



Moose Valued Veterans Association Activity Group Guidelines

_____ **Moose Association Valued Veterans Activity Group**

Article I Name/Identity

This military veteran's activity group will be recognized and known only as the _____ **Moose Association Valued Veterans Activity Group** or shortened to _____ **Moose Valued Veterans.**

DRESS

Each Moose Valued Veterans Activity Group is free to set the standards to which members are attired, unless superseded by the Lodge House Committee rules regarding appropriate attire. Moose Valued Veterans Activity Group is a program under the direction of the Moose International Activities Department, and as such, members are representatives of the Loyal Order of Moose and Women of the Moose. It is strongly recommended that members dress in a manner that promotes a positive image for the Loyal Order of Moose and Women of the Moose, particularly when involved with Association/Lodge activities or interacting with the public as a Moose Valued Veterans.

Moose Valued Veterans Activity Groups may produce t-shirts and other garments expressing their individual Association identity; however, these items will be subject to the following conditions:

1. The quantity produced shall not exceed the number of Lodge and Chapter members within the Association eligible to become Moose Valued Veterans.
2. Custom t-shirt logos may not infringe upon established or other recognized industry logos, copyrights, or trademarks.
3. Phrases used may not cross the boundaries of good taste, the rules for acceptable Social Quarters language, nor otherwise disparage or demean the Loyal Order of Moose, Women of the Moose, the public, or any other organization, race, or religion.
4. Items created may not be sold to the public, with the exception of those created to raise funds during an event for supported charitable 501(c) 3 organizations. They may not be sold for Lodge or Association profit or to benefit an individual Moose member (unless that member in need is to be the beneficiary of an approved charitable event).
5. All garment designs will be subject to the co-approval of the Association Board of Officers and the officers of the Moose Valued Veterans Activity Group and will be submitted to the Activities Department of Moose International, via email or US Mail for final approval.

Article II Purpose

The purpose of the Moose Valued Veterans is to be a social and civic activity group for members of Lodges of the Loyal Order of Moose and Chapters of the Women of the Moose within the boundaries of the Moose Association, whose main concern shall be the support of Mooseheart, Moosehaven, Military Veteran member's personal needs/support, local branches of national worthy military charities through camaraderie, fundraising and volunteer work, and the social enhancement of their Lodges/Chapters and Association.

Though encouraged to help their Lodges and Chapters out financially, at no time are any Moose Activity Groups under any direct obligation to regularly raise funds specifically for the upkeep and operation of the Lodge or Association. Activity Groups are created to enhance the enjoyment of membership and promote volunteerism.

Article III Formation

Section (1) Military Veteran Moose members, their spouses, their parents, their children, their grandparents, their grandchildren and any moose member that supports the military and/or veterans in the Lodge or affiliated Chapters within the Association, must meet to determine if there are enough interested good standing members to support the formation of a Moose Valued Veterans Activity Group.

Moose Valued Veterans Activity Group membership is open to any good standing member of the Lodge or Chapter within the Association, whether they are a Military Veteran or are simply a supporter.

Initially, enough interested Lodge and/or Chapter members within the Association are required to fill the necessary officer positions (outlined in Article VII). Any good standing Lodge or Chapter member within the Association may hold any position in its Moose Valued Veterans Activity Group.

An open invitation to attend the exploratory meeting of the group should be extended to the general membership.

Section (2) Permission must be requested from the Association Board of Officers to establish a Moose Valued Veterans Activity Group. A written request, or a request to be heard in person at an Association meeting, to seek permission to start a Moose Valued Veterans group may be sent through an Association Officer.

Section (3) Once permission is received from the Association Board of Officers to proceed, a copy of these completed guidelines must be submitted to the Association Board of Officers for approval.

Section (4) Officers of a Moose Valued Veterans Activity Group must be established. The members of the newly formed Moose Valued Veterans Activity Group may openly nominate individuals for election as the initial Activity Group officers.

Section (5) Once the Moose Valued Veterans Activity Group Guidelines have been properly approved and signed, the Secretary of the Moose Valued Veterans Activity Group will fill out the Moose Valued Veterans Activity Group notification roster (at the end of these guidelines) and send it to the Moose International Activities Department, 155 S. International Dr. Mooseheart, IL 60539-1172 (Attn: Moose Valued Veterans).

Section (6) Moose Valued Veterans Activity Groups shall not be made to exist under any extraordinary or substantially more excessive set of rules or regulations than are set forth here, or are imposed upon any other recognized Moose Lodge or Association Activity Group.

Section (7) The disillusion of a Moose Valued Veterans Activity Group may take place in the following manner:

1. The greater membership of the Moose Valued Veterans Activity Group may make a motion to dissolve the group and vote on the issue.
2. The Association Board of Officers may call forward the officers of the Moose Valued Veterans Activity Group to investigate specific infractions or allegations of wrongdoing or improper practices by individuals or the group at large and report back to them with their findings. Based upon the severity of the charges and the verification of infractions against these Guidelines or the General Laws by the accused, expulsion of individuals, or dissolution of the group may be the proper (but not necessarily the only) solution.

Article IV Membership

Section (1) All voting members must belong to Lodges of the Loyal Order of Moose or Chapters of the Women of the Moose within the boundaries of the Moose Association.

Section (2) Application for membership should be made to the Secretary of the Moose Valued Veterans Activity Group. An Activity Group participation fee will be established by the group along with the availability of a Life Membership and if Life Memberships are available the cost of such Life Membership. Upon payment of the required activity fees, the applicant should be deemed elected into membership.

Section (3) Good standing members of a Moose Valued Veterans Activity Group should be members whose membership fees are paid in full and not in arrears or Moose Valued Veteran Activity Group Life Members; all of which MUST be active members in a Lodge or Chapter within the boundaries of the Moose Association. Annual activity fees should be as approved by the Moose Valued Veterans Activity Group's membership and paid on or before the annual meeting. The officers of the Moose Valued Veterans Activity Group may pro-rate activity fees until the first annual meeting after election into membership.

Section (4) If any member has a spouse who is not a member of the Lodge or Chapter, he or she may be proposed as a non-voting honorary member. In addition, any good standing member of Lodges of the Loyal Order of Moose or Chapters of the Women of the Moose not within the boundaries of the Association may be proposed as an honorary member. Honorary Life memberships are not available.

Section (5) If an honorary member becomes a good standing member of Lodges of the Loyal Order of Moose or Chapters of the Women of the Moose within the boundaries of the Association, or an honorary member's spouse dies, the honorary member automatically relinquishes his or her honorary membership.

Section (6) Different membership types are authorized. Members that join the Moose Valued Veterans Activity Group at the time of formation are Founding Members. Members that join the Moose Valued Veterans Activity Group within 90 days of the formation are Charter Members. Members joining the Moose Valued Veterans Activity Group after 90 days since the formation are Members. Founding and Charter memberships are retained each year provided there has not been a lapse in membership of the Moose Valued Veterans Activity Group. If Life Membership options are allowed they are to be Founding Life Member, Charter Life Member or Life Member depending on the type of membership at the time Life Membership is paid for or earned. In addition, Different Categories are also authorized. VETERAN for military veterans; SPOUSE for the spouse of a veteran; FAMILY for the parent, child, grandparent, grandchild of a veteran and SUPPORTER for all other categories not stated prior.

Article V Meetings

Section (1) The annual meeting of the Moose Valued Veterans Activity Group should be at the Association Convention each year at such time and place as the officers of the Moose Valued Veterans Activity Group designate.

Section (2) The order of business at meetings should be:

- Introduction of guests and new members
- Minutes of previous meeting
- Reports of Officers and Committees
- Old Business
- New Business
- Good and Welfare
- Election of Officers (annual meeting)

Section (3) Association Moose Valued Veteran membership meetings/rallies should be held quarterly on such days and times as approved by the officers of the Moose Valued Veterans Activity Group and membership. The officers of the Moose Valued Veterans Activity Group may reschedule meetings cancelled due to holidays, conflicts, inclement weather, etc.

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

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

Section (6) The officers of the Moose Valued Veterans Activity Group should meet at least quarterly, prior to quarterly Moose Valued Veterans general membership meetings, at such times and places as determined by the Activity Group officers.

Section (7) No person other than a member of the Association Board of Officers or a good standing or honorary member of the Moose Valued Veterans Activity Group should be present at a meeting of the Moose Valued Veterans Activity Group unless the President of the Moose Valued Veterans Activity Group specially invites him or her.

Section (8) The Secretary of the Moose Valued Veterans Activity Group should mail or email a notice of each annual and quarterly meeting of the Moose Valued Veterans Activity Group to every member of the Moose Valued Veterans Activity Group at least ten (10) days before the date of the meeting.

Article VI Quorum

Section (1) No official business may be conducted at any quarterly Moose Valued Veterans membership meeting unless a quorum consisting of not less than ten (10) percent of the total good standing, voting membership of the Moose Valued Veterans Activity Group is present. A simple majority vote of the good standing, voting members present should prevail.

Section (2) At meetings of the officers of the Moose Valued Veterans Activity Group, a majority of the total number of officers should constitute a quorum, and a simple majority vote of the officers present at any such meeting should prevail.

Section (3) Any good standing, voting Moose Valued Veterans member, who feels he or she has just cause, may present his or her view in writing to the officers of the Moose Valued Veterans Activity Group for their consideration and action.

Article VII Officers and How Elected

Section (1) The officers of the Moose Valued Veterans Activity Group should be Chairman/President (appointed by Association President), Vice President for each designated geographical region, Secretary, Treasurer and Sergeant at Arms.

Section (2) The regular term of office should be one year commencing the first day of the month following the Association Convention and terminating at midnight on the last day of the month preceding the start of the next term. No elected officer should serve more than two (2) consecutive terms in any one office. Chairman/President is appointed for a term of satisfactory performance.

Section (3) Nominees for office and those making nominations must be good standing, voting members (not honorary) of the Moose Valued Veterans Activity Group. Any good standing, voting member present at the Moose Valued Veterans Activity Group formation meeting may make nominations for the initial officers of the Moose Valued Veterans Activity Group.

Section (4) The annual Activity Group Nominating Committee should consist of the officers of the Moose Valued Veterans Activity Group and two (2) Moose Valued Veterans Activity Group members in good standing appointed by the President of the Moose Valued Veterans Activity Group, one of whom must be a member of a Lodge and one of whom must be a member of a Chapter, both within the boundaries of the Association.

Section (5) Voting rights are restricted to good standing male or female Moose Valued Veterans Activity Group members. Honorary members may not vote.

Section (6) The election of officers of a Moose Valued Veterans Activity Group should be held at the annual meeting held during Association Convention.

Section (7) In the event of a vacancy in an elected office, the officers of the Moose Valued Veterans Activity Group (presided over by the highest ranking officer in attendance) should elect a member in good standing who will fill the unexpired term until the next general election.

Section (8) No one may hold an office in more than one Lodge Moose Valued Veterans Activity Group concurrently. Association Moose Valued Veterans Activity Group officers may hold an office in a Lodge Moose Valued Veterans Activity Group concurrently.

Article VIII Duties of Officers

(A) Board of Officers

Section (1) The officers of the Moose Valued Veterans Activity Group should manage the affairs of the Moose Valued Veterans Activity Group and take such action as necessary for the proper transaction of business. The Moose Valued Veterans Activity Group should not conduct any social functions, entertainment or incur any obligations or liabilities, financial or otherwise, except and only when authorized and approved by the Association Board of Officers.

Section (2) It should be the duty of the officers of the Moose Valued Veterans Activity Group, subject to membership approval, to prescribe and publish rules regulating the Moose Valued Veterans Activity Group and the care and protection of Moose Valued Veterans Activity Group property and the good name of the Association, Lodges and Chapters. It shall also be the duty of the officers of the Moose Valued Veterans Activity Group to uphold and enforce the General Laws of the Order. A copy of the General Laws should be in the possession of, or available to, the officers of the Moose Valued Veterans Activity Group. Any rules adopted by the Moose Valued Veterans Activity Group shall not be contrary to nor negate these Moose Valued Veterans Guidelines.

Section (3) The officers of the Moose Valued Veterans Activity Group should meet for the transaction of business at least once a quarter (physically or conference call) and at any other time at the request of the President of the Moose Valued Veterans Activity Group or the majority of the Activity Group officers, provided sufficient notice may be given to each of the Activity Group officers prior to the appointed time of the meeting.

Section (4) At the annual meeting of the Moose Valued Veterans Activity Group, the officers of the Moose Valued Veterans Activity Group should make a full report of their proceedings during the preceding Moose Valued Veterans Activity Group year and recommend such measures as they deem advisable.

Section (5) The officers of the Moose Valued Veterans Activity Group may fill any vacancy among the officers by a vote of the majority of those present at a regular quarterly meeting of the Activity Group officers, with such election to be for the unexpired term. Officers, other than Chairman/President appointed by Association President, of a Moose

Valued Veterans Activity Group or their successors are not to be appointed by the Association.

Section (6) Any officer of a Moose Valued Veterans Activity Group who is absent from three (3) meetings of the Activity Group officers (unless he or she is excused by the Activity Group's presiding officer) should be deemed to have resigned as an Activity Group officer. The Activity Group officers should, by majority vote, have the authority to declare any Activity Group 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 officers of the Moose Valued Veterans Activity Group that affects the relations of any member with the Moose Valued Veterans Activity Group, the action taken should not be reviewed at a subsequent meeting unless notice in writing is sent by the Secretary of the Moose Valued Veterans Activity Group to every officer of the Moose Valued Veterans Activity Group at least ten (10) days before the meeting, stating that the previous action will be brought up for review and reconsideration.

Section (8) The officers of the Moose Valued Veterans Activity Group should have the following specific powers:

- a. Make and publish rules for the conduct of members of the Moose Valued Veterans Activity Group in accordance with the General Laws of the Order and the Moose Valued Veterans Guidelines.
- b. Temporarily suspend and, after a hearing, discipline a member for conduct in violation of the published rules, improper behavior prejudicial to the interests of the Moose Valued Veterans Activity Group, or a violation of the General Laws of the Order.
- c. Fix and enforce penalties for violations of established rules.
- d. Remit penalties for offenses against established rules.
- e. Call a special meeting of the Moose Valued Veterans Activity Group to consider special subjects or projects.
- f. With notification to the Association Board of Officers, make, alter, and amend the rules for the government of the Moose Valued Veterans Activity Group, and fix and enforce penalties for violations of such rules. However, any change to the Moose Valued Veterans Activity Group's rules and regulations should be read at the next Association Board meeting and approved by the Association Board of Officers before such change becomes effective. Changes do not include amendments to these guidelines.
- g. Prescribe additional duties for any of the Activity Group officers, in addition to those contained herein.

Section (9) Any actions on the part of any member of a Moose Valued Veterans Activity Group, which is detrimental to the Moose Valued Veterans Activity Group, the Association, Lodges or Chapters as determined by any officer of the Moose Valued Veterans Activity Group, should be grounds for immediate suspension, pending a review of the suspension by the officers of the Moose Valued Veterans Activity Group. Unless the suspended member waives notice, the Association Board of Officers should conduct a hearing only after the suspended member has received seven (7) days actual notice of the hearing.

The suspended member should be afforded the right to confront any accuser(s) and review all evidence considered by the Association Board of Officers. The decision of the Association Board of Officers should be by the greater weight of the evidence. The Association Board of Officers may do one of the following: take no action, or reprimand, suspend or revoke membership privileges in the Association or the Moose Valued Veterans Activity Group, as deemed appropriate in accordance with the evidence.

Section (10) Any Activity Group officer or member found to be in violation of the General Laws of the Order may be removed from office or membership in the Activity Group after the proper proceedings have taken place according to the procedures laid out in the General Laws, found in the following chapters: Charges, Chapters 54 -55; Commissioner, Chapters 58-59; Contempt, 53.2; 58.13; Expulsion, 46.20; 55.2; 59.5; Fraud, 53.5; Investigating Committee, 56.3; Lodge officers and members, 53.1; Chapter 55; 56.1; Penalties, 24.5; 53.2; 53.5; 53.6; 55.4; 46.20; Chapter 59; Procedures, Chapters 54 - 59; Suspension, 54.1; Chapters 55 - 57; 59.4.

(B) Chairman/President

Section (1) The President of the Moose Valued Veterans Activity Group should preside at all meetings of the officers of the Moose Valued Veterans Activity Group and membership meetings of the Moose Valued Veterans Activity Group, and should enforce all the laws and regulations of the Moose Valued Veterans Activity Group. The President of the Moose Valued Veterans Activity Group should perform such other duties as should be required of him or her by resolution of the officers of the Moose Valued Veterans Activity Group. He or she will be the Association liaison to the Moose Valued Veterans Activity Group and will be required to report on Moose Valued Veteran Activities at the regular Association meetings. Assist Vice Presidents in the fulfillment of their duties. Promote Moose Valued Veteran Fundraising throughout the Association. Promote and help new Lodge Moose Valued Veterans Activity Groups within the Association. Assist with issues between Lodge Moose Valued Veterans Activity Groups and Lodge Board of Officers if called upon to do so.

Section (2) The President and Secretary of the Moose Valued Veterans Activity Group, along with the President and Secretary of the Association, should sign all written contracts and written obligations of the Moose Valued Veterans Activity Group, provided approval has been granted by the officers of the Moose Valued Veterans Activity Group and membership, and the Association Board of Officers.

Section (3) The President of the Moose Valued Veterans Activity Group should have the power to appoint Moose Valued Veterans Activity Group committees whenever he or she deems it appropriate (i.e., Rules Committee, Finance Committee, Food Committee, Publicity Committee, Activities Committee, Entertainment Committee, Membership Committee, etc.).

(C) Vice Presidents

Section (1) A Vice President of the Moose Valued Veterans Activity Group selected by Board of Officers of the Moose Valued Veterans Activity Group present will perform the

duties of the office of the President of the Moose Valued Veterans Activity Group in his or her absence. In the event of the death or disability of the President of the Moose Valued Veterans Activity Group, a Vice President of the Moose Valued Veterans Activity Group is to be selected by Board of Officers of the Moose Valued Veterans Activity Group to act until the President of the Association fills the vacancy.

Section (2) The Vice Presidents of the Moose Valued Veterans Activity Group are the representative for the Moose Valued Veterans that reside in the specific geographical region they represent and manager for the geographical region for development and support. They should visit the sick or distressed; provide assistance in their geographical region to lodges trying to start a Lodge Moose Valued Veterans Activity Group; coordinate Moose Valued Veterans Activity Group fundraisers and events in their geographical region; Working with local law enforcement to provide logistics for major functions (i.e., rallies, community events); Ensuring that all participants have signed approved Moose Valued Veterans event waivers, and that those waivers are collected and kept by the Moose Valued Veterans Secretary; and committees may be appointed by the President of the Moose Valued Veterans Activity Group to assist in these duties.

(D) Secretary

Section (1) The Secretary of the Moose Valued Veterans Activity Group should keep the minutes and other official reports of the Moose Valued Veterans Activity Group; conduct the official correspondence of the Moose Valued Veterans Activity Group; keep all records, books, documents and papers relating to the Moose Valued Veterans Activity Group in such a place as designated by the officers of the Moose Valued Veterans Activity Group and mail notice to all members when directed. Keep email and mailing addresses of all Association Moose Valued Veterans and maintain up to date current roster. All communications for the Moose Valued Veterans Activity Group should flow through this position.

(E) Treasurer

Section (1) All monies will flow through the Moose Valued Veterans Activity Group Treasurer to the Association Secretary and shall be earmarked for specified purposes. The Moose Valued Veterans Treasurer will receipt money from the Moose Valued Veterans Activity Group and will in turn submit funds (in excess of \$500.00 petty cash fund) to the Association Secretary identified for the particular funds; issue all Moose Valued Veterans Activity Group membership cards (if so desired) upon receipt of activity fee. The Moose Valued Veterans Treasurer will submit a financial report at each meeting of the Moose Valued Veterans Activity Group. At the annual meeting of the Moose Valued Veterans Activity Group, the Treasurer will submit a detailed financial report to the membership for the preceding Moose Valued Veterans Activity Group year. An Auditing Committee appointed by the officers of the Moose Valued Veterans Activity Group will audit the report.

A small petty cash fund not exceeding \$____.____ should be permitted for incidentals. The petty cash fund shall initially be made up of participation fees, and be replenished by member donations and proceeds from specifically designated group activities.

(F) Sergeant-at-Arms

Section (1) The Sergeant-at-Arms should keep a record of attendance of members present at each meeting and maintain order at all times. When so instructed by the President of the Moose Valued Veterans Activity Group or presiding officer, the Sergeant-at-Arms should expel any member from a meeting for disorderly or unbecoming conduct.

Article IX Fees/Funds

Section (1) The amount of the annual Moose Valued Veterans Activity Fee will be established and agreed upon by vote of the Activity Group members. Any member who fails to pay their annual fees within fifteen (15) days after they become due, or who fails to pay any indebtedness owed to the Moose Valued Veterans Activity Group within thirty (30) days after a bill for same has been rendered, should be suspended from all privileges of Moose Valued Veterans Activity Group membership and should remain suspended until the full amount of such indebtedness has been paid. Any monies collected on behalf of the Moose Valued Veterans Activity Group should be turned over to the Treasurer as soon as possible.

All funds raised by the Moose Valued Veterans Activity Group should be accumulated for the purpose of the following:

- a. Donations to Moose Charities for the Mooseheart/Moosehaven Endowment Fund
- b. Donations to Moose Valued Veterans in need.
- c. Donations to Local/Regional/National Military Veteran Support Services
- d. Contributions to efforts organized by the State/Provincial Moose Association
Moose Valued Veterans for special projects
- e. Replenishment of Moose Valued Veterans operating costs (petty cash)

Section (2) All funds raised by the Moose Valued Veterans Activity Group must be expended toward their intended purpose. The Association Secretary and Association President will handle requests for approved disbursement of funds in an efficient and timely manner.

Moose Valued Veterans allocated funds used in an emergency situation by the Association, with approval from the Moose Valued Veterans Activity Group, will be replenished in a timely manner, and disbursed to their intended purpose.

Article XI
State/Provincial Inclusion

Section (1) State/Provincial Moose Association Moose Valued Veterans Activity Groups are encouraged and endorsed by Moose International. However, upon formation of a Lodge Moose Valued Veterans Activity Group, the Lodge Activity Group and its members are in no way obligated to join or pay membership fees to any State/Provincial Moose Association Moose Valued Veterans Activity Group. There are no provisions of District Moose Valued Veterans Activity Groups, only groupings of Lodge sponsored Moose Valued Veterans Groups within a designated District.

Section (2) Individuals in Lodge Moose Valued Veterans Activity Groups may petition or may be invited to join the State/Provincial Moose Association Moose Valued Veterans Activity Group of the state or province in which it resides. Upon approval by the State/Provincial Moose Association Moose Valued Veterans Activity Group, individuals of the Lodge Moose Valued Veterans Activity may become State/Provincial Moose Valued Veterans members, but are not mandated to do so. However, if they choose to join, they will abide by all regulations set forth by the Association Board of Officers, and will pay approved fees and participate in approved events as required by membership in that State/Provincial Moose Association Moose Valued Veterans Activity Group.

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

Activity Group President

(ASSOCIATION SEAL)

Association President

Association Secretary

