



CALIFORNIA NEVADA MOOSE ASSOCIATION POLICY MANUAL

August 2025

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

V4.0

CHANGES TO THE CNMA POLICY MANUAL V4.0 August 2025

1. Updated Policy manual to 4.0 and date as August 2025
2. Fixed spacing on Policy 2.0 header
3. Policy 2.0 separated sentences on Section 3 Addition
4. Policy 2.0 added new sentence with clarification of the due date and requirements for submitting an application for the CNMA Executive Committee
5. Added new Policy 3.3 which requires a nominee for District President to be an active member of a CNMA Moose Legion Jurisdiction or a CNMA Women of the Moose Chapter
6. Renumbered Policy 3.4, 3.5 and 3.6
7. Updated CNMA Invoice due date to 15 days versus 30 days in Policy 5.0
8. Policy 6.0 renumbered
9. Policy 6.1 addresses the additional requirements of the Association Vice President
10. Policy 6.2.1 and 6.2.2 addresses the additional requirements of the Association Sergeant-at-Arms, Assistant Sergeant-at-Arms, Inner and Outer Guard and provides the due date for submitting the required forms
11. Removed Special Projects Sub-Committee from Policy 7.1 and 7.2.1
12. Fixed Policy 7.2.1 to add the word Committees at the end of the sentence
13. Fixed Policy 7.2.2 to remove the word Committee after Financial Review since it is already at the end of the sentence
14. Fixed Policy 7.5 to correctly identify the name of the form required to be completed by anyone who would like to be considered for a Committee Chair and to update the due date for submitting the application
15. Fixed Policy 7.6 to update the due date for submitting the required form

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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 – ***Nominating Committee Members***

Section 1 Addition - 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.

Section 3 Addition - A nominee for Association Vice President, Chaplain, or Treasurer must have served at least one year as an Association Appointed Officer, Committee Chair or Committee member to submit their name for office.

A nominee for President, Vice President, or Chaplain must have served on the Executive Committee within the past year to submit their name for office.

A nominee for any position on the CNMA Executive Committee must complete an Executive Committee Application electronically via the CNMA website no later than **two** weeks prior to the CNMA Annual Convention Nominating Committee meeting. This application must include a letter indicating the position desired along with the reason they wish to be considered and a typed resume.

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, in the Moose and have served a full term of service in a

CNMA Lodge or have served as a Lodge elected officer for a full term of service in a CNMA Lodge.

Policy 3.2 – A nominee for District President must have served a full year on the elected District Board of Officers within the past two years in order to be eligible to submit their name for nomination as District President.

Policy 3.3 – A nominee for District President must be an active member of a CNMA Moose Legion Jurisdiction or a CNMA Women of the Moose Chapter.

Policy 3.4 - For the position of District President, the CNMA requires that the District President Application Form be completed electronically via the CNMA website by July 15th.

Policy 3.5 - 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 3.6 - 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 4 Addition – ***District Nominating Committee***

Policy 4.1 - The District Nominating Committee consists of the following:

- a. The elected District Officers, President, Vice President, Chaplain, Secretary, and Treasurer
- b. The Junior Past President
- c. The current President and Administrator of each District Lodge
- d. The District President may select three (3) Past District Presidents to serve on the Committee

Policy 4.2 - 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, Chaplain, 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 submitted electronically by completing the District President Application Form via the CNMA website. The due date is July 15th.
- h. The District Officers Information Sheet must be completed electronically in its entirety by September 15th of each year via the CNMA website.
- i. Should vacancies occur, an updated District Officers Information Sheet shall 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.
- j. When in session the District Nominating Committee shall meet in a closed-door session with only committee members present.
- k. A majority of the members of the District Nominating Committee shall constitute a quorum.

Policy 5.0 – Association Dues - Reference Association Bylaws, Article XIII – *Association Dues Billing Schedule*

The Association shall bill quarterly at the beginning of each quarter. Since the billings are based upon the membership numbers for the period ending April 30th of the prior year, the billings shall occur on May 15th; August 15th; November 15th and February 15th. Invoices are due in 15 days.

Policy 6.0 – Duties of Officers - Reference Association Bylaws, Article XIV

Policy 6.1 - 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 6.2 – Section 8 Addition – *Sergeant-at-Arms*

Policy 6.2.1 - For the CNMA the Sergeant-at-Arms must complete an Appointed Officers Application electronically via the CNMA website no later than two weeks prior to the start of the Annual Convention for **each** year in which they wish to be considered by the Association President for the position of Sergeant-at-Arms.

Policy 6.2.2 – The Sergeant-at-Arms shall be responsible for ensuring that anyone who wishes to be considered as an Assistant Sergeant-at-Arms or Inner or Outer Guard completes an Appointed Officers Application electronically via the CNMA Website no later than two weeks prior to the start of the Annual Convention for **each** year in which they wish to be considered for one of these positions with the concurrence of the Association President.

Policy 7.0 – Committees - Reference Association Bylaws, Article XV Additions – *Association Committees*

Policy 7.1 - The following additional committees have been established within the CNMA:

- CNMA Achievement Award Committee
- Compliance Review Committee
- Convention Proceedings Committee
- Disaster Relief Committee
- Historical Committee
- Loss Prevention Committee
- Merchandise Sales Committee
- Moosehaven Committee
- Mooseheart Committee
- New Lodge Development Committee
- New Member Orientation Committee
- Veterans Sub-Committee
- Ways & Means Committee

Policy 7.2 – Association Committee Oversight

Policy 7.2.1 - The Association Chaplain shall provide oversight of the following Committees: Activities, Bylaws, Communications, Degrees, Government Relations, Heart of the Community, Moose Charities, Resolutions, Rules and Order, Scholarship, Veteran's Sub-Committee and Youth Awareness Committees.

Policy 7.2.2 – The Association Treasurer shall provide oversight of the Disaster Relief, Financial Review, Historical, Loss Prevention, Membership, Moosehaven, Mooseheart, New Lodge Development, New Member Orientation, and Ways & Means Committees.

Policy 7.2.3 – The Association President is Chair and provides oversight of the Compliance Review Committee.

Policy 7.2.4 – The Association Junior Past President provides oversight of the CNMA Achievement Award Committee.

Policy 7.3 - 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 7.4 – The CNMA also recognizes the MI designated:
Training Coordinator & Training Team
WOTM Conferral Coordinator

Policy 7.5 – All Committee Chairs must complete the Committee Chair Application electronically via the CNMA website no later than two weeks prior to the start of the Annual Convention for **each** year in which they wish to be considered by the Association President for the position of Committee Chair.

Policy 7.6 – Committee Chairs are responsible for ensuring that all committee members are identified, and their information provided to the Association designated Executive Committee member no later than two weeks prior to the start of the Annual Convention for **each** year in which they wish to be considered by the Committee Chair. This is accomplished by completing the CNMA Committee Member Information Sheet via the CNMA website.

Policy 8.0 – Association Policies - Reference Association Bylaws, Article XX
Addition - ***Honorary Past Association President***

Policy 8.1 – 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 8.2 – 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 8.3 - The new Honorary Past Association President will be formally inducted at the next Mid-year Conference.

Policy 9.0 – Association Policies - Reference Association Bylaws, Article XX
Addition - ***Compliance***

Policy 9.1 – All lodges within the Association shall be in good standing with Moose International and the Association.

Policy 9.2 – 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 9.3 – 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 9.4 – All member lodges within the Association shall participate in all Association fundraising activities.

Policy 9.5 – All member lodges within the Association shall be represented at the Association Mid-Year Conference and the Association Annual Convention.

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

Policy 10.1 - 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 10.2 – Any member lodge who is not in compliance shall not be able to host meetings (including District) or activities of the Association.

Policy 10.3 – If a member lodge is not in compliance with The General Laws they are not in compliance with the Association.

Policy 10.4 – Lodges in non-compliance shall be subject to review by the Association Compliance Review Committee. This committee is comprised of the Executive Committee. The Executive Committee may consult with 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 11.0 – Association Policies - Reference Association Bylaws, Article XX
Addition - ***Sanctions for Non-Compliance***

Policy 11.1 - All lodges will receive ***Positive and Immediate*** intervention as recommended by the Compliance Review Committee in cooperation with the District President and Territory Manager.

Policy 11.2 - 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 11.3 – 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 the Executive Committee, Chair or as a committee member.
- d. All lodge members are ineligible for District elected or Appointed positions.
- e. Not in Good Standing lodges may not host District Meetings, District events or CNMA sponsored training or meetings.

- f. All lodges are ineligible to receive any discounts offered by the Association for Association dues.
- g. 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 12 months. In order for the sanctions listed above to be lifted Satisfactory payments must be made for two (2) consecutive periods. Since the CNMA billings are completed quarterly a period is defined as three (3) months. 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 made.
- i. If no contact is made regarding payments then the Compliance Review Committee will reinstate all sanctions previously lifted.

Policy 11.4 – 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 reinstatement of all sanctions imposed during the First Offense.
- b. The period for lifting sanctions shall be based on satisfactory payments being made for four (4) consecutive periods. As provided above a period is defined as three (3) months. Therefore, for the second offense a lodge will have sanctions in place for a period of twelve (12) months.
- c. 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 up to a Social Quarters Permit Suspension of three (3) days with authorization of the Chief Compliance Officer.

Policy 11.5 - 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 the reinstatement all sanctions imposed for the Second Offense.
- b. The period for lifting sanctions for a third offense shall be based on satisfactory payments being made for twelve (12) months from determination of non-compliance.
- c. 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 up to a Social Quarters Permit Suspension of

- three (3) to seven (7) days with authorization of the Chief Compliance Officer.
- d. 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 12.0 – 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 13.0 – Association Policies - Reference Association Bylaws, Article XX
Addition - ***CNMA 5 Star Award Program***

Policy 13.1 - 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 13.2 - Award recipients will earn a one-dollar discount on Association dues and other recognition as deemed appropriate by the Association Executive Committee.

Policy 13.3 – The one-dollar discount shall be applied prior to the August 15th billing.

Policy 13.4 – Appeals to the published 5 Star results shall be filed with the 5 Star Award Program Chair within 14 days.

Policy 13.5 – Oversight of the 5 Star Award Program Committee shall reside with the Association Junior Past President.