

Guidelines for
_____ Moose Lodge No. _____
Valued Veterans Activity Group

Article I Name

The name of this activity unit will be _____
Moose Lodge No. _____ Valued Veterans Activity Group.

Article II Purpose

The purpose of this activity is to be a social and civic activity group for our recognized Valued Veteran members of The Moose.

Article III Membership

Section (1) All members must belong to the Lodge listed at the top of this document.

Article IV Meetings

Section (1) There are no required meeting for this activity group. It is suggested that you have a gathering once a month for fellowship.

Section (2) The Order of Business shall be:

1. Minutes of previous meeting;
2. Old Business
3. New Business

Section (3) Meetings shall be held in the Lodge home.

Section (4) The Chairperson 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 Chairperson 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) No person other than a good standing member shall be present at a meeting of the Activity Group unless the Chairperson specially invites them or representative of Moose International.

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) Any member who feels they have just cause, may present their view in writing to the Chairperson(s) for consideration and action.

Article VI Chairperson

Section (1) The officers of the Activity Group shall be: Chairperson, Vice Chairperson and Secretary

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

Section (3) The Moose President will appoint the activity group chairperson and vice chairperson. If available these two appointees should be one male and one female.

Section (4) The secretary will be appointed by the activity group chairperson.

Article VII Duties of Officers

(A) Board of Officers

Section (1) The Activity Group's Chairperson(s) 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) Any actions on the part of any member of the Activity Group which is detrimental to the Activity Group or Lodge listed at top of this document as determined by Chairperson and or Vice Chairperson the Lodge Board of Officers will address decorum and disciplinary of Moose members of the Activity Group.

(B) Chairperson

Section (1) The Chairperson shall preside at all meetings of the Activity Group and enforce all the laws and regulations of the Activity Group.

Section (2) The Chairperson shall have the power to appoint committees whenever they deem it necessary (i.e., Rules and Guidelines Committee, Finance Committee, Food Committee, Publicity Committee, Activities Committee, Entertainment Committee, Membership Committee, etc.).

(C) Vice Chairperson

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

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

(D) Secretary

Section (1) The Secretary 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 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 _____ Moose 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 Chairperson, Vice Chairperson and Secretary. The Secretary shall submit a financial report at each monthly meeting of the Activity Group, after the report has been audited by an Auditing Committee appointed by Chairperson and Vice Chairperson. With approval of the lodge Board of Officers and membership and by dispensation of the Chief Compliance Officer, 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 Chief Compliance Officer. A small petty cash fund not exceeding \$50 shall be permitted for incidentals.

Article VIII Fees

Section (1) There shall not be any fees for this Lodge Activity Group. The members of this Lodge Activity Group are encouraged to make donations when needed for project(s) that the group takes on.

**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 **Valued Veteran Lodge Activity Group** that they will at all times be amenable to and in compliance with the General Laws of The Moose 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 Chairperson

Lodge President

Lodge Administrator