

## **SECTION I**

### **SASKATCHEWAN ELKS ASSOCIATION CONSTITUTION AND BY-LAWS**

#### **1. SASK ELKS ASSOCIATION CONSTITUTION & BY-LAWS**

##### **1.1. PREAMBLE / TITLE / COMPOSITION / MISSION STATEMENT**

1. Every Elks Lodge and Royal Purple Elks Lodge in the Province of Saskatchewan shall be a member upon compliance with the provisions of the Constitution By-Laws and Regulations herein expressed.

2. Any reference to “Lodge” shall apply equally to an Elks Lodge or Royal Purple Elks Lodge.

3. Any reference to “Member” shall apply equally to an Elks member or Royal Purple Elk member.

4. Any reference to the title of “Exalted Ruler” shall be interpreted as the recognized leader of any “Lodge” and shall apply equally and interchangeably with the titles of “Honoured Royal Lady” or “Lodge President”.

5. Any reference herein referring to any officer or the duties of any officer using the qualifiers of “he”, “his”, or “himself” shall be equally interpreted to include “she”, “her”, or “herself”. **(2015)**

##### **TITLE**

This Association shall be known as the "Saskatchewan Elks' Association" and shall be governed by a representative body to be known as the Association.

##### **COMPOSITION**

Every Lodge in the Province of Saskatchewan shall be a member upon compliance with the provisions of the Constitution and By-Laws herein expressed.

##### **MISSION STATEMENT**

A Canadian Volunteer Organization of Men and Women Serving Communities **(2015)**

#### **1.2. ASSOCIATION CONFERENCES**

##### **1.2.1. DATES / LOCATION**

The Annual Provincial Conference shall be held by the Association the 2<sup>nd</sup> week in June. The site of such Conference shall be determined by a vote of the Association in an Annual or Special meeting, after it has been considered and a favorable recommendation made by the Conference Committee. In the absence of such decision, the site shall be determined by a majority vote of the Executive of the Association. **(2007)**

If after a site for such Conference has been fixed by the Association, it should appear that, for any cause, suitable arrangements for the holding of said Conference, including the accommodations of the Delegates, cannot be made, then, in that event, the President, along with the Provincial Executive, shall have the authority to select another meeting site.

##### **1.2.2. CONFERENCE QUORUM**

Twenty-five (25) members of the Saskatchewan Elks' Association in good standing, of whom at least three (3) shall be Elected Officers of the Provincial Association, shall constitute a quorum.

##### **1.2.3. VOTING**

Unless otherwise provided, all questions shall be decided by a majority vote of the members present. If upon taking of a vote on any question, the members are evenly divided, it shall then become the duty of the presiding officer to cast the deciding vote.

#### **1.2.4. RESOLUTIONS / RULES OF ORDER**

##### **1. RESOLUTIONS**

Unless otherwise provided, all resolutions to be considered by the Association at its Conference are to be received at the Provincial Office no later than April 30th. Resolutions must be compiled and circulated to the Lodges to be received no later than four weeks prior to the Provincial Conference. The resolutions will be printed in the Report Booklet which is presented to all Delegates upon registering at the Conference. Those resolutions not received in the allotted time shall be handled as per Grand Lodge Constitution and By-Laws. All resolutions received are to be turned over to the Judiciary Committee for proper processing and presentation. **(1998)**

The following rules shall apply to these resolutions:

1. Resolutions that do not pertain to By-Laws require a simply majority vote of those present and voting to pass.
2. Resolutions pertaining to By-laws which have been circulated 60 days in advance require a 2/3 (66 2/3%) majority vote of those present and voting to pass.
3. Resolutions not properly received by the Provincial Office 30 days in advance for printing in the Conference Booklet must be presented in writing and the following is required:
  - The Proposer must have permission from the chair to circulate any literature.
  - A simple majority vote by the delegates is required to allow presentation of the resolution.
  - A 3/4 (75%) majority vote by the voting delegates is required to pass the resolution.
  - Printing costs are the responsibility of the Proposer. **(2009)**

##### **2. RULES OF ORDER**

1. Nothing can be circulated without the permission of the Chairperson.
2. Approved Resolutions must be Moved & Seconded from the floor.
3. When a delegate wishes to speak, he shall proceed to one of the microphones provided for that purpose. When recognized by the Chairperson he shall give his Name and Lodge Number he is representing and confine his remarks to the question at issue.
4. Speeches shall be limited to two minutes except when moving a resolution, when the delegate shall be allowed five minutes.
5. A delegate shall not interrupt another unless to call a Point of Order.
6. If a delegate is called to order, the delegate shall yield the floor until the question of order has been decided.
7. A vote shall be taken by a show of hands or, at the option of the Chair, by standing vote. A vote shall be counted if requested from the floor by any two delegates.
8. The Chairperson shall not vote on any question, except in the case of a tie. In that event the Chairperson shall cast the deciding vote.
9. Two amendments to a motion.
10. Members are only allowed to speak on a motion once except for a mover who is allowed to speak last on a motion.
11. Delegates may leave the room without permission from the chair for good reason.

12. Points of Order will be decided by the Chairperson.

**1.2.5. HOSTING AN ANNUAL CONFERENCE**

Any Lodge wishing to Host an Annual Conference must make application at least twenty-four (24) months in advance of such Annual Conference to the Conference Committee.  
(2008)

**1.2.6. REGISTRATION FEE**

The maximum registration fee by Lodges hosting the Conference shall be an amount as established at the Annual Provincial Conference and listed under Regulation. This fee shall include the President's Ball.

**1.2.7. ELECTION OF OFFICERS**

Election of Officers shall be held at the Annual Conference. The proposed names of those seeking Office shall be presented on the floor of the Conference at 1:30 p.m. on Day 1 of the Provincial Conference and be posted. Nominations shall be open at 9:30 a.m. on the following morning, and at which time the election of the Officers shall take place. The procedure for such election shall be as per the Grand Lodge Constitution and By-Laws.  
(2008)

**1.2.8. DELEGATES TO CONFERENCES**

Delegates to Association Conferences shall be: Any member in good standing of a Lodge who is a member of the Saskatchewan Elks Association who has shown proof of paid up membership and/or Automatic Life Membership at the Conference and has paid the Registration Fee. All said Delegates shall have full voting privileges on all matters of the Association at the Conference. (2015)

**1.3. OFFICERS OF THE ASSOCIATION**

**1.3.1. COMPOSITION (2015)**

The Officers of the Association shall be the President, Immediate Past President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and 3<sup>rd</sup> Vice President, Three (3) Provincial Executive Directors, Organist, Publicity Director, Provincial Membership Director, and members of the Judiciary Committee.

The President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and 3<sup>rd</sup> Vice President, and the Three (3) Provincial Executive Directors shall be elected annually for a one (1) year term. A President or Vice President shall not hold the same office for more than two (2) terms. A Provincial Executive Director may be elected for not more than five (5) consecutive terms as a Provincial Executive Director.

The Ritual and Ceremonial Duties of Esquire, Inner Guard, and Chaplain will be assigned to the Provincial Executive Directors as determined by the Officers of the Association. At the discretion of the President, the President may invite the appointed chairpersons to attend the meetings and have full voting privileges. (2015)

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.

**1.3.2. NOMINATIONS / ELECTIONS**

The Officers of the Association shall be nominated, elected, and occupy positions and assume duties conforming to those of corresponding Officers of a Lodge and as herein described under regulations.

### **1.3.3 VACANCIES**

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 Association, the President shall nominate and the Provincial Executive may appoint as per Grand Lodge Constitution and By-Laws, Association Regulations.

### **1.3.4 QUALIFICATIONS FOR OFFICE**

All Members in good standing in the Lodges comprising of this Association and residing within its jurisdiction shall, except where otherwise indicated, be eligible to hold any Offices in this Association, whether Elected or Appointed, with only one being an Elected position. **(2015)**

### **1.3.5. EXPENSES**

All Officers in carrying out their duties for the Association shall be entitled to expenses as per Regulations.

### **1.3.6. SIGNING AUTHORITY**

#### **1.3.6.1. POSITIONS WITH SIGNING AUTHORITY**

The Signing Officers of the Saskatchewan Elks Association, Saskatchewan Elks Foundation, Saskatchewan Elks Senior Citizens Homes shall be:

1. The Executive Administrator
2. Any one of three members chosen at the Post Conference Executive Meeting.
3. Two signatures required on all documents. **(2010)**
4. The Association Seal shall be affixed to all bank documents (i.e. signing authority papers) and other legal papers requiring the affixed seal. **(2000)**

## **1.4. PROVINCIAL EXECUTIVE**

### **1.4.1. COMPOSITION**

The Provincial Executive shall constitute a cabinet of all the Elected Officers and the Immediate Past President of the Association, Chairmen of the Saskatchewan Elks Foundation and Saskatchewan Elks Senior Citizens Homes, or their respected appointees) at the invitation of the President. The Chairperson of the Judiciary Committee and the Executive Administrator shall attend all meetings but shall not have a vote. **(1998)**

### **1.4.2. EXECUTIVE DUTIES AND RESPONSIBILITIES**

The Provincial Executive shall be responsible to perform and carry to completion all work entrusted to it by the last Provincial Conference or by Constitution and By-Laws, to correct any omissions of the Conference and generally to carry on the business of the Association. It shall make recommendations to the membership for changes and improvements in its Laws, Ritual, the Grand Lodge Constitution and By-Laws, and various rules and regulations governing Committees. It shall be responsible to oversee the various groups and Committees under its jurisdiction to see that they carry out their duties and responsibilities in the interests of the Association and its members.

### **1.4.3. MEETINGS**

#### **1.4.3.1. EXECUTIVE MEETINGS**

The Provincial Executive shall meet at least three (3) times a year. The first meeting shall be held immediately following the Annual Conference, the second meeting shall be held at the time and place of the Walk-A-Thon, the third meeting shall be the Midterm meeting held the last Saturday in January at a place chosen by the Executive at the Post Conference Meeting.

#### **1.4.3.2. SPECIAL MEETINGS**

1. Special Meetings may be called by the President of the Saskatchewan Elks Association or by a request of not less than ten (10) Lodges whose membership is no less than 10% of each Lodge have signed a petition for that purpose and forwarded it to the Association Executive Administrator and in all cases, the purpose of the Special Meeting shall be stated. **(1996)**
2. A Special Meeting shall be held within sixty (60) days of the date of receipt of a proper petition by the Association Executive Administrator. **(1996)**
3. The Association Executive Administrator shall forthwith give all Lodges no less than thirty (30) days written notice of such Special Meetings and the Purpose. All Lodge Secretaries, upon receipt of such notice, shall cause it to be read at the next Regular or Special Meeting of the Lodge. **(1996)**
4. The business of a Special Meeting shall be restricted to that for which the Special Meeting was called and all voting at such meeting will be by Secret Ballot.

#### **1.4.4. REPORTING TO EXECUTIVE**

Officers of the Association, District Representatives and Committee Chairpersons who are asked to attend the Mid-Term or other meetings, are to present various written and verbal reports as required by the President or the Executive.

#### **1.4.5. REPORTS TO GRAND LODGE**

The Association shall furnish promptly to the Grand Lodge Office following:

1. Copies of its Constitution and By-Laws, Regulations, and all amendments thereto;
2. Copies of the Proceedings of each meeting or reunion;
3. A current list of all its Provincial Officers, District Representatives, Committee Chairpersons and Lodges of the Association. This list should contain telephone numbers, email addresses and resident addresses.
4. Copies of the Annual Report of its Executive Administrator together with an Audited Statement;
5. Such other information as may be requested by the Grand Lodge Executive Administrator.

#### **1.4.6. QUORUM**

##### **1.4.6.1. EXECUTIVE MEETING**

A majority of the elected officers.

#### **1.4.7. EXECUTIVE ADMINISTRATOR**

The Provincial Executive shall appoint an Executive Administrator who shall be the Chief Administrative Officer of the Association under its direction. This person shall supervise, implement and carry out all administrative matters of the Association. This person shall act as a resource person and provide recommendations on all matters directed by the Provincial Executive. The Executive Administrator shall attend all Executive Meetings but shall have no vote. This person shall also be the Executive Administrator for the Saskatchewan Elks Foundation as well as the Saskatchewan Elks Senior Citizens Homes.

#### **1.4.8. COMMITTEES**

##### **1.4.8.1. ESTABLISHING COMMITTEES**

The Provincial President and the Provincial Executive shall establish Standing Committees and Special Committees as per Regulations.

##### **1.4.9. CONFERENCE ORDER OF BUSINESS**

The Order of Business of all Conferences of the Association, unless otherwise changed by the majority of the Delegates present, shall be as follows:

##### **1.4.9.1. PROVINCIAL CONFERENCE – DAY 1**

1. Elks Registration **(2015)**
2. Call to Order & Official Opening Ceremony [Laying of Wreath at Cenotaph or Memorial Service (In Memoriam) & Presentation of Colours
3. Introduction of Grand Lodge Officers and Past GER 's.; Past Provincial Presidents; Honorary Past Presidents.
4. Introduction of Dignitaries and addresses of welcome
5. Roll Call
6. Request for any additional Resolutions, Communications or Amendments, etc. President should read the guidelines of the conference.
7. Announcements & Report of Credentials Committee
8. Adoption of minutes as printed and circulated
9. Reports of Provincial Officers, District Representatives, Standing Committees and Special Committees.
10. Reception of Grand Exalted Ruler **(2015)**
11. Resolutions
12. Presentation of names of those seeking Office (1:30 p.m.)
13. Provincial Elks Foundation Annual Meeting (1:45 p.m.)
14. Conference Chairperson Report
15. Joint Incoming Presidents Reception
16. Adjourn Open Reception
17. Patrol Team Competition (if applicable)

##### **1.4.9.2. PROVINCIAL CONFERENCE – DAY 2**

1. Call to Order and Opening Hymn
2. Final Report of Credentials Committee
3. Provincial Membership Fees Report
4. Resolutions and Committee reports (continued)
5. Budget & Financial Reports
6. Nominations and Election of Officers (9:30 a.m.)
7. Selection of place of next Conference, Sporting Events and Foundation Events.

8. Incoming Presidents Itinerary & Committee Appointments
9. Miscellaneous Business
10. Good of the Order
11. Installation of Officers & District Representatives (3:00 p.m.)
12. Closing of Provincial Association Conference

**1.5. PROVINCIAL FUNDS**

Regular Rate: \$12.00 (2014) Resolution #3 the Saskatchewan Elks Association levy per capita fee of \$15.00 per member commencing January 1, 2015 (2014)

**1.5.1. ASSOCIATION FUND BREAKDOWN**

- 1) The General Fund
- 2) The Reserve Fund (Term Deposits)

**1.5.2. REVENUE OF THE ASSOCIATION**

To obtain revenue necessary for defraying the expense of the Association, each Lodge shall pay annually on the first day of January of each year, an amount in accordance with their roll of membership. The amount determined shall be as established by resolution passed at an Annual Conference of the Association after such resolution has been circulated to the Lodges at least sixty (60) days prior to such Conference. The Provincial Membership Fees shall not apply to the first year of the life of a new Lodge (as per Regulations). (1998)

- 1.52.1.** The Saskatchewan Elks Association per capita amount may be raised by a maximum of 10% by a majority vote of those members present qualified to vote and voting at the Provincial Conference.

**1.5.3. MEMBERSHIP FEE EXCEPTIONS**

No Provincial Membership Fees is payable on any member holding Automatic Life Membership, however, Provincial Membership Fees shall be payable by the Lodge on those members holding Honorary Life Membership, as per the Grand Lodge Constitution and By-Laws. (1998)

**1.5.4. FAILURE TO PAY MEMBERSHIP FEES**

In the event that a Lodge fails to pay their Provincial Membership Fees to the Provincial Association before forty-five (45) days has elapsed, shall be liable to a fine of one cent (\$.01) per day per member for each day they are in default of such payment. (1999)

**1.5.5. LIMITATIONS**

**1.5.5.1. MEETING LIMITATIONS**

No question of a partisan, political or sectarian character shall be introduced at the meeting of the Association; and no person shall be directly or indirectly endorsed or recommended for any political or Grand Lodge Office; nor shall any public question be introduced and discussed; unless the same directly relates to, or affects the Order and its membership, or unless previous action on such subject shall have been taken by the Grand Lodge.

**1.5.6. PROVISIONS NOT OTHERWISE COVERED**

**1.5.6.1. GRAND LODGE CONSTITUTION REFERRAL**

In all cases where subjects are not covered by the Association Constitution, the Grand Lodge Constitution and By-Laws shall apply. In cases of conflict, the Grand Lodge Constitution and By-Laws would also prevail.

## **1.6 ASSOCIATION CONSTITUTION & BY-LAWS**

### **1.6.1. AMENDMENTS**

Amendments to the Constitution and By-Laws may be made at the Annual Conference by two-thirds (2/3) vote of all members present and voting, providing that such proposed amendments have been submitted, in writing, to all Lodges of the Association thirty (30) days prior to the Conference. All proposed amendments shall be referred to the Judiciary Committee for processing and presentation. A three-fourths (3/4) vote of all delegates present and voting shall be required for the adoption of an amendment to a By-Law not circulated as set out above. The opinion of the Judiciary Committee should be first received. All approved amendments to the Constitution and By-Laws will be updated by the Judiciary Chairperson by September 1<sup>st</sup> of the current year.

### **1.6.2. COPIES OF CONSTITUTIONS**

1. Provided to Provincial Officers / Foundation Directors / Senior Homes / District Representatives / Committee Chairpersons.
  2. One copy to the Secretary of the Past Presidents Association.
  3. Deleted (2015)
  4. Updates will be sent to the above Constitution Holders.
  5. All Constitution Holders will be charged \$10.00.
- Note: Copies of Constitutions can also be requested via e-mail by any Elks Member.

### **1.7. CONFERENCE OPENING AND CLOSING CEREMONIES**

1. The Opening and Installation Ceremonies for the Provincial Conference shall be as set out in the Book of Ritual and Ceremonial. (2009)
2. Deleted (2015)
3. All speeches are to be congratulatory and 2 to 3 minutes in length.

### **1.8. INSTALLATION OF OFFICERS**

1. The newly elected and appointed Officers of the Association shall be installed at 3:00 P.M. on Day 2 of the Provincial Conference by the Grand Exalted Ruler or his designate. The Ceremony that shall be used for the Installation of Provincial Elks' Association Officers will be as set out in the Book of Ritual and Provincial Elks Association Ceremonies.(2008)
2. Deleted (2015)

## **1.9. AFFILIATED ORGANIZATIONS**

### **1.9.1. DISTRICTS / REGIONS, Etc.:**

An Association may by Bylaw, not inconsistent with the Grand Lodge 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.



**1.9.2. 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.

**1.10. MINUTES – PREPARATION AND DISTRIBUTION (2011)**

**1.10.1. POLICY**

To keep the overall Provincial Executive, Foundation, Committees, District Representatives, Lodges, Grand Lodge better informed. **(2015)**

**1.10.2. GENERAL POLICY**

The Saskatchewan Elks Association office will act as a distribution centre for all the minutes. Should any level of the Order designated to receive minutes not receive them, the matter should be taken up with the Sask. Elks Association Executive Administrator.

**1.10.3. MINUTES OF MEETINGS**

The Saskatchewan Elks Association office will provide equipment for the taping of all minutes. Minutes shall be sent by e-mail to those with an e-mail address and only by Postage Mail to those without an e-mail address. Members should be encouraged to use the benefits of e-mail to save mailing costs.

**1.10.4. MINUTES OF PROVINCIAL CONFERENCES**

Tapes of the Provincial Conference Minutes will be held for a period of three years and then erased. Conference Proceeding Minutes will be mailed in Hard Copy Form or by e-mail only when requested.

**1.10.5. MINUTES DISTRIBUTION LIST**

1. Provincial Elks Executive and Committee Members
2. Provincial Foundation and Committee Members
3. District Representatives
4. Lodges (responsible for extra copies to their members)
5. P.P. Presidents Association Secretary (responsible to distribute to P. Presidents)
6. Deleted **(2015)**
7. Grand Lodge