

THE BYLAWS OF THE
NEVADA STATE ELKS
ASSOCIATION, INC.

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BYLAWS

ARTICLE I - MEMBER LODGES AND MEMBERSHIP

Section 1 - Definition: A member Lodge is defined as an autonomous organization of the Association governed by a Charter issued by the Grand Lodge of the Benevolent and Protective Order of Elks (Order).

Section 2 - Eligibility: Any Lodge in good standing in the Order, located within the State of Nevada (State), shall receive membership in the Association upon institution of the Lodge.

ARTICLE II - DELEGATES AND ALTERNATES

Section 1 - Election: The delegates and alternate delegates of a member Lodge shall be elected at a regular meeting of the Lodge preceding any scheduled meeting of the Association.

Section 2 - Filing: The Secretary of the member Lodge shall file the names of the delegates and alternate delegates, and any change thereof, with the Secretary of the Association no later than the Call to Order of any business session of a meeting of the Association.

Section 3 - Credentials: The Secretary of the Association shall receive the list of delegates, alternate delegates, and representatives from the Lodges of the Association and determine the qualifications for any meeting of the Association upon information furnished to the Secretary of the Association.

Section 4 - Participation: The right to participate in and vote upon the business of the Association at any meeting shall be vested in the registered delegates and representatives.

Section 5 - Admittance: Only registered, duly qualified members of the Order shall be admitted to a business session of the Association, except that the presiding officer may direct the admission of any other person(s) informing on a matter of business at hand.

Section 6 - Ritual Teams: All members of ritualistic teams competing in the annual ritualistic contest are required to pay the appropriate convention registration fees prior to the start of such competition.

ARTICLE III - MEETINGS

Section 1 - Annual: The Association shall have an annual meeting, to be held on the fourth full weekend of April, unless such weekend is Easter, if so, the annual meeting shall be held during the third weekend, the location to be determined by the Advisory Council and announced by the President of the Association. All activities of the meeting shall be scheduled during an announced period not to exceed three days. Ritual contests and the business session of the annual meeting shall not be scheduled at the same time.

Section 2 - Mid-Term: The Association shall have a mid-term meeting to be held on the third full weekend of November, the location to be determined by the Advisory Council and announced by the President of the Association prior to such meeting.

Section 3 - Host: Any Entity desiring to host either the annual or mid-term meeting shall make application, in writing, to the Advisory Council at least eighteen months in advance of the meeting they desire to host. The

locations for the annual and mid-term meetings shall be rotated between the Northern and Southern Districts so as to prevent the meetings being held in the same district during the same Lodge year. However, should a Lodge decide not to host a scheduled convention, said convention shall be offered to the next Lodge on the rotation in the same District assignment.

Section 4 - Rotation: The meetings of the Association shall be rotated. The rotation shall be set forth in an addendum to these Bylaws. Any addition, deletion, or other change to said addendum shall not be deemed to be an amendment to these Bylaws of the Association. The Advisory Council will be responsible for any addendums to the rotation.

Section 5 - Order of Business: The order of business at all meetings of the Association, unless modified by a majority vote of the delegates and representatives present and voting, shall be as follows:

- (a) Call to Order
- (b) Invocation
- (c) Elks Pledge
- (d) Roll Call of Officers
- (e) Roll Call of Member Lodges
- (f) Reading of Minutes (unless previously published)
- (g) Report of Officers (by seniority)
- (h) Report of Credentials (by the Assoc. Secretary)
- (i) Nomination and Election of Officers
- (j) Reports of Standing Committees
- (k) Reading of Communications
- (l) Unfinished Business

- (m) New Business
- (n) Reading of Bills against the Association
- (o) Announcements
- (p) Closing and Adjournment

Section 6 - Parliamentary Practice: All parliamentary practice in conducting the business of the Association, not herein specifically provided for, shall follow the rules of “Roberts Rules of Order, Newly Revised.”

ARTICLE IV - REVENUES

Section 1 - Per Capita Fee: Annually, each member Lodge shall pay to the Association the sum of Six dollars (\$6.00) as a per capita fee for each member on the rolls of the member Lodge as reported to Grand Lodge on its annual report for the current year. The Association, or its Governing Board, may order the suspension of such per capita fee payments if it is determined that the funds in the treasury warrant such action, provided; however, no such suspension shall extend beyond the year in which such action is taken. No member Lodge shall take such action independently.

Section 2 - Payment: All Association revenues shall be paid the Treasurer of the Association on or before May 1st of each year.

Section 3 - Failure to Pay: Failure by any member Lodge to remit the per capita fee set forth herein shall render such Lodge delinquent and shall revoke the right of its delegates or alternate delegates to vote or otherwise participate in the actions of the Association.

ARTICLE V - FUNDS AND BUDGETS

Section 1 - Classification: The funds of the Association (including Special Account) shall be classified in accordance with the Uniform Chart of Accounts (Exhibit A), Auditing and Accounting Manual, Code 50100. **The Charities account will be restricted accounts of the General Fund.** The Nevada Elks Major Project, Inc. will be a separate fund using the same Uniform Chart of Account mentioned above.

Section 2 - Control: Except as herein specifically provided, all funds of the Association shall be deposited and credited in banks or repositories. Disbursements from the General Fund shall be withdrawn on general fund checks signed by the NSEA Treasurer. State Major disbursements shall be withdrawn on State Major Project Fund checks signed or approved by the Nevada Elks Major, Inc. Fund Treasurer. The Treasurer shall not issue any checks which exceed the adopted line-item budget or Bylaw of the Association. Any requests for disbursements which exceed the adopted budget, or any disbursement which was not in the adopted budget, must have prior approval by the Board of Trustees before the Treasurer can sign and issue a check. Funds in the Investment Account shall be controlled in accordance with direction from the Trustees. Funds from the Nevada Elks Major Project, Inc. shall be withdrawn in accordance with the Bylaws of that organization.

Section 3 - Nevada Elks Major Project, Inc. Fund: The Nevada Elks Major Project, Inc. fund shall include all revenues received by the Association in the name of this fund as or from contributions of a member Lodge, individual members of the Order, and/or any other unnamed source.

Section 4 - Budgets: The Trustees shall annually prepare and present the budget of prospective income and expenses of the Association for the ensuing year. Upon adoption and appropriation thereof, a copy of the annual budget will be sent to each Lodge. The Trustees shall not authorize or approve the expenditure of any funds belonging to the Association in excess of any specific appropriation, except by due process herein provided.

ARTICLE VI - NOMINATION, ELECTION AND INSTALLATION

Section 1 - Nominations: Nominations shall be made for all elective offices to be filled in the order in which they appear in the Constitution and shall be the order of business next following the “Report of Officers” during the business session of the annual meeting.

Section 2 - Close of Nominations: The presiding officer, when satisfied no additional nominations for an office are forthcoming, shall entertain a motion to close nominations for that particular office, and shall continue in a like manner through all the elective offices to be filled. The presiding officer shall forthwith announce the Association ready for elections. If there is a contest for any office, the election shall be held during the business session.

Section 3 - Elections: At the order of elections, uncontested elections shall be considered first, and the Association may, by proper order, direct the casting of a unanimous vote for such candidate(s).

Section 4 - Contested Elections: If, at the time of election, there is more than one nominee for any office, the presiding officer shall appoint an

election committee and state the rules under which such election will be held; said rules shall conform to the applicable rules governing the election of a Grand Lodge officer.

Section 5 - Voting: Voting shall be by secret ballot on ballots furnished by the Secretary of the Association and the candidate for each office receiving a simple majority of the votes cast shall be declared elected. In the case of multiple candidates, if no simple majority is attained in the first ballot, the candidate receiving the least number of votes shall be dropped from the ballot and a new ballot conducted. This procedure shall be followed until such time as a single candidate does receive the required simple majority.

Section 6 – North and South District Vice Presidents: Are selected in the District, not the State. The PDDGER's and PSP's at their December/January meeting will select the District Deputy Designate and the District Vice President for their District. The selection will be announced at the April Meeting.

Section 7 – President-Elect: Shall have served as a Vice President and will rotate North, South. The PSP's will recommend a selection for President-Elect. This will not prevent an additional nomination from the floor by a Lodge.

Section 8 - Installation: Each duly elected and appointed officer of the Association shall be installed in their office at the closing banquet of the annual meeting and be installed by an approved ritual exemplified by designated installing officers. Any officer may be installed by proxy.

ARTICLE VII - DUTIES OF OFFICERS

Section 1 - President: The President shall:

(a) Have general supervision and direction of all the business and activities of the Association and, when present, shall preside at all meetings of the Association and decide all questions of order subject to appeal to the Association;

(b) Appoint the members of all committees, except those for which provision is otherwise provided;

(c) Perform all other duties that may be required of the office by the laws of the Order, the Constitution and Bylaws of the Association, and such as are customarily performed by presiding officers;

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(d) Act as an ex-officio member of all committees;

(e) At the annual meeting next following the installation of the President, make a written report of the President's administration, together with whatever recommendation(s) the President may wish to present for the improvement of the Association; and

(f) Make at least one official visitation to each member Lodge of the Association during the President's term of office. In the event the President is unable to make such an official visitation, the President may designate an officer to make such official visitation. The officer making the visitation, under the direction of the President, shall promptly make a written report to the President of such official visitation. If the President, for any reason, is unable to perform the duties of the office, the President-Elect, with the approval of the Board, shall assume the duties of the office of the President. The Officer shall receive payment(s), as set forth in the approved annual budget for reimbursement of expenses incurred in performing the duties of

the office but shall not be allowed any additional moneys as and for personal expenses incurred in the conduct of the affairs of the office.

Section 2 - President-Elect: The President-Elect shall serve as members of such committee(s) as directed by the President and shall perform such duties of the said committee(s) as hereinafter defined; and shall perform such other duties as shall be required of them by the Constitution and/or Bylaws or as assigned by the President. In addition, the President-Elect shall begin work on his/her program for the next year as President. The proposed committee chairmen and appointed officers recommended shall be presented to the Advisory Council for their recommendation(s) at the Mid-Term Meeting in November. The President-Elect shall be allowed a payment not to exceed Five hundred dollars (\$500.00) each per annum for reimbursement of expenses, payable annually, but shall not be allowed any additional moneys as and for personal expenses incurred in the conduct of the affairs of the respective office.

Section 3 – District Vice Presidents: The District Vice Presidents shall serve as members of such committee(s) as directed by the President and shall perform such duties of the said committee(s) as hereinafter defined; and shall perform such other duties as shall be required of them by the Constitution and/or Bylaws or as assigned by the President. The District Vice Presidents shall be allowed a payment not to exceed Two hundred fifty dollars (\$250.00) each per annum for reimbursement of expenses, payable annually, but shall not be allowed any additional moneys as and for personal expenses incurred in the conduct of the affairs of the respective office.

Section 4 - Secretary: The Secretary shall attend all meetings of the Association, keep a true record of the proceedings of the Association, preserve all books and documents, attend to all correspondence, other than

that initiated or carried on by the President, prepare and submit an annual report to the Association showing its condition, and perform such other duties as may, from time to time, be assigned to the Secretary. The Secretary shall serve as the central point of contact for all Elks information, maintain a listing of member desirous of serving as escorts during meetings of the Association, maintain and update listings of potential guests at meetings of the Association, serve as the initial repository for reports of Lodge committees, assist officers of the Association with correspondence and/or reports, serve as a contact point for other State Associations located in Area 7, and perform such other duties as, from time to time, may be assigned by the President. After the annual meeting, and within thirty (30) days thereof and prior to turning over the books and records to a successor, the Secretary shall forward a true copy of the minutes or proceedings of such annual meetings to the Grand Lodge officers, as required, and to the Secretary of each member Lodge of the Association. The officer shall be allowed a payment not to exceed Seven Hundred and Fifty dollars (\$750.00) per annum for reimbursement of expenses, payable annually, but shall not be allowed any additional moneys as and for personal expenses incurred in the conduct of the affairs of the office.

Section 5 - Treasurer: The Treasurer shall receive all Association moneys, except those identified as for the Nevada Elks Major Project, Inc., and shall be the custodian of all such funds. The Treasurer shall serve as the Treasurer of all committees of the Association and shall handle all funds of those committees; pay all bills against the Association, as ordered; keep a correct account, under their proper dates, of amounts disbursed; present for examination all books, papers, etc., that may be necessary for a proper

auditing of the accounts, to the Trustees at each annual meeting and at such other times as the Trustees may direct or require; prepare and submit a semi-annual and annual report to the Association showing the transactions of the office and the condition of the funds of the Association. The officer shall be allowed payment not to exceed Seven Hundred and Fifty dollars (\$750.00) per annum for reimbursement of expenses, payable annually, but shall not be allowed any additional moneys as and for necessary personal expenses incurred in the conduct of the affairs of the office.

Section 6 - Trustees: The Trustees shall:

(a) Organize annually, immediately after the installation of officers, and select a Chairman and Secretary. Specific duties may be assigned to any or each member of the Trustees;

(b) Have such general supervision and control of the tangible and intangible properties of the Association as is herein provided, and perform such other duties, not specifically herein assigned, necessary or advisable to maintain, protect, or promote the welfare of the Association;

(c) Fix the annual allowances for the expense of the Office of the President and committees, expected to be incurred while engaged in the performance or transaction of the business of the Association;

(d) Ensure the finances of the Association are being conducted correctly by annually providing for a review of the Treasurer and at such time(s) as the President may direct or said Trustees deem practical or necessary, said review shall be performed by either an internal or external entity as chosen by the Trustees. The review will include the records and holdings, if any, of each officer and committee of the Association in charge of funds or other assets and said Trustees shall include a review report with its annual report.

(e) At the annual meeting of the Association, present a written report of its activities for the preceding year, and perform such other duties as may be requested by the President, assigned by the Association, or directed by the Constitution and/or Bylaws; and

(f) Allowed a payment not to exceed Two hundred fifty dollars (\$250.00) each per annum for reimbursement or expenses, payable annually, but shall not be allowed any additional moneys as and for necessary personal expenses incurred in the conduct of the affairs of the office.

Section 6 - Sergeant-at-Arms: The Sergeant-at-Arms shall execute the orders of the President, assist in preserving order; shall assist the Tiler, in all business sessions of the Association, in examining the qualifications of all persons seeking admission; and shall select such deputies as may be required to assist in the discharge of the duties of the office. The officer shall be allowed payment not to exceed Two hundred fifty dollars (\$250.00) per annum for reimbursement of expenses, payable annually, but shall not be allowed any additional moneys as and for necessary personal expenses incurred in the conduct of the affairs of the office.

Section 7 - Tiler: The Tiler shall perform, at each meeting of the Association, substantially the same duties as those performed by the Tiler of a Lodge of the Order, together with such other duties as may be assigned to the office by the President. The officer shall be allowed a payment not to exceed Two hundred fifty dollars (\$250.00) per annum for reimbursement of expenses, payable annually, but shall not be allowed any additional moneys as and for necessary personal expenses in the conduct of the affairs of the office.

Section 8 - Chaplain: The Chaplain shall perform, at each meeting of the Association, the duties customarily performed by the Chaplain of a Lodge of the Order, together with such other duties as may be assigned to the office by the President. The officer shall be allowed a payment not to exceed Two hundred fifty dollars (\$250.00) per annum as reimbursement of expenses, payable annually, but shall not be allowed any additional moneys as and for necessary personal expenses incurred in the conduct of the affairs of the office.

Section 9 - Historian: The Historian shall receive, catalog, and maintain security of all the records of the Association. The officer shall be allowed a payment not to exceed Two hundred fifty dollars (\$250.00) per annum for reimbursement of expenses, payable annually, but shall not be allowed any additional moneys as and for necessary personal expenses incurred in the conduct of the affairs of the office.

Section 10 - Organist: The Organist shall provide musical selections, suitable for the particular occasion, at meetings of the Association. The officer shall be allowed a payment not to exceed Two hundred fifty dollars (\$250.00) per annum for reimbursement of expenses, payable annually, but shall not be allowed any additional moneys as and or necessary personal expenses incurred in the conduct of the affairs of the office.

ARTICLE VIII – INTERIM GOVERNING BOARD

Section 1 - Make-Up: The Interim Governing Board (Board) shall consist of the President, President-Elect, District Vice Presidents and the Trustees. Any five (5) members shall constitute a quorum.

Section 2 - Powers: The Board shall have all powers not forbidden by the Constitution and/or Bylaws or precluded by the Statutes of the Order.

Section 3 - In Effect: The Board shall be the governing body of the Association when the Association is not in session.

Section 4 - Authority: The Board may consider and act upon all matters of the Association not specifically designated herein to be considered and acted upon at the annual or mid-term meeting.

ARTICLE IX – COMMITTEES

Section 1 - Listing: The Association shall have the following standing committees:

- (a) Americanism, including Flag Day;
- (b) Business Practices;
- (c) Drug Awareness;
- (d) Elks National Foundation (ENF);
- (e) ENF-Most Valuable Student Scholarship (MVS) Contest;
- (f) Government Relations;
- (g) Hoop Shoot;
- (h) Laws;
- (i) Lodge Activities;
- (j) Membership;
- (k) National Veterans Service, including Hides;
- (l) New Lodges;
- (m) Public Relations;
- (n) Ritualistic;
- (o) Youth Activities;

- (p) NSEA Webmaster;
- (q) NSEA Photographer
- (r) Special Committees;

Section 2 - Appointment: The incoming President shall, within thirty (30) days of installation, appoint the chairman and members of each committee unless otherwise provided herein.

Section 3 - Special: The President may appoint such special committees as shall be deemed necessary for the best interest of the Association or as may be duly recommended by qualified delegates and/or representatives, present and voting.

Section 4 - Members and Term of Office: Each committee of the Association shall consist of three (3) or more members and no appointment or approval of any committee or member thereof by any administration shall exist beyond the installation at the next annual meeting of the Association, unless relieved of duties for cause or as otherwise provided herein.

ARTICLE X – DUTIES OF COMMITTEES

Section 1 - Americanism: This committee shall be charged with implementing the patriotic activities of the Order;

Section 2 - Business Practices: This committee shall be charged with ensuring that all member Lodges are conducting sound business practices for the protection of its members.

Section 3 - Credentials: The Association Secretary shall examine the credentials of all delegates, alternate delegates, and representatives at all meetings of the Association, and of all members of the Order who by the Constitution and/or Bylaws are authorized to participate, other than by

voting, in the deliberations of the Association, and shall consider and pass upon the same and make a report thereon, together with such recommendations as it may deem necessary and proper.

Section 4 - Drug Awareness: This committee shall be charged with assisting the member Lodges in conducting programs which support the drug awareness goals of the Order.

Section 5 - ENF: This committee shall promote and promulgate the Grand Lodge program for the ENF within the State, including solicitations and donations to the ENF.

Section 6 - ENF-MVS Scholarship Contest: This committee shall be charged with the responsibility to conduct a State-wide contest in search of the most valuable students within the State.

Section 7 - Government Relations: This committee shall be charged with implementing the governmental relations program of the Association and its member Lodges.

Section 8 - Hoop Shoot: This committee shall be charged with the responsibility to support member Lodge contests and conduct a State-wide contest.

Section 9 - Laws: This committee shall have referred to it and report, in writing; to the Association at any meeting of the Association all proposed legislation and/or amendments to the Constitution and/or Bylaws of the Association. It shall recommend, in writing, at any meeting of the Association such legislation and/or amendment as it deems advisable.

Section 10 - Lodge Activities: This committee shall be charged with assisting member Lodges with implementing the Lodge activities programs of the Grand Lodge and the Association.

Section 11 - Membership: This committee shall have charge of all matters pertaining to the promotion of membership; indoctrination, and lapsation within the State.

Section 12 - National Veterans Service: This committee shall be charged with the implementation of the program of the Elks National Veterans Service Commission (Commission) within the State as may be requested by the Commission in furtherance of service to veterans within the State; assist, when called upon, the armed forces of the United States; respond to any call for aid or cooperation as may be required by our national government in an emergency; and be permanently available for cooperation in the event of disaster in any local area of the United States.

Section 13 - New Lodges: This committee shall coordinate efforts within the State to foster and create new Lodges of the Order.

Section 14 - Public Relations: This committee shall be charged with the duties and responsibilities of establishing, implementing, and maintaining a public relations program within the State, and assisting in the training of member Lodge chairs to publicize the activities of the Lodges within their communities.

Section 15 - Ritualistic: This committee shall be charged with assisting member Lodges with the training of members in the proper exemplification of all the rituals of the Order; urge member Lodges to participate in the State contest; conducting a State contest for the initiatory ritual; and obtaining suitable awards for the winning officers and teams in the contest. As such, the Committee shall supervise and coordinate all ritualistic work, clinics, contests, selection of contest officials, and if requested by a member Lodge, appoint a competent coach for such requesting Lodge. Annually, a State Ritualistic Clinic shall be held on the third weekend of October and a

District Clinic in January, in conjunction with the District Deputies scheduled clinics. The October and January clinics are for officers and coaches for ritual contests and to qualify/re-qualify and certify floor and word judges and calculators.

Section 16 - Activities: This committee shall prepare, supervise, and conduct programs, other than those specified elsewhere herein, on behalf of the youth of the State; shall have charge, supervision, and responsibility for youth programs of the Association; and coordination of all such matters as may be referred to member Lodges of the Association by the Grand Exalted Ruler or the Grand Lodge Activities Committee.

Section 17 – NSEA Webmaster: The Webmaster shall maintain, update NSEA’s Web page and provide the Association and Grand Lodge information that Lodges can use regarding changes to or deletions of its Officers and/or members and changes to their home addresses & telephone numbers and email addresses. The Website shall be the center of for coordination and interface with Grand Lodge’s Website

Master/Administrator. The webmaster shall be allowed a payment not to exceed Two hundred and fifty dollars (\$250.00) per annum for reimbursement of expenses, payable annually, but shall not b allowed any additional moneys as and or necessary personal expenses incurred in the conduct of the affairs of the office.

Section 18 – NSEA Photographer: The Photographer records in photographs the events and people attending NSEA meetings and social events and shares them with the NSEA membership. The photographer shall be allowed a payment not to exceed Two hundred and fifty dollars (\$250.00) per annum for reimbursement of expenses, payable annually, but shall not b

allowed any additional moneys as and or necessary personal expenses incurred in the conduct of the affairs of the office.

Section 19 - Special Committees: The Association shall have such other committees as are determined to be in the interest of the Association in order to conduct the business of the Association. These committees, (e.g., Community Activities; Lodge of the Year; Citizen of the Year) shall request, receive, assemble and/or distribute, as necessary, such information as is available from the member Lodges to properly reflect the activities of the member Lodges in assisting their respective communities, charitable works, and/or any other activities deemed necessary to promote the interests of the Order within the State.

ARTICLE XI – VACANCY OF OFFICE

Should the office of an elected officer of the Association become vacant, due to death, resignation, or other reason, the President, with the consent and approval of the Board, shall appoint an individual to perform the duties of the vacated office. The appointed officer shall serve until the next meeting of the Association at which time an election shall be held to fill the remainder of the unexpired term of such office.

ARTICLE XII – BYLAW AMENDMENTS

Any proposed amendment to these Bylaws shall be submitted in writing to the Chairman, Committee on Laws (Chairman) of the Association at least sixty (60) days prior to the opening of any meeting of the Association. The Chairman shall forward copies of the proposed amendment to each member Lodge of the Association at least thirty (30) days in advance of any meeting of the Association. A simple majority of the delegates and representatives

present and voting shall prevail; provided, however, any proposed amendment to these Bylaws which has not been so submitted and referred, may be received and acted upon by the Association on a two-thirds (2/3) majority vote of the delegates and representatives present and voting.

ARTICLE XIII – ADOPTION

These Bylaws shall take effect and shall supersede all previous editions and amendments upon adoption by the Association and upon approval of the Grand Lodge Committee on Judiciary.

Approval:

NSEA, April 23, 2022

Judiciary, May 19, 2022

Change 1

NSEA, November 18, 2023

Judiciary, December 31, 2023

ADDENDUM TO THE BYLAWS
OF THE
NEVADA STATE ELKS ASSOCIATION
SCHEDULED ROTATION OF MEETINGS

Year

Annual Meeting

2022 Boulder City 1682

2023 Las Vegas

Mid-Term Meeting

2022 Tahoe/Douglas 2670

2023 Carson City