



**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 President 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, makes a written request to the President specifying the purpose 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 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 President 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 President, President, Vice President, 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 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 President, 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 President is a condition and not an elected office. To hold this office and be qualified as a Past President, 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 President 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 by a majority vote 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 reconsideration.

**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 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 five (5) 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) President**

**Section (1)** The President 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 President 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 President should have the power to appoint committees whenever he/she deems it necessary (i.e., Rules and Guidelines Committee, Finance Committee, Food Committee, Publicity Committee, Activities Committee, Entertainment Committee, Membership Committee, etc.).

## **(C) Vice President**

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

**Section (2)** The Vice President should visit the sick or distressed and a committee may be appointed by the President 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 President or presiding officer, the Sergeant-at-Arms should remove 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 Lodge Activity Group guidelines should be presented in writing to the Secretary.

**Section (2)** Notification of proposed changes, deletions or additions to the guidelines 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 (2) consecutive regular membership meetings and voted upon at the second reading.

**SIGNED AND IN EFFECT** this the \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

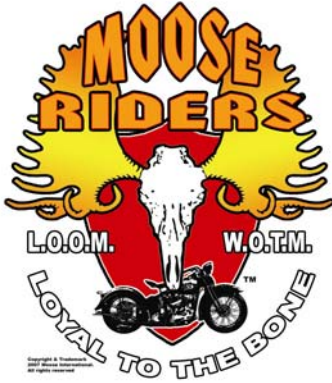
(LODGE SEAL)

\_\_\_\_\_  
President, Lodge Activity Group

\_\_\_\_\_  
Lodge Governor

\_\_\_\_\_  
Lodge Administrator





# MOOSE RIDERS ACTIVITY

## HOLD HARMLESS AGREEMENT

### PLEASE READ

In consideration of being allowed to participate in the Moose Rider Event on \_\_\_\_\_ sponsored by the Moose Rider unit of Lodge # \_\_\_\_\_ (hereinafter "activity"), I hereby waive, release and discharge Moose Charities, Inc., Mooseheart Child City & School, Inc., Moose International, Inc., all participating Moose Lodges, all participating charitable organizations, all participating Motorcycle Dealerships and all their respective directors, officers, employees and agents (hereinafter "released parties") from and against any and all claims, demands and causes of action, including, but not limited to death, personal injury and property damage, arising out of or connected in any way with my participation in said activity. I understand and agree that all participants and their guests participate voluntarily and at their own risk in the activity. I also agree to defend and indemnify the released parties with respect to any and all injuries and property damage to others that may result from my participation in the activity.

**I UNDERSTAND THIS MEANS I AGREE NOT TO SUE THE RELEASE PARTIES FOR ANY PERSONAL INJURY OR PROPERTY DAMAGE I MAY SUSTAIN AND I WILL DEFEND AND INDEMNIFY THE RELEASED PARTIES AGAINST ANY AND ALL PERSONAL INJURY AND PROPERTY DAMAGE THAT I MAY CAUSE BY MY PARTICIPATION IN THE ACTIVITY.**

I further agree to waive all benefits flowing from any state statute that would negate or limit the scope of this Release and Indemnification Agreement.

By signing this Release and Indemnifying Agreement, I certify that I have read and fully understand it and I am not relying on any statements or representations made by the released parties.

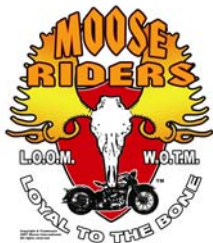
SIGNATURE(S): \_\_\_\_\_ / \_\_\_\_\_

Signature(s) of Participant(s) – Rider and Passenger, if any

NAME(S) (Please print): \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS (Please print) \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL \_\_\_\_\_



# Moose Rider member application

NAME \_\_\_\_\_ Date \_\_\_\_\_

Lodge / Chapter member? Y\_\_\_ N\_\_\_ Moose ID \_\_\_\_\_

Honorary member Lodge / Chapter affiliate? \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone: Day \_\_\_\_\_ Night \_\_\_\_\_ Cell \_\_\_\_\_

Email (1) \_\_\_\_\_ (2) \_\_\_\_\_

Vehicle: Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Tag number \_\_\_\_\_ Insurance card # \_\_\_\_\_

Agent's Name \_\_\_\_\_ Contact # \_\_\_\_\_

I currently possess a valid M class operator's license: Y \_\_\_ N\_\_\_ for the state of \_\_\_\_\_

License number \_\_\_\_\_ Exp \_\_\_\_\_

Emergency contact: Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone: Day \_\_\_\_\_ Night \_\_\_\_\_ Cell \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Information below to be completed by Moose Rider President or Vice President

I, \_\_\_\_\_ acting as an Officer in the Moose

Rider group of \_\_\_\_\_ Lodge # \_\_\_\_\_

recognize the above applicant as a good standing member of the Loyal Order of Moose, Women of the Moose or an approved affiliate of a good standing member and has been approved for full or honorary membership in this Moose Rider group.