

SECTION II

SASKATCHEWAN ELKS ASSOCIATION REGULATIONS

2. SASKATCHEWAN ELKS ASSOCIATION REGULATIONS

2.1. GENERAL

This Regulations Section is written for the purpose of providing specific information on Sections of the Constitution and By-Laws of the Association and require such resolutions or motions as stipulated in the Constitution and By-Laws of the Association and Grand Lodge to make changes, additions or deletions as may be requested.

2.2. CODE OF ETHICS AND CONDUCT

1. All persons governed by this “code” should recognise that they are also bound by the Constitution and By-Laws of the Elks of Canada, Sask. Elks Association, Sask Elks Foundation, all Committees and Senior Citizens Home Society.
2. Maintain the highest standards of professionalism and integrity.
3. Maintain confidentiality of privileged information obtained by virtue of an office or position.
4. Not engage in any activity which is or would create a conflict of interest. A member has a conflict of interest when the member exercises an official power or performs an official duty or function in the execution of his office and at the same time knows that in the performance of the duty of the function or in the exercise of the power there is an opportunity to further his personal interests.
5. Honour all commitments, both written and oral, in spirit and intent.
6. Separate personal opinion from Association policy. Stay out of or above Lodge or District disputes, i.e.) do not take sides.
7. Make sure all information is accurate before being communicated.
8. A member shall not use his office to seek to influence a decision, to be made by another person or to further the member’s personal interest.
9. Fraternalism shall be encouraged amongst all members.
10. When representing the President, keep remarks to those given to you by the President.
11. Committee recommendations are not policy, but may be implemented by the Association Executive prior to the Annual Provincial Conference.
12. Concerns and suggestions from the lodges should be promptly communicated to the Association.

2.3. COMPLAINTS

Complaints can be received from anyone, whether a Member or not. They must be in writing and signed by the complainant. (2015)

2.3.1. APPLICATION AND PROCEDURES

The code will govern:

1. The Executive and Committees of the Sask. Elks Association
2. The Directors and Committees of the Sask. Elks Foundation Corp.

3. The Directors of the Sask. Elks Senior Citizens Homes
4. The Sask Elks Provincial Representatives
5. The Executive Administrator of the Sask. Elks Association

2.3.2. DISTRIBUTION OF THE COMPLAINT

1. Original to the Judiciary Committee
2. Copy to the Accused
3. Copy to the Sask. Elks Executive Members
4. Copy to the Directors of affected board
5. Copy to the Provincial Office

2.3.3. OBJECTIVE OF JUDICIARY COMMITTEE

To resolve the problem through negotiation, if possible. Failing that, making a recommendation to the Executive of the Sask. Elks Association or Board of Directors of the affected board. They will then render their decision, based on the recommendation. These recommendations shall be:

1. A finding of no substance to the complaint.
2. To have the accused write a letter of apology.
3. To have the accused receive a verbal reprimand by the sitting Executive.
4. To have the accused receive a letter of reprimand.
5. To serve a given period of office or committee.
6. To be removed from office, committee or both.
7. Lay a formal charge under the Constitution and By-laws of the Elks of Canada or a civil or criminal charge under the appropriate law in Saskatchewan, in which case, the Constitution and By-laws of the Elks of Canada shall prevail. (2002)

2.3.4. APPEAL

Following the decision of the Sask. Elks Association Executive or Board of Directors, either the accused or the complainant can appeal the decision to the Sask. Elks Association Executive, Board of Directors of affected board, or the Grand Lodge Executive whose decision shall be binding and final.

2.4. DUTIES OF PROVINCIAL OFFICERS / EXECUTIVE ADMINISTRATOR / DISTRICT REPRESENTATIVES

2.4.1. PRESIDENT:

The Provincial President shall be the Chief Executive Officer of the Association and shall preside over all its meetings. He shall preserve order and decide all questions of order subject to appeal to the Association. He shall nominate and the Provincial Executive shall approve all Committees not otherwise provided for and similarly have power to fill vacancies in Office occurring between Conferences with approval of the Executive. He shall perform such other duties that may be imposed upon him by law, and such as are customary to be performed by presiding Officers. It will be his duty to attend the Grand Lodge Convention and such Grand Executive meetings as required and to perform such duties and functions as directed by the Grand Executive.

2.4.2 PRESIDENTS FEZ

The Association President shall be presented with a Fez symbolic of his Office, upon his Installation. At the expiration of his term of Office, the lettering "PAST" shall be added to his Fez at no cost to himself, and arranged by the Executive Administrator.

The Executive Administrator shall be responsible for ensuring a Fez appropriately lettered and of proper size is available at the Association Annual Provincial Conference for the Installation of the President.

2.4.3. PRESIDENT TOKEN OF APPRECIATION

The Association shall present the President a token of appreciation symbolic of his office, upon completion of his term. The expense of this token shall be a budgeted amount recommended by the Association Executive, and approved by the members at the Association Annual Meeting.

The Forward Planning/Finance Committee shall set forth an amount for ensuring that this token of appreciation is available at the Annual Provincial Conference for presentation at the Joint Installation of Officers.

2.4.4. OFFICIAL VISITS

It shall be the duty of the President to make such Official visits to Lodges composing this Association as may be deemed in the interest of the Association and the Order. An itinerary of such visits shall be prepared from time to time and forwarded to the Association Office and Lodges after first receiving approval of the Provincial Executive and the Grand Executive. The President shall also have the power to direct any of the Provincial Officers to make visits when, at his discretion, he may deem it proper.

The President shall make one official Lodge visit in each district during his term of Office as per Grand Lodge Policy, although exception to this rule may be negotiable with the Grand Executive. Expenses for these visitations, once the President's Itinerary is approved by Grand Lodge Executive, will be paid by the Grand Lodge, if found in order.

Lodge Visits: The President, using the on-going historical record of Lodge visitations should endeavor to ensure that each of our Saskatchewan Lodges is officially visited once every three or four years. The lodge should be contacted prior to the visit to discuss items such as questions they may have and what type of Regalia they wish you to wear. He should be prepared to wear the Purple Regalia when necessary.

Other Visitations: The President may attend additionally: significant Lodge Anniversaries, Walk-a-thon, Special Occasions, and Provincial Sporting Events. Expenses for these visitations, once the President's Itinerary is approved by the Association Executive, will be paid by the Association, if found in order.

2.4.5. VISITATION REPORTS

The President shall report briefly on his individual Lodge visitations made during his term of Office to both the Grand Lodge and the Provincial Association Executive. Reports to the Grand Executive are submitted with Visitation Expense reimbursement requests to the Grand Lodge Office, except in case of urgency which dictate more immediate action.

Reports to the Association Executive shall be printed and circulated at the Mid-term Executive meeting and Pre-Conference meeting.

2.4.6 OTHER OFFICERS MAKING VISITS:

Any Officer making visits under direction of the President shall promptly thereafter make a report in writing thereof to the President with a copy to the Provincial Office. The operation of these visits shall not interfere with the duties or authority of District Representatives as defined by Section 1 (2006) Where Association Officers are requested by the President to represent him at official functions, it shall be the policy of the Association Executive that the designated representatives be given a message from the President rather than from themselves.

2.4.7. MEDIA EXPOSURE

On all visitations, wherever possible, the President should make himself available to the news media. All messages should be consistent with the aims and objectives of the Order and the Association, and be presented in a positive manner.

2.4.8. OTHER PRESIDENTIAL DUTIES

1. Prepare a message that you and your Executive could use, promoting the Provincial Events (Charity Appeal, Walk-a-thon, etc.). This message should include what you and your Executive are trying to accomplish during your term.
2. Conduct the 11 O'clock Service on the night of the Presidents Ball, banquet nights at Sporting Events and whenever requested to do so.
3. Have his report ready for the Canadian Elk in advance of deadlines.
4. Shall present his Itinerary for approval to the New Executive at the Post Conference Executive Meeting and to the Grand Lodge Office by June 30th.
5. Evaluate the performance of the Executive Administrator in conjunction with the Forward Planning/Finance Committee.
6. Assume the responsibility that the following reports are submitted to the Provincial Office on time for the Mid-term meeting and the Provincial Conference Report Booklets.
 - His own report
 - Chair Officers
7. Must be familiar with Roberts Rules of Order.
8. The President should inform the Vice-Presidents that they should be in attendance at least once for every Provincial function so as to familiarize themselves with what will be expected of them when they are President.

2.4.9. IMMEDIATE PAST PROVINCIAL PRESIDENT DUTIES

1. He must be available to President to offer assistance & guidance.
2. As a member of the Provincial Executive, the Immediate Past President will attend all regular or special meetings as may be called by the President.
3. He will be required to submit a report for the Mid-term meeting and the Provincial Conference Report Booklet.

2.4.10. FIRST VICE PRESIDENT DUTIES

1. Act on behalf of the President when and if requested by President or Executive.
2. As a member of the Provincial Executive, the 1st Vice President will attend all regular and special meetings as may be called by the President.
3. Introduce Past Grand Exalted Rulers, Past Provincial Presidents, Grand Exalted Ruler, and Grand Lodge Officers and Special Guests at the Conference.
4. Attend Grand Lodge Convention if instructed by the Provincial Executive.
5. Make his report to the Midterm Meeting and Provincial Conference.
6. As a member of the Forward Planning/Finance Committee, he shall act as Chairperson.
7. Attend all meetings of the Saskatchewan Elks Foundation Corp. as a Director.
8. Attend all meetings of the Senior Citizens Homes as a guest.
9. Assume the responsibilities that the following reports are submitted to the Provincial Office on time for the Mid-term Meeting, Provincial Bulletins and the Provincial Conference Report Booklet.
 - Judiciary Chairperson
 - Membership Director
 - Ritual-Patrol
10. Scrutinize all District Representative Reports and report on unhealthy Lodge situations to the Provincial Executive as requested by the President.
11. Participate in the evaluation of the Executive Administrator regarding work performance and salary, etc.
12. As First Vice-President, he should be in attendance at all Provincial Functions to familiarize himself with what his duties will be as President.
13. As First Vice-President, he should be in attendance at the Grand Executive Midterm Meeting at the expense of the Provincial Association. **(2012)**

2.4.11. SECOND VICE PRESIDENT DUTIES

1. Act on behalf of the 1st Vice-president or in his absence, the President if required by the President or Executive.
2. As a member of the Provincial Executive, the 2nd Vice-President will attend all regular and special meetings as may be called by the President.
3. Make his reports to the Midterm Meeting and Provincial Conference.
4. He shall be a member of the Forward Planning/Finance Committee.
5. He shall act as Chairperson for the Member Services Committee.
6. Assume the responsibility that the following reports are submitted to the Provincial Office on time for the Mid-term Meeting, Provincial Bulletins and the Provincial Conference Reports Booklet.
 - a) Provincial Curling Chairperson
 - b) Provincial Golf Chairperson
 - c) Provincial Bowling Chairperson
 - d) Provincial Darts Chairperson
7. Participate in the evaluation of the Executive Administrator regarding work performance and salary, etc.
8. As 2nd Vice-President, he should be in attendance at Provincial Functions when possible to familiarize himself with the duties he will have to perform as President.

9. Shall work with the host Lodge at the Conference in arranging the best means of advertising the Conference and workings of the Order. **(2008)**

2.4.12. THIRD VICE PRESIDENT DUTIES

1. Act on behalf of the 1st or 2nd Vice-Presidents, or in their absence the President, if required by the President or Executive.
2. As a member of the Provincial Executive, the 3rd Vice-President will attend all regular and special meetings as may be called by the President.
3. Make his report to the Midterm Meeting and Conference.
4. He shall act as Chairperson of the Conference Site Committee, Mid-term meeting, and Site Ways & Means Committee. These committees will investigate all Lodge sites bidding for the Mid-term or Conference meetings and assess the capability of the Lodges bidding to host these events.
5. He shall be a member of the Forward Planning/Finance Committee.
6. Assume the responsibility that the following reports are submitted to the Provincial Office on time for the Mid-term meeting, Provincial Bulletins, and Provincial Conference Reports booklet.
 - a) Forward Planning/Finance Chairperson
 - b) Addictions Awareness Chairperson (2004)
 - c) Conference Site Ways and Means Chairperson
7. Participate in the evaluation of the Executive Administrator regarding work performance and salary, etc.
8. As Third Vice-President, he should be intendance at Provincial Functions when possible to familiarize himself with the duties he will have to perform as President.

2.4.13. PROVINCIAL ESQUIRE DUTIES

1. As a member of the Provincial Executive, the Esquire will attend all regular and special meetings as may be called by the President.
2. Required to submit a written report to the Midterm Meeting and Conference.
3. Represent the Provincial President at functions when requested.
4. Shall assist the 1st Vice-President in escorting and recognizing quests and dignitaries at the Provincial Conference. The Exalted Ruler of the Host Lodge should supply the list of guest and dignitaries.
5. He will arrange to have all colours available at the Provincial Association Conference site and arrange with the Host Lodge to have a Colour Party available. Colours are as follows from left to right:
 - a) Canadian Flag
 - b) Provincial Flag
 - c) Provincial Association Flag
 - d) the Host Lodge Flag.
6. Ensure the Hall is set up properly with all Stations, Regalia, paraphernalia, etc., prior to the opening of the Provincial Conference.
7. Assume the responsibility that the following reports are submitted to the Provincial Office on time for the Mid-term meeting, Provincial Bulletins, & the Provincial Conference Reports booklet.
 - a) Charity Appeal Chairperson

- b) Walk-a-thon Chairperson
- c) PEACE 100 Chairperson
- 8. Responsible to appoint a Parade Marshal for the March to Cenotaph. Esquire assumes total responsibility for parade and Cenotaph Ritual.
- 9. Check with the Host Committee Chairperson regarding the taking pictures of the parade.
- 10. To notify all Lodges of his address so that the Local Lodges can send historical happenings to him during the year. **(2008)**
- 11. To have current year's history book on display at Conference. **(2008)**
- 12. Required to submit a written report to the Provincial Executive Midterm Meeting and Provincial Conference. **(2008)**
- 13. Shall publicize by various means, in the interest of the Association and its members, the workings of the Association and the Order in the Province. **(2008)**

2.4.14. PROVINCIAL INNER GUARD DUTIES

- 1. The Provincial Inner Guard shall maintain his position at the inner door of the Conference and shall admit none but those qualified to enter.
- 2. The Inner Guard shall be the custodian of all regalia, jewels and other similar property of the Provincial Association during the Conference and shall turn over to the Executive Administrator all such property for safe keeping at the end of the Conference. **(2010)**
- 3. As a member of the Provincial Executive, the Inner Guard will attend all regular and special meetings as may be called by the President.
- 4. Represent the Provincial President at functions when requested.
- 5. Required to submit a written report to the Midterm Meeting and Provincial Conference.
- 6. Convey messages to the President when the Provincial Association Conference is in session.
- 7. In conjunction with the Esquire, make sure Regalia and paraphernalia is set up properly prior to the opening of the Conference, before each day's sessions.
- 8. Make sure Host Lodge has set up hall properly (water and glasses etc.).
- 9. Be in attendance at the Station between 45 minutes to one hour early on the opening day of the Conference. **(2008)**

2.4.15. PROVINCIAL CHAPLAIN DUTIES

- 1. The Provincial Chaplain shall conduct the devotional exercises of the Association, and shall be responsible to pay tribute and extend condolences in the death or bereavement of an Officer or Past Officer. He shall also be in attendance at the Provincial Conference and the Annual Walk-A-Thon, and perform such other duties as are expected of his Office and as requested by the President. It shall also be his responsibility to notify the Host Lodge of any Provincial function that he is unable to attend and request that they have one of their members replace him, which would be at no cost to the Association.
- 2. As a member of the Provincial Executive: the Chaplain will attend all regular and special meetings as may be called by the President.
- 3. Conduct Closing Prayer at the Installation of Provincial Officers.

4. At the Cenotaph, give a prayer as in Elks Ceremonial Book.
5. To Express passages of condolence and get well wishes to Provincial Officers, Committee Chairman, Past Officers, and Past Chairperson's of the Elks and Royal Purple Associations and any other person as seen fit by the President of the day whom has served the Association in a timely manner.
6. Required to submit a written report to the Midterm Meeting and the Provincial Conference.
7. Represent the Provincial President at functions, when requested.

2.4.16. PROVINCIAL ORGANIST DUTIES

1. The Provincial Organist shall be in charge of the musical arrangements for the Annual Conference of the Association, and shall make an Annual report to the Conference of his activities over the preceding year. He shall also have referred to him and make a report in writing, all proposed changes, amendments or additions to the Ritual and Ceremonial.
2. As a member of the Provincial Executive, he shall attend all regular and special meetings as may be called by the President.
3. Ensure that the Host Lodge has a proper instrument, prior to Conference.
4. Provide musical accompaniment during Conference Sessions and for all Ceremonial work.
5. To assist any member of the Association with any musical concerns, including the provision of taped or other musical background for ceremonial or other work of the Order.
6. Required to submit a written report to the Midterm Meeting and the Provincial Conference.
7. He shall be responsible for the Rituals and Ceremonials of the Association. He shall act as Chairperson of the Ritual & Patrol Team Committee.

2.4.17. EXECUTIVE ADMINISTRATOR DUTIES

1. Before entering upon the duties of the Office, execute and deliver to the Provincial Executive a bond in the minimum amount of twenty-five thousand (\$25,000) dollars for the faithful discharge of his/her duties.
2. Devote as much time to the Office as is required to properly carry out the duties, either personally or by those authorized to do so and directed by him/her.
3. Receive a salary approved by the Provincial Association for proper performance of duties which shall be established annually at the Conference and payable Semi-monthly. **(2001)**
4. Keep a true record of the proceedings of the Conference and all the Executive meetings of the Association and make sure that such records are accurate.
5. Have charge of all records, books, papers, and documents of the Provincial Association under the direction of the Forward Planning/Finance Committee.
6. Be the custodian of all titles, deeds, and other evidences of titles or liens, and Insurance Policies and documents of the Association.
7. Be the custodian of the Seal of the Provincial Association, as well as all its paraphernalia.

8. Receive and give a receipt for all monies of the Provincial Association and deposit the same immediately in the bank designated by the Provincial Forward Planning/Finance Committee for that purpose. At the same time, keep an accurate account of the receipts and expenditures of the Association and so classify and arrange the same that the condition of any fund at any time may be ascertainable.
9. Present a printed, itemised report to each regular Conference showing all receipts and expenditures for the current year. It shall contain all such statistical information as may be essential for the guidance of the Provincial Association in its work. It shall be printed in sufficient numbers to furnish each delegate attending with a copy. A copy should be mailed to the Secretary of every Lodge of the Association.
10. Submit a written report for the Mid-Term Executive Meeting.
11. Notify the members of all Committees and Commissions of their appointment, and provide a copy of the terms of reference of their duties and responsibilities, immediately following their appointment.
12. Be responsible for the hiring of personnel or tendering for outside services for the purpose of carrying out the duties and responsibilities of the Office and providing detailed reports when requested to do so by the Conference, Provincial Executive or President.
13. The site Conference Committee shall co-ordinate their findings in a report to the Provincial President and Executive Administrator, and in co-operation with that Committee, the Provincial Conference program shall be submitted by the Host Lodge to the Provincial Executive Administrator for his/her approval and that of the Provincial President.

2.4.18. DISTRICT REPRESENTATIVES (2011)

2.4.18.1 DISTRICT NOMINATION / ELECTION

By election or appointment, each district within the authority of the Provincial Association shall before the 3rd Saturday in April select a member to assume the position of District Representative, who shall be the Chief Officer of the respective district, reporting to the Provincial Association, fulfilling all duties and responsibilities as outlined within Association Regulations. He shall only be referred to as District Representative Elect until such time he is installed to office. A member holding membership in more than one District shall be eligible for election as District Representative in only one District in any one year.

2.4.18.2 BY-LAWS

A District may create its own By-Laws provided they and all amendments thereto are approved by the Grand Executive.

2.4.18.3 OFFICERS

The Officers of a District may consist of a District Representative, a Secretary, a Treasurer or Secretary-Treasurer and a Publicity Director together with such additional officers as the District By-Laws provide.

2.4.18.4. LODGE DUTIES

Each Exalted Ruler shall make a written report of his/her Lodge at the District meetings.

2.4.18.5. MEMBERSHIP

Unless otherwise provided, after the creation of a District, all Lodges in the District shall be members of the District together with those, if any, temporarily assigned to it.

2.4.18.6. MEMBERSHIP FEES

Each Lodge shall pay the fees and assessments levied by its District provided that no increase in fees shall take place unless all Lodges involved have been notified in writing sixty (60) days in advance.

2.4.18.7. AFFILIATION

At the request of a Lodge and with the approval of its Lodge Executive, the Provincial Association may temporarily affiliate a Lodge with another District. The Association will notify Grand Lodge of any changes.

2.4.18.8. DISTRICT REPRESENTATIVE FEZZ

The District or the Lodge will be responsible for paying for the lettering on the District Representatives Fez. (2007)

2.4.18.9. NOTIFICATION OF DISTRICT REPRESENTATIVE ELECT

The District Representatives will promptly advise the Provincial Association with the name of the District Representatives Elect, and the Association will notify Grand Lodge.

2.4.18.10. FAILURE TO ELECT

Should a District fail to elect a District Representative, the Association in consultations with the Lodges of the District shall appoint a person to fulfill the duties of the District Representative. The appointed member does not have to be a Member of the District. This person may be called a District Representative and they must take the District Representatives Training at the Provincial Conference. (2008)

2.4.18.11. TENURE

The District Representatives shall hold office for as long as he/she is elected and providing they fulfill the duties required of the District Representative. Upon the death, resignation, permanent disability or suspension of the District Representative, the Provincial Association, in consultation with the Lodges of the District shall nominate and appoint a replacement.

2.4.18.12. DUTIES

1. To familiarize themselves with all ritualistic work and to memorize such portions of the Ritual and the Book of Ceremonial as are required for his/her duties.
2. To install if asked or cause to be installed the officers of the Lodge.
3. To ensure that the work of the Order is performed uniformly in all Lodges.
4. To examine all records of the Lodges and see that they are properly kept.
5. Work with the Provincial Membership Committee and the Lodge Advisory Committee to investigate and implement recommended changes within the Lodge

operations; and in the development of prospective New Lodges in the District; as well as providing motivation and assistance to the Lodge Membership Directors in conducting annual membership nights and other membership projects.

6. To communicate the views and concerns of the District and its respective Lodges to the Provincial Association.
7. Submit written reports to the Provincial Office for the Annual Midterm Meeting (report due prior to Jan. 5 each year) and for the Annual Provincial Conference (report due 3 weeks prior to the commencement of the Provincial Conference)
8. Any District Representatives that does not complete or fulfill their term of duties, does not receive a certificate or jewel and their Grand Lodge Membership Card information does not include Past District Representative . **(2007)**
9. To visit all Lodges in the District when in regular session once in each Association year and to promptly file reports on such meetings to the Provincial Association.

2.4.18.13. TRAINING

Prior to being installed as District Representative, the District Representative Elect must attend the Provincial Conference and receive the required training. The training shall have both a National and Provincial component. The National component shall be developed by Grand Lodge and the Provincial component by the Association. In the event the District Representative Elect is unable to attend the Conference, providing he / she has received the required training or the training components, he/she may be installed as District Representative after the Conference date. **(2010)**

2.4.18.14. EXPENSES – LODGE VISITS

The expenses of the District Representative shall be paid by the Provincial Association for a maximum of one annual official visit to each Lodge in regular session. He/She shall make an itemized statement of allowable expenses and send it to the Association along with his/her receipts and official report. A copy of the official report shall be forwarded to Grand Lodge by the Association. All expenses of the District Representative shall be paid at the rate prescribed within Association Regulations **(2011)**

2.4.18.15. SPECIAL VISITS

1. Should a Lodge request a special visit of the District Representative for the Installation of Officers, etc, the Lodge shall pay all travel expenses.
2. In the event the District Representative is requested by the Association to make additional visits, he/she shall be reimbursed by the Association.
3. If a request is made by Grand Lodge, he/she shall be reimbursed by Grand Lodge.

2.4.18.16. DISTRICT MEETING

The District Representative will call a meeting of the membership of all Lodges in the District each spring at such time and place as the District Representative finds convenient or as stipulated by District By-Laws. Each Lodge in the District shall be advised in writing at least thirty (30) days in advance of such time and place. This meeting is to take place on or before the 3rd Saturday in April. Other meetings may be held according to District By-Law. Note: All Resolutions must be in the Provincial

Office prior to April 30th of each year in order to be circulated and printed in the Conference Booklet.

2.4.18.17. EXPENSES – DISTRICT MEETING

The expenses of the District Representative shall be paid by the Association for ONE District Meeting during his/her term, provided an official copy of the minutes of the District Meeting are submitted to the Provincial Association office along with an itemized statement of his allowable expenses. The Association will forward a copy to Grand Lodge.

2.4.18.18. EXPENSES - PROVINCIAL CONFERENCES

The District Representative Elect shall be paid their expenses at Provincial Conferences, and shall attend such educational activities there as directed by the Association Executive, and shall be installed at the Provincial Conferences by the Grand Exalted Ruler or his designated representative. Such expenses of the District Representative Elects shall be the responsibility of the Provincial Association and expenses will be paid as per Regulations. Expenses will only be paid providing the District Representative attends the District Representative Training and the entire Provincial Conference. (2011).

2.4.18.19 OTHER DUTIES

To perform such other duties as may be required of him/her by the Provincial Association. The Grand Executive or the Grand Exalted Ruler may request, through and with the authority of the Provincial Association, the services of the District Representative.

2.4.18.20. DISTRICT REPRESENTATIVE EVALUATION

The Provincial Association 1st Vice President will evaluate each District Representative prior to the Midterm of their year of office and discuss the results with the Provincial Executive and the District Representative. In the event that the District Representative is not fulfilling the duties of his/her office in an acceptable manner, he/she may be removed from office and replaced on the approval of the Provincial Association Executive. The Association will notify Grand Lodge of any changes.

2.4.18.21. ALTERNATIVE TO DISTRICT REPRESENTATIVE

By Resolution at a Provincial Conference, the Provincial Association may establish an alternative position to carry out all duties normally the responsibility of the District Representative.

2.4.19. PAST PROVINCIAL PRESIDENTS ASSOCIATION DUTIES

2.4.19.1. GENERAL

The Past Provincial Presidents are to render such counsel, advice and assistance to the President and the Association that would seem to promote the interests and welfare of the Association. The Past Provincial Presidents may be willing to perform any duties as requested by the President of the Saskatchewan Elks Association. They shall be responsible for the Fraternal Elk, the Associations History and the John Jeffery Memorial Trophy.

2.4.19.2. SASKATCHEWAN ELKS FRATERNAL ELK COMMITTEE

1. RULES AND REGULATIONS

1. The responsibility for the Fraternal Elk shall fall under the supervision of the Saskatchewan Past Presidents Association.
2. This committee shall have the power to decide any questions which may arise relative to the Fraternal Elk and the Saskatchewan Lodges.
3. All questions affecting the custody of the Fraternal Elk shall be submitted to the chairman of the committee by the Lodge in whose jurisdiction the Fraternal Elk is at that time.
4. The committee shall maintain a book of record. In this book, shall be kept a record of the fraternal Elk travels. Each lodge, in whose custody the Fraternal Elk is placed, will be responsible to record the necessary information prior to escorting him to the next Host Lodge.
5. The Fraternal Elk is not to be escorted to any lodge or District which has played host to him within the last year.
6. The Fraternal Elk and the record book will be brought to the Provincial Conference each year by the lodge hosting the noble beast and presented to the Conference Host Lodge during the conference. It will be started on its visits again by September 28th of the same year. waiver of the one year rule will be necessary in relations to the Host lodge in this case.
7. The maximum time allowed for any lodge to keep the Fraternal Elk in its custody will be 30 days. Any lodge keeping it longer will be required to pay a penalty of \$25.00 plus .05 cents per day for each day, and submitted with the regular Fraternal Elk report to the chairman. **(2009)**
8. The Fraternal Elk report (copies of which are found in the box housing the Elk) is to be submitted to the Fraternal Elk Chairman within 14 days after the Elk is escorted to a new lodge. A penalty of one cent per member will be required on any report submitted after that time. Such fine to accompany the report. The date of the report will be the postmark on the envelope bearing such report. **(2009)**
9. The Fraternal Elk must be accompanied by a minimum of 2 members in good standing and presented to a lodge in a DIFFERENT DISTRICT in Saskatchewan, at a regular or special meeting with an attendance of a minimum of 10 members in good standing present. **(2009)**
10. That lodge in whose custody it happens to be is fully responsible for it's safe keeping, until it is officially presented to the next Lodge and the report completed. Any loss or breakage will be looked after by the lodge who has official custody at the time of such loss or breakage.
11. Such additional rules may be added or existing rules changes by resolution or motion at any Provincial Conference.

2. HISTORY

The Fraternal Elks was presented to the Saskatchewan Elks Association in November of 1957 by Brother A. J. Malakoe (Secretary/Treasurer of the Saskatchewan Elks Association (1957-1978) and Grand Exalted Ruler (1979-1980)).

The purpose of the Symbolic Emblem was to promote out of District Inter-Lodge Visits.

The first visit made by the Noble Beast was made to Saskatoon Lodge by Kamsack Lodge who had received it from the then President of the Saskatchewan Elks Association, Bro. Norm Hughes.

On December 2nd, 1985 however the Noble Beast, at a young age of 28, met a tragic end in a fire at Strongfeild, SK. He had just arrived from Delisle on December 1st and was visiting the home of Exalted Ruler, Bro. George Follick, when fire broke out and completely destroyed the house and all its contents, including the Fraternal Elk.

As the Noble Beast was such a vital part of demonstrating Fraternalism, He was replaced in January of the following year and on January 7th, 1986 Strongfield Lodge started it on it's journey by taking it to Saskatoon Lodge.

3. SASK. ELKS ASSOCIATION FRATERNAL ELK REPORT.

The **FRATERNAL ELK** was brought to our Lodge, _____ Lodge No. _____ on the _____ day of _____, 20____, by _____ members of _____ Lodge No. _____. (names may be listed on reverse side) There were _____ members, in good standing, from our Lodge to receive the Fraternal Elk and the visiting members.

Our Lodge held the Fraternal Elks, as our guest, until the _____ day of _____, 20____, at which time he was escorted to _____ Lodge No. _____ by _____ members of our Lodge, and received by _____ members of the host Lodge.

Distance travelled (one way) by the members of our Lodge was _____ km. The Fraternal Elk was in _____ (state condition, if damaged, state extent) when presented to _____ Lodge No. _____.

CHECK APPLICABLE BOX

- The Fraternal Elk left our Lodge within 30 days.
- The Fraternal Elk stayed over 30 days. Penalty of \$25.00 plus (# of days) X _____ (# of members in lodge) X \$0.05 amounting to \$_____.

CHECK APPLICABLE BOX

The Fraternal Elk Report was completed and sent to the Chairman of the Fraternal Elk Committee within fourteen (14) days after the Elk left our Lodge. YES () or NO ()

(If NO, the penalty is calculated by multiplying the # of days after he left your Lodge to the date of the postmark on the envelope containing the report).

Penalty: _____ days X _____ members X \$0.01, amounting to #_____.

MAKE CHEQUE PAYABLE TO THE SASKATCHEWAN ELKS ASSOCIATION

TOTAL AMOUNT ENCLOSED: \$ _____

Please mail this form to:

Fraternal Elks Committee Chairman

Phone: _____

4. ACKNOWLEDGEMENT LETTER:

**Congratulations
You Are Now The Hosts Of The Fraternal Elk**

BPO ELKS Lodge No. _____

Dear Sir or Madam:

The Fraternal Elk Report has been received from _____ Lodge No. _____, informing me that the Noble Beast was escorted to your Lodge on _____. According to the report, the Noble Beast was in first class condition when he began your quest. I trust you and the Brothers/Ladies of your Lodge will give him first class accommodations during his sojourn with you.

In accordance with the rules governing the Fraternal Elk, he is to be escorted to a Lodge outside of your District and one that has not had a visit from him within the last year, not later than _____. If he is still visiting your Lodge after this date, you shall be subject to a penalty equivalent to 1 cent per member per day until the day he leaves your Lodge.

A report has to be sent to me within 14 days after the Fraternal Elk leaves your Lodge. Along with the other information required for this report, please make sure that the mileage between your Lodge and the new Host Lodge is stated in the report. A supply of the report forms are contained within the box housing the Fraternal Elk. If this supply is getting down to a few copies, please be sure to notify me of this.

Failure to complete this report within 14 days will necessitate us to levy an additional penalty of 1 cent per member per day from the day the Fraternal Elk leaves your Lodge to the date of the postmark on the envelope containing your report.

If you are subject to either or both the above mentioned penalties, please make sure to enclose with your report a cheque payable to the Saskatchewan Elks Association.

I would like to thank you for your co-operation in promoting extra Inter-lodge visits with our Symbol of Fraternity

Fraternally & sincerely,

Chairperson - Fraternal Elk Committee

2.4.19.3. ASSOCIATION HISTORY COMMITTEE

1. General

- a) He shall also be responsible to complete the history of the Association and its growth, and record all its activities and everything of interest to the Association which is not strictly the duties of the Provincial Executive Administrator. He shall encourage and have referred to him all matters of Historical interest of the Saskatchewan Elks Lodges and the Association that are to be preserved. **(1999)**
- b) To notify the lodges of his name and address so that the Local Lodges can send Historical Happenings to him during the year. **(1999)**
- c) To have the current years history book on display at the Conference. **(1999)**
- d) Responsible for obtaining and compiling of data for the purpose of creating the yearly history book. These books are to be turned over to the Provincial office and archived. **(1999)**
- e) The History received shall be placed in the current book, even though some may be from the previous year(s). **(1999)**
- f) Required to submit a written report to the Provincial Executive Mid-term and the Provincial Conference. **(1999)**
- g) Shall actively solicit historical information from all lodges. **(1999)**

2.4.19.4. SASKATCHEWAN ELKS JOHN JEFFERY MEMORIAL TROPHY

1. RULES AND REGULATIONS

- a) Responsibility for the handling and administration of the John Jeffery Memorial Trophy shall be the responsibility of the Saskatchewan Elks Past Presidents Association.
- b) This trophy is to be awarded annually to the Saskatchewan Elks Lodge declared winner for Elks and Royal Purple Fund for Children contributions according to the rules and point system as outlined below. **(2015)**
- c) The competition period - May 1st to April 31st of each fiscal year of the Elks and Royal Purple Fund For Children.
- d) The report of the Elks and Royal Purple Fund For Children as sent out by the Grand Lodge will be the final count.
- d) The John Jeffery Memorial Trophy will be presented by a representative of the Past Provincial Presidents Association at the Presidents Banquet at the Provincial Conference.

2. POINTS TO BE ALLOTTED AS FOLLOWS:

Lodge Membership under 25 = 5 points per dollar

Lodge Membership 26 - 50 = 4 points per dollar

Lodge Membership 51- 75 = 3 points per dollar

Lodge Membership 76 - 100 = 2 points per dollar

Lodge Membership over 100 = 1 point per dollar

The point system was chosen to give a more equitable chance in competition to both the large and smaller Lodges. **(2012)**

3. TROPHY HISTORY

This trophy was presented to the Saskatchewan Elks Association in 1968 by P.G.E.R. Bro. R.K. Coulling in memory of Bro. John Jeffery who was a Grand Organizer for some time previous to his passing. He had always been a great believer in, and a promoter of the Elks and Royal Purple Fund for Children.

2.4.20. PROVINCIAL COMMITTEE APPOINTMENTS

At each Annual Conference, the Provincial Association shall appoint the following Committees to carry out the work of the Association. A list of their duties will be sent to them by the Executive Administrator immediately after their Appointment.

1. *Ways & Means (3) (Conference & Midterm Sites)*
2. *The Provincial Judiciary* shall consist of (3) three members. If a lawyer is required one will be selected by the Judiciary Committee with permission of the Provincial Executive to fulfil the needs of individual cases. The 2nd Vice President will select a member to sit on the Judiciary. This will insure that the member selected is Chairperson at the same time the 2nd Vice is President. **(2010)**
3. *Forward Planning/Finance (3 Vice Presidents)*
4. *Sask. Elks Foundation*
 - (a) Senior Citizens Homes (2 Members at large and 8 Project Managers.)
 - (b) Charity Appeal (1)
 - (c) Walk-A-Thon (3)
 - (d) Peace 100 (2)
 - (e) Addictions Awareness (3)
 - (f) Other Assoc. Charities **(2004)**
5. *Member Services Committee (2008)*

Shall be comprised of the Saskatchewan Elks Association Executive & Committee Chairpersons; Saskatchewan Elks Foundation Corp. Directors & Committee Chairpersons; Saskatchewan Elks Foundation Corp. Senior Citizens Homes Management.

A Chairperson and Co-chair will be elected from the above members at their post conference meeting. **(2008)**
6. *Ritual/Patrol Team (1)*
7. *Sporting Events*
 - (a) Bowling (2)
 - (b) Curling (3)
 - (c) Golf (1)
 - (d) Darts (1)
8. *District Representative Co-ordinator*

2.5. REMUNERATIONS, EXPENSES, PER DIEM, REGISTRATION FEES, PROVINCIAL MEMBERSHIP FEES, ETC.

2.5.1. PROVINCIAL MEMBERSHIP FEES:

Each Lodge within the jurisdiction of the Saskatchewan Elks Association "shall pay annually to the Association, twelve dollars (\$12.00) per member per year for each dues

paying member on their membership roll as of January the 1st of each year. Effective January 1, 2009. **(2008)**

2.5.2. PROVINCIAL CONFERENCE REGISTRATION FEE:

The Conference Registration Fee of \$70.00 shall be in the hands of the Host Lodge no later than May 15th preceding the Conference and any registrations received after May 15th will be assessed a fee of \$90.00. This fee shall include the Presidents Ball. **(2012)**

1.5.3. EXPENSE POLICY

(a) Mileage shall be at the rate of Thirty (.30) Cents per km when traveling outside the Urban Municipality in which they reside. **(2008)**

(b) Lodging to be actual cost to a maximum of One Hundred (\$100.00) dollars a night for the number of nights suggested and approved by the Executive. **(2008)**

(c) Meals to be paid at Twenty-Five (\$25.00) dollars a day. **(2008)**

(d) Registration Fees shall be paid by the Provincial Office & then be deducted from the respective Officer, Director, Committee Chairpersons or Members expense form. **(2008)**

2.5.4. EXECUTIVE OFFICER EXPENSES

The Provincial President and all Executive Officers in attendance at the Provincial Conference of the Association, the Mid Term Meeting, Executive Meetings, and Special Meetings called by the President, shall be reimbursed their expenses as per Regulations.

2.5.5. DISTRICT REPRESENTATIVE EXPENSES

District Representatives in attendance at the Provincial Mid Term Meeting, shall be reimbursed for their expenses as per Regulations (if invited by the President).

2.5.6. COMMITTEE CHAIRPERSON EXPENSES

Committee Chairperson who attend the Provincial Conference and other Meetings requested by the President shall be reimbursed their expenses as per Regulations.

2.5.7. COMMITTEE MEMBERS EXPENSES

Committee Members carrying out their assigned duties shall be reimbursed their expenses as per Regulations.

2.5.8. MEMBERS OUTSIDE OF THE PROVINCE EXPENSES

Members residing outside the Province that are entitled to expenses shall be reimbursed as if travelling from their last Saskatchewan Home Lodge.

2.5.9. PAST PROVINCIAL PRESIDENTS ASSOCIATION EXPENSES

Past Provincial Presidents in attendance at the Provincial Conference shall be paid their Registration Fee and one days Per Diem.

2.5.10. PAST PROVINCIAL PRESIDENTS ASSOCIATION GRANT

The Past Provincial Presidents Association shall receive a yearly grant of \$500 for services rendered to the Provincial Association, if requested. **(2005)**

2.5.11. GRAND EXALTED RULER INVITATION

An invitation will be sent by the Executive Administrator of the Sask. Elks Association as soon as possible after the Sask. Elks Provincial Conference to Grand Lodge asking the Grand Exalted Ruler if he would like to attend and participate in next years Sask. Provincial Conference. The Sask. Elks Provincial Association will pay for his registration; his room will be booked by the Executive Administrator for three nights and paid for by the Sask. Elks Association unless complimentary rooms can be obtained by the host lodge. **(2008)**

2.6. AUDIT

2.6.1 POLICY

1. The books, accounts, records of the Saskatchewan Elks Association shall be audited at a least once a year by a duly qualified Accountant selected for that purpose and approved at the Provincial Conference. A complete and proper statement of the standing of the books for the previous year shall be submitted at the Provincial Conference. The thirty-first (31st) day of December in each year shall be at the end of the fiscal year of the Saskatchewan Elks Association.
2. The Provincial President shall appoint an Auditor to do a six (6) month audit of the Accounts of the Saskatchewan Elks Association, Foundation Corp. and the Senior Citizens Homes. **(2008)**

2.7. MISCELLANEOUS

2.7.1. TICKET SALES AT PROVINCIAL FUNCTIONS

When a local Lodge holds Provincial Functions, other Lodge ticket sales shall only be allowed with permission of the Host Lodge Exalted Ruler, the Host Lodge Honour Royal Lady and their Committee Chairpersons.

2.8. HARASSMENT

2.8.1. DEFINITION

Harassment as defined in the "Harassment Casebook" by the Canadian Human Rights Commission is "any unwelcome physical, visual or verbal conduct. It may include verbal or practical jokes, insults, threats, personal comments or innuendo. It may take the form of posters, pictures, or graffiti. It may involve touching, stroking, pushing, pinching or any unwelcome physical contact, including physical assault. Unwelcome sexual acts, comments or propositions are harassment. Offensive attitudes, such as condescending approach that undermines self-respect, leering, or similar gestures can all constitute harassment. A person does not need to have been touched or threatened to have been harassed. Any behaviour that insults or intimidates is harassment if a reasonable person should have known that the behaviour was unwelcome." **(1995)**

2.8.2. POLICY

The Sask. Elks Association prohibits and does not condone any and all actions, whether physical, verbal or otherwise which may be construed as harassment of any individuals or group of individuals.

2.9. CASH CASINO'S AT PROVINCIAL FUNCTIONS

2.9.1. POLICY

Cash Casino's are prohibited at any Provincial Function of the Saskatchewan Elks Association as stated in the Grand Lodge Constitution. **(1998)**