



CALIFORNIA NEVADA MOOSE ASSOCIATION POLICY MANUAL

August 2022

This manual contains specific policies for the California Nevada Moose Association (CNMA) also referred to as the Association in this document

V1.1

CHANGES TO THE CNMA POLICY MANUAL
v1.1 August 2022

1. Table of Contents updated to include added items, updated page numbers, and correct Policy # due to changes made as identified below
2. Updated Policy 8.0 Association Committees to remove obsolete committees and add Moosehaven, Mooseheart, and Retention Committees.
3. Updated Association Committee Oversight to specifically identify those committees under the Association Chaplain, Association Treasurer and Association Secretary
4. Updated Policy 14.0 to specify oversight of the 5 Star Award Program by the Association Junior Past President

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Policy 1.0 – District Composition – Reference Association bylaws Article V
Section 3 Addition ***District Meetings***

Policy 1.1 - The CNMA Districts are encouraged to have more than four (4) meetings per year.

Policy 1.2 - All lodges within the Association shall be represented by the Lodge President and Administrator at all District Meetings as they are members of the District Board of Officers. At the District level the Lodge President and Administrator represent their lodge and hold the obligation of voting for the benefit of their respective lodge. As such, they shall strive for 100% attendance at all meetings of the District.

Policy 2.0 - Nomination and Election of Officers - Reference Association bylaws Article XI, Section 1 Addition – ***Nominating Committee Members***

For the CNMA this section shall also include current/past International appointees as eligible representatives to be selected for the Nominating Committee five (5) representatives appointed by the Association President.

Policy 3.0 - Nomination and Election of Officers - Reference Association bylaws Article XI, Section 4 – ***District President***

Policy 3.1 – A nominee for District President must be a Past Governor/Past President by service, or a Past Regent prior to May 1, 2021, of the Moose and have served a full term of service in a CNMA Lodge.

Policy 3.2 - For the position of District President, the CNMA requires that an Association Application be completed electronically via the CNMA website by July 15th of each year in lieu of or in addition to a resume.

Policy 3.3 - In the event a District President nominee is not provided to the Association Nominating Committee as provided in Policy 3.2 the Association Vice President will contact the district and provide assistance.

Policy 3.4 - The current District President shall retain their position until it is properly filled. If the District Nominating Committee is unable to recommend a selection for the position of District President within the established timeframe, the

Association President will appoint a replacement with the approval of the Association Executive Committee.

Policy 4.0 - Nomination and Election of Officers - Reference Association bylaws, Article XI Section 5 Addition - ***Petition***

Any eligible member of the Association who has submitted their name for a specific Association office, but not nominated by the Nominating Committee of the Association shall have their name placed on the ballot by filing a petition. This petition shall be obtained from the Association Secretary at the end of the meeting where the report of the Association Nominating Committee is read. This petition must contain the name, lodge number and signature of not less than ten (10) percent of the registered delegates in attendance at the Annual meeting.

Policy 5.0 - Nomination and Election of Officers - Reference Association bylaws, Article XI Section 4 Addition – ***District Nominating Committee***

Policy 5.1 - The District Nominating Committee consists of the following:

- a. The elected District Officers, President, Vice President, Prelate, Secretary, and Treasurer
- b. The Junior Past President
- c. The current President and Administrator of each District Lodge

Policy 5.2 - District Nominating Committee Procedures:

- a. The nomination and election process for the District must be completed prior to July 15th of each year
- b. All members of the District Nominating Committee shall be notified of the date and time of the meeting by the District President at least two (2) weeks prior to the date of the meeting
- c. There shall be no pro-tem members on this committee
- d. The District President shall preside over the proceedings unless the District President elects to appoint another Past District President to preside
- e. The report of the District Nominating Committee shall be submitted at the next District meeting for recommendation of the District President to the Association and election of the District Vice President, Prelate, Secretary and Treasurer
- f. In the event of any contested office, the election must be done by secret ballot

- g. The results of the selection of District President shall be provided to the CNMA Vice President and CNMA Secretary electronically by completing the Association Application via the CNMA website. The District Officers Information Sheet must be completed electronically in its entirety for all District Officers by July 15th of each year via the CNMA website which forwards the information to the Association Vice President and Association Secretary. Should vacancies occur, an updated District Officers Information Sheet must be completed electronically via the CNMA website within 15 days of the election. Completing the form electronically via the CNMA website notifies the Association Vice President and Association Secretary that there has been an update in District Officers.
- h. When in session the District Nominating Committee shall meet in a closed-door session with only committee members present.
- i. A majority of the members of the District Nominating Committee shall constitute a quorum.

Policy 6.0 – Association Dues - Reference Association bylaws, Article XIII – ***Association Dues Billing Schedule***

The Association shall bill quarterly at the beginning of each quarter. Since the Association fiscal year begins in October the billings shall occur on November 15th; February 15th; May 15th and August 15th. Invoices are due in 30 days.

Policy 7.0 – Duties of Officers - Reference Association bylaws, Article XIV Section 4 Addition - ***Vice President***

The Association Vice President shall provide oversight of all District operations by monitoring attendance, report submittals, financial reporting, and other items of interest to the Association Executive Committee.

Policy 8.0 – Committees - Reference Association bylaws, Article XV Additions – ***Association Committees***

Policy 8.1 - The following additional committees have been established within the CNMA:

- Administrative Advisory Committee
- CNMA Achievement Award Committee
- Compliance Review Committee

Convention Proceedings Committee
Disaster Relief Committee
Historical Committee
Loss Prevention Committee
Moosehaven Committee
Mooseheart Committee
Merchandise Sales Committee
New Lodge Development Committee
New Member Orientation Committee
Retention Committee
Special Projects Sub-Committee
Ways & Means Committee

Policy 8.2 – Association Committee Oversight

Policy 8.2.1 - The Association Chaplain shall provide oversight of the Committees identified in the Association bylaws Article XV Section 1 excluding the Credentials, Program Book, and Registration which are covered under Policy 8.3 of this manual. The Association Chaplain will also provide oversight of the Association Moose Riders Activity Group.

Policy 8.2.2 - Oversight of the committees identified in Policy 8.1 resides with the Association Treasurer except those identified in Policy 8.3 and the Compliance Review Committee whose oversight resides with the Association President.

Policy 8.3 - The CNMA combines the Credentials, Registration, Program Book, Convention Proceedings and Merchandise Sales Committees into a Convention Services Team with a Convention Liaison. Oversight of this team and the Convention Liaison resides with the Association Secretary.

Policy 8.4 – The CNMA has the following Activity Group:
Association Moose Riders Activity Group

Policy 8.5 – The CNMA also recognizes the MI designated:
Training Coordinator & Training Team
WOTM Conferral Coordinator

Policy 8.6 – All Committee Chairmen and Co-Chairman must complete an Association Application electronically via the CNMA website by July 15th of **each**

year in which they wish to be considered by the Association President for the position of Committee Chairman.

Policy 8.7 – Committee Chairmen are responsible for ensuring that all committee members are identified, and their information provided to the Association designated Executive Committee member within 15 days of the Annual Convention. This is accomplished by completing the Committee Member Information Sheet via the CNMA website.

Policy 9.0 – Association Policies - Reference Association bylaws, Article XX
Addition - *Honorary Past Association President*

Policy 9.1 – A committee comprised of Past Presidents of the Association shall review recommendations received from a Past Association President to select a qualified CNMA member as an Honorary Past Association President.

Policy 9.2 – This recommendation after approval by a majority of Past Association Presidents shall be submitted to the Executive Committee as a resolution to the general membership at the Annual Convention for approval by the delegates.

Policy 9.3 - The new Honorary Past Association President will be formally inducted at the next Mid-year Conference.

Policy 10.0 – Association Policies - Reference Association bylaws, Article XX
Addition - *Compliance*

Policy 10.1 – All lodges within the Association shall be in good standing with Moose International and the Association.

Policy 10.2 – All lodges within the Association shall remain current in all financial obligations due to Moose International and the Association or have entered into satisfactory payment arrangements to satisfy their outstanding indebtedness.

Policy 10.3 – All lodges within the Association shall submit all required monthly, quarterly, and/or yearly reports to Moose International. They must file all required reports to Federal, State, County or City Government agencies. Additionally, they must file all required reports to the Association.

Policy 10.4 – All member lodges within the Association shall participate in all Association fundraising activities.

Policy 10.5 – All member lodges within the Association shall be represented at the Association Mid-Year Conference and the Association Convention.

Policy 11.0 – Association Policies - Reference Association bylaws, Article XX
Addition - ***Non-Compliance***

Policy 11.1 - Member lodges found in non-compliance with any Association bylaws or policies shall be subject to the sanctions as outlined in this section of the CNMA Policy Manual.

Policy 11.2 – Any member lodge who is not in compliance shall not be able to host meetings (including District) or activities of the Association.

Policy 11.3 – If a member lodge is not in compliance with the General Laws of the Order they are not in compliance with the Association.

Policy 11.4 – Lodges in non-compliance shall be subject to review by the Association Compliance Review Committee. This committee is comprised of the Executive Committee and the District President who is responsible for the lodge in question. Upon a finding of non-compliance, penalty action and/or sanctions shall be initiated.

Policy 11.5 – The time period for compliance or imposition of penalties shall be consistent with the fraternal unit year which begins on May 1st of each year and ends on April 30th of the succeeding year.

Policy 12.0 – Association Policies - Reference Association bylaws, Article XX
Addition - ***Sanctions for Non-Compliance***

Policy 12.1 - All lodges will receive ***Positive and Immediate*** intervention as recommended by the Compliance Review Committee in cooperation with the District President.

Policy 12.2 - All lodges will receive ***Positive and Immediate*** assistance by the Association, to help the lodge become a fraternal operation and comply with all laws of The Moose.

Policy 12.3 – First Offense - A letter shall be sent from the Association Secretary informing the member lodge of the requirements within the General Laws, the

Association bylaws, and this CNMA Policy Manual that have been violated. It shall notify the lodge that it is not in good-standing with the Association and shall provide direction on how to regain their good-standing status. Losing good standing within the Association means:

- a. All Lodge delegates shall be ineligible to vote in any official meeting of the Association.
- b. All lodge members are ineligible to participate in any Association sporting events, or sponsor said events.
- c. All lodge members are ineligible for Association positions including chairmen or co-chairmen.
- d. All lodge members are ineligible for District elected positions.
- e. All lodges are ineligible to receive any discounts offered by the Association for Association dues.
- f. Payment arrangements must be agreed upon by the Compliance Review Committee, documented, signed, and approved by the lodge officers and the Association Secretary. The expectation is that the indebtedness will be paid off with 24 months.
- g. Satisfactory payments must be made for 2 consecutive periods in order for the sanctions listed above to be lifted. This is at the discretion of the Compliance Review Committee based on mitigating circumstances.
- h. The Association Secretary must be contacted on a monthly basis if satisfactory payments cannot be completed.
- i. If no contact is made regarding payments then the Compliance Review Committee will reinstate all sanctions previously lifted.

Policy 12.4 – Second Offense – The Compliance Review Committee will determine what sanctions are to be imposed based on the review of the lodge’s history and other mitigating circumstances.

- a. The standard sanction for a lodge shall be the suspension of the social quarters permit for a minimum of three (3) days as authorized and approved by the Chief Compliance Officer. The suspension request is at the sole discretion of the Duly Authorized Representative of Moose International, in consultation with the Executive Committee.
- b. The Compliance Review Committee may choose to impose different or further sanctions based on the review of the lodge’s history and other mitigating circumstances.

Policy 12.5 - Third Offense - The Compliance Review Committee will determine what sanctions are to be imposed based on the review of the lodge's history and other mitigating circumstances.

- a. The standard sanction shall be suspension of the social quarters permit for a minimum of seven (7) days as authorized by the Chief Compliance Officer. This suspension request is at the sole discretion of the Duly Authorized Representative of Moose International, in consultation with the Executive Committee.
- b. The Compliance Review Committee may choose to impose different or further sanctions based on the review of the lodge's history and other mitigating circumstances,
- c. Reorganization of the Board of Officers or such other appropriate action (as warranted) may be taken at the direction of the Duly Authorized Representative of Moose International, in consultation with the Executive Committee and approval of the Chief Compliance Officer.

Policy 13.0 – Association Policies - Reference Association bylaws, Article XX
Addition - ***Charge for Returned Checks***

The charge for returned checks shall be a minimum of \$25. At the discretion of the Executive Committee this amount can be doubled for each additional returned check.

Policy 14.0 – Association Policies - Reference Association bylaws, Article XX
Addition - ***CNMA 5 Star Award Program***

Policy 14.1 - The CNMA 5 Star Award program runs from May 1st through April 30th of each year. The award criteria will be revised as needed by the Association Executive Committee and published prior to the beginning of each fraternal year (May 1st).

Policy 14.2 - Award recipients will earn a one-dollar discount on Association dues and other recognition as deemed appropriate by the Association Executive Committee.

Policy 14.3 – The one-dollar discount shall be applied prior to the August 15th billing.

Policy 14.4 – Oversight of the 5 Star Award Program Committee shall reside with the Association Junior Past President.