

Guidelines

Lodge No. _____

Moose Riders Lodge Activity Group

Article I

Name

The name of this activity unit will be known as _____ Lodge No. _____ Moose Riders Lodge Activity Group.

Article II

Purpose

The purpose of this activity is to be a social and civic association for members of _____ Lodge No. _____, Loyal Order of Moose and _____ Chapter No. _____ of the Women of the Moose.

Article III

Membership

Section (1) All members must belong to _____ Lodge No. _____ of the Loyal Order of Moose or _____ Chapter No. _____ of the Women of the Moose.

Section (2) Application for membership should be made to the Board of Officers. Upon payment of the required fees and providing written proof of insurance as required by law for all motor vehicles that will be used in the Moose Riders Activity Group events, the applicant should be deemed elected into membership.

Section (3) Good standing members of the Moose Riders Lodge Activity Group should be members whose membership fees are paid in full and not in arrears. Annual fees should be as approved by the Lodge Activity Group's membership and paid on or before the annual meeting. The Board of Officers may pro-rate fees the first year 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 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 (5) If an honorary member becomes a good standing member of the _____ Lodge No. _____ of the Loyal Order of Moose or _____ Chapter No. _____ of the Women of the Moose, or an honorary member's spouse dies, the honorary member automatically relinquishes his or her honorary membership.

Article IV Meetings

Section (1) The annual meeting of the Lodge Activity Group should be in the month of December of each year at such time and place as the Board of Officers designate.

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

1. Introduction of guests and new members
2. Minutes of previous meeting
3. Reports of Officers and Committees
4. Old Business
5. New Business
6. Good and Welfare
7. Election of Officers (annual meeting)

Section (3) General membership meetings should be held monthly in the Lodge home on such days and times as approved by the Board of Officers and membership. The Board of Officers may reschedule meetings cancelled due to holidays, conflicts, inclement weather, etc.

Section (4) The Chairman may call a special meeting of the Lodge Activity Group whenever one third (1/3) of the voting members of the Lodge Activity Group, in good standing, should make a written request to the Chairman specifying the object of the meeting. Not less than ten (10) days prior written notice of such special meeting should be hand delivered 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 Board of Officers should meet at least once a month at such times and places as determined by the board.

Section (7) No person other than a good standing member or honorary member of the Lodge Activity Group should be present at a meeting of the Lodge Activity Group unless the Chairman specially invites them.

Section (8) The Secretary should mail a notice of each annual meeting of the Lodge Activity Group to every member of the Lodge Activity 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 general membership meeting unless a quorum consisting of not less than ten (10) percent of the good standing members of the Lodge Activity Group should be present. A simple majority of the good standing-voting members present should constitute a quorum.

Section (2) At meetings of the Board of Officers, a majority of the total members of the Board should constitute a quorum, and a majority vote of the officers present at any such meeting should 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 officers of the Lodge Activity Group should be: Jr. Past Chairman, Chairman, Vice Chairman, Secretary, Treasurer, Sergeant at Arms and Road Captain.

Section (2) The regular term of office should be one year commencing January 1 and terminating at midnight on December 31. No officer should serve more than two (2) consecutive terms in any one office.

Section (3) Nominators and nominees must be good standing members (not honorary) of the Moose Riders Lodge Activity Group.

Section (4) The Nominating Committee should consist of the Board of Officers, and two (2) Lodge Activity Group members in good standing appointed by the Chairman, one of whom must be a member of the Lodge and one of whom must be a member of the chapter.

Section (5) Voting rights are restricted to good standing members. Honorary members may not vote.

Section (6) 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 (7) The election of officers should be held at the annual meeting in the month of December.

Section (8) In the event of a vacancy in an elected office, the Board should elect a member in good standing who will fill the unexpired term until the next general election.

Article VII Duties of Officers

(A) Board of Officers

Section (1) The Lodge Activity Group's Board of Officers should manage the affairs of the Lodge Activity Group and take such action as necessary for the proper transaction of business. The Lodge 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 Lodge Board of Officers and Lodge membership at a regular meeting of the Lodge.

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

Section (3) The Lodge Activity Group's board should meet for the transaction of business at least once a month and at any other time at the request of the Chairman or the majority of the board provided sufficient notice should be given to each member of the board before the time appointed for the meeting.

Section (4) At the annual meeting of the Lodge Activity Group, the Lodge Activity Group's Board of Officers should make a full report of their proceedings during the preceding fiscal year and recommend such measures, as they deem advisable.

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

Section (6) Any member of the Board of Officers who is absent from three (3) monthly meetings of the board, (unless he or she provides excuses for the absences which are satisfactory to the Board of Officers) should be deemed to have resigned as a member of the board and cease to be a member thereof. The board should by majority vote have

the power to declare any 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 Board of Officers affecting the relations of any member with the Lodge Activity Group, the action taken should not be reviewed at a subsequent meeting unless notice in writing is sent by the Secretary 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 re-consideration.

Section (8) The Board of Officers should have the following specific powers:

- a. Make and publish rules for the conduct of members of the Lodge Activity Group.
- b. Temporarily suspend and after hearing, discipline a member for conduct in violation of the published rules, improper behavior prejudicial to the interests of the Lodge Activity Group or a violation of the General Laws of the Supreme Lodge.
- c. Immediately suspend any member who fails to maintain liability insurance as required by law.
- d. Fix and enforce penalties for violations of established rules.
- e. Remit penalties for offenses against established rules.
- f. Call special a meeting of the Lodge Activity Group to consider special subjects or projects.
- g. Make, alter, and amend the rules for the government of the Lodge Activity Group and fix and enforce penalties for violations of such rules. However, any change of the Lodge Activity Group's rules and regulations should be read at the next membership meeting and approved by the membership before such change becomes effective.
- h. 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 Moose Riders Lodge Activity Group, which is detrimental to the Lodge Activity Group, the Lodge or chapter as determined by any member of the Lodge Activity Group's Board of Officers should be grounds for immediate suspension pending a review of the suspension by the Lodge Activity Group's Board of Officers. Unless the suspended member waives notice, the 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 Board. The decision of the officers should be by the greater weight of the evidence. The officers may do one of the following: take no action, reprimand, suspend or revoke membership privileges in the Lodge Activity Group as deemed appropriate in accordance with the evidence.

(B) Chairman

Section (1) The Chairman should preside at all meetings of the Lodge Activity Group and Board of Officers and enforce all the laws and regulations of the Lodge Activity Group. He should perform such other duties as should be required of him by resolution of the Board of Officers.

Section (2) The Chairman and Secretary along with the Governor and Administrator of the Lodge should sign all written contracts and written obligations of the Lodge Activity Group, provided approval has been granted by the Lodge Activity Group's Board of Officers and membership, and the Board of Officers and membership of _____ Lodge No. _____, Loyal Order of Moose.

Section (3) The Chairman should have the power to appoint committees whenever he/she deems it necessary (i.e., Rules and By-Laws Committee, Finance Committee, Food Committee, Publicity Committee, Activities Committee, Entertainment Committee, Membership Committee, etc.).

(C) Vice Chairman

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

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

(D) Secretary

Section (1) The Secretary should keep the minutes and other official reports of the Lodge Activity Group, conduct the official correspondence of the Lodge Activity Group, keep all records, books, documents and papers relating to the Lodge 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.

(E) Treasurer

Section (2) The Treasurer should receive all monies of the Lodge Activity Group and deposit the same with the Administrator of the Lodge for deposit in the General Fund of the Lodge and should be issued a receipt. All disbursement of Lodge Activity Group funds should be made by drawing checks on the General Fund of _____ Lodge No. _____. No expenditures of any Lodge Activity Group funds should be made except in such a manner and for such purposes as should be approved and authorized by the Board of Officers. The Treasurer should submit a financial report at each monthly meeting of the Lodge Activity Group. At the

annual meeting of the Lodge Activity Group, the Treasurer should submit a detailed financial report to the membership for the preceding fiscal year. An Auditing Committee appointed by the Lodge Activity Group's Board of Officers should audit the report. With approval of the Lodge Board of Officers and membership and by dispensation of the General Governor, a separate savings account may be established in the name of the Lodge for the Lodge Activity Group under such terms and conditions prescribed by the General Governor. A small petty cash fund not exceeding \$_____ should be permitted for incidentals.

(F) Road Captain

Section (1) The Road Captain should coordinate all Lodge Activity Group rides, including:

- a. Mapping routes, establish stop points, providing maps, confirming insurance compliance, informing riders of rules, etc.
- b. Work with local law enforcement to provide logistics for major Lodge Activity Group functions (i.e., toy runs).

Section (2) A committee may be appointed to assist the Road Captain in the performance of his/her duties.

(G) 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 Chairman or presiding officer, the Sergeant-at-Arms should 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 Lodge Activity Group within thirty (30) days after a bill for same has been rendered should be suspended from all privileges of Lodge Activity Group membership and should remain suspended until the full amount of such indebtedness has been paid. Any monies collected for the Lodge Activity Group should be turned over to the Treasurer as soon as possible.

Article IX Amendments

Section (1) All proposed changes, deletions, or additions to the Moose Riders Lodge Activity Group by-Laws should be presented in writing to the Secretary.

Section (2) Notification of proposed changes, deletions or additions to the by-laws should be given to the elective officers by the Secretary at least ten (10) days before the next officers meeting. The proposed changes, deletions or additions if approved by the Board of Officers should be mailed to the membership at least ten (10) days in advance of the next meeting and read at the next two consecutive regular membership meetings and voted upon at the second reading.

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

Activity Group Chairman
(LODGE SEAL)

Lodge Governor

Lodge Administrator