

# **Florida Bermuda Moose Association Moose Riders Activity Group Guidelines**

## **Article I Name**

The name of this activity unit shall be known as the Florida Bermuda Moose Association Moose Riders Group.

## **Article II Purpose**

The purpose of this activity is to be a social and civic activity group for good standing men and women members of lodges and chapters located within the State of Florida.

## **Article III Membership**

**Section (1)** To become a member of the FBMA Moose Riders Group, all members must be good standing members of a lodge or chapter situated within the State of Florida or Bermuda.

**Section (2)** Application for membership shall be made to the District Chairman. An applicant shall be deemed elected into membership upon payment of the required fees, providing proof of good standing membership of a lodge or chapter of the Florida Bermuda Moose Association, and providing written proof of insurance of all motor vehicles that will be used in club activities as required by law.

**Section (3)** Good standing members of the group shall be members whose membership fees in the lodge, district and state group, are paid in full and not in arrears. Membership in the State Activity Group will run from November 1 – October 31. Annual fees shall be \$5.00, paid on or before the November 1. Breakdown of fees are as follows:

- **State Group** - \$5.00 sent to the FBMA State Secretary for State Committee Fees.
- **District Group** – Annual dues will be set by the District.

**Section (4)** State Activity Fee for new member will be pro-rated after August 1 to \$2.00.

**Section (5)** Any existing Moose Riders Group in the state of Florida may join the State Moose Riders Group by filling out an application and upon approval send \$5.00 per person to the FBMA State Association Secretary.

**Section (6)** If any member has a spouse who is not a member of the Loyal Order of Moose or Women of the Moose, the spouse may be elected as a non-voting honorary member. In addition, any good standing member of another lodge of the Loyal Order of Moose or chapter of the Women of the Moose may be an honorary member.

**Section (7)** 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 Loyal Order of Moose or Women of the Moose.

## **Article IV Meetings**

**Section (1)** The mid-year meeting of the Group shall be in the month of April of each year and will be referred to as the Spring Rally. The annual meeting of the Group shall be in the month of September of each year and referred to as the Fall Rally. The State Moose Riders Group Board of Officers will determine the date and location of the Rallies.

**Section (2) The purpose of the Spring and Fall Rallies are to**

**Section (2)** During the mid-year and annual meetings, the order of business shall be:

1. Introduction of guests and new members
2. Minutes of previous meeting
3. Reports of Officers and Districts
4. Old Business
5. New Business
6. Good and Welfare
7. Changes to State Guidelines (midyear meeting)

**Section (3)** At the annual meeting, the order of business shall be:

- Minutes of previous mid-year meeting
- Reports of Officers
- New Business
- Changes to the Guidelines

**Section (3)** The State Group will be divided into Districts to coincide with the Florida Bermuda Moose Association Districts.

**Section (4)** General membership meetings shall be held at each District's location on days and times as determined by the District's Board of Officers. The Board of Officers shall reschedule any meetings cancelled due to holidays or conflicts.

**Section (5)** The Chairman may call a special meeting of the club whenever one third (1/3) of the good standing voting members of the club shall make a written request to the Chairman, specifying the object of the meeting. Written notice of such special meeting shall be hand delivered or mailed to the voting members not less than ten (10) days prior to the meeting. Only business or the object of the meeting as contained in the notice shall be discussed or voted on.

**Section (6)** All meetings shall be conducted according to parliamentary rules and open discussion from the floor on all measures shall be permitted and encouraged.

**Section (7)** The District's Board of Officers shall meet each month at such time and place as the Board of Officers designate.

**Section (8)** No person other than a good standing member or honorary member of the group shall be present at a meeting of the group (including meetings of Districts) unless specifically invited by the President or permitted by a vote of the Board of officers.

**Section (9)** The Secretary/Treasurer shall mail a notice of every annual meeting of the group to each member of the 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 District Group general membership meeting unless a quorum consisting of not less than ten (10) percent of the good standing members of the District Group is present. A simple majority of the good standing voting members present shall constitute a quorum.

**Section (2)** At meetings of the District 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 Florida Bermuda Moose Association Moose Riders Committee Chairman shall be appointed by the Regional Manager.

**Section (2)** The officers of all Activity Groups shall be: Past Chairman, Chairman, Vice Chairman, Secretary/Treasurer, and Sergeant-at-Arms.

**Section (3)** The regular term of office shall be one year commencing November 1<sup>st</sup> and terminating at midnight on October 31<sup>st</sup>. No officer shall serve more than two (2) consecutive terms in any one office.

**Section (4)** Nominators and nominees must be good standing members (not honorary) of the Order and the FBMA Moose Riders Group.

**Section (5)** The Nominating Committee shall consist of the Board of Officers, plus two (2) members in good standing appointed by the Chairman, who must be good standing members of FBMA Moose Riders Group.

**Section (6)** Voting rights are restricted to good standing members of the group. Honorary members may not vote.

**Section (7)** The office of Past Chairman is a condition and not an elected office. To hold this office and be qualified as a Past Chairman, 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 (8)** The election of officers shall be held at the annual meeting in the month of September.

**Section (9)** In the event of a vacancy in an elected office, the Board of officers shall appoint a member in good standing to fill the unexpired term until the next general election.

## **Article VII**

### **Duties of Officers**

#### **(A) Board of Officers**

**Section (1)** The Groups Board of Officers shall manage the affairs of the group and take such action as necessary for the proper transaction of business. The 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 Florida Bermuda Moose Association Board of Officers.

**Section (2)** It shall be the duty of the District's Board of Officers, subject to membership approval, to prescribe and publish rules regulating the group and the care and protection of Lodge property.

**Section (3)** The District's Board of officers shall meet for the transaction of business at least once a month and at any other time at the request of the FBMA Moose Riders Group Board of Officers, the District Chairman or a majority of the District's Board, provided sufficient notice is given to each member of the Board of Officers before the time appointed for the meeting.

**Section (4)** At the annual meeting of the Group, each District's Board of Officers shall make a full report of their proceedings during the preceding fiscal year and make such recommendations, as they deem appropriate and advisable.

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

**Section (6)** Any member of the Board of Officers absent from two (2) 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 of officers and cease to be a member thereof. The Board of officers shall, by majority vote, have the power to declare any office vacant if in its 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 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 reconsideration.

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

- a. Make and publish rules for the conduct of members of the Group.
- b. Ensure compliance with due respect to Motorcycle Clubs by not wearing a (3) three piece patch on the back of a members Jacket or Vest.
- c. Only State Moose Riders Group Approved Patches can be worn on the back of a members Jacket or Vest.
- d. Temporarily suspend and after hearing, discipline a member for conduct in violation of the published rules, improper behavior prejudicial to the interests of the Group, the Florida Bermuda Moose Association or a violation of the General Laws of the Supreme Lodge.
- e. Immediately suspend any member who fails to maintain liability insurance as required by law.
- f. Fix and enforce penalties for violations of established rules.
- g. Remit penalties for offenses against established rules.
- h. Call special a meeting of the Group to consider special subjects or projects.
- i. Make, alter, and amend the rules for the government of the Group and fix and enforce penalties for violations of such rules. However, any change of the Group's rules and regulations shall be read at the next membership meeting and approved by the membership before such change becomes effective.
- j. 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 FBMA Moose Riders Group detrimental to the Group, as determined by any member of the Group's Board of Officers, shall be grounds for immediate suspension pending a review of the suspension by the full Board of Officers of the FBMA Moose Riders Group. The Board of Officers may conduct a hearing after the suspended member has received seven (7) days actual notice of the hearing. The suspended member shall be afforded the right to review all evidence considered by the Board of Officers. The decision of the Board of 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 group or take other action as deemed appropriate in accordance with the evidence.

### **(B) Florida Bermuda Moose Association Moose Riders Group Chairman**

**Section (1)** The State Moose Riders Chairman shall, when requested, attend all meetings of the Florida Bermuda Moose Association Executive Board of Officers and enforce all the laws and regulations of the association. He/she shall help assist and coordinate in the goals and purposes of each District and the establishment of each new District of the FBMA Moose Riders Group. He/she shall perform such other duties as shall be required of him/her by resolution of the Florida Bermuda Moose Association State Executive Board of Officers.

**Section (2)** The State Moose Riders Committee Chairman shall appoint a Vice Chairman, a Secretary and a Sergeant-at-Arms

**Section (3)** The State Moose Riders Chairman is required to meet with any State C.O.C. organizations, (Confederation Of Clubs), within their State for compliance of rules and regulations governing patches and rules.

### **(C) District Chairman**

**Section (1)** The Chairman shall preside at all meetings of the Group and Board of Officers and enforce all the laws and regulations of the Group. He/she shall perform such other duties as required of him/her by resolution of the Lodge or District Board of Officers.

**Section (2)** The FBMA President, the FBMA Secretary, the FBMA Moose Riders Group Chairman and the District Chairman shall sign all written contracts and written obligations of the District, provided approval has been granted by the District Board of Officers, membership of that District and the Florida Bermuda Moose Association Executive Board.

**Section (3)** The Chairman shall have the power to appoint committees whenever he deems it necessary (i.e., Rules and By-Laws Committee, Finance Committee, Food

Committee, Publicity Committee, Activities Committee, Entertainment Committee, Membership Committee, etc.).

### **(D) State / District Vice-Chairman**

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

**Section (2)** The Vice Chairman shall visit the sick or distressed. A committee may be appointed by the Chairman to assist the Vice Chairman in these duties.

### **(E) State / District Secretary/Treasurer**

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

**Section (2)** The Secretary/Treasurer shall receive all monies of the group and deposit the same with the Florida Bermuda Moose Association Secretary or the Lodge Secretary, for deposit into the Districts or Lodges general fund and be issued a receipt. All disbursement of club funds shall be made by drawing checks on the general fund of the Florida Bermuda Moose Association. No expenditures of any District funds shall be made except in such a manner and for such purposes as shall be approved and authorized by the FBMA Moose Riders Chairman. Each District Secretary/Treasurer shall submit a financial report at each monthly meeting of the District. At the annual state meeting of the Group, each District Secretary shall submit a detailed financial report to the Group for the preceding fiscal year after the report has been audited by an Auditing Committee appointed by the club's Board of Officers. With approval of the District Board of Officers and membership and by dispensation of the General Governor, a separate savings account may be established in the name of the District for the Group under such terms and conditions prescribed by the General Governor. A small petty cash fund not exceeding \$250.00 shall be permitted for incidentals.

### **(F) State / District 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 Chairman or presiding officer, expel 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 Group within thirty (30) days after a bill for same has been rendered, shall be suspended from all privileges of Group membership and shall remain suspended until the full amount of such indebtedness has been paid. Any monies collected for the 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 FBMA Moose Riders Group Guidelines shall be presented in writing to the FBMA Moose Riders Group Board of Officers.

**Section (2)** Notification of proposed changes, deletions or additions to the Guidelines shall be given to the Florida Bermuda Moose Association State Board of Officers at least ten (60) days before the Group's annual meeting in September. Any proposed changes, deletions or additions must be read and voted upon by the membership at the next annual meeting in September.

**Section (3)** These guidelines may only be amended by a two-thirds (2/3) vote of the members present at the annual meeting of the group provided notice to amend the guidelines shall have been previously communicated to the members as required by Section (2) above.

**Section (4)** The amended guidelines shall not become effective until submitted to and approved by the General Governor as required by the Constitution and General Laws of the Loyal Order of Moose.

## **Article X Activities At State and District Levels**

**Section (1)** Fund raisers are to be held for charitable causes. These could be Lodge Runs, Parties, Raffles, Auctions, Dinners, Dances, etc.

**Section (2)** Goals for all District Moose Riders Groups will be set by the Florida Bermuda Moose Association Moose Riders Group Board of Officers.

**Section (3)** Each District will hold a quarterly fund-raising event to raise money for Moose charities. These fund-raisers will be rotated to each lodge in the district using the lodge number for rotation purposes, starting with the lodge with the highest number and working down to the lowest. (Example; 4 lodges in a district, order of rotation will be #2412 - #2182 - #2073 - #470).

**Section (4)** The Florida Bermuda Moose Association Moose Riders Group; Board of Officers will establish charities for the Groups. Each lodge and district group must establish at least one (1) local charity.

**Section (5)** One District will host a mid-year State Moose Riders Rally during April each year, open to all members of the Loyal Order of Moose and their families, and Women of the Moose. The purpose of the mid-year is to have all District Groups report on year to date activities. Dispensation must be made to the General Governors Office prior to holding this event.

**Section (6)** One District will host an annual State Moose Riders. Rally during September of each year, open to all members of the Loyal Order of Moose and their families, and Women of the Moose. The purpose of the rally is to hold the annual meeting of the club. Dispensation must be made to the General Governors Office prior to holding this event.

**Section (7)** The mid-year and annual State Moose Riders Rally will be hosted on a rotational basis by each of the Districts.

**Section (8)** Moose Riders Group members will be entitled to small discounts for runs and/or parties, with Non-Moose Riders Group " members paying full price.

**Section (9)** The date and site of a succeeding year's mid-year and annual Moose Riders Rally's will be decided at the previous year's Annual Moose Riders Rally. Site will be determined, based on specific criteria developed, by the Florida Bermuda Moose Association Moose Riders Group, Board of Officers.

## **Article XI Conditions**

**Section (1)** 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 Florida Bermuda Moose Association Moose Riders Club that they will at all times be amenable to and in compliance with the General Laws of the Supreme Lodge and the By-laws of Moose International and subject to the supervision of the Executive Board of Officers of the Florida Bermuda Moose Association as required by the General Laws of the Order.

This the 24 day of May 2008.

Approved this \_\_\_\_\_ day \_\_\_\_\_, \_\_\_\_\_.

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General Governor

