

**RULES AND REGULATIONS
OF
THE ANTLERS
OF THE
BENEVOLENT AND PROTECTIVE ORDER OF ELKS
OF THE UNITED STATES OF AMERICA**

Foreword

The Antlers of the Benevolent and Protective Order of Elks of the United States of America has as its major objective the following:

- To quicken the spirit of American Patriotism;
- To teach respect for parents and love of home;
- To inculcate the fundamentals of good citizenship;
- To aid in a worthy cause;
- To establish foundation of character;
- To promote the welfare and enhance the happiness of its members;
- And to respect the convictions of others in the matters of worship and religion is true Americanism.

CHAPTER I

The Supreme Law

Section 2.010 Supreme Law. The Constitution and Statutes of the Grand Lodge of the Benevolent and Protective Order of Elks of the United States of America, in as far as they are applicable and the Rules and Regulations of the Antlers shall be the supreme law of the organization.

CHAPTER II

The Antlers

Section 2.010 Defined. The Antlers of the Benevolent and Protective Order of Elks is an organization of young people, who have passed their twelfth birthday and not yet reached their twenty-first birthday, of good moral character, citizens of the United States of America, who believe in God, and which is sponsored by a Lodge of the Benevolent and Protective Order of Elks.

Section 2.020 Organization Defined. When the word “organization” is used it shall refer to The Antlers as a whole and not to any individual lodge thereof.

CHAPTER III

Institution of a Lodge

Section 3.010 Advisory Council. When an Elks lodge has the desire to sponsor an Antlers Lodge, the Exalted Ruler shall appoint an Advisory Council. The Advisory Council must consist of a minimum of five members in good standing of the sponsoring lodge. Responsibilities of the Advisory Council are detailed in Chapter IV.

Section 3.020 Sponsorship. An Antlers lodge may only be instituted and sponsored by a lodge of the Elks.

Section 3.030 Procedure. When fifteen persons eligible for membership have applied for permission to organize a lodge of the Antlers, the Exalted Ruler, on the recommendations of the Advisory Council shall recognize and institute a new Antlers lodge.

Section 3.040 Investigation. In the institution of a new lodge, investigation of prospective members shall be made by the Advisory Council. Investigation of prospective members of an existing Antlers lodge shall be by the Lodge investigation Committee.

Section 3.050 Ceremonies. The Rituals of Institution, Initiation and Installation should be exemplified by the officers of the sponsoring lodge of Elks with the directions contained therein.

Section 3.060 Supervision. Each subordinate lodge sponsoring a lodge of Antlers shall exercise strict supervision, through the Advisory Council, over the Antlers to the end that the best traditions of the Benevolent and Protective Order of Elks may be emulated.

CHAPTER IV

Antlers Advisory Council

Section 4.010 Antlers Advisory Council. Each Antlers Lodge shall be supervised by an Advisory Council, constituted and appointed by each respective Elks lodge without conflict or violation of any Grand Lodge Statutes.

Section 4.020 Meetings. Each Advisory Council shall meet at least monthly, and shall keep minutes of all its transactions, together with a record of the members present. Action by the Advisory Council shall be by a majority vote of the members present at a duly called or regular meeting. Three members shall constitute a quorum.

Section 4.030 Duties. Members of the Advisory Council shall:

- a. Keep themselves informed as to the conditions within the Antlers Lodge affecting the Elks Lodge by personal attendance at Antlers meetings and conferences with their officers.
- b. Act as advisors to the lodge, its officers and members.
- c. Prepare and document the necessary Rituals when the same have not been previously documented.
- d. Have power to try and punish any member guilty of violation of the laws of The Antlers, or whose conduct is unworthy of a member thereof. The action of the Advisory Council in all such matters shall be subject to review and final decision by the Grand Forum.
- e. At least one member shall serve on each Antlers Committee.

Section 4.040 Reports. It shall be the duty of the Advisory Council to see that all reports required by the laws of the organization are made promptly and accurately.

Section 4.050 Antler's Conduct. The Advisory Council shall see that Antler while on Elk premises, or at any Antler affair, conduct themselves in a quiet, decorous manner, so that dispute may not be brought upon the Elks or the Antlers, the organization or the sponsors. Any member of the Advisory Council may exclude from any meeting, Entertainment or function, any Antler or other person whose presence is objectionable or detrimental to the peace and harmony of the lodge, its members or the occasion.

CHAPTER V

Organization and Procedure

Section 5.010 Lodge Term. The annual terms shall begin with the first day of April and end with the last day of March.

Section 5.020 Charter Members. The members of a Lodge who are initiated at its institution may be termed as "Charter Members".

Section 5.030 Quorum. Seven Members of a lodge, of which number at least three shall be elected officers, shall constitute a quorum for the transaction of business.

Section 5.040 Order of Business. The order of business shall be as follows, with the exception that numbers 10 to 16 inclusive may be transposed with the consent of the lodge:

1. Opening
2. Roll Call of Officers
3. Reading of the Minutes of the Previous Session
4. Communications
5. Sickness and Distress reports
6. Reports of Committees
7. Report by the Advisory Council
8. Applications for Membership

9. Reports on Applications
10. Balloting
11. Initiation
12. Unfinished Business
13. New Business
14. Good of the Order
15. Bills Against the Lodge
16. Receipts of the Session and Treasurer's Report
17. Closing

Section 5.050 Meetings. Lodges shall meet weekly or semi-monthly, in accordance with these Rules and Regulations, except for the months of July and August, when sessions must be held at least once a month. For good reason any lodge may omit a regular meeting after first having received written approval of the Advisory Council. Should a regular meeting fall on a legal holiday, any business scheduled therefore shall be disposed of at the next succeeding regular meeting.

Section 5.060 Special Meetings. Such meetings of the lodge may be called by the President, but no business shall be transacted other than initiation, unless specified in a notice which must be sent by mail to each member not less than three days in advance of the date of such a meeting.

Section 5.070 Request for Special Meetings. The President, upon written request of five members, shall call a special meeting in accordance with Section 5.060. The request shall clearly state the purpose of the meeting.

Section 5.080 Books. Every Lodge shall keep the following books, which shall be in the care or custody of the Secretary:

- a. Visitors Register.
- b. Book of Rules and Regulations.
- c. Book of By-Laws, containing all amendments with the date of same, and showing approval of the Advisory Council.
- d. Book of Minutes or Proceedings of the lodge.
- e. Ledger containing the name of each member, his birthplace, occupation, residence, the date of initiation or affiliation, and also the date of any termination or suspension of membership, with cause thereof.
- f. An alphabetical list of expulsions, suspensions and rejections.
- g. Such books as may be necessary to present clearly the receipts and accounts of the Secretary and Treasurer, and general financial and other transactions of the lodge.
- h. Members' Roll Book.
- i. Officers' Roll Book.

Section 5.090 Meeting Place. Each lodge shall meet in the sponsoring Elks lodge and shall have such privileges in Elk quarters as the latter may grant. All lodge and social functions shall be held on the premises of the sponsoring Elks lodge, unless otherwise approved by, and under the supervision of the Advisory Council.

Section 5.100 Officers. The elective officers of a lodge shall be President, Vice President, Secretary, Treasurer and a minimum of three trustees. The Sergeant at Arms, Guard and Chaplain shall be appointed by the President to serve at his/her pleasure. Other officers such as Organist and Grade Representatives may be appointed by the President with the approval of the Advisory Council. No member shall be eligible to hold at the same time more than one office, either elective or appointed.

Section 5.110 Nominations. Nominations for all elected offices for annual elections shall be made at any regular session of the Antlers on or after the first day of February in each year and prior to such date of annual election, however, that if no nomination for a particular office shall have been made prior to the date of such election. No person may be nominated for more than one office at the same election, unless when first placed in nomination he/she declines for the office to which he/she is then proposed. See Section 9.130 for restrictions.

Section 5.120 Election. All elected offices shall be elected by ballot for a term of one year, except Trustees, at the last meeting in February. The term for Trustees shall be established to allow for staggering of terms based on the number of Trustees identified in the lodge By-Laws.

Elections shall be preside over by the President or a Past President, and shall be by written ballot forms of uniform size and color. The ballot box shall be placed in full view of the Lodge. The presiding officer shall appoint three tellers to receive, sort and count the ballots. The presiding officer shall announce the results to the lodge and declare the candidate receiving a majority of the votes cast for each office duly elected. If no candidate receives a majority on the first ballot, then a second ballot shall be ordered on the two candidates receiving the highest and second highest vote at the first balloting. When there but one candidate placed in nomination it shall be proper for the presiding officer to instruct the Secretary to cast the vote of the lodge. No member who is in arrears in dues shall be entitled to vote at an election.

Each officer shall hold office until his successor has been duly elected, or appointed and installed.

Section 5.130 New Lodges. When a new lodge is instituted, officers shall be nominated, elected, appointed and installed to serve until the next regular nominations and elections.

Section 5.140 Qualifications of the President. No members shall be elected to the office of President unless he/she shall have attained the age of eighteen years (unless approve by the Advisory Council) and have been a member of the lodge for at least twelve months prior to the date of nomination. In the case of the institution of a new lodge, the twelve months provision shall not apply. The President shall not stand for reelection except with the permission of the Antlers Council on good cause shown.

Section 5.150 Installation. Officers shall be installed at the first regular meeting in April, or an installation ceremony prior to the first meeting in April.

Installation shall be conducted by the Exalted Ruler, a member of the Advisory Council, an officer of the lodge or a Past President.

Should any elected officer, without good cause, fail to be present for installation at the regular time or at the next regular session following, the President shall declare the office vacant. Should the President-Elect, without good cause, fail to present himself or herself for installation as described above detailed, the office shall be declared vacant by the Advisory Council.

Section 5.160 Forfeiture of Office. All officers are encouraged, within one month after installation, to memorize those portions of the Initiatory assigned to them. Failure to do so could cause a forfeiture of office, which may be declared by a majority vote of the lodge at a regular session. Any elected officer who is absent from duty for four consecutive meetings without good cause may be removed from office by a majority vote of the members of the lodge.

Section 5.170 Vacancies. When any vacancy occurs in an elective office, it shall be filled by an election held at the next regular meeting following the creation of the vacancy. Nominations may be made at the meeting the vacancy occurs and at the meeting when the election is held. If the vacancy is of an appointed officer, the President may make an appointment at once, or not later than the next regular meeting following the creation of the vacancy.

Section 5.180 Inspection of Records. The books, records and accounts of each lodge are subject to the approval and inspection by the Advisory Council.

CHAPTER VI

Duties of Officers

Section 6.010 President. The President shall preside over all sessions of the lodge and call special meetings as deemed necessary, appoint all committees created by the Rules and Regulations and the by-laws or vote of the lodge, and have general supervision over all lodge affairs. He/she shall see that harmony is preserved and that the laws of the organization are enforced, and perform such other duties as may be required by the Rules and Regulations of the organization and the By-Laws of the lodge.

Section 6.020 Vice President. The Vice President shall assist the President in the performance of his/her duties and preside during his/her absence and at such times shall be vested with all his/her powers. He/she shall serve as chairman of the Trustees and perform such duties as may be required of them by the Rules and Regulations of the organization and the By-Laws of the lodge.

Section 6.030 Secretary. The Secretary shall keep correct minutes of all sessions of the lodge and provide copies to the Advisory Council. Maintain a record of attendance of lodge officers at all lodge meetings. He/she shall keep proper accounts between the lodge and its members, assign to each member a number and place the same opposite his/her name on his/her membership card and keep a mailing list, a roll of members, and a record of those dropped, suspended or expelled. Collect all fees, dues and other monies due the lodge from any source whatever and pay the same to the Treasurer at the earliest moment practical. Inform applicants elected to membership and notify those rejected. Be

custodian of the lodge books and perform all such other duties as pertain to the office as required by the Rules and Regulations of the organization and the By-Laws of the lodge. At regular lodge sessions, read all bills received for payment and give a report of receipts of the session. The secretary shall, on or before the first day of May in each year, make an annual report to the Advisory Council and the Exalted Ruler of the sponsoring Elks lodge. At the expiration of the term of office he/she shall deliver all books, papers, money and other property to his/her successor, or to such other person as at such time as the lodge or Advisory Council may direct.

Section 6.040 Treasurer. The Treasurer shall receive all monies of the lodge from the Secretary, pay all bills against the lodge, as directed by the lodge, after the same have been audited by the Trustees, and keep correct accounts of receipts and disbursements. The Treasurer shall present to the lodge at each regular meeting a report showing the condition of its funds and render an annual report at the first meeting in April for the year ending March 31st preceding. He/she shall perform such other duties as may be required by the Rules and Regulations of the organization and the By-Laws of the lodge. At the expiration of the term of office he/she shall deliver all money and other property of the lodge to his/her successor. Or to such other person and at such time as the lodge or Advisory Council may direct.

Section 6.050 Trustees. The Board of Trustees, after each annual installation, shall meet with the Vice President and elect a Secretary. The Board, subject to the control of the lodge, shall have control of the funds and investments and be responsible to execute contracts or other papers when ordered by the lodge. The Board shall hold at least one regular meeting and any special meetings when called by the Vice President. The Secretary of the Board will keep minutes of all meetings and notify the President and all members of the Board of all meetings.

The Board shall purchase all supplies ordered by the Antlers, and all papers, books and stationary needed by the officers for the performance of their duties. It shall establish an Accident Prevention Program with one of the Board members as the Accident Prevention Manager, to continually review and implement a policy, with the advice and guidance of the Advisory Council, to protect the sponsoring Elks Lodge from claims for accidents and injuries. They shall perform other duties as may be required by the Rules and Regulations of the organization and the By-Laws of the lodge.

The Board shall present a segregated budget not later than the first meeting of the lodge in May, making appropriations for each of the several objects for which the lodge must provide out of monies known to be in possession of the lodge or estimated to come in during the ensuing year. A budget either in its original form or modified form must be adopted by the lodge at the meeting at which it is presented or the next regular meeting. After the budget has been adopted, all expenditure during the lodge year must be kept within the limits of the appropriations made. When a proposal is made for an expenditure is made in excess of the adopted budget, the proposal shall promptly be referred to the Board of Trustees for consideration and recommendation at the next regular lodge meeting. The proposal may be adopted by not less than two-thirds vote of the members present at a regular meeting. The budget may include an item for contingent purposes to cover emergencies and expenditures therefrom may be approved by a two-thirds vote of

the members present at a regular meeting. Unexpended appropriations at the end of the lodge year shall be available for appropriation in the budget for the next lodge year.

Section 6.060 Sergeant at Arms. The Sergeant at Arms shall organize the lodge, present the flag at meetings and lead the pledge of allegiance, examine and introduce visiting Antlers and Elks, supervise the balloting, conduct candidates through the Ceremony of Initiation and transmit official messages within the lodge under the direction of the President. In all public displays he/she shall officiate as Marshal. He/She shall perform such other duties as may be imposed upon the office by the Rules and Regulations of the organization and the By-Laws of the lodge.

Section 6.070 Guard. The Guard shall guard the inner door of the lodge and permit none to enter without the permission of the President. He/She shall require all members, including visiting Antlers and Elks to show their membership cards and shall not permit them to seek admission unless such cards show them to be in good standing. He/She shall require all visitors to register their names in a book kept for this purpose and perform other such duties as required by the Rules and Regulations of the organization and the By-Laws of the lodge.

Section 6.080 Chaplain. The Chaplain shall say opening and closing prayers at all meetings and report on Sickness and Distress.

CHAPTER VII

Committees

Section 7.010 Standing Committees. The President shall on the night of his/her installation, or within thirty days, appoint the following committees to serve during the term:

- a. Investigating Committee to consist of at least three members and no more than seven members, whose duty it shall be to inquire into the character and fitness of all applicants for membership and to make due report at the next meeting that which is noted for balloting.
- b. Social Committee of not less than five members to have charge of social activities of the lodge. Special committees may be appointed by the President, upon motion, to work in conjunction in support of special occasions.
- c. Lapsation Committee of not less than three members to investigate and report on all delinquencies in payment of dues. Said committee shall use such means as may be best adapted to prevent the dropping fro the rolls of any member for nonpayment of dues.
- d. Americanism Committee, responsible for implementing patriotic activities in support of the sponsoring Elks lodge and in the community.
- e. Drug/Alcohol Awareness Committee, responsible for developing a program for the organization and in the community.
- f. Historian, responsible for maintaining a historical file on the lodge.
- g. Membership Committee, responsible for programs to encourage new members and the retention of current members.

Section 7.020 Special Committees. Special Committees may be appointed by the President on any item of business and may consist of as many members as the lodge in its discretion may deem proper.

Section 7.030 Conduct of Committees. In the case of the Chairman or any member of a committee shall fail to perform their duties, the President, on complaint of any member thereof, shall make an investigation and, if satisfied the complaint is just, remove such member and fill the vacancy.

Members of a committee shall give patient attention to the business entrusted to them and make reports to the lodge as applicable or when ordered by the President. All reports should be in writing and signed by the committee chairman or designee.

Members serving on committees shall not have the power to incur any expense in the name of the lodge without first securing its consent.

Section 040 Ex-Officio Members. The President and a member of the Advisory Council shall be ex-officio members of all committees. The Advisory Council member assigned to a committee shall be consulted on all actions of the committee.

CHAPTER VIII

Rituals

Section 8.010 Rituals. In the absence of documented Rituals, the Advisory Council shall prepare same for use by the Antlers lodge.

CHAPTER IX

Membership

Section 9.010 Qualification for Membership. Membership in the organization is open to any individual who has passed their twelfth and not yet reached their twenty-first birthday, who is a citizen of the United States of America, of good character and who believes in the existence of God.

Section 9.020 Applicants for Membership. A person seeking membership in the organization must be proposed in writing by a member of the lodge to which application is made, or by a member of the sponsoring lodge using the form provided by the Advisory Council. All questions must be answered and all conditions complied with.

Section 9.030 Applications for Membership. The application shall, at the meeting at which it is read, be referred to the Investigating Committee, which shall make a report thereon at the meeting next preceding that on which balloting is scheduled. The committee shall carefully examine into the character of the applicant and verify the statements made in the application.

Section 9.040 Unfavorable Report. An unfavorable report by the committee, or an objection to a candidate made by any member of the lodge before the ballot is had, shall be referred to the Advisory Council which shall have the power to defer the consideration of such unfavorable report or objection until it has been further investigated and a report made to the lodge.

Section 9.050 Non-Residents. No member or candidate for membership who is an actual resident within the territorial jurisdiction of one Antlers lodge may lawfully be elected to membership in another unless special dispensation be obtained from the Advisory Council.

Section 9.060 Election of Candidates. Each candidate shall be balloted on separately by secret ballot. Should the ballot have three or more negative votes, the applicant shall be rejected. When a candidate is rejected on the first ballot, the President may at the same session of the lodge, for any reason satisfactory to himself, and in the interest of justice and brotherly love, order a new ballot which shall be final. Such action by the President is not debatable or subject to review.

Section 9.070 Rejected Candidate. A rejected candidate cannot apply to or be proposed in the same or any other lodge for a period of three months from the date of rejection.

Section 9.080 Initiation. A candidate elected to membership must present themselves for initiation at the time and place of which he/she shall be notified. Should the candidate, without good cause, fail to appear within two months from the date of election, he/she shall forfeit the rights thereunder.

Section 9.090 Payment of Fees. No lodge shall initiate a candidate who has not paid the regular in initiation fee and a proper portion of current dues.

Section 9.100 Return of Fees. The lodge shall return the proposition fee of a rejected candidate.

Section 9.110 Monthly Initiation. Initiation of candidates to membership must be held by each lodge at least monthly if candidate(s) have been duly elected or await initiation.

Section 9.120 Visit to Another Lodge. No member shall be permitted to visit or attend meetings of any Antlers lodge unless he/she be in possession of a valid membership card issued by the Secretary.

Section 9.130 Expiration of Membership. When a member of the Antlers reaches the age of twenty-one, membership expires. The member may apply for membership in the sponsoring Lodge.

CHAPTER X

General Powers of a Lodge

Section 10.010 Not a Corporation. No lodge is permitted to become a corporation.

Section 10.020 Compensation of Officers. No officer shall receive a salary except the Secretary and Treasurer. Any salary shall be as defined in the by-laws of the lodge.

Section 10.030 Gifts. The funds of the lodge cannot be used to purchase gifts for retiring officers or any other member.

Section 10.040 By-Laws. Additional provisions relative to initiation, fees, meeting nights and other matters necessarily local in character, none of which may be inconsistent with the prescribed code or the laws of the organization, may be adopted by a two-thirds vote of the members present at a regular lodge meeting after such proposed amendment is submitted in writing. The proposed by-law shall be read at a meeting at which it is presented and at the meeting at which the vote is taken. Such provisions shall become effective immediately upon approval by the Antlers Counselor.

Section 10.050 Territorial Jurisdiction. The territorial jurisdiction of each lodge shall be coincident to that of the sponsoring lodge. Members may, however, be accepted from adjacent territory wherein no lodge exists. Should a lodge later be instituted in such open territory, Antlers residents therein should be encouraged to apply for transfer to the new lodge or aid in its institution.

Section 10.060 Lodge Bulletin. Any lodge may publish a bulletin with the approval of the Advisory Council, but said bulletin shall carry no advertising matter. It will be permissible to state in the bulletin that it has been published "through the courtesy" of certain Big Brother Elks.

Section 10.070 Reports to Advisory Council. Each Antlers Lodge shall annual, and prior to the first day of June, make reports showing the condition of the lodge as of March 31st preceding. The original copy shall be forwarded by the Secretary to the Advisory Council and make a copy to the sponsoring Elks Lodge.

CHAPTER XI

Dues

Section 11.010 Minimum Dues and Fees. Every member of the Antlers must pay dues to the lodge of which he/she is a member. The minimum fee for initiation into a lodge shall be \$5.00. Minimum dues for members shall be \$6.00 per annum. Dues may be paid semi-annually in advance of the first day of April and October.

Section 11.020 Delinquent Dues. A member owing six months due to a lodge may be dropped from its rolls by a majority vote after 30 days notice delivered in person or by first class mail addressed by the Secretary to such member.

Section 11.030 Reinstatement of Suspended Members. A member suspended for non-payment of dues who shall within one year make application for reinstatement and pay the arrears due at the time of suspension together with such further dues as would have accrued had he/she retained membership, but the total shall not exceed one years dues, shall be restored to membership.

Section 11.040 Membership Cards. Membership Cards in the form, size and color prepared by the lodge and approved by the Advisory Council, shall be filled in, signed and issued by the Secretary, to members whose current dues have been paid. Each card must be immediately signed by the member to whom issued.

CHAPTER XII

Finances

Section 12.010 Lodge Funds. All funds of the lodge are trust funds set apart for the payment of its necessary expenses, and must be immediately deposited by the Treasurer in a bank approved by the lodge and the Advisory Council.

Section 12.020 Use of Funds. The lodge cannot use or permit the use of its funds or any part thereof for any purpose except as stated in Section 12.010, provided, however, the lodge may expend in any one term for social affairs and the promotion of fraternal dealings twenty-five percent of its total revenue for the preceding term; and provided further, that certain sums may be expended for charity or other such purpose as it may deem necessary.

Section 12.030 Finances. The Advisory Council shall act as financial advisor to the Lodge.

CHAPTER XIII

Offenses and Penalties

Section 13.010 Offenses Generally. When not otherwise defined, offenses shall be detailed in the Grand Lodge Statutes.

Section 13.020 Prohibitions. Gambling and the use of intoxicating liquors by any Antler at any Antler function are prohibited and shall be cause for immediate forfeiture of the permit of the Antlers lodge or lodges involved and/or summary dismissal of the offending member or members.

Section 13.030 Improper Conduct of Antlers. Whenever the conduct of members of a lodge of Antlers, when at an Antlers function or otherwise, is such as will tend to bring that lodge into bad repute in the opinion of the Exalted Ruler or the Antlers Council, the Exalted Ruler may, upon the recommendation of the Antlers Council or otherwise, cause the permit of said lodge be forfeited or the offending member or members to be dismissed from membership in the organization.

Section 13.040 Wearing of Emblem. Any member seen wearing an emblem of the organization in any place to which he/she would not take their mother or sister under improper circumstances, shall be subject to disciplinary action for conduct unbecoming a member of the Antlers.

Section 13.050 Use of Emblem, etc. The use of any word, figure letter, title, emblem or symbol to denote rank in or in connection with the Antlers, in any written or printed document not Antler in its character or purpose or the use of such for business or commercial purposes is forbidden.

Section 13.060 Proceedings. Proceedings against members shall be conducted before the Advisory Council and shall generally be the same as those before a Subordinate Forum as set forth in the Grand Lodge Statutes.

Section 13.070 Appeals and Pardons. Appeals and Pardons shall follow the same course as that provided the Elks under Grand Lodge Statutes.

CHAPTER XIV

Social Sessions

Section 14.010 Social Sessions. Social sessions to which persons not members of the Antlers are admitted may be held only in accordance with the laws of the organization and the provisions of Section 14.020 of this Chapter. The proceedings of such sessions shall be characterized by gentlemanly decorum, and no vulgar or indecent conduct or profane language shall be permitted. Offenders of this provision shall be subject to disciplinary action by the lodge or Advisory Council.

Section 14.020 Ideals to be Maintained. It is important that the Antlers be maintained in a way consistent with the ideals for which it was organized, and nothing shall be done by any lodge or member which shall tend to weaken or discredit it or create a false impression of its purposes. To this end no entertainment may be given by any lodge without the consent and written approval of the Advisory Council nor shall the name of the Antlers be used in connection with any movement except with such consent and approval.

CHAPTER XV

Ceremonial Days

Section 15.010 Observances. The following days are viewed as special ceremonial days and their observance is made obligatory upon all lodges: Mother's Day and Father's Day. On each occasion, ceremonies shall be held by each lodge at a regular meeting or a special meeting which may be open to the public. Other special observance days may be provided in the By-Laws of the lodge.

CHAPTER XVI

General Provisions

Section 16.010 Rules of Order. Each lodge shall be guided in its sessions by the Rules and Regulations of the organization and by the By-Laws of the lodge. It shall be the duty of the President to see that they are strictly enforced. Robert's Rules of Order shall be the

guide to parliamentary action where the same is not covered by provisions of the Rules and Regulations of the organization or the By-Laws of the lodge.

Section 16.020 Raising of Funds. The members of a lodge shall not be solicited for the sale of any profit sharing article, nor shall they engage in any display or any other method of raising of funds different from regular channels, without first obtaining written approval of the Advisory Council.

Section 16.030 Appeal for Funds. Neither a lodge or its members shall solicit or appeal, directly or indirectly, to any person not a member of the organization for contributions for any purpose without first obtaining written approval of the Advisory Council.

Section 16.040 Mailing List. The mailing list of a lodge shall not be used for any purpose other than regular lodge business.

Section 16.050 Emblems. Any emblems or jewels used by the organization shall only be those approved by the Advisory Council. No such article shall be given to or loaned to any person not a member of the organization. All Antlers jewels, emblems and designs shall be copyrighted and no right to manufacture and sell such items may be granted without the approval of the Advisory Council.

Section 16.060 Visit by Elks. Any Elk, upon exhibiting a paid up membership card when seeking admission to the lodge room, may visit a lodge of the Antlers.

Section 16.070 Omnibus. All matters not specifically covered by these Rules and Regulations shall be governed by pertinent provisions of the Grand Lodge Constitution and Statutes, to which reference is hereby made. In case of any doubt, contact the Advisory Council.

Approved and adopted this _____ day of _____, 20XX

Exalted Ruler of the Sponsoring Lodge