

The General Governor's Office has issued guidance on Virginia Gaming. Please read the entire letter as there are penalties for non-compliance as well as due outs for those that did not follow the process.

*Rollie Robertson*

**SECRETARY**

**VIRGINIA MOOSE ASSOCIATION**

[SECRETARY@VIRGINIAMOOSE.ORG](mailto:SECRETARY@VIRGINIAMOOSE.ORG)

**(434) 607-5726**

**(434) 993-2519**



## Virginia Lodge Gaming Contracts

The General Governor's Office wishes to highlight its position on contracting with vendors in the State of Virginia for gaming equipment/services. Conducting a gaming vendor search can be a detail-laden, time intensive process that takes a significant amount of time to complete. However, it is the fiduciary responsibility of the Board of Officers to perform its due diligence in investigating and choosing an appropriate vendor, which should result in some or all of the following benefits:

- Improved service at the Lodge;
- Better gaming options;
- Increased participation;
- Decreased overall costs; and,
- Increased overall participant satisfaction.

The benefits of conducting a gaming vendor search substantially outweigh the potential short-term inconveniences. Applying some battle-tested best practices along the way will not only help mitigate those inconveniences, but also ultimately result in the selection of the most suitable gaming vendor.

The General Governor's Office highlights two scenarios:

### **Lodges with No Current Gaming Contract/Location Agreement**

For those Lodges without a current gaming contract/location agreement, the Lodge Board of Officers is responsible for the overall gaming vendor search (individual tasks may be delegated). Once a gaming vendor is chosen, the relationship should be finalized with a contract or location agreement. The General Laws require a dispensation for a gaming contract/location agreement (see GL pages 141-142). Once an agreement is drafted, there are four steps for General Governor's approval of such agreement.

Four steps to approval:

- 1) Send General Governor's Office a draft of the gaming contract/placement agreement- UNSIGNED for review via FAX (630-966-2208) or email ([bdalton@mooseintl.org](mailto:bdalton@mooseintl.org) or [bbowser@mooseintl.org](mailto:bbowser@mooseintl.org))
- 2) a) If the General Governor's Office approves the gaming contract/placement agreement, the Lodge will receive an email stating such.  
b) If the General Governor's Office recommends revisions, the Lodge will receive an email stating such. The Lodge will then negotiate the revisions with the gaming vendor. Once proper revisions are made, the Lodge will resubmit the UNSIGNED gaming contract/placement agreement, the Lodge will receive an email stating contract is approved.
- 3) After the Lodge receives the gaming contract/placement agreement approval from the General Governor's Office, the Lodge Officers should approve it in the Lodge Officers meeting. Please and then have Membership approve it in the Lodge General Membership meeting. Once approved, the appropriate Lodge Officers can sign the contract

- 4) Once the contract is signed/executed by both parties, please send the General Governor's Office a copy of signed contract along with General Membership meeting minutes and a Request for Dispensation to have a gaming contract.

Please note:

\*\*NO vendor is allowed to go to a General Membership Meeting to market their gaming services

\*\*\*Best Practices: It is recommended that multiple vendors have an opportunity to promote their gaming services before a vendor is selected

**Lodges with Current Gaming Contract/Location Agreement:**

For those Lodges with a current gaming contract/location agreement, it is assumed that the Lodge Officers undertook their fiduciary duty and completed the tasks listed above for their gaming vendor search. The General Laws require a dispensation for a gaming contract/location agreement (see GL pages 141-142).

To ensure compliance with the General Laws, please provide the General Governor's Office with the following within thirty (30) days: 1)the existing contract/location agreement.

Please note:

\*\*There will be consequences for a Lodge's failure to obtain a Dispensation before signing/executing a gaming contract/location agreement

- 1<sup>st</sup> offense: SQ Suspension
- 2<sup>nd</sup> offense: additional SQ Suspension, as well as possible BOO Reorganization