

By-Laws Revision Worksheet

The new elks.org By-Laws Revision System makes it easy to submit a revision to your local lodge By-Laws. Revisions may be submitted online by your local Lodge Secretary, or by an appointed “By-Laws Coordinator.”

To submit a revision, users will respond to a series of simple online prompts that will automatically generate the appropriate language for your By-Laws.

This worksheet will briefly explain each of those prompts and the available choices.

PRELIMINARY INFORMATION

Prior to the questions directly related to your By-Laws, you’ll be prompted for some preliminary information regarding the corporate structure of your Lodge:

Is the Lodge Incorporated? [GLS 16.020] ☐ Yes ☐ No

Is there a separate Hall corporation? [GLS 16.030] ☐ Yes ☐ No

You’ll also be asked for some personal contact information:

By-Laws Contact Name:

By-Laws Contact Phone:

By-Laws Contact Email:

Since the By-Laws revision system is closed for maintenance each year from August 1st through September 15th, you’ll also be asked to confirm that your revision will be completed and submitted before then:

☐ **Yes, I expect to complete and submit this revision by August 1st**

It’s important to complete your revision before the start of the system maintenance period, because incomplete submissions are deleted from the system at that time.

ARTICLE II-A: ASSOCIATE MEMBERSHIP, Section 1

Article II-A, Section 1 asks whether or not your Lodge accepts **ASSOCIATE MEMBERSHIPS**, and there are only two choices:

- ☐ **Yes, Lodge accepts Associate Memberships.**
- ☐ **No, Lodge does NOT accept Associate Memberships.**

If you choose to accept Associate Memberships, you'll also be prompted to input the **ASSOCIATE MEMBERSHIP FEE**, which is the amount that each Associate Member will be required to pay annually.

Associate Membership Fee:

ARTICLE III: LIFE AND HONORARY LIFE MEMBERSHIPS, Section 1

Section 1 of Article III asks whether or not your Lodge accepts **LIFE MEMBERSHIPS**. The first piece of information requested, however, is the amount of your **REGULAR LODGE MEMBERSHIP DUES**, less Grand Lodge per-capita, assessments, and State Association Dues :

Regular Annual Dues:

Next, you'll be asked if you allow Life Memberships:

- ☐ **The Lodge Does Authorize Life Memberships**
- ☐ **The Lodge Does Not Authorize Life Memberships**

Note that if you do Authorize Life Memberships, you must allow both Life Membership by Fee, and Life Memberships by Qualification.

For **LIFE MEMBERSHIPS BY FEE**, you must indicate if that fee will be calculated as 25 times the regular annual dues, or if it will be a fixed sum. If it's a fixed sum, note that the fee must at least \$600, and at least 25 times your regular annual dues:

☐ 25 times annual regular Lodge dues as set forth above.

☐ The sum of:

FOR **LIFE MEMBERSHIP BY QUALIFICATION**, you must indicate the minimum number of membership years required to qualify, as well as the minimum age of a qualifying member. Note that certain minimums are required by Statute:

Minimum Membership Years: (at least 30)

Finally, if your Lodge accepts either Life Memberships by Fee or Life Memberships by Qualification, you'll also be prompted to supply the annual administration fee that will be charged to these members:

Life Member Annual Admin Fee:

ARTICLE III: LIFE AND HONORARY LIFE MEMBERSHIPS, Section 2

Section 2 of Article III asks if your Lodge **ACCEPTS HONORARY LIFE MEMBERSHIPS**.

There are only two choices:

☐ **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 Honorary Life Membership for distinguished services to the Lodge or to the Order.**

☐ **The Lodge does not authorize Honorary Life Memberships.**

If you indicate that your Lodge does accept Honorary Life Memberships, you'll once again be prompted to supply the annual administration fee that you charge to Life Members. This will be the same fee that you indicated for regular Life Memberships, and the value of this field will be pre-populated if already supplied:

Life Member Annual Admin Fee:

ARTICLE III: LIFE AND HONORARY LIFE MEMBERSHIPS, Section 3

Section 3 of Article III asks if your Lodge imposes any LIMITATIONS TO THE NUMBER OF LIFE MEMBERSHIPS awarded. There are two primary choices:

- ☐ **Yes, Lodge adopts Life Membership Limitations.**
- ☐ **No, Lodge does NOT adopt Life Membership Limitations.**

If you indicate that your Lodge does adopt Life Membership Limitations, you'll be asked the TYPE OF LIFE MEMBERSHIP LIMITATION you impose, which will either be a specific number, or a percentage of your membership:

Total Number of Life & Honorary Life Members Allowed:

Maximum percent of Life/Honorary Life Members Allowed:

Finally, if you indicate that your limitation is based on a percentage of membership, you'll need to select a PERCENTAGE BASIS. In other words, is the limitation based on a percentage of all Members, including Life & Honorary Life Members, or is it based on a percentage of regular dues-paying Members only:

- ☐ **All Members, including Life & Honorary Life**
- ☐ **Regular Dues-Paying Members Only**

ARTICLE IV: MEETINGS, Section 1

Article IV, Section 1 will help you create the language for your meeting schedule. (If your schedule includes exceptions that aren't listed below, don't worry. You'll be given a chance to refine your submission after the initial language is generated.)

First, you'll be asked which **WEEKS OF THE MONTH** you typically meet:

- ☐ **The first and third weeks of the month**
- ☐ **The second and fourth weeks of the month**
- ☐ **Every week of the month**
- ☐ **The first, second, third, or fourth week of the month**

Next, you'll be asked which **DAY OF THE WEEK** you typically meet:

- ☐ **Monday**
- ☐ **Tuesday**
- ☐ **Wednesday**
- ☐ **Thursday**
- ☐ **Friday**
- ☐ **Saturday**
- ☐ **Sunday**

Next, you'll be asked if there any **EXCEPTION MONTHS** where you meet only once a month. You can select up to 3 months, but you may not select the months of February, March, or April:

- ☐ **January**
- ☐ **May**

- ☐ June
- ☐ July
- ☐ August
- ☐ September
- ☐ October
- ☐ November
- ☐ December

Finally, if you've indicated any exception months, you'll be asked to indicate which EXCEPTION WEEK OF THE MONTH you'll be meeting:

- ☐ First
- ☐ Second
- ☐ Third
- ☐ Fourth

and on which EXCEPTION DAY:

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday

Remember, if your meeting schedule includes additional exceptions that aren't displayed, simply submit the options that most closely match your schedule. The system will generate general language for your By-Laws, which you can then edit to match the specifics of your Lodge.

ARTICLE IV: MEETINGS, Section 2

Section 2 of Article IV asks for the START TIME of your meetings:

Start Time:

ARTICLE IV-A: EXEMPLIFICATION OF RITUALS, Section 1

Article IV-A asks if the Officers of your Lodge are authorized to use the SHORTENED RITUAL. There are only two options:

- ☐ Yes, Lodge allows shortened ritual
- ☐ No, Lodge does NOT allow shortened ritual

ARTICLE V: ELECTIVE OFFICERS AND DUTIES, Section 1

Article V, Section 1 specifies your elective Officers, and prompts you to indicate the NUMBER OF TRUSTEES who will serve your Lodge. There are only three options:

- ☐ Three
- ☐ Four
- ☐ Five

ARTICLE V: ELECTIVE OFFICERS AND DUTIES, Section 4

Section 4 of Article 5 enumerates the duties of the Lodge Secretary, and prompts you to indicate the compensation offered by the Lodge. First, you'll be prompted to indicate the SECRETARY COMPENSATION, and then you'll be asked to indicate the COMPENSATION BASIS. In other words, is the compensation based on one year of service ("per annum"), or is the Secretary compensated a certain amount per member per year. Enter zero (0) if no compensation is provided.

Secretary Compensation:

- ☐ Per annum
- ☐ Per Member per annum

Next, you'll be asked how often the SECRETARY SALARY IS PAYABLE:

- ☐ Weekly
- ☐ Every two weeks
- ☐ Twice per month
- ☐ Monthly
- ☐ Every two months
- ☐ Quarterly
- ☐ Twice per year
- ☐ Annually

Finally, you'll be prompted to indicate the BOND AMOUNT REQUIRED FOR THE SECRETARY. Note that this amount must be at least \$5,000.

Secretary Bond Amount:

ARTICLE V: ELECTIVE OFFICERS AND DUTIES, Section 5

Section 5 of Article V enumerates the duties and compensation of the Lodge Treasurer. First, you'll be asked to indicate the maximum amount of UNAPPROPRIATED CASH allowed in the Treasurer's possession prior to notifying the Chairman of the Board:

Maximum unappropriated cash:

Next, you'll be asked for the TREASURER BOND AMOUNT. Again, note that this amount must be at least \$5,000.

Treasurer Bond Amount:

Next, the TREASURER COMPENSATION. Again, Enter zero (0) if no compensation is provided.

Treasurer Compensation:

☐ Per annum ☐ Per Member per annum

Finally, you'll be asked how often the TREASURER SALARY IS PAYABLE:

- ☐ Weekly
- ☐ Every two weeks
- ☐ Twice per month
- ☐ Monthly
- ☐ Every two months
- ☐ Quarterly
- ☐ Twice per year
- ☐ Annually

ARTICLE VI: APPOINTIVE POSITIONS and DUTIES, Section 4

Article VI, Section 4 describes the responsibilities and COMPENSATION OF THE TILER.
Once again, please enter zero (0) if no compensation is provided.

Tiler Compensation:

- ☐ Per annum
- ☐ Per Member per annum

Again, you'll be asked how often the TILER SALARY IS PAYABLE:

- ☐ Weekly

- ☐ Every two weeks
- ☐ Twice per month
- ☐ Monthly
- ☐ Every two months
- ☐ Quarterly
- ☐ Twice per year
- ☐ Annually

ARTICLE VI: APPOINTIVE POSITIONS and DUTIES, Section 7

Article VI, Section 7 asks whether or not you'd like to include language defining the POSITION OF ORGANIST at your Lodge. There are two choices:

- ☐ Include
- ☐ Remove

ARTICLE VI: APPOINTIVE POSITIONS and DUTIES, Section 8

Article VI, Section 8 asks whether or not you'd like to include language defining the POSITION OF VOCALIST at your Lodge. There are two choices:

- ☐ Include
- ☐ Remove

ARTICLE VI: APPOINTIVE POSITIONS and DUTIES, Section 9

Article VI, Section 9 asks whether or not you'd like to include language defining the ROLE OF THE DEGREE TEAM at your Lodge. There are two choices:

- ☐ Include
- ☐ Remove

ARTICLE VII: NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS, Section 2

Article VII, Section 2 prompts you to select the MEETING IN FEBRUARY AT WHICH YOUR OFFICERS WILL BE ELECTED. There are three choices:

- ☐ **Second meeting in February**
- ☐ **Third meeting in February**
- ☐ **Only meeting in February (for lodges that meet just once per month)**

ARTICLE IX: CLUB OPERATIONS AND MANAGEMENT, Section 1

Article IX, Section 1 will ask you to select the STRUCTURE USED TO OPERATE, MANAGE, AND CONTROL the Home, Club or other facility owned and/or occupied by your Lodge. Although there are four possible choices, the ones you'll see will be determined by whether or not your Lodge has a separate hall corporation, as indicated in your submission of preliminary information.

If your Lodge does not have a separate hall corporation, you'll see four choices:

- ☐ **The Board of Directors of a Lodge corporation formed pursuant to Section 16.020.**
- ☐ **The Exalted Ruler, Esteemed Leading Knight, Esteemed Loyal Knight, Esteemed Lecturing Knight, and the Trustees of the Lodge.**
- ☐ **The Trustees of the Lodge.**
- ☐ **A House Committee consisting of Members to be appointed by the Exalted Ruler.**

If you select "House Committee", you'll be asked to indicate how many Members will serve on the committee:

How many Members will serve on the House Committee appointed by the Exalted Ruler?

If your Lodge does have a separate hall corporation you'll only have one choice:

☐ The Board of Directors of the Home (Club, etc.) Corporation, incorporated under Section 16.030, of the Laws of the Order, consisting of seven Members.

ARTICLE X: FEES AND DUES, Section 1

Article X, Section 1 will prompt you to submit the amount of your INITIATION FEES. You'll be prompted to submit two sets of fees, one of candidates 26 and older, and another for candidates who are less than 26 years old. (You can submit the same value for both fees if your Lodge makes no distinction.) Note that there is no minimum initiation fee - enter the number zero (0) if none.

26-Plus Initiation Fee:

(enter 0 if none)

Amount to Accompany Proposition:

Under 26 Initiation Fee:

(enter 0 if none)

Amount to Accompany Proposition:

If your Lodge offers a reduced, \$1 initiation fee, you'll also be prompted to indicate the month or two months the DISCOUNTED FEE APPLIES. Select N/A for both months if your Lodge does not support a discounted initiation fee:

First Month:

- ☐ N/A
- ☐ January
- ☐ February
- ☐ March
- ☐ April
- ☐ May
- ☐ June
- ☐ July
- ☐ August
- ☐ September
- ☐ October
- ☐ November
- ☐ December

Second Month:

- ☐ N/A
- ☐ January
- ☐ February
- ☐ March
- ☐ April
- ☐ May
- ☐ June
- ☐ July
- ☐ August
- ☐ September
- ☐ October
- ☐ November
- ☐ December

ARTICLE X: FEES AND DUES, Section 2(b)

Article X, Section 2(b) prompts you to indicate if your LODGE DUES WILL BE PAYABLE annually, or semi-annually:

☐ Annually

☐ Semi-Annually

ARTICLE X: FEES AND DUES, Section 3

Section 3 of Article X will prompt you for a variety of ADDITIONAL FEES:

Absolute Dimit from this Lodge Reinstatement Fee:

Affiliation Fee for an Elk Holding a Transfer Dimit from Another Lodge:

Affiliation Fee for an Elk holding an Absolute Dimit from Another Lodge:

Affiliation Fee for an Unaffiliated Elk Holding a Certificate of Release from Another Lodge: (at least \$15)

ARTICLE X: FEES AND DUES, Section 4

Article X, Section 4 will prompt you for the fee charged by your Lodge when a Member wants to be REINSTATED after being dropped by your Lodge for non-payment:

Non-payment Reinstatement Fee: (enter 0 if none)

You'll also be prompted for an optional period OF ONE OR TWO MONTHS WHERE THE REINSTATEMENT FEE IS REDUCED TO ONE DOLLAR. You can choose not to adopt this provision, or select one or two allowable months (reducing reinstatement fees are not permitted in the months of February, March, April or May):

First Month:

☐ N/A

Second Month:

☐ N/A

- ☐ January
- ☐ June
- ☐ July
- ☐ August
- ☐ September
- ☐ October
- ☐ November
- ☐ December

- ☐ January
- ☐ June
- ☐ July
- ☐ August
- ☐ September
- ☐ October
- ☐ November
- ☐ December

ARTICLE XIII: BILLS AGAINST THE LODGE, Section 2

Article XIII, Section 2 prompts you to indicate if your TREASURER MAY PAY RECURRING BILLS upon approval of the Board, without prior Lodge approval. There are only two options:

- ☐ Yes
- ☐ No

ARTICLE XIII: BILLS AGAINST THE LODGE, Section 3

Article XIII, Section 3 prompts you to indicate if a DESIGNATED TRUSTEE (or Member of the Board of Directors, as may be applicable), or a Chair Officer may sign checks in the absence of the Treasurer. There are only two options:

- ☐ Yes
- ☐ No

XV-A: AUXILIARIES AND ADJUNCT ORGANIZATIONS, Section 1

Article XV-A, Section 1 will prompt you to indicate if you recognize any ladies' auxiliaries. There are two choices:

- ☐ Yes
- ☐ No

If you do recognize a LADIES' AUXILIARY, you'll be asked for the name of the Organization:

Auxiliary Name:

XV-A: AUXILIARIES AND ADJUNCT ORGANIZATIONS, Section 1

Article XV-A, Section 2 asks if you recognize any ADJUNCT ORGANIZATIONS. There are two choices:

☐ Yes

☐ No

If you do recognize adjunct organizations, you'll be asked for the name of the group:

Adjunct Organization Name:

HOUSE RULES

The first time you use the Online By-Laws Revision System, you'll be asked to input (type or cut-and-paste) the HOUSE RULES for your Lodge:

ADDITIONAL REVISIONS

Once you've stepped through each of the required prompts, you can add additional sections to your local By-Laws that pertain specifically to your Lodge.

Subject to approval by Committee on Judiciary, you can add as many new sections as are required.

CERTIFICATION

Finally, after all your updates and revisions have been submitted, you'll be asked to **CERTIFY THE DATES** that your By-Laws were proposed and adopted by the Lodge. Note that there must be at least two weeks between the proposal and adoption dates, and no more than eight weeks:

Proposal Date:

Adoption Date:

You'll also be asked to supply the name of your Exalted Ruler and Secretary:

Exalted Ruler Name:

Secretary Name: