

## STATE CONSTITUTION CHANGES

### REVISION OF RESOLUTION 2019-1

#### 2.09 Secretary Duties

The Secretary shall attend all meetings of the Association and the Board of Directors. In addition, he shall attend the meetings of those Boards and/or Committees when so designated by the Board of Directors. Copies of the minutes of the winter and summer meetings shall be mailed to all Lodges within thirty (30) days after each meeting. He shall have custody of all books and documents of the Association, attend to all correspondence, pay over to the Treasurer all Association monies received by his office, maintain the seal of the Association and affix same to all instruments, documents and/or reports requiring same, purchase stationery and other supplies necessary for the operation of his office, and shall perform such duties as may properly be required of him.

Upon taking office the Secretary shall designate any qualified member of the state association, residing in his District, to act in his absence or incapacity. He shall notify, in writing, the Chairman of the Board and the President of his designee. In the event that the Secretary becomes unable to perform his duties, the designee shall perform all of the duties of the Secretary until such time as the duly elected Secretary is again able to perform his duties, or until such time as a new Secretary has been appointed or elected.

Changed 2/2/2019 Winter Convention Business Meeting passage of Proposed By-Law Change No. 2019-1 – submitted by William Borchert PSP, Lodge #858

### REVISION OF RESOLUTION 2019-2

#### 2.11 Treasurer Duties

The Treasurer shall attend Association meetings and those of such Boards and/or Committees as may require his services. He shall control all funds of the Association given him by the Secretary, maintain a full and accurate account of all receipts and disbursements, deposit all monies and/or other Association assets in places of safekeeping designated by the Board of Directors, and pay out the monies from the Association's general fund only upon vouchers countersigned by the President or by the Secretary with written notification to the President.

Upon taking office the Treasurer shall designate any qualified member of the state association, residing in his District, to act in his absence or incapacity. He shall notify, in writing, the Chairman of the Board and the President of his designee. In the event that the Treasurer becomes unable to perform his duties, the designee shall perform all of the duties of the Treasurer until such time as the duly elected treasurer is again able to perform his duties, or until such time as a new Treasurer has been appointed or elected.

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

## STATE BY-LAW CHANGE

### REVISION OF RESOLUTION 2019-3

#### 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 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, semiannual 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. <sup>3, 4</sup>

<sup>3</sup> 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.

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