

**RULES AND REGULATIONS**  
**of the**  
**SOUTH CENTRAL DISTRICT ACTIVITIES COMMITTEE**  
**of the**  
**OHIO ELKS ASSOCIATION**

REGULATION I - NAME

The name of this organization shall be the South Central District Activities Committee of the Ohio Elks Association.

REGULATION II - PURPOSE

It shall be the purpose of this District Activities Committee to promote the best interests of the Benevolent and Protective Order of Elks of the United States of America and the Ohio Elks Association; to further mutual assistance of good fellowship among the members of the several Lodges and to advance and develop ways and means beneficial to the Lodges of the Order located in this Ohio District.

REGULATION III - MEMBERS

All members of those subordinate lodges in this District in good standing in the Ohio Elks Association, and hereafter called "Members" and "Member Lodges" respectively, shall be members of this District Activities Committee.

REGULATION IV - VOTING PRIVILEGES

Members with voting rights in this District Activities Committee shall consist of the following:

- A. The current installed elective officers of each Member Lodge in this District.
- B. The Past Exalted Rulers of each Member Lodge in this District.
- C. All other Officers and Brothers of each Member Lodge registered at the District Meeting.

REGULATION V - OFFICERS

- A. The elective Officers of this District Activities Committee shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer, and an Executive Board consisting of the Exalted Ruler or his representative of each Lodge in the District.
- B. Any member of a Member Lodge, with voting rights in the District shall be eligible to hold office in the District excepting only those of Chairman and Vice-Chairman. Candidates for these latter offices must be a Past Exalted Ruler.

## REGULATION VI - SELECTION

- A. The officers and members of the Executive Board of this District Activities Committee shall be selected at a meeting prior to March of each year.
- B. Members to be recommended to the President-Elect of the Ohio Elks Association for appointment as District Chairmen of the State Association Committee shall be selected at the meeting of the District prior to March 1st of each year.
- C. A complete list of names together with proper mailing addresses of selected District Officers, Members of the District Executive Board and those recommended for appointment as District Committee Chairmen shall be forwarded to the First Vice-Chairman of the Ohio Elks Association within ten days after March 1st of each year.

## REGULATION VII - INSTALLATION OF OFFICERS

All new officers shall be installed at the next regular meeting following their selection and certification by the President and/or the President-Elect of the Ohio Elks Association, and shall hold office for a term of one year, or until their successors are duly selected and qualified.

## REGULATION VIII - DUTIES OF OFFICERS

- A. The Chairman shall preside at all meetings; appoint an auditing sub-committee of three (3) members who shall audit the accounts and records of the Committee at the direction of the Chairman of the Executive Board; serve as the member from his District on the State Activities Committee; appoint such other sub-committees as the committee may direct, provided no such sub-committee shall be created or activated in conflict with any established committee of the Association; and perform such other duties as are customary for a chairman of a committee.
- B. The Vice-Chairman shall preside in the absence of the Chairman.
- C. The Secretary shall keep complete records and minutes of the proceedings of the Committee and after any meeting of the Committee send a true copy of such minutes to the President of the Association, and to the Chairman of the State Activities Committee; receive all monies due to the Committee and turn same over to the Treasurer forthwith, receiving his receipt thereof; and send notices of the time and place of meetings of the Committee to its Member Lodges.
- D. The Treasurer shall receive all monies due the District from the Secretary, giving his receipt thereof; pay out all monies of the District by voucher after having been duly authorized by the Executive Board, and thereafter having been duly authorized by the District; he shall make an official financial report at each regular meeting of the District. The Treasurer will be in charge of investing any monies in excess of normal operating funds and no monies shall be invested in any entity not insured by the Federal Deposit Insurance Corporation (FDIC).
- E. The Vice-Chairman, Secretary and Treasurer shall be members ex-officio of the Executive Board and entitled to participate in all matters presented to the Executive Board, without voting privileges.

- F. The Executive Board shall examine all bills against the District Activities Committee and recommend to the District the payment of same, if, and in their opinion said bills are correct; and attend to all matters not referred to a special sub-committee.

#### REGULATION IX - VACANCIES

In the event of death, resignation, removal for cause or removal from the District of any officer during his term of office, a successor shall be chosen by the Executive Board to complete the unexpired term, subject to confirmation by the President of the Ohio Elks Association.

#### REGULATION X - STANDING COMMITTEES

There shall be an Auditing Board composed of three members appointed by the Chairman. This Board shall audit the books of the District just prior to the Fall Meeting, or at the direction of the District Chairman or the Executive Board.

#### REGULATION XI - MEETINGS

- A. The regular meetings of the District Activities Committee shall be held on the third weekend in the months of January, March, May and November.

The January Meeting designated as "Ritualistic Contest of the District".

The March Meeting designated as "Lodge Officers Training Session".

The May Meeting designated as "District Officers Training Session & Installation of New Officers".

The November Meeting designated as "State Association Officers Visitation".

- B. Time of District Business Meetings shall be 12:00 noon, Sunday.
- C. Time of Advisory Board and the Executive Board Meetings shall be prior to the Business Meeting.
- D. Special meetings may be called by the District Chairman or Executive Board when in his or their judgment they are deemed advisable.
- E. Notice indicating time and place of all meetings shall be issued by the Chairman and Secretary at least thirty days prior to meeting date.

#### REGULATION XII - HOSTING DISTRICT ACTIVITIES COMMITTEE MEETINGS

- A. Each Lodge of the South Central District shall receive a District Meeting Request Form thirty days prior to the November District Meeting. This form must be returned to the District Convention and Reunion Chairman on or before the November Meeting of the District. A Lodge may request a District Meeting Request Form at any time and return the form to the District Convention and Reunion Chairman on or before the November District Meeting.

- B. The District Meeting Request Form must be dated and signed by the current Exalted Ruler, Leading Knight and the Chairman of the Board of Trustees of the Lodge.
- C. The District Convention and Reunion Chairman will ascertain which Lodges of the District are eligible to host each of the District Meetings for the upcoming year. He will submit his findings to the Executive Board at their regular meeting in January for their approval.
- D. It is the intent of the Executive Board to give all Lodges the opportunity to host a District Meeting using the following guidelines:
  - 1. If two or more Lodges request the same date to host a District Meeting, those Lodges who have most recently hosted a meeting shall not be eligible.

#### REGULATION XIII – REGISTRATION AND FEES

- A. The registration of members to the meetings of this District shall be the responsibility of the Host Lodge.
- B. The registration fee shall be five dollars per person. Three dollars and fifty cents per person goes to the Host Lodge. One dollar and fifty cents per person goes to the South Central District and will be turned over to the District Secretary on the day of the meeting.

#### REGULATION XIV – DISTRICT ADVISORY BOARD

The District Activities Committee Chairman and all Past District Activities Chairman, together with Past State Presidents, and State Officers of the District shall constitute the Advisory Board, and the Advisory Board shall organize at the May Meeting by selecting a Chairman and Secretary. The Board shall advise the Officers upon request in any matter likely to affect the welfare and best interest of the District.

The District Deputy Grand Exalted Ruler and all Past District Deputy Grand Exalted Rulers of the District shall be members, ex-officio, of this committee, without voting privileges.

## REGULATION XV - ORDER OF BUSINESS

1. Call meeting to order
2. Opening prayer
3. Pledge to American Flag
4. Roll Call of Officers
5. Roll Call of Lodges
  - a. Exalted Rulers
  - b. Secretaries
  - c. Number of members present from individual Lodges
6. Reading of Minutes of previous meeting
7. Reports of Committees
8. Reading of Communications
9. Unfinished Business
10. New Business
  - a. Invitations for future meetings
  - b. Nomination and selection of officers
  - c. Installation of new officers
11. Good of the District
  - a. Call on State Officers for remarks
  - b. Call on District Deputy for remarks
  - c. Announce winners of "Traveling Trophy"
12. Bills against the District
13. Receipts of the Session
14. Treasurer's Report
15. Adjournment by motion
16. Closing prayer

## REGULATION XVI - CHANGE OF REGULATIONS

- A. All amendments to these Rules and Regulations must be filed in writing with the First Vice-President and Secretary of the Ohio Elks Association for consideration by the Judiciary Committee and the Interim Governing Board.
- B. Proposed changes of regulations together with recommendations of the State Officials will then be submitted at a regular District Meeting for action.
- C. All Member Lodges in this District shall be notified by the District Secretary by mail, of any proposed amendments at least thirty days before an official vote on same.
- D. A two-thirds vote of all members present and eligible to vote shall be necessary for adoption of any proposed changes in regulations.

## REGULATION XVII – LIMITATIONS AND OTHER RULES

This District Activities Committee shall strictly observe all Ohio Elks Association limitations and restrictions. Wherever a situation shall arise for which there is no provision herein, recourse shall be had to the Constitution of the Ohio Elks Association for guidance.

No "Tip Tickets" may be sold by anyone in the South Central District Hospitality Room at the State Convention or Fall Reunion of the Ohio Elks Association.

**DUTIES OF THE DISTRICT OFFICERS**  
**of the**  
**SOUTH CENTRAL DISTRICT ACTIVITIES COMMITTEE**  
**of the**  
**OHIO ELKS ASSOCIATION**

**Chairman:**

1. Preside over the South Central District Business Meetings.
2. Serve as the member from the South Central District on the State Activities Committee.
3. Attend the South Central District Advisory Board Meetings.
4. Preside over the Executive Board Meetings held prior to all business meetings. Present to those in attendance any recommendations from the Advisory Board.
5. Award future South Central District Meetings to Lodges in accordance with established guidelines. This should be accomplished prior to the January Business Meeting.
6. Appoint such other sub-committees as the State Activities Committee may direct, provided no such sub-committee shall be in conflict with any established committee of the Ohio Elks Association.
7. Select appointed officers and announce at the March South Central District Meeting so that the information can be included in the South Central District Directory.
8. See that Committee Chairmen make oral reports and provide the District Secretary with written reports at each South Central District Business Meeting.
9. Perform such other duties as are customary for the Chairman of a Committee.

**Vice Chairman:**

1. Assist the South Central District Activities Chairman in conducting the business of the district.
2. Conduct the Business Meeting and the Executive Board Meetings in the absence of the Chairman.
3. Serve as Chairman of the Ohio Elks News Publicity, Ohio Elks News Subscriptions and the Credentials and Registration committees.
4. This person should be a member of a Lodge of the South Central District, a Past Exalted Ruler and active within the District over no less than the last three years as an officer and/or committee chairman.
5. Serve as an Ex-Officio member of the South Central District Executive Board, entitled to participate in all matters presented to the Executive Board, without voting privileges.

### **Secretary:**

1. Attend all District Business Meetings and Executive Board Meetings, recording the minutes of those sessions.
2. Send flyers to each Past District Deputy Grand Exalted Ruler, Past State President and Exalted Ruler of each Lodge in the South Central District and to all Lodges of the South Central District approximately three weeks prior to each South Central District Meeting. These flyers should contain the schedule of events and information on facilities. The names of the South Central District Activities Chairman and the Exalted Ruler of the Host Lodge should be on the flyer indicating their approval of the information contained within.
3. Work with the South Central District Activities Chairman in gathering the information for the District Directory. The information should be reviewed and printed for distribution at the May Business Meeting.
4. Publish minutes of all District Activities Committee Meetings. Forward copies of same to the President of the Ohio Elks Association and the Chairman of the State Activities Committee.
5. Receive all monies due the District and turn over to the Treasurer.
6. Serve as an Ex-Officio member of the South Central District Executive Board, entitled to participate in all matters presented to the Executive Board, without voting privileges.

### **Treasurer:**

1. Prepare the necessary documents required by the Audit and Budget Committee.
2. Receive all monies due the District from the Secretary and provide receipt.
3. Pay out monies of the District by voucher after having been duly authorized.
4. Make an official financial report at each regular meeting of the District.
5. Serve as an Ex-Officio member of the South Central District Executive Board, entitled to participate in all matters presented to the Executive Board, without voting privileges.
6. The Treasurer will be in charge of investing any monies in excess of normal operating funds and no monies shall be invested in any entity not insured by the Federal Deposit Insurance Corporation (FDIC).

### **General Information:**

1. The Executive Board shall examine all bills against the District Activities Committee and recommend to the District the payment of same in their opinion said bills are correct, and attend to all matters not referred to a special sub-committee.



