

TESA OPERATING PROCEDURE NUMBER 1
TESA ELK OF THE YEAR

Section 1.010: PURPOSE:

1. The purpose of this standard is to provide guidance in conducting a TESA Elk of the Year Program to honor an Elk of TESA who has:
 - a. Performed outstanding work within his community, District, and/or State which constituted significant and substantive contribution(s) 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. The goals and principles of TESA are to unite all Elks in closer bonds of fraternity; to further good fellowship among and within our Lodges; to promote and protect the interests of this Order in the State of Texas; to engage in state wide charitable endeavors, and to bear allegiance to the Constitution and Statutes of the Benevolent and Protective Order of Elks, and the ideals of democracy as formulated under the United States Government.
 - b. Actively participated in and positively contributed to the programs and activities within his/her Local Lodge and Community, Home District level, and at the TESA level.
2. This program is separate and distinct from the Elk of the Year Program of the Grand Lodge which is designed to recognize a Member for the devotion, dedication and loyalty to the Lodge and thank the Member for the outstanding work the Member has done in promoting the Lodge.

Section 1.020: ELIGIBILITY:

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

Section 1.030: NOMINATIONS AND SELECTION:

Section 1.030.1: NOMINATIONS

1. Any Elk in good standing in his/her District 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 is no restriction as to the number of nominees that may be submitted from any one District Lodge.
3. Nominations for TESA District Elk of the Year Award should detail nominee's accomplishments.
4. The nominees should have accomplished significant and substantive contribution(s) through outstanding service to Elksdom during the previous Lodge fraternal year (April 1 through March 31) and should have actively participated in and positively contributed to the programs and activities within his/her Local Lodge and Community, Home District level, and at the TESA 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.
2. The District Vice-President will cause the nominees to be judged by a panel of not less than three (3) impartial members to select the District Elk of the Year.
3. After selection as TESA District Elk of the Year, nominee will obtain a letter of certification from his/her Lodge Secretary that he/she is a Member in good standing.
4. The District Members selected as the District Elks of the Year are automatically entered as a candidate as the TESA State Elk of the Year.
5. 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 in the promotion and implementation of the goals and principles of the Order verified by the District Vice-President.
6. 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 Chairman with the full name and Lodge of the 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 Award will complete final edit and preparation of his/her brochure to be submitted to the TESA State Elk of the Year Committee Chairman at the first regular session of the TESA Annual Convention. The brochure format and content will be as follows:
 - a. Brochure will not exceed one (1) inch in thickness;
 - b. Brochure shall focus on narrative description of substance, quality, and significance of work and contributions rather than quantity of pictures.
3. The TESA State Elk of the Year Committee Chairman will cause the Elk of the Year candidates' brochure to be judged by a panel composed of not less than five (5) TESA officers (and/or former winners of the TESA Elk of the Year). The judges will use the attached grade sheet.
4. The candidates will be graded as follows:
 - a. Significant and substantive contributions will be graded with the following values:

- i. Significant and substantive contributions through outstanding work will be presented through narrative description with pictures limited to one picture per subject narrative. Significant and substantive contributions through outstanding work will be judged on a scale of 1 – 50 based on significance and impact of contribution(s) with 50 points being the highest points awarded. A significant and substantive contribution(s) to and for the promotion and implementation of the goals and principles of the Order and the Texas Elks State Association is/are considered to be an action or series of actions culminating in accomplishing a major charitable effort, gaining of favorable public recognition, or accomplishments in a major program for advancement of the State Association; contributions which “make a difference”.
- ii. Active participation and positive contributions to the programs and activities throughout the fraternal Lodge year in the following categories will also be presented through narrative description and limited to one page per category and one picture per page. Candidates will be graded with the following values:
 1. Local Lodge and Community Level: 1 to 10 points with 10 being the highest points awarded.
 2. Home District Level: 1 to 15 points, with 15 being the highest points awarded
 3. TESA Level: 1 to 25 points, with 25 being the highest points awarded

Note: Active participation and positive contributions should be considered exactly that; Making a difference. Just showing up for events and “never late and sometimes early” should not be defined as “Active participation and positive contributions”.

- b. The grade sheet will be given to the Elk of the Year Chairman who will total all grade sheet categories to determine the winner. With this manner of judging, only the TESA Elk of the Year Chairman will know who the winner is.
5. The results of this contest will remain confidential until announced by the TESA State Elk of The Year Committee Chairman at an open TESA function.
6. 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 is limited to one 9" x 11" folder or notebook no thicker than 1 inch.
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:
 - i. Picture of the Elk
 - ii. A brief biography
 - iii. Where and when initiated into the Elks
 - iv. A complete and accurate resume of the candidate's accomplishments in Local Lodge, Community, District, or State Elks work
 - c. Grade sheet categories, in the designated order, as described in above Section 1.030.2.4.
 - d. 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. Brochure should focus on narrative description of substance, quality, and significance of work and contributions rather than quantity of pictures and 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
3. Outdated information will be disregarded. Emphasis must be placed to show that this is a **TEXAS STATE ASSOCIATION ELK OF THE YEAR** program and that only those things that accomplished working in the Lodge, District, State, within the State, 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.

**TESA STATE ELK OF THE YEAR
GRADE SHEET**

(To be used by the TESA Elk of the Year Judges)

Judges: Enter the number grade you think the candidate deserves

Name of Candidate: _____ District _____

Significant and Substantive Contributions through Outstanding Work - Enter 1 - 50 with 50 Highest

<u>Description:</u>	<u>Judge 1</u>	<u>Judge 2</u>	<u>Judge 3</u>	<u>Judge 4</u>	<u>Judge 5</u>

Score					

Active Participation and Positive Contributions to Programs and Activities

Local Lodge and Community Level - Enter 1 to 10 With 10 Highest

	<u>Judge 1</u>	<u>Judge 2</u>	<u>Judge 3</u>	<u>Judge 4</u>	<u>Judge 5</u>
Score:					

Home District Level - Enter 1 to 15 With 15 Highest

	<u>Judge 1</u>	<u>Judge 2</u>	<u>Judge 3</u>	<u>Judge 4</u>	<u>Judge 5</u>
Score:					

TESA Level - Enter 1 to 25 With 25 Highest

	<u>Judge 1</u>	<u>Judge 2</u>	<u>Judge 3</u>	<u>Judge 4</u>	<u>Judge 5</u>
Score:					

Grand Total Score:					
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Average Score: Take the Grand total scores and divide by 5