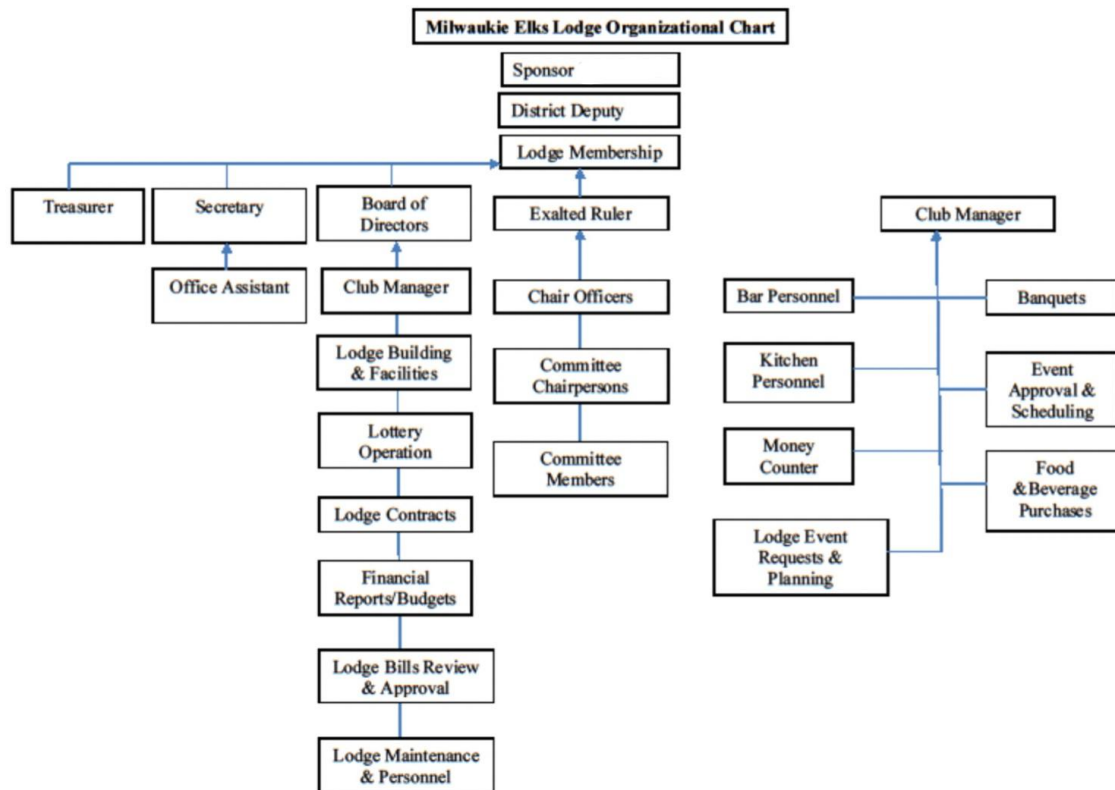


## Milwaukie-Portland Elks Lodge #142 Orientation Agenda

1. Check In With Secretary
2. Introductions
  - a. Officers Present (The most senior Officer present performs this duty)
  - b. Introduction of Orientation Committee
    - i. Danielle Leckband
    - ii. Lee Kell
  - c. Introduction of Candidates (if less than 21 candidates)
    - i. Each introduces themselves, their city and their work.
3. Lee Kell- briefly explain agenda
  - a. Mention house rules
  - b. Explain organization chart (Members in charge)



4. Danielle Leckband- Shows Orientation Video.
  - a. Discussion of Milwaukie-Portland 142 Committees

5. Lee Kell: Weekly business meeting on Wednesdays at 7:30pm
  - a. Learn more about Lodge and Club
  - b. Meet new friends
  - c. This is YOUR Club
    - i. Bring family
    - ii. Use facilities- parties, celebrations, etc.
    - iii. Key card gives entry to building
    - iv. Athletic Area – Minors must be accompanied
    - v. Explanation of Antler’s program
  - d. Ask an Officer:
    - i. Exalted Ruler: Michael Cronk
    - ii. ([mikec974@gmail.com](mailto:mikec974@gmail.com); 503-804-6437)
    - iii. Leading Knight: Lysie Winstead
    - iv. ([lwinstead142@gmail.com](mailto:lwinstead142@gmail.com); 503-740-5992)
    - v. Loyal Knight: Cameron Bodine
    - vi. ([cameronbodine75@gmail.com](mailto:cameronbodine75@gmail.com); 541-680-7302)
    - vii. Lecturing Knight: Jasen Allen
    - viii. ([jasen.allen@yahoo.com](mailto:jasen.allen@yahoo.com); 503-914-7878)
    - ix. Secretary: Carly Moser
    - x. ([secretary@elks142.com](mailto:secretary@elks142.com); 971-236-7763)
  - e. Lee hands back to Danielle for instructions and what to expect during Initiation
    - i. Danielle Leckband- Initiation Expectations
      1. Dress Code
      2. Obligation
        - a. Two questions
      3. Left hand over heart
      4. Extend hand- only Members

**Lodge Info:**

Main Office open Monday-Thursday 10-4pm 503-654-9588 Ext 1.

Lounge Open Tuesday-Thursday 4pm-10pm and Friday-Saturday 4pm-11pm

**Committee Contact Info:**

Activities (Mary Frances Dietz, [mary.dietz@icloud.com](mailto:mary.dietz@icloud.com))

Community Project & Activities (Thelma Haggemiller, [thelma.haggemiller@gmail.com](mailto:thelma.haggemiller@gmail.com))

Youth Activities (Amanda Allen [amandasellsoregonhomes@gmail.com](mailto:amandasellsoregonhomes@gmail.com))

Hoop Shoot® (Michael Cronk, [mikec974@gmail.com](mailto:mikec974@gmail.com))

Americanism (Michael Cronk, [mikec974@gmail.com](mailto:mikec974@gmail.com))

Membership (Bill Powers, [powers.bill@yahoo.com](mailto:powers.bill@yahoo.com))

Veterans Services (John Heaton, [JHeaton2117@msn.com](mailto:JHeaton2117@msn.com))

Accident Prevention (John Heaton, [JHeaton2117@msn.com](mailto:JHeaton2117@msn.com))

Public Relations (Michael Cronk, [mikec974@gmail.com](mailto:mikec974@gmail.com))

Soccer Shoot® (Michael Cronk, [mikec974@gmail.com](mailto:mikec974@gmail.com))

Board of Directors (Mary Dietz, [mfdietz@msn.com](mailto:mfdietz@msn.com))

Lodge Bulletin (Bonnie Maze, [bonnie@printandpromotional.com](mailto:bonnie@printandpromotional.com))

Scholarships (Emma Pletz, [backtrax1@gmail.com](mailto:backtrax1@gmail.com))

Meadowood Camp (John Heaton, [JHeaton2117@msn.com](mailto:JHeaton2117@msn.com))

Athletic Areas (Dave Kirby, [ockirbys@comcast.net](mailto:ockirbys@comcast.net))

Social Media (Michael Cronk, [mikec974@gmail.com](mailto:mikec974@gmail.com))

Pool (Robert Stone, [bob@bstoneagency.com](mailto:bob@bstoneagency.com))

Back Pack Buddies (Becky Nims, [randb\\_395@msn.com](mailto:randb_395@msn.com))

Care and Share (Nancy Luster, [nmfl01@msn.com](mailto:nmfl01@msn.com))

Elks Emergency Response Service Team (Victoria Bodine, [bodine\\_v@yahoo.com](mailto:bodine_v@yahoo.com))



## HOUSE RULES

1. *The Club hours will be as posted in the Elkhorn. Only persons presenting a current Elk ID card will be admitted and may use the Club and Lodge facilities, except as otherwise posted.* The ID card must be presented upon request of any Member in good standing when within the facilities.
2. No Elk Member in good standing will be refused admittance to the Members' Bar during the hours the Lodge facilities are open. Non-members presenting an Elk ID card may be admitted to the Members' Bar at specified times when approved by the membership at a regular Lodge meeting. The general rules governing the Members' Bar will be adhered to as posted. The rules governing the Members' Bar may be altered for special functions, when approved by the membership at a regular Lodge meeting.
3. A guest is any person who is not an Elk in good standing.
  - a. Host Members must sign in their guests in the Lodge Guest Register.
  - b. A local guest should be a prospective member. No local person 21 years of age or older shall be permitted as a guest for more than two (2) functions.
  - c. A guest is not permitted to spend any money when visiting the Club Rooms and Lodge premises.
  - d. Host Members are responsible for their guest(s) at all times. Members shall be accompanied by their guest(s) upon leaving.
  - e. Guests will be permitted at special functions when posted.
  - f. All guests must enter through the front door unless procedures are followed that will insure the proper signing in and control of all guests.
4. No soliciting allowed except for Club or Lodge activities.
5. Only persons presenting a current Elk ID card are permitted in the Lodge building, except the Members' Bar and Lodge Room after 6:00 p.m. on Lodge meeting nights. Also that night, only Elk Members in good standing will be permitted in the Members' Bar and Lodge Room, except as granted under Grand Lodge Statutes.
6. No rude, boisterous, profane language, disorderly conduct or destruction of property shall be permitted on the Lodge premises. (OLCC Rules and Regulations shall be enforced at all times.) Service of alcoholic beverages can only be done by persons authorized to serve alcoholic beverages under state law. A volunteer or employee Bartender may not supply alcohol to any person who the Bartender believes in the exercise of sound discretion is intoxicated. No Bartender may allow an apparently intoxicated person to possess or consume alcohol on Lodge premises. Any Member who refuses to cooperate and comply with a decision to discontinue service of alcoholic beverages may be disciplined under GLS 16.041. Any other person may be expelled immediately from the Lodge.
7. All minor children must be accompanied by and under the direct supervision of their parents or a responsible Elk Member at all times when on the premises. Minor children are not allowed to sit at any bar where alcoholic beverages are being sold or served. Minor children are not permitted in the Video Poker area (room). Minor children shall adhere to all rules as posted while on the Lodge premises.
8. No credit is allowed.
9. No bulk packaged beverages are to be sold or loaned for removal from the premises unless specifically approved by the OLCC.
10. No food or drink shall be brought onto or removed from the Lodge premises unless specifically approved by the Board of Directors and in compliance with OLCC regulations.

11. No free drinks or food are to be dispensed unless authorized by the Board of Directors.
12. No property of the Lodge shall be loaned, sold, removed, or destroyed without authorization from the Board of Directors. Every Member shall be personally liable for the full replacement values of any damage to Lodge property by themselves or their guest(s).
13. All suggestions, complaints and grievances shall be completed in writing, signed and submitted to the Chairman of the Board of Directors, who will acknowledge receipt thereof. Verbal and unsigned statements cannot be acted upon.
14. All facilities will be closed during Lodge meetings. No open alcoholic drinks are allowed in the Lodge facility during Lodge meetings unless dispensation has been granted by Grand Lodge.
15. Only dress appropriate for the season and which fits the standard for the function will be allowed in the Lodge Hall, General Lounge and Dining Room unless otherwise approved by the Board of Directors.
16. Health and Safety Regulations are posted throughout all areas of the Lodge premises and must be adhered to. Pursuant to Oregon law, smoking is not allowed in the Lodge building or within 10 feet of any door or window which may be opened. No smoking, possession or consumption of marijuana on the Lodge property is allowed.
17. Athletic Facilities are open for use only to Members of this Lodge and their families without fee; and to Members of other Elks Lodges upon payment of the current daily fee.
  - a. Any fees that may be applicable for the use of swimming pool and bowling alley are posted in each area.
18. Conduct unbecoming an Elk shall be deemed to include every willful violation of House or Club Rules and personal conduct likely to bring reproach upon the Order. (Sec. 9.070 Grand Lodge Statutes.)
19. All Employees are strictly prohibited from participating in any of the privileges or services of the Lodge or Club during their hours of service, except as per listed employee benefits.
20. Enforcement of the House Rules is the responsibility of the members of the Board of Directors. In their absence, the Manager, Host or Sr. Bartender on duty will be responsible for handling the situation or notifying a member of the Board of Governors when violations occur.
21. The PRIVACY of all groups or parties in the Lodge facilities must be respected.
22. The Club is not permitted to cash a check or checks in excess of \$50.00 for any Member or Associate Member of this Lodge or \$25.00 for a visiting Elk Member in any one day for the purpose of obtaining cash. The MAXIMUM cash allowed daily may be added to a check paying for services rendered in the Dining Room and/or Lounge. Credit cards as approved for use by the Board of Directors will be acceptable for payment for services only. Credit card(s) may NOT be used for obtaining CASH.
23. Checks will be made payable to "B.P.O.E. #142." The Member's membership number will be written on the face of the check. Identification, in addition to the Elk ID card, will be presented upon request.
24. It is the responsibility of every Member to see that an incident report is written for all irregular happenings on the premises and a copy thereof forwarded to the Chairman of the Board of Governors.
25. Members are not permitted to enter the kitchen at any time while staffed by employees, unless:
  - (A) the Member is invited in by the kitchen staff, or
  - (B) required to enter while volunteering.

Grand Lodge Statutes and Oregon Liquor Control Commission rules and regulations supersede any of the preceding House Rules.

**Volunteer Opportunities:**

Name: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

**Circle Committees of Interest:**

Meadowood Speech and Hearing

Care and Share Food Baskets

Camp

Bowling Alley

Elks Children's Eye Clinic

Pool

Backpack Buddies

Lodge/Park Maintenance

Americanism

Elkhorn Newsletter

Veterans

Hoop Shoot

Scholarship Writing

**Other Opportunities to Help:**

(Please circle any that we may contact you for help with)

Bar-Service

Server

Kitchen

Special Events

If you have other ideas you'd like to help with please share here:

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