodge has been audited by the Trustees, and keep correct accounts of receipts and disbursements. The Treasurer shall present to the lodge at each regular meeting a report showing the condition of its funds and render an annual report at the first meeting in April for the year ending March 31st preceding. He/she shall perform such other duties as may be required by the Rules and Regulations of the organization and the By-Laws of the lodge. At the expiration of the term of office, he/she shall deliver all money and other property of the lodge to his/her successor, or to such other person and at such time as the lodge or Advisory Council may direct.

Section 6. Trustees. The Board of Trustees, after each annual installation, shall meet with the Vice President and elect a Secretary. The Board, subject to control of the lodge, shall have control of the funds and investments and be responsible for executing contracts or other papers when ordered by the lodge. The Board shall hold at least one regular meeting and any special meetings when called by the Vice President. The Secretary of the Board will keep minutes of all meetings and notify the President and all members of the Board of all meetings.

The Board shall purchase all supplies ordered by the Antlers, and all papers, books and stationery needed by the officers for the performance of their duties. It shall establish an Accident Prevention Program with one of the Board members as the Accident Prevention Manager, to continually review and implement a policy, with the advice and guidance of the Advisory Council, to protect the sponsoring Elks Lodge from claims for accidents and injuries. They shall perform other duties as may be required by the Rules and Regulations of the organization and the By-Laws of the lodge.

The Board shall present a segregated budget not later than the first meeting of the lodge in May, making appropriations for each of the several objects for which the lodge must provide out of monies known to be in possession of the lodge or estimated to come in during the ensuing year. A budget either in its original form or modified form must be adopted by the lodge at the meeting at which it is presented or the next regular meeting. After the budget has been adopted, all expenditure during the lodge year must be kept within the limits of the appropriations made. When a proposal is made for an expenditure is made in excess of the adopted budget, the proposal shall promptly be referred to the Board of Trustees for consideration and recommendation at the next regular lodge meeting. The proposal may be adopted by not less than two-thirds vote of the members present at a regular meeting. The budget may include an item for contingent purposes to cover emergencies and expenditures therefrom may be approved by a two-thirds vote of the members present at a regular meeting. Unexpended appropriations at the end of the lodge year shall be available for appropriation in the budget for the next lodge year.

Section 7. Sergeant at Arms. The Sergeant at Arms shall organize the lodge, present the flag at meetings, examine, and introduce visiting Antlers and Elks, supervise the balloting, conduct candidates through the Ceremony of Initiation and transmit official messages within the lodge under the direction of the President. He/She shall perform such other duties as may be imposed upon the office by the Rules and Regulations of the organization and the By-Laws of the lodge.

Section 8. Guard. The Guard shall guard the inner door of the lodge and permit none to enter without the permission of the President. He/She shall require all members, including visiting Antlers and Elks to show their membership cards and shall not permit them to seek admission unless such cards show them to be in good standing. He/She shall require all visitors to register their names in a book kept for this purpose and perform other such duties as required by the Rules and Regulations of the organization and the By-Laws of the lodge.

Section 9. Chaplain. The Chaplain shall say opening and closing prayers at all meetings and report on Sickness and Distress.

Section 10. Grade Representatives (Optional). Grade Representatives will promote membership from his/her grade level and assist other officers as needed or as directed by the President.

ARTICLE VIII LODGE COMMITTEES

Section 1. Committees. The President shall on the night of his/her installation, or within thirty days, appoint the following committees to serve during the term:

- a. Investigating Committee to consist of at least three (3) members and no more than seven (7) members, whose duty shall be to inquire into the character and fitness of all applicants for membership and to make do report at the next meeting that which is noted for balloting.
- b. Social Committee of not less than five members to have charge of social activities of the lodge. The President may appoint special committees, upon motion, to work in conjunction in support of special occasions.
- c. Lapsation Committee of not less than three (3) members to investigate and report on all delinquencies in payment of dues. Said committee shall use such means as may be best adapted to prevent the dropping from the rolls of any member for nonpayment of dues.
- d. Americanism Committee, responsible for implementing patriotic activities in support of the sponsoring Elks lodge and in the community.
- e. Drug/Alcohol Awareness Committee, responsible for developing a program for the organization and in the community.

- f. Historian, responsible for maintaining a historical file on the lodge.
- g. Membership Committee, responsible for programs to encourage new members and the retention of current members.

Other committees may be appointed by the President as approved by the members or as he/she determines valuable to the lodge.

ARTICLE IX FEES AND DUES

Section 1. Initiation. The fee for initiation into the lodge shall be _____ dollars and shall accompany the membership application.

Section 2. Annual Dues. The annual dues of the lodge shall be _____ dollars, payable annually on the first of April or semi-annually in equal installments on the first of April and October.

Section 3. Notification. The Secretary shall notify members one month in advance of when dues are to be paid.

Section 4. Affiliation. The fee for affiliation with the lodge by transfer demit, or by reinstatement on an absolute demit shall be _____ dollars.

ARTICLE X MEETINGS

Section 1. Meetings. The _____ Antlers shall meet every _____ (frequency or days per month) of the month at _____ o'clock.

Section 2. Special Meetings. The President may call special meetings.

ARTICLE XI SOCIAL SESSIONS

Section 1. Social Sessions. Social sessions may be held to which persons not members of the Antlers may attend only in accordance with the Rules and Regulations of the Antlers and the By-Laws of this lodge. These sessions require approval of the Advisory Council.

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