

GUIDELINES FOR

_____ Lodge No. _____

LOYAL ORDER OF MOOSE

TEEN ACTIVITY GROUP

ARTICLE I

Name

The name of this activity group shall officially be known as the _____ Lodge No. _____ Loyal Order of Moose Teen Activity Group.

ARTICLE II

Purpose

The purpose for which this Activity Group is organized is to bring together in closer social communication the dependents and relatives of members of _____ Lodge No. _____ and/or Chapter No. _____ between the ages of thirteen (13) and twenty (20).

ARTICLE III

Composition

SECTION (1) Membership in this Activity Group shall consist of dependents and immediate relatives of members in good standing of _____ Lodge No. _____ and/or Chapter No. _____. Original membership will not be jeopardized at any time because of the non-affiliation of a parent, guardian, grandparent or immediate family relative, but one immediate relative must be a member in good standing of the Loyal Order of Moose or the Women of the Moose.

SECTION (2) Good standing members of the Activity Group shall be members whose membership fees are paid in full and not in arrears.

ARTICLE IV
Authority

This Activity Group shall at all times be amenable to and under the supervision of the Board of Officers of _____ Lodge No. _____. A Chairman/Advisor who shall be the Governor of the lodge or a lodge member appointed by the Governor shall represent the Board of Officers of this Activity Group. The Governor or his appointee shall not be entitled to vote. A copy of these Guidelines shall be adopted by the lodge after adoption by the Teen Activity Group members and become a permanent record of the lodge.

ARTICLE V
Officers

The elective officers of the Activity Group shall consist of the following: President, Vice President, Secretary and Treasurer.

The voting Board of Officers shall consist of the above stated officers plus the Past President, provided he or she shall have completed the term for which he or she was elected or appointed and served continuously for not less than 180 days.

ARTICLE VI
Term of Office

The term of office shall be for one (1) year commencing with the first scheduled meeting in the month of May.

SECTION (1) Vacancies in any office shall be filled by the Board of Officers of the Activity Group for the unexpired term.

SECTION (2) The Board of Officers shall have the power to declare any office vacant if in its opinion the occupant has failed to perform the duties of the office.

ARTICLE VII
Nomination and Election of Officers

SECTION (1) Nominations for elective officers shall be made from the floor at the first and second regular meeting in the month of March.

SECTION (2) The election of officers shall be held annually on the first regular meeting in the month of April.

ARTICLE VIII
Meetings

SECTION (1) Meetings will be held on _____ at _____ (a.m.) (p.m.) unless rescheduled by the lodge due to a conflict. If the meeting falls on a holiday or a special occasion and must be cancelled, the meeting may be omitted or re-scheduled in the discretion of the Teen Activity Group Board of Officers.

SECTION (2) The date of any meetings rescheduled by the Teen Activity Group Board of Officers must be approved by the lodge Chairman/Advisor.

SECTION (3) The annual business meeting shall be held in the month of May of each year. At the annual meeting the Order of Business shall be:

1. Minutes of previous annual meeting
2. Report of Officers
3. New Business
4. Installation of new Officers

SECTION (4) A special meeting of the Activity Group may be called by the Chairman/Advisor, the Board of Officers or whenever one-third (1/3rd) of the members in good standing of the Activity Group make a written request to the Chairman/Advisor for a special meeting specifying the reasons or purpose of the meeting. Not less than seven (7) days written notice of the meeting shall be personally given to or mailed to the members. Only business specified in the notice of special meeting shall be voted on.

SECTION (5) All meetings shall be conducted according to parliamentary rules and open discussion on all measures shall be permitted and encouraged. If the President deems it necessary, he may appoint a parliamentarian to decide all parliamentary questions or issues.

SECTION (6) The Board of Officers shall meet on the _____
_____ of each and every month.

SECTION (7) No person other than the Chairman/Advisor, volunteer adult advisors, lodge officers and good standing members of the Activity Group shall be present at a meeting of the Activity Group unless that person has been specially invited by the Teen Activity Group's Board of Officers. Unless asked for comment by the President, presiding officer, or Chairman/Advisor(s), no lodge or chapter member in attendance shall interrupt or disrupt the meeting.

ARTICLE IX **Duties of Officers**

SECTION (1) It shall be the duty of the President to preside at all meetings, preserve order and apply and enforce all of the rules of the Activity Group. The Board of Officers shall appoint committee chairmen after receiving a recommendation from the President. Standing subcommittees shall include a Community Service Committee and a Teen Activity Group Activities Committee. Membership in each committee shall include the appointed Chairperson and at least four (4) members selected by the Chairperson.

SECTION (2) The Vice President assists the President in preserving order and shall preside at meetings in the absence of the President. The Vice President shall visit the sick or distressed and a committee may be appointed by the Board of Officers to assist in these duties.

SECTION (3) The Secretary shall possess, maintain and keep current all Activity Group records and books (i.e. membership, etc.). The Secretary shall keep accurate minutes of all proceedings and meetings. The Secretary at the next meeting after receipt shall read all reports and communications pertaining to the Activity Group.

SECTION (4) The Treasurer shall receive all monies of the Activity Group and deposit the same with the Administrator of the lodge for deposit into the general fund of the lodge. With

approval of the lodge Board of Officers and membership and by an approved dispensation from the General Governor, a separate savings account may be established in the name of the lodge for the Teen Activity Group under such terms and conditions set forth by the General Governor. If a savings account is approved, the lodge Administrator shall write a check from the General Fund for deposit into a separate savings account designated as the Teen Activity Group Account. The Treasurer shall receive a receipt for all funds turned over to the Administrator of the lodge. Withdrawals from the Teen Activity Group Savings Account shall only be at the written request of the Teen Activity Group, signed by the President, Secretary and Activity Group Chairman/Advisor after approval by the Teen Activity Group members. Savings withdrawals shall be deposited into the lodge general fund and appropriate disbursement made by check as authorized. A small petty cash fund of \$_____ shall be permitted for incidentals. The Treasurer shall give a financial report at each meeting including receipts and disbursements to the petty cash fund, which shall be under his exclusive control.

SECTION (5) Non-voting appointed offices shall include: Sergeant at Arms, Chaplain, Community Service Chairperson and Activities Chairperson. The Board of Officers may make other appointments, as it deems appropriate and advisable to serve at its discretion.

SECTION (6) The Chaplain shall open and close all meetings with an appropriate prayer and assist the Vice-President in visitation of the sick.

SECTION (7) The Sergeant at Arms shall perform the duties of checking all membership cards at the door prior to meetings to verify that all members in attendance are in good standing. The Sergeant at Arms shall notify the President of anyone desiring to be heard at the meeting. The Sergeant at Arms shall remove any person ordered to leave by the President.

SECTION (8) The Board of Officers shall fill any vacancy among the officers by a majority vote at a regular monthly meeting of the Board for the unexpired term.

SECTION (9) Any member of the Board of Officers absent from three (3) consecutive monthly meetings of the Board or regular membership meetings without being excused by the presiding officer shall be deemed to have resigned as a member of the Board.

ARTICLE X
Membership Fees

Teen Activity Group membership fees shall be \$_____per year, payable annually or semi-annually. Any member failing to pay his annual fees within fifteen (15) days after they become due and payable, or who fails to pay any indebtedness owed to the Activity Group within thirty (30) days after a bill for the same has been rendered, shall be suspended from all privileges of membership and remain suspended until the full amount of the indebtedness has been paid. Any moneys collected for the Activity Group shall be immediately turned over to the Treasurer.

ARTICLE XI
Disciplinary Proceedings

SECTION (1) The Board of Officers may temporarily suspend, pending a hearing, any member alleged to be in violation of the published rules or who has engaged in behavior improper or prejudicial to the interest of the Activity Group. No member, shall at any time, do or say anything which might bring discredit upon the Activity Group or the Loyal Order of Moose.

SECTION (2) The Board of Officers shall conduct a hearing after the suspended member has received not less than five (5) days written notice of the hearing. The notice of hearing shall state the date, time, place of hearing and the specific charge(s) of alleged misconduct. The suspended member shall be afforded the right to confront his accuser(s) and review the evidence. The member shall be afforded the opportunity to present evidence and witnesses in rebuttal. The decision of the Board of Officers shall be by the greater weight of the evidence. The decision of the Board of Officers may include, but are not limited to, the following: (1) take no action, (2) reprimand, (3) suspend or revoke membership privileges in the Teen Activity Group as deemed appropriate in accordance with the evidence.

SECTION (3) A member found guilty of a charge by the Board of Officers shall have the right, within ten (10) days of receipt of the written decision of the Board of Officers, to appeal the decision to the Chairman/Advisor who may uphold, overturn or modify the decision of the Board of Officers.

ARTICLE XII
RULES AND REGULATIONS

1. Responsible volunteer adult advisors approved by the lodge Board of Officers shall supervise all outside activities.
2. Guest privileges shall be restricted to three (3) persons, male or female, per member at certain pre-designated functions.
3. All outside activities of the Teen Activity Group shall be restricted to members and their qualified guest(s) only, with proper adult supervision.
4. Each member and qualified guest(s) shall have a signed parental consent slip for every “outside” function.
5. No fundraising projects shall be entered into without prior approval of the lodge Board of Officers and in compliance with the General Laws of the Supreme Lodge.
6. No member shall be elected to the Board of Officers unless he/she has been a member of the Teen Activity Group for at least six (6) months and has been of regular attendance.
7. Any member bringing a guest to a Teen Activity Group function shall be responsible for the conduct of the guest at all times.
8. All guests must be between 13 and 20 years of age.
9. Once an activity has begun, no one shall leave the premises unless an adult advisor gives permission. Anyone leaving an activity without permission shall not be permitted to return.

10. No food or beverages will be allowed during the meetings unless approved by the Board of Officers.

11. The possession, use or consumption of any alcoholic beverages and nonprescription drugs is absolutely prohibited. Any member found guilty of violating this rule shall be immediately suspended pending a disciplinary hearing and membership may be revoked if found guilty by the Board of Officers after a hearing has been conducted.

12. Obscene, profane, indecent, abusive or other inappropriate language will not be tolerated at any function. Offenders shall be reprimanded by the board or Activity Group officer and may be suspended pending a disciplinary hearing.

13. Lodge property shall not be used at any time unless the lodge Board of Officers grants permission.

14. Neither the Social Quarters of the lodge nor any other area where alcoholic beverages are dispensed shall be used without approval of the lodge House Committee.

15. Meeting and other functions are to be in casual dress unless otherwise noted. Socials may be divided into age groups as deemed appropriate by the Activity Group's Board of Officers. The Activity Group shall adopt a dress code, which may be reviewed annually.

16. There will be NO DRINKING of alcoholic beverages by Advisors during any function of the Teen Activity Group.

17. Teens may drive with the approval of the Chairman/Advisor if properly licensed and insured. Passengers must have parental consent to ride with another Teen Activity Group member when participating in any Activity Group function. All advisors that drive will follow in a caravan and at the posted speed limit, or slower, when attending an outside function.

18. The lodge shall be left clean at all times and all Teen Activity Group equipment or property is to be stored or disposed of properly.

19. All sports activities shall require signed release forms approved or furnished by Moose International.

20. **NO SMOKING** shall be allowed by any member of the Teen Activity Group during any function of the Teen Activity Group. The Board of Officers shall adopt smoking fines and impose fines against any member violating this rule or allowing their guest(s) to violate this rule. Repeated or flagrant violations shall result in disciplinary action.

21. If any duly adopted Activity Group rule is violated, disciplinary action may be taken including suspension from the Teen Activity Group at the discretion of the Teen Activity Group's Board of Officers pending a hearing as set out in Article XI.

ARTICLE XIII **AMENDMENTS**

Any article or section of these Guidelines or rules and regulations may be amended by a majority vote at any general meeting of the Teen Activity Group's membership provided that a notice of the proposed change(s) are in writing and has been read at three (3) general meetings, after adoption by the lodge membership.

ARTICLE XIV **CONDITIONS**

The Teen Activity Group shall, at all times, be amenable to and in compliance with the General Laws of the Supreme Lodge and the Guidelines of Moose International and subject to the supervision of the Board of and under the supervision of the lodge.

SIGNED AND IN EFFECT this the _____ day of _____, _____

(LODGE SEAL)

Teen Activity Group President

Lodge Governor

Lodge Administrator