

Constitution and By-Laws for the Metro District #4200 of the Michigan Elks Association

[The masculine words appearing herein shall include the feminine gender.]

Preamble

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

Article I - Name

Section 1 This Conference of Lodges shall be known as the Metro District #4200 Conference of the Michigan Elks Association.

Article II - Membership

Section 1 Every Lodge in the Metro District of the Michigan Elks Association, in good standing with the Michigan Elks Association and the Grand Lodge of the Benevolent and Protective Order of Elks of the United States of America, shall be eligible for membership in this District upon complying with the District Constitution and By-Laws.

Section 2 Each member Lodge shall be entitled to representation at all meetings of the Conference, other than an executive session, whether regular or special, by its Exalted Ruler, Esteemed Leading Knight, Secretary, and Chairman of the Board of Trustees. Member Lodges shall be entitled to one additional voting delegate for each 200 members (or major fraction thereof), as shown by their last annual report to the Grand Lodge. In the absence of a regular delegate, an alternate delegate designated by the Exalted Ruler may act. Each Lodge representative, as described above, shall be entitled to one vote. There shall be no voting 'in absentia.'

Section 2a Lodge voting delegates and an equal number of alternates shall be annually elected, or at the direction of the Lodge shall be appointed by the Exalted Ruler, at a regular meeting of each member Lodge. The delegates shall hold office until their successors are elected or appointed.

Section 3 All Past State Presidents and current elected officers of the Michigan Elks Association, in good standing in member Lodges of the Metro District, shall be "Voting Members at Large" at the Metro District meetings. Elected and appointed District Officers shall have one vote each, exclusive of their respective Lodges. No person voting shall have more than one vote on any ballot.

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

Article III - Meetings

Section 1 The Conference shall hold at least three meetings annually: one meeting to be held in September, one meeting to be held in January and one meeting to be held in April. All meetings shall be held on a Sunday, commencing at 2:00 P.M., to encourage maximum attendance at the meetings. The specific dates for the meetings shall be flexible to allow for holidays and special events. All District Lodges, the State President, the First Vice-President and the Second Vice-President shall be notified of the location and date of the District Conference meetings for the upcoming year. If the selection of an alternate site must be made after the Spring Conference, (for example, if the host lodge withdraws) the District Vice-President shall be empowered with the authority to select a new site without a conference vote.

- Section 1a The District Deputy Grand Exalted Ruler shall be invited to hold his clinic at these District Meetings.
- Section 2 Special meetings of the Conference may be called by the District Chairman with at least twenty days advance notice (in writing) to member Lodges. The Chairman shall call special meetings of the Conference when petitioned in writing by a majority of the member Lodges.
- Section 3 Thirty-six duly accredited voting delegates, representing not less than two-thirds of the Lodges in the District shall constitute a quorum at the District Conferences.
- Section 4 The Chairman, at his discretion, may call an executive session. Those notified to attend the executive session shall include the District Chairman, the District Vice Chairman, the District Secretary, the District Treasurer, the District Sergeant at Arms, Past State Presidents of the District and all elected officers of the Michigan Elks Association.

Article IV - Officers

- Section 1 The officers of this Conference shall be a Chairman, Vice-Chairman, Secretary, Treasurer (or Secretary-Treasurer), Chaplain, Tiler and Sergeant-at-Arms. At the discretion of the Conference, the duties of Secretary and Treasurer may be combined. The Chairman and Vice-Chairman shall be nominated under "New Business" at the January (winter) Meeting. The District Chairman and Vice-Chairman shall be elected according to the provisions of Section 2, 2a, 2b and 2c of Article IV. The election of Officers shall be held at the January (winter) meeting by written ballot if more than one candidate is presented for an elected office.
- The District Chairman shall appoint a Secretary, a Treasurer (or a Secretary-Treasurer), a Chaplain, a Tiler, and a Sergeant-at-Arms. All officers, elected or appointed, shall serve for one year commencing at the conclusion of the April (spring) meeting of the District Conference.
- Section 2 District Chairman: A member who has been an Exalted Ruler of his Lodge, is a member of the Grand Lodge, and whose Lodge is in good standing with the Metro District, the State Association and Grand Lodge and who has also fulfilled a term as District Vice-Chairman, shall be nominated and elected each year for the office of District Chairman of the Metro District of the Michigan Elks Association by the delegates at the January (winter) meeting. The name of the nominee so elected shall be presented from the floor at the annual meeting of the Michigan Elks Association under the business of "Election of Officers" as a candidate for the office of Vice-President of the Metro District of the Michigan Elks Association.
- The nominee elected or declared by the presiding officer of the Michigan Elks Association to be the Vice-President of the Metro District Conference of the Michigan Elks Association shall also be the Chairman of the Metro District Conference.
- Section 2a District Vice Chairman: A member who has been an Exalted Ruler of his Lodge, is a member of the Grand Lodge, and whose Lodge is in good standing with the District Conference, the State Association and the Grand Lodge shall be nominated and elected each year to the office of Vice-Chairman of the Metro District of the Michigan Elks Association by the delegates of this Conference at the January (winter) meeting.
- Section 2b Multiple Candidates: When more than one candidate is nominated for election to any District Office, the election shall be conducted by secret ballot on forms that are supplied by the District Secretary. A majority vote (over 50% of the ballots cast) is required for election. In the event that three or more candidates are nominated, the election shall proceed as follows: If on the first ballot a single candidate receives a majority vote (more than 50% of the ballots cast), that candidate shall be declared duly elected to the office being sought. However, if a majority of the ballots are not cast for a single candidate, the candidate receiving the least number of votes shall have his name removed from the ballot list and a subsequent election will be conducted. This procedure will continue until one candidate receives a majority vote (over 50% of the ballots cast) and is declared duly elected by the Chairman. The District Chairman shall name three tellers to collect and count the ballots cast.

Section 2c. Whenever a member wishes to run for an elected District office, the applicant shall first receive the endorsement of his home Lodge for that office. At least thirty days prior to the District election, he shall notify the Metro District Secretary and each Lodge Secretary in the Metro District of his endorsement and of his desire to be a candidate for that District office. The endorsement shall be in the form of a letter from the Secretary of his Lodge. If no letters have been received within the thirty day requirement, nominations shall be accepted from the floor at the January (winter) District Conference.

Section 3 The District Chairman shall preside at all meetings, decide all questions of order (subject to appeal to the Conference), appoint all committees not otherwise provided for, and perform such other duties as may be required of his office by the action of the Conference.

If for any reason the office of District Chairman shall become vacant, the District Secretary shall immediately notify the President of the Michigan Elks Association and recommend that the Vice-Chairman of the Conference be appointed to the position of Vice-President of the Metro District of the Michigan Elks Association. The appointed Vice-President shall then be considered as the elected Chairman of the Conference. Within thirty days after having received his appointment as Vice-President, he shall call a special meeting to elect a Vice-Chairman of the Conference.

To cover the expenses incurred in the faithful performance of his duties, the District Chairman (District Vice-President) shall, at the end of his term of office, receive the amount approved by the Budget Committee and approved on the floor of the April District Conference.

Section 4 The Vice-Chairman shall attend all meetings of the Conference and assist the District Chairman (District Vice-President) in the performance of his duties and shall preside at meetings of the Conference in the absence of the Chairman.

To cover the expenses incurred in the faithful performance of the duties of his office and other duties as may be assigned to his office, the District Vice-Chairman shall, at the end of his term of office, receive the amount approved by the Budget Committee and approved on the floor of the April District Conference.

Section 5 The District Secretary shall attend all meetings of the Conference, keep proper minutes of the proceedings, preserve all books and documents, receive and make permanent record of all money paid into the District, pass all such monies on to the Treasurer and perform other duties as are properly required of his office. The District Secretary shall prepare and distribute the minutes of all District meetings to the member Lodges and appropriate District Officers at least thirty days prior to the next District meeting.

To cover the expenses incurred in the faithful performance of his duties and other duties that may be assigned to his office, the District Secretary shall, at the end of his term of office, receive the amount approved by the Budget Committee and approved on the floor of the April District Conference.

Section 6 The District Treasurer shall receive all funds paid into the District from the Secretary and make proper records thereof. He shall disburse funds from the District Treasury as required by the By-Laws and as directed by motion and vote at the District Meetings. He shall pay these funds out of the District Treasury only when proper warrants are drawn by him and are countersigned by the Chairman. He shall maintain accurate accounting and at the Spring Meeting show the budgeted and actual expenditures incurred. He shall maintain accurate accounts of all money so received and disbursed and shall make an accounting at each of the three District meetings.

In any event that disbursements are projected to exceed income during any given District fiscal year, an Executive Committee meeting, including the Budget Committee Chairman, shall be called to develop and approve a revised budget and the emergency expenses. The revised budget must be presented on the floor of the next District Conference. All disbursements shall be reported to the membership at the next regular meeting. Authority is granted to the District Treasurer to pay District re-budgeted expenses out of available funds upon total agreement of the executive committee.

[Section 6 Continued:]

To cover the expenses incurred in the faithful performance of his duties and other duties as may be assigned to his office, the District Treasurer shall, at the end of his term of office, receive the amount approved by the Budget Committee and approved on the floor of the April District Conference.

Section 7 The Sergeant-at-Arms and the Tiler shall execute the orders of the Chairman, guard the sanctity of the meeting, assist in preserving order, and perform such other duties as are properly required of their offices.

Section 8 The Chaplain shall conduct the devotional exercises of all District Conference meetings and assemblies. The Chaplain shall also perform such other duties as are properly required of that office.

Article V - Revenue

Section 1 Each member Lodge shall pay District Conference dues annually. The District Secretary shall within thirty days of his taking office, notify and invoice, in writing, all member Lodges for the amount of their dues for the current year. Said amounts are due and payable within thirty days of notification. These dues shall be payable to the District Secretary and shall be used to defray the cost of conducting business by the District.

Section 2 The member Lodges shall be assessed the amount of fifty cents (\$.50) for each member on the Lodge membership rolls. The membership figure shall be the same as reported on the March 31st annual report as submitted to the Grand Lodge, line 12: "TOTAL NUMBER OF ELKS ON ROLLS."

Article VI - Committees

Section 1 The District chairman shall appoint, within thirty days after his election and with the assistance and advice of the advisory committee of Past State Presidents, the following standing committees:

Section 1a A Budget Committee, consisting of the current Budget Chairman, District Treasurer, District Chairman, and District Vice-Chairman. All serve this committee subject to the will of the District Chairman for the current Elks year. The purpose of this committee shall be to prepare and present a District Budget to this Conference for approval at the April meeting.

Section 1b A Registration Committee Chairman, consisting of an Elk in good standing in a member Lodge of this Conference, to hold office subject to the will of the District Chairman for the current Elks year. The Chairman shall appoint additional members to his Committee as he deems appropriate and necessary to fulfill the function of the Committee. The purpose of this committee shall be to register delegates, alternates, and others attending the District Conference meetings, to certify voting eligibility and to furnish the Secretary with an accurate meeting attendance report.

Section 1c. A By-Law Committee Chairman, consisting of an Elk in good standing in a member Lodge of this Conference and one Past State President of the District, as an advisor, to hold office subject to the will of the District Chairman for the current Elks year. The Chairman shall appoint additional members to his Committee as he deems appropriate and necessary to fulfill the function of the Committee. The purpose of this committee shall be to maintain all master copies of the Constitution and By-Laws of this District, draft recommended amendments to the District Constitution and By-Laws and submit them for review and vote of the District delegates in accordance with Article VIII, Section 1 of the District By-Laws. Further, it shall be the duty of the By-Law committee to annually review the Constitution and By-Laws of the Metro District to ascertain the necessity of amending said By-Laws as may be required. A report of this annual review shall be given at the January (winter) Conference of this District.

- Section 1d An Audit Committee Chairman, consisting of an Elk in good standing in a member Lodge of this Conference, to hold office subject to the will of the District Chairman for the current Elks year. The Chairman shall appoint additional members to his Committee as he deems appropriate and necessary to fulfill the function of the Committee. The purpose of this committee shall be to audit the accounts of the District Treasurer (expenditures compared to budget, proper authorizations, etc.) and to report the results of the annual audit at the April (spring) Conference of this District.
- Section 1e A Chairman for each of the following Committees: Americanism, Calendar, Drug Awareness, Elks Training, Government Relations, Elk Training, Hoop-Shoot, Lapsation, Lodge Activities/Star Awards, Membership, National Foundation, National Veterans Service, Public Relations, Ritual, Scholarship, Soccer, Special Events, Youth Activities and such other Committees as may be directed by the District membership. The Chairmen shall appoint additional members to their Committees as deemed appropriate and necessary to fulfill the function of their Committees. All will serve subject to the will of the District Chairman for the current Elks year.
- Section 1f Charitable Donations Committee: All requests for charitable donations shall be presented to a committee, comprised of the District Chairman, District Vice-Chairman and immediate past District Vice-President, not less than seven days prior to a regularly scheduled District meeting. The recommendation of this committee shall be presented to the District membership at the next regularly scheduled meeting, in the form of a motion by the original proposer and voted upon.

Article VII - Endorsement of Candidates to State Office

- Section 1 Nominations from the Metro District for endorsement of a candidate to any State Office of the Michigan Elks Association will be received from the floor and voted upon by the duly authorized delegates present at the January (winter) Conference of the Metro District. These nominations shall be presented under the heading of "New Business."

When more than one candidate is nominated for endorsement to a State Office, the election shall be conducted by secret ballot on forms that are supplied by the District Secretary. A majority vote (over 50% of the ballots cast) is required for endorsement by the District. The Metro District shall not endorse more than one candidate for any MEA State Office.

In the event that three or more candidates are nominated, the election shall proceed as follows: If on the first ballot one candidate receives a majority vote (more than 50% of the ballots cast) that candidate shall be declared duly elected to the office being sought. However, if a majority of the ballots are not cast for a single candidate, the candidate receiving the least number of votes shall have his name removed from the ballot list and a subsequent election will be conducted. This procedure will continue until one candidate receives a majority vote (over 50% of the ballots cast) and is declared duly endorsed by the Chairman.

- Section 1a A member wishing endorsement by the Metro District and nomination for election to any State office shall first receive the endorsement of his Home Lodge for that office. At least thirty days prior to the District election he shall notify the Metro District Secretary and each Metro District Lodge Secretary of the endorsement of his Home Lodge and of his desire to be a candidate for endorsement and nomination by the Metro District. The endorsement of his Lodge shall be in the form of a letter from the Secretary of his Lodge. If no letters have been received within the thirty day requirement, nominations shall be accepted from the floor at the January (winter) District Conference.

Article VIII - Amendments

Section 1 Proposed amendments to the By-Laws of the Metro District Conference of the Michigan Elks Association shall be submitted to the member Lodges in writing, stating, in fact, all information pertinent to the proposed changes at least thirty (30) DAYS PRIOR TO THE ACTUAL VOTING. It shall take a two-thirds majority of the voting delegates present to amend any District Constitution or By-Law. The amendments to the Constitution and By-Laws will take effect after their approval by the Grand Lodge Committee on Judiciary.

Adopted by the Metro District #4200 Conference of the Michigan Elks Association at the regular Winter Meeting, held January 11, 2009, at Warren-Sterling Heights Lodge # 2292.

Approved by the Grand Lodge Committee on Judiciary, on _____