

Officers' Training Seminar

Lodge's Business Office

Secretary's Duties

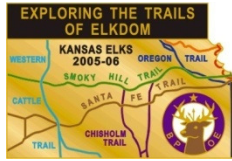
Grand Lodge Website

<http://www.elks.org>



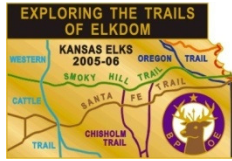
Frank Springer, Past State President

Chanute Lodge No. 806



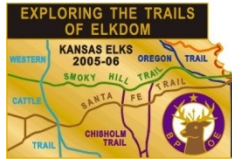
Office Administration

- Use the Lodge's Post Office Box for receipt of mail
 - Pick up the mail daily
 - Act on mail daily. Don't put it off... it gets lost.
- Lodge records must be organized and are open for members' inspection
 - Keep regular office hours



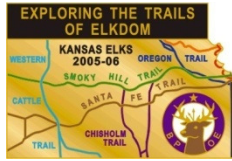
Secretary's Office is the Business office of the Lodge

- Secretary has Custody of Funds & Records
 - Secure office space in the Lodge
 - Keep office & records secure
 - Locked but accessible during regular hours
 - Secretary and Treasurer are bonded
 - \$50,000 through G.L. Property Plus Insurance Program
 - All Lodges have \$50-million Liability Insurance through the G.L. program



Secretary doesn't need to be an Accountant

- Lodge may hire a clerical assistant, bookkeeper, and/or accountant
- Many aids available from Grand Lodge
(G.L. knows this is a part-time job)
- Secretary's Manual
 - Outline of Duties by month (p. 2)
 - Grand Lodge Contacts: phone, fax & email (p. 3)
 - Statutory Secretary Duties – exhibit A (p. 34)



Duties

- p. 2 *Secretary's Manual*
- Also see p. 34 – *Statutory Lodge Secretary Duties*

OUTLINE OF SECRETARY'S DUTIES

(see Appendix — Exhibit A)

*YEAR-ROUND DUTIES

Keep correct minutes of all sessions.
 Keep correct accounts between the Lodge and its Members.
 Assign to each New Member a number and create a record file.
 Maintain bulletin board notices and posters.
 Keep correct mailing list of the Members, both in the Secretary's office and in the file of the Circulation Department of *The Elks Magazine*.
 Receive all monies due the Lodge, from any source whatever, paying same to the Treasurer at the earliest practicable moment and obtaining receipt.
 Receive all dues from Members, paying same to the Treasurer at the earliest practicable moment, and issue Membership Cards and, if Lodge desires, identification cards.
 Assist Lodge Auditor and Committee in preparation of Annual Lodge Audit Report to Grand Lodge, as well as two Membership Reports for Lodge.
 Arrange for ordering and receiving of supplies from Grand Secretary in cooperation with Lodge Trustees.
 Attend to all correspondence subject to the approval of the Exalted Ruler.
 Promptly handle document/record transfers with other Lodges for transferred/reinstated Members.
 Apply for contests and awards available to deserving Members.
 Notify appropriate Lodge personnel of required license renewals, government reports and property inspections.
 Supervise entry year-round of charitable/community service statistics into Charity Records Book upon completion by Committees involved.
 Inform persons elected to membership of such fact, and notify rejected applicants.
 Attend District and State Association Meetings.
 Notify the Members of all Committees of their appointments, together with the subject given into their charge, and provide them with appropriate manuals.
 Supply Lapsation Committee with monthly Delinquent List.
 Report to the Grand Secretary each expulsion or suspension (do not include those dropped from the rolls for nonpayment of dues, or House Committee suspensions).
 Report immediately to the Grand Secretary's office any changes in Exalted Ruler's and/or Secretary's names, addresses, phone numbers or email addresses.
 Serve as a Member of the Standing Relief Committee.
 Perform all duties required in connection with Subordinate Forums.
 Any additional duties approved by the Lodge.

CHRONOLOGY OF DUTIES

April:

Prepare Annual Report and send same to Grand Secretary along with Grand Lodge dues as soon as possible after April 1. (Sec. 12.050, Stats.) MAY 1 DEADLINE

Report on year's activities to the Lodge. (Sec. 12.050, Stats.)

Notify the Members of all Committees of their appointments, together with the subject given into their charge. (Sec. 12.050, Stats.)

Attend District Deputy Clinic.
 *Continue Year-Round Duties.

May:

*Continue Year-Round Duties.

June:

Forward Annual Audit Report to Grand Lodge by JUNE 30th. Prepare Forum Box with the aid of Trustees. (Sec. 1.210, Stats.)

*Continue Year Round Duties.

July:

*Continue Year-Round Duties.

August:

Attend District Deputy Clinic.
 *Continue Year-Round Duties.

September:

Prepare all records for District Deputy Official Lodge Visit. Order Membership Cards on Grand Secretary-supplied form. Verify Lodge vote on Constitutional Amendments (if any) on Grand Secretary-supplied form.
 *Continue Year-Round Duties.

October:

Report on half year's activities of your office to the Lodge. (Sec. 12.050, Stats.)
 *Continue Year-Round Duties.

November:

Prepare Periodic Membership Report. (Sec. 12.050, Stats.)
 *Continue Year-Round Duties.

December:

Prepare Forum Box with the aid of Trustees. (Sec. 1.210, Stats.)
 *Continue Year-Round Duties.

January:

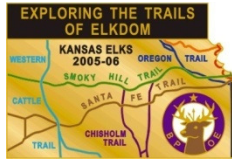
Attend District Deputy Clinic. Remind Auditing Committee to arrange for Annual Audit.
 *Continue Year-Round Duties.

February:

Prepare Directory Information Forms Packet supplied by Grand Secretary.
 Provide ballots for election (if needed).
 *Continue Year-Round Duties.

March:

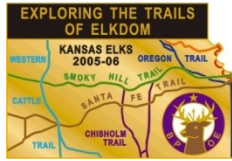
Begin preparing for cut-off of fiscal year in all accounts and records at month's end.
 *Continue Year-Round Duties.



Lodge Financial Records

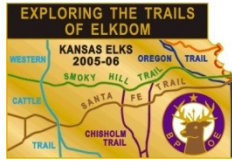
Auditing & Accounting Manual, Club Management Manual, & Secretary's Manual

- Voucher System
 - Basic mechanism for responsible financial disbursements
- Secretary's Cash Book – example (p. 25 Secy. Manual)
 - Record all receipts from members and other sources
- Treasurer's Cash Book
 - Record all receipts from Secretary as well as expenditures
- Business aspects peculiar to Elks fraternal structure
 - KEA Business Practices Committee – [Walt Linthacum, Chr.](#)
- Uniform Chart of Accounts
 - *Auditing & Accounting Manual (Exhibit A – page 45)*
- Manual or Computerized accounting systems permitted * CLMS integrates with Quickbooks



Other Aids Available

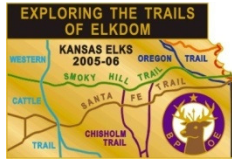
- Elks Web Site – www.elks.org 
- CLMS Web Site – www.elks.org/ChicagoLMS
- KS Elks Web Site – www.kselks.org 
- District Deputy-GER and Special Deputy-GER
- KEA Committees
 - Business Practices, Insurance & Risk Management, Auditing, and Judiciary



www.elks.org



- Secretary no longer needs to register on line
 - Automatic registration from Lodge's officers report
- May also register a *Cyber Assistant*
- CLMS2 may register *Staffers*
 - Staffers have access to membership database the same as the Secretary

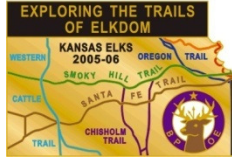


www.elks.org



Comprehensive Resource Center

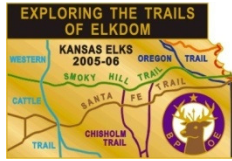
- News from Grand Secretary's office
 - [Elks National Foundation news](#)
 - Interactive Message Board with other Members & Secretaries
 - *Been there, done that*
 - Download forms & news articles
 - Maintain [Charitable Records Book](#) online
- Resource Center
 - G.L. Hot news items
 - Lodge Manuals – PDF
 - Roster Reports
 - ENF Reports
 - Forms – PDF
 - Order Lodge Supplies
 - Secretary Message Forum
 - Create & maintain Lodge's "Virtual Home Page" at elks.org
[Chanute 806](#)
 - Clip art and articles for Lodge's bulletin
 - CLMS Knowledge Base
 - CLMS Documentation & Tips



www.elks.org



- User friendly RESOURCE CENTER – designed for those that don't know the difference between a mouse and a mouse pad
- [Elks.org User Manual](#)
 - Grand Lodge Website "Frequently Asked Questions"
 - Virtual Home Page User Manual

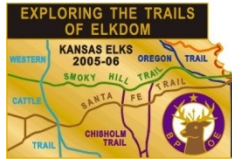


Kansas Elks Web Site

www.kselks.org



- Message board
- File monthly Membership Report on-line
- KEA News
- District News
- *Sunflower* on-line
- Directory (officers, committees, lodges)
- Drug Awareness Trailer Schedule
- Links to other Elk web sites ([KETCH](#) & others)



DDGER Visit

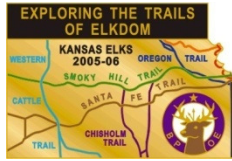
- Checklist of information and materials the DD needs to record and view
(*exhibit B, p. 35, Secretary's Manual*)
- Manuals available in PDF format at elks.org

EXHIBIT B

LODGE SECRETARY WILL HAVE THE SUCCEEDING INFORMATION READY AND LAID OUT FOR DISTRICT DEPUTY VISIT, IN THE FOLLOWING ORDER

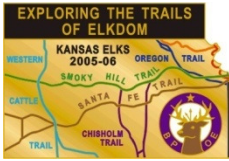
- Lodge Name and Number _____ Date _____
- All items on the check sheet, printed on the reverse side, in listed order.
 - Current membership _____, and year-to-date ENF donations \$ _____.
 - Copy of Grand Lodge Area Auditing & Accounting Committee evaluation form.
 - Have GL Committee questions or comments been replied to and/or complied with? Yes No
 - Date IRS Form 990/990T mailed _____.
 - Copy of Lodge By-Laws with general revision date. Date _____.
 - Copy of Lodge House Rules with general revision date. Date _____.
 - Salaries: Secretary \$ _____; Treasurer \$ _____; Tiler \$ _____; Organist \$ _____; Vocalist _____.
 - Initiation fee \$ _____; Annual Dues \$ _____; Reinstatement fee \$ _____.
 - Amount of fire insurance \$ _____; date when last adjusted _____.
 - Number of meetings missed by Lodge Officers, to date:
 - E.R. _____; Leading Knight _____; Loyal Knight _____; Lecturing Knight _____; Secretary _____;
 - Treasurer _____; Tiler _____; Esquire _____; Chaplain _____; Inner Guard _____; Organist _____;
 - 1 year Trustee _____; 2 year Trustee _____; 3 year Trustee _____; 4 year Trustee _____; 5 year Trustee _____.
 - Is the Lodge incorporated? | Yes | No Date of incorporation _____.
 - What is current combined indebtedness of Lodge? \$ _____.
 - Current Profit/Loss Statement for each entity (Lodge, Club, Bingo, etc.).
 - Has Exalted Ruler appointed a Presiding Justice? | Yes | No; a Mediator? | Yes | No [GLS 13.020]
 - Does Lodge have Ritual coaching and are Lodge Officers able to recite Rituals from memory? Yes No
 - Has Exalted Ruler scheduled an Elks Training Session? Yes No
Will that be done? | Yes | No
 - Does Lodge Secretary submit written transaction reports to the Lodge at 1st sessions in April and October? Yes No [See Exhibit N]
 - Does Board of Trustees submit written reports to the Lodge at 1st sessions of each month? | Yes | No
 - Does Lodge have an active P.E.R. Association and does it hold required meetings? | Yes | No [GLS 13.190]

Please have P.E.R. Association minutes available for District Deputy! Minutes of this body should be held in the Lodge office and be available at all times. All funds generated or held by a P.E.R. Association, other than P.E.R. Association Dues, belong to the Lodge, may only be used if budgeted and approved by the Lodge, and are subject to audit by the Lodge. [GLS 13.190, Opinion 02]



Membership Records

- Complete a record of every Elk that was ever on the roll of your Lodge
 - CLMS keeps an Active file
 - CLMS keeps an Inactive file from the data you started with or added
- Keep a manual Inactive file (alphabetical order)
 - Should go back to the beginning of time
 - Permanent membership records
 - No Grand Lodge Officer or Agency has these records that predate CLMS



Membership Ledger

Members Edit - CLMS

File Edit View Tools Help

Reports Rapid Reports Query Maker Labels Mail Merge Draw Batch Cards Lodge Bulletin Total Dues Post Dues Ledger Quick Books Active Mb Circ Export Changes Main PC Online

Update Mode - All Active membership records

Selection Filter: ACTIVE 472

Active Filter: 004089

Last: SPRINGER
First: FRANK
Middle:
Spouse: LINDA
ID Card Birthday: 05/07 Anniv: 07/01

*Cur Mail Alt Mail *GL Mail* GL Ship *Ph/emai Options

Address: 923 S HIGHLAND AVE
City: CHANUTE
State: KS ZIP: 66720-3018 Carrier Route: C003 S00000
Send No Mail Send No TEM Undeliverable Clear

Deceased: / / / Dropped: / / /
Absolute: / / / Ctr. Rel: / / /
Suspend: / / / To: / / /
Transfer: / / / Expelled: / / /
To Join: / / /

Remarks:
Elected ER mid-year 1993 when Calvin Hansen resigned.
Elected ER 1994-95.
KS Elks Association President 2005-2006.

Active Elks: 472
Candidates: 8
Delinquents: 1
All Life Elks: 51
All Records: 51

Lodge: CHANUTE 806
Proposer: GEORGE BUTLER
Occupation: FINANCE & ACCOUNTING
Birthplace: HERRIN, IL
Birth Date: 01/06/1955
Proposed: 07/18/1991
Invstgtd: 08/01/1991
Elected: 08/15/1991
Indoctrinated: 09/16/1991
Initiated: 09/19/1991
Affiliated: / /
From Lodge: / /
Reinstated: / /
Life Member: / /

Statement Envelope
"5505" Mb Card
ID Card

Committees

Member's Age: 54.00
override: Elk Years: 18
Paid To: 04/01/2010
Dues&Fees Pymt Record

Officer: 05 Secretary
PER: 1994 POY: 1996 PEY:
PDD: 1997
ENF:
SMP:
Exalted Ruler: NORMAN MCKEE
Secretary: OREN PATTERSON

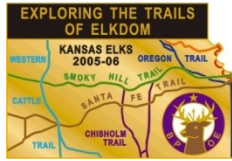
Avg Age: 55.64
Lapsation: 0.21%
Life Ratio: 10.80%

CHANUTE ELKS LODGE 806
fiscal year: 04/01/2008 - 03/31/2009
Version 1.101.316 expires 3/20/2009
Last local backup 2/26/2009 Last offsite backup 2/26/2009

Fill it out completely

- Membership Number
- Name
- Address
- Birthday
- Initiation date
- all other dates...
- Offices, honors, etc...
- Committees

- Keep separate log book of membership numbers in numerical order



Membership Records Updated

CLMS

Tools Help

Query Maker Labels Mail Merge Draw Batch Cards Lodge Bulletin Total Dues

Update Mode - All Active membership records

Selection Filter: ACTIVE 472

Active

Number: 004089

Last: SPRINGER

First: FRANK

Middle:

Spouse: LINDA

ID Card Birthday: 05/07 Anniv: 07/01

*Cur Mail | Alt Mail | *GL Mail* | GL Ship | *Ph/emai | Options

Address: 923 S HIGHLAND AVE

Address1:

City: CHANUTE

State: KS ZIP: 66720-3018 Carrier Route: C003

This address always used for CLMS mailings S00000

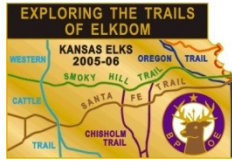
Send No Mail

Send No TEM Undeliverable

Deceased: / / Dropped: / /

Absolute: / / Ctr. Rel: / /

- Elks Magazine maintains membership records
 - Updated from CLMS offsite backup to GL server

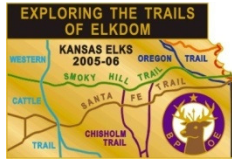


Membership Report

- **No longer necessary to submit monthly membership reports.**
 - *Information is obtained from your CLMS on-line backups and available to...*
 - *Lodge Secretaries*
 - *District Deputies*
 - *KEA Membership Chairman and KEA Secretary*
 - *Grand Lodge Membership Committee*
 - *PGER Sponsor*

Membership Report

DO ON-LINE BACKUPS TO GRAND LODGE AT LEAST WEEKLY.

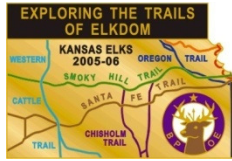


Application Processing

(exhibit D – p. 37 amended 2/2009)

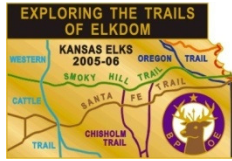
New Member Application – Set up 3 Files

<p style="text-align: center;">NEW Application</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Application received with proper fee <input type="checkbox"/> Reviewed for complete entry & signatures <input type="checkbox"/> Make copies for Investigating Committee <input type="checkbox"/> Keep original application <input type="checkbox"/> Secretary reads at Lodge Meeting (Meeting #1)
<p style="text-align: center;">Investigating Comm. & Balloting</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Report by Investigating Committee (Meeting #2) <input type="checkbox"/> Record Inv. Comm. Findings on original application <input type="checkbox"/> Ballot (Meeting #2) <input type="checkbox"/> Elected or Rejected – Notify (Exhibit L p. 47)
<p style="text-align: center;">Ready for Initiation</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Orientation / Indoctrination <input type="checkbox"/> Initiated – Member No. Assigned – Card Issued (Meeting #3)



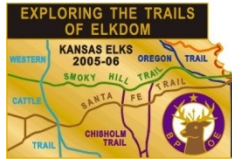
Application Processing

- If a candidate is rejected...
 - Send letter advising the application has not been favorably acted upon
 - Do not comment or attempt to offer any explanation for the unfavorable ballot
 - Do not advise that re-application may be made in six months
 - Send copy of letter to the proposer
 - Return the fees paid to rejected candidate
 - Keep the application or record of it in "dead file"



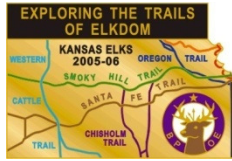
Reinstatement Processing

- Reinstatement Application with Fee
- Locate membership info (Inactive File)
 - No Record Found – Alternatives
 - Old membership card
 - Lodge minutes
 - Elks National Foundation record
 - Affidavit from 2 Elks
 - Initiate as a new member
- Read – Inv. Comm. Report & Ballot



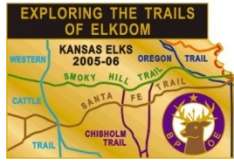
Request for Transfer Dimit or Certificate of Release (exhibit G – p. 42)

- Process PROMPTLY! No Lodge action necessary.
- If a Member in good standing
 - Grant Transfer Demit immediately (exhibit H – p. 43)
 - Do not drop from role until notified of affiliation in new Lodge
- If a Member was dropped for non-payment
 - They pay a \$10 fee to original lodge
 - Original lodge issues Cert. of Release (exhibit I – p. 44)
 - Mandatory to grant but may make recommendation to the affiliating Lodge



Application for Affiliation (exhibit F – p. 41)

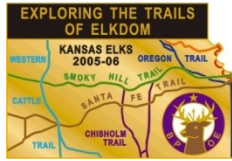
- Processed same as Reinstatement
 - Read at Lodge Meeting
 - Investigated by committee
 - Balloted - Elected
- Assign new membership number
- Notify old Lodge of affiliation



Absolute Dimits

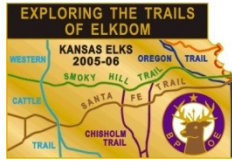
(exhibit J – p. 45)

- **Granting Lodge (Statutes Sec. 14.110)**
 - Must be member in good standing
 - Granted upon written request with membership; card attached
 - Does not require Lodge action
- **Affiliating Lodge (Statutes Sec. 14.120)**
 - Notify granting Lodge 30 days prior to balloting
 - Process as Application for Affiliation



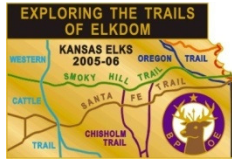
Member says “I Quit!”

- Sometimes, in the heat of a disagreement, a Member may tear up his card and say that he “quits.” Despite this dramatic gesture, The Secretary must keep the Member on the Lodge rolls unless he submits a written and signed request for the Absolute Dimit or is dropped.
- Also, after tempers have cooled, the Member must be issued a replacement card should he request one as long as dues are still kept current.



Dues & Lapsation

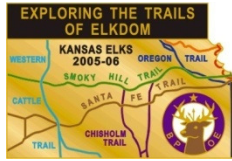
- Work with active Lapsation Committee
- Year-round work – bill Delinquents monthly
- Mail Dues Notices in advance
 - First Notice – February 1st
 - Second Notice – March 1st
 - Delinquent Notice – April 1st then monthly until paid or dropped
 - May publish delinquents' names in bulletin



Membership Cards

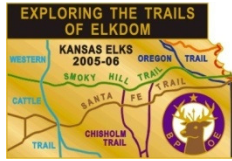
- Order early from Grand Lodge – Sept.
 - Form supplied from Grand Secretary
 - On-line orders...
www.elks.org/members/secys/

- Emboss cards with Lodge's seal



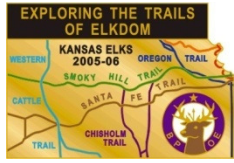
Life & Honorary Life Members

- Pays Grand Lodge per capita dues, insurance & any assessments; \$14.00
- Pays State Association dues; \$3.50
- Pays Lodge administration fee
 - Not less than \$5
 - Not more than 1/2 the regular Lodge dues
- All dues and fees are subject to sales tax in Kansas



Identification Cards

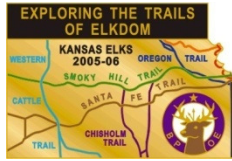
- Issued on request at no charge
(Statutes Sec. 14.140)
 - Spouse of Lodge Member
 - Member's Children or Stepchildren under age 21
 - Family of deceased Member
 - Unmarried widow or widower
 - Children or stepchildren under age 21
- Privileges may be restricted by house rules or by-laws
 - Can not restrict entering lodge
 - May restrict purchase of goods or services



Life Memberships

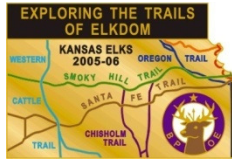
(Statutes Sec. 14.260 & Lodge's By-Laws)

- Not granted automatically
 - Written request formally presented to the Lodge
- Request Published with date of ballot
- Secret ballot for each applicant
 - Requires two-thirds affirmative vote of members present
- Special card issuance & reduced dues do not become effective until April 1st of the succeeding Lodge year
- Laws provide for transfer of Life Membership
- Honorary Life Membership cannot be transferred



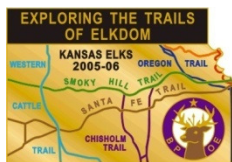
By-Laws Revision

- General Revision due every 5 years
- Work with By-Laws committee
- Get By-Laws Guide Book from G.L.
 - You get 4 copies
 - Fill in the blanks
 - Lodge approval
- Keep 1 and send 3 completed copies to Area Member on Judiciary Committee for approval – Kansas is in Area 6



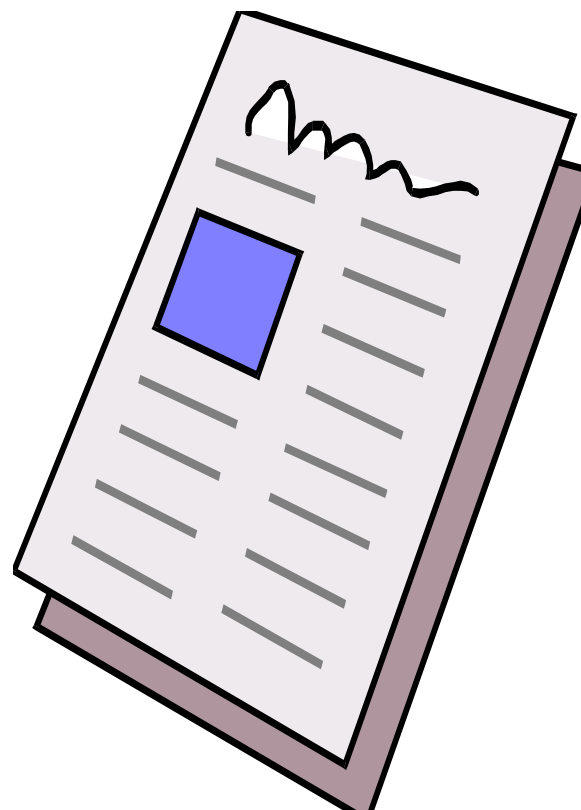
Lodge Bulletin – Editor - Publisher

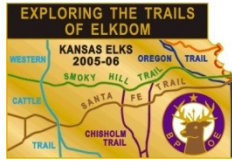
- Most knowledgeable on Lodge activities
- Get other officer's & member's input
- Set advance deadlines
- Include calendar of events
- Publish new member processing
- Keep members informed of Lodge's charitable & community activities
 - Creates desire to continue membership!



Bulletin Material – Make it Interesting

- Artwork & Information from G.L. [Public Relations Comm. Toolkit](#)
- KETCH www.ketch.org
- KS Elks Assc www.kselks.org
- Pictures
- Humor
- History
- G.L. Newsletter
Put GER, Grand Sec., PGER-Sponsor, DDGER, KEA Officers, & *Sunflower* editor on bulletin mailing list.

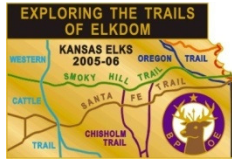




Tax Reporting

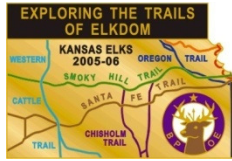


- Sales Tax (due 25th each month)
 - Liquor Tax (due 25th each month)
 - Liquor License Fee (annual)
 - Payroll Tax (varies – semi-weekly, monthly or qtrly)
 - www.irs.gov/formspubs
 - www.payroll-taxes.com
 - Unemployment Tax (due qtrly)
 - www.dol.ks.gov
 - IRS 990 Annual Return (due August 15th)
- www.ksrevenue.org/kswebtax.htm



Federal Income Tax Exempt Sec. 501(c)(8) I.R. code

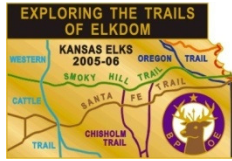
- Closed Door Policy protects this exemption; visitor register must be maintained. *(see p. 6 Secretary's Manual)*
- File 990 information return promptly
 - Due August 15th
 - Up to \$5,000/year failure to file penalty and/or loss of tax exempt status
- Keep Charitable Records Up-To-Date and Complete



Lodge Minutes – Accurate, Full & Complete

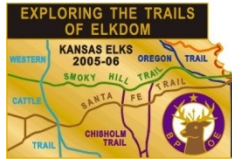


- Knowledge of Lodge's condition & activities is vital to members' interest & participation.
- Well kept minutes provide a future reference when information is needed.
- G.L. Minute Book provides easy format for minutes. May use a notebook too.
- MS-Word software minute forms are available on GL website.
www.elks.org/ChicagoLMS/minutes.cfm
- Taping meetings is allowed. Transcribe the tape then erase it.



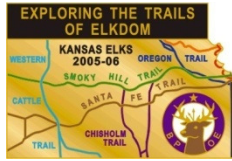
Lodge Correspondence

- Typically the Secretary is the only contact your Lodge has with others.
- Provide directory information to Grand Lodge
 - Directory information forms packet (Feb. after elections)
 - Names & mailing addresses for ER and Secretary; other Lodge info
 - Zip code “footprint” jurisdiction – coordinate with DDGER if changing
- Grand Lodge/GER Awards & Contests
 - Track and forward requests. These recruiters have earned our gratitude & praise.
- Complete 2 G.L. statistical reports filed through CLMS
 - April 1st: Annual Report – data at close of 3/31 – due 5/1
 - Nov. 1st: Mid-Year Report – data at close of 10/31 – due 11/15



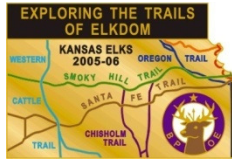
Annual & Mid-Year Membership Reports; Common Errors & FYI

- Do not change “Line 1”, *Starting Membership*
- Report YTD figures only, not MTD or QTD
- The reporting year starts on April 1st and ends on March 31st
- Dues are payable in advance. There is no grace period.



Dues are payable in advance

Dues not paid by April 1 st	6-months delinquent (Send monthly statement. May publish in bulletin)
Dues not paid by October 1 st	12-months delinquent (Statute Sec. 14.160: May Drop for Non-Payment)
Dues not paid by <u>next</u> April 1 st	18-months delinquent (Don't let this happen!)



Questions & Answers

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