

# GEA Manuals 2021

Note: This manual is intended to be a guide only and is subject to change. It includes events that will happen, that have happened in the past but may not in the future.

## President

The President will decide the proper attire for all state functions.

Suggested event Attire (dress code description)\*

- Casual - No coat, no tie, blue jeans acceptable
- Business Casual - Slacks, Coat, not tie
- Business - Coat and Tie

~ **Approximately**

## **I. GEA President's Emphasis, Training and Communication.**

President's Emphasis, Long and Short Range Goals.

Promote your year's emphasis (example of Bill's year Charity, Unity, Membership, Leadership, etc). In addition to promoting the long range goals of the GEA, this is an opportunity for each incoming president to express his/her desires to highlight important aspects (yearly goals) in support of the long range plan of promoting membership and making a difference in the communities across Georgia. It is your job and that of the President Elect and Vice Presidents to ensure that your major emphasis is promoted across the state.

The President is also tasked with training the President Elect in all aspects of the job that he/she will assume. Communication is key, keep them in the loop on decisions that you have made for the GEA and ask for their input when deemed necessary. You must also monitor that your VP's are performing their responsibilities through written or oral reports.

Communication/Reports.

Frequent communications between the state President and the President-Elect are a must for a smooth transition at the end of your term. The President will inform as needed the President-Elect to fill in during schedule conflicts, unexpected conflicts, sickness, or injury.

You are required to prepare a Presidents message for the Newsletter and the GEA State Website to go out to the membership at least quarterly to keep the membership informed and excited. This is essential (at least once monthly and more often for upcoming events). Reports of past activities and upcoming events must be made at each State Meeting.

General Information.

President Duties, 6.05 GEA By-laws.

Committee Manual update.

This manual should be updated by the President and their spouse each year with corrections, additions, or deletions made as appropriate to maintain current up-to-date information for upcoming officers. Revisions must be presented to the GEA BOD for their approval prior to being implemented.

Candidate(s) Questions/Guidance.

There will always be questions by the candidate(s) about various issues throughout their run. The President should make every attempt to respond to these questions as quickly and accurate as possible. The object is to keep the candidate(s) from making multiple contacts to answer question(s). This manual will help to eliminate many of the questions.

## **II. Georgia Clinics, Seminars and Visits**

DD Clinics.

August, To Be Announced (TBA) by incoming District Deputies.

Attend all 3 clinics. Sometimes they overlap and a decision has to be made on which Clinic to attend. Be prepared to speak about 10-15 minutes on the current results of the year, membership blitz and states major project. \* Dress attire decided by DDGER, suggested Business Casual

ER Seminar.

April of each year, this could be by District or one joint meeting. Be prepared to attend as many of these sessions as possible. Speak about 5-10 minutes on the current results of the year, membership blitz and states major project. \*Business Casual

Georgia Lodge visits.

You will be invited to various Lodges across the state for certain events they will be having. Plan on attending and speaking to the current results of the year. Depending on the event, be prepared to talk to that particular event with worthwhile information. There may be more than one event on a given day, if this is the case you could ask the President Elect to attend the other function. Consider posting photos and comments of events on the GEA Website. \*Business if attending Lodge Meeting; Business Casual otherwise

Hoop Shoot visits.

Make every attempt to attend District, State, and Regional shoots. Districts TBA usually first and second weekend in Feb. with the State typically held on the third weekend in Feb. See GEA and National Websites for updates. \*Business Casual unless participating in event (i.e. Judge)

Soccer visits.

Regional FLEA ~ January TBA. Make every attempt to attend District shoots, State and Regional shoots. See GEA Website for updates \*Business Casual

Ritual visits.

Visit these training sessions when possible. Encourage lodges to use the rituals as per the Grand Lodge Statutes. \*Business Casual

### **III. Committee Groups and Budget**

Insure that all Committees are functioning properly. Refer to the GEA By-Laws Section II Committees of the GEA, General information.

Committee Chairs need to use the GEA Website and post updates if any changes have been made. Stress the importance of using the charitable miles and hours form to insure our tax exempt status to all committee chairs for the State Association.

Membership blitzes'.

Make sure VP's have collected all lodge applications from their District Lodges interested in benefiting from the Blitz Day. Ensure your Committee Group booths have their materials and presentation programs set and ready for the blitz day. Assist the other Committee Groups, as necessary, in preparing their committees for the event.

Budget preparations.

Work with current budget chair and the President-Elect to offer input and support for how the current year has been. Ensure Budget Chair Sends out preliminary budget to committee members not later than 2 weeks prior to full budget committee meeting. Finalize a draft agenda at Spring GEA meeting. Meet with the full budget committee at Date and Location to be determined and finalize budget committee proposal to state membership at Annual Conference.

Details of these guidelines are subject to change from year to year. See appendix "A".

### **IV. Georgia Elks Association Meetings, Ladies Auxiliary Involvement and Annual Parties**

Note: The President gives final approval for meeting agendas after the Ladies Auxiliary President and the Hosting Lodge finishes their review.

GEA Meetings. Refer to the five year calendar for our Association that is currently in development.

Fall ~ to be held in October,

Spring ~ typically held last weekend in February or first weekend in March. GL actually dictates the date that the GER is available to attend our meeting.

Annual State Meeting ~ to be held in June TBD.

\*Business Casual; Banquets are Business

Fall Meeting, check with SDGER to see if our PNP State Sponsor has invited a guest. Make arrangements that will include their transportation from-and-to all meeting functions, off site visits, and dinners. Expenses for each of these visitor(s) will be provided by the GEA Secretary or the host lodge. This includes drinks at the host Lodge. Make arrangements in advance of the meeting for tokens and/or dinner payments with the Lodge, restaurant, hotel, and Secretary/Treasurer. Coordinate this with the hosting Lodge ER.

Spring Meeting, VIP's from the Grand Lodge and other states.

Coordinate with the SDGER. Expect the following visitors: GER, Grand Lodge Committee person, State President Elects from Alabama, Mississippi, and Florida. You will be responsible for entertaining and attending to the needs of all GER's who visit. You will provide transportation for the GER and you will see that all of his drinks and meals are covered during the visit. You will direct the President-Elect to assign the Vice Presidents to be hosts of each incoming President-Elects from each visiting state. This will include their transportation from-and-to all meeting functions, off site visits, and dinners. Expenses for each of these visitors will be provided by the GEA Secretary or the host lodge. This includes drinks at the host lodge. Make arrangements in advance of the meeting for tokens and/or dinner payments with the lodge, restaurant, hotel, and Secretary/Treasurer. Coordinate this with the hosting Lodge ER.

Annual State Meeting duties.

Be prepared to serve as the leader of the business meetings. Have the awards for the Elk of the Year, Exalted Ruler of the Year and Elks Lodge of the Year. Direct the President-Elect on the hosting of visiting VIP's. Assign VP's to host visiting dignitaries as needed.

Ladies Auxiliary

Communicate with the President of the Auxiliary when coordinating meeting schedules and details. The President of the Auxiliary are invited to attend any special dinners and tours at the Fall and Spring Meetings.

"Cocktail Party" at the Annual Meeting. This is a joint party given by the Presidents of the GEA and the Auxiliary. It is paid for by the same. \*Casual

The outgoing President may choose to have a party at their expense typically held on Thursday afternoon.

## **V. Membership Drives, BOD, PER, and PSP.**

Membership blitzes'

Check with the Committee and the Vice Presidents to ensure the following is on schedule for the year. Make sure VP's have collected all lodge applications from their District Lodges interested in benefiting from the Blitz Day. Ensure your Committee Group booths have their materials and presentation programs set and ready for the blitz day. Assist the other Committee Groups, as necessary, in preparing their committees for the event.

### **BOD**

You will inform the BOD of any issues that arise that concern the Association when you find out. You will also give a report to the BOD at all meetings

PER Association involvement.

They are important in helping solve lodge problems and aiding with the annual membership blitz. Communicate with them frequently as needed.

Past State President's Organization and involvement.

Be prepared to attend all of their meetings and give a report as to the affairs of the State Association. This Group is asked to appoint advisors to each GEA Elks Committee. They are critical in helping solve Lodge problems, providing advice, and aiding with Membership Blitz's. Communicate with them frequently as needed. PSP Retreat is held in August.

Committee Chairs and GEA Officers gifts are typically given at the end of their term following the Annual meeting (these are at the discretion of the outgoing President and is at his/her own expense).

Thank you cards, letters, etc.

These items are encouraged to be sent out as appropriate for various events. This is not directly reimbursable and is paid for by the President.

\*\*\*Any of the above guidelines/information may change due to a local, state, or federally declared emergency events to include amending, postponing, or (with Grand Lodge Approval) cancellation of statewide meetings.

## **VI. Grand Lodge Annual Convention**

Notifications

About May, the President will receive information about being the Georgia Flag-Bearer at the upcoming convention.

About two (2) months prior to the convention, a coordinator from the Union City Lodge (ER or other) will contact the GEA President on the William A. King award. The Grand Lodge Ritual Chair will also contact the GEA President and ensure that the award presentation will be on the agenda for the Tuesday morning business session.

Meetings to Attend.

Grand Lodge Opening, Business Meetings (2), and Closing Session to include District Deputy Swearing-In ceremony.

Functions to Attend.

Attend State Sponsor Reception which is normally on Tuesday afternoon. You will need to buy 2 Thank You Cards with envelopes that will have gift cards in each one (State Secretary will buy the gift cards). The President will make the presentation to the State Sponsor and their Spouse will make the presentation to the State Sponsor's wife.

You and your spouse may be invited to the Florida State Dinner on Tuesday night. Usually no formal speaking is necessary. You will probably be seated at a front table. Any additional Georgia attendees will be seated at a separate table.

The Presidents Spouse may be invited to the State Sponsor wife's morning brunch on Tuesday. She will also be invited to the GER wife's luncheon on Tuesday.

Grand Lodge Class Sessions.

All classes are optional based on GEA Presidential Emphasis for the year.

GEA Hospitality Room.

There are no preset attendance requirements, however, the President and their Spouse are expected to make periodic visits.

General Information.

Typically, Georgia, Florida, Alabama, and Mississippi are in the same area hotels together. Each state has its own hospitality room with each state taking the lead from year to year. Alabama is set to lead in 2022 at the Atlanta convention.

Funding for the President and their Spouse is done through the budgeting process during the preceding year.

## **President-Elect**

- The President will decide the proper attire for all state functions. Suggested event Attire (dress code description)\*
- Casual - No coat, no tie, blue jeans acceptable
- Business Casual - Slacks, Coat, not tie
- Business - Coat and Tie

### **I. GEA President's Emphasis and State Visits**

President's Emphasis.

Promote President's year emphasis (Charity, Unity, Membership, Leadership, etc). In addition to promoting the long range goals of the GEA, this is an opportunity for each incoming president to express his/her desires to highlight important aspects (yearly goals) in support of the long range plan of promoting membership and making a difference in the communities across Georgia. The President-Elect should decide what their year as President's emphasis will encompass.

Florida Quarterly visit. ~February 4th 2021

This is by invitation from the Florida Elks Association President. Our state sponsor encourages attendance. It is normally at the Florida Elks Children Camp in Umatilla, FL. The rooms are nice hotel style rooms on the campus. Florida Elks pay for the room and meals. The President-Elect pays for transportation to and from the facility. Take snacks for the room. The President-Elect will receive an email asking for choices of drinks (non-alcohol and alcohol). \*Casual on Friday Night; rest of meetings are Business Casual - Florida Vice President At Large (VPAL) [same as our President-Elect] and/or their Chief Operating Officer will notify details by email.

Florida State Officers Training Seminar.

Invitation from Florida by their incoming 'Endorsed State President' will be sent to Georgia President-Elect. Attendance is encouraged by our state sponsor and Georgia state president. This is normally held in Orlando, FL. at the Orlando World Center Marriott. The President-Elect pays for room and registration (no cost for spouse attendance to meal activities), however, it is reimbursable by the GEA Secretary/Treasurer. The purpose for this visit is to expose the incoming State President to ideas/suggestions that may be useful in the forthcoming Presidency. This is early enough to give the attendee time to prepare and use any information before their term of office as President begins. \*Business Casual

Alabama and Mississippi visit. (Combined both states)

Invitation from these states by their State Presidents will be sent to the President-Elect. The purpose for this visit is to expose the incoming state president to ideas/suggestions that may be useful in the forthcoming Presidency. This is early enough to give the attendee time to prepare and use any information before their term starts. \*Be prepared for Business; Alabama and Mississippi State Presidents will send out details.

Spring Meeting. VIP's from the Grand Lodge and other states.

Expect the following visitors: GER, Grand Lodge Committee person, incoming State Presidents from Alabama, Mississippi, and Florida. You will need to assign the Vice Presidents to be hosts of each incoming President. This will include their transportation from-and-to all meeting functions, off site visits, and dinners. Expenses for each of these visitors will be provided by the GEA Secretary or the host lodge. This includes drinks at the host lodge. Make arrangements in advance of the meeting for tokens and/or dinner payments with the lodge, restaurant, hotel, and Secretary/Treasurer. Coordinate this with the GEA President and/or the hosting Lodge ER. Spouse Information to include Gift exchanges.

The following information is for state meetings and visits to other states. This is typically handled by the ladies taking their lead from our Special Deputy GER's spouse. A booklet will be given to you by her outlining information you need to know. Small gifts are exchanged with visiting State Presidents, State Sponsors, Grand Lodge ER, and invited GL Committee Chairs. It is asked that you keep these gifts to \$10-\$15 dollars each. You will not be reimbursed for this expense.

Details of these guidelines are subject to change from year to year. See appendix "A".

## **II. Georgia Clinics, Seminars and Visits**

DD Clinics.

August, To Be Announced (TBA) by incoming District Deputies.

Attend all 3 clinics. Sometimes they overlap and a decision has to be made on which Clinic to attend. Be prepared to speak about 10-15 minutes on the current results of the year, membership blitz and states major project. \*\* Dress attire decided by DDGER, suggested Business Casual

ER Seminar.

April of each year, this could be by District or the whole State. Be prepared to attend as many of these sessions as possible. Speak about 5-10 minutes on the current results of the year, membership blitz and states major project. \*Business Casual

Georgia Lodge visits.

You will be invited to various Lodges across the state for certain events they will be having. Plan on attending and speaking to the current results of the year. Depending on the event, be prepared to talk to that particular event with worthwhile information. Consider posting photos and comments of events on the GEA Website. \*Business if attending Lodge Meeting; Business Casual otherwise

Hoop Shoot visits.

Make every attempt to attend District, State, and Regional shoots. Districts TBD usually first and second weekend in Feb. with the State the third weekend in Feb. See GEA and National Websites for updates. \*Business Casual unless participating in event (i.e. Judge)

Soccer visits.

Regional FLEA ~ January TBA. Make every attempt to attend District shoots, State and Regional shoots. See GEA Website for updates. \*Business Casual

Ritual visits.

Visit these training sessions when possible. Encourage lodges to use the rituals as per the Grand Lodge Statutes. \*Business Casual

### **III. Committee Groups, Committee Appointments and Budget**

President Elect and District VP's.

Manage, lead, guide, and direct all Committee Chairs in your group. Highlight the President's yearly emphasis to the group as well as the yearly membership blitz(s). Have the group decide on teaching topics for the Fall and Spring Quarterly meetings. This will be two 2 1/2 hour duplicate sessions at each meeting. This gives attendees the opportunity to come and go as they choose on various Committee Group topics (topics must be decided in time and sent to the editor for the state magazine publication before each meeting). \*Business Casual

Short and Long range plans.

The yearly plans feed on each other and continue year after year as each incoming President adds to or adjusts the plan and expresses their main emphasis. Each year the GEA President will select one or more topics of interest to be promoted by the President Elect and Vice Presidents in teaching classes and in lodge visits. The beginning topics are Charity, Membership, and Unity.

Budget preparations.

Work with current budget chair and the President-Elect to offer input and support for how the current year has been. Finalize a draft agenda at Spring GEA meeting. Meet with the full budget



committee at Date and Location to be determined and finalize budget committee proposal to state membership at Annual Conference.

Committee Chair and Grand Lodge chair appointments.

Following your election, as soon as practical, but not later than December, identify all Committee chairs, currently 34, which includes 7 Grand Lodge Committees that are appointed in 3 year intervals. (See Committees Article 8.2 Paragraph 3 in Bylaws for 7 GL Committees) Also refer to the GEA By-Laws Section II Committees of the GEA, General information. Send a complete list to the Chairman of the Board of Directors (ensure he/she sends it to all of the BOD) for their comments. Also, send a copy to our State Sponsor and Special Deputy GER for their approval. This should be done 30 days prior to the Spring meeting. The list will be presented at the BOD meeting for approval.

Communication/Reports.

Frequent communications with the President, The President-Elect must stay in continuous contact with assigned Committee Group Leaders and District VPs. This is essential (at least once monthly and more often for upcoming events). Reports of past activities and upcoming events must be made at each State Meeting.

#### **IV. Georgia Elks Association Meetings**

GEA Meetings.

The President-Elect will initiate all agendas in coordination with the GEA Secretary-Treasurer and ensure the following:

- Host Lodge (if any) approval
- GEA President gives final approval
- GEA Ladies Auxiliary President approval
- Final agenda sent to GEA News Editor in time for publication date (To Be Determined prior to each publication time frame)

The President of the Auxiliary are invited to attend any special dinners and tours at the Fall and Spring Meetings.

GEA Meetings.

Fall ~ to be held in October,

Spring ~ typically held last weekend in February or first weekend in March. GL actually dictates the date that the GER is available to attend our meeting.

Annual State Meeting ~ to be held in June TBD.

\*Business Casual; Banquets are Business

Annual State Meeting duties.

Be prepared to fill in for President as needed. Attend to VIP hosting as directed by the President. Host visiting VIP's as needed and directed by the President. Assign VP's to host visiting State Presidents as needed.

Prepare an acceptance speech to be given shortly after you have been sworn in at the Annual meeting when you become President. Please keep your speech to a reasonable amount of time.

"Cocktail Party" at the Annual Meeting. This is a joint party given by the Presidents of the GEA and the Auxiliary. It is paid for by the same. \*Casual

## **V. Membership Drives, BOD, PER, PSP, and Ladies Auxiliary Involvement**

### **Assist the GEA President with the following**

Membership blitzes'

Make sure VP's have collected all lodge applications from their District Lodges interested in benefiting from the Blitz Day. Ensure your Committee Group booths have their materials and presentation programs set and ready for the blitz day. Assist the other Committee Groups, as necessary, in preparing their committees for the event.

BOD

Attend all meetings of the BOD and be prepared to speak about the affairs of the State Association.

PER Association involvement.

They are important in helping solve lodge problems and aiding on the annual membership blitz. Communicate with them frequently as needed.

Past State President's Organization involvement.

Be prepared to attend all of their meetings and give a report as to the affairs of the State Association. This Group is asked to appoint advisors to each GEA Elks Committee. They are critical in helping solve Lodge problems, providing advice, and aiding with the Annual Membership Blitz. Communicate with them frequently as needed. PSP Retreat is held in August.

GEA Ladies Auxiliary.

"Cocktail Party" at the Annual Meeting. This is a joint party given by the Presidents of the GEA and the Auxiliary. It is paid for by the same. Coordinate with the incoming Ladies Auxiliary President as needed prior to the Annual meeting,).

Additional communication with the Auxiliary will be needed throughout the year.

## **VI. Candidate(s) Guidance, General Information**

Candidate(s) Questions/Guidance.

There will always be questions by the candidate(s) about various issues throughout their run. The President-Elect should make every attempt to respond to these questions as quickly and accurate as possible. The object is to keep the candidate(s) from making multiple contacts to answer question(s). This manual will help to eliminate many of the questions.

General Information.

President-Elec Duties, 6.06 GEA By-laws

President-Elect will fill in as needed for the President during schedule conflicts, unexpected conflicts, sickness, or injury.

Stress the importance of using charitable miles and hours form to insure our tax exempt status to all committee chairs for the State Association and at the Lodge level.

Thank you cards, letters, etc.

These items are encouraged to be sent out as appropriate for various events. This is not directly reimbursable.

Typically, each incoming President will develop their own GEA President Pin, challenge coin, or other item they choose. This is not directly reimbursable, the President-elect will pay the costs of this item.

\*\*\*Any of the above guidelines/information may change due to a local, state, or federally declared emergency events to include amending, postponing, or (with Grand Lodge Approval) cancellation of statewide meetings.

## **Vice President**

Be prepared to fill in as needed for the President-Elect at the direction of the State President or President-Elect, in your District during schedule conflicts, unexpected conflicts, sickness, or injury.

- The President will decide the proper attire for all state functions.  
Suggested event Attire (dress code description)\*
- Casual - No coat, no tie, blue jeans acceptable
- Business Casual - Slacks, Coat, not tie
- Business - Coat and Tie

~ **Approximately**

### **I. GEA President's Emphasis**

Promote President's message, emphasize membership and making a difference in your communities, etc.). In addition to promoting the long range goals of the GEA,

### **II. Georgia Clinics, Seminars and Visits**

\* Business

DD Clinics

August, To Be Announced (TBA) by incoming District Deputies.

You must attend your district DD clinic. Be prepared to speak about 10-15 minutes on the current results of the year, membership blitz and states major project. \*\* Dress attire decided by DDGER, suggested Business Casual

#### ER Seminar.

April of each year, this could be by District or whole State. Be prepared to attend as many of these sessions as possible. Speak about 5-10 minutes on the current results of the year, membership blitz and states major project. \*Business Casual

#### Lodge Visitation.

Main visits to all lodges in District are targeted by end of calendar year following the DD visits. Emphasize the President's message, GEA goals and current success within your District. Stress the importance of using charitable miles and hours form to insure our tax exempt status to all committee chairs for the State Association and at the Lodge level. Offer assistance to a Lodge if you see a need and file a report with the President and President Elect following your visit. Post your visitation schedule on the GEA Website and update if necessary. You will be invited to various Lodges across the state for certain events they will be having. Depending on the event, be prepared to talk at that particular event with worthwhile information. \*Business if attending Lodge Meeting; Business Casual otherwise

#### Hoop Shoot visits.

Make every attempt to attend District, State, and Regional shoots. Districts TBA usually first and second weekend in Feb. with the State the third weekend in Feb. See GEA and National Website for updates. \*Business Casual unless participating in event (i.e. Judge)

#### Soccer visits.

Regional FLEA ~ January TBA. Make every attempt to attend District shoots, State and Regional shoots. \*Business Casual

#### Ritual visits.

Visit these training sessions when possible. Encourage lodges to use the rituals as per the Grand Lodge Statutes. See the GEA Website for updates. \*Business Casual

### **III. Committee Groups and Budget**

#### President Elect and Vice Presidents.

Manage, lead, guide, and direct all Committee Chairs in your group. Highlight the President's yearly emphasis to the group as well as the yearly membership blitz(s). Have the group decide on teaching topics for the Fall and Spring Quarterly meetings. This will be two 2 1/2 hour duplicate sessions at each meeting. This gives attendees the opportunity to come and go as they choose on various Committee Group topics (topics must be decided in time and sent to the editor for the state magazine publication before each meeting).

#### **IV. Georgia Elks Association Meetings**

Fall, Spring and Annual State Meeting.

VP's will give reports as previously indicated when called upon by the President. \*Business Casual; Banquet; Business

Spring Meeting. VIP's from the Grand Lodge and other states.

Expect the following visitors: GER, Grand Lodge Committee person, incoming State Presidents from Alabama, Mississippi, and Florida. Vice Presidents will be assigned to be hosts of each incoming President by the President Elect. This will include their transportation from-and-to all meeting functions, off site visits, and dinners.

#### **V. Membership Drives, PSP, and PER, Involvement**

Membership Blitz.

These are annual blitz's to assist lodge(s) in improving their local membership, community awareness/ participation and strengthening/expanding local Lodge's public appeal. All VP's are expected to attend and fully support this initiative in any way possible. Be prepared to speak about 5-10 minutes on the GEA Presidents yearly emphasis, membership blitz and your Committee Group teaching topics to groups of children and/or adults. \*Casual

- VP's must encourage and collect all lodge applications from their District Lodges interested in benefiting from the Blitz Day.
- Ensure your Committee Group booths have their materials and presentation programs set and ready for the blitz day(s).

PER Association involvement.

They are important in helping solve Lodge problems and aiding on the annual membership blitz. Communicate with them frequently as needed.

Past State President's Organization involvement.

The Group is asked to appoint advisors to each Elks Committee Group. They are critical in helping solve lodge problems, providing advice, and aiding on the annual membership blitz. Communicate with them frequently as needed.

#### **VI. General Information, Communication, VP Candidate(s) Guidance.**

General Information

Vice-President Duties, 6.07 GEA By-laws.

Consider posting photos and comments of events on the GEA Website.

Thank you cards, letters, etc. These items are encouraged to be sent out as appropriate for various events. This is not directly reimbursable.

## Communication/Reports.

Frequent communications with the President, President Elect, The Vice Presidents, assigned Committee Leaders and District Deputies are essential (at least once monthly and more often for upcoming events). Reports of past activities and upcoming events must be made at each State Meeting.

Reports must include the following minimum information:

- Award applications submitted
- Committee Group Topic assignments/completions
- Status of blitz event preparations/completions
- Status of lodge visitations

The following submissions by the lodges must be affirmed yearly by interested parties:

Annual Membership Blitz

Awards/recognition:

- Lodge of the Year
- ER of the Year
- All American Lodge of the Year (Grand Lodge)

\*\*\*Any of the above guidelines/information may change due to a local, state, or federally declared emergency events to include amending, postponing, or (with Grand Lodge Approval) cancellation of statewide meetings.

## **GEA President-Elect Candidates**

**Purpose: To provide guidance for those Elks that are candidates for the President-Elect position. Of course, some information is subject to change from year to year but the overall requirements should not change too much.**

To understand the dress for different Elks, GEA and Grand Lodge activities the following event attire is provided (dress code description)\* The President will decide the proper attire for all state functions.

- Casual - No coat, no tie, blue jeans or dress short pants are acceptable
- Business Casual - Slacks, coat, button down or polo shirt, no tie
- Business - Coat and tie
- Formal – Tuxedo, black or white coat, depending on the GEA or GL guidance

~ **This symbol means "Approximately"**

### **I. Prepare for a successful campaign:**

Establish what you can do to improve the GEA and plan your strategy.

Send a letter to the GEA Secretary/Treasurer Not Later than 2 weeks prior to the June State Meeting with your intention to run for President-Elect. Ask a Past State President or someone well-respected to announce your candidacy with a short biography during this meeting. Georgia Elks Lodge visits.

Plan to visits as many state lodges as you deem necessary. When possible, attend the Lodge meetings and request permission to speak on your candidacy. Be prepared to give a two to five minute presentation on how you would contribute to the GEA. Send a letter to the Lodge Secretary and Exalted Ruler (or call ER) requesting permission to visit about two weeks in advance. Keep in mind that some lodges only meet once a month while others meet twice a month. The meeting days of the week also vary (check the GEA Directory; lodge officer listings for this information). \*Business attire for Lodge Meetings; Business Casual attire for other visits.

You may wish to attend the following.

District Deputy (DD) Clinics.

Budget Meetings

Leadership Training Academy (ER LK Academy)

Hoop Shoot competitions.

Soccer Shoot competitions.

Ritual

Aidmore Golf for Kids Tournament.

Candidates are encouraged to attend this event and may play and/or assist as needed. This fundraiser typically occurs the second Friday in September. Candidate(s) are allowed to have 1 banner or poster at the clubhouse (not required) and 2 regular sponsor signs (not required) on the course (purchase signs through a contribution to Aidmore). \*Casual attire

## **II. Georgia Elks Association Meetings:**

### **Short and Long range plans.**

Each candidate should develop their own plan and use these during their campaign to emphasis what they plan to do if elected.

### **Parties and Budget preparations.**

President Elect candidates can choose to have parties at the Fall, Spring and Annual meetings if they desire to do so. It is recommended that they contact the host Lodge to set up these events. If you wish to have a party at the Annual meeting it should be set up for Friday and must not conflict with the Aidmore Auction. It is also recommended that all Candidates hold a combined party to help split the expenses.

- Candidate(s) should request monetary contributions from their lodges in the yearly budget in January and solicit individual contributions as needed.
- Letterhead, stationary and postage to send each lodge introductory letters and visits will also be needed (not much expense).
- Thank you cards, letters, etc. These items should be sent out as appropriate for various events. This is not reimbursable (not much expense).

**GEA Meetings.**

In addition to the annual events identified above expect to attend GEA Board meetings; Fall, Spring and June State Conventions; and Elks Aidmore open house events at Christmas and in the Spring Meeting. \*Business Casual attire

**Membership Blitzes'.**

Each candidate should familiarize themselves with these events and participate as much as possible. Assist the Committee Groups and selected Lodges as necessary.

**III. GEA Sub Group Activities**

Past Exalted Ruler (PER) Association.

You may wish to speak to this group. Contact the President of this group in advance to see if there is time to address them.

Past State President's (PSP) Organization involvement.

Each candidate may be asked to make a presentation to the PSP's during the Fall meeting. Be prepared to give a fifteen to twenty minute presentation on planned contributions to the GEA Long Range Plan, Membership Blitz, and the Presidential Yearly priorities (President's Emphasis for his/her term in office).

**GEA Ladies Auxiliary.**

Candidates should get to know the current and incoming Auxiliary Presidents. Communication with the Auxiliary will be important throughout the year.

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**General Information.**

\*\*\*Any of the above guidelines/information may change due to local, state, or federally declared emergency events to include amending, postponing, or (with Grand Lodge Approval) cancellation of statewide meetings.

**Appendix "A" President-Elect Spouse Guidelines  
Special thanks to Margie Jones for putting this together.**

For the Georgia Elks Association President's Spouse; reprint from information provided by Margie Jones.

**NOTE: These guidelines have been changed based on current conditions as of March 2020.**

This booklet was written as a preliminary guideline for the GEA President's spouse. Its contents are based on experiences from some of the former Past Presidents Spouses. It was designed to give the present GEA President's spouse an idea of the dress, expectations, etc. This is given to the President Elect's spouse so that she has a chance to observe what will be going on next year.



However, each event may vary and is subject to change. You are welcome to use the guidelines as presented, but **Please ask questions prior to attending a special event to be sure of any changes that may have occurred.**

## **I. July- Grand Lodge Convention**

You may want to take your guest book, and leave it in the Georgia Hospitality Room, but please check with Tim Whalen to make sure that it is ok.

**Remember you only attend a function if you have received an invitation. Please don't assume that you should have gotten one. If you aren't sure please ask SDGER's spouse.**

The GEA President will carry the state flag at the Opening Session. He/She should receive information about this from the Grand Lodge Fraternal Chairman. (Where to report, to sit and what to wear, etc.) You will sit with the Georgia Delegation.

On Tuesday morning Sandra Smith usually has Morning Refreshments in their suite. The dress is business, (I usually dress for the day).

You MAY receive an invitation from the outgoing Grand Lodge to attend a luncheon, in honor of the outgoing GER's wife, on Tuesday. If you do, we can leave Sandra's coffee and go to this together. Please RSVP.

Later that afternoon the GEA, Alabama and Mississippi host a reception honoring Mike and Sandra and Bob Grafton. At this time you will present Mike and Sandra with gifts from the GEA. Tim Whalen will purchase the gifts.

On Tuesday night, you MAY receive an invitation from the Florida Elks to join them for dinner. If you receive an invitation you will be their guest. Please RSVP.

**AT GRAND LODGE FUNCTIONS IF YOU ARE INVITED YOU WILL RECEIVE AN INVITATION. IF YOU HAVE ANY QUESTIONS PLEASE ASK SDGER. THINGS ARE ALWAYS CHANGING ON THE GRAND LODGE LEVEL AND MAY NOT BE THE SAME EACH YEAR.**

### **Fall Meeting (schedule is subject to change)**

Friday: PSP's will have a meeting at some point that afternoon. Sometimes there will be a social gathering after.

Dinner-you will sit with State Sponsor and spouse, SDGER or spouse, President Elect and wife, Alabama State President and wife and Grand Lodge Officers and their spouses (if we have any). Depending on location there may or may not be a head table. Generally there will be a reserved table. (Business casual, most of the time GEA sponsor says no ties, but check to make sure).

Saturday: Shopping with State Sponsors spouse, Presidents Spouse, President Elect spouse, Alabama President's spouse, Grand Lodge Officers spouses (if we have any) and others. (Dress comfortably)

- Cocktail parties (for those running for state office —dress casual)

- Dinner for the Convention-sit at head table (dress coat and tie, Sunday attire most of the time) (check with host lodge about head table and or reserve seating)

Sunday: Join Auxiliary Meeting along with State Sponsors spouse, Presidents Spouse, Alabama President's spouse and other Grand Lodge Officers' spouses. You will sit on the front row and be introduced.

Gifts are normally exchanged between State Sponsors spouse, Alabama President's spouse, President Elect's spouse, Auxiliary President, Special Deputy's spouse and Grand Lodge Officers spouses (if we have any). You can check with SDGER to see if we have any other guest.

The President Elect and spouse are responsible for our guest, Florida President and his spouse. It is their responsibility to make sure they know where to go, what to do, make sure they have drinks, etc.

December, Aidmore Christmas Party

## **February**

You may receive an invitation from the Florida Elks Association to visit the Florida Youth Camp. The GER and their spouse will be making their visit to Florida. It's a chance to meet them before they come to Georgia for our Spring Meeting. You should take personal gifts for the GER's spouse, Florida's President's spouse, Sandra Smith, and Florida's V Pal's spouse (President Elect). You may want to take a few extra just in case there maybe someone you don't want to leave out. The V Pal and his spouse will take care of you.

Thursday-Cocktails at the Camp (dress business casual)

- Dinner after cocktails at the Camp

Friday-The Officers have meetings (coat and tie)

- You may go shopping in Mt. Dora (dress comfortably) or another activity. Then eat lunch either in Mt. Dora or at the camp.

- Cocktails then Dinner at the Camp in the Pavilion (dress casual)

Saturday-Ladies Auxiliary Meeting (you may be invited) (dress business casual)

-Joint Business Meeting (Ladies Auxiliary and Elks meet in the Gym) Coat and tie, business casual

-Lunch in the Pavilion. This should be over by 3:00 pm or so you can start home.

### **Spring Meeting**

Thursday-Welcome party at Airport for the Grand and his wife. GEA President and his wife, State Sponsor, SDGER and spouse, and any Grand Lodge Officers and spouse will meet the GER and their spouse at the airport. (Dress coat & tie)

-From Airport proceed to motel or lunch.

-Thursday night Dinner is typically held with the PSP's

Friday-Tour or other activity provided by the Lodge or GEA (dress comfortable) followed by lunch and shopping or tour.

-Dinner at the Elks Lodge-There may or may not have a head table, but should have a reserved table (dress business casual)

Saturday-Shopping with GER's spouse, Sandra, Florida's President's wife, Special Deputy's spouse and others. Dress comfortably.

-Afternoon cocktail parties (by candidates running for state offices) (dress casual)

-Dinner for the convention/sit at the head table (dress varies: coat & tie, may be semi-formal)

Sunday-joint meeting to officially hear from the Grand Exalted Ruler. Sit on front row... with GER's wife, Sandra, SDGER's spouse, Florida's President's spouse and other Grand Lodge Officer's wives, you will be introduced. This is usually when we present our state gifts to the GER and their spouse. The GEA President's spouse and the State Auxiliary President will present the GER's spouse's gift to her.

-Join the Auxiliary Meeting along with GER's spouse, Sandra Smith, and Florida's President's spouse. You will sit on the front row, and be introduced.

**The GEA President is responsible for getting a gift for the GER. The GER's spouse's gift is purchased by the State Auxiliary President. You may check with Tim Whalen before purchasing the gift, he may have an idea or may purchase it for you.**

You will need to purchase a personal gift for the GER's spouse, Sandra Smith, Florida's State President's spouse and others.

The President Elect and their spouse will be responsible for the Florida President and his spouse. Making sure they are where they need to be and know what's going on. Get drinks for them, etc.

**March**-You may receive an invitation to attend the Mississippi Elks Meeting.

**May**-You may receive an invitation to attend the Alabama Elks Meeting.

### **Annual Meeting-Jekyll Island**

Thursday- Dinner

Friday-Regular Meetings

-Auxiliary Meeting/Officer Installation Luncheon (dress business). You will sit on the front row with Sandra, Special Deputy's spouse and any other guest. You will also have reserved seating with Sandra, Special Deputy's spouse and any other guest at the luncheon.

-Aidmore Auction

-Cocktail parties (those running for state office) (dress casual)

-Dinner on grounds at Villas (dress casual)

-Dance at Convention Center

Saturday-Shopping with State Sponsors spouse and guest

-In-coming GEA President and New State Auxiliary President's Reception

- GEA President's Farewell Party (dress casual)

-Dinner at Convention Center (dress summer formal) Sit at the Head table

**If we have PNP (Past National President) as guest a gift is given to them at this time. Check with SDGER for suggestions.**

### **Appendix "B" President, President-Elect, President-Elect Candidates Party Guidelines**

#### **First event is the Aidmore Golf Tournament**

- Need a banner to put up near where the canteen grills lunch
- You are allowed to get 2 signs for the golf course
- Whether the candidate schedules a dinner or breakfast the day before or the morning of really depends on if someone is running against the candidate. This is each individual candidate's decision.

#### **Second event will be the Fall meeting in the area of the awarded lodge for a given year.**

- Candidate(s) will need to put up banner. Not required but it is the candidate(s) choice.

- Candidate(s) will need to have a poster made to put up in the lobby where people register. Not required but it is the candidate(s) choice.
- Send out introductory letters to all lodges so they can be read at lodge meetings. (See suggested addresses in the on-line GEA Address Directory. Note this directory is subject to change through the years; this list is from 2018/2019).

**Third event will be the Spring meeting in the area of awarded lodge for a given year.**

- Same as above for the Fall meeting.

**Fourth event will be at the GEA Annual meeting at Jekyll Island in June.**

- Make sure you get there on Thursday early enough to put your poster up in the lobby and then on Friday morning move it to the conference center. **No banners at party.**
- "Cocktail Party" at the Annual Meeting. Is to be paid for by the President, President Elect, Auxiliary President and Auxiliary President Elect. (It is a courtesy to invite the Auxiliary and it is their choice as to whether they participate or not).\*Casual
- Same as fall and spring, the incoming President will send out party invitations.

**Invitations.**

Please make reference to the GEA online directory to develop a list of invitations and letters to go to individuals and lodges. Include the most current State Sponsor, Special Deputy GER, District Deputies GER and all Past DD GERs if desired, GEA President, President-Elect, Vice Presidents, all Past State Presidents, all current Lodge ER's and Secretaries.

It will need to be adjusted as the years go by.

Presented by GEA Manuals 2021 Committee

Vance Rhodes, PSP, Chairman

Charlie Hendricks, PSP

Bob Colie, GEA President

Bill Lewis, PSP

Steve Shirah, GEA BOD Member