

British Columbia Elks Association

CONSTITUTION

BY-LAWS

AND

REGULATIONS

June 2018

BRITISH COLUMBIA ELKS ASSOCIATION

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BRITISH COLUMBIA ELKS ASSOCIATION
REGULATIONS

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BRITISH COLUMBIA ELKS ASSOCIATION

MISSION STATEMENT

An Association of Lodges in British Columbia supporting and coordinating Charitable endeavors of its Members.

CONSTITUTION

Article 1

The name of the Organization is: **“BRITISH COLUMBIA ELKS ASSOCIATION”**
Hereafter referred to as the “Association”.

Article 2

The purposes of the Association are:

- (a) To promote the development of Elkdom including supporting and coordinating the charitable endeavors of its members within the Province of British Columbia and elsewhere.

BY-LAWS

PREAMBLE

In adopting these By-Laws or any By-Laws in the future, the British Columbia Elks Association acknowledges that it is governed by the provisions contained in the Constitution and By-Laws of the Elks of Canada and that any By-Law, or amendment thereto, that is disagreeable to, or inconsistent with, the above document, shall be void to the extent of such disagreeability or inconsistency. Further, that any such British Columbia Elks Association By-Law that is disagreeable to, or inconsistent with, the By-Laws of the Elks of Canada shall be automatically amended so as to correct such disagreeability or inconsistency.

ARTICLE 1

OFFICERS OF THE ASSOCIATION

1.1 The Officers of the Association shall comprise of:

- A President
- An Immediate Past President
- A First Vice-President/President Elect
- A Second Vice-President
- A Third Vice-President
- And Two (2) elected Directors

1.1.1 All of the Officers shall be elected annually except the President Elect and the Immediate Past President. Any member in good standing of the Association may be elected to serve on the B.C. Elks Association Executive in the capacity of Vice-President or Director. A member may serve in one (1) of the two (2) Association Director positions for a maximum of two (2) terms. Should the Director decide to continue through the chairs, the Director must be elected to one of the Vice-President positions.

1.1.2 All Officers shall hold office until their successor has been duly elected and installed in the elected position, or until they resign or become suspended.

1.1.3 RITUAL AND CEREMONIAL DUTIES:

The Vice-Presidents and Directors shall be assigned the normal Ritual and Ceremonial duties to like positions of the Order. The Immediate Past President will be assigned the duty of Chaplain. The positions of Sargent At Arms and Membership Director will be assigned to the Directors as determined by the President, with the approval of the Executive. For the Conference the President, with Executive approval, shall appoint an Organist. Whenever possible, such appointment shall be made from those Elks attending the Conference.

1.1.4 NOMINATIONS:

All Nominations for election to the Executive of the British Columbia Elks Association shall be made from the floor of the annual Conference.

1.1.5 ELECTIONS:

Any member in good standing of the Association, shall be eligible to hold office in the Association.

1.1.6 ABSENTIA:

Any candidate for an office in the Association who delivers, prior to the election, a notice in writing signed by the candidate that he or she accepts the nomination to the office named and undertakes the duties assigned to that office, shall be excused from attending personally at the election.

ARTICLE 2

VACANCIES IN OFFICE

2.1 In the event that the President is unable, for any reason, to perform the duties of their office, a Vice-President or Director, (available in order of ranking) shall at once assume the duties and powers of that vacancy.

2.2 In the event that a member of the Executive chooses to resign, that member shall submit his or her resignation in writing to the Executive for their consideration.

2.3 In the event any other office shall become vacant for any reason, the Executive shall have the power to appoint a Member in good standing of the Association as a replacement, Pro-Tem, but such appointment shall not be valid after the office is regularly filled.

ARTICLE 3

EXECUTIVE COMMITTEE

3.1 EXECUTIVE COMMITTEE (Association Executive)
Hereafter referred to as the "Executive".

3.1.1 The Executive shall constitute a cabinet of the Association and shall consist of the Officers of the Association, the President's Liaison, the Chair of the Judiciary Committee and the Chair of the Finance Committee. All shall be notified of each meeting and shall attend. The President Liaison and the Chairs of the Judiciary and Finance Committees shall advise but shall not vote. The Executive shall perform such duties as are required of it by the Constitutions, By-Laws and Regulations of the Association and Grand Lodge.

3.1.2 Four (4) members of the Elected Executive shall constitute a quorum for the transaction of any business of the Association. This quorum shall not be altered by reason of a vacancy or vacancies that may occur on the Executive of the B. C. Elks Association.

3.1.3 For the purpose of carrying out the provisions of the Constitution, By-Laws and Regulations of the B.C. Elks Association, according to their intent, the Executive of the B.C.

Elks Association may make such Regulations as are ancillary, necessary or advisable. Regulations made in accordance with this power have the same force and effect as a By-Law and shall be forthwith reported to the members at the last known address of the active member's Lodge within the jurisdiction of the B.C. Elks Association and Grand Lodge. All amendments to any Regulations shall be reported to the same bodies in similar fashion.

3.1.4 The Executive shall meet immediately before and immediately after each Conference, twice during the mid-term and at the call of the President or any four members of the Executive and the necessary expenses of its members for attendance at such meetings shall be paid by the Association.

The members of the Executive may waive a formal meeting (except the Pre-Conference and Post Conference meetings) by the consent in writing of 2/3 of the members of the Executive. All meetings shall be to conduct the business of the Association.

Reference to all other Committees are contained within the Regulations of these By-Laws.

ARTICLE 4

DUTIES OF OFFICERS, PRESIDENT'S LIAISON AND OFFICE ADMINISTRATOR

4.1 The elected Officers and the Immediate Past President shall be the Voting Executive of the Association.

4.2 The President shall have supervisory power over the Association. He/she shall see that all committees are properly constituted and functioning.

4.3 OFFICERS:

All Officers of the Association shall carry out the duties of the Association which are usually incident to those of the corresponding Officers of Grand Lodge (except those duties outlined specifically), and shall faithfully execute all orders of the President or of the Association in connection with their respective offices.

4.4 The PRESIDENT'S LIAISON : The President's Liaison shall be appointed annually by the President, with the approval of the Executive, to commence his/her duties following the Conference.

4.5 PROVINCIAL CHAIR: In the absence of the President's Liaison, the Executive may appoint a Provincial Chair to assist, without vote, the President at meetings but the President shall conduct Ritual duties.

4.5.1 THE OFFICE ADMINISTRATOR:

All moneys of the Association coming into the Office Administrator's hands shall forthwith be deposited by him/her in any Chartered Bank designated in writing by the Finance Committee. He/she shall pay all current accounts and keep a correct record of the same.

He/she shall keep a true record of the proceedings of all Regular meetings, Conferences or Special Meetings of the Association. He/she shall cause such proceedings to be printed and distributed to the members of the Executive of the Association.

Conference and Special Meeting records of the Association shall be distributed to the last known address of the Active Member's Lodge of the Association, the Grand Exalted Ruler and the Grand Lodge Office.

He/she shall attend to all correspondence.

- 4.5.2 He/she shall, from time to time, submit to the Grand Exalted Ruler and the Grand Lodge office all such documents, reports, and information as are required of him/her by the Grand Lodge Constitution and By-Laws. He/she shall forthwith deliver to his/her successor in office all records, correspondence, property and other effects of the Association in his/her possession.

ARTICLE 5

MEMBERSHIP and REPRESENTATION

- 5.1 Except as here in after provided, every Lodge of the Order within the jurisdiction of the B.C. Elks Association, shall be a member of this Association, provided that any Lodge receiving dispensation from the Grand Exalted Ruler or the Grand Lodge Executive, shall be entitled to be a member of the Association on the terms and conditions as set forth in the dispensation.
- 5.2 Every member in good standing in this Association and in Grand Lodge of the B.P.O.E. shall be entitled to representation at all Conferences and Special Meetings of the Association.
- 5.3 Representation will be as follows: Any Elk, being a member in good standing within the British Columbia Elks Association shall be entitled to speak and vote provided they:
- (1) Show proof of being a member in good standing.
 - (2) Pay any Registration Fee required.

Any delegate, to the Conference or a Special Meeting of the Association, may register in advance by mail, by sending the required registration fees with his/her registration form together with his/her properly completed Credential Form to the Chairman of the Registration Committee of the Host Lodge. On application to the Committee, the delegate may have his/her fees refunded if they are unable to attend for reasons acceptable to the same Committee. (see Regulation R-4)

ARTICLE 6

ASSOCIATION REVENUES

6.1 The Revenues of the Association shall be as follows:

6.1.1 An annual Registration/Affiliation fee as established via regulation shall be paid by each Lodge on behalf of each member carried on the membership roll of the Lodge which shall be paid in quarterly installments due March 31st, June 30th, September 30th and December 31st.

Such levy shall include Honorary Life members and other Honorary members, but shall not include Automatic Life members as defined within the Grand Lodge Constitution.

Any proposed change in established fee must be approved by a 75% majority of those members qualified to vote at a Conference, provided that each Member Lodge has been notified in writing of any proposed increase at least thirty (30) days prior to the opening of the Conference.

6.2 Each quarterly installment of the Per Capita Tax shall be forwarded by the Secretary of each Member Lodge to the Association Office not later than thirty (30) days after the due dates of March 31st, June 30th, September 30th and December 31st of each year as in Article 6.1.1. Such payment shall be accompanied by a statistical report, on forms furnished by the Office Administrator. Such reports shall be for the quarterly periods ending: March 31st, June 30th, September 30th and December 31st of each year.

6.2.1 Any Lodge failing to submit its Per Capita Tax report accompanied by the remittance shall pay a penalty of 1 cent per member of each day of default commencing thirty (30) days after the report and the remittance was due for each quarter.

6.2.2 Any Lodge in default of filing a report, remitting the Per Capita Tax or the penalty aforesaid shall not be in good standing until the report has been filed and the Per Capita Tax and any penalty has been paid.

6.3 Any Lodge may request, in writing, a waiver or suspension of all or any part of any payments due to the Association. Such request is to state precisely its reasons for making such a request. The Executive shall consider any such request at its next meeting and may grant such waiver or suspension of payment by a majority vote of those present and voting.

6.3.1 In the event the Executive does not grant the requested waiver or suspension of payment, the Lodge has full recourse to appeal to the next Conference where such waiver or suspension of payment may be granted by a 2/3rds majority vote of those present and voting.

ARTICLE 7

FUNDS

- 7.1 The funds of the Association shall be classified as follows:
 - 7.1.1 **GENERAL FUND:** Consisting of all revenues accruing to the Association except Charities Funds.
 - 7.1.2 Gifts or bequests as may be made to the Association from time to time, clearly marked for General Funds.
 - 7.1.3 **CHARITIES FUND:** For receipt of all funds specified for charities.
- 7.2 Disbursement of funds:
 - 7.2.1 All expenses of the Association except as hereinafter provided shall be paid from the **GENERAL FUND**.
 - 7.2.2 The **CHARITIES FUND** shall be for disbursement to charity, as directed by the Association.
- 7.3 No member of the Executive of the Association may receive remuneration or other financial benefits for their services to the Association, regardless of the type of services performed.

ARTICLE 8

MEETINGS

- 8.1 The Annual Association Conference shall commence on or near the first (1st) Saturday of June as approved by the Executive.
 - 8.1.1 The place of the Conference shall be determined as follows: The Association shall receive from the Lodges, an invitation to host the Conference not more than thirty (30) months in advance of such Conference and that such invitation shall be accompanied by a completed Conference Bid Package, as supplied by the B.C. Elks Association. In the event two (2) or more qualified competing bids are received by the Association, the qualified competing bids will be placed before the Conference for choice by vote. The competing qualified bidders will be expected to give a presentation to support their bid. For a Lodge to become a successful bidder, they must obtain **50%** plus one of the votes cast on the Conference floor.

- 8.1.2 In the event of any condition arising which renders it impracticable to hold the Conference at the time and place or at the time or place previously determined, then the President, with the approval of the majority of the Officers of the Association, may change the time or place of the Conference, and shall officially notify the Member Lodges, Officers and Committees of the Association as soon as practicable after the condition requiring such change arises.
- 8.1.3 **Special Meeting of the Association:** In cases of emergencies, the President, with the approval of the majority of the Executive and the Grand Exalted Ruler, may call a Special Meeting of the Association and such call shall state the business to be considered and fix a place where and the time when the Meeting shall be held, which time shall not be less than fourteen (14) days after the issuance of such call. No business other than that stated in the call shall be considered.
- 8.2 **QUORUM:**
Twenty-four (24) member representatives of at least five (5) Lodges of the Association in good standing with at least two (2) Chair Officers of the Association shall constitute a quorum to conduct the business of the Association at any Conference or Special Meeting thereof.

ARTICLE 9

RESOLUTIONS and CONSTITUTIONAL AMENDMENTS

- 9.1 All Resolutions submitted to the Association shall be presented in writing indicating majority support by a Lodge, Committee or Region thirty (30) days prior to the opening of the Conference. Committee resolutions shall only be accepted if approved by the Executive.
- 9.2 The Constitution and By-Laws of the Association shall not be altered or added to except by Circulated Resolution.
- 9.3 Circulated Resolutions that **do not** propose amendments or additions to, or deletions from, the Constitutions or By-Laws of the Association or of the Grand Lodge, or the Ritual or Ceremonials of the Order, and which have been forwarded in advance to the Association Office and circulated to the last known address of the active member's Lodge of the Association not less than thirty (30) days prior to the Conference shall require a majority vote of those present and voting for adoption. Such Resolutions, when not circulated, shall require a 2/3rds majority vote of those present and voting for adoption.
- 9.4 Resolutions which propose amendments or additions to, or deletions from the Constitutions or By-Laws of the Association or Grand Lodge, or the Ritual or Ceremonials of the Order, and which have been forwarded to the Association Office and circulated to the last known address of the active member's Lodge of the Association not less than thirty (30) days in advance of the Conference,

shall require a 2/3's majority of those present and voting for adoption. Resolutions of like nature which have not been so circulated shall require a 3/4ths majority vote of those present and voting for adoption.

ARTICLE 10

LIMITATIONS

- 10.1 The Association shall not, either directly or indirectly, endorse a candidacy of any person for any office in Grand Lodge, nor shall it take any action whatever in any manner concerning the same.
- 10.2 The Association shall take no action whatever on any political, legislative or public policy matter, whether general or local, unless such action be in accord with previous action of the Grand Lodge, or unless such action be approved by the Grand Exalted Ruler before such action is made public.
- 10.3 The Association shall take no action whatever in any matter involving the religious beliefs of its members.

ARTICLE 11

DELEGATE TO GRAND LODGE

- 11.1 The President and the First Vice-President shall be Delegates of the Association to the Grand Lodge Session which occurs during their term of office provided that should the President or First Vice-President be unable to attend the Grand Lodge session the Executive shall appoint another Officer of the Association to act in his/her stead.
- 11.2 The delegates of the Association to the Grand Lodge Session shall receive an expense allowance for their attendance there-at, the amount of such allowance to be determined by the Executive.

ARTICLE 12

RULES OF ORDER

- 12.1 All Conferences, Regular and Special Meetings of the Association shall be conducted in accordance with the Rules of Order contained in the Grand Lodge Constitution, By-laws and Regulations.
- 12.2 Save as herein before provided, an Association in session shall be guided in its deliberations by the Rules of Order contained in the Grand Lodge Book of Constitution.

Robert's Rules of Order or O. Garfield Jones' "Parliamentary Procedure at a Glance" shall be the guide for any Parliamentary Procedure not specifically provided for in the Constitution.

ARTICLE 13
PROPERTY

The Association may purchase, lease or otherwise acquire and hold lands and buildings or any interest therein which may be desirable or be deemed useful in order to carry out the aims and objectives of the Association, and to hold, improve, manage, sell, convey, mortgage, dispose of, or otherwise deal with or hold back same.

Article 14
DISSOLUTION

Upon winding-up or dissolution of the Association, the assets remaining after the payment of all costs, charges and expenses properly incurred in the winding-up, including the remuneration of a liquidator, and after payment to the employees of the Association of any arrears of salaries or wages, and after the payment of any other debts of the Association, shall be distributed to The Elks Recreation Children's Camp Society of British Columbia. In the event The Elks Recreation Children's Camp Society of British Columbia is no longer in existence at the time of winding up, the assets of the Association shall be granted to a like charitable organization in British Columbia, to be decided upon by the general membership of the B.C. Elks Association at the time of winding up. A Special Meeting shall be called to deal with this by Special Resolution. This clause is unalterable.

Revised June 2018

BRITISH COLUMBIA ELKS ASSOCIATION REGULATIONS

R.1 REGIONAL DIRECTORS

R.1.1 COMPOSITION: Regional Directors will be comprised of the three (3) Vice Presidents, two (2) Elected Directors and the Immediate Past President.

REGION	AREA	APPOINTMENT
1	Lower Mainland	All appointments as determined at the Post Conference B.C. Elks Executive Meeting
2	Vancouver Island	
3	Fraser Valley	
4	South Interior	
5	Central Interior	
6	Northern	

R.1.2: TENURE: Upon the death, resignation, permanent disability or suspension of a Regional Director, the Association Executive shall appoint a replacement.

R.1.3 DUTIES AND RESPONSIBILITIES:

- a. To familiarize his/herself with the ritualistic work and to memorize such portions of the Ritual as are required for his/her duties.
- b. To install or cause to be installed the officers of a Lodge if so requested.
- c. To ensure that the work of the Order is performed uniformly in all Lodges in their assigned Region.
- d. To examine all records of the Lodges and see they are properly kept.
- e. To work with the applicable Provincial Committees to investigate and implement and recommended changes within the Lodge Operations, and in the development of prospective new Lodges within the Region, as well as providing motivation and assistance to Lodge Membership Directors in establishing membership nights and other membership projects.
- f. To communicate the views and concerns of the Region and its respective Lodges in the appropriate levels of the Order.

R.1.4 LODGE VISITS: To visit all Lodges in the Region when in regular session at least once in each Association year and to promptly file reports on such meetings to the Provincial Association.

R.1.5 EXPENSES – LODGE VISITS: The expenses of the Regional Director shall be paid by the Provincial Association for one official visit to each Lodge in regular session. He/she shall make an itemized statement of allowable expenses and shall submit it forthwith to the Association **ALONG WITH HIS/HER OFFICIAL REPORT**. Failure to file such report will result in non-payment of travel expenses. All expenses of the Regional Director shall be paid only at a rate prescribed within Association Regulations.

Exceptions: If a Lodge should request a special visit(s) of the Regional Director, payment of traveling expenses will be the responsibility of that Lodge. If a Lodge wishes their officers to be installed by the Regional Director, the Lodge will be responsible for his/her expenses.

In the event the Regional Director is requested by the B.C. Elks Association to make additional Lodge visits, he/she shall be reimbursed by the Association. In the event such request is made by Grand Lodge, he/she shall be reimbursed by Grand Lodge.

R.1.6 ANNUAL REGIONAL MEETINGS: The Regional Director shall call a meeting of the membership of all Lodges within the Region each spring, no later than thirty five (35) days prior to the Annual Provincial Conference at such time and place as is found convenient, or as decided upon at the previous Spring (or fall meeting where applicable) Regional meeting. Each Lodge within the Region shall be advised in writing at least thirty (30) days in advance of the time and place of such meeting.

R.1.6(a) FALL REGIONAL MEETINGS: If a Region so wishes to have a Fall Regional Meeting, the Regional Director may be invited with any traveling expenses paid by the Region. If the Regional Director does not attend a chairman can be appointed for that meeting with a copy of all reports and minutes of the meeting forwarded to the B.C. Elks Association Office.

R.1.7 EXPENSES – ANNUAL REGIONAL MEETINGS: The expenses of the Regional Director shall be paid by the Association for ONE Regional meeting during his/her term of office, provided an official copy of the minutes and Lodge Reports of the Regional Meeting are submitted to the Association office along with an itemized statement of his/her expenses. Failure to forward such minutes and Lodge reports will result in non-payment of travel expenses.

R.1.8 OTHER: To perform such other duties as may be required of him/her by the Provincial Association. The Grand Executive or the Grand Exalted Ruler may request through, and with the authority of the Association, the services of the Regional Director. (See Regulations R.1.5 and R.1.7 regarding payment of expenses).

Information regarding problem Lodges to be passed on to the incoming Regional Director unless the problem has been resolved.

To make a report of all Lodges in their assigned Region and have it available in writing just prior to the Spring Executive meeting.

R.1.9 ALTERNATIVE TO THE REGIONAL DIRECTOR: The Association may establish an alternative position to carry out all duties normally the responsibility of the Regional Director. Prior to implementing an alternative position, the Association must receive approval for same by its membership at a Provincial Conference.

R.1.10. EFFECTIVE DATE: These Regulations became effective June 3, 2013 as endorsed at the Association Provincial Conference held in Salmon Arm, B.C.

R.2

COMMITTEES

1. All members of the committees, with the exception of the Executive Committee, that constitutes the Association officers, shall be appointed by the President in consultation with the First Vice-president with final approval by the Executive to whom they are responsible and to whom they report. Conference Delegates are to be advised of proposed appointments prior to ratification by the Executive. Upon ratification by the Executive of the President's proposed Committee member appointments, the President shall confirm each member's appointment by letter. The President shall acknowledge by letter, each Committee member's service at the end of the Term of Appointment.
2. They shall serve at the pleasure of the President and the Executive but in no case shall the term of any committee member exceed one year unless ratified at the next Conference .
3. Committee activities shall be limited to those covered by the B.C. Elks Constitution, By-Laws and Regulations and to any other specific tasks as may be requested by the Executive.
4. The Committee shall present a written report of all activities to all regular Executive meetings and to the Association annual Conference. Such reports shall be received at the Association office at least 14 days prior to any Executive meeting and at least 21 days prior to the annual Conference.
5. All Committee members must be in good standing with their Lodge with membership fees paid in a timely manner.
6. A Committee member may be removed or replaced for cause at the determination of the Executive.
7. Additional Committees not restricted to those within these by-Laws and Regulations may be appointed as deemed necessary with Executive approval.

8. BUDGET PREPARATION:

- a) Committee Chairs are responsible for the development of an annual Budget to cover the on-going activity of their Committees and any new endeavours which will be presented to the Conference for approval.
- b) The Budget preparation of all Committees will be supervised and coordinated under the guidance of the Finance Committee and unless otherwise directed, shall be required to be submitted in complete form to the Association Office by no later than March 15, of each year.
- c) Budgets struck at the Annual Conference for the various Committees represent funds budgeted for the approved operations of the Committees. Unless requested in advance and approved by the Executive, no Association Committee shall allocate any portion of their approved budget for a purpose other than that established at the time of the approval of the Budget.

d) Any Committee desiring to re-allocate any of the funds within their approved budget for a purpose other than presented to Conference shall firstly submit a written explanation and request to the Association President who, after consultation and consideration, will make a recommendation to the Executive. The decision of the Executive will be relayed to the Committee requesting the re-allocation and the Finance Committee, at which time if the request is approved; the Committee will then be in a position to disburse the funds.

R.2 (a) STANDING COMMITTEES: (Mandatory -appointed each year. Can only be changed or amended via Conference Resolutions)

A. MEMBERSHIP COMMITTEE:

POLICY:

To promote and support Lodge and Membership development throughout British Columbia. The Membership Committee shall develop and sustain functioning programs which:

- (a) Promote and support Lodge and membership development.
- (b) Assist Lodges in retention of membership
- (c) Enhance leadership skills through training programs.
- (d) Promote and support the endeavours of Lodge Membership Directors, with the assistance of Regional Directors.

The Committee shall consider current and future ideas/suggestions pertaining to membership development proposed by:

- Ø Itself and other Association Committees
- Ø Grand Lodge Member Services Committee
- Ø Regional Directors
- Ø Members of Association Lodges.

COMPOSITION:

The committee may consist of not less than five (5) members and be Chaired by the Provincial Membership Chair who will be appointed by the President and approved by the Association Executive.

B. FINANCE COMMITTEE:

POLICY:

1. To provide over-all financial guidance to the Association.
2. To provide assistance and consultation on the budget process.
3. To provide recommendations regarding long-term planning and policies relating to finances and administration of the Association.
4. To provide continued monitoring of the financial affairs of the Association.

5. To be available in a consulting capacity to the Executive, Office Staff and Committees relating to the efficient operation of the B.C. Elks Association.

6. To review periodically, the existence and reliability of the system of internal accounting control and cheques which are maintained by the Office Administrator, being satisfied such system provides reasonable assurance the transactions are properly recorded and that Association assets are safeguarded.

7. To periodically meet with the Association's Auditors and Association's Management, on both an independent and joint basis to review the overall adequacy and effectiveness of the system of internal accounting controls, checks and procedures, the Association's financial statements and any reports or management letter of recommendations issued by the Auditors with subsequent reporting to the B.C. Association Executive as may be appropriate.

8. To recommend the appointment of Auditors for the B.C. Elks Association, to be ratified by the Association members at the annual Association Conference.

9. To submit a monthly Financial Statement to the Executive.

10. To receive and review all budgets for the required operations of each Committee and the Association Office and prepare final consolidated budgets to reflect the requirements of incoming revenues during the twelve month period of the Fiscal Year. They shall make recommendations as to the proposed expenditures, investments, availability of funds, Association Affiliation Fees, as well as any future projections on a consultative basis where requested.

11. To have available to circulate to all Lodges thirty (30) days prior to the Annual Conference, the prepared final consolidation budget of the Association.

This budget is to be provided to all Association Executive members 7 days in advance of circulation to the Lodges.

12. To present the Association Budget at the Conference, consistent with the recommendations of the Association Executive.

COMPOSITION: May consist of a Chair and two (2) additional members, all being members of member lodges of the Association; with one of the Committee members having financial or accounting background. The Office Administrator will act as a resource person.

C. JUDICIARY COMMITTEE:

POLICY:

Shall consider all matters pertaining to the interpretation, construction and amendment of the laws, customs, regulations, rules of the Order as they apply to the Association, together with questions of Parliamentary Procedure; and shall report to the Association Executive, Committees and Association Members in an advisory capacity.

It shall be the responsibility of This Committee to monitor such Government Acts, Policies, Edicts and Regulations that will or may affect the operation of the Association as a whole, or individual Lodges and report thereon with such recommendations as it deems appropriate. It shall consider all matters referred to it by the Association Executive or by the Association membership. It may also, of its own volition, make such recommendations to the Association, as it believes will advance the interests of the Association or of the Order in general.

COMPOSITION:

May consist of not more than three (3) members familiar with the Laws of the Order and of the Association.

LEGAL COUNSEL:

The Association Executive shall have, whenever possible, an Elk member in good standing of the Law Society of BRITISH COLUMBIA to act as legal counsel on behalf of the British Columbia Elks Association on an “as required basis”.

The Association Judiciary Committee Chair shall be the recognized Judicial Advisory, if not legally trained, for all Committees, Executive and Office Administrator.

No outside counsel shall be solicited or hired by any Committee without the approval of the Executive, in consideration of recommendations of the Association Judiciary Committee Chair.

RESOLUTIONS:

Upon receipt of all Circulated Resolutions, the Judiciary Committee shall ascertain from Lodge or Region Minutes that all Resolutions have been properly moved, seconded and passed.

The Committee will then place them in a logical sequence for presentation to the Conference.

At the appointment of the President, the Judiciary Committee Chair will Chair the Conference during the Resolutions portion of business. He/she will present all Resolutions, with the exception of those ruled “Out of Order” or “Redundant”, reading or highlighting them, and will rule on all matters of constitutionality and parliamentary procedure.

The Judiciary Committee will retain the authority to make minor amendments so as to clarify the intent of a Resolution, while major amendments would require the Resolution to be discussed with those presenting the Resolution

D. CONFERENCE PLANNING COMMITTEE:

POLICY:

The Conference Planning Committee will work closely with the President or appointed representative, Office Administrator and act as a resource to the Host Lodge Conference Committee. They will ensure all aspects of the Conference are co-ordinated and that all pertinent needs of the Executive and Office Administrator are met, including:

- Ø recommendations regarding site suitability of all bids
- Ø co-ordinate with Host Lodge Committee
- Ø co-ordination with Office staff and Support Services Committee
- Ø arrange any wanted or required media interviews
- Ø ensure photographer(s) are on site to take suitable photographs.

Ø arrange with Florist to deliver complimentary baskets to the Presidents' and In-Coming President's Room and corsages for Conference.

Ø Ensure that the Host Lodge has a proper Organ/Piano prior to Conference. (check with Organist for preference.

COMPOSITION:

The Committee will consist of three (3) members:

(a) A Past President

(b) The First Vice President

(c) A member at large, who could be from the following year's Conference Host Lodge.

The Office Administrator shall be the Resource Person on this Committee.

E. CREDENTIALS COMMITTEE:

POLICY:

The Credentials Committee shall examine the credentials of Delegates and all others who, by the provisions of these By-Laws, are eligible to participate in the deliberations of the Association at its Conference or a Special Meeting. It shall prepare an interim report and present the same to the Association when called upon. Such report shall specify the number of B.C. Association Officers present, Grand Lodge Officers present, the number of Past Grand Exalted Rulers present, the number of Past Presidents present, Visitors and eligible voting Delegates present as per Lodge represented. The Committee shall prepare and present in like manner to the Association a report to be presented under Order of Business No 5 and No. 13 or prior to the Annual Election Of Officers.

COMPOSITION:

May number no more than two (2) members. The Committee shall be appointed by the President and approved by the Executive at the Pre Conference Executive meeting. The Office Administrator shall be a Resource Person for this committee.

F. PAST PRESIDENTS ADVISORY COMMITTEE:

There shall be an Advisory Committee consisting of all Past Presidents.

The Advisory Committee shall meet and consider any matter referred to it by the Executive or by the Association and shall report thereon, with such recommendations as it deems appropriate. It may also, of its own volition, make such recommendations that have been duly approved by a majority of the Advisory Committee to the Executive or to the Association as it believes will advance the interests of the Association or of the Order in general.

R.2 (b) OPTIONAL COMMITTEES: (May be amended/alterd via Executive)

A. The LODGE ADVISORY COMMITTEE:

POLICY:

The Committee will operate under the jurisdiction and direction of the Executive, attending such Lodges as deemed necessary so as to review such areas of concern which may be identified within Regional Director reports, Provincial President reports, or any Lodge requests. Such reviews would include, but not to be limited to:

- 1) Ensuring that proper fiscal records, controls and reporting are in place
- 2) That the internal operations of the Lodge, such as the proper handling of correspondence, conducting of meetings, preparation of minutes, election of officers, dealing with the membership, etcetera are followed in compliance with the Lodge and Elks of Canada Constitution and By-Laws.

COMPOSITION:

May consist of two (2) members recommended by the President and approved by the Executive. A list of qualified advisory members with required skills shall be established and retained at the Association Office.

PROCEDURE:

- 1) A schedule of Lodge visits shall be recommended by the Committee and approved by the Executive.
- 2) With the approval of the President, the committee may revise the Lodge visit schedule if the need arises.
- 3) Prior to an Advisory Committee review, a written notice, shall be sent to the Lodge by the Executive with copies to Grand Lodge.
- 4) Upon completion of the review, a report with recommendations will be submitted to the Executive for approval. The Executive will authorize the implementation of recommendations and advise the Lodge in writing, with a copy to Grand Lodge, (the Lodge will always have recourse to Grand Lodge if not satisfied with the Association recommendations).
- 5) A follow-up date will be established to ensure that the Lodge is in compliance with the recommendations. Should the Lodge refuse to proceed with the recommendations, Trusteeship or Supervision may be requested.

OTHER:

- 1) It is not intended that this committee would replace programs available through the Membership Committee, but would be pro-active and not necessarily be requested to become involved with the review of a Lodge and their activities.
- 2) A copy of Regional Director Reports as well as Office Reports shall be distributed to each member of the committee.
- 3) The Regional Director shall be a Resource Person for this committee.

B. RESOLUTIONS COMMITTEE:

POLICY:

(Only required if the Judiciary Committee does not handle resolutions) The Resolutions Committee shall have referred to it all Resolutions submitted to the Association except those proposing amendments or additions to, or deletions from the Ritual or Ceremonials of the Order. The Committee shall report thereon, with such recommendations as it deems appropriate, to the Association at its Conference or a Special Meeting.

COMPOSITION:

May consist of no more than three (3) members.

C. RITUAL COMMITTEE:

POLICY: The Ritual Committee shall have referred to it all Resolutions submitted to the Association which propose amendments, additions, or deletions from the Ritual or Ceremonials of the Order or the Association. It shall report thereon, with such recommendations as it deems appropriate, to the Association at its Conference or a Special Meeting. It shall consider and recommend ways and means that will encourage the membership to become more proficient in Ritualistic work, Ceremonial functions and Patrol Team Competitions. It shall encourage and participate in Patrol Team Judging Workshops to provide a standard and equitable competition between Member Lodges of the Association.

COMPOSITION:

May consist of no less than three (3) members.

D. SPORTS COMMITTEE:

POLICY:

The Association Sports Committee shall actively promote sports throughout the Association. Will establish and govern all Provincial Sporting Events. Will endeavour to obtain sponsorship and/or develop fundraising projects to offset costs of Provincial Championships. Shall govern the conduct and eligibility of the participants in sports.

COMPOSITION:

May consist of not more than three (3) members appointed by the President and approved by the Executive.

R.3

ORDER OF BUSINESS

(Subject to change as circumstances may warrant)

(1) Opening Ceremony.

- (2) Presentation of colours (note: host Lodge to provide flag bearers, flags placed as follows from left to right facing the Presidents station: Canadian Flag, Provincial/Territorial Flag, Grand Lodge Flag, Provincial/Territorial Association Flag, Host Lodge Flag, Fund For Children Flag)
- (3) Reception of Grand Lodge Officers.
- (4) Reception of Past Presidents.
- (5) Reception of Special Guests.
- (6) Presidents Welcoming speech
- (7) Introduction of Host Lodge Exalted Ruler/President and Chair of Host Lodge Conference Chair.
- (8) Dignitaries speeches
- (9) Interim report of Credentials Committee to establish a quorum.
- (10) Memoriam.
- (11) Appointment of Conference Committees as required.
- (12) Adoption, without reading, the minutes of previous meeting as printed and distributed, unless objections of fact be taken.
- (13) Correspondence.
- (14) Reports of Officers (by seniority) and Regional Directors.
- (15) Reports of Standing and Special Committees.
- (16) Presentation of year end Trophies and plaques, resolutions, memorials, petitions, budgets, etc., without reading to be referred to proper committees.
- (17) Final report of Credentials Committee.
- (18) Nominations and elections of Officers.
- (19) Selection of place of Annual Meeting.
- (20) Address by Grand Exalted Ruler and other Grand Lodge Officers and dignitaries.
- (21) Good of the Order.
- (22) Installation of Officers.

(23) Announcements

(24) Closing Ceremonies - See Association Procedures Manual for instructions.

R. 4 REGISTRATION FEE OF CONFERENCES

The registration fee set by the Lodge hosting Provincial Conferences shall be subject to approval and consultation with the Executive upon acceptance of the bid of the host lodge. Registrations received less than seven days prior to the Conference may be required to pay an additional fee as approved by the Executive. Delegates will be refunded paid registration fees upon application up to seven days before commencement of the annual Conference, or for cause as may be determined upon consultation with the host lodge at any time prior to the Conference.

R. 5 EXPENSES of OFFICERS, COMMITTEES and OTHERS

(A) All Executive and Committee travel is to be arranged and coordinated through the Office Administrator.

(B) The daily allowance for meals shall be as set by the Executive.

(C) Automobile travel shall be paid both ways, where appropriate, at the rate as established by the Executive

(D) All other travel allowances shall be those that are contained in the Expense policy of the Grand Lodge Regulations.

(E) In the event that an Executive/Committee member is provided with transportation, meals, accommodation, or any combination of the above, while travelling on Association business, the cost of which is not being reimbursed to the donor by any unit of the Order, then that Executive/Committee member may, at their discretion, express appreciation to their host/hostess, in the form of covering the cost of entertaining said host/hostess to a meal at the Association expense. Such expense shall be limited to the value of the transportation/meals/accommodation received to a maximum of \$100 per visit. Executive/Committee member must keep receipts to substantiate their claim.

R.6 REGISTRATION/AFFILIATION FEES

The annual Provincial Registration/Affiliation Fee Payable by a Lodge for each Member of the Provincial Association shall be \$1.00 per month, or \$12.00 per Year.

R. 7 HARASSMENT

The principles of Charity, Justice, Love and Service are the foundation upon which the Order is built. Such principles inherently recognize not only an individual's right to personal privacy, but also that individual's right to expect all others to respect their privacy. Therefore:

(A) The Executive of the B.C. Elks Association prohibit and do not condone any and all actions, whether physical, verbal or otherwise, which may be construed as harassment of any individual or group of individuals.

(B) All members, staff and guests of the Association are expected to act in a responsible manner and any derogatory action or demeanor of this nature shall not be tolerated.

R.8 CODE OF ETHICS AND CONDUCT

It should be noted that this Code of Ethics and Conduct is applicable to, and restricted to, the Officers and other members noted, governing their performance in the execution of their official duties only, and is not intended to govern the activities of the general membership which are covered under the Disciplinary Proceedings process contained within the Constitution and By-Laws of the Elks of Canada. Those persons governed by this Code shall only include the following:

The Executive of the B.C. Elks Association

All Committee members of the B.C. Elks Association

Any penalty imposed under this Code shall be limited to the activities of the accused pertaining to the B.C. Elks Association business only. No penalty shall be imposed which will have any effect upon the regular membership of the accused within the B.P.O. Elks of Canada. All persons governed by this Code should recognize:

1. They continue to be governed by the Constitutions and By-Laws' of the B.P.O. Elks of Canada, the B.C. Elks Association, the Procedures Manual of the B.C. Elks Association.
2. They should maintain the highest standards of professionalism and integrity.
3. They shall maintain the confidentiality of privileged information obtained by virtue of office or position.
4. They shall not engage in any activity which will, or could create, a conflict of interest. A member has a conflict of interest when he exercises or performs an official duty or function in the execution of his office, knowing there is the opportunity to further his private interests.
5. They shall honor all commitments, both written and oral, in spirit and intent.
6. They shall separate personal opinion from Association business.

. Although offering assistance and advice involving Lodges, they shall maintain a neutral position, remaining objective and impartial at all times.

8. They shall recognize that Committee decisions cannot be arbitrarily changed or altered after the conclusion of the Committee meeting, except with the approval of all other Committee members.

9. Committee recommendations are not policy or fact until such time as they are approved by the Executive.

10. Information, concerns or suggestions from Lodges or Regions shall be promptly communicated to the Association through the Office Administrator.

A. APPLICATION AND PROCEDURES

Any complaint against any member governed by this Code shall be in writing, directed to the President. It must be signed by the complainant and indicate an address and telephone number where the complainant may be contacted. Unsigned complaints shall not be considered. Upon receipt of a proper complaint, the complaint shall be distributed as follows:

1. The original shall be forwarded to the Judiciary Committee who will endeavor to resolve the problem through negotiation. Failing that, the Judiciary Committee shall make a recommendation to the Executive who shall render a decision.

2. Copies of the complaint shall go to the following persons:

a. The accused.

b. All Executive members of the B.C. Elks Association.

c. One copy to be retained in the office of the B.C. Elks Association.

3. While reviewing a complaint, the accused member shall be given every opportunity to offer an explanation for his alleged misconduct.

4. When rendering a decision, the Executive shall take into consideration the recommendation of the Judiciary Committee, but are not necessarily bound by that recommendation. Final resolution or decision may include one or more of the following:

a. A finding of no substance to the complaint.

b. Ordering the accused to write a letter of apology to the complainant or offer a personal apology.

c. Issuing a letter of reprimand to the accused.

d. The accused be suspended from Office, Committee or both (not from the Order) for a fixed period of time.

e. The accused be permanently removed from Office, Committee, or both.

f. Where the situation warrants it, a formal charge be laid under the provisions of the Constitution and By-Laws of the Elks of Canada, following the process provided within the said Constitution and By-Laws.

B. APPEALS

1. Except where the issue or decision may appear to be in conflict with the Constitution and By-Laws of the Elks of Canada, the decision of the Executive may be appealed to a committee appointed by the Past President Advisory Committee. This committee shall consist of five (5) Past Presidents, none of whom can have been involved in any part of the complaint process.
2. Where it is perceived that a conflict with respect to the Constitution, By-Laws and/or Regulations of the Elks of Canada does exist, appeal may be made to the Grand Executive.

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