

Article I Policies

The policies of the Georgia Moose Association will be in strict compliance with General Laws of The Moose and the Georgia 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 Office of Moose International

Article II Assistant Secretary

The Association Executive Committee, with the recommendation from the Association Secretary shall approve the appointment of Assistant Secretary and shall serve the same term as the Association Secretary.

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

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.
5. Association Assistant Secretary is not a member of the Executive Committee and has no vote.

Article III Meeting Attendance

Section 1: All Lodges shall be represented at the Georgia Moose 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 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 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. In all cases, the letter shall notify member Lodge that it is 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.

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

Article V Committees

Section 1: It is the responsibility of the committee chairpersons 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 can/will be standing committees of the Georgia Moose Association.

Special Activities
Safe Surfin
Valued Veterans
Loss Prevention
Historical
Ritual
Convention/Conference
Ways and Means
Education and Training
Lifetime Achievement Award

Article VI Order of Business

The Agenda for 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. Call to Order
2. Invocation
3. Presentation of Colors
4. Pledge of Allegiance
5. Report of Credentials Committee
6. Roll Call of Officers
7. Convention Obligation (Convention Only)
8. Obligation to Association (Convention Only)
9. Report of Association President
10. Report of the nominating committee (Convention Only)
11. Report of Officers
12. Report of Committees
 - a. Standing Committees
 - b. Special Committees
13. Good of the Order
14. Election of Officers
15. Installation of Officers
16. Endowment
17. 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

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 (member of the Moose provided that they are a Past Lodge President, Past Governor, Past Senior Regent who earned their title

prior to May 1, 2021). Honorary Association Past Presidents hold the same rights and privileges of Association Past Presidents through service.

Article X Awards for Past Presidents or Official Visitor

The Executive Committee is authorized to vote to purchase items for outgoing President and Official Visitors, at a reasonable cost.

Article XI Travel Expense of Officers and Trainers

Section 1 – Officers:

The Georgia Moose Association will allow President and Secretary to represent the Association at International Conventions, allowing expenses as follows, subject to the approval of the Executive Committee of the Board of Officers, if not otherwise paid for by a lodge, MI, or other entity. If the President or Secretary is not able to attend, the Executive Committee can approve an alternate.

Lodging: Reimbursements for the cost of lodging for accommodations not to exceed hotel cost as provided by Moose International for booking. Any upgrades will be at the cost of the traveler; all receipts to be turned in to Secretary.

Per Diem: Per Diem will not exceed the IRS rate or allowable rate based on the General Laws of The Moose. Daily Rate to be determined prior to trip; receipts are not necessary for per diem allowed.

Travel: Reimbursements for the cost of travel will be allowed for Airfare; at the reasonable cost for flight accommodations, with any upgrades at the cost of the traveler. Extra cost for baggage may also be considered within reason. Car Rental or Shuttle service will be allowed to and from airport/lodging. **Mileage:** will not exceed the IRS rate or allowable rate based on the General Laws of The Moose. Mileage request will require a MapQuest to and from location, for the shortest travel distance. Any tolls will also be considered; all receipts to be turned in to the Secretary.

Section 2 – Trainers:

Trainers will be allowed cost of mileage to and from location of training session, if not otherwise paid for by a lodge, MI, or other entity, beginning at their personal place of residence. Mileage will not exceed the IRS rate or allowable rate based on the General Laws of The Moose. Mileage request will require MapQuest for the shortest travel distance. Any tolls

will be considered.

Lodging will be considered if it is necessary to stay in area for training that requires more than a (1) day class; receipts to be turned in to Secretary.

Meal for day of class, if not provided by Host Lodge, can be reimbursed up to \$15, with receipt.

Article XII Other Expenses

Any other expenses will be at the discretion of the Executive Committee of the Board of Officers, if not otherwise paid for by a lodge, MI, or other entity. To include the following:

Section 1 – Visitation of Lodges:

Any GMA Officer (except District Presidents, reimbursements for District travel should be considered by District Boards for reimbursements), required to visit Lodges in the State can request mileage reimbursement for travel, and lodging, if necessary, to be approved by the Executive Committee of the Board of Officers. Mileage request will require a MapQuest to and from location/s, for the shortest travel distance. Any tolls will also be considered; receipts to be turned in to the Secretary.

Section 2 – Chapter Advocate:

Expenses for travel for Chapter Advocate to attend Meetings with the Women of the Moose will be considered for reasonable reimbursements. All airfares will be at a reasonable cost for flight accommodations; any upgrades will be at the cost of the traveler. Car rental or Shuttle service will be allowed to and from airport/lodging. Per Diem can be considered with rate determined by Executive Committee.

Article XIII Comp Rooms and Registration

The list of Comp Rooms and Registration Fees will be determined by the GMA Executive Committee prior to any Conference, Convention or Association Sponsored Event, with the understanding of job description and duties for the Association event.

Any person receiving comp rooms or registration will be required to attend all functions of the Conference, Convention or Event that they are qualified to attend.

If the Event requires transportation of Association paraphernalia, (trailers), request for mileage can be requested. Mileage request requires a MapQuest to and from location, for the shortest travel distance. Any tolls will be considered; receipts to be turned in to the Secretary.



Article XIV Dress Code

Those presenting at the podium are to be dressed business formal, Moose regalia or at definition of business casual:

Men – Collar shirt, Moose Campaign Shirt always encouraged, dress slacks or dress jeans. No open toe shoes or flip flops.

Women – Collar shirt, Moose Campaign Shirt always encouraged, skirt, dress, slacks, dress jeans, a blouse, a blazer and appropriate foot wear, no flip flops.

Article XV District Nomination and Election of Officers

In addition to Article XI of the By Laws:

1. District Nominating Committee shall consist of: District Officers, (President, Vice President, Chaplain, Secretary and Treasurer). Three (3) Past District Presidents in order of juniority. All meetings of the District Nominating Committee shall be closed door session, with only the members of the nominating committee present. All discussions, votes, etc. shall be strictly confidential.
2. No pro tem members shall be allowed on the committee.
3. District President shall preside over the proceedings. The Vice President for the District shall preside in the President's absence.

Duties and Procedures of the District Nominating Committee:

1. Each District shall hold a meeting at least (4) weeks before the date of the Annual Convention of the GMA to select their recommendation for District Officers.
2. Upon notification by the District President, the District Secretary shall, in writing, (email) notify all members of the nominating committee of the date and time of the meeting at least (2) weeks prior to the date of the meeting.
3. The nomination committee shall place in nomination at least (1) candidate for each office to be filled. Members desiring to be nominated shall submit their names and resume' to the District Secretary, who shall receive the same on behalf of the Nominating Committee. A nominee for District President must be a Past

President/Past Gov or a Past Regent prior to May 1, 2021, of the Moose. Nominations may be submitted beginning at the scheduled District Meeting prior to the scheduled date of the nominating committee meeting, until the start of the meeting. This period should be 1-2 months. All nominations should be given consideration. Due to the timeline of the process, there will be no provision to petition the membership for consideration for an eligible member of the district whose name was submitted, and not nominated for office by committee.

4. Recommendation is to select (1) officer per Lodge, if qualified for the position of District Officer. This means that if you have (5) or more lodges in the District, there should be at least (1) member from different lodges on the District Board. (There should not be more than (1) District Officer from the same Lodge on the District Board at the same time.)

District President Recommendations:

Must be submitted with resume', as per by-laws, and sent to GMA Secretary immediately following the election meeting.

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