

## **NCD Officer Training Quiz 1**

1. If a project is being done in 2 stages and you need to borrow \$13,000 for the 1st stage and then 7 months later need to borrow an addition \$13,000 for the 2nd stage, do you need a Grand Lodge Permit.
  - Yes
  - No
2. Who can be issued Lodge Credit Cards?
  - a. Treasurer
  - b. Board of Directors Chair
  - c. Club Manager
  - d. None of these
3. If during a storm, the Lodge roof is blown off, can you start repairs before getting a GLS 16.050 permit?
  - Yes
  - No
4. If your GLS 16.050 project is not completed within 1 year after commencement, do you need to apply to the Grand Trustees for an extension of the permit?
  - Yes
  - No
5. If part of your property is being taken by condemnation proceedings, do you need a GLS 16.050 permit?
  - Yes
  - No
6. Where do you find the Elks Rules of Order?
  - a. In the Annotated Statues
  - a. Robert's Rules of Order
  - b. Lodge By-Laws booklet
7. If the Lodge Treasurer will not be available to perform his/her duties for 3 months, can the Board of Directors appoint an Acting Treasurer with full powers?
  - Yes
  - No

8. If the Lodge Secretary forgets to drop delinquent members during the month of March, can the Lodge drop the delinquents in April and not have to pay GL and State Association fees?
  - Yes
  - No
9. If the Lodge is incorporated under GLS 16.020, are the Lodge Secretary and Lodge Treasurer Members of the Lodge Board of Directors?
  - Yes
  - No
10. Can a Lodge set itself up as an IRS 501(c)(3) organization?
  - Yes
  - No
11. Can the PER Association form itself into an IRS 501(c)3 organization?
  - Yes
  - No
12. Can the Exalted Ruler appoint a Nominating Committee?
  - Yes
  - No
13. At the annual election of Officers, can nominations for a position be re-opened if someone is already nominated for that position and not declined the nomination?
  - Yes
  - No
14. At the annual election of Officers, are write-ins who are not nominated allowed on the ballot?
  - Yes
  - No
15. At the annual election of Officers, if there shall be one nominee for any office, can the Lodge direct any Officer to cast the vote of the Lodge for the nominee?
  - Yes
  - No

16. At the annual election of Officers, are absentee or proxy voting allowed?
- Yes
  - No
17. On the night of an election to fill an Officer vacancy, are nominations re-opened?
- Yes
  - No
18. A Lodge that is granted a permit to lease a building with option to purchase is required to file another application if it decides to exercise the option?
- True
  - False
19. The Lodge Board of Directors has the right to control pricing of liquor at the bar.
- True
  - False
20. If a Member is suspended from club privileges at his home Lodge that Member may still access the Club at another Lodge.
- True
  - False
21. The Officers of the Lodge shall be installed at either a regular or special meeting of the Lodge to be held between March 20th and April 20th after election provided that the installation of Officers prior to April 1st shall be effective as of April 1st.
- True
  - False
22. The Treasurer of the Lodge shall perform all the following duties except:
- a. Act as Treasurer of all Committees unless otherwise provided by the By-Laws
  - b. Shall be the only Member of the Lodge authorized to make electronic fund transfers or payments
  - c. Retain vouchers presented for payment
  - d. Refuse to sign checks prior to his/her installation even if they are properly authorized

23. The Exalted Ruler of the Lodge may suspend any Member from that meeting for conduct unworthy of a Member of the Order.
- True
  - False
24. When vacating the position of a Trustee, the Lodge shall give at least \_\_\_\_\_ days written notice to the accused Officer pursuant to the GLS 12.140.
- a. 5 Days
  - b. 10 Days
  - c. 15 Days
  - d. 30 Days
25. Can a Member of the Supervising or Managing body be employed by the Supervising or Managing body.
- True
  - False
26. A Lodge may appoint any Member of the Supervising or Managing Body of the Lodge a Member of the Audit Committee.
- True
  - False
27. Can you accept a person for membership in your lodge that lives outside the lodge without permission of the lodge of jurisdiction or the GER?
- Yes
  - No
28. How many days after March 31 can a member asked to be reinstated without fee or being voted on, but having to pay delinquent and current dues?
- a. 30
  - b. 45
  - c. 60
  - d. 90

29. The Lodge Secretary may be a Member and Chair of an appointed House Committee subject to standard conflict of interest considerations as set out in 9.300.
- True
  - False
30. All Lodge records should be open for inspection by a Member at all reasonable times.
- True
  - False
31. Who should inform Lodge Committee persons of their appointment?
- a. ER
  - b. Secretary
  - c. Committee Chair
32. A member of the Auditing and Accounting Committee has the right, at reasonable times, to examine the Lodge records and make copies in connection with the audit.
- True
  - False
33. Restricted Fund accounting is an oversight responsibility of the Lodge Auditing & Accounting Committee.
- True
  - False
34. The Audit and Accounting Committee is responsible for oversight in the preparation of the FRS report.
- True
  - False
35. A Lodge must submit their FRS report every month in a timely manner or be subject to a fine of \$100.
- True
  - False

36. The use of the Grand Lodge Uniform Chart of Accounts (COA) is mandatory. A Lodge cannot create their own COAs or change what the current authorized COAs represent.
- True
  - False
37. The Grand Lodge Auditing & Accounting Committee will perform an annual review of the Lodge financial data. The Annual Lodge Financial Evaluation is to be read on the floor at a regular meeting of the Lodge
- True
  - False
38. According to the IRS, a member's spouse is considered to be not a bonified guest and therefore subject to tax under unrelated business income. (UBI)
- True
  - False
39. Who should inform Lodge Committee persons of their appointment?
- a. ER
  - b. Secretary
  - c. Committee Chair
40. The Secretary of the Lodge shall perform all the of the following except:
- a. Receive all monies due the Lodge and pay them to the Treasurer
  - b. Report all expulsions and suspensions to the Grand Secretary
  - c. Act as acting Club Manager in the event of a temporary vacancy in that position
  - d. Perform all duties required by the Local Forum
41. Can the Exalted Ruler order the Lodge Secretary to give a member access to CLMS2WEB?
- Yes
  - No
42. All Lodge records should be open for inspection by a member at all reasonable times.
- True
  - False

43. Can a member who is at least 5 months delinquent in Lodge dues be dropped from the rolls during the month of October?
- Yes
  - No
44. How many days after March 31 can a member asked to be reinstated without fee or being voted on, but having to pay delinquent and current dues?
- a. 30
  - b. 45
  - c. 60
  - d. 90
45. If your CLMS2WEB goes Out of Balance, what should you do
- a. Review CLMS2WEB/Reports/CLMS Status/Balance Count report
  - b. Review CLMS2WEB/Reports/Membership/Current Lodge Year Changes report
  - c. Contact your CLMS Coordinator if A and B above do not help
  - d. Any of the above
46. If a Member is Suspended from Club Privileges by the Club Governing Board, should the Lodge Secretary update the members CLMS record to show the from and to dates of the suspension?
- Yes
  - No
47. When, after the Annual Election in February, should the Lodge Secretary (in CLMS) "Submit New, Renewal or Replacement ER/Secretary"?
- a. April 1st
  - b. March 1st
  - c. Immediately after they are elected
48. When the Secretary is processing a candidate (initiation, affiliation, reinstatement), how do you find out if the person has been expelled from the order or suspended from membership?
- a. CLMS2WEB/Reports/Expelled Members Nationwide
  - b. CLMS2WEB/Reports/Suspended Members Nationwide
  - c. Both a and b

49. If you want to drop a delinquent Member in July, but CLMS will not let you drop him, can you use the "Expel" option to drop him?
- Yes
  - No
50. You can reinstate a former Member of another Lodge without contacting the previous Lodge?
- Yes
  - No