

# **CONSTITUTION, BYLAWS, & REGULATIONS**

of the

## **ELKS OF CANADA**



**2016 – 2017**

## **ELKS OF CANADA**

### **CONSTITUTION, BYLAWS, & REGULATIONS**

94<sup>th</sup> Edition  
2016

This booklet includes the Constitution, Bylaws, and Regulations, adopted by the Grand Lodge at its first Annual Session held in the City of Vancouver, B.C., December 27-31, 1912, and all amendments thereto as authorized by subsequent Grand Lodge Sessions. This Edition, dated at Regina, Saskatchewan, this first day of October, 2016, is effective as of the 22<sup>nd</sup> day of July, 2016 and supersedes all previous editions.

Mark Montgomery, Chairman  
Judiciary Committee

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**CONSTITUTION**

**ACT OF INCORPORATION**

**BYLAWS**

**ARTICLE 1 GENERAL BYLAWS**

**ARTICLE 2 GRAND LODGE BYLAWS**

**ARTICLE 3 LODGE BYLAWS**

**REGULATIONS**

**GENERAL REGULATIONS**

**GRAND LODGE REGULATIONS**

**LODGE REGULATIONS**

**ASSOCIATION REGULATIONS**

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**ELKS OF CANADA**

**CONSTITUTION**

The Constitution of the Elks of Canada refers to the amended Act of Incorporation assented to by the Parliament of Canada on the 4<sup>th</sup> day of August, 1982. The Constitution may only be amended by a Special Act of the Parliament of Canada.

## **CONSTITUTION**

### **ACT OF INCORPORATION**

*The following is the original Act of Incorporation, being Chapter 110 as assented to on the 16th day of May, 1913, and as amended by Chapter 186 of the 29-30-31 Elizabeth II, 1980-81-82 of the Parliament of Canada as assented to on the 4th day of August, 1982.*

#### **3-4 GEORGE V. CHAP. 110**

### **AN ACT TO INCORPORATE THE GRAND LODGE OF THE BENEVOLENT AND PROTECTIVE ORDER OF ELKS OF THE DOMINION OF CANADA.**

#### **FRENCH VERSION**

### **LOI CONSTITUANT EN CORPORATION LA GRANDE LOGE DE L'ORDRE BÉNÉVOLE ET PROTECTEUR DES ÉLANS DU DOMINION DU CANADA.**

#### **PREAMBLE**

*WHEREAS a petition has been presented praying that it be enacted as hereinafter set forth, and it is expedient to grant the prayer of the said Petition: Therefore His Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:*

#### **INCORPORATION CORPORATE NAME**

*1. Eric Norman Armour, barrister-at-law, William Perry Mackay, student-at-law, Hugh Atkinson Barwick, clerk, Hugh Elmer Munroe, clerk, Reginald Sherlock Anderson, clerk, all of the city of Toronto in the province of Ontario, and Charles Edward Redeker, of the city of Vancouver in the province of British Columbia, investment broker, together with such other persons as become members of the Society, are hereby incorporated under the name of "The Grand Lodge of the Benevolent and Protective Order of Elks of the Dominion of Canada," hereinafter called "the Society".*

*In section 1 of the French version of the said chapter, where the name "The Grand Lodge of the Benevolent and Protective Order of Elks of the Dominion of Canada" appears, there shall be substituted the name "la grande loge de l'Ordre bénévole et protecteur des Élans du Dominion du Canada".*

#### **PROVISIONAL OFFICERS**

*2. The persons named in Section 1 of this Act shall be the provisional officers of the Society and shall hold office until their successors are elected.*

#### **HEAD OFFICE**

*3. (1) The head office of the Society shall be at such place in Canada as the Society may determine.*

*(2) Notice of the location of the head office of the Society shall be published in the Canada Gazette.*

**GOVERNING BODY**

4. (a) *The Society shall be governed by a representative body, to be known as “The Grand Lodge,” whose members shall be elected in such manner and for such period of time as may be determined by by-law of the Society.*

**OFFICERS**

(b) *The Grand Lodge shall elect from among themselves such Officers as are designated by the by-laws of the Society.*

**BENEVOLENT**

5. *The purposes of the Society shall be as follows:*

(a) *benevolent, provident, moral and charitable purposes;*

**IMPROVEMENT**

(b) *purposes of social intercourse, mutual helpfulness, and mental and moral improvement and rational recreation;*

*but such purposes shall not include sickness, funeral, accident or disability benefits, or any other form of insurance.*

**BRANCHES  
POWERS OF BRANCHES**

6. *Subject to the constitution and by-laws of the Society, branches under the name of “Lodges,” subordinate to the Society, may be established in Canada under the title or number designated in the charter granted by the Society when constituting such branches, and subject to such conditions and provisions and with such powers as the Society may determine by by-law: Provided, however, that such powers shall not be in excess of those conferred on the Society by this Act.*

**RULES AND BY-LAWS**

7. *The Society may make such rules and by-laws as it deems necessary for government and management of its business and affairs and for the guidance of its officers and members, and especially with respect to the qualification, classification, admission and expulsion of members, the fees and dues which it may deem advisable to impose, the control and management of its funds, the number of members composing The Grand Lodge, and the number, constitution, powers and duties of an executive committee, board of trustees, or managing committee and of its officers, and generally for regulating every matter and thing proper and necessary to be done for the good of the Society and the prosecution of its objects and purposes.*

## **CONSTITUTION**

### **REAL ESTATE**

8. *The Society or any branch thereof may acquire, by purchase, lease, gift or otherwise any real or personal property necessary or useful for the carrying out of its purposes and may use or dispose of such property by mortgage, pledge, lease, sale, gift or otherwise.*

### **MEMBERS NOT PERSONALLY LIABLE**

9. *No member of the Society shall merely by reason of such membership be or become personally liable for any of its debts or obligations.*

*Wherever in the French version of the said chapter the words "The Grand Lodge" and "la Grande Loge" appear, there shall in each case be substituted the words, "la grande loge".*

## **ELKS OF CANADA**

### **BYLAWS**

The Bylaws of the Elks of Canada are set out separately from the Act and Regulations, and represent the rules determined by the membership within which the Elected Officers are empowered to manage the organization and the various Units of the Order are empowered to act. These Bylaws can only be amended with the consent of the membership in the manner prescribed in the Bylaws.

Article 1 – General

Article 2 – Grand Lodge

Article 3 – Lodge

**ARTICLE 1  
GENERAL BYLAWS**

**SECTION 1 – TITLE**

The Society shall be known as “Elks of Canada”, (hereinafter referred to as “The Elks”).

**SECTION 2 – COMPOSITION**

“The Elks” is composed of Elks Lodges, and Provincial/Territorial Elks Associations.

**SECTION 3 – SUPREME LAW**

The Act of Incorporation, the Bylaws, Regulations and the Ritual shall be the Supreme Law of the Order.

**SECTION 4 – SUPREME POWER**

The jurisdiction and powers of the Grand Lodge shall be general and supreme. Without restricting the generality of the foregoing, it shall have jurisdiction over the whole Order, and authority to Charter, institute, and control all Lodges, Elks Associations and shall have authority to cancel such Charters and powers and to enact laws for the raising of charitable funds and general funds to meet expenses. It shall be the Supreme Judicial Head to which final appeal may be taken.

**SECTION 5 – MISSION / VISION**

**1. MISSION STATEMENT:**

***ELKS OF CANADA***

**A CANADIAN VOLUNTEER ORGANIZATION OF MEN AND WOMEN SERVING COMMUNITIES.**

**2. VISION:**

**TO BE THE BEST VOLUNTEER ORGANIZATION IN CANADIAN COMMUNITIES.**

**SECTION 6 – OFFICIAL LANGUAGES**

The services and publications of the Grand Lodge Office shall be made available in both Official Languages of Canada.

**SECTION 7 – INTERPRETATIONS**

**1. “GENDER NEUTRALITY”:** Wherever the male gender or pronoun appears within the Act, Constitution, Bylaws, or Regulations of Elks of Canada or any of its Lodges or other subordinate Units, it shall be interpreted to mean both male and female persons. Words indicating the singular may be interpreted to be the plural.



**ARTICLE 1  
GENERAL BYLAWS**

2. **“OFFICER TITLES”**: The following terms shall within the Act, Constitution, Bylaws, or Regulations of the Elks of Canada be interpreted to have one and the same meaning:

Immediate Past Exalted Ruler    Immediate Past President  
Exalted Ruler.....President  
Leading Knight .....1<sup>st</sup> Vice President  
Loyal Knight .....2<sup>nd</sup> Vice President  
Lecturing Knight .....3<sup>rd</sup> Vice President  
Esquire.....Sergeant-at-Arms

3. **“ACT”**: means an Act to Incorporate The Grand Lodge of the Benevolent and Protective Order of Elks of the Dominion of Canada (Statutes of Canada 1913, Chap. 110, as amended) and is also referred to as the Constitution of the Elks of Canada.

4. **“ASSOCIATION”**: means a Provincial or Territorial Elks Association.

5. **“BYLAWS”**: The Bylaws of the Elks of Canada are set out separately from the Act and Regulations, and represent the rules determined by the membership within which the Elected Officers are empowered to manage the organization and the various Units of the Order are empowered to act. These Bylaws can only be amended with the consent of the membership in the manner prescribed in the Bylaws.

6. **“CHAIR OFFICERS”**: include the Immediate Past Exalted Ruler, the Exalted Ruler and the Knights.

7. **“CHARTER”**: means a document issued by Grand Lodge to a subordinate Lodge, Association, Unit, or group authorizing its creation.

8. **“CONFERENCE”**: means a regularly constituted meeting of a Provincial Elks Association, sometimes called a reunion or convention.

9. **“CONSTITUTION”**: means the Act of Incorporation.

10. **“CONVENTION”**: means a regular or special session of the Grand Lodge.

11. **“DISCRIMINATION”**: means differential treatment of an individual or group of individuals which is based, in whole or in part, on one or more than one of the prohibited grounds of discrimination under the Canadian Human Rights Act, and which has an adverse impact on the individual or group of individuals.

12. **“DISPENSATION”**: means a document issued by the Grand Executive allowing an organized group of members to temporarily operate as an Elks Lodge pending the receipt of a Charter granting full Lodge status.

13. **“DISTRICT/REGION/Etc.”**: means Lodges in a specified area generally within an Association formed into a unit for fraternal purposes. District may alternately be referred to as Region/Etc.

**ARTICLE 1  
GENERAL BYLAWS**

**14. "DISTRICT DEPUTY/REGIONAL REP/Etc.":** means the chief elected or appointed Officer of a District/Region/Etc. District Deputy may alternately be referred to as Regional Rep/Etc.

**15. "ELECT":** means an Officer elected before the term of office of his predecessor has expired.

**16. "ELK":** means a member of The Grand Lodge of the Benevolent and Protective Order of Elks of the Dominion of Canada. "Élan" is a similar permissive word.

**17. "ELKS AND ELKS OF CANADA":** means the common name of The Grand Lodge of the Benevolent and Protective Order of Elks of the Dominion of Canada.

**18. "FINANCIAL REPORT":** means a complete set of financial statements prepared in accordance with generally accepted accounting principles as per the C.I.C.A. Handbook and reported on by a qualified professional accountant (e.g. CA, CMA, CGA) or alternatively, subjected to an internal review.

1. Acceptable reports by an external qualified professional accountant (e.g.: CA, CMA, CGA) are as follows:

A) **Audit Report** – audit performed in accordance with generally accepted auditing standards.

B) **Review Engagement Report** – review performed in accordance with generally accepted standards for Review Engagements.

2. Acceptable internal reviews are as follows:

A) A Unit of the Order may, by Bylaw or resolution approved by the membership of the Unit, and approved by the Grand Executive, elect or appoint not less than two qualified members, none of whom have been directly involved in the accounting or bookkeeping process during the period covered by the financial reports, to perform an Internal Review according to guidelines approved by the Grand Executive.

**19. "FINANCIAL SECRETARY":** means a member who has served in that office prior to July 28, 1982.

**20. "GRAND EXECUTIVE AND GRAND EXECUTIVE COMMITTEE":** means that body of members elected to administer the Order between Grand Lodge Conventions.

**21. "GRAND EXECUTIVE MEMBER AND GRAND LODGE OFFICER":** means a member elected to the Grand Executive.

**22. "GRAND LODGE":** means the supreme authority of the Order, that includes the annual Convention and when it is not in session, the Grand Executive Committee and, when it is not in session, the Grand Exalted Ruler.

**23. "HARASSMENT":** means a course of conduct directed at a specific individual or group of individuals that causes substantial emotional distress in such individuals and serves no legitimate purpose, and includes but is not limited to gestures, words, and actions which tend to annoy, alarm, or verbally abuse other individuals.

**ARTICLE 1  
GENERAL BYLAWS**

- 24. "HOME":** means a Senior Citizens' Home, a Lodge Home, or a Home specially established for the benefit of children.
- 25. "LODGE":** means a subordinate body of members, fulfilling the qualifications of membership having petitioned for and received a charter from Grand Lodge which has not been revoked, suspended or surrendered and is in good standing.
- 26. "LODGE IN GOOD STANDING":** means that body of members chartered by Grand Lodge and which is not suspended, revoked or cancelled, whose dues are current with Grand Lodge, its Association, and any other Unit of the Order to which they belong.
- 27. "MAJORITY":** means in respect to voting, a **clear** majority. **NOTE:** means 50% of the eligible votes cast **and** counted plus a minimum of one additional vote.
- 28. "MEMBER":** shall mean a person initiated into the Order or who is a Member at Large, who has not been expelled, suspended or resigned.
- 29. "MEMBER IN GOOD STANDING":** shall mean a person initiated into the Order or who is a Member at Large, who has not been expelled, suspended or resigned and has been issued a current membership card."
- 30. "NATIONAL SPORTING EVENT":** means a competition open to all Associations with participation of a minimum of 50% of Associations.
- 31. "ORDER":** means the Society, the Grand Lodge, the Elks.
- 32. "PAST OFFICER":** means a person who was elected to the most senior office of a Unit of the Order:
1. completed their term to the satisfaction of the Grand Executive;
  2. has completed any part of their term which the Grand Executive on application to it by the member affected, the Lodge, District/Region/Etc., Provincial Association or Grand Lodge, may in its sole discretion consider a full term, and who shall be entitled to have their past rank lettered on their fez with the appropriate coloured tassel, and to wear such regalia as may be designated for that Office.
- 33. "PROVINCIAL PRESIDENT":** means the most senior elected Officer of an Association formed in any Province or Territory within Canada.
- 34. "REGION":** means Lodges in a specified area generally within an Association formed into a unit for fraternal purposes. Region may alternately be referred to as District/Etc.
- 35. "REGIONAL REP":** means the chief elected or appointed Officer of a Region. Regional Rep may alternately be referred to as District Deputy/Etc.
- 36. "REGULATIONS":** The Regulations are procedural process issued by the Grand Executive from time to time as authorized by the Bylaws. Regulations may, by majority vote of the delegates at a Grand Lodge Convention be altered or rescinded.

**ARTICLE 1  
GENERAL BYLAWS**

**37. "SOCIETY":** means The Grand Lodge of the Benevolent and Protective Order of Elks of the Dominion of Canada; the Order, the Lodge, the Elks.

**38. "UNIT OF THE ORDER":** means a subordinate body operating under Charter issued by the Grand Lodge.

**SECTION 8 – INDEMNIFICATION AND REPORT OF LITIGATION**

**1. LIABILITY:** The Grand Lodge shall not be liable for any debt, claim, demand, judgement or encumbrance of any kind or nature secured or unsecured, of or against an Association, Lodge, or a member of the Order, however, notwithstanding the foregoing, if the Grand Lodge eventually becomes liable for any liability of an Association, Lodge, or member, it shall have the right to be indemnified by the said Association, Lodge, or member.

**2. REPORT:** Any Lodge, or Association, becoming involved in any matter in the Courts of Canada or any Province or Territory shall forthwith notify the Executive Director.

**SECTION 9 – BYLAW AMENDMENTS & PRIORITY**

**1. PROCEDURE:** The Bylaws of the Order may be amended by Convention by a two-thirds (2/3) vote of all members present and voting provided that the resolution proposing such amendment has been submitted in writing, by the Grand Lodge office, to all Lodges, Associations, Officers of the Grand Lodge and to Chairmen of all Committees on or before the 7th day of July, previous to the Convention.

**2. SPECIAL:** A three-fourths vote of all delegates present and voting shall be required for the adoption of an amendment not circulated as set out above.

**3. RESOLUTIONS:**

**1. Procedure:** All resolutions to be considered by the Convention shall be:  
A) Those submitted from the Grand Executive; and  
B) Those received in writing by the Grand Lodge office indicating majority support by an Association thirty (30) days prior to opening of Convention; and  
C) Those moved on the floor of the Grand Lodge.

**2. Combining:** The Grand Executive may combine similar resolutions, where advisable, reword the same provided that the source of such combined or reworded resolutions shall be maintained.

**3. Circulation to Committees:** The Grand Executive shall forthwith upon receipt of resolutions, transmit those affecting the various areas of responsibilities of Committees to the appropriate Committee and such Committee shall as soon thereafter as possible, render an opinion as to the merits of the resolution to the Grand Executive.

**4. Presentation:** All resolutions presented to the Convention shall have imprinted thereon the name of the Unit submitting the resolution and all subsequent Units of the Order, which have approved the resolutions. Resolutions properly received shall receive the first attention of the Convention and unless otherwise provided will require a simple majority for

## ARTICLE 1 GENERAL BYLAWS

passage. All other resolutions shall, where possible, be printed in an appendix with the appropriate comment. Resolutions in the appendix or coming from the floor shall only be considered by the Convention if;

- A) a majority of the delegates present agree that such resolution should be placed before the Convention; and
- B) they are proposed and seconded by a delegate; and
- C) they receive a three-fourths majority of those delegates present and voting to pass.

#### 4. CONFLICT:

1. No Unit of the Order shall pass a Bylaw in conflict with these Bylaws, or the laws of Canada, or of the Province in which such Lodge is located. A Lodge shall not pass a Bylaw, perform an act or permit any omission, which will interfere with the religious or political convictions of members of the Order.

2. A Bylaw of a Lodge, District or Association that now or hereafter conflicts with the National Constitution, Bylaws, or Regulations as amended from time to time or the law of Canada or of the Province or Territory in which the Unit of the Order is located, is invalid as to the matter of that conflict and of no force or effect.

### SECTION 10 – QUALIFICATIONS TO HOLD OFFICE

Members shall be eligible to hold and be installed to an elected or appointed office in the Order, provided they are and remain in good standing in their Lodge throughout their term and in the case of the Grand Lodge, Provincial/Territorial Association, or any other Unit of the Order, their Lodge is in good standing.

### SECTION 11 – VOTING IN THE ORDER

At all properly constituted meetings of the Grand Lodge, Provincial Associations, Lodges, and any other subordinate Unit, voting on any and all matters is restricted to members in good standing in attendance at the meeting at which the vote is taken. No proxy voting shall be allowed at any regularly constituted or special meeting of any part of the Order.

### SECTION 12 – QUORUMS

1. **GENERAL:** The chief elected officer of each level of the Order or the chairman of a committee shall at once establish that a quorum is present before proceeding. If no quorum be present within fifteen minutes of the stated time of commencement, they shall only adjourn to a new date and time. If at any time during the session the attendance shall fall below a quorum, they shall adjourn the meeting for fifteen minutes and, if there be no quorum then, they shall only adjourn to a new date, time and place, whereupon all members of the Unit of the Order, where appropriate, shall be informed in writing, and then on the new date and time, if no quorum be present, the meeting may proceed without a quorum.

2. **SPECIFIC QUORUMS:** Unless otherwise provided by Bylaw, the quorum for the lawful conduct of business shall be:

- 1. **Grand Lodge Convention:** Twenty-five registered delegates of whom at least three

## ARTICLE 1 GENERAL BYLAWS

shall be members of the Grand Executive;

2. **Lodge Meetings:** Nine members of whom at least two are chair officers, except that where Lodges having a membership of less than 50, seven members, of whom at least two are chair officers, and except that where Lodges having a membership of less than 25, five members, of whom at least two are chair officers, shall constitute a quorum.

3. **Provincial Conferences:** As established in the Provincial Association Bylaws;

4. **Grand Executive Meetings:** A majority of the elected officers;

5. **Provincial Executive Meetings:** A majority of the elected officers;

6. **Lodge Executive Meetings:** A majority of the elected officers.

7. **Other Units of the Order:** as determined in Unit's Bylaws.

### SECTION 13 – RULES OF ORDER

All Units of the Order shall be guided in its deliberations by the following in order of precedence:

1. Any ritual or Regulation prescribed by the National Bylaws;

2. O. Garfield Jones "Parliamentary Procedures at a Glance";

3. Roberts' Rules of Order.

Provided however the Chairperson of the said meeting may adapt the rules as they may deem expedient, and further provided that procedural rules may be abridged or altered by a 75% majority of those in attendance and voting at the said meeting.

### SECTION 14 – PUBLIC STATEMENT

No member, Lodge, or Association shall take any public action or make any public statement whatever on any political, legislative or public policy matter whether general or local, on behalf of the Order, unless such action be in accord with previous published action or announced position of the Grand Lodge, or unless the action or position to be taken be first approved by the Grand Exalted Ruler or Grand Executive and in respect to the activities of the Elks & Royal Purple Fund for Children in consultation with the Chairman of the National Charities Committee.

### SECTION 15 – CHARTERS

1. **GRANT OF CHARTERS:** The Grand Exalted Ruler, by and with the consent of the Grand Executive, shall have power to grant Charters, and issue Charters to Associations and other groups in the manner provided by these Bylaws and to similarly order suspensions, revocations, and surrender of Charters and to restore the same.

2. **REQUIREMENTS:** A Charter will be issued to all new Lodges 180 days after their Institution. The names on the Charter will be all members initiated and/or joining the Lodge in

**ARTICLE 1  
GENERAL BYLAWS**

this time period who have not been issued a resignation or have not been expelled or suspended.

**3. PERMANENT SURRENDER:** A Unit of the Order to voluntarily surrender its Charter must petition the Grand Executive in writing. The petition must contain the signatures of all members in good standing of the said Unit of the Order who desire it to be surrendered. In addition, it must be signed by all members in good standing who are opposed to the surrender of the same. Should it appear that less than nine members are desirous of retaining it, the Grand Executive shall have power to receive the surrender of such Charter. The Grand Executive may require that a thirty (30) day Notice of Intention be mailed to all members of the Lodge and to be guided by the response.

**4. NATIONAL REGISTRATION/AFFILIATION FEE ARREARS:** When a Lodge becomes one year in arrears for National Registration/Affiliation Fees it may be suspended by the Grand Executive on the recommendation of the Executive Director. All property both real and personal of such Lodge shall be dealt with as herein provided for suspension of Charter.

**5. TEMPORARY SURRENDER:** The Grand Executive shall have power to accept from any Unit of the Order a temporary surrender of its Charter upon such terms and conditions as it deems advisable. The Grand Executive may of its own initiative, for good cause, and by a two-thirds majority of those present, temporarily suspend a Charter and to establish Trustees for its temporary operation.

**6. REVOCATION:** A Charter may be revoked by Grand Lodge in Convention for persistent or substantial failure to abide by the National Constitution or Bylaws.

**7. REPORTS ON APPEALS:** The Grand Executive shall report annually in writing to the Grand Lodge all decisions rendered by it upon granting suspensions, surrender, cancellations, revocations, restorations or appeals of Charters.

**8. PROPERTY:** Upon surrender or revocation of a Charter, the Grand Executive shall hold in trust the monies, real and personal property of the Unit of the Order. All other records, books and material shall, on demand, be delivered to and retained in the Grand Lodge Office.

**9. TRUSTEE:** Upon the surrender or revocation of a Charter, the Grand Executive shall be empowered to appoint a Trustee or Liquidator for the purpose of managing, holding in trust or disposing of any property or assets of a Lodge, home or society of a Unit of the Order.

**10. REPORT:** Upon a Unit of the Order surrendering or forfeiting its Charter or having it suspended, revoked or restored by Grand Executive, the Grand Exalted Ruler shall report it to the next Convention which shall approve or otherwise of the decision.

**11. DELIVERY:** The surrender, suspension or revocation of a Charter when approved by the Grand Lodge, shall be conclusive upon the Unit of the Order and its members, and all property of such Unit of the Order, both real and personal, shall become and be held in trust by the Grand Lodge for the Unit of the Order and, on demand, shall be surrendered to the Grand Executive or its authorized agent, by the person or persons having the custody thereof. All such property shall be recoverable by the Grand Lodge in any court of competent jurisdiction. Any member having custody of any of the said property refusing on demand to surrender the same

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or any part thereof may be expelled from the Order.

**12. DISPOSITION:** When the money or property of a Unit of the Order becomes the property of the Grand Lodge by a surrender, suspension, revocation of a Charter, or upon winding up, the Grand Lodge shall hold the same in trust for the Unit of the Order for a period of five years. In the event of re-organization within the said period under the direction of duly elected officers who have been approved by the Grand Executive, all such money or property or the balance thereof, if any, after paying the liabilities of such Unit of the Order therefrom, shall be restored at such time as directed by the Grand Executive.

The Grand Executive shall have power where necessary to sell all or any part of such property to pay the liabilities of the Unit of the Order. In the event of the Unit of the Order not being reorganized within the said period of five (5) years, all such money shall become the property of the Grand Lodge insofar as general funds are concerned for immediate transfer to the Elks & Royal Purple Fund for Children or directly back to a charity of the community in which the Lodge was located, if such a request is made by members of the Lodge at the time of dissolution, provided the charity is registered with Canada Revenue Agency as a public charitable organization or foundation.

**13. REORGANIZATION:** Notwithstanding the provisions of Sections 15.11 (pg 13) and 15.12 (pg 14), should a Unit of the Order under surrender, suspension or revocation of a Charter be successfully reorganized or re-established or should another Unit be established, any costs incurred by the Grand Lodge associated therewith, shall be considered a debt owed by the Unit of the Order to Grand Lodge, and may properly be deducted from funds held in trust pursuant to Section 15.12 (pg 14), before funds are restored to that Unit of the Order.

**14. RESTORATION OF A CHARTER:** Where a Unit of the Order has temporarily surrendered or had its Charter revoked or suspended, it may be restored upon production of satisfactory proof to the Grand Executive that the Unit of the Order will function in the approved manner and in accordance with these Bylaws. The Grand Executive may grant permission to the members of such Unit of the Order to hold a special meeting for the purpose of electing new officers and re-establishing the said Unit of the Order. Such meeting shall be called in accordance with and upon such terms and conditions as the Grand Executive directs.

**15. MEMBER RIGHTS:** A member of a suspended, surrendered or revoked Lodge may apply for transfer to any other Lodge.

**SECTION 16 – RULES OF CONDUCT / OFFENCES / DISCIPLINE**

**1. GROUNDS:**

1. **Violation of Obligation:** No member shall violate their obligation or any provision of the National Constitution, procedures, rules or lawful orders of the Order, or rules of conduct.

2. **Conduct Unbecoming:** No member shall conduct themselves in a manner unbecoming or tending to reflect discredit upon the Order. This shall include but not be limited to dishonesty, excessive use of alcohol or drugs, disobedience to lawful authority of the Order or member thereof, immoral conduct, indecent language, or harassment.



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3. **Discrimination / Harassment:** No member shall discriminate against or harass any other member or non-member based on race, national or ethnic origin, colour, religion, sex, age, marital status, family status, conviction for which a pardon has been granted, or mental or physical disability.

4. **Alcohol:** No member or visitor shall be allowed to consume any alcoholic beverages during any regular or special session of any meeting of the Order while it is in session.

5. **Smoking:** Subject to local Lodge authority to implement a complete "No Smoking" policy should they desire, smoking is not permitted during the Opening Ceremony, balloting or voting on applications for membership, Initiation Ceremony or Closing Ceremony.

6. **Gambling:** Gambling in any form (other than that approved in writing by the appropriate Provincial and Municipal authority supervising gaming laws) is prohibited in any Lodge, Lodge room, or any other premises or at any event associated with a Lodge.

**NOTE:** Disciplinary Procedures covered in Section 15 (pg 70).

**2. CRIMINAL OFFENCES**

1. **Conviction:** A member who has been convicted of an indictable offence punishable with a maximum of five (5) years imprisonment or more may, without notice, be expelled from membership in the Order by resolution of the member's Lodge Executive. An official record of a criminal conviction by any court in Canada shall be prima facie evidence of such conviction.

2. **Temporary Suspension:** A member who has been charged with a criminal offence, may, without notice, be temporarily suspended until the disposition of the charge, by resolution of the member's Lodge Executive.

3. **PENALTIES:** The Grand Lodge and a Lodge shall each have the right and power upon a complaint being upheld to impose any of the following penalties:

**A) In the event of Informal Discipline:**

- 1) Letter of reprimand (may require letter of apology),
- 2) Deprivation of Lounge privileges for any period up to six (6) months
- 3) Removal from any Office or Position held and prohibition from running for and holding any Office for up to six (6) months,
- 4) Suspension from the Lodge for any period up to six (6) months (Duration of suspension must be stipulated)
- 5) Order for restitution

**B) In the event of Formal Discipline:**

1. Letter of reprimand (may require letter of apology);

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2. Deprivation of lounge privileges for any period up to twenty-four (24) months;
3. Removal from any office or position held and prohibition from running for and holding any office for up to twenty-four (24) months;
4. Suspension from the Lodge for any period up to twenty-four (24) months; (Duration of suspension must be stipulated)
5. Expulsion from the Order.
6. Order for restitution.

**4. REMOVAL FROM OFFICE:**

1. **Grounds:** An Officer of Grand Lodge, an Association or District/Region/Etc. may be removed from office for any conduct amounting to:

- A) breach or neglect of duty; or
- B) conduct unbecoming their Office; or
- C) conduct tending to bring discredit to the Order.

2. **Procedure:** Proceedings to remove the officer may be commenced by a notice in writing signed by not less than five members each representing a separate Lodge. The complaint shall be filed within one month of the time of the act or omission complained of with the Executive Director or Association Secretary and a copy served on the officer complained of. The complaint shall be considered by the Grand Judiciary, which shall forward the complaint with their recommendations to the Grand Executive or Provincial Executive for determination as these Executives deem advisable. In the event that the charge is against the Grand Exalted Ruler, the Grand Leading Knight shall act as Chairman and, if against the President, the First Vice-President shall act as Chairman.

3. **Special:** The Grand Exalted Ruler or, Grand Leading Knight if the charge is against the Grand Exalted Ruler, may consider the charges and, if they find it frivolous, meaningless, petty or, in their opinion can be dealt with more appropriately, they may take such steps as they deem advisable. The complainant may appeal such decision to the Grand Executive.

4. **Grand Lodge Officers:** The Grand Lodge Officer who fails to attend the Convention, without satisfactory explanation, may either have their office declared vacant or, alternatively, the Grand Exalted Ruler may nominate a knowledgeable person to temporarily occupy and perform the duties of that office.

5. **PARDON:** A member suspended from their Lodge or expelled from the Order may apply in writing to the Grand Executive for a pardon and a pardon may be granted upon such conditions as the Grand Executive may establish by a two-thirds (2/3) majority vote of the members of the Grand Executive present and voting.

6. **EXPELLED MEMBER:** A member who has been expelled from the Order and who has applied for and received a pardon under Section 16.5 (pg 16) may after being granted a pardon under Section 16.5 (pg 16) apply for membership in the Order. Such application must be in

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writing and must be read at four successive regular meetings of the Lodge in which the member is applying.

Immediately after the fourth reading, a secret ballot shall be taken thereon. If the ballot is favourable, the applicant shall be processed as a new member and shall not retain any prior active years of service, or past titles.

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**SECTION 1 – GRAND EXECUTIVE**

**1. GRAND EXECUTIVE COMMITTEE:**

1. **Composition:** The Grand Executive Committee shall consist of the Grand Exalted Ruler, Immediate Past Grand Exalted Ruler, Grand Leading Knight, Grand Loyal Knight, and Grand Lecturing Knight, and three (3) Grand Lodge Directors each of whom shall be elected annually except the Immediate Past Grand Exalted Ruler and as provided as follows.

2. **Terms:** No Grand Lodge Chair Officer shall hold the same office for more than two (2) years. Any member of the Order may be elected to serve in one (1) of the three (3) Grand Lodge Director positions for a maximum of three (3) terms. Should a member desire to continue on the Grand Executive Committee after three (3) terms as a Grand Lodge Director, they must be elected to one (1) of the Grand Knight positions.

3. **Ritual and Ceremonial Duties:** Grand Executive Committee Chair Officers will be assigned the Ritual and Ceremonial duties normally assigned to like positions within the Order and the duties of the Grand Chaplain, Grand Esquire, and Grand Inner Guard will be assigned to the Grand Lodge Directors as determined by the Grand Executive.

4. **Grand Exalted Ruler Elect:** When a Member has been elected as the Grand Leading Knight they will also become the Grand Exalted Ruler Elect, and will without the requirement of election, be installed as the Grand Exalted Ruler at the next Grand Lodge Convention immediately following their installation as Grand Leading Knight.

**2. MEETINGS:**

1. The Grand Executive Committee shall meet at least twice each year in addition to meetings held at the time of the Annual Convention. If necessary they shall meet in special session at the call of the Grand Exalted Ruler, or at the call of any three members of the Grand Executive Committee. The meetings held at the time of Convention may be attended by the Grand Chairman, should such position be appointed pursuant to these Bylaws.

2. Wherein the opinion of the Grand Exalted Ruler or any three members of the Grand Executive Committee, it would advisable or economically preferable to have a vote of the Grand Executive Committee by mail, e-mail, fax, conference call, or any other form of communication, they may do so by communicating all material relating to the subject to all members. A 2/3 majority of the members voting shall be necessary to carry such a vote. A report in writing as to the results of such vote shall be submitted to the next meeting of the Grand Executive Committee.

**3. GENERAL DUTIES:** The Grand Executive Committee shall faithfully carry out the duties assigned by this National Constitution, Bylaws, and Regulations, the Ritual, the Grand Lodge and the Grand Exalted Ruler, and more specifically the following:

1. **Executive Director:** The Grand Executive shall establish the administrative requirements of the Grand Lodge office and the Grand Lodge Committees, including the appointment of an Executive Director. The Executive Director shall be the Chief Administrative Officer of the Order and under the direction of the Grand Executive, they shall supervise, implement and carry out all administrative matters of the Grand Lodge. The Executive Director shall act as a resource person and provide recommendations on all matters directed by the

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Grand Executive. The Executive Director shall attend all Grand Executive meetings, and Grand Lodge Committee meetings where requested, but shall have no vote.

**2. Grand Lodge Office Facilities:**

A) **Grand Lodge Office:** To annually approve all requirements for the operation of the Grand Lodge office and to assist in its supervision and control. Where necessary, to establish and control necessary expenditure required by the Grand Lodge but otherwise unforeseen and unprovided.

B) The Grand Executive shall provide for the premises for the Grand Lodge office, including leasing the necessary space. The cost of leasing shall be part of the annual budget presented to the Grand Lodge Convention.

C) In the event it is deemed necessary and appropriate to purchase or build facilities to house the Grand Lodge office, the Grand Executive shall have authority to proceed.

**3. Grand Lodge Appointments:**

To assist in carrying out the various responsibilities of the Grand Lodge, members of the Order may be appointed by the Grand Executive to the following positions:

A) **Grand Chairman:**

- **Appointment:** He/she may be nominated annually by the Grand Exalted Ruler and appointed by the Grand Executive.

- **Duties:** Under the direction of the Grand Exalted Ruler, he/she may preside at all business sessions of the Convention and Grand Executive meetings; provided, however, that the Grand Exalted Ruler shall formally open and close all meetings.

- **Powers:** To maintain order at all meetings and to ensure the completion of the agenda. They shall be without a vote except for the election of Officers. They shall not move or second motions or speak for or against them.

B) **Grand Organist:**

- **Appointment:** Shall be nominated by the incoming Grand Exalted Ruler and appointed by the Grand Executive.

- **Duties:** Shall be in charge of the musical arrangements for the Convention and such other duties as required by the Grand Exalted Ruler.

C) **Grand Installing Officers:** To assist with the Installation of Officers at any level of the Order.

D) **Committees of Investigation:** To establish Committees of Investigation of areas of concern to the Grand Lodge and to carry out the orders of the Grand Lodge, Grand Executive or Grand Exalted Ruler in such matters.

E) **Grand Lodge Trustees and Supervisors:** The Grand Executive shall be empowered to appoint Supervisors or Trustees over any Unit of the Order. Such Supervisors or Trustees shall be fully indemnified by Grand Lodge for their expenses as defined by Regulation, and for any liabilities they may incur to any person or persons as a result of the good faith execution of their duties, save and excepting any wilful fraud, theft, or other activity prohibited by the Criminal Law.

Supervisors shall be empowered to supervise the activities of a Unit of the Order, in accordance with the written direction of the Grand Executive, and without limiting the generality of the foregoing, may conduct meetings, examine books and records, examine facilities, direct

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elections, and shall report their activities as requested by the Grand Executive.

Trustees shall be empowered, subject to the written direction of the Grand Executive, to acquire legal ownership of the assets of a Unit of the Order as Trustees for Grand Lodge, to administer the same, and, without limiting the generality of the foregoing, may seize chattels, take control of bank accounts, seize books, conduct meetings, direct elections, and generally administer the Unit of the Order and its property, and shall report their activities as requested by the Grand Executive.

It shall be the legal obligation of any Unit of the Order or member thereof placed under Supervision or Trusteeship, to cooperate fully with these persons so empowered, and to turn over all funds, books, papers, chattels, accounts, or other things requested, and in the case of Trusteeship, to execute any documents required to effect the transfer of funds or property to the Trustees as requested. In the case of non-compliance, the Supervisors or Trustees may apply ex-parte to a Court of competent jurisdiction for an order compelling compliance with this Section.

4. **Committees:** The Grand Executive shall be empowered to appoint committees to assist them with the work of the Order. Such committees may be those listed in the Bylaws or Regulations of the Order or such other committees as the Grand Executive or the Grand Lodge Convention may deem to be necessary from time to time. Provided however, the appointment of all such committees shall be subject to budgetary approval of the membership at each Grand Lodge Convention.

5. **Auditors:** Accredited accountant or firm of accountants shall be nominated by the Grand Executive and ratified by vote of the Convention to audit the books, records and accounts of the Grand Lodge and the Elks & Royal Purple Fund for Children and such auditors shall report with any recommendations to the Grand Executive and to the Grand Lodge Convention for the fiscal operating year.

6. **Power to Make Regulations:** For the purpose of carrying out the provisions of the Constitution, Bylaws and Resolutions of Grand Lodge according to their intent, the Grand Executive may make such Regulations as are ancillary, necessary or advisable. Regulations made in accordance with this power have the same force and effect as a Bylaw and shall be forthwith reported to the Associations, and Lodges.

7. **Borrowing Powers:** To borrow, raise or secure money and give security in such manner as it shall decide for the purposes of the Order including the use of General Funds of the Order in lieu of borrowing. Notwithstanding the authorization of any expenditure, it shall have the power to change the amount authorized and shall report to the next Convention.

8. **Special Powers:** To carry out any matter for the good of the Order of a temporary or necessary nature.

9. **Appeals:** To hear and render decisions on all appeals made by Chartered Units of the Order or members thereof. Provided, however that it shall not render a decision without first receiving the report on it of the Judiciary Committee. Its decision shall be final with respect to all matters arising in relation to Section 16, Rules of Conduct/Offences/Discipline (pg 14) against an individual member. Decisions of the Grand Executive relating to any other matter concerning a Chartered Unit of the Order may by majority motion of the Unit's members, be appealed to a Grand Lodge Convention.

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10. **Supply Contracts:** No member of the Grand Executive shall have any interest directly or indirectly in any contract for supplies for the Order unless they shall first declare their interest and refrain from all influence and voting on that contract or purchase.

11. **Grand Lodge History Book:** Under the direction of the Grand Executive, the Grand Lodge office shall annually produce a Grand Lodge History Book, which shall focus on Convention activities, Grand Lodge Officers, and on official visitations of Grand Lodge, but not on individual Lodge activities.

12. **Other:** Generally to perform and carry to completion all work entrusted to it by the last Grand Lodge Convention, to correct any omissions of the Convention and generally to carry on the business of the Grand Lodge.

**SECTION 2 – GRAND EXALTED RULER**

1. **GENERAL POWERS:** Except when the Grand Chairman has been assigned similar responsibility, the Grand Exalted Ruler may preside over all Conventions of the Grand Lodge and Grand Executive Meetings. He/she shall nominate and the Grand Executive shall appoint, all committees not otherwise provided for and similarly have power to fill vacancies in office occurring between Conventions with the approval of the Grand Executive. They shall have general supervisory power over the whole Order.

2. **NOMINATIONS BY GRAND EXALTED RULER:** In the event the nominee of the Grand Exalted Ruler is not confirmed by the Grand Executive, the Grand Exalted Ruler shall make another, and where necessary subsequent nominations, until a nominee is confirmed and appointed by the Grand Executive. In the event the Grand Exalted Ruler declines or neglects, within a reasonable period of time, to make a nomination where required, the Grand Executive may both nominate and appoint a member.

3. **SPECIAL POWER:** The Grand Exalted Ruler shall have power by and with the majority consent of the Grand Executive to take any action in respect to any Unit of the Order or any member thereof which he/she believes to be for the good of the Order, including temporary suspensions or appointment of supervisors or trustees and shall report the action so taken to the next regularly constituted Convention of Grand Lodge and may name an officer and/or any other member to implement his/her power on terms and conditions stated.

4. **REPORT:** The Grand Exalted Ruler, at Grand Lodge Convention, in writing, and at Grand Executive meetings, shall submit a report of all his/her official acts and the general condition of the Order. He/she shall make such recommendations as he/she deems advisable.

**SECTION 3 – GRAND LODGE LIFE MEMBERSHIP**

1. **LIFE MEMBERSHIP OF THE GRAND LODGE:** The Grand Exalted Ruler, upon the completion of his/her term, shall be named a Life Member of The Grand Lodge of the Benevolent and Protective Order of Elks of the Dominion of Canada, and shall be entitled to all the rights and privileges thereof, and shall not be subject to pay dues or National Registration/Affiliation Fees at any level of the Order, with the exception of to the Past Grand Exalted Rulers Association.

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**2. HONORARY LIFE MEMBER OF GRAND LODGE:** Any member of the Order may be named an Honorary Life Member of Grand Lodge upon acceptance by 90% majority of the Delegates present and voting on a Special Resolution of the Convention. National Registration/Affiliation Fees shall not be payable by a Lodge for a member holding Honorary Life Membership in Grand Lodge. A member holding such status shall be entitled to have their Lodge dues reduced by an amount equal to the National Registration/Affiliation Fee.

**SECTION 4 – GRAND LODGE STANDING COMMITTEES**

**1. ELKS NATIONAL CHARITIES COMMITTEE:**

1. **Composition:** The Elks National Charities Committee shall consist of five (5) Members, including the Chairman, each of whom shall be appointed annually at the Grand Lodge Convention by the Grand Executive, upon the recommendation of the incoming Grand Exalted Ruler;

2. **Responsibilities:**

- A) The general administration of the Elks and Royal Purple Fund for Children;
- B) To receive, investigate, and consider all requests sponsored by a Lodge;
- C) To receive, investigate, and consider all requests from Lodges and Associations for ongoing charitable programs related to hearing and speech;
- D) To promote charitable activity throughout the Order;
- E) To publicly identify all programs of the National Charities Committee as “Elks National Charities”.

**2. AUDIT/FINANCE:**

1. **Composition:**

The Audit/Finance Committee shall consist of a Chairman and two (2) additional members, who shall be appointed annually at the Convention by the Grand Executive on the recommendation of the incoming Grand Exalted Ruler. At least one (1) member shall have professional accounting qualifications.

2. **Responsibilities:**

- A) Shall be the general fiscal agents of the Order;
- B) Shall have general authority over all funds and property under the control of the Grand Lodge, and shall make whatever inquiry they deem necessary to ensure proper fiscal management of the Grand Lodge is in place at all times. The Audit/Finance Committee shall report the results and recommendations of their reviews to the Grand Executive, National Charities Committee and Grand Lodge Convention as appropriate.
- C) To establish the expenses of all those who are entitled to payment from Grand Lodge.

3. **Establish Budget:** To receive all budgets for required operations of each Committee. To prepare a final budget in respect to the requirements of the Grand Lodge, the estimated revenue coming into it during the twelve-month period of the fiscal year in question. They shall make recommendations as to the proposed expenditures, investments and availability of funds. They shall make recommendations as to revenue, National Registration/Affiliation Fees and any future projections required.



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4. **Present Budget:** The complete budget for the Grand Lodge operation shall be presented to the delegates for approval at each Grand Lodge Convention for the fiscal period of May 1<sup>st</sup> to April 30<sup>th</sup> of each year. An annual budget of the Grand Lodge shall require a simple majority of delegates voting to approve a budget with a projected surplus and a 75% approval by delegates voting to approve a deficit budget.

5. **Meetings:** Meetings shall be held at least twice in each Grand Lodge term.

**3. MEMBER SERVICES**

1. **Composition:**

The Member Services Committee shall consist of five (5) members, including the Chairman, one of whom shall be the Immediate Past Grand Exalted Ruler, all of whom shall be appointed annually at the Convention by the Grand Executive upon the recommendation of the incoming Grand Exalted Ruler.

2. **Responsibilities:**

- A) To coordinate and promote membership acquisition and retention through:
- training and workshops
  - membership materials
  - publicity and public relations material
  - organization, development and rehabilitation of Lodges
- B) To coordinate and promote the supply, design, and usage of Regalia.

**SECTION 5 – CASH BALANCES / FUNDS / RESERVES / REVENUES**

For the purpose of this section the following definitions will be used:

**CASH BALANCES** – shall mean cash on deposit or available to be deposited

**FUNDS** – shall mean any portion of a Cash Balance which has been specifically set aside for a particular use

**RESERVES** – shall mean any portion of the Member's Equity which has been specifically set aside to finance some part of the Order

**REVENUES** – shall mean all sources of revenue accruing to or donated to the Elks of Canada or the Elks & Royal Purple Fund for Children

1. The Grand Lodge shall separately account for the following segments of the Member's Equity:

- the Contingency Reserve;
- the Elks Memorial Building Fund;
- the National Sports Fund;
- the Elks & Royal Purple Fund for Children;
- the General Unrestricted Cash Balance, and;
- such other reserves or funds as the Grand Lodge Audit/Finance Committee may from time to time deem it necessary to create.

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**2. RESERVES:**

1. **Contingency Reserve:** on each fiscal year end the contingency reserve shall be adjusted to an amount equal to the immediately prior year's operation costs and administered under the direction of the Audit/Finance Committee.

**3. FUNDS:**

1. **Elks Memorial Building Fund:** Any cash contribution to the Grand Lodge, made in any manner whatsoever, may be designated by the contributor to the Memorial Building Fund. All such contributions shall be credited to the Memorial Building Fund and contributions to the Fund of \$100.00 or more shall be acknowledged and recognized in an appropriate manner within the confines of the Elks Building.

The Memorial Building Fund shall be used to enhance the uses, purposes and beautification of our national home and shall be administered by the Grand Executive who shall report annually to the Grand Lodge Convention on the status of the Fund.

2. **National Sports Fund:** The net cash proceeds of all National Sports Committee fund raising projects will be set aside in the National Sports Fund.

The National Sports Fund will be administered by the National Sports Committee to enhance and promote sporting activities at the national level. The Committee will report annually on the status of the Fund to the Grand Lodge Convention.

3. **The Elks & Royal Purple Fund for Children**

A) **The Elks & Royal Purple Fund for Children:** The Elks & Royal Purple Fund for Children shall be registered with Canada Revenue Agency and shall operate as a registered charitable organization in accordance with Canada Revenue Agency guidelines. The Fund shall be the only nationally registered charity fund of the Order.

B) **Purpose:** Subject to Canada Revenue Agency guidelines the Fund may provide financial assistance for any purpose that is:

- for the good and welfare of a person prior to attaining his/her nineteenth (19<sup>th</sup>) birthday, provided such application is sponsored by a Lodge.
- for charitable programs addressing the needs of children with hearing and speech disorders and such other charitable programs or services provided for and approved by the membership in the annual operating budget.

C) **Control:** The Fund shall be controlled by the Grand Lodge in the following manner:

- **Bylaws:** All Bylaw amendments shall be subject to approval of the Grand Lodge Convention in accordance with Section 9 (pg 10).
- **Operating Budget:** An annual operating budget shall be presented by the National Charities Committee to the annual general meeting of the Grand Lodge delegates for approval. All matters requiring a vote of the delegates shall be decided by a majority vote by a show of hands. All Elks delegates in attendance shall be entitled to one vote, and such vote shall be binding on the administrators of the Fund until the next Meeting of delegates or Grand Lodge Convention.

D) **Administration:** The Fund shall be administered by the National Charities Committee under the supervision of the Grand Exalted Ruler, and Chairman of the National Charities Committee.

E) **Signing Officers:** The Signing Officers shall be the Chairman of the National

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Charities Committee, provided that administrative personnel may be granted authority by the National Charities Committee to sign cheques. All Signing Officers shall be bonded in an amount to be established by the National Charities Committee through the office of the Grand Lodge.

F) **Audit:** The financial statements of the Elks & Royal Purple Fund for Children shall be audited annually in the same manner as the financial statements of the Grand Lodge. The audited financial reports shall be presented annually to the General Meeting of the Elks Grand Lodge Delegates for ratification.

G) **Reports:** The Chairman shall submit a written report to all regular meetings of the Grand Executive and annually to the general meeting of the Grand Lodge of the Elks of Canada.

H) **Golden Book of Memories:** Any contribution(s) totalling three hundred dollars (\$300.00) or more in memory of a person or persons will be recognized by an entry in the "Golden Book of Memories". The Golden Book of Memories will be a permanent record of such contributions and will be on display at the annual Grand Lodge Convention and at all other times in the Grand Lodge office.

**4. CASH BALANCES:**

1. **The General Cash Balance** is the total amount of cash on deposit to the credit of the Grand Lodge at any given time. It shall be administered by the Executive Director and/or an administrative officer selected by the Grand Executive and used for the purpose of carrying out the general administration and payment of the other general expenses of the Grand Lodge as appropriate and necessary. Under the direction of the Grand Lodge Audit/Finance Committee, the Executive Director shall invest such cash balances as are not required for the day to day operations of the Grand Lodge. These investments shall be placed in Canadian financial institutions offering coverage from the Canada Deposit Insurance Corporation.

2. **The General Unrestricted Cash Balance** is an amount equal to the Member's Equity less any reserve balances, less any fund balances. It shall be administered by the Executive Director and/or an administrative officer selected by the Grand Executive and used for purposes approved by the Grand Executive or the Grand Lodge Convention. This balance should not be allowed to become less than zero.

**5. REVENUE:**

1. **National Registration/Affiliation Fee:** A National Registration/ Affiliation Fee shall be levied by the Grand Lodge on each Lodge based on the number of members in each Lodge. The fee shall be established from time to time and set out in Regulations. Such fee may be automatically increased annually by up to 5% in line with increases in the cost of living as determined by changes to the Consumer Price Index published by the Government of Canada. Budgeted increases in excess of 5% must be approved by a seventy-five percent (75%) majority vote of those members present, qualified to vote and voting at the Convention. Any change to the amount of the National Registration/Affiliation Fee shall be effective January 1<sup>st</sup> of the year following the Grand Lodge Convention at which the change was approved.

2. **General Revenue:** Shall be all other general revenue received by the Grand Lodge including net proceeds from the sale of supplies, charter fees, revenue from the Canadian Elk, any other fees, fines or penalties and donations or gifts together with all other general revenue received by Grand Lodge.

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3. **The Elks & Royal Purple Fund for Children:** Revenue shall be generated from voluntary contributions, Lodge contributions, special fundraising projects, investments, gratuities and gifts or bequests that may be made to the Fund from time to time and shall be deposited in a separate Elks & Royal Purple Fund for Children bank account.

**SECTION 1 – LODGES**

**1. NAME:** A Lodge shall be known as “name of city”, Lodge #\_\_\_\_\_ (number as assigned by the Grand Executive), of The Grand Lodge of the Benevolent and Protective Order of Elks of the Dominion of Canada.

**2. LEGAL OWNERSHIP:**

1. With the exception of property acquired now or in the future for the sole use of children, persons in their senior years, or any other charitable foundation or organization, real estate utilized by a Lodge whether purchased, leased or rented, shall be legally held and registered only in the name of the Lodge under the name designated in its charter, unless prohibited by federal or provincial legislation

2. All existing property owned by a separate society incorporated by a Lodge as of August 1<sup>st</sup>, 2002, must by July 1<sup>st</sup>, 2003, be transferred into the name of the Lodge so that such property shall be legally held and registered only in the name of the Lodge, subject to any exemptions or prohibitions outlined above.

3. Any Unit or member of the Order unwilling to comply, or to accept the ultimate control of the Lodge over its subordinate entities is in violation of these Bylaws and shall be subject to disciplinary proceedings which may result in loss of membership status or revocation of charter.

**3. INCORPORATION OF LODGES:**

1. A Lodge may incorporate under the laws of the Province or Territory wherein it is located, and all property of the Lodge, real and personal, held in trust or otherwise, currently owned or acquired in the future, shall be held in the name of the incorporated Lodge. Lodges are prohibited from incorporating any entity for any purpose which the Lodge itself, if incorporated, may carry on.

A) The procedure to incorporate a Lodge shall be as follows:

- A written notice of motion outlining the reasons for incorporation and the date of a special or regular meeting of the Lodge at which a vote shall be taken, shall be forwarded in writing to all members of the Lodge fourteen (14) days in advance of the scheduled meeting. A vote of 75% of the members of the Lodge in attendance at the meeting, may approve the incorporation, subject to whatever terms the Lodge decides, provided all terms are consistent with the National Constitution and Bylaws.

- Upon approval by the Lodge and before any documents are filed with provincial authorities, the Lodge must submit all documents relating to the incorporation process to the Grand Executive for approval, including, if applicable, Articles of Incorporation, copies of Letters Patent, Statements of Objects and Purposes, proposed Constitutions, and proposed Bylaws (if required).

- All constituting documents and Bylaws of the Lodge shall acknowledge the Lodge is part of and subordinate to the Elks of Canada. Notwithstanding such incorporation, the Lodge must comply at all times with the duties, obligations and responsibilities set forth in the National Constitution, Bylaws, and Regulations of the Elks of Canada as established from time to time.

- The procedure for amendment to incorporating documents, supplementary Letters Patent, and Bylaws shall be the same as the above.

## **ARTICLE 3 LODGE BYLAWS**

### **SECTION 2 – REPORT TO GRAND LODGE OFFICE**

Within six months of its fiscal year end, a Lodge shall submit to the Grand Lodge office an annual statistical report on the form supplied. The report shall have appended to it the last fiscal year end financial statements of the Lodge and any related society, along with the certification of the Lodge auditors.

### **SECTION 3 – FINANCIAL PENALTY**

Any Lodge which fails or refuses to make or submit to the Grand Lodge office its Statistical Report or Semi-Annual Report, its National Registration/Affiliation Fee Report accompanied by remittance, shall in addition to the other penalties be liable to a penalty in the sum of one cent (1¢) per member for each day of such default provided that such penalty shall not be imposed until the expiry of thirty (30) days after the end of each quarter. Such defaulting Lodge shall not be in good standing at Grand Lodge or with its Association until such penalty and National Registration/Affiliation Fees are paid and such reports are filed.

### **SECTION 4 – MEMBERSHIP**

**1. QUALIFICATIONS:** Any person of good reputation, a believer in a Supreme Being, an adherent of lawful government, who shall have attained the age of 16, and who is currently not under suspension or expulsion from any Unit of the Order, shall be eligible to become a member of the Order upon being accepted by vote or ballot. Before the institution of any Lodge, all candidates for membership shall be subject to the approval of a local committee of candidates chosen by an organizer who is approved by the Grand Lodge office. (Refer to Section 7.27 (pg 9)).

**2. APPLICATION FOR MEMBERSHIP:**

1. All applicants for membership shall follow the procedures herein set out and shall fully and accurately complete the membership application as established from time to time by the Grand Executive, and each such application when submitted for consideration shall carry the signature of the applicant and his/her proposer.

2. He must be proposed by a member in good standing at a regular meeting of the Lodge, and no voting shall take place until the Secretary informs the Lodge that the applicant has paid all necessary dues and fees.

**3. RIGHTS:**

1. A member of the Order shall be termed an Elk, and shall be equally entitled with every other member to rights, privileges and immunities, except those specifically limited by other provisions of the National Constitution, Bylaws, and Regulations thereunder.

2. Notwithstanding the above, a member who is in arrears of his/her membership fees to his/her Lodge may be denied the right to attend, to speak and to vote at a meeting of the Order by the Chair.

### SECTION 5 – VISITING OTHER LODGES

In visiting another Lodge, a member must provide evidence that he/she is a member in good standing by showing his/her Membership Card. When such visiting member is announced in the anteroom, the Exalted Ruler shall direct that the Officer designated to the door make proper examination and, if such visitor is a member in good standing, he/she may be admitted.

### SECTION 6 – INVESTMENTS

The funds of a Lodge may be invested in real property for the use of its members. All other investment of the funds of a Lodge must be made in accordance with the Trustee Act of the Province or Territory in which it is situated.

### SECTION 7 – LODGE BYLAWS

**1. REQUIREMENT:** All Lodges shall have Bylaws independent of but not contrary to the National Constitution, Bylaws, and Regulations if:

1. The Lodge is required or wishes to register as a society; or
2. The Lodge acquires real property through purchase or lease

**2. AUTHORITY:** Each Lodge shall have authority to enact Bylaws for its own local government, not contrary to the National Constitution, Bylaws, and Regulations.

**3. PROCEDURE:** Any proposed Bylaws or amendments to the Bylaws of a Lodge shall be submitted in writing at a regular meeting of the Lodge concerned, read before the Lodge and laid over to a later regular session. The Committee on Constitution and Bylaws shall prepare and submit to the Lodge a report on the proposed Bylaw or amendment.

Subject to applicable Provincial/Territorial statute, a notice shall be hand delivered, e-mailed, or sent post paid to every member of the Lodge at least fourteen (14) days in advance of a meeting scheduled to consider the matter giving full details of the proposed bylaw or amendment and the date of the meeting.

A two-thirds majority of the members of the Lodge present and voting at the meeting shall be necessary for the adoption of such Bylaw or amendment.

**4. GRAND LODGE AUTHORITY:** Any action, amendment, resolution or order of the Grand Lodge, the effect of which is to alter the Bylaws of any Lodge, shall be effective as an amendment thereto without any action by the Lodge concerned, unless the Lodge Bylaws are provincially registered. Any section of non-registered Bylaws requiring temporary suspension or change for any cause arising out of a dispensation granted by Grand Lodge or any properly authorized Officer of the Grand Lodge shall, without action by the Lodge concerned, be considered temporarily amended or suspended. Registered societies, whose Bylaws cannot be amended without provincial/territorial approval, shall make necessary amendments to them to remove any conflict with the National Constitution, Bylaws, and Regulations of the Elks of Canada within the current Lodge Year.

**ARTICLE 3  
LODGE BYLAWS**

**5. APPROVAL BY GRAND EXECUTIVE:** All Bylaws and amendments of any Unit of the Order shall take effect only when submitted to and approved by the Grand Executive and, notwithstanding such approval, shall not be effective insofar as they are repugnant to or inconsistent with the National Constitution, Bylaws, and Regulations as it is at the time or as it may be hereafter. Any previously passed and approved Bylaw shall forthwith be invalid as to that subject if and when the National Constitution, Bylaws, and Regulations is amended in a manner contrary to the existing Bylaw.



## **ELKS OF CANADA**

### **REGULATIONS**

The Regulations are procedural process issued by the Grand Executive from time to time as authorized by the Bylaws. Regulations may, by majority vote of the delegates at a Grand Lodge Convention be altered or rescinded.

General Regulations

Grand Lodge Regulations

Lodge Regulations

Association Regulations

## GENERAL REGULATIONS

### SECTION 1 – ELECTIONS

#### 1. NOMINATIONS:

1. **Nominations:** shall be made separately for all elective offices in the Grand Lodge, Associations, Lodges, and any other Unit of the Order in the order in which they appear in their respective sections commencing with the most senior. If nominations are provided for at more than one time, further nominations shall be accepted at specified times up to the calling of the actual election.

2. **Consent:** Each candidate for an elected office in the Order shall signify his/her willingness to accept the nomination, and, if elected, to serve, upon presentation of his/her name, in person if present, or, if absent, in writing to the Chairman, such written authorization being presented at the time of nomination.

3. **Campaign Speeches:** Nominators of candidates for any office of Grand Lodge, Association, Lodge, and any other Unit of the Order, shall be permitted a nomination address not to exceed two minutes and in the case of contested elections, the candidate shall be permitted a campaign speech prior to the election, not to exceed two minutes.

4. **Restriction:** Except for the addresses of the nominator and the candidate outlined above, no person shall attempt to influence the election of any member to any office of the Order by public address or distribution of printed, oral or picture material at any time during the duration of a Grand Lodge Convention, Provincial Conference or Lodge, or any other Unit of the Order Meeting whether or not the assembly is in actual session.

5. **Penalties:** Any infraction of the provisions of the paragraph immediately preceding, where a candidate is a party to or is aware of an infraction, he/she shall be disqualified as a candidate for any elected office at that level for that year. If he/she is a delegate to the Convention, Conference or Meeting, then his/her privileges as a delegate shall be forthwith terminated for that Convention, Conference or Meeting. If he/she is a member only of the Order, his/her infraction shall be dealt with by the general rules respecting Offences.

### SECTION 2 – RESTRICTION ON ATTENDANCE

1. **GRAND LODGE CONVENTIONS, PROVINCIAL CONFERENCES:** No person will be permitted to attend the Grand Lodge Convention or a Provincial Conference unless that person is a qualified Delegate to that Session and has paid all required registration fees; provided however that the Presiding Officer of each session may grant permission for the attendance by a person or persons other than qualified Delegates for all or part of any meeting. Any member, properly seconded by another, shall have the right of appeal to the Lodge in session, and a 2/3 vote shall be required to overrule the decision of the Presiding Officer.

2. **EXECUTIVE COMMITTEE MEETINGS:** No person will be permitted to attend any meetings of the Grand Lodge Executive, the Grand Lodge Standing Committees or Provincial Standing Committees, a Provincial Executive or a Provincial Sub-Executive unless that person is a member of that Executive body; provided however that the Presiding Officer of each Executive or Committee may grant permission for the attendance by a person for all or part of any meeting. In the event of a conflict of opinion in this regard, the executive body shall, by majority vote, decide the question.

## GENERAL REGULATIONS

**3. OTHER MEETINGS:** A member in good standing of an Elks Lodge shall be permitted to attend any other meeting of any unit of that Lodge or any other Committees of the Order unless the Presiding Officer of that Unit of the Order or the Chairman of that Committee declares that the meeting be a closed meeting. Any member in attendance at any such meeting and not being a member of that unit or Committee shall not be entitled to vote. Such member shall not speak unless given permission by the Chairman.

## LODGE REGULATIONS

### SECTION 1 – OFFICERS

#### 1. GRAND EXECUTIVE

##### 1. Grand Knights:

A) **Duties and Precedence:** The Grand Knights shall perform such duties as are assigned to them and in case of the resignation, death, permanent incapacity of the Grand Exalted Ruler or when he/she shall initiate in writing to the Grand Executive that he/she is no longer able to carry out his responsibilities, then they shall at once assume his/her duties and powers in the following order of precedence: (1) Grand Leading Knight; (2) Grand Loyal Knight; and (3) Grand Lecturing Knight. **NOTE:** In this event the senior Knight simply finishes the term of the Grand Exalted Ruler as well as his/her own. Such service shall not be deemed to be a term as Grand Exalted Ruler.

##### 2. Grand Esquire:

A) **Duties:** At the opening of a Grand Lodge Convention, at the time directed by the Grand Exalted Ruler, he/she shall require the officers to take their proper stations and later he/she shall report that all persons who are not qualified to remain have been excluded.

B) **Presentation of Colours:** He/she shall arrange for the presentation of the colours at the Convention. **NOTE:** see Section 6.11 (pg 43).

3. **Grand Inner Guard:** Shall maintain his/her position at the inner door of the Convention and shall admit none but those qualified to enter. He/she shall be the custodian of all regalia, jewels, and other similar property of the Grand Lodge during the Convention.

4. **Grand Chaplain:** Shall conduct the devotional exercises of the Grand Lodge and be responsible to pay tribute and extend condolences in the death or bereavement of an officer or past officer and perform such other duties as are proper to his/her office.

#### 2. VACANCIES:

1. **Cause:** In the event of the death, resignation, permanent disability, suspension, expulsion or for any other reason it becomes necessary to replace an officer, chairman or committee member of the Order, the following rules shall apply except as otherwise provided.

2. **Grand Lodge:** The Grand Exalted Ruler shall nominate and the Grand Executive may appoint.

### SECTION 2 – COMMITTEES

1. **APPOINTMENT:** Unless otherwise provided, they shall be nominated by the Grand Exalted Ruler and appointed by the Grand Executive and shall serve at the pleasure of the Grand Executive. The standing committees provided for in Section 4 (pg. 22) must be appointed each year. Grand Lodge Committees provided for in Regulations may be appointed by the Grand Executive each year subject to budgetary approval of the Grand Lodge Convention.

1. The Chairmen of all Grand Lodge Committees shall, upon the invitation of the Grand Exalted Ruler, attend Grand Executive meetings.

2. **POWERS:** All Committees shall have authority and power to call for such books,

## LODGE REGULATIONS

documents, records, papers and other articles as they deem necessary to arrive at a correct understanding of the subject under consideration or of the business entrusted to them. Any member of the Order, when notified to attend before a Committee or Commission, or to produce books, papers, records and articles in his/her possession or under his/her control, shall, unless excused by the Committee or Commission, attend at the time and place specified, and produce the articles required. He/she shall continue his/her attendance until dismissed. Every person who is an Elk who is called to testify or to give information in the matter shall attend and give all information relative to the subject in his possession.

**3. CHAIRMAN:** Unless otherwise provided by these Bylaws, where the Committee consists of five members or less, the first named shall be Chairman. In all other cases, the Committee shall meet under the temporary Chairmanship of the first named and shall, from amongst its members, elect a Chairman whose name shall be promptly reported to the Grand Lodge Office. In the event of any failure of these procedures or in an emergency situation, the Grand Exalted Ruler will make the necessary appointment, subject later to confirmation by the Grand Executive.

**4. MEETINGS:** Unless otherwise provided, all Committees shall meet at the call of the Chairman.

**5. REPORTS:** The Chairman shall present a concise, written report to all regular Grand Executive meetings and to the Grand Lodge Convention. In the case of reports intended for submission to the Grand Lodge Convention, they shall be received by the Grand Lodge office at least 45 days prior to the opening of the Convention. In the case of all other reports, they shall be received by the Grand Lodge office at least 21 days prior to the opening of the meeting in question. Every report shall cover their activities since the preceding report.

**6. DELIVERY OF RECORDS:** All papers, records and minutes will be delivered to the Grand Lodge office at the conclusion of the work of the Committee, their term or at the request of the Grand Executive.

**7. JUDICIARY COMMITTEE:**

1. **Composition:** The Judiciary Committee may consist of two (2) or more members who shall be appointed annually at the Grand Lodge Convention by the Grand Executive upon the recommendation of the incoming Grand Exalted Ruler. The Grand Executive shall, wherever possible, retain an Elk member in good standing and a member of the Law Society of the province in which he is licensed to practice, to act as General Counsel on behalf of the Order.

2. **Responsibilities:** The Judiciary Committee shall provide support and recommendations to the Grand Lodge on all matters pertaining to the Act of Incorporation, Constitution, Bylaws, and Regulations, and on any other matter in which their opinion is sought by the Grand Executive. The Chairman of the Grand Judiciary shall attend Grand Executive meetings as required by the Grand Executive, but shall not have a vote.

**8. RITUAL COMMITTEE:**

1. **Composition:** The Ritual Committee may consist of three (3) Elks including the Chairman all of whom shall be appointed by the Grand Executive upon the recommendation of the incoming Grand Exalted Ruler.

## LODGE REGULATIONS

### 2. **Responsibilities:**

A) The Committee is responsible for all ritual, ceremonials, decorum and etiquette, and Patrol Team Competitions within the Order. The Committee will review from time to time, the general acceptance and suitability of all categories within its mandate, providing reports to the Grand Executive as deemed necessary.

B) The Committee will receive and review all referrals made to it, and upon completion of necessary study, report their recommendations to the Grand Executive.

C) The Committee will recommend from time to time, ways and means to encourage the general membership to become more proficient in all categories within its mandate.

## 9. **SPORTS COMMITTEE:**

1. **Composition:** One of the Grand Lodge Directors will be appointed annually by the Grand Executive as the Chairman of the Sports Committee. The Chairman shall have the ability to appoint a resource person/liaison if required.

### 2. **Responsibilities:**

A) To assume responsibility for all national sports activities of the Order.

B) To submit rules and regulations for National sporting activities within the Order to the Grand Executive for approval;

C) To review any bids for national sporting events and make recommendations to the Grand Executive.

## 10. **ELECTION COMMITTEE:**

1. **Composition:** The Grand Exalted Ruler may appoint nine (9) members who are delegates present at the Convention.

2. **Duties:** To be responsible for balloting procedures at the Convention.

## 11. **PAST GRAND EXALTED RULERS ASSOCIATION:**

1. There shall be instituted an Association of Past Grand Exalted Rulers, whose members shall be all Past Grand Exalted Rulers of the Order.

2. The Bylaws and all amendments thereto of the Past Grand Exalted Rulers Association, shall be submitted for approval of the Grand Executive.

3. The Association shall have power, by Bylaws not inconsistent with Grand Lodge Bylaws, to regulate its own internal affairs and shall have duties including, but not limited to the following:

A) To serve where needed as requested by the Grand Executive;

B) To assist in installation ceremonies;

C) To assist troubled Lodges when requested to do so by Grand Lodge Committees;

D) To represent the Grand Lodge or the Grand Exalted Ruler at official functions when requested to do so;

E) Such other duties as shall be assigned from time to time by the Grand Exalted Ruler or the Grand Executive.

## LODGE REGULATIONS

4. The Association shall furnish promptly, from time to time to the Grand Lodge office, copies of the proceedings of each meeting, a current list of its Officers, with their telephone numbers and addresses and copies of its annual report.

### SECTION 3 – INDEMNIFICATION OF OFFICERS / DIRECTORS / COMMITTEES

Every Grand Lodge Director, Officer, Trustee, Committee Member, or Employee, and his/her heirs, executors, and administrators, and estate and effects, respectively, shall be indemnified and saved harmless out of the funds of the Grand Lodge, from and against:

1. all costs, charges, and expenses whatsoever that such member sustains or incurs in or about any action, suit, or proceeding that is brought, commenced, or prosecuted against him/her, for or in respect of any act, deed, matter, or thing whatsoever, made, done, or permitted by him/her, in or about the execution of the duties of his/her office; and

2. all other costs, charges, and expenses that he/she sustains, or incurs, in or about or in relation to the affairs thereof, except such costs, charges, and expenses as are occasioned by his/her own wilful neglect or default.

### SECTION 4 – DUES AND FEES

#### 1. THE ANNUAL NATIONAL REGISTRATION/AFFILIATION FEE:

1. **Regular Rate:** The annual regular National Registration/Affiliation Fee payable by a Lodge for each member to Grand Lodge shall be \$4.36 per month effective January 1, 2015. No National Registration/Affiliation Fees are payable on Automatic Life Members, Past Grand Exalted Rulers and Past Supreme Honoured Royal Ladies of the organization previously known as the Royal Purple of Canada. Individuals providing prior status as a Royal Purple Life Member shall have their National Registration Fees waived.

2. **Family Rate:** A Lodge may reduce the annual regular National Registration/Affiliation Fee by 25% for the second member identified by the Lodge as being in a couple's relationship. A reduction of 25% 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.

2. **MEMBER AT LARGE ANNUAL AFFILIATION FEE:** The annual affiliation fee for a Member at Large shall be \$100.00 per year and the membership card shall expire one year from purchase date.

#### 3. TRUST FUNDS:

1. In the event the Grand Lodge becomes trustee of defunct Lodge property pursuant to Section 15.12 (pg 14), the Grand Lodge shall be entitled to an annual administration fee not to exceed 5% or \$500 (whichever is the lesser amount) of the value of the property held in trust.

2. In the event the Grand Lodge attempts to, but is unsuccessful in reorganizing a defunct Lodge or a new Lodge in the area formerly serviced by a defunct Lodge, the Grand Lodge may deduct from the funds held in trust for the defunct Lodge, actual costs related to the attempted reorganization of Elkdom in that area.

## LODGE REGULATIONS

### 4. TRUSTEESHIPS AND SUPERVISIONS:

The Grand Lodge shall be entitled to recover from any Unit of the Order actual costs of trusteeships and supervisions.

## SECTION 5 – EXPENSES

1. **GENERAL:** Expenses of members as provided by these Regulations carrying out their assigned duties outside the municipality in which they reside, on behalf of the Order shall be reimbursed in accordance with these Regulations.

2. **RESTRICTION:** Any expenses incurred on the business of the Order will only be paid where approval for such expenses has been granted in advance by the Grand Exalted Ruler or the Grand Executive. In an emergency situation where the Grand Exalted Ruler cannot be contacted in the necessary time, approval may be granted by the Executive Director.

3. **DUPLICATION:** In no event will expenses be paid for serving on more than one Committee or in more than one capacity at the same event, Meeting, Convention or Conference or from more than one element of the Order and no expenses shall be paid by the Grand Lodge where the person is attending the Convention at the request of or under the authority of a subordinate Unit of the Order.

4. **ITEMS:** Expenses shall, unless otherwise stated, include telephone tolls, postage, travel, taxi fares, hotel, meals, including gratuities, parking fees, stationery costs, registration fees, banquet tickets for Elks official duties and such other expenses each as are appropriate and accepted by the Executive Director subject to an appeal to the Audit/Finance Committee. The actual cost of a reasonable nature is to be reimbursed. Receipts are not normally required for modest amounts, however are required for hotels which shall be reimbursed on the basis of single room rates.

5. **ALCOHOLIC BEVERAGES:** The Grand Lodge will not reimburse any member or Unit of the Order for any costs related to the purchase of alcohol.

### 6. AIR TRAVEL:

1. Under the direction of the Grand Executive, the Grand Lodge Office shall negotiate for the provision of travel services for the requirements of Grand Executive Meetings, Grand Lodge Committee Meetings, staff travel, National Sporting events travel and all other travel for which the Grand Lodge is responsible for the payment of costs. The supplier shall be known as the Official Travel Agency of Grand Lodge. All travel costs, along with any negotiated Royalties shall be reported and approved in the Annual Financial Statements and the Grand Lodge Budget.

The general membership may utilize the Official Travel Agency at their own discretion, provided however that other than general advice to the membership concerning any negotiated Royalty from the official supplier, specific marketing of travel services by the Official Travel Agency will not be undertaken by the Grand Lodge.

2. Any member eligible for reimbursement of air travel costs by the Grand Lodge, shall be reimbursed on the basis of:

- A) The most economical fare that is practical and available at the time;
- B) If a member elects to drive rather than fly to an official Grand Lodge function,



## LODGE REGULATIONS

they shall be reimbursed only the official mileage rate up to the equivalent of the most economical air fare available at the time. The cost of hotels, meals and other incidentals en route may be included provided that the total cost of mileage, hotels, and meals does not exceed the most economical airfare;

C) Where medical or other valid reasons warrant, special arrangements may be considered provided prior written approval of the Grand Lodge Office is requested and granted.

**7. MILEAGE:** Both ways, where appropriate, will be paid at the rate of 35¢ per kilometre for travel by automobile.

**8. SPOUSES:** Expenses of spouses are the responsibility of the member unless approved by the Grand Executive under special circumstances.

**9. GRAND EXALTED RULER:**

1. **Annual Allowance:** He/she shall receive an annual allowance to defray certain of his/her expenses incurred in the performance of his/her duties, including travel and costs in such an amount as determined by the Grand Executive and approved by Grand Lodge. This amount shall be paid out according to a formula established from time to time by the Grand Executive by Regulation.

2. **Meetings:** He/she shall be reimbursed for his/her expenses in connection with his/her attendance at Convention and Meetings of the Executive, Committees, Seminars on organizational matters, and special requirements approved by the Grand Executive.

3. **Representative:** The Audit/Finance Committee shall establish a contingency allowance to reimburse expenses to Officers required by the Grand Executive to represent the Grand Exalted Ruler on behalf of the Order provided that if the representation is for an event listed in the approved itinerary of the Grand Exalted Ruler, it shall be paid out of his/her annual allowance.

**10. PROVINCIAL PRESIDENTS:**

1. **Lodge and District/Regional Visits:** Provincial and Territorial Presidents, or their alternate with prior approval of the Executive Director, shall be eligible for reimbursement of expenses, as per regulations for attendance at either regular Lodge meetings or District/Regional meetings within their jurisdiction, subject to the following guidelines. These guidelines have been established to ensure each Lodge is visited by the President a minimum of once every three years.

A) Provincial/Territorial Associations with more than 6 Lodges shall be entitled to reimbursement from the Grand Lodge for the number of visits equal to 1/3 of the Lodges in their province/territory.

B) Provincial/Territorial Associations with six (6) or less Lodges shall be entitled to reimbursement from the Grand Lodge for a maximum of two (2) visits per year.

C) Any additional travel authorized for the Presidents by their respective Associations shall be subject to reimbursement by the Associations according to their respective policies.

2. **Grand Lodge Convention:** All Provincial-Territorial Presidents must attend training at Grand Lodge Convention and be in attendance at all Sessions at Convention, which includes

## LODGE REGULATIONS

the annual general Meeting of the Delegates, all Business Sessions, the Installation of Officers, and the Grand Banquet, unless excused by the Grand Executive. When in attendance at the Grand Lodge Convention, Presidents of Associations, or designated officer of the Association approved by the Grand Executive, shall be reimbursed their expenses as per Regulations.

### 11. NATIONAL SPORTING EVENTS:

1. All costs related to National Sporting Events shall be borne by the participants or sponsors provided however that the expenses of the National Sports Committee in organizing such events shall be borne by the Grand Lodge as approved by budget presented to the Grand Lodge Convention.

2. Participants shall be permitted to have advertising on wearing apparel during an Elks of Canada sporting activity at the Lodge, Provincial and National Levels.

3. Participation in National Sporting Events shall be open only to members in good standing of the Elks of Canada.

**12. PROMOTION OF THE ORDER:** All requests for financial assistance for floats, bands, etc. utilized to promote the Order shall be submitted to the Grand Executive for their review and consideration, prior to April 1st of each year.

The Grand Executive will review the applications and either approve or reject them based on the merits of each individual application and in consultation with the Audit/Finance Committee, will establish the total amount to be allocated to this budget item. This amount will be included in the budget to be presented on the Convention Floor.

**13. SPECIAL EXPENDITURES:** In all cases where expenditure of funds for a particular purpose to a Unit of the Order has been authorized by Resolution, funds shall not be forwarded until applied for by the Unit of the Order with sufficient documents enclosed to establish the need for the funds for the particular purpose. Following the advancement of funds, the Unit of the Order shall provide receipt or other documentation to establish the funds were in fact properly used for the particular purpose.

**14. SHARED EXPENSES:** When any group or individual Elks members are travelling on official business for which they are eligible for reimbursement of expenses from Grand Lodge, and such members are accompanied by their spouse or other member of the Order who is receiving reimbursement from Grand Lodge, or any other Unit of the Order, they shall only be entitled to the following expenses:

**Rooms:** ½ the total daily cost of room for each day of required attendance

**Mileage:** 17.5¢ per km where the individual chooses to drive rather than fly

**Meals:** Actual reasonable meal costs for themselves

## SECTION 6 – GRAND LODGE CONVENTION

### 1. CONVENTION REGISTRATION FEE:

1. The Registration Fee proposed by the Lodge hosting the Convention shall be subject to approval of the Grand Executive and once approved shall be known as the Early Bird Registration Fee. The approved Registration Fee must be received in the Grand Lodge Office along with the Registration form no later than five (5) days prior to the opening of the Grand

## LODGE REGULATIONS

Lodge Convention. After June 1<sup>st</sup> of each year the Convention Fee payable by delegates registering for the Convention shall be an amount equal to the Early Bird Registration Fee plus 10% unless such additional fee is waived by the Grand Exalted Ruler for cause. Delegates will be refunded registration fees upon application up to five (5) days prior to the commencement of the Convention, or at any other time for cause as may be determined upon consultation with the Host Lodge.

2. **Maximum Fee:** The Grand Executive may establish the maximum Convention registration fee and advise the Host Lodge and Convention where possible, twelve months in advance.

### 2. EXPENSES OF GRAND LODGE OFFICERS, COMMITTEES AND OTHERS:

1. When in attendance at Convention, Grand Executive meetings, Committee meetings, and other events approved by the Grand Executive, the Grand Exalted Ruler, the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Immediate Past Grand Exalted Rulers, the Grand Executive, the Grand Lodge Officers, Grand Chairman, and those other members whose attendance has been requested by the Grand Executive shall be reimbursed their expenses as per Regulations.

2. The entitlement for reimbursement of Convention expenses for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Immediate Past Grand Exalted Rulers shall be extended by one (1) year for each additional year the PGER serves on the Grand Executive or serves as Grand Committee Chairman immediately following their term as Grand Exalted Ruler.

3. The registration fee shall be paid for all Past Grand Exalted Rulers and Past Supreme Honoured Royal Ladies who have joined the Elks, in attendance at Grand Lodge Convention.

### 3. BALLOTING / VOTING

1. **Balloting Forms and Procedure:** It shall be the duty of the Executive Director to provide and of the Chairman of the Election Committee to distribute, to each delegate at the Convention, a ballot form containing in regular order a list of the Offices to be filled, and also the words, "Place of next meeting", with a blank space beneath each, sufficient for the writing of a name. Each delegate shall prepare his/her ballot by writing in the blank space the name of the member for whom or the place for which he desires to vote.

2. **Voting Coupon:** The Registration Committee shall issue a voting coupon to each delegate in attendance and entitled to vote.

3. **Voting Procedure:** The Election Committee shall have charge of the election under the direction of the Grand Exalted Ruler or Chairman who shall make such arrangements for the conduct of the elections and the method of casting the ballot as may be deemed necessary. Each delegate shall present to the said Committee his/her voting coupon. The delegate, after so presenting his/her voting coupon, shall hand to the Committee in charge of the ballot box, his/her ballot for deposit.

4. **Closing of Ballots:** The polls shall remain open until all delegates entitled to vote and tendering their votes shall have voted. After the Grand Exalted Ruler or Chairman shall have asked if all present have voted, and it appears there are no other delegates desiring to vote, he/she shall declare the ballot closed.

## LODGE REGULATIONS

5. **Counting Votes:** The Election Committee shall proceed immediately thereafter to count the votes, and while this is being done, the Grand Lodge Convention may proceed with other business. As soon as the count has been completed, the Committee shall report the results to the Presiding Officer, who shall announce the same to the Convention.

4. **DATE:** The Grand Lodge Convention shall be held annually in the month of July on dates approved by the Grand Executive.

5. **POSTPONEMENT:** In the event of any condition arising in the opinion of the Grand Executive which renders it impracticable or inadvisable to hold the Annual Convention of the Grand Lodge at the time or place designated, the Grand Executive may change the time or place and shall forthwith inform the Lodges, Associations and the Officers of Grand Lodge by no less than thirty days written notice.

6. **SPECIAL CONVENTION:** In case of an emergency, the Grand Executive shall have power to call a Special Convention of the Grand Lodge and the notice in writing of the said call shall state the business to be considered, the place where, and the time when it shall be held, which time shall not be less than thirty days from the ordinary posting of the notice of the call. No business other than that stated in the notice of the call shall be considered. Delegates to the Special Convention shall be as is provided for Annual Conventions.

### 7. **SITE:**

1. All Convention bids shall be forwarded as soon as possible, preferably three (3) years in advance, to the Executive Director of the Elks for consideration. The Executive Director shall inspect the sites and facilities in a timely fashion, forwarding the bids and recommendations to the Grand Executive for their consideration at a Pre-Convention Meeting each year.

2. If the Executive review of all bids results in one bid being superior to all others received, a recommendation shall be made by the Executive to the delegates for ratification. In the event two or more bids are deemed equally capable of hosting the Conventions, then the decision shall be made by ballot by the delegates attending the Grand Lodge Convention. In the event that ratification by the Grand Lodge Convention is not achieved then the Convention site shall be chosen by the Grand Executive at the meeting following the Grand Lodge Convention.

3. If in the essence of time, a decision must be made without the benefit of an Executive Meeting, or referral to a Grand Lodge Convention, then such decision may be made by an e-mail/mail/telephone ballot of the Grand Executive. Depending on the date of receipt of Convention bids, attempts shall be made to provide a minimum of two years notice to successful bidders.

4. The Grand Lodge Convention Site shall be within Canada.

8. **DELEGATES:** Any Elk in good standing may attend the Grand Lodge Convention and shall be entitled to speak and vote provided:

1. they show proof of being a member in good standing of an active Lodge;
2. they pay the full Convention Registration.

### 9. **VOTING AT GRAND LODGE:**

## LODGE REGULATIONS

1. **Rights:** Each delegate to Grand Lodge Convention shall be entitled to one vote.
2. **Election:** A candidate for any office receiving the majority of votes cast, shall be declared elected to the office in question.
3. **Restriction:** No member shall be eligible for election to more than one Grand Lodge Office at one time.
4. **Acclamation:** In the event of there being only one candidate for any office, the Presiding Officer or his/her designate shall cast the unanimous vote of the Convention for such candidate who shall thereupon be declared elected to the office in question.
5. **Equal Votes:** In the event of there being two candidates nominated for any office and, upon a vote being taken, it is found that the said candidates have received an equal number of votes cast, further ballots shall be taken, until one of the candidates nominated shall have received a majority of the votes cast. Such candidate shall thereupon be declared elected to the office in question.
6. **Elimination:** In the event that there are more than two (2) candidates nominated for any office and none receives a majority of the votes cast in the first ballot, then the candidate receiving the fewest number of votes together with all those receiving 10% or less of the said votes shall be eliminated; and additional ballots shall be taken with the same eliminations until one (1) candidate receives a clear majority – which candidate shall then be declared elected to the office in question.

**10. PAYMENT OF EXPENSES – DELEGATES TO GRAND LODGE CONVENTION:** Delegates for whom the Lodge will pay expenses shall be elected at a regular meeting of the Lodge by June 1st. Prior to the holding of such election, each Lodge shall determine the amount, if any, which the Lodge is prepared to pay for or toward the expenses of delegates to the Convention.

**11. COLOURS:** The Colours of the Convention shall comprise the Canadian Flag, the Provincial Flag, the Grand Lodge Flag, and Association Flag of the Province in which the Convention is being held and the Host Lodge Flag. The Elks and Royal Purple Fund for Children Flag may be displayed at any meeting of the Order. If displayed, it will take precedence after the Lodge Flag.

### SECTION 7 – SEALS

1. **GRAND LODGE:** Shall contain an Elk's head in the centre and the words, "Great Seal, the Seal of the Grand Lodge". It may be used on all official and formal documents and orders.

### SECTION 8 – SIGNING AUTHORITY

1. **AUTHORITY:** The Executive Director and the Grand Exalted Ruler shall be the Signing Officers of Grand Lodge and shall also attest to the affixing of the Seal of Grand Lodge to any authorized document except as hereinafter provided.

2. **CHEQUES:** Except as hereinafter provided, all cheques issued by Grand Lodge shall be signed by the duly authorized Signing Officers as set out above. Provided, however, that a

## LODGE REGULATIONS

person or persons may be named by the Executive Director and approved by Grand Executive to sign purely administrative cheques out of the general fund for the normal operation of the Grand Lodge office.

**3. AUTHENTICATED SIGNATURE:** With the exception of the signature of the Executive Director, one only of the other Signing Officers may agree to permit the mechanical affixation of a facsimile of their signature and in such a case it shall be affixed before the Executive Director signs the said cheque.

**4. ADDED:** The Grand Executive may from time to time confer similar authority upon another officer or member.

**5.** For purposes of ceremonial signing, including, without limiting the generality of the foregoing, Charters, Membership Cards and the like, the Signing Officer of Grand Lodge shall be the Grand Exalted Ruler or his designate.

## SECTION 9 – BONDING / INSURANCE

**1. GRAND LODGE:** The Executive Director and the Grand Exalted Ruler and such others who may be designated as Signing Officers shall be properly bonded on terms and conditions acceptable to the Grand Executive before commencement of their duties. The premiums shall be paid by Grand Lodge.

**2. BONDING:** Signing officers of any Unit of the Order and all Chairmen of Committees handling funds should be bonded. Where a provincial authority requires a specific person to report lottery funds, such person must be bonded. Any person required to be bonded by the Grand Lodge Office must be bonded. The Units of the Order purchasing bonds shall purchase them directly from an insurance company under such terms and conditions as the Unit of the Order may negotiate. If any person required to be bonded be at any time refused by the bonding authority, then if appointed their appointment shall forthwith be revoked and, if elected, their office shall be declared vacant.

**3. INSURANCE:**

**1. Property:** All Units of the Order shall keep all property (assets of all Units of the Order) fully insured, at least as to fire and liability.

**2. Activities:** All Units of the Order shall ensure that all activities are insured with at least \$1,000,000 general liability coverage, either purchased directly by that Unit for its activities or provided by inclusion in an insurance policy provided by a municipality, another organization, or the facility owner. Where insurance is provided under a non-owned policy, all Units of the Order should request that they be named as an “additional insured” under that policy, and obtain a copy of the policy endorsement for their records.

## SECTION 10 – PUBLICATIONS

**1. CANADIAN ELK:**

**1.** The official publication of the Order published by the Grand Lodge Office under the direction of the Grand Executive.

2. **Circulation:** It shall be mailed free of charge to all members of the Order.

### 2. USE OF LOGOS:

No member shall use or permit the use of any name, title or Emblem of the Order on any article, goods or merchandise unless they shall first apply to the Grand Executive and receive permission for its use. **NOTE:** The Emblems of the Order are copyrighted.

## SECTION 11 – CONFLICTS OF INTEREST AND STANDARDS OF CONDUCT

1. **RATIONALE:** The Grand Executive, members of Grand Lodge Committees, and the Executive Director (herein after referred to as the **EXECUTIVE GROUP**), have a fiduciary obligation to maintain ethical behaviour during the course of their affiliation with the Elks of Canada and are bound to act honestly, in good faith, and at all times in the best interests of the Elks of Canada and its membership. The Executive Group of the Elks of Canada is ultimately responsible for the creation of a culture which will permeate the organization and its membership. A strong ethically grounded Elks of Canada is only possible when it is governed by a strong ethical National Executive body; in turn, the strength of the National Executive body is grounded in the ethical conduct and approach of each of its Grand Executive members, its Grand Lodge Committee members, and its Executive Director.

1. **Standards of Conduct:** The standards of conduct for the Executive Group are based on the governing ethical principles of honesty, benevolence, non-malfeasance, justice, and equity. Recognizing the position of trust in which the membership have placed them, the members of the Executive Group must adhere at all times to the governing principles in all their decision making and recommendations pertaining to any business of the Order. The Mission Statement of the Order, the Vision Statement of the Order, and the direction of the members expressed at a National Convention, provide the **DIRECTION** in which the Executive Group carry out their leadership responsibilities. The Act of Incorporation, and National Bylaws provide the **RULES** under which the Executive Group shall operate.

2. **Conflict of Interest:** A conflict of interest is a situation in which an Executive Group member has, in relation to a matter coming before the Elks of Canada, a private or personal interest, sufficient to influence or appear to influence the objective, and open minded, loyal exercise of his or her function as an Executive Group member.

The circumstance giving rise to a conflict of interest need not be that of the individual Executive Group member but may be the interest of a person having close family ties to the Executive Group member, a friend, business associate, or colleague of the Executive Group member. There are basically two situations giving rise to a conflict of interest. One is that of financial interest, and the other sometimes not so obvious, is the Executive Group member who through a Grand Executive, committee, or staff position, or on account of some other significant involvement, in another corporation or organization has an obligation of loyalty that conflicts, or appears to conflict with his or her required loyalty to the Elks of Canada.

Each Executive Group member is under an obligation to avoid, whenever reasonably possible, a conflict of interest. However, conflicts of interest may nevertheless arise. In such situations the Executive Group member is required to declare the conflict of interest and refrain from voting on the issue in question. He or she is also required by these guidelines to absent himself or herself from the meeting at any time discussions of the matter giving rise to the conflict occurs. In circumstances of conflict of interest, besides declaring a conflict and

## LODGE REGULATIONS

absenting himself or herself from the meeting and not voting on the issue, an Executive Group member will be expected not to lobby or otherwise participate in the decision making process.

Executive Group members shall not allow their loyalty to the Elks of Canada to be compromised by their relationship to or involvement in another organization or corporation. In this regard, the Elks of Canada structure is composed of Lodges and other Chartered Units collectively known as the Grand Lodge of the Elks of Canada and each Executive Group member is required, in order to satisfy membership requirements, to be a member of a Lodge of the Elks of Canada. The fact an Executive Group member owes a duty of loyalty to his or her home Lodge or other sanctioned Unit of the Order by virtue of his or her membership that in itself is not considered to be a conflict of interest. It is therefore not a conflict of interest for the Executive Group member to have in mind the interests of his or her Lodge when considering a matter before the Executive Group, provided always that the Executive Group member keeps an open mind, and is left free to exercise and **DOES** exercise his or her judgement, take a position, or cast a vote, that he or she believes to be in the **BEST INTEREST OF THE ELKS OF CANADA**.

3. **Acknowledgement:** Each member of the Executive Group shall be required, as a condition of their appointment, to sign the following undertaking:

I have read and understand the Order's Regulations concerning Conflict of Interest and Standards of Conduct. I promise to always act in accordance with them and as well the code of conduct expected of all Elk members as provided for in the National Constitution, Bylaws, and Regulations, and the Rituals of the Order.

\_\_\_\_\_  
Executive Group Member Name (Please Print)

\_\_\_\_\_  
Executive Group Member Signature

\_\_\_\_\_  
Date

## SECTION 12 – PRIVACY POLICY

### OUR COMMITMENT TO PRIVACY

The Elks of Canada and its affiliated charity the Elks and Royal Purple Fund for Children (herein after referred to as the Association) are committed to protecting the privacy of our members, employees, donors, and other individuals about or from whom we collect personal information. The Federal “**Personal Information Protection and Electronic Documents Act (PIPEDA)**” and similar provincial legislation in most provinces, provides a high standard of privacy principles designed to protect the privacy of all individuals and applies to every organization that collects, uses, or discloses personal information in the course of commercial activities. Although PIPEDA does not apply to most of our Association's activities, we value the privacy of all individuals and have designed our privacy practices to protect anyone from whom we collect such information for the purposes of running our Association.

### WHAT IS PERSONAL INFORMATION?

Personal information, broadly defined, is any information collected for commercial purposes which could be used to make contact with, identify, or characterize the habits of any individual. When an individual uses his or her home or business address, telephone number, etc., for purposes of contact with the Elks of Canada that information is considered by PIPEDA **NOT** to be subject to privacy legislation.

### WHAT INFORMATION DO WE COLLECT AND HOW WE WILL USE IT?

We collect information from our members, donors, and other individuals to allow us to carry



out our Mission of being:

"A Canadian Volunteer Organization of Men and Women serving Communities".

We do not sell, trade, or share your information with any agency for commercial purposes. From time to time we will partner with other agencies to provide our membership with various services and benefits, and will provide to these partner agencies the information necessary for the membership to decide if they wish to take advantage of the offers. We will collect the information necessary to provide services to our members and donors through our membership application forms, personal assistance and community services request forms, and any other forms which are deemed necessary to carry out our activities. Individuals completing these forms may by completing the opting out section on such forms refuse to provide such information. In these instances in its sole discretion the Association may make the determination of whether or not they will be able to provide the requested services or membership to the individuals.

### OPTING OUT

Any member of the Elks of Canada or any other individual to whom we are providing services may by contacting our Privacy Officer place restrictions on our ability to maintain or share their information. In such cases the Association may not be able to continue to supply the requested services or maintain full rights of membership.

### WEBSITE ACCESS

The Association does not collect via their website any identifiable information on individuals accessing its website other than the IP address tracking which is an integral part of the overall internet function.

Our website does however contain links to other third party websites over which the Association has no control. Therefore, individuals accessing those links should exercise caution and determine directly with the owner of such websites, the extent of the collection and privacy controls they have in place.

### CONTACT INFORMATION

Individuals with any concerns, requests, or complaints pertaining to this privacy policy should be e-mailed to: [privacyofficer@elks-canada.org](mailto:privacyofficer@elks-canada.org) or mailed to:

Privacy Officer  
c/o Elks of Canada  
100 – 2629 29<sup>th</sup> Ave  
REGINA SK S4S 2N9  
1-888-843-3557 (1-888-THE-ELKS)  
1-306-565-2860 (Fax)

## SECTION 13 – ORDER OF DRESS

1. The order of dress for the Elks of Canada shall be as follows:
  1. **Formal Dress:** as outlined in Section 13.2 (below).
  2. **Semi-Formal Dress:** Black Elks blazer or jacket or Provincial/Territorial blazer or jacket.
  3. **Casual Dress:** Members are encouraged to wear articles of clothing that identify

## LODGE REGULATIONS

them as an Elk.

**2. Formal Dress (Regalia):** A purple fez, purple blazer or jacket, purple vest, white or grey trousers/skirt, white shirt, white or purple or grey or black socks, white or black shoes, purple tie, either with or without the insignia or, if a string or bolo tie should be worn then it shall be purple in colour, and purple sash.

1. **Limitation:** The style, colour and decoration of all regalia shall be those approved from time to time by the Grand Executive.

2. **Use of Formal Dress (Regalia):** Formal Dress (Regalia) is optional, and all members of the Order are entitled to wear it, if they so choose and under the following restrictions. Regalia of the Order shall be worn by its members only when participating in or returning from official Elks functions, fundraising events, civic ceremonies, parades, and Memorial Services at a Cenotaph or a church in conjunction with other organizations and other similar authorized official responsibilities. It shall at all times be worn with proper decorum, which will render pride to the Order.

### 3. Fez:

- Wearing of the fez is optional. Except as hereinafter provided, all members of the Order shall be entitled to wear the purple fez with a white tassel. The tassel shall be secured to the left side of the fez by a metal clip bearing a replica of a clock face with hands indicating the hour of eleven. A further clip of brilliants may be used.

- The purple fez shall be further decorated by a gold coloured metal or embroidered Elk Head. The purple fez shall also be lettered with the word, ELKS, as well as with the Lodge name and number of the wearer.

- The word "ÉLANS" may be exchanged for the word "ELKS" upon a duly passed resolution by any Lodge and thereafter each member of the said Lodge passing such resolution shall display the exchanged word "ÉLANS".

- Any Exalted Ruler or Past Exalted Ruler, including Honorary Past Exalted Rulers, shall be entitled to wear a purple tassel on their fez, as well as to have the title of their rank or past rank lettered thereon. It is further provided that a Past Exalted Ruler who has transferred to another Lodge or holds plural membership, shall be entitled to have their past rank lettered on their fez together with the name and number of the Lodge or Lodges to which he/she belongs.

- Grand Lodge Officers shall be entitled to wear a gold tassel on their fez and have the title of "Grand Executive" lettered thereon. Any past Grand Lodge Officer, except as hereinafter provided, shall be entitled to retain the gold coloured tassel but shall not be entitled to have their past rank in Grand Lodge lettered on their fez.

- Any District Deputy/Regional Rep/Etc. or President of an Association, or any past holder of any of these ranks, shall be entitled to wear a gold tassel on his fez, as well as to have the title of their rank or past rank lettered thereon.

- Secretaries of Associations or of Lodges shall be entitled to have their title lettered on their fezzes but shall not be entitled to have the title of their past offices lettered thereon when they cease to hold such office.

- Only the Grand Exalted Ruler or a Past Grand Exalted Ruler shall be entitled to wear the white fez. The tassel worn with the white fez shall be purple and shall be secured to the left side of the fez by a clip of appropriate design. The white fez shall be further decorated with an embroidered Elks Head on a purple background. It shall also be lettered with the word ELKS or ÉLANS and with the title of the rank or past rank of the wearer.

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- Beginning August 1st, 1980, the lettering on all fezzes supplied through the Grand Lodge Office shall be outlined in brilliants. Provided, however, that any member of the Order if they so desires, may wear a fez of a design approved by Grand Lodge and supplied through the Grand Lodge Office prior to that date.

- Lodges, at their own option, may designate their Patrol Team by having the word, "Patrol" placed on the fez of participating members.

4. **Alternate Tassel:** Alternatively an appropriate short tassel of white, purple, or gold may be worn on the left shoulder of an Elks blazer to designate office held in the Order.

### SECTION 14 – RITUAL

1. **USAGE:** Ritual and Ceremonial work is optional but when it is performed it shall be the Ritual and Ceremonies as approved and prescribed by the Grand Lodge and set out in the current Book of Ritual/Ceremonials.

2. **COPIES:** Each Lodge shall purchase Rituals and Ceremonials so as to provide a copy for all its officers, new initiates, and any Lodge member who may want one.

3. **PARAPHERNALIA:** All paraphernalia used by the Lodge shall be procured from the Grand Lodge office.

## LODGE REGULATIONS

### SECTION 1 – OFFICERS

**1. OFFICERS ON CHARTER:** Lodges shall, upon their Institution, elect officers to hold office until the election of their replacement. A Past Exalted Ruler shall not be appointed in a Lodge when it is first instituted.

**2. COMPOSITION AND TITLES:**

1. A Lodge shall use either ritual or non-ritual titles for their Officers as listed below.

A) **Ritual (all elected except as noted):** Exalted Ruler, Leading Knight, Loyal Knight, Lecturing Knight, Membership Director, Secretary (or when deemed advisable, Secretary-Treasurer and a Recording Secretary), Treasurer, Esquire, Chaplain. Immediate Past Exalted Ruler (not elected)

B) **Non-Ritual (all elected except as noted):** President, 1st Vice President, 2nd Vice President, 3rd Vice President, Membership Director, Secretary (or when deemed advisable, Secretary-Treasurer and a Recording Secretary), Treasurer, Sergeant-at-Arms, Chaplain. Immediate Past President (not elected)

Provided however the Lodge may by Bylaw provide for such additional Officers and duties as the Lodge deems necessary.

2. Notwithstanding Section 1.2.1 (pg 50), a Lodge may operate with an Executive comprised of a President (Exalted Ruler), Vice President (Leading Knight), a Secretary, and a Treasurer (or Secretary-Treasurer) as the minimum number of Officers.

**3. EXCEPTION:** Notwithstanding the foregoing, any Lodge may authorize the Executive Committee to appoint a Secretary, or Recording Secretary, as the case may be. In such case the Executive Committee shall have power to appoint or dismiss such Secretary or Recording Secretary. The term for Secretary or Recording Secretary shall not extend beyond the period during which such Executive Committee remains in office.

**4. SENIORITY OF OFFICERS:** The Officers shall rank in the order named in the Bylaws. In the absence of the Exalted Ruler, the Leading Knight, the Loyal Knight, or the Lecturing Knight in order named, shall organize the Lodge and designate the members who shall fill the vacancies during the sessions or until the absent officers appear, when the latter shall take their official places in the Lodge.

**5. TENURE:** Unless otherwise provided, officers shall hold office for the Lodge year but no member shall be eligible to be elected to more than one (1) of the positions of Exalted Ruler, Leading Knight, Loyal Knight, and Lecturing Knight in any Lodge year.

**6. LIMITATION:** No Exalted Ruler of a Lodge may serve more than two consecutive terms in that office, unless granted special permission to do so by the Grand Executive. A Past Exalted Ruler who has served two terms, and who has not held the Office of Exalted Ruler for a period of four (4) or more years since his/her last term, shall once again be eligible for election to Office as Exalted Ruler. Any part of a term may be considered as a complete term if approved by the Grand Executive on application to it by the member affected, his/her Lodge, Association.

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### 7. VACANCIES:

1. **Vacancies In Elected Offices:** Unless otherwise provided, if an elected office becomes vacant, the Exalted Ruler shall order an election to fill it, the election will take place at a regular meeting within sixty (60) days after the vacancy occurs; appropriate notice shall be given to all members provided however, that any vacancies caused by the election of another officer to fill such first mentioned vacancy, may be filled at the same meeting at which it occurs. All vacancies shall be filled in the same manner as at an annual election.

2. **Exalted Ruler Vacancy:** In the event of the death, resignation, suspension or permanent disability of the Exalted Ruler, the Knights, in order of seniority shall temporarily assume the position. A special election to elect a new Exalted Ruler shall take place as soon as possible.

3. **Automatic Vacancy:** An elected or appointed office shall automatically become vacant, if the holder of such office shall be absent from his/her duty for three consecutive regular meetings without just cause. The Executive Committee shall recommend to the Lodge that the office be declared vacant and, upon approval of a majority vote, a vacancy shall be declared whereupon the Lodge shall proceed to elect a member for the vacancy.

8. **RESIGNATION:** Any officer may present his resignation from office only in writing, at a regular meeting of the Lodge.

## SECTION 2 – ELECTIONS AND INSTALLATIONS OF OFFICERS

1. **TIME OF ELECTIONS:** The annual nomination, election, and installation of the officers of a Lodge shall take place as the Lodge shall designate by Bylaw.

1. Unless otherwise specified and provided for within Lodge Bylaws, a notice shall be hand delivered, e-mailed, or sent post-paid to each member of the Lodge at their last known address, a minimum of fourteen (14) days in advance of the proposed meeting date scheduled for the election of Officers.

2. The annual nomination, election, and installation of the Officers of unincorporated Lodges, or those Lodges with no Bylaws, shall take place within twelve months of the date of the last Installation of Officers so as to coincide with the Lodge year end, unless special dispensation otherwise has been granted by the Grand Executive.

2. **INSTALLATION OF OFFICERS:** A Lodge shall be permitted to have its officers installed when it is in good standing with its Association and when its National Registration/Affiliation Fees to the end of the quarter preceding the installation have been paid and its National Registration/Affiliation Fees and Membership Report properly filed. It shall be the responsibility of the Installing Officer to satisfy themselves of the standing of the Lodge prior to proceeding with the installation.

## SECTION 3 – DUTIES OF OFFICERS

### 1. EXALTED RULER:

1. **Presiding Officer:** He/she shall preside at all meetings of the Lodge.

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2. **Addresses:** Should he/she deem it necessary, he/she shall appoint a Past Exalted Ruler or any member to deliver the addresses on the obligation and confidential work of the Order.

3. **Referral:** He/she may before any resolution involving the expenditure of money is voted upon, refer it to the Finance Committee, for their report and recommendation.

**2. IMMEDIATE PAST EXALTED RULER:** To keep a watchful eye on the conduct and work of the officers of the Lodge and see that they become proficient in their ritualistic work; to give the final charge of Elkdom at initiation ceremonies; to install the officers of the Lodge if requested to do so.

**3. KNIGHTS:** To assist the Exalted Ruler in the performance of his/her duties and to officiate for him/her in his absence in the order of their rank. They shall each be invested at such times with their full powers and prerogatives and carry out their duties. They shall perform the duties of their offices as established by the National Constitution, Bylaws, and Regulations, ritual and any other duties established by the Lodge.

**4. MEMBERSHIP DIRECTOR:** To be responsible for ensuring the Lodge has in place and maintains an ongoing Membership Program. Such Program will cover all aspects of membership including acquisition and orientation of new members, reinstatement of past members and retention of current members. The Membership Director will Chair the Lodge Membership Committee.

1. To assist the Secretary, if requested, in the following duties:
  - A) Maintaining the Lodge's membership ledger including posting of dues receipts;
  - B) Reconcile the Grand Lodge membership printouts with the Lodge membership ledger;
  - C) Recording membership changes in address.

### **5. SECRETARY:**

1. To keep correct accounts between the Lodge and its members and assign to each member a number and place the same opposite their name on their Membership Card as recorded in the Membership Ledger.

2. To receive all monies due to the Lodge from any source whatsoever and to pay the same to the Treasurer at the earliest practical moment and take his/her receipt therefore.

3. Subject to the approval of the Exalted Ruler, to present all communications received to the Lodge and to attend to the correspondence promptly according to the decision of the Lodge.

4. To issue all certificates pertaining to the business of the Lodge.

5. To notify elected and rejected applicants for membership within three days of balloting.

6. To post a notice in the ante room or other appropriate location on the night of each meeting of all applications for initiation, reinstatement, affiliation, membership or Life Membership, giving the name and occupation of each candidate, the name of their proposer

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and the date upon which the ballot will be taken.

7. To notify the members of all Committees of their appointment or replacement together with their terms of reference and duties.

8. To keep a record of the proceedings of all meetings of the Lodge in a proper Minute Book as provided by Grand Lodge office and incorporate reports into it when directed so to do.

9. To notify members of their requirement to pay dues.

10. To send a written notice to members in arrears for three months.

11. To attend to all duties required by the National Constitution, Bylaws and Regulations, and Ritual and such other duties as may be assigned to them by the Lodge or are inherent to the duties of their office.

12. To have charge of the Seal, books, papers and records of the Lodge, under the direction of the Exalted Ruler.

13. To transmit to the Grand Lodge office within thirty days after the 1st of January, 1st of April, 1st of July and 1st of October of each year, the quarterly National Registration/Affiliation Fee Report properly filled out with cheque or draft in payment of all indebtedness to the Grand Lodge and to ensure that such report shall bear the signature of the Secretary or Secretary-Treasurer.

14. To transmit to the Grand Lodge within six months of the Lodge's fiscal year end, the Annual Statistical Report, on the form supplied by the Grand Lodge office.

15. To purchase all supplies ordered by the Lodge and all blanks, books and stationery required by the Officers for the proper performance of their duties.

16. To present a written report of the transactions of his office semi-annually at the last regular session of the Lodge in the months of June and December.

17. To give a bond to the Lodge in such sum as the Lodge deems proper for the faithful performance of his/her duties.

18. To take a receipt for Lodge property removed from the Lodge Room.

19. To notify the Lodges in the District/Region/Etc. where hospitals are located, when to their knowledge any members of their Lodge are ill in these hospital centres so that proper visiting facilities can be arranged.

20. To properly facilitate the transfer of any member in to their Lodge by contacting the Grand Lodge office, as soon as possible;

21. Immediately after elections, to furnish promptly to the Grand Lodge office, their Association and their District Deputy/Regional Rep/Etc., the names and addresses of all officers elected and the location of the Lodge rooms.

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22. To ensure that the Grand Lodge is informed of all address changes, by submitting such changes promptly to the office of the Grand Lodge.

23. To ensure that each newly initiated member may receive a current copy of the Book of Ritual and the National Constitution, Bylaws, and Regulations, and any other Lodge members who would like one. **NOTE:** See Section 7.12 (pg 66) for the time and procedure.

24. Upon his/her retirement from office, to immediately deliver all books, papers and other property in their charge belonging to the Order to their successor in office or to whomsoever the Lodge shall appoint.

**6. RECORDING SECRETARY:** In the event of their being a Secretary-Treasurer and a Recording Secretary, it shall be the duty of the Recording Secretary to keep a record of the proceedings of all meetings of the Lodge and of all committees of the Lodge in a proper Minute Book and to incorporate reports into the Minute book when directed so to do, and to perform such other duties as may be imposed upon him/her by the Lodge.

### **7. TREASURER:**

1. To receive all the Lodge monies from the Secretary-Treasurer or Secretary, giving him/her a receipt therefore.

2. To pay bills against the Lodge after same have been certified and vouchers have been signed by the Exalted Ruler and Secretary or Secretary-Treasurer and approved by the Lodge.

3. To keep a correct account under the proper dates of the amounts and sources of receipts and amounts and purposes of disbursement in a proper synoptic journal, taking a proper voucher for the various items thereof.

4. At such times as the Lodge may direct, when the Exalted Ruler so requires or at the request of the Grand Lodge office, to present for examination all books, papers, vouchers, etc., that may be necessary for a proper audit or review of their accounts.

5. To present a report monthly showing the condition of the funds of the Lodge and to present a prepared statement and written report of the transactions of his office semi-annually at the regular session in the months of June and December.

6. To give a bond to the Lodge in such sum as the Lodge deems proper for the faithful performance of their duties. See also Section 9 (pg 44).

7. To perform such duties as are required by the Lodge and are compatible with their office.

### **8. ESQUIRE:**

1. To carry out the instructions of the Exalted Ruler in organizing the Lodge;

2. To have charge of the floorwork during the initiation;

3. To have charge of ballots for elections and memberships;



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4. To transmit official messages as directed by the Exalted Ruler;
5. In all public displays of the Lodge, to officiate as Marshal, unless otherwise directed.

**9. CHAPLAIN:** To take charge of the religious ceremonies of the Lodge as provided for in the ritual and to offer condolences to the appropriate person under the decease of a member.

### **10. APPOINTED AND OPTIONAL POSITIONS:**

1. **Historian:** The Lodge may appoint a Historian to keep the history of the Lodge, a record of its activities, and everything of interest to the Order, which is not within the duties of the Secretary and to deliver to the Lodge, photos, a written account of the years happenings, and any other records at the Installation of Officers each year. If the Lodge chooses not to appoint a Historian, the Lodge Publicity Director shall assume all duties related to that position.

2. **Organist:** The Lodge may appoint an Organist to provide musical accompaniment for opening and closing odes and for other features of the regular Lodge meeting.

3. **Publicity Director:** The Lodge shall provide a Publicity Director to keep the public informed of the activities of the Lodge, through the medium of the press, radio, TV, or other media. The Lodge Publicity Director will be part of the Lodge Membership Committee.

4. **Inner Guard (optional):**

A) **If Tyler:** To see that no one shall pass or re-pass the inner door of the Lodge while in meeting except those who are fully qualified or by order of the Exalted Ruler. He/she shall take part in the ritualistic work as provided in the Ritual.

B) **If No Tyler:** To be responsible for the duties in Section 3.10.4.A (pg 54) and all duties outlined in Section 3.10.5 (pg 54).

5. **Tyler (optional):**

A) To attend the outer door of the Lodge at all of its regular and special meetings and permit no person to enter without first being satisfied of his/her right to do so.

B) To require all members to show a current membership card before entering the Lodge or else ensure that the member is in good standing and has been vouched for in accordance with Section 7.6 (pg 63).

C) Require all attending members to register their names in a book kept for that purpose.

D) To remain at the Lodge rooms until the close of all meetings.

E) To assume charge of all jewels, regalia and other Lodge property and to be responsible for it, seeing that it is in proper condition for all meetings of the Lodge, whether business or social.

F) To furnish all necessary paraphernalia by order of the Exalted Ruler and see that all such property of the Lodge is stored in safety before leaving the Lodge room.

G) The Tyler will give a report on the number of members present and the number of visitors present at the meeting just before the closing ceremony.

6. **Five Year Secretary and Treasurer or Ten-Year Organist:** Where a member has faithfully served as Secretary or Secretary-Treasurer or Treasurer of a Lodge for a period of five years or served for a period of ten years as a Recording Secretary or Organist, on a majority vote of such Lodge, of which due notice has been given to the members, he/she may be presented with a pin of appropriate design.

## LODGE REGULATIONS

7. **Honorary Past Exalted Ruler:** A member who has faithfully served as Secretary, Secretary-Treasurer, Financial Secretary or Recording Secretary of a Lodge for a period of five years and prior to July 31<sup>st</sup>, 1970 having been elevated to the rank of Honorary Past Exalted Ruler, shall retain such rank.

### SECTION 4 – COMMITTEES

1. **APPOINTMENT:** The Exalted Ruler may appoint committees consisting of such members as are required to deal with any item of business and which may include any one or more of the following committees.

1. **Sickness and Distress Committee:** Its duties should be to attend to the comfort and care of members of the Lodge who are ill or have suffered a distressful situation.

2. **Lodge Activity Committee:** Its duties should be to plan and coordinate all local and inter-Lodge entertainment, sports, and fraternal activities.

3. **Charities Committee:** Its duties should be to provide for the general administration, coordination, and promotion of all charitable activities of the Lodge related to their local community, Elks Provincial/Territorial Charities, and Elks National Charities.

4. **House Committee:** Its duties may be to enforce the decorum and harmony of the membership of the Lodge.

5. **Management Committee:** May be composed, have duties, and be subject to the requirements set out in Section 2C (pg 57).

6. **Patrol Committee:** It may act for the Lodge in all matters pertaining to the Patrol.

7. **Ritual Committee:** It may act for and guide the Lodge in all aspects of the ritual.

8. **Constitution and Bylaws Committee:** It may recommend to the Lodge any amendments or alterations to the Constitution and Bylaws of the Lodge.

9. **Other Committees:** The Exalted Ruler may appoint such other Committees, as he/she deems necessary to carry out the objectives of the Lodge.

#### 2. LODGE STANDING COMMITTEES:

1. **Standing Committees:** All Standing Committees shall be appointed upon the recommendation of the Exalted Ruler with the approval of the Lodge Executive and shall be accountable to the Lodge Executive. The Lodge Executive may by a majority vote remove any committee member including the Chairman and appoint a replacement.

A) **Membership Committee:** The Exalted Ruler shall recommend and the Lodge Executive shall approve a Membership Committee who shall be responsible for the acquisition and orientation of new members, reinstatement of past members, retention of current members, and all Lodge publicity. The Lodge Publicity Director will be a member of the Committee.

B) **Finance Committee:**

- The Exalted Ruler shall recommend and the Lodge Executive shall approve a Finance Committee consisting of a minimum of three (3) members, at least one of whom should have an accounting or financial background, if possible.

## LODGE REGULATIONS

- **Duties:**
  - **Property:** To have control of the funds, investments and property of the Lodge whether real or personal. After approval of the Lodge, to execute all leases, contracts or other documents.
  - **Meetings:** To meet at the call of the Chairman and hold such meetings as may be required for the fulfilment of their duties and to keep correct minutes thereof.
  - **Assets:** To keep a separate record of such investments as they may from time to time make under direction of the Lodge, which said record shall show clearly the original cost of such investments, the estimated value of such property and the dates and amounts of such drafts as may from time to time be made from the bank by the order of the Lodge together with an annual report to the Lodge.
  - **Budget:** To prepare a budget for the fiscal year of the Lodge (and its Management Committee if the Lodge owns a building) and present it to the Lodge annually for approval.
  - **Bonding:** To give bonds to the Lodge in such sums as the Lodge deems proper for the faithful performance of their duties. **NOTE:** Also see Section 9 (pg 44).
  - **Insurance:** To keep all property of the Lodge fully insured, at least as to fire and liability, as required by the Lodge on recommendation of the Executive Committee. **NOTE:** See Section 9 (pg 44).
  - **Bank:** They shall recommend a bank, credit union or treasury branch in which the funds of the Lodge shall be deposited.
  - **Investments:** To invest the funds of the Lodge in approved investments or in the property of the Lodge. **NOTE:** See Section 6 (pg 29).
  - **Committee Funds:** On a regular basis to require Chairmen of the Committees handling funds, to deliver records for audit or review. **NOTE:** Depending on the amounts in question and the frequency of the events, quarterly or semi-annual financial reports are recommended.
  - **Other:** To perform such other duties as may be required by the Lodge and as are compatible with their office.
  - **Reports:** To present a written financial report to the Lodge of all their transactions annually.

C) **Management Committee:** Those Lodges with licensed facilities, or operating other business concerns in conjunction with said Lodge, shall establish a Management Committee of no less than five persons, with duties, composition and authority as determined within Lodge Bylaws and Regulations.

**3. ORGANIZATION:** All committees shall meet and organize as soon as possible after their appointment unless otherwise provided. If the committee is five or less members, then the first named shall be the Chairman thereof. If more than five members constitute the committee, the first named shall be temporary Chairman until such time as the members of the committee shall elect a permanent Chairman. If the chairman neglects to call a meeting when required, any other member of the committee shall have power to call the Committee together and take up the matters entrusted to such committee by the Lodge and to report their findings or submit their recommendations to the Lodge. They shall give diligent attention to the business entrusted to them.

## LODGE REGULATIONS

**4. GENERAL POWERS:** All committees shall have authority and power to call for such books, documents, records, papers and other articles as they deem necessary to arrive at a correct understanding of the subject under consideration of the business entrusted to them. Any member of the Lodge concerned when notified to attend before a committee or commission, or to produce books, papers, records and articles in their possession or under their control shall, unless excused by the committee or commission, attend at the time and place specified, producing the articles required, and shall continue their attendance until dismissed. Every witness who is an Elk, called to testify in the matter, shall attend and give all information in their possession.

**5. EXPENDITURES:** All committees responsible for the expenditure of money or for the incurring of accounts for or on behalf of a Lodge, shall present in all cases on a suitable form, a requisition or order for the payment of the money or for the delivery of goods. All such requisitions or orders shall be in duplicate and shall be signed by the Exalted Ruler and a member of the committee.

**6. FUNDS AND REPORTS THEREON:** Each committee shall promptly deliver to the Secretary all monies received by it, on behalf of the Lodge, together with a detailed statement giving full particulars of all such receipts and receive from the Secretary his/her receipt for all such monies paid to them. They shall maintain an adequate and complete set of records and present them to the Finance Committee as required by the Board or the Lodge.

**7. APPROVAL OF ACCOUNTS:** Bills against a Lodge resulting from the duties of a committee shall be approved and endorsed as correct by such committee, and submitted to the Lodge.

## SECTION 5 – MANAGEMENT AND OPERATION OF LODGES

**1. FISCAL LODGE YEAR:** Each Lodge shall designate a fiscal year end date and notify the Grand Lodge office of such date.

**2. LODGE YEAR:** For all purposes other than fiscal, the Lodge year shall be from the date of installations of officers to the next date of installation and shall be basically twelve months.

**3. BOOKS:** Every Lodge shall keep the following books, which shall be in the care and custody of the Secretary, who shall be responsible therefore:

1. a Copy of this National Constitution, Bylaws, and Regulations;

2. a Book of the Minutes or Proceedings of the Lodge;

3. a Standard Membership Ledger Form as designated by Grand Lodge and supplied through the Grand Lodge office containing the name of each member, a number assigned to him/her for membership in that Lodge, together with his/her Grand Lodge Master Member Number, his/her birth date, occupation, residence, the date of his/her initiation or affiliation, and also the date of the termination or resignation from his/her membership, with the cause thereof;

4. A Membership Attendance Register, to be signed by all members attending meetings;

## LODGE REGULATIONS

5. Such books as may be necessary to present clearly and fully the true and complete position of the revenue, receipts and accounts of the Secretary and Treasurer.

**4. FINANCIAL REPORT:** A financial report shall be prepared in accordance with Section 7.17 (pg 8) for all accounts of the Lodge at least once a year. This financial report should be approved by the Lodge Executive and presented to the Lodge members at the annual meeting or other such approved method as provided in the Lodge Bylaws.

1. **Appointment of Auditor / Accountant / Internal Reviewers:** The auditor, accountant or internal reviewers as required by Section 7.17 (pg 8) shall be nominated by the Lodge Executive and ratified by vote of the Lodge members at the annual meeting or other such approved method as provided for in the Lodge Bylaws .

2. **Penalty:** The Grand Executive may assess a Lodge a financial penalty of up to \$5.00 per member for any breach of this Bylaw by that Lodge.

**5. SIGNING OFFICERS:** The Exalted Ruler or the Chairman of the Finance Committee or the Treasurer (or in the appropriate case, Secretary-Treasurer or the Secretary) and or such other members as are appointed by the Lodge or Executive Committee, provided, however, that in all cases the Exalted Ruler, or the Chairman of the Finance Committee or the Treasurer shall be a Signing Officer.

**6. SEALS:**

1. **Lodge:** Shall contain an Elk's head in the centre and the words, "Seal of the (name) Elks Lodge No. (assigned number)". It may be used on all official and formal documents and orders.

**7. COLOURS:** The Colours of the Lodge shall be the Canadian Flag, the Provincial or Territorial Flag (optional) and the Lodge Flag. The Elks and Royal Purple Fund for Children Flag may be displayed at any meeting of the Order. If displayed, it will take precedence after the Lodge Flag.

## SECTION 6 – MEETINGS

**1. REGULAR MEETINGS:** All Lodges shall meet a minimum of ten (10) times per year with no lapse exceeding three (3) months between meetings. A Lodge may by Bylaw provide for additional meetings in a time and manner to be determined by the Lodge. Authority to conduct routine business of the Lodge, while a Lodge is in recess, may be granted by Bylaw, to an Executive Committee of the Lodge Officers in such manner and under such conditions as the Lodge may establish in their Bylaws.

1. **Changing Date of Meetings, etc.:** A Lodge may by vote of the membership cancel or change the date of a regular meeting, Memorial Day or Decoration Day of a Lodge. The District Deputy/Regional Rep/Etc. must be notified of this change.

**2. EXECUTIVE MEETINGS:** Unless otherwise provided for via Lodge Bylaws, the Executive Committee of the Lodge shall meet at the call of the Exalted Ruler, or at the call of any three members of the Executive Committee.

## LODGE REGULATIONS

### 3. SPECIAL MEETINGS:

1. Unless otherwise provided for via Lodge Bylaws, Special Meetings of the Lodge may be called for at any time by the Exalted Ruler with the approval of a majority of the Executive Committee.

2. Notwithstanding the foregoing, the Exalted Ruler shall call Special Meetings within (14) days of receipt of request for same by any three (3) members of the Executive Committee; or upon the written request of 10% of paid up members for Lodges with 250 or more members, of 20 paid up members for Lodges of 101-249 members, and 10 paid up members for Lodges of 100 members or less providing written notice of same is mailed as hereunder provided.

3. The Presiding Officer of Special Meetings shall be as stipulated under the Section "Duties of Officers" within these Regulations. (See Section 3 (pg 51))

4. In the further event the elected officers fail to call such Special Meeting, those members requesting same may request the intervention of the Grand Executive.

5. Written notice of a Special Meeting shall be hand delivered, e-mailed, or sent post-paid to each paid up member of the Lodge at their last known address at least fourteen (14) days prior to the date set for such meeting.

**4. ELECTRONIC MEETINGS:** A Lodge may, by Bylaw, allow for electronic meetings and/or electronic participation of members in face-to-face meetings of the Lodge. If a Lodge does allow for electronic meetings and/or electronic participation, the Lodge must develop and have approved by motion of the Lodge a written Regulation covering both the technical and operational guidelines for the participation of its members.

**5. NON-MEMBER ATTENDANCE:** A Lodge, at its own option and under such rules as it may prescribe, may admit persons not members to any meeting of the Lodge, including any meetings at which the initiation ceremony will be performed, at the discretion of the Lodge Executive, but shall not admit persons who are not members of the Order to any portion of a meeting at which balloting on membership are conducted.

## SECTION 7 – MEMBERSHIP

### 1. VOTING ON CANDIDATES:

1. **Ballot:** At the same or the next regular meeting of the Lodge after a report is made by the Membership Committee a ballot upon the admission of the candidate shall be taken.

2. **Separate Voting for Each Candidate:** Subject to authority for Lodge implementation of the Optional Voting Procedure as outlined hereunder, each Applicant shall generally be voted upon separately. When two or more applicants are voted upon at the same time, the Exalted Ruler shall direct that a separate ballot box be used for each applicant, plainly labelled with the name of the applicant to be therein voted upon. This rule may be suspended by the consent of a majority of members present and voting, on each occasion, when a Lodge is to vote on two or more candidates and in such event the names of the candidates may be placed on one (1) ballot box. In the event that fifty per cent plus one of the total balls deposited in any ballot box are black balls, the persons whose names appear on such box shall subsequently be voted upon separately.

3. **Voting Procedure:** Each Ballot Box used when voting upon applicants shall contain an equal number of white and black balls. It shall be the duty of the Exalted Ruler and the Esquire to ensure that this provision is met.

A) **Optional Voting Procedure:** Notwithstanding anything written elsewhere in

## LODGE REGULATIONS

these Bylaws, a Lodge may at its own option, accept or reject applicants by a show of hands utilizing the optional Ceremony in the Ritual/Ceremonial Book.

4. **New Vote May be ordered:** At the meeting of the Lodge at which a vote is taken, the Exalted Ruler may for any reason order a new vote be taken. If such order be made after passing from the order of business designated as "Voting for Candidates", the second ballot on the applicant cannot be taken until the next subsequent regular meeting under the proper order of business. Said second ballot shall be final and conclusive.

5. **Majority Vote Requirement:** If amongst all of the votes cast, by secret ballot, or by a show of hands, a simple majority of 50% plus one, shall determine whether an applicant for membership is elected or rejected. The proposer of the applicant shall be notified of the result.

6. **Members Must Vote:** Every member of the Lodge present during any voting therein for membership or affiliation must vote unless excused by the Exalted Ruler, but failure of any member to vote shall not invalidate the ballot.

7. **Secret Ballot:** The ballot upon the admission of a candidate in all cases shall be strictly inviolate and any member who shall make known the kind of ballot he has or is about to cast, shall be liable to expulsion, suspension or reprimand as the Lodge may determine.

8. **Further Investigation in Certain Cases:** After a ballot upon an application for membership has resulted favourably, and before initiation, if any member shall declare in open Lodge, that the candidate is unworthy to be a member or that they are in possession of creditable information to such effect, and stating the grounds upon which their declaration is made and the source of their information and if, upon such statement the Exalted Ruler shall be satisfied that the same is made in good faith, the ballot shall stand suspended and the Exalted Ruler shall forthwith direct the Membership Committee to at once investigate the declaration. It shall present its Report at the same or any of the two next subsequent regular meetings, upon which the ballot shall, on motion of any member, be reconsidered. The grounds for reconsideration must be included in the motion and recorded in the Minutes. After reconsideration, the question shall then be submitted to the Lodge: "Shall the election of the candidate be confirmed?" If two-thirds of the members present vote favourably the applicant shall be accepted for membership, otherwise they shall be rejected.

9. **No Action for Six Months after Rejection:** No Lodge shall act upon any application of a rejected candidate for a period of six months after his/her rejection nor shall any other Lodge act upon his/her application at any time without receiving a report on him/her from the Lodge which rejected him/her.

10. **Further Application of Rejected Applicant:** When a rejected applicant for membership shall make another application, it must be read at two successive regular meetings of the Lodge before being referred to the Membership Committee.

11. **Proposer May Withdraw:** An application for membership may be withdrawn by the proposer with the consent of the Lodge at any time previous to the reading of the applicant's name for ballot.

12. **Withdrawal of Application:** If a person shall have been elected to a Lodge but has

## LODGE REGULATIONS

not been initiated, he/she may withdraw his/her application.

13. **Refunds:** If the proposer withdraws the application or the applicant withdraws before initiation or if the application is rejected, all monies paid shall forthwith be returned to him/her.

14. **Change of Address:** A member shall promptly report a change of address to their Lodge and to the Grand Lodge office.

**2. PLURAL MEMBERSHIP:** A member who wishes to affiliate with another Lodge may do so, and be classified as a plural member with the Lodge to which he/she affiliates. However, before being accepted by ballot for affiliation, the Lodge to which he/she makes such application must make sure that he/she does not have any indebtedness to his "Home Lodge". Suspension or expulsion from any Lodge means suspension or expulsion from all Lodges in which he/she is a member. The Secretary must promptly advise the Grand Lodge of such suspension or expulsion.

**3. MEMBERSHIP AT LARGE:** A member at large is an individual who is interested in being a member but due to circumstances and/or location is not able to participate in Lodge activities.

1. Shall upon application and receipt of one years annual dues be issued a Member at Large membership card from the Grand Lodge office.

2. Shall retain Member at Large status by payment of an annual fee as per Regulations.

3. Members who currently hold an Automatic Life Membership in the Elks of Canada, and whose Lodge closes would be eligible to become a Member at Large with no affiliation fees, by written application.

4. Shall entitle the recipient to full rights and privileges at the Grand Lodge Convention.

5. Shall not entitle the recipient to any rights or privileges in any other Lodge, District/Region/Etc., or Association, but may attend Lodge, District/Region/Etc., or Association functions as a guest.

**4. TRANSFERRING OF A MEMBER IN GOOD STANDING:** Any member in good standing who is not the subject of ongoing disciplinary proceedings under Section 15 (pg 70) may apply to transfer his or her membership to a new Lodge. Upon presentation of a paid up dues membership card the transferring member may be placed upon the Rolls of the new Lodge upon a positive majority vote. If membership cannot be verified he/she must pay one year's dues in advance. The Secretary of the Lodge to which the member is transferring must call the Grand Lodge office immediately to facilitate the transfer process.

### **5. ROYAL PURPLE MEMBERS JOINING THE ELKS**

1. Those individuals that were provided Life Membership status, prior to 1992, in the organization formerly known as the Royal Purple of Canada, who join the Elks shall retain their Life Membership status. These Life Members shall have their National Registration/Affiliation Fees waived.

2. Past Supreme Honoured Royal Ladies of the organization previously known as the Royal Purple of Canada shall not be required to pay National Registration/Affiliation Fees.



## LODGE REGULATIONS

3. The membership procedure and requirements set out in the Constitution, Bylaws and Regulations of the Elks of Canada are applicable to individuals providing prior status as a former Royal Purple of Canada member, that wish to join the Elks of Canada. This provides for transfers of such an individual to an existing Elks Lodge.

4. All individuals, providing prior status as a former Royal Purple member shall be required to take the obligation to become an Elk member. The initiation ceremony is not required.

5. All individuals, providing prior status as a former Royal Purple member, joining the Elks of Canada shall have their previous years of service and highest office in the organization previously known as the Royal Purple of Canada, recorded on the National Membership rolls of the Elks of Canada. Only active years of service shall be counted when appropriate records and verification can be established.

### 6. MEMBERSHIP CARD:

1. An appropriate Membership Card bearing the signature or facsimile of the signature of the Grand Exalted Ruler shall be issued; which card shall be signed by the member. A member who has paid his/her dues shall be entitled to receive a Membership Card attested to by the Secretary. The said card shall contain the member's accumulated years of service as well as the highest position to which he/she is entitled to have the word, "**PAST**" embroidered on his fez. The card shall also contain the member's number, given in the numerical order of his/her reception into the Lodge, which number shall be perpetual and unchangeable on the records of the Lodge, provided, however, that the Grand Exalted Ruler, upon request of a Lodge, may grant special dispensation to such Lodge to renumber its members. The colour of the said card shall be changed each year in October, except for Automatic Life Membership Cards.

#### 2. Grand Lodge Issuing & Withholding:

A) They shall be issued annually to each Lodge by the Grand Lodge office for the period beginning October 1st in each year.

B) Membership Cards will be withheld for Lodges, which are three months, or more in arrears for National Registration/Affiliation Fees at the time membership cards are issued.

C) Membership Cards may be withheld when a Lodge is one year or more in arrears in submitting its Annual Statistical Report and/or copies of its Annual Financial Statement to the Grand Lodge office. In such cases each Lodge member shall be notified of this action and the reason why.

3. **Presenting Membership Card:** Before a member may be admitted to any meeting of the Order he/she must, when requested, exhibit to the Presiding Officer or his/her representative his/her valid Membership Card. Alternatively, he/she must be vouched for by a member in good standing present at the meeting who can assure the appropriate officer that the person in question is indeed a member in good standing.

4. **Duplicate Membership Card:** A member losing or having destroyed his/her Membership Card shall, upon application, receive a duplicate thereof from the Secretary, which shall be stamped "duplicate".

## LODGE REGULATIONS

### 7. RESIGNATION FROM THE ELKS:

1. **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, provided that the applicant surrenders his/her membership card, is not in debt in any manner to his Lodge and has no charges for misconduct pending. The individual will be advised in writing by the Lodge Secretary of the terms of reinstatement at the time of his resignation.

2. **Resignation Issued:** A resignation is issued for non-payment of dues, when a member is in arrears for a period of two (2) months and then upon written notice be hand delivered, e-mailed, or sent post-paid to him/her at the last address furnished to the Secretary and payment not being made within thirty (30) days. The effective date of the Resignation shall be retroactive to the first day of the mandatory three month period. The individual will be advised in writing by the Lodge Secretary at his/her last known address the terms of reinstatement.

### 8. REINSTATEMENT OF MEMBER WHO HAS RESIGNED:

If the individual having taken a Voluntary Resignation or having been Issued a Resignation for Non-payment of Dues requests reinstatement before the twelve (12) month period, and upon payment of all fees as set out in the Bylaws of the Lodge they are applying to, the name of the member to be reinstated shall, upon a favourable ballot of the Lodge be placed upon the roll.

If the individual having taken a Voluntary Resignation or having been Issued a Resignation for Non-payment of Dues has not reinstated within twelve (12) months they have to be reintroduced to the Order by re-obligation and upon payment of all fees as set out in the Bylaws of the Lodge they are applying to, the name of the member to be reinstated shall, upon a favourable ballot of the Lodge be placed upon the roll.

In all cases whether it be reinstatement of a Voluntary Resignation or Issued Resignation, the individual will retain their prior active years of service upon reinstatement.

For those members who lost their years of service prior to August 1<sup>st</sup>, 1998, because of the Bylaws in place at that time, these active years of service shall be restored if appropriate records and verification can be established.

### 9. HONORARY MEMBERSHIPS:

1. **Honorary Life Membership:** A Lodge may elect by written ballot any of its members to Honorary Life Membership in the Lodge as a mark of honour for services rendered in the Order, provided however, that notice of such ballot being taken, stating the name and address of such member, shall be given at least two (2) weeks prior to the meeting at which such ballot is to be taken and a vote of fifty (50%) percent plus one (1) of the members voting shall be required to elect such member for Honorary Life Membership.

The Secretary shall supply the necessary information to the Grand Lodge office and apply for an Honorary Life Membership card to be issued. A Lodge shall be subject to the dues and assessments provided by Grand Lodge for Honorary Life Members.

#### 2. Honorary Membership:

A) **Current Members:** A Lodge may elect by written ballot any of its members to Honorary Membership in the Lodge as a mark of honour for services rendered in the Order provided however, that notice of such ballot being taken, stating the name and address of such

## LODGE REGULATIONS

member, shall be given at least two (2) weeks prior to the meeting at which such ballot is to be taken and a vote of ninety (90%) percent of the members voting shall be required to elect such member for Honorary Membership. The Secretary shall supply the necessary information to the Grand Lodge office and apply for an Honorary Membership card to be issued. A Lodge shall be subject to the dues and assessments provided by Grand Lodge for Honorary Members.

B) **Non-Members:** A Lodge, Association, or Grand Lodge may grant or revoke Honorary Membership to non-members of the Order under the following conditions and procedures:

- Shall be issued with a specific period of time indicated.
- Shall have no fees collected at any level.
- Shall be issued by a notice of motion at a regular meeting followed by a majority vote of the members at subsequent regular meeting.
- May be revoked by a majority vote of the members at a regular meeting.
- Shall not entitle the recipient to any rights or privileges in any other Lodge, Association, or Grand Lodge.
- May determine the extent of privileges it wishes to grant to such Honorary Members provided however, such Honorary Members shall not be granted the right to vote at any meeting of the Lodge, Association, or Grand Lodge.

3. **Revocation of Honorary Membership:** A Lodge, Association, or Grand Lodge may revoke Honorary Membership from any of its members by written ballot provided however, that notice of such ballot being taken, stating the name and address of such member, shall be given at least two (2) weeks prior to the meeting at which such ballot is to be taken and a vote of ninety (90%) percent of the members voting shall be required to revoke such Honorary Membership. The Secretary shall inform the Grand Lodge office of the decision to revoke an Honorary Membership.

4. **Exception:** Notwithstanding the foregoing, a Lodge may by Bylaw provide for an alternative manner of awarding or revoking Honorary Membership in its own Lodge.

**10. AUTOMATIC LIFE MEMBERSHIP:** Any member having attained twenty-five years membership in the Order and having attained the age of sixty-five years prior to January 1, 1994, shall be considered an Automatic Life Member of the Order and shall be exempt from payment to their Lodge from all fees and dues except as the Lodge may specify by Bylaw for a related business such as golf clubs, seniors or children's homes or joint property as provided for in Lodge Bylaws. No National, Provincial/Territorial, or any other fee shall be payable by a Lodge for an Automatic Life Member. Such member shall be allowed to apply for membership by affiliation in another Lodge and, if accepted, be entitled to full membership rights in that Lodge, without having to pay dues or affiliation fees. They shall be issued another membership card which shall be marked "duplicate" signifying their voting rights of membership in that Lodge. Such Automatic Life Memberships will not be issued after January 1, 1994, but Automatic Life Members receiving the same until that date, continue to enjoy these privileges.

**11. LIFE MEMBER SUBJECT TO BYLAWS:** A Life Member shall be subject to the laws of the Order and if suspended from his/her Lodge shall cease to be a member for the time period of the suspension. If expelled from the Order shall cease to be a member and a Life Member by Purchase shall forfeit all monies paid by him/her.

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### 12. INITIATION:

1. **Procedure:** Lodges may initiate candidates at any regular or special meeting. The Secretary shall inform the proposer and the applicant in writing of the dates of initiation for six months following their acceptance. Each candidate, upon initiation, may be provided with a current copy of both the Book of Ritual and a copy of the National Constitution, Bylaws, and 4Regulations. See Section 3.5.23 (pg 53).

2. **Initiation Nights:** A Lodge may designate certain meeting nights for initiation purposes.

3. **Failure to Appear:** The Lodge may cancel an applicant's application who fails, without good cause, to present themselves for initiation within a period of six months following their acceptance.

4. **Alternate Initiation:** Upon the written request of a Lodge to which a candidate is elected, an alternate Lodge may, within the time prescribed, initiate such candidate on behalf of their Lodge and shall so report to his/her Lodge.

5. **Fee:** The Lodge shall establish an initiation fee as prescribed in Regulations.

13. **LOANS TO MEMBERS:** No Lodge shall loan any of its funds to any member.

## SECTION 8 – DUES AND FEES

1. **FEES:** Each Lodge shall adopt by Bylaw its initiation, and reinstatement fees, if any. No National Registration/Affiliation Fees are payable on Automatic Life Members, Past Grand Exalted Rulers and Past Supreme Honoured Royal Ladies of the organization previously known as the Royal Purple of Canada. Individuals providing prior status as a Royal Purple Life Member shall have their National Registration/Affiliation Fees waived.

2. **DUES:** All annual dues shall be payable in advance for such period and amount as the Lodge may specify by Bylaw.

3. **NOTICE:** Annual dues shall not be increased unless the intention to propose an increase has been circulated to all members by a letter, hand delivered, e-mailed, or sent post-paid, to the last known address of each member, advising of the intention to discuss increase of dues. Such letter shall be mailed at least fourteen (14) days in advance of the meeting date in question.

4. **MAJORITIES:** In the event a motion respecting dues is before the Lodge in which dues are to be increased by 50% or less, a simple majority of those present is required. Any proposal for an increase in dues in excess of 50% or for any special assessment or for any special charge, will be approved only upon a 75% or better majority of those present and voting and by secret ballot.

5. **PAYMENT:** All dues and fees from members shall be paid to the Secretary or Secretary-Treasurer, in person, or transmitted to them by registered mail or by cash, postal

## LODGE REGULATIONS

note, money order or cheque, payable to the Lodge. The Secretary or Secretary-Treasurer shall immediately acknowledge its receipt and deposit the funds forthwith to the credit of the Lodge.

**6. WAIVER:** The dues of a Member who is sick or in distress may be waived by a majority vote of a Special Committee consisting of the Exalted Ruler, the Secretary and the Chairman of the Sickness and Distress Committee.

### SECTION 9 – EXPENSES

**1. BILLS OR INVOICES:** No payment of a bill or invoice rendered to a Lodge shall be made by a Signing Officer until such bill or invoice has been approved by the Lodge and then approved by a majority vote at a regular meeting of the Lodge with the exception of the regular fixed current expenses which the Lodge has previously identified and given specific advance authority for payment under its Bylaws.

**2. EXPENSES:** No member of a Lodge, whether serving upon a Committee or in his/her private capacity, shall have authority to incur any expenses in the name of or on account of the Lodge, without first obtaining authority.

### SECTION 10 – NEW LODGES

**1. NEW LODGE DISPENSATION:** The following process will be used to establish a new Lodge in the Elks of Canada:

- A Dispensation will be issued by the Grand Executive as the first step of an organized group becoming a chartered Elks Lodge.
- The Dispensation period shall be for a minimum of 12 months, after which the Lodge may apply to the Grand Executive to be instituted and eligible to receive a Charter in accordance with Article 1, Section 15 of the Grand Lodge Bylaws.
- In the case of Lodges operating within the jurisdiction of a Provincial Elks Association an affirmative recommendation from the Provincial Association shall be required to be forwarded to the Grand Executive for all Dispensations and Institutions.

**2. NEW LODGE GRANT:** A maximum grant of \$5,000 will be made available to new Lodges if funds are approved for such a purpose at each Grand Lodge Convention. New Lodges may apply, for a grant up to 2 years from the date they receive their Dispensation.

**1. Eligible Purposes:**

- A) Lease or rental agreements
- B) Utilities for the building
- C) Renovations for the building other than those related to licensed premises
- D) Fundraising equipment

**2. Ineligible Purposes:**

- A) Alcohol and renovations for bar facilities

**3. Requirements to Receive Grant:**

- A) Expenses to be paid only upon receipt of quotes and/or invoices
- B) Lodge to present opening financial picture plus budget for 1<sup>st</sup> year

## LODGE REGULATIONS

### 4. **Approval Process:**

- A) To be administered by the Member Services Committee

3. **GRAND LODGE CONVENTION ATTENDANCE:** Recommendation that the Exalted Ruler of a Lodge newly granted dispensation shall be entitled to receive from the Grand Lodge, a crested black blazer, and shall be entitled to attend the first Convention thereafter at Grand Lodge expense. **NOTE:** His/Her expenses shall be paid in the same manner as established in Regulations.

## SECTION 11 – ELKS YOUTH GROUPS

1. An Elks Lodge in good standing may, upon application to its Provincial Association, establish an Elks Youth Group within their area. Such groups will be under the guardianship of the local Elks Lodge and shall fall under the supervision of the Provincial Elks Association with such linkage to the Grand Lodge as is required.

The following points are offered as general guidelines for Lodges to consider when developing an Elks Youth Group:

1. Membership in Elks Youth Groups should be open to boys and/or girls of an age set by the organizing Lodge (suggested 14-19)

2. Elks Youth Groups should elect their own Officers under the guardianship and supervision of an Elks Lodge.

3. Elks Youth Groups should establish their own programs with such programs to embellish the ideals and ethics of our Order.

4. The Elks Ritual, Ceremonial and Bylaws may be a part of their program.

5. Lodges should make sure they have the proper insurance if they are working with youth.

6. Lodges should make sure they have the proper criminal checks done on their members that are working with youth.

7. Charters and membership cards for the Elks Youth Group should be developed by the Associations.

8. Lodges should consider offering affiliation/recognition cards to youth groups that Elks Lodges sponsor as a way of developing an Elks Youth Group.

2. **ELKS YOUTH GROUPS:** A Provincial Elks Association may where deemed appropriate provide approval for an Elks Lodge within their Association to establish an Elks Youth Group in accordance with the provisions of Section 11.1 (pg 68). Where such approval is granted the Provincial Elks Association are responsible for the general supervision of all such programs.

**SECTION 12 – MANAGEMENT OF PROPERTY**

**1. ACQUISITIONS / DISPOSALS / RENOVATIONS / DEVELOPMENT PROJECTS:**

All acquisitions (including purchase, lease and development of existing property) of real property, and all disposals (including mortgage and lease) of such real property of a Lodge shall require prior approval of the Lodge membership.

**2. PROCEDURES:** The procedure to obtain Lodge approval for a proposal to acquire or dispose of real property shall be as follows:

1. At least fourteen (14) days in advance of a special meeting which shall be called to consider this proposal, the Lodge Executive shall cause written notice to be hand delivered, e-mailed, or sent post-paid to each member of the Lodge. Such notice shall provide full particulars of the proposal and the proposal shall require a 2/3 majority of those members attending and voting for approval.

2. All votes will be by show of hands, unless the majority of the members attending and voting request a secret ballot.

**3. DELAY OR SUBSTANTIAL CHANGE REQUIRING NEW APPROVAL:** If a proposal has received approval and has subsequently been delayed or substantially changed, then a new approval of the Lodge under the same terms and conditions outlined above must be obtained before proceeding further.

**SECTION 13 – CHILDREN / SENIOR CITIZENS HOMES /**

**1. APPROVAL:** A Lodge of the Order, may incorporate a Society to acquire a home for the sole use of children or persons in their senior years.

**2. PROCEDURE TO ACQUIRE PROPERTY:**

1. **Approval:** Before making application to do so, a meeting of the Elks of Canada must have been held and a resolution passed by the Lodge by at least seventy-five (75%) per cent of those present and voting by secret ballot after due notice has been given to the membership in writing of their intention to do so fourteen (14) days prior to such meeting.

2. **Composition:** Applications and membership in the Board of Directors or Management Committee shall be as established by the Lodge.

**SECTION 14 – SPECIAL EVENTS**

**1. MEMORIAL DAY:** The first Sunday in December of each year shall be known as “Elk’s Memorial Day”. On this day the memory of departed members shall be commemorated by all Lodges in sacred meetings.

**2. LODGE OF SORROW:** Funeral services of a member shall be known as a “Lodge of Sorrow.”

## LODGE REGULATIONS

3. **MEMORIAL TABLET:** It shall be the duty of every Lodge, as soon as is reasonably convenient, to place and maintain a Memorial Tablet in its Lodge room, upon which shall be inscribed the names of all departed members whose names were upon the Rolls of the Lodge at the time of their decease, and such other inscription as the Lodge may deem proper. If any officer of the Lodge shall die during their term of office the name of such officer may be inscribed on the Memorial Tablet as a Past Officer of the station they were filling at the time of his/her death.
4. **DECORATION DAY:** The 11th day of November in each year shall be known as "Decoration Day". On this day the memory of departed members shall be commemorated by decorating their graves or by such other action as the Lodge shall decide.
5. **FLAG DAY:** Lodges are encouraged to select a day, before July 1<sup>st</sup>, to visit the schools in their area to promote the Day. The purpose is to install in the minds of the youth a love of Queen and Country by patriotic exercises.
6. **MOTHER'S DAY:** Lodges are encouraged to participate in Mother's Day.
7. **FAMILY DAY:** Lodges are encouraged to have an annual Family Day.
8. **ELKS AWARENESS MONTH:** Lodges are encouraged to try to plan some kind of membership awareness during the month of November.

## SECTION 15 – DISCIPLINARY PROCEEDINGS

### 1. INVOLVING CHARTERED UNITS OF THE ORDER

1. Any violation of the provisions of the Constitution, Bylaws, and Regulations, any rules or lawful orders of the Grand Lodge or the Officers thereof alleged to have been committed by any Unit of the Order shall be dealt with as follows:

2. After adequate investigation, the Grand Executive shall give written notice setting forth the particulars of the default and requiring the Unit of the Order to remedy such default and no further action shall be taken unless the Unit of the Order shall fail to commence to remedy such default within thirty (30) days following receipt of such notice. The Grand Executive shall thereafter diligently proceed to remedy the same.

3. If the Unit of the Order does not comply with the provisions of paragraph 2, then the Grand Executive may suspend or revoke its Charter or in lieu thereof may reprimand, censure or fine such Unit of the Order

### 2. INVOLVING OFFICERS AND MEMBERS

#### 1. Disciplinary Procedures:

A. Any member may, on reasonable grounds initiate complaint proceedings against another member for any violation of the provisions of the Constitution, Bylaws, and Regulations or lawful order of the Grand Lodge or the Officers thereof, or rules of conduct therein, as follows:

B. The party having knowledge of the alleged violation shall give written notice setting forth the particulars of said violation to the Exalted Ruler of the accused member's Lodge who will consider the allegations. In the event the alleged offender or accuser is a



## LODGE REGULATIONS

member of the Lodge Executive, he/she will automatically be disqualified from participation in any hearing other than when requested by the Lodge Investigation Committee to be present for the purpose of giving evidence.

C. In the event the Exalted Ruler or his/her designate concluded the allegations are frivolous, meaningless, or unworthy of consideration, or that the allegations may be dealt with more appropriately by Informal Discipline, he/she will refer the notice, along with his/her report, to the Lodge Executive. The Lodge Executive may, on a majority vote, support the decision of the Exalted Ruler or his/her designate or may find the allegations are worthy of consideration to proceed to Informal Discipline or Formal Discipline.

Notwithstanding Section B. and Section C., in the event the Lodge is under Supervision or Trusteeship, the complaint shall be given to the Supervisor or Trustee, as applicable, who shall perform the duties as outlined in these sections as Exalted Ruler.

**D. Informal Discipline:** “The Exalted Ruler will gather the evidence in relation to the alleged misconduct and will call an Executive meeting not sooner than 5 days after the alleged offender has been notified in writing that he/she is the subject of a complaint of alleged misconduct and that the Executive will deal with the allegations by Informal Discipline. At least 5 days before the Executive meeting, the alleged offender will also be provided with copies of the complaint so that he/she can make full answer to the allegations of misconduct. The alleged offender will be invited to the Executive meeting and is entitled to give testimony, provide evidence and call such witnesses as he/she deems are required for his/her defence. The Executive will be provided copies of the complaint of alleged misconduct and any evidence gathered.”

At the conclusion of the presentation of evidence, the Lodge Executive, on majority vote, will determine the innocence or guilt of the alleged offender. If the majority find the alleged offender guilty of misconduct, the Executive may impose any penalty as provided in General Bylaws, Section 16 - Rules of Conduct/ Offences / Discipline, Section 3 (Page 14-15) EXCEPT for expulsion from the Order.

The alleged offender may appeal the decision of the Lodge Executive to the Lodge body at the next regular scheduled meeting of the Lodge. The Lodge body may uphold the finding of the Lodge Executive and may uphold or alter the penalty. The decision of the Lodge body will be final.

**E. Formal Discipline:** If the Exalted Ruler or his/her designate in his written report states that, in his opinion, the allegations are worthy of consideration, or the majority of the Lodge Executive find the allegations are worthy of consideration, the Lodge Executive shall within three (3) days submit in writing a copy of the allegations to the accused by delivering it personally or sending it by registered mail. The notice to the accused shall contain the following: The date, place, and time of the hearing, including a notice inviting the alleged offender and/or representative of his/her choice to present his/her side of the case, in the presence of the complainant.

F. A Hearing Committee shall be selected by the Lodge Executive and shall consist of two (2) Lodge members in good standing and one member of the Executive, who are not related to, nor involved as witnesses for either the accused or the complainant. The Chairman of the Committee shall be chosen amongst themselves. Due to extenuating circumstances and on written request of the Lodge Executive, the Grand Exalted Ruler may be requested to appoint the Committee. The Committee members do not have to be members of

## LODGE REGULATIONS

the Home Lodge. The Grand Exalted Ruler may decide not to accept the request.

G. If the complaint is against the Exalted Ruler, the written notice setting forth the particulars of said violation, will be given to the next Officer in line. He/she will call a meeting of the Lodge Executive and they, on majority vote, will decide whether the charges are worthy of consideration or are frivolous, meaningless or unworthy of consideration or may be dealt with more appropriately otherwise. If the decision is not to proceed, the complainant will be advised in writing stating the reasons for the decision. If the complaint is worthy of consideration, the Grand Lodge will be notified. The Lodge Executive may, on majority vote, suspend the Exalted Ruler from his/her duties pending the outcome of the Hearing. The Lodge Executive may, in written request, ask the Grand Exalted Ruler to appoint the Committee. The Committee members do not have to be members of the Home Lodge. The Grand Exalted Ruler may decide not to accept the request.

H. At the date and time affixed, the Committee will diligently inquire into the complaint by hearing such testimony and reviewing such evidence and written material pertinent to the case. The alleged offender is entitled to give testimony, provide evidence, and to call such witnesses as he/she deems are required for his/her defence. The alleged offender has the right to be present to all parts of the hearing where evidence or testimony is presented to the Hearing Committee. With the permission of the Committee, the complainant or the witnesses may appear by telephone or some other form of acceptable media.

I. Provision must be made for an audio and/or video recording of the hearing which shall be retained by the Lodge Executive for a period of thirty (30) days, or until notified by the Grand Lodge Office that an appeal has been launched, in which case the recording will be delivered to the Grand Lodge Office along with any notes recorded by the committee.

J. The Hearing Committee shall render a decision within three (3) days of the hearing and shall communicate such decision to the alleged violator and the complainant in writing by either delivering it personally, or sending it by registered mail to the last known address.

K. The written decision along with the reasons for the decision of the Hearing Committee shall be conveyed to the Lodge at its next regular meeting where the penalty only shall be subject to ratification or amendment. The decision of the Committee to dismiss a complaint shall be final and binding.

L. A decision to uphold the complaint shall be final and binding unless within fifteen (15) days following receipt of the notification of the decision to the alleged offender, he/she launches an appeal to the Grand Executive.

M. An appeal to the Grand Executive shall be made in writing and received at the Grand Lodge office within the said fifteen (15) days, detailing the decision appealed against along with the grounds for the appeal. All findings of the Hearing Committee and penalties imposed by the Lodge shall remain in effect pending the outcome of the appeal to the Grand Executive.

N. The Lodge Hearing Committee shall upon request forward a statement of fact, along with any written or recorded material in the possession of the Committee, to the Grand Lodge Office.

O. The Lodge may suspend all privileges of a member who is the subject of a written complaint until the matter is resolved by the Lodge.

**2. APPEALS TO GRAND EXECUTIVE:** Upon receipt of an appeal properly filed within the time limits, the office of the Grand Executive shall proceed as follows:

A. An appeal is not an automatic rehearing and the Grand Executive will along with the Grand Judiciary Committee jointly determine if the appeal is properly filed, not frivolous,

## LODGE REGULATIONS

and based only on evidence given at the Lodge hearing before making any decision to proceed with hearing the appeal.

B. Upon receipt of an appeal by the Grand Lodge office, all documentation received from the appellant shall be forwarded to the Grand Judiciary Committee for review and recommendation to the Grand Executive on the merits of proceeding with the appeal. The decision to proceed or not to proceed with the appeal shall be made by the Grand Executive and shall be final and binding.

C. If the Grand Executive agrees to hear the appeal the Grand Lodge office will advise the concerned Lodge of the appeal and request that all pertinent documentation as outlined above be forwarded to Grand Lodge Office.

D. A date for a hearing will be set and the appellant and the Lodge will be notified in writing accordingly. Except in the case of immediate urgency when a special meeting of the Grand Executive may be called, the hearing date shall coincide with the date set for the next Grand Executive meeting.

### **3. ADMISSION OF GUILT:**

A. Notwithstanding the foregoing provisions, charges against any member admitting to the indiscretions outlined in the complaint may be disposed of without the necessity of a formal hearing.

B. In such case, the accused is entitled to appear before the Hearing Committee, should he/she desire, so as to offer an explanation of the offence charged.

C. Upon accepting the admission of guilt by the accused to the offence charged, and after hearing any evidence offered by the accused, the Hearing Committee shall recommend to the Lodge at its next regular meeting the penalty, if any, to be imposed in a similar manner to that outlined within Section 15.2.1 (pg 70).

## ASSOCIATION REGULATIONS

### SECTION 1 – ORGANIZATION / CHARTER

#### 1. ORGANIZATION:

1. **Normal:** Not less than fifty per cent of the Lodges of any Province or Territory may organize and maintain an Association composed of Lodges of that Province or Territory. No Association shall function before first obtaining a Charter from Grand Lodge.

2. **APPROVAL OF CONSTITUTION AND BYLAWS:** Before an Association may be chartered, its Constitution, Bylaws and all amendments thereafter shall be promptly submitted for consideration and approval by the Grand Executive.

3. **NAME:** An Association shall be known as the “(name of Province or Territory) Elks Association” and herein referred to as the Association.

4. **SUSPENSION OF ASSOCIATION:** The Grand Executive may suspend any Association when, after investigation, it is satisfied that such Association has broken any of the provisions of this National Constitution, Bylaws, and Regulations. Such suspension and the reasons therefore shall be reported by the Grand Exalted Ruler to the next Convention who may lift the suspension, revoke the Charter or take such action as it deems advisable.

5. **POWERS:** An Association shall have power, by Bylaw not inconsistent with the Grand Lodge Bylaws, to regulate its own internal affairs as approved by the Grand Executive including any amendments. It shall have such other powers and duties as are herein set forth.

6. **COMPOSITION:** After the issue of a Charter, all Lodges within the jurisdiction of the Association shall be members of the Association.

7. **EXTRAORDINARY AFFILIATION:** Upon the application of a Lodge, the Grand Executive may grant a dispensation to such Lodge to affiliate itself with the Association of an adjoining Province or Territory. Such Lodge shall have full rights to and be subject to all obligations of membership in the Association. The terms of affiliation and payment of dues and assessments relating to the Association shall be as the Grand Executive decides.

8. **INCORPORATION OF ASSOCIATIONS:** A Provincial or Territorial Elks Association may incorporate under the laws of the province or territory wherein it is located, and all property of the Association, real or personal, shall be held in the name of the incorporated Association. Provincial or Territorial Elks Associations are prohibited from incorporating any entity for any purpose which the Association itself, if incorporated, may carry on. Incorporation of the Association must be approved firstly by the Lodges of the Association, by resolution at a Provincial/Territorial Conference. Before any documents are filed with Provincial/Territorial authorities, the Association must submit all documents relating to the incorporation process to the Grand Lodge for approval, including, if applicable, Articles of Incorporation, copies of Letters Patent, Statements of Objects and Purposes, proposed Constitutions, and proposed Bylaws (if required).

## ASSOCIATION REGULATIONS

All constituting documents and Bylaws of the Association shall acknowledge the Association is part of and subordinate to the Elks of Canada. Notwithstanding such incorporation the Associations must comply at all times with the duties, obligations and responsibilities set forth in the National Constitution, Bylaws, and Regulations as established from time to time. The procedure for amendment to incorporating documents, shall be the same as provided above. The constituting documents or Bylaws of all Associations whether incorporated or not, shall provide that in the event of winding up, after all the debts of the Association, and all obligations to provincial/territorial and federal agencies have been met, the net assets of the Association shall be given equally to all Lodges within the province/territory.

**9. PROVINCIAL/TERRITORIAL CHARITIES:** A Provincial or Territorial Elks Association may incorporate a society under provincial/territorial statute for the purposes of operating a registered charitable organization or foundation and may apply to Canada Revenue Agency to obtain registered charitable status for the society. Consent of the members of the Provincial or Territorial Association to incorporate the charitable society shall require the approval of an appropriate Bylaw of the Provincial or Territorial Elks Association by resolution at a Provincial or Territorial Conference. Before any documents are filed with provincial/territorial authorities or Canada Revenue Agency, the Association must submit all documents relating to the proposed incorporation or registration to the Grand Lodge for approval, including, if applicable, Articles of Incorporation, copies of Letters Patent, Statements of Objects and Purposes, proposed Constitutions, and proposed Bylaws (if required). Procedure for amendments to incorporating documents shall be the same as provided above. The constituting documents or Bylaws of all provincial/territorial charities, whether incorporated or not, shall provide that after all the debts of the charitable society, and all obligations to provincial/territorial and federal agencies have been met, that the net assets of the society shall be donated within the province/territory to charities registered with Canada Revenue Agency or at the option of the Lodges in the province/territory and where permitted by law, to the Elks and Royal Purple Fund for Children.

**10. SUPERVISION AND CONTROL:** Every Association shall be subject to the supervision, control and be subordinate to the Grand Lodge.

### **11. AFFILIATED ORGANIZATIONS**

#### **1. Districts/Regions, Etc.:**

A) **Districts/Regions/Etc.:** An Association may by Bylaw, not inconsistent with the National Constitution, Bylaws and Regulations, provide for the establishment of Districts/Regions/Etc. within the province, territory, the number and jurisdiction of which shall be determined or revised from time to time by the Association and reported to the Grand Lodge office.

B) **Bylaws:** A District/Region/Etc. may create its own Bylaws provided they and all amendments thereto are consistent with the Provincial/Territorial Association's Bylaws and Regulations and the Bylaws and Regulations of the Elks of Canada and are submitted for approval to the Grand Executive.

## ASSOCIATION REGULATIONS

**12. ASSOCIATION OF PROVINCIAL/TERRITORIAL PRESIDENTS:** The Provincial/Territorial Presidents from all Provincial and Territorial Elks Associations shall constitute a body known as the Association of Provincial/Territorial Presidents. They shall from amongst their members elect a Chairman. The members of the Association or their designate shall, at the expense of the Grand Lodge, attend the Grand Lodge Convention and meet annually at the same time and place as the Mid-Term Meeting of the Grand Executive. They shall report to and provide recommendations to the Grand Executive on all matters requested and shall submit an annual report to the Grand Lodge Convention.

### SECTION 2 – OFFICERS OF THE ASSOCIATION

**1. OFFICERS OF THE ASSOCIATION:** The Officers of an Association shall be a President, Immediate Past President, First, Second and Third Vice-Presidents, Provincial/Territorial Membership Director, Secretary-Treasurer or a Secretary and a Treasurer, a Board of Trustees, Esquire, Inner Guard, Chaplain, Historian, Organist, Publicity Director and members of the Association Judiciary Committee. With the exception of the Immediate Past President, Provincial/Territorial Membership Director, Secretary-Treasurer or a Secretary and a Treasurer, the two designated members of the Board of Trustees, Publicity Director, Organist, Historian and the members of the Association Judiciary Committee, said Officers shall be elected annually.

1. Notwithstanding any other provisions of these Bylaws, an Association may, by application approved by the Grand Executive, structure itself with fewer, or different Officers, and its Executive shall be as approved by the Grand Executive.

**2. VACANCIES:**

1. **Cause:** In the event of the death, resignation, permanent disability, suspension, expulsion or for any other reason it becomes necessary to replace an officer, chairman or committee member of the Order, the following rules shall apply except as otherwise provided.

2. **Association:** The President shall nominate and the Provincial Executive may appoint.

### SECTION 3 – SIGNING OFFICERS / SEALS

**1. ASSOCIATIONS:** The Provincial President or Chairman of the Board of Trustees, along with the Secretary-Treasurer (or Treasurer if separate) shall be the Signing Officers of the Association and shall affix the Seal.

**2. SEALS:**

1. **Associations:** Shall contain an Elk's head in the centre and the words "The Seal of the (name) Elks Association". It may be used on all official and formal documents and orders.

## ASSOCIATION REGULATIONS

### SECTION 4 – DUTIES / DOCUMENTS / REPORTS

**1. DUTIES / DOCUMENTS / REPORTS:** An Association shall furnish promptly from time to time, to the Grand Lodge office, the following:

1. Copies of its Constitution, Bylaws, Rules and Regulations and all amendments thereto;
2. Copies of the proceedings of each meeting, Conference or reunion
3. A current list of all its officers with their telephone numbers and addresses and a list of the Lodges composing the Association;
4. Copies of the Annual Report of its Secretary and Treasurer together with a copy of the Annual Financial Report as submitted to the Provincial membership at the last Conference;
5. Copies of the Annual Report and Financial Statement for any related Provincial Elks Charity;
6. Such information as may be requested by the Grand Exalted Ruler, Grand Executive or the Executive Director.

**2. PROHIBITION:** No circulars shall be sent by an Association to Lodges outside its jurisdiction except with the prior approval of the Grand Executive.

**3. FEES:** Each Lodge shall pay the fees and assessments levied by its Association provided that no increase in fees or assessments shall take place unless all Lodges involved are notified in writing of such proposed increase sixty (60) days in advance.

### SECTION 5 – ANNUAL FINANCIAL REPORT AND AUDIT

**1. ANNUAL FINANCIAL REPORT:** The Chairman shall arrange, in cooperation with the Provincial/Territorial Secretary-Treasurer or Treasurer, to have prepared and presented to the Conference an annual Financial Report of the Association and any related Provincial/Territorial Elks Charity, for the previous fiscal year, prepared in accordance with Section 7.18 (pg 8).

**2. AUDIT:**

1. The annual Financial Statements of the Association and any related Provincial/Territorial Charity shall be audited by an external accountant in accordance with Generally Accepted Auditing Standards (as per Section 7.18.1.A (pg 8)), and the Auditors full report shall be presented to each Provincial/Territorial Conference or annual general meeting.

## ASSOCIATION REGULATIONS

2. An Association may with the approval of an appropriate resolution by a Provincial/Territorial Elks Conference or annual general meeting of a related Provincial/Territorial Charity, apply to the Grand Executive for dispensation to waive the audit requirement and have the annual Financial Statements reviewed externally (as per Section 7.18.1.B (pg 8)) or internally (as per Section 7.18.2. (pg 8)). Where the Association or related Provincial/Territorial Charity is incorporated under Provincial/Territorial Statute, the resolution to waive the audit must also meet all requirements of the Provincial/Territorial Statute.

### SECTION 6 – CONFERENCES

1. An annual Conference of all Lodges within the jurisdiction of the Provincial/Territorial Association shall be held.
2. Where possible, the Grand Exalted Ruler or his/her designate will attend Provincial/Territorial Association Conferences.
3. The Colours of the Conference shall be the Canadian Flag, the Provincial Flag, the Association Flag and the Host Lodge Flag. The Elks and Royal Purple Fund for Children Flag may be displayed at any meeting of the Order. If displayed, it will take precedence after the Lodge Flag.

### SECTION 7 – HONORARY MEMBERSHIPS

1. **HONORARY LIFE MEMBER OF THE ASSOCIATION:** Any member of the Order may be named an Honorary Life Member of the Association upon acceptance by 90% majority of the Delegates present and voting on a Special Resolution of the Provincial/Territorial Conference. Provincial/Territorial Registration/Affiliation Fees shall not be payable by an Association for a member holding Honorary Life Membership in Grand Lodge. A member holding such status shall be entitled to have their Association dues reduced by an amount equal to the Provincial/Territorial Registration/Affiliation Fee.
2. **HONORARY PAST PROVINCIAL PRESIDENT:** If a member has faithfully served an Association, in an elected or appointed position, he/she may, on a 90% majority vote at the annual meeting, be elevated to Honorary Past Provincial President and he/she shall have and enjoy all the rights and privileges of a Past Provincial President.







## **ELKS OF CANADA**

*Vision:*

**TO BE THE BEST VOLUNTEER ORGANIZATION IN  
CANADIAN COMMUNITIES**