

BY-LAWS OF THE PENNSYLVANIA MOOSE ASSOCIATION

ARTICLE I *NAME*

The name of the Association shall be The Pennsylvania Moose Association, Inc., hereafter referred to as the “Association”, a Pennsylvania non-profit corporation.

ARTICLE II *OBJECTIVES*

The objectives of the Pennsylvania Moose Association are:

- To coordinate the programs and directives of Moose International, Inc., and the Supreme Lodge.
- Aid and promote the purposes of the Loyal Order of Moose.
- Bring in closer fraternal cooperation the lodges of the Loyal Order of Moose and the membership of such lodges in the State of Pennsylvania.
- Build the membership strength of the Order.
- Exchange ideas and ideals, which may be of benefit to the various lodges and their members.
- Promote interest in the work of ritual staffs and similar units.
- Encourage a broader interest in lodge sports and family activities.
- Stimulate participation in community service programs.
- Adopt programs and projects for the betterment of Mooseheart and Moosehaven, including the building of the Endowment Fund for the support of these institutions.
- Foster a closer relationship between lodges in Pennsylvania and lodges in neighboring states.

ARTICLE III *AUTHORITY*

The Association shall at all times be amenable to and under the supervision of Moose International, Inc., 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, the General Laws of the Supreme Lodge, and the By-Laws of Moose International. These by-laws or any amendments hereto, shall be subject to approval of the General Governor, Supreme Lodge, Loyal Order of Moose.

ARTICLE IV
MEMBERSHIP

All lodges of the Loyal Order of Moose in the State of Pennsylvania shall be members of the Pennsylvania Moose Association. To be in active status with the association, each lodge must remain current in all financial obligations due to the Association (i.e., per capita dues) and Moose International, and participate in all district and state conventions, conferences, meetings, workshops, training seminars, schools, etc., the attendance at which is required by the Association or the Supreme Lodge.

ARTICLE V
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.

Section 2. The 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 ten (10) regular meetings, which shall be held monthly with a minimum of 3 weeks in between meetings scheduled. The Mid-Year Conference may be considered as a regular meeting but doesn't have to fit in the 3 week time frame.

The District Meetings shall be held at a lodge (physical location) or any other location (Picnic area, Fire Hall etc.) contingent with approval of the PMA Executive Board.

District Meetings must be run in accordance of the PMA District meeting agenda with consideration of the PMA President and the Duly Authorized Representative of Moose International additions.

Section 4. The elected officers of the District, and the Governors and Administrators 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.

Section 5. The meetings of the Districts shall be conducted in accordance with an agenda furnished by the Association.

ARTICLE VI
DELEGATES

Section 1. Each active status lodge in the Association shall be entitled to be represented in the meetings of the Association by two delegates who should be the Governor and Administrator, 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 fifteen (15)

delegates, nor cast more than fifteen (15) votes. In addition to voting “delegates”, each lodge may have non-voting members in attendance.

Section 2. Each delegate elected to represent his lodge at a meeting of the Association shall receive from his lodge a certification of his election prepared by the Secretary of the Association. This certificate must be signed by the Governor 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 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.

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 active status 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. The Duly Authorized Representative of Moose International appointed to serve 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.

ARTICLE VII ***QUORUM***

Section 1. Any number of duly accredited delegates, representing at least a majority of the member lodges in active status, 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 ***BOARD OF OFFICERS***

Section 1. The voting Board of Officers of this Association shall be composed of the elected officers, and the Junior Past President who are members of lodges in active status within the Association, and who are themselves in active status within their respective lodges. The Duly

Authorized Representative of Moose International shall serve on the Board of Officers. In addition, all Supreme Lodge Representatives and Appointees who are LOOM members in active status with their respective lodge, and whose lodge is in active status with the Association, shall serve on the Board of Officers.

Supreme Lodge Representatives and Appointees shall include the following: Supreme Lodge Officers, General Governor, Supreme Council Members, Past Supreme Governors, Supreme Inner Guard, Supreme Outer Guard, Supreme Sergeant-At-Arms, Justices of the Supreme Forum, Deputy Supreme Governors, Moose Legion Ambassadors, and members of the following Boards or Committees: Mooseheart Board of Directors, Moosehaven Board of Directors, Moose Charities Board of Directors, Moose Foundation Board of Directors, Community Service Board, Judiciary Committee, International Activities Committee, Membership Committee, Moose Legion Council, Government Relations Committee and such other Boards or Committees created by the Supreme Lodge and so notified in writing to the Association by the General Governor.

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 payment of all reasonable expenses incurred on behalf of the Association including 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, Chairman and Secretary of the Board of Officers.

Section 4. For the purpose of expediting the performance of functions otherwise performed by the Board of Officers, and unless specifically prohibited by these 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. The Executive Committee shall consist of the President, Vice-President, Junior Past President, Prelate, Secretary, Treasurer and the Duly Authorized Representative of Moose International (as a non-voting member).

Section 5. The President, Board of Officers, or the Executive Committee may order an audit of any funds of the Association, including any special fund accounts. The chairman of any committee having a special fund account shall submit in writing a full accounting report and at least once a year to the Secretary prior to the annual meeting and at any time requested by the President, Board of Officers, or the Executive Committee. The Association Audit Committee shall meet semi-annually and at such other times as directed by the President, Board of Officers or Executive Committee.

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 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 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 is a party, alone or together with others, with reason of his being or having been a director or officer acting in a managerial capacity. Each such person shall 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 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 X ***TERMS 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 is elected. The Secretary shall be elected for a term of three (3) years, which shall begin at the adjournment of the annual meeting at which he is elected. Executive Board of Officers (President, Vice President, Prelate and Treasurer) are elected for one (1) year terms. Each officer shall serve until his successor has been duly elected and installed. District President may be elected for more than one term.

Section 2. The Board of Officers shall fill vacancies in any elected office for the unexpired term.

Section 3. With the consent and approval of the Board of Officers, the President shall have the power to declare any office vacant. If in his opinion the occupant has failed to perform the duties of such office. The office of Secretary may be declared vacant by a majority of the entire State Board of Officers vote if, in their opinion, the occupant has failed to perform the duties of the office.

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 (by service) and five (5) representatives appointed by the President who shall be Past Presidents or committeemen selected from five (5) member lodges in active status 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 Secretary 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 his name for a specific office and was not nominated by the Nominating Committee, shall have his 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 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, other than Secretary or Treasurer, of the Association.

Section 3. A nominee for Association President must be a Past Governor of the Order, served at least one (1) year in an elected office of the Association, and may not have previously served as President of the Association.

Section 4. Each district shall hold a meeting at least thirty 30 days before the date of the annual meeting for the purpose of selecting their recommendation for District President, and electing their District Vice-President, Prelate, 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 5. The District Nominating Committee shall consist of the following:

- a. The elected district officers (President, Vice President, Prelate, Secretary and Treasurer).
- b. The district Jr. Past President.
- c. The Governor and Administrator of each active status lodge in the district.
- d. Any Past President of the Pennsylvania Moose Association who is an active status member of an active status lodge in the district.

Section 6. The District Nominating Procedures shall be:

- a. The District President shall notify all members of the Nominating Committee of the date, time and location of the committee meeting at least two (2) weeks prior to the date of the meeting.
- b. There shall be no pro-tem members on the committee.
- c. The District President shall preside over the proceedings unless he appoints a Past District President to preside.
- d. At least 30 days before the annual association convention, the report of the Nominating Committee shall be submitted at a regular scheduled district business meeting for the purpose of selecting a qualified member to be recommended for District President and the election of a District Vice President, Prelate, Secretary and Treasurer. In the event of a contested office, the selection and election shall be by secret written ballot.

- e. The results of the selection and election shall be immediately forwarded to the Association Secretary within the time prescribed prior to the annual association convention.
- f. The District Nominating Committee shall meet in closed-door sessions with only members of the committee present. All matters before the Nominating Committee are strictly confidential.
- g. To be eligible for the office of District President, the candidate should be a Past Governor of the Order, but unless the General Governor has granted a dispensation, he must have completed at least one (1) year in an elected office in a lodge in the district.

Section 7. The Association Nominating Committee shall report to the annual meeting/convention of the Association during the first or second day's session. If the meeting/convention does not last for three (3) days, the report shall be made on the first day.

Section 8. The election of officers shall be held no earlier than the last order of business of the Saturday morning 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. In the event of a contested office, the election shall take place by secret ballot.

Section 9. The elected, Appointed Officers and Committee Chairmen shall be installed into office prior to the close of the Annual Meeting utilizing the Installation Ceremony provided by Moose International.

ARTICLE XII **MEETINGS**

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 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. With the consent of the General Governor, the Board of Officers may call other meetings of the Association when the interest and welfare of the Association justify it.

Section 3. A registration fee, as determined by the Board of Officers, may be charged to those members attending a meeting of the Association.

ARTICLE XIII **ASSOCIATION DUES**

Section 1. Each lodge of the Association shall remit to the Secretary on the first day of June of each year, a sum equivalent to not less than \$1.00 per member on the rolls of the lodge as determined by the Association Board of Officers. The compensation shall be based upon the

certified reports of the lodges within the Association submitted to Moose International for the period ending April 30.

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 Order, or not in active status 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 Section 1 of this Article. This section shall not prohibit a Moose member in active status of a lodge, delinquent in its Association dues, from attending any and all meetings of the Association, provided he meets the requirement thereof. However, he 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***

Section 1. President - The duties and responsibilities of the President are:

1. He shall be the Chief Executive Officer of the Association.
2. The President shall preside over all meetings of the Association, the Board of Officers and the Executive Committee.
3. He shall appoint officers and committees.
4. He shall call meetings of the Board of Officers and Executive Committee at such times as the business of the Association may require.
5. In coordination with the Duly Authorized Representative of Moose International, he shall supervise and correlate the activities and visitations of the District Presidents.
6. He shall visit member lodges to promote the purposes and goals of the Association.
7. He shall appoint a Sergeant-At-Arms, Assistant Sergeant-At-Arms, Inner and Outer Guards and Assistant Inner and Outer Guards, as he deems necessary.
8. He or the Treasurer shall countersign all properly authorized checks drawn on the accounts of the Association.
9. He shall sign all legal contracts authorized by the association and the General Governor.
10. He shall take an active role in increasing the membership of the association by promoting membership and sponsoring members into the Order.
11. He shall attend District Meetings when possible to encourage and promote the development of fraternal programs.
12. He shall remain of good moral character.
13. At all times, he shall be honest, truthful, and not engage in any conduct that would bring discredit upon the association or fraternity.
14. He shall maintain the confidentiality of all Executive Committee meetings and such other committees and meetings when required and appropriate.

15. He shall perform such other duties as may be properly required of him.

Section 2. In the absence of the President at a stated meeting of the Association or the Board of Officers or Executive Committee, the Vice-President, Prelate or the Junior Past President shall preside, in that order.

Section 3. Junior Past President - The duties and responsibilities of the Junior Past President are:

1. He shall take an active role in increasing membership in the Association by promoting membership and signing members.
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 Chairman of the Membership Retention Committee. Give reports at meetings as necessary. Promote programs that will encourage all lodges to get their Moose of the Year applications completed and turned in on time.
4. Continue to promote the Association's purposes and goals.
5. Visit lodges as guest speaker and promote membership and fraternalism.
6. Perform other such duties, as the Board of Officers or Executive Committee may consider necessary to the Association.
7. Visit as many District Meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
8. Maintain good morals, honesty and truthfulness and promote a positive attitude.
9. Maintain the confidentiality of the Executive Committee and such other committees and meetings when required and appropriate.
10. Help complete any unfinished projects started during his term as President.

Section 4: Vice President – The duties and responsibilities of the Vice President are:

1. He shall take an active role in increasing membership in the Association by promoting membership and signing members.
2. The Vice President shall assist the President in the conducting of business of the Association at conferences and conventions.
3. He shall, in the absence of the President at stated meetings of the Association, preside over such meetings.
4. He shall be a major alternate to the President in making visitations and promoting the purposes and goals of the Association and the goals of 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 Executive Committee the progress of the District Presidents.
7. Perform other such duties, as the Board of Officers or Executive Committee may consider necessary to the Association.
8. Visit as many District Meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
9. Maintain good morals, honesty and truthfulness and promote a positive attitude.
10. Maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.

11. In case of a vacancy in the office of President, he shall assume the office in an acting capacity, with full authority to perform the duties and the responsibilities until the next scheduled election.

Section 5: Treasurer – The duties and responsibilities of Treasurer are:

1. He shall take an active role in increasing membership in the Association by promoting membership and signing members.
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. He or the President shall countersign all properly authorized checks drawn on the accounts of the Association.
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, computer software) and report to the Board of Officers at the annual convention the status of all current equipment and the need for replacement. Keep a record of all computer software.
7. Assist the Board of Officers and/or Executive Committee and the Secretary in acquiring meeting sites and finalizing contracts with hotels.
8. With the assistance of the Association Secretary, prepare an annual budget and give budget report at each annual convention.
9. Be one of the contacts with the host hotels for meeting functions, rooms, meals and entertainment at all conventions, along with the Secretary and Convention Coordinator.
10. Review all current bills with the Board of Officers or Executive Board (phone, credit card statements, office equipment, office supplies, transportation cost and meals). The bills will be checked against the receipt for auditing purposes.
11. Have knowledge of how to access all Association records, books, computer files, credit cards, checking accounts, savings accounts, certificate of deposit, location and combination numbers of all safes, safe deposit boxes and any other information in possession of the Association Secretary's office.
12. Perform other such duties, as the Board of Officers and/or Executive Committee may consider necessary to the Association.
13. Visit as many District Meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
14. Maintain good morals, honesty and truthfulness and promote a positive attitude.
15. Maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.
16. He shall be a member of the Financial Committee.
17. In case of a vacancy in the office of Secretary, he shall assume the duties of that office until the next scheduled election.

Section 6: Prelate – The duties and responsibilities of Prelate are:

1. He shall take an active role in increasing membership in the Association by promoting membership and signing members.
2. The Prelate shall 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. He shall request periodic update reports from Committee Chairmen and be responsible for guiding their duties to meet the goals of the Association and our fraternity.
5. Report to the Executive Committee the progress of Committees.
6. Perform other such duties, as the Board of Officers or Executive Committee may consider necessary to the Association.
7. Visit as many District Meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
8. Maintain good morals, honesty and truthfulness and promote a positive attitude.
9. Maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.
10. Be in charge of setting up the Convention Conference Banquet agenda.

Section 7: Secretary – The duties and responsibilities of Secretary are:

1. He shall keep a true and correct record of all of the proceedings of the Association, the Board of Officers and the Executive Committee and promptly attend to all correspondence and perform all duties usually pertaining to the office of Secretary.
2. He shall give adequate surety bond in an amount to be fixed by the Board of Officers, the premium on which shall be paid from the treasury funds of the Association, which checks shall then be countersigned as authorized.
3. He shall submit an annual report to the Association so far as he is able to ascertain.
4. He shall receive and account for all monies turned in to the Association and shall furnish the Treasurer with duplicate deposit slips showing all funds deposited to Association accounts.
5. He shall sign all authorized checks.
6. He shall perform such other duties as may be properly required of him by the Association, Board of Officers and Executive Committee.
7. He shall maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.

Section 8: Sergeant-at-Arms – The duties and responsibilities of Sergeant-at-Arms are:

1. He shall take an active role in increasing membership in the lodges of the Association by promoting membership and signing members.
2. He shall execute the orders of the President during sessions of the Association and/or Board of Officers, act as Marshall on public occasions and in parades, and in case of executive sessions shall, with the assistance as he 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, Board of Officers and Executive Committee concerns and progress of the Association.
5. Perform such other duties, as the President, Board of Officers or Executive Committee may consider necessary to the Association.
6. Visit as many District Meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
7. Maintain good morals, honesty and truthfulness and promote a positive attitude.
8. Maintain confidentiality of any meetings and matters as required and appropriate.

Section 9: Inner Guard and Outer Guard – The duties and responsibilities of the Inner Guard and Outer Guard are:

1. They shall take an active role in increasing membership in the lodges of the Association by promoting membership and signing members.
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 as they are duly qualified representatives or as may be directed by the President of the Association.
3. They shall request assistance from the Sergeant-at-Arms when additional help is needed.
4. They shall report to the Association President, Board of Officers, or Executive Committee concerns of the Association.
5. They shall visit as many District Meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
6. They shall perform other such duties, as the President, Board of Officers or Executive Committee may consider necessary to the Association.
7. Maintain good morals, honesty and truthfulness and promotes a positive attitude.
8. Maintain confidentiality of any meetings or matters as required and appropriate.

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 his district at least once during his 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. He shall also request elective officers in the district to make no less than three (3) visitations per year, not including his own lodge.
5. Appoint all district chairmen and require reports to be read at each scheduled meeting.
6. Encourage each lodge in his 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 Chairmen in all authorized activities in his district.
9. Prepare a written report to be given as required at meetings of the Association covering all phases of activities within his district.

10. 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.
11. 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 Secretary in a timely manner after each district meeting.
12. He shall perform other such duties, as the President, Board of Officers and Executive Committee may consider necessary to the Association.

Section 11: District Secretary – The duties and responsibilities of the District Secretary are:

1. He shall keep a true and accurate record of all the proceedings of the district, the District Board of Officers and the District Executive Committee and promptly attend to all correspondence and perform all duties usually pertaining to the office of Secretary.
2. He shall submit an annual audit report to the Association as required.
3. He shall receive and account for all monies turned into the district and shall furnish the Treasurer with duplicate deposit slips showing all funds deposited to district accounts.
4. He and the District President shall sign all authorized district checks.
5. He shall perform such other duties as may be properly required of him.
6. He shall submit to the Association a monthly financial report and attendance report no later than fourteen (14) days after the actual district meeting.

ARTICLE XV COMMITTEES

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

Activities Committee
 Arthritis Committee
 Audit Committee
 By-Laws Committee
 Communications Committee
 Community Service Committee
 Council of Higher Degrees
 Credentials Committee
 Finance Committee
 Government Relations Committee
 Historical Committee
 Marketing Committee
 Membership Committee
 Memorial Service Committee
 Moose Charities Committee
 Moose Legion Committee

Moose Riders Committee
New Lodge Development
Past Presidents' Committee
Pilgrim/Fellowship Committee
Program Book Committee
Registration Committee
Resolutions Committee
Rules and Order Committee
Scholarship Committee
Veterans Committee
Youth Awareness Committee

Other committees may be appointed as deemed necessary by the Board of Officers and/or Moose International. Within 30 days of taking office, each District President shall appoint a chairman for those appropriate district committees listed above for his term of office. The District President shall annually submit a list of the names, addresses, telephone numbers and e-mail addresses (if applicable) of each committee chairman to the Association Secretary by the date required. The District President shall within 30 days fill all vacancies created by the death or resignation of any committee chairman and in writing provide the above-required information to the State Secretary within 15 days.

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 XVI ***ORDER OF BUSINESS***

The Agenda for the Conventions and Conferences shall be established by Moose International and coordinated with the Association's Rules and Order Committee through the Duly Authorized Representative of Moose International. If no agenda has been established, the order of business shall, when appropriate, be as follows:

- (1) Opening Ceremony
- (2) Rules and Order
- (3) Roll Call of Officers
- (4) Report of Credentials Committee
- (5) Appointment of necessary committees
- (6) Report of Officers
- (7) Reports of Committees
 - (a) Standing Committees
 - (b) Special Committees
- (8) Report of Nominating Committee
- (9) Election of Officers
- (10) Selection of place for next meeting

- (11) Good of the Order
- (12) Installation of Officers
- (13) Adjournment

ARTICLE XVII
LENGTH OF MEETING

The time devoted to the meetings of the Association shall be limited to three (3) days or six (6) sessions.

ARTICLE XVIII
HONORARY PAST PRESIDENT

With approval of the Past State Presidents Committee, the Resolutions Committee may submit to the Association at its convention to vote to confer the title of Honorary Past President upon any active status member of the Loyal Order of Moose.

ARTICLE XIX
ADOPTION – EFFECT – AMENDMENTS

These by-laws, as amended, shall become effective when adopted by two-thirds (2/3) vote of the Pennsylvania Moose Association at its 2014 Convention and 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, approved by said committee, and ratified by two-thirds (2/3) of the votes cast at a regular convention of the Association and shall only become effective when approved by the General Governor.

ARTICLE XX
RULES OF ORDER

Roberts Rules of Order (last revised edition) shall govern all parliamentary proceedings of the Association, except as may otherwise be provided.

-END-

CERTIFICATE OF ADOPTION

We, the undersigned, hereby certify that we are respectively President and Secretary of the Pennsylvania Moose Association. We further certify that we have carefully examined the foregoing by-laws of the Association and they constitute a true and correct copy of the by-laws adopted by the Pennsylvania Moose Association by a two-thirds (2/3) vote at its Convention held at Greentree Doubletree Hotel, Pittsburgh, Pennsylvania on August 22, 2014 at which time a quorum was present. The original of the by-laws will remain on file with the Secretary of the Association.

IN WITNESS THEREOF, we have hereunto subscribed our names this 22nd day of August, 2014.

Phillip Febus
President

Richard King
Secretary

Attest:
Stanley J. Adams
Duly Authorized Representative of Moose International

CERTIFICATE OF APPROVAL

I, the undersigned, do hereby certify that I am General Governor of the Supreme Lodge, Loyal Order of Moose. I do further certify that I have examined the foregoing laws of the Pennsylvania Moose Association, Inc. and find that they 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 day of .

Steven F Greene
General Governor

MOOSE INTERNATIONAL SEAL:

Addendum:

Composition of Districts may change at the discretion of the Executive Board of Officers and approved by the entire State Board of Officers.

District 1 shall consist of the following lodges:

Coatesville Family Center 297
West Chester Lodge 908
Willow Grove Lodge 1101
Downingtown Lodge 1153
Bucks Family Center 1169
Phoenixville Family Center 1273
Media Lodge 2189

District 2 shall consist of the following lodges:

Susquehanna Lodge 794
Pittston Lodge 1207
Tunkhannock Lodge 1276
Doylestown Lodge 1284
Stroudsburg Family Center 1336
Slatington Family Center 1375
Sellersville Family Center 1539

District 3 shall consist of the following lodges:

Altoona Lodge 74
Meyersdale Lodge 76
Portage Lodge 131
Gallitzin Lodge 185
Huntingdon Family Center 223
Windber Family Center 349
Hastings Lodge 353
Bedford Family Center 480
Patton Lodge 488
Ebensburg Lodge 681

District 4 shall consist of the following lodges:

Lewistown Family Center 143
Milton Family Center 171
Sunbury Lodge 181
Columbia Valley Lodge 623
Muncy Valley Lodge 866
Danville Family Center 1133
Shamokin Lodge 1149
Selinsgrove Lodge 1173
Middleburg Lodge 1229
Mifflinburg Lodge 1396

District 5 shall consist of the following lodges:

Millersburg Lodge 59
Lancaster Lodge 299
Chickies Rock Lodge 307
Middletown Family Center 410
Hamburg Family Center 523
Elizabethtown Family Center 596
Tower City Lodge 1603
Cocalico Valley Lodge #2701

District 6 shall consist of the following lodges:

Capitol Area Lodge 107
Hanover Family Center 227
McSherrystown Family Center 720
Carlisle Family Center 761
Chambersburg Family Center 842
Millerstown Family Center 925
Waynesboro Lodge 1191
Gettysburg Family Center 1526
Mercersburg Lodge 1790
Shippensburg Lodge 2500

District 7 shall consist of the following lodges:

Lock Haven Lodge 100
Williamsport Lodge 145
Jersey Shore Lodge 214
Canton Lodge 429
Elkland Lodge 746
Galeton Lodge 826
Wellsboro Lodge 1147

District 8 shall consist of the following lodges:

Warren Lodge 109
St. Marys Lodge 146
Emporium Family Center 368
Port Allegany Family Center 460
Ridgway Family Center 1183

District 9 shall consist of the following lodges:

Clearfield Lodge 97
Osceola Mills Lodge 154
Bellefonte Family Center 206
Curwensville Family Center 268
Houtzdale Lodge 327
Coalport Lodge 350
Grassflat Lodge 941
Madera Lodge 1172
Clarence Lodge 1565

District 10 shall consist of the following lodges:

Youngwood Lodge 23
Scottdale Lodge 194
Irwin Lodge 236
Greensburg Lodge 1151
Export Lodge #234
Sutersville #1358

District 11 shall consist of the following lodges:

Connellsville lodge 16
Uniontown Lodge 20
Washington Family Center 22
West Newton Lodge 31
Perryopolis Lodge 92
Elizabeth Lodge 142
Finleyville Lodge 172
Belle Vernon Lodge 209
Waynesburg Lodge 461
Carmichaels Lodge 819
Cokeburg Lodge 1625

District 12 shall consist of the following lodges:

North Hills/Pittsburgh Lodge 46
Wilmerding Lodge 86
Verona Lodge 250
Universal Lodge 298
Swissvale Lodge 416
Beechview Lodge 609
Hays Lodge 1436
Coraopolis Lodge # 696
Highland Lodge #2699

District 13 shall consist of the following lodges:

Avonmore Lodge 37
New Kensington Lodge 53
Leechburg Lodge 102
Indiana Family Center 174
Nanty Glo Lodge 207
Dixonville Lodge 833
Punxsutawney Lodge 954

District 14 shall consist of the following lodges:

New Castle Lodge 51
Farrell Family Center 55
Butler Family Center 64
Ellwood City Family Center 93
Clarion Lodge 101
Kittanning Lodge 137
New Bethlehem Lodge 366
Harmony Lodge 957
Chicora Family Center 962

District 15 shall consist of the following lodges:

Erie Lodge 66
Oil City Family Center 78
Franklin Family Center 83
Titusville Lodge 84
Corry Family Center 98
Greenville Family Center 276
Albion Lodge 381
East Erie Family Center 593
Union City Lodge 882
Meadville Lodge 2505
North East Lodge 2568