

# **BY-LAWS OF THE PENNSYLVANIA MOOSE ASSOCIATION**

(Edited August 2017)

## **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:

- a. To coordinate, promote and support the programs and directives of Moose International, Inc., and the Supreme Lodge.
- b. Encourage fraternal cooperation between the lodges of the Pennsylvania Moose Association and promote brotherhood among the membership of all fraternal units in Pennsylvania.
- c. Adopt programs and projects for the betterment of Mooseheart and Moosehaven, including the building of the Endowment Fund for the support of these institutions.
- d. Foster a closer relationship between fraternal units in Pennsylvania and all the fraternal units throughout the Moose Fraternity.

## **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 and the membership of the Association.

## **ARTICLE IV PARTICIPATION**

Section 1. All lodges of the Loyal Order of Moose in the State of Pennsylvania shall be members of the Pennsylvania Moose Association.

Section 2. To be in active status with the Association, each lodge must remain current in all financial obligations due the Association (i.e., per capita dues) and Moose International, and abide by the meeting attendance requirements in Section 3.

Section 3. Each Lodge shall be represented at all district meetings, Association and Moose International conventions, conferences, workshops, training seminars, etc., as required by the Association, Moose International or the Supreme Lodge.

Section 4. The penalty for non-compliance of meeting attendance requirements shall be decided on a case by case basis by the Association Executive Board of Officers.

a. First Offense penalty for missing District Meetings:

1. A letter or email from the State Association Secretary informing the Lodge of the requirements of Section 51.5, the reasons for required attendance, notifying the Lodge that their social quarters permit may be suspended for future non-compliance.

b. First Offense for missing State Convention / Mid-Year Conference

1. Letter or email from State Association Secretary notifying the lodge it is “**not in good standing**” which means:

- Lodge and individual officers are disqualified from receiving any Moose International and/or Association awards of merit, incentives.
- Lodge representative ineligible to vote at any official meeting of the Association.
- Lodge and its members are ineligible to participate in Association sporting events.

c. Second Offense for missing District Meetings / State Convention and Mid-Year Conference (Combination of two missed meetings)

1. Lodges missing second District meeting will be considered **not in good standing** with the Association for the fiscal year of May to April.

2. Suspension of social quarters permit for a minimum of three (3) consecutive days (can be stayed or waived by Regional Manager for only compelling and extraordinary reasons).

3. Positive intervention and assistance as recommended by the Regional Manager/Territorial manager. Reorganization of Board of Officers or such other appropriate action (as warranted) at the discretion of Regional Manager/Territorial Manager with approval of General Governor.

d. Third Offense for missing District Meetings / State Convention and Mid-Year Conference (Combination of three missed meetings)

1. Suspension of social quarters permit for a minimum of seven (7) consecutive days (can be stayed or waived by Regional Manager for only compelling and extraordinary reasons).

2. Reorganization of Board of Officers or such other appropriate action (as warranted) in discretion of Regional Manager/Territorial Manager with approval of General Governor.

e. ALL LODGES NOT IN GOOD STANDING WILL BE POSTED AND UPDATED ACCORDINGLY ON THE ASSOCIATION WEBSITE

## **ARTICLE V**

### ***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 Association Board of Officers. The Convention of the Association shall be held during the months of July through October and the Mid-Year 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 Association 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 Association Board of Officers, may be charged to those members attending a meeting of the Association.

**Section 4.** The time devoted to the meetings of the Association shall be limited to three (3) days or six (6) sessions.

**Section 5.** The Agenda for the Association's 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 VI**

### ***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 of three dollars (\$3.00) per active 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.** Lodges submitting Association dues prior to June 30 of each year shall receive a fifty cent (\$0.50) discount per active member.

**Section 3.** A member lodge delinquent in its Association dues, 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 not participate in any meetings or activities of the Association. This expressly prohibits group or team entries in ritual competition, sports events or other 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. However, he shall not be a qualified voting delegate, have a voice on issues before the Association membership 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 VII**

### ***DELEGATES***

**Section 1.** Each Lodge with active status 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 active 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 Association Secretary. This certificate must be signed by the Lodge Governor and attested to by the Lodge 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 Association Board of Officers who are members of lodges with active status in 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 Sections 1 and 2 of this Article.

**Section 4.** The Duly Authorized Representative from 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 Sections 1 and 2 of this Article.

## **ARTICLE VIII**

### ***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) are 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, any of which shall require a two-thirds (2/3) vote of the duly accredited delegates in attendance.

## **ARTICLE IX**

### ***COMPOSITION***

**Section 1.** For convenience in carrying out the functions of the Association, the Association Board of Officers 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 eight (8) district meetings. Two district meetings shall be held in each quarter of the calendar year January through December. The Mid-Year Conference and Annual PMA Convention shall be considered as a district meeting and part of the district meeting schedule in that quarter of the calendar year. Districts may schedule extra meetings as the district members deem necessary, and all meeting attendance policy requirements shall be enforced for these extra meetings.



**Section 4.** District Meetings must be run in accordance of the Association District meeting agenda with consideration of the Association President and the Duly Authorized Representative of Moose International.

**Section 5.** The District Meetings shall be held at a lodge (physical location) or any other location contingent upon approval of the Association Executive Board.

**Section 6.** 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 current, presiding District President.

## **ARTICLE X 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 XI 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. In addition, all Moose International Representatives and 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.

**Section 2.** The Association 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 Association 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 Association Board of Officers, and the President and Secretary of the Association shall be respectively, Chairman and Secretary of the Association Board of Officers.

**Section 4.** For the purpose of expediting the performance of functions otherwise performed by the Association 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 Association 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 Association 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 Association Secretary prior to the annual meeting and at any time requested by the Association 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 the necessary attorney's fees 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 XII**

### ***TERMS OF OFFICE***

**Section 1.** Each elected officer, except the Association Secretary, shall be chosen for a term of one (1) year to begin at the adjournment of the Association's Annual Convention 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 Association's Annual Convention at which he is elected. Each elected officer shall serve until his successor has been duly elected and installed. A District President may be elected for more than one term.

**Section 2.** The Association Board of Officers shall fill a vacancy in any of elected office for the unexpired term.

**Section 3.** With the consent and approval of the Association Board of Officers, the Association President shall have the power to declare any office vacant, should the occupant fail to perform the duties of such office. The office of Association Secretary may be declared vacant by a majority vote of the entire Association Board of Officers should the occupant fail to perform the duties of the office.

### **ARTICLE XIII** ***NOMINATION AND ELECTION OF OFFICERS***

**Section 1.** The Nominating Committee of the Association shall consist of the elected Association Board of Officers, four (4) Association Past Presidents in order of juniority (by service) and five (5) representatives appointed by the Association President who shall be Association Past Presidents or committeemen selected from five (5) member lodges in with active status within 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 Association 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 for acceptance or rejection.

**Section 3. Petition.** Any eligible member of the Association, who submitted his name for a specific office and was not nominated by the Association Nominating Committee, shall have his name placed upon the ballot by filing a petition, for that specified office, with the Association Secretary. The petition must be filed prior to the beginning of the convention session at which the election is to be held. The petition shall not be signed by anyone prior to the report of the nominating committee. The petition must contain not less than ten (10) percent of the registered delegates attending the annual Association convention and include the delegate's printed name, delegate's signature, date of signature and delegate's lodge number.

**Section 4.** A Past President of the Association is ineligible to serve in any elected office, other than Secretary of the Association.

**Section 5.** A nominee for Association President must be a Past Governor of the Order and served at least one (1) year in an elected office of the Association.

**Section 6a.** Each District Secretary shall submit a written recommendation and resume of the person nominated for District President to the Association Secretary prior to the June Association Board of Officers meeting. The Association Secretary will notify District and President within one week after June meeting if President Nomination is accepted or not accepted.



6b. Each District President that is accepted will submit a list of elected, appointed officers and committee chairman to the Association Executive Board on the Association Directory Form. This form must be submitted prior to the Association Annual Convention.

**Section 7** 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 Lodge with active status in the Association.
- d. Any Past President of the Pennsylvania Moose Association who is an active status member of a Lodge with active status in the Association.

**Section 8** 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. Before the June Association Board of Officers meeting the report of the District 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; and must have completed at least one (1) year as an elected Lodge officer in a District Lodge and one (1) year as an elected District officer unless granted dispensation from the Association Board of Officers.

**Section 9** 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 10** The election of officers shall be held no earlier than the last order of business of the Saturday morning business session of the Association's annual meeting/convention, provided at least twenty-four (24) hours has elapsed since the official report of the Association Nominating Committee to the meeting/convention. In the event of a contested office, the election shall take place by secret ballot.

Section 11. The elected and 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 XIV**  
***DUTIES and REPONSIBILITIES OF***  
***ASSOCIATION OFFICERS***

**Section 1. President -**

- a. He shall be the Chief Executive Officer of the Association.
- b. The President shall preside over all meetings of the Association, the Board of Officers and the Executive Committee.
- c. He shall appoint officers and committees.
- d. He shall call meetings of the Board of Officers and Executive Committee at such times as the business of the Association may require.
- e. In coordination with the Duly Authorized Representative of Moose International, he shall supervise and correlate the activities and visitations of the District Presidents.
- f. He shall visit member lodges to promote the purposes and goals of the Association.
- g. 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.
- h. He or the Treasurer shall countersign all properly authorized checks drawn on the accounts of the Association.
- i. He shall sign all legal contracts authorized by the association and the General Governor.
- j. He shall take an active role in increasing the membership of the association by promoting membership and sponsoring members into the Order.
- k. He shall attend district meetings when possible to encourage and promote the development of fraternal programs.
- l. He shall remain of good moral character
- m. At all times, he shall be honest, truthful, and not engage in any conduct that would bring discredit upon the association or fraternity.
- n. He shall maintain the confidentiality of all Executive Committee meetings and such other committees and meetings when required and appropriate.
- o. 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**

- a. He shall take an active role in increasing membership in the Association by promoting membership and signing members.
- b. Preside over meetings of the Association in the absence of the President, Vice President and Prelate of the Association.

- c. Be Chairman of the Moose of the Year program and Chairman of the Membership Retention Committee and give periodic reports on the progress of these programs with the goal of having 100% participation from all Lodges.
- d. Continue to promote the Association's purposes and goals.
- e. Visit lodges as guest speaker and promote membership and fraternalism.
- f. Perform other such duties, as the Board of Officers or Executive Committee may consider necessary to the Association.
- g. Visit as many district meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
- h. Maintain good morals, honesty and truthfulness and promote a positive attitude.
- i. Maintain the confidentiality of the Executive Committee and such other committees and meetings when required and appropriate.
- j. Help complete any unfinished projects started during his term as President.

#### **Section 4: Vice President**

- a. He shall take an active role in increasing membership in the Association by promoting membership and signing members.
- b. The Vice President shall assist the President in the conducting of business of the Association at conferences and conventions.
- c. He shall, in the absence of the President preside over stated meetings of the Association.
- d. 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.
- e. Shall be responsible for guiding the District Presidents, encouraging them to meet the program goals of the Association and Moose Fraternity and make sure all District Presidents make the required reports on time.
- f. Request periodic update reports from District Presidents and be responsible for guiding their duties to meet the goals of the Association and our fraternity.
- g. Report to the Executive Committee the progress of the District Presidents.
- h. Perform other such duties, as the Board of Officers or Executive Committee may consider necessary to the Association.
- i. Visit as many district meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
- j. Maintain good morals, honesty and truthfulness and promote a positive attitude.
- k. Maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.
- l. 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 -**

- a. He shall take an active role in increasing membership in the Association by promoting membership and signing members.
- b. Collect all money due the Association at all meetings, conferences and conventions and issue receipts.
- c. Keep an accounting of all receipt books by receipt number.

- d. He or the President shall countersign all properly authorized checks drawn on the accounts of the Association.
- e. Assist the Association Secretary with bank deposits at meetings of the Association.
- f. Maintain a current copy of the Association equipment, computer, merchandise and paraphernalia inventory, and make an annual status report of this inventory to the Association Board of Officers at the annual convention and the need for replacement.
- g. Assist the Association Board of Officers, Executive Committee and the Secretary in acquiring meeting sites and finalizing contracts with hotels.
- h. With the assistance of the Association Secretary, prepare an annual budget and give a detailed budget report at each annual convention.
- i. Be one of the contacts, along with the Association Secretary and Convention Coordinator, with the host hotels for all stated Association meeting functions and activities.
- j. Review all current and recurring bills with the Board of Officers or Executive Board the bills will be checked against the receipt for auditing purposes.
- k. Have knowledge of how to access all Association records, books, computer files, credit cards, checking accounts, savings accounts, certificate of deposit, and know the location and combination numbers of all safes, safe deposit boxes and any other information in possession of the Association Secretary's office.
- l. Perform other such duties, as the Board of Officers and/or Executive Committee may consider necessary to the Association.
- m. Visit as many district meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
- n. Maintain good morals, honesty and truthfulness and promote a positive attitude.
- o. Maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.
- p. He shall be a member of the Financial Committee.
- q. In case of a vacancy in the office of Association Secretary, he shall assume the duties of that office until the next scheduled election or until an acting secretary is appointed...

#### **Section 6: Prelate**

- a. He shall take an active role in increasing membership in the Association by promoting membership and signing members.
- b. The Prelate shall open and close all meetings of the Association with appropriate prayer.
- c. Assist in promoting the purpose and goals of the Association and goals of the fraternity.
- d. He shall be responsible for guiding the Committee Chairmen in their duties, encouraging them to reach the Association and Moose Fraternity program goals and making sure the chairmen make periodic reports. The Prelate shall then make progress reports to the Association Executive Committee.
- e. Perform other such duties, as the Board of Officers or Executive Committee may consider necessary to the Association.
- f. Visit as many district meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
- g. Maintain good morals, honesty and truthfulness and promote a positive attitude.
- h. Maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.

- i. Be in charge of setting up the Convention Conference Banquet agenda

**Section 7: Association Secretary -**

- a. 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.
- b. 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.
- c. He shall submit a detailed, financial report to the Association membership at the Association Annual Convention.
- d. 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 the Association accounts.
- e. He shall sign all authorized checks with President or Treasurer.
- f. He shall perform such other duties as may be properly required of him by the Association, Board of Officers and Executive Committee.
- g. He shall maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.

**Section 8: Sergeant-at-Arms –**

- a. He shall take an active role in increasing membership in the lodges of the Association by promoting membership and signing members.
- b. He shall execute the orders of the Association President, the Executive Committee and the Board of Officers during sessions of the Association, act as Marshall on public occasions and examine all present as to their qualifications to remain at any session of the Association.
- c. Assist in the setting up and taking down of paraphernalia at meetings of the Association.
- d. Report to the Association President, Board of Officers and Executive Committee concerns and/or progress of the Association membership.
- e. Perform such other duties, as the President, Board of Officers or Executive Committee may consider necessary to the Association.
- f. Visit as many district meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
- g. Maintain good morals, honesty and truthfulness and promote a positive attitude.
- h. Maintain confidentiality of any meetings and matters as required and appropriate.

**Section 9: Inner Guard and Outer Guard -**

- a. They shall take an active role in increasing membership in the lodges of the Association by promoting membership and signing members.
- b. 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 Association President.
- c. They shall request assistance from the Sergeant-at-Arms when additional help is needed.
- d. They shall report to the Association President, Board of Officers, or Executive Committee concerns and/or progress of the Association membership.



- e. They shall visit as many district meeting and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
- f. They shall perform other such duties, as the President, Board of Officers or Executive Committee may consider necessary to the Association.
- g. Maintain good morals, honesty and truthfulness and promotes a positive attitude.
- h. Maintain confidentiality of any meetings or matters as required and appropriate.

**Section 10. District President –**

- a. Attend Association Board of Officers meetings.
- b. Take an active role in increasing membership in the lodges of the Association by promoting membership and signing members.
- c. Preside over District Meetings, District Board of Officers and Executive Board meetings. President will submit a written, detailed report within two weeks after all District meetings to the Association.
- d. Visit one Lodge in his District each month, during a Lodge meeting, and complete and submit an appropriate visit report within two weeks. Plus, visit each lodge in his district at least once during his term, not to include district meetings, for the purpose of encouraging and promoting progress in the development of fraternal programs.
- e. He shall also request elective officers in the district to make no less than three (3) visitations per year, not including his own lodge.
- f. Appoint all district committee chairmen and require reports to be read at each scheduled meeting.
- g. Encourage each lodge in his district to be active in the Association and cooperate with the Association Secretary in the collection of Association dues
- h. Cooperate with the Association officers in the collection of funds in connection with any programs sponsored by the Association.
- i. Cooperate with the Association Committee Chairmen in all authorized activities in his district.
- j. Prepare a written report to be given as required at meetings of the Association covering all phases of activities within his district.
- k. Ensure that the District Secretary sends in a required district meeting report to the Association no more than two (2) weeks after such meeting. Report must include a concise and accurate report of the finances of the district.
- l. 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 –**

- a. 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.
- b. He shall submit an annual audit report to the Association as required.
- c. 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.
- d. He and the District President shall sign all authorized district checks.
- e. He shall perform such other duties as may be properly required of him.

f. He shall submit to the Association a required district meeting report two (2) weeks after said meeting. Report must include meeting attendance and concise, accurate finances of the district.

## **ARTICLE XV COMMITTEES**

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

Activities, Arthritis, Audit, By-Laws, Communications, Heart of the Community, Council of Higher Degrees, Credentials, Finance, Government Relations, Historical, Marketing, Membership, Memorial Service, Moose Charities, Moose Legion, Moose Riders, New Lodge Development, Past Presidents, Pilgrim/Fellowship, Program Book, Registration, Resolutions, Rules and Order, Scholarship, Veterans, Youth Awareness.

Other committees may be appointed as deemed necessary by the Association Board of Officers and/or Moose International. Prior to the Association Annual Convention, each District President shall appoint a chairman to coincide with committees listed above. The District President shall submit a list of the names, addresses, telephone numbers and e-mail addresses (if applicable) of each committee chairman to the Association Secretary prior to the Association Annual Convention. The District President shall within 30 days fill all vacancies of any committee chairman, and within two (2) weeks provide the changes to the Association Secretary.

**Section 2.** Except where otherwise provided, all committees shall be appointed by the Association President, with the approval of the Board of Officers and at the conclusion of the Association Annual 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 Association President shall preside.

## **ARTICLE XVI HONORARY PAST PRESIDENT**

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

**ARTICLE XVII**  
***ADOPTION – EFFECT – AMENDMENTS***

These by-laws, as amended, shall become effective when adopted by a two-thirds (2/3) vote of the Pennsylvania Moose Association at its 2017 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 Association By-Laws Committee, approved by said committee, and ratified by two-thirds (2/3) of the votes cast by the membership of the Association at an annual convention of the Association and shall only become effective when approved by the General Governor. (add notification date)

**ARTICLE XVIII**  
***RULES OF ORDER***

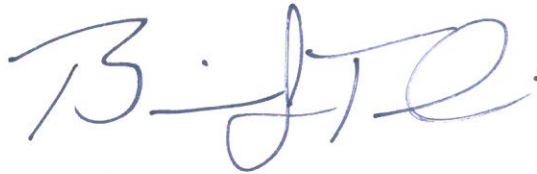
Roberts Rules of Order (newest revised edition) shall govern all parliamentary proceedings of the Association, except as may otherwise be provided.

**-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 Double Tree by Hilton – Green Tree, Pittsburgh on August 26, 2017, 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 28th day of August 2017.



Brian J. Toseki  
President



Shawn M. Baile  
Secretary

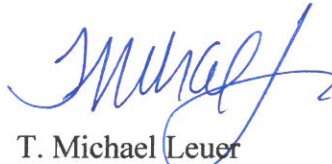
Attest:   
Stanley J. Adams  
Association Liaison for Moose International

## 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 by-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 of the Loyal Order of Moose.

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



  
T. Michael Leuer  
General Governor



### **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  
Sellersville Family Center 1539  
Media Lodge 2189

**District 2** shall consist of the following lodges:

Susquehanna Lodge 794  
Pittston Lodge 1207  
Tunkhannock Lodge 1276  
Stroudsburg Family Center 1336  
Slatington Family Center 1375  
Dunmore MSC 2715

**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  
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 MSC 2701

**District 6** shall consist of the following lodges:

Marysville 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. Mary's 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  
Export Lodge 234  
Irwin Lodge 236:  
Greensburg Lodge 1151  
Sutersville Family Center 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  
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  
Highland MSC 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