

By-Laws Of Elks Aidmore Auxiliary

Article I – Name and Purpose

Section 1: The name of this organization shall be Elks Aidmore Auxiliary.

Section 2: The purpose of the Elks Aidmore Auxiliary is to organize all Georgia Elks Lodge Auxiliaries for the general support of the program of the Georgia Elks through Elks Aidmore Children's Center and related services.

Section 3: Membership in this Auxiliary will not influence or in any way infringe on the complete independence of action of any of the local Elks Auxiliaries.

Article II – Membership

Section 1: All Auxiliaries upon payment of dues by March 31 are entitled to membership for the incoming year beginning April 1.

Section 2: The members of each such Auxiliary shall be entitled to attend all meetings whether regular or special but each such Auxiliary shall be restricted to two voting delegates certified by the Credentials Committee prior to the opening of any meeting.

The voting delegates as designated by their individual Auxiliaries shall present voting slips and membership cards to the Credentials Committee in order to be certified to vote. A special ribbon attached to the convention name tag shall identify certified voting delegates.

Should an Auxiliary withdraw from the State Association, and later decide to rejoin the state, the Auxiliary will be required to pay back dues of one year based on membership as of the date of withdrawal plus current years dues.

Section 3: An Auxiliary member may hold dual membership in the Elks Lodge and Elks Auxiliary concurrently but cannot hold an office in the State Auxiliary while holding an office in the Georgia Elks Association.

Article III – Dues

Section 1: To obtain revenue necessary for defraying the expenses of this Auxiliary, each local Auxiliary holding membership herein shall pay annually an amount equal to \$15.00 for each member thereof in good standing on March 31 of each year.

Section 2: Dues for the current year shall be made in a lump sum to the State Treasurer by March 31 of each year covering the total membership of the local Auxiliary of the date.

Article IV – Meetings

Section 1: The regular Fall, Spring, and Annual meetings of this Auxiliary shall be held at the same time and same place as the regular Annual and District meetings of the Georgia Elks Association.

Section 2: Special meetings may be called by the President of the Auxiliary or by a majority of the Executive Committee, as may be necessary, provided five (5) days' notice, (telephone or written) thereof be given the membership herein and the purpose of the meeting stated. (No other business in order).

Section 3: Twenty-five percent of the duly accredited delegates of the Auxiliaries holding membership herein shall constitute a quorum for the transaction of business at any meeting.

Article V – Executive Board

Section 1: The Executive Board shall be composed of members only: namely, the President, President-Elect, Vice Presidents, Recording Secretary, Corresponding Secretary, Treasurer, appointed officers, and chairmen of standing committees.

Section 2: The President shall be elected for one year only.

Section 3: This Board shall meet from time to time as called by the President, or majority of the Board itself, to transact the necessary business of the Auxiliary between meetings, under such authority as may be granted by a majority vote of said Auxiliary.

The Executive Board shall submit a full report in writing of all its actions and recommendations at the next meeting of the Auxiliary.

Section 4: All recommendations pertaining to the state level must first be reviewed by the Executive Board. These recommendations must be in writing and are to be mailed to the State President and State Recording Secretary thirty days (30) prior to the next regular meeting.

Section 5: In accordance with a recommendation approved in May 2005 that all Executive Board members and voting delegates/alternates must register for the Fall, Spring, and Annual meetings,

it is now mandatory that they register or will not be able to attend any Auxiliary meetings and functions nor will they be qualified to hold office in the State Auxiliary.

Article VI – Officers

Section 1: The elected officers of this Auxiliary shall be the President, President-Elect, Vice Presidents (one from each District), Recording Secretary, and Treasurer. All such officers shall be elected for a period of one year only (except Treasurer, who shall serve for a two-year period), or until successors are duly elected and qualified.

The appointed officers shall be the Corresponding Secretary, Parliamentarian/Historian, Auditor/Finance Chairman, and Chaplain.

Section 2: There shall be two officers in one district, as follows: The President, Vice President. The President shall appoint the Corresponding Secretary who may come from any District.

The remaining districts shall have, A Vice President, one appointed officer, and one elected officer. If there is no person nominated from the designated district for an elected office, they may come from any district to fill the necessary office.

The remaining committee appointments are to be divided equally among the three districts and appointed by the President, unless otherwise specified herein, for a period of one year or until successors are duly appointed and qualified.

The office of the Presidency shall always rotate from North and South. If there is not a person nominated to continue the rotation the nomination may come from the state.

The office of President-Elect shall likewise rotate from North and South, if there is not a person nominated to continue the rotation the nomination may come from the state.

Section 3: Eligibility – All members in good standing of the Elks Lodges Auxiliaries comprising this Auxiliary, and those who reside within the jurisdiction of the State of Georgia, can be elected or appointed to any office except President, President-Elect, and Vice President. They must have served as President of their local Auxiliary to be eligible for these positions and **must have served on a state committee or higher office to be eligible for President-Elect.**

If a member in good standing is duly elected to serve as a state officer, and the Auxiliary of which they are a member withdraws from the State Association, said member will still be eligible to hold the office to which they are elected.

Section 4: Election – All officers are elected at the Spring Meeting, to be held by the Auxiliary and installed at the Annual Meeting held at the same time and same place as the Annual Convention of the Georgia Elks Association each year. All delegates vote on all State Officers (with the exception of those officers and Committee Chairmen appointed by the President). Robert Rules of Order concerning methods of voting when there is more than one candidate for the same office shall be observed. In case of a tie vote, the President will break the tie according to Robert's Rules with one exception: if the President is a nominee, the next in order who is not a candidate will take the chair.

Section 5: President – The President shall be the Chief Executive of the Auxiliary. The President shall preside at all meetings of the Auxiliary and Executive Committee, preserve order, appoint all committees not otherwise provided for, decide all questions of order, subject to appeal to the Auxiliary, fill all vacancies unless otherwise specified, make an effort to visit as many of the local Auxiliaries as possible and perform all other duties that may be imposed by these By-laws and such as are customarily performed by presiding officers. Should there be a vacancy in any office; the president will immediately notify the Nominating Committee to present names to be voted on at the next regular District Meeting; nominations may be made from the floor.

Should an officer, elected or appointed, not fulfill their duties in a timely manner, the President may notify that person and may appoint someone else to fulfill the job for the remainder of the year.

Section 5A: President-Elect – The President-Elect will be elected in rotation order by North and South (If there is not a person nominated to continue the rotation the nomination may come from the state.) and is elected at the Spring meeting and installed at the Annual Convention. The President-Elect will succeed to the office of the President the next Auxiliary year. The President-Elect shall act as coordinator on standing committees and assist the President in other areas where needed. The President-Elect shall serve as Chair of the Bylaws Committee.

If the President, for some reason, cannot fulfill the duties during the year, the President-Elect will fill the rest of the term in all capacities, which makes them eligible for all remaining monies allocated to the President. The President-Elect has the credentials and has been working with the President and will be eligible to serve the term as President the following year.

If the President and President-Elect should both become unable to fulfill the duties of the President, then the previous active (or immediate) Past State President shall fulfill this position for the remainder of the term.

Section 6: Vice Presidents – First Vice President shall come from the same district as the President. The second and third Vice Presidents shall be designated from the other districts at the time of the meeting.

The officers are statewide and shall be elected by all the delegates, in the same manner as President, President-Elect, Secretary, and Treasurer.

Duties of the Vice Presidents are:

1. Attend all meetings of the Executive Board and the regular and special meetings of the Elks Aidmore Auxiliary.
2. Always be ready to assist and advise the local auxiliaries in their respective districts in matters pertaining to both local and state responsibilities.
3. Visit each auxiliary in their district at a minimum of once per year.
4. Serve as a member of the Credentials Committee.

Section 7: Recording Secretary – The Recording Secretary shall attend all meetings of the State Auxiliary, keep a true record of the proceedings, preserve all books and documents, prepare and submit an annual report to the Auxiliary, and perform such duties as may be properly required.

Shall keep a separate record of monies, roll call, and notify officers and committees of the Auxiliary, of all called meetings.

All minutes shall be made in triplicate form – one copy given to the President, one copy given to the Parliamentarian, and one copy retained with the Recording Secretary of the State Auxiliary as a permanent record. The minutes are to be distributed to the State Executive Board members and local Auxiliary Presidents within 30 days following each state meeting. In addition, will send all recommendations passed by the State Auxiliary to Aidmore.

Section 8: Corresponding Secretary – The Corresponding Secretary shall be present at all meetings and attend to all correspondence assigned. The Corresponding Secretary shall be Chairman of the Credentials Committee for voting delegate registration.

The Corresponding Secretary shall perform such other duties as prescribed by the President; and in the absence of the Recording Secretary, shall perform the duties of said Secretary.

One of the responsibilities shall be to set up the meeting room, tables, and head table at all state meetings.

Section 9: Treasurer – The Treasurer shall serve for a period of two years, attend all meetings of the State Auxiliary and be the custodian of all money belonging to the State Auxiliary. Shall secure a minimum of \$10,000 bond, pay out the money of the State Auxiliary only upon a proper warrant, and perform such other duties as may be properly assigned. Will have books open at all times for inspection by the Executive Committee. Shall render reports to the Executive Board and General meetings

The Treasurer shall be on the Finance Committee.

The State Auxiliary Treasurer shall sign all checks of the State Auxiliary. In the event the State Auxiliary Treasurer should become incapacitated or unavailable to sign the checks, the checks may then be signed by the State Auxiliary President or the State Auxiliary President-Elect.

Shall inform the local auxiliary by March 15th of any unpaid dues.

Shall send the Audit/Finance Chair a copy of the current budget and a count of members paid by April 10th for a new budget to be prepared for the next year.

In order to have two elected officers from each district, the office of the Treasurer shall rotate as follows: Beginning with the 1981 – 1982 Auxiliary year, as follows S, NW, NE. (If there is not a person nominated to continue the rotation the nomination may come from the state.)

State Officers, State Committee Chairs, and each member of each committee shall utilize the badges furnished by the host lodge. The Treasurer will purchase the Past State President's Pin.

One thousand dollars (\$1000) beyond the budget for the next year will remain in the checking account for any unforeseen expenses that may arise, and the remainder will be given to Elks Aidmore. This donation will go to Aidmore's general fund to be used as needed.

The Treasurer shall send the Audit/Finance Chair the finance records for the completed year by the end of July. Documents for audit include bank statements for the audit year July 1 – July 30, check stubs, ledger sheets, payment requests, prior year's audit, and budget sheets for the audit year and the new budget.

The Treasurer shall receive all funds from the current State President's project at the fall meeting and the check for the proceeds be presented at the spring meeting by the State President. All other funds, including donations, Auxiliary projects, and under budget, as determined by the Auditor, shall be sent to Aidmore as soon as possible.

The Treasurer shall verify the correct beginning balance to be the amount of dues collected by March 31st plus the \$1000 reserve permitted by the bylaws.

The Treasurer shall be responsible for always maintaining current and previous finance records in an orderly file system accessible for reference. Records beyond the previous seven (7) years should be placed in notebooks and stored at Aidmore when filled.

Section 10: Auditor/Finance Chair – The Auditor shall audit the books of the Treasurer and prepare a report to be presented at the fall meeting, verifying, or correcting the annual report to the Treasurer. The Auditor shall give a copy of the report to each Auxiliary and be prepared to audit the books at any time when requested by the proper authorities. The Auditor shall also serve as Chair of the Finance Committee. A copy of the proposed budget is to be given to each member prior to vote.

The Auditor and the committee shall also serve as a membership support group to the local auxiliaries for recruiting new members and maintaining current members. Local auxiliary presidents should give the current number of members on the roll at the fall meeting roll call. This will give the State Auxiliary advance notice of a significant change in numbers. The state budget is based on current membership.

The Auditor/Finance Chair shall receive the books for audit by the end of July and return them to the Treasurer by the end of August in order to submit the remaining funds to Aidmore before books are open for the current year.

Section 11: Parliamentarian – The Parliamentarian shall be present at all meetings and assist the President in the conduct thereof. Shall serve as Historian and shall keep a complete history of the activities of the State Auxiliary.

Section 12: Chaplain – The Chaplain shall be present at all meetings and will open and close all meetings with prayer. The Chaplain will also arrange for the Memorial Service at the annual meeting.

Section 13: Compensation – The State Auxiliary shall, from time to time, make provisions for the compensation and expenses of its officers and committee members. To receive this compensation, it will be mandatory to attend the Executive Board Meeting and the General Business Meeting. Those receiving compensation shall be the President, President-Elect, and Vice Presidents.

Article VII – Elks Aidmore Trustees

Section 1: There shall be five members of the Board of Trustees selected from the membership of the Elks Aidmore Auxiliary; The President, the President-Elect shall be a member of the Board of Trustees, and three (3) additional members. One representing each of the districts, each elected for a term of three years in a manner set forth in the Bylaws of the Elks Aidmore, Inc.

Section 2: At each spring meeting of the Elks Aidmore Auxiliary, one trustee shall be elected for a term of three years.

Section 3: The Vice President in a district from which a Trustee is being elected shall hold a meeting of the voting delegates from that district at the fall meeting for the purpose of selecting a nominee to be voted upon by the members of the district at the spring meeting. In order for a Trustee to be elected at the spring meeting, they must receive a majority of the votes cast by the voting delegates of their district present and voting.

Section 4: Should a vacancy occur in the interim between meetings, the Vice President from the district within which the vacancy occurs shall appoint a member of good standing to serve until the time of the next state meeting at which time the unexpired portion of the term of office shall be filled by election manner described in Section 3.

Section 5: Should any elected Trustee fail to attend three (3) consecutive meetings of the Board of Trustees without sufficient excuse, the sufficiency of such excuse to be determined by the board, a vacancy shall be declared upon a majority vote of the board in accordance with the Charter of Elks Aidmore, Inc.

Articles VIII – Committees

Section 1: The rules and regulations set forth in the handbook shall govern all committees. Any changes must first be presented to the Executive Board for approval and votes on at the regular meeting.

Section 2: Aidmore – This committee shall promote activities and projects for Aidmore, coordinating the work of the State Auxiliary with the administration of the center in cooperation with the Board of Trustees, and the Chief Executive Officer of Elks Aidmore, Inc.

The committee will obtain approval for the Aidmore State Project at the spring meeting.

Section 3: Credentials – This committee shall consist of the Vice President from each district with the Corresponding Secretary as Chair. The duties of this committee shall be to establish registration facilities 45 minutes at each state meeting, closing 15 minutes prior to the start of the business meeting. Voting delegates not registered will be unable to vote.

Section 4: Nominating – The Nominating Committee shall be appointed by the President-Elect and the 3 district representatives nominated from the floor at the Spring meeting. The Nominating Committee shall be instructed by the President-Elect to bring a slate of names to be proposed by this committee at the first state meeting in the fall to be considered as officers for the coming year. At this time, the President shall call for nominations from the floor. (Any nominations from the floor must have the prior consent of the nominee and written approval of her auxiliary – i.e. nominating form – and this along with her credentials must be presented at the time of nominating). After all, efforts are exhausted and no nominees are forthcoming for an elected office, a former officer may serve.

The Incumbent President of each auxiliary shall notify Elks Aidmore, Inc. of the name and address of the newly elected President.

The Chair shall be required to write each newly elected president of all auxiliaries holding membership in the state auxiliary to obtain names, qualifications, and willingness to serve as officers or on a committee by March 31 and to be returned to the Nominating Committee by June 1st.

The Nominating Committee shall submit in writing the names and qualifications of **ALL** candidates for election to the auxiliary by September 1. Nominees shall submit only Elks Auxiliary qualifications on designated credentials (format) forms **ONLY**. If no opposition, the credentials shall not be mailed.

The President, First Vice President shall be selected from the same district, but no two elected officers shall come from the same auxiliary, with the exception of the Corresponding Secretary (optional) who is to be appointed by the President. Auxiliaries shall submit only one name per elected office. In the event no nominees are received from other auxiliaries for elected office, it will be the responsibility of the Nominating Committee Chair to notify all auxiliary presidents within that district by letter in order that a nominee is selected. After this notification, all names submitted verbally or in writing, must be accepted and the Nominating Committee Chair must request proper credentials for the person submitted. If no name is forthcoming, be prepared to nominate from the floor. Credentials for all candidates will be mailed to the president of each auxiliary, no later than 30 days prior to the spring meeting, at which time elections will take place. All recommendation forms from nominees for state officers and/or committees submitted by each auxiliary shall be turned over to the incoming president after the Nominating Committee meets. Nominees shall submit only Elk Auxiliary qualifications, on designated credential forms **ONLY**. Any other information or forms shall be rejected.

After all, efforts are exhausted and no nominees are forthcoming for an elected office, a former officer may serve.

Section 6: Advisory – This committee shall consist of all Past State Presidents, and the Chair to be the immediate past president. They shall serve in an advisory capacity, lending dignity and experience to the auxiliary.

They shall also serve as a judicial body and counsel and advise on any matter uncommon to regular auxiliary business. After the investigation of any problem passes to it, the committee will present its findings and recommendations to the Executive Board for review. The members shall assist the President and Executive Board in any area needed.

If the immediate Past President is unable to fulfill the duty as an advisor, the newly elected President shall appoint a Past State President of choice to fulfill this duty.

Section 7: Bylaws – This committee shall consist of the President-Elect as Chair, an Advisor, and a member from each district. Each district committee member shall be appointed by the President for a one-year term.

Duties of this committee will be to recommend changes that are deemed necessary in the handbook and to have the responsibility of editing the handbook each year. The recommended changes are to be presented to the State Auxiliary at the Fall Business Membership meeting **in hard copy** and voted on at the Spring meeting.

Section 8: Horseshoes – This committee shall be appointed by the President and will consist of five members: a chair, Advisor, and three other members, one representative from each district. The monies paid to play will be donated to Aid-more in the name of the winning team. The committee chair will be responsible for the time and place of the tournament.

Horseshoe Rules

A. General

1. Standard horseshoe rules will apply.
2. Ladies will pitch from a distance of 27 feet between stakes.
3. Horseshoes must be within the width of the shoe (measured at the open end) near the stake to be considered for score.
4. Horseshoes closest to the stake will be counted for the score (i.e., if two horseshoes from different teams qualify for the score, only the closest will count).
5. Ringers count three points. All other scores are for one point. Double ringers (two ringers by the same team) count six points. Ringers by both teams cancel each other – other shoes will qualify for the score.
6. Only horseshoes supplied by the State Auxiliary or State Association will be allowed to be used in the tournament.
7. Participation may start even with the horseshoe stake to pitch and advance no more than one pace forward to the opposite end (stake). If more than one step is taken, a warning will be issued, second occurrence will result in toss not counting.
8. Twenty-One (21) constitutes a game unless voted on by players and committees to lower game points: i.e. 11 points per game with 15 points deciding 1st and 2nd place. Note: No two-point margin is required
9. Bi-team: when all teams have registered and there is a bi-team, they will pitch against the 1st winning team after all teams have pitched.
10. Players are not to make decisions when the toss is in question. Disputes are to be settled by the Chairperson, Advisor, or member of the committee.
11. Once the game starts, if a player has to leave, the game will be forfeited to the opposing team.
12. There will be a 10-minute break for players between games.

B. Eligibility

1. Only members that are currently paid-up auxiliary members will be allowed to compete. (Must show current membership card).
2. Competitors must also be registered at the meeting where the tournament is held.
3. Teams will consist of two persons (not necessarily from the same auxiliary).
4. Teams must be registered to play by 8:45, the first game begins at 9:00 am.
5. Tournament fees are set by the committee before registration at state meetings.

C. Disputes

1. All disputes will be heard by the current Chairperson, Advisor, and committee at the time the dispute or question arises. The Chairperson and Committee's decision will be final.

Section 9: Drug Awareness – This committee shall be appointed by the President and will consist of five members: a chair and four (4) other members, one representative from each district. This committee shall promote activities and projects for drug awareness, working in cooperation with the Georgia Elks Association's Drug Awareness Chair.

Section 10: National Service – This committee shall be appointed by the President and will consist of five members; the chair and four other members, one representative from each district. This committee shall promote activities and projects for Veterans. This committee will work in cooperation with the Georgia Elks Association's National Service Committee Chair.

Article IX – Order of Business

Section 1: The Order of Business at all meetings of this auxiliary, unless otherwise changed by majority vote, thereof shall be as follows:

1. Call to Order
2. Invocation
3. Roll Call of Officers
4. Roll Call of Auxiliaries and Number of Votes Present
5. Reports of Officers (by seniority)
6. Reports of Committee (by seniority)
7. Unfinished Business

8. New Business
9. General Discussion
10. Election of Officers
11. Installation of Officers
12. Adjournment

Article X – Amendments to Bylaws

Section 1: These Bylaws may be amended in whole or part at any regular meeting of the Elks Aidmore Auxiliary by a majority of the voting delegates present. The Bylaws Committee will present their proposed amendments at the Fall meeting to be voted on at the Spring Meeting.

All other recommendations pertaining to the state level must first be reviewed by the Executive Board. These recommendations must be in writing and are to be mailed to the State President and State Recording Secretary (30) thirty days prior to the next state meeting.

Article XI—Parliamentarian Authority

Section 1: Robert’s Rules of Order (Revised) shall govern the Auxiliary on all points not specified in the above Bylaws.

Article XII— State Correspondence

Section 1: The President and the Aidmore Chair of each Auxiliary shall both receive a copy of all correspondence submitted by the State. The State President will be furnished a copy of all correspondence pertaining to the State activities that originate from a (1) State Officer, (2) Committee Chair, or (3) an individual Auxiliary member.

Adopted: June 14, 1975

Amended: March 2006

Amended: February 1986

Amended: June 2006

Amended: March 1989

Amended: March 2008

Amended: April 1991

Amended: June 2008

Amended: March 1993

Amended: October 2009

Amended: March 1994

Amended: February 2015

Amended: March 1999

Amended: March 2018

Amended: October 2002

Amended: June 2022

Amended: March 2004

Amended: October 2022

Amended: May 2005

NOTE: LOCAL BYLAWS GOVERN LOCAL AUXILIARIES—KEEP BYLAWS CURRENT