

TESA OPERATING PROCEDURE

TESA ELK OF THE YEAR

Section 1.010: PURPOSE:

1. The purpose of this standard is to provide guidance for conducting a Texas Elks State Association (TESA) Elk of the Year Program to honor an Elk of TESA who has:
 - a Performed outstanding work within his/her Local Lodge, Community, Home District, and at the State (TESA) level which constituted significant and substantive contribution(s) to and for the promotion and implementation of the goals and principles of the Benevolent and Protective Order of Elks and TESA during the previous Fraternal Lodge Year (April 1 through March 31).
 - b Actively participated in, and more importantly lead, and contributed to the programs and activities within his/her Local Lodge, Community, Home District, and at the TESA level.
2. The TESA Elk of the Year Program is separate and distinct from the Elk of the Year Program of Grand Lodge which is designed to recognize a Local Lodge Member for their contributions to their Lodge.

Section 1.020: ELIGIBILITY:

1. Any Elk of TESA that is not a current TESA State Officer, as described in Article V, Sections 5.010 and 5.020, of the TESA Constitution is eligible to be the TESA Elk of the Year.
2. A Lodge Officer, even though not eligible for the Lodge Elk of the Year, is eligible for District Elk of the Year and, if the District winner, eligible for TESA Elk of the Year.

Section 1.030: NOMINATIONS AND SELECTION:

Section 1.030.1: NOMINATIONS: DISTRICT ELK OF THE YEAR

1. Any Elk Member in good standing in his/her Lodge may nominate an eligible Elk, in writing, who is a member in good standing of a lodge within the District for the TESA District Elk of the Year Award.
2. There are no restrictions on the number of eligible nominees that may be submitted from any one District Lodge.

3. The nominees should have made significant and substantive contributions to his/her Local Lodge and Community, Home District and at the Texas Elks State level. This should include planning, leading and volunteering in activities/programs at his/her Local Lodge, Home District and TESA level committees and programs for the previous Elk Year (April 1 through March 31)
4. All Nominees for District Elk of the Year will obtain a letter of certification from his/her Secretary of the Lodge, **affixed with the Lodge Seal** authenticating the nominee is a member in good standing and an eligible candidate.
5. Nominations for District Elk of the Year Award should detail nominee's accomplishments. A brochure may be prepared about the candidate as a testimonial of such their service, however, it is not required at the District Level.

Section 1.030.2: SELECTION - DISTRICT ELK OF THE YEAR:

1. All nominations must be submitted in writing to the District Vice-President at the March/April Vice-President's Clinic. A brochure of the candidate is recommended but not required at District level.
2. The District Vice-President will verify the candidate's eligibility of each nominee by the attached letter from Lodge Secretary. Nominees will be judged by a panel of not less than three (3) impartial members to select the District Elk of the Year.
3. The newly selected TESA District Elk of the Year from each District in Texas is the ONLY eligible candidate from their District for TESA State Elk of the Year. No other State Elk of the Year candidate packages will be accepted for judging.
4. The TESA Elk of the Year nomination submitted by a District will have the validity of any and all significant and substantive contributions and outstanding work verified by the District Vice President.
5. The District Elk of the Year is to receive recognition and honors at all District Activities throughout the ensuing year.

Section 1.030.3: SELECTION - STATE ELK OF THE YEAR:

1. The District Vice-President will notify the TESA State Elk of the Year Committee Chair with the full name and Lodge of their District Elk of the Year.
2. After being selected as a District Elk of the Year, the candidate for the State Elk of the Year will complete his/her brochure (Covering Fraternal Lodge Year April 1 through March 31 since the previous/last State Convention) to be submitted to the TESA State Elk of the Year Committee Chair at the first regular session of the TESA Annual Convention. The brochure format and content will be as follows:
 - a. The Candidate's Brochure can be a folder or a three-ring binder 9" x 11" that will not exceed one (1) inch in thickness.

- b. The Brochure should focus on narrative descriptions of substance, quality, and significance of work and the candidate's contributions to the order of Elkdom.
 - c. Pictures are allowed but should be limited to one picture per subject narrative. The same picture cannot be used for more than one subject.
- 3. The TESA State Elk of the Year Committee Chair will cause the District Elk of the Year candidates' brochure to be judged by a panel composed of not less than five (5) former winners of the TESA Elk of the Year and/or TESA officers. The Chair will coordinate with the State Convention Committee, in advance, for a space to judge the packages.
- 4. The Judges must not be related to any candidate.
- 5. The Judges will use the attached grade sheet.
- 6. The Candidates will be graded as follows:
 - a. **Home Lodge and Community Level:** 1-15 points with 15 being the highest points awarded.
 - i. Leading the planning, and organization of a significant event(s) that contributed to the lodge and/or community.
 - b. **Home District Level:** 1-20points, with 20 being the highest points awarded.
 - i. Leading or active participation of an event for the District members to further Elkdom. Chair or member of District Committee that made a substantive difference within the District.
 - c. **TESA Level:** 1-30 points, with 30 being the highest points awarded.
 - i. Involvement in a State program, event and/or office that supports Elks programs with in the state.
 - d. **Significant and Substantive Contribution through Outstanding Work:** 1-35 points, with 35 being the highest points awarded.
 - i. Leading, planning, and involvement in a significant event, or events, that contribute to Elks programs at the local, District, and/or state level(s).
- 7. After the panel of judges complete their judging, the worksheets will be given to the Elk of the Year Chair, to total the results and determine the winner. This will mean that only the TESA Elk of the Year Chair will know who the winner is until it is announced at the appropriate time. In the case of a tie, the TESA President, TESA President-Elect and the TESA Elk of the Year Chair will judge the tied candidates to determine a winner. The final judging must be completed prior to the State Convention Banquet.
- 8. The results of this contest will remain confidential until announced at the State Convention Formal Banquet.

9. The State Elk of the Year is to receive recognition and honors at all TESA activities through the ensuing year.

Section 1.040: INFORMATION FOR PREPARING BROCHURE.

1. The Candidate's Brochure can be a folder or a three-ring binder 9" x 11" that will not exceed one (1) inch in thickness.
2. The candidate's Name, Lodge and the District are to be placed on the front cover.

Section 1.040.1: CONTENT:

1. Content of the brochure shall be divided by the following sections:
 - a. A statement from the Secretary of the candidate's Lodge, affixed with the Lodge Seal, authenticating the candidate is a member in good standing.
 - b. An introduction section should be provided with information that may be useful in knowing the candidate; however, it will not be judged. The introduction section may include:
 - Picture of the Elk
 - A brief biography
 - Where and when initiated into the Elks
 - A complete and accurate resume of the candidate's accomplishments in Local Lodge, Community, District, and State Elks work during the period of 1 April to 31 March of the current year.
2. Grade sheet categories, in the designated order, as described in above Section 1.030.2.4.
3. Any letters or correspondence that will assist the judges in their selections, such as letters of commendation or praise from the Grand Lodge, State Association, or Civilian Authorities that directly support and/or corroborate the candidate's significant and substantive contributions and significant participation activities.

Section 1.050: STYLE AND METHOD:

1. The brochure need not be fancy, but it should be neat and well prepared with continuity.
2. The brochure should focus on narrative description of substance, quality, and significance of work and contributions. Pictures are allowed but limited to one picture per subject narrative. The same picture cannot be used for more than one subject. Emphasis should be based on the significant and substantive contribution to and for the promotion and implementation of the goals and principles of the Order and the Texas Elks State Association during a Fraternal Lodge Year (1 April – 31 March).

3. Outdated information will be disregarded. Emphasis must be placed to show that this is a **TEXAS ELKS STATE ASSOCIATION ELK OF THE YEAR** program and that only those things that were accomplished working in the Lodge, District, State, or National Programs within the State, during the dates defined in Section 1.010 PURPOSE will be considered in the judging of the candidate's qualifications as a winner.

Section 1.060: CONFLICTS:

1. Any conflict arising from the selection of the District Elk of the Year should be reported immediately to the District Vice-President who will notify the State President.
2. Any conflict arising from the selection of the State Elk of the Year should be reported immediately to the State President.
3. In either case, the State President should consult with the TESA Committee on Laws for a resolution to the conflict as soon as possible.

Date:				Significant and Substantive Contribution through Outstanding Work (Enter 1 to 35 points)
	Lodge and Community (Enter 1 to 15 points)	Home District Level (Enter 1 to 20 points)	TESA Level (Enter 1 to 30 points)	
East District (Name)				
Gulf Coast District (Name)				
North District (Name)				
North Central District (Name)				
Northeast District (Name)				
PanWest District (Name)				
South District (Name)				
Southwest District (Name)				