

GUIDELINES FOR

_____ Lodge No. _____

LOYAL ORDER OF MOOSE

YOUTH ACTIVITY GROUP

ARTICLE I

Name

The official name of this activity group shall be the _____
Lodge No. _____ Loyal Order of Moose Youth Activity Group.

ARTICLE II

Purpose

The purpose for which this Activity Group is organized is to bring together young people between the ages of thirteen (13) and twenty (20) for the purpose of social and philanthropic activity in affiliation with _____ Lodge No. _____ and/or Chapter No. _____

ARTICLE III

Composition

SECTION (1) Membership in this Activity Group shall consist of young people between the ages of thirteen (13) and twenty (20) who believe in the purposes and ideals of the Order and of the Activity Group as described in these guidelines. Membership will not be jeopardized at any time because of the non-affiliation of a parent, guardian, grandparent or other immediate family relative.

SECTION (2) Active (good standing) members of this 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. _____. An Activity Group Advisory Committee shall be approved by the Lodge and Chapter Board of Officers. Two male members and two female members associated with the Lodge and Chapter shall serve as the Advisory Committee and must be approved by the Lodge and Chapter Board of Officers. One male member shall be designated to represent the Activity Group Board of Officers at regular Lodge meetings. The Advisory Committee shall not be entitled to vote on Activity Group business. A copy of these guidelines shall be adopted by the Lodge after adoption by the Activity Group members and become a permanent record of the Lodge.

ARTICLE V
Officers

The elected officers of the Activity Group shall consist of a President, Vice President and Secretary/Treasurer. The elected officers constitute the voting Activity Group Board of Officers.

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 appointment by the Activity Group Board of Officers for the remainder of the unexpired term. The Activity Group Advisory Committee may assist as deemed necessary.

SECTION (2) With endorsement of the Activity Group Advisory Committee, the Activity Group 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 elected officers shall be made from the floor at the first and second regular meetings in the month of March.

SECTION (2) The election of officers shall be held annually during the first regular meeting in the month of April. The election shall be under the supervision of the Activity Group Advisory Committee.

ARTICLE VIII
Meetings

SECTION (1) Meetings will be held on the _____ of each month at _____ AM/PM unless rescheduled by the Lodge due to a conflict. If the meeting falls on a holiday or special occasion and must be cancelled, the meeting may be rescheduled at the discretion of the Activity Group Board of Officers.

SECTION (2) The date of any meetings rescheduled by the Activity Group Board of Officers must be approved by the Activity Group Advisory Committee.

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

1. Minutes of the previous annual meeting
2. Reports of the Officers/Committee Chairmen
3. New Business
4. Installation of new Officers

SECTION (4) A special meeting of the Activity Group may be called by the Activity Group Advisory Committee, the Activity Group Board of Officers, or at any time that one-third (1/3rd) of the members in good standing of the Activity Group make a written request to the Activity Group Advisory Committee. A written request for a special meeting must specify the purpose of the meeting, and must be personally delivered, mailed to or emailed to the membership not less than seven (7) days prior to the date of the meeting. Only business specified in the special meeting notice shall be voted upon.

SECTION (5) All meetings shall be conducted according to parliamentary rules, and open discussion on all measures shall be permitted and encouraged.

SECTION (6) The Activity Group Board of Officers shall meet on the _____ of each month at _____ AM/PM.

SECTION (7) No persons other than the members of the Activity Group Advisory Committee, Activity Group Board of Officers, or 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 Activity Group Board of Officers. Unless asked for comments by the Activity Group President, presiding officer or a member of the Activity Group Advisory Committee, no Lodge or Chapter member in attendance shall interrupt or disrupt the meeting.

ARTICLE IX **Duties of the 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 Activity Group Board of Officers shall appoint committee chairmen based on the recommendation of the President. Standing committees of shall be a Community Service Committee, a Fundraising Committee and an Activities Committee. Each committee shall include the appointed Chairperson and at least four (4) members selected by the Chairperson, provided such a number is available.

SECTION (2) The Vice President assists the President in preserving order and shall preside at all meetings in the absence of the President. The Vice President shall open and close all meetings with an appropriate prayer and shall visit the sick and distressed. A special committee may be appointed by the Activity Group Board of Officers to assist with these duties.

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

The Secretary/Treasurer shall receive all monies of the Activity Group and deposit the same with the Lodge Administrator for deposit into the general fund of the Lodge. With

approval of the Lodge Board of Officers and Lodge membership, and with approved dispensation from 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 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 the savings account designated as the Activity Group account. The Secretary/Treasurer shall receive a receipt for all funds turned over to the Lodge Administrator.

Withdrawals from the Activity Group savings account shall only be at the written request of the Activity Group. Upon approval by the Activity Group members, the withdrawal slip shall be signed by the Secretary/Treasurer, the President and a designated member of the Activity Group Advisory Committee. Savings withdrawals shall be deposited into the Lodge general fund and appropriate disbursement made by check as authorized.

The Secretary/Treasurer shall give a financial report at each meeting, including receipts and disbursements.

SECTION (4) Non-voting appointed officers shall include Sergeant-at-Arms, Community Service Chairperson, Fundraising Chairperson and Activities Chairperson. The Activity Group Board of Officers may make other appointments as it deems appropriate and to serve at its discretion.

SECTION (5) The Sergeant-at-Arms shall check 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. He/she shall escort any person from the room that is ordered to leave by the President.

SECTION (6) With the endorsement of the Activity Group Advisory Committee, the Activity Group Board of Officers shall fill any vacancy among the officers for the unexpired term by a majority vote at the regular monthly meeting of the Activity Group Board of Officers.

SECTION (7) With the endorsement of the Activity Group Advisory Committee, any member of the Activity Group Board of Officers who is absent from three (3) consecutive monthly meetings of the Activity Group Board of Officers, three (3) consecutive monthly

membership meetings, or any combination thereof without being excused by the presiding officer shall be deemed to have resigned as a member of the Activity Group Board of Officers.

ARTICLE X
Membership Fees

Activity Group membership fees shall be \$_____ per year, payable annually or semi-annually. Any member failing to pay membership fees prior to their expiration, or who fails to pay any indebtedness owed to the Activity Group within thirty (30) days after receiving a bill for the same, shall be suspended from all privileges of membership and remain suspended until the full amount of indebtedness has been paid. Any monies collected for the Activity Group shall immediately be turned over to the Secretary/Treasurer.

ARTICLE XI
Disciplinary Proceedings

SECTION (1) With the endorsement of the Activity Group Advisory Committee, the Activity Group Board of Officers may temporarily suspend, pending a hearing, any member who is alleged to be in violation of the published rules or who has engaged in behavior improper, prejudicial or detrimental 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 Activity Group 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 and place of the hearing, as well as the specific charges of alleged misconduct. The suspended member shall be afforded the right to confront his/her accuser(s) and review the evidence. The member shall be afforded the opportunity to present evidence and rebuttal witnesses. The decision of the Activity Group Board of Officers shall be based on the greater weight of evidence. The decision of the Activity Group Board of Officers may include, but is not limited to, the following: (1) take no action, (2) reprimand, (3)

suspend or revoke membership privileges in the Activity Group as deemed appropriate in accordance with the evidence.

SECTION (3) A member found guilty of a charge by the Activity Group Board of Officers shall have the right to appeal the decision to the Activity Group Advisory Committee. The appeal must be made within ten (10) days of receipt of the written decision of the Activity Group Board of Officers. The Activity Group Advisory Committee may uphold, overturn or modify the decision of the Activity Group Board of Officers.

ARTICLE XII
Rules and Regulations

1. Responsible volunteer adult advisors/chaperones approved by the Lodge Board of Officers shall supervise all outside activities.
2. Guest privileges shall be restricted to three (3) persons per member, male or female, at certain pre-designated functions.
3. All outside activities of the Activity Group shall be restricted to members and their qualified guest(s) only, with proper adult supervision.
4. Each member and his/her qualified guest(s) shall have a signed parental consent slip for every outside function.
5. No fundraising projects shall be started without prior approval of the Lodge Board of Officers. All projects must be in compliance with the General Laws of the Order.
6. Unless dispensation is granted, no member shall be elected to the Activity Group Board of Officers unless he/she has been a member of the Activity Group for at least six (6) months and has been consistent in attendance. This does not apply to newly formed groups.
7. Any member bringing a guest to an Activity Group function shall be responsible for the conduct of the guest at all times.
8. All guests must be between 15 and 20 years of age.
9. Once an activity has begun, no one shall leave the premises unless an adult advisor/chaperone gives permission. Anyone leaving an activity without permission shall not be allowed to return.

10. No food or beverages will be allowed during meetings unless approved by the Activity Group Board of Officers.
11. The possession, use of or consumption of any alcoholic beverages or non-prescription drugs is absolutely prohibited. Any member found guilty of violating this rule shall be immediately suspended, pending a disciplinary hearing. Membership may be revoked if found guilty by the Activity Group 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 Activity Group Board of Officers or Activity Group Advisory Committee, 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 for Activity Group functions without approval of the Lodge House Committee.
15. Meetings 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 Board of Officers. The Activity Group shall adopt a dress code, which may be reviewed annually.
16. There will be NO CONSUMPTION OF ALCOHOLIC BEVERAGES by members of the Activity Group Advisory Committee or any adult chaperones prior to or during any function of the Activity Group.
17. Properly licensed and insured members may drive with the approval of the Activity Group Advisory Committee. Passengers must have parental consent to ride with another 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 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 the Moose International Activities Department.

20. NO SMOKING shall be allowed by any member of the Activity Group during any Activity Group function. The Activity Group Board of Officers shall adopt smoking fines, and impose fines against any member violating this rule or allowing his/her 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 Activity Group. Punishment is at the discretion of the Activity Group 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 Activity Group's membership. Written notice of the proposed change(s) must be read at three (3) regular membership meetings after adoption by the Lodge meeting. All proposed changes that have been properly approved by the Activity Group must receive approval from the Moose International Activities Department and the General Governor before being implemented.

ARTICLE XIV
Conditions

The Activity Group shall, at all times, be amenable to and in compliance with the General Laws of the Order and the Constitution and By-laws of Moose International, and subject to the supervision of the Activity Group Board of Officers, the Activity Group Advisory Committee and the Lodge with which the group is affiliated.

SIGNED AND IN EFFECT this _____ day of _____, _____

Activity Group President

(LODGE SEAL)

Lodge Governor

Lodge Administrator