

OKLAHOMA/SOUTHERN KANSAS MOOSE ASSOCIATION

**BY-LAWS POLICY MANUAL
ADOPTED MARCH 19TH, 2021
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This manual is designed as a quick reference guide to be used along with the Association By-Laws to assist you.

ARTICLE IV

ASSOCIATION MEMBERSHIP

All lodges of The Moose in the State of Oklahoma and Southern Kansas shall be members of the Oklahoma/Southern Kansas Moose Association, hereafter referred to as the Association. To be in good standing with the Association, each lodge must remain current in all financial obligations due the Association (i.e. per capita dues) and Moose International, or have entered into a satisfactory payment arrangement with Moose International or the Association to satisfy the outstanding indebtedness; and participate in all district and state conventions, state conferences, meetings, workshops, training seminars, schools, etc., the attendance at which is required by The Moose or the Association.

ARTICLE V

DISTRICT COMPOSITION

Section 1. For convenience in carrying out the functions of the Association, the Board of Officers of the Association shall establish Districts comprised of geographically related lodges. The current composition of the Districts is as follows:

District 1 consists of Alva OK Moose Lodge #2100, Enid OK Moose Lodge # 1740, Woodward OK Moose Lodge #452, and Hutchinson KS Moose Lodge #982.

District 2 consists of Stillwater OK Moose Lodge #2089, Tulsa OK Moose Lodge #862, Duncan OK Moose Lodge #2202, and Cleveland County Moose Service Center # 2725.

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

Section 3. Between Annual Conventions of the Association, each District within the Association shall hold a minimum of four (4) regular meetings, with at least one (1) meeting being held each quarter.

Section 4. The elected Officers of the District, the President and Administrator of the Lodges 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 good Standing lodge in the Association shall be entitled to be represented in the meetings of the Association by two (2) delegates who should be the President and Administrator or duly elected Alternate Representative, plus one (1) additional delegate for each fifty (50) members on the rolls, or a majority fraction thereof. No lodge shall be entitled to a representation exceeding twenty (20) delegates, nor cast more than twenty (20) votes. Delegates shall consist of Past Presidents/Past Governors or Past Regents (who earned her title prior to

May 1, 2021) who are in good standing in their lodge. In addition to voting “delegates”, each lodge may have non-voting members in attendance.

Section 2. Each delegate elected to represent their lodge at a meeting of the Association shall have their name submitted to the Association Secretary two (2) weeks prior to convention. This certificate must be signed by the President and attested to by the Administrator under the seal of the lodge. Each delegate present for a vote of the Association shall be entitled to one (1) vote, providing the total number of votes does not exceed the number entitled the lodge, based upon the dues which have been assessed by the Association, and subject to the limitations contained in Section 1 of this Article. A delegate may only vote for the Lodge with which they are registered.

Section 3. All Past Presidents of the Association, and all members of the Board of Officers of the Association who are members of lodges 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 lodge entitlement referred to in Section 1 and 2 of this Article.

Section 4. Any Duly Authorized Representative from Moose International appointed to serve the Association shall be entitled to all rights and privileges of a delegate, provided they hold membership in a Lodge in active status in the Association, and shall not be counted as part of the lodge entitlement referred to in Section 1 and 2 of this Article.

ARTICLE XI

NOMINATION AND ELECTION OF OFFICERS

Section 1. The Nominating Committee of the Association shall consist of the elected Board of Officers, four (4) Past Presidents in order of juniority and five (5) representatives appointed by the President who shall be Past Presidents or Committee Chairpersons selected from five (5) member Lodges in good standing with the Association. All meetings of the Association Nominating Committee shall be in closed-door sessions and all discussions, votes, etc. shall be strictly confidential.

Section 2. The Nominating Committee shall place in nomination at least one (1) candidate for each office to be filled. Members desiring to be nominated shall submit their names and resumes to the Association **President** who shall receive the same on behalf of the Nominating Committee. All requests shall be given due consideration.

Any eligible member of the Association, who submitted their name for a specific office and was not nominated by the Nominating Committee, shall have their name placed upon the ballot by filing a petition with the Secretary of the Association. The petition must be filed prior to the beginning of the session at which the election is to be held. The petition must contain the names, Moose ID numbers and lodge numbers 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 a special dispensation is obtained from the Chief Compliance Officer.

Section 3. A nominee for Association President must be a Past Governor/Past President or Past Regent (who earned her title prior to May 1, 2021) of the Moose, having served at least two (2) years on the Executive Committee of the Association., and may not have previously served as President of the Association.

Section 4. Each district at the fourth (4th) district meeting following the Association annual convention (but at least two (2) weeks prior to the upcoming Annual Convention) must select their recommendation for;

1. Nominees for District President must be a Past Governor/Past President or Past Regent (who earned her title prior to May1, 2021) of The Moose, having served one (1) year in an elected office of the District.
2. A nominee for any office in the District or Association must be current on Lodge Leadership training.

Section 5. The Association Nominating Committee shall report to the Annual Meeting of the Association during the opening session of the Annual Meeting.

Section 6. The election of officers shall be held during the final business session of the Annual Meeting/Convention, provided at least twenty-four (24) hours has elapsed since the official report of the Nominating Committee to the Meeting/Convention, unless special dispensation is obtained from the Chief Compliance Officer. In the event of a contested office, the election shall take place by secret ballot.

Section 7. The Elected and Appointed Officers, and Committee Chairpersons, shall be installed into office prior to the close of the Annual Meeting utilizing the Ritual provided by the Ritual Department of Moose International.

Section 8. The printing, circulating or distribution of any written or printed matter, resolutions, letter, tickets, sample ballots or written communication through any electronic media (E-mail, facsimile, etc.) by a member or anyone acting on behalf of a member, suggesting, recommending, opposing, or containing the name(s) of a proposed candidate for any Association office is hereby prohibited. For any violation of this section, the Chief Compliance Officer may suspend the offending member, or members, and in his judgement, disqualify a candidate for office or void the election of any officer or officers actively or tacitly involved in such conduct and order a new election.

Section 9. Each District shall hold a meeting at least two (2) weeks before the date of the Annual Meeting for the purpose of selecting their recommendation for District President, and electing their District Vice-President, Chaplain, Secretary and Treasurer. The selection for President of the District shall be submitted in writing to the Association Secretary who shall receive the same on behalf of the Association Nominating Committee. The written notice from the District should contain a resume' of the person selected. The Association Nominating Committee shall only consider the District selection as a recommendation by the District

Section 10. Openings on the Association board shall be filled by alternating districts, to maintain the voting balance. In the event a district should not have a qualified nominee, the nominating committee of the Association shall place in nomination the best candidate from that district.

ARTICLE XIII

ASSOCIATION DUES

Section 1. Each lodge of the Association shall remit to the Secretary, a sum equivalent to not less than \$2.50 per active member on the rolls of the lodge, the exact amounts and payment schedules to be determined by the Association Board of Officers. The computation shall be based upon the certified reports of the lodges within the Association submitted to Moose International for the period ending April 30 of the prior year plus a sum equivalent to not less than \$2.50 for each new member signed from May 1st of the prior year thru April 30th of the current year. In no case shall the payment of the Association Dues for any lodge exceed \$3,000.00.

Section 2. No member lodge delinquent in its Association dues (or any legally imposed assessment), in violation of the Association's attendance policy required by the General Laws of The Moose, or not in good standing with Moose International, shall participate in any meetings or activities of the Association. This expressly prohibits group or team entries such as ritual teams, bowling, and other athletic team participation in any Association activities unless Association dues are paid for the current year, as covered in paragraph 1 of this section. This section shall not prohibit a Moose member in good standing of a lodge, delinquent in its Association dues, from attending any and all meetings of the Association, provided they meet the requirement thereof. However, they shall not be a qualified voting delegate, have a voice on issues before the meetings, or hold any elected or appointed office. Any member past due on any indebtedness due the Association shall be prohibited from participating in any meetings or activities of the Association until the debt is satisfied.

ARTICLE XIV

DUTIES OF OFFICERS

District President is a voting Board of Officer of the Association

Section 10: District President – The duties and responsibilities of District President are:

1. Attend Association Board of Officers meetings of the Association.
2. Take an active role in increasing membership in the lodges of the Association by promoting membership and signing members.
3. Visit each lodge in their district at least once during their term, not to include district meetings, (if approved by lodge) for the purpose of encouraging and promoting progress in the development of fraternal programs.
4. They shall also request elective officers in the district to make no less than three (3) visitations per year, not including their own lodge.
5. Appoint all districts chairpersons and require reports to be read at each scheduled meeting.
6. Encourage each lodge in their district to be active in the Association and cooperate with the Secretary of the Association in the collection of Association dues
7. Cooperate with the Association officers in the collection of funds in connection with any programs sponsored by the Association.

8. Cooperate with the Association Ritual Chairperson in encouraging the formation of Ritual Staffs and to encourage perfection and efficiency by the officers in the charges as well as the exemplification of the ritual in all lodge ceremonies.
9. Cooperate with the Association Chairpersons in all authorized activities in their district.
10. Prepare and give a written report as required at meetings of the Association covering all phases of activities within their district.
11. Ensure that the District Secretary sends in written reports to the specified Association officers of all district meetings no more than two (2) weeks after such meeting.
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 Association ~~President. in a timely manner~~ ~~after each district meeting.~~
13. Perform other such duties, as the President, Board of Officers and Executive Committee may consider necessary to the Association.

ARTICLE XV

COMMITTEES

Section 1. The Standing Committees of the Association shall be as follows:

Activities Committee	Building Fund Committee
By-Laws Committee	Communications Committee
Council of Higher Degrees Committee	Credentials Committee
Degrees Committee	Financial Review Committee
Government Relations Committee	Heart of the Community Committee
Historical Committee	Loss Prevention Committee
Membership Committee	Memorial Service Committee
Moose Charities Committee	Past Presidents' Committee
Program Book Committee	Registration Committee
Resolutions Committee	Ritual Committee
Rules and Order Committee	Scholarship Committee
Youth Awareness Committee	

Other committees may be appointed 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. The members of all committees 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 XXI

HONORARY PAST PRESIDENT

The Association may, at its convention, after recommendation from the Past Presidents Committee and approved from the Board of Officers, confer the title of Honorary Past President upon a deserving member of the Association.

ARTICLE XXII

PARTICIPATION

Section 1. All lodges shall be represented at all district meetings.

Section 2. All lodges will comply with the Association By-Laws Article IV.

Section 3. All lodges shall be represented at the State Association's Annual Convention and Midyear Conference.

Section 4. The time period for implementation of penalties shall coincide with the current officers' fraternal year, May 1st thru April 30th of the succeeding calendar year. Each May 1st shall begin a new compliance period with the intent of not penalizing a new Board of Officers for non-compliance of the previous years' board.

Section 5. The penalty for non-compliance of section 51.5 of the General Laws shall be as follows:

FIRST OFFENCE

- 1 A written letter from the Territorial Manager informing the lodge of:
The requirements of Section 51.5 of the General Laws
Officers Training
Reasons for the required attendance
Notification that your Social Quarters permit will be suspended for any future non-compliance
- 2 A lodge's situation will be analyzed and assistance will be provided, if necessary.
- 3 A letter from the Association notifying the lodge "you are not in good standing, which means:
The lodge and officers are disqualified from receiving any Premier Awards
The lodge representatives (members) are ineligible to participate in any Association sporting events

SECOND OFFENCE

1. Suspension of social Quarters Permit for a minimum of 3 days. with approval of the Chief Compliance Officer and the Moose International Representative.
2. Positive intervention as recommended by the Territory Manager.

3. The Association will provide, in cooperation with the Territory Manager, positive assistance to the lodge in order that they may become a fraternal operation.

THIRD OFFENCE

1. Suspension of social quarters permit for a minimum of 7 days with the approval of the Chief Compliance Officer and the Moose International Representative.
2. Reorganization of the Board of Officers, or such other appropriate action, (as warranted), at the **discretion** of the Chief Compliance Officer.

-END-

CERTIFICATE OF ADOPTION

We, the undersigned, hereby certify that we are respectively President and Secretary of the Oklahoma/Southern Kansas Moose Association. We further certify that we have carefully examined the foregoing By-Law Policies of the Association and they constitute a true and correct copy of the Policy Manual we wish to adopt. We have received a “Certificate of Approval” from the Chief Compliance Officer/Representative and these Policies were presented to the Delegates for adoption by the Oklahoma/Southern Kansas Moose Association by a two-thirds (2/3) majority vote at its Conference held at Woodward, OK Moose Lodge 452 on March 20th, 2021 at which time a quorum was present. The original of the Policies will remain on file with the Secretary of the Association.

IN WITNESS THEREOF, we have hereunto subscribed our names this _____ day of March, 2021.

President

Secretary

(Imprint or place Association Seal Here)

Attest:

Association Liaison

CERTIFICATE OF APPROVAL

I, the undersigned, do hereby certify that I am the Chief Compliance Officer of Moose International. I do further certify that I have examined the foregoing By-Laws Policy Manual of the Oklahoma/Southern Kansas Moose Association, Inc. and find that they are in accordance with the Constitution and General Laws of Moose International and The Moose.

IN WITNESS THEREOF, I have hereunto subscribed my name and affixed the seal of Moose International this _____ day of _____ 20__.

Chief Compliance Office Representative

MOOSE INTERNATIONAL SEAL: