
PENNSYLVANIA MOOSE ASSOCIATION

**DISTRICT
MANUAL**



2026-2027

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PENNSYLVANIA MOOSE ASSOCIATION DIVERSITY STATEMENT

The Pennsylvania Moose Association along with the Moose Fraternity is committed to cultivating and preserving culture of inclusion and connectedness. We will only be able to grow today as an organization, and provide meaningful help to others, with a diverse group of members, employees, and partners that are representative of the communities and individuals which we serve.

Therefore, we do not discriminate against any member, potential member, employee, or applicant for employment based on race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status.

JOB DESCRIPTION OF DISTRICT PRESIDENT

To serve the association as liaison between the association and the fraternal units within the assigned territory. Primary responsibility is to promote all programs offered by Moose International and provide feedback to the association on the fraternal unit's level progress and participation in promoting said programs.

MISSION OF DISTRICT PRESIDENT

To help fraternal units show growth in membership and money by promoting all fraternal programs offered by MI. Lodges should focus on increasing the number of members on roll and increasing financial worth each year by utilizing fraternal programs of MI.

JOB DUTIES OF DISTRICT PRESIDENT

- Make a minimum of 1 lodge visitation/month (must be a lodge meeting) every lodge within district should be visited at least once/year and visitation report submitted to PMA.
- Months with no District meeting; must make 2 different lodge visitations and the visitation reports submitted to the PMA.
- Take the time to learn all programs sponsored by MI.
- Appoint Committee Chairpersons that are knowledgeable and effective.
- Establish and track goals for Lodges and Chairpersons; recognize and reward each for reaching and surpassing goals.
- Educate members at District meetings and lodge visitations on the Fraternal programs of MI.
- Educate members, lodges, and chapters on PMA Rating System.
- Create a specific meeting agenda prior to each DM and share agenda with District Officers and Chairpersons before each DM.
- Submit a detailed report to PMA Executive Board within 7 days of meeting or visitation, outlining matters of importance discussed.
- Attend all regularly scheduled State Board meetings, Mid-Year Conference, and State Convention.
- Prepare a report for submission at all regular scheduled State Board meetings, Mid-Year Conference, and State Convention. Report should be 3 to 4 minutes in length and briefly describe the current state of affairs within your district.

ADDITIONAL DISTRICT PRESIDENT DUTIES AS DESCRIBED BY THE PMA BY-LAWS

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 your district at least once during your 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. Shall also request elective officers in the district to make no less than three (3) visitations per year, not including your own lodge.
5. Appoint all district chairpersons and require reports to be read at each scheduled meeting.
6. Encourage each lodge in your 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 Ritual Chairperson in encouraging the formation of Ritual Staffs and to encourage perfection and efficiency by the officers in their charges as well as the exemplification of the ritual in all lodge ceremonies.
9. Cooperate with the Association Chairpersons in all authorized activities in your district.
10. Prepare a written report to be given as required at meetings of the Association covering all phases of activities within your district.
11. Ensure that the District Secretary sends in written reports to the specified Association officers of all district meetings no more than 7 days after such meeting.
12. 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 14 days after such meeting to Association Secretary in a timely manner after each district meeting.
13. When a lodge is not in attendance for a District meeting, the District President shall contact that lodge to determine the rational for the absence.
14. Shall perform other such duties, as the President, Board of Officers and Executive Committee may consider necessary to the Association.

PRESIDENT-ELECT COMMUNICATIONS

Information needed submitted to the PMA Executive Board is due June 1st at pma@pamoose.org.

This will include:

- Election Report – By email, filled out electronically
- Identification of District Chairpersons for upcoming year–due June 1st
- Complete Directory of your respective District
- Calendar of Meetings
- Other items

All forms to be filled out electronically

On the Sunday after the State Convention there will be an in-person meeting scheduled for 2 hours to review the District Manual and answer any questions a District President may have. Those mandated to attend this meeting will be all District Presidents and the PMA Executive Board. District Secretaries may also attend if they would like to hear the information.

DISTRICT # _____ EXECUTIVE BOARD AGENDA

Name of Lodge _____

Date of Meeting _____

District President: (gives one (1) rap) "Members, the District # _____ Executive Board Meeting will come to order."

District President: "Secretary, call the roll of District Officers."

District President: (after completion of Officers roll) "Secretary, call the roll of District Past Presidents and others invited by the District President to attend the meeting."

District President: (after completion of Past Presidents roll) "Secretary, call the roll of lodges."

Order of Business

- Minutes of previous meeting (after the reading of the minutes), are there any changes, corrections, or additions? If none, they will stand as read.
- Communications
 Add Communications Here
- Committee Reports that need addressed by Executive Board
- Old Business
- New Business (needs a motion, a 2nd, and a vote)
- Payment of Bills (needs a motion, a 2nd, and a vote)
- Financial Report (needs a motion, a 2nd, and a vote)
- Good of the District
- Adjournment (needs a motion, a 2nd, and a vote) **(give one (1) rap)**

DISTRICT# _____ MEETING AGENDA

District President: (gives 1 rap) "Members, the District # _____ Meeting will come to order. Officers will assume their respective stations. The inner door will be closed until otherwise directed. Inner Guard," (pause while Inner Guard rises) "are all present entitled to remain? "

Inner Guard: "District President, they are."

District President: (gives 2 raps) "Everyone will please rise. The Sargeant at Arms will open the bible and the Chaplain will deliver the opening prayer."

Chaplain: "This is the Holy Bible, our inspiration and our guide. Let us fold our arms and bow our heads."
(Prelate delivers prayer)

"Almighty God, Creator of the universe and Father of all mankind, we give you thanks for our fraternal brotherhood and the great precepts it embodies. Keep us diligent and mindful of our commitments to You, our children, our senior members, our families and our communities. Give us a spirit of peace, harmony and progress as we carry out these precepts in our Lodge and in our lives. Remind us each day that the greatest good we can do is to serve You through service to our fellow man. Amen."

District President: (at conclusion of prayer) "I present the flag of our country (turns to flag). Place your right hand over your heart and join with me in the Pledge of Allegiance."

"I pledge Allegiance to the Flag of the United States of America & to the republic for which it stands, one nation under God Indivisible with Liberty and Justice for All."

District President: (Welcome PMA or Official Dignitaries if present) "At this time, we are privileged to have

Name _____ Title _____ visiting with us.

Welcome to District # _____ meeting."

(Gives 1 rap to seat members)

District President: "Secretary, please call the roll call of District Officers."

District President: (after completion of Officers roll) "Secretary, call the roll of District Chairpersons."

District President: "May I have a welcome from host lodge?"

District President: "Secretary, call the roll of District Officers." **(give 1 rap to seat officers)**

District President: (after completion of District Officers roll) "Secretary, call the roll of District Chairpersons."

District President: (after completion of the roll call of District Chairpersons) "Secretary, call the roll of District Lodges."

ORDER OF BUSINESS

District President:

- Reading of the minutes of previous meeting (after the reading of the minutes), are there any changes, corrections, or additions? If none, they will stand as read. (needs a motion, a 2nd, and a vote)

• Communications

Add Communications Here

• Lodge and Chapter Reports

Please keep in mind when you are giving your reports, in addition to giving your lodge activities, let us know what is working well at your lodges and chapters. We are all here to help one another and there is no better way to do that than sharing your successes so that other lodges can take them back and try them with their membership.

• **Committee Reports**

- **Activities** – Chairperson Yes No NA

Notes: _____

- **Sports** – Chairperson Yes No NA

Notes: _____

- **Moose Riders** – Chairperson Yes No NA

Notes: _____

- **District Activities** – Chairperson Yes No NA

Notes: _____

- **Council of Higher Degrees** – Chairperson Yes No NA

Notes: _____

- **Moose Legion** – Chairperson Yes No NA

Notes: _____

- **Fellowship** – Chairperson Yes No NA

Notes: _____

- **Pilgrim** – Chairperson Yes No NA

Notes: _____

- **WOTM Higher Degrees** – Chairperson Yes No NA

Notes: _____

- **Government Relations** – Chairperson Yes No NA

Notes: _____

- **Heart of the Community** – Chairperson Yes No NA

Notes: _____

- **Veterans** – Chairperson Yes No NA

Notes: _____

- **Membership** – Chairperson Yes No NA

Notes: _____

- **Ratings** – Chairperson Yes No NA

Notes: _____

- **Safety and Loss Prevention** – Chairperson Yes No NA

Notes: _____

- **Memorial Service** – Chairperson Yes No NA

Notes: _____

- **Moose Charities** – Chairperson Yes No NA

Notes: _____

- **Capital Project** – Chairperson Yes No NA

Notes: _____

- **Endowment Fund** – Chairperson Yes No NA

Notes: _____

- **Moose of the Year** – Chairperson Yes No NA

Notes: _____

- **Scholarship** – Chairperson Yes No NA

Notes: _____

- **Youth Awareness Coordinator** – Chairperson Yes No NA

Notes: _____

District President: "If you have any specific questions on any reports, please contact me and I will try to get you an answer."

District President: (President's Report)

(Insert report)

"Thank you, this concludes my report."

District President: (after completion of Chairman and President's reports) "Can I get a motion to accept the Lodges' Chairpersons', and Presidents' reports at this time?" (**needs a motion, a 2nd, and a vote**)

Old Business

New Business (needs a motion, a 2nd, and a vote)

District President: (give two (2) raps) "It is now nine o'clock. At this time, the little children at Mooseheart kneel at their beds to say their evening prayers. Let us face toward Mooseheart. fold our arms, bow our heads, and join them in silent prayer. (Pause for 9 chimes) Repeat after me: Let the little children come to me (members repeat). Do not keep them away (members repeat). For they are like the kingdom of heaven (members repeat). God Bless Mooseheart (members repeat). Amen."

District President: (give one (1) rap to seat members and collect endowment) "Inner and Outer Guards, can you please collect the endowment at the end of the meeting?"

Good of the District

Comments from District Officers and/or Dignitaries (Comments go from junior ranking to most senior ranking)

Financial Report (**needs a motion, a 2nd, and a vote**)

Payment of Bills (**needs a motion, a 2nd, and a vote**)

Reminders to District

- Transmit new member applications before the 8th of the month
- Send in your Endowment by the 10th of the month
- Add New Reminders Here
- Lodge Visits

Lodge, Date, & Time of Meeting

Announcements of next meeting

Next Meeting from District Calendar

District President: (give two (2) raps) "Everyone please rise. The Chaplain will deliver the closing prayer."

Chaplain: "Let us fold our arms and bow our heads

"Almighty Father, guide us, guard us and keep us as we go our separate ways. We ask You to bless the good we have done. Hold Mooseheart and Moosehaven in the hollow of Your hand and let Your blessing rest upon the children and seniors entrusted to our care. Be with us in our homes and watch over us and our loved ones. Give us wisdom and understanding, and to You be all power and glory forever and ever. Amen."

District President: (give one (1) rap) "Will the Sergeant-at-Arms please close the Bible."

District President:

Drawings

Lodge Trophies

District President: (give two (2) raps) "Brothers and Sisters, has any matter of importance been overlooked or neglected? . . . Our business being concluded, let us go forth with good thoughts, good words, and good deeds for all mankind. Brothers and Co-workers, I fraternally bid you a Good Afternoon".

Number of Attendees _____

MONTHLY REMINDER FOR DISTRICT PRESIDENT MEETING

January Meeting

Remind Lodges to transmit membership applications as received
Remind Lodges to verify previous month's Quickbooks accounts are reconciled by 1/10
Remind Lodges to mail Moose International A/R Payment and Endowment Fund by 1/15
Youth Awareness: Follow up with students on their Kids Talks
Lodge needs to start planning/developing Lodge Officer Nominating Committee
Conference Ads are due for Mid-Year Conference Booklet
Mid-Year Conference registration & reservation are due: Date TBD
Last date to get application in for PMA Scholarship is 1/15
Remind Lodges to work on Heart of the Community Report which is due 2/15
Remind Lodges that form W-2 should be issued to employees for prior year's wages

February Meeting

Remind Lodges to transmit membership applications as received
Remind Lodges to verify previous month's Quickbooks accounts are reconciled by 2/10
Remind Lodges to mail Moose International A/R Payment and Endowment Fund by 2/15
Moose Charities Rocker Fundraiser begins on 2/1
Lodge Officer Nominating Committee should be holding meetings
Youth Awareness: Kids Talk needs to be submitted by ?
Heart of the Community Report is due by 2/15

March Meeting

Remind Lodges to transmit membership applications as received
Remind Lodges to verify previous month's Quickbooks accounts are reconciled by 3/10
Remind Lodges to mail Moose International A/R Payment and Endowment Fund by 3/15
Mid-Year Conference
Lodge Officer Nominations must be read on the Lodge floor at the last Lodge meeting of the month
District Nominating Committee should be formed
Make sure All Moose Charities are paid in full by March 31

April Meeting

Remind Lodges to transmit membership applications as received
Remind Lodges to verify previous month's Quickbooks accounts are reconciled by 4/10
Remind Lodges to mail Moose International A/R Payment and Endowment Fund by 4/15
Remind Lodges to work on Heart of the Community Report which is due by 5/15
Remind Lodges to work on Lodge Safety Report which is due by 5/31
Nominations of District Officers should be made
Lodge Officers Elections are to be held at first lodge meeting in April
Lodge Officers installation should be held at last lodge meeting in April
Remind Lodges to send Lodge Officers changes to the State of Pennsylvania
Remind Lodges all applications must be transmitted by April 30th (last day of Membership Campaign Year)

May Meeting

Remind Lodges to transmit membership applications as received

Remind Lodges to verify previous month's Quickbooks accounts are reconciled by 5/10

Remind Lodges to mail Moose International A/R Payment and Endowment Fund by 5/15

May is suggested month for Memorial Services

Heart of the Community Report is due by 5/15

Lodge Safety Report is due by 5/31

District Officers election to be held

Moose Heart of Community Scholarship is due by 6/30

1st Month of new Membership Campaign Year

Remind Lodges about upcoming International Convention

June Meeting

Remind Lodges to transmit membership applications as received

Remind Lodges to verify previous month's Quickbooks accounts are reconciled by 6/10

Remind Lodges to mail Moose International A/R Payment and Endowment Fund by 6/15

State Board Meeting

Report of District Elected Officers, District Meeting Schedule, and District Chairmen should be emailed to PMA Executive Board

Convention ads are due for State Convention Booklet

Liquor License and Small Games of Chance License are due

Reservations for PMA Family Picnic should be made

Moose of the Year recommendation submitted

Moose Heart of the Community scholarship application is due by 6/30

PMA Dues are due by 7/1

July Meeting

Remind Lodges to transmit membership applications as received

Remind Lodges to verify previous month's Quickbooks accounts are reconciled by 7/10

Remind Lodges to mail Moose International A/R Payment and Endowment Fund by 7/15

Remind Lodges that 990 Tax Returns are due by 9/15

Youth Awareness plans and preparations should be made

Remind Lodges to work on Heart of the Community report which is due by 8/15

PMA Family Picnic will be held on the 3rd Saturday in July

International Convention held

August Meeting

Remind Lodges to transmit membership applications as received

Remind Lodges to verify previous month's Quickbooks accounts are reconciled by 8/10

Remind Lodges to mail Moose International A/R Payment and Endowment Fund by 8/15

State Convention month

Remind Lodges that 990 Tax Returns are due by 9/15

Youth Awareness guidance counselors and students should be contacted

Heart of the Community reports are due by 8/15

Remind Lodges that plans should be made and published in newsletters for Founders Day on October 27th

Remind Lodges that plans should be made and published in newsletters for PMA Days at Mooseheart

September Meeting

Remind Lodges to transmit membership applications as received

Remind Lodges to verify previous month's Quickbooks accounts are reconciled by 9/10

Remind Lodges to mail Moose International A/R Payment and Endowment Fund by 9/15

990 Tax Returns are due by 9/15

Youth Awareness: students should be selected and appropriate form should be filled out and submitted

Remind Lodges of events planned for Founders Day on October 27

Remind Lodges of PMA Days at Mooseheart in October

October Meeting

Remind Lodges to transmit membership applications as received

Remind Lodges to verify previous month's Quickbooks accounts are reconciled by 10/10

Remind Lodges to mail Moose International A/R Payment and Endowment Fund by 10/15

Remind Lodges to work on Heart of the Community Report which are due by 11/15

Fellowship Applications should be received and Lodges should be planning for a meeting in November

Youth Awareness Congress **dates and place TBD**

Founders Day is October 27

Retention week is the first week of November

November Meeting

Remind Lodges to transmit membership applications as received

Remind Lodges to verify previous month's Quickbooks accounts are reconciled by 11/10

Remind Lodges to mail Moose International A/R Payment and Endowment Fund by 11/15

Fellowship meeting should be held

Youth Awareness Congress **dates and place TBD**

Remind Lodges January is Moose Legion Month and events should be planned and published in newsletters

Heart of the Community Report is due by 11/15

December Meeting

Remind Lodges to transmit membership applications as received

Remind Lodges to verify previous month's Quickbooks accounts are reconciled by 12/10

Remind Lodges to mail Moose International A/R Payment and Endowment Fund by 12/15

State Board Meeting

PENNSYLVANIA MOOSE ASSOCIATION – CHECKS

The following donations should be made payable to **PMA** and sent to **State Secretary Bob Kaminske** and **earmarked appropriately in the memo line**:

These checks include:

- Association Dues
- PMA Membership Boosters
- Heart of Community Projects (PA Hero Walk, Etc.)
- 2028 Youth Awareness in Pennsylvania
- Fraternal Leadership Fund – Brian Toseki
- Flower Fund
- Penn Hall / Baby Village
- Moose Legion Ambassadors Funds (Moose Legion Only)
- Incoming PMA President Fund

Please send PA Moose Association checks to:

**PA Moose Association
c/o Bob Kaminske
190 Masterson Road
Oil City, PA 16301
pamoosesec@gmail.com**

MOOSE CHARITIES – CHECKS

The following donations should be made payable to **Moose Charities** and **earmarked appropriately in the memo line**:

These checks include:

- Endowment Fund
- Dress for Success
- PMA Scholarship Fund
Charles “Jesse” James Scholarhip and Don Sartor Scholarship are included in PMA Scholarship Fund, no separate remittance is necessary.
- Moose Cradle Fund
- Moose Rocking Chair Fund
- Moose International Youth Awareness
- Moose International Capital Projects
- **Endowment Fund monies should be remitted as received but not less than monthly.**

Please send PA Moose Charities checks to:

**Moose Charities
155 S. International Drive
Mooseheart, IL 60539–1100**

DO NOT SEND MOOSE CHARITIES CHECKS TO THE PMA

BATCH EMAIL LISTS

dps@pamoose.org – Contacts all District Presidents

secs@pamoose.org – Contacts all District Secretaries

dpsec@pamoose.org – Contacts all District Presidents AND Secretaries

patm@pamoose.org – Contacts the 5 Territory Managers

pma@pamoose.org – Contacts the Executive Board

INDIVIDUAL EMAIL CONTACTS

To contact an individual District President or Secretary type “dp” or “sec” (district number)@pamoose.org. Districts 1 to 9 must have a 0 before the district number. Example: dp01@pamoose.org

Individual Territory Managers and Executive Board members emails are included in this manual.

THE PMA RATING SYSTEM

The PMA Ratings is a series of categories which cover both monetary and non-monetary expectations for Lodges and Districts in the Pennsylvania Moose Association. These expectations are based on the commitment levels established by both Moose International and the PMA. For example, Moose International asks that each Lodge contributes .15 cents per member to the MI Scholarship Fund.

Lodges and Districts are assigned points based on their participation in each of the current 17 categories ranging from being a non-contributor to being a super contributor. The points are tallied, and Lodges and Districts are rated from first to last using the points accumulated.

Numbers for each category are derived from reports received from PMA Committee Chairmen, Territory Managers and Moose International. They are compiled on a monthly basis; sent to the PMA Board, District Presidents and Lodge Administrators prior to the first Saturday of each month. It is hoped that in this way, the Ratings can be utilized as a part of each District meeting.

The report is updated a minimum of 12 times a year. All categories follow the Fiscal year calendar for both Moose International (May 1 to April 30). Throughout the course of the year the primary purpose of the ratings is to act as a guide for Lodges and Districts, to help them determine where their commitments stand and what actions they need to take in order to fulfill them.

The Ratings Spreadsheet itself is divided into 18 sheets listed at the bottom of the workbook. They are as follows:

Ratings – shows the entire PMA by Lodge and District and all points thru the dates indicated in each heading.

Legend – shows each category and how points are awarded.

D1- D15 – Lodge/District report card.

Ranking – shows each Lodge's position in the ranking from first to last.

Lodge Rank by District – indicates the ranking of each Lodge within its given District.

District – ranks the Districts in the PMA first through last.

Worksheet – allows a district to copy their numbers only into an easy format for display and easy printing purposes.

Please keep in mind that the PMA ratings were established as a tool to help Lodges and Districts plan, organize and meet their yearly commitments to Moose International and the PMA. Any peripheral uses such as friendly competition, yearly awards, etc. are only secondary to the true intent.

The best way to utilize the Ratings is by using the Legend section. The Legend shows the points assigned for each successive level in each category. By using it as a planning tool, Lodges and Districts can set benchmarks for each category and ultimately determine where they wish to be by the end of the fiscal year.

The following is an explanation of the seventeen categories and the minimum expectations for each. In most cases, the minimum expected is not rated at the top of each category.

Membership – a measure of Lodge membership gains or losses over the previous year. A plus 1 from the previous year is the minimum expectation. (Rating 8)

Membership Retention – a percentage calculation of membership renewals. It is expected that you retain at least 80% of your membership in a given year. (Rating 8)

Endowment – cumulative total a Lodge has contributed to the endowment fund. The minimum expectation is a contribution of plus \$1.00 over the previous year. (Rating 8)

Per Member – total endowment given, divided by the total number of Lodge members (as of April 30th the previous year). The minimum amount of giving requested is \$4.00/ member. (Rating 7)

Capital Project – The minimum rating for this category is a 100% completion of a Lodge's given commitment. (Rating 8)

Scholarship – Lodge contribution to the International Scholarship Fund. A minimum of \$0.15 per member is the expectation. (Rating 8)

HOC Report – The points in this category are based on each of the quarterly Lodge HOC report. (example a Superior = 11 points). The quarterly points are cumulative for the year.

Fraternal Education – Is based on how many officers a Lodge is required to have and how many are currently up to date with Lodge Leadership Training. (Full Officer Corp with 100% Training Rating 11)

International Convention – Points are awarded for members attending the Yearly International Convention. The minimum expectation is one delegate per Lodge. (Rating 8)

Dress For Success – a PMA initiative. Each Lodge is asked to contribute \$100 in order to robe the graduating seniors at Mooseheart to go face the World. (Rating 8)

Membership Booster – funds donated to PMA for all membership functions on a yearly basis, such as membership drives, 25 Club party etc. The minimum expectation is \$500/Lodge (Rating 8)

District Monthly Report – Each month a report is expected from each District President and Secretary (even if no meeting). One point is awarded for each report, President & Secretary. Additionally, one point is awarded for each Lodge visitation by the District President (These cumulative points count only toward the District rating.)

District Meeting Attendance – One point for each type of attendee is awarded for each District meeting attended by the President, the Administrator or a member. Regardless of the number of members that attend, no more than 1 point will be awarded. No points will be awarded if there is no participation by a Lodge.

Youth Awareness – Points are awarded for a Lodge's sponsorship of students to the State Youth Awareness Congress. Additional points are awarded for multiple participants and for completion of participant's Kid Talks.

PMA AR Balance – If your Lodge owes monies to the PMA the rating in this category is 0. If you owe \$0.00 your rating is 11.

Mid-Year Conference & Annual Convention – Points are awarded for Lodge participation per session as recorded thru the roll calls. Minimum expectation is a Lodge delegate per session. Maximum expectation is each Lodge President and Administrator at all sessions. 1 point per session attended by the President, 1 point per session attended by the Administrator, and 1 point per session attended by a member. Max points for these two categories is 12.

A PowerPoint presentation on the ratings system is available to any interested party. In order to obtain this presentation please e-mail a request to **sctrude.925@gmail.com** and the presentation will be e-mailed to you as an attachment. You must have access to PowerPoint to view the presentation.

Fraternally,
Shaun Trude, PMA Ratings Chairman

DISTRICT OFFICER INSTALLATION CEREMONY GUIDELINES

President: (gives one rap to call meeting to order) "Welcome Members to the annual Installation Ceremony for District #_____ of the Pennsylvania Moose Association."

President: (gives two raps) "Will everyone please rise for the opening prayer by the Chaplain?"

Outgoing Chaplain: (advances to the altar) "Let us fold our arms and bow our heads.

God of the universe in whom we live and move, and have our being, source of all created things and Father of all sons of men in all lands everywhere, we acknowledge thy supremacy, thy majesty, thy glory. Look thou with favor upon our Brotherhood, and prosper it, give it peace, harmony, and progress; grant us to be just and fraternal in all our dealings, and into the discord of material strife, breathe the soft, sweet harmony of the golden rule, and teach us that man's greatest good is found in service to his fellow men. Amen"

President: (gestures toward American Flag) "I present the flag of our country as a symbol of unity, emblem of liberty, justice, and brotherhood. Place your right hand over your heart and join me in the pledge of allegiance."

"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under god, indivisible, with liberty and justice for all".

President: "Will everyone please remain standing? This is the time fixed for the installation of our officers for the forthcoming year. I have the honor to announce that Installing Officer _____, and Installing Sergeant-at-Arms _____

are present. Sergeant-at-Arms you will escort the Installing Officer to this station."

(The Installing Sergeant-at-Arms escorts the Installing Officer to the President's station. The installing Sergeant-at-Arms then shall be seated in the Sergeant-at-Arms chair positioned as it would be in a regular lodge meeting. The President delivers the gavel to the Installing Officer who seats the members with one rap. The Past President takes a seat to the right of the President's chair).

Installing Officer: "I am here for the purpose of installing your officers-elect for the forthcoming District year. Before doing this however, it becomes my duty to ascertain whether your retiring officers have complied with the rules and regulations governing this District. District President, have the Members whom District # _____ desires to install into office for the current year been elected in strict compliance with the Laws of the Order and the By-Laws of the District?"

President: "They have."

Installing Officer: "Have all the books of the retiring officers been audited and found to be correct?"

President: "They have."

Installing Officer: "Members; have any of you just cause to show why any or all of the Officers of District # _____ of the Pennsylvania Moose Association should not be installed into office? If so, you will make it known to me at this time." (Installing Officer pauses for a reply).

Installing Officer: "There appearing to be no objections, I shall proceed with the formal installation of your officers for the forthcoming year."

"The newly elected officers, will please rise. (Gives two 2 raps). Everyone else may remain seated."

"Officers elect; do each of you accept the office to which you have been elected or appointed?"

Officers: "I do."

Installing Officer: (advances to a position before the altar) "The officers-elect and the appointed officers will each place your left hand on your left breast, raise your right hand, and repeat after me, using your name where I use mine." (pause at each-for the response from the Officer being installed).

"I, _____ do solemnly promise—that I will faithfully—and to the best of my ability—perform the duties of the office—to which I have been elected or appointed—and that upon the expiration—of my term of office—I will deliver to my successor in office—or to any other legal authority of the Order—all funds, books, papers—property or paraphernalia in my possession—belonging to the District—or to any District of the PA Moose Association.—I pledge that I will comply with the laws of this Order—and the By—laws of the District.—I promise to obey all orders—emanating from the Supreme Lodge—the Supreme Council—and the General Governor—and I further promise—that I will conduct myself—as a true and loyal Moose in every particular.—To all of which I pledge my sacred honor.—So help me God and keep me steadfast.—Amen. You may lower your hands."

Installing Officer returns to his station and gives one rap to seat the elected and appointed officers.

Installing Officer: "All of the retiring officers are entitled to receive thanks for the faithful service they have rendered to this District and to the PA Moose Association during the preceding year. No material rewards can be conferred upon them for their labors, but they may retire from their present position with the feeling of satisfaction that their efforts have promoted the well-being of the lodges they represented and that their Brothers and Co-Workers appreciate the work they have done and the results that have been accomplished. Sergeant-at-Arms, present the retiring President and their escort to this station."

Sergeant-at-Arms: (presents the retiring President and their escort to the Installing Officer)

Installing Officer: "_____, you have served this District as its President faithfully, and now relieved from the active duties of that office, you will have time for the exercise and display of that wisdom which results from experience. You should be qualified to act as advisor on matters upon which you will be called to speak. Be ever present at the meetings of this District that you may at all times be assured that the good accomplished by your efforts will not be destroyed. Let kindness of heart control all your actions and utterances to the end that the respect of your Members may be retained and your usefulness to the lodges promoted. I now declare you installed as Past President of District # _____ of the Pennsylvania Moose Association. Congratulations". (Installing Officer shakes hand of Past President)

"Sergeant-at-Arms, please seat the Past President and their escort at the Past President's station in the meeting room."

Sergeant-at-Arms: (conducts the Past President and their escort to the Past President's station in the meeting room)

Installing Officer: "Sergeant-at-Arms, present the incoming Outer Guard _____ and their escort to this station."

Sergeant-at-Arms: (presents the incoming Outer Guard and their escort to the President's station)

Installing Officer: "_____, it shall be your duty to admit only qualified members to the meeting room during the meetings of this District. It will be your responsibility to greet each member as they enter the meeting room, and to make all Moose members feel a sense of welcome. Your responsibilities as an appointed Officer of this District are no less important than those of an elected officer and must be carried out with the same degree of respect and diligence required by those elected officials. It is my pleasure to now declare you duly installed as the Outer Guard of District # _____. Congratulations." (Installing Officer shakes hand of Outer Guard).

"Sergeant-at-Arms, conduct the Outer Guard and their escort to his/her proper station in the meeting room."

Sergeant-at-Arms: (conducts the Outer Guard and escort to the Outer Guard's station in the meeting room)

Installing Officer: "Sergeant-at-Arms, present the incoming Inner Guard _____, and their escort to this station."

Sergeant-at-Arms: (conducts the incoming Inner Guard and their escort to the President's station)

Installing Officer: "_____, you are now the guardian of the inner door. It is your duty to permit no one to enter the meeting room that is not duly qualified. By ushering in members

without noise or confusion, you can add much to the order and decorum of the District. Your position is also one of high responsibility and should be fulfilled with diligence and respect. I now declare you duly installed as Inner Guard of District #_____. Congratulations." (Installing Officer shakes hand of the newly installed Inner Guard)

"Sergeant-at-Arms, conduct the Inner Guard and their escort to the proper station in the meeting room."

Sergeant-at-Arms: (conducts the Inner Guard and their escort to the Inner Guard's station in the meeting room)

Installing Officer: "Sergeant-at-Arms, present the incoming Sergeant-at-Arms _____, and their escort to this station."

Sergeant-at-Arms: (conducts the incoming Sergeant-at-Arms and their escort to the President's station)

Installing Officer: "_____, your office is one of great importance in the District. You should assist late-comers in entry to the meeting room without noise or confusion. You shall be the custodian of District paraphernalia and it shall be your special responsibility to have the paraphernalia and meeting room suitably arranged for all meetings and special functions. It shall also be your duty to remove the paraphernalia following the close of the meeting and to return the meeting room to the same order as it was prior to the start of the meeting. You shall perform such duties as may be asked of you by the President. Be ever alert, painstaking, and careful in your work so as to impress the members of the District with your sincerity. I now declare you duly installed as Sergeant-at-Arms of District #_____ and offer to you my hand in congratulations of your new appointment." (Installing Officer shakes hand of the newly installed Sergeant-at-Arms)

"Sergeant-at-Arms, conduct the newly installed Sergeant-at-Arms and their escort to the proper station in the meeting room."

Sergeant-at-Arms: (conducts the newly installed Sergeant-at-Arms and their escort to the Sergeant-at-Arms station in the meeting room)

Installing Officer: "Sergeant-at-Arms, present the incoming Secretary _____, and their escort to this station."

Sergeant-at-Arms: (conducts the newly appointed Secretary and their escort to the President's station)

Installing Officer: "_____, yours is an administrative office and the most important of its kind in the gift of this District. Upon your ability and zeal in the discharge of your duties will depend, in a very great measure, the success and prosperity of this District. Spare no effort to justify the confidence the members of this District have shown in electing you as their Secretary. Study all the Laws of the Order. Be accurate in keeping the accounts of this District. Be zealous in your efforts to keep this District in good standing both financially and fraternally with the Pennsylvania Moose Association and the Supreme Lodge. Have all reports and official correspondence read and answered promptly. Be careful to draw no checks on the treasury funds of this District that are not warranted by the Law of the Order and authorized by membership of this organization. Maintain accurate records of all meetings and events in the District. You must insist that the District hold regular meetings for the transaction of official business. As correspondent for the District, your promptness in communicating with the Pennsylvania Moose Association and the Supreme Lodge is of vital importance. Believing that you will administer the duties of your office as now admonished, I declare you duly installed as Secretary of District #_____ of the Pennsylvania Moose Association and offer to you my hand in sincere congratulations for your election and acceptance of this most important office within the District. Congratulations and best wishes to you." (Installing Officer shakes hand of the newly installed Secretary)

"Sergeant-at-Arms, conduct the newly installed Secretary and their escort to the proper station in the meeting room."

Sergeant-at-Arms: (conducts the Secretary and their escort to the Secretary's station in the meeting room)

Installing Officer: "Sergeant-at-Arms, present the incoming Treasurer _____, and their escort to this station."

Sergeant-at-Arms: (conducts the incoming Treasurer and their escort to the President's station)

Installing Officer: "_____, the members of District #_____ in electing you as its Treasurer, have evidenced the high regard and esteem in which they hold you. Assure their continued confidence by exercising the utmost care and fidelity in performing the duties of your office, strictly in accordance with the provisions of our laws. Yours is an administrative office. Be accurate in keeping the accounts of this District and insist that its books be audited periodically. Be careful to allow no funds to be drawn from the treasury of the District that are not warranted by the laws of the District or which are not approved by the Board of Officers and membership of the District. You shall receive from the Secretary all deposit slips showing deposits made by him/her in financial institutions in the name of the District and shall report this information to the membership at regular meetings. You shall, with the President and Secretary, be responsible for the safekeeping of securities and your signature is required for the withdrawal of all funds. With the upmost confidence that you will faithfully observe the obligation and fulfill the responsibilities of this office, I declare you duly installed as the Treasurer of District #_____ of the Pennsylvania Moose Association and offer to you my hand in congratulations." (Installing Officer shakes hand of the newly installed Treasurer)

"Sergeant-at-Arms, conduct the newly installed Treasurer and their escort to the proper station in the meeting room."

Sergeant-at-Arms: (conducts the Treasurer and their escort to the Treasurer's station in the meeting room)

Installing Officer: "Sergeant-at-Arms, present the incoming Chaplain _____, and their escort to this station."

Sergeant-at-Arms: (conducts the incoming Chaplain and their escort to the President's station)

Installing Officer: "_____, it shall be your duty to invoke the blessing of the Diety at our meetings, services, and ceremonies. The station you will occupy is dedicated to Purity. Let your conduct and demeanor be such that you instill in all the spirit of purity, remembering that precept is not enough-example is necessary. I declare you duly installed as the Chaplain of District #_____ of the Pennsylvania Moose Association and offer to you my hand in congratulations." (Installing Officer shakes hand of the newly installed Chaplain)

"Sergeant-at-Arms, conduct the newly installed Chaplain and their escort to the proper station in the meeting room."

Sergeant-at-Arms: (conducts the Chaplain and their escort to the Chaplain's station in the meeting room)

Installing Officer: "Sergeant-at-Arms, present the newly elected Vice President _____, and their escort to this station."

Sergeant-at-Arms: (conducts the incoming Vice President and their escort to the President's station)

Installing Officer: "_____, in the absence of the President you are required to preside over the deliberations of this District. Familiarize yourself with the laws and procedures of the District so that you may be qualified to discharge this duty when required. Confident that you will faithfully observe the obligations you have assumed, it is with pleasure that I declare you duly installed as Vice President of District #_____ of the Pennsylvania Moose Association. Congratulations." (Installing Officer shakes hand of the newly installed Vice President)

"Sergeant-at-Arms, conduct the newly installed Vice President and their escort to the proper station in the meeting room."

Sergeant-at-Arms: (conducts the Vice President and their escort to the Vice President's station in the meeting room)

Installing Officer: (gives two raps and instructs everyone to rise) "Sergeant-at-Arms, present the newly elected President _____ and their escort to this station."

Sergeant-at-Arms: (conducts the newly elected President and their escort to the President's station)

Installing Officer: "_____, I welcome you to the station of the District President. A distinct honor has been conferred upon you by the members of the lodges of this District in selecting you for the responsible office of President. You may well be proud of the opportunity afforded you to direct the efforts of this District. The membership should be harmonious and enthusiastic, filled with the spirit of paternalism and the zeal employed in furthering our objectives, aims, and purposes.

During your term as District President, many good things can be accomplished which are essential to the well being of the District and its membership. I charge you to be careful to allow no laws of our Order to be violated in any respect. In making decisions, remember that your own feelings or interest must carry no weight. Be impartial in all matters and listen with respect to the opinions of your members. Govern the meetings of this District without fear or favor. Be ever mindful of your obligation to Mooseheart and Moosehaven. Remember our children and our aged Members and their spouses. Council always for their greater good and give of your substance for their help.

Have pride in your District and in your office, but temper that pride with the feeling of personal responsibility. Upon the expiration of your term of office, you will become a Past President of the District and will be recognized as such among its membership.

It gives me great pride to now present you with the gavel, symbolic of your authority to preside over the meetings and functions of this District. Never let it fall in anger, but wield it firmly and with discretion. I now declare you duly installed as President of District #_____ of the Pennsylvania Moose Association, Congratulations." (Installing Officer shakes hand of the newly installed Vice President)

"Sergeant-at-Arms, conduct the newly installed President and their escort to a place on my right."

Sergeant-at-Arms: (conducts the President and their escort to a place immediately to the right of the Installing Officer. The Installing Sergeant-at-Arms shall then assume a position near the Installing Officer to carry out any further instruction if given)

Installing Officer: "By the authority invested in me as Installing Officer of this District, I do hereby declare that the Officers of District #_____ of the Pennsylvania Moose Association have been duly installed. Chaplain, you will invoke the blessing of almighty God."

Chaplain: (proceeds to corner of altar, if using an altar) "Let us fold our arms and bow our heads. Almighty Father, impart thy grace, we beseech Thee, to these officers to whom the charge of this organization has been committed. Implant in their hearts the spirit of fraternal service and direct them to the cause of purity, aid, and progress. We especially ask that peace and harmony may prevail among our members, their families, and our lodges. And finally, oh Father we pray Thee, permit us to assemble around Thy Throne at the last great day to remain near Thee forever and ever. Amen." (Chaplain returns to his station)

Installing Officer: (retrieves the gavel from the newly installed President, gives one rap to seat everyone and returns the gavel to the President) "President, my job is now complete and I present to you the members of District #_____ of the Pennsylvania Moose Association, who await your initial address to them as their new President." (Installing Officer retires to a seat on the sideline)

President: (Thanks the Installing Officer and Installing Sergeant-at-Arms for their services and makes any remarks he desires to make to the audience. The President should also provide an opportunity to the Junior Past President of the District to make any remarks that he/she cares to make)

"There being no further business to be conducted, we will now proceed to close. (gives two raps) Everyone will please rise." (If using an altar) "Sergeant-at-Arms, please close the bible."

Sergeant-at-Arms: (advances to the altar, closes the bible, and returns to their station)

President: "That which is done, is done. Let none depart from this altar (drop hand and lightly touch altar) with anger in their heart. Let all go forth with good thoughts, good words, and good deeds for all mankind. I fraternally bid you good night."

CHANGING OF LODGE OFFICERS WITH PA DEPT. OF STATE

REQUIRED ANNUAL REPORTS IN PENNSYLVANIA

ALL LODGES ARE REQUIRED TO FILE ANNUAL REPORT DSCB:15-146

The link found below is to a very helpful guide that will assist you in filing this important report:

<https://www.pa.gov/content/dam/copapwp-pagov/en/dos/resources/business/graphics/2024-annual-report-help-guide.pdf>

A video guide may be found at the link below:

<https://www.youtube.com/watch?v=fqLkqnpQjIU>

<https://www.pa.gov/agencies/dos/programs/business/types-of-filings-and-registrations/annual-reports>

Please feel free to contact me if you need help with this report.

Bob Kaminske, PMA Secretary

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Oil City, PA 16301

814-758-1715 (cell)

pamoosesec@gmail.com

RULES FOR VACANCY OF OFFICE

On or after February 1st, if a vacancy occurs in any elective office other than the District President, the District President shall appointment someone to fill the office until the next General Election (subject to the approval of the District). If a vacancy occurs in the office of District President, the Pennsylvania Moose Executive Board shall appointment someone to fill the office until the next General Election.

Vacancies occurring prior to February 1st for elected officers other than the District President shall be filled by special election. The nominating committee at the next District meeting shall report all nominations.

PMA EXECUTIVE COMMITTEE

JR. PAST PRESIDENT: WILLIAM DOUGHERTY

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PRESIDENT: BENJAMIN SNYDER

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PENNSYLVANIA MOOSE ASSOCIATION BY-LAWS

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/not-for-profit corporation.

ARTICLE II

OBJECTIVES

The objectives of the Pennsylvania Moose Association are:

- To coordinate, promote, and support the programs and directives of Moose International, Inc. and The Moose.
- Encourage fraternal cooperation of the lodges of The Moose and the membership of such lodges in the State of Pennsylvania.
- Build the membership strength of The Moose.
- Exchange ideas and ideals which may be of benefit to the various lodges and their members.
- 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 Moose, Moose International, Inc. Board of Directors, and be bound and governed by the Constitution of Moose International and The Moose, the General Laws of The Moose, and the By-Laws of Moose International. These By-Laws or any amendments hereto shall be subject to approval of the Chief Compliance Officer and the Delegates of the Association.

ARTICLE IV

ASSOCIATION MEMBERSHIP

All lodges of The Moose in the State of Pennsylvania shall be members of the Pennsylvania Moose Association. To be in good standing with the Association, each lodge must remain current in all financial obligations due 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 Moose.

ARTICLE V

DISTRICT 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 member 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 four (4) regular meetings, with at least one meeting being held each quarter.

ARTICLE VI

DELEGATES

Section 1. Each good standing lodge in the Association shall be entitled to be represented in the meetings of the Association by two delegates who should be the President and Administrator or duly elected Alternate Representative, 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 twenty (20) delegates, nor cast more than twenty (20) votes. In addition to voting “delegates”, each lodge may have non-voting members in attendance. Delegates shall consist of Past Presidents/Past Governors and Past Regents (who earned their title prior to May 1, 2021) who are in good standing in their lodge.

Section 2. Each delegate elected to represent their lodge at a meeting of the Association shall have their name submitted to the Association Secretary two (2) weeks prior to convention. This certificate must be signed by the President 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. A delegate may only vote for the Lodge with which they are registered.

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 good standing 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. Any Duly Authorized Representative from Moose International appointed to serve the Association shall be entitled to all the rights and privileges of a delegate, provided they hold membership in a Lodge in active status in the Association, 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 good standing, shall constitute a quorum for the transaction of business at any duly authorized session of the Association, provided that the President, Vice President, Chaplain 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 Presiding Officer, 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, Chaplain, 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, the Junior Past President, and Representatives of The Moose who are themselves in good standing within their respective lodge. and whose lodge is in active status with the Association. Representatives of The Moose shall include the following The Moose Officers, Moose International Board of Directors, Past Supreme Governors/Past Chairmen of the Board of Directors, Grand Council members, International Higher Degree Board members, and members of the following Boards: Mooseheart, Moosehaven, Moose Charities, and Moose Foundation. Representatives of The Moose shall also include the Association Liaison, who shall be a non-voting member of the Board of Officers.

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, President and Secretary of the Association Corporation.

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, Chaplain, Secretary, Treasurer, and Association Liaison (non-voting). No other person shall be a member of the Executive Committee regardless of current or past title or position.

Section 5. The Board of Officers, or the Executive Committee may order a review of any funds of the Association, including any special fund accounts. The chairperson 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 Board of Officers or the Executive Committee. The Association Financial Review Committee shall meet semi- annually and at such other times as directed by the 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 they 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 their conduct was unlawful, shall be indemnified by the corporation against expenses, including attorneys fees necessarily incurred by such person in connection with the defense or settlement in any action or proceeding to which they are a party, alone or together with others, with reason of their 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 their 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 they are elected. The Secretary shall be elected for a term of four (4) years, which shall begin at the adjournment of the annual meeting at which they are elected. District Presidents are elected for one (1) year terms, but may be elected for more than one term. Each officer shall serve until their successor has been duly elected and installed.

Section 2. The Board of Officers shall fill vacancies in any of 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, except the office of Secretary, if in their 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 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 and five (5) representatives appointed by the President who shall be Past Presidents or committee chairpersons selected from five (5) member lodges in good standing 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 their name for a specific office and was not nominated by the Nominating Committee, shall have their 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, Moose ID numbers 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 of the Association unless a special dispensation is obtained from the Chief Compliance Officer.

Section 3. A nominee for Association President must be a Past Governor/Past President or a Past Regent prior to May 1, 2021 of The Moose, 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 two (2) weeks before the date of the annual meeting for the purpose of selecting their recommendation for District President, and electing their District Vice-President, Chaplain, 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 Association Nominating Committee shall report to the annual meeting of the Association during the opening session of the annual meeting.

Section 6. The election of officers shall be held during the final 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, unless special dispensation is obtained from the Chief Compliance Officer. In the event of a contested office, the election shall take place by secret ballot.

Section 7. The elected and appointed officers, and Committee Chairpersons, shall be installed into office prior to the close of the annual meeting utilizing the ritual provided by the Ritual Department of 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 Chief Compliance Officer, 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 those members attending a meeting of the Association.

Section 4. The time devoted to the meetings of the Association shall be determined by the Association Board of Officers in accordance with the guidelines provided by Moose International.

ARTICLE XIII **ASSOCIATION DUES**

Section 1. Each lodge of the Association shall remit to the Secretary, a sum equivalent to not less than \$3.00 per active member on the rolls of the lodge, the exact amounts and payment schedules to be determined by the Association Board of Officers. The computation shall be based upon the certified reports of the lodges within the Association submitted to Moose International for the period ending April 30 of the prior year. In no case shall the payment of the Association Dues for any lodge exceed \$3.00 per active member per fiscal year.

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 Moose, or not in good standing 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 good standing of a lodge, delinquent in its Association dues, from attending any and all meetings of the Association, provided they meet the requirement thereof. However, they 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. They shall be the Chief Executive Officer of the Association.
2. Preside over all meetings of the Association, the Board of Officers and the Executive Committee.
3. Appoint officers and committees.
4. 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 Territory/Regional Manager, they shall supervise and correlate the activities and visitations of the District Presidents.
6. Visit member lodges to promote the purposes and goals of the Association.
7. Appoint a Sergeant-At-Arms, Assistant Sergeant-At-Arms, Inner and Outer Guards and Assistant Inner and Outer Guards, as they deem necessary.
8. Countersign all properly authorized checks drawn on the accounts of the Association.
9. Sign all legal contracts authorized by the Association and the Chief Compliance Officer.
10. Take an active role in increasing the membership of the Association by promoting membership and sponsoring members into The Moose.
11. Attend district meetings when possible to encourage and promote the development of fraternal programs.
12. Remain of good moral character.
13. At all times, they shall be honest, truthful, and not engage in any conduct that would bring discredit upon the Association or fraternity.
14. Maintain the confidentiality of all Executive Committee meetings and such other committees and meetings when required and appropriate.
15. Perform such other duties as may be properly required of them.

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, Chaplain 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. 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 Chaplain of the Association.
3. Be Chairperson of the Moose of the Year program. 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 their term as President.

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

1. Take an active role in increasing membership in the Association by promoting membership and signing members.
2. Assist the President in the conducting of business of the Association at conferences and conventions.
3. They shall, in the absence of the President at stated meetings of the Association, preside over such meetings.
4. 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.

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

1. 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. The Treasurer or the President shall sign all authorized checks.
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. Review all current bills with the Board of Officers or Executive Committee (phone, credit card statements, office equipment, office supplies, transportation cost and meals). The bills will be checked against the receipt for financial review purposes.
10. 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.
11. Perform other such duties as the Board of Officers and/or Executive Committee may consider necessary to the Association.
12. Visit as many district meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
13. Maintain good morals, honesty and truthfulness and promote a positive attitude.
14. Maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.
15. Be a member of the Financial Committee.

Section 6. Chaplain – The duties and responsibilities of Chaplain are:

1. Take an active role in increasing membership in the Association by promoting membership and signing members.
2. 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. Perform other such duties, as the Board of Officers or Executive Committee may consider necessary to the Association.
5. Visit as many district meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
6. Maintain good morals, honesty and truthfulness and promote a positive attitude.
7. Maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.

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

1. 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. Provide adequate surety (fidelity) 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. Submit an annual report to the Association so far as they are able to ascertain.
4. 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. Sign all authorized checks.
6. Perform such other duties as may be properly required of them by the Association, Board of Officers and Executive Committee.

7. Maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.
8. Issue a receipt to each district secretary for monies received and deposited in Association sub-account under district name.

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

1. Take an active role in increasing membership in the lodges of the Association by promoting membership and signing members.
2. 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 they 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 & Outer Guard – The duties and responsibilities of the Inner Guard and Outer Guard are:

1. Take an active role in increasing membership in the lodges of the Association by promoting membership and signing members.
2. 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. Request assistance from the Sergeant-at-Arms when additional help is needed.
4. Report to the Association President, Board of Officers, or Executive Committee concerns of the Association.
5. Visit as many district meeting and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
6. 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 their district at least once during their 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. They shall also request elective officers in the district to make no less than three (3) visitations per year, not including their own lodge.
5. Appoint all district chairpersons and require reports to be read at each scheduled meeting.
6. Encourage each lodge in their 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 Ritual Chairperson in encouraging the formation of Ritual Staffs and to encourage perfection and efficiency by the officers in their charges as well as the exemplification of the ritual in all lodge ceremonies.
9. Cooperate with the Association Chairpersons in all authorized activities in their district.
10. Prepare a written report to be given as required at meetings of the Association covering all phases of activities within their district.
11. 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.
12. 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.
13. 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. 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. Submit an annual audit report to the Association as required.
3. Receive and account for all monies turned into the district and shall furnish the Treasurer with duplicate receipt of monies turned into Association to be held for each district in Association general sub-account. District may have petty cash in amount determined by Association Executive Committee.
4. Perform such other duties as may be properly required of them.
5. Submit to the Association an attendance report no less 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
By-Laws Committee
Communications Committee
Council of Higher Degrees Committee
Credentials Committee
Degrees Committee
Financial Review Committee
Government Relations Committee
Heart of the Community Committee
Membership Committee
Memorial Service Committee
Moose Charities Committee
Mooseheart Representative Committee
Moosehaven Representative Committee
Past Presidents' Committee
Program Book Committee

Registration Committee
Resolutions Committee
Rules and Order Committee
Scholarship Committee
Youth Awareness Committee

Other committees may be appointed as deemed necessary by the Board of Officers and/or Moose International.

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 Secretary through the Association Liaison.

ARTICLE XVII ADOPTION – EFFECT – AMENDMENTS

Section 1. These by-laws, as amended, shall be sent to the Lodges thirty (30) days prior to the start of the Annual Convention for their review.

Section 2. These by-laws, as amended, shall become effective when adopted by a two-thirds (2/3) vote of the Pennsylvania Moose Association at its Annual Convention and approved by the Chief Compliance Officer of Moose International. 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 Chief Compliance Officer.

ARTICLE XVIII RULES OF ORDER

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

ARTICLE XIX CONDITIONS BEYOND CONTROL

As per the direction of the Chief Compliance Officer of Moose International, the articles and meeting requirements of these by-laws may be changed for any reason for conditions that are not in their control included but not limited to: Natural Disasters, Acts of God, Fire, Flood, Riot or Restrictions or any other Actions by any Government or Semi Government Authorities.

ARTICLE XX ASSOCIATION POLICIES

An Association is allowed to adopt "Association Policies" for their individual Association. The Policies must be separate from the by-laws and must be submitted to the Chief Compliance Officer prior to being adopted at the Association Annual Convention by delegates. Only policies that conform to the General Laws will be approved.

-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 Association Convention held at Harrisburg, PA on March 20, 2021 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

this _____ day of _____ 20_____.

_____ President

_____ Secretary

(Imprint or place Association Seal Here)

Attest:

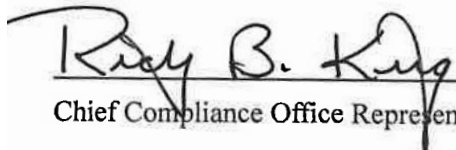
_____ Association Liaison

CERTIFICATE OF APPROVAL

I, the undersigned, do hereby certify that I am the Chief Compliance Officer of Moose International. 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 Moose.

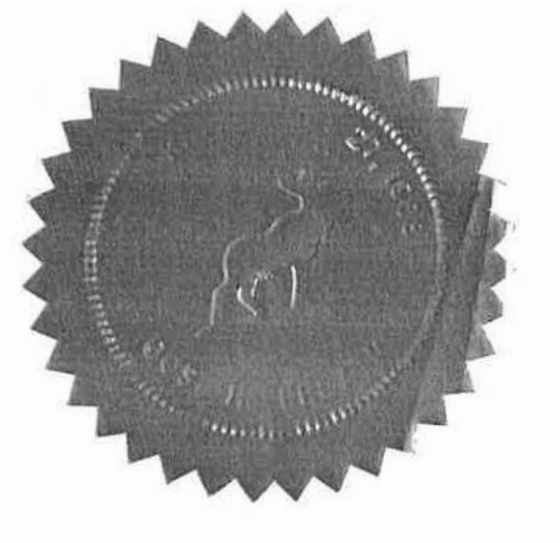
IN WITNESS THEREOF, I have hereunto subscribed my name and affixed the seal of Moose International

this 9th day of September, 2025.



Chief Compliance Office Representative

MOOSE INTERNATIONAL SEAL:



PENNSYLVANIA MOOSE ASSOCIATION

DISTRICT FUNDS POLICY

As per our Lockton Affinity Insurance Policy, Districts of the PMA are not allowed to have more than \$2,500.00 in their checking account at any time. Any amounts over this are not covered by any legal protection and makes the PMA general accounts not in good standing.

1. District Secretary must submit minutes of the monthly meeting along with the financial statement from the bank.
 - a. Bank statements from the previous month must be submitted to the Finance Review Chairperson monthly by the 10th of the current month.
 - b. Fiscal year will be from August 1 to July 31.
2. Districts not submitting financial reports monthly as described above will be subject to not having their District's President's room expenses paid.
 - a. This includes State Board meetings, the Mid-Year Conference, and the PMA Convention.
 - b. The District will still be required to attend these events, but will be responsible for their own room.

PENNSYLVANIA MOOSE ASSOCIATION

ANNUAL DUES DISCOUNT POLICY

Per the by-laws of the Pennsylvania Moose Association (hereafter referred to as the Association), each lodge of the Association shall remit to the Secretary a sum equivalent to not less than \$3.00 per active member on the rolls of the lodge. Dues amounts are based on the certified reports of the lodges within the Association submitted to Moose International for the period ending April 30 of the prior year.

To assist lodges in complying with timely payment of dues, the Association offers the following opportunity for lodges to receive discounts on the amounts owed:

- If a lodge remits payment of its annual dues balance prior to July 1, it will qualify for a discount of 50 cents per active member for which the lodge was billed.

Discounts calculated for the current year's dues billing will not apply to any past dues balances.

The following is the schedule for processing and payment of Association dues during a typical year:

- April 30 – End of Moose fiscal year; active membership totals used to calculate dues.
- May – Letters sent to lodges explaining dues amounts, available discounts, and payment deadlines.
- July 1 – Deadline for payment of Association dues; lodges that have not paid by this date are considered “not in good standing” with the Association until payment is made in full.

Exact amounts to be paid and payment schedules are determined by the Association Board of Officers.

Lodges that have not paid by July 1 will receive an invoice from the Association Secretary, copies of which will be sent to the lodge's respective District President and Moose International Territory Manager. If the lodge has an outstanding balance prior to generation of the invoice for Association dues, a statement indicating the previous balance due, the new invoice, and the total amount owed to the Association will be included.

PENNSYLVANIA MOOSE ASSOCIATION

ATTENDANCE POLICY

Per the by-laws of the Pennsylvania Moose Association (hereafter referred to as the Association), all lodges of The Moose in the Commonwealth of Pennsylvania shall be members of the Association.

To be considered in good standing with the Association, each lodge must remain current in all financial obligations due the Association and Moose International. Additionally, each lodge shall be represented at all the following meetings or events:

- Meetings of the District to which the lodge is assigned
- Association Annual Convention
- Association Mid-Year Conference
- International Convention
- Conferences, meetings, workshops, or training seminars as required by the Association or The Moose

The Association attendance policy runs concurrent to the Moose fiscal year (May – April). The following shall define the penalties for non-compliance with the Association attendance policy. All determinations shall be decided on a case-by-case basis by the Association Executive Committee.

Penalty for missing first District meeting of fiscal year:

Letter or email from the Association Secretary informing the Lodge of the requirements in the Association attendance policy; including the reasons for required attendance, and notifying the Lodge that its social quarters permit may be recommended for suspension for future non-compliance.

Penalty for missing the Association Annual Convention or Association Mid-Year Conference:

Letter or email from Association Secretary notifying the Lodge it is “**not in good standing**”, meaning:

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

Penalty for missing a combination of two meetings (District meetings, Association Annual Convention and/or Association Mid-Year Conference):

- The lodge will be considered “**not in good standing**” with the Association.
- Suspension of the lodge’s social quarters permit for a minimum of three (3) consecutive days (suspension can be stayed or waived by the Regional Manager only for compelling and extraordinary reasons with approval of the Chief Compliance Officer at Moose International).
- Positive intervention and assistance as recommended by the assigned Territory Manager and/or Regional Manager, including possible reorganization of the lodge’s Board of Officers or other appropriate action (as warranted) at the discretion of the assigned Territory Manager and/or Regional Manager with approval of the Chief Compliance Officer at Moose International.

Penalty for missing a combination of three meetings (District meetings, Association Annual Convention and/or Association Mid-Year Conference):

- Suspension of the lodge’s social quarters permit for a minimum of seven (7) consecutive days (suspension can be stayed or waived by the Regional Manager only for compelling and extraordinary reasons with approval of the Chief Compliance Officer at Moose International).
- Reorganization of the lodge’s Board of Officers or other appropriate action (as warranted) at the discretion of the assigned Territory Manager and/or Regional Manager with approval of the Chief Compliance Officer at Moose International.

Updated 2/2/2021

PENNSYLVANIA MOOSE ASSOCIATION

ASSOCIATION ELECTED OFFICERS POLICY

Association Executive Committee

Per Article IX, Section 4 of the Association By-Laws, the following elected officers of the Association serve on the Association Executive Committee: President, Vice President, Chaplain, Treasurer, and Secretary.

A nominee for the position of Vice President, Chaplain, or Treasurer must meet the following criteria:

- Must be one of the following:
 - Past Governor of the Order
 - Past President of the Order
 - Past Regent of the Women of the Moose (prior to May 1, 2021)
- Must have served at least one (1) year as a District President or as an Association Committee Chairman
- Must hold active membership in their Lodge and Moose Legion (male nominees) or Lodge and Women of the Moose Chapter (female nominees)

A nominee for the position of Secretary must meet the following criteria:

- Must be one of the following:
 - Past Governor of the Order
 - Past President of the Order
 - Current or former Lodge Administrator
 - Past Regent of the Women of the Moose (prior to May 1, 2021)
 - Current or former Chapter Recorder
- Must hold active membership in their Lodge and Moose Legion (male nominees) or Lodge and Women of the Moose Chapter (female nominees)

Association President

Per Article XI, Section 3 of the Association By-Laws, a nominee for Association President must meet the following criteria:

- Must be one of the following:
 - Past Governor of the Order
 - Past President of the Order
 - Past Regent of the Women of the Moose (prior to May 1, 2021)
- Must have served at least one (1) year in an elected office of the Association
- May not have previously served as Association President

In addition to these requirements, a nominee for Association President must have served at least one (1) year on the Association Executive Committee.

District Elected Officers

Per Article XI, Section 4 of the Association By-Laws, the elected officers of a District are the District President, District Vice President, District Chaplain, District Treasurer, and District Secretary.

Only (2) annually elected Officers from each Lodge are allowed from each lodge in the District. The District Secretary is not included in the annual elected officers.

Any exceptions would be on a case by case basis and would need to be approved by the PMA Executive Board.

A nominee for the positions of District Vice President, District Chaplain, District Treasurer, or District Secretary must hold active membership in their Lodge and Moose Legion (male nominees) or Lodge and Women of the Moose Chapter (female nominees).

A nominee for District President must meet the following criteria:

- Must be one of the following:
 - Past Governor of the Order
 - Past President of the Order
 - Past Regent of the Women of the Moose (prior to May 1, 2021)
- Must have completed at least one (1) year in an elected office of a Lodge within the District
- Must have completed at least one (1) year in an elected office of the District (unless dispensation is granted by the Association Board of Officers)

District Nominations

Per Article XI, Section 4 of the Association By-Laws, each District shall hold a meeting at least two (2) weeks before the date of the annual meeting for the purpose of selecting their recommendation for District President, and electing their District Vice President, Chaplain, Secretary, and Treasurer.

The District Nominating Committee shall consist of the following:

- The elected officers of the District (President, Vice President, Chaplain, Secretary, and Treasurer)
- The Junior Past President of the District
- The President and Administrator of each Lodge in the District that is in good standing with the Association
- Any Pennsylvania Moose Association Past President who has active membership in a Lodge in the District that is in good standing with the Association.

To assure that all processes are completed properly and legally, the Association has outlined the following timeline:

- The nomination and election process within the Districts must be completed so that recommendations for District Presidents are submitted to the Association Secretary prior to the June meeting of the Association Board of Officers.
- During the June meeting, the Association Board of Officers will review the list of recommended District Presidents and discuss any concerns.
 - Any recommendations in question will be returned to the respective District with directions and a deadline by which an updated recommendation must be submitted to the Association Secretary.
- A complete list of recommendations for District Presidents will be provided to the Association Nominating Committee for its meeting at the annual Association Convention in August.
- All recommendations for District Presidents that are approved by the Association Nominating Committee will be included in the committee's report to the Association Convention and be part of the election of Association officers.

Updated 8/2025

PENNSYLVANIA MOOSE ASSOCIATION DISTRICT MEETINGS AND LEADERSHIP POLICY

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 Association Convention shall be counted as a District meeting and be considered as part of the District meeting schedule for that quarter of the calendar year.

Districts may schedule additional meetings as the District members deem necessary. All meeting attendance policy requirements shall be enforced for any additional meetings.

District Meetings must be run in accordance with the Association District meeting agenda as printed in the District President's handbook furnished by the Association.

All District meetings shall be held in the lodge home of one of the lodges within the District. Meetings held in any other locations are contingent upon approval of the Association Executive Committee.

The District Executive Committee shall consist of the elected officers of the District (President, Vice-President, Secretary, Treasurer, and Chaplain) and the Junior Past President of the District.

The elected officers of the district, the Junior Past President of the District, and the Presidents and Administrators of the lodges within the District, shall be members of the District Board of Officers, which shall meet at the call of the current, presiding District President.

Updated 1/25/2021

PENNSYLVANIA MOOSE ASSOCIATION CONFERRAL OF HONOR OF PAST ASSOCIATION PRESIDENT POLICY

At the recommendation of the Association Past Presidents Committee, the Resolutions Committee may submit to the membership of the Association at its Annual Convention, a resolution to confer the title of honorary Past Association President upon any member holding active status in The Moose.

Revised 2/2/2021

PENNSYLVANIA MOOSE ASSOCIATION
EXPENSE REIMBURSEMENT FOR DISTRICT PRESIDENTS POLICY

ASSOCIATION BOARD MEETINGS

- One night lodging reserved by PMA Secretary

ASSOCIATION MEETINGS

- Association Mid-Year Conference – 3 nights lodging reserved by PMA Secretary and paid on Master Account
- Association Convention – 3 nights lodging reserved by PMA Secretary and paid on Master Account

DRESS CODE

- PMA President determines dress code for all State Board Meetings.
- The Convention and the Mid-Year Conference shall be business attire when sitting at the front tables during meetings.
 - Business attire definition:
Men shall wear slacks, button down shirt, tie, sport jacket, and dress shoes.
If wearing regalia, it must be worn in the entirety with black slacks, white shirt, proper tie, blazer, and black shoes.
Women shall wear a dress or slacks/skirt, dress blouse, and dress shoes.
- If dress code is not followed, the PMA reserves the right to not cover the President's room.

PENNSYLVANIA MOOSE ASSOCIATION
EXPENSE REIMBURSEMENT FOR ASSOCIATION EXECUTIVE COMMITTEE POLICY

EXECUTIVE COMMITTEE MEETINGS

- Round trip mileage to/from host venue (according to program such as Google Maps or MapQuest) and round trip tolls (when applicable).
- 2 nights lodging reserved by PMA secretary

ASSOCIATION BOARD MEETINGS

- 2 nights lodging reserved by PMA secretary

ASSOCIATION MEETINGS

- Association Mid-Year Conference – 3 nights lodging reserved by PMA Secretary and paid on Master Account
- Association Convention – 3 nights lodging reserved by PMA Secretary and paid on master account

STATEWIDE PILGRIM CELEBRATION AND PMA FAMILY PICNIC

- 1 night lodging

MOOSEHEART GRADUATION/PILGRIM CONFERRAL AND PA DAYS AT MOOSEHEART

- Transportation (one of the following options):
 - Round trip airfare, mileage to and from airport, parking at airport of departure, and ground transportation to/from airport in Chicago
 - Round trip mileage to/from Mooseheart (according to program such as Google Maps or MapQuest) and round trip tolls
 - Rental car (not to exceed \$500; extras such as additional insurance, satellite radio, and GPS will not be reimbursed) and round trip tolls
- Lodging near Mooseheart (up to 3 nights)

MOOSE INTERNATIONAL CONVENTION

- Transportation (one of the following options):
 - Round trip airfare, mileage to and from airport, parking at airport of departure, and ground transportation to/from airport in host city

MOOSE INTERNATIONAL CONVENTION *cont'd*

- Round trip mileage to/from host city (according to program such as Google Maps or MapQuest) and round trip tolls when applicable
- Rental car (not to exceed \$500; extras such as additional insurance, satellite radio, and GPS will not be reimbursed) and round trip tolls when applicable
- Lodging at Convention hotel (up to 6 nights)

ASSOCIATION PRESIDENT'S VISITATION (when requested by lodge and approved by Executive Committee)

- Round trip mileage to/from host lodge (according to program such as Google Maps or MapQuest) and round trip tolls when applicable
- 1 night lodging (if not paid by lodge)

MILEAGE REIMBURSEMENT POLICY

MILEAGE RATE

- Mileage will be reimbursed at the same rate as Moose International current standards.
- Current rate effective January 1, 2025 is \$0.55 cents per mile.

All other reimbursements will be made on a case-by-case basis.

Requests for reimbursement MUST be sent to the PMA Secretary following the event.

**PMA Moose Association
Robert Kaminske, Secretary
190 Masterson Road
Oil City, PA 16301**

Updated 8/2025

PENNSYLVANIA MOOSE ASSOCIATION EXPENSE REIMBURSEMENT FOR ASSOCIATION PILGRIM CHAIRMAN POLICY

ASSOCIATION MEETINGS

- Association Mid-Year Conference – 3 nights lodging Reserved by PMA Secretary and on Master Account
- Association Convention – 3 nights lodging reserved by PMA Secretary and paid on Master Account

MOOSEHEART GRADUATION/PILGRIM CONFERRAL

- Transportation
 - Round trip airfare and ground transportation to and from airport in Chicago
 - Round trip mileage to/from Mooseheart (according to program such as Google Maps or MapQuest) and round trip tolls
 - Rental car (not to exceed \$500; extras such as additional insurance, satellite radio, and GPS will not be reimbursed) and round trip tolls
- Lodging near Mooseheart (up to 3 nights)

STATEWIDE PILGRIM CELEBRATION

- 1 night lodging

All other reimbursements will be made on a case-by-case basis.

Requests for reimbursement MUST be sent to the PMA Secretary following the event.

**PMA Moose Association
Robert Kaminske, Secretary
190 Masterson Road
Oil City, PA 16301**

Updated 8/20/2024

PENNSYLVANIA MOOSE ASSOCIATION
EXPENSE REIMBURSEMENT FOR REPRESENTATIVES OF THE MOOSE POLICY

THIS REIMBURSEMENT POLICY APPLIES TO INDIVIDUALS SERVING IN ONE OF THE FOLLOWING CAPACITIES:

- Corporate Officer of Moose International
- Member of the Moose International Board of Directors
- Past Supreme Governor/Past Chairman of the Moose International Board of Directors
- Grand Council Member
- Moose International Higher Degree Board Member
- Member of the Mooseheart Board of Directors, Moosehaven Board of Directors, Moose Charities Board of Directors, or Moose Foundation Board of Directors

ASSOCIATION MEETINGS

- Association Board Meetings – 1 night lodging reserved by PMA Secretary and paid on Master Account
- Association Mid-Year Conference – 3 nights lodging reserved by PMA Secretary and paid on Master Account
- Association Convention – 3 nights lodging reserved by PMA Secretary and paid on Master Account

PA DAYS AT MOOSEHEART

- Transportation (one of the following options):
 - Round trip airfare and ground transportation to/from airport in Chicago
 - Round trip mileage to/from Mooseheart (according to program such as Google Maps or MapQuest) and round trip tolls
 - Rental car (not to exceed \$500; extras such as additional insurance, satellite radio, and GPS will not be reimbursed) and round trip tolls
- Lodging near Mooseheart (up to 3 nights)

All other reimbursements will be made on a case-by-case basis.

Requests for reimbursement MUST be sent to the PMA Secretary following the event:

**PMA Moose Association
Robert Kaminske, Secretary
190 Masterson Road
Oil City, PA 16301**

Updated 8/20/2025

PENNSYLVANIA MOOSE ASSOCIATION
EXPENSE REIMBURSEMENT FOR MOOSE LEGION AMBASSADORS POLICY

- Incoming Moose Legion Ambassadors are eligible to receive up to \$500 for qualifying Moose International Convention expenses (Dependent on funds received from PA Moose Legion Jurisdictions)
- Moose Legion Ambassadors are eligible to receive up to \$250 for qualifying Moose Legion All-State Celebration expenses (Dependent on funds received from PA Moose Legion jurisdictions)

All other reimbursements will be made on a case-by-case basis.

Requests for reimbursement MUST be sent to the PMA Secretary following the event:

**PMA Moose Association
Robert Kaminske, Secretary
190 Masterson Road
Oil City, PA 16301**

Updated 8/20/2024

PENNSYLVANIA MOOSE ASSOCIATION
EXPENSE REIMBURSEMENT FOR BABY VILLAGE/PENN HALL REPRESENTATIVE POLICY

PMA DAYS/MOOSEHEART HOMECOMING

- Transportation
 - Round trip airfare and ground transportation to/from airport in Chicago
 - Round trip mileage to/from Mooseheart (according to program such as Google Maps or MapQuest) and round trip tolls
 - Rental car (not to exceed \$500; extras such as additional insurance, satellite radio, and GPS will not be reimbursed) and round trip tolls
- Lodging
 - To be included on the PMA Master list where they are staying (up to 3 nights)

DISTRICT MEETING CANCELLATION POLICY

From time to time, we realize District Meetings must be cancelled. **First of all, these cancellations should only be done under extreme emergencies or situations.**

Below is the procedure for cancelling or moving a district meeting:

- As per the PMA By-Laws, every district is required to have a minimum of 2 meetings per calendar quarter.
- Meetings are required to conduct business and relay important information from the PMA.
- If a District President determines a meeting needs to be cancelled or relocated due to weather conditions, storm damage, or unexpected circumstances at a lodge such as a water main break, or power outage, the following procedure must be followed:
 - Notify the District Officers, Lodges, Lodge President, and Administrator
 - Confirm if the meeting is being cancelled or the location moved.
 - Notify PMA Executive Board via email or text.
 - Reschedule the meeting.
 - Notify the affected lodges, officers, and PMA Executive Board of date change.

PLEASE REMEMBER YOU MUST HOLD A MEETING AS PER THE PMA BY-LAWS

PENNSYLVANIA MOOSE ASSOCIATION ASSIGNMENT OF LODGES TO DISTRICTS

District 1 Shall consist of the following 8 lodges:

Coatesville Lodge 297
West Chester Lodge 908
Willow Grove Lodge 1101
Downingtown Lodge 1153
Bucks Lodge 1169
Slatington Lodge 1375
Sellersville Lodge 1539
Media Lodge 2189

District 2 Eliminated

District 3 Shall consist of the following 9 lodges:

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

District 4 Shall consist of the following 10 lodges:

Milton Lodge 171
Sunbury Lodge 181
Susquehanna Lodge 794
Muncy Valley Lodge 866
Danville Lodge 1133
Selinsgrove Lodge 1173
Pittston Lodge 1207
Middleburg Lodge 1229
Tunkhannock Lodge 1276
Stroudsburg Lodge 1336

District 5 Shall consist of the following 7 lodges:

Millersburg Lodge 59
Lancaster Lodge 299
Chickies Rock Lodge 307
Middletown Lodge 410
Hamburg Lodge 523
Elizabethtown Lodge 596
Tower City Lodge 1603

District 6 Shall consist of the following 9 lodges:

Marysville Lodge 107
Hanover Lodge 227
McSherrystown Lodge 720
Carlisle Lodge 761
Millerstown Lodge 925
Waynesboro Lodge 1191
Gettysburg Lodge 1526
Mercersburg Lodge 1790
Shippensburg Lodge 2500

District 7 Shall consist of the following 7 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 Eliminated

District 9 Shall consist of the following 12 lodges:

Clearfield Lodge 97
St. Mary's Lodge 146
Osceola Mills Lodge 154
Bellefonte Lodge 206
Curwensville Lodge 268
Houtzdale Lodge 327
Coalport Lodge 350
Port Allegany Lodge 460
Grassflat Lodge 941
Madera Lodge 1172
Ridgeway Lodge 1183
Clarence Lodge 1565

District 10 Eliminated

District 11 Shall consist of the following 9 lodges:

Connellsville Lodge 16
Uniontown Lodge 20
West Newton Lodge 31
Finleyville Lodge 172
Scottdale Lodge 194
Belle Vernon Lodge 209
Waynesburg Lodge 461
Sutersville Lodge 1358
Cokeburg Lodge 1625

District 12 Shall consist of the following 7 lodges:

Wilmerding Lodge 86
Export Lodge 234
Irwin Lodge 236
Verona Lodge 250
Universal Lodge 298
Beechview Lodge 609
Hays Lodge 1436

District 13 Shall consist of the following 7 lodges:

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

District 14 Shall consist of the following 7 lodges:

New Castle Lodge 51
Butler Lodge 64
Ellwood City Lodge 93
Clarion Lodge 101
Kittanning Lodge 137
New Bethlehem Lodge 366
Chicora Lodge 962

District 15 Shall consist of the following 12 lodges:

Erie Lodge 66
Oil City Lodge 78
Franklin Lodge 83
Titusville Lodge 84
Corry Lodge 98
Warren Lodge 109
Greenville Lodge 276
Albion Lodge 381
East Erie Lodge 593
Union City Lodge 882
Meadville Lodge 2505
North East Lodge 2568

The number of Districts and/or composition of Districts may be changed at the recommendation of the Association Executive Committee with approval of the Association Board of Officers.

Updated 8/2026

PENNSYLVANIA MOOSE ASSOCIATION

DISTRICT

FORMS

PENNSYLVANIA MOOSE ASSOCIATION
DISTRICT _____ CALENDAR OF MEETINGS
RETURN FORM NO LATER THAN JULY 15TH

SEPTEMBER	LODGE	
DATE	ADDRESS	
	TIME	
OCTOBER	LODGE	
DATE	ADDRESS	
	TIME	
NOVEMBER	LODGE	
DATE	ADDRESS	
	TIME	
DECEMBER	LODGE	
DATE	ADDRESS	
	TIME	
JANUARY	LODGE	
DATE	ADDRESS	
	TIME	
FEBRUARY	LODGE	
DATE	ADDRESS	
	TIME	
MARCH	LODGE	
DATE	ADDRESS	
	TIME	
APRIL	LODGE	
DATE	ADDRESS	
	TIME	
MAY	LODGE	
DATE	ADDRESS	
	TIME	
JUNE	LODGE	
DATE	ADDRESS	
	TIME	
JULY	LODGE	
DATE	ADDRESS	
	TIME	
AUGUST	LODGE	
DATE	ADDRESS	
	TIME	

EMAIL TO: pma@pamoose.org

26-27 PMA Directory Districts				
District:				
Title	District	Name	Address	
President	District			
Vice President	District			
Chaplin	District			
Treasurer	District			
Secretary	District			
Jr. Past President	District			
Activities	District			
Arthritis	District			
Council of Higher Degree	District			
Fellowship	District			
Government Relations	District			
Heart of the Community	District			
Loss Prevention	District			
Membership	District			
Moose Charities	District			
Moose Legion	District			
Moose of the Year	District			
Moose Riders	District			
Pilgrim	District			
Ratings	District			
Safe Surfin	District			
Scholarship	District			
Sports	District			
Veterans	District			
WOTM Degrees	District			
Youth Awareness Coordinator	District			



PENNSYLVANIA MOOSE ASSOCIATION
DISTRICT PRESIDENT'S REPORT FOR DISTRICT _____ MEETING

Date: _____ Location: _____

District Officer running District meeting: _____ Total in attendance: _____

District Officers Present:

☐ Jr. Past President
☐ President
☐ Vice President

☐ Chaplain
☐ Treasurer
☐ Secretary

Lodges Present:

Lodge Name & Number	President	Admin	Other Members
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

District Committee reports given: Place Yes/No if report was given (All Committee's should have a report) Give important information from the report.

Activities (includes Moose Riders, Sports, and any District Activity): _____

Degrees (includes Council of Higher Degrees, Moose, Legion, Fellowship, Pilgrim, Academy of Friendship, Star, College of Regent): _____

Fraternal Review (includes Audit and Fundraising): _____

Government Relations: _____

Heart of the Community (includes Arthritis, Safe Surfin', and Veterans): _____

Lifetime Achievement (Due November 1st): _____

Membership (includes New Lodge Development, Ratings and Safety & Loss Prevention): _____

Memorial Service: _____

Moose Charities (includes Capital Project, Endow Fund, and Recognition): _____

Moosehaven Admissions: _____

Moose of the Year: _____

Scholarship: _____

Youth Awareness: _____

Outstanding Lodge/Membership Issues/Concerns: _____

District President's Comments: _____

EMAIL TO PMA@PAMOOSE.ORG WITHIN 7 DAYS AFTER DISTRICT MEETING

PENNSYLVANIA MOOSE ASSOCIATION
DISTRICT PRESIDENT'S LODGE VISITATION REPORT

District # _____

Lodge Name & Number: _____

Social Visit _____ Officers Meeting _____ Lodge Meeting _____ Other _____

Reason for Other _____

LODGE MEETING

Room set up properly? YES___ NO___ Meeting ran properly? YES___ NO___

Number of Officers present at meeting _____ Number of members present _____

Number of applicants _____

Amount of Endowment Collected _____ Last time remitted _____

MEMBERSHIP CAMPAIGNS

Lodge has an in house membership campaign YES___ NO___

Provide campaign details _____

International membership poster posted? YES___ NO___

Preferred member poster up and being used? YES___ NO___

PMA membership poster? YES___ NO___

NEW MEMBER ORIENTATIONS

Date of last orientation _____ Date of next orientation _____

SOCIAL VISIT

Total members in social quarters _____

Officers present _____ Acknowledge your presence YES___ NO___

How were you treated? _____

Does lodge have activities planned? If so, use space below to provide details. YES___ NO___

REMARKS AND RECOMMENDATIONS—INCLUDE ALL LODGE COMMITTEES THAT GAVE REPORTS

Date of visit _____ Person making visitation & Title _____

EMAIL TO: pma@pamoose.org



PENNSYLVANIA MOOSE ASSOCIATION

Committee Chairman Monthly Report

Date _____

Committee _____, **Chairman** _____

Activities during month;

Progress report;

Activities Planned

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PENNSYLVANIA MOOSE ASSOCIATION
REPORT OF ELECTION - MUST BE EMAILED BY JUNE 1ST

Jr. Past President	Name		Lodge Name & No.
	MID #		
	Address		
	Phone #		
	E-mail		

President	Name		Lodge Name & No.
	MID #		
	Address		
	Phone #		
	E-mail		

Vice President	Name		Lodge Name & No.
	MID #		
	Address		
	Phone #		
	E-mail		

Treasurer	Name		Lodge Name & No.
	MID #		
	Address		
	Phone #		
	E-mail		

Chaplain	Name		Lodge Name & No.
	MID #		
	Address		
	Phone #		
	E-mail		

Secretary	Name		Lodge Name & No.
	MID #		
	Address		
	Phone #		
	E-mail		

Nominating Committee Representative: _____
(Name)

THE ABOVE OFFICERS WERE ELECTED AT A REGULAR MEETING OF DISTRICT NO. _____ HELD AT

(Name of Lodge) MOOSE LODGE NO. _____ THIS _____ DAY OF
(Number) (Day)

(Month and Year)

Attested by Secretary

E-mail to pma@pamoose.org

Lodge Name:

Lodge#:

Date:

Y/N

A. Financial Accounts and documents maintained properly:

	Review blank checks and/or checkbook stubs. No signed blank checks.	
	Review mo. bank reconciliation. Do checks & bank statements match?	Ca
	Are there two authorized signatures on each check?	ba
	Verify that the checks and bills match.	Pa
	Review canceled checks & stubs that no checks are to cash.	W
	Cash Receipts are issued for all transactions.	To
	Incidental Expenses are current. (Petty Cash)	
	Verify deposits made weekly. Recorded properly and verified w/Treasurers initials	
*	Ensure NSF Check procedure is in place and enforced.	
*	Newsletter permit on file?	Editor's Name
*	Membership applications filled out correctly?	
*	Review Financial Reports prepared by the Administrative Officer.	
*	Review all investment documents, Securities, and notes rec, if any.	
*	All General and Officer meetings were held this month?	To
*	All minutes were signed by the Administrator and President	To
*	Proper records & files maintained?	N

Petty Cash	
Cash on-hand	
banks out +	
Payout Receipts +	
Wkly Sales -	
Total Petty Cash	0

Editor's Name

B. Quick Books

	QuickBooks is balanced monthly and accurately maintained?
*	Review of expenses for proper account classification.
*	Review of proper dispensation for required purchases.
*	Review open accounts payable in Quick Books.
*	Is there a chart of accounts updated monthly?
	Any money taken from Savings, CDs, investments?

C. LCL

	Ensure all applicants are entered and transmitted.
*	Membership changes are current.
*	Ensure deceased members have been reported.
*	Review of all life memberships.
*	New officers updated. (as needed)

D. Payment of bills and debts

	MI Statement of Account current?
	MI Loan Current?
	Endowment remitted?
	Association Dues/Per Capita paid?
	Utilities paid?

Date	Check#	Total Amount

E. Tax reports and payments:

*	Are 1099's used for contract work?
*	941 Employee Fed Tax form for prev Qtr on file?
*	Quarterly taxes remitted timely (SS, withholding, real estate, sales or other taxes).

F. License/Permits:

*	MI Social Quarters permit displayed?
*	Social Quarters rules displayed?
*	Liquor License current and displayed?
*	Sales Tax permit current?
*	Bingo Permit current?
*	Servers TIPS/ABC training current & on file?

Where:

--

Exp date:

--	--

Exp date:

Exp date:

How many?

G. Social Quarters

*	Preferred Member Chart current?	Sponsored		Quota:	
*	Campaign Poster posted? (International, State, Lodge, etc)				
*	Is monthly financial report to Lodge on file?	Date:			
*	Is monthly inventory of merchandise on file?	Date:			
*	Is merchandise properly priced?				
*	Are weekly envelopes used?				
*	Guest Book properly used?				

Additional Financial Review Committee Responsibilities

*	Verify physical inventory of all lodge assets. (yearly)
*	A budget is prepared by the administrator and reviewed by the board. (yearly)
*	Proper check signature cards on file with the bank for both checking and savings accounts. (as needed)

* Risk Pool, Officers Bond Premium, and other insurance paid. (yearly)

	Ins Comp Name	Date Expires	Paid
*	Fidelity Bond current?		
*	Property Insurance current?		
*	Workmans Comp current?		

*	990 for previous year on file?	Year:		Date Filed	
*	Incorporation form on file?	ID#:		Renewal Date	
*	940 for previous year on file?	Date Paid		Check #	

* Verify tax reports filed properly (940,941,944,1096,1099, W-2, I-9, W-4). (yearly)

All non-compliant issues should be explained below & brought to the BOO's Attention:

Social Quarters Profit & Loss suggestions.

Submitted by:

	Printed Name	Signature
Financial Review Committee Chairman		
Financial Review Committee Member		
Chaplain		

* Items shall be performed monthly

This report shall be printed, signed by all three members, and filed with a copy of the Financial Reports.

Reveiw will be verified during official visits.

An Electronic copy of this file shall be sent to the Territory Manager with signature.

District President's Report
For State Board Meetings

In preparing your District President's report for PMA State Board meetings which is 4 times a year please use the Committee reports that you receive as information for your report. This includes at least the following reports: Ratings, Membership, Moose Charities, Endowment, and Scholarship. Most of these reports come out on a monthly schedule.

Items to be discussed in your report:

- Membership & Retention for both the District and the Lodges in the District
- Moose Charities giving for both the District and Lodges in the District. This includes Endowment, Building projects (AAA), Scholarship, Dress for Success and any other Moose Charities donations.
- Community Services: What are your Lodges doing to support their communities? This could include donations, manpower help or anything that is making their community a better place.
- Lodge Activities: What are your Lodges doing for their members such as entertainment, special functions, recognition, Lodge improvements, etc.
- Lodge Visitations: Re-cap of what Lodges you visited since the last PMA Board meeting. Any outstanding items to share from your visitations.
- Lodge Concerns: Any concerns or issues with any Lodge(s) in your District
- Lodge Commendations: Any outstanding items that Lodge(s) has done that should be recognized by the PMA.
- Closing remarks: Overall impressions and comments about the District and recommendations for Lodges, Districts, and the PMA.