

# **CERTIFICATE OF ADMINISTRATIVE COMPLIANCE**

## **NEW PROGRAM EFFECTIVE MAY 1ST, 2011**

### **Membership Obligation:**

- Promptly transmit all completed membership applications received with an appropriate application fees and prompt reporting of enrollment dates as appropriate.
- Be represented at the respective Association's Annual Convention and the Association's Annual Mid-Year Conference.

### **Financial Obligation:**

- Remit to Moose Charities, all amounts, collected as Endowment Funds, or otherwise received on behalf of Moose Charities, by the 15th day of each month.
- Remit to Moose International, by the 15th day of each month, payment on Moose International account receivable, unless the Lodge has a credit balance.

### **Communication Obligation:**

Submit or transmit, as appropriate and timely

- Monthly Financial Transmissions from LCL.Net/QuickBooks Pro
- Semi-Annual Lodge Safety Inspection Forms
- Current Year Lodge Officers entered and maintained throughout the year
- All communications, written and electronic, are read at appropriate Officer and Lodge meetings

### **Training Obligation:**

- Participation in a Lodge related training session sanctioned by the Moose International Education and Training Department.

### **Minimum Standards:**

- Ensure the conduct of members, at, on behalf of, or in service to, the Lodge, is above reproach both within the Lodge and its community.
- At the discretion of the General Governor, a Lodge may be disqualified from earning the Certificate of Administrative Compliance for failing to abide by our General Laws.

**Failing to earn the Certificate of Administrative Compliance will result in the following consequences:**

- The Lodge shall not be eligible to earn the Premiere Lodge Award
- The Lodge shall not be awarded a bid to host Moose International sponsored events
- The Lodge shall not receive a Fellowship Recommendation form
- The Lodge's members shall not be eligible to hold offices or appointments at the Moose International or Association level, including Districts