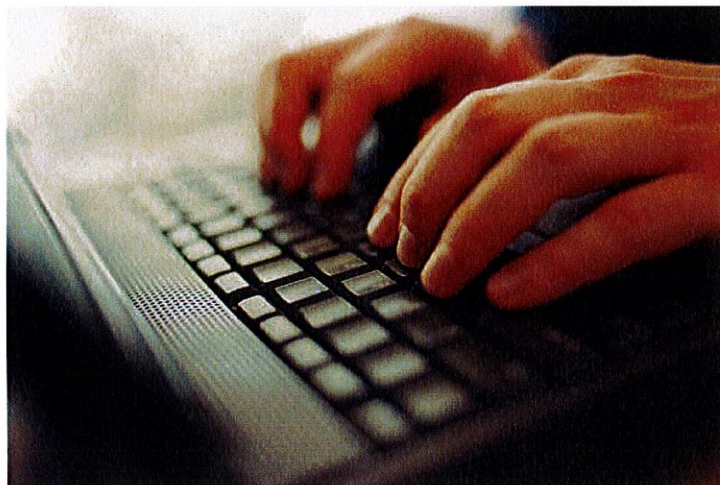




ELKS OF CANADA

EST. 1912

LODGE SECRETARY MANUAL



February 2020

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NOW THAT I AM THE LODGE SECRETARY WHAT IS MY JOB?

Well the list is fairly long.....which means being the Secretary of an Elks Lodge is very important. A list is itemized in the Constitution but we will break it down by area of responsibility. Key areas you are involved with are:

- **Membership Records**
- **Correspondence**
- **Handling Cash**
- **Preparing for Lodge and Executive Meetings**
- **Participation during meetings**
- **Minutes**
- **Reports**

MEMBERSHIP RECORDS

Let's deal with the **Membership Records** first.....

1. **First thing to do is....get some help!** Your Lodge Membership Director (make sure your Lodge elects one) should help you with the membership records. This is part of their job so make sure they help.
2. **Next, keep your membership records up to date.** Your Lodge should have a 3-ring "Membership Binder" with a sheet for each member (binders and extra sheets are available from the Grand Lodge office). Start a new page for each initiate. There is a place for the "Local Lodge number" which you assign (if your Lodge uses them). There is also a "Master Member number" which is assigned by the Grand Lodge office. You notify the office by filling out a National Affiliation Fee Report form, (more on this later under "Reports"). You also have to record all Voluntary Resignations (member just wants to quit) and Involuntary Resignations (member hasn't paid his/her dues and the time has come to take them off the rolls). There is a procedure for this so check your Constitution. Record all other changes such as Transfers, Deaths and Changes of Address.
3. **Hand out the Membership Cards** as members pay their dues. You have to sign the cards, collect the dues and turn over the money to the Treasurer. A new supply of membership cards is sent each September, to every Lodge (unless your Lodge is behind in their affiliation fees!). For new members use the blank cards you get from the Grand Lodge office.
4. **Keep all the membership records straight.** It isn't that big of a job if you keep on top of it. The worst plan is to leave everything until the end of the year and then try and play catch-up. As soon as a new member joins or someone leaves, make note of it right away. You can get a membership list from the Grand Lodge office to help you get your records straight. **Just call 1-888-843-3557.**

CORRESPONDENCE

Correspondence is next.....

1. **You are in charge of the outgoing correspondence** for your Lodge.

Hopefully you have access to a computer which makes the job a lot easier. Some of the normal correspondence will be:

- A notice or invoice to all the members to let them know their membership fees are due.
- Reminder letters to those members who are late in paying their membership fees (Some Lodges delegate this to the Membership Committee).
- The Lodge newsletter. You may be responsible for producing it and mailing it. (There maybe a committee in place to handle this).
- Notification of a special meeting. You would send notification out to all the members if a special meeting is called. You would draft the letter and get the ER/President/HRL to approve it first.
- Any special letters being sent under the direction of the Lodge or ER/President/HRL. These could be to the National or Provincial offices, the District Deputy, other Lodges or organizations.

2. **You also receive the correspondence for the Lodge.** Grand Lodge and the Provincial/Territorial offices send most of the letters but they can come from anywhere. You receive the correspondence and distribute it to the necessary members. Make sure the ER/President/HRL sees all important correspondence.
3. **If any notices are to be posted** on the Lodge bulletin board that's your job as well.
4. **A Lodge is as organized as the Secretary.** If you plan things out and keep on top of the work the Lodge will function smoothly. If you leave everything to the last minute, it will never get done.

Behind every great Lodge is a GREAT SECRETARY!

HANDLING CASH

1. **Receiving cash** is part of your job.
2. **Members will most likely pay you** for their dues, regalia purchases, etc.
3. **Make sure you issue a receipt** each time someone gives you cash or a cheque. Your Lodge should be using a Receipt Book (available from the Grand Lodge office). It has 3 receipts per page with a white copy that you rip off and give to the person making payment. The yellow copy stays in the book as a permanent record of the transaction.
4. **You then turn the cash/cheque over to the Treasurer.** Get him/her to initial the yellow copy in the receipt book, documenting that you turned over the cash/cheque. After that it's the Treasurer's responsibility. If you are the Secretary-Treasurer then you issue the receipt and deposit the money, using a deposit book. As the Secretary-Treasurer you are also responsible for maintaining a proper set of accounting records.
5. **Make sure to keep a paper trail of all transactions.** You are protecting the Lodge funds as well as yourself. We have had a number of cases where "trusted" members have stolen from our organization. We need to stop this from happening and establishing a paper trail is the first step. No one can accuse you of anything if you have the proper documentation. Protect yourself and your member's assets.....get it in writing.
6. **And one last thing.....bonding.** For your position you should be bonded. Check with a local insurance broker to determine the process and pricing. Talk to the previous Secretary to see who your Lodge normally uses. The signing officers of your Lodge should also be bonded.

PREPARING FOR LODGE & EXECUTIVE MEETINGS

1. **If it's a regular Lodge or monthly Executive meeting** everyone knows the time so no need to make a special announcement. If it's a special meeting, annual general meeting or some other meeting out of the ordinary you need to make sure everyone knows. For some meetings there is a specific number of day's notice you must give the participants. Check your National Constitution and local by-laws for more information. Notification must be by letter, mailed to each member.
2. **Every meeting should have an agenda.** The Exalted Ruler/President/Honoured Royal Lady, as Chairman of the meeting will normally follow the Order of Business (or agenda) found in the Ritual book. If there is anything out of the ordinary to be discussed or background material to be handed out the Secretary would make enough copies for those attending and distribute them prior to the meeting or at the meeting. (Prior is better if possible).
3. **As mentioned earlier the Secretary gets all the mail.** You open it, read it and organize it for the ER/President/HRL to review a few days before the meeting. This is part of your preparation for a meeting. In this way the ER/President/HRL knows what items should be added to the agenda.
4. **If you are aware of any visitors** planning to attend the meeting make sure the ER/President/HRL knows. Make sure the attendance book is available for all members and guests to sign in.
5. **If there are certain items on the agenda** that require background information make sure you have it available at the meeting. Be prepared and be organized.

PARTICIPATION DURING MEETINGS

1. **Your main job during the meeting is to keep an accurate record** of all proceedings, business and most important, motions of the meeting. The official set of minutes is made later from your rough draft taken during the meeting.
2. **At the beginning of the meeting** you let the ER/President/HRL know if there is a quorum after the roll call. Quorum numbers can be found in the Constitution and vary depending on the size of your Lodge.
3. **If you don't circulate the minutes of the last meeting** you may need to highlight the important sections. It works better if you can mail, email or somehow circulate the minutes prior to the meeting. That way everyone has a chance to look them over and it saves time during the meeting, (you don't have to read them word for word). You can also handout a set of minutes at the start of the meeting but the members have to have time to review them.
4. **You also need to highlight any correspondence** the ER/President/HRL decides is important. Highlighting the correspondence rather than reading each piece, word for word is a much better practice.

MEETING MINUTES

Minutes are very important take them carefully

1. **Minutes should be taken at all Lodge, Executive, and Committee meetings.** Minutes from a committee meeting don't have to be as formal as for Lodge meetings, but should still record the time of the meeting and the decisions that were made.
2. **Minutes from all meetings are an official record** of what took place at the meeting and every member who attended the meeting has the right to see them. This includes Lodge, Executive and Committee meetings. That doesn't mean a member who attended the meeting can demand to see minutes immediately. He/She has the right to see them in a reasonable period of time. A proper filing system should be established to keep the minutes of the meetings organized and readily accessible.
3. **A sample set of minutes can be found in the sample minutes section of this manual.**

NATIONAL AFFILIATION FEE REPORT

LET'S MAKE IT EASY

EFFECTIVE JANUARY 1, 2019

2019 MEMBERSHIP DUES WILL NOW BE CALCULATED & INVOICED

BY GRAND LODGE ANNUALLY USING MEMBERSHIP TOTALS

AS OF DECEMBER 31, 2018.

****IF LODGE HAS NOT SUBMITTED THEIR MEMBERSHIP TOTALS BY THIS DATE
GRAND LODGE WILL CALCULATE BASED ON OUR RECORDS AND MAKE
ADJUSTMENTS IF NEEDED THE NEXT JANUARY.****

ONE INVOICE WILL BE SENT AT THE BEGINNING OF THE YEAR FOR THE FULL YEAR.
IF YOU CHOOSE TO MAKE QUARTERLY REPORT PAYMENTS, YOUR PAYMENT WILL
BE DEDUCTED OFF OF YOUR OUTSTANDING INVOICE UNTIL YOUR DUES ARE PAID
FOR THE YEAR. IF YOU HAVE A CREDIT, YOU MAY DEDUCT FROM YOUR INVOICE
AND PAY THE DIFFERENCE.

ANY CHANGES TO YOUR MEMBERSHIP SUCH AS REPORTING DECEASED MEMBERS,
RESIGNATIONS, NEW INITIATES, ETC. . . MAY BE SENT TO GRAND LODGE AS YOU
UPDATE YOUR RECORDS, SO THAT WE CAN KEEP OUR RECORDS UP TO DATE AND
CURRENT FOR INVOICING AT THE END OF THE YEAR.

PAY YOUR DUES **PRIOR TO APRIL 30TH** BASED ON THE INVOICE PROVIDED AND
SUBMIT A COPY OF THE REPORT COMPLETED WITH ANY CHANGES UP TO THE TIME
OF PAYMENT. REMEMBER TO KEEP THE ORIGINAL COPY FOR YOUR RECORDS.

ANY MEMBERSHIP CHANGES THROUGHOUT THE YEAR CAN BE EMAILED TO:
amosing@elksofcanada.ca

FILLING OUT THE REPORT FORMS

(Sample on the following pages)

The form looks a bit complicated but really isn't that bad. If you have any questions just call the Grand Lodge office at 1-888-843-3557. Check out the Index of Services – last pages of manual.

PLEASE NOTE ON JANUARY 1, 2014 A NEW CLASS OF MEMBERSHIP TOOK EFFECT, the FAMILY DUES PAYING MEMBER. PLEASE SEE THE ATTACHED INFORMATION WITH GUIDELINES, PROCEDURES AND EXAMPLES AS TO HOW THIS NEW CLASS OF MEMBERSHIP WORKS. The rate for this new class of membership is a 20% reduction from the regular rate per member per month.

FAMILY DUES PAYING MEMBERS

As per the Constitution, Grand Lodge Regulations Section 4.2 (Page 35)

Family Rate: A Lodge may reduce the annual regular National Registration/Affiliation Fee by 20% for the second member identified by the Lodge as being in a couple's relationship. A reduction of 20% shall also be applied to any dependents who are members and living with a parent who is a member. The Lodge shall identify such members and report any changes in status on the quarterly National Registration/Affiliation Fee report.

To track family members your Lodge has to identify those members that qualify as FAMILY members, then make the necessary adjustment on the front of the National affiliation fee report for each month (i.e. minus the number in the REGULAR member column and add the number in the Family member column). This will then provide the number of members in each category and allow you to calculate the fees owing for the 2 classes of members at the bottom of the report. Please see the attached sample report enclosed.

Following is a list of scenarios and examples as to how this should be handled, once the initial numbers of the 2 membership classes have been established.

Example #1

In February Grand Lodge Life member, John Doe's wife is initiated into the Lodge. John would remain as the regular member but does not pay membership fees because he is a Grand Lodge Life member. His wife Nancy Doe would be classified as a new Initiate as a Family member and pay the standard membership fee, reduced by 20%.

Example #2

Also, in February Regular Dues Paying member, Charles Ray's son, Sonny, who took a voluntary resignation back in June, moves back home and decides to Reinstatement his membership in the Lodge. Charles would remain as the regular member and his son, Sonny, would be classified as a Reinstatement as a Family member and thus, pay the reduced rate.

Example #3

In March, Regular Dues Paying member, Fred Johnson passes away. His wife Joyce and his daughter Emily are also members, but since he was the REGULAR member, they are classified as FAMILY members. They would remain as family members for the remainder of the calendar year and on January 1st of the following year, the Lodge would have to make one of them a REGULAR member. The other member would remain as a FAMILY member.

Flip Side of report – This side is where you expand on the changes noted on the first side. For example if you have a new initiate you put his/her name, address, proposer's name, birth date, gender and date they were initiated. A master Member Number hasn't been assigned by the Grand Lodge office so leave this column blank but if you can provide it for the other changes please do so. The codes are explained in the text at the top of the box. Use the appropriate code for the change you are reporting, example: "IN" for a new initiate.

Make sure to indicate any "Years of Service with any past Royal Purple members joining the Elks".

If you need more room for changes/updates/new initiates just add more copies of the 2nd page. Congratulations you now have the National Affiliation Fee Report Forms mastered.



ELKS OF CANADA
ANNUAL NATIONAL AFFILIATION FEE REPORT
JANUARY 1ST - DECEMBER 31ST 2020

EXAMPLE E12345
 ELKS LODGE #

MONTHLY CHANGES AS OF	ADD CHANGES BELOW						SUBTRACT CHANGES BELOW						Expelled													
	Intrate		Transfer In		Joined as plural Member		Renstate		Transfer Member type +/- (Reg to Fam/Fam to Reg)		Issued Resignation			Voluntary Resignation		Transfer Out		Deceased								
	REG	FAM	REG	FAM	REG	LIFE	REG	FAM	REG	FAM	REG	LIFE	REG	FAM	REG	LIFE	REG	FAM	REG	LIFE	REG	FAM	REG	LIFE		
JANUARY 31ST																										
FEBRUARY 28TH	1																									
MARCH 31TH																										
APRIL 30TH																										
MAY 31ST																										
JUNE 30TH																										
JULY 31ST																										
AUGUST 31ST																										
SEPTEMBER 30TH																										
OCTOBER 31ST																										
NOVEMBER 30TH																										
DECEMBER 31ST																										
SUBTOTALS	1	0	0	0	0	0	1	1	1	0	0	0	0	0	0	0	1	1	0	0	1	0	0	0		
YEAR PRIOR	SUBTOTALS ADDED ABOVE																						TOTALS		MULTIPLE X ANNUAL RATE	
REG 100	2																						= 98		X \$ 60/YR = 5,880.00	
FAM 10	1																						= 11		X \$ 48/YR = 480.00	
LIFE 0	0																						= 0		TOTAL ANNUAL DUES = 6,360.00	
TOTAL 110	1																						= 10			

ENTER YEAR PRIOR FIRST - HIGHLIGHT/DELETE/TAB TO REFRESH REMEMBER: Do not pay National Affiliation Fees for Grand Lodge or Automatic Life Members

***** BELOW IS FOR GRAND LODGE USE ONLY TO CALCULATE NEXT YEARS DUES *****

TOTAL MEMBERS	DECEMBER 31 ST 2020	ESTIMATED ANNUAL DUES PAID	DECEMBER 31 ST 2020	ACTUAL ANNUAL DUES OWED	(-) INVOICE UNDERPAID DUES	(+) INVOICE OVERPAID CREDIT	THE YEAR TO:
REG	98		98		(5,880.00)		Alma Mosing - amosing@elksofcanada.ca
FAM	10		10		(480.00)		FOR ACCOUNTING ENQUIRIES:
LIFE	0		0		-6360		Janice Huber - jhuber@elksofcanada.ca

PAYMENT DUE PRIOR TO APRIL 30TH, 2020 ACH / EFT PAYMENTS - BANKING INFO UPON REQUEST
 E-TRANSFER TO ACCOUNTING@ELKSOFCANADA.CA

SECRETARY EMAIL: ME@SASKTEL.NET NAME _____ DATE _____
 TREASURER EMAIL: _____ NAME _____ DATE _____

PRE-REGISTRATION FORMS FOR NATIONAL CONVENTION

(Sample on the following page)

Why are pre-registration forms necessary for the National Convention?

Convention pre-registration helps the Convention Host Committee to arrange for catering and hotel accommodations. If more delegates pre-register it also helps decrease the time required standing in line at the registration desk.

Now to the Pre-Registration form:

1. The form must reach the Grand Lodge Office before June 1st (the Convention is usually held the third week in July). A draw is made for eight (8) \$25.00 gift certificates redeemable at the Elks Store during the Convention so make sure to pre-register your delegates.
2. The full registration fee for each delegate listed must be attached to the pre-registration form. Make cheques payable to the "Elks of Canada".
3. Ensure all names are spelled correctly and have the current address and email address. Make sure to fill in the highest Offices in Elkdom on the form, as it is required for the final registration report of the convention proceedings.
4. If a member who has pre-registered can't make it to Convention they should contact the Grand Lodge Office as soon as possible at 1-888-843-3557. Refunds are available up to 7 days before the start of the Convention.
5. A confirmation letter is sent directly to the member pre-registering. They will have to present a valid Elks membership card at the Convention. This is sufficient credentials for the delegate to confirm their registration.

Please Note: Grand Lodge Officers, Grand Lodge Committee Chairs (current or in-coming), Grand Lodge Committee members, Association Presidents and, Past Grand Exalted Rulers do not have to forward a pre-registration form or send in any fees. These members will be registered and paid for by the Grand Lodge Office.



PRE-REGISTRATION FORM 201_ GRAND LODGE CONVENTION



This is to certify the following are all members in good standing of _____ Elks Lodge No. _____ and are entitled to register as voting delegates to the 201_ Grand Lodge Convention being held in _____, commencing _____

	MASTER NUMBER	NAME	MAILING & EMAIL ADDRESS	HIGHEST OFFICE HELD IN ELKDOM
1				
2				
3				
4				
5				

FOR OFFICE USE ONLY

Entered: Registration: _____

Run #: _____

	MASTER NUMBER	NAME	MAILING & EMAIL ADDRESS	HIGHEST OFFICE HELD IN ELKDOM
6				
7				
8				
9				
10				

We enclose our cheque(s) in the amount of \$ _____ covering the full registration fee of _____ for each of the above named members.

_____ Lodge Secretary

NOTE 1: This form must be returned by **June 1, 201_** for the gift certificate draw to the Grand Lodge Office, 100 – 2629 29th Avenue, Regina SK, S4S 2N9.

NOTE 2: A confirmation letter will be forwarded by the Grand Lodge Office directly to the members named above. Presentation of a valid Elks Membership Card shall be sufficient credentials for the delegates to confirm their registration upon arrival at Convention. Please ensure the mailing addresses above are complete and current.

ANNUAL STATISTICAL REPORT FORM

(Sample on the following pages)

Why do we have to send it in each year? What's the purpose of this report?

Why? The Constitution and By-Laws of the Elks of Canada state that within 6 months of its fiscal year end a Lodge has to submit this report to the Grand Lodge office. Along with the report you have to attach the last fiscal year end financial statements of the Lodge and all its operations, along with certification of the Lodge auditors.

What? The purpose of this report **isn't** just to make work for the Secretary or to find out how much money your Lodge has. It's a way to make sure Lodges are looking after the financial part of their operation. The request for this information is not meant to be intrusive/invasive to the Lodges. It is just necessary that we receive this information annually to ensure that we, as a non-profit organization, can provide this information to Canada Revenue Agency (CRA) when requested, to satisfy their requirements. This also prevents thefts from happening in Lodges.

- The Annual Statistical Report Form is to be completed by you, the Secretary.
- It is to be sent to the Grand Lodge office 6 months after the year-end of the Lodge.
- In #1 (A) on the form you estimate the amount of money given, by the Lodge, to charities or projects. You should have this information in your year-end financial statements.
- In #1 (B) we are looking for an estimate of the volunteer time your members put in. This includes selling tickets at the mall, bingos, dances, etc. We use this information to estimate the total number of volunteer hours we do across Canada. It's a great way to show people how hard the Elks work.
- In #1(C) we want to make sure your Lodge is up-to-date and is functioning properly according to the gaming rules within your province. We have to be careful not to "bend the rules" as your actions can affect all the other Lodges in your Province/Territory.
- #2, Fees. We just want to get an idea what the average fee structure across Canada might be. It varies quite a bit for each Lodge.
- #3 enables us to determine how involved Lodges are at the Provincial/Territorial Conferences and National Conventions.
- #4. If we know how automated our Lodges are maybe we can provide better tools for them, which will make your job a bit easier.
- #5 & #6 are meant to determine what kind of financial job we are doing. As mentioned in the opening paragraphs of this section we need to prevent theft and run a financially sound operation. If you answer NO to all these questions you need to rethink how your Lodge carries out their business.
- This is important stuff and we need to make sure everyone signs the form. It may seem like extra paper work and perhaps busy work but it is NOT. Your Lodge has to make sure their funds are protected and putting the proper accounting procedures in place will do that. With all the money this Order has lost over the years.....IT'S TIME.....

ELKS LODGE NO.

This report is to be completed by the Secretary of the Lodge and forwarded to the Grand Lodge Office **on or before the last day of the 6th month following the year-end of the Lodge.** As per Article 3, Lodge Bylaws, Section 2 of the Grand Lodge Constitution, a properly completed set of FINANCIAL STATEMENTS, covering **ALL** activities of the Lodge, for the fiscal year ending _____ must accompany this report.

1. CHARITABLE WORK

A) ALL FINANCIAL CONTRIBUTIONS (MADE DIRECTLY BY THE LODGE):

To - Community Projects	\$ _____
To - ELKS & ROYAL PURPLE FUND FOR CHILDREN	\$ _____
To - Needy Individuals (i.e. wheelchairs, fires, etc.)	\$ _____
To - Local sponsorships (i.e. Scouts, Minor Sports, Adult Sports, etc.)	\$ _____
To - Provincial Elks Charities	\$ _____
To - Other National Charities (i.e. Heart Fund, Red Cross, etc.)	\$ _____
To - Other (Please Specify) _____	\$ _____
TOTAL	\$ _____

B) **VOLUNTEER TIME:** Estimate the total number of hours of volunteer time by your members in the community and charitable activities. Please consider all activities of your Lodge including such things as Bingos, Dances, Walk-A-Thons, attendance at conferences, conventions, committee and Lodge meetings, special projects, etc. (Example: 10 teams of two people selling tickets in mall for four hours per team would be **80 hours**.)

Total Hours: _____

C) Does your Lodge have a complete set of Gaming and Lottery Regulations for your Province? **Yes** **No**

Are your Bingos and Nevada Chairmen fully aware of and operating within the Regulations? **Yes** **No**

Are Gaming funds maintained in separate accounts from Lodge business accounts? **Yes** **No**

2. FEES

Annual Lodge Dues (per member)	\$ _____
Lodge Initiation Fee (per member, if any)	\$ _____
Lodge Reinstatement Fee (per member, if any)	\$ _____

3. Does your Lodge subsidize the attendance of any of your members to Provincial Conferences or the National Conventions? Yes No

If so, who? Position	How much money was provided in your fiscal year for:	
	Provincial	National
ER/Pres	\$ _____	\$ _____
Other	\$ _____	\$ _____
Other	\$ _____	\$ _____

4. **RECORD KEEPING**
Does your Lodge currently use a computer to administer Lodge business and record keeping? Yes No

If **yes**, please indicate the type of program being used (eg. Wordperfect, Excel, AccPac, Simply Accounting etc.)

5. **FINANCIAL REPORTS**
Does the Finance Committee prepare and present, annually to the membership, a budget covering **ALL** activities of the Lodge? Yes No

Does the Treasurer present to a Regular Lodge Meeting, a complete financial report at least semi-annually, covering **ALL** operations of the Lodge, including Lounge activities, fundraising projects, etc? Yes No

Do all Lodge Committees submit an annual budget and annual financial reports to the Lodge Finance Committee for consolidation and report to the Lodge membership? Yes No

Have you enclosed all **FINANCIAL STATEMENTS** covering **ALL** activities of the Lodge, including all associated Societies and Organizations? Yes No

6. **AUDIT**
Are the books of the Lodge audited or reviewed annually as per Article 3.2 & 3.3 (pg 27) and Section 5.5 (pg 57) of the 2019 Constitution? Yes No

7. **MEMBERSHIP**
What type of membership event has your Lodge held this year? _____

Does your Lodge have a buddy system for new members? Yes No

To the best of our knowledge, the information supplied above, along with the attached financial statements for ALL activities of the Lodge, represent a true and complete report for our Lodge. We hereby attest to this statement by affixing our signatures below.

ER/Pres/HRP _____ Sec./Sec.-Treas _____
Treasurer _____ Finance Committee Chairman _____

Note: All of the officers designated must review and sign this Report. If not signed, the form will be returned to the Lodge for the signatures as required.

SAMPLE OF MINUTES

MINUTES OF THE ANYTOWN ELKS LODGE NO. 750 JANUARY 11th , 2019

1. OPENING CEREMONY:

Exalted Ruler, Henry Henry, called the meeting to order at 7:30 p.m. Thursday, January 11, 2019.

2. ROLL CALL:

Roll call taken. Quorum present. The Leading Knight was absent with regrets. The Loyal Knight was absent.

3. RECEPTION OF VISITORS:

District Deputy, Bro. Bill Bill and a member from the Nextown Lodge were welcomed as guests.

4. READING OF MINUTES:

Minutes from last meeting were read and approved.

MOTION: Moved by Albert Albert, seconded by Tom Tom

THAT the minutes of the December 14th, 2018 meeting be adopted. **CARRIED**

5. GRAND LODGE AND PROVINCIAL ELKS ASSOCIATION CORRESPONDENCE:

Letter from Grand Lodge asking all Lodges to please Pre-register for the 2019 convention. (Received as information).

Letter from Grand Lodge outlining amendments to Grand Lodge Regulations. (Received as information).

Letter from Grand Lodge requesting bids for the 2020 Convention. (Tabled to New Business).

Letter from Grand Lodge requesting information on membership campaign undertaken recently by Lodge. (Secretary to respond).

Letter from Provincial Association thanking all Lodges for paying their Provincial Membership Taxes promptly. (Received as information).

Letter from Provincial Association requesting input from Lodges on the idea of a Provincial Charities Fund being established. (Tabled to New Business).

6. **OTHER CORRESPONDENCE:**

Letter from Nexttown Lodge asking for help at their annual fundraising dinner, to be held in September 2019. (Tabled to Next meeting)

Letter from the Boy Scouts of Anytown asking for a donation to their camp fund. (Forwarded to the Lodge Charities Committee for further study – Report due next meeting)

7. **TREASURER'S REPORT:**

Balance of General Account was \$1258.65, balance of Charities Account was \$2524.28.

MOTION: Moved by Ben Ben, seconded by Tom Tom

THAT the Treasurer's report is accepted as read. **CARRIED**

8. **PAYMENT OF ACCOUNTS:**

\$540.00 for Entertainment at the Christmas Party held December 16th, 2018, \$290.00 for Grand Lodge Membership Fees.

MOTION: Moved by Bill Bill, seconded by Ken Ken

THAT the following expenses be paid:

\$540.00 - Entertainment

\$290.00 - Grand Lodge Membership Fees

CARRIED

9. **OTHER REPORTS:**

Executive Committee:

The Committee recommends that a special committee be struck to revise the Lodge By-Laws.

MOTION: Moved by Ron Ron, seconded by Tom Tom

THAT the Executive Committee strike a three person Ad-Hoc Committee to revise the Lodge By-Laws. A report is to be ready for the March meeting. **CARRIED**

Sickness and Distress Committee:

The Committee reported that Bro. Ernie Ernie was in the Pineview hospital recovering from surgery.

Lodge Charities Committee:

The Committee recommends that the Lodge approve the request to assist a local family purchase hearing aids for their 12 year old girl.

MOTION: Moved by Albert Albert, seconded by Phil Phil

THAT the Lodge approves the Committees recommendation. The request will now be forwarded to the Elks and Royal Purple Fund for Children. **CARRIED**

Further in their report, the Lodge membership raised \$1025.37 at the Provincial Walk-a-thon in September. The Elks and Royal Purple Fund for Children supported the Lodges request for \$2000.00 for the motorized wheelchair for a local family. The committee also requested three (3) volunteers to help with the Community Needs Survey that the Lodge is undertaking.

Management Committee:

Committee reported that overall the financial picture of the lounge facility is still on track according to the budget approved by the members. Pool tables have been repaired and the Darts league has been active with a number of tournaments. Each tournament has produced a profit for the lounge.

14. CEREMONY OF INITIATION:

None, scheduled for next meeting.

15. UNFINISHED BUSINESS:

Tabled from last meeting: A motion was put forth to spend \$278.34 to replace the front door of the Lodge. Further investigation resulted in the actual cost to replace the door to be \$654.23. The following motions resulted:

MOTION: Moved by Rob Rob, seconded by Tom Tom

THAT the tabled motion dealing with the replacement of the front door be lifted from the table.
CARRIED

MOTION: Moved by Tim Tim, seconded by Albert Albert

THAT the Lodge approve the expenditure of \$654.23 to replace the front door of the Lodge.
CARRIED

16. NEW BUSINESS:

Letter from Grand Lodge requesting bids for the National Convention. The Lodge discussed the possibility of hosting the Convention and it was determined that the Secretary is to contact the Grand Lodge Office and obtain a bid package. After studying the package the Loyal Knight is to report back to the Lodge at the next meeting.

Letter from Provincial Association requesting input from Lodges on the idea of a Provincial Charities Fund being established. After discussion it was decided that the Executive Committee would investigate the effect this move would have on our Lodge and the relationship between the Provincial Fund and the National Elks and Royal Purple Fund for Children. A report is to be presented at the next meeting.

17. **GOOD OF THE ORDER:**

District Deputy Bro. Bill Bill addressed the Lodge bringing information from Grand Lodge. His talk focused on the need to bring in new members and have them become active right away.

18. **STATEMENT OF RECEIPTS SINCE LAST REPORT:**

\$350.00 in Membership Fees, \$285.42 Christmas Fundraiser

19. **ATTENDANCE REPORT:**

Nine Officers and twenty-five members were present.

20. **CLOSING CEREMONY:**

The meeting was closed at 9:00 p.m.

DEFINITIONS

Master Member Number - Upon notice of initiation the Grand Lodge Office issues each member a Master Member Number. Please use this number, if possible, when dealing with member's records with the national office.

Local Member Number - Your lodge may also assign a local number to each member that you use for your tracking system. It's up to you.

Voluntary Resignation - A voluntary resignation from the Order may be granted at a regular meeting by a Lodge to a member applying in writing or upon whose request the Lodge Secretary has applied. The applicant has to surrender their membership card, cannot be in debt in any manner to their Lodge or club and can have no charges for misconduct pending.

Issued Resignation for Non-Payment of Dues - When a member is in arrears for a period of two (2) months, written notice is mailed to their last known address. If payment is not made within thirty (30) days, a resignation is issued for non-payment of dues. The date of the resignation is retroactive to the 1st day of the mandatory three (3) month period.

Reinstatement of Member - A member who took a Voluntary resignation can be reinstated by paying all fees as set out in the By-Laws of the lodge they are applying to and after a favourable ballot of the lodge. If the individual has not reinstated within twelve (12) months, they have to be reintroduced to the Order by re-obligation. If a member was issued a resignation for non-payment of dues the member can be reinstated in a similar manner as a Voluntary Resignation. Note: only active years of service will be credited.

Transfers – If a member of another Lodge wants to transfer to your Lodge just call the Grand Lodge office 1-888-843-3557. If you know a member is moving let us know where they are going. We will contact the Lodge closest to see if they have transferred.

Plural Membership – If a member wants to maintain their membership in one Lodge and also belong to another they are referred to as having a plural membership. Another term for it is dual membership. They pay full fees in both Lodges.

Family Rate: A Lodge may reduce the annual regular National Registration/Affiliation Fee by 20% for the second member identified by the Lodge as being in a couple's relationship. A reduction of 20% shall also be applied to any dependents who are members and **living** with a parent who is a member.

Provincial and District Affiliation Fees – Besides the National Affiliation fees there are also Provincial fees. For more information, check with your Association office or Secretary. If your Lodge is in BC, Alberta, Sask, Manitoba or Ontario you probably also have District fees. Check with your District Deputy/Regional Rep/Regional Directors.

INDEX OF SERVICES AVAILABLE TO A LODGE

For more information on any of the topics below please contact the National office at: 1-888-843-3557 (for service in French please ask for Alma) or email:

E-Mail	Extension
Kevan McBeth, Executive Director – kmcbeth@elksofcanada.ca	Ex 229
Cory Blair, Director, Member Services – cblair@elksofcanada.ca	Ex 225
Alma Mossing, Administrative Assistant, Membership & Executive Services amosing@elksofcanada.ca	Ex 222
Alissa Hill, Charities Coordinator – ahill@elksofcanada.ca	Ex 231
Wes Stelmachowich, Sales/Purchasing Coordinator – wstelmace@elksofcanada.ca	Ex 223
Janice Huber, Accounting Assistant – jhuber@elksofcanada.ca	Ex 235

Membership/Marketing

- Funding for revitalization projects (eg. Membership nights, meals for prospective members, guest speakers, advertising) – **Cory, Alma**
- Funding for promotional projects (eg. Newspaper, radio and/or tv ads, billboards, murals, mailings) – **Cory**
- New Lodge development – **Cory**
- Lodge/Member conflict or concerns over Lodge operation - **Cory, Kevan**
- Free Lodge specific brochures – **Alma**
- National education seminars for your Lodge – **Cory**
- Membership material (brochures, posters, displays, applications) – **Cory, Wes**
- Help designing ads and other promotional material – **Cory**
- Questions about membership records and/or historical background of your Lodge – **Alma**
- Questions about our National Membership Benefits program and general membership related questions – **Alma, Cory**

General Information

- Help with By-Laws, Constitution interpretation, Lodge management, parliamentary procedures – **Kevan, Cory**
- Provincial, District concerns – **Kevan, Cory**
- Lodge conflict or concerns over Lodge operation – **Kevan, Cory**
- Inquiries about our national magazine, the “Canadian Elk” – **Cory**
- Comments on our national website, www.elksofcanada.ca – **Cory**
- Information on the national darts or curling championships – **Alma**
- Registration/information for National Convention – **Alma**
- Directory updates – **Alma**

Elks and Royal Purple Fund for Children

- \$500.00 per child immediate funding for fire cases in your area (no background financial information required) – **Alissa**,
- Assistance to any child under the age of 19 (Lodge applies and background financial information is required) – **Alissa**
- Promotional brochures and items advertising the national charity – **Alissa**
- Information on provincial programs – **Alissa, Kevan**
- Information on provincial gaming regulations – **Kevan, Alissa**
- Fundraising ideas – **Alissa, Cory**
- Scholarships – **Alissa, Kevan**
- Donations including memorials & Golden Book of Memories – **Janice, Alissa**

Financial

- “Guideline for an Internal Review” – a manual to help assist the Lodge set up proper financial records and practices – **Kevan, Cory**
- Information on Lodge accounts and statements – **Kevan, Cory**
- Special event insurance policies – **Kevan, Cory**
- Assistance with National Membership Fee report forms – **Alma, Janice**
- Assistance with Annual Statistical report – **Janice, Alma**

GER Itinerary, Ritual & Ceremonies

- Information on where the Grand Exalted Ruler is at any given time – **Alma**
- Requests to have the GER plan a special visit to your Lodge – **Alma**
- Email and printed versions of Ritual & Ceremonies – **Alma**

Sales

- Elks promotional clothing and specialty items – **Wes, Cory**
- Full line of Lodge supplies and materials – **Wes, Cory**
- Special orders (eg. Lodge lapel pins, crests, plaques, trophies) – **Wes**
- Free membership material (brochures, kits, posters, membership applications) – **Wes, Cory**