

NCD PER ASSOCIATION  
ORGANIZATIONAL CHART INFORMATION

To help understand and eliminate any misconceptions of duties, consider the organizational chart **SIMILAR** to the structure of the Elks Lodge Officers.

- **DIRECTOR** (Exalted Ruler)- Presides at all business meetings, and makes parliamentary decisions. He/she will place items on the agenda as required by the Constitution.
  
- **1<sup>ST</sup> ASSISTANT DIRECTOR** - (Leading Knight) – Act in the Directors absence.
- **2<sup>ND</sup> ASSISTANT DIRECTOR** – (Loyal Knight) -Act in 1<sup>st</sup> Directors absence.
- **3<sup>RD</sup> ASSISTANT DIRECTOR** – (Lecturing Knight) Act in 2<sup>nd</sup> Directors absence.
- **SECRETARY/TREASURER** – (Lodge Secretary)

The above **FOUR DIRECTORS AND SECRETARY/TREASURER** are the **EXECUTIVE COMMITTEE**, the Secretary/Treasurer, attends the meetings, however, he/she does not have voting power.

- **REGIONAL DIRECTORS-**  
Each Regional Director shall be required to notify his/her membership in writing no later than **NOVEMBER 15<sup>TH</sup>** of each year that dues are due and payable, per Article X.

The **THREE REGIONAL DIRECTORS**, and **THE EXECUTIVE COMMITTEE** make up the **EXECUTIVE BOARD**. The Regional Directors do not make policy or act independent of the Executive Board.

In the past, the Regional Directors have put their responsibility back onto the Secretary/Treasurer.

Each Director **WILL HAVE** a complete list of all PERS of the Lodges he/she is in charge of.

All Regional Directors are also on the membership committee and will have a listing of all PERS of their respective Lodges who are members and those that are not members of the Association.

All Regional Directors will have a complete listing of the past **QUARTERLY** Drawing participants for their respective Lodges. They should try to get as many participants as they can. If additional capsule numbers are needed beyond the 130 that have been used, the Secretary/Treasurer will add them as needed.

Each Regional Director shall keep in contact with each of their Lodges, **collect the Drawing monies from their respective Lodges and turn the monies over to the Secretary/Treasurer PRIOR to the Association's Quarterly drawing at the Business meeting.**

**IT IS NOT THE DUTY OF THE SECRETARY/TREASURER TO CONTACT THE LODGES.**

Any expenditure for mailings, flyers, copying, etc. by the Regional Directors must first be approved by the Executive Committee.

All regional Directors shall be on the Membership Committee for the Association.

All Regional Directors shall assist in carrying out decisions of the Executive Board and the Executive Committee.

## **MISCELLANEOUS**

- The Association shall hold quarterly meetings between April 1<sup>st</sup> and March 31<sup>st</sup> of each Year.
- Any requests for funds, **MUST BE IN WRITING** to the Executive Board explaining the reason and justification for the funds. The Associations **Executive Board approves all expenditures.**
- Vouchers and receipts on all expenditures must be turned in to the **DIRECTOR** for review.
  
- Article X, C-2 of the NCD PER Association Constitution states that: “ A Region may petition in writing the Association Executive Board for funding, providing the funding is necessary and the funds are available. The funds may be transferred upon approval of the Associations Executive Board.

## **RE: FUNDS OF THE ASSOCIATION**

The Executive Director is responsible for the finances of the Association.

- The monies received from JAMBOREE FUNCTIONS' TICKET SALES are in separate accounts from the MEMBER DUES, and the QUARTERLY DRAWINGS.
  
- JAMBOREE FUNCTIONS AND JAMBOREE TICKET SALES ARE FOR RITUALISTIC PURPOSES.
  
- **Members Dues, and Quarterly Drawings** are separate from Jamboree monies, and are for Association Functions as determined by the Executive Committee.
  - **PER ASSOC.** hosts a one-hour cocktail bar at the annual VP/DD Reception.
  - Holds an Annual PER Reunion for all District PERs.
  - Sponsors special projects in the District, upon approval of the Executive Board.

## **ADVISORY COMMITTEE (Article VIII, Constitution)**

- Shall consist of not more than seven persons
- Chairperson shall be the immediate past Association Director

- If Advisory Chairman becomes ineligible for or unavailable, Association Director shall designate a chairman from the Advisory Committee to serve the term, or remainder of the term of said office.
- Appointed by the Executive Board.
- Any member may serve an indefinite term in this capacity, as long as the incoming Executive Boards reappoints him/her annually.
- At no time shall the incoming board replace more than one-half of the Advisory Committee, as long as more than one-half of the past year's Advisory Committee is eligible and willing to serve in this capacity.
- Has no authority to make policy or decisions for the Association.
- Shall provide guidance and suggestions to the Executive Board through its Chairman.
- Conducts studies at the request of the Executive Board.
- Each member of Advisory Committee will communicate his/her views and observations, whether solicited or voluntary, to the Advisory Committee Chairman who shall thereafter submit the findings and suggestions to the Executive Board.
- A minority report may also be submitted at the request of any Advisory Committee member.

This is your PER Association and you have a say in its future. We need all of your support to get the Association back on track and to function as intended. The structure of the Association is sound, and WILL work once everyone is aware of what is expected of each other.