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ADOPTED 2012 – Amended January 2017

First Amended By-Laws of
The Southeast District #4360 of the Michigan Elks Association

Preamble

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

Article I - Name

Section 1. This conference shall be known as the Southeast District #4360 of the Michigan Elks Association, hereinafter referred to as the Southeast District, or the District.

Article II - Membership

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

Section 2. Each member Lodge shall be entitled to representation to all meetings of the conference, other than an Executive Session, whether regular or special, by its Exalted Ruler, Esteemed Leading Knight, Secretary and its Chairman of the Board of Trustees. It shall be entitled to one additional delegate for each 200 members (or fraction thereof), as shown by its last annual report to the Grand Lodge. In the absence of a delegate, an alternative delegate designated by the Exalted Ruler may act. Each Lodge delegate shall be entitled to one vote. There shall be no voting "in absentia" or proxy.

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

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

Section 4. In the event of a tie ballot, on any issue, a new vote shall be held with discussion limited to one speaking for and one person speaking against the issue. The District Vice President shall select the speaker on each side from those wanting to be heard. In the

49 event the second vote results in a tie, succeeding ballots shall be held until a simple majority
50 is reached. This procedure shall be followed whether the vote is taken by a show of hands or
51 by secret ballot.

52
53 **Section 5.** All Past Exalted Rulers of member Lodges of this conference who do not come
54 within the above classification, and all alternate delegates not serving in the place of delegates,
55 shall be entitled to all the privileges of delegates, except the right to vote.

56
57 **Section 6.** Each duly authorized representative and delegate present at the meeting shall be
58 entitled to participate in and vote on all matters coming before the meetings of the conference.
59

60 Article III - Meetings

61 **Section 1.**

62
63
64 Section 1. The conference shall hold at least three (3) meetings annually, one meeting to be held in
65 September (Fall), one meeting to be held in January (Winter) and one meeting to be held in April
66 (Spring). The September and April meetings to be held no less than thirty (30) days and no more than
67 forty-five (45) days prior to the Fall and Spring Conferences of the Michigan Elks Association. The
68 January meeting shall be held on the Second Sunday following New Year's Day. The April meeting
69 shall be held on the second Sunday of the month. The September meeting shall be held on the First
70 Sunday following Labor Day. The specific dates and times for the meetings may be changed to allow for
71 holidays and special events as approved by vote at a regular District meeting. The meetings shall start at
72 1:00 p.m. All meetings shall be held at member Lodges on a numerical rotating basis (325, 1023, 1575,
73 1731, 1945, 1798, 2168, 2194, 2246). If declined by a Lodge the meeting location shall continue to follow
74 the rotation.
75

76
77 **Section 2.** Special meetings of the Conference may be called by the District Vice-President
78 with not less than twenty (20) days notice (in writing) to member Lodges. The District Vice-
79 President shall call a special meeting of the Conference when petitioned in writing by a majority of
80 the member Lodges.
81

82 **Section 3.** The District Vice President at his/her discretion may call an executive session.
83 Those notified to attend executive session shall be the District Vice President, the District Vice
84 Chairman, the District Secretary, the District Treasurer, the District Sergeant at Arms, Past
85 State Presidents of the District and all elected Officers of the Michigan Elks Association.
86 Executive sessions may be held in person at a designated location, by telephone or by
87 electronic means.
88

89 **Section 4.** Thirty-two (32) duly accredited delegates, representing not less than seven (7) two-
90 thirds of the Lodges in the district shall constitute a quorum.
91

92 Article IV - Officers

93
94
95 **Section 1.** The elected Officers of this conference shall be District Vice-President, District
96 Vice Chairman, District Secretary, and District Treasurer and shall be nominated under "New
97 Business" at the Fall meeting. Nominations shall be reopened during "Old Business" at the
98 Winter meeting. Nominees for both the District Vice-President and the Vice Chairman shall be
99 recognized as a Past Exalted Ruler of their Lodge, as defined by the Grand Lodge Annotated
100 Statutes, when they are installed at the Spring Convention. The election of Officers shall be

101 held at the winter meeting by written ballot if more than one candidate is presented for an
102 elected office. If there is no candidate for the Office of District Vice-Chairman, The District Vice-
103 President may appoint a qualified member to that position with with approval of the majority of District
104 Advisers. Nominations and elections shall follow the District approved Order of Business. The incoming
105 District Vice-President shall appoint a Chaplain, Tiler and a Sergeant-at-Arms following his
106 election and before he takes office.

107
108 **Section 2.** The District Vice-President and the District Vice-Chairman shall serve a term of one
109 year commencing with their installation at the annual spring meeting of the Michigan Elks
110 Association and their term shall end when their successor is installed. Upon the nomination of
111 the District Advisors, a current or former District Vice-President or District Vice-Chairman may
112 seek reelection. The District Secretary and District Treasurer shall hold their respective offices
113 for one year and may seek reelection.

114
115 **Section 3.** A member, who has been an Exalted Ruler of his Lodge, is a member of the Grand
116 Lodge, and whose Lodge is in good standing with the Conference, the State Association and
117 Grand Lodge shall be nominated and elected each year for the office of District Vice-President of
118 the Southeast District of the Michigan Elks Association by the delegates at the Winter meetings.
119 The name of the nominee so elected shall be presented from the floor at the annual meeting of the
120 Michigan Elks Association under the business of "Election of Officers" as a candidate for the office
121 of District Vice-President of the Southeast District of the Michigan Elks Association. If one or more
122 others are also nominated for Vice-President of the District at the annual meetings the Office shall
123 be filled by the Candidate who receives a simple majority of votes case for the Office. The election
124 shall be by Secret ballot.

125
126 **Section 3a.** When more than one candidate is nominated for election to a District Office, the
127 election shall be conducted by secret ballot on forms that are supplied by the District Secretary. A
128 majority vote (over 50% of the ballots cast) is required for election. In the event that multiple
129 candidates are nominated (three or more candidates) the election shall proceed as follows: If on
130 the first ballot a single candidate receives a majority vote (more than 50% of the ballots cast) that
131 candidate shall be declared duly elected to the office being sought. However, if a majority of the
132 ballots are not cast for a single candidate, the candidate receiving the least number of votes shall
133 have his name removed from the ballot list and a subsequent election will be conducted. This
134 procedure will continue until one candidate receives a majority vote (over 50% of the ballots cast)
135 and is declared duly elected by the District Vice-President. The Vice-President shall name three
136 tellers to collect and count the ballots cast.

137
138 **Section 3b.** Whenever a candidate wishes to run for an elected District office, they shall first
139 receive the endorsement of their home Lodge for that office. At least thirty (30) days prior to the
140 September District meeting they shall file a letter of intent to seek that District office with the District
141 Secretary, each District Lodge and the District Advisors. Candidates for the Office of District Vice-
142 Chairman and District Vice-President shall secure in writing the approval of a District Adviser to
143 mentor them through their time of service.

144
145
146 **Section 4.** The District Vice-President shall preside at all meetings, decide all questions of
147 order (subject to appeal to the Conference), appoint all committees not otherwise provided for, and
148 perform such other duties as may be required of him/her by the action of the Conference according
149 to Robert's Rule of Order.

150
151 If for any reason the office of District Vice-President shall become vacant; the Secretary shall

152 immediately notify the President of the Michigan Elks Association and recommend the Vice-
153 Chairman of the Conference be appointed to the position of Vice-President of the Southeast District
154 of the Michigan Elks Association. The appointed Vice-President shall then be considered as the
155 elected Vice-President of the Conference. Within thirty (30) days after having received his/her
156 appointment as Vice-President he/she shall call a special meeting to elect a Vice-Chairman of the
157 Conference.

158
159 To cover the expenses incurred in the faithful performance of their duties, the District Vice-
160 President shall receive the amount approved by the budget committee and approved on the floor of
161 the Spring District Conference not to exceed \$300.00.

162
163 **Section 4a.** The Vice-Chairman shall attend all meetings of the Conference and assist the
164 District Vice-President in the performance of their duties and shall preside at meetings of the
165 Conference in the absence of the District Vice-President.

166
167 To cover the expenses incurred in the faithful performance of his/her current duties and duties as
168 may be assigned, the District Vice-Chairman shall receive the amount approved by the budget
169 committee and approved on the floor of the Spring District Conference not to exceed \$300.00.

170
171 **Section 5.** The Secretary shall attend all meetings of the District, keeping proper minutes
172 of the proceedings, preserve all books and documents, receive all money paid into the District,
173 pass all funds on to the Treasurer after making permanent record of said monies and perform
174 such other duties as are properly required of him/her. The Treasurer shall receive all funds
175 paid into the District from the Secretary and shall make proper records thereof and shall pay
176 out the money of the District as required by the By Laws and as directed by motion and vote
177 at District meetings. He/she shall maintain accurate accounts of all money so received and
178 disbursed and shall make an accounting at the three District meetings. In no event shall
179 disbursements exceed income during any given District year. All disbursements will be reported
180 to the membership at the next regular meeting.

181
182 To cover the expenses incurred in the faithful performance of their duties, the District Secretary
183 shall receive the amount approved by the budget committee and approved on the floor of the
184 Spring District Conference not to exceed \$200.00.

185
186 To cover the expenses incurred in the faithful performance of their duties, the District Treasurer
187 shall receive the amount approved by the budget committee and approved on the floor of the
188 Spring District Conference not to exceed \$200.00.

189
190 **Section 6.** The Sergeant-at-Arms and the Tiler shall execute the orders of the Vice-President,
191 guard the sanctity of the meeting, assist in preserving order, and perform such other duties as are
192 properly required of them.

193
194 **Section 7.** The Chaplain shall conduct the devotional exercises of all District Conference
195 meetings and assemblies. They shall also perform such other duties as are properly required of
196 him/her.

197
198 **Section 8.** An annual audit of the Treasurer's activity, documents and records shall be
199 conducted by any three Past State Presidents of the Southeast District as named by the
200 Senior Past State President of the District. A report shall be presented at the Spring District
201 meeting.

202
203 **Section 9.** In the absence of the District-Vice President, the District Vice-Chairperson shall
204 preside and in the absence of the District Vice-Chairperson, the Deputy Grand Exalted Ruler
205 will preside at said meeting of the conference.

206 Article V - Revenue

207
208
209 **Section 1.** Each member Lodge of this District shall pay dues annually, no later than April
210 30th of each year.

211
212 **Section 2.** The amount to be billed on April 1st of each year shall be one dollar (\$1.00) for
213 each member on the rolls. The membership figure shall be the same as reported on the
214 March 31st annual report as submitted to Grand Lodge, line 12. "TOTAL NUMBER OF ELKS
215 ON ROLL." These District dues shall be payable to the Secretary and shall be used to defray
216 the cost of conducting business by the District.

217
218 **Section 3.** Whenever it may become aware by notice or otherwise, that the amount of
219 unappropriated cash in the hands of the Treasurer exceeds three thousand (\$3,000.00)
220 dollars, the excess dollars, shall be invested within thirty (30) days after the close of the
221 regular or special District meeting at which the excess funds have been reported. The
222 investment shall be at the recommendation of the majority agreement of the Past State
223 Presidents of the District and shall be carried out by the District Treasurer. Upon Motion and
224 approval by the District Membership at the next scheduled meeting, withdrawal from the
225 investment vehicle shall require any two or the three approved signatures registered with the
226 account, which shall consist of the 1) District Treasurer, the 2) District Secretary, and 3) a
227 designee of the Past State Presidents of the Southeast District.

228 Article VI - Committees

229
230
231 **Section 1.** The District Vice-President shall appoint, within thirty (30) days after their election,
232 with the assistance and advise of the advisory committee (Past State Presidents), the following
233 standing committees.

234
235 **Section 1a.** A Budget Committee, consisting of The immediate Past District Vice-President,
236 District Treasurer, District Vice-President and District Vice-Chairman and one Past State President
237 of the District as adviser. All serve this committee subject to the will of the District Vice-President or
238 until the conclusion of the annual meeting of the Michigan Elks Association. The first member
239 named to the committee shall be the Chairman. The purpose of this committee shall be to prepare
240 and present a budget for approval of this conference at the Fall meeting.

241
242 **Section 1b.** A Registration Committee, consisting of not less than three (3) Elks in good
243 standing of member Lodges of this Conference, to hold office subject to the will of the District Vice-
244 President or until the conclusion of the annual meeting of the Michigan Elks Association. The first
245 member named to the committee shall be the Chairman. The purpose of this committee shall be to
246 register delegates, alternates, and others attending the District Conference meetings, certify voting
247 eligibility and to furnish the Secretary with an accurate meeting attendance report.

248
249 **Section 1c.** A By-Law committee, consisting of not less than three (3) Elks in good standing of
250 member Lodges of this Conference and one or more Past State President(s) of the District as
251 adviser, to hold office subject to the will of the District Vice-President or until the conclusion of the
252 annual meeting of the Michigan Elks' Association. The first member named to the committee shall
253 be the Chairman. The purpose of this committee shall be to maintain the master copies of the By-

254 Laws of this district, draft recommended amendments to the District Bylaws and submit them for
255 review and vote of the District delegates in accordance with Article VIII, Section 1 of the District By-
256 Laws. Further, it shall be the duty of the By-Law committee to review annually the By-Laws of the
257 Southeast District to ascertain the necessity of amending said By-Laws as may be required. A
258 report of this annual review shall be given at the Winter meeting of this Conference.
259

260 **Section 1d.** The Audit Committee, consisting of not less than three (3) Elks in good standing of
261 member Lodges of this Conference, one of which shall be a Past State President of the District to
262 hold office subject to the will of the District Vice-President or until the conclusion of the annual
263 meeting of the Michigan Elks Association. The first member named to the committee shall be the
264 Chairman. The purpose of this committee shall be to audit the accounts of the District Secretary
265 and District Treasurer (expenditures as compared to budget, proper authorizations, etc.) and to
266 report the results of the annual audit at the Spring meeting of this Conference.
267

268 Section 1e. A Chairperson for the following Committees: Americanism, Community
269 Welfare/Organ Donor/Special Events, Drug Awareness, Hoop-Shoot, Lodge Activities/Star Lodge
270 Award, Membership/Lapsation, National Foundation, National Veteran Service, National Veteran
271 Service Ann Arbor Hospital, National Veteran Service Battle Creek Hospital, National Veteran
272 Service Detroit Hospital, Public Relations/Government Relations, Ritual, Scholarship, and Youth
273 Activities.
274

275 **Section 1f.** Any request for charitable donations shall be presented to a committee comprised
276 of the District Vice-President, District Vice-Chairman and a Past District Vice-President not less
277 than seven (7) days prior to a regularly scheduled District meeting. The recommendation of said
278 committee will be presented to the District membership at the next regularly scheduled meeting, in
279 the form of a motion by the original proposer and voted upon.
280

281 **Article VII - Endorsement of Candidates to State Office**

282

283 **Section 1.** Nominations from the Southeast District for endorsement of a candidate for any
284 State office of the Michigan Elks Association will be received from the floor and voted upon by the
285 duly authorized delegates present and voting at the Winter Conference of the Southeast District.
286 These nominations are to be presented under the heading of "New Business." When more than
287 one candidate is nominated for endorsement to a State Office, the election shall be conducted by
288 secret ballot on forms that are supplied by the District Secretary. A majority vote (over 50% of the
289 ballots cast) is required for endorsement. In the event that multiple candidates are nominated (three
290 or more candidates) the election shall proceed as follows: If on the first ballot a single candidate
291 receives a majority vote (more than 50% of the ballots cast) that candidate shall be declared duly
292 elected to the office being sought. However, if a majority of the ballots are not cast for a single
293 candidate, the candidate receiving the least number of votes shall have his name removed from the
294 ballot list and a subsequent election will be conducted. This procedure will continue until one
295 candidate receives a majority vote (over 50% of the ballots cast) and is declared duly endorsed by
296 the Chairman.
297

298 **Section 1a.** Whenever a candidate wishes to be nominated for the endorsement of the District
299 for any State office, they shall first receive the endorsement of their home Lodge for that office,
300 then at least thirty (30) days prior to the Winter Conference of the District, will notify each Lodge

301 Secretary of the District of his/her desire to be nominated for the endorsement of the District for the
302 State Office.

303

304 **Section 1b.** A member, who has been Exalted Ruler of their Lodge and whose Lodge is in
305 good standing with this Conference, State Association and Grand Lodge, shall be nominated
306 and elected every six (6) years commencing with the next open election for the Office of
307 Trustee of the Southeast District by the delegates of this Conference at the Winter Meeting. No
308 Trustee can hold Office or be elected to more than one term. Any Trustee who is appointed to
309 fulfill a vacancy existing for a period of not more than three (3) years is eligible for election to
310 one full six (6) year term. The name of the nominee so elected shall be presented from the floor at
311 the annual meeting of the Michigan Elks Association under the business of "Election of Officers" as a
312 candidate for the office of Trustee of the Southeast District of the Michigan Elks Association. If one or
313 more others are also nominated for Trustee of the District at the annual meetings, the Office shall be
314 filled by the Candidate who receives a simple majority of votes cast for the Office. The election shall
315 be by Secret ballot

316

317

318 Any person appointed or elected to fill a vacancy in the term of a Trustee for a period greater
319 than one half of a term shall be considered to have been elected to serve one term in that
320 office for purposes of term limits.

321

322 **Section 1c.** A member, in good standing with their Lodge and whose Lodge is in good
323 standing with this Conference, State Association and the Grand Lodge, shall be nominated
324 and elected every six (6) years commencing with the next open election for the Office of
325 Commissioner, Michigan Major Projects by the delegates of this Conference at the Winter
326 Meeting, commencing with the next open election for Commissioner, Michigan Major Projects.
327 No Major Projects Commissioner can hold Office or be elected to more than one (1) six (6)
328 year term, however a Commissioner who is appointed to fulfill a vacancy existing for a period
329 of not more than three (3) years is eligible for election to one full six (6) year term. . The name
330 of the nominee so elected shall be presented from the floor at the annual meeting of the Michigan
331 Elks Association under the business of "Election of Officers" as a candidate for the office of
332 Commissioner, Michigan Major Projects of the Southeast District of the Michigan Elks
333 Association. If one or more others are also nominated for Commissioner, Michigan Major
334 Projects of the District at the annual meetings the Office shall be filled by the Candidate who
335 receives a simple majority of votes cast for the Office. The election shall be by Secret ballot.

336 Any person appointed or elected to fill a vacancy in the term of a Commissioner, Michigan
337 Major Projects for a period greater than one half of a term shall be considered to have been
338 elected to serve one term in that office for purposes of term limits.

339

340 **Section 1d.** A member, in good standing with their Lodge and whose Lodge is in good
341 standing with this Conference, State Association and the Grand Lodge, shall be nominated and
342 elected every six (6) years for the Office of Commissioner, Charitable Grant Fund (Gold Key) by
343 the delegates of this Conference at the Winter Meeting, commencing with the next open election
344 for Commissioner, Charitable Grant Fund (Gold Key). No Charitable Grant Fund Commissioner
345 can hold Office or be elected too more than one (1) six (6) year term, however a Commissioner
346 who is appointed to fulfill a vacancy existing for a period of not more than three (3) years is
347 eligible for election to one full six (6) year term. The name of the nominee so elected shall be
348 presented from the floor at the annual meeting of the Michigan Elks Association under the business of
349 "Election of Officers" as a candidate for the office of Commissioner, Charitable Grant Fund (Gold
350 Key) of the Southeast District of the Michigan Elks Association. If one or more others are also
351 nominated for Commissioner, Charitable Grant Fund (Gold Key) of the District at the annual
352 meetings, the Office shall be filled by the Candidate who receives a simple majority of votes cast for

353 the Office. The election shall be by Secret ballot.

354
355
356 Charitable Grant Fund (Gold Key) as provided in the constitution of the Michigan Elks
357 Association. Any person appointed or elected to fill a vacancy in the term of a Commissioner,
358 Charitable Grant Fund (Gold Key) for a period greater than one half of a term, shall be
359 considered to have been elected to serve one term in that office for purposes of term limits.

360
361 **Section 1e.** A member, who has met the criteria specified in the Michigan Elks Association
362 By Laws and whose Lodge is in good standing with this Conference, State Association and
363 the Grand Lodge, shall be nominated and elected every six (6) years, or as may be required,
364 for the Office of Second Vice-President of the Michigan Elks Association by the delegates of
365 this Conference at the Winter Meeting, commencing with the next open election for Second
366 Vice-President. The name of the nominee so elected shall be presented from the floor at the
367 annual meeting of the Michigan Elks Association under the business of "Election of Officers" as a
368 candidate for the office of Second Vice-President of the Michigan Elks Association. If a suitable
369 candidate is not available or qualified the District shall pass their turn in the rotation of state
370 Districts.

371
372 **Section 1f.** Upon the installation of Southeast District candidate to the office of President of
373 the Michigan Elks Association, a gift of one thousand dollars (\$1,000.00) will be presented to
374 him/her at the next district meeting following their installation. An amount of one hundred sixty-
375 six dollars and sixty-seven cents (\$166.67) will be set aside every year from the general fund
376 for this purpose, with two cents being returned to the general fund after the donation.

377 Article VIII - Amendments

378
379 **Section 1.** Proposed amendments to the by-laws of the Southeast District Conference of the
380 Michigan Elks Association shall be submitted to the member Lodges in writing, stating in fact all
381 information pertinent to the proposed changes at least thirty (30) DAYS PRIOR TO THE ACTUAL
382 VOTING which may be held at either the Fall, Winter or Spring meeting. It shall take a two-thirds ($\frac{2}{3}$)
383 majority of the voting delegates to amend any District by-laws. The amendments to the by-laws will
384 be presented to Grand Lodge Judiciary for an advisory opinion prior to them taking effect.
385

386
387 Submitted by: Edwin Geishert Jr, Past State President
388 Southeast District #4360
389 Michigan Elks Association

390
391 John Kuptz, Past State Presidents
392 Southeast District #4360
393 Michigan Elks Association
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