

**BY-LAWS OF THE SOUTH CAROLINA
ELKS ASSOCIATION, INC.**

SECTION 1 – MEETINGS

1.01 Designation of Regular Meeting(s)

This association shall hold two (2) regular meetings each year; a summer meeting usually held in July or August and a winter meeting held in either January or February. The regular meeting(s) of the Association shall not exceed three days in duration and shall be held at such time(s) and place(s) as designated by the Convention Committee, subject to membership approval.

1.02 Notice

The Secretary of the Association shall mail written notice of the time and place of any regular meeting to each member Lodge at least sixty (60) days prior to the convening of such meeting.

1.03 Quorum

Twenty-five (25) duly accredited delegates representing not less than half of the member Lodges in good standing in the Association shall constitute a quorum for the transaction of business at any meeting of the Association.

1.04 Nature of Business to be conducted

Any and all business of the Association may be conducted at a regular meeting as long as all prerequisites have been satisfied except those matters which by the Corporate Charter or by the By-Laws are restricted to the winter meeting.

1.05 Registration Fee

The Convention Committee, under supervision of the Executive Committee, shall set registration fee for each State Convention for members and guests attending based upon the location and budget requirements of each Convention. [3]

[3] 2023-3 Winter Convention – Proposed, seconded, and PASSED: Proposed by PSP Fred Thompson, Murrels Inlet Lodge # 2797.

1.06 Special Meetings

The President and/or a majority of the members of the Executive Committee may call a special meeting of the Association. The Secretary of the Association shall mail written notice to each member lodge of the time and place of any special meetings at least twenty (20) days prior to the convening of such meeting. Said notice must state the business which will be transacted at the special meeting.

1.07 Registration Badges

All members and guests attending State Association Conventions must display their Registration Badges to enter into or participate in any Activities to include Lodge Hospitality Rooms.

SECTION 2 – DELEGATES

2.01 Voting Delegates

Each Subordinate Lodge holding membership in this Association shall be entitled to one (1) voting delegate for each twenty-five (25) members or major fraction thereof, based upon the membership as certified by the report submitted to the Grand Lodge as of the 31st day of March in the year next preceding the convening of any meeting of the Association. Every Subordinate Lodge holding membership in this Association shall be entitled to at least ten (10) voting delegates regardless of the number of its members, in whom shall be vested the right and authority to participate in and vote upon the business that may come before the Association. The qualifications for a delegate shall be the same as the qualifications for becoming an officer in a Lodge. Delegates, whether voting or non-voting, must be registered for the convention to attend the Business Meeting.

SECTION 3 – VOTING

3.01 General

A majority of the delegates from the Lodges in good standing present and voting at any business session shall be required to pass or adopt a motion or resolution, except in those instances where the Constitution and/or By-Laws of the Association provide otherwise.

3.02 Other Business Procedures

Other voting at the Association's meetings shall be by the voting sign of an Elk. If requested by a certified delegate, the vote on any particular motion or resolution shall be by roll call of the member

Lodges and other voting delegates in attendance as confirmed delegates.

3.03 Proportionate and Proxy Voting

Each certified delegate shall be entitled to cast the same proportion of the vote to which his Lodge is entitled as he bears to the number of certified delegates registered and in attendance from his Lodge. Proxy voting is prohibited.

3.04 Polling of Delegates

If a Lodge's delegation is not unanimous in its vote, the delegation shall be polled and each delegate in attendance shall cast his proportionate vote.

SECTION 4 – FISCAL MATTERS

4.01 Fiscal Period

The Association fiscal period shall begin on February 1 and continue through January 31.

4.02 Per Capita Tax

Each South Carolina Subordinate Lodge shall pay an annual per capita tax in the amount equal to \$3.00 for each member certified to and contained in the report submitted to the Grand Lodge as of the 31st day of March of the current calendar year.^{1 2}

The annual per capita tax shall be paid to the Association's Secretary by each Subordinate Lodge no later than May 1 of each year. Failure to comply with this section may result in a one hundred dollar (\$100.00) penalty.

4.03 Special Fund-Raising Projects

Funds for the State Projects, Scholarships, Youth Activities, and winning Ritual Team expenses shall be obtained by special fund raising and not budgeted or obtained from the per capita tax outlined in section 4.02 above. In emergency situations as recommended by the Budget Committee and the Board of Directors and approved by a majority of the voting delegates from the Lodges, monies from the operating reserve (general fund) may be used to supplement the

¹ Changed from \$2.00 to \$3.00 November 9, 2014

² Changed from "immediately preceding the beginning of the Association year" January 31, 2015

funding of the State Projects, Scholarships, Youth Activities, but in no circumstance may exceed one and one half (1 ½) percent of the balance of the operating reserve at that time.

Any funds raised for these projects which will not be spent in the fiscal year they were raised in will be invested in an asset account either new or existing for the purpose of said fund and at no time will this money be considered a part of the General Fund or the operating budget.

All Scholarship, Youth Activities, and Ritual funds shall be invested by the State Treasurer of the Association and may be combined with other investments of the association but must be reported separate from the other investments and the general operating funds of the Association and shall be accounted for and invested as circumstances may permit under an account or accounts entitled “South Carolina Elks Association Scholarship, South Carolina Elks Association Youth Activities, or South Carolina Elks Association Ritual Funds”, provided nevertheless, that the funds for Scholarships shall be devoted solely for Scholarships, the funds for Youth Activities solely for Youth Activities, the funds for the Ritual funds solely for defraying the expense of the State Ritual Team to the Grand Lodge convention, and all income earned by the overall fund shall be apportioned among all funds invested in proportion to the amount of the principal in each fund.

In no case shall restricted funds be invested in volatile forms of investment where losses to the fund could occur.

All Special Funds will be reported separately including all proceeds earned and all expenses paid out of the fund on all quarterly, semi-annual, and annual reports of the Treasurer and the Auditing and Accounting Committee.

No Lodge shall be asked for a contribution or an assessment for Scholarship, Youth Activities, or expenses for a state winning Ritual team. [3,4]

³ Changed 8/15/2015 Summer Convention Business Meeting passage of Proposed By-Law Change No. 1 – submitted by David Loudin Lodge #858 Clarifying identification and restrictions on restricted funds.

⁴ Changed 2/2/2019 Winter Convention Business Meeting passage of Proposed By-Law Change No. 2019-3 – submitted by William Borchert PSP, Lodge #858

SECTION 5 – COMMITTEES

5.01 Appointment and Authority

Unless otherwise designated, the President shall appoint all Committees and the Chairman thereof, as soon after his installation as possible. Committee members shall hold office, at the will of the President, until their successors have been appointed. Notwithstanding the numerical limitations contained herein, a President may increase the number of members of any Committee that he deems appropriate, with the exception of the Advisory Committee.

5.02 Standing Committees

The following Committees shall be known and designated as Standing Committees of the Association:

	Committees	Appointed by:
5.03	Special Committees	President
5.04	Advisory	By-Laws
5.05	Americanism	President
5.06	Auditing & Accounting	Board of Directors
5.07	Budget	Board of Directors
5.08	Business Practices	President
5.09	Convention and Finance	Board of Directors
5.10	Credentials	President
5.11	Deer Hides	President
5.12	Drug Awareness	GL Sponsor
5.13	Elk of the Year	President
5.14	Elk Hall of Fame	Board of Directors
5.15	State Convention Program	Board of Directors
5.16	Elks National Foundation	GL Sponsor
5.17	Elks National Veteran Service	GL Sponsor
5.18	Government Relations	GL Sponsor
5.19	Hoop Shoot	GL Sponsor
5.20	Installation	President
5.21A	Accident Prevention Committee	GL Sponsor
5.21B	Insurance Committee	GL Sponsor
5.22	Judiciary	President
5.24	Lodge Activities	President
5.25	State Major Project (Alzheimer's)	Board of Directors
5.26	Membership	GL Sponsor
5.27	Memorial Service	President
5.28	New Lodge	GL Sponsor
5.29	Elks Training	By-Laws
5.30	Past Exalted Rulers Association	By-Laws
5.31	Past State Presidents Association	By-Laws

5.32	Public Relations	GL Sponsor
5.33	By-Laws and Resolutions	President
5.34	Ritualistic	President
5.35	Scholarship	GL Sponsor
5.36	Traveling Gavel	By-Laws
5.37	Youth Activities	GL Sponsor
5.38	Photographer	President
5.39	History	President
5.40	Lodge Officer of the Year	President
5.41	Web Site	President

Unless otherwise designated, each Standing Committee shall consist of five (5) members in which one shall be designated as Chairman.

Unless otherwise designated, the Chairman of each Standing Committee shall file a written report with the Association's Secretary and report to the membership at all regular meetings concerning his Committee's activities.

5.03 Special Committees

Special Committees may be appointed by the President, with the approval of the Executive Committee of the Board, which shall designate their power, their approximate duration, and the number and terms of their members.

5.04 Advisory Committee

The Advisory Committee shall consist of all Past State Presidents of the Association who shall be in good standing in his respective Lodge and has attended three (3) of the last five (5) meetings. All who are entitled to attend have full rights of deliberation and voting at the meeting. The Advisory Committee duty is to render such counsel and advice to the Association's Officers, Directors, Committeemen and members so as to promote its best interest and welfare. The Advisory Committee shall also function as a nominating Committee for the Association's elective Officers and Directors. The Advisory Committee shall elect one of its members to serve as Chairman and Secretary.

5.05 Americanism Committee

This Committee shall formulate ways and means by which the State Association, its lodges and members can most effectively preserve patriotic devotion toward the government of the United States of

America, and to supervise, promote and carry out programs in the furtherance of the true principles of Americanism.

5.06 Auditing and Accounting Committee

This Committee shall be composed of the number of members appointed by the Chairman of the Board, with prior approval of the Board, and its duty shall be to examine and audit the receipts and disbursements of the Association, including the books of the Secretary and Treasurer, using established and recognized accounting practices as accepted by the Board of Directors.

This Committee is authorized to employ the services of a licensed auditor to make an annual examination of the books and records of the Secretary and Treasurer and make his report to the Chairman of the Board of Directors. Compensation for such services will be controlled by the budget.

5.07 Budget Committee

This Committee shall be appointed by the Chairman of the Board with prior approval of the Board of Directors, who shall also designate the Chairman of the Committee from one of the appointees. This committee is to provide funding in the budget for all committees, and is to annually review the bond coverage for Officer and Director Liability coverage.

It shall be the duty of this Committee to prepare an itemized budget for the ensuing fiscal year to be presented to the Board for its consideration at a time designated by the Board. The proposed budget shall be finalized by the Board and presented to the membership for consideration and adoption at the winter meeting.

In the event an application for expense money or reimbursement for expenditures made by any member exceeds the applicable line item of the budget, the matter will be referred to the Executive Board of the Board of Directors for approval or rejection of the application. [2]

All budgeted expenses incurred by any Committee or Officer of this Association shall be paid by the Treasurer upon proper voucher approved by the Committee Chairman or the Chairman of the Board of Directors and countersigned by the President. [2]

For reimbursement for travel on behalf of the SCEA, the travel must be approved by the Board of the Association. The Board shall make the following determination for travel allowances:

- (a) The mileage allowance (use the most current Grand Lodge allowance)
- (b) The per diem while traveling (use the most current Grand Lodge allowance)
- (c) The per diem while in attendance at an authorized activity (use the current Grand Lodge allowance)
- (d) When travel is by air, one round trip ticket for the member, by the most direct route, and by the lowest logical economy class fare, if available. ⁽³⁾

[2] Change presented by Bill Borchert PSP seconded, voted on and passed January, 30 2016

(3) Change presented by Bill BorchertPSP, seconded, voted on and passed February 4, 2024

5.08 Business Practices Committee

This Committee shall provide business advice and counsel to the Lodges of the Association to assure that each is operated in the most efficient, legal manner.

5.09 Convention Committee

This Committee shall be appointed by the Chairman of the Board of Directors, and shall include the current President and the current President-Elect. This Committee shall have the responsibility of recommending to the Board of Directors the site, dates, and manner of funding programs and activities for all winter and summer meetings of the Association. At each meeting of the Association, the Committee Chairman shall present to the members the site and dates of the following meeting of the Association.³

5.10 Credentials Committee

The President shall designate the number of members of this Committee, as he deems appropriate. This Committee shall examine the credentials of all those persons authorized to participate in the deliberations of the Association. Its Chairman shall make a preliminary report to the membership immediately following the convening of any meeting of the Association, and shall make a final report immediately prior to adjournment.

5.11 Deer Hides Committee

The President shall designate the number of members of this Committee, as he deems appropriate. This Committee shall work cooperatively with the Elks National Service Commission in the

³ Change presented by Bill Borchert PSP seconded, voted on and passed January, 30 2016

collection and delivery of raw hides to be used for recreational and occupational therapy purpose.

5.12 Drug Awareness Committee

This Committee shall consist of a Chairman and two (2) District Chairmen, one from each District. The Chairman of the Committee shall be subject to the approval of the sponsoring Past Grand Exalted Ruler. It shall be the duty of this Committee to implement the Grand Lodge Drug Awareness Program and the State Association program, as announced from time to time.

5.13 Elk of the Year Committee

This Committee shall have the duty of encouraging each member Lodge to nominate one of its members for recognition based on his distinguished service to his Lodge, community and/or this Association. The Committee shall select the most-worthy from those nominated and report to the President. At the winter⁴ meeting, the President shall present a suitable plaque or certificate, as approved by the Board, to the selected nominee. Also, at his sole discretion, the President may obtain and present a suitable award to any member, which he determines to have rendered him unusual service and support during his term.

5.14 Elk Hall of Fame Committee

The Chairman of the Board of Directors, with prior approval of the Board, shall appoint to this Committee a Chairperson to solicit approval from the current members of the Hall of Fame to consider the applications for inclusion in the Hall of Fame. [2]

Nominations must be made by members in good standing who are members of the Hall of fame. [2]

It shall be the responsibility of the Committee to select and induct into the Hall of Fame only those members of this Association who have distinguished themselves through long, arduous service and dedication to this Association and the principles of our Order.

The Committee shall report the name of the member selected for induction, if any, at the summer meeting, at which appropriate recognition and award will be presented.

⁴ Corrected from winter to summer by Bill Borchert 5/15/2017

[2] 2023- 2: 2023 Winter Convention – Proposed, seconded, and PASSED. Proposed by PSP Doug Jones, Chairman of Hall of Fame Committee.

5.15 State Convention Program

This Committee shall be responsible for the coordination of the printing of the State Convention program.

5.16 Elks National Foundation Committee

This Committee shall promote the Elks National Foundation by educating the member Lodges about its work and accomplishments, and encouraging all SC Elks to become participating members thereof. Appropriate recognition shall be accorded at the summer meeting to the Lodge having the highest percentage donation to the Elks National Foundation.

5.17 Elks National Veterans Service Committee

This Committee shall consist of a Chairman and two (2) District Chairmen, one from each District. The Elks National Veterans Service Committee shall designate the Chairman and the Chairman of each hospital subject to the approval of the sponsoring Past Grand Exalted Ruler. It shall be the duty of this Committee to handle the disbursement of funds provided by the Grand Lodge for the assistance of veterans who are confined to hospitals and to report at the winter and summer meetings, the progress and status of this Committee and the results of its efforts and expenditures.

Each District Chairman shall encourage the participation of the Lodges in his District and urge their members to renew support for and help implement the fundamental pledge of Elks that, “so long as there is a veteran, the Benevolent and Protective Order of Elks will never forget him.”

Each District Chairman shall file a written report to the Chairman not later than thirty (30) days before the winter and the summer meetings and the Chairman shall, considering those reports, make his report for the Committee.

5.18 Government Relations Committee

This Committee shall examine any legislation affecting the Order of Elks in South Carolina and report it to the Board and to the Association’s members and to the Chairman of the Grand Lodge Government Relations Committee. The Chairman of the Committee

shall be subject to the approval of the sponsoring Past Grand Exalted Ruler.

5.19 Hoop Shoot Committee

This Committee, which shall cooperate fully with the Grand Lodge Hoop Shoot Director, shall foster, supervise, and implement the Grand Lodge Hoop Shoot program on behalf of the youth of South Carolina. The Chairman of this Committee shall be approved by the sponsoring Past Grand Exalted Ruler.

5.20 Installation Committee

The President shall appoint this Committee and use his discretion as to the number of members on the Committee. This Committee shall plan and conduct the Installation of Officers during the winter meeting of the Association.

5.21A Accident Prevention Committee

This Committee shall consist of a Chairman and two (2) District Chairmen, one from each District, to be appointed by the President. The Committee shall assist the officers of the Subordinate Lodges in their efforts to become more aware and knowledgeable as to the Grand Lodge Loss Prevention Programs. The Chairman of this Committee shall be approved by the sponsoring Past Grand Exalted Ruler.

5.21B Insurance Committee

This Committee shall consist of a Chairman and two (2) District Chairmen, one from each District, to be appointed by the President. The Committee shall assist the officers of the Subordinate Lodges in their efforts to become more aware and knowledgeable as to the Grand Lodge Insurance Program. The Chairman of this Committee shall be approved by the sponsoring Past Grand Exalted Ruler.

5.22 Judiciary Committee

This Committee shall issue advisory opinions and appropriate recommendations concerning the Association's Constitution and By-Laws and any proposed amendments thereto and shall assist the Government Relations Committee in studying any legislation, proposed or enacted, affecting the Order of Elks in South Carolina. The Chairman, any attorney actively engaged in the practice of law (if available), shall assist the Association's presiding officer in the interpretation of its laws and rules of procedure.

5.24 Lodge Activities Committee

This Committee shall review and assist charitable, social, and civic activities sponsored by the member Lodges, and promote those activities that could enhance successful programs in all Lodges.

5.25 State Major Project Committee Alzheimer's

This Committee shall be known as either “The State Major Project Committee” or “Alzheimer’s Committee.” The State Major Project Committee will serve under the umbrella of the State Charitable Trust (herein referred to as the “trust” with all monies collected by the Committee going through the Trust and all monies spent coming from the Trust. [4]

The State Major Project Committee will be under the supervision of the Board of Directors with the Chairman of the State Major Project serving as a member of the Board of the Trust as well as a member of the Board of Directors of the SCEA. [4]

All funds raised by State Association Lodges for the State Major Project will be sent into the Secretary of the Trust, who will turn it over to the Treasurer of the Trust, for deposit into the Perpetual Trust Fund. Monies for use by Lodges will be disbursed according to procedures developed by the Board and administered by the Chairman of the Committee, under supervision of the Board of the Trust. [4]

[4] 2023-4: 2023 Winter Convention: Proposed, seconded, PASSED. Proposed by the Board of Directors of the South Carolina Elks Charitable Trust.

5.26 Membership Committee

The Membership Committee shall consist of the Chairman and a district chairman from each district. The Chairman shall be subject to the approval of the sponsoring Past Grand Exalted Ruler. The principal obligation of the Committee shall be to plan and devise a program to present to Subordinate Lodges to be used by them for the purpose of attracting new members and diminishing loss of membership through lapsation. It shall oversee implementation of this program by Subordinate Lodge officers, encourage each Lodge to activate its Indoctrination and Lapsation Committees and to investigate the effectiveness of the efforts of each Lodge in solving its membership and lapsation problems.

The Chairman shall obtain a copy of the Grand Lodge Quarterly Membership Report from the President and he shall disseminate pertinent information contained therein, together with any remarks and/or suggestions of the President and the President-Elect, to the members for their information and action. Each Vice President shall include a summary of his activities as a member of this Committee in the report he makes at the winter and summer meetings.

5.27 Memorial Service Committee

The President shall appoint this Committee and use his discretion as to the number of members on the Committee. This Committee shall plan and conduct the Memorial Service during the winter meeting of the Association. The purpose of this service is to remember the departed members from the State who have been deceased during the past year.

5.28 New Lodge Committee

This Committee shall consist of the District Deputies and the Special Deputy Grand Exalted Ruler, who shall serve as Chairman. This Committee shall investigate the feasibility of instituting new Lodges in the State, report its findings to the sponsoring Past Grand Exalted Ruler, and implement organizational procedures to speed institution of any new Lodge and its subsequent affiliation with this Association.

5.29 Elks Training Committee

This Committee shall promote and carry out the Grand Lodge Elks Training Program by using the material provided by the Grand Lodge. The training course is designed to assist those Lodge Officers, Committeemen and Elks members in developing a better understanding of the Constitution and Laws of the Order. This Committee shall promote the Grand Lodge open-book tests program. President-Elect will be Chairman and Vice-Presidents will Co-Chair.

5.30 Past Exalted Rulers Association

The Past Exalted Rulers Association shall be a perpetual Association, the membership of which shall consist of all Past Exalted Rulers of the Lodges in the State Association desiring membership. Each member must be in good standing with his respective Lodge. The Association shall elect a President, Vice-President, and Secretary each year at its annual meeting. [2]

The Past Exalted Rulers Association is to engage in and make recommendations in other activities, which will promote the good of the Order.

The funds of the PER Association will be an “earmarked”account of the SCEA and will be raised and spent by the PER Assn. only. (3)

[2] 2015- 2015 Winter Convention: Proposed, seconded, and PASSED. Proposed by PSP William Borchert Greenville Lodge # 858.

(3) 2023-2024 Winter Convention. Propose, seconded, voted on and passed . Proposed by William Borchert, PSP, Greenville Lodge #858

5.31 Past State Presidents Association

The Past State Presidents Association shall be a perpetual Association, the membership of which shall consist of all Past State Presidents of the South Carolina Elks Association. Each member of this Association must be in good standing in his respective Lodge.

The Past State Presidents Association shall give to the sponsoring Past Grand Exalted Ruler a “recommendation” for District Deputy and Esquire for the designated districts for the State of South Carolina. The recommendations shall be made at the request of the sponsoring Past Grand Exalted Ruler. The chairman of the Advisory Committee will serve as the Chairman of this Association.

5.32 Public Relations Committee

This Committee shall provide instruction and assistance to the Lodge Public Relations Chairman, prepare news releases covering the Association’s activities, assist and coordinate national and state activities publicity with the area Grand Lodge Public Relations Committee member, and make initial contact with key media personnel in order to enhance the image of Elkdom throughout the State.

5.33 By-Laws and Resolutions Committee

The number of this Committee’s members shall be determined by the President, and its duty shall be to prepare and present to the membership such resolutions as the President may request or that the Committee deems appropriate.

5.34 Ritualistic Committee

The Chairman shall distribute complete information regarding the functions of his Committee, including the rules and regulations of the

Grand Lodge Ritualistic Committee, to each Subordinate Lodge. He/She shall make all arrangements for conducting the Ritualistic contest at the winter and summer meetings, including the selection of word judges and computers. The Committee shall promote excellence in the rendition of Ritual work at the Subordinate Lodge level. It also shall, following consultation with the sponsoring Past Grand Exalted Ruler, select the contest judges, not to exceed five (5) in number, and shall have full power and authority to make rules relating to the contest so long as they do not conflict with Grand Lodge procedures. He/She shall conduct an 11 O'clock Toast Competition and a Flag Presentation Competition (8) for Exalted Rulers and Leading Knights. Only Exalted Rulers or Past Exalted Rulers, winning the Toast Competition and/or the Flag Presentation Competition(8) may represent S. Carolina in the National Convention 11 O'clock Toast Competition [7] and/or the National Flag Presentation Competition,(8) The Committee shall present awards denoting proper recognition and achievement by Lodges and/or individual participation in the contest. The results of the winter contest shall be immediately reported to the Chairman of the Grand Lodge Ritualistic Committee. When only one (1) Lodge participates, the team must receive a score of at least 92.50 in order to be awarded the travel and per diem allowances as provided in Section 5.34, paragraph three (3).⁵

The Association shall conduct a fund-raising program, which shall terminate by the date of the summer meeting, which program shall raise funds to defray, insofar as possible, the expense of sending to the Grand Lodge Convention the Ritual Team, and 11 O'clock Toast winner, [7] and Flag Presentation winner selected at the future (6) winter meeting to represent the State Association at the next Grand Lodge Convention.

All funds raised those held in investments for the Ritual Team shall be made available by the Treasurer to the State Ritual Team, the Toast Winner, and the Flag Charge winner in accordance with and up to the following amounts:

- 1. Air/Train or Bus Fare – coach or similar round-trip transportation by the least expensive route from the closest port of departure without unduly taxing the time of the team. [2]**
- 2. Personal Vehicle – The team member owning or providing a car, van, etc. will be reimbursed for mileage to and from the location of the commercial transportation or to and from the convention site at the approved Grand Lodge mileage rate. [2]**

⁵ Changed 2/4/2018 Winter Convention Business Meeting passage of Proposed By-Law Change by Mark Knechtel Sumter Lodge #855

- 3. Parking - Parking expense at the commercial transportation facility and/or convention hotel. [2]**
- 4. Limo or Taxi Service – Transportation cost between home and the commercial transportation port and/or between the commercial transportation port and the GL designated hotel when free hotel transportation is not available. [2]**
- 5. Hotel – Expenses for the daily rate for the GL designated hotel including all taxes. Does not include other charges billed to the room. Up to two travel nights for those driving not to exceed GL designated hotel rate. [2]**
- 6. Daily expenses including travel days will be based on Grand Lodge approved per diem rates. [2]**
- 7. The team of ten (10) or less members, including one (1) candidate and up to two (2) coaches shall be advanced the, transportation fare, mileage, hotel, parking, limo and the per diem for up to five (5) days, up to seven (7) days if traveling by car 500 miles or more and shall be advanced the hotel, parking and per diem for up to two (2) additional days for necessary attendance at the Grand Lodge Convention for Ritual competition. [2] If the Toast winner and/or the Flag Charge winner is a member of the winning Ritual team, compensation funds will not be doubled.**
- 8. A voucher request must be submitted by each team member to the team coach on a form provided by the state and made available through the State Secretary and the State Website. The team coach will keep a copy and submit the vouchers to the State Secretary. Upon approval the State Treasurer will issue a single check covering the total amount to the Lodge of the State Team for distribution to the team members. [2]**
- 9. Individual reimbursement may vary depending on mode of travel and distance however regardless of the actual expenses no team member or Ritual competitor shall receive a total advance or reimbursement in excess of \$1,000.00 for expenses. [2]**
- 10. Within fifteen (15) days following the National Convention the team members will provide a completed expense report, (on the same form used for the advance) to the team coach and return any advance money not supported by actual receipts for Hotel, Parking and Transportation, Mileage will be based on Google**

Maps point to point mileage, approved per diem will be based on hotel nights supported by receipts plus 2 days. In no case shall the reimbursement of mileage and hotel parking fees exceed the cost of commercial transportation for those team members traveling in the car and the parking at the departure port. [2]

- 11. Within twenty-five (25) days following the National Convention the team coach will make copies of the expense reports and submit a copy of same with a voucher for any returned advance to the Lodge Secretary. Within thirty (30) days following the National Convention a copy of the expense reports along with a check for any money being returned will be forwarded by the Lodge Treasurer to the State Secretary. Any money returned will be reinvested in the Ritual Fund from which it was taken.[2]**

[2]. Resolution 2015-2: 2015 Summer Convention – proposed, seconded, and PASSED, was proposed by SCEA Ritual Chairman, David Loudin, PDDGER of the Greenville Lodge 858.

The team members and the winners of the Toast and the Flag Competitions must stay a minimum of 3 days in the hotel designated as the South Carolina hotel for the convention.(8) A voucher request must be submitted to document the trip. The maximum funds available for distribution to any Ritual Competitor, Coach, or Candidate shall not exceed \$1000.

All funds raised shall be made available by the Treasurer to the Ritual team members, the 11 O'clock Toast winner and the Flag Presentation winner, (8) up to the following amounts: coach or similar round-trip air transportation by the least expensive route without unduly taxing the time of the contestant, and a per diem recommended by the Budget Committee and the Board of Directors and approved at the summer meeting of the Association prior to the Grand Lodge Convention at which the contestant will compete. The 11 O'clock Toast winner and the Flag Charge Winner must stay a minimum of 3 nights in the hotel designated as the South Carolina hotel for the convention. A voucher request must be submitted to document the trip. The maximum funds available for distribution, to the 11 O'clock Toast winner and to the Flag Charge winner will not exceed \$1,500.00 each. If Toast winner and/or the Flag Charge winner is from winning Ritual Team, compensation funds will not be doubled.[7]

7. Changed by Amendment 2019-6; 11/9/2019 Special Session Business Meeting: voted and passed. Submitted by PER Dan T. Marett Jr., Lodge # 858; & PSP Robert J. Cher, Lodge #858.

(8)Changed by Resolution 2024-1: February 4,2024: Voted and passed. Submitted by Wm Borchert,PSP Lodge 858

5.35 Scholarship Committee

This Committee shall encourage Lodge participation in the “Most Valuable Student” contest sponsored by the Elks National Foundation. The Chairman shall distribute complete contest information and applications to each member Lodge. The Chairman shall be responsible for making arrangements to grade the applications received, and for transmitting the winning applications to the Elks National Foundation for entry in the national contest.

5.36 Traveling Gavel Committee

This Committee shall consist of the Vice-Presidents from each district, as defined by the Grand Lodge, in the state. [2] Its duty shall be to promote inter-lodge visitations and to encourage the exchange of beneficial information among Lodges. The record of the Committee’s activities shall be included in the individual reports of the Vice Presidents.

[2] 2015-2 2015 Winter Convention: Proposed, seconded, and PASSED. Proposed by PSP William Borchert Greenville Lodge # 858.

5.37 Youth Activities Committee

This Committee shall foster, supervise, and implement the Association’s youth program; sponsor youth ceremonies and celebrations; and promote programs for all youth, particularly those projects which will benefit underprivileged or handicapped children. The Committee shall also encourage member Lodges to sponsor little league baseball, youth camps, scout troops, and other related projects. This Committee shall also be responsible for administering the Grand Lodge Youth Activities Program and for distributing information thereof to the member Lodges.

5.38 Photographer Committee

The Photographer shall have the duty of recording on film or digital media, (1) important events and other related matters of interest and, upon request to make prints thereof available to the Editor of the South Carolina Elks News and to the History Committee. An expense allowance shall be provided in the budget.

(1) Proposed by Robert Cher, PSP, Greenville Lodge : Proposed, Seconded, Voted on and passed February 4, 2024

5.39 History Committee

The History Committee shall compile and preserve all significant memorabilia, including but not limited to, pictures and documents

relating to the history of the Association and/or its member Lodges so as to preserve an accurate, concise and interesting history of the Order in South Carolina.

5.40 Lodge Officer of the Year Committee

This Committee shall have the duty of encouraging each member Lodge to nominate one of its Officers for recognition based on an Officer who is always willing to help – an Officer who can be relied upon to get things done. The Qualifications should be stringent, as it would be far better not to designate an “Officer of the Year” than to select an Officer less than worthy of the Honor.

The Committee shall select the most-worthy from those nominated and report to the President. At the summer meeting, the President shall present a suitable plaque or certificate, as approved by the Board, to the selected Nominee.

5.41 Web Site Committee

This Committee shall have the duty to provide the means for all members of the Association to gain information via the Internet.

SECTION 6 – RULES OF PROCEDURE

6.01 Order of Business

The following order of proceeding and businesses shall be observed at all meetings of the Association:

1. Call to order
2. Invocation by Chaplain
3. Tribute to Flag
4. Address of Welcome
5. Response by President
6. Introduction of distinguished guests
7. Introduction of Grand Lodge Officers
8. Introduction of Past State Presidents
9. Roll call of State Officers
10. Roll call of Subordinate Lodges
11. Appointment of Committees not previously appointed
12. Preliminary report of Credentials Committee
13. Reading minutes of previous session
14. Report of President
15. Report of Chairman of the Board of Directors
16. Report of President-Elect

17. Report of Vice Presidents
18. Report of Secretary
19. Report of Treasurer
20. Report of Standing Committees
21. Report of Special Committees (Grand Lodge Advisory)
22. Unfinished Business
23. New Business
 - a. Nomination of Officers (summer) and election of Officers (winter)
24. Report of Credentials Committee
25. Report of Resolutions Committee
26. Good of the Order
27. Installation of Officers (winter)
28. Address by State President
29. Benediction by Chaplain
30. Adjournment

Changes in the order of business may be made at the discretion of the Board of Directors prior to any regular meetings or by a majority vote of the delegates present at any meeting if deemed necessary under the circumstances then and there prevailing.

6.02 Rules of Order

All meeting proceedings shall, unless in conflict with these By-Laws, be governed by the rules set forth in “Robert’s Rules of Order”.

6.03 Motions and Resolutions

At the request of the presiding Officer, every motion or resolution made or offered shall first be reduced to writing and furnished to the Secretary.

SECTION 7 – MISCELLANEOUS

7.01 Publications

The Association may publish materials authorized by the Board and approved by the Grand Lodge.

7.02 Counsel

Counsel for the Association may be retained and/or appointed by the President, subject to confirmation by the Board.

7.03 Matters not Otherwise Covered

Should any matter arise which is not covered by these By-Laws, resort shall be made to the Grand Lodge Statutes.

7.04 Adoption of These Provisions

These By-Laws, if adopted, shall take effect upon the convening of the first meeting after Grand Lodge approval.

7.05 Limitations on Nature of Business to be Transacted

Nothing of a political or sectarian character shall be introduced or considered at any meeting of the Association. No individual shall, directly or indirectly, be endorsed or recommended by the Association for any political or public office. No action shall be taken concerning any political, legislative, or public policy matter, whether general or local in character, unless such action is in accord with previous Grand Lodge action or received the Grand Exalted Ruler's prior approval.

SECTION 8 – AMENDMENTS

8.1 General

These By-Laws may be amended at any meeting of the Association, provided said proposed amendment is first presented in writing to the Chairman of the Association's Judiciary Committee at least sixty (60) days prior to said meeting. The Judiciary Committee shall immediately forward a copy of the proposed amendment to the Chairman of the Board of Directors. The proposed amendment shall be submitted to the membership of the Association as new business at said meeting by the Judiciary Committee, together with its recommendations concerning same. A majority vote of the delegates present shall be required for its adoption. No amendment shall take effect until approved by the Grand Lodge Committee on Judiciary. Any proposed amendment must contain the proposer's name and Lodge, and shall be accompanied by a brief statement in support thereof. The proposed changes should be submitted to all Association Lodges at least 30 days prior to the convention.