



CONSTITUTION AND BY-LAWS OF THE New Hampshire State Elks Association

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PREAMBLE

This Association of the Benevolent and Protective Order of Elks Lodges of the State of New Hampshire is formed to unite all Elks in closer bonds of Fraternity; to practice Charity, to promote Justice, to inculcate Brotherly Love, to cherish Fidelity and further good fellowship among Lodges. Also, to promote and protect the interests of the Order in the State of New Hampshire and exchange ideas beneficial to the Lodges of the State. Further, to cooperate with and render assistance to the Grand Lodge in the promotion and administration of its programs and bear true allegiance to the Constitution and Laws of the Benevolent and Protective Order of Elks of the United States of America.

NEW HAMPSHIRE STATE ELKS ASSOCIATION
CONSTITUTION AND BY-LAWS
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ARTICLE I

NAME

This Association shall be known as the New Hampshire State Elks Association.

ARTICLE II

MEMBERSHIP

Section 1. **Eligibility:** Every Lodge in the State of New Hampshire shall be a member of this Association in accordance with the provisions of Chapter 18, Section 18.010 of the Statutes Annotated.

Section 2. **Representation:** Each Lodge in the State of New Hampshire having complied with Section 1 of this article, shall be entitled to representation at all meetings whether annual, regional or special.

Section 3. **Annual Per Capita Assessment:** Revenue shall be generated by imposing an Annual Per Capita Assessment on each Subordinate Lodge equal to ***\$2.50*** per member. The Annual Assessment shall be applied for each member appearing on the Annual Membership Report submitted to Grand Lodge as of 31 March of that year. The Assessment shall be paid to the Secretary of the Association no later than May 1st of the same year. The Association itself, or the governing body thereof, may order a suspension of said Assessment, if the funds in the treasury of the Association warrant such action; said action shall not exceed the year in which the action is taken. It is further provided that any new Lodge shall pay not less than one half of the Annual Assessment, based on the membership, excluding all Transfer Dimits, at the time of institution, if instituted within the last six months of the Association year. For all per capita and fiscal matters, the Association year shall be considered the same as the Lodge year; that is April 1st to March 31st.

ARTICLE III
MEETINGS

Section 1. **An Annual Business Meeting** shall be held by this Association. The place and date of the Annual Business Meeting shall be determined by the Convention Committee and approved by a majority vote of the Association at the Annual Business Meeting. Election of Association Officers and approval of the Association's Budget shall be mandatory items on the Agenda of the Annual Business Meeting.

Section 2. **Regional Meetings** shall be held in the months of September, November, January and March. The precise date, time and place of the Regional Meetings shall be determined by the President of the Association in conjunction with the host Lodge. Notification to the Member Lodges, of the date, time and place, of the Regional Meetings shall be accomplished by the Association Secretary, at least Twenty-One days (21) prior to the meeting. Said notification will include any and all items of special interest that will come before the Association for consideration and action. Nomination of Officers of the Association shall be a mandatory item on the agenda of the March Regional Meeting.

Section 3. **Special Meetings** may be called by the President of the Association, when deemed necessary. The Secretary shall notify Member Lodges, at least Twenty-One days (21), prior to said meeting, and only such matters as set forth in the Special Meeting notice may be acted on at the Special Meeting.

Section 4. **Quorum:** Twenty-Five (25) duly accredited delegates, alternates and/or bona fide voting members of the Association shall constitute a quorum for the Annual, Regional or Special Meetings; provided a majority of the Lodges in good standing is represented.

Section 5. **Voting Delegates:** Delegates and Alternates shall be proportioned as follows: Ten delegates and ten alternates for the first one hundred members in the Lodge. One delegate and one alternate for each additional fifty members of the Lodge, up to 500 members. One delegate and one alternate for each additional one hundred members over 500 in the lodge, based on the membership as certified to and contained in the report to the Grand Lodge of March 31 of the current year, or a major portion thereof, and in whom shall be vested the right and authority to vote upon the business that may come before the Association.

MEMBERSHIP	<u>DELEGATES/ ALTERNATES</u>	MEMBERSHIP	<u>DELEGATES/ ALTERNATES</u>
000 - 100	10 / 10	501 - 600	19 / 19
101 - 150	11 / 11	601 - 700	20 / 20
151 - 200	12 / 12	701 - 800	21 / 21
201 - 250	13 / 13	801 - 900	22 / 22
251 - 300	14 / 14	901 - 1000	23 / 23
301 - 350	15 / 15	1001 - 1100	24 / 24
351 - 400	16 / 16	1101 - 1200	25 / 25
401 - 450	17 / 17	1201 - 1300	26 / 26
451 - 500	18 / 18	1301 - 1400	27 / 27

It is further provided, that the Exalted Rulers of each Subordinate Lodge (in good standing), all Elected and Appointed Officers of the Association, all Past Presidents of the Association, all Past and Current District Deputies of the State of New Hampshire; and all current Grand Lodge Officers and Committeemen, shall be entitled to one vote each in all matters that may come before the Association, over and above the limitations stipulated above.

ARTICLE IV

REPORTS TO THE GRAND LODGE

Section 1. ***Reports:*** *The proper Officers of the Association shall furnish from time to time, to the Grand Exalted Ruler and the Grand Lodge, the following:*

(a) Copies of its Constitution and By-Laws, Rules and regulations and all amendments thereto.

(b) Annually, a list of the Officers of the Association and its member Lodges. Also, the addresses of the Officers and the names and addresses of the members of the governing body and committee chairmen. Said list shall also be sent to the Grand Secretary and to the editor of the Elks Magazine.

(c) Any Information that may be requested by an Officer of the Grand Lodge.

ARTICLE V

CHARITABLE FUND

Section 1. ***Establishment:*** The Association has established a fund, to be known as the New Hampshire State Elks Charitable Fund. All monies received for the Charitable Fund shall be deposited and recorded in the New Hampshire State Elks Association's Charity Fund and then disbursed, by the State's Treasurer, to the Charitable Fund as directed by the Charitable Fund's Board of Trustees. The corpus of this fund shall be invested in income producing property and securities. The income derived from such **investments** shall be applied from time to time in such manner as the Trustees of said fund may determine, for the furtherance of Scholarships and Educational Grants.

Section 2. ***Administration:*** The New Hampshire State Elks Charitable Fund shall be administered by a board to be known as the New Hampshire State Elks Charitable Fund Trustees. The Board of Trustees shall consist of Five (5) permanent members of the New Hampshire State Elks Association, who were elected at the Annual Business Meeting held in May 1993. Said trustees shall meet after the initial election and each year thereafter, to elect a Chairman, Treasurer, and Secretary for the ensuing year.

Section 3. **Vacancy:** In the event of a vacancy in said board, caused by death, resignation, or other just cause, this vacancy shall be filled in accordance with the By-Laws of the New Hampshire State Elks Association Charitable Trust of Article IV Section 4 which reads: A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by majority vote of the directors.

Section 4. **Expenses and Disbursements:** The New Hampshire State Elks Charitable Fund Trustees are, hereby, granted plenary powers to promote, develop and administer the said Fund to accomplish its charitable and benevolent purposes. The Trustees shall serve without salaries or emoluments. All necessary expenses, incurred from the administration of said Fund, and approved by the general membership at a regular meeting of the Association, shall be paid from the General Funds of the New Hampshire State Elks Association.

Section 5. **Reports:** The Chairman of the Trustees of said Fund shall report the Funds activities, i.e., Receipts, Investments, and Income, for the past period and fiscal year to date at each meeting of the State Association. The disbursement of all monies from this Fund shall be upon the order of the Fund Trustees, such order to be signed by the Chairman and attested to by the Secretary of the Fund.

ARTICLE VI

OFFICERS AND TRUSTEES

Section 1. **Nominations:** The Officers of the Association shall be a President, President-Elect, Second Vice President, Third Vice President, Fourth Vice President, Fifth Vice President, Secretary and Treasurer; a Board of Trustees consisting of five members, a Sergeant At Arms, a Chaplain, a Tiler, a Parliamentarian and an Organist. The President, President-Elect, all the Vice Presidents, Trustees, and Parliamentaria) shall be Past Exalted Rulers. At the completion of the 1-Year term, the President-Elect shall advance to the position of President of the Association. The Sergeant At Arms, Chaplain, Tiler, Parliamentarian, and Organist shall be appointed by the President for a one year term and will serve at *his/her* pleasure. All remaining Officers, except the Trustees, shall be elected annually. The Trustees, having been initially elected to terms of one, two, three, four and five years each; shall have one member elected annually for a term of five years; and no Trustee who has served a full term of five years shall be eligible for re-election. Nominations to fill the elective offices as established by this section, shall be accomplished at the March Regional Meeting. Nomination for the Fifth Vice President Shall be done on a rotational basis between the North and South Districts. After nominations cease, in accordance with accepted procedure, there shall be no further nominations to any mentioned elective office, unless a nominee shall vacate same prior to *his/her*) election and the office is unopposed or no previous nominations to a given office had been initially made. In which case, nomination and election may be accomplished for that office at the Annual Meeting. Election for all elective offices as established by this Article and Section shall be accomplished at the Annual Meeting.

Section 2. **Vacancy:**

a. In the event of a vacancy, in the office of President, President-Elect , and any Vice President , for any cause, all officers below the level vacated shall assume the Office above the office they currently held. The result of this action will cause the Fifth Vice President's Office to be declared vacant. Notice of such vacancy shall be given to all member Lodges and said vacancy filled by election at the next regular meeting of the Association. Nominations will only be accepted from the District of the initial Office vacated.

b. In the event of a vacancy, for any cause, in any elective office, notice of such vacancy shall be given to all member Lodges and said vacancy filled by election at the next regular meeting of the Association.

c. If an elected Officer provides written notification of resignation of Office to the State Association, it will not be necessary for the Association to wait until the next regularly scheduled State Association Meeting to formally accept said resignation, prior to notifying all member Lodges that a vacancy to an elected Office will exist.

Section 3. Balloting: In either event cited in Section 2 above, the nominee receiving the Simple Majority of the votes cast shall be declared elected. Should no nominee receive a majority of the votes, additional balloting shall be held eliminating from those ballots the nominee receiving the fewest votes on each ballot until a nominee shall receive the majority of the votes cast. In case there shall be but one nominee for any office, the President may direct the Secretary to cast the vote of the Association for the nominee. The Elected Officers shall comprise the Governing Body of the Association. It shall be the duty of the Governing Body of this Association to devise a system of financial accounting to safeguard and protect the interest and welfare of the Association.

Section 4. Chief Executive Officer: The President shall be the Chief Executive Officer of the Association. 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, perform all duties which may be imposed by the Laws of the Order or of the Association, and perform such other duties as are customarily performed by the Chief Executive Officer.

Section 5. Duties of the President: It shall be the duty of the President during *the* term of office, to visit each member Lodge of the Association. The visit should be made at a regular Lodge meeting or a Lodge social. The President shall, at that time, make the membership of the Lodge aware of the goals and accomplishments of the Association. The President's visit shall not be made in competition with that of the District Deputy, or any other Grand Lodge Official. The President has the authority to direct the President-Elect or any of the Vice Presidents to make visits. The Chaplain, Tiler, Sergeant At Arms, Organist and Parliamentarian are personal appointees of the President and serve at the pleasure of the President. These Officers may be replaced by the President at any time without the concurrence of the Association Membership. Any procedure which attempts to subvert or diminish the President's power is improper and illegal.

Section 6. **Duties of the President-Elect:** In the absence of the President or *the* inability to act, the President-Elect shall assume all duties and powers of the Office of President. The Presidents-Elect of the association shall act as “Points of Contact” and will be Liaison Members of the State Committees assigned to them, as designated by the President. This will entail monitoring Committee activities and communicating with the Chairman of the assigned Committees. Each Vice President, in order of rank, shall assume the duties and powers of President, in the event all those of higher rank shall be unable to act and perform the duties of President. The President-Elect shall meet with all current committee chairmen, to discuss proposed committee appointments, no later than the 1st of December of each year.

Section 7. **Duties of the Vice Presidents:** The Vice Presidents of the association shall act as “Points of Contact” and will be Liaison Members of the State Committees assigned to them, as designated by the President. This will entail monitoring Committee activities and communicating with the Chairman of the assigned Committees. Vice Presidents shall offer their assistance to the Liaison Committees assigned to them. Vice Presidents shall ensure written and verbal reports are presented at the State Association Meetings by the representative chairman or a knowledgeable designated representative, *with a copy to the Secretary.*

Vice Presidents of the New Hampshire State Elks Association are an integral part of the State Association’s Leadership Core and must be totally involved and committed to its activities and operations. Therefore, Vice Presidents shall attend all State Meetings, Activities and Functions unless written or verbal communication is provided to the President and excused for good cause by the President.

Section 8. **Duties of the Secretary:** The Secretary shall attend all meetings of the Association, keep an accurate record of its proceedings, preserve all books, documents and records; attend to all correspondence, prepare and submit an annual report of the Association, receive all monies due the Association and pay them to the Treasurer, within thirty *days of having taken* receipt thereof, and perform such other duties as may be properly required of *him/her* by the President. *The Secretary* shall receive such compensation as may be fixed by the Board of Trustees and President of the Association, subject to the approval of the Association. The Secretary shall have skills associated with various computer programs and equipment as necessary to maintain the records and transactions of the Association. The Secretary shall attend all State Meetings unless written or verbal communication is provided to the President and excused for good cause by the President. The Secretary shall be the custodian of all Association owned Electronic equipment.

Section 9. **Duties of the Treasurer:** The Treasurer shall attend all meetings of the Association, receive all monies from the Secretary giving a receipt thereof, be custodian of all funds of the Association and pay the money of the Association. *The Treasurer* shall receive such compensation as may be fixed by the Board of Trustees and President of the Association, subject to the approval of the Association. The Treasurer shall have skills associated with various computer programs and equipment as necessary to maintain the records and transactions of the Association. The Treasurer shall attend all State Meetings unless written or verbal communication is provide to the President and excused for good cause by the President.

Section 10. **Secretary/Treasurer:** Each shall submit a report at the Annual Meeting, showing the transactions of (their) office for the year.

Section 11. **Duties of the Trustees:** The Board of Trustees shall be the custodians of all property of the Association, not otherwise specifically provided for; they shall have general financial supervision over the affairs of the Association.

The Board of Trustees shall, at the Annual Meeting, present to the Association a segregated line item budget. Said budget, either in its original or modified form, must be adopted by the Association at the Annual Meeting. After said budget has been adopted, all expenditures by the Association during the year must be within the appropriations therein made and there shall be no variation thereof, except by a two thirds vote of the Association at a regional or Special Meeting. Such budget may include an item for contingent purposes or to cover unforeseen emergencies, and the funds there from may be appropriated only by a two thirds vote of the Board of Trustees, and may not exceed said appropriation under any circumstances. Any unexpended balance contained in said Budget shall be available for appropriation in the next following year in accordance with the budget for that year. The Trustees shall attend all State Meetings unless written or verbal communication is provided to the President and excused for good cause by the President.

Section 12. **Duties of the Sergeant At Arms:** The Sergeant at Arms shall execute the orders of the President, assist in preserving order, act as Esquire on public occasions, and in case of an executive session, shall assist the Tiler in examining the qualifications of all persons desiring admission. *The Sargeant At Arms* shall select such deputies as may be needed to assist in the discharge of *his/her* duties. The Sergeant At Arms shall attend all State Meetings unless written or verbal communication is provided to the President and excused for good cause by the President.

Section 13. **Duties of the Chaplain:** The Chaplain shall invoke prayers, blessings and religious tributes as required at State Meetings and Functions. The Chaplain shall attend all State Meetings unless written or verbal communication is provided to the President and excused for good cause by the President.

Section 14. **Duties of the Tiler:** The Tiler shall have charge of the doors of the hall in which the meetings are held and shall perform such duties as may be directed by the President. The Tiler shall attend all State Meetings unless written or verbal communication is provided to the President and excused for good cause by the President.

Section 15. **Duties of the Organist:** The Organist shall provide music as required for Meetings, Activities, Special Services and Rituals involving the State Association and other related duties as assigned by the President. The Organist shall attend all State Meetings unless written or verbal communication is provided to the President and excused for good cause by the President.

Section 16. **Duties of the Parliamentarian:** The Parliamentarian shall provide guidance at all State Meetings on procedures and regulations, as defined by Robert's Rules of Order, the Constitution and Laws of the Order and the By-Laws of the New Hampshire State Elks Association, when requested. The Parliamentarian shall also perform other related duties as determined by the President. The Parliamentarian shall attend all State Meetings unless written or verbal communication is provided to the President and excused for good cause by the President.

Section 17. **Attendance at Activities and Functions:** All Officers are expected to make a concerted effort to attend all Activities and Functions of the Association. Should an occasion arise when an Officer is not able to attend an Association Activity or Function, written or verbal communication shall be provided to the President.

Section 18. **Removal of an Officer for Non-Performance:**
The State Association may vacate the position of any elected Officer who is absent for Two (2) consecutive State Meetings and/or has not performed *his/her* assigned duties for a Two (2) month period, without being excused by the President from those meetings or duties for good cause.

By order of the President, the Secretary shall give at least a Ten (10) days, written notice, to the accused Officer to appear at the next regular scheduled State Meeting and give good cause, if any, as to why the Association should not take action to vacate the position in question.

Should the accused Officer not appear at the next regular scheduled meeting, or not provide reasonable justification for the alleged offenses, the President shall call for the Association Members to vote for removal of said Officer. Removal shall only require a Simple Majority of members voting.

Should the position be vacated, such vacancy shall be filled in accordance with the provision outlined in Article VI, Section 2 of the By-Laws.

Section 19. **Expense Reimbursements:** The Association shall from time to time, make provisions for reimbursement of expenses to its Officers and Committeemen.

Section 20. **Designation of Installing Officer:** The Officers-elect shall be installed according to the ritual adopted by the Association. (See Appendix B.) At least One (1) month before each Annual Meeting, the President-Elect shall designate the members who shall conduct the ceremony of installation. The Installing Officers shall be Past Exalted Rulers and shall be notified by the Secretary of the Association of their designated appointment. Officers of the Association may not be installed by proxy.

ARTICLE VII **COMMITTEES**

Section 1. **Appointments:** The President shall appoint standing committees and they shall be presented at *the* installation. The Committees shall consist of at least three persons and they shall hold office until the next succeeding Annual Business Meeting, unless removed by the President, for due cause.

The President also has the authority to name, appoint and charge Special Committees to conduct and/or carry out specific projects of the Association for the betterment of Elkdom, within the financial limitations of the Association's resources. Unless otherwise noted, All Committee Members, Standing and Special, serve at the pleasure of the current President and may be replaced by the President at any time without the concurrence of the Association Membership, for due cause.

(A) **Accident Prevention / Insurance Risk Management.** This committee shall monitor accidents and injuries occurring in the Member Lodges. They shall provide information to the Lodges about trends noted, and suggest ways of eliminating the hazardous situations that caused these injuries. In addition, this committee shall encourage participation of Lodges in the Directors and Operators Insurance Program and other programs which could prove beneficial. Appointment of the chairman of this committee is subject to the approval of the Grand Lodge Sponsor - Area #1

(B) **Americanism Committee.** This committee shall prepare and submit to the member Lodges of the Association all programs for the advancement of American Patriotism as presented by the Grand Lodge; and any other programs that may lead to the expansion of Elkdom and the American image in accordance with the principals of our Order, as it deems advisable.

(C) **Auditing Committee.** This committee shall annually examine all books and records of the Secretary and Treasurer of the Association; and any other Association Officer, Committee Chairman or Program Director whose charge and mission requires *them* to maintain records of *their* transactions involving Association funds or donations to *their* program. At the Annual Business Meeting, held in May of each year, it shall be mandatory for the Chairman of the Auditing Committee to render Report(s) of Findings and Recommendations.

(D) **Business Practices Committee.** It is the responsibility of this committee to examine, review, and become familiar with the Grand Lodge Constitution and Statutes, The Constitution and By-Laws of this Association, the Guide on By-Laws for Subordinate Lodges and any other required and/or recommended rules, regulations, systems, programs and materials supplied by the Grand Lodge and/or Grand Lodge Committees, and to hold itself in readiness, upon call from a member Lodge of this Association, to render advice and assistance to said member lodge in matters of procedures, systems, operations, etc. of a subordinate Lodge, its house, club, or other adjunct or program upon which the member Lodge may request the committees advice and assistance. This committees services cannot be offered, but must be requested. The advice and/or suggestions offered by this committee are in no way binding upon the requesting Lodge.

(E) **Credentials Committee.** This committee shall examine the credentials of all delegates, and all Elks who are entitled to participate in the deliberations of the Association. It shall pass upon same, report thereon and make such recommendations under the proper heading of Business. The Sergeant at Arms and the Tiler of the Association shall be perennial members of this committee.

(F) **Drug Awareness Committee.** This committee is responsible for the promotion of Drug Awareness in the State of New Hampshire and coordinates all activities thereto. The chairman shall conduct meetings and clinics, as necessary, to promote these activities. Appointment of the chairman of this committee is subject to the approval of the Grand Lodge Sponsor - Area #1

(G) **Government Relations Committee.** This committee shall be charged with implementing the programs as outlined by the Grand Lodge and shall have the responsibility of informing the Lodges of regulations and legislation, at all levels of government, passed and pending, which will have an effect on the conduct of the Lodges. Appointment of the chairman of this committee is subject to the approval of the Grand Lodge Sponsor - Area #1

(H) **Hoop Shoot Committee.** The initial appointments to this committee were made for terms of one, two, three, four and five years respectively. Alternating members between the North and South Districts whenever feasible and practical. Thereafter, the President shall appoint one member of the Association to the committee for a five year term. Members finishing their tenure on the committee shall be eligible for reappointment to said committee. The one year member of the committee shall act as the State Director, the two and three year members as District Directors with the fourth and fifth year members serving as their assistants. It shall be the duty of the Hoop Shoot Committee to promote interest in and conduct the Grand Lodge Hoop Shoot Program throughout the State, its Districts and member Lodges. The committee shall make regular reports to the Association, as to its progress, at the Regional Meetings with a final report at the Association's Annual Meeting.

(I) **Internet Operations Committee.** This committee shall encourage Member Lodges to establish Internet Websites and provide information to be posted at the State Elks Website (<http://www.nh-elks.org>). The chairman shall have knowledge and experience associated with computers, Internet Websites, E-Mail Operations, and Development of Webpages and other materials, as necessary, to maintain this technology for the State Association.

(J) **Lodge Activities Committee.** This committee is responsible to ensure the programs of the *Grand Lodge are promoted* within the Member Lodges. In addition, the committee shall promote any and all programs that will lead to better inter-lodge relations within the State.

(K) **Major Project Committee.** This committee will be responsible for the promotion of the Association's Major Project and shall disseminate full and complete information concerning same to each member Lodge. The committee will make progress reports at all meetings of the Association and file a written report at the Annual Meeting detailing the complete activities and transactions of the committee with regards to the Major Project.

(L) **Membership Committee.** This committee will be responsible for monitoring all aspects of membership in the Member Lodges, suggesting ways of obtaining new members, reducing lapsation, and coordinating membership activities, such as, Grand Lodge Clinics and Seminars.

(M) **National Foundation Committee.** This committee will be responsible for stimulating interest in, and promoting the raising of funds for the Elks National Foundation. The committee will make contacts with all member Lodges throughout the year to insure continuous activity in the Foundation at the subordinate Lodge level. It shall offer suggestions to the Lodges for improving their average and it will report at all meetings as to the standing of the State and of its Lodges on the national level. The chairman shall provide each Member Lodge with a copy of the Grand Lodge Report which show the State Association Breakdown by Lodge and District.

(N) **National Service Committee.** This committee will act as coordinator between the Grand Lodge National Service Committee and the National Service Committees of the member Lodges. It shall maintain continuous contact with the member Lodges to assure a steady level of activity in the rendering of services to veterans in hospitals and in homes. The Committee shall maintain all financial records and report all activities at each of the State Association Meetings during the Report of Committees. Appointment of the chairman of this committee is subject to the approval of the Grand Lodge Sponsor - Area #1

(O) **New Lodge Committee.** This committee is responsible for the promotion of New Lodges in the State of New Hampshire and coordinates all activities thereto.

(P) **Public Relations Committee.** This committee shall be responsible for the publicity regarding the Associations and its programs. The committee shall also have charge of the Public Relations of the Association and supply all requested information.

(Q) **Resolutions and Laws Committee.** This committee shall have referred to it, all proposed legislation and amendments to the Constitution and By-Laws of this Association and any resolution thereof. It shall report same to the Association, with its recommendations, at the next meeting of the Association. It should also recommend to the Association, at its Annual Meeting, such legislation and amendments as it deems advisable. This committee shall ensure a full review of the By-Laws is accomplished every Five (5) years from the date of the last complete revision.

(R) **Ritualistic Committee.** This committee shall promote interest in the proper rendition of the Ritual in member Lodges. Further, the committee shall conduct, or arrange to conduct, clinics to further ritualistic excellence and interest. It is responsible for arranging an Annual Ritualistic Contest and urge all member Lodges in the State to participate in same.

(S) **Scholarship Committee.** This committee shall be responsible for promoting interest in, and conducting the state-wide contest for, the "Most Valuable Student" Award, as made available to the subordinate Lodges by the Elks National Foundation. The committee shall distribute applications for the contest to all the member Lodges in the state and upon receipt of the completed entries, arrange for judging in accordance with the rules and regulations of the Foundation. The committee will forward the winning entries of the state to Grand Lodge for consideration in the National Awards. This committee shall also be responsible for promoting the distribution of other educational grants and scholarship funds available in the Charity and Charitable Funds of the State Association and the Grand Lodge.

(T) **State Convention Committee.** The initial appointments to this committee were made for terms of one, two and three years respectively. Thereafter, the President shall appoint one member of the committee for a three year term. The one year member of the committee shall normally act as the Chairman. It shall be the duty of the Convention Committee to diligently inquire as to places to hold the Annual Business Meeting and, with the approval of the Association, make all necessary arrangements therefore. The committee shall make regular progress reports to the Association and, at the first Regional Meeting following the Annual Business Meeting, shall submit a complete report of the convention activities, to include attendance, income and expenses.

(U) **State Cribbage Committee.** The Annual Cribbage Tournament shall be held on the First Sunday of March of that year. The Lodge hosting the tournament will be the Lodge of the State President. If the State President's Lodge does not want to host the Tournament or doesn't have a facility big enough to host the State Cribbage Tournament, the State President can ask another Lodge in his/her district to host this event. The Committee for the Tournament shall be comprised of members from the Host Lodge. The fee for participating in this tournament shall be \$20.00 per person. Of these funds, \$7.00 shall be apportioned to the Host Lodge to be used towards food, \$7.00 apportioned towards prizes, and \$6.00 apportioned towards the State Major Project. All participants must be Members in Good Standing of a New Hampshire member Lodge.

(V) **State Golf Committee.** The Annual Golf Tournament shall be held on the Friday of State Convention of that year. The location and fee for the tournament shall be determined by the Committee, depending on the facilities used, but \$5.00 per person shall be apportioned towards the State Major Project. Teams participating shall have no less than 2 Members in good standing of the Benevolent and Protective Order of Elks and 1 of them shall be a member of a New Hampshire Member Lodge.

(W) **State Pins Committee.** The State President shall appoint an Elks member from any Lodge belonging to the NH State Elks Association for the purpose of promoting and controlling the sales of New Hampshire State Elks pins. This member shall report activities at the State Elks Association Quarterly Meetings.

(X) **State Soccer Shoot Committee** It shall be the duty of the Soccer Shoot Committee to promote interest in and conduct the Grand Lodge Soccer Shoot Program throughout the State, its Districts and Member Lodges. The Committee will have Co-Directors, one Director from the North and one Director from the South, with the initial appointments being for terms of three years (North) and five years (South). Thereafter, the President shall appoint one member of the Association to the committee for a five year term. Members finishing their tenure on the committee shall be eligible for reappointment to said committee. The committee shall make regular reports to the Association, as to its progress at the Regional Meetings with a final report at the State Association's Annual Meeting.

(Y) **Youth Activities Committee**. This committee shall be responsible for making member Lodges aware of, and promote interest in, the "Best Overall Youth Program", subject to the rules and regulations set forth by the Grand Lodge. The committee will forward the "Best Overall youth Program" in the state to the Grand Lodge Committee for consideration of a National Award.

ARTICLE VIII

ORDER OF BUSINESS

Section 1. The **Order of Business** at all meetings of the Association shall be as follows:

1. Call to Order
2. Invocation
3. Tribute to the Flag
4. Roll Call of Officers
5. Roll Call of Lodges
6. Recognition of G/L Officers P.D.D's and P.S.P.'s
7. Report of Committee on Credentials
8. Review of Minutes of Previous Session
9. Treasurer's Report
10. Reports of Officers by Seniority
11. Reports of Standing Committees (Order of Business continued on next sheet)
12. Reports of Special Committees
13. Reading of Communications
14. Unfinished Business
15. New Business
16. Nomination of Officers (March Mtg. or When Necessary)
17. Election of Officers (Annual Mtg. or When Necessary)
18. Selection of Next Meeting Place
19. Good of the Order
20. Installation of Officers (If Required)
21. Closing.

ARTICLE IX

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 or Grand Lodge office, nor shall any public question be introduced or discussed unless the same directly relates to or affects the Order and its membership or unless previous action on such subject shall have been taken by the Grand Lodge.

ARTICLE X

PROVISIONS NOT OTHERWISE COVERED

Section 1. The Grand Lodge Statutes and Laws shall be applicable to and govern all matters, and activities of this Association. Rules of Order and parliamentary procedure shall be governed by "Robert's Rules of Order", unless specified in the Constitution and Statutes of the Association.

Section 2. Any and all functions and activities sponsored and/or promoted by the Association are for the benefit of the Association and the direct works of the Association. All funds related directly to the function are distributed to the Association's General Fund in order to be distributed to those beneficiaries as decided by the Association.

ARTICLE XI

TROPHIES

Section 1. Whenever any cup or trophy is won three consecutive times by any member Lodge team, said cup or trophy shall become the permanent property of such Lodge.

Section 2. Whenever any cup or trophy becomes the permanent property of any Lodge, the Association shall replace same for the succeeding contest.

ARTICLE XII

AMENDMENTS AND REVISIONS

Section 1. **Notification Requirements:** All amendments and revisions to this Constitution shall be presented in writing to the Association Secretary at least Forty-Five (45) days prior to an Association meeting. The Secretary will forward copies of said changes and/or revisions to the Chairman of the Committee on Resolutions and Laws and notify the member Lodges, at least Twenty-One (21) days prior to said meeting, that an amendment or revision to the Association Statutes will be presented at the next meeting of the Association, along with a copy of the contents of said amendment or revision.

Section 2. **Presentation by Resolution and Laws Committee:** At said meeting, the Committee on Resolutions and Laws shall present the amendment or revision to the Association with its recommendations. It will require a two thirds affirmative vote of the delegates and qualified members present to adopt the amendment or revision. Such amendment or revision shall not become effective until approved by the Grand Lodge Committee on Judiciary.

APPENDIX - A

NH STATE ELKS ASSOCIATION MEMORIAL SERVICE

Exalted Rulers are lined up in order of their Lodge Numbers in the back of the function room used for the Memorial Service. Background Music can be played during the entrance of the Exalted Rulers into the front of the room. Exalted Rulers shall wear a Black Tux and Lodge Jewel for the ceremony. Each Exalted Ruler will be given a flower to place on the replica graveside memorial in the front of the room.

MASTER OF CEREMONIES: Good morning and welcome to the New Hampshire State Elks Memorial Service. Please stand for the entrance of the Exalted Rulers of the State of New Hampshire. (**Exalted Rulers enter the room and stand in front of chairs provided for them in front of the head table/podium area.)

MASTER OF CEREMONIES: I now call on our State Chaplain _____ to lead us in prayer.

STATE CHAPLAIN: Dear Heavenly Father, we come to thee in this hour of prayer and ask Thee to look with tender compassion upon us as we pay tribute to those who have departed. We bow in humble submission to Thy will and pray that thou will give us your strength to carry on. We thank Thee for their lives, for the hours of joy we had in their company and for all the good they have accomplished while on this earth. We ask Thee, dear Lord, that our lives may be so lived that when we are called to join them in that house “not made with hands, eternal in the heavens”, we may leave behind us much good so that others, in turn, may be helped.

Bless those nearest and dearest to the departed. Give them the faith and courage needed to look to Thee and say, “Thy will be done”. Teach us to cherish and number our remaining days so that we may apply our time and strength in Thy service. Sanctify this Memorial Hour to the good of us all. May we be drawn closer together and to Thee. Amen.

MASTER OF CEREMONIES: Please be seated.

*** **Solo Musical** (Recorded Music or Soloist). Suggested Music: “Beyond the Sunset”, “Ave Maria”, or “Beautiful Isle of Somewhere”.

MASTER OF CEREMONIES: We pause for a few brief moments this morning to remember our Members who have answered the final summons of the Grand Exalted Ruler of the Universe. Much has been the measure of their service and dedication, much their contribution to our Order and to the society of which we are a part. Their faults we write upon the sands, their virtues upon the tablets of love and memory.

MASTER OF CEREMONIES: The State Secretary shall know call the roll of Lodges and Association.

*** As the Lodge name and number is called, each Exalted Ruler will rise, step forward, extinguish candle at memorial, then place flower in front of the candle.

*** After all Exalted Rulers have extinguished their candles and placed flowers at the memorial, the State Secretary shall call the name of the Association. The State President shall step forward place the flower at the memorial and extinguish the last remaining candle.

*** The Master of Ceremonies shall continue with the service after all candles have been extinguished

MASTER OF CEREMONIES: State President-Elect (*State President-Elect Stands*). What is the object of this Memorial Service?

STATE PRESIDENT-ELECT: To remind the living that our Brothers and Sisters are never forgotten.

MASTER OF CEREMONIES: What do you offer to this Service of Memory?

STATE PRESIDENT-ELECT: The Sweet Forget-Me-Not, typifying Charity, which teaches us to remember all the good that we do.

*** (Hands Forget-Me-Not flower to the State Sergeant at Arms who deposits it at the Memorial. State President-Elect sits down after he hands Forget-Me-Not to the State Sergeant at Arms.)

MASTER OF CEREMONIES: State 2nd Vice President (*2nd Vice President stands*). What do you offer to this Service of Memory?

STATE 2nd VICE PRESIDENT: The amaranth, emblem of immortality, the reward for leading a true and upright life.

*** (2nd VP hands amaranth to State Sergeant at Arms who deposits it at the Memorial). 2nd Vice President sits down after he hands amaranth to the State Sergeant at Arms.)

MASTER OF CEREMONIES: State 3rd Vice President (*3rd Vice President stands*) What do you offer to this Service of Memory?

STATE 3rd VICE PRESIDENT: The clinging ivy, symbol of the Love we have for our departed Members.

*** (State 3rd Vice President hands ivy to the State Sergeant at Arms who deposits it at the Memorial. 3rd Vice President sits down after he hands ivy to State Sergeant at Arms.)

MASTER OF CEREMONIES: Our State Elks President, _____ will now place his tribute at the Memorial. *** (State President approaches Memorial and places flower).

MASTER OF CEREMONIES: Many were their achievements which will ever be an inspiration to all of us, and as their Treasurers, ours to continue towards completion, the tasks which they have so nobly shared with us. The end of their days on earth is not sunset, but SUNRISE – not death, but RESURRECTION, an entrance into a new Home and the beginning of Life Eternal. They have but walked through the silent Gates into the Sunrise of Tomorrow.

MASTER OF CEREMONIES: Please rise.

11th Hour Chimes are sounded

MASTER OF CEREMONIES: It is the Hour of Recollection Ladies and Gentlemen, Members and Guests, it gives me great pleasure to introduce to you Exalted Ruler _____ of the _____ Lodge, # _____, who will perform the 11 o'clock toast this morning.

*** Designated Exalted Ruler performs 11 o'clock toast. After the toast is given, the Master of Ceremonies continues

MASTER OF CEREMONIES: Exalted Ruler _____, thank you for that fine rendition of the toast. Ladies and Gentlemen, Members and Guests, please be seated.

Background Music “Beyond the Sunset” is played.

MASTER OF CEREMONIES: Recites “Should You Go First” in unison with the background music.

“SHOULD YOU GO FIRST”:

By Albert Kennedy Roswell

Should you go first and I remain
To Walk the Road alone,
I'll live in memory's garden, dear,
With Happy Days we've known.

In Spring I'll watch for roses red,
When fades the lilac blue,
In early Fall when brown leaves call
I'll catch a glimpse of you.

Should you go first and I remain
For battles to be fought,
Each thing you've touched along the way
Will be a hallowed spot.

I'll hear your voice, I'll see your smile,
Though blindly I may grope,
The memory of your helping hand
Will buoy me on with hope.

Should you go first and I remain
To finish with the scroll,
No length'ning shadows shall creep in
To make this life seem droll.

We've known so much of happiness,
We've had our cup of joy,
And memory is one gift of God
That death cannot destroy.

Should you go first and I remain,
One thing I'd have you do:
Walk slowly down that long, lone path,
For soon I'll follow you.

I'll want to know each step you take
That I may walk the same,
For some day down that lonely road
You'll hear me call - your name.

MASTER OF CEREMONIES: Recites the Eulogy:

It would neither be practical, nor does time permit, to render personal eulogies for all of our departed members. However, what more reverent statement could we make than simply saying, "They were ELKS".

Each of them practiced the cardinal virtues of Charity, Justice, Brotherly Love and Fidelity. They performed tasks large and small that each day came to hand. They Loved, Defended and Preserved the Emblem of our Order, "Old Glory" and All that it represents. They attested and conformed to the great book of Law, and maintained inviolate the obligation taken beside the Antlers of Protection. These things they did in last full measure of devotion to Country, Family and Elkdome. They have but walked through the silent gates into the Sunrise of Tomorrow.

MASTER OF CEREMONIES: Please stand for our closing prayer.

STATE CHAPLAIN: Reverently, our Father, we look to Thee for a Benediction at this hour. Help us to see more clearly and accept more fully the teachings of our Great Order. The Lord Bless you and keep you; the Lord make his Face to shine upon you and be gracious unto you; the Lord lift up His fatherly countenance upon you and give you peace. Amen.

MASTER OF CEREMONIES: Ladies and Gentlemen, Members and Guests, thank you all for attending this Memorial Service conducted by the New Hampshire State Elks Association as part of its annual State Convention activities. We appreciate your support and participation in honoring and remembering our departed Brothers and Sisters. This concludes our Service this morning.

(Master of Ceremonies should develop a list of people who contributed / participated in the service and thank them at this time).

Short Intermission before Installation of Officers

APPENDIX - B

NEW HAMPSHIRE STATE ELKS ASSOCIATION

OFFICER INSTALLATION RITUAL

INSTALLING OFFICER: *Members and Guests,* the duty devolves upon me to lift the burden of Office from those who have borne it during the past year, and to transfer to their successors, the responsibility incident to the administration of the affairs of this Association.

The retiring Officers deserve the gratitude of all the members for the successful way in which they have handled the proceedings of the Association, and we hope they will continue to foster by word and deed, an increasing interest and activity in the great work in which this Association is engaged.

INSTALLING OFFICER: Sergeant-At-Arms; You will please escort the Officers elect and designate to the anteroom *and inform the Tiler when you are ready to proceed.*

The Sergeant At Arms shall assemble the Officers-Elect and Designate in the anteroom of the assigned area. When ready, the Sergeant At Arms will give a rap on the door and notify the Tiler he wishes to escort the Officer Suite into the room designated for Installation. The Tiler will then notify the Installing Officer.

TILER: Installing Officer; The Sergeant-At-Arms, with the Officers-Elect and Designated of the New Hampshire State Elks Association seek admission.

INSTALLING OFFICER ... Admit them.

SERGEANT-AT-ARMS: *Installing Officer, I have the honor of presenting to you for Installation, _____, **President of this Association;***

_____, **President-Elect,**

_____, *2nd Vice President,*

_____, *3rd Vice President,* _____, *4th Vice President,*

_____, *5th Vice President,* _____, *Secretary,*

_____, *Treasurer,* _____, *Trustee(5yrs),*

I also present to you _____, Chaplain; _____, Tiler; _____,

Organist; and _____, Sergeant At Arms; who have been Appointed by the

President.

INSTALLING OFFICER: *Officers-Elect and Designate, do you each accept the office for which you have been chosen? (Officers reply, "I do")*

INSTALLING OFFICER: The Benevolent and Protective Order of Elks is dedicated to noble and exalted purposes, but since we cannot foresee the future nor envision our destiny, let us seek the blessing on this occasion of the Divine Director of all human affairs. *Chaplain of the Day*, we ask you to invoke the blessing of our Heavenly Farther.

CHAPLAIN: We beseech thee, Almighty God, to bestow Thy blessing upon this ceremony. Grant that the Members who will be entrusted with the affairs of this Association may be guided wisely in the discharge of their duties. Impress upon them that no finer contribution can be made by them, than true and inspiring service to the State Association and its members. *Bless all Elks* and the Charitable Work in which they are engaged. Protect them and their families. Bestow Thy Gracious Favor upon these *State Officers* to the end that all their acts may further the success and prosperity of this Association and redound to thy honor and strength of the Benevolent and Protective Order of Elks. AMEN.

INSTALLING OFFICER: You will each place your left hand over your heart, raise your right hand and repeat after me:

“In the presence of God and this Association, I solemnly promise and swear, to conform with the Constitution, Statutes, Rules and Regulations of the Benevolent and Protective Order of Elks, and the By-Laws of this Association. I also promise and swear to practice the virtues of Charity, Justice and Brotherly Love, and with Fidelity to perform the duties of the Office, for which I have been chosen to the best of my ability. May God help me and keep me steadfast, as an Officer of this Association. AMEN.

INSTALLING OFFICER: At Ease.

INSTALLING OFFICER: Officers of the New Hampshire State Elks Association, you have been selected by the members of this Association to guide its affairs during the ensuing year. I hope you appreciate the importance of the trust the Members have confided in you. By accepting the office for which you have been honored, you have assumed a grave responsibility. I charge you to execute your duties with care and compassion.

INSTALLING OFFICER: Sergeant-At-Arms, You will now conduct the President to the station at my right.

INSTALLING OFFICER: Sergeant-At-Arms, You will now conduct the remaining officers to their respective stations.

INSTALLING OFFICER: State President _____, you have been accorded the highest honor within the power of this Association to bestow upon one of its Members. That is evidence of the confidence the Association has in your quality of leadership and your faithful adherence to the four great principles of our Order. I am sure their confidence has not been misplaced.

In the year to come, all may not be plain sailing, but in establishing goals and guiding the affairs of this Association, you must be like the able mariner, who steers his vessel as calmly in storm as in fair weather. If you are governed by the Constitution and Statutes of the Grand Lodge, and the State Association By-Laws, which I now present to you, your task will be made much easier.

And this is your Gavel of Authority. Use it with Firmness and Decision, and always with consideration of what is best for the New Hampshire State Elks Association And The Great Order of which it is a vital part.

May you be guided by Wisdom and Discretion, and may the influences of Charity, Justice, and Brotherly Love prompt you to rule with Fidelity.

INSTALLING OFFICER: Now in the name and by authority of the Grand Lodge of the Benevolent and Protective Order of Elks of the United States of America, I do proclaim and declare, on this _____ Day Of May _____, the Officers of the New Hampshire State Elks Association duly installed.

INSTALLING OFFICER: Members and Guests, let us acknowledge our allegiance to the State President of the New Hampshire State Elks Association. It gives me great pleasure to introduce President _____ to you at this time.

INSTALLING OFFICER:

- a. Presents the gavel to the newly installed State President. State President delivers remarks.
- b. Invites the outgoing President to make any closing comments.

INSTALLING OFFICER: At this time, I would like to introduce the people who assisted with today's Installation of Officers.

Sergeant At Arms, _____; Chaplain, _____
Tiler, _____. My sincere thanks to these people for their assistance and the fine job they did. I would also like to thank all who attended this ceremony for their attention and interest in this activity.