

# **ELK INTERNATIONAL CHAPTER**

## **STANDING RULES**

### **ARTICLE I Members**

1. May be the spouse of a Benevolent Protective Order of Elks (BPOE) member in good standing.
2. May be the widow/widower of a deceased Chapter member in good standing at the time of death, so long as she/he remains unmarried.

### **ARTICLE II Membership Rights & Responsibilities**

1. Every member has agreed to abide by the rules of this Chapter and the Constitution, Bylaws and Member and Volunteer Handbook of FMCA.
2. Each member shall acknowledge every other member and endeavor to maintain the traditional friendliness and fellowship of the Chapter towards all other members.
3. No member shall use his or her position in the Chapter for personal gain or personal prestige.
4. Each member in good standing has the right to attend all Chapter meetings. Non-Board Members may attend and participate in Board meetings but may not make motions or vote.
5. All members have the right to make motions and vote during General Business and Annual Meetings.
6. The Chapter has established that voting will be one (1) vote per membership.
7. Receive a copy of the Chapter newsletter when published.
8. Receive a copy of the Chapter Bylaws, Standing Rules and Roster upon joining the Chapter and any annual updates thereafter.
9. No member shall become vested of any right or title to or interest in any Chapter property or materials except as provided by law.
10. In cases when equipment is loaned to the Chapter, a custody card shall be signed and rendered to the lender of such property.
11. Pay annual dues in the amount of \$10.00 as established by this Chapter. A new member will be charged a one-time \$5.00 initiation fee.
12. Any member whose dues remain unpaid for more than two (2) months after becoming due, shall be considered delinquent; after three (3) months, membership is canceled. There is a \$5.00 reinstatement fee.

**ARTICLE II**  
**Membership Rights & Responsibilities (Continued)**

13. Proof of qualification for membership is required. (Copy of Lodge Card and FMCA ID Card).

**ARTICLE III**  
**Termination of Membership**

1. Membership may be terminated for any of the following reasons:
  - A. No longer a current member of a BPOE Lodge.
  - B. Not a current member of FMCA.
  - C. In arrears of annual dues payment after 90 days.
  - D. Spouse no longer a current member under family membership.
  - E. Widow/widower of a deceased ELK remarries.

**ARTICLE IV**  
**Chapter Officers Duties & Responsibilities**

1. President
  - A. A President's Handbook is provided by FMCA to each chapter and is to be handed down to each succeeding President to use as a guideline during his or her term.
  - B. Chapter President shall lead the Chapter and preside over Chapter and Board Meetings.
  - C. Chapter meetings should be conducted in an orderly manner and be in accordance with the FMCA Constitution, Bylaws and Member Code of Ethics.
  - D. The Chapter President is responsible for seeing that all of the duties and responsibilities of all other Chapter officers are performed in a timely manner in accordance with FMCA's requirements. The President may assign other Chapter officers to duties, as the President sees fit.
  - E. The Chapter President receives all Governing Board mailings to help keep the Chapter informed on national FMCA activities.
  - F. The Chapter President shall see that all needed committees are duly elected or appointed.
  - G. The Chapter President requests the annual chapter prizes at least six weeks and not more than twelve weeks in advance of the chapter rally.
2. Vice President
  - A. The Chapter Vice President assists the President and serves as presiding officer in the absence of the President at any duly called meeting.

## **ARTICLE IV**

### **Chapter Officers Duties & Responsibilities (Continued)**

- B. Upon a vacancy occurring in the office of President or upon the President's inability or refusal to preside, the Vice President performs all the duties of the President. When so acting the Vice President exercises the authority and is subject to the same limitation as apply to the President.
- 3. Secretary/Treasurer
  - A. Secretaries Duties & Responsibilities
    - i. Chapter Secretary has the duty and responsibility to keep accurate and up-to-date records of the Chapter's membership, the results of any election or change in the status of Chapter Officers and annual Chapter certification and report same to the National Office.
    - ii. For certification purposes, not later than December 31 of each year, each Chapter Secretary shall furnish to the National Office of FMCA, a list of it's membership, a list of incumbent Chapter officers and certification that the Chapter held the required number of meetings in the Chapter's previous fiscal period. Failure to annually forward a membership list and certification of meetings held shall result in the suspension of the right to vote by the National Director, Alternate National Director or Temporary Delegate.
    - iii. Within thirty days of election, each Chapter Secretary shall furnish the National Office of FMCA, a list of new elected officers or change in status of Chapter officers. This report shall include addresses and telephone numbers of each person so elected..
    - iv. Prior to each Governing Board meeting, the Chapter Secretary shall complete and return the Governing Board roll call sheet verifying the National Director, Alternate National Director or Temporary Delegate for the Chapter.
    - v. The Chapter Secretary may complete the Association Calendar mail-in form if the Chapter wants its rallies listed in the " Association Calendar" section of the appropriate issue of the Family Motor Coach Magazine.
    - vi. The Chapter Secretary is expected to keep a formal record – usually called minutes – of the proceedings of all meetings of the Chapter's membership. This record shall be read and approved at the next meeting, unless said reading is waived by majority vote. The formal record of all meetings is to be available in the event a member of the Chapter desires to read them.
  - B. Treasurer's Duties and Responsibilities
    - i. The Chapter Treasurer receives, safeguards and holds all chapter funds in the name of the Chapter and is its trustee and fiscal agent.
    - ii. The Chapter Treasurer keeps accurate accounts of all chapter funds and renders reports on each business meeting for the Chapter's membership.

**ARTICLE IV**  
**Chapter Officers Duties & Responsibilities (Continued)**

- (a). The Treasurer is responsible to assist Rally Masters in preparing a financial report of Rally funds.
  - iii. The Chapter Treasurer disburses Chapter funds only for authorized Chapter purposes and only in accordance with the Chapter Bylaws.
  - iv. The Chapter Treasurer is responsible for obtaining and maintaining the Chapter EIN (Employer Identification Number).
  - v. The Chapter Treasurer shall make the Chapter's financial books and records available for annual audit.
- 4. National Director and Alternate National Director
  - A. Each Chapter shall elect a member as National Director to serve on the Governing Board of FMCA and elect a member as Alternate National Director to serve on the Governing Board if the National Director is unable or unwilling to serve.
  - B. The term of office of a newly elected National Director or Alternate National Director begins after the National Office receives written notice of said election and has verified that the person is qualified. The term extends for one-year period, or until his or her successor is duly elected and qualified.
  - C. If a vacancy occurs in the office of National Director, the Alternate National Director shall immediately assume this office and this shall be promptly reported in writing to the National Office. If the incumbent Alternate National Director is unable to fill this vacancy, the Chapter is to promptly elect (not appoint) a member to fill the vacancy in the office of National Director and notify the National Office.
  - D. If neither the National Director nor Alternate National Director can attend the next Governing Board meeting, a Chapter member may be elected as a temporary delegate for the next Governing Board meeting only. If the delegate already holds two Chapter offices, the restriction of holding only two offices in one chapter will be waived only for the time the delegate is in attendance at the Governing Board meeting.
  - E. National Directors should keep their Chapters informed of items pertaining to the National Organization of the FMCA Areas, as well as keeping the National Organization apprised of items happening on the Chapter level. Another important duty is participation and voting during Governing Board meetings.
  - F. Members of the same family unit may serve as National Director or Alternate National Director in different chapters; such members may not hold these offices in the same chapter concurrently.
  - G. The National Director of an inactive or affiliate Chapter is seated as a non-voting member of the Governing Board whose attendance is not included in the count for the quorum to conduct a Governing Board meeting.

**ARTICLE IV**  
**Chapter Officers Duties & Responsibilities (Continued)**

5. Terms of Office.
  - A. All officers will be elected to serve one two (2) year term and can only serve two (2) consecutive terms in office.
  - A. Extensions may be granted to serve an additional term if approved annually by secret ballot.

**ARTICLE V**  
**Voting**

Except as specified in the Bylaws, a simple majority of members in good standing present and voting shall be required to approve or disapprove any matter.

**ARTICLE VI**  
**Committees**

1. The Nominating Committee shall consist of three (3) ELK International Chapter members in good standing, elected by the Chapter Membership at the Summer Meeting prior to the year election of chapter officers is to be held.
  - A. This Committee shall nominate candidates for the Chapter officers, including a President, Vice-President, Secretary/Treasurer, National Director and an Alternate National Director.
  - B. Election of an individual to the Nominating Committee shall not prohibit that person or any member in good standing from being nominated from the floor.
  - C. The Committee shall nominate candidates for election by the general membership to fill officer vacancies.
  - D. Recommend a slate of officers to or during the applicable FMCA Winter Convention for presentation to the voting membership prior to the election to be held at the following Summer FMCA convention.
  - E. Obtain written acceptance of the nominees to serve the Chapter should they be elected.
  - F. Make certain that nominated candidates are members in good standing and qualified under applicable National and Chapter rules. To select one of its members as the presiding officer in conducting the election.
  - G. Notify Newsletter Editor of the Committee's slate of candidates at least 120 days prior to Summer membership meeting.
  - H. A secret ballot is required when more than one person is running for the same office and for extensions of term limits placed on specified elected officers.
  - I. The issuing, counting and integrity of the secret ballots will be the responsibility of a ballot panel consisting of the Chair of the Nominating Committee and two

## **ARTICLE VI Committees (Continued)**

members appointed by the President. The panel will automatically be dissolved when election results are finalized.

- J. This Committee shall nominate candidates for the Chapter offices, including a President, Vice-President, Secretary/Treasurer, National Director and an Alternate National Director.
- K. Elections shall be conducted in the following manner, always allowing for nominations from the floor.

President  
Vice President  
Secretary/Treasurer  
National Director  
Alternate National Director

Each officer election shall be completed prior to proceeding to the next officer election.

### 2. Bylaws & Standing Rules Committee

- A. The Committee shall incorporate all mandatory amendments from National amendments to FMCA Constitution and Bylaws.
- B. The Committee shall review all proposed changes to the Bylaws & Standing Rules and submit recommendations and rationale to the membership.

### 3. Audit Committee

- A. The Audit Committee shall be comprised of three (3) Chapter members in good standing.
- B. The Committee shall audit the Treasurer's books at or before the summer membership meeting.
- C. The Committee shall report its findings to the membership at the election meeting.

### 4. Advisory Committee

- A. The Advisory Committee shall be comprised of Past Chapter Presidents.
- B. The Advisory Committee may attend Board meetings as non-voting members.

***These Standing Rules were Approved and Adopted by membership vote at Minot, ND, August 17, 2005.***

***Amendments to Article IV.5.A, Article VI.1. and Article VI.1.D. were Approved and Adopted by membership vote at St. Paul, MN – July 15, 2008.***

