

# **BY-LAWS OF THE COUNCIL OF HIGHER DEGREES**

(Revised October 2012)

## **Article I Authority and Regulation**

Pursuant to the authority granted by the General Governor of the Loyal Order of Moose, the Council of Higher Degrees is hereby established. This Council shall be subject to the Constitution and General Laws of the Loyal Order of Moose on matters not specifically covered in these by-laws.

## **Article II Composition**

The Council of Higher Degrees consists of members of the Pilgrim Degree of Merit, the Fellowship Degree of Honor, the Moose Legion Degree of Service, the College of Regents, the Academy of Friendship and Star Recorder.

## **Article III Official Logo**

The official logo of the Council of Higher Degrees is the standing Moose overlaid on six (6) interlocking rings representing the Degrees of the Order. The color of the rings denote the degrees: Pilgrim is gold; Fellowship is French blue, Moose Legion is purple, College of Regents is black, Academy of Friendship is blue and the Star Recorder is green.

## **Article IV Purpose**

The Council is a Special Activity Group of the Order. The purpose of the Council of Higher Degrees is:

- a) To be actively involved in the retention of Lodge, Chapter and Moose Legion members.
- b) To promote and support the programs of Moose Charities.
- c) To honor all newly elevated members of the Higher Degrees.
- d) To honor the memories of deceased members of the Council of Higher Degrees.
- e) To promote the programs of the Loyal Order of Moose and the Women of the Moose.
- f) To encourage fraternal and social unity, benevolence and charity among all members of the Order.

## **Article V** **Members and Dues**

(1) All Higher Degree members shall qualify for membership in the Council of Higher Degrees. Any member who fails to maintain active membership status within their Lodge and / or Moose Legion, or Chapter shall immediately be disqualified from Council membership.

(2) Annual and/or life membership dues shall be in an amount determined by the Board of Officers and approved by a majority vote of the members present at a regular or special meeting, provided that each member has at least seven days written notice of the purpose of the meeting.

(3) The Board of Officers shall determine the annual dues period. Dues are paid to the individual Higher Degree Council (not through Moose International Centralized Dues).

## **Article VI** **Meetings**

(1) At least three meetings and one banquet shall be held each year. These meetings shall be held in a Lodge within the Council's jurisdiction. All new members of the Higher Degrees shall be honored at the annual banquet.

(2) Council members must show an active Moose membership card with appropriate Higher Degree icons to be admitted to any Council meeting.

(3) Only Higher Degree members with current Lodge, Chapter and Moose Legion membership within this Council's jurisdiction may vote at this Council's meetings.

(4) A Quorum is required to be present to conduct meetings. Three (3) Officers constitutes a quorum for Officers meetings. Seven (7) members and a presiding officer constitutes a quorum for a general membership meeting.

## **Article VII** **Board of Officers**

(1) The Board of Officers shall consist of a President, Vice President, Chaplain, Junior Past President and Secretary/Treasurer.

(2) The President, Chaplain and Vice President shall hold office for a term of one (1) year or until their successors are elected, they resign or are disqualified. The Junior Past President shall hold office until replaced by the next Past President. The Secretary/Treasurer shall serve for a term of three (3) years. An election shall be held for the office of Secretary/Treasurer whenever a vacancy occurs.

(3) The President shall preside over all meetings of the Council. He/she shall maintain

order, sign all authorized checks, achieve an increase in membership and financial strength of the Council and serve as an ex-officio member of all committees.

(4) The President shall appoint officers, committee chairpersons and Council Representative as provided in Article VIII.

(5) The Vice President shall preside in the absence of the President and assist the President and Secretary/Treasurer in their duties.

(6) The Chaplain shall provide prayer at each meeting. The Chaplain shall preside in the absence of the President and Vice President. He/she shall make a report on the sick, disabled and distressed members at each meeting and assist in other areas as needed. The Chaplain shall serve on the Audit Committee, but not as the chairperson.

(7) The Junior Past President shall be the installing officer of his/her Council. In the absence of the President, Vice President and Chaplain, he/she will preside over the deliberations of the Council and perform other duties as needed.

(8) The Secretary/Treasurer shall keep an accurate record of the Council membership, accurately record and maintain the minutes of all meetings, collect all monies and keep a correct statement of all funds, pay all bills when properly presented and approved, read all communications and prepare ballots for election. The Secretary/Treasurer shall sign all authorized checks.

(9) The Board of Officers shall have general supervision of the affairs of the Council between its business meetings, fix the hour and place of meetings, make recommendations to the Council, and perform other necessary duties. All expenditures shall require the signature of the President and the Secretary/Treasurer and be approved by the Council membership. The Board of Officers shall be subject to the lawful orders of the Council, and none of its acts shall conflict with action taken by the Council.

(10) A fidelity bond should be purchased to cover all officers of the Council. In lieu of a bond, Moose International may authorize Council funds be delivered to the State/Regional/Provincial Association Secretary for deposit into an approved custodial account to be held for the sole use and benefit of the Council.

(11) In the absence of the President, Vice President, Chaplain and Jr. Past President any Past President of the Council may preside over the deliberations of the Council at a regularly scheduled general membership meeting.

## **Article VIII**

### **Appointed Officers, Representatives and Committee Chairpersons**

(1) The President shall appoint a Sergeant-at-Arms, a Council Representative from each Lodge, Chapter and Moose Legion and a chairperson for the following standing committees: Membership, Auditing, Finance, Program and Retention Committees for Lodge, Chapter and Moose Legions. The appointments shall be made and announced at the first meeting after the election.

(2) The Sergeant-at-Arms shall help maintain decorum and perform all other duties required of him/her by the President.

(3) The Council Representatives shall report the following to the Secretary/Treasurer: all new degree holders from their Lodges, Chapters and Moose Legions; all deceased members as soon as possible; and any changes of address. Representatives shall make a report to their respective units on the Council's activities and programs.

(4) All committee chairpersons shall provide a written report of each committee meeting to the Board of Officers and will make a report during each meeting of the Council membership.

## **Article IX** **Nominations and Elections**

(1) The Nominating Committee consists of the elected Board of Officers, five (5) Past Presidents of the Council (including the Jr Past President) and five (5) other members who are either Council Representatives or Past Presidents. The President is the presiding officer of the Nominating Committee.

(2) Every year, the Council shall conduct an election for the offices of President, Vice President and Chaplain. The Secretary/Treasurer shall be elected at three-year intervals or whenever a vacancy occurs. Newly elected officers may be installed at the annual banquet (or at another specific time) and take office January 1 following the election.

(3) The Nominating Committee meetings shall be held prior to the last business meeting of the year.

(4) Members who wish to be considered for election must submit a written and signed request to the Nominating Committee. The Nominating Committee shall nominate a minimum of one (1) qualified member for each office, selecting candidates from those submitted or others as may be in the best interest of the Council. The slate of officers shall be presented at the last business meeting of the year. Petitions for office are not allowed.

(5) The Board of Officers may declare any office vacant if the officeholder is not satisfactorily performing his/her duties. Vacancies shall be filled by appointment of the Board of Officers and approved by the membership at the next general meeting.

(6) Elections shall be conducted during the last business meeting of the year. The

Secretary/Treasurer shall prepare the ballots for all elections. An installation of officers is to be conducted either during or after that meeting, but prior to January 1<sup>st</sup>.

## Article X Committees

(1) Standing Committees:

- a) A Membership Committee shall be composed of Council members as appointed by the Chairperson. It shall be the duty of this committee to build the membership of the Council of Higher Degrees.
- b) A Lodge Retention Committee shall be composed of Council members as appointed by the Chairperson. It shall be the duty of this Committee to assist the Lodge Membership Committee in coordinating the lodge retention program within the Council's jurisdiction. In addition, this committee shall assist the Secretary/Treasurer in retaining the Council's membership.
- c) A Chapter Retention Committee shall be composed of Council members as appointed by the Chairperson. It shall be the duty of this Committee to assist the Chapter Membership/Retention Committee in coordinating the chapter retention program in the chapters within the Council's jurisdiction. In addition, this committee shall assist the Secretary/Treasurer in retaining the Council's membership.
- d) A Moose Legion Retention Committee shall be composed of Council members as appointed by the Chairperson. It shall be the duty of this committee to assist the Moose Legion Membership Committee in coordinating the Moose Legion Retention Program. In addition, this committee shall assist the Secretary/Treasurer in retaining the Council's membership.
- e) A Finance Committee shall be composed of the Secretary/Treasurer and four (4) members. This committee shall prepare a budget for the fiscal year and recommend and oversee fundraising projects.
- f) A Program Committee shall be composed of four (4) members. The Program Committee shall plan the programs of the Council.
- g) An Audit Committee shall be composed of three (3) members. The Chaplain shall be one of the three, but not the Chairperson. This committee shall audit the Secretary/Treasurer accounts at the close of the fiscal year (or at other times as may be requested) and submit a written report to the Board of Officers and the next regular meeting of the Council.

(2) Special Committees:

- a) The President shall appoint other committees as the Board of Officers or Council shall deem necessary. Committee terms are to coincide with the President's term of office, but may end sooner if the assigned task or objective is completed prior to that.

**Article XI**  
**Association Representation and Dues**

(1) A State/Regional/Provincial Association may have a Higher Degree Council Coordinator. The Association Coordinator is appointed from among the Council of Higher Degree President(s), Past President(s), or others showing the necessary skills located within the boundaries of the Association. The Coordinator will be the spokesperson at State/Regional/Provincial Association meetings and Women of the Moose conferences.

- a) The Coordinator's primary responsibility is to gather, organize and share ideas and information between councils and to/from the association.
- b) He/she would facilitate CHD informational meetings at mid-year conferences and association conventions to share ideas, report progress and promote the purpose of the Councils.

(2) If approved by the General Governor, a portion of the Council(s) funds may be deposited with the State/Regional/Provincial Association to be used exclusively by and for the benefit of the Higher Degree Council(s), including the defraying of reasonable expenses incurred by the Coordinator to promote Council programs.

**Article XII**  
**Amendment of By-Laws**

Proposed amendments to these by-laws must be presented to the Director of Ritual & Higher Degrees prior to presenting to the membership for approval. If the Director of Ritual & Higher Degrees, along with the General Governor approves the proposed amendments, the new by-laws must then be presented to the Council membership in writing, at least one meeting prior to voting on the proposed amendment(s).

The Secretary/Treasurer shall provide written notification to each Lodge, Chapter and Moose Legion within the Council's jurisdiction of any proposed amendment and that a vote will be conducted on the proposed amendment(s) at the next meeting. A majority vote is required to amend any by-law.

The Secretary/Treasurer shall provide written notification to each Lodge, Chapter and Moose Legion of the outcome of the vote and a copy of any amended by-law. Before becoming effective, a complete copy of the amended by-laws shall be forwarded to the Director of Ritual & Higher Degrees, who will review and forward to the General Governor, Loyal Order of Moose, for signature and final approval.

## CERTIFICATE OF ADOPTION

We certify that we have carefully examined the October 2012 edition of the Council of Higher Degrees by-laws and that they constitute a true and correct copy of the by-laws as adopted

by the \_\_\_\_\_ Council of Higher Degrees

by a majority vote of the membership at its meeting held at:

\_\_\_\_\_ Lodge No. \_\_\_\_\_ and held on

\_\_\_\_\_, \_\_\_\_\_. We further certify that this Certificate of Adoption of the Council by-laws has been forwarded to the Director of Ritual & Higher Degrees.

**IN WITNESS WHEREOF**, we have hereunto subscribed our names on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

## CERTIFICATE OF APPROVAL

I certify that I accept this Certificate of Adoption for the October 2012 Council of Higher Degree by laws as submitted.

**IN WITNESS WHEREOF**, I hereby subscribe my name and affix the seal of Moose International and the Supreme Lodge on this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
General Governor

Moose International Seal:

Revised October 2012