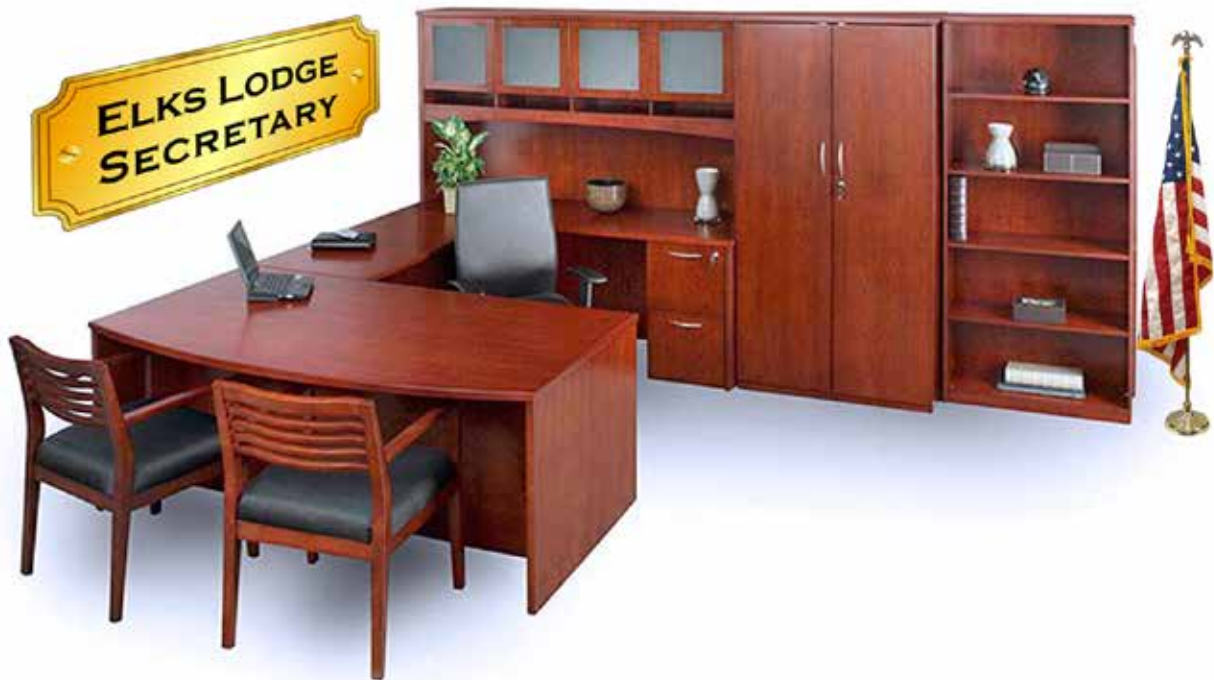


ELKS LODGE SECRETARY'S MANUAL



BENEVOLENT AND PROTECTIVE
ORDER OF ELKS
UNITED STATES OF AMERICA



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<p>For the CLMS2Web Help System, log onto https://www.elks.org/clms2web</p>
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GRAND LODGE
Benevolent and Protective
ORDER OF ELKS
UNITED STATES OF AMERICA

FOREWORD

To administer the affairs affecting the welfare of our Order, the country is divided into approximately 240 districts where the Grand Exalted Ruler, the National President of the Order, is represented by an officially appointed District Deputy Grand Exalted Ruler. The District Deputy is the liaison between the Lodges of the district and the Grand Lodge. His or her responsibility is not only to protect the interests of Grand Lodge but to advise the Lodges of the District. If problems arise, the Exalted Ruler and Lodge Secretary must first consult the District Deputy. Further assistance may come from the Past Grand Exalted Ruler(s) assigned to supervise Grand Lodge matters in the area. If the District Deputy cannot supply needed information, together with the Secretary, they may seek the more experienced advice of the Past Grand Exalted Ruler(s).

However, our Lodges are not expected to carry on their duties unassisted. Every significant program of the Order is administered by a parallel Grand Lodge Committee, each consisting of eight dedicated and helpful Committee Members who work with the Lodges, Districts and States in their assigned Grand Lodge Areas. Find your Grand Lodge Area in the listing below and consult frequently the appropriate Committee Members found in the annually distributed Grand Lodge and State Associations Directory to ensure success in your Lodge efforts.

The Secretary is one of the most important Officers of the Local Lodge. This administrative officer must work harmoniously with the Exalted Ruler, the executive head of the Lodge. The success of the Lodge demands this.

A Secretary must be a dedicated Elk deeply interested in our Order and the Lodge, be experienced with office work and have computer skills. He or she is detail-oriented and

should be familiar with the Laws and procedures of our Order. New Secretaries should study this Manual, the Manual for Exalted Rulers, Officers and Committeemen, the Statutes Annotated and the Auditing & Accounting Manual. In addition, Lodge Secretaries should become acclimated with the Chicago Lodge Membership System/ Secretary Web site at <https://www.elks.org>. Most importantly, they must have time to do the job of Secretary. The duties are constant throughout the Lodge year and require prompt and almost daily attention. A good Secretary cannot procrastinate.

Because certain publications are essential to every Secretary's duties, as soon as they are updated each year, every Lodge will be sent, at no charge, the Local Lodge Directory [Code 553700]; the Grand Lodge & State Associations Directory [Code 553800]; the Statutes Annotated [Code 520100]; and the Grand Lodge (*annual convention*) Proceedings [Code 511400]. While you must retain control of these Lodge-owned items for reference, let your Officers and Members know that they can order additional personal copies through you to facilitate their own knowledge and duties. Also, if any manual written specifically for the Lodge Committees undergoes a major revision, a notice is sent to the Secretary through CLMS so the Secretary can print the latest revision off the elks.org Web site.

We realize that no one publication can answer all the questions or solve all the problems that confront a Secretary. Revisions will necessarily be made in the Manual from time to time, and you can help if you send to the Grand Secretary any comments or suggestions you may have for improving future editions.

Signed,
GRAND SECRETARY

GRAND LODGE AREAS (*as of May 2020*)

Area 1: Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont

Area 2: Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania

Area 3: Alabama, Florida, Georgia, Mississippi, North Carolina, Panama, Puerto Rico, South Carolina, Tennessee

Area 4: Indiana, Kentucky, Michigan, Ohio, Virginia, West Virginia

Area 5: Illinois, Iowa, Minnesota, Missouri, Wisconsin

Area 6: Arkansas, Colorado, Kansas, Louisiana, Nebraska, New Mexico, Oklahoma, Texas

Area 7: Arizona, California, Guam, Hawaii, Nevada, Philippines, Utah

Area 8: Alaska, Idaho, Montana, North Dakota, Oregon, South Dakota, Washington, Wyoming

MOST IMPORTANT

Notify the Grand Secretary's office (GrandLodge@Elks.Org) immediately when any change is made in the office of Exalted Ruler or Lodge Secretary.

SECRETARY'S DUTIES

(see Appendix — Exhibit A)

*YEAR-ROUND DUTIES

- Keep correct minutes of all sessions.
- Keep correct accounts between the Lodge and its Members.
- Assign to each New Member a number and create a record file.
- Maintain bulletin board notices and posters.
- Keep membership records, including mailing addresses, correct in CLMS2Web.
- Receive all monies due the Lodge, from any source whatever, paying same to the Treasurer at the earliest practicable moment and obtaining receipt.
- Receive all dues from Members, paying same to the Treasurer at the earliest practicable moment, and issue Membership Cards and, if Lodge desires, identification cards.
- Assist Lodge Auditing and Accounting Committee in their review of Lodge financial operation and data.
- Arrange for ordering and receiving of supplies from Grand Secretary in cooperation with Lodge Trustees.
- Attend to all correspondence subject to the approval of the Exalted Ruler.
- Promptly handle document/record transfers with other Lodges for transferred/reinstated Members.
- Assist the Exalted Ruler in applying for contests and awards available to deserving Members.
- Notify appropriate Lodge personnel of required license renewals, government reports and property inspections.
- Supervise entry year-round of charitable/community service statistics into Pending Charity Report at elks.org or, as now required, directly into CLMS2Web upon completion by Committees involved.
- Inform persons elected to membership of that fact, and notify rejected applicants.
- Attend District and State Association meetings.
- Notify the Members of all Committees of their appointments, together with the subject given into their charge, and provide them with appropriate manuals.
- Supply Lapsation Committee with monthly Delinquent List.
- Report to the Grand Secretary each expulsion or suspension (*do not include those dropped from the rolls for nonpayment of dues, or House Committee suspensions*).
- Report immediately to the Grand Secretary's office any changes in Exalted Ruler's and/or Secretary's names, addresses, phone numbers or E-mail addresses.
- Serve as a Member of the Standing Relief Committee.
- Perform all duties required in connection with Local Lodge Forums.
- Any additional duties approved by the Lodge.

CHRONOLOGY OF DUTIES

April:

- Finalize Annual Charity Report in CLMS2 and save.
- Send per capita dues to Grand Secretary as soon as possible after April 1. (Sec. 14.150, Stats.) MAY 1st DEADLINE.
- Report on year's activities to the Lodge. (Sec. 12.050, Stats.)
- Notify the Members of all Committees of their appointments, together with the subject given into their charge. (Sec. 12.050, Stats.)

Attend District Deputy Clinic.

*Continue Year-Round Duties.

May:

*Continue Year-Round Duties.

June:

Prepare Forum Box with the aid of Trustees. (Sec. 1.210, Stats.)

*Continue Year-Round Duties.

July:

*Continue Year-Round Duties.

August:

Attend District Deputy Clinic.

*Continue Year-Round Duties.

September:

Prepare all records for District Deputy Official Lodge Visit.

Order Membership Cards on Grand Secretary-supplied form.

Verify Lodge vote on Constitutional Amendments (*if any*) on Grand Secretary-supplied form.

Order "Key Cards" for next year.

*Continue Year-Round Duties.

October:

Report on half year's activities of your office to the Lodge. (Sec. 12.050, Stats.)

*Continue Year-Round Duties.

November:

*Continue Year-Round Duties.

December:

Prepare Forum Box with the aid of Trustees. (Sec. 1.210, Stats.)

*Continue Year-Round Duties.

January:

*Continue Year-Round Duties.

February:

Prepare Directory Information Forms Packet supplied by Grand Secretary.

Provide ballots for election (*if needed*).

*Continue Year-Round Duties.

March:

Begin preparing for cut-off of fiscal year in all accounts and records by March 31st.

Annual Membership Report Automatically filed at midnight on March 31st.

*Continue Year-Round Duties.

ELKS NATIONAL HEADQUARTERS — CHICAGO

For when you need to contact us, following are the various Grand Lodge Offices in Chicago: **All mail:**— (name of person/agency), BPO Elks, 2750 N. Lakeview Avenue, Chicago, IL 60614-1889.

<u>OFFICE/AGENCY</u>	<u>PHONE</u>	<u>FAX</u>	<u>E-MAIL</u>
Grand Secretary	773-755-4708	773-755-4790	grandlodge@elks.org
Supplies/Shipping	773-755-4710	773-755-4711	shipping@elks.org
Central Accounting	773-755-4712	773-755-4713	acctg@elks.org
Insurance	773-755-4840	773-755-4840	insurance@elks.org
Veterans Service	773-755-4736	773-755-4736	vets@elks.org
Internet	773-755-4724	773-755-4724	webmaster@elks.org
Convention/Meetings	773-755-4722	773-755-4723	conv@elks.org
Foundation/Pledges	773-755-4764	773-755-4729	pledges@elks.org
Foundation/Scholarships	773-755-4732	773-755-4729	scholarship@elks.org
Magazine/Articles	773-755-4740	773-755-4792	magnews@elks.org
Magazine/Circulation	773-755-4742	773-755-4743	magcirc@elks.org
Label Orders	773-755-4744	773-755-4745	labeldept@elks.org

* * * AUTOMATED DIRECTORY SERVICE — 773-755-4704 * * *

MEMORIAL BUILDING HOURS/TOURS INFORMATION — 773-755-4876

OFFICE AND FILES

While the Laws of our Order do not explicitly require every Lodge to designate an office for the Lodge Secretary, they do so implicitly by mandating that he or she maintain secure custody of funds and records. Within limits of space and Lodge funds, this office can be as simple or extensive as needed. But several points must be accepted if the Lodge provides such an office. Security is essential for either the entire office or cabinets, computer, safe and desk, which should be locked with only the Secretary having the key. A Secretary could not reasonably assume an obligation and be **bonded**, as our Statutes require, to maintain correct records and accounts, if those records could be easily altered, destroyed or removed without the Secretary's knowledge or consent. (*see following NOTE*) Likewise, entrusting records to the Secretary obligates the Lodge to provide sufficient storage to hold them yet allow easy access and reference. Compelling any Secretary to maintain Lodge records off Lodge premises when the Lodge is able to do otherwise is negligence that could ultimately be detrimental to the Lodge.

(NOTE: It is recommended that Lodge records such as IRS documents, formal contracts, payroll, and any legal activities be kept on file for a minimum of ten (10) years.)

(NOTE: All Member records, reports, Lodge meeting minutes, House Committee meeting minutes, and Board of Directors meeting minutes should be kept indefinitely.)

Our Statutes contain provisions for such clerical assistance as the Secretary's duties may require. But the final responsibility for maintaining accurate, complete and up-to-date records and accounts can never be delegated away from the Secretary. Because our Statutes stipulate that Lodge records shall be open to inspection by all Lodge Members, regular office hours should be maintained.

While the Statutes do not require that the Lodge maintain a Post Office Box, experience has shown that this practice provides continuity of mail delivery to responsible individuals within the Lodge despite the absence or change in Officers. If the Lodge is not staffed by responsible personnel during daytime hours Monday through Friday to accept deliveries, the Secretary should arrange for an alternate location to handle this duty, after discussion with the Exalted Ruler and Trustees. This shipping address should then be given on all orders for supplies from the Grand Secretary or elsewhere to prevent lost merchandise. A good practice to prevent order duplication or unauthorized purchases is to impress the Lodge seal on all outgoing orders. As custodian of this seal, the Secretary then can coordinate supplies.

(NOTE: The coverage provided to all Lodges in the Grand Lodge Insurance Program includes automatic **bonding** of both the Lodge Secretary and Lodge Treasurer annually for \$50,000. Be sure your Lodge isn't paying for additional duplicate coverage.)

CHICAGO LODGE MEMBERSHIP SYSTEM

The Chicago Lodge Membership System (CLMS2Web) is the official membership record keeping and reporting system for the Elks. The computerized system is mandatory for all Lodges. The program is available through the Grand Lodge Web site at: <https://www.elks.org/clms2web>.

The duty of the Secretary is to maintain Lodge membership tracking and reporting records by using CLMS 2Web. Computer and Internet requirements can be found in CLMS2Web. The CLMS2Web operating manual is available for printing from the CLMS2Web home page. In addition to membership recording and tracking, CLMS 2Web offers dues billing statements (*Exhibit L*), labels, and envelope options.

SECRETARY'S RESOURCE AT ELKS.ORG

The Grand Lodge Web site features a comprehensive resource center for Local Lodge Secretaries: <https://www.elks.org/clms2web>. Secretaries can also order Lodge supplies and membership cards, and electronically submit the Grand Lodge-mandated annual and semi-annual membership reports. Secretaries also have access to a private, secretaries-only message board where they can discuss the trials and tribulations of the office and get quick answers to administrative questions.

The Web site also allows Secretaries to maintain their Lodge "Virtual Home Page," or VHP. This easy-to-use "Web site construction kit" allows Lodges to post important news, dates, pictures and more without any special technical expertise or software. Those Secretaries who choose not to maintain their VHP personally can electronically appoint a "Cyber-Assistant" to maintain the site.

To access the Secretaries Web site, simply sign in on the Members Only Section of www.elks.org with your regular Elks.org username and password, then select the Lodge Secretaries tab. (If the system doesn't recognize you as Secretary, contact the Grand Secretary at grandlodge@elks.org to make sure you're listed as Secretary in the Grand Lodge database.)

If you don't yet have an Elks.org password, you can register online at: <https://www.elks.org/members/registration.cfm>.

The Secretary's Web site at Elks.org is your resource. Please join us online and see how hundreds of other Secretaries are using the Internet to improve the way they do business.

SUPPLIES ORDERED FROM GRAND SECRETARY

Discussed elsewhere in this manual are items NOT available from the Shipping Department of the Grand Secretary (*ENF forms and materials, Drug Awareness literature, membership card stickers, Lodge mailing labels, and goods marketed by Elks-licensed vendors*). This section deals with those items the Grand Secretary DOES supply, most of which are forms and paraphernalia required by our Laws to be used in all Lodges.

All printed items supplied by the Grand Secretary carry a six-digit reorder Code Number for identifying those items. We also supply up-to-date price lists. (*Manuals listed at elks.org show dates of latest revisions*). Order forms are available free upon request. However, the Grand Secretary can only accept merchandise orders from those authorized by the Lodge (*Exalted Ruler, Secretary, Trustee or Lodge-designated person*). Page 3 lists the information needed to place orders by mail, E-mail, phone, fax or online.

Orders for in-stock items are normally shipped within two to three days. Back-orders will ship as soon as the material is available. Some items require customized printing, embroidering or engraving, and will take three to twelve weeks or possibly longer to ship, depending on

the item. Please consult the price list or call for details on custom orders.

When ordering supplies from the Elks National Headquarters in Chicago, specify whether to ship via the Post Office, UPS or FED EX Ground. If no preference is given, your order will be shipped UPS or FED EX Ground, as both services provide tracking numbers and insurance. "Next Day Air" and "Second Day Air" service is available upon request and for an extra charge.

An invoice for each order will be sent separately via first class mail, approximately three days after the merchandise is shipped. Invoices are always sent to the mailing address of the Lodge in care of the Lodge Secretary unless otherwise requested.

UPS and FED EX Ground require a street address for shipment, preferably with someone at that address able to receive and sign for the package. However, if the location is safe from loss and the elements, e.g., an enclosed porch or hall, the driver may leave the package unsigned for. When placing your order for delivery to a street address, specify if this address is residential or commercial (Lodge/business).

GRAND LODGE PUBLICATIONS THAT SHOULD BE IN SECRETARY'S OFFICE

- * Accident/Claim Prevention Manual — Code 513100
- * Americanism Manual — Code 512000
- * Annotated Statutes (*latest issue*) — Code 520100
- * Auditing and Accounting Manual — Code 510100
- * A&A Uniform Chart of Accounts — Code 510100coa
- Directory of Local Lodges (*latest issue*) — Code 553700
- Discrimination and Harassment Guide — Code 510900
- * Drug Awareness Manual — (*August 2017*)
— CD/online: <https://www.elks.org/resources/dap/>
- * ENF Fundraising Chair Dashboard — (<https://www.elks.org/enf/fundraisingChairDashboard.cfm>)
- * Elks National Veterans Service Manual — Code 513500
- * ERs, Lodge Officers and Committee Members Manual — Code 510500
- * Government Relations Manual — Code 511000
- * Grand Lodge Newsletter Issues
- * Grand Lodge & State Associations Directory (*latest issue*) — Code 553800
- Grand Lodge Proceedings — Code 511400
- * Grand Lodge Program Book (*latest issue*) — Code 514000
- * Guide to the Courts of the Order — Code 520300
- Judiciary-approved Lodge By-Laws (*latest issue*)

History of the Order (*Vol. 1 and 2*) — Code 511300

* Investigation/Interview Manual — Code 510200

Leadership Training Booklets (set of 5) — Code 511900

*Liability Insurance Program Manual — Code 513000

* Lodge Activities Manual — Code 510300

* Manual on Protocol — Code 510600

* Public Relations & Media Handbook — Code 510700

Price List of supplies, publications, paraphernalia, and forms available from the Office of the Grand Secretary.

* Ritual of Local Lodges Pocket Book — Code 511500

* Rituals of Special Services — Code 511601

* Ritualistic Contest Manual — Code 519900

Robert's Rules of Order — Code 511700

* Secretary's Manual — Code 510800

* Virtual Membership Guide — <https://virtualmanuals.elks.org/membership-guide/>

* Virtual PR & Membership Marketing Guide — <https://virtualmanuals.elks.org/marketing-guide/>

* Youth Activities Program Manual — Code 512100

* Youth Supervision Guide — Code 512200

**Posted online at* <https://www.elks.org/grandlodge/manuals/default.cfm?>

If you do not have a complete reference library of the above, order needed items through the Headquarters' Shipping Department. Additional publications, paraphernalia, forms and miscellaneous supplies appear in the Master Price List issued by the Chicago Headquarters. Additional order forms should be requested when needed.

ANNUAL DISTRICT DEPUTY VISIT

Each fall, the appointed District Deputies must visit their respective Lodges and report on Lodge adherence to the Laws and procedures of the Order, as well as its promotion of Elksdom's programs. We won't list the questions or items the District Deputy will wish to address. He or she will have informed you at the August clinic so that you can prepare. (*Appendix—Exhibit B*)

If a Lodge Secretary has performed all the required duties covered in this manual, there is no cause for alarm. If any areas need adjustment, the purpose of this yearly visit by the District Deputy is to assist you and the Lodge, not to chastise. After the visit, the Lodge will receive the submitted report and a letter from the Grand Exalted Ruler, indicating any deficiencies. And, as stated elsewhere, your District Deputy is available year-round with valuable insights gained from his or her experience with many Lodges.

BOOKKEEPING

The Grand Lodge has established the "Financial Reporting System" [FRS] per Statute 13.040 and has published an Auditing and Accounting Manual [Code 510100] and Grand Lodge Chart of Accounts Manual [Code 510100coa] to guide Local Lodges in setting up and maintaining their finances. These manuals contain forms and systems to assist in recording and planning your financial transactions so that all Lodges will follow essentially the same basic formats and accepted accounting procedures per FRS. Each Lodge will have to obtain locally, with the advice of their accountant, items such as journal and ledger books. But the Grand Secretary does supply certain basic records, such as the Secretary's Cash Book [Code 553000]; Treasurer's Cash Book [Code 553100]; Secretary's Receipt Book [Code 552900]; and Treasurer's Receipt Book [Code 553200].

The **voucher system** is the basic mechanism for financial disbursements of a Lodge through its designated Officers. It provides a physical reference document for future review. The varying needs within our Lodges would almost mandate a custom-designed form in each situation. As a result, Grand Lodge does not supply such a form beyond a basic "suggested" format in the Auditing and Accounting Manual. If your Lodge does not have a **voucher system**, you and the Treasurer, Trustees, House Committee and Lodge accountant should design and adopt a form for the fiscal welfare of the Lodge.

The Secretary's Cash Book and Treasurer's Cash Book (*clms2web*) are books of original entry. (*Appendix—Exhibit K*) The Secretary's Cash Book is for recording receipts from Members and other sources. Numerous columns are provided for the Secretary to devise his or her own headings. Columns are also provided to record payments to the Treasurer.

In the Treasurer's Cash Book, the receipts from the Secretary, as well as all expenditures, can be recorded. These simple forms have been devised by Grand Lodge with the realization that many Secretaries are part-time and not professional bookkeepers. The forms may not be sufficient for a large operation but in the average Lodge, with the addition of a general journal and a general ledger, these records should be sufficient for keeping the financial records. In some instances, hiring a public accountant may be advisable to set up a bookkeeping system to guide the Secretary and Treasurer.

While most Lodge transactions follow the same procedures as those of small businesses, many aspects are peculiar to our fraternal structure. In response, most State Associations maintain a Business Practices Committee that is available for guidance, either by telephone or on-site. The Grand Lodge Auditing & Accounting Committee, which reviews your financial information, is available for advice year-round. (*See committee list in Grand Lodge and State Associations Directory, Code 553800*). Your Lodge is required to use the Financial Reporting System [FRS] and will only have yourself to blame for an inadequate record system when so much help is just a telephone call away.

In all Lodge records mandated by our Statutes, the Uniform Chart of Accounts numbering system (*as shown in the Grand Lodge Chart of Accounts Manual [Code 510100coa]*) must be used to facilitate the Lodge's periodic financial review. The system permits the Grand Lodge Auditing and Accounting Committee to evaluate quickly and accurately each Lodge's financial information and to help Business Practices advisers analyze the conditions and practices and make recommendations to Lodges that request guidance. This Account Numbering should be used year-round, along with the manual supplied to the accountant hired to prepare the annual IRS report.

ELKS NATIONAL FOUNDATION

The Elks National Foundation helps Elks build stronger communities through programs that support youth, serve veterans, and meet needs in Elks communities. Lodge Secretaries play an important role in helping the ENF fulfill its mission by working with Lodge ENF Fundraising Chairs, and with approval of the Lodge's Exalted Ruler, delegating ENF Community Investments Program Grant Coordinators and ENF Scholarship Coordinators.

Lodge ENF Fundraising Chairs promote the ENF's work, solicit donations from Lodge Members to support ENF programs, provide donors with accurate giving information, and communicate regularly with the ENF. Many Lodge Secretaries support the ENF Fundraising Chairs by assisting with submitting donations to the ENF. Your Lodge ENF Fundraising Chair has access to training materials and instructions on how to properly submit donations. You can access ENF donor reports by clicking on the ENF Reports section of CLMS2Web under Reports. You can also submit donations given with dues payments using the Remittance Sheet for ENF Donations included with CLMS Dues, found in the ENF Reports section of CLMS2Web. To quickly and accurately submit donations given other than with dues payments, you and your Lodge ENF Fundraising Chair can use the ENF Online Remittance Form, also found in the ENF Reports section of CLMS2Web. Instructions for both ways to remit donations are in CLMS2Web.

Through the Community Investments Program, Lodge Secretaries can apply for grants to help Lodges serve the community by meeting local needs. Secretaries can access and apply for these grants through CLMS2Web, or with the approval of the Lodge's Exalted Ruler, appoint a Grant Coordinator in CLMS2Web to take that responsibility. The ENF encourages all Lodges to take advantage of Community Investment Program grants. For details, visit elks.org/CIP.

Finally, Secretaries, with the approval of the Lodge's Exalted Ruler, can appoint Lodge Scholarship Coordinators through CLMS2Web. These individuals are responsible for creating a committee, reviewing and scoring MVS applications at the Lodge level. This is done online through the new MVS Portal on elks.org.

For more information on how you can help your Lodge get involved with the ENF, and for the latest ENF news, visit www.elks.org/enf, or contact the ENF by phone at (773) 755-4728, by E-mail at enf@elks.org or by mail at:

ELKS NATIONAL FOUNDATION
2750 N. Lakeview Avenue
Chicago, Illinois 60614-2256

DRUG AWARENESS PROGRAM/SUPPLIES

Your Lodge should have a Drug Awareness Program Committee devoted to making the youth of your community healthy, productive and free of substance abuse. The committee should consist of a Lodge Chair and at least one other member. The committee might also contain non-Elks members, who are devoted to keeping youth drug and alcohol free. The Drug Awareness Program has a variety of printed materials and has created contests for kids. Drug Awareness literature is primarily distributed at Lodge events, to help kids and parents stay informed. These materials must be ordered through your State Association's Drug Awareness Program Chairperson. The committee should become aware of all that the DAP has to offer and can best be informed by constant communication with the State Chair. Keep the Chairman's name, address and telephone number handy for your Lodge Committee's use. The State Chair also has the responsibility of scheduling Elroy-the-Elk and the State's DAP trailer or tent. Secretaries and Lodge Drug Awareness Chairs are encouraged to record all activities involving the DAP into CLMS. For extensive information on the Drug Awareness Program or to find the name of your State DAP Chairman, visit: <https://www.elks.org/dap/>. For more information, you might also consider visiting: <https://www.elkskidszone.org> and <https://www.elksteenzone.org>.

STATE AND FEDERAL TAXES

Our Order and Local Lodges are exempt from federal income tax under Section 501(c)(8) of the Internal Revenue Code. This exemption is also enjoyed by similar organizations. However, since the exemption of a Local Lodge can be revoked for cause, even retroactively, every Lodge should be meticulous to avoid actions that might cause the loss of this privilege. All Secretaries should make sure that Lodge records are well-kept and that all reports that may be required of exempt organizations by the Internal Revenue Service and other government agencies, are filed promptly, accurately and completely. The IRS has stated no objection to fraternal organizations or clubs promoting greater use of their facilities by Members and their bona fide guests, but there is serious objection to soliciting public business.

Apertinent IRS ruling in connection with this matter states:

"A club which engages in business, such as making its social and recreational facilities available to the general public ...is not organized and operated exclusively for pleasure, recreation, and other non-

profitable purposes, and is not exempt under section 501(a) of the Internal Revenue Code. Solicitation by advertisement or otherwise for public patronage of its facilities is prima facie evidence that the club is engaging in business and is not being operated exclusively for pleasure, recreation or social purposes.”

Our Order and Lodges, as employers, are liable for **(a)** withholding income tax from wages of employees; **(b)** taxes under the Federal Insurance Contributions Act (*for social security*); **(c)** the tax under the Federal Unemployment Tax Act (*for unemployment insurance*) and **(d)** the tax under any State Unemployment or Disability Insurance acts. This applies to salaries paid to Lodge Secretaries, Lodge Treasurers and other specified Officers.

The Tax Reform Act of 1969 provides that Informational Tax Returns must be filed by all tax-exempt organizations. Failure to file such returns will result in a penalty of \$20 a day, not to exceed the lesser of \$10,000 or 5% of the gross receipts of the organization for the year, can be charged when a return is filed late, unless the organization shows that the late filing was due to reasonable cause. Organizations with annual gross receipts exceeding \$1,046,500 are subject to a penalty of \$100 for each day failure continues (with a maximum penalty for any one return of \$52,000) and/or loss of tax exempt status.

Every Lodge Secretary should become familiar with the above tax laws by obtaining from the IRS and other sources all available literature. The Secretary should also be familiar with the income and withholding tax (*if any*) as well as the unemployment tax provisions in the Lodge’s state.

MINUTES

The Secretary is required to keep minutes of each Lodge meeting. Great care should be taken to see that this record is accurate and complete. Writing your minutes during the Lodge meeting should be avoided. Notes should be made in the meeting and minutes written afterwards. See that any notes you take are comprehensive enough to write minutes intelligently after the meeting. Taping each meeting is permitted, but not for permanent record. The recording should be erased after writing the minutes.

Make certain you record the applications received, applicants elected or rejected, applicants initiated, reinstated or affiliated as well as those Members who are ill or have died since the last meeting. Care should also be taken to see that motions are accurately recorded. Well-kept minutes can prove valuable when the information is needed. Of course, your minutes definitely **MUST INCLUDE** any action required by Statute or Grand Lodge, should confirmation of compliance be required later.

Lodge Secretaries may use any type of Minutes Book that fulfills Lodge needs. But templates for compiling Minutes are available at <https://www.elks.org/clms2web>.

As Lodge Secretary you not only take minutes of meetings but also read them at the next meeting. A Lodge is

only as strong as the interest demonstrated by its Members. Knowledge of the Lodge’s condition is vital to the Members’ continued interest. When reading the previous meeting’s minutes, it is always better to give too much information than to short-change those Members who want to take part and improve the Lodge. These are the same Members who can be depended upon when needed on short notice.

Special attention should be given to “Receipts of the Session” and “Bills Against The Lodge,” with dollar amounts and all pertinent details read for each entry, rather than just “\$473.29 received” or “we owe \$581.” When motions are for voting at a subsequent meeting, restate the motion for those Members who may have forgotten or who weren’t present previously. Once you have recorded minutes and read them at the next meeting, more than likely you need not be concerned further. However, whenever a question arises on a previous floor action, you will have to locate the appropriate minutes. This means you must create an index, either as a separate cross-reference or simply by attaching a small note to each meeting’s minutes listing major subjects discussed or motions passed. You need not include names of Members initiated, transferred, etc., as their membership sheet will give the pertinent dates from which to locate the minutes of the meeting where action was taken.

The retention of all meeting minutes must be maintained for the entire existence of the Lodge.

The Lodge Secretary must also record the proceedings of any Local Lodge Forum and assist the Exalted Ruler in conducting it in strict compliance with our Laws, which are detailed in Chapter 8 of the current Statutes. Your Lodge may never have to conduct a Local Lodge Forum. But you should become familiar with Chapter 8 now when you have time to study it and ask questions, rather than later when the need arises and time is limited.

CORRESPONDENCE

In most cases, the Lodge correspondence for which you are responsible will be the only contact your Lodge has with others in the Order, including those at Lodge, District, State or Grand Lodge levels. Just as you earnestly perform your duties, so do they, with your assistance required. If you respond promptly and cooperatively to the Elk with whom you are communicating, you will serve your Lodge and the Order satisfactorily.

Conflict in Lodges can result when mail addressed by name to the Exalted Ruler, Secretary or other Officer or manager, is opened by others through error or good intentions. Everyone likes privacy, but this is not an absolute right in the context of a Lodge. Inform all new Officers, Committee Members and employees that the Lodge address is not for private mail and restate this policy periodically. Some latitude is reasonable, such as holding an unopened letter for a week. But the possibility of a Lodge program failing because of information withheld, should override any further delay in opening the letter.

For corresponding with other Lodges, your primary tool will be the annually revised Local Lodge Directory, which will automatically be sent to you. You ensure that Lodge correspondence will reach you by completing the Directory Information Form, which is discussed immediately after this section. By using the correct address for the Lodge or Secretary to whom you write, you ensure as much as possible that the correspondence will be received. Keep this Directory at all times. It is primarily for the use of Secretaries as well as other officials. Should replacements or additional copies for Members be needed, order Code 553700.

Many Districts publish their own annual directory. Should you need one, contact your District Vice President or District Deputy, as applicable. If none exists, you may need to compile one with the help of either the District Vice President or the District Deputy. Almost every State Association publishes its own directory annually following the state convention where its Officers are elected and installed. You should contact the State Association Secretary to obtain one. However, names of every State Association President, Secretary, Editor and major Committee Chairpersons appear in the Grand Lodge and State Associations Directory, which is automatically sent to you after the annual Grand Lodge Session. Additional copies can be ordered from the Grand Secretary [Code 553800]. At the front of this same Directory are names, addresses and telephone numbers of the Grand Exalted Ruler and other current Grand Lodge Officers and Committees. Here also appear the Grand Trustees, Past Grand Exalted Rulers, Grand Lodge Commissions and Agencies. Use it to direct correspondence to the proper persons in Grand Lodge. (*See Proper Forms of Address on the inside back cover of this manual*). On each State's page in the GL & SA Directory appear all current District Deputies.

MEMBERSHIP INQUIRIES

The Grand Lodge Web has implemented a new membership inquiry system — <https://www.elks.org/who/> — designed to allow members of the public to contact the Lodge to express their interest in joining the Order. Inquiries submitted in this manner will display automatically in the “Alerts” section at <https://www.elks.org/clms2web>. **Please respond to all membership inquiries within seven days of submission.**

GRAND LODGE/GER AWARDS & CONTESTS

Also important to outgoing Lodge communications are requests to the Grand Secretary and Grand Lodge Fraternal Committee for various awards for recruiting new or reinstated Members. Notwithstanding any in-Lodge incentives, Grand Lodge wants to ensure that these dedicated Elks Recruiters are suitably recognized. Familiarize yourself with the requirements for these national awards, and forward recipients' names when your records show they have earned our gratitude and praise.

The outstanding activities of every successful Lodge result from teamwork, and your position gives you responsibility for bringing recognition to Members who have been a credit to your Lodge in your community. Throughout the year, you will receive entry forms for numerous contests that merely require you to recap the Lodge goals that have been accomplished. We ask you to return those completed entry forms for the services that your Officers and Members performed. (*These forms do not include those designated for the person or committee to fill out.*) In our volunteer system, saying “Thank You” through these contests and awards help keep the volunteers donating their time and energy.

DIRECTORY INFORMATION FORMS PACKET

One item required to be verified or adjusted annually is your Lodge list of ZIP Codes from which you may statutorily recruit Members. Before a Secretary either enters the same ZIP Codes as the previous year or arbitrarily chooses new ones, the Secretary should consult with the Lodge Officers and the District Deputy. If another Lodge has relocated or a new Lodge is instituted nearby, or a neighboring Lodge closes, the list of ZIP Codes assigned to your Lodge will need to be adjusted. Affected Lodge Officers, assisted by the District Deputy, should discuss the fair allocation of territory among the Lodges. This same discussion will also ensure that no schools, veteran's facilities or communities are left out of Lodge-administered programs such as ENF Scholarships, Hoop Shoot, Veterans Service and others. Once determined, this ZIP Code “footprint” for your Lodge can be entered and “reserved” for your Lodge permanently unless further change occurs. Anytime your Lodge jurisdiction changes, you must contact your District Deputy, who will make recommendations to the Sponsor. If your Sponsor concurs, he or she will advise the Grand Secretary to make the changes.

The last part of the Secretary's duties connected with the Grand Secretary involves the Lodge's Past Exalted Rulers. The PER's are listed by ascending Lodge Number at the back of each Local Lodge Directory. In the year since a Lodge's last Directory retrieved by Grand Lodge, some changes will probably have occurred in that list. Because each person named is also qualified to vote at the annual National Convention, this list is more than a record of Lodges' living Past Chief Executive Officers. CLMS2Web will add the name of the Exalted Ruler who will complete the term for the Local Lodge year just ending, plus any PER entered properly in CLMS2Web, who transfers in or reinstates. (*Give the year served as ER, regardless of Lodge*). Likewise, CLMS2Web will remove the name of any PER dropped, expelled, suspended, dimitted out or deceased. For any deceased PER whose name is removed from the list, this should be verified on CLMS2Web to provide for a Past Exalted Rulers Memorial list or Necrology published annually as part of the Grand Lodge Proceedings.

THE ELKS MAGAZINE OBITUARY NOTICE

Every Lodge Secretary is to report to the editor of *The Elks Magazine* the passing of fellow Lodge Members who had been a Past District Deputy or of a higher position in Grand Lodge so that official notice can be given to everyone in the Order. Whether informing the Magazine of the death by telephone, E-mail or in writing, give the deceased's full name and dates of birth, death and initiation into the Order, positions held with years of service and Lodge affiliation. This will ensure that the proper honors will be shown to those who have given exemplary service to Elksdom.

MEMBERSHIP REPORT TO GRAND LODGE

The Secretary is required to maintain the Lodge membership tracking and reporting records in CLMS2Web. It is imperative that the membership records be fully and accurately completed. Please be advised that the starting number of all reports (Line 1) cannot be changed. Proper record-keeping must be maintained.

Sometimes the membership reports indicate that some Secretaries do not properly define delinquents. Dues are payable IN ADVANCE and hence on April 1. If a Member does not have a card indicating his or her dues are paid beyond the day before (March 31), he or she is six-months delinquent; if a Member does not have a card showing his or her dues paid beyond the preceding September 30, that Member is one year delinquent; and if his or her card shows the Member is only paid to March 31 of the previous year or before, he or she is more than one year delinquent. (*Our Statutes do not provide any grace period for paying dues after the due date.*)

Annual per capita and assessment payments are based on the reporting figures stated on the April 1 membership report and must be sent to Grand Lodge on or before May 1st.

Contents of this Annual Report are so important to the continued operation of the Order that Lodge failure or tardiness in filing the reports carries a \$100 fine and possible probation, or harsher penalties. The Grand Secretary, through CLMS, will automatically file the Annual Report on April 1st.

Most important is that the Annual Report be accurate and complete so that a true picture of the Lodge membership, financial condition and charitable contributions may be reflected in the Annual Reports of Grand Lodge.

REPORTING OF CHARITABLE STATISTICS

As mentioned previously, you should supervise the entry of dollars, hours and other vital statistics directly into <https://www.elks.org/clms2web>. While you do not personally conduct all the community service, veterans, youth and patriotic programs of the Lodge, you should ensure that every committee brings their figures to you after giving a final report to the Lodge. As soon after the Fraternal year ends March 31, and before April 30, your total charitable figures are required to be filed directly into CLMS2Web. A Charity Records Workbook is mailed to each Lodge to assist Secretaries in compiling Lodge charitable statistics during the year.

MERGERS

While Lodge mergers are infrequent, they do require much activity by both Secretaries, such as producing up-to-the-minute statistics so Lodge Officers and Members can accurately and quickly evaluate each Lodge's assets and liabilities. Grand Lodge will supply ample directions in accordance with Sec. 11.060 for properly handling all aspects.

All such mergers will have an Effective Date, either stated in the Grand Exalted Ruler's Executive Order, which authorizes one Lodge merging into the Lodge that remains after the merger, or the Institution Date for Lodges, which combine all their assets and memberships to form a completely new Lodge.

At this time, Grand Lodge staff will contact the Secretaries of the two merged Lodges for the purpose of using CLMS2Web to integrate and merge the membership records of the two Lodges.

MEMBERSHIP RECORDS

Chicago Lodge Membership System 2Web, available at <https://www.elks.org/clms2web> is the official membership record keeping and reporting system for the Elks. Lodges, through their Secretaries, are required to maintain the Lodge membership tracking and reporting records using CLMS2Web. Membership information entered into CLMS2Web must be backed up at the Grand Lodge "offsite" location every time membership information is entered.

Financial records, money and legal documents should be kept in a fireproof safe or vault.

A Secretary should always know how many Members the Lodge has and the dues status of each.

Every Lodge should have a complete record of every Elk who was ever on its roll. Regretfully, until CLMS was implemented, the Grand Secretary had to inform many Secretaries inquiring about a former Member's record that NO GRAND LODGE OFFICER OR AGENCY had these records (other than the current membership roster for mailing *The Elks Magazine*). ONLY the Local Lodges had this information.

Use of the CLMS program will now allow tracking of this information.

PROPOSER'S DUTIES

An Elk may propose or "sponsor" a candidate for membership in the Order, but the Secretary represents the Order's laws and Lodge's interests. The Proposer makes the first evaluation of the candidate's worthiness and explains what membership in the Order involves. That person helps in submitting a completed Membership application and participating with the candidate even after initiation. The Proposer should likewise ensure that the statutory timetable for processing the application is followed, and explain any delays to the candidate, who has no rights or voice within the Order at this stage. Conversely, the Proposer is

responsible for explaining to the candidate if the application is incomplete or invalid, if sponsorship is withdrawn at any point prior to balloting, or in case of a negative ballot. ONE IMPORTANT POINT: Section 14.020 was changed in 2002 to permit ANY ELK to propose a qualified person for membership in ANY LODGE. But read this Section thoroughly as there are some conditions with which a Secretary must be familiar.

PROCESSING CANDIDATES & APPLICATIONS

REMINDER — The official Membership application is a two-sided 8 1/2 by 11 tri-folded sheet (*Appendix—Exhibit C*). The printed form is available through the Grand Secretary’s Office. Membership applications may also be completed by using the online version at: <https://www.elks.org/emas/proposer.cfm?source=GrandLodgemembership>.

A Member of the Order cannot be a Member of more than one Lodge at the same time.

If within five years from the date of an application the applicant has resided within the jurisdiction of another Lodge, the applicant shall on his application give the names and addresses of at least two citizens residing in the jurisdiction of such Lodge. A copy of the application may be sent to said Lodge by the Secretary of the Lodge to which the application was made. The Exalted Ruler of the Lodge to which the application is referred shall, at the next regular meeting, refer the application to the Fraternal Committee. The Committee shall carefully inquire as to the character and fitness of the applicant while he was resident within the jurisdiction of its Lodge and verify statements made in the application to the best of its ability. The Committee shall make a report of its findings to the Secretary of their Lodge who shall record and report in the minutes of the next regular Lodge meeting. The Secretary shall forward the report to the Secretary of the referring Lodge. The report shall be recorded in the minutes of the next regular meeting of the Lodge submitting the application.

No vote shall be taken upon the application until the Fraternal Committee of the Lodge to which the application was referred has made a report and the report has been read in the Lodge referring the application.

Within three (3) days of its receipt, each application shall be referred to the Fraternal Committee which, after completing its duties, shall report at the next regular Lodge meeting or as soon thereafter as practicable.

The Secretary shall, no fewer than seven (7) days immediately prior to balloting, either:

(a) mail notice in writing to all Members of the Lodge, giving the name and city and state of each applicant, his business, the name of his proposer, and the date when action may be taken upon the application,

– OR –

(b) post in the Lodge the name and city and state of each applicant, his business, the name of the proposer, and the date of the meeting at which action may be taken on the application.

After the report by the Fraternal Committee, or a majority thereof, and after due notice has been given, a ballot for admission of the candidate shall be taken, unless the Lodge has received credible information that the applicant is unworthy. The Lodge may direct the appointment of a Special Committee to investigate the charges and report at a regular Lodge meeting, and at the next regular meeting after the report is made a ballot shall be taken.

No Lodge shall act upon an application for membership received from an applicant residing in the jurisdiction of another Lodge until the Grand Exalted Ruler shall have granted a dispensation therefor under the provisions of Section 14.080; provided that if the Lodge of jurisdiction consents, as provided in Section 14.080, the Lodge selected by the applicant may proceed to process his application without such dispensation.

During initiation and orientation, the new Member should be assigned a permanent sequential membership number and sign the Constitution and By-Laws book. No membership numbers should ever be duplicated. Make sure you have the spelling of the Candidate’s name and correct mailing address. After initiation the Statutes require you to give the candidate the latest Constitution and Statutes of the Order, the Lodge By-Laws and the booklet, “What It Means To Be An Elk.” Your Lodge must maintain a sufficient supply of these three items for the District Deputy to verify during his or her yearly visit.

After the candidate has been initiated, add the name to your CLMS2Web membership database and send a timely backup to the Grand Lodge so the candidate may begin receiving his or her copy of *The Elks Magazine*.

*If the Candidate is rejected when the ballot is taken, write a letter advising that the application has not been favorably acted upon and return the fees paid. In your letter, do not offer any explanation for the unfavorable ballot or reveal that re-application may be made in six months. These actions are outside the authority of the Lodge Secretary. Keep the application or record of it in a dead file.

ORIENTATION INVOLVEMENT

Every candidate for membership is required to be oriented before initiation about the principles, goals and activities of Elkdom. To accomplish this, each Lodge has been supplied a video for viewing by candidates. All Lodges are urged to supplement this with information concerning their own Lodge, District and State activities.

Because of the Lodge Secretary’s required involvement in processing candidates, from submitting the application through initiation, you also will probably be part of the Orientation Committee. However, with the backing of the Exalted Ruler, stress to all Officers that your participation will be limited to technical director (*to run the Laptop, VCR or DVD player for the prerecorded segments*). The other Orientation Committee Members, and as many of the Lodge Officers as possible, must participate in and deliver the “live” portions to make the orientation informative and enjoyable

for the candidates and their families. Your advance duties include: scheduling the orientation date and place; inviting the candidates AND THEIR SPOUSES AND FAMILIES; notifying the Orientation Committee, Officers AND THE CANDIDATE'S SPONSORS for their attendance; repeatedly inviting current Members to see the presentation; and possibly inviting prominent non-Elks leaders to learn how our Order benefits their community. Set up the equipment ahead of time, handle any arriving candidate's paperwork, give them name-tags to make getting acquainted easier and put them in the hands of the Officers and their Sponsors for a pre-show Lodge tour, dinner or hors d'oeuvres. Start the actual presentation on time, and then let the Exalted Ruler, Officers and Orientation Committee run the show based on suggestions in the Orientation Manual.

REINSTATEMENTS, TRANSFERS and ABSOLUTE DIMITS

(NOTE: If a former Member's facts relating to previous membership are unclear, you may receive verification from the list maintained in the Grand Secretary's office. If the Member had been expelled or suspended, he or she would have to apply for and receive a pardon or commutation of the suspension before you may process the reinstatement/affiliation.)

A former Elk may be reinstated in the former Lodge by secret ballot after paying the reinstatement and affiliation fees fixed by the Lodge By-Laws as well as the prorated dues. The former Member should fill out the Reinstatement Application (*Appendix—Exhibit D*) and be processed as the application of a new Member. When reaffiliated, the Member's old membership number should be restored.

A Member dropped for nonpayment of dues, who now lives within the jurisdiction of another Lodge, may apply for membership in another Lodge by paying a \$20 fee and filing the Request for Certificate of Release with the former Lodge (*Appendix—Exhibit F*). Granting of the Certificate of Release (*Appendix—Exhibit H*) is mandatory but the issuing Lodge may make recommendations to the affiliating Lodge for reinstating an unaffiliated Member. This Release will allow the person to fill out the affiliation forms per Section 14.180.

Occasionally, an unaffiliated Elk will apply to the former Lodge (or another where now residing) for reinstatement, only to be informed that no record of former membership can be retrieved. Elks Statutes do not provide recourse, but Grand Lodge has stipulated that the Lodge thought to be in possession of the record must exhaust every means of locating or recreating it, and, second, that the burden of proving former membership must rest with the person requesting reinstatement. If the unaffiliated Member can produce some documentation (*ideally an old membership card, old dues billing statement or official proceedings of an Elks function that lists or designates the unaffiliated Member as an Elk*), the Secretary may process the reinstatement. The Secretary could also accept an affidavit from two Elks

in good standing that the individual previously was, to the best of their knowledge, a Member. For reinstating without verification of when the previous Member began active service, the Secretary shall notate the records accordingly and explain to the reinstated Member that any question related to length of service must be based on the current reinstatement date. In the absence of proof, of course, the qualified applicant shall be initiated as a new Member.

If a paid-up Member has moved into the jurisdiction of another Lodge and desires to join the other Lodge, he or she must file a written Request for Transfer Dimit (*Appendix—Exhibit F*) with his current Lodge. Such request should be made promptly (*without a floor vote*) and the completed Transfer Dimit (*Appendix—Exhibit G*) mailed to the Lodge Secretary in which the Member has requested affiliation. The Transfer Dimit must be granted if the applicant is a resident of the Lodge with which he or she wants to affiliate, if the applicant's current dues are paid and he or she is under no other obligation to the Lodge and if no charges are pending against the applicant. The Member's name should not be removed from the rolls of your Lodge until the other Lodge has notified you of his or her acceptance, effective the date of the affirmative ballot.

An applicant for affiliation by Transfer Dimit into your Lodge should be required to fill out an Affiliation form (*Appendix—Exhibit E*). The Dimit should then be processed as a new application. If elected, the Member should be assigned a new membership number. The dues of a Member received by the Lodge on Transfer Dimit shall commence with the semi-annual period after which he or she has paid dues to the Lodge that granted the Transfer Dimit [Section 14.110].

When the affiliate has been accepted, the new Lodge Secretary should immediately notify the Lodge from which he or she has transferred. This may be done at <https://www.elks.org/clms2web>.

Our Statutes permit a Member to resign. A Member in good standing may, in accordance with Section 14.110, apply (*in writing*) for an Absolute Dimit, (*Appendix—Exhibit I*) which shall be granted, again without a floor vote. The Member then becomes an unaffiliated Elk and should be removed from the Lodge's active rolls [Section 14.120].

(NOTE: Sometimes in a disagreement, a Member may tear up his card and say he "quits." But the Secretary must keep the Member on the Lodge rolls unless he or she submits a signed request for an Absolute Dimit or is dropped. Also, after tempers have cooled, the Member must be issued a replacement card should he or she request one as long as dues are still current.)

A former Member of a defunct Lodge must apply to the Grand Secretary for a **Certificate of Status** to permit him or her to apply for affiliation as on a Transfer Dimit or Certificate of Release [Sections 14.230 and 14.250].

DUES AND LAPSATION

While no “cure-all” for lapsation may exist, the Lodge Secretary working with an active Lapsation Committee can do much to save delinquent Members.

The problem should be addressed year-round by the Secretary and Lapsation Committee. The Secretary should bill the Lodge’s delinquents monthly. Since dues are payable in advance, Members should be billed in advance. Many Secretaries bill their entire membership in March by enclosing the billing form and remittance envelope (*Appendix—Exhibit L*) in their monthly bulletin, indicating that the bill may be disregarded by those who have paid before receiving the statement. A good idea is to start billing for the new year about February 15 and then again on March 15 and the first of each month thereafter to those still not paid. With this system many Lodges begin the new year on April 1 with more than 50 percent of the membership paid up.

The Secretary should also constantly keep on top of delinquents by transferring their membership ledger sheets to another file or by using different colored file folders. In addition, the Secretary should follow the program outlined in the lapsation section of the Membership Manual to keep up the comparative membership and lapsation figures. He or she should review the figures with the Exalted Ruler and Lapsation Committee the first of every month and report them at the next Lodge meeting. Every Lodge should try to improve on the previous year’s figures.

MEMBERSHIP CARDS

An Elk who has paid the required Lodge and Grand Lodge dues and assessments is entitled to receive a Membership Card bearing the Lodge seal and signed by the Secretary and Member. The Lodge seal should be imprinted on every card to protect against forgery.

Only BPOE membership cards supplied by the Grand Secretary may be used by Lodges for their Members. Lodge Secretaries **MUST HAVE CARDS TO ISSUE BEFORE** the next Lodge year begins each April 1. Generally, orders are accepted from September to March. If the Lodge Secretary has not placed a Membership Card Order in the allotted timeframe, the Grand Secretary’s office will issue a minimum supply of basic cards to permit the Lodge to continue operating, with the Lodge required to pay for the “forced” cards. Every September, keep your eye open for the card order form, and act on it promptly. Lodge Secretaries who fail to act should not expect a waiver of the Lodge debt on grounds that the cards they receive do not match their specifications.

Since the color of the card is changed annually on April 1, no cards should be issued to show a payment beyond the life of the card. If a Member pays dues from October to October, the card should be issued only to April 1 and the Member given a receipt for the six months’ dues from April 1 to October 1. The entire amount should be posted and a new six-month card issued to the Member on April 1.

(NOTE: Lodges are now allowed to amend their By-Laws to require payment of FULL-YEAR DUES ONLY. Secretaries should confer with other Lodge Officers to consider this option to save on bookkeeping time.)

Before issuing annual cards to Life and Honorary Life Members, those Members are required by Statute to pay the Grand Lodge per capita dues and assessments, State Associations dues and, when provided by Lodge By-Laws, a Lodge administration expense of not less than \$5 nor more than half of the regular Lodge dues. Identification cards for the spouses of Lodge Members or the family of deceased Members should be issued upon request in accordance with Section 14.140 and at no charge.

In many Lodges, the House Committee issues ASSOCIATE MEMBER Cards to Members of other Lodges who use the Lodge’s recreational facilities. For this purpose, these Lodges are advised to have their Secretary annually order extra ID cards. The House Committee can then simply stamp the cards “ASSOCIATE MEMBER” using an inexpensive rubber stamp. Be advised, though, that the Associate Member Program means that the Secretary must also keep a separate file of these individuals, their “home” Lodges and any collected fees. Such “Associates” are NEVER counted along with the Lodge’s actual roll Members on any Grand Lodge-required Membership Reports. If your Lodge applies stickers to cards bearing years of membership, positions held, etc., the Secretary is responsible for maintaining the information needed to furnish the correct sticker with each card. While Lodge “customs” vary regarding the year stickers, the one “rock-solid” common rule is that ONLY ACTIVE (in good standing) YEARS can be counted! Improved dues collection can result from using the “Early Bird” sticker, which denotes those who have paid their Lodge dues in advance of the next dues period. While the Grand Secretary does not supply these stickers, his office can suggest where they may be obtained.

When a membership card is issued, a record of the dues, initiation, affiliation or reinstatement fee (if any) should be entered into the cash book and posted on the Member’s loose-leaf membership sheet in the visible-record book and/or ledger, or recorded into CLMS2Web. Dues collected, as well as any other funds received by the Secretary, should be turned over periodically to the Treasurer and a receipt given the Secretary. Mention must be made of the statutory restriction regarding changes in a Lodge’s dues. These cannot be charged to Members until the April 1 after the date of approval by the Grand Lodge Committee on Judiciary.

Each September, the Grand Secretary will send Lodge Secretaries an order form for the next year’s membership cards. If you have not received this form by October 31, call or E-mail the Grand Secretary’s office and one will be sent to you. Based on shortages or excess cards of the four types of cards — Regular, Life, Honorary Life and Identification (or spouse) cards in the Secretary’s

possession — estimate your needs for the coming year, complete the form and return it to the Grand Secretary's office as soon as possible. While the factors involved in shipping more than 3 million cards to approximately 2,000 Lodges prevent promising a definite ship date for your cards, the sooner they're ordered, the sooner you receive them. Be sure to retain a Lodge file copy for reference. For questions concerning your Membership Card order, call the Membership Card Hotline at 1-773-755-4748 or E-mail the Membership Card inbox (membcard@elks.org) rather than order the wrong cards. Once received, examine the cards to determine if all ordered were sent you, and then store them in a dry and locked area until used. Your initial order can NOT be done over the telephone; we must see the first order for the new cards in writing (online, E-mail, fax, snail mail). Additional card orders will be accepted any time throughout the year over the telephone, provided it is not your first order for the new cards; it must be a supplemental order to be taken over the phone.

Each April 1, destroy all card stock from the previous year so that none can be forged by someone not entitled. Also, regardless of sentimental attachments, there are no valid reasons under our Laws for issuing an obsolete card, and a Member who pays the yearly amount as of October 1 should be given a half-year current card plus a receipt for either the past or future half-year dues.

LIFE MEMBERS

If your Lodge has provisions for Life Memberships, you should familiarize yourself with Section 14.260 of our Statutes that deals with Life Memberships either purchased or attained by length of membership. Also note Section 14.270 concerning Honorary Life Membership granted for Distinguished Services, in addition to the specific limitations that your Lodge is permitted in its By-Laws. These may include maximum number of Life Members allowed, higher age or length of membership (*either total or in Lodge where applying*), greater price for purchased type and many other variations above the minimums stipulated by Statute.

(NOTE: When calculating the amount for a PURCHASED LIFE MEMBERSHIP, the Life Member will still be obligated to pay the Grand Lodge and State Association portions plus an administration expense fee every year. Multiply "25" (*or other multiplier stated in your By-Laws*) times only the Lodge's portion of the Member's full annual dues [see By-Laws, Article X, Sec. 2(c)]).

Our Statutes do not require every Lodge to offer Life Memberships. Lodges may decide the matter based on their particular circumstances. Before taking action, Members should consult both their Lodge By-Laws and the Order's Statutes. The Secretary has an interest in keeping a constant supply of both books available to Members to head off conflict resulting from misinformation. No Life Memberships are granted automatically upon reaching

the requirements published in the Lodge By-Laws. Each Member seeking Life Membership must apply in writing to the Lodge Secretary. There is no set form. Once received, the request should be reviewed for verification and, if found eligible, submitted to the Exalted Ruler for setting the Lodge vote (*not later than the third regular meeting after the meeting in which the application is announced*).

Remember that there must be both an application and a separate vote for each applicant. Voting for a group is not permitted. (*Secretary-supplied paper ballots with all eligible names listed with "YES" and "NO" boxes satisfy this*). While applicants may be elected any time, most Lodges set aside a special night for inducting newly-elected Life Members. Regardless of when a particular Member is elected to Life status, the special card and reduced dues do not become effective until April 1 of the succeeding Lodge year.

Our Laws also provide for a Life Member to apply to transfer his or her Life status to another Lodge, either on or after the point at which the Member applies for the Transfer Dimit. The vote on the Life status must be separate, and usually held before the vote on the Transfer Dimit itself, should granting of the Life Membership be an applying Member's condition for pursuing the transfer. The request for the Life Membership Transfer must be submitted to the Lodge Secretary in writing as part of the application process, and each applicant must be voted on separately and receive a two-thirds majority approval.

(NOTE: Honorary Life Membership CANNOT be transferred!)

LABELS FOR LODGE USE

Your care in keeping up your Lodge roster in CLMS2Web becomes apparent when you mail the Lodge bulletin or notices to your Members. You can print your own mailing labels by using the Secretary's Resource page at <https://www.elks.org/clms2web>.

STRAY ELKS

A Stray Elk is one in GOOD STANDING who has moved from the jurisdiction of his home Lodge and now resides permanently in the jurisdiction of another Lodge. Many of these Members may eventually take Absolute Dimits or be lost to our Order for nonpayment of dues unless they become interested in the activities of the nearest Lodge.

If your Lodge is just starting up a Stray Elk program, or if your program needs a fresh start, a complete listing of Stray Elks can be obtained from the Lodge's CLMS2Web program which provides a "Stray Elk" report.

Names of all Stray Elks residing in your Lodge jurisdiction should be added to your Lodge mailing list. Your Lodge is advised to write to these Members, welcoming them to your community and inviting them to visit your Lodge. However, this is no substitute for personal contact. If possible, some Lodge Member who lives nearby

should be assigned to invite the Stray Elk to take advantage of the facilities of your Lodge. Grand Lodge also urges that every Lodge hold a “Stray Elks Night” at least once a year, inviting them to join your Members for fellowship.

In metropolitan areas where some Lodges may be in close proximity to each other, Elks who are Members of one Lodge may show up on a neighboring Lodge’s Stray Elk list because they reside in that Lodge’s jurisdiction. Common sense dictates that these individuals should not be pursued as Stray Elks. Contact those Elks who have moved from another state or those who are not Members of neighboring Lodges.

REVISION OF BY-LAWS

By-Laws for use as a guide by Local Lodges are prepared annually by the Committee on Judiciary and the template is located within the CLMS2Web program. You, as Secretary can appoint Committeemen to assist in this most important action. For reference, review Section 17.060 of the most current Statutes Annotated for guidance.

In some years little or no change is made in these By-Laws, making a revision by the Local Lodge unnecessary. However, by Statute, every Local Lodge must make a general revision of its By-Laws at least every five years and more frequently if warranted by changes either made by Grand Lodge at its annual July session or by the Local Lodge. Statutory changes approved by Grand Lodge automatically go into effect 30 days after the July session and thus supersede those Statutes and By-Laws previously existing throughout the Order. But as Lodge Officers, the Exalted Ruler who attended the Grand Lodge Session, assisted by the Secretary, are responsible for making sure all Lodge Members are informed of all changes, as these affect their rights and duties of membership.

When an existing Lodge needs a general revision of its By-Laws or a Lodge in formation prepares to adopt its first By-Laws before Institution, a By-Laws Committee should be appointed and given the Order’s latest Constitution and Statutes. The Committee should then prepare its recommendations for changes to be presented for Lodge action. To make the proposed By-Laws representative of the Lodge, announcement should also be made that, in addition to changes recommended by the Committee, all Members may propose other changes. To ensure approval by the Grand Lodge Committee on Judiciary, the Lodge should study all pertinent sections of our Order’s Statutes and, wherever possible, use the wording as printed in the guide By-Laws booklets.

After favorable Lodge floor action, the committee member will notify you of approval or disapproval with corrections indicated. He or she must also approve individual amendments to By-Laws sections, house rules, authority to publish a Lodge bulletin and Lodge incorporations. The committee member should also be contacted by a Lodge Officer whenever the Statutes need to be interpreted for clear-cut action. In these cases approval or interpretation must be obtained BEFORE further activity.

As Secretary you are required to present your Lodge By-Laws to each new Member. Within one year of the general revision approval, you may order printed By-Laws through the Grand Secretary (300 copies minimum order at prices far below those possible from local printers) or you may print your own. If placing an order, be advised to order enough to last the five years until the next general revision is required. When ordering these By-Laws, you do not have to send your Lodge’s approved By-Laws, as Judiciary automatically sends them, via CLMS2Web, to the Grand Secretary. Since the printing may take two months, plan properly. Needless to say, when a Lodge violates the Statute requiring the 5-year general revision, Judiciary will not approve any isolated amendments submitted.

INCORPORATION OF LOCAL LODGES, and BUYING, LEASING OR SELLING LODGE PROPERTY

Actions that seriously affect Lodge life and status under both the Laws of the Order and community require a great deal of planning. Since the Statutes change from time to time, and only those in effect at the time the action is contemplated govern, we urge your Lodge to read and discuss the applicable Statutes at great length at that time. Also, if necessary, contact your Area Member of the Grand Lodge Committee on Judiciary (Incorporation) or appropriate Grand Trustee (Real Estate Transaction) for guidance.

Our Statutes cover these topics in detail, but several points should be made regarding your duties in connection with them. First, because the welfare of all Lodge Members is involved in the decisions, take special care that they are all informed of the complete situation and notified to take part in any votes or discussions affecting them. Second, be sure to keep your Past Grand Exalted Ruler Sponsor(s) and District Deputy up to date on all developments for the good of the Order. Third, for a consultant on these matters, as well as other matters in the Lodge, you should establish a friendly relationship with a Lodge Member or Members who are in the legal, financial and real estate professions. If none of your Lodge Members is so qualified, we suggest that the Membership Procurement Committee emphasize their recruitment.

THE LAWS OF OUR ORDER

A Secretary must become familiar with the Laws of our Order. They are easily understood and may be found with the help of the index. When in doubt or in differences of opinion, you should write your Area Member of the Judiciary Committee for an authoritative opinion. When you write, detail all the facts and circumstances involved.

ELECTIONS — ANNUAL AND SPECIAL

During elections, potential exists for misunderstandings that can damage the friendly relations necessary for any progress and fraternalism in our Lodges. Long before any election — the annual balloting in February or a special

election to fill an unexpected vacancy — you can minimize friction by studying Statute Sections 3.080, 3.090 and 12.150. They are aimed at notifying the full membership of the candidates for office, and having any needed ballots and paraphernalia prepared in advance.

In addition, our Laws permit a candidate to campaign for a Lodge Office but not “by any public method or appeal” through the media for example. [Sec. 9.070(f)]. You are permitted to provide membership lists or addresses to any Members for any purpose including campaigning. Any Committee Members who have such lists to perform their Committee duties are permitted to use the lists for campaigning. Another type of election for which you must prepare ballots and notify the membership is covered in the Life Membership section of this book.

LODGE BULLETIN

Many Secretaries act as Lodge bulletin editor/publisher in addition to their other duties, primarily because they are most knowledgeable of the ongoing Lodge activities. When accepting this responsibility, notify all Lodge Officers, Committees and Members of your need for advance information on all Lodge matters, emphasizing the deadline for submitting articles.

Publishing a monthly article from the Exalted Ruler is a good idea, in addition to regular features from other Officers or Lodge auxiliary. If your Lodge serves meals, listing of menus will help attract more Elks families. Most bulletins include a calendar of Lodge events. As explained later, you should let Lodge Members know that they can consult their current District Deputy, whose name, address, phone number and E-mail address should be listed in every Lodge bulletin.

Also, make sure you are on the mailing lists of bulletins from as many Lodges, Districts, State Associations and other Elks groups (*bowlers, golfers, RV clubs, etc.*) to provide source material. In addition, you should maintain a miscellaneous file of humor, sports tips, artwork, BPOE history, etc. in lengths of 5-45 typewritten lines to fill space as needed. We caution editors against using copyrighted material without the permission of the publisher or artist/author.

To offset the expense of the bulletin, you may solicit paid advertising from businesses, but these must be no larger than standard business card size. If the business is of a Lodge Member or an Elk, the advertisement cannot refer to membership in the Order in any way. U.S. Postal Service regulations governing reduced rates for nonprofit mailings such as bulletins, prohibit certain advertising. Every Lodge should obtain these guidelines from their Postmaster to ensure their publication conforms (*or run the risk of drastically higher postage and even penalties on prior mailings*).

An alternative to ads is the “Boosters” program used successfully by many Lodges. This is a line-by-line listing of names of families or businesses that contributed funds

to defray printing/ mailing costs. In considerably less space, the same (or more) revenue is generated without the risk or complexity of ads, and Lodge Members get the satisfaction of seeing their names or memorials in print.

We cannot over-emphasize that neither the advertisements nor the rest of the bulletin can contain any item of a “shady” nature, nor should religious or political viewpoints or candidacies appear in the Elks bulletin.

Extremely useful in preparing bulletins is a copier with enlargement and reduction capabilities, and a convenient source of artwork is a Member’s computer with graphics software. Elks emblems are available free from the Grand Secretary’s office for the use of your bulletin. As a suggestion, you may E-mail copies to the GRAND EXALTED RULER, GRAND SECRETARY, PGER SPONSOR, SPECIAL DEPUTY, DISTRICT DEPUTY AND STATE ASSOCIATION PRESIDENT. Before you publish your first issue, however, you should verify if your Lodge has received approval to do so by checking with your Area Member of the Grand Lodge Committee on Judiciary. For approval, first have the Lodge vote in favor of the bulletin by following the same procedure as for amending By-Laws, and then submit the request for approval in triplicate to Judiciary, per Section 16.150 of the Statutes.

YOUR DDGER’S ROLE AS ADVISER

While you have become a “resident expert” on the Laws and procedures for your Lodge and the Order out of necessity, there are still times in the life of every Exalted Ruler and Secretary when a difference of opinion will arise with some of your less-informed Members, which requires a go-between. Those Members may want the viewpoint of some authority from outside the Lodge to settle the matter. Every year in July, a new District Deputy Grand Exalted Ruler is appointed to assist and supervise your Lodge. The District Deputy will provide you with increased awareness in the expanded world of Elkdom that reaches out into your District and our national Order. And as Secretary, you also have the annual duty of putting up for the Members’ benefit the pictures of our Grand Exalted Ruler, your State’s Sponsoring Past Grand Exalted Ruler and possibly your State President, as well as any motivational posters. All of these are sent through you to your Lodge throughout the year for good reasons. “Share” them with your Members.

— APPENDIX —

STATUTORY DUTIES OF LODGE SECRETARY

Section 12.050. The Secretary of the Lodge shall:

- a. Keep accurate minutes of all meetings.
- b. Maintain accounts between the Lodge and its Members.
- c. Assign to each Member a number, which is shown on their membership card.
- d. Receive all monies due the Lodge and pay them over to the Treasurer.
- e. Inform applicants for membership of their acceptance or rejection.
- f. Notify all Committee Appointees.
- g. Prepare the Annual Report to the Grand Lodge.
- h. Report all expulsions and suspensions to the Grand Secretary.
- i. Read and answer all correspondence of the Lodge subject to the approval of the Exalted Ruler.
- j. Give bond of at least \$5,000 or in a greater amount as may be provided in the By-Laws (this is automatic under Property Plus \$50,000 bond).
- k. Present a written report of the transactions of his office to the Lodge at the first session in April and October.
- l. Receive compensation as fixed by the By-Laws.
- m. Perform all duties required by the Local Lodge Forum.
- n. Attend all District Deputy Clinics unless excused for good cause.
- p. Collect all records, materials, other information and personal property of the Lodge as described in Section 12.180.

EXHIBIT B

LODGE SECRETARY WILL HAVE THE SUCCEEDING INFORMATION READY AND LAID OUT FOR DISTRICT DEPUTY VISIT, IN THE FOLLOWING ORDER

Lodge Name and Number _____ Date _____

1. All items on the check sheet, printed on the reverse side, in listed order.
2. Current membership _____, and year-to-date ENF donations \$ _____.
3. Copy of Grand Lodge Area Auditing & Accounting Committee evaluation form.
 - a) Have GL Committee questions or comments been replied to and/or complied with? Yes No
4. Date IRS Form 990/990T mailed _____.
5. Copy of Lodge By-Laws with general revision date. Date _____.
6. Copy of Lodge House Rules with general revision date. Date _____.
7. Salaries: Secretary \$ _____; Treasurer \$ _____; Tiler \$ _____; Organist \$ _____; Vocalist _____.
8. Initiation fee \$ _____; Annual Dues \$ _____; Reinstatement fee \$ _____.
9. Amount of fire insurance \$ _____; date when last adjusted _____.
10. Number of meetings missed by Lodge Officers, to date:
E.R. _____; Leading Knight _____; Loyal Knight _____; Lecturing Knight _____; Secretary _____;
Treasurer _____; Tiler _____; Esquire _____; Chaplain _____; Inner Guard _____; Organist _____;
1 year Trustee _____; 2 year Trustee _____; 3 year Trustee _____; 4 year Trustee _____; 5 year Trustee _____.
11. Is the Lodge incorporated? Yes No Date of incorporation _____.
12. What is current combined indebtedness of Lodge? \$ _____.
13. Current Profit/Loss Statement for each entity (Lodge, Club, Bingo, etc.).
14. Has Exalted Ruler appointed a Presiding Justice? Yes No; a Mediator? Yes No [GLS 13.020]
15. Does Lodge have Ritual coaching and are Lodge Officers able to recite Rituals from memory?
Yes No
16. Has Exalted Ruler scheduled an Elks Training Session? Yes No
Will that be done? Yes No
17. Does Lodge Secretary submit written transaction reports to the Lodge at 1st sessions in April and October? Yes No [See Exhibit M]
18. Does Board of Trustees submit written reports to the Lodge at 1st sessions of each month?
Yes No
19. Does Lodge have an active P.E.R. Association and does it hold required meetings? Yes No
[GLS 13.190]

Please have P.E.R. Association minutes available for District Deputy! Minutes of this body should be held in the Lodge office and be available at all times. All funds generated or held by a P.E.R. Association, other than P.E.R. Association Dues, belong to the Lodge, may only be used if budgeted and approved by the Lodge, and are subject to audit by the Lodge. [GLS 13.190, Opinion 02]

MEMBERSHIP APPLICATION



*An Invitation to Join the
Benevolent and Protective
Order of Elks of the
United States of America*



“Elks Care — Elks Share”

APPLICATION PROCESSING RECORD

Committee on Membership Recommendation

The undersigned Committee on Membership reviewed the application of _____ for membership in the BPO Elks USA (Date) _____ and found:

Favorably Unfavorably

Signatures of Committee Members:

To be completed by the Lodge Secretary

Result of Ballot by the Lodge:

Accepted Rejected

Action	Date
Application Received	
Initiation Fee Paid (\$ _____)	
Read on the Lodge Floor	
Balloting on Candidate by Lodge	
Applicant Notified of Result of Balloting	
Indoctrination	
Prorated Dues Paid (\$ _____)	
Initiated	
Membership Number Assigned	
Member Information Entered in CLMS	

[PROPOSER REFERENCES]

11A) Provide 2 references other than the Proposer. Both must be Members of the Order.

Name _____ Membership No. _____
Lodge Name & No. _____
Home Address _____
Business Address _____

Telephone _____
E-mail _____
Name _____ Membership No. _____
Lodge Name & No. _____
Home Address _____
Business Address _____

Telephone _____
E-mail _____

11B) List all places of residence and your occupation for the 5 years preceding the date of this application if different from the address and/or occupation given on reverse side.

Place of Residence:
Date (Established/Changed): _____
Occupation: _____
Telephone: _____
Place of Residence:
Date (Established/Changed): _____
Occupation: _____
Telephone: _____

EXHIBIT C-2

Proposal for Membership

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

Proposer: I _____
(Name of Proposer) (Lodge No.) (Membership No.) (Signature of Proposer)

Address: _____ City: _____ State: _____ Zip: _____
(Plus 4)

E-mail Address: _____ Telephone Number: _____

Propose the following to be a Member of _____
(Lodge Name) (Lodge No.)

Legal name of applicant _____ (M) (F)
(Maiden) (circle one) Occupation _____

Name of spouse _____ Business name _____

Home address _____ city, state & zip _____ Business address _____ city, state & zip _____

Personal telephone number _____ E-mail _____ Business telephone _____ E-mail _____

To Be Answered by the Applicant

— PLEASE PRINT LEGIBLY —

- By signing this application I hereby authorize the receipt of Lodge newsletters and statutorily required notices pursuant to Section 1.115 of the Grand Lodge Statutes by E-mail or other electronic means at the personal E-mail address listed above. YES NO
- Applicant was born in the city of: _____ County: _____
State: _____ Month: _____ Day: _____ Year: _____
- Do you believe in God and are you willing to attest to that belief? _____
- Are you a citizen of the United States of America? _____
- If foreign born, when and where were your final naturalization papers issued:
Month: _____ Day: _____ Year: _____ at: _____
- Are you willing to assume an obligation that:
(a) Will not conflict with your duties to yourself, or your family, or your religious or political opinions, and that
(b) Will bind you to uphold the Constitution and laws of the United States of America? _____
- Are you now a member of or directly or indirectly participating in the activities of any group or organization, or supporting or adhering to beliefs or tenets advocating the overthrow of the Government of the United States or any of its political subdivisions by force or violence? _____
- Have you ever pleaded guilty or no contest to or been convicted of a felony or crime of moral turpitude? YES NO (Any such plea or conviction must be disclosed even if the case was later expunged or dismissed. Such disclosure will not automatically prevent your membership in our Order, but may be a factor to be considered by the membership.) I understand that the Lodge may perform a criminal background check to verify the information provided.
- (a) Have you ever served in the armed forces of the United States of America? _____
(b) If yes, state the type of discharge and branch of service: _____
- (a) Have you ever been proposed for membership in any Elks Lodge? _____
(b) If yes, Lodge: _____ Date: _____ Result: _____
- Have you been a bona fide resident within the jurisdiction of this Lodge immediately preceding the date of this application? _____
- (a) Provide two references other than the Proposer. All must be Members of the Order. (Fill out form on back panel.)
(b) List all places of residence and your occupation for the 5 years preceding the date of this application if different from the address and/or occupation given on reverse side. (Fill out form on back panel.)

EXCERPTS FROM LAWS OF THE ORDER

The Lodge Dues are per annum and may be paid semi-annually in advance of April 1st and October 1st of each year or annually in advance on April 1st of each year, as provided in the By-Laws of the Lodge. An Applicant rejected must wait six months before reapplying for membership. Rejected Applicants shall have their Initiation Fees returned to them by the Lodge.

Should a Candidate fail, without good cause, to appear for Initiation within four months from the date of the Candidate's election, the Exalted Ruler shall declare the Candidate's right to Initiation (under such application and ballot) void and the Candidate's Initiation Fee will be forfeited.

I understand that this application must be fully completed and accompanied by any application and initiation fees required by the Lodge; and that pro-rata membership dues, assessments and state association dues and fees, for the current year, must be paid at the time of initiation. I further understand that the Benevolent and Protective Order of Elks is a private organization, and that if I do not meet the established requirements and receive membership approval, I will not be granted admission into the Order.

(Signature of Applicant)

(Date)

Code 560700 Revised August 2019

[PROPOSER REFERENCES]

Provide 2 references other than the Proposer. Both must be Members of the Order.

Name _____ Membership No. _____
 Lodge Name & No. _____
 Home Address _____
 Business Address _____
 Telephone _____
 E-mail _____
 Name _____ Membership No. _____
 Lodge Name & No. _____
 Home Address _____
 Business Address _____
 Telephone _____
 E-mail _____
List all places of residence and your occupation for the 5 years preceding the date of this application if different from the address and/or occupation given on reverse side.
Place of Residence: _____
 Date (Established/Changed): _____
 Occupation: _____
 Telephone: _____
Place of Residence: _____
 Date (Established/Changed): _____
 Occupation: _____
 Telephone: _____

APPLICATION PROCESSING RECORD

Committee on Membership Recommendation

The undersigned Committee on Membership reviewed the application of _____ for membership in the BPO Elks USA (Date) _____ and found:

Favorably Unfavorably

Signatures of Committee Members:

To be completed by the Lodge Secretary

Result of Ballot by the Lodge:

Accepted Rejected

Action	Date
Application Received	
Initiation Fee Paid (\$ _____)	
Read on the Lodge Floor	
Balloting on Candidate by Lodge	
Applicant Notified of Result of Balloting	
Orientation	
Prorated Dues Paid (\$ _____)	
Initiated	
Membership Number Assigned	
Member Information Entered in CLMS	

*Application
for
Reinstatement*



**Benevolent and Protective
ORDER OF ELKS**
of the United States of America



Elks Care — Elks Share

EXHIBIT D-2



Application for Reinstatement
Benevolent and Protective Order of Elks
of the United States of America

(Please print legibly)

Proposer: I _____
(Name of Proposer) (Membership No.) (Signature of Proposer)

Address: _____ City: _____ State: _____ Zip: _____
(Plus 4)

E-mail Address: _____ Telephone Number: _____

Propose:

_____ (_____) (M) (F) Legal name of applicant (Maiden) (circle one)	_____ Occupation
_____ Name of spouse	_____ Business name
_____ Home address	_____ Business address
_____ Home city, state & zip	_____ Business city, state & zip
_____ Personal telephone number	_____ Business telephone
_____ Personal E-mail address	_____ Business E-mail address

1. By signing this application I hereby authorize the receipt of Lodge newsletters and statutorily required notices pursuant to Section 1.115 of the Grand Lodge Statutes by E-mail or other electronic means at the personal E-mail address listed above. YES NO

2. Born in the City of _____, in the County of _____, located in the State of _____ on the _____ day of _____, in the year of _____.

3. Applicant was a Member of _____ Lodge No. _____ in the State of _____.
He or she was: dropped for nonpayment granted an Absolute Dimit

4. The applicant is advised that he/she may be Reinstated to membership in this Lodge upon payment of the following:

Reinstatement Fee \$ _____
Affiliation Fee \$ _____
*Proportionate Dues \$ _____
*TOTAL \$ _____

5. Have you ever pleaded guilty or no contest to or been convicted of a felony or crime of moral turpitude? _____ (yes or no)

(Please note, any such plea or conviction must be disclosed, even if the case was later expunged or dismissed. Such disclosure will not automatically prevent your reinstatement, but may be a factor to be considered by the membership.) I understand that the Lodge may perform a criminal background check to verify the information provided.

[Signature of Applicant] [Date]

*Before Reinstatement, the Applicant shall pay the Reinstatement and Affiliation Fees fixed by the Lodge By-Laws, which may not be less than fifteen (\$15.00) dollars, and the proportionate share of the current dues. {See Section 14.180, Laws of the Order, and current Lodge By-Laws}

Code 560501 • Revised 8/2019

Benevolent and Protective Order of Elks • Grand Lodge

Elks Care – Elks Share

EXHIBIT E

APPLICATION FOR AFFILIATION IN



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

(Please print legibly)

I, the undersigned, under the Obligation of the Order, hereby make application to be Affiliated in this Lodge and State:

1. By Transfer Dimit from _____ Lodge No. _____

2. By Absolute Dimit from _____ Lodge No. _____

3. By Certificate of Release from _____ Lodge No. _____

4. Name _____ Spouse's Name _____ Email _____

Home Address _____ City _____ Zip _____ Phone _____

Business Name _____ Occupation _____

Business Address _____ City _____ Zip _____ Phone _____

5. State the place and date of your birth: Answer: Born in City of _____

County of _____ State of _____ on the _____ day of _____ in year _____.

6. Have you ever been a Member of this Lodge? _____

7. I am advised that I may be affiliated to membership in this Lodge upon payment of the following:

*Affiliation Fee..... \$ _____

*Semi-Annual Dues \$ _____

Total..... \$ _____

8. Give references of at least two Members of this Order, stating the name, home address, and business address of each.

Name	Home Address	Business Address	Phone

I hereby state that I have never pled guilty or no contest to, or been convicted of, a felony or crime of moral turpitude.

Date _____, _____

Signature of Applicant

*The individual seeking Affiliation shall pay such fee as may be provided by the By-Laws of the Lodge to which Application is made. Said fee for an Applicant on Certificate of Release shall in no case be less than fifteen (15) dollars [Section 14.180, Laws of the Order]. No minimum affiliation fee is established for the holder of a dimit. [Section 14.110, 14.120, Laws of the Order]. (See also "Certificate of Status," [Sections 14.230, 14.250, Laws of the Order]).

EXHIBIT F

Fillable PDF form available online at: <https://www.elks.org/grandlodge/membership/forms.cfm>
and in CLMS2web at: <https://www.elks.org/clms2web/files/RequestForCertificateOfRelease.pdf>

Request Form for Transfer Dimit, Certificate of Release or Absolute Dimit

Benevolent and Protective Order of Elks

of the United States of America

A Fraternal Organization



TO: _____, Secretary

_____ Lodge No. _____

Address: _____

City: _____ State: _____ Zip Code: _____

Dear Lodge Secretary:

I, the undersigned, respectfully request the issuance of

1. a Transfer Dimit
(In accordance with Section 14.110, Laws of the Order)

2. a Certificate of Release
(In accordance with Section 14.180, Laws of the Order;
the \$20.00 Certificate of Release fee is enclosed)

Lodge Secretary:
Please insert membership number

to permit me to apply for Affiliation with: _____ Lodge No. _____

Address: _____

City: _____ State: _____ Zip Code: _____

Lodge Secretary, please send this to the Secretary of the above indicated Lodge.

– OR –

3. an Absolute Dimit
(In accordance with Section 14.120, Laws of the Order)

For selected items 1, 2 or 3, complete the following:

Signature of Member: *Type Sig or delete & print out* _____

Member's Name (print): _____

Member's Address: _____

City: _____ State: _____ Zip Code: _____

DATE _____

EXHIBIT G

<p style="text-align: center;">TRANSFER DIMIT</p> <p>_____ Lodge, No. _____ Date _____</p> <p>Member _____ Member No. _____</p> <p>Upon Member's own application was this day granted a Transfer Dimit: To apply for membership in _____ Lodge, No. _____</p> <p style="text-align: center;">OR</p> <p>To sign a Petition for Dispensation for and join a new Lodge to be instituted in _____ Secretary CODE 552200</p>	<p style="text-align: center;">TRANSFER DIMIT</p> <p style="text-align: center;">Lodge, No. _____ BENEVOLENT AND PROTECTIVE ORDER OF ELKS</p> <p style="text-align: right;">Date _____</p> <p>TO ALL ELKS, <i>Greeting:</i></p> <p style="text-align: center;">Is a Member in Good Standing of _____ Member No. _____ Lodge No. _____ B. P. O. Elks, and all of Member's indebtedness has been paid up-to-date as required by our Laws. Upon Member's own application, this DIMIT has been granted to this Member that this Member may apply, within thirty days, for membership in _____ Lodge No. _____ B. P. O. Elks,</p> <p style="text-align: center;">OR</p> <p>That this Member may sign a petition for dispensation for and join a new Lodge to be instituted in _____ Should Member fail to affiliate with the last mentioned Lodge, in accordance with the provisions of the Laws of the Order, this Dimit shall be void and membership of the person named shall continue in the Lodge granting this Dimit.</p> <p style="text-align: center;">[SEAL] _____ Exalted Ruler Secretary</p> <p>NOTE: Secretary of the Lodge to whom this Dimit is addressed should at once notify the Secretary issuing same of the affiliation or rejection of the Member.</p>	<p style="text-align: center;">NOTICE OF AFFILIATION by TRANSFER DIMIT</p> <p>Date _____ Member _____ Member No. _____ holding Transfer Dimit from _____ Lodge, No. _____</p> <p>was this day elected <input type="checkbox"/> or rejected <input type="checkbox"/></p> <p>by _____ Lodge, No. _____ Secretary</p> <p>NOTE: Upon acceptance or rejection, this form is to be filled out and mailed immediately to the Secretary of the Lodge issuing the Dimit.</p>
---	---	---

	<p>INFORMATION REGARDING THE MEMBER WHICH, IN ALL CASES, IS TO BE FURNISHED BY THE SECRETARY ISSUING THE DIMIT</p> <p>Originally initiated in _____ Lodge, No. _____</p> <p>Present Address _____ Zip Code _____</p> <p>Date of Initiation _____ Birthplace _____ Date of Birth _____ Dues paid to _____</p> <p>Has Member ever been convicted of a Felony? _____ (If yes, supply details) Has Member ever been dropped from the rolls?</p> <p style="margin-left: 40px;">1. Date dropped _____ 2. Date reinstated _____</p> <p>Also enclose a photocopy of all membership records pertaining to this Member when sending this Dimit to the Secretary of the Lodge with which affiliation is being sought.</p>	
--	---	--

EXHIBIT H

Online PDF form available at: <https://www.elks.org/clms2web/files/CertificateOfRelease.pdf>

CERTIFICATE OF RELEASE

Under Section 14.180, B.P.O.E. Statutes

_____ Lodge, No. _____

BENEVOLENT AND PROTECTIVE ORDER OF ELKS

_____ Member No.

TO ALL ELKS, *Greetings:*

This is to certify that _____

was a member of _____ *Lodge, No.* _____

and on (date) _____ *was dropped from the rolls for non-payment of dues.*

This CERTIFICATE OF RELEASE is granted for the purpose of enabling said member to apply for membership in

_____ *Lodge, No.* _____

[SEAL]

_____ Exalted Ruler

_____ Secretary

NOTE: Lodge Secretary is to fill in necessary information requested on reverse side.

560800

INFORMATION REGARDING THE MEMBER

**WHICH IN ALL CASES IS TO BE FURNISHED BY THE SECRETARY
ISSUING THIS CERTIFICATE OF RELEASE**

Present Address _____

_____ Zip Code _____

Originally initiated in _____ Lodge, No. _____

Date of Initiation _____

Birthplace _____ Soc. Sec. No. _____

Date of Birth _____

If member has ever been convicted of a misdemeanor involving moral turpitude or a felony, supply details from Lodge records.

Has member ever been a donor to the Elks National Foundation? _____

EXHIBIT I

<p>ABSOLUTE DIMIT</p> <p>_____ LODGE</p> <p>No. _____</p> <p>_____</p> <p>Member Name</p> <p>_____</p> <p>Member No.</p> <p>upon Member's own application was granted an</p> <p>ABSOLUTE DIMIT</p> <p>on _____</p> <p>Date</p>	<p style="text-align: center;">ABSOLUTE DIMIT</p> <p style="text-align: right;">_____ LODGE No. _____</p> <p style="text-align: center;">BENEVOLENT AND PROTECTIVE ORDER OF ELKS</p> <p style="text-align: right;">DATE _____</p> <p>TO ALL ELKS, <i>Greetings:</i></p> <p>_____</p> <p style="text-align: center;">Member Name</p> <p style="text-align: right;">Member No. _____</p> <p>was a Member in Good Standing of _____ LODGE, No. _____</p> <p>B. P. O. Elks, and all of the Member's indebtedness is paid up to date, as required by our Laws.</p> <p>Upon the Member's own application, this ABSOLUTE DIMIT has been granted to this Member that this Member may resign membership in this Lodge.</p> <p style="text-align: center;">[SEAL]</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Exalted Ruler</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Lodge Secretary</p>
--	---

CODE 5521

INFORMATION REGARDING THE MEMBER
WHICH IS IN ALL CASES TO BE FURNISHED BY
THE SECRETARY ISSUING THE DIMIT

Originally initiated in _____ Lodge, No. _____

Present Address _____

_____ Zip Code _____

Date of Initiation _____

Birthplace _____

Date of birth _____

Dues paid to _____

Has Member ever been dropped from the rolls? Yes No

1. Date dropped _____

2. Date reinstated _____

The amount of the Initiation Fee of this Lodge is \$ _____

EXHIBIT J

Online PDF form available at: <https://www.elks.org/clms2web/files/NoticeOfElection.pdf>

NOTICE OF ELECTION

**BENEVOLENT AND PROTECTIVE
ORDER OF ELKS**

A FRATERNAL ORGANIZATION

Dear Applicant:

I have the pleasure to inform you that, at the regular session of _____ Lodge, No. _____, B.P.O. Elks, held on _____, ***you were elected to membership.***

Please present yourself for the purpose of Indoctrination on the date of _____, at _____ p.m. Spouses and friends are welcome to attend Indoctrination.

Please present yourself for the purpose of Initiation on the date of _____, at _____ p.m.

Respectfully yours,

Secretary

Balance Due Prior to Initiation:	_____	Date
Due on Initiation Fee.....\$	_____	
Dues to April 1	_____	
Dues to October 1	_____	
Total.....\$	_____	

Section 14.030, B.P.O.E. Statutes: If the candidate fails to appear for Initiation, without good cause within four months from date of election, the applicant's right to Initiation shall be forfeited, and the Lodge shall not return any portion of the amount deposited.

561100/561200

EXHIBIT L

CLMS2PC for Windows is the Windows-based application you'll use for printing (*membership cards, dues statements, etc.*), and advanced reporting. This is only available for Microsoft Windows.

For complete details, logon to: <https://www.elks.org/clms2web> (Home tab)



Helpdesk test Lodge C
6666 N. 66th St.
Chicago, IL 60614

000005 10

06/08/2020



Astrid (Astrid) Astrid, 1234
1959 N. 99th Ave. 1/2
Chicago, IL 60614

Helpdesk test Lodge C
6666 N. 66th St.
Chicago, IL 60614

Spouse - David

DUES STATEMENT - April 1, 2020 TO April 1, 2021

- | | |
|--|---------|
| 1. Life - Current Dues | \$25.00 |
| 2. Current per capita dues and assessments for Grand Lodge and State Association in accordance with the Constitution and SECTION 14.300 of the Statutes of the Order | \$20.50 |

Required Amount Due Per GL Statutes and Lodge Bylaws: **\$45.50**

[CHECK APPLICABLE OPTIONAL CHARITABLE CONTRIBUTIONS AND/OR LODGE FEES LISTED BELOW]

- | | | | |
|-----------------------------|---------|-----------------------------------|-------|
| 3. Elks National Foundation | \$15.00 | <input type="checkbox"/> Enclosed | _____ |
| 4. Locker Room | \$35.00 | <input type="checkbox"/> Enclosed | _____ |
| 5. Child | \$15.50 | <input type="checkbox"/> Enclosed | _____ |
| 6. Major Project | \$25.00 | <input type="checkbox"/> Enclosed | _____ |

Please return this statement with your payment. Thank you.

TOTAL AMOUNT ENCLOSED: _____

To add a message imprint to your dues notice go to the Settings tab in CLMS2web and click on the Dues tab.

Whatever you type in there will show up on the Dues Statement.

EXHIBIT M

LODGE TRANSACTIONS REPORT

[Section 12.050(m)]

Lodge Secretaries: You may copy this page for your use.

Lodge No. _____ Name _____

For six month period starting April 1, 20____ to September 30, 20____

MEMBERSHIP TRANSACTIONS

(Based on yearly Worksheet)

Number of Elks on April 1 _____
Number Initiated _____
Number Affiliated by Dimit _____
Number Reinstated _____
Lines 2,3,& 4—Total Added _____
Number stricken for nonpayment _____
Number Expelled _____
Transfers Granted _____
Absolute Dimits Granted _____
Number Deceased _____
Lines 6-10 = Total Dropped _____
Total on September 30 _____
Lines 1 & 5 minus Line 11 _____

DELINQUENTS

6 months in arrears _____
1 year in arrears _____
Over 1 year in arrears _____

DUES

Collected _____
To be collected _____

PER CAPITA FEES GL SL DISTRICT

Collected _____
To be collected _____

Are By-Laws current? Yes No

Expiration Date _____

For six month period starting October 1, 20____ to March 31, 20____

MEMBERSHIP TRANSACTIONS

(Based on yearly Worksheet)

Number of Elks on October 1 _____
Number Initiated _____
Number Affiliated by Dimit _____
Number Reinstated _____
Lines 2,3,& 4—Total Added _____
Number stricken for nonpayment _____
Number Expelled _____
Transfers Granted _____
Absolute Dimits Granted _____
Number Deceased _____
Lines 6-10 = Total Dropped _____
Total on March 31 _____
Lines 1 & 5 minus Line 11 _____

DELINQUENTS

6 months in arrears _____
1 year in arrears _____
Over 1 year in arrears _____

DUES

Collected _____
To be collected _____

PER CAPITA FEES GL SL DISTRICT

Collected _____
To be collected _____

Are By-Laws current? Yes No

Expiration Date _____

PROPER FORMS OF ADDRESS

Always consult your current *Grand Lodge & State Associations Directory* for the correct names and addresses when contacting Grand Lodge personnel.

Members of the Order are not referred to as “Mr.” or “Mrs.” and we **never use nicknames nor titles** such as “Dr.” In addition, the courtesy title of “Honorable” or “Hon.” for Grand Lodge Officers is no longer used, per the directive of the Future of Elkdom Committee in 2011.

Samples of correct usage of titles: All Grand Lodge Officers, such as Grand Exalted Ruler, Grand Esteemed Leading Knight, Grand Secretary, etc., are to be addressed as follows:

(Name), G.E.R.
B. P. O. Elks
(then 2-line address)

(This however, does not apply to the Grand Chaplain nor to the Administrative Assistant to the Grand Exalted Ruler.)

The Chairman of the Board of Grand Trustees is to be addressed as follows:

(Name), Chairman
Board of Grand Trustees
B. P. O. Elks
(then 2-line address)

All remaining members of the Board of Grand Trustees are to be addressed as follows:

(Name), Grand Trustee
B. P. O. Elks
(then 2-line address)

The Chief Justice of the Grand Forum is to be addressed as follows:

(Name), Chief Justice
Grand Forum, B. P. O. Elks
(then 2-line address)

All remaining Justices of the Grand Forum are to be addressed as follows:

(Name), Senior or Associate Justice
Grand Forum, B. P. O. Elks
(then 2-line address)

All P.G.E.R.s are to be addressed as follows:

(Name), P.G.E.R.
B. P. O. Elks
(then 2-line address)

Grand Lodge Agency Managers or Directors should be addressed using their correct titles such as:

(Name), Executive Director
Elks National Foundation
(then 2-line address)

All District Deputy Grand Exalted Rulers are to be addressed as follows:

(Name), D.D.G.E.R.
(State) South* District
B. P. O. Elks
(then 2-line address)

*(*Be sure to indicate the District as above.)*

All Special Deputy Grand Exalted Rulers are to be addressed as follows:

(Name), S.D.G.E.R.
B. P. O. Elks
(then 2-line address)

