

# **BY LAWS OF THE MINNESOTA MOOSE ASSOCIATION**

## **ARTICLE I**

### **Name**

The name of the Association shall be the Minnesota Moose Association, Inc., hereafter referred to as the Association, a Minnesota not-for-profit corporation.

## **ARTICLE II**

### **Objectives**

The objectives of the Association are to bring together in closer fraternal cooperation of the fraternal units of the Moose and the membership of such member lodges and chapters in the Association; to aid and promote the purposes of the Loyal Order of Moose; to build the membership strength of the Order; to exchange ideas and ideals which may be of benefit to the various lodges and chapters and their members; to promote interest in the work of Ritual Staffs and similar units; to encourage a broader interest in lodge and/or chapter activities and family activities; to stimulate participation in Heart of the Community programs; to adopt programs and projects for the betterment of Mooseheart and Moosehaven to include the building of the Endowment Fund for the support of these institutions; to foster closer relationships between lodges and/or chapters in the Association and lodges and chapters in neighboring states and provinces, and to coordinate the programs and directives of Moose International, Inc. and the Supreme Lodge.

In addition, the Association, and by extension the member lodges and/or chapters of the Association, shall promote and support all authorized programs of Moose International, including , but not limited to, those regarding membership, ritual, activities, Heart of the Community, membership recognition programs, and fundraising activities.

## **ARTICLE III**

### **Authority**

The Association at all times shall be amenable to and under the supervision of Moose International, Inc., and the Supreme Lodge, its officers, its Executive Committee, the Supreme Council and be bound and governed by the Constitution of Moose International and the Supreme Lodge and General Laws of the Supreme Lodge and the By-Laws of Moose International. The By-Laws, or any amendments hereto, shall be subject to approval of the General Governor, Supreme Lodge, Loyal Order of Moose.

## **ARTICLE IV Membership**

**Membership in the Association shall consist of all member lodges and chapters of the Loyal Order of Moose in the State of Minnesota that are in good standing in the Supreme Lodge, Loyal Order of Moose, the Women of the Moose, and the Minnesota Moose Association.**

## **Article V Composition**

**Section 1: For convenience in carrying out the functions of the Association, Districts comprised of geographically related member lodges and chapters, the composition shall be established by the Board of Officers of the Association.**

**Section 2: The member lodges and chapters to be included in the various Districts may be altered from time to time and new Districts established or merged as determined by the Association Board of Officers.**

**Section 3: Each District within the Association shall, between annual conventions of the Association, hold a minimum of four regular meetings with at least one meeting being held each quarter. The meetings of the District shall be conducted in accordance with an agenda furnished by the Association.**

**Section 4: The elected officers of the District, and the Governors, Senior Regents, Administrator, and Recorders, of the lodges and chapters within the District shall be members of the District Executive Committee, which shall meet at the call of the District President, who shall preside.**

## **ARTICLE VI Delegates**

**Section 1: Each member lodge and chapter in good standing with the Association shall be entitled to be represented in the meetings of the Association by voting delegates which shall consist of the Governor and Administrator or Senior Regent and Recorder and one (1) additional delegate for each seventy five (75) active members as of June 30 of the current fiscal year, or a majority fraction thereof; provided that no one member lodge or chapter shall be entitled to a representation exceeding ten (10) delegates nor cast more than ten (10) votes. The ten (10) delegates shall be comprised of the elected officers of the lodge or chapter plus eligible Past Governors/Past Senior Regents of the member lodge or chapter. In addition to voting "delegates" each member lodge or chapter may have in attendance non-voting attendees.**

**Section 2: Each delegate elected to represent their lodge or chapter at a meeting of the Association shall receive from their lodge or chapter a certificate of his/her election prepared by the Secretary of the Association. This certificate must be signed by the Governor or Senior Regent and attested to by the Administrator or Recorder under the seal of the lodge or chapter. Each delegate present for a vote of the Association shall be entitled to one vote, provided the total number of votes does not exceed the number entitled the member lodge or chapter, based upon the dues which have been assessed by the Association and subject to the limitations contained in Section 1 of this Article.**

**Section 3:** All Past Presidents of the Association, and all members of the Board of Officers of the Association, who are members of lodges or chapters in good standing within the Association, shall be entitled to all the rights and privileges of a Delegate, and shall not be counted as part of the member lodge or chapter entitlement referred to in Section 1 of this Article.

**Section 4:** The duly authorized representative of Moose International shall be entitled to all the rights and privileges of a Delegate, and shall not be counted as part of the member lodge/chapter entitlement referred to in Section 1 of this Article.

## **ARTICLE VII Quorum**

**Section 1:** Any number of duly accredited Delegates, representing at least a majority of the member lodges and chapters in good standing, shall constitute a quorum for the transaction of business at any duly authorized session of the Association, provided, that the President, Vice President, Prelate or Junior Past President (in that order) be present to preside.

**Section 2:** A majority of all votes cast shall decide all questions except those which involve amendment, alteration or addition to these By-Laws, or an appeal from the decision of the Chair, either of which shall require a two-thirds (2/3) vote of the duly accredited delegates in attendance.

## **ARTICLE VIII Elected Officers**

The elected officers of the Association shall consist of a President, Vice-President, Prelate, Secretary, Treasurer and one (1) District President from each District within the Association.

## **ARTICLE IX Executive Board of Officers**

The Executive Board of Officers of the Association shall consist of a President, Vice-President, Prelate, Secretary, Treasurer, Junior Past President and Association Liaison (appointed by Moose International).

## **ARTICLE X Board of Officers**

**Section 1:** The Board of Officers of this Association shall be composed of the elected officers and the Junior Past President who are members of the member lodges and/or chapters in good standing within the Association, and who are themselves in good standing within their respective lodges or chapters. The duly appointed representative of Moose International, Special Representative, Supreme Lodge Representatives and appointees, who are in good standing with their respective member lodge or chapter, and whose lodge or chapter is in good standing with the Association, shall also serve as non-voting members of the Board of Officers of the Association.

**Only the elected officers and the Junior Past President are permitted to make motions and seconds and vote during a Board of Officers meeting.**

**Section 2: The Board of Officers, during the times that the Association is not in session, shall take general charge and supervision of the affairs of the Association and perform such duties as may be necessary and proper to protect the interests, promote the welfare and accomplish the objectives of the Association. It shall carefully and judiciously control the finances of the Association and prepare a budget for the disbursement of Association funds. It shall have the authority to fix the salary of the Secretary and shall have the right to authorize reimbursement to Officers or any other member or person doing authorized business on behalf of the Association. It shall submit to the Association at each annual meeting a report, in writing, of all its accounts since the last annual meeting. It shall perform such other duties as may be imposed upon it by these By-Laws or by the Association.**

**Section 3: A majority shall constitute a quorum of the Board of Officers and the President and Secretary of the Association shall be respectively, President and Secretary of the Board of Officers.**

**Section 4: Except where prohibited by the By-Laws, the Board of Officers, between meetings of said Board, shall have the right, by recorded action, to delegate its powers, except the power to appropriate the funds of the Association, to an Executive Committee consisting of the President, Vice President, Junior Past President, Prelate, Secretary, Treasurer and the duly appointed representative of Moose International or Special Representative, for the purpose of expediting the performance of functions otherwise performed by said Board of Officers.**

**Section 5: The Board of Officers, or the President, with the authority of the Executive Committee, may order an audit of any funds of the Association, including any special fund accounts, and the Chairman of any committee having a special fund account shall submit in writing a full accounting report at any time requested by the Board of Officers, or the President, and at least once a year to the Secretary, whether or not called for at the annual meeting.**

**Section 6: Each person who is or has been a director or officer of this corporation and who has acted in good faith and in a manner he or she reasonably believed to be in the best interest of the corporation and with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful, shall be indemnified by the corporation against expenses including attorney's fees necessarily incurred by such person in connection with the defense or settlement in any action or proceeding to which he or she is a party, alone or together with others, with reason of his/her being or having been a director or officer acting in a managerial capacity.**

**Each person shall also be reimbursed by the Association for any amounts paid by such person in satisfaction of any judgment or settlement in connection with any such act, suit, or proceeding, unless such person shall be adjudged in such action, suit, or proceeding to be liable for misconduct in the performance of his/her duties to the corporation.**

**The foregoing right of indemnification shall be in addition to any other rights to which such persons may be entitled as a matter of law.**

## **ARTICLE XI Term of Office**

**Section 1:** Each elected Officer, except the Secretary, shall be chosen for a term of one (1) year to begin at the adjournment of the annual meeting at which he/she is elected. The Secretary shall be elected for a term of three years, which shall begin at the adjournment of the annual meeting at which he/she is elected. Each officer shall serve until his/her successor has been duly elected and qualified.

**Section 2:** Vacancies in any of the elected offices shall be filled by the Board of Officers for the unexpired term.

**Section 3:** The President, with the consent and approval of the Board of Officers, shall have the power to declare any office vacant except the office of Secretary, if in his/her opinion the occupant has failed to perform the duties of such office. The office of Secretary may be declared vacant providing that the majority of the Board of Officers vote that, in their opinion, the occupant has failed to perform the duties of the office.

## **ARTICLE XII Nomination & Election of Officers**

**Section 1:** The Nominating Committee of the Association shall consist of the elected members of the Board of Officers, the sitting Junior Past President, four (4) Past Presidents in order or juniority together with five (5) representatives appointed by the President, who shall be Past Presidents or committee chairs, and selected from five (5) lodges and or chapters in good standing within the Association.

**Section 2:** This committee shall place in nomination at least one candidate for each office to be filled. Names may be sent to the Nominating Committee which shall give due consideration. Any eligible member of the Association, who has submitted his/her name for a specific office, but is not nominated by the Nominating Committee, shall have his/her name placed upon the ballot by filing a petition with the Secretary of the Association prior to the beginning of the session at which the election is to be held, containing the names and member lodge or chapter number of not less than ten (10%) percent of the registered delegates attending the annual meeting. A Past President of the Association is ineligible to serve in any elected office of the Association unless prior dispensation is obtained from the General Governor.

**Section 3:** The nominee for President must be a Past Governor or Past Regent of the Order, served at least one year in an elected office of the Association, and may not have previously served as President of the Association.

**Section 4:** The nominees for Association Board of Officers shall not be more than one person per Lodge or Chapter. This may be amended by the Board of Officers in a single year/term if there is no qualified candidate is available.

**Section 5:** The nominees for Association Board of Officers shall not have more than one immediate family member on the elected board of officers.

**Section 6:** Each District shall hold a meeting at least two weeks before the date of the annual meeting for the purpose of selecting their recommendation for District President, and electing their Vice-President, Prelate, Secretary and Treasurer of the District. Their recommendation for President of the District shall be submitted to the Association Nominating Committee for their consideration. This action by the District shall be considered by the Association Nominating Committee as a recommendation by the District.

**Section 7:** The Nominating Committee shall report to the annual meeting of the Association during its second day's session if the meeting lasts for three (3) days. If it shall not last for three (3) days then such report shall be made on the first day of the meeting

**Section 8:** The election of officers shall be held during the final session of the annual meeting. In the event of a contested office, the election shall take place by secret ballot.

**Section 9:** The Officers, elected and appointed, and Committee Chairmen shall be installed into office prior to the close of the annual meeting utilizing the Ritual provided by the Ritual Department of Moose International.

### **Article XIII Meetings and Attendance**

**Section 1:** There shall be an annual meeting, hereafter called "convention" and a mid-year meeting, hereafter called "mid-year conference" of the Association to be held at such place as has been determined by the Board of Officers. The convention of the Association shall be held during the months of July through October and the conference of the Association shall be held during the months of January through April of each year.

**Section 2:** All member lodges and chapters within the Association shall be represented at both the Association Convention and Mid-Year Conference.

**Section 3:** With the consent of the General Governor, the Board of Officers may call other meetings of the Association when, in its opinion, the interests and welfare of the Association justify it.

**Section 4:** A registration fee, as determined by the Board of Officers may be charged those members attending a meeting of the Association.

**Section 5:** All member lodges and chapters shall be represented at one hundred percent (100%) of District Meetings as outlined in the General Laws of the Order.

### **Article XIV Training**

**Section 1:** All men and women elected or appointed to District and Association office shall be current in Lodge Leadership/Social Quarters Operations training.

## **Article XV Association Dues**

**Section 1:** Each member lodge and/or chapter of the Association shall remit to the Association Secretary 30 days following the end of each quarter, i.e. March 31, June 30, September 30 and December 31 (or as otherwise designated by Moose International) a sum equivalent to \$0.65 per member on the rolls of the lodge or chapter for that quarter. The dues will be calculated from the Active Members on the rolls from information provided by Moose International. Dues are assessed on a quarterly basis. Each member lodge and chapter shall receive a quarterly statement advising them of the current amount due. Dues shall be paid in their entirety not later than 30 days from the end of the quarter for which they are assessed. The total assessed each lodge and chapter is a maximum of \$2.60 per member per year.

## **Article XVI Compliance**

**Section 1:** All member lodges and chapters within the Association shall be in good standing with the Supreme Lodge, Loyal Order of Moose, Women of the Moose and the Association.

**Section 2:** All member lodges and chapters within the Association shall submit all required monthly, quarterly and yearly reports to Moose International. They must file all required reports to Federal, State, County or City Government agencies. Additionally they must file all required reports to the Association.

**Section 3:** All member lodges and chapters within the Association shall be represented at all District Meetings as outlined in this document under Article XIII, Meetings and Attendance.

**Section 4:** All member lodges and chapters within the Association shall participate in all Association fundraising activities.

**Section 5:** All member lodges and chapters within the Association shall be represented at both the Association Convention and Mid-Year Conference as outlined in this document under Article XIII, Meetings and Attendance.

## **Article XVII Non-Compliance**

**Section 1:** Member lodges and chapters found in non-compliance with any provisions of these By-Laws shall be subject to the sanctions. Sanctions shall be imposed for failure to comply with meeting attendance as outlined in Article XIII, as well as willful failure to submit required reports to Moose International and or/Government Agencies or actively participate in Association membership recognition and fundraising activities. These reports include all required monthly and quarterly reports to Moose International; all required reports to Government agencies, all award programs required by Moose International, and reports required by Federal, State, County or City Governments and the Minnesota Moose Association.

**Section 2: No member lodge or chapter in non-compliance with the Association shall host any meetings or activities. This section shall not prohibit a Moose member in good standing of a lodge or chapter in non-compliance from attending any and all meetings and/or activities of the Association, provided that he/she meets the requirements thereof, however. i.e. he/she shall not be a qualified voting Delegate on issues before the meetings.**

**Section 3: If a member lodge or chapter who is not in compliance with the General Laws of the Order or the Women of the Moose General Laws, they are not in compliance with the Association.**

**Section 4: Any member lodge or chapter found in non-compliance shall be subject to review by the Association Compliance Review Committee. The Association Review Committee is comprised of the Association Executive Board and the District President that is responsible for the lodge or chapter in question.**

**Section 5: In accordance with the General Laws of the Order section 51.5 the Association will adopt a policy to enforce the intent of this section.**

## **Article XVIII Duties of Officers**

### **Section 1. President**

- 1. Be the Chief Executive Officer of the Association.**
- 2. Preside over all meetings of the Association, the Executive Board, the Association Board of Officers and the Committee Chairmen.**
- 3. Appoint committee chairmen.**
- 4. Appoint a Sergeant-At-Arms, Assistant Sergeant-At-Arms, Inner and Outer Guards and Assistant Inner and Outer Guards, as he/she deems necessary.**
- 5. Call meetings of the Executive Board, Association Board of Officers and Committee Chairmen at such times as the business of the Association may require.**
- 6. In coordination with the Association Liaison Officer he/she shall supervise and correlate the activities and visitations of the District Presidents.**
- 7. Visit member lodges/chapters to promote the purposes and goals of the Association.**
- 8. President or the Treasurer shall countersign all properly authorized checks drawn on the accounts of the Association along with the Secretary.**
- 9. Sign all legal contracts authorized by the Association and the General Governor.**
- 10. Take an active role in increasing the membership of the Association by promoting membership and sponsoring members into the order.**
- 11. Attend District meetings when possible to encourage and promote the development of fraternal programs.**
- 12. Maintain good morals, honesty and truthfulness and promote a positive attitude.**
- 13. Maintain the confidentiality of the Executive Board and other meetings when required and appropriate.**
- 14. Perform such other duties as may be properly required.**

15. **Request periodic update reports from the Committee Chairmen and be responsible for guiding their duties to meet the goals of the Association and the Fraternity.**

## **Section 2. Vice President**

1. **Take an active role in increasing the membership of the Association by promoting membership and sponsoring members into the order.**
2. **The Vice President shall assist the President in the conducting of business of the Association at conferences and conventions.**
3. **In the absence of the President at stated meetings of the Association, preside over such meetings.**
4. **Alternate to the President in making visitations and promoting the purposes and goals of the Association and the Fraternity.**
5. **Request periodic update reports from District Presidents and be responsible for guiding their duties to meet the goals of the Association and our Fraternity.**
6. **Report to the Board of Officers the progress of the District Presidents.**
7. **Perform such other duties as may be properly required.**
8. **Visit as many District meetings and lodges/chapters as possible for the purpose of promoting goals of the Association and development of fraternal programs.**
9. **Maintain good morals, honesty and truthfulness and promote a positive attitude.**
10. **Maintain the confidentiality of the Executive Board and other meetings when required and appropriate.**

## **Section 3. Junior Past President**

1. **Take an active role in increasing the membership of the Association by promoting membership and sponsoring members into the order.**
2. **Preside over meetings of the Association in the absence of the President, Vice-President and Prelate of the Association.**
3. **Be Chairman of the Moose of the Year Program and the Lifetime Achievement Award. Give reports at meetings as necessary. Promote programs that will encourage all lodges to get their Moose of the Year and Lifetime Achievement Award applications completed and turned in on time.**
4. **Chairman of the By-Laws Committee.**
5. **Continue to promote the Association's purposes and goals.**
6. **Perform such other duties as may be properly required.**
7. **Visit as many District meetings and lodges/chapters as possible for the purpose of promoting goals of the Association and development of fraternal programs.**
8. **Maintain good morals, honesty and truthfulness and promote a positive attitude.**
9. **Maintain the confidentiality of the Executive Board and other meetings when required and appropriate.**
10. **Help complete any unfinished project started during their term as President.**

#### **Section 4. Treasurer**

1. Take an active role in increasing the membership of the Association by promoting membership and sponsoring members into the order.
2. Collect all money due the Association at all meetings, conferences and conventions and issue receipts.
3. Keep an accounting of all receipt books by receipt number.
4. Treasurer or the President shall countersign all properly authorized checks drawn on the accounts of the Association along with the Secretary.
5. Assist the Association Secretary with bank deposits at meetings of the Association.
6. Maintain a current copy of all Association purchased equipment, (computers, laptops, radios, Pilgrim paraphernalia, and computer software) and report to the Executive Board at the Annual Convention the status of all current equipment and the need for replacement. Keep a record of all computer software.
7. With the assistance of the Association Secretary, prepare an annual budget and give budget reports at each Annual Convention.
8. Review all current bills with the Board of Officers (phone, credit card statements, office equipment, office supplies, transportation cost and meals). The bills will be checked against the receipt for auditing purposes.
9. Have knowledge of locations and how to access all Association records, books, computer files, credit cards, checking accounts, savings accounts, certificate of deposit, location and safe deposit boxes and any other information in possession of the Association Secretary's office.
10. Perform such other duties as may be properly required.
11. Visit as many District meetings and lodges/chapters as possible for the purpose of promoting goals of the Association and development of fraternal programs.
12. Maintain good morals, honesty and truthfulness and promote a positive attitude.
13. Maintain the confidentiality of the Executive Board and other meetings when required and appropriate.

#### **Section 5. Prelate**

1. Take an active role in increasing the membership of the Association by promoting membership and sponsoring members into the order.
2. Open and close all meetings of the Association with appropriate prayer.
3. Assist in promoting the purpose and goals of the Association and goals of the Fraternity.
4. Perform such other duties as may be properly required.
5. Visit as many District meetings and lodges/chapters as possible for the purpose of promoting goals of the Association and development of fraternal programs.
6. Maintain good morals, honesty and truthfulness and promote a positive attitude.
7. Maintain the confidentiality of the Executive Board and Committee Chairmen and other such committees and meetings when required and appropriate.
8. Be a member of the Audit Committee, but not serve as its Chairman.

## **Section 6. Secretary**

1. **Keep a true and correct record of all of the proceedings of the Association, the Executive Board and the Committee Chairmen and promptly attend to all correspondence and perform all duties usually pertaining to the office of Secretary.**
2. **Give adequate surety bond in an amount to be fixed by the Executive Board, the premium of which shall be paid from the treasury funds of the Association, which checks shall then be countersigned as authorized.**
3. **Submit an annual report to the Association so far as he/she is able to ascertain.**
4. **Receive and account for all monies turned into the Association and shall furnish the Treasurer with duplicate deposit slips showing all funds deposited to Association accounts.**
5. **Secretary is the primary signer and the President or Treasurer shall countersign all properly authorized checks drawn on the accounts of the Association.**
6. **Perform such other duties as may be properly required.**
7. **Maintain good morals, honesty and truthfulness and promote a positive attitude.**
8. **Maintain the confidentiality of the Executive Board and other meetings when required and appropriate.**
9. **Provide all records to the Audit Committee for them to complete their duties.**
10. **Take an active role in increasing the membership of the Association by promoting membership and sponsoring members into the order.**

## **Section 7. Sergeant-At-Arms**

1. **Take an active role in increasing the membership of the Association by promoting membership and sponsoring members into the order.**
2. **Execute the orders of the President during sessions of the Association and/or Executive Board, act as Marshall on public occasions and in parades, and in case of executive sessions shall, with the assistance as he/she may select, examine all present as to their qualifications to remain.**
3. **Assist in the setting up and taking down of Association paraphernalia at meetings of the Association.**
4. **Report to the Association President on concerns and progress of the Association.**
5. **Perform such other duties as may be properly required.**
6. **Visit as many District meetings and lodges/chapters as possible for the purpose of promoting goals of the Association and development of fraternal programs.**
7. **Maintain good morals honesty and truthfulness and promote a positive attitude.**
8. **Maintain confidentiality of any meeting and matters as required and appropriate.**

## **Section 8. Inner Guard and Outer Guard**

1. Take an active role in increasing the membership of the Association by promoting membership and sponsoring members into the order.
2. The Inner and Outer Guards shall take charge of all doors during the sessions of the Association and shall permit only such persons to enter if they are duly qualified representatives or as may be directed by the President of the Association.
3. Request assistance from the Sergeant-At-Arms when additional help is needed.
4. Report to the Association President or Association Board of Officers concerns of the Association.
5. Visit as many District meetings and lodges/chapters as possible for the purpose of promoting goals of the Association and development of fraternal programs.
6. Perform such other duties as may be properly required.
7. Maintain good morals, honesty and truthfulness and promote a positive attitude.
8. Maintain confidentiality of any meetings or matters as required and appropriate.

## **Section 9. District Presidents**

1. Preside over all meetings of the District.
2. Attend Association Board of Officers meetings.
3. Take an active role in increasing the membership of the Association by promoting membership and sponsoring members into the order.
4. Visit each lodges/chapters in his/her District at least once during their term, not to include District meetings for the purpose of promoting goals of the Association and development of fraternal programs.
5. Annually submit a list of the names, addresses, telephone numbers and email addresses of each committee chairman to the Association Secretary by the date required.
6. Appoint all District Chairmen and require reports to be read at each scheduled meeting.
7. Encourage each lodge/chapter in their District to be active in the Association.
8. District President or the District Treasurer shall countersign all properly authorized checks drawn on the Accounts of the District along with the District Secretary.
9. Cooperate with the Association Chairmen in all authorized activities in his/her District.
10. Prepare a written report to be given as required at meetings of the Association covering all phases of activities within their District.
11. Ensure that the District Secretary sends copies of bank statements to the Association Secretary monthly.
12. Ensure that the District Secretary sends in a complete District meeting report, which includes a concise and accurate report of the finances of the district no more than two (2) weeks after such meeting to the Association Secretary and specified Association officers in a timely manner after each District meeting.
13. Perform such other duties as may be properly required.

### **Section 10. District Vice-President**

1. Attend required District meetings.
2. Preside over meetings in the absence of the District President.
3. Take an active role in increasing the membership of the Association by promoting membership and sponsoring members into the order.
4. Perform such other duties as may be properly required.

### **Section 11. District Prelate**

1. Attend required District meetings.
2. Preside over meetings in the absence of the District President and Vice President.
3. Take an active role in increasing the membership of the Association by promoting membership and sponsoring members into the order.
4. Open and close all District meetings with appropriate prayer.
5. Perform such other duties as may be properly required.

### **Section 12: District Junior Past President**

1. Attend required District meetings.
2. Preside over meetings in the absence of the District President, District Vice President and District Prelate.
3. Take an active role in increasing the membership of the Association by promoting membership and sponsoring members into the order.
4. Perform such other duties as may be properly required.

### **Section 13: District Secretary**

1. Attend required District meetings.
2. Keep a true and accurate record of all the proceedings of the District, the District Board of Offices and the District Committees. He/She must promptly attend to all correspondence and perform all duties usually pertaining to the office of Secretary.
3. Submit an annual report to the Association as required.
4. Receive and account for all monies turned into the District and shall furnish the District Treasurer with duplicate deposit slips or receipts showing all funds deposited to District accounts.
5. Prepare all District checks.
6. District Secretary is the primary signer and the District President or District Treasurer shall countersign all properly authorized checks drawn on the accounts of the District.
7. Take an active role in increasing the membership of the Association by promoting membership and sponsoring members into the order.
8. Perform such other duties as may be properly required.
9. Submit to the Association a monthly financial report and attendance report no less than fourteen (14) days after the actual District meeting.

## **Section 14. District Treasurer**

1. Attend required District meetings.
2. Collect and count money at District meetings and give to the District Secretary for deposit.
3. Keep an accounting of all receipt books by receipt numbers.
4. District Treasurer or the District President shall countersign all properly authorized checks drawn on the accounts of the District along with the District Secretary.
5. Perform such other duties as may be properly required.
6. Take an active role in increasing membership in the Association by promoting membership and signing members.

## **ARTICLE XIX Committees**

**Section 1: The standing committees of the Association shall be as follows;**

1. Credentials Committee
2. By-Laws Committee
3. Rules and Order Committee
4. Communications Committee
5. Audit Committee
6. Resolutions Committee
7. Heart of the Community Committee
8. Membership Committee
9. Moose Charities Committee
10. Historical Committee
11. Activities Committee
12. Government Relations Committee
13. Higher Degrees Committee

**Other committees may be formed as deemed necessary by the Board of Officers, and/or Moose International.**

**Section 2: Except where otherwise provided, all committees shall be appointed by the President, with the approval of the Board of Officers, at the conclusion of the convention, and the members thereof shall serve until the adjournment of the next convention or until their successors have been appointed. All other committees may be appointed at or before the convention at which the appointing President shall preside.**

## **ARTICLE XX Order of Business**

The agenda for the conventions and conferences shall be established by Moose International and coordinated with the Association's Rules and Orders Committee through the duly appointed representative of Moose International/Special Representative, but in the event of no such action the order of business shall be as follows:

1. Opening ceremony
2. Roll call of officers
3. Report of Credentials Committee
4. Appointment of necessary committees
5. Report of officers
6. Reports of committees
7. Standing Committees
8. Special Committees
9. Report of Nominating Committee
10. Election of Officers
11. Selection of place for next meeting
12. Good of the Order
13. Installation of Officers
14. Adjournment

## **ARTICLE XXI Length of Meeting**

The time devoted to the meetings of the Association shall be limited to three (3) days or six (6) sessions. The election of Officers for the ensuing year shall be held at the final session of the last day of the annual convention.

## **ARTICLE XXII Honorary Past President**

The Association may, at its annual convention, after recommendation by the Resolutions Committee, confer the title of Honorary Past President upon a member of the Loyal Order of Moose or Women of the Moose.

## **ARTICLE XXIII Adoption - Effect Amendments**

These By-Laws shall become effective when adopted by a two-thirds (2/3) vote of the Association at its annual convention and when approved by the General Governor of the Supreme Lodge, Loyal Order of Moose.

No amendment, alteration or addition to these By-Laws shall be made unless the same shall have been presented, in writing, to the By-Laws Committee, passed on them and ratified by two-thirds (2/3) of the votes cast at the regular convention of the Association and become effective when approved by the General Governor.

Minnesota Moose Association By-Laws

**ARTICLE XXIV**  
**Rules of Order**

Except as may otherwise be provided, Roberts Rules of Order shall govern all parliamentary proceedings of the Association.

**CERTIFICATE OF ADOPTION**

We the undersigned do hereby certify that we are respectively President and Secretary of the Minnesota Moose Association. We do further certify that we have carefully examined the foregoing By-Laws of said Association and that they constitute a true and correct copy of the By-Laws adopted by the Minnesota Moose Association by two-third (2/3) vote at its convention held at South St. Paul, Minnesota on September 20, 2019 at which a quorum was present. We do further certify that the original copy of said By-Laws is on file with the Secretary of the Association.

IN WITNESS WHEREOF, we have hereunto subscribed our names this 21th day of September, A.D. 2019



**TOM POLZIN**  
President



**TIM SLABIK**  
Secretary

CERTIFICATE OF APPROVAL

I, the undersigned, do hereby certify that I am Assistant General Governor of the Supreme Lodge, Loyal Order of Moose. I do further certify that I have examined the foregoing By-Laws of the Minnesota Moose Association, Inc. and find same are in accordance with the Constitution and General Laws of Moose International and the Supreme Lodge.

IN WITNESS THEREOF, I have hereunto subscribed my name and affixed the seal of Moose International this 18th day of October, 2019.



*Ricky B. King*  
Rick B. King  
Assistant General Governor