

Guidelines for
_____ **Lodge No.** _____
Loyal Order of Moose
_____ **Activity Group**

Article I
Name

The name of this activity unit will be _____
Lodge No. _____ Loyal Order of Moose _____ Activity
Group.

Article II
Purpose

The purpose of this activity is to be a social and civic association for members of
_____ Lodge No. _____, Loyal Order of Moose
and _____ Chapter No. _____ of the Women of the Moose.

Article III
Membership

Section (1) All members must belong to _____
Lodge No. _____, Loyal Order of Moose or to _____
Chapter No. _____ of the Women of the Moose.

Section (2) All members must be _____ () years of age or older
(applicable for a Senior Citizens Activity Group).

Section (3) Application for membership shall be made to the Board of Officers and
upon payment of the required fees, the applicant shall be deemed elected into
membership.

Section (4) Good standing members of the Activity Group shall be members whose
membership fees are paid in full and not in arrears. Annual fees shall be \$ _____
paid on or before the annual meeting. The Board of Officers may pro-rate fees the first
year until the first annual meeting after election into membership.

Section (5) If any member has a spouse who is not a member of the lodge or chapter, he or she may be elected as a non-voting honorary member.

Section (6) If an honorary member's spouse dies, the honorary member automatically relinquishes his or her membership unless he or she is a good standing member of the lodge or chapter.

Article IV Meetings

Section (1) The annual meeting of the Activity Group shall be in the month of April of each year at such time and place as the Board of Officers designate.

Section (2) At the annual meeting, the Order of Business shall be:

1. Minutes of previous annual meeting;
2. Reports of Officers
3. New Business
4. Election of Officers

Section (3) General membership meetings shall be held in the lodge home on _____ of the month at _____ p.m. The Board of Officers shall reschedule any meetings cancelled due to holidays or conflicts.

Section (4) The President may call a special meeting of the Activity Group whenever one third (1/3) of the voting members of the Activity Group, in good standing, shall make a written request to the President specifying the object of the meeting. Not less than ten (10) days prior written notice of such special meeting shall be hand delivered or mailed to the voting members. Only business of the object of the meeting as contained in the notice shall be discussed or voted on.

Section (5) All meetings shall be conducted according to parliamentary rules and open discussion from the floor on all measures shall be permitted and encouraged.

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

Section (7) No person other than a good standing member or honorary member of the Activity Group shall be present at a meeting of the Activity Group unless the President specially invites them.

Section (8) Notice of every annual meeting of the Activity Group shall be mailed by the Secretary/Treasurer to every member of the Activity Group at least ten (10) days before the date of the meeting.

Article V Quorum

Section (1) No official business may be conducted at any general membership meeting unless a quorum consisting of not less than ten (10) percent of the good standing members of the Activity Group shall be present. A simple majority of the good standing voting members present shall constitute a quorum.

Section (2) At meetings of the Board of Officers, a majority of the total members of the Board shall constitute a quorum, and a majority vote of the officers present at any such meeting shall prevail.

Section (3) Any member who feels he has just cause, may present his view in writing to the officers for their consideration and action.

Article VI Officers and How Elected

Section (1) The officers of the Activity Group shall be: Past President, President, Vice President, Secretary/Treasurer, and Sergeant-at-Arms.

Section (2) The regular term of office shall be one year commencing May 1st and terminating at midnight on April 30th. No officer shall serve more than two (2) consecutive terms in any one office.

Section (3) Nominators and nominees must be good standing members (not honorary) of the _____Activity Group.

Section (4) The Nominating Committee shall consist of the Board of Officers, plus two (2) members in good standing appointed by the President, one of which must be a member of the lodge and one of which must be a member of the chapter.

Section (5) Voting rights are restricted to good standing members. Honorary members may not vote.

Section (6) The office of Past President is a condition and not an elected office. To hold this office and be qualified as a Past President, the member must have served

continuously for not less than 180 days and completed the term for which he or she was elected or appointed.

Section (7) The election of officers shall be held at the annual meeting in the month of April.

Section (8) In the event of a vacancy in an elected office, the Board shall elect a member in good standing who will fill the unexpired term until the next general election.

Article VII Duties of Officers

(A) Board of Officers

Section (1) The Activity Group's Board of Officers shall manage the affairs of the Activity Group and take such action as necessary for the proper transaction of business. The Activity Group shall not conduct any social functions, entertainment or incur any obligations or liabilities, financial or otherwise, except and only when authorized and approved by the lodge Board of Officers and lodge membership at a regular meeting of the lodge.

Section (2) It shall be the duty of the Board of Officers, subject to membership approval, to prescribe and publish rules regulating the Activity Group and the care and protection of Activity Group property.

Section (3) The Board shall meet for the transaction of business at least once a month and at any other time at the request of the President or the majority of the Board provided sufficient notice shall be given to each member of the Board before the time appointed for the meeting.

Section (4) At the annual meeting of the Activity Group, the Board of Officers shall make a full report of their proceedings during the preceding fiscal year and recommend such measures as they deem advisable.

Section (5) The Board of Officers may fill any vacancy among the officers by a majority vote at a regular monthly meeting of the Board, such election to be for the unexpired term.

Section (6) Any member of the Board of Officers who is absent from three (3) monthly meetings of the Board, (unless he or she provides excuses for the absences which are satisfactory to the Board of Officers) shall be deemed to have resigned as a member of the Board and cease to be a member thereof. The Board shall by majority

vote have the power to declare any office vacant if in its collective opinion the occupant has failed to perform the duties of such office.

Section (7) In any case where action has been taken by the Board of Officers affecting the relations of any member with the Activity Group, the action taken shall not be reviewed at a subsequent meeting unless notice in writing is sent by the Secretary/Treasurer to every member of the Board of Officers at least ten (10) days before the meeting stating that the previous action will be brought up for review and re-consideration.

Section (8) The Board of Officers shall have the following specific powers:

- a. To make and publish rules for the conduct of members of the Activity Group.
- b. To temporarily suspend and after hearing, discipline a member for conduct in violation of the published rules, improper behavior prejudicial to the interests of the Activity Group or a violation of the General Laws of the Supreme Lodge.
- c. To fix and enforce penalties for violations of established rules.
- d. To remit penalties for offenses against established rules.
- e. To call special a meeting of the Activity Group to consider special subjects or projects.
- f. To make, alter, and amend the rules for the government of the Activity Group and fix and enforce penalties for violations of such rules. However, any change of the Activity Group's rules and regulations shall be read at the next membership meeting and approved by the membership before such change becomes effective.
- g. To prescribe additional duties for any of the officers, in addition to those contained herein.

Section (9) Any actions on the part of any member of the _____ Activity Group which is detrimental to the Activity Group or _____ Lodge No. _____ or _____ Chapter No. _____ as determined by any member of the Board of Officers shall be grounds for immediate suspension pending a review of the suspension by the officers of the _____ Activity Group. The Board of Officers shall conduct a hearing after the suspended member has received five (5) days actual notice of the hearing. The suspended member shall be afforded the right to confront any accuser(s) and review all evidence considered by the Board. The decision of the Officers shall be by the greater weight of the evidence. The officers may do one of the following: take no action, reprimand or suspend membership privileges in the Activity Group as deemed appropriate in accordance with the evidence.

(B) President

Section (1) The President shall preside at all meetings of the Activity Group and Board of Officers and enforce all the laws and regulations of the Activity Group. He shall perform such other duties as shall be required of him by resolution of the Board of Officers.

Section (2) The President and Secretary/Treasurer along with the Governor and Administrator of the lodge shall sign all written contracts and written obligations of the Activity Group, provided approval has been granted by the Board of Officers and membership of _____ Lodge No. _____, Loyal Order of Moose.

Section (3) The President shall have the power to appoint committees whenever he deems it necessary (i.e., Rules and Guidelines Committee, Finance Committee, Food Committee, Publicity Committee, Activities Committee, Entertainment Committee, Membership Committee, etc.).

(C) Vice President

Section (1) In the absence of the President, the duties of that office shall be performed by the Vice President. In the event of the death or disability of the President, the Vice President shall act until the Board of Officers fills the office.

Section (2) The Vice President shall visit the sick or distressed and a committee may be appointed by the President to assist in these duties.

(D) Secretary/Treasurer

Section (1) The Secretary/Treasurer shall keep the minutes and other official reports of the Activity Group, conduct the official correspondence of the Activity Group, keep all records, books, documents and papers relating to the Activity Group in such a place as designated by the Board of Officers, issue all membership cards and mail notice to all members when directed.

Section (2) The Secretary/Treasurer shall receive all monies of the Activity Group and deposit the same with the Administrator of the lodge for deposit in the General Fund of the lodge and shall be issued a receipt. All disbursement of Activity Group funds shall be made by drawing checks on the General Fund of _____ Lodge No. _____. No expenditures of any Activity Group funds shall be made except in such a manner and for such purposes as shall be approved and authorized by the Board of Officers. The Secretary/Treasurer shall submit a financial report at each

monthly meeting of the Activity Group, and at the annual meeting of the Activity Group, submit a detailed financial report to the membership for the preceding fiscal year after the report has been audited by an Auditing Committee appointed by the Board of Officers. With approval of the lodge Board of Officers and membership and by dispensation of the General Governor, a separate savings account may be established in the name of the lodge for the Activity Group under such terms and conditions prescribed by the General Governor. A small petty cash fund not exceeding \$_____ shall be permitted for incidentals.

(E) Sergeant-at-Arms

Section (1) The Sergeant-at-Arms shall keep a record of attendance of members present at each meeting and maintain order at all times. The Sergeant-at-Arms shall, when so instructed by the President or presiding officer, remove any member from a meeting for disorderly or unbecoming conduct.

Article VIII Fees

Section (1) Any member who fails to pay their annual fees within fifteen (15) days after they become due and payable, or fails to pay any indebtedness owed to the Activity Group within thirty (30) days after a bill for same has been rendered shall be suspended from all privileges of Activity Group membership and shall remain suspended until the full amount of such indebtedness has been paid. Any monies collected for the Activity Group shall be turned over to the Secretary/Treasurer as soon as possible.

Article IX Amendments

Section (1) All proposed changes, deletions, or additions to the _____ Activity Group Guidelines shall be presented in writing to the Secretary/Treasurer.

Section (2) Notification of proposed changes, deletions or additions to the Guidelines shall be given to the elective officers by the Secretary/Treasurer at least ten (10) days before the next officers meeting. The proposed changes, deletions or additions (if approved by the Board of Officers) shall be mailed to the membership at least ten (10) days in advance of the next meeting and read at the next two (2) consecutive regular membership meetings and voted upon at the second reading.

Section (3) These Guidelines may only be amended by a two-thirds (2/3) vote of the members present at any regular meeting of the Activity Group provided the intention to amend the Guidelines shall have been previously communicated in writing to the members as required by Section (2) above.

**Article X.
Conditions**

As a condition precedent to the adoption, approval and continuation of these Guidelines or any subsequent amendments thereto shall be the understanding and agreement of the officers and members of the _____ Activity Group that they will 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 Officers of _____ Lodge No. _____ as required by the General Laws.

SIGNED AND IN EFFECT this the _____ day of _____,

(LODGE SEAL)

Activity Group President

Lodge Governor

Lodge Administrator