



## **Policy Manual**

**Policies of the Colorado Elks Association, Inc.**

**as determined by the**

**Board of Directors**

Revised November 2007

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## **Presidential and Vice-Presidential visits to Lodges**

WHEREAS; The State President and the three Vice-Presidents are generous in sharing their time and talent with the numerous Member Lodges, it is only proper and fitting that all courtesies should be extended them and that they be graciously received on their official visits to these Lodges.

The Exalted Ruler and Esquire should arrange in advance for the method of presentation of the honored guest or guests to the Lodge. The dignitary should be consulted and his/ wishes followed whenever possible.

The State President and the Vice-Presidents should well in advance contact the Lodges they are to visit to make arrangements regarding dates.

It is preferred they attend regularly scheduled Lodge meetings, or they may attend a social function already scheduled by the Lodge for their official visits.

The Host Lodge may plan a dinner for the Visiting Official, or some other social function, to which they will invite the spouse or companion of the Dignitary.

The Host Lodge may prefer having the visit at a regular Lodge meeting, and therefore not invite the spouse or companion. At some Lodges it is difficult to entertain the spouse or companion because of rules not permitting non-members in the Elks Home on Lodge nights. Other Lodges, who are small, simply cannot afford to entertain the spouse or companion by taking them to dinner. The Dignitary must therefore take these facts into consideration, and only bring their spouse or companion if they are also invited.

In advance of his or her scheduled lodge visitations, the President or Vice-President should notify State Association Officers, Trustees, Past State Presidents and District Deputy Grand Exalted Rulers who live in the surrounding area (a 40-50 mile radius) of his or her pending visit. The State Association Officers and Trustees are always ready and willing to attend the Lodge Meeting and pay respects to the visiting dignitary.

## **Rotation of Districts for Third Vice-President**

The Board of Trustees of the Colorado Elks Association, meeting in Colorado Springs on February 1, 2002, set up a rotation policy for Districts for State Presidents and this policy has been in effect since.

Therefore, beginning with the year 2002-2003, the person being presented as Third Vice-President should be from the following District:

|                   |      |      |      |
|-------------------|------|------|------|
| WEST DISTRICT     | 2002 | 2008 | 2014 |
| CENTRAL NORTHWEST | 2003 | 2009 | 2015 |
| CENTRAL SOUTHEAST | 2004 | 2010 | 2016 |
| MOUNTAIN DISTRICT | 2005 | 2011 | 2017 |
| SOUTH DISTRICT    | 2006 | 2012 | 2018 |
| NORTH DISTRICT    | 2007 | 2013 | 2019 |

If the District in rotation does not present for the Office of Third Vice-President a Candidate whose qualifications meet the prerequisites enumerated in paragraph three (3) of the "Presenting Candidates for Third Vice-President" section, then the Past State Presidents shall declare the District by-passed for that year and proceed to the next District in rotation. However, should the by-passed District present a qualified Candidate for the Third Vice-President's office the following year, the Nomination Committee may deviate from the stated rotation and declare the By-passed District in line. In the event of the vacancy of the position of a Vice-President, the Vice-Presidents below the vacancy, if any, shall automatically move up and assume the vacant

positions. At the next ensuing state convention, the Board shall direct the Nominating Committee to report only candidates from the same District as the Officer who created the vacancy. The vacant position will then be filled at the next State Convention from the district where the vacancy occurred. The Third Vice-presidents position will be filled according to the scheduled rotation.

## **Presenting Candidates for Third Vice-President**

The Past State Presidents strongly oppose recommendation of a Candidate by their respective Lodge or District before the February Quarterly of the year in which he or she is to run, or release of any letters or publicity material until the date of the February Quarterly Meeting.

The Past State Presidents will not accept letters from Lodges presenting Candidates until the February Quarterly Meeting.

The Past State Presidents, who make up the Nomination and Advisory Committee of the State Association, require that a Candidate for the office of Third Vice-President be a Past Exalted Ruler (PER), have a minimum of three (3) years active service in State Association Committees and/or appointive or elective offices before being accepted as a Candidate for Third Vice-President, and specify that the time spent in the chairs of subordinate Lodges shall not accrue to those three years of service. Nominations by this committee are not confirmed until the Nomination meeting, which is held during the early part of August each year.

## **Duties and Responsibilities of the Vice-Presidents**

**Workshop:** This workshop is held on Sunday morning the weekend of the State Convention in September. This is a meeting with the president, vice-presidents, secretary, treasurer and the newly named State chairmen of committees and any other Elks invited by the president. This is an informal layout of the president's year and general discussion session. This is most important to you as an indoctrination to your duties and an outline of your visitations and committee assignments.

This is the time that you and the newly appointed State Committee chairmen will get to know what is expected during the coming year.

**Committees:** You will be assigned a number of state committees to oversee during the year. The committee chairman should keep you informed as to how they are doing and to let you know of any problems. They should copy you on any correspondence so as to keep you up to date. The 'biggest problem we encounter is district chairmen who choose not to answer correspondence-or attend quarterlies. The state president strives to fill these slots with dedicated Elks but you should monitor your committees to see that they are performing their links to your satisfaction. Removal, if necessary, is done by the state P resident.

You should attend as many committee meetings as possible at quarterlies. Scheduling of the meetings sometimes requires you be two or more in the same hour. The State trustee from your district will sit in on one of the meetings for you at your request and give you a written report of the proceedings at that meeting. At your discretion, those committees that have inexperienced chairmen probably can better use your input and guidance.

**Visitations:** You will receive a list of lodges to be visited from the newly elected state president. You should coordinate your visitation schedule so as not to interfere with the District Deputy Grand Exalted Ruler. Your visitation schedule is otherwise up to you. It should include the message of the state president and include a brief outline of the Colorado Elks Association, what is available in the way of state committee help and assistance. Your visit can be at a lodge social function but is usually more effective if at a lodge meeting, your visit is not formal and your talk should be concise under Good of the Order. Each lodge will have its own way of introducing you to the membership; you should establish this with the Exalted Ruler before going into the lodge room.

The association will reimburse you for mileage, at the same monetary value Grand Lodge uses, to the lodge to be visited and motel room expense if not provided by the lodge, though most lodges will supply you with a motel room. The lodge will also provide dinner. Ladies from the lodge will usually provide your lady with entertainment and dinner. This should all be confirmed in advance with the Lodge Exalted Ruler before your visit.

It is a nice touch to notify the D.D.G.E.R. of your intended visit in case he wants to consult with you prior to your visit. You should also advise current state officers and active past state presidents who may wish to attend your visitation. If you have any doubts in your mind about visitations, please confer with the president or one of the other Vice-Presidents.

**State Convention:** At the State Convention in September, the second and third vice presidents will be assigned to host the visiting presidents from Wyoming and New Mexico. You will host them in a most hospitable manner. You will try to pay for their meals and drinks and keep receipts or records. The State association will reimburse you for these expenses. If your meal expenses are on the same receipt, please note this, so that they will be paid out of your expense budget. The State will pay for the dignitary's room and expenses till Sunday, including breakfast. The Board must approve, in advance, any unusual expenses such as gifts, Rockies, Bronco tickets etc. before they will be considered for payment.

**National Convention:** You will attend the Grand Lodge Convention if at all possible. You are considered as one of the co-hosts of the Colorado hospitality room. You will attend the Colorado luncheon on Wednesday. As Immediate Past State President, third, second and first Vice-President, your room and transportation will be paid for by the association and charged against your budget, but not your personal expenses. This will be airfare for you and your spouse. Should you wish to drive, your travel expenses shall not exceed the cost of airfare for you and your spouse. The Immediate Past State Presidents expenses will be taken out of the Grand Lodge Convention Committee Budget, account number (32100).

**August Budget Meeting:** You will be expected to attend this meeting to formulate the budget for the upcoming year. Our fiscal year runs from October 1 to September 30. You should remind your committee chairmen of this budget meeting at the May quarterly so as to get any budget requests to you well before this meeting. If you receive any requests, please forward to the state secretary as quickly as possible. This will eliminate a good deal of time at the meeting if he has this in advance. Your room and mileage, at the same monetary value Grand Lodge uses, but not your personal expenses, will be paid by the association and charged against your budget.

### State Pins

The State Association will pay for 750 pins (not to exceed \$1,000) to be given to those attending the Grand Lodge Session. The President is responsible for the design and handling of these pins. The President is responsible for the cost of the president's pin and can charge for them or give them away at his expense.

### Rotation of Districts for State Trustee

The State Trustees of the Colorado Elks Association shall be so elected that each Grand Lodge District in Colorado shall have one Trustee, and their terms of office shall be for three (3) years, and so staggered that two (2) Trustees shall be elected for each year.

Two Districts will present candidates for Trustee each year on a rotation basis. The Trustees whose terms expire in 1997 represent North and Central Southeast Districts. Thus the rotation of Districts as follows:

|                             |      |      |      |      |      |
|-----------------------------|------|------|------|------|------|
| South and Central Northwest | 2005 | 2008 | 2011 | 2014 | 2017 |
| Central Southeast and North | 2006 | 2009 | 2012 | 2015 | 2018 |
| West and Mountain           | 2007 | 2010 | 2013 | 2016 | 2019 |

### Requirement of Candidacy Notification

The Nomination and Advisory Committee shall be made up of Past State Presidents.

The Past State Presidents ask that any Lodge desiring to submit a candidate for a State Office send a letter of intent to the President of the Past State Presidents, no earlier than the February Quarterly meeting. Also, send a copy of the letter of intent to each active Past State President and the Secretary of The Colorado Elks Association. Those Past State Presidents may be found in the Colorado Elks Directory, under Nomination and Advisory Committee.

The Exalted Ruler and Secretary of the Lodge proposing candidate for State Office must sign the Nomination letter.

The Past State Presidents strongly oppose recommendation of a candidate by his or her respective Lodge or District prior to the February Quarterly of the year in which he or she is to run. The Past State Presidents will not accept letters from Lodges presenting candidates until the February Quarterly meeting.

The Past State Presidents will consider that all candidates for elective office in the Colorado Elks Association must have, as a minimum requirement, active service on State Association Committees and/or appointive offices for three full years, and that time spent in the chairs of subordinate lodges shall not accrue to those three years.

Nominations by this committee are not confirmed until the Nomination meeting, which is held during the early part of August of each year.

## **Policy for Quarterly Meetings**

**All Lodges wishing to host a Quarterly Meeting of the Colorado Elks Association are required to adhere to the following provisions:**

1. A resolution must be approved by the Host Lodge by a vote of the members, which indicates the Lodge is willing to be considered as the site for a Quarterly Meeting.

2. All applications to host a Quarterly Meeting will be sent by "Return Receipt Requested" mail to the Chairman of the State Association Meetings Commission and to the Secretary of the Colorado Elks Association. This application will be sent as soon as possible after the resolution is approved. Initial approval of the Quarterly Meeting will be made by the Meetings Commission and final approval by the Full Board of Directors.

3. Quarterly Meetings of the Colorado Elks Association Inc. will be held the first week-end of the months of February, May and November. Variance will be given in the case of Mother's Day in May, or other major conflicts. Lodges should not apply when another major function would be occurring in their vicinity that would compete for motel rooms or other facilities.

4. Each Lodge desiring to host a Quarterly Meeting shall complete and submit required forms at the time it makes application. There will be between 750 and 800 persons attending Quarterly Meetings; therefore you must have at least 400 motel or hotel rooms available within your city, plus the largest motel in the community, for visiting Elks and their companions or spouses.

5. The Host Lodge shall agree in its application to host a Quarterly Meeting to pay to the Colorado Elks Association \$3.00 for each registrant within 45 days of the close of the Quarterly Meeting and to complete and return the State Quarterly Income and Expense form within 45 days of the close of the Quarterly Meeting. (A copy of the State Quarterly Income and Expense form is available from the State Meetings Commission.

6. Registration fees for Quarterly meetings will be determined by the board of Trustees. If complete pre-registration, including registration fee, is received by the Host Lodge or Meetings Commission ten days prior to the first day of the Quarterly Meeting or on the date specified by the Meetings Commission, the registration fee shall be reduced to an amount determined by the Board of Trustees. (Companion registration included.) If registration fee is not received by the date due Lodges will be billed for the difference and members will not be permitted to attend meetings until delinquent registration fees are paid.

Registration fee will include:

Coffee and rolls Saturday and Sunday Mornings  
Ladies entertainment on Sunday Morning during the business session

The Host Lodge and/or the Meetings Commission will provide each Lodge in the State Association with pre-registration information well in advance of the Meeting.

The registration will be provided and staffed by the Host Lodge and/or the Meetings Commission.

It is suggested that the registration desk remain open on Friday evenings from 4:00 p.m. until a time determined by the Host Lodge or the meetings Commission. On Saturday open at 8:00 a.m. and close at a time determined by the Host Lodge or the Meetings Commission. On Sunday open at 7:00 a.m. and close at 8:00 a.m.

Simple name-tags will be provided by the Host Lodge and/or the meetings Commission to all registrants and their companions or spouses. It is suggested that the Host Lodge close its facility to all except those wearing proper name tags and that the doors should be monitored to insure this. For members of the Host Lodge who would feel shut out of their own Lodge, the Chairman of the quarterly meeting may give them name tags to get them in the door as Committeemen.

Courtesy registration will be given to the following State Officers and their companions or spouses by the Host Lodge:

- State President
- Three Vice-Presidents
- State Secretary
- State Treasurer
- Six State Trustees
- Past State President serving on the Board of Directors
- Six Appointive Officers: Chaplain, Sergeant at Arms, Organist, Tiler, Aide-to-the-President and Soloist

The Host Lodge and/or the Meetings Commission, after consultation with and approval from the State Secretary, will reserve a block of forty-five (45) rooms for the State Officers, Grand Lodge dignitaries and Past State Presidents. This is required so that all Officers may be housed together in order that informal business meetings or committee meetings may be held where this group is housed. The Chairman of the Quarterly Meeting will reserve this block of rooms at one of the better motels/hotels, with a coffee/shop restaurant facility, that is close by the Lodge, and notify the Meetings Commission when reservations are confirmed. The Meetings Commission will work directly with motel management and assign names to the rooms reserved. The Colorado Elks Association will pay for the motel/hotel rooms for the above-listed State Officers.

7. Every Quarterly Meeting will have a Saturday night banquet. Entertainment will be at the discretion of the State President. To help insure high quality food and reduce the chance of last minute surprises, tickets must be purchased no less than ten (10) days in advance. Information of this will be included in the pre-registration packet. The Host Lodge will provide banquet tickets to the same State Officers that received courtesy registration. The State President will determine the number of people and placement at the head table.

8. The Host Lodge will not be allowed to raise the price of its bar drinks for the Quarterly Meeting. Only those regular, daily bar prices will be allowed, and shall be conspicuously posted.

9. The Host Lodge will understand that no funds can be provided by the State Association, for a Lodge to host a quarterly meeting.

10. The Host Lodge and/or Meetings Commission will have separate, sound-proof meeting rooms available for the Meetings Commission and for the State Officers on Friday night at all quarterly meetings. The Meetings Commission will meet at 5:00 p.m. and the Board of Directors directly following this meeting or at a time determined by the State President. The Lodge Room of the Host Lodge will be available at 8:30 a.m. on Sunday for the business session of the State Association. If this room is too small a larger room shall be made available at a convenient distance from the Lodge.

The Host Lodge will be required to provide meeting rooms, or certain areas of the Elks Lodge for various committee meetings which are held Saturday morning and afternoon. Two separate rooms that, if possible, can seat at least fifty (50) people, and two separate rooms that can seat at least one hundred (100) people, and one (1) room that can seat at least seventy five (75) people, are required. Each room shall be sound proof so that no outside noise shall distract from the meeting. All meetings are to be held, if possible, at the Lodge Facility.

11. At the discretion of the Host Lodge and/or the Meetings Commission, room reservations may be handled in three (3) ways:

- 1) The Host Lodge may use a Housing Chairman to make all reservations for Members attending,
- 2) Each Lodge's delegate or visitor may make his own reservations, or
- 3) The Meetings Commission will handle reservations.

If a Housing Chairman is used, the room requests will be on a first-come first-served basis. Room requests should include number of rooms required and type of accommodation desired. Name of registrant and proper room deposit will be required.

If the members of the various Lodges are required to make their own room reservations, the Host Lodge shall have a Chairman assist the Lodges, or individual member, in their reservation by having a list of motels available, along with their phone number, number and type of rooms available and price range.

12. It is the duty of the Host Lodge to provide transportation in large enough numbers to satisfy the needs of the Delegates. Transportation should be used ONLY to travel between the Lodge and motels or banquet facilities. To provide a vehicle to go shopping or sight seeing is not the intent of this service.

13. The Host Lodge and/or Meetings Commission will furnish the Chairman of the Meetings Commission with a statement of operation on the required form WITHIN FORTY FIVE (45) DAYS after its quarterly concludes.

14. Any Lodge, Committee or individual desiring to hold a raffle to raise funds for a State or Lodge project must submit detailed plans to the Board of Trustees. Plans must be in the hands of the Trustees not less than 10 days prior to 4 pm Friday of the quarterly meeting during which the raffle is to be conducted. One copy of the plans shall be presented to each Trustee and to the President, Immediate Past President, Vice Presidents, Secretary, Treasurer of the Association and Executive Administrator of the Meetings Commission. Plan details must include prizes, cost of tickets, when and where the drawing will be held, use of funds raised and other pertinent information concerning the raffle.

Any raffle to benefit a state project must be cleared through the Association Games Manager and that approval must accompany the request. Raffles that benefit a Lodge project must be conducted under the Lodge Bingo License and approval of the Lodge Games Manager must accompany the request. A Lodge raffle conducted solely in a hospitality room does not need approval of the Board of Trustees.

Any Lodge, Committee or individual desiring to erect a booth in a commons area at a meeting to sell, display items or provide information to members attending must submit detailed plans to the Board of Trustees. Plans must be in the hands of the Trustees not less than 10 days prior to 4 pm Friday of the meeting. One copy of the plans shall be presented to each Trustee and to the President, Vice Presidents and Secretary Treasurer of the Association and Executive Administrator of the Meetings Commission. Plan details must include information concerning who will attend the booth, sales price of items to be sold, a list of items to be sold, articles and posters to be displayed, items to be given away, whether donations will be solicited, use of funds raised by donation or sales, and other information that may be pertinent to the booth.

15. The Meetings Commission will appoint an Administrator of State Association Meetings, who will serve at the pleasure of the Meetings Commission. This will assist the Meetings Commission in supervising Quarterlies and will lend continuity to the Quarterlies and assist the Host Lodges. The \$3.00 withheld from registration fees will be used for the Commission Administration.

The Administrator of State Association Meetings will assist in supervising the Quarterlies and will attend the Host Lodge planning meetings.

The Meetings Commission's authority is set by the State By-Laws. The Commission will give advice and see that the Host Lodge runs a good Quarterly.

## **Policy for State Conventions**

### **All Lodges wishing to host a state convention of the Colorado Elks Association are required to adhere to the following provisions:**

1. A resolution must be approved by the Host Lodge, by a vote of the Members at a regularly scheduled meeting, that states the Lodge requests it be considered for a State Convention.

2. All applications to host a State Convention will be sent by "Return Receipt Requested" mail to the Chairman of the State Association Meetings Commission and to the Secretary of the Colorado Elks Association. This application will be sent as soon as possible after the resolution is approved.

3. State Conventions of the Colorado Elks Association Inc. will be held on the second weekend of September. Any change in this weekend will be done with the approval of the Grand Lodge Sponsor of the Colorado Elks Association, or his successor.

4. Each Lodge desiring to host a State Convention shall complete and submit required forms at the time they make application. The Host Lodge must have a minimum of 700 motel or hotel room available, plus the largest motel in the community, for visiting Elks and their spouses or companions within its city. Not to be included are rooms in adjoining cities or towns.

At the discretion of the Host Lodge and/or the Meetings Commission, room reservations may be handled in either of three ways:

- 1) Each Lodge Delegate or visitor may make his or her own reservations.
- 2) The Host Lodge can use a Housing Chairman make all reservations for Members attending.
- 3) The Meetings Commission will handle reservations.

The room requests will be on a first-come, first-served basis. Room requests will include the number of rooms required and the type of accommodation desired. Name of registrant and proper room amount will be required.

If the Members of the various Lodges are required to make their own reservations, the Host Lodge will have a Chairman to assist the Lodges, or individuals, in their reservations. He will supply a list, available to all, of the motels and hotels, together with phone numbers and types of rooms available.

The Host Lodge, and/or the Meetings Commission, after consultation with and approval from the Meetings Commission will reserve a block of fifty (50) rooms for the State Officers, Grand Lodge Dignitaries and Past State Presidents. This is required so that all Officers may be housed together in order that informal business or committee meetings may be held where this group is housed. The Meetings Commission will reserve this block of rooms at one of the better motels or hotels, with coffee shop or restaurant facilities, that is close by the Lodge. He will then notify the State Secretary, who will work directly with facility management and assign names to the rooms reserved.

The Colorado Elks Association will pay for the rooms for the following Elks and their spouses or companions:

Grand Exalted Ruler  
 Past Grand Exalted Ruler  
 Out of State Association Presidents  
 Other Invited Dignitaries

Flowers, fruit or candy, and a bottle of liquor, with mix, will be placed in the above rooms prior to arrival of guests.

Colorado Elks Association President  
 Three (3) State Vice-Presidents  
 Colorado Elks Secretary  
 Colorado Elks Treasurer  
 Six (6) State Trustees  
 Past State President serving on the Board of Directors  
 Six State Appointive Officers: Aide-to-the-President Chaplain, Sergeant at Arms, Organist, Tiler, and Soloist

The State Ritual Committee will pay for the accommodations and registrations for the following Elks and their companions or spouses:

Five (5) Floor Judges  
 Two (2) Word accuracy Judges  
 Two (2) Computer Judges  
 One (1) State Ritual Chairman

5. The registration fee for a State Convention will be established, by the Board of Trustees, per Member for the entire convention; Thursday, Friday, and Saturday. If complete registration, including registration fee, is received by the Host Lodge, and/or Meetings Commission, ten days prior to the first day of the State Convention or on the date specified by the Meetings Commission, the registration fee shall be reduced to an amount determined by the Board of Trustees (companion registration included.) If the registration fee is not received by date due Lodges will be billed for the difference and members will not be permitted to attend meetings until delinquent fees are paid.

The Host Lodge shall agree in its Application to Host a State Convention to pay to the Colorado Elks Association \$3.00 for each registrant within 45 days of the close of the State Convention and to complete and return the attached State Convention Income and Expense form within 45 days of the close of the State Convention.

The registration fee will include:

- Coffee and doughnuts on Saturday morning
- Ladies entertainment on Friday afternoon
- Admission to the opening session Thursday night (and dance if the Host Lodge chooses to have one)
- Admission to the Memorial Service

The Host Lodge Chairman of the State Convention will see that each Member Lodge in the Sate Elks Association receives pre-registration materials well in advance of the Convention.

The Registration Office will be provided and staffed by the Host Lodge, and/or Meetings Commission. It is suggested that the registration desk remain open on Thursday evening until 9:00 p.m., open Friday at 7:00 a.m. and close at 9:00 p.m., open Saturday at 7:00 a.m. and close at 9:00 p.m., or as determined by the Host Lodge and/or the Meetings Commission.

The Host Lodge and/or the Meetings Commission will provide simple nametags to all registrants and their companions or spouses. It is suggested that the Host Lodge close its facility to all except those wearing proper name tags, and the doors should be monitored to insure this. For Members of the Host Lodge who would feel shut out of their own lodge, the Convention Chairman may give them nametags to get them in the doors as Convention Committeemen.

The Host Lodge will give courtesy Registrations to the following Elks and their companions or spouses:

- Grand Exalted Ruler
- Past Grand Exalted Ruler
- Out of State Association Presidents
- Other invited Dignitaries
- Colorado Elks Association President
- Three (3) State Vice-Presidents
- Colorado Elks Secretary
- Colorado Elks Treasurer
- Six (6) State Trustees
- Past State President serving on Board of Directors
- Six Appointive Officers: Aide-to-the-President, Chaplain, Sergeant at Arms, Organist, Tiler, Soloist,

6. The Host Lodge will not be allowed to raise the price of its drinks for the State Convention. Only the regular, daily, drink prices will be allowed, and the prices will be conspicuously posted.

7. It is the duty of the Host Lodge to provide transportation in large enough numbers to satisfy the needs of the Delegates.

Transportation should be used ONLY to travel between the Lodge and motel or banquet facilities. To provide a vehicle to go shopping or sight seeing is not the intent of this service.

8. The Host Lodge and/or the Meetings commission will provide rooms suitable for the State Ritual Contest and Computing. If their own Lodge is not available, suitable rooms will be provided with the approval of the State Ritual Chairman. Items 1, 2, 3, 4, and 9 of "Requirements for Lodges Hosting a District Ritual Contest" should be adhered to.

The Wednesday night Ritual Dinner (Ritual Officials) will be held in the Host Lodge Facility or in a nearby hotel or motel dining room or restaurant. Those attending the Ritual Dinner will include (including their companions or spouses):

- State Ritual Chairman.
- Five (5) Floor Judges
- Two (2) Word accuracy Judges
- Two (2) Computer Judges
- State President and or Vice-President in charge of Ritual

The working Ritual Committee will have breakfast on Thursday and Friday mornings. This includes the Ritual Judges, Word Accuracy Judges and Computers, along with the State Ritual Chairman. The State Chairman will arrange for both of these meals and the State Ritual Committee will pay for them. The Host Lodge will furnish lunch on Thursday and Friday for the

Ritual Judges, Word Accuracy Judges, Computers and the State Ritual Chairman.

9. The Thursday night President's Dinner will be paid for by the Colorado Elks Association. This is a formal dinner **by invitation only**. The State President will send invitations. Dress will be formal for men and ladies.

The Host Lodge shall work closely with the State President in planning this dinner. This is regarded as the Presidents Special Event, whereby he thanks his Officers and Committee Chairman for their work during the year. This dinner can be held in the Host Lodge or another appropriate facility that can comfortably accommodate a maximum of 155.

10. The Host Lodge will make available its Lodge Room for the business sessions. If this room is too small a larger room shall be made available at a convenient distance from the Lodge. Such Sessions are as follows:

|           |  |
|-----------|--|
| Thursday: | 8:30 pm Opening Session  |
| Friday:   | 1:00 pm to approximately 5:00 pm   |
| Saturday: | 8:00 am until recessed for memorial Service, and<br>1:00 am for approximately four hours |

11. The Opening Session on Thursday evening will be scheduled for 8:30 p.m., and should be in the Lodge Room of the Host Lodge. If the Host Lodge's Lodge Room is too small an alternate room should be found within a short distance of the Lodge. The Opening Session Program should be arranged between the Host Lodge Committee, the Aide-to-the-President and the State President. Reserved seating will be made available for the State and Grand Lodge Dignitaries, and other guests.

The Program should be brief, opened by the Exalted Ruler of the Host Lodge and perhaps with a welcome from the Mayor or other Representative of the Host City. The State President will introduce the Grand Lodge Dignitaries and other guests. The main speaker will be the Grand Exalted Ruler.

12. Coffee and doughnuts or sweet rolls should be available Saturday morning for the Members before they go into the Business Session.

13. Ladies entertainment will be planned for Friday afternoon. A great deal of attention should be given to the planning of this event.

14. A light lunch, at a reasonable fee, will be available in the Lodge at noon Friday and Saturday.

15. The Host Lodge and/or the Meetings Commission will be responsible for planning the Memorial Service, held at 11:00 a.m. on Saturday. This will be held in a church near the Lodge or a suitable room at the convention site. The Committee in charge should work closely with the Aide-to-the-President and the State President.

16. Every State Convention will have a Saturday banquet. Tickets must be purchased no later than ten (10) days in advance of the banquet.

Information about the banquet will be mailed to each Lodge, by the Host Lodge and/or the meetings Commission in the pre-registration packet. The Host Lodge will furnish banquet tickets to the same Grand Lodge Officers, Out of State Officers and State Officers. The number of people and placement of the Head Table will be determined by the Aide-to-the-President and the State President.

17. The Host Lodge and/or meetings Commission after consultation and approval from the State President, the Aide-to-the-President and the State Secretary will be responsible for the printed program as follows:

- Program for the Opening Session
- Program for the Memorial Service
- Program for the General Convention

18. The Host Lodge and/or the Meetings Commission will furnish the Chairman of the Meetings Commission with a statement of operation within forty five (45) days after the State Convention concludes.

19. The Meetings Commission will appoint an Administrator of State Association Meetings, who will serve at the pleasure of the Meetings Commission. This will assist the Commission in supervising State Conventions and will lend continuity to the Conventions and assist the Host Lodges. The \$3.00 withheld from registration fees will be used for Commission administration.

The Administrator of State Association Meetings will assist the Directors in supervising the State Conventions and will attend the Host Lodge planning meetings and be available for consultation as questions and problems arise.

The meeting Commission's authority is set by the Colorado Elks Association By-Laws. The Commission will give advice and see that the Host Lodge runs a good State Convention.

20. Upon approval by the Board of Directors, the Secretary shall be authorized to reserve room for the Colorado State Ritual contest winners in the Colorado Elks Association designated hotel at the Grand Lodge Ritual Contest, with said team total room expense not to exceed the amount authorized by the Colorado Elks Association budget. The Secretary as directed by the Board of Directors will pay hotel charges. Any expense incurred by the Ritual Team or any of its individual members shall be the responsibility of the individual member, the team or as the team's Lodge may authorize.

21. Any Lodge, Committee or individual desiring to hold a raffle to raise funds for a State or Lodge project must submit detailed plans to the Board of Trustees. Plans must be in the hands of the Trustees not less than 10 days prior to 4 pm Thursday of the annual meeting during which the raffle is to be conducted. One copy of the plans shall be presented to each Trustee and to the President, Immediate Past President, Vice Presidents, Secretary of the Association and Executive Administrator of the Meetings Commission. Plan details must include prizes, cost of tickets, when and where the drawing will be held, use of funds raised and other pertinent information concerning the raffle.

Any raffle to benefit a state project must be cleared through the Association Games Manager and that approval must accompany the request. Raffles that benefit a Lodge project must be conducted under the Lodge Bingo License and approval of the Lodge Games Manager must accompany the request. A Lodge raffle conducted solely in a hospitality room does not need approval of the Board of Trustees.

Any Lodge, Committee or individual desiring to erect a booth in a commons area at a meeting to sell, display items or provide information to members attending must submit detailed plans to the Board of Trustees. Plans must be in the hands of the Trustees not less than 10 days prior to 4 pm Thursday of the annual meeting. One copy of the plans shall be presented to each Trustee and to the President, Vice Presidents, Secretary, Treasurer of the Association and Executive Administrator of the Meetings Commission.. Plan details must include information concerning who will attend the booth, sales price of items to be sold, a list of items to be sold, articles and posters to be displayed, items to be given away, whether donations will be solicited, use of funds raised by donation or sales, and other information that may be pertinent to the booth.

## **Policy for Visiting Dignitaries**

**Visiting Dignitaries:** The Out of State Association President and companion or spouse will be met at the airport or the convention hotel and be hosted by the Colorado Elks Second Vice-President, Third Vice-President and their companions or spouses. The hosting couples will ensure that the visiting President and companion or spouse will be escorted to all convention functions and to any other social function as may be desired by the visiting Dignitary. A sum of monies is to be budgeted annually by the Colorado Elks Board of Directors, as they deem adequate, to cover the expenses of the visiting President and his companion or spouse. Accountability of these funds is to be the responsibility of the hosting Colorado Elks. The hosting of the Out Of State President and his companion or spouse shall be the same as the hosting of the visiting Grand Exalted Ruler and other invited Dignitaries.

## Requirements for Lodges hosting District Ritual Contest

1. Must have Lodge floor suitable for the Contest, or make arrangements to acquire same.
2. Send copies of detailed floor plan to all Lodges involved as soon as Host Lodge is awarded contest.
3. Arrange for contest floor to be available for participating teams to practice at least twice, if they wish, based on request. Floor should also be available a maximum of 30 minutes per team the night before the contest.
4. Furnish meals for the Ritual Officials as follows:
  - a. Dinner on the night before contest, including companion or spouse
  - b. Lunch during contest, including companion or spouse if present
5. Arrange for "Ritual Banquet". This can be in conjunction with a dance or whatever Host Lodge desires. NOTE: All meals can have a nominal charge to participating teams.
6. Arrange for eleven (11) good, but reasonably priced motel or hotel rooms for Contest Officials. State Ritual Committee will pay for the **First Night Only**. Host Lodge should check with District Chairman or Contest Officials to learn if they wish to reserve their rooms for the day of the contest **at Their Own Expense**.
7. Have two typists available with typewriters during contest
8. Be able to supply following items for contest:
  1. Quiet rooms for computer to work, able to lock, with room for typist
  2. Two calculators (with tape) capable of at least 10 digits, only one if computer is used
  3. Two dozen sharpened black lead pencils
  4. Six sharpened red lead pencils
  5. Pencil sharpener
  6. Plain scratch paper
  7. Two dressing rooms for competing teams
  8. Fresh water and glasses in dressing rooms
  9. Fresh lemons in dressing rooms
  10. Accessibility to a copy machine
9. Appoint a Lodge Chairman to coordinate all practice times and events for contests with the advice and approval of the District Ritualistic Chairman.
10. Treat all who attend the contest in your Lodge the way you would like to be treated if you were in their Lodge.

**QUARTERLY/STATE CONVENTION REQUEST  
COLORADO ELKS ASSOCIATION**

To: Chairman of Meetings Commission, and Secretary of Colorado Elks Association

\_\_\_\_\_ Lodge No. \_\_\_\_\_, at it's regularly scheduled meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, unanimously passed a resolution to host the 20\_\_\_\_ State Convention/Quarterly.

The Lodge agrees to return the Income and Expense account form to the Chairman of the Meetings Commission within 45 days of the close of the State Convention/Quarterly and forward \$3.00 per registered Member with this report.

Information on housing and accommodations is attached hereto.

Respectfully submitted,

Date: \_\_\_\_\_

\_\_\_\_\_  
Exalted Ruler

Note: All required forms are available upon request from the Chairman of the Meetings Commission.