

Constitution and Bylaws of the Past District Deputy Grand Exalted Rulers of the “Great” Southeast District #4360 of the Benevolent and Protective Order of Elks of the United States of America

PREAMBLE

The purpose of the Southeast District Past District Deputy Association is to foster the spirit of good fellowship between the members of the District. To render experienced council to the District when called upon, thereby keeping the administration of the District in safe and capable hands. To make certain the District is a credit to the community and the Order.

It is upon this high plane of duty that every Past District Deputy is called into the service of the Southeast District. Such experience and knowledge should always be available to the Lodges and members of the District.

ARTICLE I – NAME

The name of this Association shall be the Past District Deputy Association of the Southeast District #4360 of the Benevolent and Protective Order of Elks of the United States of America.

ARTICLE II – PURPOSE

The purpose of this Association, organized by the request of Michigan’s Grand Lodge sponsor, Past Grand Exalted Ruler, the Honorable James C. Varenhorst, shall be to stand ready at all times to give counsel, advice and aid to the Southeast District and its Officers. To maintain the high standards of the District and to nourish the spirit of good fellowship among the District Officers and the member Lodges. To assist the District Officers (when requested), as a group on matters that will leave the District Officers free to carry out their regular District duties.

ARTICLE III – MEMBERSHIP

Every Past District Deputy Grand Exalted Ruler of the Southeast District and every Past District Deputy Grand Exalted Ruler of any other B.P.O.E. District, who is in good standing in the Order, and is now a member or will become a member of the Southeast District; will become a

member of this Association upon the prescribed payment of annual dues to this Association. They shall continue to be a member as long as they continue to be a member in good standing of the Southeast District.

Upon joining this Association, the new member shall be given his/her Past District Deputy Grand Exalted Ruler badge.

ARTICLE IV – OFFICERS

The Officers of the Association shall be the President and Secretary/Treasurer.

SECTION 1 – PRESIDENT

The President shall be the chief executive officer of the Association and shall, subject to the control of the members of the Association, have general supervision, direction and control of all the activities of the Association. The President shall preside at all meetings of the Association. The President shall have the general powers and duties usually vested in the office of President and shall have such other powers and duties as may be prescribed by the Association or its bylaws. The Presidents term of office shall be for one year and then the President shall succeed to the Office of Secretary/Treasurer.

SECTION 2 – SECRETARY/TREASURER

The Secretary/Treasurer shall keep or cause to be kept, at such a place as the Association may direct a book of minutes of all meetings of the Association for a period of at least five (5) years. The minutes shall include the time and place of the meeting, whether regular or special and if special how it was authorized, the notice given and the names of those present and the proceedings thereof.

The Secretary/Treasurer shall give or cause to be given notice of all meetings of the Association required by the Association's bylaws in Chapter 2.

The Secretary/Treasurer shall distribute true copies of the meeting minutes as required by the Associations bylaws in Chapter 2.

The Secretary/Treasurer shall keep and maintain, or cause to be kept and maintained adequate and correct accounts of all the properties, monies and transactions of the Association. Including accounts of its endowments, dues, gifts, assets, receipts, liabilities, disbursements, gains, losses and net worth.

The books of accounts shall be open to inspection, with due notice given to the Secretary/Treasurer by the Association.

The Secretary/Treasurer shall deposit all monies and other valuables in the name and to the credit of the Association, with such depositories as may be designated by the Association.

The Secretary/Treasurer shall disburse the funds of the Association in a manner designated by the Association.

The Secretary/Treasurer shall render to the President or the Association, whenever they request it, an account of all transactions while in office and the financial condition of the Association.

The Secretary/Treasurer shall require that all checks, drafts, or orders for payment of money, notes or other evidences of indebtedness issued in the name of or payable to the Association, be signed or endorsed by the officers empowered by the Association in such a manner as shall be determined by resolution of the Association.

The Secretary/Treasurer shall have such other powers and perform such other duties as may be prescribed by the Association or Bylaws, including the Treasurer's report to be made by the Secretary/Treasurer at each regular meeting.

The Secretary/Treasurer term of officer shall be for one year, after which he/she will become a regular member entitled to all rights and privileges.

SECTION 3 – OTHER ELECTION PROCEDURES

In the event that a member / members succeeding to or elected to their respective office are unable to accept their term of office or resign from that office. The vacancy occurring will be filled through nomination and election of members eligible and in good standing by either voice vote or secret ballot for the respective vacant office as the Association members may direct at their regular meeting.

If necessary, the presiding Officer may temporary fill the vacancy until the next official meeting of the Association.

ARTICLE V – COMMITTEES

Such committees as may be found necessary may be appointed from time to time to serve any specific purpose undertaken by the Association. The President may appoint such committees, unless the Association prefers to select same.

ARTICLE VI – AMENDMENTS

The constitution and Bylaws of the Southeast District can only be amended at a regular meeting and shall require a two-thirds (2/3) vote of the members present to amend.

A copy of the purposed amendment / amendments shall be sent to every member at least two weeks before the regular meeting at which the purposed amendment / amendments will be presented and voted on.

All proposed amendment / amendments to this Constitution and Bylaws that are in conflict with either the Grand Lodge Constitution and

Statutes Annotated or the Constitution and Bylaws of the Michigan Elks Association, shall be declared "Out of Order" by the President.

BYLAWS OF THE SOUTHEAST PAST DISTRICT DEPUTY ASSOCIATION

CHAPTER 1 – ELECTION OF OFFICERS

The annual meeting, at which the Officers of this Association shall succeed to office or be elected, shall be held at the regular meeting in the month of September of each year. Election of officers may be by voice ballot or secret ballot as the members of this Association may prescribe annually.

CHAPTER 2 – MEETINGS

Regular meetings of this Association shall be held at least three times a year, before the regular Southeast District meetings in September, January and April of each year.

Special meeting may be called by the President or by any member of the Association upon reasonable attempts to notify all members of the Association.

The Secretary/ Treasurer shall send notice of all meeting (regular or special) to all Past District Deputy Grand Exalted Rulers, whether they preside locally or out of state. The notice shall also request agenda items.

A quorum shall consist of six members, one of which shall be an Officer of the Association, at regular or special meetings.

Any Officer, as named in order in Article IV of the Constitution, present at a meeting at which a quorum is present, shall preside at that meeting.

A copy of the minutes of all meetings (regular or special) shall be sent to all Past District Grand Exalted Rulers of the District whether they are a paid up member or not.

Social meeting may be called at any time by any member and are encouraged by the Association. A quorum is not required for a social meeting and no formal business will be conducted.

CHAPTER 3 – ASSOCIATION DUES

The regular membership dues of this Association shall be ten dollars U.S. (\$10.00) per year, payable at the annual meeting in September of each year.

A reminder for the payment of dues shall be included in the reminder for the September meeting. This notice shall be sent to all Past District Deputy Grand Exalted Rulers of the District, whether they are current members of the association or not, whether they live locally or out of state.

All dues shall be paid to the Secretary/Treasurer in person or transmitted to the Secretary/Treasurer by cash, register letter, postal note, money order or check, payable to the Association.

Members not in good standing, after having the opportunity to pay the annual dues and not complying will forfeit all their rights and privileges until their dues are current.

The dues of any member, who is sick or distressed, may be remitted by a vote of not less than a majority of those present at meetings of the Association. Upon such dues remission, that member will be considered a member in good standing.

CHAPTER 4 – ACTIVITIES / FUNCTIONS

The Officers and members of this Association shall be on call and ready to serve the Southeast District when so called upon for any District business.

The Officers and members of this Association shall actively encourage the participation and attendance of all Elks in the many functions of the Benevolent and Protective Order of Elks.

CHAPTER 5 – SICKNESS / DISTRESS

Upon notification of the sickness, hospitalization, distress or death of a member of this Association, the Officers of this Association shall decide the proper tribute (card or flowers) to be sent to the member or his/her family.

If notification is during a regular or special meeting the members present shall vote on the proper action.

CHAPTER 6 – FINES

Fines of five dollars U.S. (\$5.00) shall be levied against members for various infractions of the rules of the Association. Including, but not limited to the wearing of the official Past District Deputy Grand Exalted Ruler badge at regular meetings of the Association or Southeast District.

Badges will be worn at any official function of the Southeast District or with proper notice at social events of the district lodges.

Current District, State or Grand Lodge Officers may substitute their issued badge.

CHAPTER 7 – GRAND LODGE AND THE MICHIGAN ELKS ASSOCIATION

This Association shall cooperate with Grand Lodge and the Michigan Elks Association in all activities for the good of the Order.

CHAPTER 8 – RULES OF ORDER

The rules of order that govern the Southeast District shall be followed in the parliamentary deliberations of this Association.

CHAPTER 9 – AMENDMENTS

The constitution and Bylaws of the Southeast District can only be amended at a regular meeting and shall require a two-thirds (2/3) vote of the members present to amend.

A copy of the purposed amendment / amendments shall be sent to every member at least two weeks before the regular meeting at which the purposed amendment / amendments will be presented and voted on.

All proposed amendment / amendments to this Constitution and Bylaws that are in conflict with either the Grand Lodge Constitution and Statues Annotated or the Constitution and Bylaws of the Michigan Elks Association, shall be declared “Out of Order” by the President.