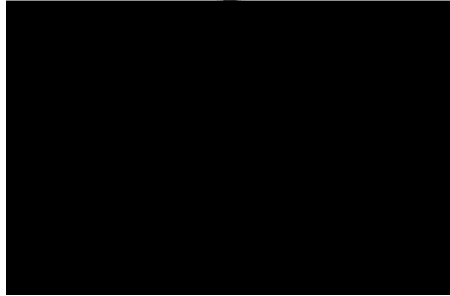


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COMMITTEE ON JUDICIARY



Virginia Elks Association, Inc.

Horace E. Jones, Jr., Secretary
South Congress Street
New Market, VA 22844

August 22, 2011 9939

APPROVAL No. 3-11-096
BY-LAW AMENDMENT(S)

(Association Action on June 11, 2011)

Dear Virginia Elks Association, Inc.,

I am pleased to hand you herewith official approval by the Committee on Judiciary, of
action lately taken by your association, with respect to its By-Laws.

With this approval, the change made is effective forthwith..

Sincerely and fraternally yours,

Chairperson, Committee on Judiciary

By: 

Area 3, Member on Judiciary

BY- LAWS OF THE VIRGINIA ELKS ASSOCIATION

(As Revised 06/16/07)

(Article VIII, Section 8 added 03/04/09)

(June 12, 2010 Article IV, Section 1 amended and Section 1.a. added

Article V, Section 7, and 10 amended, and Section 12 added,

Article VII Section 4 amended, Article VIII Section 1.a. amended, added new Article XII,

Old Article XII renamed, Article XIII)

June 11, 2011 (Article II, Section 1. add paragraph 1a), Article VIII, Section 1, add sentence at end of paragraph 1), Article VIII, Section 1 add paragraphs 7 and 8) , (Article VIII, Section 2, Delete Youth Camp Ways and Means Committee), (Article VIII, Section 2 (Delete paragraph y), Article VIII, Section 2, (Rename paragraph z paragraph y), Article VIII, Section 8, amend paragraph 5), Article XII amend section 1 and add Section 2)

Preamble

The Lodges of the Benevolent and Protective Order of Elks of the United States of America in the State of Virginia, to unite all Elks in closer bonds of fraternity, to bear true allegiance to the Constitution and Statutes of the Grand Lodge, to protect and promote the interests of the Order in the State of Virginia, to further good fellowship among the Lodges of this state and to exchange ideas beneficial to them, to foster the virtues of charity, justice, brotherly love and fidelity, and enhance patriotic devotion to those principles of government which have made our country great, do hereby establish these by-laws for this Association.

Article I – Name

Section 1. This Association shall be known as the Virginia Elks Association Inc, herein referred to as the Association or VEA.

Article II – Membership

Section 1. Every Lodge in the State of Virginia in good standing with Grand Lodge of the Benevolent and Protective Order of Elks of the United States of America shall be a member Lodge of this Association and comply with its By-Laws

[a. Each Lodge and its members shall be held responsible for complying with the policy and procedures of the Discrimination and Harassment Policy as contained in attachment A.](#)

Section 2. This Association shall recognize and follow in its organization, the districts established by the Grand Lodge of the Benevolent and Protective Order of Elks.

Section 3. Each Lodge of this Association shall be entitled to the following representatives who shall be qualified to participate in and vote upon all matters coming before the meetings of the Association. All delegates to be members in good standing.

a. All duly registered Exalted Rulers and Past Exalted Rulers of each affiliated Lodge will have a vote. Members of this class need only present their current membership card to the credentials committee for verification in the State and Grand Lodge Directories. PER'S not found in the G. L. Directory may be vouched for by the Exalted Ruler.

b. In addition each Lodge shall have a minimum of five (5) delegates. Those lodges having in excess of 250 members shall have one (1) additional delegate for each 50 members in excess of 250; each of whom shall be entitled, when in attendance, and after having been duly registered after presenting proper voting credentials, and making payment of the approved registration fees for that meeting, to one vote.

c. That the Secretary of the Association will prepare and mail by first class mail to the secretaries of each member Lodge: the approved Delegates Certificates with state seal attached for proper authentication and Lodge Seal, not later than thirty (30) days prior to each and every meeting of the Association. Each Lodge Secretary will issue voting credentials with the Lodge seal attached and signed by the Exalted Ruler and Secretary. No ballot shall be cast or counted other than those provided by the VEA Secretary. No absentee or proxy voting shall be permitted.

d. Each delegate will be required to present their delegates certificate and exhibit their current membership card when registering, prior to receiving their voting credentials. The Credentials Committee shall examine and report upon the credentials of members attending the State Association meetings and report their findings to the Association.

All questions relative to the right of members of the VEA to sit in and vote shall be determined by the committee subject to the approval of the Grand Lodge Sponsor.

e. All member Lodges shall have paid their annual dues in accordance with Article V Revenue, as required by Section 1.

f. All Virginia Elks exhibiting their current membership card shall be permitted to attend and participate in any and all meetings of the Virginia Elks Association without vote, unless proper voting credentials are presented and payment of registration fees are made in accordance with Section 3a,

Article III – Meetings

Section 1. Unless proposed change has been approved by the Trustees between meetings or by the Delegates during the Annual Convention or Fall Meeting, the Association shall hold an Annual Convention in the month of June and a Fall Business Meeting in the month of October. The time and place of all meetings raffles, drawings, ritual contest or any agenda change shall be approved by the Board of Trustees. Notice of the time and place shall be given at least sixty (60) days before the first day of said meeting, except when an emergency causes a change of time and place within such a period. In such event, notice of the change must be given promptly, but in no event, shall the meeting be held on less than twenty (20) days notice.

a. The June convention shall consist of the following: (1) A normal business meeting shall be conducted, with the presentation of reports, award ceremonies, a work session or a seminar of interest to all attendees, memorial ceremony on Sunday, installation of officers, etc. (2) A standing special work session shall be conducted for all Exalted Rulers covering what is expected of them while attending the Grand Lodge Convention. District Deputy Designates are encouraged to attend this session so they are apprised of the Association plans.

b. The October meeting shall consist of the following: (1) A short business session, election of officers, and workshops. The membership shall be advised in advance what these workshops will cover. The Vice-Presidents, with the concurrence of the President, shall be responsible for the selection of subject matter and conduct of the workshops. Consideration should be given to have experts from outside the Elks participate in these workshops. One of these workshops must be conducted for Lodge officers. The goal is to train and instruct the Elks of Virginia on Elkdom and the projects, programs, objectives and goals of the Virginia Elks Association.

Section 2. Special meetings of the Association may be called by the Board of Trustees upon not less than twenty (20) days' notice in writing to the member Lodges.

Section 3. Three (3) elected chair officers and fifty (50) duly accredited delegates representing no less than ten (10) Lodges shall constitute a quorum.

Section 4. The state chair officers, trustees and the President of the Youth Camp shall meet at least three times during the Association's business year. The President shall notify any additional participants that he/she deems necessary. These meetings shall be held in conjunction, whenever possible, with other state functions, but shall be called whenever necessary.

Section 5. An executive session of the Past State Presidents Advisory Council shall be held in the February-March time frame. This meeting shall be called by the chairperson of Past State Presidents Advisory Council. The State chair officers, State trustees, newly elected officers, State President of the Youth Camp, members of the Past State Presidents Advisory Council, and others as deemed appropriate should be in attendance. This meeting should be for the purpose of reviewing what actions need to be taken to meet established goals, evaluating committees' performances, establishing corrective actions to be taken to meet goals, assessing lessons learned to date, preparing initial budget profile and other topics as appropriate. Although the Vice-Presidents will be reviewing their respective committees' performances throughout the year, a critical assessment should be provided of the committees' performances including detailed recommendations for improving performances. This should include budgeting committee assignments, setting goals and future planning.

Article IV – Projects, Activities and Awards

Section 1. One of the major projects of the Virginia Elks Association shall be the Virginia Elks Youth Camp, herein also referred to as the Youth Camp, Camp or VEYC. The Camp is operated by the Virginia Elks Youth Camp, Inc., a wholly owned subsidiary of the VEA. It is recommended that the Chair Officers and Trustees of the VEA attend meetings of the VEYC to the greatest extent possible. A special committee, appointed by Trustees, with the assistance of the Past State Presidents Advisory Council, shall continually study the affairs of the VEYC and report its findings to

the Chair Officers, Trustees and Past State Presidents Advisory Council of the VEA. The VEYC shall present its status report and budget to the VEA for review and approval.

The VEYC shall give notice of all meetings to the VEA Chair Officers and Trustees in the same manner as given to the VEYC Officers and Directors.

No mortgage shall be placed on the property of the VEYC, no money borrowed in the name of the VEYC, and no real estate of the VEYC shall be conveyed without the approval of the VEA Board of Trustees, who, in turn, will seek approval of the Delegates at either the Annual Convention, Fall Meeting or Special Meeting called for such purpose.

Section 1.a. The second major charitable project is the VEA Safety Glasses distributed to Technical Educational Centers throughout Virginia.

Section 2. The Virginia Elks Association shall have a Past Exalted Rulers Association in accordance with Article III, Section 18, Opinion 24, of the Constitution and Section 18 of the Grand Lodge Statutes. Its primary purpose is to promote and support good ritual throughout the Commonwealth.

It shall meet during the Annual Convention and the Fall Meeting. All Exalted Rulers and Past Exalted Rulers in good standing of member Lodges of the VEA are invited to participate in the breakfasts and the business of this Association.

Officers shall be a President and a Secretary-Treasurer. They will be elected by a majority ballot at each Fall Meeting and take office at the close of the business meeting at the next Annual Convention. Each must be an Exalted Ruler or a Past Exalted Ruler in good standing of a member Lodge of the VEA. The President shall be a member of a Lodge in the same district as the President-Elect of the VEA. The President and the Secretary-Treasurer shall be elected for a term of one year.

The fiscal year of the PER Association shall begin on June 1st of each year and conclude on May 31st of the following year.

Section 3. An award shall be given at each Annual Conventional for the Virginia Elks Association Elk of the Year. This member shall be cited for dedicated and meritorious service to Elkdom and the VEA. The President and Vice-Presidents of the Association shall serve as the selection committee. The recipient shall be given a suitable plaque as a memento of the occasion.

Article V – Revenue

Section 1. Each member Lodge shall pay annual dues to the Association computed on the basis of \$3.00 for each member on its rolls on April 1 preceding the date of the Annual Convention. This amount shall be due and payable on or before June 1 of each year.

Section 2. A new Lodge instituted in this state shall be entitled to membership in this Association upon application, but it shall not be assessed any charges until after the first annual convention of the Association following its institution.

Section 3. Permission may be granted by the Board of Trustees to any member Lodge in good standing to pay its current annual dues to the Association in installments during the year, for good cause shown on application reasonably made to it prior to June 1 of any year, provided approval of such installment payment of dues shall be made by vote of a majority of said Board.

Section 4. The Convention Committee is authorized to charge a registration fee for Elks and their guests to help defray associated expenses, for the Annual Conventional and Fall Meetings. This fee shall be approved of the Board of Trustees of the Association.

Section 5. The fiscal year of the Association shall begin on July 1st of each calendar year and conclude on June 30th of the following year.

Section 6. An appropriate sum shall be established in the budget for the purpose of purchasing a suitable testimonial for the retiring President for services to the Association.

Section 7. The sum not to exceed one hundred (\$100) dollars shall be appropriated from the General Fund of the Association as one-half (1/2) for the cost of a gift to the Grand Exalted Ruler visiting the State Association. The other half shall be derived from registration fees collected by the Convention Committee.

Section 8. All elective officers may be reimbursed for expenses annually and necessarily incurred as traveling expenses when on official business for the Association. The amount of reimbursement shall not exceed that provided for in the approved budget.

Section 9. All expenses shall be established as fixed annually by the approved budget or as amended by the Board of Trustees between Association meetings. These changes shall be presented for approval of the membership at the next scheduled VEA meeting.

Section 10. So that the Virginia Room at the Grand Lodge Convention is continued, a sum not to exceed the amount established in the budget shall be appropriated from the general funds of the Association to defray expenses of the said room. The First Vice President with the input of the President shall chair this Committee and the Vice Presidents of the Association shall be charged with the responsibility of maintaining said room. The District Deputy Designates of the Grand Lodge VEA Districts shall assist the First Vice President Chairman in when not attending required Grand Lodge responsibilities. The First Vice President shall furnish the Secretary and the Trustees of the Association with an itemized account of his expenditures in connection therewith as soon as practicable following the Grand Lodge Convention. A written report covering the operations and expenses of the Virginia Room shall be given at the Fall Meeting.

Section 11. All requests for reimbursements shall be submitted to the VEA Secretary and supported by vouchers with receipts. Advancements for expenses shall be processed through the voucher system. At the closeout of the event all expenses and receipts shall be submitted with a new voucher to close out the advance voucher. Un-receipted expenditures from VEA funds will result in an IRS Form 1099 issued by the VEA Secretary to the person receiving such funds, with approval of the Board of Trustees. There shall be no checking accounts unless approved by the VEA Trustees.

Section 12. All the financial bookkeeping of the VEA shall be maintained and report all financial records using the approved accounting system specified by the State Trustees.

Article VI – Officers - Elections, Appointments and Vacancies

Section 1. The officers of the Association shall be a President, a Vice-President for each Grand Lodge District in the Association who shall be a member in good standing in a member Lodge in that District, a Secretary, a Treasurer, a Sergeant-at-Arms, a Chaplain, a Tiler, an Inner Guard, Parliamentarian, Presidential Aide and a Board of Trustees composed of five members. All officers of the Virginia Elks association must reside within the geographical boundaries of the State of Virginia. The Secretary and Treasurer will be directed to select a competent member of their Lodge to be trained to perform their respective functions during the temporary disability of the Secretary or Treasurer. In the event of the permanent disability of the Secretary or Treasurer, the substitute would perform the duties until a replacement could be elected. The President of the Association shall serve as an “ex-officio” member of the Board, but shall not be entitled to a vote

Section 2. The duly elected officers shall be the governing body of the Association in the interim between meetings.

Section 3. Election of officers shall be held during the Fall Business Meeting. Installation of the elected and appointed officers will be held at the Annual Convention.

Section 4. The election of officers shall be done in the following manner. Nominations shall be made from the floor for each office as described in Article VI, Section I. All elections will be decided by a majority vote of the delegates. In the event of three or more candidates for an office and a plurality vote is cast, the candidate receiving the least number of votes will be dropped from the ballot and another vote will be taken. This procedure will be continued until one candidate has received a majority of the votes cast. In the event of a tie, the president will cast the deciding ballot.

Section 5. All officers except Trustees, Chaplain, Sergeant-at-Arms, Tiler, Inner Guard, Parliamentarian and Presidential Aide shall be elected annually and shall hold office for one (1) year or until their successors are elected and installed. Trustees shall hold office for five (5) years, one Trustee to be elected at each Fall Meeting. The Chaplain, Sergeant-at-Arms, Tiler, Inner Guard, Parliamentarian, and Presidential Aide shall be appointed by the President.

Section 6. All District Deputies and Past District Deputies in good standing in the Lodges comprising this Association and residing within its jurisdiction shall be eligible to hold any chair office in the Association. Chair Officers consist of the State President and Vice Presidents. When possible rotation of the Lodges in the District shall be followed. Any candidate for Treasurer shall have previous accounting experience.

Section 7. The officers-elect shall be installed on the last day of the Annual Convention according to the ritual adopted by the Association. They shall be installed by the Grand Exalted Ruler, the Past Grand Exalted Ruler or a Past President of the Association selected by the incoming President.

Section 8. In the event that the office of President or Vice President is vacated for any reason, The Trustees with the assistance of the Past State Presidents Advisory Council shall appoint a Past State President, or Past District Deputy who is a member of the Association in good standing to serve until the next general meeting of the Association, at which time a replacement shall be elected by the Association, and must be from the same district as the one of the vacated office and meet the requirements of Article VI, Section 6.

Section 9. In the event of a Trustee vacancy. The State President with the assistance of the Past State Presidents Advisory Council shall appoint a Past State President, who is a member of the Association in good standing to serve until the next general meeting of the Association, at which time a replacement shall be elected by the Association, and must be from the same district as the one of the vacated office.

Article VII – Duties of Officers

Section 1. The duties described in this section are expanded upon by the Virginia Elks Association “Officers and Committee Manual -1998.”

Section 2. The President shall be the chief executive of the Association. He/she shall preside at all meetings, decide all questions of order, subject to the appeal of the Association, appoint all committees not otherwise provided for, fill all vacancies not otherwise provided for, and perform such other duties as may be required of him/her by action of the Association. Further, he/she shall assign each Vice-President Oversight responsibility for a designated group of committees. It shall be the duty of the President to attend all meetings and make visitations to Lodges in each of the Grand Lodge Districts. It shall also be required that the President attend the Grand Lodge Convention in July. The President shall appoint the Sergeant-at-Arms, the Chaplain, the Tiler, the Inner Guard, the Parliamentarian, and Presidential Aide who shall serve at his/her pleasure. The President shall make a report at the Annual Convention and the Fall Meeting of the activities and of the work of the Association under his/her administration.

Section 3. The Secretary shall attend all meetings of the Association and the Board of Trustees, keep proper record of the proceedings, preserve all books and documents, receive all money paid into the Association, and promptly pay the same over to the Treasurer, and perform other such duties as are properly required of the office.

In approving the payment of bills, the following procedure shall be followed: each bill shall be first approved by the Secretary. If in order, the Secretary will issue and sign a voucher to be countersigned by the President, who will send it to the Treasurer for the issuance of a check as herein provided. The Secretary, before assuming the duties of office, shall execute and deliver to the Board of Trustees a faithful performance bond, with corporate surety, in the sum of not less than \$20,000.00. The expense of such bond shall be paid by the Association.

The Secretary shall submit a report of the office at the Annual Convention and Fall Meeting.

Section 4. The Treasurer shall have a sound understanding of the principles of the approved business accounting system, attend all meetings including the Annual Budget Meeting of the Association and receive from the Secretary, and have custody of all funds belonging to the Association. He/she shall not have to pay out the money of the Association until he/she receives a proper voucher signed by the Secretary and countersigned by the President. The Treasurer shall then sign and issue a check. In the event of the incapacity of the Secretary or President, the Chairman of the Board of Trustees will countersign vouchers.

The Treasurer shall report on the financial condition of the Association at the Annual Convention and Fall Meeting.

The Treasurer, before assuming the duties of office, shall execute and deliver to the Board of Trustees a faithful performance bond with corporate surety in the sum of at least \$20,000.00, the expense of such bond to be paid by the Association.

Section 5. Vice-Presidents -The Vice-Presidents shall assist the President in the performance of his/her duties and in the absence of the President, or at his/her request, one shall preside at the meeting of the Association, in accordance with their seniority (First, Second, Third, etc.). The Vice-Presidents shall attend all Association meetings.

It is the duty of each Vice-President to promote and carry the Association’s program to each of the Lodges in his District, and to hold such District meetings as he/she may deem advisable for the best interests of the District, the

State Association, and the Order. He/she shall preside at the District meetings, have a record of the proceedings kept, and report thereon to the State Association.

It shall also be the duty of each Vice-President to make an official visit to each of the Lodges in their district not being visited that year by the President.

It shall be each Vice-President's responsibility to ensure that each committee assigned to him/her by the President has established a viable program and that the committee is performing its responsibilities.

It shall be required that each Vice-President make a report at the Annual Convention and the Fall Meeting of his/her activities and the work of the respective Districts.

Section 6. The Sergeant-at-Arms shall attend all meetings, execute the orders of the President, assist in preserving order, act as Marshal on public occasions, and perform other such duties as are properly required of the office.

Section 7. The Chaplain shall attend all meetings of the Association and perform such duties as are customary to be performed by such officer. The Chaplain shall also assume the primary responsibility for conducting a Memorial Service at the Annual Convention.

Section 8. The Tiler shall have charge over the outer doors of the hall in which meetings are held, and shall perform such other duties as are properly required of the office. The Inner Guard shall have charge of the inner doors of the hall in which the meetings are held and shall perform such other duties as are properly required of the office. The Parliamentarian shall assist the President in the proper procedure to be used on any item of business to assure compliance with Article XI, Section 2 of these By-Laws. The Presidential Aide shall serve at the pleasure of the President and provide assistance in carrying out his/her official and social duties.

Section 9. Immediately following the annual installation of officers, the Trustees shall meet and organize a Board of Trustees by electing a Chairman and a Secretary. Said Board shall meet at the call of the Chairman as often as the fulfillment of their duties may require. The Secretary of said Board shall keep an accurate record of all business transacted by said Board.

Said Board of Trustees shall have the following powers and duties:

a. It shall have control of the funds, investments and property of the Association, whether real or personal, not otherwise provided by law, and shall receive and collect the income and rents there from, and shall execute all leases, contracts, or other papers necessary or proper in the management or control of the funds, investments or other property of the Association.

b. It shall, during the interim between meetings of the Association, take general charge of the property and the direction of its affairs, and shall take such action as may be necessary to protect the interests of the Association and promote its objectives.

c. It shall receive and hold the bonds of the officers of the Association and shall present a written report of its transactions at the Annual Convention and shall perform such other duties as may be required by the laws of the Association.

d. It shall submit at the Annual Convention a proper budget for the ensuing year. The proposed budget shall be sent to each Lodge for review at least thirty (30) days before the Annual Convention. The proposed budget for the ensuing year shall be approved by the Association's delegates, by a majority vote, before it becomes officially adopted. Amendments thereto may be made from the floor only when the budget is under consideration. After final approval, no expenditures not therein authorized may be made during the current year, unless considered by the Board of Trustees to be of an emergency nature, and uncommitted funds are in hand and currently available. Any and all funds of the Association, in excess of the budgeted requirements, shall be retained by the Association for future use in funding its operation.

e. It shall have the power and authority to remove from office any officer whenever the good of the Association requires it. The order of removal must be in writing and shall be subject to review by the delegates at the next meeting. The filling of a vacancy of an office will occur as set forth in the provisions of Article VI, Section 8.

f. It shall have the responsibility of approving the time and place of the Annual Convention and Fall Meeting

g. The Board shall have the power to limit the amount of money to be spent by the committee. The Convention Committee shall have full charge and control of each Convention/Meeting held by the Association, and shall make rules and regulations, as necessary, for the conduct of such meetings, the members and guests attending same.

h. The VEA Secretary shall serve as the Secretary to the Board of Trustees and attend all budget meetings.

Article VIII – Committees

Section 1. The Trustees, with the assistance of the Past State Presidents Advisory Council, shall appoint and have the oversight of the following committees: Auditing, By-Laws, Conventions/Meetings, Credentials, Protocol, VEYC Liaison Advisor, Virginia Elks Fund Inc. Investment Committee, Discrimination and Harassment Committee, and The VEA Charities. (See Art. XII, Pg 11-12)

(1) The Committee on Auditing shall examine and audit the books of the Secretary and Treasurer, and shall submit annually to the Association its findings and any recommendations it deems for the good of the Association. It will report specifically whether the budget has been observed. The Chairman of the Audit Committee should be a public accountant.

(2) The Audit Committee shall engage an accountant (preferably a Certified Public Accountant); with the approval of the Virginia Elks Association and/or its Board of Trustees, to review all books and records of said Association.

1. The Audit Committee shall submit annually to the Association the report of the auditor along

with the committee's report with any pertinent comments it deems for the good of the Association.

2. The Audit Committee shall require that:

a. All officers, individual members, committees or any other entity of the Virginia Elks Association must reasonably substantiate all expenses, etc., that are submitted to the Secretary for payment by the Association.

b. Any committee, individual member, officer or other entity of the Association must keep good, detailed records of monies handled so that records can be audited. This rule applies to money raising projects, but is not limited to that item.

(3) The Committee on By-Laws shall have referred to it and report to the Association all proposed amendments to the By-Laws and proposed resolutions. The committee shall be made up in accordance with Article XII, Section 2. The chief law officer of the Association shall assist the President in the interpretation of its laws.

(4) The Convention/Meetings Committee shall determine the date and location of the Virginia Elks Association conventions and meetings, contingent upon the conditions as defined in Article III, Meetings,

a. They shall appoint a local Chairperson to oversee the planning and execution of the activity. The Chairperson of this committee shall make appropriate reports of attendance to the session. The Chairperson of this committee is authorized to negotiate all contracts with hotels and other establishments in the procurement of adequate facilities described above with the approval of the Trustees.

b. All contracts will be executed by the Trustees and all funds are to be turned over to the Secretary for payment through the voucher system.

(5) The duties of the Credentials Committee are described in Article II, Section d.

(6) The Protocol Committee shall be responsible to the Association for the for the initial guidance of our newly elected Officers of the lodges of the State Association relative to the many Grand Lodge and State ceremonies dealing with etiquette and how they should properly handle all procedures and courtesies accordingly. The Protocol Committee shall consist of a General Chairman and such other members as may be appointed by the Trustees with the approval of the Past State Presidents Advisory Council

(7) The Discrimination and Harassment Committee will assist Lodges in preparing a "Policy Against Harassment". Federal and state employment opportunity laws prohibit sexual harassment and other discriminatory practices in the workplace. The Virginia Elks Association embraces these laws.

(8) The goal of the Virginia Elks Fund Inc. Investment Committee is to continually add new money to our charities fund. This shall be achieved by way of exercising sound investment practices which will result in the designated rate of return on investments.

Section 2. The President shall appoint immediately after taking office, the following standing committees, each of which shall be comprised of at least a State Chairperson and a committeeperson from each Grand Lodge District.

Accident Prevention
Americanism and Flag Day
Business Practices
Drug Awareness
Elks National Foundation
Elks National Foundation - Hardship
Elks National Home
Elks Training
Government Relations
Hoop Shoot
Indoctrination
Internet
Lodge Activities
Lodge Development
Membership and Lapsation
Old Dominion Elk
Presidential Achievement
Public Relations Ritualistic
Scholarship
Soccer Shoot
Veterans Service
Virginia Housing and Hospitality
Youth Camp Maintenance
~~Youth Camp Ways & Means~~
Youth Leadership and Activities

A. The specific duties and responsibilities of the above committees and others as established by the President shall be as follows or as specified in the applicable committee task description, or as set forth in the Virginia Elks Association Officers and Committee Manual.

a. The Accident Prevention Committee will assist Lodges in the operation of a facility that maximizes a clean, safe environment that minimizes the risk of lawsuits and litigation.

b. The Americanism and Flag Day Committee shall be charged with implementing the patriotic activities of the Order, as well as promoting the conduction of Flag Day Services, encourage community participation in these services, and promote proper display and respect of the flag.

c. The Business Practices Committee has the general responsibility to assist all member Lodges of the Association and their Home Club with any business related problems.

d. The Committee on Drug Awareness shall establish and promote vigorous programs to increase awareness of the dangers of substance abuse.

e. The Elks National Foundation Committee shall promote and stimulate participation of member Lodges in the programs of the Foundation.

f. The Elks National Foundation Hardship Committee is to recommend the names of children of deceased or totally disabled Elks for one-year educational grants. Grants are renewable three times.

g. The Elks National Home Committee shall instill in each member the feeling of responsibility of visiting the Home as often as possible and provide comfort for those in residence.

h. The Elks Training Committee shall consist of the four Vice Presidents of the Association with the chairperson designated by the State President, and serving a minimum of three years. They are to administer the Elks Training Program developed by the Grand Lodge and encourage participation by all member Lodges and as many member s Elks as possible.

i. The Government Relations Committee, to the greatest extent possible, will monitor, analyze and report on all legislative, regulatory and legal matters in the areas of concern to the Association membership.

j. The Hoop Shoot Committee shall continue the promotion, planning and organization of the contest on all levels of competition.

k. The Indoctrination Committee is to promote and encourage within the Lodges an informal program for the instruction of new candidates for membership which shall include national and local video tapes and other appropriate information.

l. The internet Committee shall develop and maintain an Internet Homepage for the Association in order to publicize the activities of the Association and the member Lodges.

m. The Lodge Activities Committee will advance the activity of fellowship, social functions, recreational events, community projects, and fund raising for charitable purposes which will enhance the image, spirit and involvement of Elkdom.

n. The Lodge Development Committee shall constantly have before it the goal of adding a definite number of new lodges in a specified period of time, and shall direct its efforts to that end.

o. The Committee on Membership and Lapsation shall have the primary duty of fixing a definite goal to increase membership and decrease lapsation in each Lodge, and to work with local Lodge officials and committees to that end. It shall aid and encourage membership and participation in the activities of the Association.

p. The duties of the Old Dominion Elks are covered in Article IX.

q. The Presidential Achievement Committee shall promote participation in and give recognition to those lodges who achieve the established goals in the areas of membership, National Foundation, Hoop Shoot and Youth Camp quotas. Credit for sending children to Youth Camp should be given to the lodges in the current Lodge year. Report shall come from the Virginia Youth Camp Secretary. Lodge Exalted Rulers shall compete in the 11 o'clock Toast Contest, or in his/her absence, any officer of the lodge, in order for the lodge to be eligible for the Presidential Achievement Award.

r. The Public Relations Committee shall establish and implement media programs that promote the programs, events and good work of Elkdom.

s. The committee on Ritual shall arrange for and conduct the ritualistic contests of the Lodges affiliated with the Association. It shall report the results of the contests to the appropriate Grand Lodge committee. Every reasonable effort should be made to have the ritual contest held during the ritual clinic.

t. The Scholarship Committee shall encourage the subordinate Lodges of the Association to select worthy students for scholarship awards given by the Association and the Grand Lodge.

u. The Soccer Shoot Committee shall implement rules and regulation for contests held by member Lodges, District and State Contest levels. It shall assist member lodges and Districts in the conducting of competition.

v. The Veterans Service Committee shall encourage visitation and entertainment for hospitalized veterans and promote other beneficial activities and services for them.

w. The duties of the Virginia Housing and Hospitality Committee are covered by Article V. Section 10 of the By-Laws

x. The Youth Camp Maintenance Committee is responsible to the Virginia Elks Association for insuring the property of the Virginia Elks Youth Camp is maintained in an operational state for the camping season.

~~y. The Youth Camp Ways and Means Committee is responsible to the Virginia Elks Association for formulating and implementing fundraising programs for prioritized operational and maintenance needs specified by the Youth Camp Executive Committee.~~

y. The Youth Activities Committee shall promote among the Lodges all charitable or benevolent activities approved by the Association and the Grand Lodge. This shall include but not be limited to Youth Leadership Contest, sponsoring of Boy and Girl Scout troops, and Cub and Brownie Packs, the sponsorship of youth athletic teams and support of youth programs designed for the handicapped.

B. Any monies handled by a committee, individual member, or officer of the Association must be promptly recorded in detail and without delay turned over to the Secretary who will make record of the same and then promptly transfer said funds to the treasurer for recording and depositing the same.

Section 3. Each of the foregoing committees shall perform the work as required by the Grand Lodge and also perform such other duties as may be referred to it by the Association or by the President.

Section 4. The President shall have the power to appoint any special committees to have charge of different features of annual meeting and such other special committees as in his/her opinion are necessary for the good of the Association.

Section 5. All committees/Elks authorized to incur expenses must provide proper documentation, invoices, vouchers, etc., for all expenditures to support the disbursements and provide audit materials to the Treasurer of the Association. The amount of funds available for those committees authorized to incur expenses shall be specified in the annual budget. Any expenditure above the approved budget amount shall be referred to the Trustees for prior approval. Un-receipted expenditures from VEA funds will result in an IRS Form 1099 issued by the Association Secretary to the person receiving such funds, with approval of the Board of Trustees.

Section 6. The Past Presidents of the Association, also referred to as the Past State Presidents Advisory Council, shall constitute the Advisory Council which shall meet during each Annual Convention and Fall Meeting or when necessary to address issues of the Virginia Elks Association.

Section 7. Neither the VEA State President or Vice-Presidents shall serve as President or Vice-President of the Virginia Elks Association and the Virginia Elks Youth Camp, Inc. at the same time.

Section 8. District Advisory Councils shall provide advice and assistance to the Districts' Past State Presidents to foster a spirit of good fellowship and cooperation among lodges and shall render experienced counsel and assistance thereby protecting the interest of the Virginia Elks Association at the District level.

The District Advisory Councils shall advise The Past State Presidents of the Virginia Elks Association at the District level. They shall assist in the maintenance of high leadership standards; shall assist in the development, training and recruitment of future leaders; and shall nourish a spirit of good fellowship among members of the Virginia Elks Association.

All Past District Deputies are members of their respective District Advisory Council and shall retain their membership as long as they are members in good standing in their respective lodges.

Serving district deputies and District Deputy-Designates shall be non-voting members of their respective District Advisory Council.

The District Advisory Councils should meet ~~annually immediately following the January District Deputy Meeting.~~ **three times a year.** The Chairman as necessary may call special meetings.

Article IX – Official Newspaper

Section 1. The Association shall publish a newspaper to be known as the “Old Dominion Elk”.

Section 2. The President of the Association shall name the editor, who shall serve at the President’s discretion.

Section 3. The Board of Trustees of the Association, with the advice of the editor, are authorized to establish a proposed budget, make rules and regulations regarding the publication, advertisements contained therein, frequency of publication, and any other rules and regulations which in its discretion it deems necessary to carry out the publication and distribution of said newspaper to members of the Association.

Article X – Relations with the Grand Lodge

Section 1. The Secretary of the Association shall furnish from time to time, the Grand Exalted Ruler, the Grand Secretary and the Chairman of the Committee on State Associations of the Grand Lodge, the following:

- a. A copy of the proceedings of each Annual Meeting, including the report of its Treasurer.
- b. Copies of its Constitution and By-Laws and Rules and Regulations and Amendments thereto.
- c. All official circulars issued by it under its authority.

d. A list of Lodges affiliated with the Association.

e. A list of officers and the Lodges comprising the Association, with a post office address of its President, Vice-Presidents, Secretary, Treasurer and each member of its governing body.

f. Any information which may be requested by an officer of the Grand Lodge.

Section 2. The Association shall observe, strictly, the provisions of the Constitution and Statutes of the Grand Lodge relating to State Associations. No question of a political or sectarian character shall be introduced at a meeting of the Association and no person shall be directly or indirectly endorsed for any public or Grand Lodge office. A resolution recommending action by the Grand Lodge shall be filed with the Grand Exalted Ruler and the Grand Secretary and shall not be given publicity until it has been submitted to and approved by the Grand Lodge, and then only in accordance with the laws of the Order.

Article XI – Order of Business and Rules of Order

Section 1. The order of all business at all meetings of this Association, unless otherwise directed by a majority of the delegates, shall be as follows:

- a. Opening by the President
- b. Introduction of Honored Guests
- c. Invocation
- d. Tribute to the flag
- e. Address of welcome by host Lodge and representative of the area
- f. Response
- g. Roll call of officers
- h. Roll call of Lodges
- i. Appointments for meeting
- j. Introduction of Grand Lodge officers
- k. Report of Credentials Committee
- l. Reading of the minutes of the last meeting
- m. Presidents report
- n. Report of the Vice Presidents by seniority
- o. Secretary's Report
- p. Treasurers Report
- q. Report of Standing Committees
- r. Unfinished business
- s. New Business
- t. Good of the Order
- u. Election of Officers (Fall Meeting)
- v. Selection of the location for the next Annual meeting
- w. Memorial Service (Annual Convention)
- x. Installation of Officers (Annual Convention)
- y. Appointments by new President
- z. Benediction
- aa. Adjournment

Section 2. Procedures as to the conduct of all association and committee meetings not herein set out shall be governed by — Roberts Rules of Order”.

Article XII Virginia Elks Charitable Fund, Inc.

Section 1. The Virginia Elks Charitable Fund, Inc. is a nonprofit 501c8 501C3 tax exempt fund. The Virginia Elks Charitable Fund, Inc. may receive and expend contributions from the Elks National Foundation, Inc. and from other contributors.

The VEA Trustees shall also be the Board of Directors of the Virginia Elks Charitable Fund, Inc. and the elected VEA Officers shall be its officers. The Virginia Elks Charitable Fund, Inc. will maintain detailed records of the receipt and disbursement of funds. The Virginia Elks Charitable Fund, Inc. shall have a purpose of generating income for the continuation of our valuable programs.

The Directors and Officers of the Virginia Elks ~~Charitable~~ Fund, Inc. will have the responsibility of promoting membership participation and donations. They may appoint other VEA members to serve on one or more fund-raising committees.

Contributions shall be dedicated to projects authorized by the VEA. ~~Presently these projects are~~ The VEA Youth Camp or Vocational Safety Glasses.

Section 2. The VEA Charities Fund Committee's administrative tasks program shall be the promotion of giving to the Virginia Elks Fund. Also, the processing and acknowledgement of donations, and the operation of the certificate program. The goal of the VEC is to continually add new money to our charities fund, This shall be done through annual campaign by the Virginia state officers and this committee through annual donations of \$20 for 5 years, \$50 for 10 years, and \$100 for 10 years. Upon fulfillment your contributions will total \$100, \$500 or \$1,000 respectively.

Donations are also encouraged from Lodges, Ladies' Organizations and individuals for equipment and supplies for various VEA projects and programs. Additional funds may be received through wills and bequests.

All donations, money or checks, shall be sent to the VEA'S Secretary and then to the Treasurer for processing.

(NOTE: The effort of fund raising by the Youth Camp Ways and Means Committee is conveyed to this Committee)

Article XIII – Amendments

Section 1. Amendments to these By-Laws shall be presented in writing at any regular meeting and shall be referred to the Committee on By-Laws. Said committee will report thereon to the Association as soon as possible and before adjournment. Under the heading — “New Business”. It shall require a majority affirmative vote to adopt any amendment. Such amendments shall become effective when approved by the Committee on Judiciary of the Grand Lodge.

Section 2. Reconsideration of these By-Laws shall be made every five years by the By-Laws Committee appointed by the Trustees with the approval of the Past State Presidents Advisory Council.

Article XIII – Installation of Officers

Ritual adopted by the Association in Accordance with Article VI, Section 7 for the installation of officers is as follows:
President: The Sergeant of the Arms will please retire with the Officers Elect to the anteroom. I will now turn the meeting over to _____, the installing officer.

By-Laws Approval

Approval of the Revised By-Laws of the Virginia Elks Association on June 11, 2011 at the Spring Convention held in Chesapeake, Virginia.

**By: President of the Virginia Elks Association
By: Secretary of the Virginia Elks Association
By: Grand Lodge Committee on Judiciary**

**James M. Powell, June 11, 2011
Horace E. Jones, Jr., June 11, 2011
2011**

This is to certify that the By-Laws of The Virginia Elks Association. Inc. in the form attached hereto is submitted to the designated member of the Grand Lodge Committee on Judiciary for approval in accordance with Grand Lodge Statues. The proposed By-Laws Amendments were presented to the members of the Virginia Elks Association at their Annual meeting on June 11, 2011, and at that meeting the said By-Laws Amendments were adopted by a majority vote of the delegates voting.

**James M. Powell
President, Virginia Elks Association**

**Horace E. Jones, Jr.
Secretary, Virginia Elks Association**

Note: Prepared in triplicate. Attached amendments adopted by the members of the Association on 6/11/11.

**Approved:
Committee on Judiciary
By:
Date:**

