

MISSISSIPPI MOOSE ASSOCIATION



**2024
Policy
Manual**

POLICIES OF THE MISSISSIPPI MOOSE ASSOCIATION

ARTICLE I GENERAL LAWS & BY-LAWS

The policies of the Mississippi Moose Association will be in strict compliance with the Loyal Order of Moose General Laws and the Mississippi Moose Association By-Laws. Any conflict with the General Laws or By-Laws will be referred to the Association Liaison and/or the Chief Compliance Officer of Moose International.

ARTICLE II ASSISTANT SECRETARY

The Executive Committee, with the recommendation from the Secretary, shall approve the appointment of an Assistant Secretary and shall serve the same term as the Secretary. **The Assistant Secretary shall be a non-voting member of the Executive Committee.**

Section 1: Assistant Secretary – The duties and responsibilities of the Assistant Secretary are:

1. Aid the Association Secretary as required.
2. Aid in the scheduling and conducting of meetings, conventions, and conferences of the Association.
3. Perform such other duties as may be properly required by the Association Board of Officers and Executive Committee.
4. Maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.

ARTICLE III MEETING ATTENDANCE

Section 1. All Lodges shall be represented at the State Association's annual conventions, mid-year conferences, district meetings, workshops, training seminars and schools. All Lodges shall comply with the General Laws regarding officer training.

Section 2. The Association will administer penalties for non-compliance of meeting attendance. The time period for implementation of penalties shall coincide with the current officer's fraternal year May 1st through 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 year's board. The penalty for non-compliance shall be as follows:

Non-compliance

A letter shall be sent from the Association Secretary informing the member Lodge of the requirements of the General Laws and Articles XIII and XIV of the Association By-Laws. The reason for

the non-compliance may include but not limited to required attendance, paying of Association dues, report filing and active participation in Moose International and Association fundraising programs. In the case of non-compliance, a letter will be sent notifying the Lodge that their social quarters permit may be suspended for future non-compliance **with the approval of Chief Compliance Officer**. In all cases, the letter shall notify member Lodge that it is no longer in “good-standing” with the Association and provide direction to the Lodge on how to regain their “good standing” status. Losing “good standing” means:

1. Lodge representatives shall be ineligible to vote in any official meeting of the Association.
2. The Lodge and its members are ineligible to participate in any Association sporting events or sponsor said events.

Section 3. Participation – Lodges must participate in all programs and activities approved by the Association to include but not limited to District and Higher Degree meetings and other fundraising activities. Lodges must participate in Moose International programs such as but not limited to Valued Veteran of the Year program, Moose of the Year program, and Lifetime Achievement program. If the Lodge does not have a nominee that meets the required qualifications of these programs, the Administrator will submit a letter signed by the Lodge President and Administrator with Lodge seal to the Association Secretary stating the Lodge does not have a qualified nominee. Submission of this letter must coincide with the guidelines of the program’s submission date. Failure to abide by this section may result in a penalty of non-compliance.

ARTICLE IV ASSOCIATION DUES

Section 1. Association dues must be remitted to the Association Secretary before the first day of the Annual Convention.

Section 2. Association dues may be divided up into payments on a ~~quarterly~~ or semi-annual basis as determined by the Lodge. In no case may a Lodge be delinquent in total payment of Association dues by the first day of the Annual Convention.

ARTICLE V COMMITTEES

Section 1. It is the responsibility of the committee ~~chairman~~ chairperson to know the duties and procedures required of the committee.

Section 2. In addition to the standing committees as provided for in the Association By-Laws, the following committees will be standing committees of the Association.

Convention/Conference Committee
Historical Committee
Ritual Committee
Ways & Means Committee

Section 3. If there is a Lodge committee that is associated with an Association committee, the Lodge committee chairperson will be a committee member of the Association committee. It shall be the responsibility of the Lodge committee chairperson to notify the Association committee chairperson of their appointment. The Association Committee Chairperson may appoint other members as needed.

Section 4. The Association committee chairperson will provide the committee members with the necessary information and procedures to perform the duties required of them. The committee members will aid the Association committee chairperson as required. The Lodge committee chairperson shall contact the Association committee chairperson for any questions or concerns.

ARTICLE VI ORDER OF BUSINESS

The Agenda for the Conventions and Conferences shall be established by Moose International and coordinated with the Association Secretary through the Association Liaison. In the event no agenda is established, 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. Election of officers
7. Report of committees
 - a. Standing committees
 - b. Special committees
8. Report of nominating committee
9. Selection of place for next meeting
10. Good of the order
11. Installation of officers
12. Endowment
13. Adjournment

ARTICLE VII LENGTH OF MEETING

The time devoted to the meeting will be established by the Executive Board but shall not exceed four (4) days or eight (8) sessions. The election of officers for the ensuing year shall be held at the final session of the last day of the convention.

ARTICLE VIII HONORARY ASSOCIATION PAST PRESIDENT

Section 1. The Association may, at its conference or convention, after recommendation by the Association's Past Presidents Board and by resolution, confer the title of Honorary Association Past President upon a member of The Moose provided that they are a Past Lodge President (Past Governor or Past Regent prior to May 1st, 2021). Honorary Association Past President hold the same rights and privileges of Association Past President through service.

Section 2. An Honorary Past President must be a member in good standing of a Lodge within the Association to be a delegate to the Association.

Section 3. The Past Presidents Committee may set a required fee to be paid as determined by the committee. It shall be the responsibility of the Past President to ensure that they are up to date with all fees. Failure to comply with this section may result in the Past President being declared a member not-in-good standing and loss of Association Past President status. All fees collected will be remitted to the Association Secretary to be ear-marked for the Committee.

**ARTICLE IX
JOHN FITZGERALD SCHOLARSHIP**

Section 1. The Association Executive Board with the recommendations of the Association Scholarship Chairperson will establish rules and procedures for the John Fitzgerald Scholarship. The Executive Board will determine the number of scholarships awarded and the dollar amount for each scholarship. The Association Executive Board will set a fee to fund the scholarship program.

Section 2. Participation in the scholarship program is voluntary for the Lodge. If a Lodge decides to not participate, a Lodge member will not be able to submit an application. The Lodge must participate in the program for a period of two years before a member can apply. This section will be based on the member's lodge of record.

-END-

CERTIFICATE OF ADOPTION

We, the undersigned, hereby certify that we are respectively President, Secretary and By-Laws Chairperson of the Mississippi Moose Association. We further certify that we have carefully examined the foregoing policies of the Association and they constitute a true and correct copy of the policies adopted by the Mississippi Moose Association by a 2/3 vote at its Convention held this ____ day of _____.

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

Association President

Association Secretary

(Association Seal)

By-Laws Chairperson

Attest:

Association Liaison

Compliance Office Approval

The above Policies of the Mississippi Moose Association have been approved this ____ day of _____.

Moose International Compliance Office