

Constitution and By-Laws of the Mooseheart Alumni Association (Revised)
(Approved by Executive Committee October 3, 1970)

Article I

Name and Object -- This Association shall be known as the Mooseheart Alumni Association. Its objects shall be to provide a medium for the association of graduates and former students of Mooseheart and to foster greater interest in Mooseheart, thereby reflecting credit upon the Loyal Order of Moose.

Article II

Qualifications for Membership -- Section 1. The membership of the Association shall be limited to all Mooseheart graduates and form students together with husband or wife of such graduate or former student, Mooseheart mothers, and Honorary members who have qualified for membership in the Mooseheart Alumni Association of the Loyal Order of Moose providing, however, that no such husband or wife, or Mooseheart mother, or Honorary member shall acquire the right to vote or hold office by virtue of such memberships.

Section 2. Membership fee for the Mooseheart Alumni Association shall be Ten dollars (\$10.00) annually for individual dues, and Eighteen dollars (\$18.00) annually for dual memberships, husband and wife, except for honorary members whose membership fee shall be one dollar (\$1.00) annually. (a) Life Membership in the Mooseheart Alumni Association shall be Two Hundred Fifty (\$250.00) dollars. When a member of the Mooseheart Alumni Association shall have accumulated \$250.00 in dues, he or she shall automatically become a Life Member of the Association. (b) At any time, a member may become a Life Member by paying the difference between the amount accrued in dues and \$250.00.

Section 3. The Association, shall, upon evidence of the gathering of twenty-five or more members of the Mooseheart Alumni Association for the purpose of associating themselves together for fellowship, comradery, and to further the best interests of the Mooseheart Alumni Association, issue a charter, certifying that certain qualified individuals at some given place have complied with the requirements of the laws, for the organization and institution of a Mooseheart Alumni Association Chapter.

Article III

Annual Meeting and Fiscal Year -- There shall be an annual meeting of the members of this association at Mooseheart, such meeting to be held during the annual homecoming. The fiscal year of this Association shall begin the 1st day of October of each year and end the 30th day of September the succeeding year.

Article IV

The Assembly -- Section 1. Membership -- The Assembly of the annual meeting shall consist of all members attending such meeting, who have a paid up membership receipt for the current fiscal year. The President shall act as the presiding officer of the Assembly and in the President's absence the Vice President shall preside. The Secretary of the Association shall be the Secretary of the Assembly.

Section 2. Power -- The assembly shall have all the power necessary or incidental to the control and administration of the business and affairs of the Association and to the determination of its policies and recommendations, excepting those which it expressly delegates to the Executive Committee.

Section 3 -- Voting in the Assembly -- Each voting member of the Association shall have one vote. Voting by proxy shall never be permitted.

Article V

Officers -- The officers of the Mooseheart Alumni Association shall consist of a President, a Junior Past President, a Vice President, a Treasurer, a Secretary and twelve (12) Directors; all officers shall be elected from the membership of the Mooseheart Alumni Association by secret ballot, all of who shall serve for one year except the Secretary, who shall be appointed by the Executive Committee, and shall server for a period of satisfactory service. There shall be twelve (12) members of the Board of Directors. Six members of the Board of the Directors shall be elected for a period of three years, provided, however, that two Directors shall be elected each year. Six members of the Board of Directors shall be appointed for a period of one year. All officers and directors elected or appointed shall be a member of either the Loyal Order of Moose, or the Women of the Moose.

Article VI

The Executive Committee -- The property and business of this Association shall be managed and conducted by an Executive Committee who shall be members of the Association. The said Executive Committee shall consist of the Junior Past President, the President, the Vice-President, the Secretary and the Treasurer, and said officers shall act in their respective officers as officers of the Executive Committee. Each retiring President shall assume the office of the Junior Past President for a term of one year, and by virtue thereof shall be a Director. The Executive Committee shall meet upon the call of the President.

Article VII

Elections -- The President shall appoint a Nominating Committee of not less than five (5) members at least two (2) months before the annual meeting of the Association. The

Nominating Committee shall nominate members for each of the offices of this Association, including the Directors. The persons so nominated, together with the offices to which they have been nominated, shall then be certified to a Board of Elections, which board shall consist of three (3) disinterested members of the Association appointed by the President, and the Secretary. Said Board of Elections shall supervise the mailing of ballots, the receipt of voted ballots, and the counting thereof. The results of such elections shall be announced by the Board of Elections at the annual meeting each year. No nominations from the floor during an annual meeting will be allowed. However, a space on the official ballot shall be provided for write-in candidates.

Article VIII

Amendments -- The Constitution and By-Laws of this Association shall be subject to change upon the affirmative vote of a majority of the Executive Committee, as governed by Article VI, and upon subsequent ratification at an annual meeting.

By-Laws of the Mooseheart Alumni Association

Meeting of the Association -- Section 1. There shall be an annual meeting of the members of the Association at Mooseheart, such meeting being held during the annual Homecoming.

Powers of the Association -- Section 2. (a) To define the powers and duties of all its officers, boards and committees or of any individual officer or body operating in the name of the Association or by its authority.

(b) To provide for the institution of member chapters, the issuance of dispensations and charters thereto, the manner in which same may suspended or forfeited, and the laws by which it shall be governed.

(c) To provide for the operation of the chapters and any and all other functioning activities for the furtherance of the purposes of the Association.

(d) To enact all necessary and proper laws for carrying into effect the powers and purposes of the Association or of any officer thereof.

Election of Officers

How Elected -- Section 3. Subject to the provisions of Article V of the Association's constitution, elective officers of the Mooseheart Alumni Association by secret ballot, for the terms fixed by law.

Provided any member shall not hold more than one elective office at the same time.

Nomination and Election -- Section 4. The nomination and election of such officers shall be as herein provided and shall be made effective prior to the annual Mooseheart Homecoming. In all cases of election the votes of the majority of the votes cast by the Mooseheart Alumni Association shall be necessary to a choice. In case of a tie, the election shall be decided by lot.

The president shall appoint a Nominating Committee of not less than five members of the Association at least two months before the annual meeting of the Association. The Nomination Committee shall nominate members for each of the offices of this Association including the Directors. The persons so nominated, together with the offices to which they have been nominated, shall be certified to a Board of Elections, which Board shall consist of three disinterested members of the association, appointed by the President, and the Secretary of the Association. Said Board of Elections shall supervise the mailing of ballots, the receipt of voted ballots and the counting thereof. The results of such election shall be announced by the Board of Elections at the annual meeting each year. No nominations from the floor during an annual meeting shall be allowed; however, as space on the official ballot shall be provided for write-in candidates.

Terms of Office -- Section 5. The officers of the Association, except the Directors and Secretary, shall be elected for a term of one year.

Members of the Board of Directors shall be elected for a period of three years; provided, however, that two Directors shall be elected each year. The Secretary shall be appointed by the Executive Committee and shall serve for a period of satisfactory service.

All Officers and Directors elected or appointed shall be a member of either the Loyal Order of Moose, or the Women of the Moose.

Presiding Officer -- Section 6. In point of authority as presiding officer at any meeting of the Association, such authority shall be in the following order -- President, Vice-President, Junior Past President.

Election Conduct -- Section 7. No candidate for any office shall be permitted to make a campaign for such election by distribution of any letters or other written or printed matter of any kind, in any place, in any manner; and any candidate violating this section or permitting this section to be violated by others in his behalf, shall be, upon conviction therefore, disqualified from holding any office during the term for which he was candidate.

Association Committees

Committees and Appointments – Section 8. The regular Committees of the Association shall be as follows: (a) Judiciary, (b) Resolution, (c) Grievances, (d) Audit, (e) Rules and Order of Business, (f) State of the Order, (g) Special Committees. Each of the above named Committees shall consist of not less than five, nor more than seven members of the Association in good standing. All Committees shall be appointed by the President with the advice and consent of the Executive Committee. The Judiciary Committee, Resolutions committee, Grievances Committee and Finance Committee shall be appointed not less than Thirty Days prior to the date of the annual Homecoming at which they are to serve. The Other Committees shall be appointed with the last three days prior to the convening of the Association in which they are to serve. The President shall appoint such other committees from time to time. The appointment of all committees herein referred to shall expire upon the adjournment of the annual Homecoming.

Order of Business

Order of Business – Section 9. Each meeting of the Association may adopt as its order of business any or all lawful recommendations of the Committee on Rules and Order of Business, but in the event of any such action by the Association, the Order of Business shall be as follows: Roll call of officers; Reading and approval of the minutes of the last meeting; Announcements and reports of the standing committee; Special orders; unfinished business; new business; Adjournment.

General Rules

Majority Vote – Section 10. The majority vote shall decide all questions except as otherwise provided herein.

Parliamentary Law – Section 11. Roberts' Rules of Order of parliamentary law shall govern all proceedings of the Association while in session and shall decide all points of order when not otherwise provided for in the by-laws.

President

Powers and Duties – Section 12. The President shall preside at and enforce all rules at every session of the Association, the preserve order within.

Executive Meeting – Section 13. He may call such meetings of the Executive Committee as he may deem proper in the interest of the Association and as the business of the Association necessitates.

Attend Meetings – Section 14. He shall attend such meetings and social sessions of the Association and other gatherings held in the name of the Associations, as may be practical, and such other occasions and functions as the Executive Committee may determine and plan, and shall act as the accredited representative of the Association at such gatherings.

Representation – Section 15. He shall have the right to be present at a meeting of any other body of the Association as he may choose. He shall have the right to address such bodies on matters pertaining to the Association and to advise such bodies on the general condition of the Association. He may designate any other office of the Association to make visits to Chapters or to appear at any function of the Chapters as his representative.

Report – Section 16. He shall submit to the Association at each regular meeting a report covering his activities during its recess, together with such recommendations as he may deem proper.

Appointments – Section 17. He shall appoint the members of such committees, boards, bodies and other officers and other appointees as are provided for in the by-laws, by and with the consent of the Executive Committee and fill all vacancies in the same manner,

Succession – Section 18. In case of the removal from office by death or resignation of the President, or should a vacancy occur in that office for any reason, the Vice-President shall succeed to the office of President.

Vice President

Duties – Section 19. The Vice-President shall aid the President and other officers in opening and closing each session of the Association, and at all times during the meeting shall assist and support them in preserving.

When to Preside – Section 20. He shall preside at session of the Association in the absence of the President and represent the President before any committee, board or chapter upon request of the President or in his absence.

Succession – Section 21. In case a vacancy occurs in the office of the President, after such vacancy has been declare by the Executive Committee, he shall assume and perform the duties of the President for the balance of the term of his office.

Special Duties – Section 22. He shall serve in any additional capacity the Executive Committee may authorize. He shall represent the Association and the Executive Committee in the operation of any of the functions of the Association *and as designated by the Executive Committee.*

Secretary

Duties – Section 23. He shall keep a full and accurate record of all proceedings of the Association.

Reading and Correspondence. He shall read all reports and bulletins and other communication s and conduct such correspondence as is necessary or as may be directed by the Association, and preserve copies thereof.

Keep Accounts. He shall correctly keep the Association accounts in such books as may be required and shall receive all money except as otherwise provided herein. He shall deposit money to the credit of the Association and shall make a deposit slip for each deposit in duplicate, leaving one such deposit slip with the bank and giving the other to the Treasurer of the Association and secure a receipt therefore and enter same in the Secretary's cash book in banner and form as though the money had been delivered to the Treasurer of the Association instead of the deposit slip.

Sign All Papers. He shall sign all cards, receipts, certificates, communications, reports, instruments, documents and papers, draw and attest all warrants and problem deliver all warrants when properly signed, to the parties entitles thereto.

Notice – Special Meetings. He shall prepare and mail all notices for special meetings to members of the Executive Committee. Such Notices shall state the special business to be considered.

Securities. The Secretary, with the President and Treasurer, shall be custodians and be responsible for the securities and valuable papers of the Association and keep them in some safe place as they may provide.

Deliver Property to Successor. He shall deliver to his successor in office all books, monies, papers, and other property of the Association, which may be in his possession.

Treasurer

Duties – Section 24. He shall receive from the Secretary deposit slips showing the deposits made by him in the designated bank in the name of the Association, of all monies of the Association and shall give a receipt therefore to the Secretary. Should any of the monies of the Association come to his hands nevertheless, in the form of cash or usual commercial paper, he shall deliver same to the Secretary for deposit in bank as hereinbefore provided. He shall, with the President and Secretary, be custodian of all securities.

Sign All Warrants. He shall sign all warrants drawn by the Secretary on the treasury of the Association, provided same shall have been ordered by the Executive Committee and signed by the Secretary and President thereof.

Successor. He shall deliver to his successor all monies, books, papers and other properties of the Association, which he may have in his possession.

Executive Committee

Appointment and Duty – Section 25. The property and business of this Association shall be managed and conducted by an Executive Committee who shall be members of the Association. The said Executive Committee shall consist of the Junior Past President, the President, the Vice-President, the Secretary and the Treasurer, and said officers shall act in the respective offices as officers of the Executive Committee. The Executive Committee shall exercise all of the powers of the Association when the latter is not in session. It shall report fully on its actions during the interim and its actions shall be in full force and effect unless modified by the Association at its next meeting following such actions. Any vacancies occurring by death, resignation or otherwise shall be filled as herein provided, by appointment.

Directors

Duties – Section 26. Shall serve as an advisory group to the President and the Executive Committee, and shall meet from time to time in joint session with the Executive Committee to determine policy.

Charter – Section 27. The word "charter" as used in these laws shall mean the certificate issued over the signature of the President, and the Secretary, certifying that certain qualified individuals at some given place have complied with the requirements of the laws for the organization and institution of a chapter of the Mooseheart Alumni Association.

Petition for Charter – Section 28. Petition for chapter charters must be made in writing and signed by not less than twenty-five persons qualified as required for membership in the chapters.

Purpose of Charter – Section 29. To provide an organization whereby the members of the Mooseheart Alumni Association in the various sections of these United States may associate themselves together for the purpose of fellowship and comradery and to further the best interests of the Mooseheart Alumni Association.

Homecoming Banquet and Dance – Section 30. A paid up receipt in the Mooseheart Alumni Association or Loyal Order of Moose must be presented in order to attend these functions of the Mooseheart Alumni Association in a Moose Lodge and a paid up receipt in the Mooseheart Alumni Association for these functions held elsewhere.