

OFFICER TRAINING

New Mexico Elks Association
Training Committee





Officer Statutory Duties

Grand Lodge Requirements

Introduction

This module presents the duties of each officer as mandated by the Grand Lodge Statutes. Each officer should review the relevant section in the Statutes, and also the Officers and Committee Members Handbook.

Note: Make sure to use the latest edition of the Annotated Statutes, and pay attention to the Opinions and Decisions!

Local Lodge Officers

The Local Lodge Officer positions are defined in [Article VII, Section 2](#) of the Constitution. They are:

Elected Officers:

Exalted Ruler

Esteemed Leading Knight

Esteemed Loyal Knight

Esteemed Lecturing Knight

Trustee(s) (designated by term; e.g. “Five Year Trustee”)

Secretary

Treasurer

Local Lodge Officers

Appointed Officers:

Esquire

Chaplain

Inner Guard

Tiler

Organist (optional)

Vocalist (optional)

The Exalted Ruler Elect appoints these officers prior to the Officer Installation, as they must assume the Oath of Office during the Installation.

Alternative Titles

- ▣ Grand Lodge Statutes permit the use of alternate titles to be used when dealing with outside organizations (Article VII, Section 2). They are:

Exalted Ruler: President

Esteemed Leading Knight: First Vice President

Esteemed Loyal Knight: Second Vice President

Esteemed Lecturing Knight: Third Vice President

Nominations, Elections, and Installation

Officer Nominations take place during the first meeting in February ([GLS 3.080](#)).

Officer Elections take place during the second meeting in February. You may still nominate candidates at this meeting ([GLS 3.090](#))

Note: this is why you cannot omit a meeting in February!

Officer Installation must take place between March 15th and April 15th ([GLS 12.010](#))

- ▣ Installation may be open to the public
- ▣ Does not need to take place at a regularly scheduled meeting; a special Installation Ceremony may take place

Little Known Installation Fact

Your Lodge Officers must be installed by the Grand Exalted Ruler, or a District Deputy Grand Exalted Ruler *unless* you have permission to do otherwise ([GLS 12.010](#))!

Real Life: You must send a letter to your District Deputy Grand Exalted Ruler asking them to install your Officers. Your District Deputy will respond one of two ways:

- ▣ They will agree to attend and install your Officers
- ▣ They will gracefully decline and give your Lodge PERs permission to install your Officers

Officer Statutory Duties

And now, on with the Exalted Ruler...

Exalted Ruler

(GLS Sec. 12.020)

You are the Chief Executive Officer of the Lodge. It is your duty to effectively administer the affairs of the Lodge and provide the leadership to accomplish its goals. You are responsible and accountable for the proper administration of all phases of its activities.

Exalted Ruler

REQUIREMENTS:

Knowledge of the job, maintenance of a harmonious environment, and enforcement of the requirements of proper behavior, performance and attendance by Officers and Committee persons. Functions are and should be delegated but accountability for the timely performance and reporting remains with the Exalted Ruler. Clear communication, both written and oral, is vital to inquires and matters requiring attention.

Exalted Ruler

- ▣ Chief Executive Officer:
 - Has ultimate responsibility for all activities of the Lodge.
 - It's up to the Exalted Ruler to know what's going on in his/her Lodge.
 - Is a voting member of the Board of Directors.
- ▣ Make preparations for the official visit of the District Deputy.
- ▣ Make preparations for the official visit of the State Officer assigned to your Lodge.

Exalted Ruler

- ▣ Appoint an acting officer to serve in the place of an incapacitated or disabled holder of an office.
- ▣ Preside At All Lodge Sessions
 - Absence should be an absolute rarity.
 - The ER may designate a Past Exalted Ruler to preside in his/her absence. (GLS Sec. [15.010](#))
 - The Leading Knight, or officer next in rank, presides only if the ER has not designated a PER to preside.
- ▣ Enforce the Laws of the Order
 - A study of the Statutes is essential since one cannot enforce what one does not know.

Exalted Ruler

- ▣ Appoint All Committees
 - Appointments to committees and designating the Chair thereof are the sole right of an Exalted Ruler. He/She may remove any committee member at any time.
 - The Exalted Ruler is NOT an ex-officio member of any committee.
- ▣ Respond to all Grand Lodge Communications
 - Although oftentimes executed by others, it is the duty of the ER to see that the Grand Lodge reports, and response to correspondence are submitted in timely fashion.

Exalted Ruler

- ▣ Attend Grand Lodge Session (GLS, [12.120](#))
 - The Lodge is obliged to send the ER to the Grand Lodge Session and to pay his/her expenses to the extent provided in Sec. [4.240](#).
 - In turn, the Exalted Ruler must attend the Grand Lodge Sessions and make a report thereon to the Lodge no later than the first meeting in October.
 - Each Local Lodge at its annual election must elect an Alternate Representative. (GLS [12.120 dec. #2](#))

Exalted Ruler

- ▣ Attend all DDGER Clinics unless excused for good cause.
- ▣ Attend District and State Association Meetings
 - This should be considered essential to keeping informed and doing a good job.
- ▣ Attend Lodge Social Functions
 - This demonstrates unity and support for your committees.
 - While customarily given during social functions, the 11 o'clock Toast is mandatory only when the Lodge is in session at the hour of eleven.
- ▣ Perform other duties required by the Laws of the Order and the By-Laws of the Lodge.

Exalted Ruler Special Information

- ▣ Delegate Responsibility
 - Don't try to 'do it all.' Extend the learning process to others.
- ▣ Exalted Rulers are accountable (and may also be responsible!) for seeing that reports are in on time.
 - Monthly Membership and Lapsation reports to be sent to District Chairman
 - Monthly Lodge Activities Calendar with copy of Bulletin to be sent to District Lodge Activities Chairman.

Exalted Ruler Special Information

Dues are payable in advance. The new Lodge year commences on April 1. A member is delinquent if he has not paid at least 6 months dues by April 1. Same applies to October 1, if dues were paid for 6 months only.

- ▣ Delinquent members can only be dropped from the rolls during the month of March.

ER Special Information

- ▣ If an Officer of the Lodge has been absent from meetings for two consecutive months without good cause, the Lodge, by virtue of GLS Sec. [12.140](#), should remove him/her. If the Lodge does not act, the only recourse is to appeal to the DDGER.
- ▣ Use of contingency funds requires 2/3 vote of the members present.
- ▣ The Board of Directors must make a written report of its transactions semi-annually – first session in April and October.

Leading Knight (GLS Sec. 12.040)

As a Leading Knight, you should be familiar with Lodge operation, and the manuals (Secretary, Auditing, Club Operation, Membership Control, Lodge Activities, Protocol, etc.) One of the extremely important books is the *Grand Lodge Annotated Statutes*, which you should review constantly to keep current with the Rules and Regulations of Elkdom.

Leading Knight

- ▣ Assist the Exalted Ruler. This is your first responsibility, support his programs, be cooperative.
- ▣ Preside in the absence of the Exalted Ruler, provided a PER has not be designated. Presiding in the absence of the Exalted Ruler falls in order of rank. (GLS [12.040](#))
- ▣ Help Supervise Committees. Not only is this of help to the ER, it is also valuable training.
 - During this time as Leading Knight, you have an excellent chance to study the methods of Lodge and Club administration.

Leading Knight

- ▣ Attend all DDGER Clinics unless excused for good cause.
- ▣ Attend District and State Association meetings (Conference and Convention). As second in command the Leading Knight should be as well informed as is the Exalted Ruler. While certainly beneficial for all officers, it should be considered essential for the Leading Knight.
- ▣ Is a voting member of the Board of Directors.

Leading Knight Special Information

OCTOBER, NOVEMBER AND DECEMBER

- ▣ Select Committee chairs and members, get commitments
- ▣ Get commitments from those whom you wish to appoint as Esquire, Chaplain, Inner Guard, etc.
 - Obtain ritual books from the Secretary and ask these appointees to begin to study so that they will know their parts by the first week in January.

Leading Knight Special Information

JANUARY

- ▣ Prepare for the **Installation of Officers**. Obtain the approval from the District Deputy for a Special Night, if desired. Have a practice ritualistic session or sessions with the assistance of the Exalter Ruler. Obtain the approval of the District Deputy for PERs to act as Grand Lodge Officers (GLS 12.010). Be sure that your plans for the state convention in March/ April are fully made and well on the way. Be sure that you have an editor for your Lodge Bulletin (GLS 16.150). Attend the District Deputy's Clinic.

Leading Knight Special Information

JANUARY – CONT'D

- ▣ **Study the Statutes (Annotated):** If you don't have one (why not?), ask the Secretary to order one for you.
- ▣ **Study the by-laws for your Lodge!** Become familiar with all the Grand Lodge manuals, particularly Accounting, Membership, Protocol and the manual for Officers and Committeemen
- ▣ Present slate of officers to your PER association

Leading Knight Special Information

FEBRUARY AND MARCH

- ▣ **Nomination and Election of Officers.** Note: Elect a PER as Grand Lodge alternate representative ([Article III, Section 4](#)). In cooperation with your Exalted Ruler, go over your plans for the year and your idea of the Budget. Have a meeting with the PERs. Place your proposals before them and ask for suggestions and opinions.

Leading Knight Special Information

FEBRUARY AND MARCH

- ▣ In cooperation with your Trustees, (or Budget Committee), begin to work out the Lodge and House Committee Budget.
- ▣ Make your plans for attendance of the State and Grand Lodge Conventions. Arrange for transportation, hotel accommodations and the hospitality room, etc. Finalize who brings what and what each pays. Obtain Lodge approval.

Loyal Knight

- ▣ Is the Local Forum Prosecutor.(GLS Sec. [8.090](#))
- ▣ Assist the Exalted Ruler in the performance of his/her duties and officiate for the Exalted Ruler in his/her and the Leading Knight's absence.
- ▣ Is a member of the Board of Directors with a vote.

Lecturing Knight

- ▣ Greeter at Lodge functions exemplifying a spirit of Brotherly Love. The Lecturing Knight should take advantage of every opportunity to meet members of the Lodge on meeting nights and during social functions. Just a few words and a handshake will create a spirit of goodwill which will assist materially in uniting members in all Lodge activities.
- ▣ Assist the Exalted Ruler in the performance of his/her duties and officiate for the Exalted Ruler in his/her absence, and the Leading Knight's and the Loyal Knight's absence.
- ▣ Is a member of the Board of Directors with a vote.

All Knights

Prepare for YOUR Year as Exalted Ruler:

- ▣ Learn by observing and by involvement.
- ▣ Study all aspects of Lodge operation as you progress through the Chairs. You must understand the complete operation before you become Exalted Ruler.
- ▣ Set a good example for junior officers to follow and, perhaps, to inspire members of the Lodge to become officers.

Trustees (GLS Sec. 12.070)

Trustees should be selected for their business expertise and not merely for the fact that they might have served as Exalted Ruler or are long-time members of the Lodge.

- ❑ Trustees are Officers of the Lodge in exactly the same sense as any other Officer. They are entitled to NO special privileges and have absolutely no powers except those given to them by the Lodge By-laws and by specific action of the Lodge.
- ❑ Trustees should attend all Lodge meetings. Their names will be called under “Roll Call of Officers” and Trustees are obligated to rise on two raps of the gavel during opening and closing ceremonies.

Secretary (GLS Sec. [12.050](#))

Your office is the hub of the wheel. While the Exalted Ruler has ultimate accountability for the administration of the affairs of the Order, the laws, rules and regulations of the Order and the Lodge give him the right to rely on your office for the conduct of much of the administration.

- ❑ Under supervision of the Lodge Officers and at all times subject to the control and direction of the Lodge.
- ❑ The Lodge may assign the Secretary duties in addition to statutory requirements (GLS [12.050 \(1\)](#)).
- ❑ The Lodge may establish the office hours of the Secretary (GLS [12.050 \(1\)](#)).

Secretary

- ▣ The Lodge may instruct the Secretary on how to keep the records (GLS [12.050 \(13\)](#)).
- ▣ Be certain your office has copies of all the manuals and other necessary documents.
- ▣ Inform applicants of their acceptance or rejection.
- ▣ Notify all committee appointees.
- ▣ Prepare the Annual Report to the Grand Lodge.
- ▣ Prepare a quarterly membership report for the Grand Secretary.

Secretary

- ▣ Report all expulsions and suspensions to the Grand Secretary.
- ▣ Read and answer all correspondence of the Lodge subject to the approval of the Exalted Ruler.
- ▣ Maintain Lodge Records – Minutes, accounts, files, mailing list, reports, etc.
 - Lodge records should be open for inspection by a member at all reasonable times. (GLS [12.050 \(08\)](#))

Secretary

- ▣ Maintain records through the CLMS (Chicago Lodge Management System) and ensure currency
- ▣ Keep accurate minutes of all Lodge meetings.
 - Minutes may merely state that certain Members spoke on an issue without reporting the full remarks made. Tape recorder may be used during the meeting for reference purposes, but minutes must be written for permanent record.
- ▣ Read All Communications following review with Exalted Ruler.

Secretary

- ▣ Prepare Grand Lodge Report on Timely Basis. Avoid follow-up and penalties.
- ▣ Receive all monies due the Lodge from any source whatever, and to pay the same to the Treasurer.
 - Report under “Receipts of the Session.”
 - Governing Body transmits all receipts to the Lodge Secretary (GLS [12.050 \(12\)](#))
- ▣ Read all “Bills Against the Lodge.” The Secretary must read all Bills, including any in dispute.

Secretary

- ▣ Attend All DDGER Clinics unless excused for good cause.
- ▣ Attend District and State Association Meetings as a means of keeping informed.
- ▣ Give Semi-annual Written Report.
 - This report of the transactions of the office is to be given to the Lodge at the first session in April and October.

Secretary

- ▣ Receive Compensation Per By-Law
 - The salary of the Secretary may be a fixed amount, based on the number of members or a percentage of the dues collected, or a combination thereof, as may be set forth in the Lodge By-laws. The salary cannot be set by the Trustees or other Lodge Officers. The salary is subject to Social Security taxes and can only be changed by By-laws amendment. (GLS [12.050 \(11\)](#))
- ▣ Give Bond to the Lodge per By-Law
 - This surety may be either personal or corporate and in such amount as may be fixed by the By-laws, but not less than \$5,000

Treasurer (GLS Sec 12.060)

- ▣ Financial Officer of the Lodge
 - Shall have custody of and maintain the records relevant to all funds of the Lodge
 - Maintain an accurate record of receipts and disbursements.
 - While there is no statutory requirement, the Treasurer should be one who is accustomed to working with figures and who understands simple bookkeeping procedures.
- ▣ Acts as Treasurer of all committees unless otherwise provided by the By-laws.

Treasurer

- ▣ Receive all Lodge Monies
 - He/she shall receive all monies of the Lodge from the Secretary, giving him/her a receipt therefore.
 - Funds derived from dining room, bar, gaming, other services and committees are Lodge funds and shall be handled by the Treasurer. (GLS [12.060 \(02\)](#))
- ▣ Deposit Money as Lodge Directs
 - The Lodge may designate the depository for Lodge funds. When no such designation is made, the Treasurer may make such determination. (GLS [12.060 \(01\)](#))

Treasurer

- ▣ Keep Segregated Accounts
 - Special funds should be kept segregated under the Treasurer's control.
 - Earmarked funds should not be used for any other purpose and any expenditures there from must be handled as bills against the Lodge after approval by the body or committee in charge of the fund. (GLS [12.060 \(05\)](#))

Treasurer

- ▣ Pay All Bills Against the Lodge.
 - Bills incurred by the Club operation are “Bills against the Lodge” and are to be paid by the Treasurer on vouchers approved by the Exalted Ruler and Secretary.
 - The By-laws may provide for payment of recurring bills after approval by the Board of Directors without obtaining Lodge prior approval. The payment of such bills shall be reported at the next Lodge meeting.
 - It is improper for a Treasurer to sign a number of checks which would permit the Board of Directors to approve Lodge bills and fill in the amounts and payee and then co-sign the checks. (GLS [12.060\(09\)](#))

Treasurer

- ▣ Report “Surplus” set by By-Law
 - Whenever the amount of undeposited cash in his/her possession shall exceed the amount set in the By-laws, the Treasurer shall notify the Chairman of the Board of Directors. (By-Laws Guidebook)
- ▣ Receive Compensation per By-Law. The amount must be stated in the By-Laws.
- ▣ Give Bond to the Lodge per By-Law
 - Personal or corporate, not less than \$5,000.
- ▣ At all times subject to the control and direction of the Lodge.

Esquire (GLS Sec. 12.090)

Organize the Lodge for its meetings

- ▣ Prior to the opening of the Lodge, the Esquire shall see that the Officers' jewels are placed at their respective stations and that the altar cover, Bible, emblem, star, Flag and gavels have been placed in their proper places.
- ▣ When directed by the Exalted Ruler to organize the Lodge, he/she shall see that the doors are closed and that the officers are at their respective stations.

Esquire

Examine and introduce visiting members

- ▣ Prior to the opening of the Lodge, the Esquire shall examine the cards of all visiting Elks so as to ensure that they are entitled to admission and to be in position to introduce them to the Lodge at the proper time.
- ▣ When so directed by the Exalted Ruler, the Esquire will present all visiting Elks before the altar and introduce them by name, title (if any) and Lodge affiliation. This is best done by using the card of the visiting Elk. (*Long form opening only*)

Esquire

Supervise the ballot.

- ▣ The Esquire shall prepare the ballot box as follows:
 1. Place the ballot box on stand to left of altar, not on the altar, as described in the Ritual Book.
 2. Assume a position to control advancement to the ballot box as the Lodge members proceed to vote.
 3. Along with Exalted Ruler and Leading Knight, inspect ballot box and vote.
 4. After all have voted, the Leading Knight and the Exalted Ruler will inspect the ballot box.

Esquire

Supervise the ballot (cont'd)

5. After pronouncement of the ballot result by the Exalted Ruler and by his direction, “break” the ballot, return the ballot box to the custody of the Tiler, and remove the stand.
6. If there be ten or more applicants, the names of all applicants may be placed on one or more ballot boxes rather than a separate box for each applicant. If the number of white balls are at least equal to $\frac{2}{3}$ of the votes, all applicants shall be declared elected, but if the number of white balls are less than $\frac{2}{3}$ of the votes cast, then all applicants shall be balloted upon separately. (GLS Sec. 14.030)

Esquire

Supervise the ballot (cont'd)

7. At the same meeting of the Lodge at which an applicant is rejected by a separate ballot, the Exalted Ruler may order a new ballot. If the order is made after passing from the order of business, Balloting on Candidates, the second ballot must be taken at the next regular meeting under the proper order of business. The second ballot shall be final and conclusive. (GLS Sec. [14.030](#))

Esquire

- ▣ Transmit official messages as directed by the Exalted Ruler.
- ▣ Answer Roll Call of Officers
 - Rise, face the Secretary and respond as each name is called.
 - An officer arriving after Lodge has been opened shall immediately take his/her station in relief of the Elk who has substituted for him/her, and shall be marked present as of the time of his/her arrival.
- ▣ Assist the Chair Officers
 - The Esquire shall assist the four principal officers in conducting the business of the Lodge in such manner that said officers need not leave their stations while the Lodge is in session.

Esquire

Prepare Candidates for Initiation:

- ▣ Prior to opening of the Lodge, the Esquire should meet with the candidates to become acquainted and to put them at ease.
- ▣ It would be improper to initiate a candidate who is under the influence of alcohol or other substance.
- ▣ Ascertain the correct pronunciations of their names.

Esquire

Prepare Candidates for Initiation (cont'd):

- ▣ Be alert for any physical impairment which may require special consideration during the ceremony.
- ▣ Explain briefly the manner in which they will be conducted and advise them to be attentive to the considerable dialog which will be directed to them.
- ▣ A candidate may be initiated at the same meeting at which he/she is elected.

Esquire

- ▣ Act as Marshall in Public Ceremonies
 - It is the duty of the Esquire to make proper preparation for any public ceremony and to see that all necessary paraphernalia is on hand and in place, ready for use.
- ▣ Organize and lead processions.
- ▣ Miscellaneous
 - Although it is the duty of the Esquire to see that all items of paraphernalia are in their proper place prior to opening the Lodge, it is common practice for the Tiler or Inner Guard to assist in this duty.
 - After the Lodge has been closed, the Esquire shall collect the officers' jewels and other paraphernalia and deliver them into the custody of the Tiler.

Tiler (GLS Sec. 12.080)

- ▣ Guard the outer door of the Lodge.
- ▣ Assume charge of all jewels, regalia and the other like Lodge property and see that they are in proper condition for all meetings of the Lodge.
- ▣ Prevent late arrivals from approaching the inner door until he has been notified that the Lodge is regularly opened; and he/she must observe the same rule during:
 - Reading of the minutes
 - Balloting for a candidate
 - Initiation except as he/she may be advised by the Inner Guard.

Tiler

- ▣ Examine Cards – After Opening
 - After the Lodge is opened, the Tiler shall permit no Elk to approach the inner door without first exhibiting a membership card showing him/her to be in good standing.
- ▣ Cause Visitors to Sign Register
 - The Visitors' Register shall be in the custody of the Tiler and it is the duty of the Tiler to see that each visiting Elk signs his/her name therein. He/She shall compare the signature with the signature on the card of the visiting Elk.

Tiler

- ▣ If a visiting Elk presents himself/herself while the Lodge is in session, the Tiler shall pass the card of the visiting Elk to the Inner Guard, who shall inform the Exalted Ruler.
- ▣ Have Charge of Jewels & Other Paraphernalia after Closing of Lodge
 - It is the duty of the Tiler to have all necessary paraphernalia in readiness for use and in proper condition, and after the Lodge is closed, he/she shall take custody and proper care of same.

Inner Guard (GLS Sec. 12.100)

“To guard well the inner door of the Lodge, permit none to enter except those duly qualified, and none to retire without permission of the Exalted Ruler.”

- ▣ In preparation for opening of the Lodge, at the direction of the Exalted Ruler, the Inner Guard shall notify all Elks to come within the Lodge room, after which the inner door shall be closed.
- ▣ The Inner Guard should attend the door for all who might retire while the Lodge is in session. This will help avoid confusion and undue noise.

Inner Guard

- ▣ The Inner Guard shall permit no Elk to enter until he/she has given the alarm correctly, except upon direction of the Exalted Ruler.
 - Late-comers should be reminded to give the Hailing Sign before the altar.
- ▣ The Inner Guard shall permit no Elk to retire without the Member first going before the altar, giving the Hailing Sign and receiving permission from the Exalted Ruler.

Inner Guard

- ▣ When a visiting Elk presents him/herself while the Lodge is in session, the Inner Guard will receive the visitor's card from the Tiler, inform the Exalted Ruler, and deliver the card to the Esquire as he/she approaches the door to conduct the visiting Elk before the altar.
- ▣ Permit None to Enter or Retire During:
 - Opening & Closing
 - Reading of the minutes
 - Balloting for Candidates
 - Initiation – Except when the same can be done without in any way interfering with the work, and of this the Esteemed Leading Knight shall be the judge.

Inner Guard

- ▣ The Inner Guard should remain alert during the Esquire's instructions to the candidate during initiation so as to be in position to demonstrate the "rap at the inner door."

Chaplain (GLS Sec. 12.100)

The Chaplain shall perform the duties required of him/her by the Laws of the Order, or the By-Laws of the Lodge.

- ▣ Opening and Closing Prayers
 - These should be given from memory in a solemn and dignified manner.
- ▣ The Chaplain is at liberty to assume the stance of his/her choice; e.g., hands folded in front, behind back, or down at sides; head bowed, uplifted, or straight ahead.

Chaplain

- ▣ The Chaplain proceeds to the altar to give the opening prayer, but remains at his/her station for the closing prayer.
- ▣ Other Prayers:
 - These should also be given from memory
 - ▣ Initiation – Step obliquely into position.
 - ▣ Death of a Member
 - ▣ Funeral Service
 - ▣ Elks Memorial Day
 - ▣ Lodge Social Functions

Chaplain

- ▣ Be ready at all times to use the required Ritual prayers.
 - Be innovative with prayers given at social functions and avoid using the Ritual prayers verbatim.
- ▣ It is not a requirement for a Lodge Chaplain to be a member of the clergy.
- ▣ It is a requirement for the Grand Chaplain of the Grand Lodge to be a member of the clergy.
 - As a point of interest, the Grand Chaplain may become a member of Grand Lodge even without serving as an Exalted Ruler

Organist (GLS Sec. 12.110)

To provide the music prescribed by the rituals of the Order and perform such other duties as are assigned.

- ▣ Officiates at:
 - All Lodge Sessions
 - Flag Day
 - Elks Memorial Day
 - Funerals
 - Special Lodge Functions
 - Social Affairs

Organist

- ▣ The Organist shall provide music prescribed by the Rituals.
 - The Organist should be familiar with the various Rituals and the musical selections required, or as may be appropriate.
 - The Organist should be familiar with the 'floor-work' of each Ritual ceremony and have the ability to modify his/her musical renditions in accordance with the progression of the ceremony.
- ▣ The Organist may receive compensation for his/her services as may be approved by the Lodge.

Finish

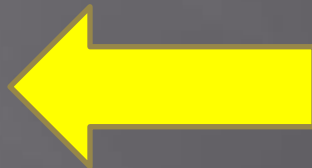
Thank You!

Article VII, Section 2

The Officers of a Local Lodge shall be an Exalted Ruler, who may also be known as the President; an Esteemed Leading Knight, who may also be known as the First Vice-President; an Esteemed Loyal Knight, who may also be known as the Second Vice-President; an Esteemed Lecturing Knight, who may also be known as the Third Vice-President; a Secretary, a Treasurer, an Esquire, a Tiler, a Chaplain, an Inner Guard, ...

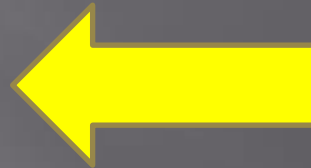
Article VII, Section 2

...Trustees of not fewer than three nor more than five, and such other Officers as may be authorized by Statute, all of whom shall be elected or appointed, and hold office for such terms as may be provided by Statute, except that the alternative President and Vice-President titles provided for may only be used when communicating with the non-Elk public.



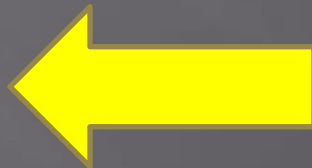
Section 12.010

The Officers shall be installed at a regular or special meeting of the Lodge to be held after March 15 and not later than April 15 after election provided that the installation of Officers prior to April 1 shall be effective as of April 1. Before his installation, the Exalted Ruler-elect shall appoint an Esquire, a Chaplain, an Inner Guard, a Tiler, an Organist, and a Vocalist, if an Organist or Vocalist is available, to be installed with the elected Officers of the Lodge and to serve for the term of one year.



Section 12.010

Should the Grand Exalted Ruler or the District Deputy fail to be present or name someone to act for him, the Lodge may designate any past or retiring Exalted Ruler to install the Officers. In the discretion of the Lodge, the ceremony of installation of Officers may be public.

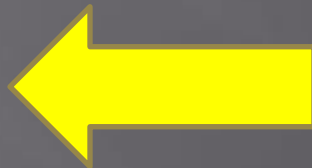


Section 12.010

Should any elected Officer fail, without good cause, to present himself for installation at the time set for installation or at a regular meeting of the Lodge within thirty (30) days thereafter, the Exalted Ruler shall declare the Office vacant.

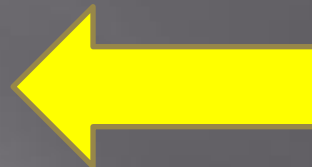
GLS 3.090

Section 3.090. The annual election shall be held at the second regular meeting in February by each Lodge holding regular semi-monthly meetings, and at the third regular meeting in February by each Lodge holding weekly meetings or tri-monthly meetings, and by a new Lodge as soon as instituted.



GLS 3.080

Section 3.080. Nominations for offices to be filled at the annual election in Lodges shall be made in the order in which they appear in Section 2 of Article VII of the Constitution of the Order at any regular meeting of the Lodge on or after the 1st day of February and prior to the date of the annual election, provided, however, that if no nomination for an office shall have been made prior to the date of the election, or if all candidates previously nominated for an office, shall have declined or withdrawn, nominations for that office may be made on the date of election.



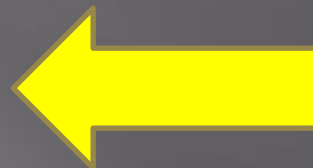
Section 12.020

The Exalted Ruler is the Executive Officer of the Lodge and shall:

- ▣ Preside at all meetings, except as provided in Section 15.010.
- ▣ Appoint all Committees provided for in Section 13.020, designating the Chairman thereof.
- ▣ Appoint an acting elective Officer to serve in the stead of an incapacitated or disabled holder of the Office, subject to confirmation by the Lodge at its next regular meeting.
- ▣ Appoint an acting Officer to serve in place of an Officer called to active Armed Forces duty as defined in Section 12.140. Such acting Officer would be deemed a Lodge Officer for all purposes during such appointment.

Section 12.020

- ▣ Attend all District Deputy Clinics unless excused for good cause.
- ▣ Enforce the Laws of the Order.
- ▣ Perform other duties required by the Laws of the Order or the By-Laws of the Lodge.



Section 15.010

The Officers shall rank in the order named in the Constitution. In the absence of the Exalted Ruler or his designee, the Officer next in rank shall organize the Lodge, and designate the Member(s) who shall serve during the meeting, or until the absent Officer(s) appears.

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. On request of the Exalted Ruler, a Past Exalted Ruler may preside over the Lodge meeting. On request of the Exalted Ruler, a visiting Exalted Ruler or Past Exalted Ruler may preside; other visiting Officers may assist, during the ceremony of initiation.



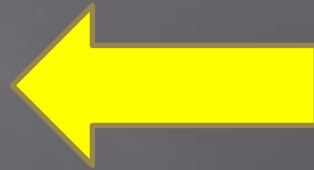
Section 12.120

The representative to the Grand Lodge shall attend the Annual Session thereof and submit a report to the Lodge not later than the first regular meeting in October. The Lodge shall pay its representative not less than the amount provided for transportation and per diem while necessarily engaged in travel and for each day actually spent in attendance at the Session, as provided in Section 4.240.

- ▣ **OPINIONS •**
- ▣ The Lodge is obliged to send the Exalted Ruler to the Grand Lodge Session and to pay the minimum amount provided for in Section 4.240 to defray his expenses. It is a Lodge obligation and not the obligation of the Exalted Ruler if funds are borrowed to provide funds for such expenses. A larger amount than that required by this Section may be appropriated by the Lodge. A vote of the Lodge not to send a representative to the Grand Lodge Session is without effect. A Past Exalted Ruler holding an Office in the Lodge may be an alternate representative of the Lodge even though he resides outside the jurisdiction of the Lodge.
- ▣ The official Lodge representative must attend the Grand Lodge Session, make a report thereon to the Lodge not later than the first meeting in October. Failure to attend the daily sessions denies the representative of his right to receive expenses.

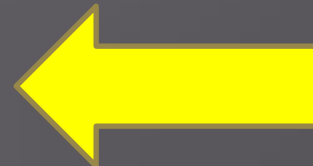
Section 12.120

- ▣ DECISIONS •
- ▣ The Lodge has no power to instruct the Representative or Alternate not to attend Grand Lodge Sessions. (*Grand Forum, Case No. 254, 1924*)
- ▣ Each Local Lodge at its annual election must elect an Alternate Representative. (*Grand Forum, Case No. 254, 1924*)



Section 4.240

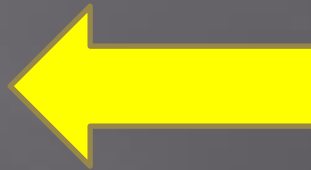
- ▣ The Board shall annually make the following determination for travel allowances which shall become effective on August 1 of each year following the Grand Lodge Session and provide for same in the budget:
 - The mileage allowance.
 - The per diem while traveling.
 - The per diem while in attendance at an authorized activity, and
 - When travel is by air, one round trip for the Member and one round trip for a spouse of the Member (by the most direct route) by the lowest logical economy class fare, if available.
- ▣ In no event shall the travel allowance exceed coach air fare plus applicable per diem. Exalted Ruler



Section 12.120, Decision 02

02 Each Local Lodge at its annual election must elect an Alternate Representative.

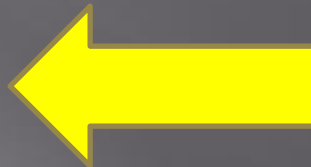
(Grand Forum, Case No. 254, 1924)



Section 12.140

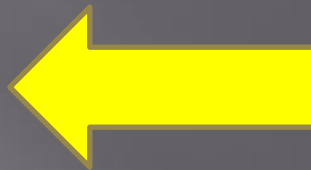
A Lodge may vacate the position of any Officer including a Trustee:

- ▣ Who is absent from meetings of the Lodge, or duty, during two consecutive months without good cause, or
- ▣ Who was replaced by an acting Officer under the provisions of Section 12.020, and determined by the Lodge to be unable to complete his/her term of Office;
- ▣ Provided, that absence in the Armed Forces of the United States during a period of war in which the United States is engaged or during a period in which service is made compulsory by Act of the United States Congress, or during a period of national emergency proclaimed by the President of the United States, shall not be cause for vacating the position of any Officer. The Lodge shall give at least five (5) days written notice to the accused Officer who shall appear at the next regular Lodge meeting and give good cause, if any, why he should not be replaced. If the accused Officer cannot be present at the designated meeting, he or someone on his behalf may request adjournment to the next regular Lodge meeting. If at that regular Lodge meeting the accused Officer is absent or if the accused Officer is present and cannot show good cause for his absence or why he should not be replaced, the Lodge shall vacate the Office.
- ▣ If the Office is vacated, such vacancy shall be filled as provided in Section 12.150 of the Grand Lodge Statutes.



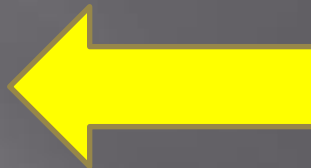
Section 12.040

The Esteemed Leading Knight, the Esteemed Loyal Knight and the Esteemed Lecturing Knight shall assist the Exalted Ruler in the performance of his duties and officiate for him in his absence, in the order of their rank. They shall be invested at such times with all his powers and prerogatives. They shall perform the other duties as may be required of them by the Laws of the Order and the By-Laws of their Lodge. The Leading Knight shall attend all District Deputy Clinics unless excused for good cause by the District Deputy.



Section 12.040

The Esteemed Leading Knight, the Esteemed Loyal Knight and the Esteemed Lecturing Knight shall assist the Exalted Ruler in the performance of his duties and officiate for him in his absence, in the order of their rank. They shall be invested at such times with all his powers and prerogatives. They shall perform the other duties as may be required of them by the Laws of the Order and the By-Laws of their Lodge. The Leading Knight shall attend all District Deputy Clinics unless excused for good cause by the District Deputy.



Section 8.090

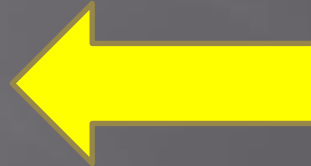
The Esteemed Loyal Knight shall conduct the prosecution of the case. He may be assisted by others who are Members of the Order. The Esteemed Loyal Knight may be assisted by counsel, who must be a Member of the Order unless otherwise ordered by the Presiding Justice. Should the Esteemed Loyal Knight be disqualified, the Exalted Ruler shall appoint a Member to prosecute the charge. The Accused shall be entitled to be personally present at all proceedings until the case is submitted for decision.

Article III, Section 4

Each Local Lodge shall be entitled to one representative to the Grand Lodge and such representative shall be the Exalted Ruler of such Lodge; and, annually, at the same time and in the same manner as Officers of the Lodge are elected, an alternate representative shall be elected from the Past Exalted Rulers or other Grand Lodge Members in good standing on its rolls, or the retiring Exalted Ruler, to serve in the place of the Exalted Ruler should he for any reason fail to attend the Session of the Grand Lodge.

Article III, Section 4

The Exalted Ruler of a Lodge acting under Dispensation, or in the event he should for any reason fail to attend, an alternate elected by the Members thereof at a special election, from any of its past or present Officers, shall have the right to represent such Lodge; provided, however, that the rights and privileges of such representative shall, until a Charter is authorized to his Lodge, be limited to questions pertaining to his Lodge.

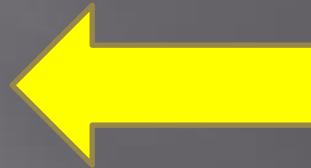


Section 8.090

The Esteemed Loyal Knight shall conduct the prosecution of the case. He may be assisted by others who are Members of the Order. The Esteemed Loyal Knight may be assisted by counsel, who must be a Member of the Order unless otherwise ordered by the Presiding Justice. Should the Esteemed Loyal Knight be disqualified, the Exalted Ruler shall appoint a Member to prosecute the charge. The Accused shall be entitled to be personally present at all proceedings until the case is submitted for decision.

Section 8.090

He may be represented by counsel, who must be a Member of the Order unless otherwise ordered by the Presiding Justice. The Presiding Justice shall appoint a stenographer to take testimony produced at trial or shall cause a recording device to be used. If the decision of the Local Forum is appealed to the Grand Forum, the testimony introduced at the trial shall be transcribed and together with all exhibits offered in evidence shall be sent to the Grand Secretary as part of the record of the proceedings.



Section 12.070

The Board of Trustees, or the Board of Directors if the Lodge is incorporated under Section 16.020, (herein called “the Board”), after each annual installation shall meet and organize by electing a Chairman and Secretary who shall be members of the Board. The Chairman of the Board shall attend all District Deputy Clinics unless excused for good cause by the District Deputy, provided, however, in the event the Exalted Ruler or Esteemed Leading Knight is the Chairman, then one other member of the Board shall be designated by the Board and required to attend all District Deputy Clinics. The Board, subject to control by the Lodge, shall have the following powers: *(a)* control of the funds, investments and real and personal property of the Lodge, not otherwise provided by law, and shall receive and collect the income and rents therefrom, *(b)* execute all leases, contracts or other papers when ordered by the Lodge.

Section 12.070

The Board shall not have authority for listing of Lodge real estate for sale and/ or entering into any sales contract prior to approval of such action by a majority vote of the Lodge. The Board shall hold at least one regular meeting each month and needed special meetings called by the Chairman. They shall keep minutes of each meeting of the Board. If the Lodge is not incorporated, the Exalted Ruler shall be given the same notice of all meetings of the Board, and in the same manner, as is given to the other members of the Board. It shall also keep a record of investments made under direction of the Lodge, which shall show original cost, the due dates and amount of interest or profit on investments, the date and amounts of deposits made by it and date and amounts of drafts drawn from the bank by order of the Lodge.

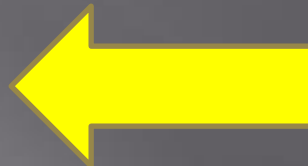
Section 12.070

It shall purchase all supplies ordered by the Lodge, and all papers, books and stationery needed by the Officers for the performance of their duties. It shall hold the bonds of the Officers, and shall present a monthly written report of its transactions at the first regular meetings each month. It shall establish an Accident Prevention Program, with one member designated as Accident Prevention Manager, to continually review and implement a policy, in concert with Grand Lodge and State Association programs, to protect the Lodge from claims for accidents and injuries. It shall perform other duties as may be required by the Laws of the Order and By-Laws of the Lodge.

Section 12.070

The Board shall present a segregated budget not later than the final regular meeting of the Lodge in April, making appropriations for each of the several objects for which the Lodge must or may provide out of monies known to be in possession of the Lodge or estimated to come into it during the ensuing Lodge year. A budget either in its original or modified form must be adopted by the Lodge at the meeting or at the next regular meeting. After the budget has been adopted, all expenditures during the Lodge year must be kept within the limits of the appropriations made. When a proposal is made for an expenditure in excess of the adopted budget, the proposal shall be promptly referred to the Board for consideration and written recommendation at the next regular Lodge meeting. The proposal may be adopted by not less than a two-thirds vote of the Members present at a regular meeting. The budget may include an item for contingent purposes to cover emergencies and expenditures therefrom may be approved by a vote of two-thirds of the Members present at a regular meeting. Unexpended appropriations at the end of the Lodge year shall be available for appropriation in the budget for the next Lodge year. In Lodges where a Budget Committee is required by the By-Laws the budget shall be prepared by that Committee. The Committee shall report to the Lodge by the final regular meeting in April.

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Section 12.050

The Secretary of the Lodge shall:

- ▣ Keep accurate minutes of all meetings.
- ▣ Maintain accounts between the Lodge and its Members.
- ▣ Assign a number to each Member which is shown on his membership card.
- ▣ Maintain a current mailing list of all Members consistent with the Chicago Lodge Membership System (CLMS) and as directed by the Grand Secretary.
- ▣ Receive all monies due the Lodge and pay them over to the Treasurer.

Section 12.050

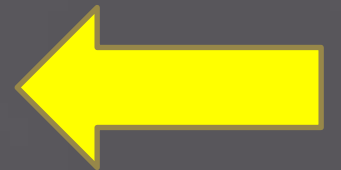
The Secretary of the Lodge shall:

- ▣ Receive all monies due the Lodge and pay them over to the Treasurer.
- ▣ Inform applicants for membership of their acceptance or rejection.
- ▣ Notify all committee appointees.
- ▣ Prepare the Annual Report to the Grand Lodge.
- ▣ Prepare a period membership report on forms furnished by the Grand Secretary as of the 1st day of November of each year. The report is due on or before the 5th day of November of that same year.
- ▣ Report all expulsions and suspensions to the Grand Secretary.

Section 12.050

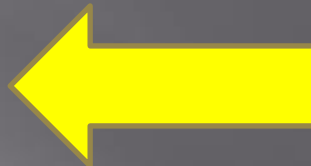
The Secretary of the Lodge shall:

- ▣ Read and answer all correspondence of the Lodge subject to the approval of the Exalted Ruler.
- ▣ Give bond of at least \$5,000 or in a greater amount as may be provided in the By-Laws.
- ▣ Present a written report of the transactions of his office to the Lodge at the first session in April and October.
- ▣ Receive compensation as fixed by the By-Laws.
- ▣ Perform all duties required by the Local Forum.
- ▣ Attend all District Deputy Clinics unless excused for good cause.



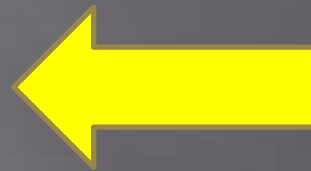
Section 12.050 (01)

01 A Lodge Secretary is a constitutional Officer with duties and powers set forth in the Laws of the Order and his salary set forth in the Lodge By-Laws. The Lodge may assign the Secretary other duties, establish hours of duty and employ personnel to assist him in keeping records, but it cannot abolish the Office.



Section 12.050 (13)

13 The Secretary is responsible to the Lodge for the performance of the duties of his Office. He is under the general supervision of the Lodge Officers and it is his duty to assist them in carrying out the Lodge program, so long as their instructions do not violate the Laws of the Order. However, the Lodge Officers cannot require the Secretary to keep his records in a way contrary to Lodge instructions, assign his constitutional duties to an assistant or require him to maintain specified hours.



Section 12.050 (08)

08 All Lodge records should be open for inspection by a Member at all reasonable times.



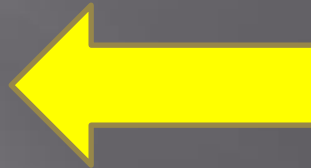
Section 12.050 (12)

12 When the governing body of the Club facility has funds in its hands, they should be delivered to the Secretary of the Lodge, who, under Section 12.050, is required to receive all monies due to the Lodge from any source whatever, and to pay the same to the Treasurer.



Section 12.050 (11)

11 The salary of the Lodge Secretary may be a fixed amount, based on the number of Members or a percentage of the dues collected, or a combination thereof, as may be set forth in the Lodge By-Laws but it cannot be determined by the Board of Trustees (or Board of Directors as may be applicable) or other Lodge Officers. The salary is subject to Social Security taxes and can only be changed by By-Law amendment.



Section 12.060

The Treasurer of the Lodge shall:

- ▣ Receive all monies of the Lodge from the Secretary, giving him a receipt therefor.
- ▣ Pay all approved bills against the Lodge on vouchers signed by the Exalted Ruler and Secretary. The Lodge By-Laws may provide for payment of recurring bills after approval of the Board of Trustees without obtaining Lodge prior approval. The Payment shall be reported at the next Lodge meeting.
- ▣ Maintain an accurate record of receipts and disbursements.
- ▣ Give bond of at least \$5,000 or in a greater amount as may be provided in the By-Laws.

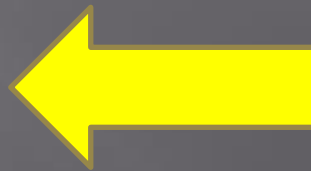
Section 12.060

Sign all checks unless the By-Laws also provide for a member of the Board of Trustees designated by the Treasurer and approved by the Lodge to sign. The Trustee shall give bond in the same amount as required of the Treasurer. A Lodge may authorize the Treasurer to establish and replenish a checking account, not to exceed \$1,000.00, for the sole purpose of paying for Club supplies and inventory. With the approval of the supervising and managing body of the Club, the Treasurer may authorize another Officer or the Club Manager to be a signer on this account only.

Section 12.060

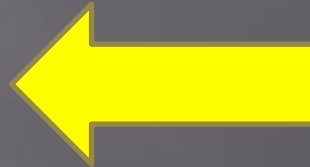
Should the By-Laws require more than one signature, the additional signatories shall not be permitted to be an immediate family member of the first signatory.

Receive compensation as provided for in the By-Laws.



Section 12.060 (02)

02 Funds derived from dining room, bar and other services are Lodge funds. The Lodge Treasurer is Treasurer for all Lodge Committees and shall handle all Lodge funds and pay all bills on vouchers approved by the Exalted Ruler and Secretary.



Section 12.060 (01)

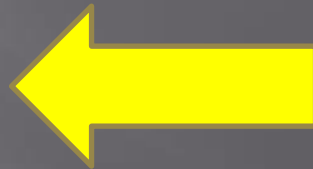
01 The Lodge by resolution or By-Law may designate the depository for Lodge funds. When no designation is made the Treasurer may make such determination.

Specification by the Lodge relieves the Treasurer and his surety of responsibility in the event the depository selection proves unwise.



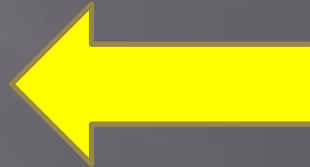
Section 12.060 (05)

05 Expenditures from earmarked funds must be handled as bills against the Lodge after approval of the body or committee in charge of the fund. Special funds should be kept segregated under the control of the Treasurer. Earmarked funds should not be issued for any other purpose. By-Laws may provide for special handling of earmarked funds.



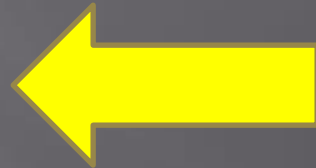
Section 12.060 (09)

09 It is improper for a Treasurer to sign a number of checks which would permit the Board to approve Lodge bills and fill in the payee and amounts and then cosign the checks.



Section 12.090

The Esquire shall organize the Lodge, prepare candidates for initiation, examine and introduce visiting Members, superintend the ballots, transmit official messages as directed by the Exalted Ruler, and in all public displays shall officiate as Marshal. He shall perform other duties as may be required by the Laws of the Order, or the By-Laws of the Lodge.



Section 14.030

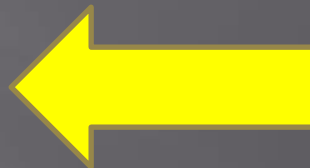
Section 14.030. If the applicant receives a number of white balls less than an amount equal to two-thirds (2/3rds) of the votes cast, he shall be declared rejected; but if he receives a number of white balls at least equal to two-thirds (2/3rds) of the votes cast, he shall be declared elected and entitled to initiation at that meeting or at any subsequent meeting within four months. For the purposes of voting upon an applicant or applicants, a white ball shall be considered an affirmative vote; a black cube shall be considered a negative vote. Lodges may by By-Law, designate certain meeting nights, for the purpose of initiation if there are one or more regular meeting nights in each month.

Section 14.030

If the candidate fails to appear for initiation, without good cause within four months from the date of his election, his right to initiation shall be forfeited, and the Lodge shall not return any portion of the amount deposited by him. Lodges may initiate candidates at a regular meeting or special meeting. Each ballot box must contain white balls and black cubes substantially equal in number. The Exalted Ruler and Esquire shall see that this provision is enforced.

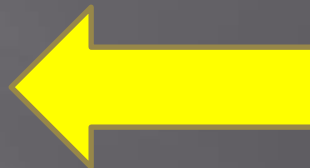
Section 14.030

The Lodge may elect to place the names of all applicants upon one or more ballot boxes rather than a separate ballot box for each applicant. If the number of white balls are at least equal to two-thirds ($2/3$ rds) of the votes cast, all applicants named thereon shall be declared elected; but if the number of white balls are less than two-thirds ($2/3$ rds) of the votes cast, then all applicants named thereon shall be balloted upon separately.



Section 14.030

At the same meeting of the Lodge at which an applicant is rejected by a separate ballot, the Exalted Ruler may order a new ballot. If the order is made after passing from the order of business, designated as “Balloting on Candidates,” the second ballot for the applicant must be taken at the next regular meeting under the proper order of business. The second ballot shall be final and conclusive. The ballot upon admission of a candidate shall be strictly inviolate. A Member who shall disclose his ballot shall be guilty of an offense.



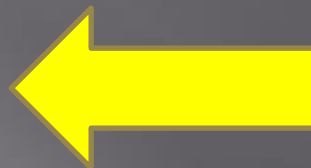
Section 12.080

The Tiler shall be stationed at the outer door of the Lodge at all meetings and permit no person to enter without previous announcement through the Inner Guard, and permission of the Exalted Ruler. He shall require all Members to show their membership cards, and require visiting Members to register in the book kept for that purpose.

He shall remain at his station until the close of all meetings. He shall assume charge of all jewels, regalia and other like Lodge property and see that they are in proper condition for all meetings of the Lodge. He shall furnish all necessary paraphernalia by order of the presiding Officer, have charge of the keys to Lodge doors, and see that all Lodge property is safely stored before leaving the Lodge room.

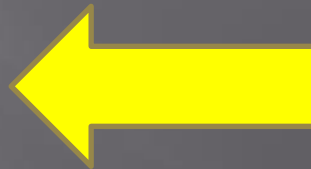
He shall perform other duties as are inherent in and pertain to his office, or required by the Laws of the Order, or the By-Laws of the Lodge.

He may receive compensation as may be fixed by By-Law.



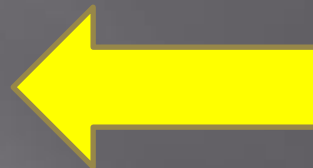
Section 12.100

The Chaplain and the Inner Guard shall perform the duties required of them by the Laws of the Order, or the By-Laws of the Lodge.



Section 12.100

The Chaplain and the Inner Guard shall perform the duties required of them by the Laws of the Order, or the By-Laws of the Lodge.



Section 12.110

The Organist shall provide music prescribed by the Rituals and perform other duties required of him.

He may receive compensation for his services approved by the Lodge.

