



BENEVOLENT, PATRIOTIC ORDER OF DOES
Charleston Drove #231
Charleston, SC

2024 Standing Rules – Approved by GL 03/10/2024

1. The Chairman of Installation shall be the incoming President assisted by the Conductor, the outgoing President, and the Deputy Supreme President. The incoming Entertainment Chairman shall be responsible for the reception following installation. A sum not to exceed \$200 will be allowed for the usual expenses of installation and reception.
2. Upon notification the Courtesy Committee shall deliver a fresh rose to members of the Drove if hospitalized for at least a 24 hour stay (not to exceed more than one rose in a 90-day period).

In case of minor illness, a "Get Well" card shall be sent to a DOE's home.

Upon the death of a DOE, a memorial of \$35.00 shall be sent to the organization designated by the DOE's family.

Upon the death of a DOE's husband, a sympathy card shall be mailed to her family. A \$20.00 memorial shall be sent to the organization designated by the DOE.

Upon the death of a family member of a DOE, a sympathy card shall be sent.

3. Bills to be paid by the Drove must be itemized, signed and notice given to the Drove Secretary 48 hours prior to the meeting night.
4. The Delegate to the Grand Lodge Convention shall be reimbursed for two meals on travel days and three meals a day during her stay at convention. If a meal is included in the paid activities, or the breakfast is included with the hotel, then those meals will be deducted. Her registration and activities during the convention will be covered by the Drove. Any tours will be at her expense along with her spouse or guest that is traveling with her. She shall also be allowed transportation via airline tourist rate flights and hotel accommodation for up to six nights. If driving to the convention, she will be allowed the current year standard mileage rate for a nonprofit roundtrip.

Prior to attending Grand Lodge, the Delegate will meet with the Trustees to go over the allowable reimbursements.

The Delegate will be reimbursed the expense of having a reception for the Drove members and their significant others who are attending the Grand Lodge Convention, up to \$100.00. One alcoholic beverage of their choice per person will be allowed at the reception along with snacks.

Reimbursement will be allowed as follows: transportation to and from the airport (if not provided free by the convention hotel), travel to and from a store to purchase items for the Drove reception (if not provided free by the convention hotel), tips to the luggage



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handlers at \$2.00 a bag, airline baggage fees for one bag roundtrip, Coin March donation \$5.00, donation to the Supreme President \$5.00, flash drive...the Trustees will determine if a reimbursement is paid.

Items that will not be reimbursed are as follows: snacks, drinks, or personal alcoholic beverages.

Upon returning from Grand Lodge, the Grand Lodge Delegate will have two weeks to turn over her **detailed** receipts, money not used and an itemized report of their expenses to the head trustee. If she does not have a **detailed** receipt for an expense, then she will not be paid or reimbursed for that expense. All trustees will meet to go over these reports. The trustees will then report to the Drove that all financial transactions regarding Grand Lodge are in good order with the amount of money used, returned or what additional monies will need to be paid out.

All money due to the Drove or money due to the Delegate will be paid within one month of returning from Grand Lodge. The Delegate **will** also present to the Drove a written report that **must** include all business matters discussed at Grand Lodge, i.e., fiscal, judiciary, constitutional changes, etc. within one month of returning from Grand Lodge.

5. All motions passed by the Drove relative to disbursements of funds for any project, shall be effective only for the remainder of the fiscal year, which ends December 31st.
6. A membership roster shall be prepared by the Secretary and given to each member annually.
7. The Good of the Order Committee shall be responsible for the purchasing of all gifts voted by the Drove. The outgoing Good of the Order Chairman will be responsible for purchasing the retiring President's gift from her officers. The incoming Good of the Order Chairman will be responsible for purchasing the Installing Officer's gifts. Gifts are not to exceed the amount of \$25.00 each and the Supreme President's gift at District Meeting should equal \$100.00. The President shall be presented with a Past President's pin, or she may elect to apply the cost of the pin towards a ring.
8. The elected, appointed, protem officers (up to 24) and the District Officer attending the Carolinas District Meeting to participate in the all-day ritual workshop shall have their registration fees paid by the Drove, which includes Saturday dinner. They are required to wear their **white attire** on Saturday during the School of Instruction. Anyone who fails to attend a function that was paid for by the Drove must refund the money to the Drove by the next Drove meeting unless there are special circumstances (to be approved by the Trustees). One check can be issued to enable the Hostess Drove any inconvenience on deposit. Any member other than an officer or protem may give her check to our Drove Secretary, made payable to Charleston Drove #231, and be included in our Drove's check.



If a protem is needed, the Trustees will be utilized first before going to the Drove membership.

9. The President shall be sent to the Carolinas District Meeting with an alternate officer being the First Counselor. She will be reimbursed for two meals on travel days and three meals a day during her stay at the convention. If a meal is included in the paid activities, or the breakfast is included with the hotel, then those meals will be deducted. Her registration and activities during the convention will be covered by the Drove. The expenses paid will include three nights' accommodation, ground transportation (she will be allowed the current year standard mileage rate for a nonprofit roundtrip), registration, Coin March donation \$5.00, and all convention functions.

Items that will not be reimbursed are as follows: snacks, drinks, or personal alcoholic beverages.

Prior to attending the Carolinas District Meeting, the Delegate will meet with the Trustees to go over the allowable reimbursements.

10. An appropriate sum of money shall be maintained annually in the Five-Year Officers' saving account in preparation for attendance to the Grand Lodge Convention. (Five-Year Officers: Conductor, Treasurer, Secretary, Musician and Chaplain.)
11. The Five-Year Elected Officer shall be reimbursed for two meals on travel days and three meals a day during her stay at the convention. If a meal is included in the paid activities, or the breakfast is included with the hotel, then those meals will be deducted. Her registration and activities during the convention will be covered by the Drove. Any tours will be at her expense along with her spouse or guest that is traveling with her. She shall also be allowed transportation via airline, tourist rate flights and hotel accommodations for up to **six** nights. If driving to the convention, she will be allowed the current year standard mileage rate for a nonprofit roundtrip. To be eligible for this allowance at some time, she must complete an additional five-year term.

Prior to attending Grand Lodge, the Five-Year Officer will meet with the Trustees to go over the allowable reimbursements.

Reimbursement will be allowed as follows: transportation to and from the airport (if not provided free by the convention hotel), tips to the luggage handlers at \$2.00 a bag, airline baggage fees for one bag roundtrip, coin march donation \$5.00, donation to the Supreme President \$5.00...the Trustees will determine if a reimbursement is paid.

Items that will not be reimbursed are as follows: snacks, drinks, or personal alcoholic beverages.

Upon returning from Grand Lodge, the Five-Year Officer will have two weeks to turn over their **detailed** receipts, money not used and an itemized report of their expenses to the



head trustee. If she does not have a **detailed** receipt for an expense, then she will not be paid or reimbursed for that expense. All trustees will meet to go over these reports. The trustees will then report to the Drove that all financial transactions regarding Grand Lodge are all in good order with the amount of money used returned or what additional monies will need to be paid out.

All money due to the Drove or money due to the Five-Year Officer will be paid within one month of returning from Grand Lodge.

12. The Drove Secretary shall receive all monies and is required to turn over to the Drove Treasurer, at the following meeting and deposited within one week.
13. The Drove President shall be a guest of our Drove at all Drove functions where her presence is required or expected. It will be the responsibility of the President to purchase her tickets to any Charleston Drove event where prize money is to be awarded unless she chooses to not participate in a chance to win.
14. Annual dues for the Secretary and Treasurer will be paid by the Drove during their term of office in appreciation of their services in handling all receipts, etc., by January 1st. The check must be dated in the current year.
15. DOE of the Year – A committee for selection of DOE of the Year shall be comprised of the past recipients of this prestigious award, with the immediate past recipient as Chairman. All members of the committee present are eligible to vote. In the case of a tie, a re-vote will be taken. Vote will be by secret ballot with the Chairman and President counting the votes. One winner will be announced at the DOES' meeting in December and at the DOES' Christmas Dance. The nomination must be mailed and postmarked by October 15th with one copy being mailed to the Chairman and a second copy mailed to the Drove President. Both must be marked DOE of the Year on the outside of the envelope. No other form of delivery will be accepted. This is the only way to ensure every nomination is valid. The envelope will remain sealed until the committee meets. No form letters will be accepted.
16. Life Membership – For qualification of an application, refer to the DOES' Constitution.

A request for an application **must** be made to the Drove Secretary. If the member is not a current active member, proof of some kind needs to be submitted with the application since Drove records are only kept for the past seven years and attendance records kept two years. This follows the Constitution. If there is any question as to the validation of the application, the decision **will** be made by the past recipients of the Life Member award, with the most recent recipient acting as Chairman. All applications must be mailed back to the Drove Secretary.

The **name** of the applicant will be read at the next regular meeting, after the Secretary receives the completed application.



There will be a deadline of September 1st for applications to be received by the Drove Secretary.

The Application shall be presented to the Drove at a regular meeting, after the deadline, read in its entirety by the Secretary, and held over to the next regular meeting for vote. At the second regular meeting, the Application shall be read again in its entirety by the Secretary and voted upon by use of secret ballot. Two-thirds vote of all the Members present and voting shall be necessary to grant a Life Membership. Should there be more than one application for Life Membership, they shall be voted upon individually.

Only one Life Member per year will be chosen.

All Life Members will be responsible for the purchase of their gold card and their per capita tax.

17. Drove Membership Committee – All membership applications shall be received by the membership committee chairman. The membership committee will investigate each candidate. The candidates will then be invited to the Lodge for an Orientation at which time they will be given general information and the names will be posted in the DOES' room. At the next scheduled Drove meeting, the names of the candidates will be read on the floor and voted upon. The candidates will then be notified, and the initiation will be scheduled.
18. Nominations for Officers will be accepted from the floor at the 1st meeting in November.
19. The President and Five-Year Officers shall keep their ritual after their term of office is complete.
20. Any appointed officer who qualifies to receive the Grand Lodge password will have her registration, convention book and activities (no tours) paid for by the Drove the year she receives her password.
21. The Drove will buy one Elks Shootout Ticket in January.



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Standing Rules were proposed in writing at a regular session on January 18, 2024. They were adopted by two-thirds vote of membership present at a regular session on February 1, 2024.

Linda Moyer

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Drove President
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2/6/24
Date

Sandra Johnson

Sandra Johnson, Past President
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Date

Donna Forster

Donna Forster, Past President
Judiciary Chairman
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2/6/24
Date

Kathy Barthlana

Kathy Barthlana, PSP
Grand Lodge Judiciary Chairman

March 19, 2024
Date

Drove Seal: