



Constitution and By-Laws

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2013 Edition

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Idaho State Elks Association

Idaho State Elks Association Constitution and By-Laws

(Revised October, 2013)

PREAMBLE

This association of the Benevolent and Protective Order of Elks lodges of the State of Idaho is formed to unite all Elks in closer bonds of fraternity; to further good fellowship among lodges; to protect and promote the welfare and benevolent work of this order in the state of Idaho; to exchange ideas beneficial to the lodges of this state; and to bear true allegiance to the Constitution and By-Laws of the Benevolent and Protective Order of Elks of the United States of America.

ARTICLE I

Section 1. This association shall be known as the Idaho State Elks Association, Incorporated.

ARTICLE II

Section 1. Every lodge of the Benevolent and Protective Order of Elks in the state of Idaho is required by the B.P.O.E. Constitution (Article III, Section 20) to become a member of this association and to comply with the provisions of the Constitution and By-Laws hereinafter expressed.

Section 2. Voting Delegates. Every lodge in the state having complied with Section 1 of this article shall be entitled to representation and vote at all meetings, whether regular or special, as follows: One vote per delegate to a maximum of fifteen (15) votes. A voting delegate shall be one who is registered and in attendance at the meeting.

Section 3. Selection of Delegates by Lodges. Each lodge may select delegates to represent them at the annual meetings in the above numbers by such plan and in such manner as each lodge shall designate.

Section 4. Attendance by Other Lodge Members. Nothing contained in this article shall prevent any member of any lodge in good standing with the Idaho State Elks Association from attending any meetings of the association, but only those delegates outlined in Section 2 and Section 3 above shall be entitled to vote on any question.

Section 5. To obtain the revenue necessary for defraying expenses of this association, each local lodge shall pay annually a per capita tax, as specified in the By-Laws, for each member thereof in good standing on April 1st of each year. The association itself, or its governing body, may order a suspension of the payment of the per capita tax if the funds of the association are sufficient and warrant such action, but only for the year in which such action is taken.

ARTICLE III

Section 1. Annual summer meetings shall be held by this association and will be rotated as to place between the East, South and North districts and continued thereafter in that order, provided that firm bids to host each meeting are received at least three years in advance from one or more lodges in the scheduled district. Annual mid-winter sessions shall be held by this association and will be rotated as to place between the South, North and East districts and continued thereafter in that order, also provided that firm bids to host each meeting are received at least three years in advance from one or more lodges in the scheduled district. In the absence of timely written bids from within a scheduled district, the Convention Sites Committee may depart from the rotation and entertain proposals from lodges at large to host a particular summer or mid-winter convention.

It is the responsibility of the vice-president of the district wherein a meeting is held, and also the Convention Committee, to make the necessary arrangements as to time and place, providing the mid-winter session shall be held the first weekend of November each year unless Friday of that weekend occurs earlier than November 2, in which case the session shall be held on the second weekend of the month. Special meetings may be called by the president of the association with the approval of the board of trustees, the secretary of each lodge being notified to read such notice at a meeting of the lodge for the information of the members.

Section 2. The business of the association shall be conducted at the annual summer and mid-winter meetings and special meetings that may be called by the president, providing a quorum is present at each meeting.

Section 3. Quorum. Twenty-five (25) duly accredited delegates shall constitute a quorum, provided that at least five (5) lodges be represented.

Section 4. Governing Body. The president, secretary-treasurer, all the vice-presidents and all the members of the Board of Trustees shall compose the governing body of this association in the interim between meetings and reunions (Section 18.040, Annotated Statutes).

ARTICLE IV

Section 1. The secretary of the association shall, from time to time, furnish to the Grand Exalted Ruler and the chairman of the Grand Lodge State Associations Committee the following:

- (a) Copies of the Constitution and By-Laws, rules and regulations and all amendments thereto or changes therein
- (b) A copy of the proceedings of each meeting or reunion
- (c) All printed documents issued by it or under its authority
- (d) A correct list of officers of the association and of the lodges composing it, together with the correct post office addresses of its president, vice-presidents, secretary and each member of its governing body. A copy of such list shall also be sent to the Grand Secretary.
- (e) A copy of the annual report of the treasurer.

It shall be the duty of the trustees to devise a system of financial accounting to safeguard and promote the best interests and welfare of the association.

ARTICLE V

Section 1. Officers. The officer of the association shall be a president and one district vice-president for each state association district of Idaho, as listed in Article VII, to be elected on a rotating basis; a secretary-treasurer; members of the Board of Trustees; a historian; a sergeant-at arms; a chaplain; a tiler, and an organist. The number of trustees shall be six (6) -- two (2) from each state association district of Idaho -- and one (1) of whom shall be elected at each summer meeting thereafter to serve for a period of six (6) years, or until his successor shall be elected. No trustee who has served a full six (6) year term shall be eligible to succeed himself. All other officers of the association shall be elected annually, excepting the secretary-treasurer, the historian and the organist, who shall be appointed by the president immediately after his installation for a term of one (1) year. The sergeant-at-arms, the chaplain and the tiler shall be appointed by the president from the membership of the host lodge holding the mid-winter convention to serve during that meeting only, and from the membership of the host lodge holding the annual state summer meeting to serve for that meeting only.

Section 2. Vacancies. Any vacancies due to death, resignation or disqualification shall be filled as follows:

PRESIDENT -- The vice-president occupying the chair of the esteemed leading knight shall automatically become president for the unexpired term and shall be eligible for election for one full term the following year. Beyond completing an unexpired term and one full term, the president may not succeed himself.

DISTRICT VICE-PRESIDENTS -- The president, with the approval of the Board of Trustees and any remaining vice-presidents, shall immediately, or as soon as is practicable, fill by interim appointment a successor from and for the district in which the vacancy occurs. Any person so appointed shall serve until the next annual summer meeting, at which time an election to fill the unexpired term or terms shall be held.

BOARD OF TRUSTEES -- The president, with the approval of the remaining trustees and the vice-presidents of the association, shall fill by interim appointment the vacancy. Any person so appointed shall serve until the next annual summer meeting, at which time an election to fill the unexpired term or terms shall be held. All elections shall be held at the annual summer meeting and not otherwise.

Section 3. Duties of the President. The president shall be the chief executive of the association. He shall preside at all meetings; preserve order; appoint all committees not otherwise provided for; decide all questions of order, subject to appeal to the association; fill all vacancies unless otherwise specified, and perform all other duties that may be imposed upon him by law and such as are customarily performed by presiding officers.

It shall be his duty to make such official visits to the local lodges of the association as may be deemed proper and feasible in the interests of the association; and he shall have the power to direct the vice-presidents to make such visits when, at his discretion, he may deem necessary. In the event the vice-presidents are not available for such visits, he may designate any other officer of the association to make such visit. Any officer making such visit shall promptly thereafter make a written report to the president.

Section 4. District Vice-Presidents. It shall be the duty of each vice-president to visit each lodge within his district for the purpose of publicizing and promoting our major project, the Elks Rehabilitation Hospital, and to perform such duties as may be imposed upon him by the Constitution and By-Laws of this association and by the president and trustees of this association.

In an assembled convention the district vice-presidents shall occupy the chairs of the esteemed leading knight, esteemed loyal knight and esteemed lecturing knight, in order of seniority.

Section 5. Secretary-Treasurer. The secretary-treasurer shall attend all meetings of the association; shall keep a true record of the proceedings of such meetings; preserve all books and documents; attend to correspondence; receive, account for and be custodian of all monies received by him from the trustees, unless otherwise provided; pay all bills of the association, after approval by the trustees, upon proper warrant drawn by the secretary-treasurer and countersigned by the president; prepare and submit an annual report to the association, with a copy thereof to each member lodge showing the transactions of his office; and perform such other duties as are properly required of him and are usually performed by secretaries of similar associations.

He shall, before assuming the duties of his office, execute and deliver to the trustees such bond for the faithful discharge of his duties as may be required by the association; the expense of such bond, if any, to be paid by the association.

Section 6. Trustees. The Board of Trustees, after each annual election, shall meet and organize by electing from its membership a chairman and approving officer. The chairman will appoint a member of the board to serve as secretary. Subject to the control of the corporation, said board shall have control of the funds, investments and property of the association, whether real or personal, not otherwise provided by law or these by-laws; and shall have power to control and manage the charitable and benevolent undertakings, and have such further powers as may from time to time be conferred upon it by the corporation. The president and vice-presidents of the association shall be ex-officio members of the board of trustees, but shall not be entitled to vote.

Section 7. Historian. The historian shall gather significant data on activities and accomplishments of the association during the year, prepare a comprehensive report and deliver same at the annual summer meeting; and, along with a member of the Board of Trustees, share responsibility for preserving minutes and other archival records of the state association. (See Article XI, Section 2.)

Section 8. Sergeant-at-Arms. The sergeant-at-arms shall execute the orders of the president; assist in preserving order; act as marshal on public occasions, and in case of secret sessions assist the tiler in examining the qualifications of all persons presenting themselves for admission.

Section 9. Tiler. The tiler shall have charge of the doors of the hall in which meetings are held and shall perform the duties incident to the office of tiler of like organizations.

Section 10. Organist. The president will appoint a state organist who, when requested, will provide music for the state conventions. The appointment of a state organist does not preclude a local lodge that is hosting a state convention from using a local lodge organist after consultation with the state president.

Section 11. Salaries and Expenses. The association shall from time to time make such provisions for compensation and expenses of officers as it may deem proper and advisable.

Section 12. Qualifications for Office. All Elks in good standing in the lodges comprising this association and residing within its jurisdiction shall be eligible for any office, either elective or appointive, in the association, with the exception of the president, who prior to his election shall be a past exalted ruler as defined in Section 1.140 of the Annotated Statutes (Section 18.011). The association shall reserve the right to require such additional qualifications for officers as it may deem proper.

Section 13. Hospital Board of Directors. Recognizing the necessity of the continued operation of the Idaho Elks Rehabilitation Hospital as the major project of this association, and to provide for its management and control, it is hereby provided:

(a) The responsibility for the operation of the Idaho Elks Rehabilitation Hospital, and the control of its funds and property, is vested in the trustees of this association.

(b) To assist the trustees in this duty there is here by established a board of directors of the Idaho Elks Rehabilitation Hospital.

(c) The board of directors shall consist of not less than seven (7) members. However, under exceptional circumstances as determined by the state president and the Board of Trustees, a board of directors may consist of up to twelve (12) members. They shall be appointed by the state president with approval from the Board of Trustees. Selections shall be made from among names of eligible persons submitted by the Board of Directors, Advisory Committee, Board of Trustees and any member lodges of the state association. Resumes of eligible persons shall be submitted to the state president by April 1.

Terms: Each year the state president shall appoint any new members for terms up to three (3) years, and to serve until their successors are appointed.

Ineligibility: Any member who has served two (2) consecutive terms shall not be eligible for reappointment to the Board of Directors for a period of one (1) year. This requirement may be waived only upon two-thirds majority approval of the officers and trustees of the Idaho State Elks Association. Emeritus: Any member of the Board of Directors who has served at least nine (9) years may be appointed by the state president to emeritus membership on the board, upon recommendation of the Board of Trustees. An emeritus member shall receive notice of all meetings and may participate in discussion, but he may not vote.

(d) It shall be the duty of the directors to act as the managing authority of the hospital; to establish policy; to keep, maintain, manage and expend the funds of the hospital, and to employ such personnel as may be required for the operation of the hospital.

(e) The directors shall hold not less than one meeting every three months and such special meetings as may be necessary.

(f) The directors shall submit to the trustees and president of the state association a monthly report showing the financial condition of the hospital and other pertinent data concerning its operation.

ARTICLE VI

Section 1. Standing Committees. The president of the association shall annually, as soon after his installation as may be convenient, appoint the following standing committees, who shall hold their offices until the next summer meeting of the association or until their successors are appointed and qualified. Unless otherwise specified, each standing committee shall consist of three or more members, with at least one member from each state association/district deputy district, and one of whom to serve as chairman. The duties

of each committee are to accomplish and promote the programs of the corresponding Grand Lodge committees, or as follows:

AMERICANISM - This committee is charged with implementing the patriotic activities planned by the Grand Lodge and cooperating with other organizations in fostering patriotic community endeavors. It also obtains reports from lodges on Americanism activities and reports to the state association and Grand Lodge as necessary.

ELKS NATIONAL FOUNDATION - This committee shall publicize the Elks National Foundation; promote its programs, activities and charities; encourage and solicit contributions, and recognize all gifts made to the foundation. The committee shall have no jurisdiction over the scholarship contests or other activities sponsored by the foundation trustees.

GOVERNMENT RELATIONS - This committee is charged with implementing the government relations program of the state association, the lodges and the Grand Lodge; to be watchful for any bad or harmful legislation that might affect the state association or the lodges of our Order; make known to them regarding same, and actively work for its defeat.

LODGE ACTIVITIES - Consisting of one (1) overall chairman and four (4) separate sub-committees, each of whom shall have three (3) members and duties as follows:

(a) "Elk of the Year." This committee shall encourage lodges to choose an "Elk of the Year" and submit resumes of their recipients for state judging. The committee will then select an "Elk of the Year" for the Idaho State Elks Association. Selection will be based on the following guidelines: forty per cent for activities and accomplishments in their local lodge; forty per cent for service to the Order in previous years in Grand Lodge and Idaho State Elks Association; twenty per cent for civic participation. The state winner will be announced at the annual summer convention.

(b) "Community Activities." This committee shall have charge of all matters pertaining to lodge activities of civic, social and community interest, except those allotted to other committees. It will make reports to the state association and Grand Lodge as necessary.

(c) "Interlodge Relations." This committee shall encourage visitations within and outside of our state to promote good will and exchange constructive ideas. The committee also gathers information as to miles traveled and people involved and reports to the state association and Grand Lodge as necessary.

(d) "Lodge Development." Consisting of the three (3) district deputies of the state, this committee shall investigate any inquiries about forming a new lodge, meet with interested parties and report their findings to the association.

NATIONAL VETERANS SERVICE - This committee shall implement the programs of the Elks National Veterans Service Commission within the state as may be requested by the commission in the furtherance of service to veterans; assist when called upon by the Armed Forces of the United States; respond to any call in an emergency, and be available for cooperation in the event of a disaster in any local area of the United States. It will obtain reports from lodges and compile and report to the state association and Grand Lodge as necessary.

PUBLIC RELATIONS AND PUBLICITY - This committee shall consist of one (1) overall chairman and two (2) sub-committees:

(a) "Gem State Elk Publication." Consisting of an editor, all vice-presidents of the association and the current district deputies, this committee is responsible for obtaining information and news items, photographs and whatever else it takes to publish a state publication periodically, at the discretion of the state association. Any legal and binding contracts of this committee must be negotiated and signed by the state association president and the approving trustee.

(b) "Public Relations." This committee is charged with implementing the public relations programs of the lodges, state association and Grand Lodge as found in the Grand Lodge and state association public relations manuals.

RITUALISTIC - It shall be the duty of this committee to have charge of all Ritualistic activities of the association; to secure from Grand Lodge all necessary forms and rules for the conduct of the ritual contest and see to their distribution to the lodges and the committee members; to officially report the results of the state contest at the annual summer or mid-winter meetings of the association; to certify the winner of the state contest to the Grand Lodge Ritual Committee.

The state ritualistic contest will be held on the occasion of the annual mid-winter meeting of the state association, with invitations extended to all lodges in the association to participate. Five (5) certified judges will be used for the state ritual contest.

YOUTH ACTIVITIES - This committee is to be divided into five (5) sub-committees one for youth scholarship, one for the teenager program, one for the hoop shoot, one for the Americanism essay contest and one for the soccer shoot -- supervised by an overall chairman,

(a) "Youth Scholarship," This committee shall prepare, supervise and conduct scholarship programs as referred from Grand Lodge.

(b) "Teenager Program," This committee shall prepare, supervise and conduct the teenager program for the association as referred from Grand Lodge.

(c) "Hoop Shoot," consisting of one (1) chairman (Recommended that the chairman be from the district in which the final state contest is held) and three (3) members, one from each state association/district deputy district, The member in each district will conduct the district contest, The chairman will conduct the state contest and see that the winners are advanced to regional, etc., contests. The contests will be conducted under Grand Lodge rules and regulations.

(d) "Americanism Essay Contest," This committee shall prepare, supervise and conduct the Americanism essay contest as referred from Grand Lodge.

(e) "Soccer Shoot," consisting of one (1) chairman and three (3) members, one from each state association/district deputy district, The committee will conduct district and state contests in a manner similar to those in the hoop shoot program and see that winners are advanced to the appropriate regional and national levels. The contests will be conducted under Grand Lodge rules and regulations.

ADVISORY - The Advisory Committee of the Idaho State Elks Association shall consist of all the past presidents of the association. It shall be the duty of the committee to correlate and promote the relations between this association and the Grand Lodge. This committee shall study and report on such matters that may be referred to it by the association, the officers thereof, the Committee on Laws and also all matters submitted to the delegates from the Committee on Laws that will come up for a vote. The immediate past president shall be the chairman of this committee. This committee shall annually review the convention handbook and recommend changes as they determine necessary.

Periodically this committee will review the Constitution and By-Laws for possible updating and refer same to the Committee on Laws.

FINANCIAL REVIEW - The Financial Review Committee shall examine the books and records of the secretary-treasurer which record the receipts and expenditures of money by his office. The committee shall audit the semiannual operations manual and make any recommendations pertaining to the financial affairs of his office it deems for the good of the association.

C-NOTE - This committee shall promote and encourage participation in the C-note club of the Elks Rehabilitation Hospital, both by members of the Elks and non-members, and give an accounting of the C-note trust fund at all meetings of the association, with special recognition given to all contributors of sizeable amounts. This committee shall also assist and coordinate with vice-presidents of the association in promoting the Idaho Elks Rehabilitation Hospital.

CONVENTION SITES - The Convention Sites Committee is to be made up of all vice-presidents and three (3) past presidents of the association, with duties as follows: (1) Select convention sites and dates for both summer and winter meetings a minimum of three (3) years in advance. (2) Review for revision or approval a tentative program and schedule along with a justifiable registration fee, as presented by the host lodge, not less than four (4) months prior to the meeting. (3) Define to the host lodge what their responsibilities are for the meeting and inform them of what to expect from the state association. In so advising and defining the responsibilities of the host lodge, the committee shall rely upon and be guided by the provisions of the state association's Convention Handbook.

CREDENTIALS - Consisting of four (4) members, preferably two (2) from each lodge where the annual meetings will be held, the Credentials Committee shall examine the credentials of all delegates and alternates and all Elks who are authorized to participate in the deliberations of this association at any of its sessions. It shall consider and pass upon the same and make a report thereon together with such recommendations as it may deem proper and advisable.

LAWS - Consisting of five (5) members at large. The Committee on Laws shall conduct such hearings as it shall see fit and shall be responsible for drafting all legislation into proper form. The committee shall report to the association on the proposed legislation with its explanation and analysis of the effect of such legislation and shall include recommendations, if any, of the Committee on Laws. The committee shall consider only legislation proposed by a lodge, state officer or state committee. All legislative proposals, including amendments to the Constitution and By-Laws, shall first be referred to the Committee on Laws for its consideration. (See time limits in Article XI, Section 1.)

NOMINATIONS - It shall be the duty of the Nominations Committee, consisting of five (5) members at large, to place in nomination the name of at least one qualified member for each elective office. Nothing herein, however, shall be construed to prevent nominations from the floor, which shall always be permitted. All elections shall be held at the annual summer meeting and not otherwise.

PARLIAMENTARIAN - Appointed by the president, this member will interpret the rules and usage of deliberative assembly.

RESOLUTIONS - Consisting of at least four (4) members, preferably two (2) from each lodge where annual meetings will be held, the Committee on Resolutions shall have referred to it all proposed resolutions to be submitted to the state convention, except proposed legislation and amendments to the Constitution and By-Laws of the association, and perform such other duties as may be assigned by the president.

DRUG AWARENESS - This committee will work with the lodges in the state association districts as prescribed by the Grand Lodge Program.

Section 2. Additional Committees. The president of the association shall annually, as soon after his installation as may be convenient, appoint (at his discretion) the following committees, who shall hold their offices until the next annual summer meeting of the association or until their successors are appointed and qualified. Unless otherwise specified, each committee shall consist of three or more members, with at least one member from each state association/district deputy district, and one of whom to serve as chairman. Their duties are to promote the program corresponding to Grand Lodge or as follows:

ACCIDENT PREVENTION MANAGER - Member appointed to serve as liaison with Grand Lodge in implementing and pursuing accident prevention programs and promoting better safety practices among the lodges of the state.

BUSINESS PRACTICES – This Committee shall consist of a member from each association district, including the chair, to be appointed by the president. Members shall be selected for their business experience and knowledge of handling business problems inherent to the operation of any lodge. The committee's purpose is to provide counsel and business advice to any lodge requesting such assistance, or when this type of assistance is requested by any duly appointed representative of the Grand Exalted Ruler.

DIRECTORY - This committee will publish and have available the officer and committee directory for all lodges.

FOOD CARAVAN - Working closely with rehabilitation hospital board members, this committee shall promote the caravan through all the lodges; coordinate with the hospital the date and disposition of food items and other donations, and give a final report to the association.

NATIONAL CONVENTION HOUSING - This committee will arrange with Grand Lodge for housing for all delegates to the Elks National Convention.
(This appointment should be made one year in advance.)

NATIONAL HOME COORDINATOR - Member appointed to serve as liaison between the lodges and the Elks National Home.

ELKS TRAINING - This committee will obtain the current Grand Lodge training program; distribute same to all lodges; correct test papers, and report their activities to the state association and Grand Lodge as necessary.

PHOTOGRAPHER - Member or members appointed by the president to take official photos as requested.

RISK MANAGER - Member appointed to serve as liaison between the lodges and the Grand Lodge insurance program.

WORKSHOPS - This committee is responsible to run the workshops at the annual mid-winter meeting. Topics are at the discretion of the committee and are to be coordinated with the president.

MEMBERSHIP AND LAPSATION - This committee is to work very closely with the lodge lapsation and membership committees, vice-presidents and district deputies.

SPECIAL COMMITTEES - The president may appoint special committees whenever he deems it necessary for the good of the Order.

ARTICLE VII

Section 1. Ritual Contests. It shall be the purpose of the Idaho State Elks Association to encourage and promote ritualistic contests between the local lodges of the state, and it is hereby provided that the lodges listed below shall be recognized and constitute the official state districts, such districts to be under the supervision of the Ritualistic Committee.

IDAHO EAST - Salmon, Idaho Falls, Blackfoot, Pocatello, Preston, Rupert

IDAHO SOUTH - Weiser, Gooding, Nampa, Boise, Mountain Home, Caldwell, Snake River

IDAHO NORTH - Lewiston, Moscow, Coeur d'Alene, Wallace, Kellogg, Grangeville, Saint Maries, Sandpoint

Section 2. The ritualistic contests shall be conducted under the rules and regulations prescribed by the Grand Lodge, and the chairman of the state Ritualistic Committee shall be in charge of the final state contest. The association shall present a suitable trophy to the team winning the state championship, and any team winning said trophy three (3) consecutive times shall become the permanent possessor of same. In lieu of a trophy, the association may donate such cash prizes as may be recommended by the trustees. All ritualistic work shall be done under supervision of the Ritualistic Committee of the state association.

ARTICLE VIII

Section 1. Order of Business. The order of business at all meetings of the association, unless otherwise provided by majority vote of the delegates present, shall be as follows:

1. Call to Order
2. Invocation
3. Roll Call of Officers
4. Tribute to the Flag
5. Report of Committee on Credentials
6. Reading Minutes of Last Meeting
7. Reports of Officers (By Seniority)
8. Reports of Standing Committees
9. Unfinished Business
10. New Business
11. Good of the Order
12. Election of Officers
13. Installation of Officers
14. Closing and Adjournment

ARTICLE IX

Section 1. Limitations. No questions of a political or sectarian character shall be introduced at any meetings of the association, and no person shall be directly or indirectly endorsed for any political or Grand Lodge office; nor shall any action be taken whatever on any political, legislative or public matter, whether general or local, unless such action be in accord with previous action of the Grand Lodge, or unless the action taken be approved by the Grand Exalted Ruler before such action is promulgated or made public.

ARTICLE X

Section 1. Provisions Not Otherwise Covered. In all cases where subjects are not covered by this constitution, the Grand Lodge laws shall govern.

ARTICLE XI

Section 1. Amendments. Amendments to this constitution shall be presented to the Committee on Laws only at the summer meeting of the state association prior to the committee's report under "new Business." Only legislation proposed and sponsored by a lodge, state officer or state committee will be considered. Under "new business," the Committee on Laws will present the proposed legislation to the delegates assembled and ask for a vote whether to pursue the proposal further. If, in the committee's judgment, there is enough interest shown on the vote to pursue, the committee will approve the language to be used in the presentation of the proposed amendment. The Committee on Laws must present the proposed amendment to all state association officers, Advisory Committee chairman and exalted rulers of all lodges no less than sixty (60) days (post

office date) prior to the next annual mid-winter meeting. The amendment shall be covered under "new business." It shall require a two-thirds affirmative vote to adopt any amendment.

Section 2. Record Storage. The Elks Rehabilitation Hospital is the designated storage area for state association minutes and/or records. The responsibility to coordinate the establishment of the area to be used and to be responsible for what records are stored therein lies with the state historian and a member of the Board of Trustees.

By-Laws

1. Meetings. There shall be two (2) meetings of this association each year; namely an annual summer meeting and an annual mid-winter meeting as outlined in Article III, Section 1, of the Constitution.

2. Dues. To obtain revenue necessary for defraying expenses of this association, each local lodge shall pay the sum of \$5.50 for each member in good standing on April 1, as shown in the Grand Lodge report. Any lodge whose dues are not paid or who has not made arrangements with the state trustees will not be permitted to vote at the annual meetings. The sum of \$5.25 shall be used for the operating expenses of the association including promoting and conducting district ritual contests within the state. The remaining 25 cents will be used to further the youth programs of the association. This amount will be in addition to those funds now being budgeted for youth programs.

3. Quorum. Twenty-five (25) accredited delegates, provided they represent five (5) different lodges, shall constitute a quorum.

4. Elections. In all elections of officers, the president shall appoint a nominating committee consisting of at least five (5) members, who shall place in nomination the name of at least one qualified member for each elective office for the ensuing year. Nothing herein, however, shall be construed to prevent any nominations from the floor, which shall always be permitted. All elections shall be held at the annual summer meeting and not otherwise. No ballot shall be cast or counted other than the ones provided by the State Secretary. When all delegates present shall have voted or had the opportunity to vote, the president shall announce the result of the ballot and the candidate receiving a majority of the votes shall be declared elected. Should no nominee receive a majority of the votes, additional balloting shall be held eliminating from those ballots the nominee receiving the fewest votes on each ballot until a nominee shall receive the majority of the votes cast. If there is only one nominee for any office, the floor may direct the State Secretary to cast the unanimous vote of the floor for the nominee.

5. Parliamentary Guide. All parliamentary practice in conducting deliberations of the association and its committees, not herein specifically provided for, shall follow the rules of Robert's Manual.

6. Amendments. These by-laws may be amended by presenting the amendment to the Committee on Laws only at the summer meeting of the state association prior to the committee's report under "new business". Only legislation proposed by a lodge, state officer or state committee will be considered. Under "new business," the Committee on Laws will present the proposed legislation to the delegates assembled and ask for a vote whether to pursue the proposed legislation further. If, in the committee's judgment, there is enough interest shown on the vote to pursue, the committee will approve the language to be used in the presentation of the proposed amendment. The Committee on Laws must present the proposed amendment to all of the state association officers, Advisory Committee chairman and exalted rulers of all lodges no less than sixty (60) days (post office date) prior to the next annual mid-winter meeting. The amendment shall be covered under "new business," It shall require a two-thirds majority vote to adopt any amendment.

7. Participation. The Idaho State Elks Association has inherent power to limit participation in state association contests and enjoyment of its other benefits and privileges to those lodges which maintain a current and valid membership status herein.

This constitution and these by-laws shall repeal and supersede the Constitution and By-Laws, and all amendments thereof heretofore adopted and approved, of the Idaho State Elks Association and shall become and be the Constitution and By-Laws of the Idaho State Elks Association, Inc.

Based on Idaho Constitution and By-Laws (Version 2007) with following updates:
Approval 07-JFK-13 (By-Law, Section 2 – Promote District Ritual Contest)

Approval 09-MLS-77 (By-Law, Section 2 – Dues Increase (\$4.00 to \$5.50)

Approval 11-2-MLS-64 (Article XI, Section 1 – Business Practices Redefined)

Approval 13-drb-038

- By-Law, Section 2 – Remove 50 cents/member dedicated to Ritual Contest and return it to operating expenses,
- By-Law, Section 4 – Change Election to require a majority of Votes to elect an officer,
- Article VI, Section 1 – Change Elk of the Year selection criteria.

Word “subordinate lodge” was changed to “local lodge” to conform with Grand Lodge.