

A Guide to the Improved Benevolent and Protective Order of Elks of the World, Greater Capitol City Lodge, No. 11 (Richmond, Virginia), Records, 1907-1992

Improved Benevolent and Protective Order of Elks of the World, Greater Capitol City Lodge, No. 11
(Richmond, Virginia), Records, 1907-1992
1907-1992

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Descriptive Summary

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38098

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English

Creator

Improved Benevolent and Protective Order of Elks of the World, Greater Capitol City Lodge, No. 11 (Richmond, Virginia)

Physical Characteristics

3.6 cubic feet; 6 Hollinger boxes and 1 oversize box; box numbers 1-7

Physical Location

Organization records collection, Accession 38098

Repository

Library of Virginia

Administrative Information

Access Restrictions

Membership applications are restricted until fifty years after their creation date (i.e. 1952 files may be accessed in the year 2002).

Use Restrictions

There are no restrictions.

Acquisition Information

This collection was given to The Library of Virginia in April 2001 by the Improved Benevolent and Protective Order of Elks of the World, Greater Capitol City Lodge, No. 11, 526 North 2nd Street, Richmond, Virginia 23223.

Preferred Citation

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Separated Materials

Historical Information

The Improved Benevolent and Protective Order of Elks of the World was formed on 28 September 1898 in Cincinnati, Ohio, and is currently the largest African-American fraternal organization in the world. Known for providing social and financial services to member's families upon their untimely death, the organization also developed specific departments to address concerns related to education, health, veteran's affairs, and civil liberties. Members pay monthly dues and burial fund taxes. The Greater Capitol City Lodge was one lodge under the auspices of the Virginia State Association of the I.B.P.O.E.W., which itself was subordinate to the National Association of the I.B.P.O.E.W.

Scope and Content Information

Records, 1907-1992, of the Improved Benevolent and Protective Order of Elks of the World, Greater Capitol City Lodge, No. 11, an African-American fraternal organization located in Richmond, Virginia.

Arrangement

Arrangement

Materials arranged chronologically.

Organization

The collection is organized into the following series:

Series I: Correspondence

Series II: Financial records

Series III: Committee reports and files

Series IV: Minutes

Series V: Constitutions, by-laws, and charters

Series VI: Photographs and posters

Series VII: Publications

Series VIII: Membership files

Contents List

Series I: Correspondence 1975-1991

Box 1

Scope and Content

Consists of both financial and non-financial correspondence concerning the organization and its operations. This series has circular letters, memorandums, correspondence with other lodges and organizations, and Department of Alcoholic Beverage Control letters and order of suspension. Circular letters and memorandums concern lodge functions, entertainment, fundraising, committees and departments, lodge and organizational publications, member activities, conventions, and the 29th Anniversary celebration held in 1984.

Correspondence, 1975-1987

Box 1

Folder 1

Correspondence, 1987-1991

Box 1

Folder 2

Virginia State Department of Alcoholic Beverage Control letters and order of suspension, 1973, 1987-1990, n.d.

Box 1

Folder 3

Series II: Financial Records 1972-1991

Box 1-3

Scope and Content

Contains audits, bank statements, checks, deed of trust, financial reports, invoices, receipts, tax forms, an organizational budget, stock inventories, and stocks and supplies requisitions. Receipts specifically concern building repairs and building operations, beer and food purchases, utilities, cable and telephone service, fire and property insurance, and property, occupational, and alcohol taxes.

Bank statements, 1974-1984

Box 1

Folder 4

Bank statements, 1986-1991

Box 1

Folder 5

Beer receipts, 1986-1989

Box 1

Folder 6

Building repair receipts and correspondence, 1982-1988

Box 1

Folder 7

Burial Fund receipts, 1982-1988

Box 1

Folder 8

Cable invoices, 1986-1988

Box 1

Folder 9

Checks, 1974, 1988, 1990-1991

Box 1

Folder 10

Deed of trust, 1983, 1989

Box 1

Folder 11

District Four trustees financial audit, 1981-1983

Box 1

Folder 12

Entertainment receipts, 1981-1990

Box 1

Folder 13

Fire insurance policy and renewal invoices, 1973-1976

Box 1

Folder 14

Florist receipts, 1989-1991

Box 1

Folder 15

House Committee daily financial reports, 1984

Box 1

Folder 16

House Committee weekly financial reports, 1986

Box 2

Folder 1

House Committee monthly financial reports, 1986

Box 2

Folder 2

Ice machine rental receipts, 1984-1992

Box 2

Folder 3

Internal Revenue Service tax receipts and correspondence, 1975-1976, 1986

Box 2

Folder 4

Lodge budget, 1985

Box 2

Folder 5

Lodge income receipts, 1986

Box 2

Folder 6

Members' receipts, 1980, 1990

Box 2

Folder 7

Miscellaneous receipts, 1972-1988

Box 2

Folder 8

National Shrine receipts, 1972-1990

Box 2

Folder 9

Post office receipts, 1982-1992

Box 2

Folder 10

Property tax receipts, 1972-1990

Box 2

Folder 11

Property insurance receipts and correspondence, 1985-1990

Box 2

Folder 12

Public utility receipts, 1982-1991

Box 2

Folder 13

Retail merchants license and check, 1987-1988

Box 2

Folder 14

Sales tax worksheets, 1976-1979

Box 2

Folder 15

Secretary's Office receipts, 1985-1989

Box 2

Folder 16

Secretary's Office six-month reports, 1983, 1987-1989

Box 2

Folder 17

Snacks receipts, 1987-1990

Box 2

Folder 18

Special occupational tax stamp receipts, 1988-1990

Box 2

Folder 19

State Corporation Commission registration fee receipts and correspondence, 1987-1990

Box 3

Folder 1

Stock inventories, requisitions, and disbursements, 1984-1986

Box 3

Folder 2

Telephone receipts, 1983-1991

Box 3

Folder 3

Virginia Power receipts, 1982-1991

Box 3

Folder 4

Treasurer's reports, 1981-1988

Box 3

Folder 5

Treasurer's reports, 1988-1990

Box 3

Folder 6

Quarterly tax reports, 1981-1992

Box 3

Folder 7

Miscellaneous receipts, 1972-1988

Box 2

Folder 8

Series III: Committee reports and files, 1974-1991

Box 3-4

Scope and Content

Consists of correspondence and reports concerning the Athletic, Audit, Beauty, Civil Liberties, Disco, Education, House, and 25th Anniversary Committees, and the Grand Exalted Ruler's Office and the Trustee Board.

Antler Guard creed, orders, and correspondence, 1984 and n.d.

Box 3

Folder 8

Athletic Committee correspondence, 1980-1989

Box 3

Folder 9

Audit Committee report, 1988

Box 3

Folder 10

Beauty Committee correspondence, 1985, 1987 and n.d.

Box 3

Folder 11

Bingo Committee permit, correspondence and receipts, 1985

Box 3

Folder 12

Civil Liberties Committee correspondence, 1982-1989.

Box 3

Folder 13

Convention Committee correspondence, 1982-1988

Box 3

Folder 14

Disco and Entertainment Committee correspondence, 1982-1988

Box 4

Folder 1

District Deputy and Grand Exalted Ruler quarterly reports, 1982-1992

Box 4

Folder 2

Education Committee correspondence, 1982-1991

Box 4

Folder 3

Grand Exalted Ruler's National Convention report, 1986

Box 4

Folder 4

Trustee Board reports, 1976-1989

Box 4

Folder 5

25th Anniversary Committee memorandums and letters, 1980

Box 4

Folder 6

Series IV: Minutes, 1940-1988

Box 4

Scope and Content

Comprises the minutes, 1940, 1971 and 1988 of the Greater Capitol City Lodge, minutes, 1975, 1981 and 1984, of the Virginia State Association of the I.B.P.O.E.W., and minutes, 1974, of the Daughters of the I.B.P.O.E.W.

Grand Lodge annual meeting minutes, 1940

Box 4

Folder 7

Grand Lodge annual meeting minutes, 1971

Box 4

Folder 8

Grand Lodge annual meeting minutes, 1988

Box 4

Folder 9

Virginia State Association, I. B. P. O. E. W. annual meeting minutes, 1975

Box 4

Folder 10

Virginia State Association, I. B. P. O. E. W. annual meeting minutes, 1981

Box 4

Folder 11

Virginia State Association, I. B. P. O. E. W. annual meeting minutes, 1984

Box 4

Folder 12

Virginia State Association, Daughters of the I. B. P. O. E. W. annual meeting minutes, 1974

Box 4

Folder 13

Series V: Constitutions, by-laws and charters, 1907-1989

Box 4-5

Scope and Content

Specifically contains constitutions and by-laws, 1970, 1979, 1984, 1986, and organizational charters, 1987-1991, for the I. B. P. O. E. W.; a charter, 1907, for the Daughters of I.B.P.O.E.W., Benjamin Temple; a charter, 1956, for Daughters of I.B.P.O.E.W., Daisy Temple; and a charter, 1940, for Brotherhood of Railway and Steamship Clerks.

Constitution and by-laws, 1970

Box 4

Folder 14

Constitution and by-laws, 1979

Box 4

Folder 15

Constitution and by-laws, 1984

Box 5

Folder 1

Constitution and by-laws, 1986

Box 5

Folder 2

Constitution and by-laws recommendations, 1988-1989

Box 5

Folder 3

Appointee Club constitution and by-laws, n.d.

Box 5

Folder 4

Ohio Pioneer Department by-laws, n.d.

Box 5

Folder 5

Sharon Baptist Church (Richmond, Virginia) constitution and by-laws, 1966

Box 5

Folder 6

Lodge operational charters, 1987-1991

Box 5

Folder 7

Brotherhood of Railway and Steamship Clerks charter, 1940 (see oversize box 7, folder 3)

Daughters of I. B. P. O. E. W., Daisy Temple, charter, 1956 (see oversize box 7, folder 4)

Daughters of I. B. P. O. E. W., Benjamin Temple, charter, 1907 (see oversize box 7, folder 5)

Series VI: Photographs and posters

Box 5

Scope and Content

Consists of photographs of the I.B.P.O.E.W. members and building and a poster for the 63rd annual convention of I.B.P.O.E.W.

Photographs

Box 5

Folder 8

63rd annual convention of I. B. P. O. E. W. (see oversize box 7, folder 6)

Series VII: Publications 1972-1988

Box 5

Scope and Content

Scope and Content

This series contains publications consisting of a members' guidebook, annual meeting programs, 1980-1981, a souvenir program, 1972, of the Purple Cross Nurses Division of the I.B.P.O.E.W., a history of the I.B.P.O.E.W., copies of the "Elk Informer" newsletter, 1975-1976, copies of "The Spectrum," 1981-1982, annual convention pamphlets, 1979, 1983, memorial exercise programs, 1978-1988, and newspaper clippings.

"Elk Informer" (newsletters), 1975-1976

Box 5

Folder 9

"History of I. B. P. O. E. W." by Charles Wesley n.d.

Box 5

Folder 10

I. B. P. O. E. W. annual convention pamphlets, 1979, 1983

Box 5

Folder 11

I. B. P. O. E. W. toast song n.d.

Box 5

Folder 12

Jokes and sayings, n.d.

Box 5

Folder 13

Lectures (members' guide book), 1970, 1972

Box 5

Folder 14

Henry L. Marsh Gala program, 1984

Box 5

Folder 15

Miscellaneous blank forms n.d.

Box 5

Folder 16

"Elk Informer" (newsletters), 1975-1976

Box 5

Folder 9

Miscellaneous events and memorial exercises programs, 1978-1988

Box 5

Folder 17

Newspaper clippings, 1989 and n.d.

Box 5

Folder 18

Purple Cross Nurses Division of the I. B. P. O. E. W. health department, 1972

Box 5

Folder 19

"Residential Adaptive Reuse Issues in Virginia," n.d.

Box 5

Folder 20

"The Spectrum," 1981

Box 5

Folder 21

"The Spectrum," 1982

Box 5

Folder 22

**20th Anniversary celebration of the Gospel Baptist Young Adult Choir
booklet, 1982**

Box 5

Folder 23

Virginia State Association, I. B. P. O. E. W. annual meeting program, 1980

Box 5

Folder 24

Virginia State Association, I. B. P. O. E. W. annual meeting program, 1981

Box 5

Folder 25

Virginia State Association, I. B. P. O. E. W. newsletters, 1984-1991

Box 5

Folder 26

Series VIII: Membership files 195-1992

Box 6

Scope and Content

Specifically contains delinquent member lists and notices, membership applications, member burial fund lists, members dues booklets, members dues cards and accounts, member certificates, member name tags, lodges and councils lists, current and former lists of officers, charter member list, membership tests, a lodge list for the Daughters of I.B.P.O.E.W., and membership rolls 1984-1990. There is also members' trial correspondence, duties of unit officers, and correspondence and files pertaining to Scottie Wood.

Burial Fund non-participation forms, 1982-1987

Box 6

Folder 1

Daisy Temple members list, 1976, 1984

Box 6

Folder 2

Delinquent member lists, 1981-1990

Box 6

Folder 3

Delinquent member notices, 1988-1990

Box 6

Folder 4

Duties of unit officers, n.d.

Box 6

Folder 5

Grand Lodge questionnaires, 1975, 1987, 1990 and n.d.

Box 6

Folder 6

Grand Lodge former officers, Exalted Rulers, and charter members n.d.

Box 6

Folder 7

Thomas Johnson, trial correspondence, 1975, 1986-1988

Box 6

Folder 8

Locker rosters, 1975 and n.d.

Box 6

Folder 9

Lodges and councils list, n.d.

Box 6

Folder 10

Member applications, 1959, 1962

Box 6

Folder 11

Member applications, 1969-1981

Box 6

Folder 12

Member Burial Fund lists, 1979, 1985-1986

Box 6

Folder 13

Member dues accounts (Baskerville to Nixon), 1961-1969

Box 6

Folder 14

Member dues accounts (Oliver to Wyatt), 1961-1969

Box 6

Folder 15

Member dues booklets, 1972, 1979

Box 6

Folder 16

Member dues cards, 1980-1989

Box 6

Folder 17

Member dues cards, 1990-1992

Box 6

Folder 18

Member certificates, 1979, 1984-1985

Box 6

Folder 19

Member certificates, 1972, 1974, 1981 (see oversize box 7, folder 2)

Member list, n.d.

Box 6

Folder 20

Member name tags, n.d.

Box 6

Folder 21

Membership rolls, 1984-1990 (see oversize box 7, folder 1)

Membership tests, n.d.

Box 6

Folder 22

Miscellaneous membership files, 1981 and n.d.

Box 6

Folder 23

Past Exalted Rulers Appointee Club member list, n.d.

Box 6

Folder 24

Virginia State Association list of officers, 1983

Box 6

Folder 25

Virginia State Association, Daughters of I. B. P. O. E. W. membership roster, n.d.

Box 6

Folder 26

William Tucker, trial correspondence, 1974-1975, 1984-1989

Box 6

Folder 27

Nuzelle Watson, trial correspondence, 1983-1984

Box 6

Folder 28

Scottie Wood, trial correspondence, 1986

Box 6

Folder 29

Scottie Wood, military record, 1962

Box 6

Folder 30

Scottie Wood, petition, 1981

Box 6

Folder 31

Scottie Wood, resume, 1980

Box 6

Folder 32

Scottie Wood, tax returns, 1978-1981

Box 6

Folder 33