**BY-LAWS OF THE**

**WISCONSIN ELKS ASSOCIATION**

**Readopted, restated and ratified at the Business Session**

**At the Convention Held in Green Bay May 2015**

**PREAMBLE**

This Association of the Benevolent and Protective Order of Elks Lodges of the State of Wisconsin is formed to unite all Wisconsin Elks in closer bonds of fraternity; to further the good fellowship among Wisconsin Lodges; to protect and promote the interests of this Order in the State of Wisconsin; to exchange ideas beneficial to the Lodges of this State, and to bear true allegiance to the Constitution and Laws of the Benevolent and Protective Order of Elks of the United States of America and the Constitution and Laws of the United States and the State of Wisconsin.

**ARTICLE I**

**Section 1.** This Association shall be known as the Wisconsin Elks Association.

**ARTICLE II**

**Membership**

**Section 1.** Every Lodge in the State of Wisconsin shall be eligible to membership upon compliance with the provisions of the By-Laws hereinafter expressed.

**Section 2.** Each member Lodge shall be entitled to representation at all meetings of the Association, whether regular or special, by its Exalted Ruler who shall be considered as entitled to the privileges of delegates to the meetings of this Association. It shall also be entitled to one additional delegate for each fifty (50) members or major fraction thereof, as shown by its last report to the Grand Lodge, provided that each subordinate Lodge shall be entitled to at least five (5) delegates in addition to its Exalted Ruler and those provided for in Section 3 of this article.

Delegates authorized under this Section, with the exception of Exalted Rulers, shall present to the Committee on Credentials and Elections, on a form authorized by the Board of Trustees, credentials signed by the Exalted Ruler and Secretary of their Lodge, and their membership card, before such Committee issues a voting certificate as provided under the duties of the Committee in Section 3, Article VI.

**Section 3.** All officers and all members of standing committees of this Association, during their tenure of office, and all Past Presidents of this Association, and all Grand Lodge officers and members of Grand Lodge committees affiliated with member Lodges shall be considered as, and entitled to the privileges of, delegates to the meetings of this Association with the right to vote in the Convention in addition to the delegates heretofore provided for in Section 2 hereof. In no event shall a member be entitled to cast more than one vote, regardless of the number of offices he/she represents.

Exalted Rulers and delegates authorized under this Section shall not be required to present to the Committee on Credentials and Elections any credentials other than their membership card.

**Section 4.** All Past Exalted Rulers of member Lodges who do not come within the above classifications, and all alternate delegates not serving in place of delegates, shall be entitled to all the privileges of delegates except the right to vote.

**Section 5.** Each Delegate shall be entitled to participate in and vote on all matters coming before the meetings of the Association.

**Section 6.** Only delegates in attendance at the Business Session of the Convention shall be entitled to a vote. There shall be no voting by proxy.

**Section 7.** The delegates and alternates shall be elected at the regular meeting of each Lodge at least thirty (30) days before the Convention of the Association, or the Lodge may authorize the Exalted Ruler to appoint the Delegates and alternates and report the appointments at such meeting. The law of the

Order governing eligibility for office in a subordinate Lodge shall govern in the election or the appointment of delegates and alternates. In the event that a delegate is incapacitated or is otherwise unable to attend the Convention, an alternate from the same Lodge may serve as a delegate for said Lodge.

**Section 8.** To obtain the revenue necessary for defraying the expenses of the Association, each Lodge shall contribute annually the sum of $6.00for each member in good standing according to its last report to the Grand Lodge. Dues shall be assessed on Mar 31 of each year and will be payable on or before April 10 of the same year. No Lodge shall be eligible to membership or entitled to representation unless its current dues have been paid to the Association.

**Section 9.** All Lodges shall be required, through their Secretaries, to furnish whatever statistical data that may be requested by the Secretary of the Association.

**ARTICLE III**

**Meetings**

**Section 1.** An Annual Convention shall be held by the Association. Said Convention shall be held on the weekend prior to Mother’s Day. The site of said Convention’s shall be determined by the Board of Directors

**Section 2.** If for any reason the site selected for the Convention is unable to entertain the Convention after its selection, otherwise fails to comply with the requirements or conditions agreed upon, the President, upon approval of the majority of the Board of Directors, shall select another site for said Convention.

**Section 3.** Special Conventions may be called by the President of the Association, when deemed necessary, upon approval by a majority of the Trustees, upon thirty (30) days written notice to each subordinate Lodge, addressed to the Secretary thereof.

**Section 4.** The Fall Conference of the delegates of this Association shall be held on the second weekend following Labor Day. The site of said conference shall be selected by the President-Elect of the Association, subject to approval by a majority of the Board of Directors, in the year proceeding the calendar year in which the Fall Conference is to be held. The Fall Conference shall be held to permit the Committees of the Association to meet, to organize, and to report on the progress of each Committee. The Mid-Winter Conference of the delegates of the Association shall be held on the first full weekend in February. The site of said Mid-Winter Conference,s shall be determined by the Board of Directors. **Section 5.** Special conferences may be called by the President upon approval by a majority of the Board of Directors upon thirty (30) days written notice to each subordinate Lodge addressed to the Secretary thereof.

**Section 6.** Forty-five (45) duly accredited delegates shall constitute a quorum at all conferences or conventions of the Association, provided that at least fifteen (15) Lodges shall be there represented.

**Section 7.** If a Lodge is proposing to entertain a conference or convention must present to the Board of Directors a brochure of their plan for the conference or convention one week prior to the Friday of the Mid-Winter Conference.

**ARTICLE IV**

**Section 1.** The proper officers of the Association shall furnish from time to time to the Grand Exalted Ruler, the Grand Secretary, the Chairman of the Grand Lodge Judiciary Committee, and the Chairman of the Committee on State Associations of the Grand Lodge, the following:

1. Copies of its By-Laws, Rules and Regulations, and all amendments thereto or changes therein.
2. A copy of the proceedings of each meeting.
3. All printed documents issued by it or under its authority.
4. A copy of all general letters, circulars and papers sent by its officers to Lodges composing the Association.
5. A correct list of its officers and the Lodges composing it, together with the correct post office address of its President, President-Elect, Vice-Presidents, Secretary, Treasurer, and each member of its governing body.
6. A copy of the annual report of its Treasurer as printed in the proceedings of each meeting.

**ARTICLE V**

**Officers and Duties**

**Section 1.** The officers of the Association shall be a President, a President-Elect, a Vice-President for each Grand Lodge District in Wisconsin, a Secretary, a Treasurer, Six Trustees one Trustee from each of the Grand Lodge Districts in Wisconsin and one at large for a total of five trustees, a Tiler, an Inner Guard, a Sergeant-at-Arms, and a Chaplain. Officers shall be elected in the manner and terms hereinafter set forth.

**Section 2.** The President-Elect, Vice-Presidents, Secretary, Treasurer, Tiler, Inner Guard, Sergeant-at-Arms and Chaplain shall be elected by majority vote of the Delegates defined in Article II, Section 3, present at the Convention of the Association, and shall serve for one year or until their successors are duly elected and installed, with the exception of the Secretary and Treasurer, who shall be duly elected and shall serve for two years, in alternating years. The President-Elect shall succeed to the office of President at the close of the next Convention following his election, to serve one year or until his successor is installed.

**Section 3.** District Vice-Presidents shall be nominated from the membership of the Lodges within corresponding Grand Lodge Districts. District Vice-Presidents shall be elected for a one (1) year term at the Convention of the Association by a majority vote of the delegates, defined in Article II, Section 3, present from the corresponding Grand Lodge Districts.

**Section 4.** District Trustees shall be nominated from the membership of the Lodges within the corresponding Grand Lodge Districts and one at large. The Trustees shall be elected in the same manner as the other officers of the Association except that they shall hold office for three years, with two Trustees to be elected at each Convention, except as specified below.

**Section 5.** If more than two candidates are nominated for the same office and no candidate receives a majority of the votes cast on the first ballot, a run-off election for the office shall immediately be conducted, the voting being on the two candidates receiving the largest number of votes on the first ballot.

In the event of a vacancy in the office of President, the President-Elect shall succeed to the office, followed by the Vice-President in the Grand Lodge District having the greatest number of members, and so on, until a successor is elected and installed at the next Convention of the Association. Vacancies in all other elective offices of the Association shall be filled by the Board of Directors, at a meeting called in accordance with the provisions of Section 13 of this Article, for the remainder of the current Association year and shall be filled, for the unexpired term, at the next Convention of the Association. In the event that the President-Elect assumes the Presidency by virtue of a vacancy in the office of President, as herein set forth, such succession shall not bar or prevent the President-Elect from assuming the office of the President at the closing session of the Convention immediately following such succession for the term for which he was elected.

**Section 6. The President** shall be the chief executive officer of the Association and shall be Chairman of the "Board of Directors”. The President 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 customary to be performed by presiding officers. The President shall also serve as a member of the Wisconsin Elks Major Project, Inc. and as an ex-officio member of the Board of Trustees during his term of office.

**Section 7. The President-Elect** shall perform the duties of the President, as defined in Section 6 of this Article, in the absence of the President or in the event that the President is unable, for any reason, to perform his/her duties. That person shall be subject to the call of the President for such assignments as the President may deem necessary for the proper functioning of the Association

**Section 8. The Vice-Presidents**, in addition to the duties imposed upon them by Section 5 and 9 of Article V of the By-Laws, shall have the following duties:

1. Stress the importance of good Lodge ritualistic work and encourage the participation in ritualistic exemplification contests. Each District Vice-President shall promote a minimum of two entries in the state ritualistic contest from his jurisdiction.
2. Promoting and emphasize the importance of the Wisconsin Benevolent Fund
3. Promote and emphasize the importance of the Elks National Foundation and explain the functions of the Foundation.
4. Arrange and encourage inter-lodge visitations and the exchange of ideas.
5. Counsel with each Exalted Ruler with respect to his/her appointment of an active membership and indoctrination committee.
6. Assist the Association Lodge Development Committee
7. Promote participation in the Association bowling, golf and curling tournaments.
8. Offer assistance to Lodges confronted with local problems.
9. Counsel with President in selecting State Committee personnel and attend the meeting when appointments are being made.
10. Perform any other duties as may be requested by the President.
11. He/she shall make as many Lodge visitations within his/her District as possible and shall generally promote the welfare and the well-being of the Lodges in his/her District.
12. He/she shall preside at any District meeting or District conference of the Association within his District.
13. He/she shall serve as a member of the Wisconsin Elks Major Project, Inc., during his/her term of office.

**Section 9. Absence or inability to serve.** In the absence or inability of the President to serve, the President-Elect shall serve and perform his duties. In the absence or inability of the President-Elect to serve, the Vice-President, in the order designated in Section 5 of this Article, shall serve and perform his duties.

**Section 10. Official Visits.** It shall be the duty of the President to make such official visits to the subordinate Lodges comprising this Association as may be deemed proper in the interest of the Association. The President shall have the power to direct any of the Vice-Presidents to make such visits when in his/her discretion he may deem it proper. In the event the Vice-Presidents shall not be available for such visits, he/she may designate any other officer of the Association to make such visits. An officer making any such official visits, under the direction of the President shall promptly thereafter make written report to the President thereof.

**Section 11. Secretary.** The Secretary therefore shall attend all Conferences and Conventions of the Association; keep a true record of the proceedings of the same; preserve all books and documents; attend to the correspondence; be responsible for publication of the Association news bulletin, to wit, “Wisconsin Elks Association Bugle”; prepare and submit an annual report to the Association, showing the condition of the Association; receive all money paid into the Association, turn the same over to the Association Treasurer, take a receipt therefore; and perform such other duties as may be properly required of the Secretary. The Secretary shall, before assuming the duties of the office, execute and deliver to the Trustees, such bond for the faithful performance and discharge of the duties as may be required by the Association; the expense of such bond, if any, shall be paid by the Association. He/she shall also serve as a member of the Wisconsin Elks Major Project, Inc., during his/her term in office.

**Section 12. Treasurer.** The Treasurer therefore shall attend all meetings of the Association, receive and be the custodian of all money belonging to the Association. He/she shall pay out the money of the Association only upon proper warrant by the Secretary, countersigned by the President and the Chairman of the Board of Trustees. He/she shall, before assuming the duties of his/her 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, shall be paid by the Association. He/she shall submit a report to the Convention showing the transactions of his office during the preceding year. The Treasurer shall attend all meetings of the Committee on Business Practices. He/she shall also serve as a member of the Wisconsin Elks Major Project, Inc., during his/her term of office.

**Section 13. .**  The Board of Directors shall consist of the Trustees, the President, the President Elect, the Secretary, the Treasurer, and the District Vice-Presidents. During the interim between meetings of the Association the Board of Directors shall take general charge of its property and direction of its business affairs. During such interim it shall be the governing body of the Association and it shall take such action as may be necessary to promote the objects and protect the interests of the Association. It shall have control of the finances of the Association and, with the approval of the representatives, shall fix the dues for the ensuing year and shall prepare a budget of receipts and expenditures, a preliminary version to be worked out at the Mid-Winter Meeting and a final budget prepared and ready for approval at the Annual Meeting. It shall pass upon all bills of accounts to be paid from funds of the Association, for which specific appropriations have not been made in the budget, before warrants for payments thereof shall be issued. The Board of Directors is the general fiscal agent of the Association, and unless otherwise provided by the Association, shall have general authority over all funds and property belonging to the Association. It shall be the custodian of the bonds given by the officers of the Association for the faithful performance of their duties. In addition to its control of the finances of the Association, it shall recommend ways and means of raising funds to defray the expenses of the Association and set aside the funds when received, for the payment of such demands as are properly chargeable to it, and shall report all its acts to the next Convention of the Association. The Board of Directors may authorize one of its members to pass upon such bills or accounts. Said Budget shall be published in the minutes of that Convention’s proceedings. The Lodge entertaining the Association Convention shall submit its program to the Board, and the Board may make such rules and regulations as it may deem appropriate for the conduct of each Convention or Conference. The Board of Directors shall fill the vacancies as provided in Section 5 of this Article. The Board of Directors shall fix compensation and expenses as provided in Section 17 of this Article.

**Section 14. Tiler.** The Tiler shall have charge of the doors of the hall in which meetings are held and shall perform the duties usually incident to the office of Tiler of like organizations.

**Section 15. Inner Guard.** The Inner Guard shall have charge of the inner doors of the hall in which meetings are held and shall perform the duties usually incident to the office of Inner Guard of like organizations.

**Section 16. 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 a secret session, shall assist the Tiler in examining the qualifications of all persons presenting themselves for admission. He/she shall select such deputies as may be needed to assist in the discharge of his duties.

**Section 16A. The Chaplain** shall perform such duties as may be required of him/her by the Wisconsin Elks Association.

**Section 17. Salaries and expenses.** The Board of Directors shall from time to time make provisions for compensation and expenses of the Association officers and committeemen as it may determine, in its discretion, to be appropriate.

**Section 18. Qualifications for office.** All Elks in good standing in the Lodges comprising this Association shall be eligible to hold office, either elective or appointive, in the Association, and to serve on any standing or special committee thereof, with the exception that the office of President and President-Elect may be held only by a Past Exalted Ruler of said Lodges comprising this Association.

**Section 19. Election of Officers** The annual election shall be a special order of business immediately after the submission of the report of the Committee on Credentials and Elections on the first day of the business session of each Convention of the Association. Nominations shall be made from the floor for all elective offices in the order in which they appear in Section 1 of this Article. The Association may, by motion, limit nominating speeches. The Secretary shall provide delegates with ballots containing in proper order the selections to be made. Each voting delegate shall prepare the ballot by writing in the proper space the names of nominees for whom and the site for which he desires to vote. The President must call on the Committee on Credentials and Elections to supervise and conduct all elections and to collect the ballots and count and report the number of votes cast for each candidate for office. If at the time of nominations there shall be one candidate for any office, the President may direct the Secretary to cast the unanimous vote of the Association for such candidate. When the written ballot is used, it shall be collected by the Committee on Credentials and Elections, and shall be accompanied by the voting coupon attached to the Certificates issued by said Committee to each member authorized to vote. After ballots have been collected, the regular business of the Convention may proceed until said Committee is ready to render its report of the results of the election.

**Section 20.** The State Association President, the Vice-Presidents for each Grand Lodge District of the State, the Association Secretary and Association Treasurer, for the duration of their term of office, shall serve as members of the Wisconsin Elks Major Project, Inc.

**ARTICLE VI**

**Committees**

**Section 1.** The President of the Association shall, as soon after his/her installation as reasonably possible, appoint the following standing committees, the appointees of which shall serve until the next Convention of the Association, or until their successors are appointed, the membership of each committee to be determined in accordance with the Sections of this Article which follow. Should the President, for any reason, be unable to make the required appointments in any Grand Lodge District, he/she may make the required appointments to fill the committee membership from any other Grand Lodge District of the State.

The President may, in addition to the standing committees, appoint such special committees as may be provided for by resolutions adopted by the Association at the request of the Grand Lodge, or for any purpose covering current activities of the Association not herein provided.

With the exception of the Advisory Committee, Parliamentarian, Historian and Executive Committee, the President shall, after consulting with the Chairperson of the various Committees listed herein, appoint a District Chairperson for each Committee from within the membership of each Committee to carry out the duties of the Committee Chairperson within each District as directed by the Committee Chairperson.

**Section 2.** The Standing Committees shall be designated as follows, and the membership thereof shall be limited to the designated number and appointed as provided for in Section 1 hereof.

1. **Parliamentarian.** The President shall appoint a Parliamentarian who shall be advisory to the President in his/her interpretation of the Association By-Laws. He/she shall further advise the President on the interpretation and application of the Robert’s Rules of Order Manual on all procedures not specifically covered by the Association By-Laws.
2. **Historian.** A Committee of one, to serve as Wisconsin Elks Association Historian.
3. **Advisory Committee,** consisting of all Past Presidents of this Association.

It shall be the duty of this Committee to act in an advisory capacity in matters pertaining to the welfare of the Association and its officers, and to offer the benefit of the experience of its members while they served in the office of President of the Association, to the Association and to those who are carrying on the aims and purposes of the Association.

The Advisory Committee shall annually organize by electing from its members, a Chairman, Vice Chairman, a Secretary and a Treasurer. The Chairman, or in his/her absence, the Vice Chairman, shall preside at meetings of the Committee, and the Secretary shall keep in writing, an accurate record of the proceedings of the Committee to be read at the next subsequent meeting of the Committee. Meetings of the Committee shall be held at each Convention of the Association and at the Conferences of the Association when called by the Chairman (or Vice Chairman in the event of disability of the Chairman) upon written notice to all members.

1. **A Committee on Auditing,** consisting of six qualified members, one from each District and two at large. This Committee shall examine and audit the books of the Secretary and Treasurer and all expenditures of money by the Association, and shall submit to the Convention of the Association its findings and recommendations relative thereto. The Board of Trustees may, in its discretion, at any time that it deems it appropriate, have the books of the Secretary and Treasurer audited by a qualified accountant. The Committee shall further have the responsibility to audit the books and accounts of the Wisconsin Elks Major Project, Inc.
2. **A Committee on Credentials and Elections** consisting of 12 members, three from each District. This Committee shall examine the credentials of all delegates and alternate delegates and of all Elks who, under these By-Laws, are authorized to participate in the deliberations of the Association at any of its meetings, pass upon the correctness thereof, issue a proper voting certificate to each accredited delegate and to each alternate delegate authorized by his Lodge to serve for an absent delegate, as they are defined in Section 2 and 3, of Article II of these By-Laws, keep an accurate record of attendance of such delegates and alternate delegates, and submit to the Convention and Conferences a report thereof and make such recommendations relative thereto as it shall deem proper. It shall also be the duty of this Committee, under the proper order of business, to supervise and conduct the elections of officers to collect the ballots and to count and report the results of the vote.
3. **A Committee on Resolutions and Laws**, consisting of six members, one from each District and two at large. This Committee shall have referred to it all resolutions as pertain to the business of the Association and such resolutions as pertain to legislation and amendments to the By-Laws of the Association and report to the Association all other resolutions with recommendations for action relative thereto. It shall study the By-Laws and shall make recommendations from time to time and propose such amendments as it may deem appropriate and advisable. It shall advise and counsel the Association and its officers and trustees on all legal matters affecting the Association. When necessary, it shall recommend to the Association employment of private legal counsel for representation in any legal action. No member of the Committee who is an attorney or member of his/her law firm shall receive remuneration for advice or counsel to the Association.
4. **A Committee on Membership and Lapsation**, consisting of one member per Lodge, It shall be the duty of this Committee to assist the officers of the Association to retain the membership in the Association of all Lodges within its jurisdiction and to take such action as it deems necessary to secure the restoration of the membership of Lodges which permitted such membership to lapse. It shall be the duty of this Committee to study the problems of lapsation of membership in the respective subordinate Lodges as will promote the retention of membership and as will minimize the individual lapsation of membership in the respective subordinate Lodges.
5. **A Committee on Lodge Development,** consisting of twelve members, three from each District. It shall be the duty of this Committee to extend help to subordinate Lodges which are in need of assistance in solving local problems, especially those which for any reason are experiencing membership losses, and consequent financial difficulties, or which are in any other way unable to remain active in carrying out the usual functions of Lodges. It shall report to the President of the Association all of its activities, and shall receive from the President reports of Lodges which may be in need of advice and support of the Association. The Committee shall collaborate with the Committee on Membership and Lapsation with respect to the subject of lapsation. It shall also collaborate with the Committee on Business Practices. It shall be the duty of this Committee to evaluate the potential of any recommended new Lodge area. It shall conduct all meetings needed to disseminate all information to possible new Lodge members. It shall coordinate and conduct all organizational meetings of the new Lodges. It shall keep the Grand Lodge representative informed of the status of the proposed new Lodge and supply him with minutes of all Lodge organizational meetings.
6. **A Committee on Business Practices,** consisting of twelve members, three from each District. It shall be the duty of this Committee to sponsor and conduct District and Association house committee forums for the purpose of discussing efficient methods of operating club facilities. The Committee shall further develop a program of activity so that member Lodges can receive assistance in solving their problems incident to club operation. This Committee shall recommend to subordinate Lodges proper business methods and procedures when requested or the fiscal condition of Lodge indicates the need for such recommendations.
7. **A Committee on Publicity and Public Relations**, consisting of twelve members, three from each District. It shall be the duty of this Committee to secure such publicity in the press, by radio and other means, relative to activities of the Association and the subordinate Lodges thereof as shall best promote their respective interests. It shall also be the duty of this Committee to promote through contact with the Committee on Publicity in the subordinate Lodges, due and proper publicity through the media of press, radio, television and other means respecting charitable, civic, education and philanthropic activities of the State Association and of their respective subordinate Lodges. It shall be the further duty of this Committee to promote the publication of an Association Bulletin.
8. **A Committee on Conferences and Conventions,** consisting of twelve members, three from each District. It shall be the duty of this Committee to recommend to the State Association guidelines and methods of improving all phases of Conventions, Conferences, Tournaments and visits, to include, but not limited to, protocol, meetings, dinners, entertainment, bar requirements, administration, booklet, publicity, housing site selection and such other matters that may be pertinent to such activities.
9. **A Committee on Lodge Activities,** consisting of twelve members, three from each District. It shall be the duty of the Committee to (I) advise, counsel, and encourage the subordinate Lodges on inter-lodge activities; (ii) promote lodge bulletins and the inter-lodge exchange of ideas; (iii) advise and counsel Association officers, committees and member lodges thereof, as will best promote the interests and welfare of the Association, the Lodges and the Grand Lodge; (iv) carry out the expressed wishes of the Grand Lodge relative to activities not specifically delegated to other standing or special committees; (v) recommend to the Association and through the Association to the officers of the subordinate Lodges the promotion of such activities as will be of assistance to them, to report upon all resolutions and reports concerning amendments to the Constitution and Statutes of the Grand Lodge; and, (vi) present to and advocate in the Grand Lodge such recommendations relative thereof as are proper under the Grand Lodge Constitution and statutes relating to the conduct of the State Association.
10. **A Committee on Officers Training**, consisting of twelve members, three from each District. The duties of the Committee shall be to train all Lodge officers in the duties of their present office and to prepare them for higher office. The Committee shall implement the training courses offered by the Grand Lodge Committees and develop new programs as needed.
11. **Exalted Rulers and Leading Knights Advisory Committee** whose members shall be the current Exalted Rulers and Leading Knights of the subordinate Lodges of the Wisconsin Elks Association. This Committee shall meet at each Conference and Convention for the purpose of exchanging ideas for the benefit of the subordinate Lodges of the Wisconsin Elks Association and for any other business which it should deem within this scope. The Committee Chairman shall be appointed by the President of the Wisconsin Elks Association shall appoint the Committee Chair, who shall be a Past Exalted (the previous year’s Vice Chair), and shall also appoint the Vice Chair, who shall be a current Exalted Ruler.
12. **A Committee on Drug Awareness**. This Committee shall consist of one member from each subordinate Lodge of the Wisconsin Elks Association appointed by the Exalted Rule and recommended to the State President for appointment to the State Committee on Drug Awareness. The term for each member of the State Drug Awareness Committee shall be consistent with his/her home Lodge Drug Awareness Committee appointment. The subordinate Lodge committee recommendations shall be made to the Association President-Elect in the usual manner for a term of one year to be effective at the close of the annual Association Convention.

The charge to this Committee is contained in the Grand Lodge program: “The Elks are committed, leader by leader, lodge by lodge, member by member, to eradicating the use of harmful drugs among our children.”

This Committee is charged with the preparation of budgets for presentation to the Board of Trustees, presenting proposals to the Grand Lodge for National Foundation funds and any other appropriate funds.

The Committee will work with the Drug Awareness Chairman of each subordinate Lodge in developing individual Lodge Programs.

The objectives of the Drug Awareness Program are:

**1.** An educational program; not enforcement, rehabilitation, or an outreach program.

**2.** The goal is prevention—to stop drug abuse before it starts.

**3.** Primary target is the 10 to 15 year age group.

**4.** Two illicit drugs have been targeted—Marijuana and Cocaine.

**16. A Committee on Ritualistic Exemplification.** The Committee on Ritualistic Exemplification shall have twelve members, three from each District of the Association established by the Grand Lodge, plus any member of the association holding a valid Grand Lodge card as a certified ritualistic judge. The President shall designate the Chairman of the Committee and a Vice Chairman for each District.

It shall be the duty of the Committee to conduct each year, prior to the Grand Lodge Convention, a ritualistic contest among Lodges of the Association along such lines of competition as it may select, but not in conflict with the rules of the Grand Lodge pertaining to such contests. It shall, insofar as possible, follow all the Grand Lodge rules in judging contests and rating the contesting teams. It shall determine the winners of the contest and award such prizes as are provided by the Association. It shall recommend to the Association action to be taken with respect to entering the winner of each contest in competition in the contest held each year in connection with the Grand Lodge Convention.

1. **A Committee on Grand Lodge Attendance,** consisting of twelve members, three from each District. It shall be the duty of this committee to select an itinerary and to complete plans for attendance of members of Wisconsin Lodges at each Convention of the Grand Lodge, and it shall prepare and submit each year, at such Conferences and Conventions as may be held, the proposed plan for the ensuing Grand Lodge Convention and shall properly submit the plan in writing to all Lodges and to officers of the Association within fifteen days after approval. It shall also be responsible for carrying out the plan, which has been approved and shall be in charge of such headquarters at the Grand Lodge Convention as may be authorized by the Association. It shall report at the Fall Conference all receipts and disbursements of the operations of the headquarters room at the preceding Grand Lodge Convention. Committee members shall be appointed by the newly elected President-Elect, and the term of office shall be from the Fall Conference to the following Fall Conference.
2. **A Committee on Elks National Service,** consisting of twelve members, three from each District. It shall be the duty of this Committee to provide and sponsor appropriate entertainment for disabled veterans confined in Veteran Hospital Centers in the state.
3. **A Committee on Americanism,** consisting of twelve members, three from each District. This Committee, in order to quicken the spirit of American patriotism, shall foster an intensive and continuing campaign and program in each of the Districts of the Association as established by the Grand Lodge, to alert the residents of the State to the ever present dangers of foreign ideologies that threaten to destroy our democratic institutions and our American way of life. This Committee shall maintain a constant liaison with the Americanism Committee of the Grand Lodge. This Committee shall develop a program that will activate all Elks to become better Americans and better patriots. It will re-educate all Elks with respect to the privilege and task of preserving, protecting and defending our American way of life. It will promote Flag Day programs in all our subordinate Lodges. It will collaborate with the Committees on Americanism in each of our member Lodges. It will keep the Committee on Publicity informed of all action taken and all results accomplished. It will promote respect for the American flag.

**20. A Committee on Elks National Foundation,** consisting of twelve, three from each District. It shall be the duty of this Committee to promote among Lodges and the Association the welfare of the Elks National Foundation by encouraging support thereof in the manner provided by Grand Lodge action. It shall also be the duty of the Committee to promote and protect the interests of the Association and the member Lodges thereof with respect to the allotment of funds by the Elks National Foundation for their respective activities. It shall be the duty of this Committee to study the annual reports published by the Trustees of the Elks National Foundation and to report to the Association the total amount contributed from all sources in Wisconsin and the comparative standing of Wisconsin among other states. It shall recommend to the Association the allotment of funds received from the Elks National Foundation to the respective activities of the Association to the need that the Association may procure for the State of Wisconsin the funds available and see that they are properly distributed, all in accordance with the Grand Lodge Constitution and Grand Lodge Statutes.

**21. An Executive Committee,** consisting of the State Association President, President-Elect, Immediate Past President, Vice-Presidents, Secretary, Treasurer and Chairman of the Trustees. It shall be the duty of this Committee to (a) review and establish agendas for the Convention and Conferences of the Association; (b) suggest policies and practices to promote the purposes of the Association set forth in the Preamble of these By-Laws; and, (c) review the duties and accomplishments of all Association committees. The Committee shall meet at the Convention and Conferences of the Association and at such other times and places as may be called by the Association President.

**22. Committee on Elks Government Relations.** It shall be the duty of this Committee to become current on all pending ordinances, laws, and/or statutes, or any form of government, which may affect the day-to-day operations of the Association and the members thereof. Said Committee shall, upon request, inform the members of the individual Lodges of their concerns as it relates to pending legislation, or proposed legislation, which affects the operations of the Lodge, from an individual basis, on the State Association, and/or the Grand Lodge. Said Committee shall meet periodically to review proposed and pending legislation and to take positions thereon for the benefit of the members of the Association, and shall do such further acts which may be required by the Grand Lodge. Such Committee shall consist of one member for each of the subordinate Lodges and the Chairman of the Committee shall be designated by the Association’s Grand Lodge Advisor. The Committee shall also make every effort to cooperate and coordinate its concerns and observations with other members of fraternal organizations within the jurisdiction of their individual lodges so that all parties unite with a common interest.

**23. A Committee known as the Hoop Shoot Committee.** This Committee shall consist of seven members, one of whom shall be designated a Chairman, and at least one member from each Grand Lodge District and two at large. It shall be the duty of this Committee to promote, sponsor and conduct the Annual Hoop Shoot Program in the state according to the rules and guidelines of the Grand Lodge Hoop Shoot Committee.

**24. A Committee on Elks National Foundation Scholarships,** consisting of eighteen members, four from each District and two at large. It shall be the duty of this Committee to conduct and have jurisdiction over the Most Valuable Student Contest originated by the Grand Lodge and shall cooperate as far as possible with the Grand Lodge in following all its policies relative to such contest.

**25. A Committee for the Disabled,** consisting of twelve members, three from each District. It shall be the duty of this Committee to create, maintain and expend a fund in accordance with the rules, regulations and restrictions adopted by the Association. The fund shall at all times remain a part of the general fund of the Association, but may be disbursed by the Committee in accordance with the prescribed procedure and upon issuing proper warrants for approval by the officers of the Association. The Committee shall have full control of the allotment of the fund after passing upon the merits of each case presented to it by the Lodges, and after assurance of equal participation by the Lodge in the cost of caring for the cases submitted by the individual Lodge. It shall maintain proper records and make annual reports to the Association at its annual meeting.

**26. A Committee on Youth Activities,** consisting of one member from each Lodge. It shall be the duty of this Committee to assist boys, girls, young men and women in any way possible. It shall promote all types of interests that have a good plan and foundation and would help the youth for the future.

**27. A Committee on United States Constitution,** consisting of eighteen members, four from each District and two at large. It shall be the duty of this Committee to promote the study of the United States Constitution by high school students and to hold a contest thereon each year, as may be authorized by the Association, and to award such prizes as may be provided by the Association from the funds of the Association.

**28. A Committee on the Wisconsin Elks Association Major Project,** consisting of twenty-four members (hereinafter referred to as “regular members”), six from each District. The Chairman and Vice Chairman of the Committee will be designated by the Association President. It shall be the duty of this Committee to serve as regular members of the Wisconsin Elks Major Project, Inc., a non-profit, tax-exempt corporation of the State of Wisconsin. The Board of Directors, President and Vice-President, Secretary and Treasurer of the Wisconsin Elks Major Project, Inc., shall be elected from the regular members of this Committee by the regular members of the Wisconsin Elks Major Project, Inc. Members of the Board of Directors shall be elected for terms of one (1) year. Only twenty-four regular Committee members shall vote on the election of the Directors or serve on its Board of Directors.

The Chairman of the Committee will bring to the Convention of the Association for approval, any changes or amendments to the Wisconsin Elks Major Project, Inc., By-Laws, said request for approval to be submitted to the Committee on Resolutions and Laws before submission for review and comments. This action is to be taken at least forty-five (45) days prior to the annual Association Convention. In addition, this Committee shall be charged with carrying out all functions prescribed by the Articles of Incorporation and by the By-Laws of the Wisconsin Elks Major Project, Inc. This Committee shall coordinate all phases of the Major Project between the State Major Project Committee and the subordinate Lodges of the Association. They shall be specifically charged with carrying on the necessary fund raising programs to finance the Wisconsin Elks Major Project, Inc. The Committee is encouraged to have interim meetings on a District basis with each District Vice-President serving as Chairman of such District meetings.

**29. A Committee on Recreation at State Conventions,** consisting of twelve members, three from each District. It shall be the duty of this Committee to formulate and carry out plans for recreation and entertainment at the Convention and Conferences of the Association, in cooperation with the corresponding committee of the Lodge within whose jurisdiction such meetings are held.

**30. The Committee on Bowling,** consisting of twelve members, three from each District. It shall be the duty of this Committee to conduct bowling contests in accordance with the rules which it may adopt in the future and which are not in conflict with regulations and restrictions adopted by the Association by resolution or otherwise. It shall annually, as soon after appointment as possible, organize by electing from its members a Chairman and such other officers as may be required for properly carrying out its activities. It shall have entire charge of the bowling contest for the current season, the awarding of prizes from the proceeds of the contest, and shall incur expenses and make disbursements only as provided in the rules and not in conflict with any action taken relative thereto by the Association. It shall hold such additional meetings as are necessary for the proper conduct of each contest, the awarding of prizes and the determination of the place at which the ensuing bowling contest is to be held, such selection to be governed by rules which are in conformity with any action taken by the Association. It shall make a complete report of its activities and finances annually at meetings of the Association and shall transfer to the general fund of the Association any balance remaining in its treasury according to the financial statement. It shall at all times protect the interests of the Association and the member Lodges hereto by conforming to rules of organizations or governmental bodies which may have legal jurisdiction over the bowling contests or the premises on which they are held.

**31. A Committee on Golf,** consisting of twelve members, three from each District. It shall be the duty of this Committee to encourage, promote and improve the game of golf in all Wisconsin Elks Lodges; to hold, conduct and promote an annual Wisconsin Elks

Association Golf Tournament. The annual tournament shall be held at a golf course in Wisconsin selected by majority vote of the Committee members and shall be conducted under uniform rules and regulations adopted by the Committee.

**32. A Committee on Curling,** consisting of twelve members, three from each District. It shall be the duty of this Committee to encourage, promote and improve the sport of curling in all Wisconsin Elks Lodges; to hold, conduct and promote an annual Wisconsin Elks Association Curling Bonspiel. The annual Bonspiel shall be held at a location in Wisconsin selected by majority vote of the Committee members and shall be conducted under uniform rules and regulations adopted by the Committee.

**33. A Committee on Legalized Gaming,** consisting of twelve members, three from each district. It shall be the duty of this Committee to review and keep all Lodges advised of the statutes of all legalized gaming devices authorized by Wisconsin Statutes, Ch. 945, or its successor statutes which are authorized and regulated by the Wisconsin Gaming Commission or its successor regulatory agency. Such legalized gaming activity shall include, but not be limited to, bingo, lotteries, raffles and pull-tabs. It shall be the duty of this Committee to assist all Lodges in securing applicable licenses and in filing necessary reports as well as keeping advised and notifying all Lodges of proposed legislative or administrative rule changes.

**34. A Committee on Accident Prevention,** consisting of twelve members, three from each District.

**35. A Committee on the Wisconsin Elks Benevolent Fund,** consisting of one member from each Lodge. It shall be the duty of this Committee to create, implement and monitor fund-raising programs to attract new and continuing contributions to the Wisconsin Elks Benevolent Fund. All activities and programs must not conflict with any Grand Lodge statute, rule or regulation or any applicable state or federal law. Since it is not the expressed or implied purpose of this Committee to process actual contributions to the Fund, any member in receipt of any contributions shall immediately remit said funds to the appropriate office or officer or agent of the Fund. It shall further be the duty of this Committee to promote awareness of the Wisconsin Elks Benevolent Fund and the purposes for which the funds are expended.

**ARTICLE VII**

**Order of Business**

**Section 1.** The order of business of all meetings of this Association, unless changed by majority vote of the Association at such meetings, or unless otherwise provided elsewhere in these By-Laws, shall be as follows:

1. *Call to Order*
2. *Invocation*
3. *Elks Pledge to the Flag*
4. *Roll Call of Officers*
5. *Reading of minutes of last meeting*
6. *Election of officers and selection of meeting place*
7. *Report of Committee on Credentials and Elections*
8. *Report of officers (by seniority)*
9. *Reports of standing committees*
10. *Unfinished business*
11. *New business*
12. *Good of the Order*

*Installation of officers*

**ARTICLE VIII**

**Limitations**

**Section 1.** No questions of a political or sectarian character shall be introduced at the meetings of the Association and no person shall be directly or indirectly endorsed or recommended for any political office, nor shall any public questions be introduced or discussed unless the same directly relate to or affect the Order and its membership, or unless previous action on such subjects shall have been taken by the Grand Lodge.

**ARTICLE IX**

**Provisions Not Otherwise Covered**

**Section 1.** On all cases where subjects are not covered by the By-Laws, the Grand Lodge Laws shall govern

**ARTICLE X**

**Amendments**

**Section 1.** Amendments to the By-Laws may be made at any annual session by a two-thirds affirmative vote of the duly qualified delegates present, provided that a proposed amendment of the By-Laws shall be submitted in writing and filed in duplicate with the Secretary of the Association at least sixty( 60) days prior to the convening of the annual session of the Association.

The Secretary of the Association will forward a copy to the Chairman of the Committee on Resolutions and Laws at least thirty (30) days prior to the Association’s annual session. Notice setting forth in full any proposed amendment or amendments, as the same shall read if adopted, shall be published in the Association’s official publication Convention issue.

Failure to do so will preclude consideration of the proposed amendment or amendments, referred to in this section, by the Convention unless overruled by a three-fourths majority of the delegates present.

All amendments to the By-Laws shall be effective upon approval of the Grand Lodge Committee on Judiciary.