

UTAH LADIES OF ELKS
CONSTITUTION AND BY-LAWS

ARTICLE I

Name

The name of the Association shall be Utah Ladies of Elks Association.

ARTICLE II

The objective of this Association shall be:

To promote unity and understanding among members.

The Utah Ladies of Elks shall assist the Benevolent and Protection Order of Elks.

To maintain and support charitable projects.

To promote education, social and civic advancement/achievements.

To participate in community activities.

ARTICLE III

Section 1

The policies of the Association shall be in harmony with the policies of the Utah Elks Association.

Section 2

This Association shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise or candidate for any political office shall be endorsed by this Association. The name of the Association or its officers in their official capacity shall not be used in connection with any commercial concern or with any political party or candidate, or for any other than the regular work of the Association.

ARTICLE IV

Membership

Membership in the Utah Ladies of Elks Association shall be members in good standing in a local organization which is affiliated with the Utah Ladies of Elks.

ARTICLE V

Officers

Section 1

Officers of the Association shall be President, First Vice-President, Second Vice-President, Secretary, Treasurer, Parliamentarian, Historian and Director. The Director will be the immediate Past State President. The Advisory Board will be comprised of three (3) Past State Presidents.

Section 2

The incoming President will select her Secretary, Parliamentarian and Advisory Board.

Section 3

There shall be a State Board Representative from each organization.

ARTICLE VI
Meetings and Quorum

Section 1

The Annual Convention, Fall and Spring Meetings shall be held on the same dates and in the same city as the Utah Elks Association. Notice thereof to be given in writing to the State Officers and Local Presidents. Presidents shall notify Board Members and Members of their organizations.

Section 2

A meeting shall be called immediately prior to Convention, Fall and Spring Meetings for State Officers and Advisory Board. The purpose is to inform the officers of the agenda of the meetings.

Section 3

Special Meetings of the Association can be called by the President, or by the Advisory Board. The Secretary shall notify State Officers, Local Presidents, and Board Representatives in writing of the time, date and place of any special meeting at least ten (10) days in advance of the time set for the meeting and shall set forth the nature of the business to be transacted. No business shall be transacted at any special meeting, except that for which the meeting is called.

Section 4

Two-thirds (2/3) of the State Board Representatives present at the meeting shall constitute a quorum.

BY-LAWS
ARTICLE I
Election of Officers

Section 1

Officers of the Association shall be elected at the Annual Convention Meeting. Officers shall take office immediately following Convention and serve through the next Annual Convention Meeting. Those to be nominated for office must be in attendance at that meeting. If unable to attend, reason must be presented in writing and accepted by

Officers and Board Members: Those running for office must be in good standing and endorsed by a local organization. Notice of an organization's intention to nominate a member for office should be announced from the floor at the Spring Meeting. Nominations will be accepted from the floor at the Election Meeting.

Section 2

If, for any cause, any elected office except that of President or Vice-President becomes vacant, that office will be filled by the Advisory Board. If the office of President becomes vacant, the First Vice-President shall succeed to that office. If the office of First Vice-President becomes vacant, the Second Vice-President shall succeed to that office. A vacancy in the office of Second Vice-President shall be filled for the current year by a Past State President appointed by the President.

ARTICLE II

Duties of Officers

Section 1

It shall be the duty of the President to preside at all meetings. She shall appoint the Secretary, Parliamentarian, three (3) Past Presidents to her Advisory Board, and all committees. It shall be her duty to make one official visit to each affiliated organization's business meeting or social function sponsored by the local Ladies of Elks organization if necessary during her year in office. If impossible, the President shall call upon her First Vice President to make some visitations.

The President shall assist, when asked, to help form a new Ladies of Elks organization.

Section 2

It shall be the duty of the First Vice-President to act as presiding officer in the absence of the President or at the President's request. She shall oversee the project of the Association.

The First Vice-President shall be in charge of arranging a function to recognize the past Presidents of the state Ladies of Elks. The function will not conflict with any meetings or functions of the state Ladies of Elks or Utah Elks Association.

The First Vice-President shall have in her possession, at the Annual Convention, a Past President's pin which is to be presented to the outgoing President.

Section 3

It shall be the duty of the Second Vice-President to assist the Secretary in taking the minutes of the meetings. She shall be responsible for the correct seating of the officers, board members, and honored guests at all meeting of the Association.

Section 4

It shall be the duty of the Secretary to keep a record of all meetings pertaining to the business of the Association and she shall conduct the correspondence of the Association.

Section 5

The Treasurer shall bond all elected officers immediately after taking office. The Treasurer's Report, funds and financial records shall be turned over to the newly elected Treasurer at the adjournment of the Annual Convention Meeting. The Treasurer shall pay all bills approved by the Board Members in all sessions of the Utah Ladies of Elks. The Treasurer shall keep a record of all funds received and disbursed. All project monies shall be recorded separately from the General Fund. The Treasurer will give a report at the Fall, Spring, and Annual Convention Meetings.

The mold and pins for the Past Presidents shall be the responsibility of the Treasurer.

It will be the responsibility of the outgoing Treasurer, the incoming Treasurer and incoming President to create a proposed budget for the coming year. This budget will be presented to the membership for approval (by vote) at the Fall Meeting of the Utah Ladies of Elks.

Section 6

The Advisory Board shall audit all accounts of the Treasurer. Audit shall begin at the Spring Meeting. They shall present the report of the final audit at the Annual Convention Meeting.

Section 7

The Historian shall prepare a history book of the Association for the current year to be presented to the President at the Annual Convention Meeting.

Section 8

The Parliamentarian shall attend all meetings of the Association. She shall advise the President, when called upon, on questions of Parliamentary Law or Procedures. She must be able to interpret the Association's Constitution and By-Laws and Robert's Rules of Order, Newly Revised. She shall be a member of the Advisory Board without a vote.

Section 9

The Officers, Director and Advisory Board shall have the authority to transact such business as may be necessary between meetings. They shall report such transactions at the next regular meeting.

Section 10

All officers shall attend all meetings, both regular and special. If any officer is absent, she shall present in writing an explanation that is acceptable to the officers, board members, and members. If no acceptable written notice is given, the officer shall be replaced at that meeting.

ARTICLE III Annual Dues

The dues of each member shall be four dollars (\$4.00) per year.

ARTICLE IV Voting Power

Each affiliated organization shall have the same voting power. Each organization shall have only one vote. Any member may introduce a motion, however, only the Board Representative may cast the vote. The Board Representative shall cast the vote for her organization for the Election of Officers and all motions introduced. A Board Representative may not be a State Officer or a member of the Advisory Board.

ARTICLE V Project

The Utah Ladies of Elks shall have the option of supporting more than one project for the year. The projects will be proposed and discussed at Spring Meeting, and voted on at the Annual Convention Meeting. Proposed projects must be sent in writing to the First Vice-President before February 15th. If two projects are chosen, the division of money for each project shall be decided by each organization.

ARTICLE VI Amending the Constitution and By-Laws

This Constitution and By-Laws may be amended at any Annual Convention Meeting by two-thirds (2/3) majority of those voting, provided those amendments have been read at the spring meeting and sent to the local Ladies of Elks organizations for their review and vote.

ARTICLE VII Rules

The rules contained in Robert's Rules of Order, Newly Revised shall govern the Association in questions not covered by these By-Laws.

STANDING RULES

1. State Officers and Local Presidents shall be notified of all State meetings by the Secretary after the President has been informed of the program by the chairman of the host city. All members of local organizations, State Board Members, and any Past State Presidents are to be informed of State Ladies of Elks meetings by their local organizations.
2. An installation ceremony may or may not be held. A copy of the installation ceremony must be kept on the file by the State President.
3. All project monies and State membership dues, along with a list of the paid-up members of the organization, shall be sent to the State Treasurer by April 15th. All project monies received after April 15th shall be applied to the next year's project.
4. The President shall receive nine-hundred (\$900.00) at Fall Meeting to be used toward the travel expense's of her visitations. The President is to keep an account of all monies spent figuring her mileage at the rate currently used by the Internal Revenue Service. A copy of this travel report will be given to each Board Member at the convention Meeting. Unused money is to be returned to the Utah Ladies of Elks Association. If the President exceeds the allowed \$900.00, she will not be reimbursed for her additional expenses.
5. The convention hostess organization shall be allowed their actual expenses not to exceed fifty dollars (\$50.00). Monies are to be used for the Memorial Service and installation at the annual convention.
6. Historian shall be reimbursed up to one hundred and fifty dollars (\$150.00) to be used for the President's book.
7. Presidents of each affiliated organization must limit their annual report to two (2) minutes. Reports must pertain only to fund raising functions, project, new ideas and charitable work. No monetary amounts shall be given.
8. Keys for filing cabinets shall be in the possession of the President and one at the Provo Elks where files are stored. Keys are to be passed to the successor of office.
9. If a Ladies of Elks organization is formed between April 1st and convention, they shall not pay dues until the following year.
10. Distribution of directories and all pertinent information shall be at the Fall Meeting.
11. The officer's bond shall be \$5,000.00.
12. Members of the host organization present, but not in attendance at meetings, will be recognized and then excused to return to lodge duties.

13. Selection of an Installing Officer will be left to the discretion of the President-Elect, providing the Installing Officer is a Past President of the Utah Ladies of Elks.

14. Project funds will be self-supporting. All project expenses will be deducted from project monies before it is turned over to the fund.

15. The Utah Ladies of Elks will act as host to the wife of the Grand Exalted ruler, at his official visit, for the ladies program. A gift will be presented to her at the luncheon. A luncheon ticket will presented to the wife of the Grand Lodge sponsor to Utah BPOE.

16. Only standard stationary with the Utah Ladies of Elks logo will be purchased when additional stationery is needed.