

## Exalted Ruler Role Description & Responsibilities

12.020 Annotated Statutes  
Powers of the Exalted Ruler

- Serve as Executive Officer of the Lodge
- Protect the Lodge Charter
- Study the Grand Lodge Statues and Lodge By Laws to Understand How to Locate Information and Navigate to Locate Specific Information
- Learn About Lodge Programs, What is Needed for These to be Successful and Educate Officers & Other Members
- Administer and Support Grand Lodge and Texas Elks State Association Programs
- Enforce the Laws of the Order & Lodge By Laws
- Serve as a Voting Member of the Board of Directors, if incorporated, **OR** a Non-Voting Member of Lodge Board of Trustees
- Plan Officer Installation
- Preside Over Lodge Meetings
- Ensure Annual Budget is Prepared, Presented and Adopted by Deadline Per Grand Lodge Statues
- Learn Exalted Ruler Meeting Ritual and Read / Recite Confidently and Impressively
- Appoint Lodge Officers, Chaplain, Inner Guard, Tiler, Esquire and Committees as Needed
- Know the roles of Lodge Officers and Committee Chairs – Inform and Train on Responsibilities
- Hold Self and Others Accountable for Fulfilling Duties of Officer and Committee Roles
- Attend and Support Lodge / Community Functions – Hoop Shoot, Back to School Bash, Community Baby Shower, Veteran’s / First Responders Breakfasts, Coat Give Away’s, Social Events and more...
- Listen to Members Concerns, Encourage Input and Engagement - (New and Long-Term Members)
- Implement Strong Communications with Members to Promote Involvement and Engagement
- Lead with Integrity and Always Represent the BEST of the Organization in the Lodge and in the Community – Reputation Matters
- **Attend ALL Required Events – See Chart Below**

EVENT/ACTIVITY	MONTH / DATE	LOCATION	ATTENDANCE REQUIRED	ATTENDANCE STRONGLY SUGGESTED
Officer Training	April	Lodge in District	✓	
New Officer Installation	Late March	Home Lodge	✓	
TESA State Convention	1st Weekend in June	Various	✓	
Flag Day Ceremony	June 14	Home Lodge / Community Location	✓	
Grand Lodge National Convention	End of June/ First of July	Various	✓	
Interlodge VP/DD Clinic	Weekend in August	Various	✓	
Homecoming	3rd Full Weekend September	TECSI Camp Facility Ottine, Texas	✓	
Interlodge VP/DD Clinic if scheduled	1st Weekend in October	Lodge in District	✓	
Fall Conference	End of October First of November	Various	✓	
Elks Memorial Service	1st Sunday in December	Home Lodge	✓	
Interlodge VP/DD Clinic	2nd or 3rd Weekend in January	Lodge in District	✓	

### EXALTED RULER Committee Support & Oversight

- Auditing & Accounting
- Hoop Shoot
- Fraternal
- Membership
- State Major Projects
- PER



*This is not an all inclusive list.*

## Leading Knight Role Description & Responsibilities

- Assist Exalted Ruler as Needed
- Preside in the Absence of the Exalted Ruler (if PER has not been Designated – Cannot Initiate)
- Study the Grand Lodge Statues and Lodge By Laws to Understand How to Locate Information and Navigate to Locate Specific Information
- Learn About Lodge Programs, What is Needed for These to be Successful and Educate Officers & Other Members
- Support Grand Lodge and Texas Elks State Association Programs
- Learn and Endorse Laws of the Order & Lodge By Laws
- Serve on Lodge Board of Directors and Member of the Incorporation Board, if Lodge is incorporated
- Perform Ritual During Special Occasion Events
- Learn Leading Knight Meeting Ritual and Read / Recite Confidently and Impressively
- Support Other Officers and Committees as Needed
- Know the roles of Lodge Officers and Committee Chairs and be Familiar with Their Responsibilities
- Be Accountable for Fulfilling Duties of this Chair to the Best of Your Ability
- Attend and Support Lodge / Community Functions – Hoop Shoot, Back to School Bash, Community Baby Shower, Veteran’s / First Responders Breakfasts, Coat Give Away’s, Social Events and more...
- Track and Report Charitable Hours to Secretary Timely
- Listen to Members Concerns, Encourage Input and Engagement - (New and Long-Term Members)
- Encourage Members and Promote Involvement and Engagement by All
- Lead with Integrity and Always Represent the BEST of the Organization in the Lodge and in the Community – Reputation Matters
- **Attend ALL Required Events and Others “Not Required” In Preparation of Serving as a Future Exalted Ruler - See Chart Below**

EVENT/ACTIVITY	MONTH / DATE	LOCATION	ATTENDANCE REQUIRED	ATTENDANCE STRONGLY SUGGESTED
Officer Training	April	Lodge in District	✓	
New Officer Installation	Late March	Home Lodge	✓	
TESA State Convention	1st Weekend in June	Various		✓
Flag Day Ceremony	June 14	Home Lodge / Community Location	✓	
Grand Lodge National Convention	End of June/ First of July	Various		✓
Interlodge VP/DD Clinic	Weekend in August	Various	✓	
Homecoming	3rd Full Weekend September	TECSI Camp Facility Ottine, Texas		✓
Interlodge VP/DD Clinic if scheduled	1st Weekend in October	Lodge in District	✓	
Fall Conference	End of October First of November	Various		✓
Elks Memorial Service	1st Sunday in December	Home Lodge	✓	
Interlodge VP/DD Clinic	2nd or 3rd Weekend in January	Lodge in District	✓	

### LEADING KNIGHT Committee Support & Oversight

- Public Relations
- Youth Activities
- Elks National Foundation
- Veterans Services



*This is not an all inclusive list.*

## Loyal Knight Role Description & Responsibilities

- Assist the Exalted Ruler as Needed
- Preside in the Absence of the Exalted Ruler & Leading Knight
- Study the Grand Lodge Statues and Lodge By Laws to Understand How to Locate Information and Navigate to Locate Specific Information
- Learn About Lodge Programs, What is Needed for These to be Successful and Educate Officers & Other Members
- Support Grand Lodge and Texas Elks State Association Programs
- Learn and Endorse Laws of the Order & Lodge By Laws
- Serve on Lodge Board of Directors & Member of the Incorporation Board , if Lodge is incorporated
- Perform Ritual Part During Lodge Meetings and Special Occasion Events - Read / Recite Confidently and Impressively
- Support Other Officers and Committees as Needed
- Conduct Subordinate Local Forum, Assisted by Counsel
- Know the roles of Lodge Officers and Committee Chairs and be Familiar with Their Responsibilities
- Be Accountable for Fulfilling Duties of this Chair to the Best of Your Ability
- Attend and Support Lodge / Community Functions – Hoop Shoot, Back to School Bash, Community Baby Shower, Veteran’s / First Responders Breakfasts, Coat Give Away’s, Social Events and more...
- Listen to Members Concerns, Encourage Input and Engagement - (New and Long-Term Members)
- Encourage Members and Promote Involvement and Engagement by All
- Lead with Integrity and Always Represent the BEST of the Organization in the Lodge and in the Community – Reputation Matters
- Attend ALL Required Events and Others “Not Required” In Preparation of Advancing Through Chairs and Serving as a Future Exalted Ruler - See Chart Below

**Attendance During ALL Interlodge Weekends ARE REQUIRED IF this Officer also Serves As Board of Director Chairperson**

EVENT/ACTIVITY	MONTH / DATE	LOCATION	ATTENDANCE REQUIRED	ATTENDANCE STRONGLY SUGGESTED
Officer Training	April	Lodge in District	✓	
New Officer Installation	Late March	Home Lodge	✓	
TESA State Convention	1st Weekend in June	Various		✓
Flag Day Ceremony	June 14	Home Lodge / Community Location	✓	
Grand Lodge National Convention	End of June/ First of July	Various		✓
Interlodge VP/DD Clinic	Weekend in August	Various	✓	
Homecoming	3rd Full Weekend September	TECSI Camp Facility Ottine, Texas		✓
Interlodge VP/DD Clinic if scheduled	1st Weekend in October	Lodge in District	✓	
Fall Conference	End of October First of November	Various		✓
Elks Memorial Service	1st Sunday in December	Home Lodge	✓	
Interlodge VP/DD Clinic	2nd or 3rd Weekend in January	Lodge in District	✓	

### LOYAL KNIGHT Committee Support & Oversight

- Youth Activities
- Drug Awareness
- Flag Day



*This is not an all inclusive list.*

## Lecturing Knight Role Description & Responsibilities

- Assist the Exalted Ruler as Needed
- Studies the Grand Lodge Statues and Lodge By Laws to Understand How to Locate Information and Navigate to Locate Specific Information
- Learn About Lodge Programs, What is Needed for These to be Successful & Educates Officers & Other Members
- Support Grand Lodge and Texas Elks State Association Programs
- Learn and Endorse Laws of the Order and Lodge By Laws
- Serve on Lodge Board of Directors and Member of the Incorporation Board , if Lodge is incorporated
- Perform Ritual Part During Lodge Meetings and Special Occasion Events - Read / Recite Confidently and Impressively
- Support Other Officers and Committees as Needed
- Serve as Greeter at Lodge Functions
- Know the roles of Lodge Officers and Committee Chairs and be Familiar with Their Responsibilities
- Be Accountable for Fulfilling Duties of this Chair to the Best of Your Ability
- Attend and Support Lodge / Community Functions – Hoop Shoot, Back to School Bash, Community Baby Shower, Veteran’s / First Responders Breakfasts, Coat Give Away’s, Social Events and more...
- Listen to Members Concerns, Encourages Input and Engagement - (New and Long-Term Members)
- Encourage Members and Promote Involvement and Engagement by All
- Leads with Integrity and Always Represent the BEST of the Organization in the Lodge and in the Community – Reputation Matters
- Attend ALL Required Events and Others “Not Required” In Preparation of Advancing Through Chairs and Serving as a Future Exalted Ruler - See Chart Below

**Attendance During ALL Interlodge Weekends ARE REQUIRED IF this Officer also Serves As Board of Director Chairperson**

EVENT/ACTIVITY	MONTH / DATE	LOCATION	ATTENDANCE REQUIRED	ATTENDANCE STRONGLY SUGGESTED
Officer Training	April	Lodge in District	✓	
New Officer Installation	Late March	Home Lodge	✓	
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Flag Day Ceremony	June 14	Home Lodge / Community Location	✓	
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Interlodge VP/DD Clinic	Weekend in August	Various	✓	
Homecoming	3rd Full Weekend September	TECSI Camp Facility Ottine, Texas		✓
Interlodge VP/DD Clinic if scheduled	1st Weekend in October	Lodge in District	✓	
Fall Conference	End of October First of November	Various		✓
Elks Memorial Service	1st Sunday in December	Home Lodge	✓	
Interlodge VP/DD Clinic	2nd or 3rd Weekend in January	Lodge in District	✓	

### LECTURING KNIGHT Committee Support & Oversight

- Community Projects & Activities
- Americanism
- Elks Memorial Day



*This is not an all inclusive list.*

## Secretary Role Description & Responsibilities

- Update and Confirms New Lodge Officers and Committees Before the April Grand Lodge Deadline
- Has Copies and/or Know Where to Locate Manuals, By-Laws and other Necessary Documents Required to Run a Successful Lodge
- Keep Minutes for Lodge. Receives minutes from Other Committees and store them in the office
- Update Grand Lodge Charity Hours
- Serve on Lodge Board of Directors, if stipulated in the Lodge By-Laws and if the Lodge is incorporated
- Prepare and File Annual Reports to Grand Lodge
- Collect and Read All Communications During Lodge Meetings and Posts on Bulletin Board as needed
- Provide Information Needed for Newsletter Monthly
- Receive ALL Money Due to the Lodge and Submit Funds to the Treasurer Regularly (Weekly, or More Often)
- Include Specific Grand Lodge Account Numbers on Vouchers to Ensure Monies Paid Out Are Tied to Appropriate Accounts per the Budget
- Perform Check and Balances Using Lounge Register Report, Cash on Hand, Cash Turned In and Verify Accurate Reporting by Bartenders
- Report Lounge Related Out of Balance Issues, or Other Concerns to House Committee Chair
- Create Vouchers for Payouts and Receipts for Monies Received
- Maintain Lodge Records – Lodge Minutes, Committee Minutes, Files, Reports, etc.
- Order Supplies from Grand Lodge
- Process Membership Transactions, Notifications and Reports
- Communicate with Candidates and Members Regarding Dues and Fees
- Prepare and Present Lodge Transactions Reports (April & October)
- Update Address, Phone and Other Demographic Information for Members, as Needed
- Provide Support / Assistance to Membership Chair and Other Committee Representatives as Needed

EVENT/ACTIVITY	MONTH / DATE	LOCATION	ATTENDANCE REQUIRED	ATTENDANCE STRONGLY SUGGESTED
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Homecoming	3rd Full Weekend September	TECSI Camp Facility Ottine, Texas		✓
Interlodge VP/DD Clinic if scheduled	1st Weekend in October	Lodge in District	✓	
Fall Conference	End of October First of November	Various		✓
Elks Memorial Service	1st Sunday in December	Home Lodge	✓	
Interlodge VP/DD Clinic	2nd or 3rd Weekend in January	Lodge in District	✓	

### LODGE SECRETARY



*This is not an all inclusive list.*


## Treasurer Role Description & Responsibilities

- Serve as Treasurer for ALL Committees
- Serve on Lodge Board of Directors, if stipulated in the Lodge By-Laws and if the Lodge is incorporated
- Receive ALL Monies of the Lodge from Secretary and Issues a Receipt
- Pay all Approved Bills Against the Lodge AFTER Receiving Signed Voucher
- Calculate and Pays TABC Taxes Regularly to Prevent Scrutiny or Penalties
- Maintain Accurate Records of Receipts and Disbursements
- Make Bank Deposits
- Sign All Checks (Additional Authorized signers can be established in Lodge By-Laws in case the Treasurer is absent)
- Reconcile Financial Transactions Regularly (Weekly or Monthly)
- Bring any Financial Concerns to the Attention of the Exalted Ruler and Board of Directors
- Provide Year End Financials to Board of Directors in Time to Complete the New Lodge Year Budget by the Deadline, per Grand Lodge Statues
- Participate in New Year Budget Discussions and provides Any Additional Information Needed by the Board
- File Monthly FRS Report to Grand Lodge by the 3<sup>rd</sup> Friday of Each Month
- Prepare Monthly Financial Reports (Balance Sheet, P&L and Budget Comparison) and Distributes to Member Attending Meetings at Least Once Per Month
- Give Verbal Financial Report During Each Meeting
- Serve on Lodge Board of Directors & Member of the Incorporation Board if established in the Lodge By-Laws
- Provide Documentation Necessary to File Annual Reports to the IRS (990's)

**Attendance During ALL Interlodge Weekends ARE REQUIRED IF this Officer also Serves As Board of Director Chairperson**

EVENT/ACTIVITY	MONTH / DATE	LOCATION	ATTENDANCE REQUIRED	ATTENDANCE STRONGLY SUGGESTED
Officer Training	April	Lodge in District	✓	
New Officer Installation	Late March	Home Lodge	✓	
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Homecoming	3rd Full Weekend September	TECSI Camp Facility Ottine, Texas		✓
Interlodge VP/DD Clinic if scheduled	1st Weekend in October	Lodge in District		✓
Fall Conference	End of October First of November	Various		✓
Elks Memorial Service	1st Sunday in December	Home Lodge	✓	
Interlodge VP/DD Clinic	2nd or 3rd Weekend in January	Lodge in District		✓

**TREASURER**



*This is not an all inclusive list.*



## Esquire Role Description & Responsibilities

- Organize the Lodge for Meetings
- Prepare Candidates for Initiation
- Conduct Orientation Using Grand Lodge Video
- Examine and Introduce Visiting Members
- Prepare and Supervise Ballot Boxes
- Transmit Official Messages as Directed by the Exalted Ruler
- Learn and Perform Ritual Part During Lodge Meetings and Special Occasion Events  
- Read / Recite Confidently and Impressively – Opening, Closing and Initiation

EVENT/ACTIVITY	MONTH / DATE	LOCATION	ATTENDANCE REQUIRED	ATTENDANCE STRONGLY SUGGESTED
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Homecoming	3rd Full Weekend September	TECSI Camp Facility Ottine, Texas		✓
Interlodge VP/DD Clinic if scheduled	1st Weekend in October	Lodge in District		✓
Fall Conference	End of October First of November	Various		✓
Elks Memorial Service	1st Sunday in December	Home Lodge	✓	
Interlodge VP/DD Clinic	2nd or 3rd Weekend in January	Lodge in District		✓

### ESQUIRE



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## Chaplain Role Description & Responsibilities

- Give Opening / Closing Prayers
- Assist in
  - Initiation Ritual
  - Elks Funeral Service
  - Elks Memorial Service
- Give Prayers / Blessing During Other Lodge Events

EVENT/ACTIVITY	MONTH / DATE	LOCATION	ATTENDANCE REQUIRED	ATTENDANCE STRONGLY SUGGESTED
Officer Training	April	Lodge in District	✓	
New Officer Installation	Late March	Home Lodge	✓	
TESA State Convention	1st Weekend in June	Various		✓
Flag Day Ceremony	June 14	Home Lodge / Community Location	✓	
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Interlodge VP/DD Clinic	Weekend in August	Various		✓
Homecoming	3rd Full Weekend September	TECSI Camp Facility Ottine, Texas		✓
Interlodge VP/DD Clinic if scheduled	1st Weekend in October	Lodge in District		✓
Fall Conference	End of October First of November	Various		✓
Elks Memorial Service	1st Sunday in December	Home Lodge	✓	
Interlodge VP/DD Clinic	2nd or 3rd Weekend in January	Lodge in District		✓

### CHAPLAIN



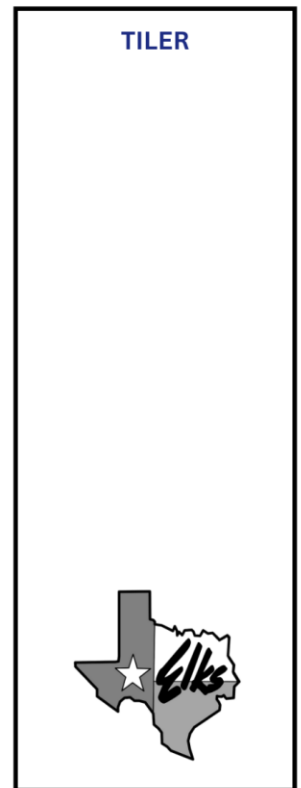
*This is not an all inclusive list.*



## Tiler Role Description & Responsibilities

- Attend the Outer Door
- Control Who is Admitted After Meeting Begins
  - Do NOT Admit Late Arrivals During:
    - Reading of Minutes
    - Balloting of Candidates
    - Initiation
- Ensure all Jewels and Regalia are in Proper Condition for Meeting
- Examine Membership Cards
- Ensure Visiting Members Sign the Register

EVENT/ACTIVITY	MONTH / DATE	LOCATION	ATTENDANCE REQUIRED	ATTENDANCE STRONGLY SUGGESTED
Officer Training	April	Lodge in District	✓	
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Interlodge VP/DD Clinic if scheduled	1st Weekend in October	Lodge in District		✓
Fall Conference	End of October First of November	Various		✓
Elks Memorial Service	1st Sunday in December	Home Lodge	✓	
Interlodge VP/DD Clinic	2nd or 3rd Weekend in January	Lodge in District		✓




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## Inner Guard Role Description & Responsibilities

- Attend the Inner Door
- Do NOT Permit Anyone to Enter or Leave Without Permission of the Exalted Ruler
- Remind Late Comers to Give the Hailing Sigh at the Alter
- Permit Non to Enter or Leave During
  - Opening
  - Closing
  - Reading of Minutes
  - Initiation
  - Balloting of Candidates

EVENT/ACTIVITY	MONTH / DATE	LOCATION	ATTENDANCE REQUIRED	ATTENDANCE STRONGLY SUGGESTED
Officer Training	April	Lodge in District	✓	
New Officer Installation	Late March	Home Lodge	✓	
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Homecoming	3rd Full Weekend September	TECSI Camp Facility Ottine, Texas		✓
Interlodge VP/DD Clinic if scheduled	1st Weekend in October	Lodge in District		✓
Fall Conference	End of October First of November	Various		✓
Elks Memorial Service	1st Sunday in December	Home Lodge	✓	
Interlodge VP/DD Clinic	2nd or 3rd Weekend in January	Lodge in District		✓

INNER GUARD



*This is not an all inclusive list.*

# Board of Directors Structure & Responsibilities

12.070 - 16.030 - 16.050 Annotated Statutes

## **7 to 11 Board Members Total** (Established in Lodge By-Laws)

- Exalted Ruler (Serve as a Voting Member of the Incorporation Board of Directors **OR** a Non-Voting Member of Lodge Board of Trustees)
- Leading Knight
- Loyal Knight
- Lecturing Knight
- Trustees (3 - 5 Total) (Established in Lodge By-Laws)
- Secretary (Established in Lodge By-Laws)
- Treasurer (Established in Lodge By-Laws)

**Committee Oversight**  
**Accident Prevention**  
**Government Relations**

## **Quorum**

- Must Have simple majority of Board Members Present

## **Responsibilities of Board**

- Control Funds, Investments and Real / Personal Property of the Lodge – Subject to Lodge Direction and Control
- Negotiate and Execute all Leases and Contracts
- Present a Segregated Budget to the Lodge No Later Than the Final Meeting in April
  - Review Budget Semi Annually or Quarterly and Revise as Needed
  - Collaborate with House Committee Regarding Budgeted Items and Unexpected Expenses for the Lounge
  - Establish Appropriate Controls to Ensure Expenditures for ALL Budgets are in Line with Approved Budget
- Complete Vouchers When Expenses are Submitted for Reimbursement
- Create an Accident Prevention Program
- Ensure Self Inspections are Completed Throughout the Year and Action is Taken to Address Areas of Need, or Risks
- Meet at Least Once Per Month & Document Meeting Notes
- Meeting Schedule Should be set for a Specific Day / Time Each Month and Notices Should be Posted in Advance of Meetings to Give Everyone the Opportunity to Attend
- Hold Bonds of Officers
- Conduct Annual Lodge Inventory
- File a Written Report Semi Annually to the Lodge
- Obtain a Permit from Grand Lodge Board of Grand Trustees Before it May:
  - Purchase Real Estate at a Cost in Excess of \$25,000
  - Acquire Property by Lease for a Period of More than One Year.
  - Construct a New Facility, Whether a Building or Otherwise, if the Cost is in Excess of \$25,000
  - Make Additions or Alterations in it's Present Facilities if the Cost is in Excess of \$25,000
  - Contract for Services, Purchase Furnishings, Fixtures and Equipment, other than Equipment Required for Normal Maintenance, Aat a Total Cost in Excess of \$25,000
  - Sell, Exchange, or make a Gift of it's Real Property, or any Portion Thereof, Unless as a Result of Condemnation Proceedings.
  - Lease Real Property, or any Portion Thereof, For a Term of More than Five Years, Whether it be an Original Term or Under an Arrangement of renewal or Extension
  - Incur or Refinance a Debt Involving Mortgage of Real Property or the Sale of Debentures, Bonds or Other Certificates of Indebtedness
  - Borrow Money for any Purpose
  - Sell, Exchange, or make a Gift of its Personal Property Valued in Excess of \$25,000

# House Committee Structure & Responsibilities

16.040 & 16.041 Annotated Statutes

## **5 - 13 Committee Members Total (Established in Lodge By-Laws)**

- Committee Chair Appointed by ER – Direct Supervisor of Bartender
- Additional Members – Chosen by Chair or Appointed by Exalted Ruler

**Committee Oversight  
Lodge Activities**

## **Quorum**

- Must Have simple majority of Committee Members present

## **Responsibilities of Committee**

- Operates the Lounge and Stays Within Budget
  - BOD Also Monitors Budgeted Items for House Committee, Keeps up and Maintains Physical Building, Plumbing, Repairs, Insurance, etc..)
  - Both Groups are Subject to Lodge Direction and Control
- Submit Vouchers for Reimbursement of Expenses
- Present a Segregated Budget to the Lodge No Later Than the Final Meeting in April
- Establish Appropriate Controls to Ensure Expenditures are Within Budget
- Develop and Enforce Controls Regarding Alcohol Pours and Conduct Regular Inventory
- Submit Monthly Reports to the Lodge
- Assist Bartender When Asked
- Verify Guests are Signed In on the Visitor's Register by a Member in Good Standing
- Non - Chair Committee Members Should not Address Issues with Bar Tenders Unless Acting on Behalf of the Committee Chair. (Bartender should have ONE Supervisor, not 5 - 13)
- Meet at Least Once Per Month + Any Special Meetings Needed & Document Meeting Notes
- Meeting Schedule Should be set for a Specific Day / Time Each Month and Notices Should be Posted in Advance of Meetings
- Meetings are Generally Open to Members
  - Closed Executive Sessions May be Called to Discuss Employment and Discipline, Pricing of Goods and Suspensions
  - **Voting Must be Done in Open Sessions and on the Record**
- Lounge Must be Closed During the Hours of all Regular and Special Meetings of the Lodge
  - Except those Facilities Designated for the Use of Non - Member Spouses and Minor Children of Members of the Lodge or Caregivers or Drivers of Disabled Lodge Members
  - Any Lodge Violating this Section Under any Pretext Whatever Shall be Liable to a Forfeiture of its Charter
- Has the Power to Suspend a Member from the Lounge for up to One Year for Violation of House Rules, or Conduct Unbecoming an Elk in the Lounge, Other Facilities & Premises
  - For the Purpose of Disciplinary Proceedings Under this Section, the Terms "Other Facilities & Premises" include those areas that support or permit the use and enjoyment of the Club Facility, Including Parking Lots and Other areas Of Access on Lodge Property
  - Vile, Obscene and Insulting Language used in an Elks Lodge or Club is an Offense Against the Laws of the Order.

\*\* No Member of the Supervising or Managing Body Shall be Employed in Any Capacity by the Supervising or Managing Body, Nor Shall any Exalted Ruler be Employed by a House Committee Appointed by Him.

\*\* The Lodge has NO control or Direction Over Employment Relationships