

MSEA
BOOK
OF
PROCEDURES

Revised 2020

Montana State Elks Association Inc.

Book of Procedures

This Book of Procedures is a Guideline of instructions on how to successfully conduct the business of the Montana State Elks Association under the direction of the Board of Directors of the Association and the Past State Presidents. Amendments to the Book of Procedures will be amended as necessary. The Book of Procedures will be updated as required and emailed to the Lodges for their use by the Laws Committee of the MSEA. Lodges are encouraged to reproduce the Book of Procedures for their officers and retained in the Lodge secretary's office.

Any member Lodge can submit additions and corrections to the Book of Procedures to the Laws Committee for consideration. All MSEA Committee Chairs are encouraged to submit descriptive language to the committee to explain the function and operation of your committee for the general information of the membership.

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Montana Elks Lodges

Anaconda #239	PO Box 757, Anaconda 59711	560-4143
Beartooth Red Lodge #534	PO Box 888, Red Lodge 59068	446-1812
Billings #394	PO Box 20302, Billings 59104-0302	252-8407
Bitterroot Valley #1651	203 State St, Hamilton 59840	363-3031
Bozeman #463	PO Box 998, Bozeman 59771-0998	586-5824
Butte #240	206 W. Galena St, Butte 59701	782-3278
Clark Fork Valley #2757	PO Box 1553, Thompson Falls 59873	827-7770
Cut Bank #1632	PO Box 2117, Cut Bank 59427	873-4571
Deer Lodge #1737	P.O. Box 777, Deer Lodge 59722	846-1737
Dillon #1554	PO Box 505, Dillon 59725	683-5552
Glasgow #1922	309 2nd Ave S, Glasgow 59230	228-2233
Glendive #1324	PO Box 1048, Glendive 59330	377-4620
Great Falls #214	500 1st Ave S, Great Falls 59401	454-1305
Havre #1201	PO Box 910, Havre 59501	390-0091
Helena #193	PO Box 6906, Helena 59604	442-6480
Hell Gate Missoula #383	112 N Pattee, Missoula 59802	549-0542
Kalispell #725	PO Box 790, Kalispell 59903	257-6474
Lewistown #456	PO Box 719, Lewistown 59457	538-5885
Livingston #246	PO Box 532, Livingston 59047	222-2511
Mission Valley Polson #1695	512 Main St, Polson 59860	883-1695
Plentywood #2566	PO Box 411, Plentywood 59524	756-1641
Shelby #1696	PO Box 791, Shelby 59474	460-5824
Sidney #1782	123 3rd St SW, Sidney 59270	433-2406
Virginia City #390	PO Box 147, Virginia City 59755	843-5464
Wolf Point #1764	304 Main St, Wolf Point 59201	653-1920

MSEA OFFICER COMMITTEE ASSIGNMENTS

In order to make this Association operate more effectively and to better serve the committee chairpersons, the State President, First and Second Vice Presidents will be responsible for overseeing and assisting the committees as follows:

State President

1. Accident Prevention/Insurance Risk
2. Chicago Lodge Membership System [CLMS2]
3. Hoop Shoot
4. Montana Trust Fund dba Sara & William Jenne Scholarship Trust
5. Most Valuable Student
6. Music Scholarship
7. Past State President's Advisory
8. Public Relations / Marketing
9. State Major Projects
10. Vocation Scholarship

First Vice President

1. Bowling
2. Elks National Foundation ENF
3. Government Relations
4. Historian
5. Laws/Book of Procedures
6. Lodge Activities
7. Lodge Development Fund
8. National Veterans Service and Montana Veterans Facilities
9. New Lodges
10. Webmaster

Second Vice President

1. Americanism
2. Auditing & Accounting
3. Business Practices & Education
4. Drug Awareness
5. Membership
6. Past Exalted Rulers
7. Ritual
8. Special Service Award
9. Youth Activities

MSEA Officer Visitations to Lodges and Regions

The MSEA By-Laws authorize the MSEA President to visit each lodge in the State. The President may direct the First or Second Vice President to visit in their stead. This is an authorization to visit, not a mandate. If the local Lodge decides they do not want to host a State Officer that is their option. If the local Lodge desires to have an MSEA Officer visit, then the local Lodge is expected to furnish the visiting officer appropriate overnight lodging and a dinner for the officer and spouse/guest. Gifts and other amenities are strictly up to the local Lodge. MSEA reimburses the State Officer for mileage, but there is no per diem for Lodge visitations.

Visitation Assignments

Presidents Home Region*	1st Vice President	2nd Vice President
East	West	North
West	North	East
North	East	West

*The President visits the Lodges in his home region. This ensures each Lodge the opportunity to host the State President once every three years.

Districts

MSEA EAST REGION

Beartooth Red Lodge
Billings
Glendive
Lewistown
Livingston
Plentywood
Sidney

MSEA WEST REGION

Anaconda
Bitterroot Valley Hamilton
Bozeman
Butte
Clark Fork Valley Thompson Falls
Deer Lodge
Dillon
Helena
Hell Gate Missoula
Virginia City

MSEA NORTH REGION

Cut Bank
Glasgow
Great Falls
Havre
Kalispell
Mission Valley Polson
Shelby
Wolf Point

District Deputy Grand Exalted Ruler Districts

Montana is entitled to **four** District Deputy Grand Exalted Rulers to represent our State.

The four districts are:

North #5040

Cut Bank
Great Falls
Havre
Helena
Lewistown
Shelby

South #5080

Beartooth Red Lodge
Billings
Bozeman
Butte
Dillon
Livingston
Virginia City

East #5000

Glasgow
Glendive
Plentywood
Sidney
Wolf Point

West #5120

Anaconda
Bitterroot Valley Hamilton
Clark Fork Valley Thompson Falls
Deer Lodge
Hell Gate Missoula
Kalispell
Mission Valley Polson

Selection of DDGER Candidates

September is the time of year when we must start looking for those individuals who are qualified for assuming positions as DD's and where applicable, District Auditor and Esquire. It is imperative that we have the best possible candidate working for the District and it does not matter how personable a candidate may be or how popular they are in the district, that alone DOES NOT make them qualified to be one of the chosen three. Every candidate must have the time to commit to perform the duties as required, have family and employer approval, and resources to do the job. The annual process for District Deputy selection is as follows.

- 1) In September the *Montana Past State President DD Selection Committee Chair* will distribute to all Lodges the District Deputy Selection Form.
- 2) Each Lodge will have the opportunity to submit one qualified candidate to the Past State Presidents for review not later than November 1st.
- 3) The Past State Presidents will review all applications and recommend one qualified candidate from each Grand Lodge District to the Special Deputy GER not later than December 1st.
- 4) The Special Deputy GER will review the recommendation from the PSP's and if satisfied with the selections will forward the information to the PGER State Sponsor. If there is an issue with the recommendation the SDGER will refer back to the PSPs for resolution.
- 5) The PGER State Sponsor will forward the recommended candidate to Grand Lodge for final processing.

It is the State PSP's responsibility to find and recommend the best possible candidates for District Deputy i.e. individuals who are committed to do the job to the best of their ability. Qualified candidates should be active in the District or State, so we know their track record. **AND** the candidate absolutely must have computer skills and that is more than just being able to turn it on.

I rely on the ***Special Deputy Grand Exalted Ruler*** to pick the best candidates. The Past State Presidents make recommendations to the SDGER. The SDGER will review and make the final recommendation to the State Sponsor.

The Auditor: Must be qualified. I would like someone to commit to a least 3 years as it takes a year just to learn the position. A PDDGER would be ideal for this position if they or any Elk have an accounting or bookkeeping background.

The Esquire: Has the smarts, the compassion, time, resources, and family support. Someone who will pay attention to the job and learn what needs to be done. Works on the programs that are assigned to them.

The DDGER: Meets all the above criteria and has proven their worth. The Past State Presidents need to present to the SDGER their best possible candidate for each District.

I need all the info on all three positions (if they apply in your State) no later than December 1st as I must turn this in to Chicago. If you can't find someone new then get someone who has done it before.

Thanks, Roger R. True, PGER September 2018

District Deputy Responsibilities Simplified

Below is a simplified list of the District Deputy responsibilities. It is not all inclusive but it does cover the major items. This information is gleaned from the DD Manual and the DD Training material that will be distributed to all the District Deputies. The information below over-rides any conflict with the DD Manual.

1. Immediately after Grand Lodge Convention send out your appointment letter to Lodges.
2. Collect files from previous DD and start researching data.
3. By July 31 finalize dates for DD Clinics and Lodge visitations and notify Lodges, State Sponsor, SDGER, and State Officers. DD Lodge Visits must be completed by Nov. 1st
4. Hold DD Clinic in August or September and submit DD Clinic Attendance report on-line. Clinic must be held before Lodge visits start.
5. Area 8 Auditing & Accounting Committee report on Lodge Annual Financial Report must be in hand before a Lodge visit can be done. Need approval of State Sponsor to waive requirement.
6. Complete Lodge visit and submit the three (3) on-line DD Reports (Visitation, Inspection, Audit) within 7 days of visit.
7. Complete Lodge "Action Item List" identifying deficient items found during DD visit and who is responsible for correction and date due.
8. Where needed, work with the Lodges to clear the Action Item List by due date.
9. Follow your Lodges on elks.org and monitor information on CLMS, Pending Charity Report, and Elks National Foundation.
10. By January 10th review "Lodge Accountant Selection" form, submitted by Lodge Audit Committee Chairman, for accuracy and make recommendation to SDGER or Special Representative for approval or denial. SDGER or SR will contact Sponsor for final approval.
11. Follow your Lodges on elks.org and monitor their submittal of new Lodge officers and committeeman report to be completed on-line by the end of February.
12. Hold April DD Clinic and prepare DD Records for turnover at end of year.

Complete the DD Checklist located in the DD Manual and send to Grand Lodge.

**District Deputy
Candidate Information Form**

Rev. 9/14/2018

Montana

PLEASE PRINT

Name _____ Age _____ Spouse Name _____

Address _____ City _____ Zip _____

Lodge Name _____ # _____ Year(s) E.R. _____

Phone # (C) _____ (W) _____ (email) _____

Lodge Positions or Appointments Held (committees, etc.)

Current Lodge Involvement:

State Association Positions or Appointments Held:

Grand Lodge Assignments:

Community Activities:

*******TO BE COMPLETED BY PROPOSER*******
ONLY ONE CANDIDATE PER LODGE

How to Bid to Host the Annual Summer Convention or Mid-Winter Meeting

1. Any Montana Lodge considering bidding to host the Annual Summer Convention or Mid-Winter Meeting must make themselves aware of their responsibilities to host such convention.
2. Your Lodge must be within 50 miles of a major airport to accommodate the visiting Grand Exalted Rulers travel schedule.
3. If you are convinced that being a host Lodge is within the fiscal and physical capabilities of your Lodge and your community, then do the following:
 - a. Bring your proposal to bid for hosting the selected event before the Lodge at a regular Lodge meeting and secure Lodge approval. ****Without that approval, you cannot proceed further.**
 - b. After approval, you must secure the appropriate room guarantees, and develop a proposal to submit to the Board of Directors. That proposal must include the registration fees and what will be furnished by the lodge for that registration fee. Twenty-five [25] first class rooms for the use of the Board of Directors and Grand Lodge guests are to be set aside to be used by the MSEA Secretary. MSEA By-Laws, Article IV, Section 1. Section 1E requires Lodges to confirm 60 rooms. Should additional rooms be necessary the MSEA Secretary will notify the host Lodge
 - c. The room guarantees may be in the form of a letter from your city Motel Association or from individual hotels/motels. The Board of Directors will determine if a host town has sufficient rooms available to support the members for Thursday, Friday, and Saturday for the Annual Summer Convention and Mid-Winter Meeting.
4. Have your Lodge Secretary submit a written proposal to the Board of Directors on or before April 1st of the year proceeding the year of the Annual Summer Convention with a copy to the MSEA Secretary.
5. Your proposal to host the January Mid-Winter Meeting must be submitted to the Board of Directors by November 1st, prior to the bid in January.
6. The Board of Directors will respond, in writing, to the Lodge making the bid proposal, and either approve or disapprove the proposal. Registration fees proposed may NOT be changed after the proposal is approved by the Board of Directors and a vote by the delegates.
7. Your Lodge must make the formal bid to host the event at a business meeting of the MSEA. The site for the following year Mid-Winter Meeting will be determined at the January Mid-Winter Meeting.

8. The site for the following year Annual Summer Convention, bowling, or other events will be determined by voting at the Annual Summer Convention. This ensures 12 months lead time to make all the arrangements to host a successful event. Only Delegates may vote, per MSEA By-Laws, on proposed events.

Committee Chair Suggestions

Chair and Co-Chair

1. The host Lodge General Chair will select committee persons from among the membership of the Lodge. He/she should select a Co-Chair to assist him/her in the over-all supervision of the Convention/Meeting arrangements prior to and during the Convention/Meeting.
2. The Chair should set a working schedule and continually check that the various committees are up to date on their assignments. He/she needs to check to make sure no details are overlooked.
3. The Chair should hold meetings with each committee, outlining their responsibilities, to insure that the committee chair and co-chair, if applicable, realize how important it is to carry out their assignments. Check with every chair each month, stepping up the pace of these meetings as the date of the convention nears. Weekly then daily meetings during the final week prior to the Convention are strongly recommended.
4. The General Committee is the heart and soul of all coordination of the Convention planning and arrangements. If this committee shirks its responsibilities, trouble lies ahead.
5. The General Chair and Co-Chair must attend all of the Convention meetings or activities pertaining thereto.
6. The General Chair and Exalted Ruler must act in full cooperation with each other at all times.
7. Obtain and use the most recent Grand Lodge ELKS MANUAL ON PROTOCOL in preparing your plans, to avoid any unnecessary errors in protocol, especially involving the Grand Lodge Officers and Dignitaries, invited guests, and MSEA Officers.
8. While preparing for the Convention, the Board of Directors must be informed as to the progress of all arrangements. A tentative program of activities should be mailed, emailed to these officers, or placed on the host lodge's Web Site. They will be able to give you vital feed-back and possibly help avoid making later changes to your plans. Remember that the MSEA President is responsible for the Business Session Agenda and the General Agenda and retains sole responsibility for this part of the Convention. Your cooperation will make for a successful convention.
9. The President prepares the General and Business Sessions Agendas. He/she will work with the host Lodge to select times and schedule events. The President will email the completed docs to your contact person for your program booklet one month before the meeting.

Finance Committee

1. All proposed expenditures by the Chair of a Standing Committee and or any member of a committee should be cleared and approved by the General Chair at a regularly called meeting of the convention committees.
2. Agreement must be made by all convention committee persons that no payment of any expenditures outside of the approved convention budget shall be made unless approved by the General Chair.
3. A full financial report shall be made to the host lodge membership by the Chair of this committee soon after the close of the convention.

Registration

1. Prepare a registration form as soon as possible. Forms should include the following:
 - a. Name
 - b. Mailing address
 - c. Email address
 - d. Cell number
 - e. Spouse/guest name
 - f. Badge Information
2. Forms should include all events that require pre-registration including:
 - a. Meals and Banquets which are included in registration fee.
 - b. Meals and Banquets that are not included in registration fee with associated cost per meal.
 - c. Special events that require a fee.
3. Forms should be available to all Lodges three months before the Annual Summer Convention or Mid-Winter Meeting.
 - a. Registration forms should be available both in paper and electronic format and sent to the MSEA Web Master to be put on mtelks.org.
 - b. Be sure to include information on the registration form as to how it is to be returned.
4. Make all preparations for tables, chairs, cash boxes, computers, and a copy machine and any other necessary equipment. All badges, stickers, free parking passes, and convention programs should be ready at least two weeks before the opening of the convention.
5. A representative from the Lodging committee and the Transportation Committee should be on duty at all times to assist the Registration Committee with any late registrants.
6. Encourage your Lodge members to register early.

7. In addition to the mailings to all Montana Lodges via postal mail/email, place on the web site: registration forms, room information, and the convention agenda. The MSEA Secretary will provide a list of invited guests to be included. Mailings/email should be completed at least 60 days prior to the convention/meeting.
 - a. Check your lists in order to avoid duplication. Use the current MSEA Directory.
 - b. Be sure to include the following:
 - Special District Deputy
 - Special Grand Lodge Representatives
 - District Deputies
 - MSEA Officers
 - Chairpersons of MSEA Committees
 - Past State Presidents and Past Trustees. Obtain list from their Secretary.
8. Make up convention packets for all invited guests. These packets should contain name tags, agendas, programs, and tickets for all convention events. The packets for these guests should be placed in their rooms before their arrival. The MSEA Secretary will provide invited guests names and titles.

Registration Fees

1. Registration fees are set by the vote of the General Convention Committee, with the concurrence of the Board of Directors. Great care should be taken to see that the fees are reasonable and fair, so as to ensure the largest turnout of delegates, members and their spouses or guests. Special consideration should be given to members who must cancel their attendance due to weather or other emergencies. Total or partial refunds may be considered by the host Lodge, but offering the refund remains totally under the control of the host Lodge.
2. MSEA pays for the following registrations:
 1. Grand Exalted Ruler and spouse/guest
 2. Past Grand Exalted Ruler and spouse/guest
 3. Montana Grand Lodge Sponsor and spouse/guest
 4. Past State Presidents (their spouse/guest pay)
 5. Invited State President and spouse/guest of other State Associations approved by the Board of Directors.
 6. Past State Trustees who have completed two (2) consecutive terms(their spouse pay)
 7. Any other registrations approved by the Board of Directors.
3. The proper procedure to be reimbursed for these registrations is to submit an itemized bill to the MSEA Secretary. You will be receiving a check from him/her.
4. All others in attendance pay the full Registration Fee which include a lunch and banquet.

Expenses the MSEA pays for:

1. GIFTS for the Grand Exalted Ruler and spouse/guest, **not to exceed a combined total of \$150.00, plus shipping fees.**
2. GIFTS for the PGER and spouse/guest, **not to exceed a combined total of \$75.00, plus shipping fees.**
3. ROOM CHARGE and REGISTRATION for the GER, PGER, GL Montana Sponsor, GL Officers, GL Committee persons, and SDGER and their spouse/guests.
Note: GL Representatives are NOT paid for by the MSEA.
4. Any other meals, which are not included in the registration fee, necessary for the GER, PGER, GL Montana Sponsor and GL Officers/Committee persons and their spouses/guests.
5. The gift for the outgoing president not to exceed \$50.00. This gift will be purchased by the 1st Vice President.
6. The cost of meals only for the State Officers and their spouses/guests at the New State President's Banquet on Saturday night. .
7. Memorial Service expenses. The host Lodge must check with the MSEA Secretary for amounts allowed. If there are excessive expenses, the host Lodge will be required to pay the amounts over the budgeted amount set by the MSEA Trustees.
8. Any Grand Lodge dignitary or State Association President and spouse/guest who are invited will have their registration paid **ONLY IF** approved by the Board of Directors in advance of the invitation being sent to them.
9. Payment of Grand Lodge dignitaries or out of state guest's rooms **will be paid upon check out** by the MSEA Treasurer. The secretary will be in contact with the hotel "contact" employee prior to the convention/meeting giving them the list of guests for the 25 rooms and whom the MSEA will pay for.
10. The host Lodge will submit an itemized bill to the MSEA Secretary for all of the expenses as allowed in above list 1 through 7 **no later than 30 days after the convention/meeting.**

Welcoming Committee

1. This committee should function from the time the Registration desk opens until the closing activity on the final day of the convention.
2. OBJECTIVE: Strive to make all the delegates, their spouses and guests feel that they are really welcome. Make introductions, when necessary, and be able to inform them on the events planned and the availability of courtesy cars.

3. All Lodge officers should be assigned duty shifts to spread the work load out more evenly. They should be present at all night sessions to assist convention attendees and in case of emergencies.
4. Above all, it is recommended that there be no drinking while working. All committee members and officers must be willing and able to help. The impressions that you make reflect on your Lodge membership.

Lodging

1. The Grand Lodge Officers and Committee persons and the MSEA Officers reservations are made by the MSEA Secretary.
2. Every Elks member should make their reservation by using the prepared list of hotels and motels. The committee should include the addresses, telephone numbers, and room rates and website.

Transportation/Courtesy Cars

1. Arrange local transportation for Grand Lodge Officers and spouses/guests. The Special District Deputy will coordinate with the MSEA Officers and transportation committee to ensure that the Grand Lodge Officers are met at the airport and transported to the convention site.
2. It is the responsibility of this committee to see that courtesy cars are available for members, spouses, and guests, as needed, upon request.
3. Have courtesy cars on standby in case of quick need. Transportation will be needed if any scheduled event is held at a location other than the Lodge. Transportation must be available for the Grand Officers and spouses/guests.
4. Keep a space open for the courtesy cars in front of the Lodge.
5. The drivers of all courtesy cars should use extreme caution and care while transporting convention guests and under no circumstances should they be drinking while on duty.

Program Booklet

1. The chair of this committee should select a group of energetic and dedicated members who will go out and sell advertising for the program. This is one committee that can make the convention a financial success.
2. Meet with the printer to set ad sizes and prices.

3. Make plans for preparation of the convention program as soon as possible. The committee needs to begin selling advertising at once. Although some businesses start their new advertising budgets at the beginning of the year, get a commitment from them to come back for their ad in January.
4. Have the salespersons obtain a signed contract from each advertiser, the ad copy to be used and collect for the ad rather than extending credit.
5. Turn the checks over to the Finance Chairman as soon as possible.
6. The program printer will want to get the pages “set up” to avoid any delay in the final printing. Be sure you proof the program several times to keep from having errors of any kind.
7. Grand Lodge may send a photo and copy of the GER’s information to the MSEA Secretary to be included in the program. The Secretary will forward that information to you.
8. Remember to have the printed programs ready to be delivered to the Registration Committee at least one week before the convention.
9. Remember you can sell a lot of advertising, but if you do not collect 100% of the money, you will find your committee losing money for sponsoring the convention. Collect when you sell the ad.
10. Contact the MSEA President to acquire the General Agenda and Business Session Agendas. Contact the MSEA Secretary for the docs of all previous conventions, and Past State President’s which are to be included in your printed program.

Publicity

1. It is the responsibility of this committee to see that the best possible media coverage of the convention/meeting is made by local newspaper, radio, and TV, if available.
2. Arrange well in advance with the local media for coverage of the convention/meeting. The first step is to make a personal visit to the news editors of the local media.
3. Explain the purpose of this convention, impact on local economy, and let them know of the attendance of the new Grand Exalted Ruler, who was elected to this position just one week earlier at the Grand Lodge Convention.
4. Ask the news editor to assign one of the reporters and a photographer to work on following the convention/meeting and its activities, i.e. GER’s visit, scholarship, awards, etc.

5. Remember, they do not know the news story so you must furnish the media with the information. Have it available to answer their questions when the time comes for the interview.
6. Ask that at the very minimum they get some photos of convention/meeting activities and run them while the convention/meeting is in progress.
7. When the convention/meeting is over send the media editor, reporter and photographer a nice letter, thanking them for their efforts, whether the coverage was as expected or not.

Entertainment

1. This committee is very important. It is their main responsibility to have the bands/ DJ's and any entertainment they desire lined up well in advance of the convention. If you wish to keep the delegates, spouses and guests at the lodge as much as possible the arranging of good activities will hopefully keep them there as well as add to the financial success of the convention.
2. This committee is responsible for the night dances on Friday and Saturday. Thursday night is optional, but if you serve, a reasonably priced dinner then music may be an incentive for the guests to stick around for the evening, drinking, dancing, and visiting with friends.
3. This committee should make no contractual commitments without first consulting with the General Chair and the Finance committee. An early start will enable the prospective entertainment to confirm the dates to perform at your convention.
4. Entertainment at the MSEA banquet shall be presented after the introduction and address of the GER. Any entertainment shall be of proper decorum.

Memorial Service at Summer Annual Convention

1. The Memorial Service is held on Friday morning of the Annual Summer Convention at 11:00 a.m. This is open to all spouses and guests.
2. The Convention Committee should decide on a local church for the Memorial Service. Ensure that church has adequate seating. Ask for the use of the church organ or piano.
3. Usually, the arrangements for the use of a church can be handled in one meeting with the church pastor and/or their Administrative Board. An offer of perhaps fifty dollars for the use of the church is acceptable, but the rental charge is a matter of negotiation. The use of the church organ and their organist can be brought up at this meeting. The organist and/or soloist are normally paid, so ask what that fee or donation might be.

4. The host Lodge is responsible for setting up the Memorial Service, including the speaker and soloist. The selection of a capable speaker is most important for this Memorial Address. He/she should be familiar with the theme and meaning of the Elks Memorial Service.
5. The MSEA has jurisdiction over the following portions of the service:
 - a. The 2nd Vice President PRESIDES and assists in the arrangement of the service.
 - b. The 1st Vice President gives the Eleven O'clock Toast
 - c. The Secretary calls the roll of the departed members.
 - d. The State officers and others taking part in the service should be seated behind the altar in an appropriate location as directed by the church.
 - e. Summer formal attire is required.
6. It is the responsibility of the host Lodge to make sure that a floral arrangement is at the Memorial Service well in advance of the start of the service. Contact the MSEA Treasurer for money budgeted for this service. Funds should be budgeted by the MSEA Board of Directors. This bouquet may be used at the spouse/guest luncheon and MSEA Banquet.
7. The host Lodge will arrange for a musical device to peal the Eleventh Hour Chimes. You may as an alternative have the pianist or organist play chimes or strike an appropriate key when given the signal to do so.
8. Reserve seating for the Grand Lodge and MSEA officers and their spouses/guests in the front rows of the church.
9. The host Lodge is responsible to arrange for ushers. Business attire is required.
10. Contact the MSEA Secretary for the "roll call of departed members" from each Lodge.
11. Contact the 2nd Vice President regarding the Memorial Service Program. This document is on file and he/she can insert the current information and send the final doc to your printer or to the chair of your committee.

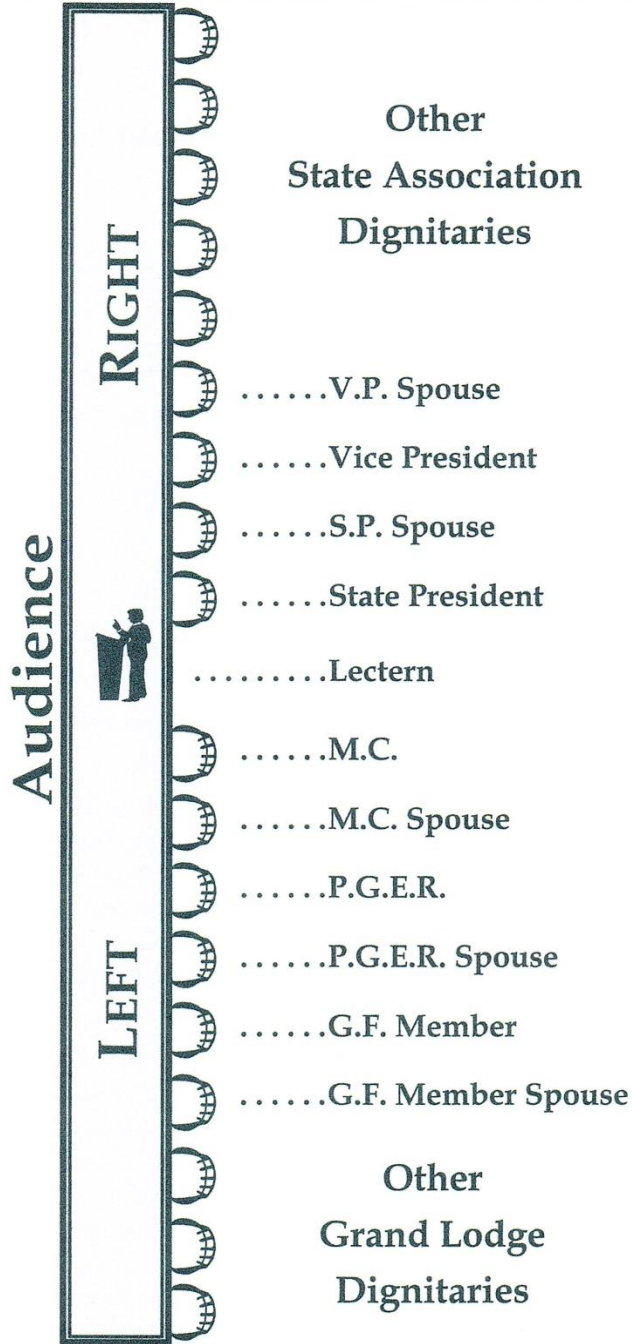
Banquets and Luncheons Committee

1. Check with the Convention Chair to determine how many banquets and luncheons will be held. Determine where and when they will be held, and the amount of space needed for each event.
2. Check with the Convention Chair and the Financial Chair as to the amount of money that will be allocated per person for each event.
3. All reservations for facilities needed for Convention events should be confirmed as early as possible. The estimated costs should then be submitted to the Finance Committee Chairman for approvals before any contracts, if any, are signed. (HOST LODGE EXPENSE)

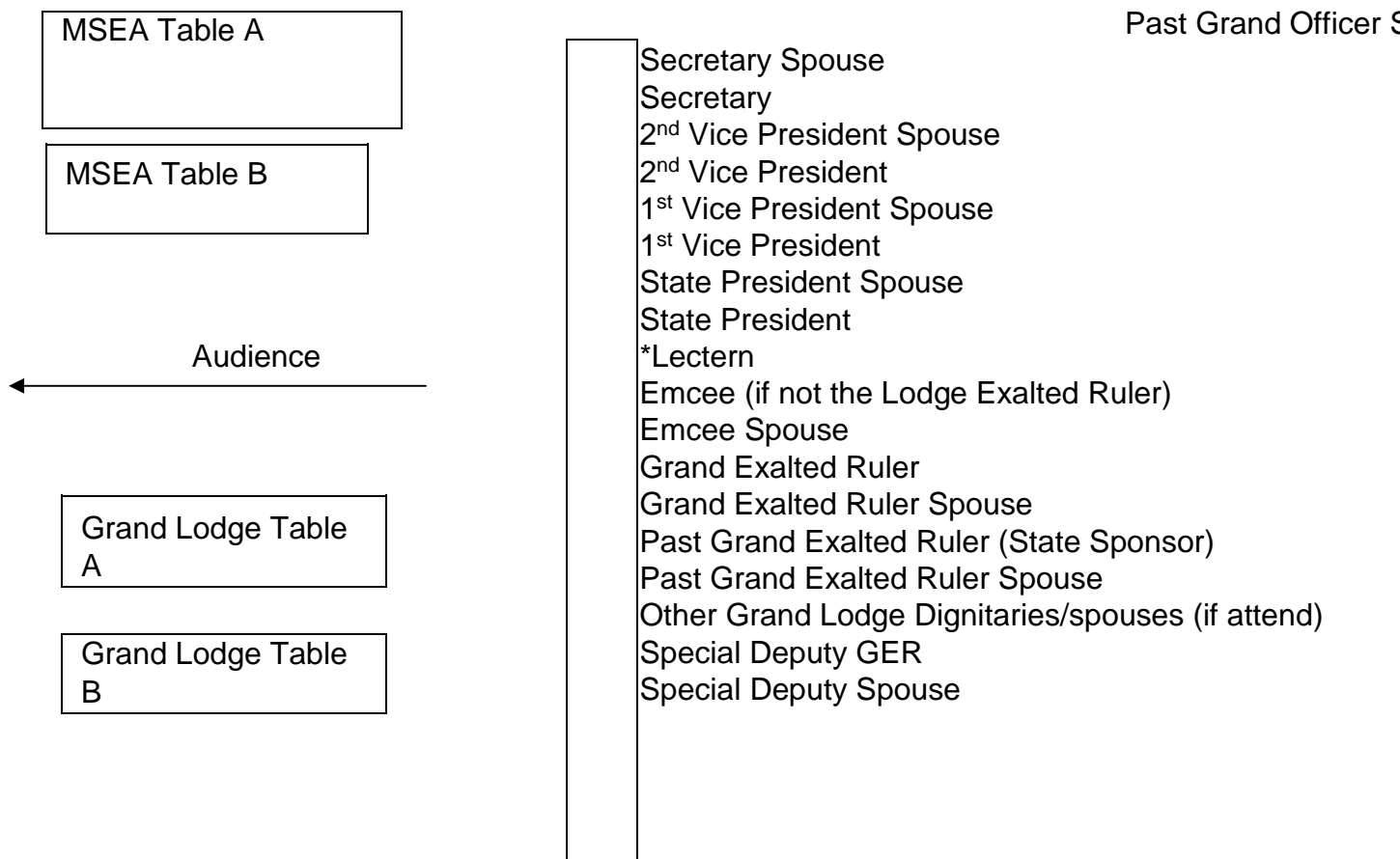
4. Transportation must be furnished for all Grand Lodge Officers and spouses/guests who will attend these functions. (HOST LODGE EXPENSE)
5. All decorations, flower arrangements, and favors {if used} should be considered and planned well in advance. (HOST LODGE EXPENSE)
6. The seating arrangement for the MSEA Banquet and Spouses/Guests Luncheon are in the most recently revised Grand Lodge ELKS MANUAL ON PROTOCOL. The MSEA President and/or MSEA Secretary will furnish you with the names of the Grand Lodge and State Officers to be honored at the head tables.

—SUGGESTED HEAD TABLE SEATINGS—

★STATE ASSOCIATIONS AND LOCAL LODGES★



Seating Options for State Association



Grand Lodge Table A:

1. Grand Lodge committee persons and spouses/guest
2. Special DDGER and spouse/guest
3. Grand Lodge representatives and spouse/guest

Grand Lodge Table B:

1. District Deputies GER and spouses/guests

MSEA Table A:

1. MSEA Trustees and spouses/guests

MSEA Table B:

1. MSEA Secretary and spouse/guest
2. MSEA Treasurer and spouse/guest
3. MSEA Guests:

Special Notes:

1. You may move people from Grand Lodge Table A to the Head Table for balance.
2. PGER Montana Sponsor will speak and introduce the Grand Exalted Ruler.
3. If the ER is not the emcee then he/she will sit with their officers.

Montana State Elks Association Banquet

1. This banquet is held on Friday evening of the Annual Summer Convention. The GER's visitation plans are made months in advance and he will be in attendance on Friday. Keep in mind he/she may have to depart on Saturday depending on his/her schedule.
2. The Exalted Ruler or designate of the host Lodge should preside at the banquet. The Exalted Ruler and his/her spouse/guest, if the ER is the emcee, will be seated to the left of the podium. This manual covers the "HOW" to properly handle all procedures and courtesies and serves as a guideline. All committees need to "TUNE UP" so that the MSEA can be proud of the impressions we leave after our activities are completed.
3. Seating arrangements for the head table shall follow the order as outlined in the current Manual on Protocol for State Associations. A lectern with a microphone in good working should be set up at the head table. A nice floral arrangement may be placed in front of the lectern. [Can use the one from Memorial Service] Place cards may be made for ALL who will be seated at the head table[s]. NOTE indicate position only not the name of the person.
4. The GER and spouse/guest shall be seated to the left of the Exalted Ruler OR emcee. Other Grand Lodge Officers and spouses/guests in order of position shall be seated to the left of the GER. See Manual on Protocol for State Associations.
5. MSEA Officers and spouses/guests, in order of position, shall be seated to the right of the ER or emcee. See Manual on Protocol for State Associations.
6. If there is a lack of space at the banquet site, it may be necessary to arrange for a second head table. Place this table in front of, parallel the head table. Seating arrangements of GL and MSEA Officers may then be designed to handle large numbers of people.
7. **NO PERSON SHALL SPEAK OR MAKE ANY PRESENTATIONS BEFORE THE INTRODUCTION OF THE GRAND EXALTED RULER. HE GIVES THE MAIN ADDRESS. THERE SHALL BE NO EXCEPTION MADE TO THIS IMPORTANT RULE OF PROTOCOL.**
8. All entertainment should be presented after the address of the GER. Music in the background may be provided during the dinner. You must insist that all entertainment be ready to start on time. A good rule of thumb is to keep the entertainment lively and as short as possible.
9. There is to be NO clearing of tables of food or dinnerware during any introductions or speeches.

New State President's Banquet

1. Held on Saturday evening of the Annual Summer Convention
2. The incoming new President is responsible to coordinate with the Convention Chair to schedule the time, seating arrangement and program.
3. The new State President shall preside at the banquet or may designate a qualified Elk to act as emcee.
4. The seating arrangement for the head table will follow the order as outlined in the current Elks Manual on Protocol for State Associations. Adjustments can be made as necessary including elimination the lectern on the table in order to present a balanced seating arrangement in the event some officers are unable to attend.
5. Arrangements should be made for reserved seating for the Trustees and other invited guests.
6. Place cards will be used at the head table and the Trustee and invited guests table. Do not use names on the cards "title Only".
7. The MSEA will pay for ONLY the State Officers and their spouses/guests and the Grand Lodge Officers and spouses/guests.

Past State President's Dinner

1. The Past State Presidents (PSP's) of the MSEA hold a no-host dinner on the evening prior to the start of the Annual Summer Convention and Mid-Winter Meetings. This event includes their spouses/guests. If any of the GL officers and spouses/guests has arrived, they should be invited. Their dinners will be paid by the MSEA.
2. If the host Lodge has a Past State President among its membership, he/she should be the Chair and will handle all of the necessary arrangements. If there is not a local PSP then a PSP residing nearest to the convention site shall Chair the dinner.
3. At the Chairs request, the PSP's Secretary/Treasurer will furnish him/her with an updated list of PSP's and include the email and mailing address of each PSP. The Chair or PSP Secretary will email or send a letter to each PSP inviting them to the banquet and ask them to confirm their reservations no later than two weeks prior to the dinner.
4. Arrangements should be made with the Convention Chair to host this dinner. The site can be at the Lodge or a private restaurant banquet room with seating for at least thirty, with bar service available. Preference should be given to the host Lodge if they want to prepare this dinner.

5. The dinner should be scheduled for 5:30 p.m. with a no host cocktail hour, followed by dinner.
6. The current MSEA President and spouse/guest is invited to the Summer dinner/meeting
7. All out-of-state Presidents and spouse/guest are invited to the Summer and Mid-Winter dinners.

Spouse/Guests Luncheon

1. This luncheon is held on Friday at the Annual Summer Convention and on Saturday at the Mid-Winter Meeting.
2. The Exalted Ruler's spouse/guest shall preside or the Exalted Ruler may designate some other person to act as emcee. Note: Spouse/guest luncheon is a required luncheon. Remember "guests" may be male or female as this luncheon in the past was called the "ladies luncheon". The location of luncheon is determined by the host Lodge and separate of the Members Lunch.
3. The Exalted Ruler's spouse/guest or designee shall sit at the center of the head table. The Grand Exalted Ruler's spouse/guest and all Grand Lodge Officers spouses/guests shall be seated to the left of the Exalted Rulers spouse/guest in accordance with the GL MANUAL ON PROTOCOL for State Associations. All MSEA Officers spouses/guests shall be seated to the right of the ER's spouse/guest. The DDGER's spouses/guest shall be seated to the left of the GL officer's spouses/guests.
4. The person designated to act as emcee, if other than the ER's spouse/guest, shall sit at the immediate right of the ER's spouse/guest. It is a nice gesture to introduce the spouses/guests of the host Lodge officers and the Convention chairs.
5. It is recommended that a lectern with a microphone in good working order be used at the head table. Place cards should be made for those seated at the head table.
6. Table favors, door prizes, and entertainment are part of this luncheon. A theme is nice to use and carry out in the favors and door prizes and possibly the entertainment.

Member's Lunch

1. The Members Lunch is held at noon on Friday of the Summer Convention and on Saturday of the Mid-Winter Meeting.
2. The Members and Spouses/Guest Lunches can be held at separate venues. If your Lodge has the facilities, you can host both of them.
3. This is a casual meal. No entertainment is needed.

Hospitality Events

1. Hospitality events are sponsored by many Lodges each year for various reasons. Most are held to attract votes for the Lodge's candidate for a MSEA Office or to host a MSEA sponsored event.
2. It is recommended that the sponsoring Lodges consider running their Hospitality Event at the host Lodge versus having it at a motel. We as charitable Elks, wish to give the host lodge a chance to host these events for additional revenue.
3. Check with the Lodge well in advance of the convention to determine what facilities they will have available for your use, and the prices for liquid refreshments and food.
4. The host Lodge can prepare a "HOT SHEET" listing the types of food, liquor, beer, wine, and the prices for each that they can provide for a Hospitality Event. A map of the available space at the lodge should also be sent out with the Hot Sheet. It is suggested that this information be sent out to the 27 lodges three months before the convention.
5. Hospitality Events hosted by Lodges are preferred to be held at the host lodge. Some Lodges will bring their own food and mixes. If you do not wish to provide them with food or liquid refreshment offer a space to a hold a Hospitality Event.

Golf or Bowling Event (optional)

1. This committee will be the organizers for any golf or bowling event.
2. Ensure your plans do not interfere with the regular events of a convention, i.e. business meetings, luncheons, banquets.
3. Work closely with the Transportation Committee, if the planned events involve transportation to and from the site of the event.
4. Right after the event concludes is the time to announce the winners and present their awards. Awards do not occur during the GER Banquet.
5. Check into short-term liability insurance for the sporting events, to guard your Lodge being hit with a liability suit should something unforeseen occur
6. Be sure to mail a notice of your intent to have a sporting event to each of the Lodges about three months before the convention. Encourage early registration with enclosure of entrance fee.

Mid-Winter Meeting Eleven O’CLOCK Toast Contest

All Elks are eligible to compete in this contest. The ritualistic judges in charge of the State Ritualistic Contest at the Mid-Winter Meeting will officiate and judge the Eleven O’CLOCK Toast Contest. The winner will be announced and presented with a plaque at the Saturday night banquet.

Ritual Contest (Optional)

Rules and Regulations

In the GRAND LODGE RITUAL CONTEST MANUEL, the use of “repeat Officers” in any station, and/or Past Exalted Rulers in any of the stations, for ANY period of time or in the previous lodge year, is expressly permitted. However, they shall not be eligible for regional or All-American Honors/Awards. The MSEA has no special guidelines to follow in this matter, and the Grand Lodge guidelines and rules apply to Montana Contests.

In the District and State Ritualistic Contest sponsored by the MSEA, the use of REPEAT OFFICERS, in ANY period of time, or in any previous lodge year, is permitted. However, they will not be eligible to receive any All-District or All-State awards.

HOWEVER, IF A PAST EXALTED RULER FILLS A CHAIR HE/SHE PASSED OVER HE/SHE DOES QUALIFY FOR DISTRICT AND STATE AWARDS.

It is not necessary to dress in tuxedos at District or State Ritual Contests, however, all officers shall be attired the same. Demerits in team appearance are charged against the team, NOT the individual officer.

As this contest has not been held by the MSEA in recent years, should a lodge wish to compete for a position to represent Montana at Grand Lodge, notice should be given to the MSEA Ritual Chair and the President of the MSEA by May 1st of the contest year.

How to Bid to Host the State Bowling Tournament

1. Lodges desiring to host the MSEA Bowling Tournament must submit bids in the same manner as for the Annual Summer Convention and Mid-Winter Meeting.
2. The bids must be made in writing, and include information on dates, fees, prizes, and any other pertinent information such as special rates from motels for bowlers, etc. The bids must be first submitted to the Board of Directors. After approval the Lodge may make whatever promotions they feel are appropriate on behalf of their bid. The successful bid will be determined by vote at the Annual Summer Convention.
3. All tournaments must be sanctioned and governed by USBC Rules.
4. The minimum tournament requirements are listed in Article IV, Section 1G of the MSEA By-Laws which reads: "Host Lodges submitting a bid for the Annual Bowling Tournament will hold men's, women's and co-ed teams consisting of four (4) member teams and may allow additional events during the Tournament.
5. Only Montana Elks in good standing are eligible to participate in this tournament.

Special Service Award Criteria and Application Information

1) Two Special Awards will be made available each year by the MSEA.

a) **One award** to a Montana Elk who has distinguished accomplishments at the Lodge level.

b) **One award** to a Montana Elk who has distinguished accomplishments at the MSEA level.

2) Elks in good standing (dues paid current) are eligible to receive the Special Service Award.

The letter from the Lodge Secretary certifying this requirement is met must be attached.

3) Current year officers of Lodges and MSEA officers are eligible for AFTER they leave office.

4) Accomplishments listed ARE NOT LIMITED to current lodge or MSEA year.

5) Complete nominations must be mailed to the MSEA Special Awards Chair by JUNE 1.

6) Special Awards may or may not be made each year. There is no limit as to the number of

Special Awards presented annually. The decision of the Special Awards Committee is final.

7) Mention special skills the candidate has and/or provided to your lodge or the MSEA; such as ENF, volunteer work to improve and promote lodge beautification and/or membership.

Usually the nominee gives untold time, talent and resources in support of the lodge or MSEA.

Please elaborate on these.

8) Because the nomination MAY NOT be awarded, it is important to keep the nomination

secret from the nominee (at least until it is known that the nominee will receive the award!)

9) Special Service awards will be presented during the annual MSEA Summer Convention.

MONTANA STATE ELKS ASSOCIATION SPECIAL SERVICE AWARD

FOR DISTINGUISHED SERVICE AT: LODGE LEVEL or STATE LEVEL (CIRCLE ONE)

NAME OF NOMINEE: _____

TENURE: Contact Lodge Secretary for nominee's Elk history.)

Date Initiated _____

Number of years in good standing _____

Committees and offices held & years of service:

WHY DO YOU BELIEVE YOUR NOMINEE DESERVES THE SPECIAL SERVICE AWARD?

(If Local, list participation in Lodge activities and what sets the candidate apart from others.)

(If State, list participation in Grand Lodge and MSEA activities and what sets the candidate apart.)

Hoop Shoot® Contest

April (National Finals)
March (Regional Semi-Finals)
February (State Contest)
November/December (District Contest)
September/October (Local Lodge Contest)

Local Lodge Director

1. August – Receive “Hoop Shoot”® Packet – Read & Study Contents
2. August – Set date, time and location for local lodge contest and notify district director
3. August/September – Invite all schools, youth groups, etc. within lodge jurisdiction to hold contest and send winners to the local lodge contest (letter is in packet)
4. September/October – Conduct local lodge contest and send winners to district contest

For sample letters (invitations, local lodge champs, etc.) and for information for first time directors and assistance contact State “Hoop Shoot”® Director

District Director

1. August/September – Set date, time and location for district contest and inform local directors
2. September/October – Follow up with each lodge to ensure they have scheduled a contest and assist as necessary
3. November/December – Conduct District Contest and send winners to state contest

For sample letters (district champs, etc.) and for information and assistance contact State “Hoop Shoot”® Director

State Director

1. June/July – Secure names, addresses, phone numbers of local and district directors
2. July/August – Set date, time, location for state contest and notify local and district directors
3. August – Send letters to local directors (located in State Director’s Guideline Booklet)
4. September – Send letters to local directors (located in State Director’s Guideline Booklet)
5. September/November – Stay in touch with district directors to ensure program is on track
6. February – Conduct State Contest and send winners to Regional Semi-Finals

For information and assistance contact Regional or National “Hoop Shoot”® Director

Elks “Hoop Shoot”® Web Site www.elks.org/hoopshoot.cfm

Montana Trust Fund dba Sara & William Jenne' Scholarship

The Montana State Elks Association, hereinafter referred to as The Sponsor, acting by and through its Trust Fund Committee, in 1977 established with a monetary gift from the Jenne's, a scholarship program consisting of awards to some of the prior winners of the Elks "Most Valuable Student Contest" program and to some students attending Montana educational institutions. The recipients of these awards will be students who have completed their first year of education at a Montana University, College, Vocational Technology school, or community college.

We seek to encourage and assist students to complete his/her education and/or vocational training. The awards will place less emphasis on attainment of high grades than do our regular scholarship programs, and more on the basis of need, effort, activities, and community involvement.

MSEA Music Scholarship

Established in 2005, the Montana State Elks Association (MSEA) offers Music Scholarships to Montana graduating high school seniors. The amount of each scholarship will be determined by the Music Scholarship Committee.

Guidelines

Since 1868, the Benevolent and Protective Order of Elks has been dedicated to serve our communities by holding true to our Cardinal Principle—Charity. One of our proud charitable contributions is in the form of academic scholarships. The Montana State Elks Association (M.S.E.A.) is offering Music Scholarships to instrumentalists and vocalists.

Application Guidelines: The applicant must use the official M.S.E.A. Application. Signatures and dates are required on Part I of the application form, on each letter of recommendations and the applicant essay. Typewritten applications are preferred; however, neatly printed applications are acceptable. Applications and all supporting documents must be in English.

Eligibility: Scholarships will be awarded to graduating high school seniors who are a U.S. Citizen and intends to either major or minor in music performance or education. In their essay, the applicant must inform us of his/her enrollment plans at a school of higher education.

Vocational Scholarship

Must be used towards a two year or less / technical program culminating in an associate degree, diploma or certificate, but less than a baccalaureate program (Bachelor's Degree).

(4) \$500.00 awards are available each year

Application deadline is March 1st of each year

This program is open to any prospective applicant residing in the State of Montana and is a US Citizen planning to pursue an eligible vocational/technical (vo/tech) course and has a supplemental high school or preparatory school level certification – a high school diploma or equivalent is not required.

The program is open to male and female applicants who will be judged on an equal basis. While graduating high school seniors may apply into this program, it is not limited to high school students, in fact, is open to all prospective students who require training or retraining to compete in the workplace.

This Vocational Scholarship is for **one** year only, and **may** be renewed for **one** additional year, upon re-application to host Lodge.

This Scholarship may be used for tuition, room and board (*if living on campus*), fees, books and supplies at a Community College or Technical School. It may be used only for usual and required costs of applicants planned course of study and must be paid directly to the school they will be attending.

An eligible program is defined as a two year or less vocational/technical program culminating in a terminal Associates Degree, diploma or certificate, but less than a baccalaureate program (Bachelor's Degree), whereby , after two years of study, a student may become gainfully employed in his/her chosen course of study.

The student must attend school full time. This Scholarship may not be used for part-time study, correspondence schools, or courses at or below high school level. The school must be in Montana and be accredited.

STUDENTS PLANNING TO TRANSFER TO A FOUR YEAR SCHOOL TO PURSUE A BACHELOR'S DEGREE ARE NOT ELIGIBLE FOR THIS PROGRAM.

MSEA Major Project

Aid to Rural and Volunteer Fire Departments

Mission Statement: To provide grants to assist Rural and Volunteer Fire Departments in purchasing the necessary tools and safety equipment needed to perform their important functions safely, thereby helping those who serve to keep our communities safe.

The State Major Project Committee shall supply information and applications to applicable associations and all Montana Lodges for distribution to Rural and Volunteer Fire Departments in their respective jurisdictions. The funds made available are intended to be distributed to Rural and Volunteer Fire Departments, based on need, and receiving little or no assistance otherwise.

Montana State Elks Association

Lodge Development Fund With attachments

Date: 3/06/2018

1.0 PURPOSE

1.1 Based on today's economy and after discussions with several of the Grand Lodge Advisors, a new program will be established for the Lodges in Montana State. This program will offer the Lodges some limited financial assistance in the form of secured loans up to \$_____.

1.2 For a Lodge to qualify for financial assistance it must meet the minimum following requirements:

- a. Loan must be for a specific need, i.e., roof repair, equipment replacement, etc. It is not available as a supplement for a lodge's operating fund.
- b. Own its current Lodge building or have at least 60% equity in it.
- c. Have no other mortgages or liens on the property and the Program will hold 1st on the property. In certain cases, a secondary position may be held. This would depend on the equity in the building and at the determination of the Program Administrator
- d. Interest will be based on current commercial interest rates as determined by program administrator.
- e. Requires a contract and monthly payments.
- f. Requires State Sponsor approval.

1.3 Required Forms

- a. To be accomplished by requesting Lodge:
 - i. Approved "Grand Lodge Building and/or Financial Transaction Form"
 - ii. Last Annual Lodge Audit Forms
 - iii. Latest Balance Sheet, Profit and Loss Statements
 - iv. Last Grand Lodge Auditing / Accounting Report
- b. To be accomplished by Program Coordinator:
 - i. MSEA Deed of Trust Note (attachment A) to be completed after review of previous documents.
 - ii. MSEA Promissory Note (attachment B) to be completed after review of previous documents.

2.0 For further assistance with this program, additional information may be requested from the current Special Deputy Grand Exalted Ruler and/or the Montana Sponsor.

Notes, Abbreviations

The following abbreviations apply throughout the entire Book of Procedures:

MSEA:	Montana State Elks Association
GER:	Grand Exalted Ruler
PGER:	Past Grand Exalted Ruler
SDGER:	Special Deputy Grand Exalted Ruler
DDGER:	District Deputy Grand Exalted Ruler
PSP:	Past State Presidents
PER:	Past Exalted Ruler

MSEA Constitution/By-Laws and Book of Procedures held by the MSEA Secretary
MSEA Preliminary/Final Credentials Report (MSEA Secretary maintains forms)
MSEA PSP By-Laws held by the PSP Association