

## **N.C.D.P.E.R. ASSOCIATION CONSTITUTION**

The First Revised N.C.D.P.E.R. Association Constitution was adopted by the Executive Board and ratified by the attending membership at the first regular meeting, April \_\_, 2003.

### **CODE OF ETHETICS**

As a member of the N.C.D.P.E.R. Association, my fundamental duty is to serve mankind, to stand ready at all times to give counsel, advise, and to aid the Lodges within the District; to promote the Grand Lodge programs; and to nourish the spirit of good fellowship among all members of the Order.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions.

I recognize my membership as a symbol of faith and I accept it as a trust to be held so long as I am true to the ethics of the association. I will constantly strive to achieve these objectives and ideals, dedicating myself before God and the Benevolent and Protective Order Of Elks of The United States Of America.

## **CONSTITUTION OF THE CALIFORNIA-HAWAII ELKS NORTH CENTRAL DISTRICT PAST EXALTED RULERS ASSOCIATION**

### **I.**

The name of this organization shall be the Past Exalted Rulers Association, North Central District, California-Hawaii Elks Association (B.P.O.E.). (Hereafter "the Association")

### **II.**

The object of this organization shall be to:

1. Foster friendship and cooperation among all members of the Order.
2. Render aid to the Lodges within the North Central District.
3. Render financial support for worthy projects within the North Central District.
4. Lend assistance, whenever possible, in the formation of training programs.
5. Promote the Grand Lodge and California-Hawaii Elks Association programs.
6. Encourage a high level of competence among the Officers of the Lodges.

### **III.**

In furtherance of the objectives described above, but not limitation thereof, the Association shall have the power to collect and disseminate statistics and other information to engage in various fund raising activities, to conduct promotional activities, including advertising and publicity, in or by any suitable manner or media; and to hold such property as is necessary to accomplish its

purposes. The Association shall have the power to do any lawful act reasonable necessary or desirable to carry out its purposes and for protecting the lawful rights and interests of its members.

#### IV.

### Membership

A. There shall be two classes of membership within the N.C.D.P.E.R. Association. Application for membership shall be submitted to the appropriate Region Director. Each class of membership shall have the following requirements and shall be subject to annual review and approval.

1. Regular Member

Regular membership will be limited to all Past Exalted Rulers in good standing in their respective Lodges.

2. Associate Member

All Lodge Officers in good standing with their respective Lodges having a peripheral interest, which will be of benefit to the Association. All candidates for Association Membership shall be subject to review and final approval by the appropriate Regional Director. An Associate Member shall not enjoy voting privileges.

### B. Termination of Membership

1. Membership may be terminated upon written request of the member directed to the appropriate Regional Director, who shall inform the Association of such termination at the next regular meeting.

### C. Conduct of Elected Officers

1. Causes for removal shall be unethical conduct and conduct detrimental to the welfare of the Association.

a. Regional Elected Officer- Inquiry into the conduct of a regional elected officer may be instituted by the by the presentation of a petition to any officer of the Executive Committee. This petition shall contain the signatures of ten or more active members of the region in question. The petition shall set forth the causes for said investigation.

b. The Director may cause an investigation to be made regarding alleged misconduct on the part of any elected regional officer.

c. Member of Executive Committee - Inquiry into the alleged misconduct of a member of the Executive Committee may be instituted by any member of the Executive Board supported by a majority vote of the Regional Directors.

2. All investigations of misconduct of an elected officer of this Association shall be conducted by no less than two Trustees appointed by a majority vote of the Executive Board. The results of said investigation shall be made known to the appropriate body within a reasonable time. The designated Trustees, having completed their investigation, shall present the results of that investigation to the Executive Board, Executive Committee, or the Association Director depending on the origin of the inquiry.

3. When allegations of misconduct are brought against an elected officer, said officer shall be notified immediately in writing as to the nature of the allegations. Upon completion of the investigation of the allegation, the findings of said investigation shall be presented to the appropriate hearing body for determination of action, if any. The findings of the determining body shall be communicated in writing to the concerned officer.

4. In all cases wherein an investigation of alleged misconduct has been instituted by the Association Director, the results of that investigation shall be presented to the Executive Board for review and decision.

5. In all cases of the substantiation of allegation of misconduct against an elected officer, the hearing body shall afford the affected officer the opportunity to respond to its decision within 15 days of written notification. The decision shall be final if no written response is received in the allotted time.

6. In all cases of substantiation of alleged charges of misconduct, the charged officer may be subject to the following action or combination thereof, based on a majority decision of the Executive Board. (1) Censure. (2) Removal from office. (3) Termination of membership.

## V.

### Organization

The North Central District Past Exalted Rulers Association shall be divided into three regions:

REGION NO. I	Placerville Lodge No. 1712, Roseville Lodge No. 2248, Jackson Lodge No. 2426, Elk Grove Lodge No. 2577.
REGION NO. II	Marysville Lodge No. 783, Woodland Lodge No. 1299, West Sacramento Lodge No. 2599, Sacramento Lodge No. 6.
REGION NO. III	Carmichael Lodge No. 2103, Rancho Cordova Lodge No. 2484, Folsom Lodge No. 2735.

## VI.

### Officers

A. The officers of the Association shall be members. The officers shall consist of the following and shall hold terms of office as indicated.

1. Director, 1 year.
2. 1<sup>st</sup>. Assistant Director, 1 year/Ascending.
3. 2<sup>nd</sup> Assistant Director, 1 year/Ascending.
4. 3<sup>rd</sup> Assistant Director, Elected/Ascending.
5. Secretary/Treasurer, Appointed.
6. Executive Committee
7. Executive Board.

B. The Executive Committee shall consist of the four Directors and the Secretary/Treasurer.

1. The Secretary/Treasurer shall be appointed by the Director subject to the approval of the Executive Board.
2. The Secretary/Treasurer shall be a non-voting member of the Executive Committee.

C. The Executive Board shall consist of the Executive Committee and the Regional Directors.

D. Election (s)

1. The Association 3rd Assistant Director shall be elected at the Associations April meeting and shall take office at the close of the April business meeting.
2. Voting shall be a sealed mail ballot and floor vote. Ballots shall be prepared by the membership chairman and delivered to each member not later than forty-five days prior to the April meeting and they're to be properly counted by an election committee.

F. Duties of Officers

1. The Association Director shall preside at business meetings of the Association and will make parliamentary decisions. He/She shall place all matters on the agenda required by the Constitution.
2. The Assistant Director (s) shall act for the Director in his/her absence. If he/she succeeds the Director prematurely, he/she will complete the un-expired term and accede to and complete his/her designated term.
3. The Secretary/Treasurer shall record the minutes of the meeting and maintain the current Association records. He/she will distribute copies of minutes of the

Executive Board and general business meetings. He/she shall collect all monies due the Association Treasury and make disbursements only when authorized by the Executive Committee. He/she will keep a voucher file to justify all receipts and payments.

4. Regional Directors of even numbered regions shall be elected in odd numbered years, and Regional Directors in odd numbered regions shall be elected in even numbered years by members of their respective regions. Regional Directors will take office at the business meeting of the April Association meeting. This election will be held prior to the April meeting by regional members.

5. The Executive Committee shall prepare the Associations annual budget for presentation at the first meeting in April. They shall select committee chairmen for all special events.

#### I. Duties of Regional Officers

1. Each Regional Director shall be required to notify his/her membership in writing no later than November 15<sup>th</sup> of each year that dues are due and payable per Article X.

2. Each Regional Director shall assist in carrying out decisions of the Executive Board, the Executive Committee, and association membership.

3. All Regional Directors shall be on the Membership Committee.

### VII.

#### Meetings

A. The Association shall hold quarterly meetings each year and shall take place between the 1<sup>st</sup> of April and the 31<sup>st</sup> of March.

B. Special Event Chairmen shall be appointed by the Association Executive Board.

### VIII.

#### Advisory Committee

A. The Advisory Committee for the Association shall consist of not more than seven persons.

B. The Chairman of the Advisory Committee shall be the immediate past Association Director, and shall serve in that capacity until the following Association election at the 1<sup>st</sup> quarterly meeting of each year. In the event that the Advisory Committee Chairman

becomes ineligible for or unavailable for such chairmanship, the Association Director shall designate a chairman from the Advisory Committee to serve the term or remainder of the term of said office.

C. The Advisory Committee shall be appointed by the Executive Board of this Association. Any member may serve an indefinite term in this capacity, as long as the incoming Executive Board reappoints him annually. At no time shall the incoming board replace more than one-half of the Advisory Committee, as long as more than one-half of the past year's Advisory Committee is eligible and willing to serve in this capacity.

D. The Advisory Committee shall have no authority to make policy or decisions for the Association, but shall serve to provide guidance and suggestions to the Executive board through its Chairman, and to conduct studies at the request of the Executive Board.

E. Each member of the Advisory Committee will communicate his/her views and observations, whether solicited or voluntary, to the Advisory Committee Chairman who shall thereafter submit the findings and suggestions to the Executive Board. A minority report may also be submitted at the request of any Advisory Committee member.

## IX

### Trustees

A. Past Association Directors shall be a Trustee of the Association upon approval of the Associations Executive Board.

## X.

### Finances

A. The finances of the Association shall be the responsibility of the Director.

B. The source of monies is defined by the following:

- " 1. Each application for membership shall be accompanied one-year's dues.
2. There shall be annual dues of not less than \$5.00 or more than \$10.00 per annum for all members of the Association.
3. Any other subsequent sources of revenue.

C. Funding

1. The Association Treasury will receive the new member, and member renewals dues as prescribed by the Executive Board.

2. A Region may petition in writing the Association Executive Board for funding, providing the funding is necessary and the funds are available. The funds may be transferred upon approval of the Associations Executive Board.

3. A full and complete accounting of all funds shall be available to the membership at all times. The Secretary/Treasurer shall prepare an annual financial statement to be presented at the April meeting.

## XI.

### Amendments to the Constitution.

#### A. The Association Executive Board.

1. The Association Board may amend this Constitution by a 2/3 vote of the Association Executive Board.

#### B. Members.

1. The members shall have the right at the regular quarterly Association meetings to amend or rescind actions of the Association Executive Board. Such actions shall require a ¾ vote of members present and voting.

2. The members shall also have the right to recommend to the Association Executive Board amendments to the Constitution.

## XII.

### By-Laws

A. By-Laws may be hereafter adopted by a 2/3 vote of the Association Executive Board.

B. Members shall have the right at the April meeting to amend or rescind action of the Association Executive Board. Such action shall require a ¾ vote of members present and voting. The members shall also have the right to recommend to the Association Executive Board new or amended by-laws.

C. Application. Such by-laws may be amended or repealed in the manner provided herein. Amendments to the by-laws shall be binding on all members.

## XIII.

### Ratification of Constitution

This Constitution will become effective upon ratification by the membership as provided herein. The Secretary/Treasurer will note the date of ratification upon the master copy.

DATE: \_\_\_\_\_

(Updated: 01/08/03)