

REPORT OF ASSOCIATION SECRETARY

Cheryl D Volden

California Nevada Moose Association (CNMA) Secretary

September 2023



Accomplishments

- Prior Year Indebtedness has been reduced to only TWO lodges
 - The amount owed is less than \$1,100
- The Association migrated to QuickBooks online via Moose International
- Policy Manual updated
- District Guidance updated

Accomplishments (cont'd)

- Committee Guidance updated
- Reimbursement guidance created
- Online forms & documents added or updated
- Two Seminars (North & South)
 - District Presidents and Secretaries are encouraged to attend
 - Committee Chairpersons and committee members are encouraged to attend

Accomplishments (cont'd)


- The Executive Committee wants to make things better & easier
 - No more credit/debit card fees will be applied
 - Association Dues Payments
 - Convention/Conference Registration
 - Merchandise Sales
 - Subsidized meal prices – Will be some Increases for 2024
- We appreciate your input

Reminders

- Quarterly Billing of Association Dues
 - November 15th – 1st Billing \$1 per member on Lodge rolls 4/30/23
 - February 15th – 2nd Billing \$1 per member on Lodge rolls 4/30/23
 - May 15th – 3rd Billing \$1 per member on Lodge rolls 4/30/24
 - August 15th – 4th Billing \$1 per member on Lodge rolls 4/30/24
 - 5 Star Credit is applied prior to this billing on August 1st

Reminders (cont'd)

- When paying your Association dues billing the “Pay Invoice” button is preferred
 - It saves time and is less expensive
 - A credit card or bank account can be used
 - Information is NOT saved by QuickBooks









Your invoice is ready!

Total \$493.00

BALANCE DUE
\$493.00

The email message you write will go here

[Pay invoice](#)

Please pay using clickable link provided above

How can you help?



General Laws 51.5

- Unless authorized by the Chief Compliance Officer, all Lodges shall be a member of the association duly organized and existing in the state, territory, or province in which each Lodge is located. To be in good standing with the association, each Lodge shall remain current in all financial obligations due to Moose International and the association or have entered into a satisfactory payment arrangement with Moose International or the association to satisfy the outstanding indebtedness.
 - The Association Compliance Review Committee has established criteria, and it is published in the CNMA Policy Manual, Policy 10.0
 - Consequences identified in Policy 11.0
 - Sanctions identified in Policy 12.0

General Laws 51.5 (cont'd)

- Each Lodge shall be represented at all association conventions, conferences, district meetings, workshops, training seminars and schools as required by the association, Moose International or the Moose International Board of Directors. Each association shall adopt a policy, approved by the Chief Compliance Officer, to enforce the intent of this section.
 - Published in the CNMA Policy Manual which is available on the Association website at www.ca-nvmoose.org > Secretary > CNMA Policies/Guidance

What is a delegate?

- As provided in the CNMA Bylaws, 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 Representatives
 - Plus, one (1) additional delegate for each fifty (50) members on the rolls, or 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 with their lodge

What is a delegate? (cont'd)

- As provided in the CNMA Bylaws, Article VI Delegates, 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.

What is a delegate? (cont'd)

- 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

What is a delegate? (cont'd)

- It is important that you identify **Alternates** using the proper process
 - CNMA website > Secretary > Alternate Delegate Guidance
 - The Guidance includes a Sample Delegate Letter
 - Must be sealed with Lodge Seal
 - Should be uploaded with online convention registration which is the preferred method
 - Must be provided **2 Weeks** prior to the Convention or Conference

In Closing.....

Association Address & Contact Information & Pretty much everything is on the Secretary Page of the website

This concludes the Report of the Association Secretary