

APPENDIX II - PROCEDURE & PROTOCOL MANUAL

I. PURPOSE OF THE MANUAL

The purpose of this manual is to inform those in charge and responsible for the affairs of the Association regarding what has become standard procedures for the conduct of business of the Association; and to provide some guidelines for the proper procedures in the arrangements to be made for visiting guests that may be in attendance at these meetings; and to set guidelines for the visitation of important persons when they attend Clinics, Lodge Meetings, or any other designated function of the Lodge or State Association. Notification of all meetings as to time, place, events, etc. is the duty of the President, and he must notify all committee chairmen and Lodges.

II. STATE MEETINGS

Unless changed by the Constitution or Bylaws, there shall be two meetings held during each Association year. The meetings will generally be known as:

Fall Meeting

Spring Convention or Annual Meeting

These names may be changed by mutual agreement so long as the title is clearly understood by the membership. The purpose of each meeting shall be generally as listed.

FALL MEETING

Besides conducting the business of the Association, this meeting has great importance because it represents the halfway point in the Association year and all programs and Committee work should be fully outlined, and adequate progress should be evident. Election of officers for the coming year is also done at this meeting. The Fall Meeting is an important check point. If problems are occurring, corrective steps should be taken at this time. (See Section on Protocol). The location of the Fall Meeting will be determined by the State President. The registration fee for this meeting should include at a minimum the following: Saturday afternoon/evening social hour, Saturday evening entertainment, Sunday morning continental breakfast, cocktail hour, and Sunday lunch. Tickets for the social hours may be issued in lieu of an open time period.

SPRING CONVENTION or ANNUAL MEETING

This has been designated as the principal business meeting of the Association where Officers are installed and administration changes to the new leadership. It is typically held at a location that has adequate facilities to house and accommodate the attendees, spouses, and invited guests. The location of this meeting is normally determined well in advance of the meeting dates and published to the membership and Lodges. Care must be exercised in establishing dates as the Grand Exalted Ruler's schedule is made up ten to fifteen years in advance. It is the desire of the Association members to accommodate the Grand Exalted Ruler and our Grand Lodge Sponsor so they may be our invited guests at this important meeting.

All committees are expected to provide final reports both verbally and in writing at this meeting, if their work is complete. If for some reason their work is not complete, then timely reports must be filed at the conclusion of their activity. Each committee has a budgeted sum to use in managing their affairs for the Association year, and the Chairman will be held responsible for final accounting of all sums expended, and all vouchers and receipts are to be submitted only by the Chairman.

Agendas for all meetings held in connection with the Spring Convention or Annual Meeting are the responsibility of the Officers in charge, or the Committee Chairmen or Co-Chairmen. Careful planning will prevent omissions, errors, and embarrassment to those in charge and to the Association. (See Section on Protocol)

The newly elected President will organize all Committees and generally bring together the overall planning for his or her term as the Association's President.

MEMBERS OF THE ADVISORY COMMITTEE ARE ALWAYS READY AND WILLING TO GIVE ASSISTANCE WHEN QUESTIONS ARISE.

III. DISTRICT DEPUTY CLINIC MEETINGS

These meetings are the responsibility of the District Deputy appointed by the Grand Exalted Ruler for the District in which he or she serves. The District Deputy's instructions come from the Grand Lodge and he or she oversees these meetings. Although the District

Deputies shall make their own schedule for clinics and generally advertise the dates and locations of such meetings to carry out their instructions from the Grand Lodge, if convenient and allowed by the State Sponsor, they may schedule them in conjunction with the Association's meetings and functions. The agenda for these meetings is the District Deputy's responsibility, and he or she shall advise all of the Lodges in their District any fees to be collected by the host Lodge to assist in defraying the cost of conducting the Clinic in that Lodge. (See Section on Protocol)

IV. VISITATIONS BY STATE ASSOCIATION OFFICERS AND DIGNITARIES

ATTENTION ALL LODGES!!!

If your Lodge has invited any State Officer or Grand Lodge Officer, or Grand Lodge Representative, pay particular attention to the Section on Protocol as it relates to your responsibility for the proper care and comfort of that guest and/or spouse.

ATTENTION ALL STATE OFFICERS!!!

If you have been invited to visit a Lodge, or plan to visit without an invitation, notify the Lodge in advance of your proposed visit. Also, you should notify other State Officers and Past State Officers in the district of your intended visit to extend them the courtesy of attending with you.

V. EXCERPTS FROM THE CONSTITUTION AND BYLAWS

The Kansas Elks Association Constitution and Bylaws take precedence over the Procedure and Protocol Manual.

VI. STATE MAP OF DISTRICTS

Included as the final page of this appendix is a map of the State of Kansas showing the Districts and the location of each Lodge within Kansas.

VII. DUTIES OF THE GENERAL CHAIRMAN

The General Chairman shall serve as Secretary to the President, assist him in the performance of his duties, be ready to assist him with matters of Protocol, be responsible for making arrangements for social functions, and in general, promote the welfare and efficient operation of the Kansas Elks Association, Inc.

Soon after his election to office at the Spring Convention, the President, with the assistance of the First Vice-President and the General Chairman, will prepare the Committee list for the Association year. This list will be submitted to both the State Secretary and the editor of the *Kansas Elks Sunflower* prior to the deadline for the Summer edition. The *Kansas Elks Sunflower* will serve as the means of distributing it to the membership of the Association. Changes to the committee list should be submitted to the editor prior to the deadline for succeeding editions.

In the event the newspaper is discontinued, the Committee List must be distributed by hard copy, electronic mail (e-mail), facsimile transmission (FAX), or any other commonly accepted electronic communication to the following:

All Subordinate Lodges in Kansas	All State Association Officers
All Past State Presidents	District Deputy Grand Exalted Rulers of Kansas
KETCH Office (2 copies)	KETCH Board of Directors
All Committee Chairmen	All Committee Members
Major Project Chairman	Grand Lodge Appointees
Grand Lodge Sponsor (PGER)	Special Deputy Grand Exalted Ruler (SDGER)

This amounts to approximately 300 copies. In past years we have included all Ladies/Spouse Committees, therefore, at the discretion of the President, please distribute to those committees as well. Committee lists should be posted to the Association's website as well. Whoever picks up the lists will sign for them and will be responsible for distributing them to their members in their Lodge. A record of who picked up the lists will be maintained by the General Chairman.

Notice of all State Association meetings must be sent to all of the above except Committee members. It is the responsibility of each Committee Chairman to notify his committeemen of any and all meetings. Meeting notices must be in the hands of the Subordinate Lodge Secretaries four to five weeks in advance of the meeting date to allow at least two readings in regular Lodge sessions. The notice of the Annual Spring Convention should be accompanied by a Convention schedule. Notification in the *Kansas Elks Sunflower* will serve

as official notice to the members, officers and Lodges of the Association.

The General Chairman will, upon consultation with the President, prepare and mail to all State Association Officers a copy of the Agenda of the Business Meetings of the State Association. Copies will be distributed to the head table at the meeting, prior to the opening.

The General Chairman is responsible for making all arrangements, upon consultation with the President, for all Association sponsored cocktail parties, etc. You will, upon request, be required to furnish bartenders, supplies and arrangements for Past President's parties. Grand Lodge cocktail parties are the responsibility of the State Secretary. The General Chairman will be responsible for the distribution of all invitations to Grand Lodge functions, with the advice of the President.

If the General Chairman attends the Grand Lodge Session, you will assist the State Secretary and/or State Housing Chairperson with their duties (registration, managing and stocking the Hospitality Room, etc.). It will also be the General Chairman's responsibility to see that the State Association supplies get to and from Grand Lodge (coffee pots, knives, stirrers and equipment to run the bar, etc.).

The General Chairman IS NOT required to attend Grand Lodge, nor does he receive any compensation for his expenses if he does attend.

It is the responsibility of the State Secretary to secure and retain a suitable printer for all invitations and letterheads and stationery used by the Association.

It is the responsibility of the General Chairman to coordinate the efforts of all committees who have State Association Spring Convention duties. You will assist the President and the various chairmen in making all physical arrangements with the host hotel. (Other chairmen: Housing and Registration, Banquet, Entertainment, Seating, Benevolent, Advisory, and any others that request assistance.) It is your direct responsibility to arrange for all parties and see that bars, supplies and personnel are furnished as needed. You will see that there are flags, podiums, microphones, water, glasses, etc., in place as required prior to all meetings.

The General Chairman will, in cooperation with the President, prepare the Convention schedule and distribute as previously directed. It is your duty to procure the printed invitations from the Secretary for various Convention events, as required. These invitations are mailed by the President.

It will be the General Chairman's responsibility to attend the Annual Spring Convention and be on hand at all times to make it "run smoothly". This will require your undivided attention, from start to finish. It is impossible to enumerate all the situations that will require your direct action. It is your responsibility to pay strict attention to (and anticipate, if possible) the needs and desires of the President, the Grand Exalted Ruler, the Grand Lodge Sponsor, and others. You will find the position of General Chairman to be both a pleasure and a challenge.

Finally, before agreeing to be General Chairman, you should be aware that you are also agreeing, for your spouse or other designate to be the spouse "General Chairman". His or Her duties, though somewhat less than yours, are very parallel. He or She should fully understand what is expected of them and be in complete agreement with your appointment and the duties that are incumbent upon them. He or She should be willing to assume these duties.

VIII. PROTOCOL AND OTHER GUIDELINES

Careful care and attention should be given to this important subject. The general guideline is "TREAT THESE IMPORTANT GUESTS AS YOU WOULD EXPECT TO BE TREATED, IF YOU HELD SUCH AN IMPORTANT POSITION." Listed hereafter are some suggested areas that should be considered: lodging, room favors, transportation while visiting, registration, schedule of events - including meals and meetings, greeters upon arrival, escorts to function, and generally seeing that their every need is met. (These persons have earned respected positions in Elldom and should be accorded the courtesies appropriate to their position.) If the spouses are also in attendance, they should receive the same careful consideration in all situations, and be furnished information on special events or entertainment arranged for their enjoyment.

Pre-register all visiting guests; this includes room registration and convention registration, and have their credentials, keys, convention programs, schedules, flowers, favors, and or beverages in their room upon arrival.

Head table seating should be as follows: Grand Lodge persons should be seated to the right of the speaker's podium; State Association persons to the left of the podium. If possible, limit the head table seating to 20 or less positions.

At the beginning of each meeting, an opening prayer and Flag Salute is mandatory. A closing prayer is also mandatory. Make all arrangements for who will make these presentations well in advance of the meeting. Printed agendas are recommended for each major meeting.

Arrangements for the 11:00 O'clock Toast should be made in advance of the event. Do not ask Grand Lodge guests, or State Association Officers to deliver this charge unless they indicate a willingness in advance.

Based on the total number of complimentary rooms available from the hotel, the following priority has been established:

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|------------------------|-----------------------------|---------------------------------------|
| 1. Grand Exalted Ruler | 2. Grand Lodge Sponsor-PGER | 3. Special Deputy Grand Exalted Ruler |
| 4. State President | 5. State Secretary | 6. General Convention Chairman |
| 7. Other Visiting VIPs | | |

The State Association will pay for visiting VIPs lodging if a complimentary room is not available or if the lodging expense is not paid for by Grand Lodge or other entity.

Invitations to special events are the responsibility of the President and the General Chairman. Careful consideration should be given to these lists so as not to have any omissions. List preparation is important as these events are sometimes costly if they include dinners and hospitality hours. Invite all who should be there but keep the list as small as possible.

The Budget Committee of the State Association annually prepares a budget to be followed by the Officers and Committeemen. It is expected by the Association that this budget is to be followed to the letter. Vouchers are to be presented to the State Secretary, including receipts for purchases, no later than June 15th, of each year. Do not wait until the last minute to turn your vouchers into the Secretary.

If you are an elected Officer of the Association, you will have adequate preparation time, as you progress through the various offices, to observe those before you. Careful observation on your part will adequately prepare you for these important tasks.

The Advisory Committee stands ready to assist anyone who requests their assistance.

This manual may be amended and updated from time to time to assist those in charge to make the Kansas Elks Association, Inc. a leader in Elkdom.

Originally prepared November 4, 1989 by:

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As Revised from time to time by the Advisory Committee to conform with current customs.