



**Developing**  
**New**  
**Elks**  
**Lodges**

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BENEVOLENT AND PROTECTIVE ORDER OF ELKS OF THE U.S.A.  
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## FOREWORD

To maintain growth and expand the good works of our Order, instituting new Lodges in worthwhile communities is imperative. This Manual provides a general guide to instituting new Lodges. It contains suggestions that have proven successful. Other equally good methods of maintaining interest and carrying on organizational work will, no doubt, be found. However, all procedures must conform with the Laws of the Order that apply to organizing new Lodges, particularly Sections 11.010-11.050, 11.070-11.090, 14.100-14.121, 14.180, 14.230, 14.250 and 15.010 (see Part IV).

The search for prospective new Lodges should be the responsibility of the District Deputy, State Association President, the Past Grand Exalted Ruler(s) in charge of that territory, or other Officer designated by the Grand Exalted Ruler or Past Grand Exalted Ruler Sponsor.

In determining locations for new Lodges, the decision must be based on what will best benefit the entire Order. **Experience proves that forming a new Lodge in no way injures nearby Lodges, but instead revitalizes their shared pride and dedication.**

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

*“Elks Care – Elks Share”*

## — PART I —

### PRELIMINARY STEPS IN FORMING NEW LODGE

Bear in mind that all proceedings must have *prior written approval of the Past Grand Exalted Ruler supervising the area*. After his approval of the proposed location of a new Lodge, the organizing unit should:

1. Send a letter through its sponsoring Past Grand Exalted Ruler, to the Grand Secretary, 2750 N. Lakeview Avenue, Chicago, IL 60614-1889. The letter should list all Zip Codes in the proposed new Lodge and request names and addresses of all Elks receiving the Elks Magazine therein. These names will help in calling meetings of prospective New Lodge members.

An extremely important initial step is to establish a PRELIMINARY NAME FOR THE LODGE to eliminate any confusion over the location and people. Choosing this name in no way “locks in” the Lodge’s final designation.

The request for Dispensation submitted to the Grand Lodge through the District Deputy (see page 7), should be in the name finally chosen for the new Lodge in discussions with the District Deputy, State President and Sponsoring Past Grand Exalted Ruler. **IMPORTANT NOTE:** Because of Grand Lodge computer requirements, the official Lodge name (not including State and Lodge number) must be limited to 24 characters including spaces and punctuation marks. For example: MADRIGAL VALLEY/COOKESVILLE would not be acceptable, but MADRIGAL/COOKESVILLE would be.

2. If possible, go to the proposed location and meet with the mayor, head of the Chamber of Commerce, editor of the local newspaper, and business and civic leaders (many of whom may be listed on the mailing lists received from the Magazine). Determine if a new Elks Lodge would be welcome in their community. Contacts here are most important, because only a Lodge with the right type of membership will succeed. Invite these people to a meeting, and ask the newspaper editor to publicize it. Suggested news releases appear on pages 19 and 20.

Invite all Elks on the mailing list and their non-Elk friends and neighbors to attend. A suggested invitation states:

Dear (name):

*Several of our friends and neighbors have been considering the possibility of establishing an Elks Lodge in our community.*

*In order to discuss this matter further, a preliminary meeting has been set for (time) P.M., on (day) night, (date), at (address), and you are most cordially invited to attend. The meeting is open to all, and Elks are urged to bring their non-Elk friends.*

*The benefit of your thinking is needed and I sincerely hope you will meet with us. No obligation, of course.*

*Sincerely,*

One good speaker should address this meeting to point out the advantages of membership in our Order and the good work we do both locally and nationally. The speaker should be BRIEF and to the point.

3. At this meeting, avoid saying that a Lodge is to be established. The speaker should point out that only if the community leaders desire a Lodge and are willing to work in obtaining sufficient members, will approval be given.
4. Establish with all that both Elksdom and the community will benefit by a local Lodge.

5. If the decision is made to establish a Lodge, the Organization Committee, *after approval by the sponsoring Past Grand Exalted Ruler*, will write to the Grand Secretary, 2750 N. Lakeview Avenue, Chicago, IL 60614-1889, for application blanks and Petition forms for Dispensation. They should also request a By-Laws Preparation Kit, with 4 copies of the Lodge By-Laws blank booklets, a copy of the Order's Laws **for** the proposed Lodge and copies of "What It Means To Be An Elk" to give to each member of the Organization Committee. Other promotional material may be obtained from the Grand Secretary.

### **ORGANIZATION COMMITTEE**

An Organization Committee known as "Proposed Lodge of Elks of .....  
....." must now be organized.

The Organization Committee, composed of not fewer than three members of the Order selected by the sponsoring Past Grand Exalted Ruler, shall have charge of all preliminary meetings. This Committee shall select a Chairman, Secretary and Treasurer. The Chairman shall call meetings and generally supervise the preparation of the petition for Dispensation. The Secretary shall keep minutes of meetings and ballots taken on applications. The Treasurer shall receive funds collected from petitioners, and turn them over to the Lodge Treasurer after the Lodge is Instituted, or return the funds to petitioners if the Lodge is not organized in due course.

Current banking laws require either a Social Security Number or an Employer Identification Number (see page 9) before an account can be opened. Since the Lodge cannot even apply for an EIN at this early stage, and channeling funds through a member's private account is not advisable, using an account authorized by the State Association is recommended.

Set the next meeting date. Arrange for publicity announcing its time and place, and invite all interested, whether Elks or not, to attend. Publicize the gathering as a meeting of the Organization Committee of the "Proposed Lodge of Elks of .....".

### **COMPUTER SYSTEMS**

At this point, the Organization Committee should begin laying groundwork for computerized lodge records. The Committee should contact the Grand Secretary for the authorized software. In addition to the requisite membership and financial record-keeping, these systems also offer in-Lodge printing of dues notices and membership cards.

### **JURISDICTION OF THE NEW LODGE**

The jurisdiction of a Lodge is defined by Statute (Sec. 14.100) as extending to a line equidistant between the boundaries of cities in which adjoining Lodges are located. The jurisdiction of the proposed new Lodge would therefore extend in each direction to a point one-half the distance to the boundary of the city in which an Elks Lodge is now located.

The Laws of the Order provide that if good reason exists, the Grand Exalted Ruler may fix the jurisdiction of the new Lodge based on the recommendation of the Sponsoring Past Grand Exalted Ruler, District Deputy and representatives of both the proposed and affected Lodges.

## **SPONSORING “PARENT” LODGE**

Elkdom has a century-old tradition of neighboring Lodges helping each other. Along with Grand Lodge and the State Association assisting in organizing the new Lodge, one existing Lodge – usually one close to the site of the proposed Lodge – will send experienced officers and members to advise the proposed Lodge’s Organization Committee as they “learn the ropes.” Their assistance continues through the Institution of the new Lodge and into its crucial first year of conducting meetings, ritual work and committee operations.

## **INITIATION FEES AND DUES**

The Committee should set the initiation fee (not less than \$25), tentative annual dues and the affiliation fee required to dimit and to join by Certificate of Release. The fee for affiliation by Certificate of Release must be at least \$15. There is no required minimum fee for affiliation by dimit.

A Transfer Dimit must be applied for when the applicant is a member of a Lodge with current dues paid. A Certificate of Release is needed when the applicant has been an Elk but has been dropped for non-payment of dues. In this latter case, the applicant must pay \$10 to the Lodge where formerly a member and the established fee (at least \$15) to the proposed Lodge.

The State New Lodge Chairman or other designated official should inform the new group of the purposes of Elkdom and the benefits of having a good Elks Lodge in the community. Inform this new group that the proper organizing officials will render all necessary advice and assistance but that the work of getting the new Lodge started must be borne by the interested citizens of that community. Caution the group that care must be used in selecting all who are asked to join so that the Lodge will be composed only of American citizens.

## **EXPENSES OF ORGANIZING**

All expenses of organizing a new Lodge shall be paid by the Organization Committee. At each meeting a small donation can be requested for the necessary expenses of mailing notices, refreshments, etc.

Payment to the Grand Secretary for any supply items sent to a Lodge-in-formation is deferred until after the Institution, but the Organization Committee should keep a record of the debt and ensure that the funds will be available to pay it on Day One of the new Lodge. This does not include the Basic New Lodge Kit to assist in the organization process, which Grand Lodge and the Grand Secretary furnishes free of charge.

## **DIMITS AND RELEASES**

At the first organization meeting and occasionally thereafter, call attention to the fact that Elks residing within the jurisdiction of the new Lodge are not compelled to transfer their membership to the new Lodge. Section 14.110 of our Laws gives them the option of transferring to the new Lodge or remaining in their present Lodge.

The primary purpose in starting a new Lodge is to increase our membership. And even though Elks living within jurisdiction of the new Lodge decide not to dimit, their assistance can be most valuable in forming the new Lodge, and their cooperation should be solicited.

For those who wish to transfer, use either a form available from the Grand Secretary or make up the following form letter and address it to the member's home Lodge:

*Dear Lodge Secretary:*

*In accordance with Section 14.110 of the Order's Laws, I hereby apply for a Transfer Dimit to join the proposed new Lodge of the Benevolent and Protective Order of Elks at \_\_\_\_\_.*

*Please expedite action on this request in order that I may become a Charter Member of the new Lodge, the number of which will follow upon granting of the Dispensation by our Grand Exalted Ruler.*

*I will appreciate it if you will send the dimit in the enclosed stamped return envelope, addressed to the Secretary of the Organization Committee of the new Lodge.*

Name \_\_\_\_\_

Address \_\_\_\_\_

If members desiring to transfer to the new Lodge are behind in their dues, but have not yet been dropped from the rolls, they must pay up their dues to their home Lodge(s) before applying for Transfer Dimits. Members applying for Transfer Dimits will not lose their membership in the Order if the new Lodge is not created. They will remain members of their present Lodge until welcomed into the new Lodge after its Institution (Section 14.110).

**NOTE: PER SEC. 14.110, A MEMBER GRANTED A TRANSFER DIMIT TO JOIN A LODGE BEING ORGANIZED STAYS ON THE ROLLS OF THE CURRENT LODGE UNTIL THE NEW LODGE IS INSTITUTED AND MUST PAY WHATEVER DUES ARE NEEDED TO REMAIN IN GOOD STANDING DURING THIS INTERVAL!**

A former member who was dropped for non-payment of dues, but is now a bona-fide resident within the jurisdiction of the proposed Lodge, may join the proposed Lodge on a Certificate of Release. Application, accompanied by a \$20.00 release fee, must be made to the Lodge from where dropped in accordance with Section 14.180. A suggested letter to the Lodge Secretary states:

*Dear Lodge Secretary:*

*I hereby apply for a Certificate of Release, as provided by Section 14.180 of the Order Laws, to join the proposed Elks Lodge at \_\_\_\_\_. The \$20.00 fee is enclosed.*

*Please expedite action on this request for release so that I may become a Charter Member of this new Lodge. The number of the new Lodge will follow after the Grand Exalted Ruler has granted the Dispensation.*

*I will appreciate it if you will send the Certificate of Release in the enclosed stamped envelope addressed to the Secretary of the Organization Committee of the proposed Lodge.*

Name \_\_\_\_\_

Address \_\_\_\_\_

Or you may obtain forms for this purpose from the Grand Secretary (Code 561300).

If the Lodge to which the former member belonged no longer exists because its charter was revoked or surrendered, a Certificate of Status can be obtained from the Grand Secretary for processing in the same manner as a Certificate of Release. For former members of merged lodges, contact the surviving Lodge for a Certificate of Status.

No one who has ever been a member of our Order goes through the initiation again. Every member dimitting to the new Lodge must fill out the affiliation form of application applying for membership, but this is merely for the records of the new Lodge. Each member and non-member applying should sign the petition sheet ONLY ONCE.

### **BALLOTING ON NEW APPLICATIONS**

Each non-Elk petitioner shall sign and submit to the Organization Committee a regular application for membership with the full initiation fee fixed by the Organization Committee, which shall be not less than \$25.00. Elks in good standing in the Order who sign the petition shall submit Transfer Dimits and pay the affiliation fee fixed by the Committee. The Committee shall pass upon each New Member application by secret ballot, and any applicant who receives at least two-thirds favorable votes of those cast shall be declared elected and thereby eligible to membership by Initiation.

### **ADVICE AND COUNSEL**

Each meeting should be planned in advance and an agenda prepared. The meeting should start promptly at the specified hour and be short. It should begin with a prayer and Pledge of Allegiance, and close with a prayer. (Use Opening and Closing prayers for regular Lodge meetings as printed in pocket Regular Ritual Book). Give a financial report at each meeting, and a knowledgeable Elk leader should give a short talk on some phase of Elkdom, such as the organizational framework of Grand Lodge, a State Association and Subordinate Lodge (see chart in the Appendix of the Membership Manual – Code 510400); Elks National Foundation; Veterans Service; Youth Activities; the Elks National Home and Memorial Building; your State Association major project; and community responsibilities of the local Lodge for Charity, Youth Activities and Community Service. The talks serve as an orientation program as outlined in the Membership Manual, which may be obtained from the Grand Secretary. The video of the orientation program (Code 533200) and booklet, “*What It Means To Be An Elk*” (Code 511200), are both available from the Grand Secretary.

### **PETITION FOR DISPENSATION**

The Petition forms will be turned over to the Organization Chairman and Secretary with instructions that they be signed by each prospective member whose membership application has been accepted in accordance with Sec. 11.010 of the Laws of the Order.

## NUMBER OF MEMBERS

Our Laws stipulate that there be at least 50 signers of the petition, but this is by no means the maximum number your Lodge should seek. In your preliminary discussions with the sponsoring Past Grand Exalted Ruler, he will indicate the minimum starting membership necessary for the success of the new Lodge. Meeting or (even better) exceeding this number ensures that your Lodge TEAM will have all the PLAYERS it will need to carry it through the arduous first year.

**DON'T** let interest lag; keep enthusiasm high through liberal use of newspaper and public access radio-TV publicity, postcards and letters.

## TO SECURE DISPENSATION

When a representative group sufficient to get the potential Lodge off to a good start is ready to apply for an official Dispensation To Institute, the Organization Committee must submit to the District Deputy:

- (a)** Original petition for Dispensation with **signatures** of all members (dimitts, Certificates of Release and new members), accompanied by **one typewritten copy for each page of the petition.**
- (b)** A cover letter requesting issuance of the Dispensation and containing:
  - the names of three who signed the Petition sheets, usually the Chairman, Secretary and Treasurer of the Organization Committee, which will be engrossed on the Dispensation exactly as spelled in this correspondence.
  - the name and street address (for UPS delivery) of the Organization Committee member to whom supplies and information can be sent.
  - the tentative date set for the Lodge's Institution. To ensure a successful Institution, this date should be three to four months from the day the Dispensation is requested. Also, Institution should not be set between mid-February and July 31, as this causes dues conflicts on transfer dimitts, makes attendance of officials from various levels of Elksdom difficult due to the start of Lodge, State and Grand Lodge fiscal years with a calendar already full of obligations elsewhere, and hampers finalization of many reports statutorily due at this time of year.
- (c)** A certified copy of the minutes of the meetings of the Organization Committee, including its record of ballots on applications.

## DISTRICT DEPUTY'S DUTIES

When these required items have been received by the District Deputy, he shall satisfy himself as to the compliance of the Organization Committee's proceedings with statutory requirements and the qualifications of each petitioner, and shall promptly prepare his written report. If the District Deputy finds the proceedings in order, he shall then promptly submit all of the foregoing to the sponsoring Past Grand Exalted Ruler who gives his approval or disapproval in writing and transmits the entire file to the Grand Secretary for submission to the Grand Exalted Ruler, who may grant the Dispensation to organize the Lodge.

**NOTE:** Under special circumstances, the sponsoring Past Grand Exalted Ruler may recommend to the Grand Exalted Ruler that a Special Deputy or other Grand Lodge Official, and not the District Deputy Grand Exalted Ruler, be designated to perform the duties specified in this booklet.

## **LODGE BY-LAWS**

Upon granting of the Dispensation, the Organization Committee shall be enlarged to include all elected members of the proposed Lodge, and the enlarged Committee shall immediately prepare and submit to the Committee on Judiciary a **proposed set of By-Laws**. Upon approval, the By-Laws shall become the original Lodge By-Laws. At this point, the Lodge should have enough copies to give to every member with enough left over to cover four-five years of new members (minimum 300 copies).

## **START-UP SUPPLIES**

If such Dispensation is issued by the Grand Exalted Ruler, the Grand Secretary will immediately notify the Lodge through the District Deputy or other designated official of the granting of the Dispensation. The Grand Secretary will also send a special order form with recommended basic Lodge items, along with a list of supply items available from the Grand Secretary with current prices to the person authorized to receive supplies for the new Lodge. This individual should then confer with the other members of the Organization Committee, as well as the District Deputy and others experienced in Lodge administrative details. Together they should complete the order form and return it as soon as possible to the Grand Secretary for filling. **NOTE:** No supplies are shipped automatically; only the items ordered will be shipped, based on the information contained on the special form.

If gifts of any items are expected from Lodges or individuals, you can omit them from your order to prevent duplication. But a better way to avoid duplication would be for the Lodge or individual to make a cash donation earmarked for specific items. In some instances, Officers' Jewels are donated to the new Lodge. In case this does not occur, the Jewels, along with any other items that the new Lodge needs or wants, can be ordered from the Grand Secretary, but keep in mind that any jewels ordered from Grand Lodge may take 8-12 weeks to manufacture and ship.

## **INSURANCE**

At no time while the Lodge is being organized should any commitments be made for insurance coverage until and unless the Organizational Committee has contacted the Grand Lodge Insurance Department about the liability and other insurance coverage that automatically goes into effect for the Lodge upon Dispensation.

## **PROCEDURE AFTER DISPENSATION**

After Dispensation is granted and before Institution, the Organization Committee should determine that all non-members have been favorably balloted upon and have paid their initiation fees and the pro rata share of their dues. It must also see that Elks accepted by the new Lodge on Transfer Dimits or Certificates of Release have paid the affiliation fees and prorated dues, if applicable.

## **CHICAGO LODGE MEMBERSHIP SYSTEM**

Now that the administrative Lodge information officially exists in the Grand Lodge database, with its name and number fixed, the member roster should be entered by the Secretary into the Chicago Lodge Membership System (CLMS). This computer program is available as a download from Grand Lodge through the [www.Elks.org](http://www.Elks.org) Web site. The Secretary should contact the Grand Secretary's office to establish the set-up required for

access. After adding the members to CLMS, the Secretary may file the first off-site CLMS membership backup with Grand Lodge via the internet. This populates the Grand Lodge database, and frequent filings will keep the Grand Lodge database updated with your membership. Among other things, this will start delivery of The Elks Magazine to the new Lodge members and allow pre-formatted printing of the membership cards.

### **MEMBERSHIP CARDS**

When the Lodge has filed its roster with the Grand Lodge as covered above, the Secretary may order blank membership cards from the Grand Secretary to print through CLMS for Institution Day.

### **EMPLOYER IDENTIFICATION NUMBER (EIN)**

Issuance of the Dispensation represents the first official recognition of the Lodge-to-be as a duly authorized Subordinate Lodge under the Charter granted to Grand Lodge by the laws of our country. To transact day-to-day financial operation and comply with current reporting procedures to state and federal agencies, the Lodge must obtain an Employer Identification Number to be used in future correspondence. To receive this EIN, a member of the Lodge's Organization Committee should first obtain from the nearest IRS office "FORM SS-4 (APPLICATION FOR EMPLOYER IDENTIFICATION NUMBER)." Upon completion and submission by the Lodge, and processing by the IRS, the Lodge will be assigned its own EIN, which must be reported to the Grand Secretary's office as soon as it is known.

For tax purposes, the Lodge will have a 501(c)(8) exempt status under the Grand Lodge GROUP EXEMPTION #1156 granted by the IRS. However, as the Lodge's circumstances and the provisions of varying local laws affect the Lodge's ultimate exempt status in its state and county, the Organization Committee should consult with its own legal and financial experts in addition to following the instructions of the local IRS as part of the process of acquiring its EIN and official exempt status.

The Organization Committee, with the advice of the organizing Officer and Past Grand Exalted Ruler, then finalizes the date for the Institution of the new Lodge. This should be far enough in advance to secure additional Charter Members; to obtain needed Lodge supplies; and so that proper plans can be made for a dignified Institution.

### **NOMINATING COMMITTEE**

While not required by Statute, in order to have a smooth, well-planned Institution meeting, a Nominating Committee should be appointed by the Chairman of the Organization Committee to select, with the advice of the District Deputy or other organizing Officers, a candidate for each office of the new Lodge, to serve until the following April. The District Deputy has the duty to counsel the Committee so that it will select candidates suited to serve in the office designated, if elected. Upon agreement, the list of proposed Officers shall be submitted for an advance vote to those who are to be members of the new Lodge. This procedure is recommended so that those so chosen will have no opposition at the actual election at the Institution meeting. This has been found to prevent embarrassment and delay during the Institution session.

## **GENERAL COMMITTEES**

The Chairmen of all Institution Day Committees should be chosen and their willingness to serve ascertained. In addition to a general Chairman, these committees are suggested: Hall Arrangements, Supervision of Candidates and Dimits, Reception, Registration, Parking, Program Printing, Visitors' Registration, Decorations, Entertainment, and Reception of special invited guests. Some of the Chairmen and committees, of course, will have to be from members of adjoining Lodges or the sponsoring Lodge. This list of suggested committees can be determined by the size of the new Lodge.

All committees should work under the general Chairman and organizing Officer. Each committee should have enough members to efficiently perform its duties. The Registration Committee should be composed of the local Secretary and the Secretaries of the adjoining Lodges.

The Entertainment Committee should arrange and supervise the reception of all visitors, including the special guests. The arrangement of housing, transportation and the myriad details can be overwhelming, so we strongly recommend that several copies of the Grand Lodge Protocol Manual (Code 510600) be obtained from the Grand Secretary for guidance. When the number of members in the new Lodge is large enough to warrant it, the Reception Committee should arrange for badges for the initiates and dimits. These should be of distinguishing colors and be distributed at registration desks. Committeemen should also have badges of distinguishing color.

The Publicity Committee should arrange for as much publicity as possible, including photographs, both before and after the Institution. The Program Committee should arrange for printing the day's program and distribution at the Institution.

## **LAST MEETING BEFORE INSTITUTION**

At the last Organization Committee meeting before Institution, all who are to become members of the new Lodge should be advised that the Institution and Initiation are solemn and beautiful ceremonies and proper decorum must be maintained. All members of the new Lodge should realize the principles of Elksdom and its fine reputation. Therefore, no drinking on Institution day should go without saying. Stress that the local community must be influenced to form a first impression favorable for the new Lodge and Order. No one will be allowed to affiliate whose conduct is not proper. Inform the candidates that they will be required to stand for approximately forty-five minutes during the initiation and any who feel it may be necessary to be seated because of fatigue, physical impairment or other reason, should ask to be placed in the back row of the candidates so they can be seated.

This is a special and dignified occasion, and the candidates and dimits should be informed that clothing for the Institution must consist of suits or sportcoats with ties, or dresses — not casual wear.

At this meeting, all reports of the Institution Committee should be received and all arrangements completed. The person in charge of the Institution must determine that all final arrangements have been made by each committee. The visual indoctrination program should again be shown.

## **NEW EXALTED RULER'S APPOINTMENTS**

In addition to the appointive Officers, Sec. 13.020 of the Order's Laws requires the new Exalted Ruler to make several mandatory committee chair appointments at the first regular meeting following his Installation. These appointments are so critical for the success of the fledgling Lodge that the Exalted-Ruler-to-be should not wait until after he is installed to begin selecting the Committee Chairmen. As a first step, the potential Exalted Ruler should contact the District Deputy to obtain online access for filing the annual Lodge Committee Chairpersons Report. (Existing Lodges file this report on or before the April DDGER Clinic each year). Use this report (aka Statutory Lodge Committee Report) as a "shopping list" so that no appointment will be overlooked or done hastily.

Because an Exalted Ruler's powers of appointment to these committees, he must exercise the most critical judgment. Take as much available time as possible to make the appointments.

The period between Installation and the Lodge's first regular meeting is ideal to confirm acceptance by these chairmen and discuss their duties prior to appointment and announcement at the meeting. Because of the unavoidable length of the Institution and Installation ceremony, we strongly advise against including any action on or mention of these committee appointments in the agenda for that day. Following the regular meeting at which the appointments are made, copies of the completed form should be submitted to the DDGER, District and State Secretaries, and the Grand Secretary's Office.

## — PART II —

### INSTITUTIONAL PROCEDURE

According to the size of the Institution, arrangements should be made to hold the ceremony in a school gymnasium, auditorium or other hall with sufficient parking, if possible. Impress upon the Organization Committee to publicize the Institution and to invite those Officers and members of other Lodges it wants to attend. The District Deputy, or organizing Officer, in conjunction with the local Chairman, will prepare a list of guests who should receive special invitations. The list will usually consist largely of past and present Grand Lodge and State Association Officers but is not limited to them. The invitations should be mailed with a return card that will signify attendance or non-attendance, and state whether housing reservations will be desired.

### INSTRUCTIONS AND AGENDA FOR INSTITUTION OF A NEW LODGE

The District Deputy of the District in which the new Lodge is located will normally act as the Grand Exalted Ruler for the Institution of the new Lodge. He will select and secure acceptance of those who are to serve as Grand Lodge Officers for the Institution and Installation. Those usually selected are Past District Deputies of the District, and the Team performing the Initiation of the new members are usually the Officers of the “parent” Lodge. Sometimes the District Ritualistic Champions are asked to perform the Initiation. All those participating in the program should be approved by the Sponsoring Past Grand Exalted Ruler.

Those who are to act as Grand Lodge Officers should be informed as far in advance as possible of the place, time, practice time, formal dress, and that they are expected to learn the ritualistic parts assigned to them.

WE WANT ALL TO KNOW THAT THIS IS A GRAND LODGE FUNCTION AND THAT THE WAY IT IS PERFORMED REFLECTS UPON THE GRAND LODGE. In dress, conduct and memorization of ritualistic parts, the Grand Lodge wants the rendition to be such that the new members and community will be impressed and proud to be part of our Order.

Similarly, the dimitts and new members should be emphatically informed that this is a special and dignified occasion, that any kind of casual wear is inappropriate for the Institution, and that their conduct must be above reproach.

The District Deputy of the District in which the new Lodge is located is expected to preside as the Acting Grand Exalted Ruler for the Institution. He is not expected to memorize the part as it is lengthy, but he IS expected to study it enough times so that he can deliver it without **appearing** to read it. The other Acting Grand Lodge Officers for the Institution are expected to memorize their shorter ritualistic parts. The Exalted Ruler and other members of the Initiation team, of course, are expected to be proficient in their parts. Usually, if the District Deputy does not want to do the Grand Exalted Ruler’s part in the Installation of Officers, he can find some Past District Deputy who already has memorized the part and would be willing to do the work impressively.

If a dinner for the Grand Lodge Officers and special invited guests has been arranged to precede the program, the invitation sent should give the time and place it is to be held and include a ticket for it. The Officers-Elect of the new Lodge may be included if desired. The number invited will be

governed by the desires of the Organization Committee and the facilities available. There should be no speeches at this dinner. After dinner, all should go directly to the place of Institution and arrive there not less than fifteen minutes before the ceremony is to begin. Upon arrival, Grand Lodge Officers are to take their stations and special guests, according to the plan, will be directed to sit upon the platform.

If a Lodge is Instituted with a large Charter Membership Class, arrange to set up registration desks for the processing of all Charter Members. Divide the list alphabetically such as, A-E, F-J, etc., and have the placards showing divisions above each desk.

With a large Institution, it is advisable to have the dimitts handled by a separate Registration Officer. The Committee for handling candidates and dimitts should work with the Registration Committee and the nearby Lodges.

### **PREPARING FOR INITIATION**

With a large class to be Initiated, do not try to center the altar between the Exalted Ruler and the Leading Knight. Line up candidates across the floor and arrive at the number you can place in a row. Do not rely on measurements by ruler; actually line up the people and this will ensure that the number planned will go in the space. Leave sufficient space for movement and line up the candidates in rows with the length of an outstretched arm between rows. Figure the total number of initiates, divide the number to be placed in a row, and the amount of floor space necessary to hold the initiates can be determined. Place the altar at least three paces in front of the first row. Mark the floor area with masking tape where each row is to stand and the side limits of the rows, allowing room for the Esquire to get around. If possible, reserve the front rows of chairs or a special section for candidates. Tie off the reserved seats with streamers of crepe paper or rope. If these seats are needed, stack folded chairs nearby, and after the Initiation, seat new members in these chairs in the space used for the ceremony. Place three or four chairs at each station (Grand Lodge Officer, new Officer, Initiating Officer and Installing Officer) and enough on the platform to seat special invited guests. If the Institution meeting is held in a school building, post "No Smoking" signs and enforce the rule.

The Initiating Lodge or team usually has complete charge of the Initiation, including arrangements for an escort for each line of candidates and a member in charge of the lights and chimes.

All candidates should wear name badges, be checked in, and stand in the hall in lines of the number previously determined. The initiating group then assigns an escort for each line. Candidates should be present early enough before the Initiation to complete all the necessary paperwork and collection of fees. In large Institutions sometimes as much as an hour and a half ahead of the meeting time is necessary. After being checked in at the registration desk, the members on dimit should have a colored piece of paper or distinct registration badge and go directly into the Lodge room. They are not initiated again, except by being welcomed into membership in the new Lodge. The Flags to be given to the Initiates should be taken out of the boxes, folded separately, and the correct number for each row given to the escort at that line. At the time of Flag presentation, each escort will go along his line and present a Flag to each new member. Never hand over a crumpled Flag, or hurriedly "stuff" the Flag into an available pocket. Present it in a manner demonstrating Elkdodm's respect for our Flag.

The escort reaches the end of the line, and then goes back to the former position behind the first person in line on the Lecturing Knight's side of the hall. Each escort should constantly watch the persons in line for signs of sickness or fatigue and quietly and quickly seat any such persons to forestall any interruption in the ceremony. During the Obligation, it is permissible for each line's escort to repeat the Exalted Ruler's phrases in a low voice to prompt any candidates having difficulty repeating the words. If the hall is small or the group very large, do not march the main body of candidates around the hall. Bring the first line in on the Loyal Knight's side to the designated position and then across the hall toward the Lecturing Knight's station. Each succeeding line will follow falling in behind the previous one. The Esquire asks the candidates to face left, right, or about, as required by the ritual in order to face toward the appropriate Officer. Sometimes if room permits, it is preferable to have the Esquire conduct a representative of the class before the appropriate stations while the class remains before the altar, facing as described above. This greatly facilitates handling a large group.

### **AGENDA FOR INSTITUTIONAL MEETING**

The proceedings of Institution should follow the approximate pattern of the agenda listed in this pamphlet.

The Grand Lodge Officers for the Institution occupy their respective stations.

The Acting Grand Exalted Ruler starts the Institutional procedure. The altar is arranged, and, after the completion of the ritual for Institution, dimits are welcomed into membership. The gavel is then turned over to the Exalted Ruler of the Initiating Team. The Initiating Officers assume the center chair at their respective stations, and the Initiation proceeds.

After Initiation, the Acting Grand Exalted Ruler again presides and proceeds immediately to nomination and election of Officers. If selected in advance as recommended, a list of Officers to be nominated should be placed on the Acting Grand Exalted Ruler's podium and one given to the Acting Grand Secretary. The election should be concluded quickly and without opposition. After the election, the installing Grand Lodge Officers occupy the center chair at each station and install the Officers elected. In some states, there now follows a motion for the new Lodge to subscribe to the National Foundation in the sum of \$1,000.00, payable \$100.00 a year, and a motion for the new Lodge to join the State Association. These motions are not mandatory but desirable. Gifts to the new Lodge should be presented at this time. The presentations should be short. Thereafter, the Acting Grand Exalted Ruler should introduce those on the platform and those who are to speak. The Exalted Ruler, upon conclusion of this portion of the Program, closes the Lodge. Membership cards, a copy of the Constitution and Laws of the Order and the By-Laws of the Subordinate Lodge, and a copy of the booklet "*What It Means To Be An Elk*," can be given to the newly-initiated members after closing the meeting.

### **AGENDA FOR THE INSTITUTION OF AN ELKS LODGE**

Candidates should be allowed to attend the Institution Ceremony. Non-Elks can also attend but MUST BE EXCUSED DURING THE INITIATION.

Announcement: NO SMOKING IS PERMITTED DURING THE CEREMONY.

- 1.** All new members and dimits meet in designated areas and register and receive identification badges, etc. (Start early enough and have enough Assistant Secretaries to process all members prior to the time set for the Institution. If necessary, have several desks: for example, A-E, F-J, etc.)
- 2.** Following registration, all new members and dimits will enter the hall and be seated in designated areas. If non-Elks are admitted for the Institution, they should be seated in a separate area so that they can quickly and quietly retire before the Initiation begins. Membership cards must be examined by the Tiler and his assistants. Assistant Esquires will instruct as to the seating. Dimits should be seated in an area adjacent to, but separate from the candidates.
- 3.** The Institution should be presided over by the District Deputy Grand Exalted Ruler, acting as the Grand Exalted Ruler, and assisted by the acting Grand Lodge Officers designated by him. He should introduce his assisting Officers and proceed with the Institution.
- 4.** Non-Elks are excused at this point until the Initiation is concluded.
- 5.** The Acting Grand Exalted Ruler welcomes dimits into membership in this new Lodge. He should then announce to the candidates that the Initiation Ceremony is about forty-five minutes long and that they will be standing all of this time but if any candidates feel faint or ill, they should feel free to take a seat.
- 6.** The Initiating Officers of the “parent” Lodge or the team chosen to perform the Initiation, are then asked by the Acting Grand Exalted Ruler to assume their stations. The Initiating Exalted Ruler should announce to the candidates that they are to pay no attention to the raps of the gavel, and the Initiation proceeds. (In order to be seen by the candidates, the Esquire should give his part from the platform.)
- 7.** The Acting Grand Lodge Officers resume their stations.
- 8.** At this point if non-Elks are to be admitted or re-admitted, the Grand Inner Guard can be instructed to admit them to witness the election and Installation of Officers of the new Lodge.
- 9.** Nomination and election of Officers of the new Lodge are conducted by the Acting Grand Exalted Ruler. Officers, previously agreed upon by the members of the new Lodge, are placed in nomination by a prearranged member. A motion to close nominations and instruct the Grand Secretary to cast a unanimous ballot for all the Officers nominated is also made by a prearranged member. A prearranged second is made to this motion and, after passage, the Grand Secretary is called upon to cast the vote.
- 10.** The Acting Grand Exalted Ruler declares the Officers elected.
- 11.** The Installing Grand Lodge Officers assume their stations and after introduction of the Installing Grand Lodge Officers by the Installing Grand Exalted Ruler, they proceed with the Installation of Officers.
- 12.** The Exalted Ruler of the new Lodge makes a short statement of acceptance (five-minute limit).
- 13.** The Exalted Ruler of the new Lodge entertains a motion by a prearranged member to apply for membership in the State Association and to pledge continued support of the new Lodge for the great, charitable, patriotic and youth programs of the State Association. The motion is seconded by a prearranged member and voted upon.

14. The new Exalted Ruler also entertains a motion by a prearranged member for the new Lodge to purchase a \$1,000 Honorary Founders Certificate in the Elks National Foundation, payable at the rate of \$100 per year. The motion is seconded by a prearranged member and voted upon.
15. The new Exalted Ruler presents the District Deputy or Past Grand Exalted Ruler with a check for \$100 made payable to the Elks National Foundation as its first installment on the Founders Certificate.
16. The Acting Grand Exalted Ruler again presides.
17. The President (or Vice President) of the State Association presents the new Lodge with a State Flag.
18. Gifts will be presented to the new Lodge:
  - (a) Special gifts.
  - (b) Gifts by Exalted Rulers or their representatives from other Lodges of the District and nearby Lodges.
  - (c) Appropriate thanks by the Exalted Ruler.
19. The Acting Grand Exalted Ruler will now introduce prominent guests.
20. The Acting Grand Exalted Ruler (or someone designated by him) will introduce the speaker for the occasion.
21. The Acting Grand Exalted Ruler welcomes the new Lodge into the District. He extends appreciation to those who participated in the ceremonies and also thanks those who were instrumental in organizing the Lodge.
22. The Acting Grand Exalted Ruler (or Past Grand Exalted Ruler) announces the person appointed as Lodge Advisor\* (optional-see following).
23. The new Exalted Ruler announces plans for post-Institution reception and makes other pertinent announcements.
24. Officers of the new Lodge proceed to close the Lodge.

\*Lodge Advisor. Some jurisdictions use an Advisor for new Lodges. The Lodge Advisor is appointed by the Past Grand Exalted Ruler of jurisdiction and is usually an active, well-qualified Past District Deputy who lives reasonably close and can spend some time with the Lodge in its early years. The Advisor has no authority but is knowledgeable of Grand Lodge and good business procedures. He must be able to attend meetings of the new Lodge occasionally and to steer it on a progressive course. He must have good rapport with the Officers of the new Lodge so his judgment is respected.

### **REPORT TO GRAND SECRETARY**

The District Deputy or Grand Lodge Official designated to conduct the Institution will be furnished with blanks and other data by the Grand Secretary. He will carefully fill out the blanks and transmit them to the Grand Secretary immediately after the Institution. The District Deputy must also send with the Report of Institution a numerical list of all ZIP codes in the jurisdiction of the new Lodge. Upon the Institution of the Lodge, it is required to forthwith remit to the Grand Lodge, prorated Grand

Lodge dues for the full months remaining in the Lodge year, but only for those Charter Members whose current Grand Lodge dues were NOT already paid by their prior Lodge (Initiates, Absolute Dimits, Reinstatements and, if the Institution occurs at the start of the Lodge year, even Transfer Dimits).

## **CHARTER**

After Institution, the new Lodge will be eligible for a Grand Lodge Charter. A Charter to a New Lodge is automatically issued by Grand Lodge when the Lodge has completed certain preliminarily-mandated steps (Institution & Election of Officers, payment of Grand Lodge dues, adoption of original By-Laws, membership roster on file with the Grand Lodge database through CLMS, etc.). No further action by the Lodge or District Deputy is needed, but if the Lodge is tardy on one or more of the requirements, Grand Lodge will notify those involved of the delay in issuing the Charter and assist them in achieving compliance.

## **THE ELKS MAGAZINE**

Soon after the Institution, the Secretary of the new Lodge must begin posting the frequent changes to the membership to the CLMS program and synchronize it with the Grand Lodge database so members of the new Lodge will begin receiving The Elks Magazine.

## **GENERAL INFORMATION**

Many questions will come up during organizational meetings, which the Organization Committee should be prepared to answer. Among them will be the amount of annual dues, as well as initiation fees. A \$25.00 minimum initiation fee is mandatory by Statute, but the amount of annual dues is left to the discretion of those who are to become members of the new Lodge. This should be a realistic figure. Consistency with initiation fees and annual dues of nearby Lodges should be considered. It should be kept in mind that Grand Lodge per capita assessments, and State Association and District dues, if any, must be added to the Lodge's portion of the regular annual dues. The dues will, of course, be prorated on a monthly basis, depending upon the date of Institution as related to April 1st. Prorated dues should not be collected until just prior to Institution and only after a final vote has determined what the annual dues should be.

Organizational expenses will include the cost of materials and supplies necessary for operating an Elks Lodge.

One of the very best inducements for a prospect to sign up early is the honor of becoming a Charter Member of the new Lodge. Only those present at the Institution who sign the Constitution and By-Laws of the new Lodge are Charter Members. This "once-in-a-lifetime" high honor is strongly protected by Section 11.080.

The Organization Committee should conduct short but interesting meetings. It should have an occasional speaker who can briefly outline Elksdom's activities. The District Deputy and other leading Elks should attend meetings whenever possible.

As new applicants are accepted, give them application blanks so that they can solicit applications from their friends. Put them to work at once to hasten your membership efforts.

During the organizational period, some applicants will demonstrate leadership by their talents, interest and activity. They should be encouraged and considered for the new Lodge's potential Officers or Committee Members (see New Exalted Ruler Appointments – page 11).

Good newspaper publicity on the progress of the new Lodge will keep interest high, and clever notices for the weekly meetings will assure good attendance. You will find suggested releases in Part III.

A social hour following the organization meetings is desirable so that the applicants can become better acquainted. Light refreshments can be served with each one present "chipping in" to defray the cost. **Lodge funds, however, must be kept entirely separate from social collections.**

If any questions arise that cannot be satisfactorily answered by the Organization Committee, an answer should be obtained without delay from the District Deputy, the Past Grand Exalted Ruler in the area, members of appropriate Grand Lodge Committees, the Grand Secretary or, if necessary, the Grand Exalted Ruler. All are eager to offer assistance.

**Work on new Lodges should start early in the year. Too often Institutions are rushed through in the last few weeks of the Lodge year to the detriment of the new Lodge.**

## — PART III —

### **PUBLICITY**

Proper publicity will build and maintain interest that will help in organizing a Lodge. The following model publicity releases cover five important steps in the organization work, beginning with an announcement of the first meeting. These are suggested models, which may be adapted to each situation. All names used are, of course, fictitious. Additional assistance can be had by contacting the Area Member of the Grand Lodge Public Relations Committee.

#### **Release No. 1 CALL FOR FIRST MEETING**

The possibility of establishing a Lodge of the Benevolent and Protective Order of Elks in Smithville will be explored at a meeting to be held here August 10th in the Smithville Hotel. The meeting is called by William F. Doe, of Doeville, District Deputy Grand Exalted Ruler for the Elks in the Northwest District. Doe said that he acted after informal discussions with several individuals in this area revealed strong interest in having an Elks Lodge here. Among those who have taken part in the preliminary discussions were James H. Brown and Frank B. White of Smithville, both members of the Order, and Mayor Samuel S. Black.

The Order of Elks is the oldest and largest strictly American community-service organization, according to Doe. There are more than 2,000 Lodges in the country, with a total membership of nearly one million.

#### **Release No. 2 ORGANIZATION COMMITTEE FORMED**

A decision to proceed with the organization of a Lodge of the Benevolent and Protective Order of Elks in Smithville was reached at a meeting here August 10th by a group heading up the project.

The group formed themselves into an Organization Committee and elected James H. Brown Chairman, John F. Blank Secretary, and Harold O. Roe Treasurer. All are residents of Smithville. Others who attended the meeting in the Smithville Hotel were (list names of attendees).

They heard William F. Doe of Doeville, District Deputy Grand Exalted Ruler for the Northwest District of the State's Elks, tell of its founding and growth, and describe some of the charitable and patriotic programs on which Elks nationwide expend more than \$100,000,000 annually. He also explained the procedure for forming the new Lodge and outlined the geographical area over which it would have jurisdiction. This would include Greenville, Bluetown and Brownville.

Plans were made to push the organization work rapidly, with another meeting scheduled for August 25th, when applications will be received and processed for membership in the new Lodge. Doe announced that a feature of this meeting will be a color video presentation, with recorded commentary, of the activities and programs of the Order.

#### **Release No. 3 PETITION FOR DISPENSATION**

An Elks Lodge in Smithville took a major step toward reality when over 100 persons signed a Petition for a Dispensation to institute the Lodge. The action was taken at a meeting in the Smithville Hotel August 25th.

The Petition will be forwarded to the Grand Lodge of the Benevolent and Protective Order of Elks for approval, according to James H. Brown, Chairman of the Organization Committee. He said he anticipated that a Dispensation would be granted within a few weeks.

Those who signed the Petition included residents of Smithville, Greenville, Bluetown and Brownville. When the Dispensation is received, a date will be set for Institution of the Lodge. Brown explained that all who are initiated at the time of the Institution will thereafter hold Charter Membership. He said that membership rolls will be kept open until then and meetings will be held regularly to act on membership applications.

The Organization Committee voted to set the initiation fee at \$50.00 and the fixed annual dues at \$40.00. It was announced that the new Lodge will be officially sponsored by Blankville Lodge No. 0000.

#### **Release No. 4 DISPENSATION GRANTED**

A Dispensation has been granted for the Institution of a Lodge of the Benevolent and Protective Order of Elks in Smithville and plans are under way for the Institution at an early date.

The Grand Secretary of the Order notified James H. Brown, Chairman of the Organization Committee, that (insert name), Grand Exalted Ruler of the Elks and its Chief Executive Officer nationally, had issued the Dispensation on (insert date and Grand Exalted Ruler's city of residence) in response to the Petition that had been forwarded recently by the local group.

Announcement of the Dispensation was made at a meeting of the Organization Committee, September 10th in the Smithville Hotel. John F. Blank, Secretary of the Organization Committee, reported that 175 applications for Charter Membership in the Lodge had been accepted. An initiation will be held as part of the Institution ceremonies.

Chairman Brown said that the date for the Institution will be decided shortly. William G. Jones was named General Chairman of the Institution Committee. Serving with him are (list names of other members of the General Committee).

Other Committees appointed are: (list names of committeemen).

Hall Arrangements:

Reception:

Program:

Entertainment:

Etc.

#### **Release No. 5 ADVANCE STORY ON INSTITUTION**

Smithville Lodge No. 0000 of the Benevolent and Protective Order of Elks will be Instituted on October 25th, James H. Brown, Chairman of the Organization Committee, announced today. He said that the Institution ceremonies will be held in the Smithville Hotel with national and state Elk officials participating.

The formal Institution of the Lodge will be followed by the initiation of 250 candidates for membership and the election and installation of Officers.

Conducting the Institution on behalf of the Grand Lodge of Elks will be (insert names and addresses of Acting Grand Lodge Officers).

Officers of Blankville Lodge No. 0000, which sponsored the formation of the Smithville Lodge, will conduct the Initiation.

The Institution ceremonies are scheduled for 8 p.m. They will be preceded by a reception and dinner for the honored guests and those who will participate in the program.

The Organization Committee has leased some space in the Smithville Hotel, which will serve as the Lodge's quarters for the time being.

## — PART IV —

### LAWS OF THE ORDER

For the use of the Organization Committee and a new Lodge in process of organization, many of the important relevant Laws of the Order are excerpted in the succeeding pages.

**Section 11.010.** The Grand Exalted Ruler may grant a Dispensation for a proposed Lodge upon a petition therefore, on a form furnished by the Grand Secretary, signed by not less than 50 persons who are residents in the jurisdiction of the proposed Lodge, and who are members or are eligible to membership in the Order.

The Organization Committee shall be composed of not less than three members of the Order selected by the Sponsor of the state within which the proposed Lodge is to be located. The Organization Committee shall have charge of all preliminary proceedings. The Committee shall select from its members a Chairman, a Secretary and a Treasurer. The Chairman shall call and preside at meetings and generally supervise the preparation and presentation of the Petition for Dispensation. The Secretary shall keep accurate minutes of meetings of the Committee and of the ballots taken on applications. The Committee Treasurer shall receive and retain money collected from petitioners and transfer it to the Treasurer of the Lodge after it is Instituted. If the Lodge is not organized in due Course, the Committee Treasurer shall return the money to the petitioners.

Each petitioner not a member shall sign and submit to the Organization Committee a regular application for membership with the full initiation fee fixed by the Organization Committee, an amount not less than \$25.00. Members in good standing in the Order who sign the petition shall submit Transfer Dimits and pay the affiliation fee fixed by the Committee. The Committee shall ballot on each application and any applicant who shall receive a number of white balls at least equal to two-thirds of the votes cast shall be declared elected and eligible to membership.

The petition and a certified copy of the minutes of the Organization Committee, including its record of ballots on application, shall then be presented to the District Deputy Grand Exalted Ruler designated by the Grand Exalted Ruler, who shall fully investigate and satisfy himself as to the regularity of the proceedings and the qualifications of each petitioner, and shall promptly prepare a written report. The District Deputy Grand Exalted Ruler shall submit all of the foregoing to the Sponsor assigned to the State in which the proposed new Lodge is located who shall indicate his approval or disapproval in writing and transmit the entire file to the Grand Secretary for submission to the Grand Exalted Ruler for his approval.

Upon being granted a Dispensation, the organization Committee shall be enlarged to include all elected members of the proposed Lodge. The Committee shall prepare and submit to the Committee on Judiciary a proposed set of By-Laws. Upon approval the same shall become the original By-Laws of the Lodge.

**Section 11.020.** The presence of at least three members in good standing shall be necessary to Institute a Lodge under Dispensation. One shall be in possession of the Dispensation. After the Institution of a Lodge a pro rata per capita tax shall be paid to the Grand Secretary based on the number of full months remaining in the Lodge year.

**Section 11.030.** The Dispensation shall contain three of the names of those who signed the original petition. The Dispensation shall expire at the next regular Grand Lodge Session, unless the Grand Lodge shall vote to continue the same.

**Section 11.040.** When a Lodge is to be instituted, it shall be the duty of the Grand Secretary to furnish to the proper District Deputy Grand Exalted Ruler all the supplies, books, blanks, Rituals, regalia, etc., necessary for the proper organization of the Lodge, the transaction of its business, and the performance of the work prescribed by the Ritual. These supplies shall be paid for by the Lodge.

**NOTE:** To ensure proper quantities and avoid mistakes, an order must be submitted by the Lodge before shipment.

**Section 11.050.** Immediately after institution of a Lodge under Dispensation, upon receipt of the properly completed District Deputy's Report of Institution accompanied by the required pro rata per capita fee, and upon satisfactory completion of all applicable statutory provisions for a Lodge of the Order, the Grand Secretary with the favorable recommendation of the Sponsor assigned to the state in which the Lodge is located shall submit a request to the Grand Exalted Ruler on the Lodge's behalf for issuance of a Charter. If approved by the Grand Exalted Ruler, the Charter for the Lodge, bearing the same date as that on which the Lodge was instituted shall be issued by the Grand Secretary.

**Section 11.070.** Whenever a Lodge is granted a Dispensation or a Charter in the city or town in which a Lodge formerly existed, the Grand Exalted Ruler with the consent of the Grand Lodge may substitute the number by which the Lodge otherwise would be designated with the number of the Lodge which formerly existed in the city or town.

**Section 11.080.** The Charter members of a Lodge are (1) the affiliating members of the Order present at the Institution, (2) the candidates initiated at such Institution and (3) those present at the Institution who have presented Certificates of Release, Certificates of Status and Absolute Dimits. All must sign the Constitution and By-Laws of the new Lodge.

**Section 11.090.** Lodges under Dispensation shall upon their Institution elect Officers to hold office until the next regular election and installation, except that the Trustees shall be elected as required in Section 15.010.

**Section 14.100.** The jurisdiction of each Lodge over applicants for membership therein shall extend to a line equidistant between the boundaries of the municipalities in which adjoining Lodges are located, disregarding state and territorial lines. However, the Grand Exalted Ruler shall have the power to determine jurisdiction by fixing boundaries without regard to equidistant lines, and he shall report his decision at the next Annual Grand Lodge Session.

**Section 14.110.** A Lodge, by action of the Exalted Ruler, shall grant, without fee, either an Absolute Dimit or a Transfer Dimit to a member in good standing who is not indebted to the Lodge or Club, and shall report such action at the next Lodge meeting. The member shall:

- a. Submit a written request for the Dimit.
- b. Attach his membership card if the request is for an Absolute Dimit.
- c. Indicate his intention to join an existing Lodge or to sign a petition for Dispensation of a new Lodge if the request is for a Transfer Dimit.

Upon receiving a Transfer Dimit, the member shall:

- a. Within thirty (30) days apply for affiliation to the Lodge indicated in his request.
- b. Remain a member of the Lodge issuing the Dimit until notified that his affiliation is completed. If the Dimit is valid beyond April 1st the issuing Lodge shall pay the Grand Lodge per capita fees and assessments, subject to reimbursement by the affiliating Lodge upon completion of the affiliation.
- c. Pay dues to the issuing Lodge until the Lodge under Dispensation is Instituted.

The Secretary of the Lodge issuing a Transfer Dimit shall send the Dimit to the Lodge to which Transfer was requested and notify the member, requesting him to contact the local Secretary, giving him his name and address.

The Lodge receiving the Transfer Dimit shall act upon the application in the same manner as an original application for membership.

If a member fails to complete his affiliation within thirty (30) days after his election, the dimit shall be void and the issuing Secretary shall be notified.

Required dues will be paid by an affiliating member after the expiration date shown on his membership card at the time of granting the Dimit.

No Lodge shall act upon an application from a member holding a dimit, other than one with jurisdiction over his residence, 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. Applicants for affiliation on Dimit shall pay the affiliation fee provided for in the By-Laws of the affiliating Lodge.

**Section 14.120.** A member who shall receive an Absolute Dimit, shall become an unaffiliated member, but shall remain subject to the jurisdiction of the Lodge granting such Dimit. In no case shall he become a member of any other Lodge or Lodge in the process of organization, while holding such a Dimit until notice shall first be given to the Lodge granting the Dimit, and a period of thirty (30) days shall elapse before a ballot on the Dimit is taken by the Lodge to which application for membership is made.

If a member holding an Absolute Dimit, continuing to reside in the jurisdiction of the issuing Lodge, desires to affiliate with another Lodge or a Lodge in process of organization or join in a petition for Dispensation for a new Lodge in another jurisdiction, he may apply to the Grand Exalted Ruler for a dispensation authorizing such action. The Grand Exalted Ruler may issue a Dispensation; 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.

An application for membership by one holding an Absolute Dimit shall be received and acted upon in the same manner as original applications for membership in the Order upon payment of the affiliation fee as may be provided in the By-Laws of the Lodge to which application is made.

An unaffiliated member shall be one who has: (1) been stricken from the rolls for nonpayment of dues, (2) been suspended after due trial, (3) been issued an Absolute Dimit, or (4) been a member of a Lodge whose Charter was suspended, surrendered or forfeited.

**Section 14.121.** A Lodge to which application for affiliation is made may provide different affiliation fees, by By-Laws, for Transfer and Absolute Dimits.

**Section 14.180 (partial).** If the unaffiliated member is a resident within the jurisdiction of another Lodge, or Lodge in process of organization, he may apply to such other Lodge or the Lodge in process of organization, to become affiliated therewith, provided he first obtain a Certificate of Release from the Lodge that dropped him from its rolls. The release shall be granted to him upon paying to that Lodge the sum of twenty (20) dollars but the Lodge granting the release shall have the right to make the recommendations as it elects as to the fitness of the applicant for re-affiliation with the Order. An application for membership shall be received and acted upon in the same manner as original applications for membership in the Order and the applicant shall pay the affiliation fee as may be provided by the By-Laws of the Lodge to which application is made, or by the organizing committee of the Lodge in process of organization, which affiliation fee shall be not less than fifteen (15) dollars.

**Section 14.230.** Members of a suspended or dissolved Lodge, who were in good standing and without fault at the time of its suspension or dissolution, may apply for membership in any Lodge in whose jurisdiction they reside. They may receive a Certificate of Status from the Grand Secretary. The certificate gives to the holder thereof only the right to apply in that Lodge for membership.

**Section 14.250.** Members of a suspended or dissolved Lodge, who by reason of nonpayment of dues were not in good standing or had been stricken from the rolls of the Lodge at the time of its suspension or dissolution, may apply for membership in a Lodge in whose jurisdiction they reside. Their applications shall be made under the laws governing applications for affiliation on dimit. The applications shall be accompanied by a Certificate of Status similar to the Certificate provided for in Section 14.230 and they shall pay the Grand Secretary a fee of ten (10) dollars.

**Section 15.010.** The Officers of the Lodge shall be those named in the Constitution. No Lodge shall create any additional office. The Exalted Ruler, Esteemed Leading Knight, Esteemed Loyal Knight, Esteemed Lecturing Knight, Secretary, Treasurer and Tiler shall be elected annually; all other Officers, except Trustees, shall be appointed annually by the Exalted Ruler. A Lodge may elect not less than three and not more than five Trustees, and one member of the Board of Trustees is to be elected annually. The number of Trustees of both incorporated and unincorporated Lodges shall be in conformity with state laws governing their respective structures. At the first election in any Lodge, the Trustees shall be elected for terms of one, two, three, four or five years, so that one Trustee shall retire from office each year. Officers shall have the powers that are provided in the Constitution, Laws and Ritual, shall perform other duties as pertain to their positions, and shall hold their respective offices until their successors have been elected or appointed, and installed. No member may simultaneously hold more than one office in the Lodge, elective or appointive.

Neither the Grand Exalted Ruler nor the District Deputy shall preside at a meeting of the Lodge except during ceremonies of Installation or Institution, or while exemplifying standard work.



*Elks Care —*



*Elks Share*

Code 510405 — Developing New Elks Lodges

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