

Wisconsin Elks Association
Conferences / Conventions
State Committee
Procedural Manual

CONFERENCES/CONVENTIONS PROCEDURAL MANUAL

The following documentation is to be used as a guideline in facilitating a conference/convention. The sections concerning fiscal accountability cannot be changed without the express approval of the Board of BOD. Any changes to meeting schedules must have prior approval from the Conference and Convention Committee (C & C). Any lodge winning the bid to host a conference or convention shall attend all C & C meetings prior to their event. It is suggested that if a lodge has a candidate for president-elect and wishes to host the Fall Conference, they should select a conference chair so they can hit the floor running if their candidate is elected.

Conference/Convention Schedule:

FALL CONFERENCE: Second weekend after Labor Day – selected by President-Elect by June 15th in the year proceeding the calendar year in which it is to be held, subject to approval of the BOD and the ability to cancel any contracts already in place.

MID-WINTER CONFERENCE: The first full weekend in February.

MAY CONVENTION: The weekend proceeding Mother's Day

STATE COMMITTEE SUB-COMMITTEES

General Chairperson
Co-Chairperson Club
Manger Entertainment &
Banquets
Finance
Fund Raising
Hospitality & Protocol
House Committee
Housing
Ladies Program
Meeting Schedules/Room Assignments
Memorial Service
Publicity
Registration
Transportation

Responsibilities of Chairpersons

General Chairperson:

- Selects various chairs.
- Conducts general organizational meetings.
- Insures that chairs are carrying out their respective duties.
- Attend critique sessions following the Conf/Conv in the months prior to your weekend. (Valuable source of info regarding hosting)
- Keep communication channels open to all chairs.
- Be available to put out all fires during the host weekend.

Vice Chairperson:

- Works closely with the General Chairperson.
- Be able to assume the General Chair duties in the event of any emergency.
- Carries out duties as assigned.

Housing

Housing Chairperson:

- Contact hotels/motels.
- Reserve 275 rooms for weekend.
- Advise Headquarter Hotel/Motel number of rooms needed Thursday night.
- Determine hotels/motels policies regarding advance deposits, cancellation, refunds, hospitality rooms, complimentary rooms, etc.
- Procure information regarding rates and description of facility's services.
- Coordinate with PR Chairperson in publishing in *The Bugle* the necessary information regarding reserving rooms.
- Lodges attending will make arrangements directly with hotels/motels.
- Coordinate with State President and Housing/Protocol Chairperson to arrange for rooms at Headquarters facility for Thursday, Friday and Saturday nights for the following dignitaries:

GER (Fall Conference)	Suite required
PGER (Sponsor)	Suite not required but adjoining GER room if possible.
State President	Suite required to entertain quests
State President –elect	Room only
State Secretary	Room only
State Chaplain	Room Only (Fri & Sat only)
Guests	Room only

(Limit two, generally one at Fall Conference and one at Spring Convention, usually 1st VP, Illinois Elks Association. Guest attendance must be approved by the State President and President of BOD).

Maintain close and regular contact with housing facilities during the months preceding the Conference/Convention consistently alert to the personnel, management, ownership and policy changes. This is **very important** as some Lodges have had **unfavorable** experiences in this regard.

Any emergency telephone number should be published in *The Bugle* along with Lodge and facilities Numbers.

ANY LODGE GROUP OR MEMBER RESERVING HOUSING OTHER THAN APPROVED HOUSING WILL NOT BE ENTITLED TO COURTESY TRANSPORTATION OR ANY OTHER BENEFITS NORMALLY DERIVED FROM CONFERENCE/CONVENTION ATTENDANCE.

REGISTRATION

Registration Chairperson: (At the Lodge)

Establish working relationship with WEA Credentials/Elections Chairperson.

Provide two – eight foot tables for WEA Registration Committee. Other necessary equipment 4-5 chairs, tablecloths, two wastebaskets, and access to electrical power.

Friday noon to 8:00 pm; Saturday Mid-winter and

Fall Conference 7:00 am to 11:00 am and at May Convention 7:00 am to 11:00 am.

Coordinate activities with Lodge Chairs to provide space for selling various raffle tickets and luncheon/banquet tickets.

Maintain list of Lodge attendees/volunteers. Report to WEA Chair Credentials Committee prior to General Session.

Arrange for Registration Room signs as needed, i.e., Registration Room; Members; Guests; Association Luncheon Tickets; Banquet Tickets; Ladies Luncheon Tickets; Raffles; Communication/Information Desk; WEA Credentials Committee; Etc.

WEA Secretary and/or WEA Credentials committee will provide:

On-Site Registration Book

Pre-registration information, including envelopes with name badges and meal tickets.

WEA Committee members will issue badge for on-site registrants

FISCAL RESPONSIBILITY WEA

REIMBURSEMENT POLICY

“The State Secretary collects the pre-registration fees and will issue check to the host Lodge from the amount collected **for the meals only** shortly after the close of pre-registration. Within 60 days of the end of said conference or convention the host Lodge will submit the form provided to the State Secretary, detailing the required expenses with proper documentation which will include but not limited to invoices, receipts and/or proof of payment of prepaid expenses to be reimbursed by WEA with a cap not to exceed the amount collected. When the form and proper documentation are received, the State Secretary will produce a voucher. When this voucher is approved by the Chairman of the BOD and the State President a check will be produced by WEA and sent to the Lodge.

It is understood that if hotels/motels need their money immediately the State Secretary can put this on the WEA credit card. If a Lodge would like to have non-required items considered for reimbursement, written approval must be received from the Chairman of BOD prior to the start of conference or convention. It is further understood that any excess funds will be kept in a revolving fund to be used by the Trustees for expenses at future WEA conferences or conventions”.

Financial Chairperson:

Develop Conference/Convention Budget, which includes receipts/expenses for all committees.

Develop and install financial system to accurately control and report on Conference/Convention expenses and income, preferably using segregated accounts/checking.

Coordinate system with Lodge Treasurer

Committee Chairperson approves all expenses for payment. Voucher to be made by Financial Chairperson with necessary receipts, invoices and any other expense documentation.

Develop systems for handling the Ladies’ Luncheon, WEA Luncheon and Banquet, raffles and any other cash receipts.

Provide change fund of \$200 to the WEA Credentials Committee. Fund to be returned after the close of Saturday’s registration.

Submit Expense Form with necessary documentation of expenses to State Secretary no later than 60 days after the Conference/Convention (See exhibit-7 & 8).

WEA will only be responsible for GER Transportation. Any other forms of transportation will be the responsibility of host Lodge.

After receipt by the State Secretary, a check will be issued from the registration money for mandated expenses to the host lodge. (Example of mandated expenses: Rooms, food, and beverages for

approved dignitaries; registration expenses; flowers, approved dignitary car expenses; dignitary room perks; etc).

Prepare and submit to Lodge a complete financial report within 60 days after the Conference/Convention. Submit a copy of report to State Secretary and BOD for informational purposes only.

EXHIBIT

WEA Cost Summary										
			Room					Lodge		Lodge
		Room	Perks	Flowers	Trans	Misc		Bev	Meals	Cost
										WEA
										Pd
GER	Thu									
	Fri									
	Sat									
PGER	Thu									
	Fri									
	Sat									
Guest	Thu		xxxxx	xxxxx	xxxxx	xxxxx		xxxxx	xxxxx	
	Fri		xxxxx	xxxxx	xxxxx	xxxxx		xxxxx	xxxxx	
	Sat		xxxxx	xxxxx	xxxxx	xxxxx		xxxxx	xxxxx	
Guest	Thu		xxxxx	xxxxx	xxxxx	xxxxx		xxxxx	xxxxx	
	Fri		xxxxx	xxxxx	xxxxx	xxxxx		xxxxx	xxxxx	
	Sat		xxxxx	xxxxx	xxxxx	xxxxx		xxxxx	xxxxx	
Guest	Thu		xxxxx	xxxxx	xxxxx	xxxxx		xxxxx	xxxxx	
	Fri		xxxxx	xxxxx	xxxxx	xxxxx		xxxxx	xxxxx	
	Sat		xxxxx	xxxxx	xxxxx	xxxxx		xxxxx	xxxxx	

EXHIBIT

WEA Cost Summary										
			Room				Lodge		Lodge	WEA
		Room	Perks	Flowers	Trans	Misc	Bev	Meals	Cost	Pd
Pres	Thu									
	Fri									
	Sat									
Pres-Elect	Thu									
	Fri									
	Sat									
Secretary	Thu		xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	
	Fri		xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	
	Sat		xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	
Chaplain	Thu	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	
	Fri		xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	
	Sat		xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxx	
WEA Income Pre-Reg & Door										
WEA Expenses		Reg Material								
		Room Deposit								
		Meal Tickets								
		Bills pd by WEA								
WEA Net Income										
Lodge Loss-----										

PROGRAM & MEETING SCHEDULE

Chairperson Program & Meeting

Establish schedule and arrange for facilities to conduct meetings.

Conferences/Convention meetings will be one hour sessions except as indicated.

FALL CONFERENCE

Friday:

9:00 AM – 10:30 AM	Board of Directors
10:30 AM – 12:00 N	Elks Benevolent Fund
12:00 Noon – 8:00 PM	Registration
1:30 PM – 3:30 PM	**PSP Advisory
	*Lodge Dining
	*Entertainment

Saturday:

7:00 AM – 11:00 AM	Registration
7:30 AM - 8:00 AM	Executive Committee
7:30 AM – 8:00 AM	Resolutions & Laws Committee
8:00 AM	Accident Prevention Committee
8:00 AM	Americanism Committee
8:00 AM	Business Practices Committee
8:00 AM	Grand Lodge Attendance Committee
8:00 AM	Hoop Shoot Committee
8:00 AM	Ritualistic Exemplification Committee
8:00 AM – 10:00 AM	Secretary/CLMS Training Committee
8:00 AM – 12:00 PM	Recreation at State Convention
8:30 AM – 10:30 AM	State Sponsor / DDGERs & Esquires
9:00 AM	Committee for the Disabled
9:00 AM	ER/Leading Knight Advisory
9:00 AM	Golf Committee
9:00 AM	Lodge Development Committee
9:00 AM	US Constitution Committee
9:00 AM	Youth Activities Committee

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9:00 AM - 10:00 AM	Public Relations Committee
9:00 AM – 11:00 AM	Elks National Service Committee
9:00 AM – 11:00 AM	WEA Major Project Committee
9:00 AM – 12:00 PM	***Ritualistic Exemplification Clinic (Open to All Members)
10:00 AM	Bowling Committee
10:00 AM	Conf/Conv Committee
10:00 AM	Legalized Gaming Committee
10:00 AM	Officers Training Committee
10:00 AM	Benevolent Fund Committee
10:00 AM	ENF Scholarships
10:00 AM	Elks National Foundation Committee
10:00 AM	Membership and Lapsation Committee
10:00 AM – 12:00 PM	Drug Awareness Committee
11:00 AM	Auditing Committee
11:00 AM	Curling Committee
11:00 AM	Lodge Activities Committee
11:00 AM	Lodge Trustee Training
9:00 AM - 10:00 AM	Public Relations Committee
11:00 AM	WI Elks Major Project, Inc *Lunch at Lodge
11:30 AM	Ladies Luncheon (Social Hour at 10:30 AM)
12:30 PM	WEA Luncheon
2:00 PM	ER Pictures w/GER
2:30 PM – 4:00 PM	***Ritualistic Exemplification Clinic (Initiation Ritual)
5:00 PM	*Religious Service
6:00 PM	*WEA Banquet Social Hour
7:00 PM	*WEA Banquet
Sunday:	
8:30 AM	General Session

Critique to follow General Session (Only if a Lodge is Hosting.)

Notes for if a Lodge is hosting.

* Lodge responsibility to determine event, times, and menus.

** PSP Advisory determines time of meeting

*** Contact Ritualistic Chairperson for specific information:

Space Requirements – Lodge Meeting set-up to hold initiation (stations, altar, flag, chairs, etc.)

Tables for written tests and judging

MID-WINTER CONFERENCE

Friday:

9:00 AM – 10:30 AM Board of Directors
10:30 AM – 12:00 N Elks Benevolent Fund
12:00 Noon – 8:00 PM Registration
1:30 PM – 3:30 PM *PSP Advisory

Saturday:

7:00 AM – 11:00 AM Registration
7:30 AM – 8:00 AM Executive Committee
7:30 AM – 8:00 AM Resolutions & Laws Committee
8:00 AM Business Practices Committee
8:00 AM Accident Prevention Committee
8:00 AM Hoop Shoot Committee
8:00 AM Grand Lodge Attendance
8:00 AM Americanism Committee
8:00 AM Ritualistic Exemplification
8:00 AM – 10:00 AM Secretary/CLMS Training Committee
8:00 AM – 12:00 N Recreation at State Convention
8:30 AM - 10:30 AM State Sponsor / DDGERS & Esquires
9:00 AM Committee for the Disabled
9:00 AM ER/Leading Knight Advisory
9:00 AM Golf Committee
9:00 AM Lodge Development Committee
9:00 AM US Constitution Committee
9:00 AM Youth Activities Committee
9:00 AM – 10:00 AM Public Relations Committee
9:00 AM – 11:00 AM Elks National Service
9:00 AM – 11:00 AM WEA Major Project Committee
9:00 AM - 12:00 PM **Ritualistic Competition (Individual & 11 O'clock Toast)
10:00 AM Bowling Committee
10:00 AM Conf/Conv Committee
10:00 AM Legalized Gaming Committee
10:00 AM Officer Training Committee
10:00 AM ENF Scholarship
10:00 AM Elks National Foundation Committee
10:00 AM Membership & Lapsation Committee
10:00 AM Benevolent Fund Raising

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MANUAL

10:00 AM – 12:00 PM Drug Awareness Committee
11:00 AM Auditing Committee
11:00 AM Curling Committee
11:00 AM Lodge Activities Committee
11:00 AM Lodge Trustee Training Committee
11:00 AM WI Elks Major Project Inc
11:30 AM Ladies Luncheon
(Social Hour at 10:30 AM)
12:30 AM WEA Luncheon

Immediately following WEA Luncheon:
ER Major Project March
ER Photos with Poster Child

1:30 PM – 4:30 Ritual Contest
2:30 PM – 4:30 PM **Ritual Contest
5:00 PM Religious Service
6:00 PM WEA Banquet Social Hour
7:00 PM WEA Banquet

Sunday:
8:30 AM General Session

* PSP Advisory determines time of meeting

** Contact Ritualistic Chairperson for specific information:

Space Requirements – Lodge Meeting set-up to hold initiation (stations, altar, flag,
chairs, etc.)

Tables for judging

SPRING CONVENTION

Friday:

8:30 AM – 10:30 AM	Board of Directors
10:30 AM – 12:00 N	Elks Benevolent Fund
12:00 N - 8:00 PM	Registration
1:00 PM – 3:30 PM	* PSP advisory

Saturday:

7:00 AM – 11:00 AM	Registration
7:30 AM – 8:00 AM	Executive Committee
7:30 AM – 8:00 AM	Resolutions & Laws Committee
8:00 AM	Accident Prevention Committee
8:00 AM	Americanism Committee
8:00 AM	Business Practices Committee
8:00 AM	Grand Lodge Attendance
8:00 AM	Hoop Shoot Committee
8:00 AM	Ritualistic Exemplification
8:00 AM – 10:00 AM	Secretary/CLMS Training Committee
8:00 AM - 12:00 N	Recreation at State Convention
8:30 AM – 10:30 AM	State Sponsor/DDGER & Esquires
9:00 AM	Committee for Disabled
9:00 AM	ER/Leading Knight Advisory
9:00 AM	Golf Committee
9:00 AM	Lodge Development Committee
9:00 AM	US Constitution Committee
9:00 AM	Youth Activities Committee
9:00 AM – 10:00 AM	Public Relations Committee
9:00 AM – 11:00 AM	Elks National Service Committee
9:00 AM – 11:00 AM	WEA Major Project Committee
10:00 AM	Benevolent Fund Rising
10:00 AM	Bowling Committee
10:00 AM	Conf/Conv Committee
10:00 AM	Legalized Gaming Committee
10:00 AM	Officer Training Committee
10:00 AM	ENF Scholarship Committee
10:00 AM	Elks National Foundation Committee
10:00 AM	Membership & Lapsation Committee

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10:00 AM – 12:00 PM	Drug Awareness Committee
11:00 AM	Auditing Committee
11:00 AM	Curling Committee
11:00 AM	Lodge activities Committee
11:00 AM	Lodge Trustees Committee
11:00 AM	WI Elks Major Project, Inc
11:30 AM	Ladies Luncheon (Social Hour at 10:30 AM)
12:30 PM	WEA Luncheon
1:30 PM	General Session- Memorial Service
5:00 PM	Religious Service
6:30 PM	WEA Banquet Social Hour
7:30 PM	WEA Banquet

Sunday:
8:30 AM General Session

Following General Session –
To Follow Installation of Officers

* PSP Advisory determines time of meeting

***PUBLICITY & PUBLIC RELATIONS**

Chairperson Publicity & Public Relations:

- Coordinate Publicity/PR activities with all chairpersons.
- Consider all media for PR activities, i.e., newspapers, radio, TV, etc.
- Consider using billboards and electrical signs
- Consider Grand Lodge, WEA, and Lodge topics covering bios, historical, accomplishments, and any other points of interest, etc. for publication.
- Consult BPOE, WEA, and Lodge publications for background information.

Prepare the following information for *The Bugle* by the copy deadlines of:

- August 1st for the Fall Conference;
- December 1st for the Mid-Winter Conference;
- March 1st for the Spring Convention;
- Information needed:
 - Community leaders' messages and photos.
 - ER welcome message and picture.
 - “Menu and Events” information, Lodge, luncheons and banquet; serving times and prices; available transportation, dress code for banquet.
 - Conference/Convention schedule of meetings and room assignments.
 - Conference/Convention housing information, including names of facilities (indicating headquarters), addresses, phone numbers, types of rooms, prices and availability.

Prepare the following information for *The Bugle* Summer issue (Fall Conference) due June 1st

- Housing information, including names of facilities (indicating headquarters), addresses, phone numbers, types of rooms, prices and availability.

Prepare Pre-Registration Form information:

- Complete menu choices to include main entrees, potatoes/pasta, salads, etc for
- WEA Luncheon, Banquet, and Ladies Luncheon
- Cost of each menu
- Seating capacity (if needed)

Pre-Registration information to be submitted to *The Bugle*:

Fall Conference (Convention Issue – Due March 1st);

Mid-Winter Conference (Fall Conference Issue – Due August 1st)

Spring Convention (Mid- Winter Issue – Due December 1st)

***TRANSPORTATION**

Chairperson Transportation:

- Arrange transportation for Grand Exalted Ruler. Transportation costs for GER and other dignitaries pre-approved by BOD will be reimbursed by WEA.
- Coordinate with Chairperson Protocol and other chairperson.
- Determine number and type of vehicles required.
- Ensure that all vehicles and drivers are properly insured.
- Transportation costs for Lodge activities will be borne by Lodge.
- Transportation **WILL NOT** be provided to those who book accommodations outside the host Lodge hotel/motel assignments

***ENTERTAINMENT & BANQUETS**

Chairperson Entertainment & Banquets

- Establish Lounge hours and beverage prices for Thursday, Friday, and Saturday activities.
- Establish Lodge Dining hours and menus for Thursday, Friday, and Saturday activities.
- Develop menu and price for WEA Luncheon to seat a minimum 150 members.
- Develop menu and price for WEA Banquet to seat a minimum 200 members and guests.
- Coordinate arrangements for the Friday, PSP cocktail and dinner party with State President and/or Chairperson PSP Advisory Committee.
- Responsible to sell unsold luncheon and banquet tickets in Conference/Convention Registration area.
- Seating arrangements for head table at all luncheons and banquets, ie with head table facing audience: to the right of podium Grand Lodge dignitaries in descending rank of order; to the left of the podium State Association dignitaries in descending rank of order.
- Coordinate activities with PR Chairperson. Insure that necessary information is released to *The Bugle* according to schedule deadlines.

***FUNDRAISING**

Chairperson Fundraising:

- Fundraising is solely an activity of the Lodge.
- Any fundraising activity is to be in compliance with Federal, State, and local laws, rules, and regulations.