

Virginia Moose Association Moose Riders Activity Group Guidelines

Article I Name

The name of this activity unit shall be known as the Virginia Moose Association Moose Riders Group.

Article II Purpose

The purpose of this activity is to be a social and civic activity group for good standing men and women members of District/Lodges and chapters located within the State of Virginia.

Article III Membership

Section (1) to become a member of the Virginia Moose Riders Group, all members must be good standing members of a District/Lodge or chapter situated within the State of Virginia.

Section (2) Application for membership shall be made to the Region or District/Lodge Chairman. An applicant shall be deemed elected into membership upon payment of the required fees, providing proof of good standing membership of a District/Lodge or chapter of the Virginia Moose Association, and providing written proof of insurance of all motor vehicles that will be used in club activities as required by law.

Section (3) Good standing members of the group shall be members whose membership fees in the District/Lodge, district and state group, are paid in full and not in arrears. Membership in the State Activity Group will run from January 1 through December 31. Annual fees shall be \$15.00, paid on or before January 31 to the District/Lodge Moose Rider Treasurer. Breakdown of fees are as follows:

State Group - \$8.00 sent to the VMR State Treasurer by the District/Lodge Moose Rider Treasurer by January 31 along with a full roster.

District/Lodge Group - \$7.00 per member kept by the District/Lodge Moose Rider Treasurer in the District/Lodge Moose Rider account

Section (4) any new members joining after September 15 are paid in full through the following year.

Section (5) Any existing Moose Rider Group in the state of Virginia may join the State Moose Rider Group by sending \$8.00 per member, along with a membership list, to the VMR State Treasurer

Section (6) if any member has a spouse who is not a member of the Loyal Order of Moose or Women of the Moose, the spouse must be elected as a non-voting honorary member. In addition, any good standing member of another District/Lodge of the Loyal Order of Moose or chapter of the Women of the Moose may be an honorary member

Section (7) If an honorary member's spouse dies, the honorary member automatically relinquishes his or her membership unless he or she is a good standing member of Loyal Order of Moose or Women of the Moose

Article IV Meetings

Section (1) The annual meeting of the Group shall be in the month of September of each year and referred to as the Fall Rally. The State Moose Riders Board of Officers will determine the date and location of the Rallies.

Section (2) The purpose of the Annual Rally/Order of business:

1. Introduction of guests and new members
2. Minutes of previous meeting
3. Reports of Officers and District/Lodges
4. Old Business
5. New Business
6. Good and Welfare
7. Changes to State Guidelines

Section (3) The State Group will be divided in Regions

Section (4) General membership meetings shall be held at each District/Lodge location on days and times as determined by the District/Lodge Moose Rider Board of Officers. The Board of Officers shall reschedule any meetings cancelled due holidays or conflicts.

Section (5) The District/Lodge Moose Rider Chairman may call a special meeting of the club whenever one third (1/3) of the good standing voting members of the club make a written request to the Chairman, specifying the object of the meeting. Written notice of such meeting shall be hand delivered or mailed to the voting members not less than ten (10) days prior to the meeting. Only business or the object of the meeting as contained in the notice shall be discussed or voted on.

Section (6) All meetings shall be conducted according to parliamentary rules and open discussion from the floor on all measures shall be permitted and encouraged.

Section (7) The District/Lodge Moose Rider Board of Officers shall meet each month at such time and place as the Board of Officers designates

Section (8) No person other than a good standing member of honorary member of the group shall be present at a meeting of the group unless specifically invited by the Chairman or permitted by a vote of the Board of Officers.

Section (9) The Secretary/Treasurer shall mail a notice of every annual meeting of the group to each member of the group at least ten (10) days before the date of the meeting

Article V Quorum

Section (1) No official business may be conducted at any District/Lodge Group general membership meeting unless a quorum consisting of not less than ten (10) percent of the good standing members of the District/Lodge Moose Rider Group is present. A simple majority of the good standing voting members present shall constitute a quorum

Section (2) at meeting of the District/Lodge Board of Officers, a majority of the total members of the Board shall constitute a quorum, and a majority vote of the officers present at any such meeting shall prevail

Section (3) Any member who feels he has just cause, may present his view in writing to the officers for their consideration and action

Article VI Officers and How Elected

Section (1) The Virginia Moose Association Moose Riders State Chairman shall be appointed by the State Executive board

Section (2) The officers of all Activity Groups shall be: Past Chairman, Chairman, Vice Chairman, Secretary/Treasurer, and Sergeant-at-Arms

Section (3) The regular term of office shall be as long as your group is satisfied with the leadership

Section (4) Nominators and nominees must be good standing members (not honorary) of the Order and the Virginia Moose Riders Group

Section (5) The Nominating Committee shall consist of the Board of Officers, plus two (2) members in good standing appointed by the Chairman, who must be good standing members of Virginia Moose Rider Group

Section (6) Voting rights are restricted to good standing members of the group. Honorary members may not vote

Section (7) The office of Past Chairman is a condition and not an elected office. To hold this office and be qualified as a Past Chairman, the member must have served continuously for not less than 180 days and completed the term for which her or she was elected or appointed

Section (8) The election of officers shall be held in the month of November and the term starts January 1 of the new year

Section (9) In the event of a vacancy in an elected office, the Board of Officers shall appoint a member in good standing to fill the unexpired term until the next general election

Article VII

Duties of Officers

(A) Board of Officers

Section (1) The Groups Board of Officers shall manage the affairs of the group and take such action as necessary for the proper transaction of business. The group shall not conduct any social functions, entertainment or incur any obligations or liabilities, financial or otherwise, except and only when authorized and approved by the Virginia Moose Association Board of Officers

Section (2) It shall be the duty of the District/Lodge Board of Officers, subject to membership approval, to prescribe and publish rules regulating the group and the care and protection of District/Lodge property

Section (3) The District/Lodge Board of Officers shall meet for the transaction of business at least once a month and at any other time at the request of the Virginia Moose Rider Board of Officers, the District/Lodge Chairman or a majority of the District/Lodge Board, provided sufficient notice is given to each member of the Board of Officers before the time appointed for the meeting

Section (4) At the annual meeting of the Group, each District/Lodge Board of Officers shall make a full report of the proceedings during the preceding fiscal year and make such recommendations, as they deem appropriate and advisable

Section (5) The District/Lodge Board of Officers may fill any vacancy among the officers by a vote of the majority of officers present at a regular monthly meeting of the Board, such appointment to be for the unexpired term

Section (6) Any member of the Board of Officers absent from two (2) monthly meetings of the board (unless he or she provides excuses for the absences which are satisfactory to the Board of Officers) shall be deemed to have resigned as a member of the Board of Officers and cease to be a member thereof. The Board of Officers shall, by majority vote, have the power to declare any District/Lodge office vacant if in its opinion the occupant has failed to perform the duties of such office

Section (7) In any case where action has been taken by the Board of Officers affecting the relations of any member with the group, the action taken shall not be reviewed at a subsequent meeting unless notice in writing is sent by the Secretary/Treasurer to every member of the Board of Officers at least ten (10) days before the meeting stating that the previous action will be brought up for review and reconsideration

Section (8) The Groups Board of Officers shall have the following specific powers:

- a. Make and publish rules for the conduct of members of the Group
- b. Ensure compliance with due respect to Motorcycle Clubs by not wearing a three (3) piece patch on the back of a members jacket or vest
- c. Only State Moose Riders Group approved patches can be worn on the back of a members jacket or vest
- d. Temporarily suspend and after hearing, discipline a member for conduct in violation of the published rules, improper behavior prejudicial to the interests of the Group, the Virginia Moose Association or a violation of the General Laws of the Supreme District/Lodge
- e. Immediately suspend any member who fails to maintain liability insurance as required by law
- f. Fix and enforce penalties for violations of established rules
- g. Remit penalties for offenses against established rules
- h. Call special a meeting of the Group to consider special subjects or projects
- i. Make, alter, and amend the rules for the government of the Group and fix and enforce penalties for violations of such rules. However, any change of the Group's rules and regulations shall be read at the next membership meeting and approved by the membership before such change becomes effective
- j. Prescribe additional duties for any of the officers, in addition to those contained herein

Section (9) Any actions on the part of any member of the Virginia Moose Riders Group detrimental to the Group, as determined by any member of the Groups Board of Officers, shall be grounds for immediate suspension pending a review of the suspension by the full Board of Officers of the Virginia Moose Riders Group. The Board of Officers may conduct a hearing after the suspended member has received seven (7) days actual notice of the hearing. The suspended member shall be afforded the right to review all evidence considered by the Board of Officers. The decision of the Board of Officers shall be by

the greater weight of the evidence. The officers may do one of the following: take no action, reprimand or suspend membership privileges in the group, or take other action as deemed appropriate in accordance with the evidence

(B) Virginia Moose Association Moose Riders State Chairman

Section (1) The State Moose Rider Chairman shall, when requested, attend all meetings of the Virginia Moose Association Executive Board of Officers and enforce all the laws and regulations of the association. He/she shall help assist and coordinate in the goals and purposes of each District/Lodge and the establishment of each new District/Lodge of the Virginia Moose Riders Group. He/she shall perform such other duties as shall be required of him/her by resolution of the Virginia Moose Association State Executive Board of Officers.

Section (2) The State Moose Riders Committee Chairman shall appoint a Vice Chairman, a Secretary/Treasurer and a Sergeant-at-Arms

Section (3) The State Moose Riders Chairman is required to meet with any State COC (Confederation of Clubs) organizations, within their State for compliance of rules and regulations governing patches and rules

(C) District/Lodge Chairman

Section (1) The Chairman shall preside at all meetings of the Group and Board of Officers and enforce all the laws and regulations of the Group. He/she shall perform such other duties as required of him/her by resolution of the District/Lodge Board of Officers

Section (2) The VMA President, the VMA Secretary, the Virginia Moose Riders State Chairman and the District/Lodge Chairman shall sign all written contracts and written obligations of the District/Lodge, provided approval has been granted by the State Board of Officers, membership of that District/Lodge and the Virginia Moose Association Executive Board

Section (3) The Chairman shall have the power to appoint committees whenever he/she deems it necessary (i.e. Rules and By-Laws Committee, Finance Committee, Food Committee, Publicity Committee, Activities Committee, Entertainment Committee, Membership Committee, etc.)

(D) State/District/Lodge Vice Chairman

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

Section (2) The Vice Chairman shall visit the sick or distressed. A committee may be appointed by the Chairman to assist the Vice Chairman in these duties

(E) State/District/Lodge Secretary/Treasurer

Section (1) The Secretary/Treasurer shall keep the minutes and other official reports of the group, conduct the official correspondence of the group, keep all records, book, documents and papers relating to the group in such a place as designated by the Board of Officers, issue all group membership cards and mail notice to all members when directed

Section (2) The Secretary/Treasurer shall receive all monies of the group and deposit the same with the District/Lodge Moose Rider Association Secretary, for deposit into their District/Lodge Moose Rider general fund and be issued a receipt. All disbursement of club funds shall be made by drawing checks on the general fund of the District/Lodge Moose Rider Association. Each District/Lodge Secretary/Treasurer shall submit a financial report at each monthly meeting of the District/Lodge. At the annual state meeting of the Group, each District/Lodge Secretary/Treasurer shall submit a detailed financial report to the Group for the preceding fiscal year after the report has been audited by an Auditing Committee appointed by the District/Lodge Board of Officers.

Section (3) The District/Lodge Secretary/Treasurer shall send an updated roster and new membership dues each quarter to the VMR State Secretary/Treasurer along with a spreadsheet or copies of bank statements showing how the District/Lodge is using their monies.

Updated roster, bank statements/spreadsheets and dues in by

January 31

March 31

June 30

September 30

December 31

(F) State/District/Lodge Sergeant-at-Arms

Section (1) The Sergeant-at-Arms shall keep a record of attendance of members present at each meeting and maintain order at all times. The Sergeant-at-Arms shall, when so instructed by the Chairman or presiding officer, expel any member from a meeting for disorderly or unbecoming conduct.

Article VIII

Fees

Section (1) Any member who fails to pay their annual fees within fifteen (15) days after they become due and payable, or fails to pay any indebtedness owed to the Group within thirty (30) days after a bill for same has been rendered, shall be suspended from all

privileges of Group membership and shall remain suspended until the full amount of such indebtedness has been paid. Any monies collected for the Group shall be turned over to the Secretary/Treasurer as soon as possible.

Article IX Amendments

Section (1) All proposed changes, deletions or additions to the Virginia Moose Rider Group Guidelines shall be presented in writing to the Virginia Moose Rider Board of Officers

Section (2) Notification of proposed changes, deletions, or additions to the Guidelines shall be given to the Virginia Moose Rider State Board of Officers at least ten (10) days before the Group's annual meeting in September. Any proposed changes, deletions or additions must be read and voted upon by the membership at the next annual meeting in September

Section (3) These guidelines may only be amended by a two-thirds (2/3) vote of the members present at the annual meeting of the Group provided notice to amend the guidelines shall have been previously communicated to the members as required by Section (2) above

Section (4) The amended guidelines shall not become effective until submitted to and approved by the General Governor as required by the Constitution and General Laws of the Loyal Order of Moose

Article X Activities at State and District/Lodge Levels

Section (1) Fund raisers are to be held for charitable causes. These could be District/Lodge runs, Parties, Auctions, Dinners, Dances, etc.

Section (2) Goals for all District/Lodge Moose Rider Groups will be set by the Virginia Moose Rider Board of Officers

Section (3) Each District/Lodge will hold a quarterly fund-raising event to raise money for Moose charities.

Section (4) The Virginia Moose Rider Board of Officers will establish charities for the Groups. Each District/Lodge must establish at least one (1) local charity

Section (5) One Region will host a State Moose Rider Rally in September, open to all members of the Loyal Order of Moose and their families, and Women of the Moose. The purpose of the Rally is to have all District/Lodge Groups report on year to date activities

and hold the annual meeting of the Group. Dispensation must be made to the General Governor's Office prior to holding this event

Section (6) The annual State Moose Rider Rally will be hosted on a rotational basis by each of the Regions

Section (7) Moose Rider Group members will be entitled to small discounts for runs and/or parties, with Non-Moose Rider Group members paying full price

Section (8) The date and site of the succeeding year's annual Moose Rider Rally will be decided at the previous year's Annual Moose Rider Rally. Site will be determined, based on specific criteria developed by the Virginia Moose Rider Board of Officers

Article XI Conditions

Section (1) As a condition precedent to the adoption, approval and continuation of these Guidelines or any subsequent amendments thereto shall be the understanding an agreement of the officers and members of the Virginia Moose Rider Group that they will at all times be amenable to and in compliance with the General Laws of the Supreme Lodge and the By-laws of Moose International and subject to the supervision of the Executive Board of Officers of the Virginia Moose Association as required by the General Laws of the Order.