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# ALBERTA ELKS ASSOCIATION

## REGULATIONS



Revised February 2023

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## **Definitions**

The use of Trustees and Directors is interchangeable when referred to in the Association By-Laws and Regulations.

Where used in these Regulations and the context permits, words importing the masculine gender include the feminine gender and the singular includes the plural and vice versa.

## **Authority**

The Association Executive shall have the authority to make Regulations governing the Association for the purpose of carrying out the intention of the provisions of the Association By-laws, and any such Regulation made in accordance with this power shall have the same force and effect as a By-law contained herein.

Regulations, when approved by the Association Executive, shall forthwith be reported to the Lodges, Districts and all units of the Order as may be required.

## **Dues and Fees**

The annual affiliation fee shall be Twenty-five Dollars (\$25.00) for each dues paying member of the Lodges under the Association's jurisdiction as reported in December of the previous year and is due January 1 of the current year. *Membership cards will be withheld for Lodges which are three months or more in arrears for Provincial Dues at the time membership cards are issued.*

The Association Membership affiliation fee may be split into two payments; the first based on the number of dues paying members at December 31 of the previous year and the second based on the number of dues paying members at June 30 of the current year.

Affiliation report and fee are to be received by the Association Office within 60 days after the due date.

The Association Secretary-Treasurer shall notify the member Lodges sixty (60) days in advance of any proposed change in fees.

Other dues, fees and expenses shall be as designated under Regulations of the Elks of Canada By-Laws.

## **Expenses – Association Officers, Executive and Committees**

For all Association Officers, Executive Members, Committee Chairmen and Committee Members requested by the Provincial President to attend Provincial Conference, special meetings and specific business of the Association shall have expenses reimbursed as follow:

### ***Mileage:***

A rate of \$.45 per kilometre shall be paid to eligible members claiming travel expenses. Should a member elect to fly rather than drive, the regular airfare shall be reimbursed, providing it does not exceed the amount which would have been payable had the regular mileage rates prevailed.

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### ***Daily Stipend:***

Eligible members, while making visits on Association business, shall be reimbursed for the actual cost of hotel accommodation. The actual cost of meal expenses to a maximum of \$75.00 per day shall also be reimbursed.

### ***Expense Forms:***

All expenses shall be listed on the appropriate form Secretary-Treasurer and must be submitted to the Secretary-Treasurer within (30) thirty days for reimbursement of expenses. Receipts for all expenses (except mileage) must be attached to the Expense form.

### ***Spousal Expenses:***

Spousal expenses are the responsibility of the Members of the Association Executive, Committee Chairmen and Committee Members.

### ***Registration Fees:***

Conference fees shall be prepaid for the following:

- Officers of the Association
- Executive,
- Judiciary Committee,
- Committee Chairmen and Committee Members requested by the Provincial President to attend the Conference.
- Past Provincial Presidents registered to attend

## **EXECUTIVE - General**

### ***Bonding***

The minimum bond for the Association Officers and appointees shall be established by the Elks of Canada Constitution and By-Laws.

### ***Signing Authority***

The Provincial President or other Officer as designated by Motion at Post Conference Meeting, along with Secretary-Treasurer (or treasurer if separate) shall be the signing officers of the Association and shall affix the seal.

### **Executive Meetings**

The Association Executive shall meet the call of the President.

### ***Confidentiality & In Camera Sessions***

Where appropriate to ensure the privacy of a member or lodge, the Executive may move a meeting "in camera" for discussions which shall not be recorded in the minutes of the meeting.

- Any decisions or actions to be taken arising out of in camera discussions, however, shall be captured in the Minutes in such a way as to preserve privacy.

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- Where directed by the Executive, information regarding persons or lodges may be shared as necessary to resolve matters.

### ***Voting***

The elected Officers of the Provincial Association Executive, Immediate Past president, Trustee Chairman and Foundation Chair shall be authorized to move, second, move amendments and vote on all matters presented at the Association Executive meetings.

All members in attendance at such meetings may participate in the discussions of the proceedings.

### ***Vacancies on the Executive***

Where an executive position on the Board becomes vacant by reason of resignation the President in consultation with the Executive members may appoint a member to fill the vacancy until the next Annual General Meeting.

### ***Reports***

All Officers shall ensure that their required reports are submitted to the Secretary by May 1st of each year.

### ***General:***

- Every Officer and Executive Member of the Board shall submit a report in writing to the Secretary Treasurer not later than May 1st of each year for presentation at Provincial Conference.
- At the Post-Conference Meeting, or as soon as practicable thereafter, the Board shall assign liaison positions for each Committee to an Officer of the Board for the ensuing year.

### ***President Duties***

- It shall be the duty of the President to make such Official Visits to the Lodges of the Association as may be deemed proper in the interest of the Association and they shall perform such other duties as may be required.
- The President shall have the power to direct any of the Vice-Presidents to make such visits when, in his discretion, he may deem it proper.
  - In the event the Vice-Presidents shall not be available for such visits, he may direct any other Officer of the Association to make such visits. Any Officer making such visits under the direction of the President shall promptly thereafter make a report in writing to the President.
  - If a request for the visit was made by the Lodge, expenses incurred by the President, or other Officer visiting a Lodge, shall be paid by the Lodge so visited. A copy of the report shall be forwarded to the Lodge by the Secretary.
  - The operation of this section shall not interfere with the duties or authority of District Deputies.
  - The President is the point of contact if a Lodge has an issue; not the District Deputy.

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***Immediate Past President shall:***

- Attend all executive meetings
- Act as mentor to the President
- Chair the Finance & Audit Committee
- Chair the Past Presidents Committee

***First Vice-President (Incoming President) shall -***

- Act for the President as required or requested
- Be responsible for coordinating the activities and reporting of all Committee Chairs.
- Be appointed to the Foundation Board of Trustees during their term and be allowed voting privileges

***Second and Third Vice-President shall –***

- Act as Liaison members of a Board Committee as appointed, responsible for coordinating the activities and reporting of the Committee(s).

***The Esquire shall:***

- Execute the orders of the President, assist to preserve order, act as marshal on public occasions
- In case of closed sessions, assist the Inner Guard in examining the qualification of all persons presenting themselves for admission.
- Select such deputies as may be needed to assist in the discharge of the duties.

***Secretary-Treasurer***

The Secretary-Treasurer shall have the following duties and obligations –

- Deliver a sufficient bond in the amount required by the Association before entering upon the duties of the office.
- Devote as much time to the office as is required to properly carry out the duties of the office, either personally or by those authorized to do so.
- Receive an honorarium approved by the Association for proper performance of duties which shall be established annually at the Conference and payable monthly.
- Present a printed, itemized report to each regular AGM showing all receipts and expenditures for the current year. It shall contain all such statistical information as may be essential for the guidance of the Association in its work. It shall be printed in sufficient numbers to furnish each delegate attending with a copy. A copy should be mailed to the Secretary of every Lodge of the Association.
- Submit a written interim report for the Mid-term Executive Meeting.
- Notify the members of all Committees and Commissions of their appointment and provide a copy of the Terms of Reference of their duties and responsibilities immediately following their appointment.



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- Be responsible for the hiring of personnel or tendering for outside services for the purpose of carrying out the duties and responsibilities of their office and providing detailed reports when requested to do so by the AGM, Association Executive or Presidents.
  - furnish all reports, documents, papers, copies, recommendations or other matters to all units of the Order as may be required, and further shall provide to each District Deputy of the Districts within the jurisdiction of the Association, a report on the standing of Lodges within each District prior to the Lodge Officers being installed.
  - With the President, sit as the Executive representative on the Conference Committee as established each year.

***Appointment of Inner Guard & Chaplain:***

As per the Bylaws, the President, in consultation with the Conference Host Lodge will appoint an Inner Guard and Chaplain for each Annual Conference.

***Inner Guard:***

The Inner Guard shall:

- Have charge of the Inner door of the hall in which the meetings are held, examining the membership cards of all those entering the room,
- Perform the duties usually incident to the office of the Inner Guard or as otherwise requested.
- Without interrupting the proceedings of the Assembly, shall report all messages and information to a Vice-President at a time during the session appropriate to the urgency of the matter.
- Be the custodian of all regalia, jewels and other similar property of the Association during the session thereof

***Chaplin:***

- The Chaplain shall conduct the devotional exercises of the Association and shall perform such other duties as customarily pertaining to the office

**PROVINCIAL CONFERENCE**

***Conference Committee:***

As per the Bylaws, the Host Lodge shall establish a Conference Committee who along with the President and Secretary/Treasurer, plan the Provincial Conference as outlined in the Provincial Conference Policy

***Conference Fees:***

The Conference Fee will be set at the mid-term Executive meeting immediately prior to the Conference. This fee will be set in consultation with the Site Selection Committee.

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### ***Executive Pre-Conference***

Prior to the opening at the site of the AGM the Association Executive shall meet for the purpose of:

- Appointing the Secretary-Treasurer of the Association for the ensuing year.
- Transacting other business essential to proper conduct of the ensuing AGM.

### ***Executive Post Conference***

The Association Executive shall meet on the day following the conclusion of the AGM for the purpose of:

- Authorizing signing authority for cheques and other documents to the proper Officers of the new Association Executive by Motion.
- Conducting other business arising from the AGM of the Association.
- Setting the time and place for the Mid-Term meeting(s) for the ensuing year

## ***COMMITTEES***

All committees, unless otherwise specified, shall be nominated by the President or the Association Executive and appointed by the Association Executive not later than the Spring Mid-term executive meeting, provided however, that at the discretion of the President, the Chair only shall be nominated by the President or the Association Executive and appointed by the Association Executive with power in the Committee Chair to appoint their own committee except where otherwise expressly provided.

All committees shall hold office until their successors in office have been appointed provided however, that no committee shall hold office longer than eighteen (18) months, unless specifically to do so by their duties as designated in these By-laws and Regulations.

All Committees shall maintain minutes of committee or sub-committee meetings which shall be forwarded to the Elks Secretary electronically within 15 days of said meeting.

Each Committee shall submit an annual report to the Secretary/Treasurer not later than May 1<sup>st</sup> reporting on the activities of the Committee during the year.

### ***Standing Committees***

Standing Committees for this Association shall be, but not limited to -

- Judiciary Committee
- Finance & Audit Committee
- Advisory Committee
- Membership Committee
- Communications Committee
- Sustainability & Relevance Committee
- Walk for Children Committee

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### ***Other Committees (Ad Hoc)***

The Executive may consider other Committees for this Association, but not be limited to -

- Community Services Committee
- Lodge Visitation Committee
- Sports Committee
- Ritual and Patrol Team Committee
- Travelling Gavel Committee.

An Ad-hoc Committee shall be in place for no more than three years before being disbanded or deemed a Standing Committee.

### ***Committee Chairs***

Committee chairs shall be as appointed by the President and approved by the Executive, and shall report to the Association Officer as indicated on organization chart herein.

### ***Committee Expenses***

Committee Chairs and Committee Members requested by the Provincial President to attend the Provincial Conference, special meetings and specific business of the Association shall have Registration fees prepaid and incurred expenses reimbursed.

Expenses of spouses are the responsibility of the Committee Chairs and Committee Members.

### **Committee Duties**

#### ***Judiciary Committee***

At least one member of the Judiciary Committee shall attend every Executive meeting. The Judiciary Committee shall

- consider and report on all matters properly referred to it including the interpretation, construction and amendment of the Association By-Laws, together with questions of parliamentary procedure;
- act as a resolutions committee to receive and bring forth before the meeting of the Association in proper form, all resolutions properly submitted to the Association.
- submit a report on the changes to the Regulations to the Secretary-Treasurer to be included in Association Proceedings booklet.

#### ***Finance Committee***

The Finance Committee shall:

- with the President and Secretary-Treasurer have control of the finances of the Association and recommend ways and means for raising funds to defray the expenses of the Association and set aside the same, when received, for payment of such demands as are properly chargeable to it, and shall report all its acts to the next AGM.
- Devise a system of financial accounting to safeguard, promote and protect the interests and welfare of the Association.
- Be responsible for assessing the validity of all bills of accounts that have been paid from the funds of the Association.

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- Ensure that a satisfactory bond has been obtained on the Secretary-Treasurer and other members handling Association funds.
  - shall ensure that the books are properly submitted to the Chartered Accounting firm for the financial twelve-month period of April 1 to March 31 inclusive.
  - including two (2) non-signing officers, shall conduct a financial review prior to the Mid-Term meeting and provide an interim report on the status of the Association financial affairs to the Association Executive at the Mid-Term meeting.
  - Submit a report to the AGM of their activities during the Term of Office

As per the current Strategic Plan of the Alberta Elks Association, the following Standing Committees have been established:

**Membership** To gain and retain members through activities, resource sharing and to promote new lodge development

**Sustainability** To provide direction, guidance and assistance to Lodges facing challenges (including complaint procedures) to strengthen our Lodges

**Communication** To provide information, resources to Lodges on an ongoing basis and encourage Lodges to self-promote their value to their community

### ***Membership Committee***

The Membership Committee shall:

- Assist Lodges in the operation of their home or club by advising, when necessary, of applicable By-Laws or Regulations, or upon any other matter if asked to do so by the Association, or any member Lodge.
- Provide and initiate the plans and direction for development of new Lodges;
- facilitate the use of the resources and materials as provided by Grand Lodge for use at all levels of Elkdom in order to maintain and increase membership; and to make recommendations for the enhancement of new materials and resources and programs for maintaining and increasing membership.
- Consider and make recommendations as to new Lodge locations, make such efforts as it deems fit to institute new Lodges, and shall provide such additional assistance to new or existing Lodges as they may require.
- Meet at least annually prior to the Annual Conference outlining its activities and recommendations, if any. The Chairman shall report to each executive meeting and to the Annual Conference, on the years activities, proposed recommendations, and such other pertinent information as they deem fit.

### ***Sustainability Committee***

The committee shall primarily concentrate on the long range out look for betterment within the Alberta Elks Association including:

- Consider and make recommendations as to the condition of existing Lodges providing assistance to any Lodge reported to need such assistance, and shall make such recommendations to the Association as it deems fit.

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- Provide and initiate the plans and direction for the rehabilitation of Lodges in difficulty
  - Shall utilize innovative and creative long-range planning to develop the future of Elkdom within the Association utilizing all of the resources of the Association that has been placed at the committee's disposal.

### ***Communications Committee***

The Communications Committee shall promote Publicity of the Order, Internally and Publicly by:

- Assist Lodges with promoting themselves.
- In Conjunction with the Host Lodge, promote publicity of Provincial Conference and/or Mid-term meeting and arrange interviews and press statements at least six (6) weeks prior to the event.
- Design and distribute a monthly newsletter
- Update the website calendar and provide information to be added to the website. Should be provided with access to do this on monthly basis.
- Contact Lodges or have a contact line set up for Lodges to contact and provide any information that they would like on the website and/or the Newsletter.
- Maintain a record of Association Activities by having available at each Conference a record of the previous year's conference to be shown at the next Provincial Conference before, after and during breaks from sessions.
- Be responsible for gathering the pictures from the Provincial President's visits to Lodges and special events collected during his term.
- Collection of pictures from any Lodges that want to have an event showcased.
- Provide copies of pictures to Lodges if they request them.
- Make sure information is stored at the allocated storage facility after conference.

### ***Walk for Children Committee***

- The committee shall be responsible for coordinating an annual Elks and Royal Purple Walk for Children in conjunction with representatives from the Elks and Royal Purple in four separate walks located in each existing Provincial Zones.

### **Walk for Children Rules**

The net proceeds raised by the annual Elks and Royal Purple Walk for Children after expenses, shall be forwarded to the Elks and Royal Purple Fund for Children.

The Funds raised by the Alberta Elk and Royal Purple Walk for Children shall be one of the following categories:

- A Lodge contribution or a tax-deductible contribution.
- The Lodge contribution or tax-deductible contribution shall not be eligible for a prize draw.

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## **DISTRICT DEPUTIES**

### ***Recommendations for appointment***

Each District shall, at a meeting held before the last Sunday of April each year, recommend a member of the district for nomination as District Deputy effective at the conclusion of the next AGM.

The Association Executive shall have the duty to ensure that the member recommended is capable of carrying out these duties. If, in the opinion of the Association Executive, such members are not capable, then the Association Executive shall have the authority not to appoint the member and consult with the Lodges of the District for an alternative member.

All recommended members shall be notified of their ratification before May 15th of that year. A member holding membership in more than one District shall be eligible for appointment as District Deputy in only one District in any one year.

### ***Appointments***

The Association Executive shall consider the qualifications of the recommended candidate not later than May 7th of that year, and upon approval by the Association Executive, the candidates will attend the District Deputy Seminar, unless excused from doing so by the Association Executive, and at the conclusion of their training and being duly installed, they shall assume office and receive a gold tassel for their fez

### ***Tenure***

#### **Duration**

Each District Deputy shall hold office for a period of twelve months during the pleasure of the Alberta Elks Association. Upon the death, or permanent disability or revocation of their appointment, the Association, in consultation with the Lodges of the District, shall nominate and appoint a replacement. District Deputies shall serve no more than three consecutive terms (a term is defined as Conference to Conference).

#### **Removal**

The Association Executive may, by a vote with three-fourths (3/4) majority, suspend and revoke the appointment of any District Deputy before the expiration of their Term of Office for conduct unbecoming of their office or dereliction of duties.

#### **Failure to recommend (elect)**

Should a District fail to recommend (elect) a District Deputy, the Association shall appoint a person to fulfill the duties of the District Deputy. The appointed member is not required to belong to the district. This person shall be called the District Deputy.

#### **Transmission of recommendation**

The name and address of the member recommended for the office of District Deputy shall be immediately forwarded to the Alberta Elks Association office and received no later than May 1st each year

### ***Duties***

The duties of the District Deputy shall be those outlined in the Officers Reference Manual of the Alberta Elks Association and shall include:

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- To familiarize themselves with all ritualistic work and to memorize such portions of the Ritual and the Book of Ceremonial as are required for their duties.
  - To install or cause to be installed, the Officers of the Lodge
  - To ensure that the work of the Order is performed uniformly in all Lodges.
  - To examine all records of the Lodges and see that they are properly kept.
  - The District Deputy shall work with the Provincial Membership Committee to investigate and implement the development of New Lodges in the District and provide motivation and assistance to the Lodge membership directors in conducting annual membership nights and other membership projects.
  - To communicate the views and concerns of Districts and its respective Lodges to other appropriate levels of the Order.

#### Visits:

To visit all Lodges in their District when in regular session at least two (2) times in each Association year, one of which may be the Installation of Officers, and to file promptly their reports on such meetings and on the Installation of the Lodge Officers and the other meetings to the officers designated in their Manual of Instruction.

#### Reports:

To file with the Provincial Association all reports as requested from time to time by the Executive Association within 30 days of the visit.

#### Meetings:

To call a meeting of the membership of the Lodges in their District each spring at such time and place as the District Deputy finds convenient or as stipulated by District By-Law, provided that each Lodge in their District shall be advised in writing at least thirty (30) days in advance of such time and place. This meeting is to take place on or before the 4th Sunday in April. Other meetings may be held according to District By-Laws.

#### Joint Meetings:

Districts are permitted to hold Joint District Meetings, but the Association Office shall be notified for their information.

#### Other:

To perform such other duties as may be required of them by the Association Executive or the Provincial President.

#### ***District Deputy Expenses:***

The expenses of the District Deputy shall be paid by the Alberta Elks Association for a maximum of two (2) annual official visits to each Lodge in regular session, one of which may be to install the Officers of the Lodge.

If any Lodge makes a special request for the District Deputy to visit it, that Lodge shall pay their travel expenses unless the District Deputy decides to pay their own expenses.

They shall make an itemized statement of their allowable expenses and shall forthwith send it to the Association office along with their official report. Receipts for allowable expenses shall be submitted with the Expense Form.

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In the event they are required by the Association to make additional visits, the Association shall reimburse them.

Expenses must be filed with the Association Secretary/Treasurer within 30 days of the Visit. Failure to submit the expenses may result in expenses being refused.

District Meeting Expenses:

The expenses of the District Deputy shall be paid by the Association for one district Meeting during their term, provided an official copy of the minutes of the District Meeting are submitted to the Association Office along with an itemized statement of their allowable expenses.

***District Deputy Elect:***

The District Deputy Elect shall be reimbursed for their expenses for their attendance at Provincial Conference, shall attend such educational activities as directed by the Association Executive, and shall be installed at the Provincial Conferences by the Grand Exalted Ruler or their representative.

***Assistant to the District Deputy:***

Some Lodges have the ability in their District Bylaws to have a member named as “Assistant to the District Deputy”. Generally, this is perceived to be a person who may be interested in taking on the role of District Deputy in the future (a succession plan).

The role of the assistant is to assist the District Deputy, particularly in regard to duties such as Installation of Lodge Officers.

In some instances, it may be impossible due to emergencies that a District Deputy becomes unable to attend their scheduled Lodge Visitation. Where the visit cannot be rescheduled and if the District Deputy believes it appropriate, the Assistant may be asked to perform the visitation and bring the messages from the District Deputy and the Association. In this case, the District Deputy must contact the Association Secretary and request confirmation that the expenses of the Assistant will be paid as if the District Deputy had made the visit. Such requests should be made in writing (email) to the Elks Secretary not less than 48 hours prior to the visit. Where an emergency occurs, the District Deputy shall contact the Elks Secretary as soon as possible to advise of the change and the Association may approve the expenses to be reimbursed.

To be clear, Assistants are not installed District Deputies and are not to take on roles exclusive to installed District Deputies but to assist and perform as directed by their District Deputy.

**District Deputy Liaison Officer & District Deputy Trainer**

One Liaison Officer shall be appointed by the Executive at the post Conference meeting to work with the District Deputy Trainer and together they shall:

- Maintain / facilitate open communication between the Executive and District Deputies.
- Shall review District Deputy reports



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- As needed provide assistances/encouragement to the District Deputy to complete reports in a timely manner.
  - Assist the Executive in addressing / resolving District or Lodge issues/concerns.
  - Represent the Executive/Association within the District.
  - Alert the Executive of District members who could serve on Association committees.
  - Provide assistance to the District Deputy
  - Act as a mediator – to assist in solving internal disagreements within the District or a Lodge or, where determined beneficial, report to the Executive who may refer the matter to the Sustainability Committee or Grand Lodge
  - Act as a mentor to District Deputies
  - Assist in recruiting District Deputies
  - Encourage District Deputies to become involved in the Association
  - Act as a resource for District committees
  - Review District Deputy training material and make suggestions regarding training needs

## **Committees, Competitions & Awards**

### ***Competitions:***

- Competitions have a term of January 1 to December 31, excluding Travelling Gavel which shall be from May 1 to April 30.
- Reports for all Competitions shall be submitted to the Association Office before April 30.”

### ***Award Certificates***

The Association Committee Chairmen, where applicable, shall be responsible for ensuring that all certificates that are pertinent to their committees be available at the Annual Conference for presentation to the award-winning Lodges.

The Esquire and the Inner Guard shall be responsible for the safekeeping and display of the afore identified paraphernalia during the Conference

### ***Community Services Committee***

Shall have referred to it all the Community Service reports and will report to the President the name of the winning Lodge in each category. It shall meet at the Annual Meeting for this purpose or at such other time as requested by the President. It shall make recommendations to the Association for any desirable changes on the rules governing this competition and bring to the attention of the Assembly other matters it deems to be relevant to this competition. In addition, it shall investigate and report upon the community service activities of the Lodges, and shall render its assistance where needed, to any Lodge in an advisory capacity.

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### Community Service Awards

- All Lodges are to complete the Community Service Report and present it at their Spring District Meeting. The District Deputy is to forward all Reports for their District to the Provincial Community Chairman no later than May 1<sup>st</sup>.
- All forms must include the signatures of both the Exalted Ruler and the Secretary or their designates.
- There shall be a Community Service Competition that shall fall into three (3)
  - All Lodges with a membership not exceeding 1 - 30 members
  - All Lodges with a membership in 31 - 60 members
  - All Lodges with a membership in excess of 61 members
- These competitions are not judged on a dollar and cents basis only, but will take into consideration the total Lodge effort involved, including man hours, community impact, etc. It is intended that services, of local community interest and impact, will receive greater consideration than national projects

### **Association Travel Committee**

Shall be responsible to examine all reports, and to recommend rules and regulations of conduct for the inter-district visitation competition to the executive and shall declare the winning Lodge at the Annual Conference. The Chairman shall report to the Annual Conference giving a resume of the previous years' activities, proposed amendments to rules and regulations, and other pertinent information.

#### Association Travel Award

There will be one certificate for an annual award to known as the Alberta Elks Association Travel certificate.

One or more members of a Lodge attending a meeting of a Lodge including Provincial Conferences and Grand Lodge Conventions, anywhere within Canada only will earn points for their Lodge, provided that an attendance certificate is properly completed and recorded.

A certificate, sample of which is contained within these regulations, must be completed for each visit made, and must contain the following information:

- a) Date of visit
- b) Lodge credited with visit
- c) Number of visitors
- d) Kilometres traveled both ways (i.e., return)
- e) Total points to be credited = (c x d Lodge visited (or Conference, etc.)

Completed certificates are to be mailed to the Provincial Secretary at the end of every month.

A certificate shall be presented annually at the Alberta Elks Association annual Conference.

### **Ritual and Patrol Team Committee**

The committee shall promote patrol teamwork in the Lodges under the jurisdiction of the Association, and whenever possible, shall conduct the Senior or Novice patrol team competition, or both, at such times during the Annual Conference as are approved by the President. They shall recommend rules and regulations governing all competitions for any patrol team awards to the Executive.

Review the Ritual of the Order and requests for change in the Ritual as requested by the member Lodges, reporting them to the President, making recommendations as to what the changes should be and preparing the necessary resolutions to be presented to the Annual Conference.

The Chairman shall report to each Annual Conference of the previous year's activities, proposed changes and other pertinent information.

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### Patrol Team Inter-Lodge Visitations

The purposes of this competition are for the promotion of fellowship amongst the Patrol Teams within the province of Alberta.

A certificate to the winning team will be awarded annually.

A patrol team entering this competition shall consist of at least five marching members.

A form shall be completed for each visit, and shall contain the following information:

- a) Type of visit - Initiation, Installation, Institution, Parade, etc.
- b) Date of visit.
- c) Name of Lodge visited.
- d) Total kilometres traveled (i.e., return)
- e) Signature of the Patrol Captain.
- f) Signature of the Exalted Ruler (or designate) of Lodge visited.

Completed forms must be sent to the Provincial Chairman of Patrol competitions as soon as possible after the visit. A duplicate copy of the form to be retained by the visiting Patrol Team.

It is not intended that these rules include any form of competition during visits, but simply partaking in whatever activity the host Lodge has planned for that particular visitation.

Point awards shall be as follows:

- Twenty-five (25) points for each visit up to 100 kilometres return.
- One point for each additional 10 kilometres return thereafter (or portion thereof).

Rules for this competition may be amended by the Patrol Team Committee from time to time as they see fit without the approval of the annual conference delegates. All proposed amendments shall be submitted to the Association Executive for approval. Any changes made will be forwarded to the Provincial Secretary-Treasurer.

### **Elks' Expansion Award Rules**

The Certificate is to be presented annually at the Provincial Conference. The purpose of this award is to increase membership within the Subordinate Lodges and to promote and increase the number of Lodges within the jurisdiction of the Alberta Elks' Association.

All Lodges, as members of the Alberta Elks' Association, will be entitled to compete for this award. The increase can be calculated from the Membership Fee Report, prepared by the Secretary, and included in the booklet with the other Reports. To be eligible, the Lodge must have paid its current membership fee before or on the deadline date of March 31<sup>st</sup> of any year. The President shall appoint the Expansion Award Committee when he makes his other appointments at the Conference.

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## Point System

- Each percent of increase..... 1 point
- Where a Lodge created the formation of a new Lodge ..... 15 points
- When the newly instituted Lodge obtains its charter ..... 15 points
- Where two or more Lodges are involved in creating the formation of a new Lodge the points will be equally split.

## Traveling Gavel Competition

Each District Deputy, early during their term of office, shall set up a schedule of visitations of Lodges for this competition, and shall supply each Lodge within the District with a copy of such schedule. The competition year shall be May 1 to April 30.

The Provincial Elks Association shall advise each lodge of the name, address and phone number of the Chairman of the Traveling Gavel competition.

16.3 A copy of the proposed visitation schedule as prepared by each District Deputy shall be sent to the office of the Provincial Secretary.

Official entry forms as supplied by the Alberta Elks Association, sample of which is included within the Officers Reference Manual, **only shall be utilized**.

All forms must include the signatures of a host Lodge's Officer verified by the District Deputy.

It is the responsibility of the District Deputy to review the forms for accuracy, and upon being satisfied that all forms are properly signed and completed, forward them to the Committee Chairman or Association office as soon as possible.

In the event an entry form is received by the District Deputy that is not properly completed, it shall be returned to the submitting Lodge for correction and re-submission by the District Deputy.

If after having gone through the individual Lodge and the District Deputy, an incorrectly completed form is received by the Committee Chairman, such entry shall be eliminated from further consideration without right of review.

The visiting Lodge attaining the highest percentage of total members making the visitation within that District shall be declared the district winner.

The Provincial winner shall be the Lodge with the highest percentage of resident members within the jurisdiction of the Alberta Elks Association who make the actual visitation.

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The Provincial winner from each of the following categories:

- Lodges with less than 30 members;
- Lodges with 31 to 60 members; and
- Lodges exceeding 61 members

shall be declared at the Annual Conference by the Traveling Gavel Chairman and shall be awarded the Provincial Traveling Gavel Certificate

It shall be the responsibility of the Traveling Gavel Chairman to obtain all completed entry forms from the District Deputies and to meet with Committee members at the annual conference to check all calculations and other entries for accuracy, so as to name the Provincial winner.

## **Sport Championships**

### ***Curling Championships***

These competitions are sponsored by the Alberta Elks Association for the purpose of furthering good fellowship and sportsmanship for all Elks within the Association. Refer to Reference Manual for competition details.

There will be four (4) annual competitions:

1. The Alberta Elks Curling Championship (Alberta Elks Association Trophy)
2. The Alberta Elks Seniors Curling Championship (Dumontel Trophy)
3. The Alberta Elks Mixed Curling Championship (Delwood Windows Trophy)
4. The Alberta Elks Masters Curling Championship (Medallion Trophies & Gifts Trophy)

### ***Dart Championships***

These competitions are sponsored by the Elks Association for the purpose of furthering good fellowship and sportsmanship for all Elk members within the boundaries of the Provincial Association jurisdiction. Refer to the Reference Manual for competition details.

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# **POLICIES**

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## **Confidentiality, Conflict of Interest & Disclosure Policy**

**Elected and Appointed Officials are in a fiduciary relationship with the Alberta Elks Association and the Alberta Elks Foundation, a non-profit charitable organization.** Elected Officials include the Executive of the Association and Appointed Members refers to staff, Committee Chairs, committee members and persons/companies hired under Contract. All Officials are obliged to act honestly and in good faith in respect of the organization. The obligation has many components, including a duty to avoid conflicts of interest, a duty to avoid abusing their position to gain personal benefit and Director's fiduciary obligation to maintain the confidentiality of information that they acquire by virtue of their position.

A breach of confidentiality or conflict of interest will create problematic consequences for the organization. For example, if Committee Chairs do not have confidence that their colleagues will keep information gained through their position in confidence, the organization's governance will suffer, since good governance requires full and frank disclosure and discussion. Individuals or the organization may be harmed by the inappropriate disclosure of information.

### **A. Confidentiality Policy Statement**

Elected and Appointed Officials ["Members"] shall maintain the standards of confidentiality including:

- a) Information gathered or prepared for use by the Executive and/or a committee is confidential. No Official shall divulge or allow to be divulged that information, except in the performance of their duties or under the authority of the Executive. The Executive establishes the following rules regarding information use and dissemination:
- b) The following are not to be communicated:
  - ◆ Personnel, Contractor, Official or Official specific information
  - ◆ Items related to physical security of the premises or other members
  - ◆ Legal opinions pertaining to legal matters involving the Association or Foundation
  - ◆ Minutes, items dealt with 'in camera' and documents marked "confidential"
  - ◆ Confidential financial information with respect to the organization, its members.

*This provision is not intended to limit an Official from discussing **issues** and **policies** with stakeholders or representative groups. The intent is that Members must maintain a proper governance role and must not provide to any party information which could be damaging to the organization, bring the organization under public embarrassment or be detrimental to the credibility of the organization.*



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## **B. Conflict of Interest Policy Statement**

Officials of the Association and Foundation shall arrange their private affairs in a manner that will prevent Real, Potential, Apparent or Perceived Conflicts of Interest from arising. These refer to:

- Real: where a person has knowledge of a private interest that is sufficient to influence the exercise of his/her duties and responsibilities.
- Potential: when there exists some private interest that could influence the exercise of a duty of responsibility.
- Apparent: when there is reasonable apprehension that a real conflict exists.
- Perceived: where any person, having knowledge of a matter, could reasonably believe that such matter would constitute a Conflict of Interest.
- Bias: a preconceived attitude that favors one way of thinking, feeling or acting that usually results in unfair or inequitable treatment, evaluation or decision making.

### Matters which constitute Conflict of Interest

Matters which constitute Conflict of Interest may include:

- a) Economic benefits, either direct or indirect to a director or any related person or business entity in which a person has interest.
- b) Undue Influence over other members or administration.
- c) Outside Interests which may compromise the professional integrity, independence or competence of a person while acting in their role.
- d) Gratuities or Gifts including services, favours, meals, pleasure or vacation trips, entertainment or anything of value or benefit to the recipient except where they may reasonably deem to be provided in the proper course of business and if others would not perceive them to be improper inducements.
- e) Interfering with the day-to-day administration of the Organization by contacting individuals in order to influence their conduct.
- f) Assisting any private entity or person in their dealings with the Organization where this would result in preferential treatment.
- g) Any action which could be perceived as Harassment which means intimidating, annoying, hurtful or malicious and which should reasonably be known to be unwelcome.

## **C. Disclosure Policy Statement**

- a) Members shall immediately disclose to the President or Foundation Chair any situation or matter where they have or may have a Conflict of Interest.
- b) Where a member is unsure whether a Conflict of Interest exists, he/she shall seek immediate clarification from the President or Foundation Chair.

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- c) It shall be a decision of the President/Foundation Chair or Executive Board to:
    - Confirm a Conflict of Interest exists
    - Accept the Disclosure and rule that a Conflict of Interest does not exist
  - d) Where the President/Foundation Chair or Executive Board deems a Conflict of Interest exists:
    - Exclude the member from the meeting(s);
    - Limit participation in discussion by that member
    - Exclude the member from the vote

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CONFIDENTIALITY, CONFLICT OF INTEREST,  
AND DISCLOSURE DECLARATION

I, the undersigned, have read and understand all the information in this policy and I agree to conduct my activities in accordance with the Alberta Elks Association and Alberta Elks Foundation 'Confidentiality, Conflict of Interest, and Disclosure' policy. I further declare that I understand and agree that:

- ✓ I have read, understand and agree to follow the standards set out in the Organizations' Constitution, Bylaws, Regulations and Policies.
- ✓ I must keep confidential, information that I have learned through involvement as a member. The duty of confidentiality includes, but is not limited to, an obligation to not disclose information received as a Chair, Liaison or member of a committee.
- ✓ I understand that I am required to attend all meetings, pursuant to the Attendance policy and un-notified absences may result in my removal.
- ✓ I am aware of, and understand that while I am member or after I cease being a member, I will not reveal any information obtained when I was member.
- ✓ I must disclose any real, perceived or potential conflict of interest as it relates to any discussions, actions or decisions as member; this includes full disclosure of any real or potential bias influencing my independence or objectivity.

I also understand that breaching these standards may result in disciplinary action up to and including removal as an Official of the Organization and/or subject to expulsion from the Elks of Canada.

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Official Name (PRINT)	Signature
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Position/Title	
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Witness Name (PRINT)	Signature
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Date	

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**CONFIDENTIALITY AGREEMENT**

MADE BETWEEN:

\_\_\_\_\_

*Hereinafter referred to as "The Member"*

AND

**The Alberta Elks Association/The Alberta Elks Foundation**

*Hereinafter referred to as "The Organization"*

IN REGARDS TO:

\_\_\_\_\_

*Hereinafter referred to as "Services"*

The Member will treat as confidential and will not, without the written permission of the Organization, publish, release or disclose or permit to be published, released or disclosed either before or after termination of their position within the Organization any information supplied to, obtained by or which comes to their knowledge, directly or indirectly, while performing services to the Organization. The Member will ensure facilities, systems and files are secure and that access to data and confidentiality of data and information gained while performing services are strictly controlled.

Any and all information collected or produced as a result of Services performed is the property of the Organization.

The Member will be responsible for ensuring that he or she is not in a position of real or perceived Conflict of Interest in any matter pertaining to the performance of Services. Where a Conflict exists, or may exist, the Member is responsible for informing the Organization as outlined in Policy and proposing corrective action.

DATED AT \_\_\_\_\_ THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_

SIGNATURE: Member

\_\_\_\_\_

President/Foundation Chair

\_\_\_\_\_

PRINT NAME

\_\_\_\_\_

PRINT NAME

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## TRAVEL POLICY FOR ALBERTA ELKS ASSOCIATION

This policy provides further clarification on Travel Claims as established in the Alberta Elks Association Regulations which state:

*For all Association Officers, Executive Members, Committee Chairs and Committee Members requested by the Provincial President to attend Provincial Conference, special meetings and specific business of the Association expenses shall be reimbursed.*

### 1. Hotels

The costs of hotel accommodations will be reimbursed where:

- An overnight stay is necessary; or
- An overnight stay is requested and approved in advance by the President and/or Executive

### 2. Meals

The Costs for meals will be reimbursed up to the following maximum amounts and where the following standards are met:

**Breakfast:** **up to \$15.00**

- There has been an overnight stay and the hotel room does not include breakfast
- Departure for travel is 7:00 am or earlier

**Lunch:** **up to \$15.00**

- Departure is 12:00 pm or earlier OR arrival home is 1:00 pm or later

**Dinner:** **up to \$45.00**

- Departure is 6:00 pm or earlier OR arrival time home is 7:00 or later

**General:**

- Maximum claim per day is \$75.00
- Receipts for Meals MUST be submitted and cover only the cost of food & non-alcohol beverages
- Meals provided by Host (hotel, lodges, etc.) are not claimable

### 3. Mileage

- Mileage will be paid where travel exceeds km. for a return trip; or
- Where airfare is less than mileage, or air travel is necessary due to time constraints, the cost of the airfare will be reimbursed
- Spousal expenses are not claimable.

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## **DISTRICT DEPUTIES:**

In addition to the above, the following are guidelines for District Deputies:

- Expenses payable for a maximum of two (2) annual official visits to each Lodge in regular session, one of which may be to install the Officers of the Lodge.
- If any Lodge makes a special request for the District Deputy to visit it, that Lodge shall pay their travel expenses unless the District Deputy decides to pay their own expenses.
- In the event they are required by the Association to make additional visits, the Association shall reimburse them.
- Expenses for travel to visit home lodges are not recoverable
- Reports are to be submitted with the expense claim.