
Washington State Elks Association

Quarterly Meetings

Revised 11-1-2022

BACKGROUND:

On the third full weekend (a full weekend is defined as one with a Saturday and Sunday) of April and of October, the Washington State Elks Association holds Quarterly Meetings of its Executive Committee, Board of Financial Trustees, State Chairs, District Liaison Officers, Boards of Trustees of the Charitable Trust and of the Washington Elks Therapy Program for Children, Inc. These groups comprise approximately 50 people. A training session will also be conducted for another group, possibly Secretaries. Meetings are held all day Saturday. Meetings of the Executive Committee will also be held on Friday afternoon. Hosting these meetings affords Lodges an opportunity to meet those involved with the operation of the State Association and its Major Project. It also affords the Lodge the opportunity to benefit from increased participation in their club activities that weekend.

PROCEDURES:

The following is a guide for those Lodges that are interested in hosting the “Quarterly Meetings” of the Washington State Elks Association. There are certain responsibilities and expectations of the hosting Lodge. This procedure, if followed, should ensure an enjoyable and successful weekend. Please contact the State President and/or the State Secretary if you have any questions regarding this procedure.

DO NOT plan or publish a program or schedule without the input and approval of the State President. Please review the latest edition of the Grand Lodge “Manual on Protocol”.

Lodges wishing to host a State Quarterly should submit a written proposal to the State Secretary at least six months in advance. Proposal should include, as a minimum, the following information:

- List of local hotels, cost of rooms, location relative to the Lodge.
- Identify (2) meeting rooms sufficient to accommodate up to 50 people. These could be at the Lodge or hotel.
- List of activities at Lodge, price, and dress (dinners, lunch, etc)
- Proposed outside spouse activities during meeting, cost, and dress.

Schedule of activities must be reviewed and approved by the State President and should include both business and social sessions. Your State President will assist you with this.

Once your Lodge has been chosen as the host Lodge you will be required to provide information for the letter/flyer that will be mailed to all the required attendees. The letter/flyer will give all the pertinent information for the weekend activities. The State President must approve the letter/flyer prior to mailing. The actual mailing will be done through the State Office at least 6 weeks in advance.

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The Elected Executive Committee member from the District where the host Lodge is located has the responsibility of assuring open communications are taking place and assisting the Lodge in its preparations for a successful weekend.

PROTOCOL/HOSTING

Read the Grand Lodge Manual on Protocol. Individuals who are to be hosted should be advised as soon as possible and should include details to avoid embarrassment. The host Lodge should make appropriate housing arrangements for the State President and State Sponsor. These rooms should be large enough for entertaining guests, which is customary for the positions of these dignitaries. These accommodations will be paid for by the State Association. Involve the State Secretary with the room selection.

REQUEST FORM:

To ensure the policies listed herein are followed, a Quarterly Host Request form has been developed. Lodges interested in hosting must submit this form six months prior to the quarterly. The person signing this form will become the Lodge contact person and be the responsible party acting on behalf of the requesting Lodge.

HOST REQUEST FORM

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Lodge Name: _____ Lodge Number: _____

Request to host the Quarterly Meetings of the Washington State Elks Association scheduled for _____
(Month and Year)

Accommodations are available at the following locations: (Include room rates and location relative to the Lodge)

We propose the following activities:

- Adequate meeting facilities are available at _____
(Need two separate meeting areas to accommodate group meeting and a training session.)
- Dinner will be available on Friday night as follows:

- The Lodge will provide _____ for breakfast on Saturday.
- We have planned the following activities for spouses:

- Lunch will be available at Noon with a cost of \$_____
- The Lodge has planned the following for dinner on Saturday evening:

- The Lodge will provide _____ for breakfast on Sunday. (Not Required)

We have read the Grand Lodge Manual on Protocol.

Submitted by:

Name
(This is the Lodge Contact Person)

Title

Signature

Your request was approved/disapproved.

Date

Signature/Title