

By-Laws

Lodge No. _____

Moose Riders Club

Article I

Name

The name of this activity unit will be known as _____ Lodge No. _____ Moose Riders Club.

Article II

Purpose

The purpose of this activity is to be a social and civic association for members of _____ Lodge No. _____, Loyal Order of Moose and _____ Chapter No. _____ of the Women of the Moose.

Article III

Membership

Section (1) All members must belong to _____ Lodge No. _____ of the Loyal Order of Moose or _____ Chapter No. _____ of the Women of the Moose.

Section (2) Application for membership shall be made to the Board of Officers. Upon payment of the required dues and providing written proof of insurance as required by law for all motor vehicles that will be used in club activities, the applicant shall be deemed elected into membership.

Section (3) Good standing members of the club shall be members whose membership dues are paid in full and not in arrears. Annual dues shall be as approved by the club's membership and paid on or before the annual meeting. The Board of Officers may prorate dues the first year until the first annual meeting after election into membership.

Section (4) If any member has a spouse who is not a member of the lodge or chapter, he or she may be elected as a non-voting honorary member. In addition, any good standing member of another lodge of the Loyal Order of Moose or chapter of the Women of the Moose may be an honorary member.

Section (5) If an honorary member becomes a good standing member of the _____ Lodge No. _____ of the Loyal Order of Moose or _____ Chapter No. _____ of the Women of the Moose, or an honorary member's spouse dies, the honorary member automatically relinquishes his or her honorary membership.

Article IV Meetings

Section (1) The annual meeting of the club shall be in the month of December of each year at such time and place as the Board of Officers designate.

Section (2) The order of business at meetings shall be:

1. Introduction of guests and new members
2. Minutes of previous meeting
3. Reports of Officers and Committees
4. Old Business
5. New Business
6. Good and Welfare
7. Election of Officers (annual meeting)

Section (3) General membership meetings shall be held monthly in the lodge home on such days and times as approved by the Board of Officers and membership. The Board of Officers may reschedule meetings cancelled due to holidays, conflicts, inclement weather, etc.

Section (4) The President may call a special meeting of the club whenever one third (1/3) of the voting members of the club, in good standing, shall make a written request to the President specifying the object of the meeting. Not less than ten (10) days prior written notice of such special meeting shall be hand delivered or mailed to the voting members. Only business of the object of the meeting as contained in the notice shall be discussed or voted on.

Section (5) All meetings shall be conducted according to parliamentary rules and open discussion from the floor on all measures shall be permitted and encouraged.

Section (6) The Board of Officers shall meet at least once a month at such times and places as determined by the board.

Section (7) No person other than a good standing member or honorary member of the club shall be present at a meeting of the club unless the President specially invites them.

Section (8) The Secretary shall mail a notice of each annual meeting of the club to every member of the club at least ten (10) days before the date of the meeting.

Article V Quorum

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

Section (2) At meetings of the 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 officers of the club shall be: Jr. Past President, President, Vice President, Secretary, Treasurer, Sergeant at Arms and Road Captain.

Section (2) The regular term of office shall be one year commencing January 1 and terminating at midnight on December 31. No officer shall serve more than two (2) consecutive terms in any one office.

Section (3) Nominators and nominees must be good standing members (not honorary) of the Moose Riders Club.

Section (4) The Nominating Committee shall consist of the Board of Officers, and two (2) club members in good standing appointed by the President, one of whom must be a member of the lodge and one of whom must be a member of the chapter.

Section (5) Voting rights are restricted to good standing members. Honorary members may not vote.

Section (6) The office of Past President is a condition and not an elected office. To hold this office and be qualified as a Past President, the member must have served continuously for not less than 180 days and completed the term for which he or she was elected or appointed.

Section (7) The election of officers shall be held at the annual meeting in the month of December.

Section (8) In the event of a vacancy in an elected office, the Board shall elect a member in good standing who will fill the unexpired term until the next general election.

Article VII Duties of Officers

(A) Board of Officers

Section (1) The club's Board of Officers shall manage the affairs of the club and take such action as necessary for the proper transaction of business. The club 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 lodge Board of Officers and lodge membership at a regular meeting of the lodge.

Section (2) It shall be the duty of the club's Board of Officers, subject to membership approval, to prescribe and publish rules regulating the club and the care and protection of club property.

Section (3) The club's board shall meet for the transaction of business at least once a month and at any other time at the request of the President or the majority of the board provided sufficient notice shall be given to each member of the board before the time appointed for the meeting.

Section (4) At the annual meeting of the club, the club's Board of Officers shall make a full report of their proceedings during the preceding fiscal year and recommend such measures, as they deem advisable.

Section (5) The club's Board of Officers may fill any vacancy among the officers by a vote of the majority of present at a regular monthly meeting of the board, such election to be for the unexpired term.

Section (6) Any member of the Board of Officers who is absent from three (3) 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 and cease to be a member thereof. The board shall by majority vote have the power to declare any office vacant if in its collective 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 club, the action taken shall not be reviewed at a subsequent meeting unless notice in writing is sent by the Secretary 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 re- consideration.

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

- a. Make and publish rules for the conduct of members of the club.
- b. Temporarily suspend and after hearing, discipline a member for conduct in violation of the published rules, improper behavior prejudicial to the interests of the club or a violation of the General Laws of the Supreme Lodge.
- c. Immediately suspend any member who fails to maintain liability insurance as required by law.
- d. Fix and enforce penalties for violations of established rules.
- e. Remit penalties for offenses against established rules.
- f. Call special a meeting of the club to consider special subjects or projects.
- g. Make, alter, and amend the rules for the government of the club and fix and enforce penalties for violations of such rules. However, any change of the club's rules and regulations shall be read at the next membership meeting and approved by the membership before such change becomes effective.
- h. 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 Moose Riders Club, which is detrimental to the club, the lodge or chapter as determined by any member of the club's Board of Officers shall be grounds for immediate suspension pending a review of the suspension by the club's Board of Officers. Unless the suspended member waives notice, the Board of Officers shall conduct a hearing only after the suspended member has received seven (7) days actual notice of the hearing. The suspended member shall be afforded the right to confront any accuser(s) and review all evidence considered by the Board. The decision of the officers shall be by the greater weight of the evidence. The officers may do one of the following: take no action, reprimand, suspend or revoke membership privileges in the club as deemed appropriate in accordance with the evidence.

(B) President

Section (1) The President shall preside at all meetings of the club and Board of Officers and enforce all the laws and regulations of the club. He shall perform such other duties as shall be required of him by resolution of the Board of Officers.

Section (2) The President and Secretary along with the Governor and Administrator of the lodge shall sign all written contracts and written obligations of the club, provided approval has been granted by the club's Board of Officers and membership, and the Board of Officers and membership of _____ Lodge No. _____, Loyal Order of Moose.

Section (3) The President 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.).

(C) Vice President

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

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

(D) Secretary

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

(E) Treasurer

Section (2) The Treasurer shall receive all monies of the club and deposit the same with the Administrator of the lodge for deposit in the General Fund of the lodge and shall be issued a receipt. All disbursement of club funds shall be made by drawing checks on the General Fund of _____ Lodge No. _____. No expenditures of any club funds shall be made except in such a manner and for such purposes as shall be approved and authorized by the Board of Officers. The Treasurer shall submit a financial report at each monthly meeting of the club. At the annual meeting of the club, the Treasurer shall submit a detailed financial report to the membership for the preceding fiscal year. An Auditing Committee appointed by the club's Board of Officers shall audit the report. With approval of the lodge Board of Officers and membership and by dispensation of the General Governor, a separate savings account may be established in the name of the lodge for the club under such terms and conditions prescribed by the General Governor. A small petty cash fund not exceeding \$_____ shall be permitted for incidentals.

(F) Road Captain

Section (1) The Road Captain shall coordinate all club rides, including:

- a. Mapping routes, establish stop points, providing maps, confirming insurance compliance, informing riders of rules, etc.

- b. Work with local law enforcement to provide logistics for major club functions (i.e., toy runs).

Section (2) A committee may be appointed to assist the Road Captain in the performance of his/her duties.

(G) 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. When so instructed by the President or presiding officer, the Sergeant-at-Arms shall expel any member from a meeting for disorderly or unbecoming conduct.

Article VIII Dues

Section (1) Any member who fails to pay their annual dues within fifteen (15) days after they become due and payable, or fails to pay any indebtedness owed to the club within thirty (30) days after a bill for same has been rendered shall be suspended from all privileges of club membership and shall remain suspended until the full amount of such indebtedness has been paid. Any monies collected for the club shall be turned over to the Treasurer as soon as possible.

Article IX Amendments

Section (1) All proposed changes, deletions, or additions to the Moose Riders Club by-Laws shall be presented in writing to the Secretary.

Section (2) Notification of proposed changes, deletions or additions to the by-laws shall be given to the elective officers by the Secretary at least ten (10) days before the next officers meeting. The proposed changes, deletions or additions if approved by the Board of Officers shall be mailed to the membership at least ten (10) days in advance of the next meeting and read at the next two consecutive regular membership meetings and voted upon at the second reading.

Section (3) These by-laws may only be amended by a two-thirds (2/3) vote of the members present at any regular meeting of the club provided the intention to amend the by-laws shall have been previously communicated in writing to the members as required by Section (2) above. The amended by-laws 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.
Conditions**

As a condition precedent to the adoption, approval and continuation of these by-laws or any subsequent amendments thereto shall be the understanding and agreement of the officers and members of the Moose Riders Club 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 Board of Officers of _____ Lodge No. _____ as required by the General Laws.

This the _____ day of _____, _____.

Club President

Lodge Governor

Lodge Administrator

Approved this the _____ day of _____, _____.

General Governor
Moose International