



By-Laws, Rules of Order and House Rules

Local Lodge 0590 of the Benevolent and Protective Order of Elks of the United States of America A Fraternal Organization

Local Lodge Version 9.0

Last 5 year Revision Approved 04/04/2022. Last Amendment(s) Approved 05/27/2026.

(Based on GL By-Laws Template 1.603)

APPROVED GRAND LODGE REVISIONS

The following Grand Lodge approved revisions may or may not be reflected in this version of

these By-Laws:

Template Version 1.700:

- There is no longer a minimum age requirement for Life Membership.

Template Version 1.800:

- Lodges may now specify a minimum age for Life Membership.

ARTICLE I: NAME

Section 1. This Lodge, under the provisions of its Dispensation and Charter shall be known as ~~0590 of City, Bar Lodge No.~~ and Protective Order of Elks of the United States of America.

The Benevolent and Protective Order of Elks of the United States of America, of which this Lodge is a constituent member, is tax exempt under Section 501(c)(8) of the Internal Revenue Code, and this Lodge will operate at all times in conformity with those requirements.

ARTICLE II: MEMBERSHIP

Section 1. The Members of this Lodge shall be all persons who have been, or may hereafter be, duly elected and initiated under the authorized ritual, or affiliated with it, and are in good standing in the Order.

Section 2. Applications for membership shall be received only from citizens of the United States of America who pledge allegiance to and salute the American Flag, who are of good character, not under the age of twenty-one years, and who believe in God.

No person shall be accepted as a Member of this Order who advocates the overthrow of the Government by force or violence.

Section 3. Any person desirous of membership shall make application in the manner provided

by the Laws of the Order.

Section 4. It shall be the duty of the Members to report any change of residence as soon as possible to the Secretary of the Lodge.

ARTICLE II-A: ASSOCIATE MEMBERSHIP

Section. 1. The Lodge does not authorize Associate Memberships.

ARTICLE III: LIFE AND HONORARY LIFE MEMBERSHIPS

The Lodge, by an affirmative secret ballot of two-thirds of these present at a regular Lodge meeting, may elect a Member in good standing to Life Membership who has paid to this Lodge the required annual dues for a period of not less than 35 consecutive years preceding preceding application; and who shall have attained the age of not less than 65 years.

The Lodge, by an affirmative secret ballot of two-thirds of **these** present at a regular Lodge meeting, may elect a Member in good standing to Life Membership who has paid to this Lodge the required annual dues for a period of not less than 35 consecutive years preceding application; and who shall have attained the age of not less than 65 years.

Section 1. The Lodge, by an affirmative secret ballot of two-thirds of those present at a regular Lodge meeting, may elect a Member in good standing to Life Membership upon the payment in advance of 25 times the annual regular Lodge dues as set forth in Article X.

The Lodge, by an affirmative secret ballot of two-thirds of those present at a regular Lodge meeting, may elect a Member in good standing to Life Membership who has paid to a Lodge or ~~35 years preceding application, and who shall have attained the age of not less than~~ ~~Lodge required annual dues for a period of not less than~~ 65 years.

Any nomination for Life Membership must be in writing. The Exalted Ruler shall set a date for the ballot on the nomination which shall be no later than the third regular meeting after it is presented. All Members shall receive notice by the Secretary at least ten days prior to the date on which the vote will be taken. A rejected nomination cannot be presented again within a period of one year from the date of rejection.

Section 2. The Lodge, by an affirmative secret ballot of two-thirds of those present at a regular

Lodge meeting, may elect a Member in good standing to Honorary Life Membership for distinguished services to the Lodge or to the Order.

Any nomination must be in writing and set forth the distinguished services rendered in detail. The Exalted Ruler shall set a date for the ballot on the nomination which shall be no later than the third regular meeting after it is presented. All Members shall receive notice by the Secretary at least ten days prior to the date on which the vote will be taken. The notice shall contain the full text of the nomination. A rejected nomination cannot be presented again within a period of one year from the date of rejection.

Section 3. The total number of Life and Honorary Life Memberships granted by the Lodge shall be ~~20 percent~~ ^{20 percent} of all Members of the Lodge at the time of application, provided that no Life or Honorary Life Membership may be revoked in the event the total number exceeds the permissible amount. Nominations must be acted on in the order received and in a timely manner when new Life Memberships are available.

ARTICLE IV: MEETINGS

Section 1..

The regular Lodge meetings of this Lodge shall be held on the first Monday of each month throughout the year, except the months of February, March and April during which the Lodge shall meet on the first and third Mondays. If a regular meeting falls on a holiday, that meeting shall be held on the next day, Tuesday.

~~Section 2. The regular hour of meeting shall be~~
Section 2. The regular hour of meeting shall be determined by vote of the Lodge to that effect at the previous meeting, provided that written notice of such change of meeting hour shall be given to all the Members.

Section 3. Social sessions may be held in accordance with the Laws of the Order. The proceedings thereof shall be characterized by considerate behavior, and no vulgarity, profanity, or indecent conduct shall be permitted, under penalty of discipline to offenders. The members of the committee in charge of such social session shall be held responsible for the proper conduct thereof.

Section 4. A minimum of Nine Members of this Lodge (or Seven Members for lodges of 99 Members or fewer), at least two of whom shall be elected Officers, shall constitute a quorum for the transaction of the business of this Lodge in a regular or special meeting. For any Lodge Committee or Board to legitimately transact its business, a quorum of a simple majority of that

body's members of record must be present, unless the Statutes provide otherwise.

ARTICLE IV-A: EXEMPLIFICATION OF RITUALS

Section 1. The Lodge shall allow for the use of alternative forms of the Opening and/or Closing Rituals, as approved by the Grand Lodge.

ARTICLE V: ELECTIVE OFFICERS AND DUTIES

Section 1. The elective Officers of this Lodge shall be an Exalted Ruler, an Esteemed Leading Knight, an Esteemed Loyal Knight, an Esteemed Lecturing Knight, a Secretary, a Treasurer, ~~and~~ ^{five} Trustees; and no member can simultaneously hold more than one office in the Lodge, elective or appointive. No Lodge Officer shall simultaneously occupy another position in the Lodge, whether as a paid employee or otherwise, when the relationship between the Lodge Office held and the other position occupied is such as to give rise to an apparent, potential or actual conflict of interest.

~~All Officers shall be elected annually by the Lodge. All Officers and Trustees shall serve until duly removed, or otherwise until their successor is elected and installed.~~

OF THE EXALTED RULER

Section 2. The Exalted Ruler shall be the Executive Officer of the Lodge and shall, in an unincorporated Lodge, be an ex-officio non-voting member of the Board of Trustees. Except as otherwise provided by Statute, it shall be the duty of the Exalted Ruler to preside at all meetings of the Lodge, call special meetings when necessary, appoint all committees as provided in Section 13.020 of the Grand Lodge Statutes, or by vote of the Lodge, designating the Chairman thereof and have general supervision over all matters pertaining to the Lodge; he shall attend all officially called District Deputy Clinics for his Lodge unless excused for good cause shown to the District Deputy with jurisdiction and see that harmony is preserved and the Laws of the Order enforced; he shall act as the representative of this Lodge to the Grand Lodge and perform such other duties as may be required of him by the Laws of the Order and the By-Laws of this Lodge. It shall be the duty of the representative to the Grand Lodge to attend the Annual Session thereof and to submit a report to his Local Lodge no later than the first regular meeting in October. The Lodge shall pay such representative no less than the amount provided for transportation and per diem while necessarily engaged in travel and for each day actually spent

in attendance at the Session, as provided in Section 4.240 of the Statutes of the Order.

NOTE: Sec. 12.120 of the Statutes of the Order fixes the minimum to be allowed representatives to the Grand Lodge Sessions. See also Sec. 4.240, Statutes of the Order.

OF THE ESTEEMED LEADING, LOYAL, AND LECTURING KNIGHTS

Section 3. Except as otherwise provided by Statute, it shall be the duty of the Esteemed Leading Knight, Esteemed Loyal Knight and Esteemed Lecturing Knight to assist the Exalted Ruler in the performance of his duties as stated above and to officiate for him in his absence, in the order of their rank named in the Constitution; and they shall each be invested at such times with his full powers and prerogatives, and subject to his duties. In the absence of the Exalted Ruler, the Officer next in rank shall organize the Lodge and designate the Members who shall fill the vacancies during the meeting, or until the absent Officers appear, when the latter must take their official places in the Lodge. They shall also perform the duties pertaining to their offices, as provided by the Laws and Ritual, and any other duties imposed upon them by the Lodge. The Leading Knight shall attend all officially called District Deputy Clinics for his Lodge unless excused for good cause shown to the District Deputy with jurisdiction.

OF THE SECRETARY

Section 4. It shall be the duty of the Secretary to keep correct minutes of all meetings of the Lodge, to keep correct accounts between the Lodge and its Members; assign each Member a number and place the same opposite his name on his membership card; keep correct mailing lists of the Members of the Lodge electronically using the most current Chicago Lodge Membership System, with the mailing address of each Member indicated thereon. Corrections of the mailing list should be made immediately upon the Secretary acquiring knowledge of the necessity thereof, using methods conforming to the requirements of the Chicago Lodge Membership System for each new Member initiated into the Lodge or affiliated therewith by Certificate of Release, Certificate of Status, Absolute Dimit or Reinstatement; for the removal of Members who have died, been dimitted, expelled, or dropped from the rolls; for the new address of each Member who shall have changed his address or affiliated by Transfer Dimit. In addition, the Secretary shall be required to annually compare the Lodge roster with records maintained by the Chicago Lodge Membership System and promptly correct discrepancies by electronic media.

He shall receive all moneys due to the Lodge, from any source whatever, transferring the same to the Treasurer at the earliest practicable moment, and taking his receipt therefor; and receive all moneys due the Grand Lodge from Members as annual dues, transferring the same to the Treasurer at the earliest practicable moment. He shall attend to all the correspondence, subject to the approval of the Exalted Ruler, and he shall promptly present all communications received by him to the Lodge, having first submitted the same to the Exalted Ruler. He shall issue all

certificates pertaining to the business of the Lodge; shall inform persons elected of the fact, and notify rejected applicants. He shall post or mail notice in writing to all Members of the Lodge, of all applications for affiliation, membership, or Life Membership, giving the name, city and state of the candidate, his business, and the name of his proposer, if any, and the time when action will be taken upon such application.

It shall be the duty of the Secretary to give and serve a ten-day written notice to the entire membership of the Lodge, showing the details of any proposition to sell, lease, purchase, exchange, finance, make a gift, or make substantial alterations on the real property of the Lodge, before a vote can be had upon such proposition. When, and if, such sale, exchange, alteration, gift or mortgage financing shall be voted by the Lodge, after due and proper notice, it shall be the duty of the Secretary to forward application for permit and such information to the Board of Grand Trustees, as may be required by the provisions of Sec. 16.050, Statutes of the Order. All of the provisions of the Section relating to realty shall apply equally to furnishings, fixtures and equipment.

It is further the duty of the Secretary to annually compile a list of the Members owing one year's dues to the Lodge, report said delinquency to the Lodge and notify said Members of their delinquency, in accordance with the provisions of Sec. 14.160 of the Statutes of the Order. It is further the duty of the Secretary to drop from the rolls the delinquent Members prior to April 1 of each year, after complying with the provisions of said Sec. 14.160.

It is further the duty of the Secretary to see that the Articles of Incorporation and By-Laws of this Lodge shall be recorded or filed, as notice to the public, when State law permits or requires such recording or filing.

He shall notify the members of all committees of their appointment, together with the subject given into their charge; copy reports in the minute book, when directed so to do; require Members to pay their dues in advance of each upcoming dues period; send a written notice to all Members in arrears for dues; attend to all duties required by the Laws of the Order, and all such other duties as may be legally imposed upon him by the Lodge and are inherent in and pertain to the duties of his office. He shall have charge of the seal, books, papers and records of the Lodge, under the direction of the Exalted Ruler. He shall, on or before the first day of May of each year, electronically file the Annual Membership and Charity Reports furnished by the Grand Secretary to that Officer via the Chicago Lodge Membership System, properly filled out, mailing check or draft to pay in full all indebtedness of the Lodge to the Grand Lodge, including all Grand Lodge dues collected or due from Members of this Lodge, and said report shall bear the name of the Exalted Ruler and Secretary. He shall certify to the Grand Secretary the vote of the Lodge upon all constitutional amendments. On the 1st day of November he shall furnish to the Office of the Grand Secretary such membership statistics as may be required, via the Chicago Lodge Membership System as directed by the Grand Secretary. He shall attend all officially called District Deputy Clinics for his Lodge unless excused for good cause shown to

the District Deputy with jurisdiction. For the faithful performance of his duties he shall receive as compensation \$3,500.00 per annum, payable every two weeks.

When he retires from office he shall immediately deliver all the books, papers, and other property in his charge belonging to the Lodge to his successor in office, or whomsoever the Lodge may appoint. He shall present a written report of the transactions of his office semiannually, at the first regular meetings in the months of April and October. He shall also report to the Grand Secretary all expulsions and suspensions of Members, giving the name, age, birthplace, residence and occupation. He shall be required to give bond to the Lodge in the sum of \$5,000.00 for the faithful performance of his duties.

OF THE TREASURER

Section 5. It shall be the duty of the Treasurer to receive all the Lodge moneys from the Secretary, giving him a receipt therefor; and, except as otherwise provided by By-Laws, he shall be the Treasurer of all Committees of the Lodge, and shall handle all funds of all Committees and of every activity of the Lodge; pay all bills against the Lodge as ordered thereby on vouchers signed by the Exalted Ruler and Secretary, except as provided in Section 12.060(f); keeping a correct account, under their proper dates, of the amounts and sources of receipts and the amounts and purposes of disbursements, taking proper vouchers for the various items thereof. He shall, at such times as the Lodge may direct or the Exalted Ruler require, present for examination all books, papers, vouchers, etc., that may be necessary to a proper auditing of his accounts. He shall also perform such other duties as are required by the Lodge, and are compatible with his office. Whenever the amount of unappropriated cash in his possession shall exceed \$7,500.00, he shall notify the Chairman of the Board. He shall present a report at each regular meeting showing the condition of the funds of the Lodge. He shall be required to give bond to the Lodge in the sum of \$5,000.00 for the faithful performance of his duties, and shall receive as compensation for his services the sum of \$3,500.00 per annum, payable every two weeks.

OF THE TRUSTEES OR BOARD OF DIRECTORS

Section 6. The Board of Trustees, or a Board of Directors established in accordance with the provisions of paragraph 6 of Grand Lodge Statutes Section 16.020, (collectively called "the Board") after each annual installation, shall meet and organize by the election of a Chairman and a Secretary, who shall be members of such Board. The Chairman of the Board shall attend all officially called District Deputy Clinics for his Lodge unless excused for good cause shown to the District Deputy with jurisdiction. The Board shall have the following powers subject to the control of the Lodge; it shall have control of the funds, investments and property of the Lodge, whether real or personal, not otherwise provided for by law; it shall receive and collect the income and rents from said property, and pay the same through the Secretary to the Lodge; shall execute all leases, contracts or other papers necessary or proper in the premises when

authorized by the Lodge and the provisions of Sec. 16.050, Statutes of the Order, and shall perform such other duties as may be required by the Laws of the Order and the By-Laws of this Lodge, and as are compatible with the office. It shall see that the provisions of Sec. 16.050, Statutes of the Order, are strictly complied with, especially the provisions for the vote of the Lodge, before executing any contract, including Real Estate sales contracts.

It shall hold at least one regular meeting each month and such special meetings, subject to the call of the Chairman, as may be required for the fulfillment of its duties, keeping correct minutes thereof. The Exalted Ruler shall be given the same notice of all meetings in the same manner as given to other members of the Board. In addition to the minute book, it shall keep a separate record of such investments as it may make from time to time under the direction of the Lodge, and said record shall show clearly the original cost of such investments, the dates and amounts of the receipts arising as interest or profit upon such investments, the dates and amounts of bank deposits made by it, and the dates and amounts of such drafts as may from time to time be made from the bank by order of the Lodge. Whenever it may become aware, by notice or otherwise, that the amount of unappropriated cash in the hands of the Treasurer exceeds \$7,500.00, the Board may demand and receive from said Treasurer all unappropriated moneys in excess of said amount, giving its receipt therefor; and it shall deposit the same in one of the banks selected for deposit purposes by vote of the Lodge, or it may invest the same in such manner as the Lodge may have otherwise directed.

It shall purchase all supplies ordered by the Lodge and all blanks, books and stationery required by the Officers for the proper performance of their duties.

It shall establish an Accident Prevention Program, with one member designated as Accident Prevention Manager, to continually review and implement a policy, in concert with Grand Lodge and State Association programs, to protect the Lodge from claims for accidents and injuries.

It shall receive and hold the bonds of the Officers of the Lodge, and shall exercise a general supervision over the property of the Lodge, keeping an account of the same which shall show in detail the estimated value of such property; and it shall make such additions thereto from time to time as the Lodge may order. It shall present a written report of its transactions monthly, at the first regular meeting in each month.

The Board shall present, no later than the final regular meeting of the Lodge in April, to the Lodge a segregated Budget, making appropriations for each of the several objects for which the Lodge must or may provide, out of moneys known to be in the possession of the Lodge or estimated to come into it during the ensuing Lodge year, the Lodge year of the Lodge commencing as required by Statute, on April first.

Said Budget, either in its original or modified form, must be adopted by the Lodge at said meeting or the next following regular meeting. After such Budget has been adopted, all

expenditures by the Lodge during the said Lodge year must be kept within the limits of the appropriations therein made. When a proposal is made for any expenditure in excess of such adopted Budget, such proposal shall be promptly referred to the Board for consideration and written recommendation to be filed no later than the next regular Lodge meeting. Such proposal may then be adopted by no fewer than two-thirds vote of the Lodge Members present at a regular meeting. Such Budget may include an item for contingent purposes to cover unforeseen emergencies of the Lodge, and funds therefrom may be appropriated by a two-thirds vote of the Members present, at a regular meeting. Any unexpended balances of appropriations contained in said Budget shall be available only for appropriation in the next following Lodge year in accordance with the Budget for that year.

It shall be the duty of the Board to see that the provisions of Sec. 16.050, Statutes of the Order, relating to the sale, lease, purchase, exchange, gift or substantial alteration of Lodge real estate, shall be strictly complied with.

(In Lodges where by By-Law a Budget Committee is provided for, the Budget shall be prepared by the Budget Committee and not by the Board, and the report of such Budget Committee made to the Lodge no later than the final regular meeting in April.)

The Board of Trustees, or a Board of Directors established in accordance with the provisions of Paragraph 6 of Grand Lodge Statutes Section 156.010, (collectively called "the Board") shall consist of the five Trustees and the four Lodge Officers.

OF ALTERNATE REPRESENTATIVE TO GRAND LODGE

Section 7. The duties of the Alternate Representative to the Grand Lodge shall be those prescribed by the Laws of the Order.

ARTICLE VI: APPOINTIVE POSITIONS AND DUTIES

Section 1. Before his installation, the Exalted Ruler-elect shall appoint an Esquire, a Chaplain, an Inner Guard and a Tiler (*and an Organist, and Vocalist, if an Organist or Vocalist is available*), and after his installation, shall appoint one or more Presiding Justices of the Local Forum and one or more Mediators as provided by Sec. 13.020 of the Statutes of the Order.

OF THE CHAPLAIN AND INNER GUARD

Section 2. The Chaplain and the Inner Guard shall perform such duties as may be required by the confidential work, and such other duties as may be required of them by the Laws of the

Order or the By-Laws of the Lodge.

OF THE ESQUIRE

Section 3. The Esquire shall organize the Lodge, examine and introduce candidates and visiting Members, superintend the confidential work and ballots for initiation and affiliation, and transmit official messages within the Lodge, as directed by the Exalted Ruler, and in all public displays by the Lodge he shall officiate as Marshal. He shall perform such other duties as may be required of him by the Laws of the Order or the By-Laws of the Lodge.

OF THE TILER

Section 4. It shall be the duty of the Tiler to attend at the outer door of the Lodge at all its regular and special meetings, and permit no person to enter without being satisfied of his right to do so, nor without previous announcement through the Inner Guard and formal permission of the Exalted Ruler. He shall require all Members to show their membership cards, and in addition require visiting Members to register their names in a book kept for that purpose. He shall remain at the Lodge rooms until the close of all meetings, whether business or social. He shall assume charge of all jewels, regalia, and other like Lodge property, and be held responsible for the same, seeing that it is in proper condition for all meetings of the Lodge, whether business or social. He shall furnish all necessary paraphernalia by order of the presiding Officer; have charge of the keys of the Lodge doors, and see that all property of the Lodge is stored in safety before leaving the Lodge rooms.

OF THE MEDIATOR

Section 5. The Mediator shall perform such duties as are provided for by the Laws of the Order.

OF THE PRESIDING JUSTICE

Section 6. The Presiding Justice of the Local Forum shall perform such duties and exercise such powers as a member of said Forum as are provided for by the Laws of the Order.

Section 7. REMOVED: Lodge has no Organist.

Section 8. REMOVED: Lodge has no Vocalist.

Section 9. REMOVED: Lodge has no Degree Team.

ARTICLE VII: NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

Section 1. Nominations for offices to be filled at the annual election in Lodges shall be made in the order in which they appear in Section 2 of Article VII of the Constitution of the Order at any regular meeting of the Lodge on or after the 1st day of January if meetings are held monthly, or otherwise after the 1st day of February and prior to the date of the annual election. If no nomination for a particular office shall have been made prior to the date of such election, or if all candidates previously nominated for a particular office shall have declined or withdrawn, nominations for that office may be made on the date of election. If a Member has been nominated for more than one office, he must declare that he accepts one nomination and withdraw from other nominations before the close of the last regular meeting of the Lodge prior to the regular meeting at which the election is to be held, and if he does not do so, he must accept only the first nomination. No Member, unless nominated in accordance with this Section, shall be eligible to election at any such annual election. Only a Member in good standing shall be eligible for nomination to office in the Lodge of which he is a Member.

~~**Section 2.** The lodge meeting shall be held on the first day of February each year.~~

Section 3. At all elections for Officers, the Exalted Ruler or a Past Exalted Ruler shall preside. He may appoint two Members to act as tellers to receive, sort and count the votes, and the ballot box must be placed in full view of the Lodge. The election shall be by written or printed ballot, uniform in size and color, which shall contain in regular order a list of the offices to be filled. If by written ballot, it shall conform to such other regulations as the Lodge may direct; if by printed ballot, it shall contain, beneath the title of each office to be filled, the names of the candidates for such offices, and there shall be a blank space beneath each office for which no one has been nominated previous to the night of election. When printed ballot is used, each Member voting shall indicate his choice by a checkmark placed opposite the name of each candidate he votes for, and the preparation and casting of each ballot shall be secret and without assistance, except in case of physical disability, and suitable arrangements therefor shall be made by the Lodge. No ballot shall be cast or counted other than ones provided by the Secretary. After all who are entitled to do so have voted, the ballot shall be declared closed; one of the tellers shall then examine each ballot singly and pass the same to his associate, who shall read the name or names written thereon, and the Secretary shall tally the same, from which tally list the presiding Officer shall announce the result to the Lodge, and shall declare the candidates receiving a majority of the votes cast duly elected. Should no nominee receive a majority of the votes, additional balloting shall be held eliminating from those ballots the

nominee receiving the fewest votes on each ballot until a nominee shall receive the majority of the votes cast. When there is but one candidate in nomination, the Lodge may direct any Officer to cast the vote of the Lodge for such candidate. No Member who is in arrears for dues shall be entitled to vote.

Section 4. The Officers shall be installed at a regular or special meeting of the Lodge to be held after March 15th and no later than April 15th after election provided that the installation of Officers prior to April 1st shall be effective as of April 1st. Should any elective Officer fail without good cause to present himself for installation at the regular time for installation or at a regular meeting of the Lodge within thirty days thereafter, the Exalted Ruler shall declare the office, to which the party so failing to appear for installation has been elected, vacant.

Section 5. Whenever an elective office shall become vacant, or no person is nominated for or elected to an elective office in accordance with the provisions of Statutes of the Order 3.080 and 3.090, or a Member, who has been elected dies, resigns or is otherwise incapable of serving or who will not be available for installation following his election, the Exalted Ruler shall, no later than the second regular meeting thereafter, order an election to fill such office for the unexpired term thereof or the full term, as the case may be. The Exalted Ruler may, at any time he deems expedient or necessary, appoint any Member in good standing of the Lodge to fill the vacancy so created, until such office is filled by election as provided herein, such appointee to have full power and authority to do all acts necessary and required of the office to which appointed. However, should an Officer be called to active Armed Forces duty as defined in Section 12.140, the Exalted Ruler must appoint an acting Officer to serve for the remainder of that Officer's term with no election held. Whenever the number of the Trustees of the Lodge shall be increased by Lodge By-Law, the election of the additional Trustees shall be held at the next regular meeting.

Elections to fill vacancies arising in the preceding paragraph shall take place at the next regular meeting after said order. Nominations for office may be made at the meeting when the Exalted Ruler orders the election and again at the meeting when the election is held. The vacancy caused by the election of another elective Officer to fill such vacancy may be filled at the same meeting. The voting procedure to fill a vacancy shall be governed by Section 3.090.

ARTICLE VIII: COMMITTEES

Section 1. At the next regular meeting after his installation, the Exalted Ruler shall appoint the following Committees:

(a) An Auditing & Accounting Committee consisting of no fewer than three members, none of

whom can be the Lodge Secretary or Treasurer, a Trustee or a member of the Supervising or Managing Body of the Club, Social Parlor or other Lodge facility. The Auditing & Accounting Committee shall:

1. Be charged with making all arrangements for completion and submission of the Lodge's Annual Financial Report to Grand Lodge and all required governmental agencies by June 15th for all entities of the Lodge whose fiscal year ends March 31st, in accordance with Sec. 13.040 of the Laws of the Order and the provisions of the Grand Lodge Auditing, Accounting & Management Manual.
2. Secure a financial report of any other entity affiliated with the Lodge, having a fiscal year ending other than March 31st, within sixty days after the close of that fiscal year
3. Require the use by the Lodge of the Uniform Chart of Accounts provided for in Sec. 4.330 of the Laws of the Order.
4. Review the year-to-date financial affairs and compliance with the approved budget of the Lodge in the months of July, October and January, and report at the last regular meeting of those months.
5. Act on other financial matters as the Lodge may direct.

(B) Activities Committee, consisting of no fewer than three members, which shall be charged with the following:

1. Implement the drug awareness program and the Hoop Shoot® program, of the Lodge, the State Association, and the Grand Lodge.
2. Supervise all matters pertaining to Lodge activities of civic, social, and community interest, including one program solely identified as Elks-sponsored within the jurisdiction of the Lodge, and develop community projects that emphasize the charitable works of the Order.
3. Prepare, supervise, and conduct programs for the youth of the community, and implement all youth programs of the Lodge, the State Association, and the Grand Lodge.

(A) Fraternal Committee, consisting of no fewer than three members, which shall be charged with the following:

1. Implement the patriotic activities planned by the Grand Lodge and cooperate with other local organizations in fostering patriotic community endeavors.
2. Prepare and carry out all arrangements for Flag Day services as required by the provisions of Section 2.030.

3. Prepare, supervise, and conduct a planned program for indoctrination of candidates and their families prior to initiation in order that all candidates and their families may become fully informed as to the good works of the Order of Elks.
4. Investigate the character of all applicants for membership and reinstatement, personally interview all applicants, verify the statements in their application, and report at the next regular meeting of the Lodge.
5. Secure applications for membership in the Order, investigate and report on all delinquencies in Lodge dues, encourage delinquent Members to pay their dues and avoid being dropped from the rolls of the Lodge, and promote the reinstatement of lapsed Members. The committee shall regularly report to the Lodge on membership.
6. Implement the Lodge activities program of the Lodge, its State Association, and the Grand Lodge.
7. Arrange for the observance of Elks Memorial Day as required by the provisions of Section 2.020.
8. Publicize the Elks National Foundation, promote its programs, activities, and charities, encourage and solicit contributions, and recognize all gifts made to the Foundation.
9. Implement the programs of the Elks National Veterans Service Commission within the Lodge in furtherance of service to veterans, assist when called upon by the Armed Forces of the United States, respond to any call for aid and cooperation requested by the government in any emergency, and be available to assist in the event of disaster in any area of the United States.

(A) Public Relations Committee, consisting of no fewer than three members, which shall be charged with implementing the Public Relations Program of the Lodge, its State Association and the Grand Lodge.

Section 2. Special Committees may be appointed upon any item of business, and may consist of as many members as the Lodge in its discretion may think proper. The Treasurer of the Lodge shall be Treasurer ex-officio of every such special committee and he shall receive all funds coming to said committee and make disbursements therefrom as authorized by the Lodge.

Section 3. In case of the neglect of the Chairman to call a meeting in proper time, any member or members of a committee shall have power to call together as many members of the same as are accessible, and to consider the matter submitted by the Lodge; and they shall be empowered to report their conclusions to the Lodge, either jointly or individually.

Section 4. All members of committees, after notice of their appointment, shall give patient and

diligent attention to the business entrusted to them, and report to the Lodge at the next stated meeting subsequent to their appointment, unless otherwise ordered by the Lodge.

All reports (*except reports of progress*) shall be made in writing, and signed by a majority. If a minority report be made, it shall be presented at the same meeting with the majority report.

Section 5. Every committee shall have authority and power to call for such books, documents, papers and other articles as it may deem necessary to a correct understanding of the subject under consideration, or the business it shall have been charged with; and every Member of the Lodge notified to appear before a committee, or to produce books, papers, or other articles in his possession or under his control, shall, unless excused by the committee, attend at the time and the place specified, and continue his attendance until dismissed, and every witness who is an Elk called to testify in the matter shall give all information in his possession or be subject to trial for violation of his obligation.

Section 6. The Lodge shall have a Past Exalted Rulers Association or Advisory Committee which shall consist of all of the Past Exalted Rulers, as defined in Section 1.140 of the Statutes of the Order, which shall advise with and extend its counsel to all Lodge Officers and Committees, and shall have the following duties, subject to the limitations imposed by the Constitution and Statutes of the Order:

1. To elect its own Officers.
2. To adopt rules for the conduct of its business.
3. To hold meetings and to specify the dates of such meetings.
4. To make recommendations for Lodge Committee appointments and candidates for office.
5. To assist the Exalted Ruler.
6. To engage in and make recommendations in other activities which will promote the good of the Lodge and of the Order.

ARTICLE IX: CLUB OPERATIONS AND MANAGEMENT

Section 1. The operation, management and control of the Home, Club or other facility owned and/or occupied by this Lodge shall be supervised and conducted by: The Trustees of the Lodge.

The supervising or managing body of the Home, Club or other facility provided for herein, shall be subject to the control and direction of the Lodge, except those actions and decisions pertaining to an employment relationship and the fixing of prices for goods and services.

Section 2. The supervising or managing body of the Home, Club or other facility shall have power to suspend a Member from Home, Club or other facility privileges for a period not exceeding one (1) year, for violation of rules adopted by the Lodge for such Home, Club or other facility, or conduct unbecoming an Elk on the Club premises, after ten (10) days written notice to such Member served personally or by regular first-class mail and after a hearing before such supervising or managing body.

An appeal to the Lodge may be taken by a Member suspended as hereinbefore provided by serving a Notice of Appeal, by personal service or by certified mail return receipt requested, upon the Secretary of the Lodge, no later than 10 days after receipt of written notice of suspension. The execution of suspension shall be automatically stayed upon service of the Notice of Appeal, as stated, pending disposition of the Appeal by the Lodge. The Secretary shall report the filing of Appeal forthwith to the Exalted Ruler and to the Lodge at its next regular meeting and the Exalted Ruler shall thereupon order Hearing of the Appeal at a regular meeting of the Lodge to be determined by him to be held no later than 45 days thereafter. Notice in writing of Hearing of the Appeal shall be given by the Secretary to the membership 10 days prior to the date specified therefore. Hearing of the Appeal by the Lodge shall be conducted by the Exalted Ruler and the Decision thereon determined by an affirmative secret ballot of two-thirds vote of the Members present. The Lodge may modify or reverse the action appealed from and its Decision shall be executed forthwith.

A Member owing any indebtedness to the Lodge, Home, Club or other facility mentioned herein may be dropped from the rolls of the Lodge in the manner specified in Sec. 14.170, Statutes of the Order.

Section 3. The supervising or managing body of the Home, Club or other facility mentioned herein shall present to the Lodge for approval, on or before the final regular Lodge meeting in April of each year, a separate and comprehensive budget, and shall likewise submit to the Lodge a monthly written report showing its financial condition and the condition of its budget, as provided in Sec. 16.040, Statutes of the Order.

The supervising or managing body of the Club shall hold at least one regular meeting each month and needed special meetings called by the Chairman. It shall keep minutes of each meeting of the supervising or managing body of the Club. The Exalted Ruler shall be given the same notice of all meetings of the supervising or managing body of the Club, and in the same manner, as is given to the other members of the supervising or managing body of the Club.

ARTICLE X: FEES AND DUES

~~Section 1. Initiation shall be~~ The Lodge for an applicant who has passed his twenty-sixth birthday.

~~Section 1. Initiation shall be~~ The Lodge for an applicant making application prior to his twenty-sixth birthday.

The Lodge has not adopted a \$1 reduced initiation fee.

Section 1. The fee for initiation for this Lodge for an applicant who has passed his/her thirtieth (30) birthday shall be as follows:

For Lodge 590 fiscal year 2025-2026: \$500.00 (goes into effect upon adoption of this change by the Lodge Members);

For Lodge 590 fiscal year 2026-2027: \$750.00;

For Lodge 590 fiscal year 2027-2028 and thereafter: \$1,000.00;

all of which should accompany the proposition. The fee for initiation in this Lodge for an applicant making application prior to his/her thirtieth (30) birthday shall be as follows:

For Lodge 590 fiscal year 2025-2026: \$350.00;

For Lodge 590 fiscal year 2026-2027: \$450.00; all of which should accompany the proposition.

LEGACY INITIATION FEE FOR A LODGE 590 MEMBER, CHILD, OR DEPENDANTS:

The fee for initiation in this Lodge for a legacy applicant (legacy applicant is a child or dependent of an existing Member who was part of Member family membership) making application before his/her twenty-seventh (27) birthday shall be \$350.00, all of which should accompany the proposition.

The Lodge has not adopted a \$1 reduced initiation fee.

The Lodge **may** waive initiation fees, **as decided by majority vote of the Board of Directors for each applicant**, for military members as allowed by GLS Section 14.310

Section 2.

(a) PER CAPITAS

On or before April 1st of each year, all Members, including Life Members, shall pay the Grand Lodge per capita fee, Grand Lodge per capita insurance assessment, and State Association dues, in addition to the appropriate regular or Life Member dues as specified in the remainder of this Section.

(b) REGULAR LODGE DUES

All Lodge dues hereafter specified shall be payable: annually, in advance, on or before April 1st of each year.

All Lodge dues hereafter specified shall be payable: annually, in advance, on or before April 1st of each year.

The regular Lodge dues shall be \$278.00 **for Elks Lodge 590 fiscal year 2025-26**, which shall not include the Grand Lodge per capita fee, the Grand Lodge per capita insurance assessment, and State Association dues **(these dues are billed in addition to the Elks Lodge 590 dues)**.

~~\$278.00 per year, which shall not include the Grand Lodge per capita fee, the Grand Lodge per capita insurance assessment, and State Association dues.~~

(c) LIFE MEMBERSHIP

In addition to the amounts set forth under (a) above, each Life Member and/or Honorary Life Member shall pay \$53.00 towards Lodge administration expense.

(d) ASSOCIATE MEMBERSHIP

Omitted. Lodge does not accept Associate Memberships.

Section 3. The reinstatement fee for an Elk holding an Absolute Dimit from this Lodge shall be \$100.00. The affiliation fee for an Elk holding a Transfer Dimit from another Lodge shall be \$100.00. The affiliation fee for an Elk holding an Absolute Dimit from another Lodge shall be \$100.00 dollars. The fee for affiliation for an unaffiliated Elk holding a Certificate of Release ~~\$100.00~~ **\$100.00** ~~from another Lodge shall be~~ **from another Lodge shall be** \$100.00 dollars. The affiliation fee for an unaffiliated Elk holding an Absolute Dimit from another Lodge or a Certificate of Release from another Lodge, who has been a bona fide resident within the jurisdiction of this Lodge preceding his application for membership herein, and the application of one holding an Absolute Dimit from this Lodge or who applies for membership on a Transfer Dimit, will be received and acted upon by this Lodge in the same manner as original applications for membership. An applicant seeking affiliation by Absolute Dimit or Certificate of Release shall pay to this Lodge the fee above specified and a proportionate share of the current dues of this Lodge prorated in the same manner as the dues of a new Member. An applicant seeking affiliation by Transfer Dimit shall pay to this Lodge the affiliation fee above specified and dues for the period commencing with the period after which

he has paid dues to the Lodge which granted the Transfer Dimit.

Section 4. Upon application for reinstatement, a Member whose name has been stricken from the rolls of this Lodge for non-payment of dues or debt may have his name restored to the rolls of the membership of the Lodge upon a secret ballot at a regular meeting of the Lodge taken upon such application. If the applicant receives a number of white balls at least equal to two-thirds of the votes cast, he shall be declared reinstated; but if he receives a number of white balls less than an amount equal to two-thirds of the votes cast, he shall be declared to be rejected, without prejudice to a future application after a lapse of six months thereafter. Before such reinstatement, the applicant shall pay to the Lodge a reinstatement fee of \$100.00, and in addition thereto, a proportionate share of the current dues, prorated in the same manner as the dues of a new Member, together with any indebtedness owing to the Lodge or Club.

The Lodge has not adopted a \$1 reduced reinstatement fee.

The Lodge waives reinstatement fees for military members as allowed by GLS Section 14.310.

If application is made within sixty (60) days of the date on which he is dropped from the rolls, he shall be reinstated as a Member in good standing.

Section 5. The dues of any Member who is sick or in distress may be remitted by a vote of no less than the majority of those present at a regular meeting of the Lodge. The dues of a Member who is serving in a branch of the Armed Forces of the United States may be remitted during a period of war in which the United States is engaged, or during a period when service is made compulsory by Act of Congress of the United States, or during a period of national emergency proclaimed by the President of the United States.

Section 6. All dues from Members shall be paid to the Lodge through the Secretary, who shall then promptly issue the Member a membership card.

A Member delinquent and owing at least five months' dues to the Lodge shall be dropped from the rolls any time during the month of March each year without the vote of the Lodge thereon. The effective date for dropping the Member shall be not later than March 31, provided the delinquent dues are not paid.

The procedure to drop a delinquent Member shall be as follows:

- (a) Any time during time during the month of February each year, the Secretary shall give notice by first class mail informing the Member that such Member may be dropped if dues are not paid within 30 days of mailing the notice.
- (b) At the time the Secretary gives notice to the Member, the Secretary shall post a list of all Members given notice on the Lodge Bulletin Board and report the posting of the list at the next Lodge Meeting.

~~The~~ notice shall confirm to the delinquent Member that during the period of delinquency the Member is not entitled to the privileges of membership and that in the event of being dropped for nonpayment of dues, the Member can only be reinstated in the manner provided by the Laws of the Order.

A Member owing any indebtedness to the Lodge or Club may be dropped from the rolls of the Lodge in the manner specified in Sec. 14.170, Statutes of the Order.

Section 7. An applicant for a Dimit from this Lodge, whether the same be a Transfer Dimit or an Absolute Dimit, before receiving such Dimit, shall discharge his entire indebtedness to the Lodge, including all of his dues in full for the period within which said application for a Dimit is filed, and provided further, he shall pay in full the Grand Lodge assessment for the current Lodge year. Further, the holder of a Transfer Dimit addressed to a Lodge in the process of organization shall continue to pay dues to this Lodge through the date of institution of the new Lodge and the completion of his affiliation therewith.

Section 8. The Initiation fee and dues of any applicant who is a member of the Armed Forces on active duty and who meets the criteria stated in Section 5 may be remitted by a vote of no less than the majority of those present at a regular meeting of the Lodge.

ARTICLE XI: HELP

Section 1. All applications for help shall be referred to the Standing Relief Committee which shall examine their merits and recommend aid or relief according to the circumstances of the case.

Section 2. When a worthy Elk of this Lodge is destitute, unable to procure employment after diligent efforts, and actually without the necessities of life, he may make application in writing to the Lodge, or during the intervals between the meetings of the Lodge, to the Standing Relief Committee and may, if found worthy, be assisted from funds of the Lodge to a sufficient extent to provide him with the necessaries only.

ARTICLE XII: POWER TO LOAN MONEY, ETC.

Section 1. This Lodge shall not have the power to loan its funds to any of its Members, except as authorized by Sec. 13.010 of the Statutes of the Order.

Section 2. Members of this Lodge, whether serving upon committees or in their private capacity, shall not have power to incur any expense in the name of, or for account of, the Lodge, without first obtaining its consent thereto, except as elsewhere provided.

ARTICLE XIII: BILLS AGAINST THE LODGE

Section 1. No orders for the payment of bills against the Lodge shall be signed by the Exalted Ruler and Secretary until such bills have been approved by a majority vote at a regular meeting of the Lodge.

Section 2. The Treasurer may, upon the approval of the Board of Trustees (or Board of Directors as may be applicable) without obtaining prior Lodge approval. Any such payment shall be reported at the next Lodge meeting.

Section 3. The Treasurer may designate a member of the Board of Trustees (or Board of Directors as may be applicable), or chair officer, subject to Lodge approval, to sign Lodge checks in the Treasurer's absence. Any such designee shall be bonded in the same amount as the Treasurer.

Section 4. When bills against the Lodge shall result from the transactions of a committee, either standing or special, each said bill, before being accepted and ordered paid, shall first be endorsed as approved or disapproved, as the case may be, by the committee responsible for the creation of the bill.

ARTICLE XIV: LODGE YEAR AND FISCAL YEAR

Section 1. The Lodge year and fiscal year of this Lodge shall end with the last day of March of each year.

ARTICLE XV: RULES OF ORDER

Section 1. The Lodge shall be guided in its deliberations by the Rules of Order approved by the Lodge and annexed hereto. It shall be the duty of the Exalted Ruler to see that they are strictly enforced.

Section 2. The current version of “Robert’s Rules of Order, Newly Revised” shall be the guide for any parliamentary rules not especially provided for in said Rules of Order.

XV-A: AUXILIARIES AND ADJUNCT ORGANIZATIONS

Section 1. The Lodge does not recognize any Lodge auxiliaries.

Section 2. The Lodge does not recognize any Adjunct Organizations.

ARTICLE XVI: AMENDMENTS

Section 1. All amendments and revisions to the By-Laws, Rules of Order or House Rules of this Lodge shall be proposed in writing, read at a regular meeting of the Lodge, and laid over for a vote thereon at a regular Lodge meeting to be held not less than two weeks nor more than ten weeks thereafter. Notice, in writing, setting forth in full any proposed amendment or revision of the By-Laws, Rules of Order or House Rules, shall be sent by the Secretary to all Members of the Lodge at least ten days before the regular meeting at which said proposed amendment or revision is to be voted upon. A majority vote of all Members present at the regular meeting designated for consideration of such amendment or revision to such By-Laws, Rules of Order or House Rules shall be required for its adoption. But any action, Statute or edict of the Grand Lodge altering these By-Laws, Rules of Order or House Rules shall have the effect of an amendment without any further action of this Lodge, and any Article or Section of these By-Laws requiring temporary suspension for the purpose of acting upon a dispensation granted by the Grand Lodge, or its properly authorized Officer, shall be, without further action of this Lodge, considered temporarily suspended.

All proposed amendments to these By-Laws, Rules of Order or House Rules, in conflict with the Laws of the Order, are void, and shall be declared out of order by the Exalted Ruler.

No By-Laws, Rules of Order or House Rules or amendments thereto shall take effect until submitted to the designated member of the Committee on Judiciary of the Grand Lodge, and approved by him.

INSTRUCTIONS CONCERNING MANAGEMENT OF HOME, CLUB OR OTHER FACILITY, AND FORMATION OF A SEPARATE CORPORATION

1. The Lodge may, if it chooses, form a separate corporation for the Home, Club, Real Property or other facility owned by the Lodge. The membership, Officers and Directors, terms of office, corporate powers, keeping of books and records, and the operation by the corporation of any such facility herein provided for, and any other matter relating thereto, shall be in strict accord with the Statutes of the Order and amendments thereto, particularly Sec. 16.030, concerning the formation, operation and dissolution of such separate corporation.
2. Should such separate corporation be formed and hereafter dissolved, all property owned, held or controlled by it shall thereupon be transferred and distributed by its Board of Directors to this Lodge or to some other non-profit organization, fund, corporation or trust forming a part of or controlled by the Benevolent and Protective Order of Elks of the United States of America.
3. If the Lodge does not desire to form such separate corporation, the Home, Club or other facility above mentioned shall in such event be managed and supervised, subject to the control or direction of the Lodge, by one of the following methods as determined by the Lodge and shown in the By-Laws By the Exalted Ruler, Esteemed Leading Knight, Esteemed Loyal Knight, Esteemed Lecturing Knight, and the Trustees of the Lodge; **or** By the Trustees of the Lodge; **or** By a House Committee consisting of not less than 3 nor more than 13 members, to be appointed by the Exalted Ruler.
4. If a separate corporation is formed, Sec. 16.030, Statutes of the Order, must be strictly complied with and the Board of Directors of said separate corporation shall be the supervising or managing body of the Home, Club or other incorporated facility. Articles of Incorporation and Corporation By-Laws must be approved by the Committee on Judiciary. The provisions of Sec. 16.020, Statutes of the Order, paragraphs 2 and 4 in particular, should be followed with reference to notice, resolution to convey property, etc.

Suggested forms containing the minimum required provisions for proposed Articles of

Incorporation and By-Laws are contained in the Appendix of the Annotated Statutes.

Also, see the Appendix of the Annotated Statutes for suggested forms of Resolution and Certificates which may be changed to apply to separate (rather than Lodge) corporations.

The Grand Secretary's office does not provide such forms. Individual Lodges must prepare the documents from these Appendix-suggested forms.

See Sec. 16.020, Statutes of the Order, for Lodge Corporations, Officers and Trustees.

RULES OF ORDER

1. When the Exalted Ruler takes the chair, the Officers shall take their positions and the members be seated, and at the sound of the gavel there shall be general silence. The Exalted Ruler shall then instruct the Esquire to organize the Lodge. That Officer shall then see that the doors are properly closed and guarded, and the Officers clothed in proper regalia, and report to the Exalted Ruler. The Lodge shall then be opened in due form.
2. The Exalted Ruler shall preserve order and pronounce the decision of the Lodge on all subjects; he shall decide all questions of order without debate, subject to an appeal to the Lodge by any member who may dissent from the same, which appeal must be seconded, when the question shall be: "Shall the decision of the chair stand as the judgment of the Lodge?" on which no Member shall speak more than once without special permission of the Lodge, which must be granted or withheld without debate. The question of an appeal, and all questions which arise while it is pending, shall be taken and announced or decided by the Exalted Ruler.
3. No question shall be stated unless moved and seconded, nor be open for discussion until stated by the Exalted Ruler; and when a question is before the Lodge the only motions in order shall be:
 1. To lay on the table.
 2. The previous question.
 3. To indefinitely postpone.
 4. To postpone to a certain day.
 5. To recommit.
 6. To refer.

7. To amend.

They shall take precedence in the order here arranged, and the first two shall be decided without debate.

4. On the call of three members for the previous question, the Exalted Ruler shall put the question in this form: "Shall the main question now be put?" If the motion is carried, the vote shall first be put upon all pending amendments, after which upon the main question.
5. No motion shall be made by one Member while another is speaking. And no motion shall be made or seconded without rising and addressing the Exalted Ruler, and he shall not recognize a motion or second made contrary to this rule.
6. If, on taking a vote upon any question (except in balloting for Officers), the members are evenly divided, it then becomes the duty of the Exalted Ruler to give the casting vote; in doing which he may, if he desires, give his reasons.
7. Any Member making a motion shall reduce the same to writing, at the request of the Exalted Ruler or any Member. Resolutions shall be presented in writing, signed by the Member offering the same; and in either case they shall not be before the Lodge until they are read or stated by the Exalted Ruler or the Secretary.
8. When any communication, petition or memorial is presented, a brief statement of its contents shall be made before it is read, and after it has been read a brief notice of its purport shall be entered on the minutes.
9. When the reading of any paper is called for, and an objection is made by any Member, it shall be determined by a vote of the Lodge.
10. No member shall be interrupted while speaking, except it be to call him to order, or for the purpose of explanation.
11. If, during a Member's remarks, any other Member should desire to give information pertinent to the subject and short in its nature, or to ask a question of the same character, to be answered by the Member having the floor, he must rise and request, through the Exalted Ruler, the Member having the floor for permission to that effect, and if refused, shall immediately resume his seat, the floor still remaining in possession of the first mentioned Member, but no Member shall keep the floor for more than five minutes if any objection be made.
12. If a Member while speaking, be called to order, he shall at the request of the Exalted Ruler, take his seat until the question of order is determined, when, if permitted, he will again resume.
13. When a Member has occasion to make any verbal communication to the Lodge, motion or otherwise, he shall rise in his place and address himself to the Exalted Ruler by his proper

title, who shall thereupon announce the Member to the Lodge as having the floor by calling the name of the same. Until thus recognized by the Exalted Ruler, no Member shall attempt to speak.

14. Members shall confine themselves to the question under debate, and avoid personalities and indecorous and sarcastic language.
15. If two or more Members endeavor to obtain the floor at the same time, the Member first addressing the Exalted Ruler by his proper title, and first heard by him, shall be adjudged the floor; and no Member shall speak more than once on the same subject or question until all who wish to speak shall have had an opportunity to do so, nor more than twice, without the permission of the Exalted Ruler. Each Member while speaking shall designate the Officer or Member spoken of by his proper title, according to his standing in the Order.
16. When a blank is to be filled, the question shall be first taken on the highest sum or number, and the longest time proposed.
17. Before putting the question, the Exalted Ruler shall ask, "Is the Lodge ready for the question?" When, if no member rises to speak, he shall rise and put the question, and after he has risen for that purpose, no further discussion or motions shall be entertained until the question has been decided. While the Exalted Ruler is addressing the Lodge, or putting the question, silence shall be observed in the Lodge.
18. After any question, except one of indefinite postponement, has been decided, any Member who voted with the majority may, at the same meeting, move for a reconsideration thereof, but no discussion of the main question shall be allowed unless reconsidered. A motion to reconsider a vote to reconsider cannot be entertained. Where a motion to reconsider has been adopted at a meeting following the first vote, and notice to Lodge members on the proposal was originally required, a new notice must then be given in the same manner on the second vote, the same as on the original motion.
19. A motion to rescind can only be carried by a two-thirds vote of all Members present.
20. When a Member has been called to order for manifestation of temper or improper conduct, he shall not be permitted to speak again at that session upon the same subject, unless by permission of the Lodge.
21. In speaking on points of order, the Exalted Ruler shall have the precedence; but he cannot speak on any other subject, unless to state the facts within his own knowledge.
22. No Member shall retire without permission of the Exalted Ruler. During opening and closing of the Lodge, reading of minutes, and initiation, the door shall be closed.
23. Any Member having made a motion may withdraw it, with the consent of his second, before it is debated, but not afterwards without permission of the Lodge.

24. When a majority report is followed by a report from the minority of a committee, the former, after being read, shall lie upon the table until the latter has been presented; after which, on motion, either may be considered.
25. No motion to adjourn can be entertained; but when the regular order of business shall have been completed, the Lodge shall be closed in due form.

The foregoing Order of Business, By-Laws and Rules of Order are hereby approved by the Committee on Judiciary.

THOMAS M. ZISA, Chairperson
GEOFFREY B. DOBSON
EDWARD C. JOHNSON
JOHN H ATWOOD
PAUL E ROBINSON
ROBERT J VANCAMPEN
MICHAEL L SPENCER
JOEL TODD

2019-2020 Committee on Judiciary

HOUSE RULES

- 1. Member.** All House Rules pertain to all Members, Member's family members, guests, and employees. This Lodge is for the use of Members, in good standing, at Iowa City Lodge #590, holding current Membership / Identification Cards; and members of their immediate household, in good standing, and their guests. Member family members include the following:
 - a. Spouse or partner; and
 - b. any children aged 22 or younger.
- 2. Member Responsibility of Guests.** Members are responsible for the actions of their guests.
- 3. Conduct.** Conduct unbecoming of a Member, or loud and abusive behavior, shall result in discipline of the Member up to and including Club suspension.
- 4. Visiting Elks.** Visiting Elks, in good standing, in the respective Lodge are welcome, so long as they observe our House Rules.

5. **Minors.** No minor may be seated at the bar or play any charity games. Minor is defined as anyone under the age of 18 years old.
6. **Operation.** The operation, management, and control of the Lodge or other facilities owned and/or occupied by this Lodge, shall be supervised and conducted by the House Committee of the Lodge, which is comprised of the Board of Trustees. Correspondence, concerning its operation, should be sent to the House Committee and signed.
7. **Hours.** The Lodge shall be open during such hours as the House Committee shall direct.
8. **Weapons.** Elks Lodge 590 is a weapons free facility that prohibits the use of or possession of weapons on Elks Lodge 590 property. This policy applies to Members, Member's family members, guests, employees, and any visitors that are not required to carry weapons as part of their job description. Any waivers of this policy must be approved, in writing, by the General Manager and/or Board of Directors.
9. **Alcohol.** Members, guest, and employees (cannot consume alcohol during their work hours) of legal age can consume alcohol at Lodge 590, but must be in compliance with **Appendix A: Alcohol Policy.**
10. **Smoking Policy.** Elks Lodge 590 Club House, pool deck, and other buildings on Lodge property, are non-smoking facilities.
11. **No Illegal Drug Use.** Lodge 590 is a drug free facility, and all Members, guests, and employees are subject to **Appendix B: No Drug Use Policy.**
12. **Harassment.** Lodge 590 is a harassment free facility. Members, employees, and guests are subject to the following Policy and Procedure against harassment detailed in **Appendix C.**
13. **Bar Closure.** The bar will be closed during the regular Lodge meeting.
14. **Lodge Property.** Property of the Lodge shall not be removed without permission of the Trustees; and, if applicable, a rental fee will be charged.
15. **Personal Property.** The Lodge will not be responsible for lost, damaged, or stolen articles.
16. **Destruction of Lodge Property.** Any willful or malicious destruction of any property of the Lodge will be paid for by the person responsible; and could result in suspension of Lodge membership at the discretion of the Lodge Board of Directors. The Board of Directors reserves the right to pursue any legal action necessary to ensure the Lodge is made whole for any destruction of Lodge property.
17. **Animals.** Live animals, except certified service animals, shall not be permitted inside the premises of the Club House or pool, unless prior authorization has been received by the

General Manager or the General Manager's designee.

18. **Lodge Code.** All Members are required to use the Lodge code to gain admission to the Lodge; and show their current Membership Card when required showing that their dues have been paid in full.
19. **Lodge Functions.** All Lodge functions must be by reservation.
20. **Violation of House Rules.** Any violation of these Rules and Regulations may subject a Member, Member's family member, guest, or employee the loss of Lodge 590 privileges up to, and including suspension and revocation of membership in accordance with CONSTITUTION and STATUTES ANNOTATED of the Benevolent and Protective Order of Elks of the United States of America and By-Laws, Rules of Order, and House Rules of Lodge No. 0590.
21. **House Rules Recommended Changes.** Any recommendation or change of these House Rules should be, in writing, and submitted to the House Committee and/or Board of Directors.
22. **Golf Cart Policy.** Members, employees, and guests are subject to the **Golf Cart Policy** as detailed in **Appendix D**.
23. **Activity Fees and Dues.** Each Member must pay annual Lodge dues and applicable activity or services fees to use the golf or pool amenities. None of these dues or fees can be charged to a Member's account; and activity and services fees must be paid in prior to use. Additionally, no Member or Member's family members will be allowed to use the Lodge, unless Lodge dues are paid in full by April 30th of a given fiscal year. Credits may be granted for golf or pool activity fees for issues involving physical illness/ injury sustained prior to July 1st. Credit requests must be accompanied by physician documentation explaining the issue and duration of the disability. Credit requests are not considered after July 15th. Extenuating circumstances are reviewed on a case-by-case basis. Credits granted are applied to requestor's future dues/fees.
24. **Tee Times.** The Pro Shop staff and General Manager have daily operating authority over starting times. Golf Members may make tee times on days tee times are offered one week in advance. Lodge only Members may only make tee times 24 hours in advance. The Pro Shop has the option to fill twosomes and threesomes when necessary due to daily demand for play.
25. **Golf Course Dress Code.** All Members, guests, and employees are subject to the Golf Course Dress Code as detailed in **Appendix E**.
26. **Swimming Pool Dress Code.** All Members, guests, and employees are subject to the Swimming Pool Dress Code as detailed in **Appendix F**.

27. **Personal Music Devices.** Personal entertainment devices are to be used at volume levels for your personal enjoyment only. Volume levels that are loud enough to be heard by players on other holes on the golf course or heard by other swimmers at the pool are not acceptable. You will first be given a warning; if the loud volume persists, the violator may be removed from the golf course or pool area. Repeat offenders of this policy will be referred to the Board of Directors for further action, up to and including suspension of privileges.
28. **Member Accounts Receivable and Electronic Statement Policy.** Members are subject to the Member Accounts Receivable and Electronic Statement Policy detailed in **Appendix G**.
29. **Employee Dress Code/Uniform.** Employees must wear the appropriate work uniform or adhere to the work dress code as directed by Management.
30. **Board of Director Activity Fee Discounts.** Members of the Elks Lodge 590 Board of Directors are eligible for the following discounts off annual pool or golf activity fees (does not apply to dues, cart fees, cart storage fees, or any other fees) according to their role on the Board. These activity fee discounts cannot be combined or transferred to any other fees or costs at the Lodge; nor can the Director choose to receive a cash payment for the value of the discount if the Director chooses not to use the discount on eligible activity fees.
 - a. Exalted Ruler: 100%
 - b. Loyal Knight: 80%
 - c. Leading Knight: 60%
 - d. Lecturing Knight: 40%
 - e. Trustee Chair: 50%
 - f. Trustees: 40%
 - g. Secretary: 40%
 - h. Treasurer: 40%

APPENDIX A: Alcohol Policy

- A. Purpose: The purpose of this policy is to promote a safe, responsible, and enjoyable environment for all Members, guests, staff, and visitors at the Lodge. We aim to ensure that alcohol is only consumed in moderation; and in compliance with all Local, State, and Federal Laws, maintaining the highest standards of safety and professionalism.

B. **Policy Statement:** The Lodge permits the consumption of alcohol on the premises, but only in designated areas, and under controlled circumstances. The safety of our Members, guests, and employees is of utmost importance; and we are committed to fostering an environment where alcohol is enjoyed responsibly and safely.

C. **Scope:** This policy applies to all individuals on the Lodge property, including Members, guests, employees, contractors, and visitors.

D. **Guidelines for Alcohol Consumption:**

1. Legal Compliance:

- All alcohol must be consumed in compliance with Local, State, and Federal Laws.
- The sale, serving, and consumption of alcohol is only permitted for individuals who are at least the legal drinking age as defined by local regulations.

2. Designated Areas for Alcohol Consumption:

- Alcohol may only be consumed in designated areas, such as the Club House, pool deck, golf course, or other approved areas.
- Consumption of alcohol outside of these areas (such as in parking lots without authorization) is prohibited.

3. Serving Alcohol:

- Alcoholic beverages may only be served by designated employees who are trained and certified in responsible beverage service (e.g., TIPS or similar certification).
- The golf course reserves the right to refuse service to any individual who appears intoxicated, is disruptive, or is acting in an unsafe manner.

4. Intoxication and Disruptive Behavior:

- Individuals who are intoxicated, or behaving in a disruptive manner, may be asked to leave the premises.
- Continued disruptive behavior, or repeated violations of this policy, may result in suspension or termination of membership privileges.

5. Alcohol and Golf Play:

- While it is acceptable to consume alcohol during rounds, players must do so in a responsible manner, ensuring that their ability to safely operate a golf cart or engage in play is not impaired.
- Golfers must adhere to all golf course rules and etiquette, and disruptive

behavior caused by alcohol consumption will not be tolerated.

6. Alcohol and Pool:

- While it is acceptable to consume alcohol on the pool deck, consumption must be done in a responsible manner, ensuring that their ability to safely swim and engage in pool activities.
- Swimmers must adhere to all Pool Rules and etiquette; and disruptive behavior, caused by alcohol consumption, will not be tolerated.

7. Alcohol and Board of Director and Lodge Meetings:

- Consumption of alcohol during Board of Trustees or Lodge Meetings is strictly prohibited by all in attendance.

8. Alcohol and Employees:

- Consumption of alcohol by employees during the individual employees scheduled or non-scheduled working hours is strictly prohibited.

9. Outside Alcohol:

- Elks Lodge 590 strictly enforces a no carry-on policy regarding alcoholic beverages. Per Iowa State Law, under no circumstances are guests or Members allowed to bring their own alcoholic beverages onto Lodge property.
- The over service or consumption of alcohol, as defined by local law or ordinance, is strictly prohibited; this rule shall be applicable to all Members, Officers, and employees of the Lodge pursuant to Grand Lodge Statute 17.052.

E. Consequences for Violations: Any individual found violating this policy may face one or more of the following consequences:

- i. First Offense: Staff (General Manager or General Manager's designee) will talk to the violator, remind them of our policy and email or hand the individual a "first offense note," which describes the policy and the consequences for first, second & third offense.
- ii. Second Offense: Staff (General Manager or General Manager's designee) will let the violator know verbally and via email they are suspended from using the Lodge facilities for one full week and will ensure the suspension is enforced.
- iii. Third Offense: Staff (General Manager or General Manager's designee) will let the violator know they are suspended from using the Lodge for two full weeks, will ensure the suspension is enforced and in order to be reinstated, the violator must

meet with the board who will determine if/when reinstatement will happen and/or any other consequences. Upon third offense, Member or guest could be subject to removal from the Lodge in accordance with CONSTITUTION and STATUTES ANNOTATED of the Benevolent and Protective Order of Elks of the United States of America and By-Laws, Rules of Order, and House Rules of Lodge No. 0590.

iv. Potential legal action as necessary.

- F. **Employee Training and Awareness:** All employees, involved in alcohol service, will undergo training to ensure they can recognize the signs of intoxication, handle difficult situations professionally, and adhere to responsible service practices.
- G. **Reporting Violations:** If you observe any issues related to alcohol consumption, such as unsafe behavior or intoxication, please notify a staff member immediately. Confidentiality will be respected to the extent possible.
- H. **Policy Review:** This policy will be reviewed periodically to ensure it aligns with the latest legal regulations and the best practices for promoting a safe and enjoyable environment for all.
- I. **Effective Date:** This policy is effective as of May 5, 2025.

APPENDIX B: NO DRUG USE POLICY

- A. **Purpose:** The purpose of this policy is to maintain a safe, respectful, and professional environment Lodge 590 by prohibiting the use of drugs and substances that can negatively impact the experience of our Members, guests, and staff.
- B. **Policy Statement:** The Lodge is committed to promoting a healthy and enjoyable atmosphere for all golfers, employees, and visitors. As such, the use, possession, or distribution of illegal drugs, recreational drugs, or any controlled substances (unless prescribed by a licensed medical professional) is strictly prohibited on the premises.
- C. **Scope:** This policy applies to all individuals on the golf course property, including Members, guests, employees, contractors, and visitors.
 - i. **Prohibited Actions:**
 - **Drug Use:** The consumption or use of illegal drugs, recreational drugs, or substances that impair one's ability to function in a safe and responsible manner, is prohibited on the premises.
 - **Possession of Drugs:** Possession of any illegal or recreational drugs, drug paraphernalia, or prescription drugs not legally prescribed to the individual, is prohibited.

Distribution of Drugs: The distribution, sale, or exchange of drugs or controlled substances, is strictly forbidden.

- **Impairment:** Individuals under the influence of illegal substances or alcohol that affects their behavior, performance, or safety will be asked to leave the premises immediately.

ii. Consequences for Violation: Any individual found violating this policy may be subject to the following consequences:

- Immediate removal from the premises.
- Suspension or termination of membership privileges in accordance with CONSTITUTION and STATUTES ANNOTATED of the Benevolent and Protective Order of Elks of the United States of America and By-Laws, Rules of Order and House Rules of Lodge No. 0590.
- Potential legal action in accordance with local, State, and Federal Laws.
- Employees in violation may face disciplinary action, up to and including termination.

D. Reporting Violations: If you observe any suspicious activity or drug use on the property, we encourage you to report it to a staff member immediately. Confidentiality will be respected to the extent possible.

E. Employee Training and Awareness: Employees will receive training on recognizing and responding to instances of drug use and impairment. Staff members are expected to enforce this policy consistently and fairly.

F. Policy Review: This policy will be reviewed periodically to ensure its effectiveness and compliance with any changes in local, State, or Federal Laws.

G. Effective Date: This policy is effective as of May 5, 2025.

APPENDIX C: HARRASSMENT POLICY

A. Purpose: At Lodge No. 0590, we are committed to maintaining a safe, respectful, and inclusive environment for all Members, employees, and visitors. Harassment of any kind, whether verbal, physical, or through any other means, is strictly prohibited. This policy is in place to ensure that everyone on our premises can enjoy their time in a harassment-free environment.

B. Policy: The Iowa City, Iowa Lodge No. 0590 of the Benevolent and Protective Order of Elks ("Lodge") strictly prohibits harassment against rostered and non-rostered staff. It is

illegal and against Lodge policy.

- C. Definition of Harassment: Harassment is unwanted behavior of one individual or group against another individual or group. It may be based on race, color, religion, sex, sexual orientation, national origin, age, gender identity, marital status, disability, veteran's status or any other legally protected status.
- i. Harassment may take the form of verbal and/or electronic communication, such as making derogatory statements, epithets, or slurs to or about another person or group. It may be visual such as displaying or posting offensive posters, cartoons, or drawings. It may be physical such as threatening, assaulting or physically interfering with another person or making other inappropriate or unwanted physical contact.
 - ii. Sexual harassment is unwelcome conduct of a sexual nature, including sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal, visual or physical conduct of a sexual nature. It occurs when: 1) submission to such unwelcome conduct is made either explicitly or implicitly a term of or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for a tangible employment action; or 3) such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- D. Examples of Prohibited Conduct: The following conduct, when occurring in the workplace or when it may adversely affect the work environment, will be considered to be harassment or inappropriate behavior:
- i. Sexually suggestive or off-color comments or jokes, including remarks about a person's body or sexual activities;
 - ii. Sexual flirtation, innuendo, advances, propositions or other sexual activities;
 - iii. Unprofessional touching, such as massages, pinching, patting or inappropriately putting an arm around another person;
 - iv. Criminal or illegal touching, as defined by city ordinances or state law;
 - v. Repeated and unwelcome invitations for social interactions outside of the workplace;
 - vi. Sexual or racial slurs, derogatory remarks or offensive gestures;
 - vii. Swearing or loud yelling;
 - viii. Displaying or distributing sexually explicit or otherwise off-color materials, including books, magazines, articles, pictures, greeting cards, photographs, drawings, cartoons, and email messages;

- ix. Direct insults, threats of harm, spiteful gossip, or bullying;
- x. Destructively interfering with the work of employees and staff;
- xi. Singling someone out to do demeaning tasks unrelated to their job.

E. Procedure for Reporting and Resolution of Harassment Complaints: The Lodge provides the following guidelines for handling a harassment complaint. Note that procedures will have some differences between employee-to-employee interactions and Member-to-employee interaction.

- i. All harassment complaints must be reported as soon as possible, either to the General Manager, Exalted Ruler, or Trustee Chair. In the event the General Manager is on leave, or the General Manager is the subject of the complaint, the report shall be made to the Exalted Ruler and/or to the Trustee Chair.
- ii. The Trustee Chair or Exalted Ruler or their designee will promptly and thoroughly research the harassment complaint. When they deem the complaint appropriate, they will investigate in consultation with CONSTITUTION and STATUTES ANNOTATED of the Benevolent and Protective Order of Elks of the United States of America and By-Laws, Rules of Order and House Rules of Lodge No. 0590.
- iii. The dignity and confidentiality of all parties shall be maintained throughout the investigation process. Details of the complaint and investigation will be kept confidential, except as necessary to conduct a thorough investigation.
- iv. No employees or staff will be subject to retaliation for the good faith reporting of harassment or for assisting in the investigation of a harassment complaint under this procedure. Any incidence of retaliation should be reported immediately to the General Manager, Exalted Ruler, or Trustee Chair.
- v. As an outcome of the investigation, the Trustee Chair or Exalted Ruler or their designee make a report to the Lodge No. 0590 Board of Directors of the findings (in executive session). Results of the findings will be communicated to the complainant, the alleged harasser, and, as the Board of Directors deems, others directly concerned. The results of employee-to-employee interactions will remain confidential until completion of the investigation.
- vi. Appropriate disciplinary action, up to and including discharge of employment or membership, will be taken against any employee or Member who engages in harassment or who otherwise violates this policy. If harassment is found by employee or staff, then the employee will be subject to discipline, up to and including termination from employment. If a Member of the Elks Lodge No. 0590 is found to have violated this policy, discipline will be taken in accordance with the CONSTITUTION and STATUTES ANNOTATED of the Benevolent and Protective

Order of Elks of the United States of America and By-Laws, Rules of Order and House Rules of Lodge No. 0590.

- vii. Retaliation against any individual who, in good faith, reports harassment under this policy, or who provides information in connection with any such report or complaint of harassment, is considered harassment and is strictly prohibited.
- viii. Any harassment complaint found to be frivolous, malicious, or based on false information will be a violation of this policy and, in the case of rostered and non-rostered staff, may result in disciplinary action, up to and including termination of employment or membership.

F. **Effective Date:** This policy is effective as of May 5, 2025.

APPENDIX D: GOLF CART POLICY

- A. **Policy.** Golf cart drivers must be 16 years or older and a valid driver's license. This applies to both private and club-owned carts. All cart options and rates are listed on the annual activities fee sheet or posted in the pro shop. If you do not own or lease, you will be charged the applicable cart fee for each and every time that you are on the tee sheet and riding in a Lodge 590 leased golf cart. Keys to Lodge 590 carts are maintained by the Pro Shop staff and are issued for daily rental and annual lease holders. Daily rules for cart use are set by the course management team based on course conditions.
- B. **Golf Cart Operation.** There is a maximum of two adult riders per cart and two bags per cart (exception for 3-person scrambles and club tournaments per golf course management). Remain on cart paths (when applicable) and in rough or scatter as directed. Do not drive in natural areas, wetlands, or in long grass. Remain outside of fenced greens areas or directional arrows for carts. In absence of either, remain 60 feet (20 yards) from greens. Avoid pulling off paths near greens and tees to preserve landing and teeing areas. Avoid the edge of bunkers to prevent damage to bunker walls. Cart operators must be 16 years of age or older and a valid driver's license. Carts must not be operated at excessive speed or in a reckless manner so as to threaten harm to persons or cause damage to golf course or private property. All cart traffic must follow paths and flow of play. Operators must observe any temporary or conditional limitations placed on cart use by the Superintendent due to weather or other circumstances.
- C. **Golf Cart Policy and Operation Violation Protocol.**
 - i. **First Offense:** Staff (Pro or other manager) will talk to the violator, remind them of our policy and hand them a "first offense note" which describes the policy and the consequences for first, second & third offense. An email will also be sent to the violator so that there is no question as to whether or not they received their note/understand the policy.

- ii. Second Offense: Staff will let the violator know they are suspended from playing for one full week and will ensure the suspension is enforced.
- iii. Third Offense: Staff will let the violator know they are suspended from playing for two full weeks, will ensure the suspension is enforced and in order to be reinstated, the violator must meet with the board who will determine if/when reinstatement will happen and/or any other consequences.

D. Effective Date: This policy is effective as of May 5, 2025.

APPENDIX E: GOLF COURSE DRESS CODE

All Players shall present a neat appearance. Clothing worn by Members, employees, and guests should be consistent with “currently accepted golf fashion.” The management team at Lodge 590 reserves the right to interpret this regulation.

Acceptable golf shirts at Lodge 590 must have a collar, either a traditional fold-down, a raised crew neck, or a mock turtleneck collar that clearly differentiates it from a tee shirt. It is preferred that shorts/skirts be Bermuda length (mid-thigh or longer). No gym shorts, swimwear, beachwear or sweatpants are allowed. Metal spikes are not allowed.

The Dress Code Policy encompasses the Golf Course, Pro Shop and practice areas

Effective Date: This policy is effective as of May 5, 2025.

APPENDIX F: SWIMMING POOL DRESS CODE

For the comfort and safety of all guests, we ask that you adhere to the following dress code while using the swimming pool:

- **Swimwear**: Proper swimwear is required at all times. This includes one-piece swimsuits, bikinis, swim trunks, and swim shorts. All swimwear must be clean and in good condition.
- **Appropriate Coverage**: Swimwear should provide adequate coverage. Excessively revealing swimwear is not permitted.
- **Footwear**: Water shoes or sandals are recommended outside of the pool area. Footwear is required inside the Lodge.
- **T-shirts and Cover-ups**: For those not in the pool, appropriate cover-ups such as t-shirts, sundresses, and shorts are allowed. T-shirts and cover-ups are required inside the Lodge.
- **Lifeguards**: Lifeguard are required to wear the appropriate lifeguard uniform, as instructed by the General Manager and/or Pool Manager.

- **Personal Hygiene:** All swimmers are encouraged to shower before entering the pool. Please ensure that your swimwear is clean and free of debris.
- **Health & Safety:** Please refrain from wearing any clothing that may cause a safety concern, such as heavy jewelry, watches, or clothing with metal parts that could potentially damage the pool equipment or pose a risk to yourself and others.

Effective Date: This policy is effective as of May 5, 2025.

APPENDIX G: MEMBER ACCOUNTS RECEIVABLE AND ELECTRONIC STATEMENT POLICY

The purpose of this policy is to provide clarity of expectation and process for Lodge Accounts Receivable Iowa City Lodge #590 provides all Members in good standing (Lodge dues paid to current) the convenience and privilege of charging food, beverage, equipment, supplies, clothing, etc. to a personal account.

The Board approved the Policy of Accounts Receivable, and the expectation of members is that all account balances will be kept current, that is outstanding balances will be 30 days of age from date of charge or less. Any balance more than 60 days in age from date of charge may be considered to render the entire account in arrears, and thus lead to suspension of the charge privilege, until "current" status is re-established.

We encourage all members to be cognizant of this policy and adhere to the expectation. While the policy's effective date is deferred until October 1, 2024, we encourage Members to remain or come into compliance as soon as practical.

Failure to comply with the requirement of account currency policy as stated here may result in the posting of suspended accounts in the Lodge.

As of 07/01/2024 the Lodge began providing monthly billing electronically, as well as the ability to pay one's bill online via bank payment, to all account holders. Bank payments will incur no charge for the service. Those choosing to continue to receive paper statements need to contact the General Manager, Bookkeeper or Treasurer for an exception to this e-billing requirement. Such exceptions may be reasonably granted on a per case basis. Electronic statements will be sent to all valid e mail addresses containing the online payment links, in addition to paper statements to those so requesting. Paper Statements will not be sent after October 1, 2024, statements run to other than those Members requesting paper billing statements. The presumption will be E Statements unless paper is specifically requested by the Member.

Member Accounts Receivable and Electronic Statement Policy was effective 10-01-2024.

CERTIFICATION

This is to certify that the amended and substituted By-Laws of **Iowa City, IA Lodge, No. 0590**, submitted online and approved by the designated member of the Grand Lodge Committee on Judiciary, were proposed at a regular meeting of the Lodge, in writing, held on **Monday, April 21, 2025**, read before the Lodge, and laid over until the regular meeting held on **Monday, May 5, 2025**, and at that regular meeting said amended and substituted By-Laws were adopted by a majority vote of all the members present.

Notice, in writing, setting forth the changes in the proposed revision, was sent by the Secretary to all members of the Lodge at least ten days before the regular meeting at which said revision was voted upon.

Jason Tjarks, Exalted Ruler

Nate Greazal, Secretary

ORDER OF BUSINESS

(SECTION 15.020 OF STATUTES OF THE ORDER)

The Order of Business must be as follows, with the exception of items “**r**” through “**q**” and “**d**,” which may be transposed with the consent of the Lodge:

- a. Opening.
- b. Calling Roll of Officers.
- c. Reading Minutes of Previous Session.
- d. Initiation.
- e. Sickness and Distress (always in order).
- f. Community Activities.
- g. Reports of Committees (by seniority).
- h. Report of the Fraternal Committee.
 - i. Reading Communications.
 - j. Propositions for Membership.
- k. Balloting on Candidates.
 - l. Unfinished Business.
- m. New Business.

n. Good of the Order.

o. Bills against the Lodge.

p. Receipts of the Session.

q. Treasurer's Report.

r. Closing.