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## BY-LAWS 2021

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MARCH 27, 2021  
ONTARIO MOOSE ASSOCIATION



# **BY-LAWS OF THE**

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# **ONTARIO MOOSE ASSOCIATION**

## **ARTICLE I**

### ***NAME***

The name of the Association shall be the Ontario Moose Association, Inc., hereafter referred to as the “Association”, a Province of Ontario non-profit/not-for-profit corporation.

## **ARTICLE II**

### ***OBJECTIVES***

The objectives of the Ontario Moose Association are:

- To coordinate, promote and support the programs and directives of Moose International, Inc., and The Moose.
- Encourage fraternal cooperation of the lodges of The Moose and the membership of such lodges in the Province of Ontario.
- Build the membership strength of The Moose.
- Exchange ideas and ideals which may be of benefit to the various lodges and their members.
- Adopt programs and projects for the betterment of Mooseheart and Moosehaven, including the building of the Endowment Fund for the support of these institutions.
- Foster a closer relationship between lodges in Ontario and lodges in neighboring Provinces and States.

## **ARTICLE III**

### ***AUTHORITY***

The Association shall at all times be amenable to and under the supervision of Moose International, Inc., The Moose, Moose International, Inc. Board of Directors, and be bound and governed by the Constitution of Moose International and The Moose, the General Laws of The Moose, and the By-Laws of Moose International. These by-laws or any amendments hereto, shall be subject to approval of the Chief Compliance Officer and the Delegates of the Association.

## **ARTICLE IV**

### ***ASSOCIATION MEMBERSHIP***

All lodges of The Moose in the Province of Ontario shall be members of the Ontario Moose Association. To be in good standing with the Association, each lodge must remain current in all financial obligations due the Association (i.e., per capita dues) and Moose

International, and participate in all district and provincial conventions, conferences, meetings, workshops, training seminars, schools, etc., the attendance at which is required by the Association or The Moose.

## **ARTICLE V** ***DISTRICT COMPOSITION***

**Section 1.** For convenience in carrying out the functions of the Association, the Board of Officers of the Association shall establish districts comprised of geographically related lodges.

**Section 2.** The member lodges to be included in the various districts may be altered from time to time and new districts established as determined by the Association Board of Officers.

**Section 3.** Between annual conventions of the Association, each district within the Association shall hold a minimum of four (4) regular meetings, with at least one meeting being held each quarter.

## **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 Representative, plus one (1) additional delegate for each fifty (50) members on the rolls, or a 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 in their lodge.

**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.

**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.

## **ARTICLE VII** ***QUORUM***

**Section 1.** Any number of duly accredited delegates, representing at least a majority of the member lodges in good standing, shall constitute a quorum for the transaction of business at any duly authorized session of the Association, provided that the President, Vice President, Chaplain or Junior Past President (in that order) be present to preside.

**Section 2.** A majority of all votes cast shall decide all questions, except those which involve amendment, alteration or addition to these by-laws, or an appeal from the decision of the Presiding Officer, either of which shall require a two-thirds (2/3) vote of the duly accredited delegates in attendance.

## **ARTICLE VIII** ***ELECTED OFFICERS***

The elected officers of the Association shall consist of a President, Vice-President, Chaplain, Secretary, Treasurer and one (1) District President from each district within the Association.

## **ARTICLE IX** ***BOARD OF OFFICERS***

**Section 1.** The voting Board of Officers of this Association shall be composed of the elected officers, the Junior Past President, and Representatives of The Moose who are themselves in good standing within their respective lodge. and whose lodge is in active status with the Association. Representatives of The Moose shall include the following The Moose Officers, Moose International Board of Directors, Past Supreme Governors/Past Chairmen of the Board of Directors, Grand Council members, International Higher Degree Board members, and members of the following Boards: Mooseheart, Moosehaven, Moose Charities, and Moose Foundation. Representatives of The Moose shall also include the Association Liaison, who shall be a non-voting member of the Board of Officers.

**Section 2.** The Board of Officers, during the times that the Association is not in session, shall take general charge and supervision of the affairs of the Association and perform such duties as may be necessary and proper to protect the interests, promote the welfare and accomplish the objectives of the Association. It shall carefully and judiciously control the finances of the Association and prepare a budget for the disbursement of Association funds. It shall have the authority to fix the salary of the Secretary and shall have the right to authorize payment of all reasonable expenses incurred on behalf of the Association including reimbursement to officers or any other member or person doing authorized business on behalf of the Association. It shall submit to the Association at each annual meeting a report, in writing, of

all its accounts since the last annual meeting. It shall perform such other duties as may be imposed upon it by these by-laws or by the Association.

**Section 3.** A majority shall constitute a quorum of the Board of Officers, and the President and Secretary of the Association shall be respectively, President and Secretary of the Association Corporation.

**Section 4.** For the purpose of expediting the performance of functions otherwise performed by the Board of Officers, and unless specifically prohibited by these by-laws, the Board of Officers, between meetings of said Board, shall have the right, by recorded action, to delegate its powers (except the power to appropriate the funds of the Association) to an Executive Committee. The Executive Committee shall consist of the President, Vice-President, Junior Past President, Chaplain, Secretary, Treasurer, and Association Liaison (non-voting). No other person shall be a member of the Executive Committee regardless of current or past title or position.

**Section 5.** The Board of Officers, or the Executive Committee may order a review of any funds of the Association, including any special fund accounts. The chairperson of any committee having a special fund account shall submit in writing a full accounting report and at least once a year to the Secretary prior to the annual meeting and at any time requested by the Board of Officers or the Executive Committee. The Association Financial Review Committee shall meet semi-annually and at such other times as directed by the Board of Officers or Executive Committee.

**Section 6.** Each person who is or has been a director or officer of this corporation and who has acted in good faith and in a manner they reasonably believed to be in the best interest of the corporation, and with respect to any criminal action or proceeding had no reasonable cause to believe their conduct was unlawful, shall be indemnified by the corporation against expenses, including attorneys fees necessarily incurred by such person in connection with the defense or settlement in any action or proceeding to which they are a party, alone or together with others, with reason of their being or having been a director or officer acting in a managerial capacity. Each such person shall be reimbursed by the Association for any amounts paid by such person in satisfaction of any judgment or settlement in connection with any such act, suit, or proceeding, unless such person shall be adjudged in such action, suit or proceeding to be liable for misconduct in the performance of their duties to the corporation. The foregoing right of indemnification shall be in addition to any other rights to which such persons may be entitled as a matter of law.

## **ARTICLE X**

### ***TERMS OF OFFICE***

**Section 1.** Each elected officer, except the Secretary, shall be chosen for a term of one (1) year to begin at the adjournment of the annual meeting at which they are elected. The Secretary shall be elected for a term of four (4) years, which shall begin at the adjournment of the annual meeting at which they are elected. District Presidents are elected for one (1) year

terms but may be elected for more than one term. Each officer shall serve until their successor has been duly elected and installed.

**Section 2.** The Board of Officers shall fill vacancies in any of elected office for the unexpired term.

**Section 3.** With the consent and approval of the Board of Officers, the President shall have the power to declare any office vacant, except the office of Secretary, if in their opinion the occupant has failed to perform the duties of such office. The office of Secretary may be declared vacant by a majority of the Board of Officers vote if, in their opinion, the occupant has failed to perform the duties of the office.

## **ARTICLE XI**

### ***NOMINATION AND ELECTION OF OFFICERS***

**Section 1.** The Nominating Committee of the Association shall consist of the elected Board of Officers, four (4) Past Presidents in order of juniority and five (5) representatives appointed by the President who shall be Past Presidents or committee chairpersons selected from five (5) member lodges in good standing with the Association. All meetings of the Association Nominating Committee shall be in closed-door sessions and all discussions, votes, etc. shall be strictly confidential.

**Section 2.** The Nominating Committee shall place in nomination at least one (1) candidate for each office to be filled. Members desiring to be nominated shall submit their names and resumes to the Association Secretary who shall receive the same on behalf of the Nominating Committee. All requests shall be given due consideration.

Any eligible member of the Association, who submitted their name for a specific office and was not nominated by the Nominating Committee, shall have their name placed upon the ballot by filing a petition with the Secretary of the Association. The petition must be filed prior to the beginning of the session at which the election is to be held. The petition must contain the names, Moose ID numbers and lodge numbers of not less than ten (10) percent of the registered delegates attending the annual meeting.

A Past President of the Association is ineligible to serve in any elected office of the Association unless a special dispensation is obtained from the Chief Compliance Officer.

**Section 3.** A nominee for Association President must be a Past Governor/Past President or a Past Regent prior to May 1, 2021 of The Moose, served at least one (1) year in an elected office of the Association, and may not have previously served as President of the Association.

**Section 4.** Each district shall hold a meeting at least two (2) weeks before the date of the annual meeting for the purpose of selecting their recommendation for District President, and electing their District Vice-President, Chaplain, Secretary and Treasurer. The selection for President of the District shall be submitted in writing to the Association Secretary who shall receive the same on behalf of the Association Nominating Committee. The written notice from the district should contain a resume' of the person selected. The Association Nominating Committee shall only consider the district selection as a recommendation by the district.

**Section 5.** The Association Nominating Committee shall report to the annual meeting of the Association during the opening session of the annual meeting.

**Section 6.** The election of officers shall be held during the final business session of the annual meeting/convention, provided at least twenty-four (24) hours has elapsed since the official report of the Nominating Committee to the meeting/convention, unless special dispensation is obtained from the Chief Compliance Officer. In the event of a contested office, the election shall take place by secret ballot.

**Section 7.** The elected and appointed officers, and Committee Chairpersons, shall be installed into office prior to the close of the annual meeting utilizing the ritual provided by the Ritual Department of Moose International.

## **ARTICLE XII MEETINGS**

**Section 1.** There shall be an annual meeting (hereafter called “Convention”) and a mid-year meeting (hereafter called “Mid-Year Conference”) of the Association to be held at such place as determined by the Board of Officers. The Convention of the Association shall be held during the months of July through October and the Conference of the Association shall be held during the months of January through April of each year.

**Section 2.** With the consent of the Chief Compliance Officer, the Board of Officers may call other meetings of the Association when the interest and welfare of the Association justify it.

**Section 3.** A registration fee, as determined by the Board of Officers, may be charged those members attending a meeting of the Association.

**Section 4.** The time devoted to the meetings of the Association shall be determined by the Association Board of Officers in accordance with the guidelines provided by Moose International.

## **ARTICLE XIII ASSOCIATION DUES**

**Section 1.** Each lodge of the Association shall remit to the Secretary, a sum equivalent to not less than \$3.00 per active member on the rolls of the lodge, the exact amounts and payment schedules to be determined by the Association Board of Officers. The computation shall be based upon the certified reports of the lodges within the Association submitted to Moose International for the period ending April 30 of the prior year. In no case shall the payment of the Association Dues for any lodge exceed \$2000.



**Section 2.** No member lodge delinquent in its Association dues (or any legally imposed assessment), in violation of the Association's attendance policy required by the General Laws of The Moose, or not in good standing with Moose International, shall participate in any meetings or activities of the Association. This expressly prohibits group or team entries such as ritual teams, bowling and other athletic team participation in any Association activities unless Association dues are paid for the current year, as covered in Section 1 of this Article. This section shall not prohibit a Moose member in good standing of a lodge, delinquent in its Association dues, from attending any and all meetings of the Association, provided they meet the requirement thereof. However, they shall not be a qualified voting delegate, have a voice on issues before the meetings, or hold any elected or appointed office. Any member past due on any indebtedness due the Association shall be prohibited from participating in any meetings or activities of the Association until the debt is satisfied.

## **ARTICLE XIV** ***DUTIES OF OFFICERS***

**Section 1.** President – The duties and responsibilities of the President are:

1. They shall be the Chief Executive Officer of the Association.
2. Preside over all meetings of the Association, the Board of Officers and the Executive Committee.
3. Appoint officers and committees.
4. Call meetings of the Board of Officers and Executive Committee at such times as the business of the Association may require.
5. In coordination with the Territory/Regional Manager, they shall supervise and correlate the activities and visitations of the District Presidents.
6. Visit member lodges to promote the purposes and goals of the Association.
7. Appoint a Sergeant-At-Arms, Assistant Sergeant-At-Arms, Inner and Outer Guards and Assistant Inner and Outer Guards, as they deem necessary.
8. Countersign all properly authorized checks drawn on the accounts of the Association.
9. Sign all legal contracts authorized by the Association and the Chief Compliance Officer.
10. Take an active role in increasing the membership of the Association by promoting membership and sponsoring members into The Moose.
11. Attend district meetings when possible to encourage and promote the development of fraternal programs.
12. Remain of good moral character.
13. At all times, they shall be honest, truthful, and not engage in any conduct that would bring discredit upon the Association or fraternity.
14. Maintain the confidentiality of all Executive Committee meetings and such other committees and meetings when required and appropriate.
15. Perform such other duties as may be properly required of them.

**Section 2.** In the absence of the President at a stated meeting of the Association or the Board of Officers or Executive Committee, the Vice-President, Chaplain, or the Junior Past President shall preside, in that order.

**Section 3.** Junior Past President – The duties and responsibilities of the Junior Past President are:

1. Take an active role in increasing membership in the Association by promoting membership and signing members.
2. Preside over meetings of the Association in the absence of the President, Vice President and Chaplain of the Association.
3. Be Chairperson of the Moose of the Year program. Give reports at meetings, as necessary. Promote programs that will encourage all lodges to get their Moose of the Year applications completed and turned in on time.
4. Continue to promote the Association's purposes and goals.
5. Visit lodges as guest speaker and promote membership and fraternalism.
6. Perform other such duties, as the Board of Officers or Executive Committee may consider necessary to the Association.
7. Visit as many district meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
8. Maintain good morals, honesty and truthfulness and promote a positive attitude.
9. Maintain the confidentiality of the Executive Committee and such other committees and meetings when required and appropriate.
10. Help complete any unfinished projects started during their term as President.

**Section 4:** Vice President – The duties and responsibilities of the Vice President are:

1. Take an active role in increasing membership in the Association by promoting membership and signing members.
2. Assist the President in the conducting of business of the Association at conferences and conventions.
3. They shall, in the absence of the President at stated meetings of the Association, preside over such meetings.
4. Be a major alternate to the President in making visitations and promoting the purposes and goals of the Association and the goals of the fraternity.
5. Request periodic update reports from District Presidents and be responsible for guiding their duties to meet the goals of the Association and our fraternity.
6. Report to the Executive Committee the progress of the District Presidents.
7. Perform other such duties, as the Board of Officers or Executive Committee may consider necessary to the Association.
8. Visit as many district meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
9. Maintain good morals, honesty and truthfulness and promote a positive attitude.
10. Maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.

**Section 5:** Treasurer – The duties and responsibilities of Treasurer are:

1. Take an active role in increasing membership in the Association by promoting membership and signing members.
2. Collect all money due the Association at all meetings, conferences and conventions and issue receipts.
3. Keep an accounting of all receipt books by receipt number.
4. The Treasurer or the President shall sign all authorized checks.
5. Assist the Association Secretary with bank deposits at meetings of the Association.
6. Maintain a current copy of all Association purchased equipment, (computers, laptops, radios, pilgrim paraphernalia, computer software) and report to the Board of Officers at the annual convention the status of all current equipment and the need for replacement. Keep a record of all computer software.
7. Assist the Board of Officers and/or Executive Committee and the Secretary in acquiring meeting sites and finalizing contracts with hotels.
8. With the assistance of the Association Secretary, prepare an annual budget and give budget report at each annual convention.
9. Review all current bills with the Board of Officers or Executive Committee (phone, credit card statements, office equipment, office supplies, transportation cost and meals). The bills will be checked against the receipt for financial review purposes.
10. Have knowledge of how to access all Association records, books, computer files, credit cards, checking accounts, savings accounts, certificate of deposit, location and combination numbers of all safes, safe deposit boxes and any other information in possession of the Association Secretary's office.
11. Perform other such duties as the Board of Officers and/or Executive Committee may consider necessary to the Association.
12. Visit as many district meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
13. Maintain good morals, honesty and truthfulness and promote a positive attitude.
14. Maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.
15. Be a member of the Financial Committee.

**Section 6:** Chaplain – The duties and responsibilities of Chaplain are:

1. Take an active role in increasing membership in the Association by promoting membership and signing members.
2. Open and close all meetings of the Association with appropriate prayer.
3. Assist in promoting the purpose and goals of the Association and goals of the fraternity.
4. Perform other such duties, as the Board of Officers or Executive Committee may consider necessary to the Association.
5. Visit as many district meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
6. Maintain good morals, honesty and truthfulness and promote a positive attitude.
7. Maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.

**Section 7: Secretary** – The duties and responsibilities of Secretary are:

1. Keep a true and correct record of all of the proceedings of the Association, the Board of Officers and the Executive Committee and promptly attend to all correspondence and perform all duties usually pertaining to the office of Secretary.
2. Provide adequate surety (fidelity) bond in an amount to be fixed by the Board of Officers, the premium on which shall be paid from the treasury funds of the Association, which checks shall then be countersigned as authorized.
3. Submit an annual report to the Association so far as they are able to ascertain.
4. Receive and account for all monies turned in to the Association and shall furnish the Treasurer with duplicate deposit slips showing all funds deposited to Association accounts.
5. Sign all authorized checks.
6. Perform such other duties as may be properly required of them by the Association, Board of Officers and Executive Committee.
7. Maintain the confidentiality of the Executive Committee and other such committees and meetings when required and appropriate.
8. Issue a receipt to each district secretary for monies received and deposited in Association sub-account under district name.

**Section 8: Sergeant-at-Arms** – The duties and responsibilities of Sergeant-at-Arms are:

1. Take an active role in increasing membership in the lodges of the Association by promoting membership and signing members.
2. Execute the orders of the President during sessions of the Association and/or Board of Officers, act as Marshall on public occasions and in parades, and in case of executive sessions shall, with the assistance as they may select, examine all present as to their qualifications to remain.
3. Assist in the setting up and taking down of Association paraphernalia at meetings of the Association.
4. Report to the Association President, Board of Officers and Executive Committee concerns and progress of the Association.
5. Perform such other duties, as the President, Board of Officers or Executive Committee may consider necessary to the Association.
6. Visit as many district meetings and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
7. Maintain good morals, honesty and truthfulness and promote a positive attitude.
8. Maintain confidentiality of any meetings and matters as required and appropriate.

**Section 9: Inner Guard and Outer Guard** – The duties and responsibilities of the Inner Guard and Outer Guard are:

1. Take an active role in increasing membership in the lodges of the Association by promoting membership and signing members.
2. Take charge of all doors during the sessions of the Association and shall permit only such persons to enter as they are duly qualified representatives or as may be directed by the President of the Association.

3. Request assistance from the Sergeant-at-Arms when additional help is needed.
4. Report to the Association President, Board of Officers, or Executive Committee concerns of the Association.
5. Visit as many district meeting and lodges as possible for the purpose of encouraging and promoting the development of fraternal programs.
6. Perform other such duties, as the President, Board of Officers or Executive Committee may consider necessary to the Association.
7. Maintain good morals, honesty and truthfulness and promotes a positive attitude.
8. Maintain confidentiality of any meetings or matters as required and appropriate.

**Section 10:** District President – The duties and responsibilities of District President are:

1. Attend Association Board of Officers meetings of the Association.
2. Take an active role in increasing membership in the lodges of the Association by promoting membership and signing members.
3. Visit each lodge in their district at least once during their term, not to include district meetings, (if approved by lodge) for the purpose of encouraging and promoting progress in the development of fraternal programs.
4. They shall also request elective officers in the district to make no less than three (3) visitations per year, not including their own lodge.
5. Appoint all district chairpersons and require reports to be read at each scheduled meeting.
6. Encourage each lodge in their district to be active in the Association and cooperate with the Secretary of the Association in the collection of Association dues.
7. Cooperate with the Association officers in the collection of funds in connection with any programs sponsored by the Association.
8. Cooperate with the Association Ritual Chairperson in encouraging the formation of Ritual Staffs and to encourage perfection and efficiency by the officers in their charges as well as the exemplification of the ritual in all lodge ceremonies.
9. Cooperate with the Association Chairpersons in all authorized activities in their district.
10. Prepare a written report to be given as required at meetings of the Association covering all phases of activities within their district.
11. Ensure that the District Secretary sends in written reports to the specified Association officers of all district meetings no more than two (2) weeks after such meeting.
12. Ensure that the District Secretary sends in a complete district meeting report, which includes a concise and accurate report of the finances of the district no more than two (2) weeks after such meeting to Association Secretary in a timely manner after each district meeting.
13. Perform other such duties, as the President, Board of Officers and Executive Committee may consider necessary to the Association.

**Section 11:** District Secretary – The duties and responsibilities of the District Secretary are:

1. Keep a true and accurate record of all the proceedings of the district, the District Board of Officers and the District Executive Committee and promptly attend to all correspondence and perform all duties usually pertaining to the office of Secretary.
2. Submit an annual audit report to the Association as required.
3. Receive and account for all monies turned into the district and shall furnish the Treasurer with duplicate receipt of monies turned into Association to be held for each district in Association general sub-account. District may have petty cash in amount determined by Association Executive Committee.
4. Perform such other duties as may be properly required of them.
5. Submit to the Association an attendance report no less than fourteen (14) days after the actual district meeting.

**ARTICLE XV**  
***COMMITTEES***

**Section 1.** The Standing Committees of the Association shall be as follows:

Activities Committee  
By-Laws Committee  
Communications Committee  
Council of Higher Degrees Committee  
Credentials Committee  
Degrees Committee  
Financial Review Committee  
Government Relations Committee  
Heart of the Community Committee  
Membership Committee  
Memorial Service Committee  
Moose Charities Committee  
Past Presidents' Committee  
Program Book Committee  
Registration Committee  
Resolutions Committee  
Rules and Order Committee  
Scholarship Committee  
Youth Awareness Committee

Other committees may be appointed as deemed necessary by the Board of Officers and/or Moose International.

**Section 2.** Except where otherwise provided, all committees shall be appointed by the President, with the approval of the Board of Officers, at the conclusion of the Convention. The members of all committees shall serve until the adjournment of the next Convention, or until their successors have been appointed. All other Committees may be appointed at or before the Convention at which the appointing President shall preside.

**ARTICLE XVI**  
***ORDER OF BUSINESS***

The Agenda for the Conventions and Conferences shall be established by Moose International and coordinated with the Association Secretary through the Association Liaison.

**ARTICLE XVII**  
***ADOPTION – EFFECT – AMENDMENTS***

**Section 1.** These by-laws, as amended, shall be sent to the Lodges thirty (30) days prior to the start of the Annual Convention for their review.

**Section 2.** These by-laws, as amended, shall become effective when adopted by a two-thirds (2/3) vote of the Ontario Moose Association at its 2021 Convention and approved by the Chief Compliance Officer of Moose International. No amendment, alteration or addition to these by-laws shall be made unless the same shall have been presented, in writing, to the By-Laws Committee, approved by said committee, and ratified by two-thirds (2/3) of the votes cast at a regular convention of the Association and shall only become effective when approved by the Chief Compliance Officer.

**ARTICLE XVIII**  
***RULES OF ORDER***

Roberts Rules of Order (last revised edition) shall govern all parliamentary proceedings of the Association, except as may otherwise be provided.

**ARTICLE XIX**  
***CONDITIONS BEYOND CONTROL***

As per the direction of the Chief Compliance Officer of Moose International, the articles and meeting requirements of these by-laws may be changed for any reason for conditions that are not in their control included but not limited to: Natural Disasters, Acts of God, Fire, Flood, Riot or Restrictions or any other Actions by any Government or Semi Government Authorities.

**ARTICLE XX**  
***ASSOCIATION POLICIES***

An Association is allowed to adopt “Association Policies” for their individual Association. The Policies must be separate from the by-laws and must be submitted to the Chief Compliance Officer prior to being adopted at the Association Annual Convention by delegates. Only policies that conform to the General Laws will be approved.

-END-

**CERTIFICATE OF ADOPTION**

We, the undersigned, hereby certify that we are respectively President and Secretary of the Ontario Moose Association. We further certify that we have carefully examined the foregoing by-laws of the Association and they constitute a true and correct copy of the by-laws adopted by the Ontario Moose Association by a two-thirds (2/3) vote at its Convention held at \_\_\_\_\_ Virtually \_\_\_\_\_ on \_\_\_27 March\_\_\_\_\_, 2021 at which time a quorum was present. The original of the by-laws will remain on file with the Secretary of the Association.

**IN WITNESS THEREOF**, we have hereunto subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

(Imprint or place Association Seal Here)

Attest:

\_\_\_\_\_  
Association Liaison



**CERTIFICATE OF APPROVAL**

I, the undersigned, do hereby certify that I am the Chief Compliance Officer of Moose International. I do further certify that I have examined the foregoing laws of the Ontario Moose Association, Inc. and find that they are in accordance with the Constitution and General Laws of Moose International and The Moose.

**IN WITNESS THEREOF**, I have hereunto subscribed my name and affixed the seal of Moose International this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Chief Compliance Office Representative

MOOSE INTERNATIONAL SEAL:



# Ontario Moose Association Policy Document

**Policy Title/Subject:** OMA Cheque/Payment Processing Policy  
**Policy Area:** Finance  
**Original Approval Date:** 19 January 2019      **Revised Date:** 27 March 2021

## **POLICY SECTION**

### **1. Rationale/Purpose of Policy**

The purpose of this policy is to provide the allowable procedures and protocols for all payments of bills and services of the Ontario Moose Association (OMA).

### **2. General & Detailed Policy Statement**

As set out in **Article 10, Section 2** the Ontario Moose Association Bylaws, the OMA Board of Officers “shall carefully and judiciously control the finances of the Association” and “shall have the right to authorize payment of all reasonable expenses incurred on behalf of the Association including reimbursement to Officers or any other member or person doing business on behalf of the Association” This policy provides the detail surrounding payments of all types incurred in the day-to-day operation of the OMA.

For the purposes of this document “OMA” and “Association” will be used interchangeably to represent the Ontario Moose Association.

### **3. Applicability/ Scope**

This scope of this policy covers the procedural aspects of handling money in the Ontario Moose Association. This includes cheques, cash, debit and credit card payments.

In all cases it is understood that payment of any invoice or expenditure is dependent on the financial position of the OMA being such that it can support the expenditure.

## **GUIDELINES SECTION**

The following are guidelines for the payment of bills and expenditures:

1. All payments require a paper trail. Invoices and receipts must be originals, however scanned copies of receipts will be accepted for processing, with the understanding that the original receipts will follow.
2. Payments must be made to the person/company directly when at all possible.
3. No signing authority can sign a cheque made out to themselves.



4. Any expenditure over \$2000 requires approval of the President by signature on the cheque.
5. In an emergency (such as a critical exposure to risk of the OMA and/or Lodges under our jurisdiction, or a “black swan” type event) the OMA Executive Committee is authorized to approve appropriate expenditures to protect the OMA and its subordinate bodies from harm.

## **PROCEDURAL SECTION**

1. Cheques for Invoices or Statements
  - a. All invoices will be reviewed by the OMA Secretary and Treasurer for validity and allocation to the proper budget line.
  - b. OMA Treasurer approves invoice for processing and payments up to a value of \$2000 per item. Any item above \$2000 requires approval from the President.
  - c. OMA Secretary enters all accounts payable according to invoice and allocation to appropriate QuickBooks category.
  - d. OMA Secretary is the first person to review all requisitions and cheques for signing and signs off on all appropriate cheques for payment, within the appropriate approval limits.
  - e. OMA Treasurer and another senior OMA Officer is required to sign the OMA Secretary invoices, statements, or compensations.
2. Cheques for expense reimbursements
  - a. All payments for expense reimbursements will be reviewed in accordance with the OMA Expense Policy by the OMA Secretary and Treasurer for validity and allocation to the proper budget line. In the event the expense is submitted by one of the primary approval officers – an alternate senior OMA Officer must sign off.
  - b. Once approved, the OMA Secretary generates the expense cheque invoice for processing and payments up to a value of \$2000 per item. Any expense reimbursement above \$1000 requires approval from the President.
  - c. OMA Secretary enters all expense reimbursements and allocation to appropriate QuickBooks category.
  - d. OMA Secretary is the first person to review all expense claims and cheques for signing and signs off on all appropriate cheques for payment, within the appropriate approval limits.
  - e. OMA Treasurer and the President are required to sign the OMA Secretary expense claims.
3. Cheques for honorariums
  - a. OMA Secretary will generate honorarium cheques according to the honorarium policy for delivery to the officer/member entitled to the funding.
  - b. Cheque preparation is the same as for expense reimbursements in section 2 above.
4. Cheques for scholarships
  - a. OMA Secretary will generate scholarship cheques from the scholarship account in accordance with the direction of the OMA Board of Officers.
  - b. Cheque preparation is the same as for expense reimbursements in section 2 above.



5. Use of Credit Cards
  - a. The only credit card in use today is a Mastercard secured by an OMA GIC.
  - b. No additional credit cards are to be used or sought after without approval of the OMA Executive Committee
  - c. The use of all OMA credit cards is restricted to OMA business only.
  - d. No individual compensation or honorariums are to be processed through the credit card.
  - e. The Credit Card statement is to be reviewed by the Treasurer on a monthly basis.
  - f. All expenses paid by credit card are to be allocated the appropriate QuickBooks account on a monthly basis.
  - g. The Credit card is to be paid on time every month to not incur interest or service charges.
  - h. No cash advances are allowed on the credit card.
  
6. Payments to Moose International
  - a. OMA Secretary will generate payments to Moose International as required to meet our obligations.
    - i. If the payment is by invoice cheque preparation is the same as section 1 above.
  - b. Cheque preparation for all other Moose International payments is the same as for expense reimbursements in section 2 above.
  
7. Payroll and other CRA related activities
  - a. All payments to CRA of any type take priority over all other payments.
  - b. Cheque preparation for all CRA payments is the same as for expense reimbursements in section 2 above.
  
8. Interfund transfers

All Interfund transfers are to be clearly reviewed by the OMA Treasurer and at least one other member of the OMA Board of Officers prior to the transfer taking place.

  - a. Transfers in excess of \$5000 require the signature of the OMA President on the cheque.
  - b. Association must have approved dispensation from Chief Compliance Office to Transfer in excess of \$5,000.
  
9. Loans to Lodges

Payments for Loans to Lodges require approval of the OMA Board of Officers prior to payment.

  - a. The OMA Executive Committee has the authority to recommend a loan, but the Board of Officers approval is required.
  - b. No loans are to be processed without a proper, signed loan agreement in place.
  - c. A sample loan agreement and sample terms & conditions are attached to this document as Appendix A.
  - d. Lodge requesting loan must have approved dispensation from Chief Compliance Office for Loan.

## **RESPONSIBILITIES SECTION**

The OMA Board of Officers is ultimately responsible for the payment of all bills and invoices. They are required to follow the OMA Bylaws, Policies and the Moose International General Laws when determining bills to be paid and the methods for doing so.



The OMA Secretary is the keeper of our official documents and is responsible to generate all payment instruments as required. The OMA Treasurer is obligated to ensure that all actions regarding funding either in or out of the OMA are in accordance with our OMA Bylaws, Policies and the Moose International General Laws.



# Ontario Moose Association Policy Document

**Policy Title/Subject:** Expense Reimbursement Policy  
**Policy Area:** Finance  
**Original Approval Date:** 19 January 2019      **Revised Date:** 27 March 2021

## **POLICY SECTION**

### **1. Rationale/Purpose of Policy**

The purpose of this policy is to outline the allowable expenses for all members of the Ontario Moose Association (OMA) Board of Officers, members, volunteers & employees, and to describe the procedure for proper submission and approval of claims.

### **2. General & Detailed Policy Statement**

As set out in **Article 10, Section 2** the Ontario Moose Association Bylaws, the OMA Board of Officers “shall carefully and judiciously control the finances of the Association” and “shall have the right to authorize payment of all reasonable expenses incurred on behalf of the Association including reimbursement to Officers or any other member or person doing business on behalf of the Association” This policy provides the detail surrounding Expense reimbursement activities.

For the purposes of this document “OMA” and “Association” will be used interchangeably to represent the Ontario Moose Association.

### **3. Applicability/ Scope**

This policy and the applicable claims and guidelines apply to all OMA Officers and members, as well as any other person doing business on behalf of the Association. (Including the Regional Manager, Assistant Regional Manager, and Internationally appointed Members). The following are the specific policy items and guidelines to be followed:

- a. “Business on behalf of the Association” is defined as:
  - i. Attendance at an Annual or Mid-Year OMA Conference;
  - ii. Attendance at a scheduled meeting of the OMA Board of Officers or Executive Committee;
  - iii. Attendance by OMA appointed representatives to events as required by Moose International and any superior Moose Organization;
  - iv. Attendance at the annual Moose International Conference by members representing the OMA;
  - v. Visitations to individual Ontario Lodges by OMA Board of Officers members as directed by policy, Board of Officers direction, or at the direction of the Executive Committee;
  - vi. Attendance to Mooseheart for appropriate annual activities as specified by the OMA Board of Officers, including but not limited to;
    1. Visit to Canada Home



2. Pilgrim investitures
  3. Graduation Weekend
- vii. Support of Moose International appointed representatives in a manner specified by the OMA Board of Officers, including official visitors to the Annual & Mid-Year OMA Conferences.
  - viii. Support of International Moose Legion appointed representatives in a manner specified by the OMA Board of Officers.
  - ix. Other official & recognized duties as required by the OMA Board of Officers
- b. The Regional Manager (and Assistant Regional Managers) will be eligible for reimbursement for reasonable travel expenses when conducting business on behalf of the OMA within Ontario.
  - c. The Deputy Supreme Governor will be eligible for reimbursement for reasonable travel expenses when conducting business on behalf of the OMA within Ontario .
  - d. The OMA President and OMA Secretary will be eligible for reimbursement for reasonable travel expenses when conducting business on behalf of the OMA within Ontario or the USA (Mooseheart annual activities). One of the primary roles of these two positions is to visit lodges throughout the year. An expectation is that there will be support, especially to our northernmost regions for a visit to each lodge.
  - e. Other elected members of the OMA Board of Officers will be eligible for OMA reimbursement for reasonable travel expenses when conducting business on behalf of the OMA within Ontario or the USA (Mooseheart annual activities).
    - i. For clarity – District Presidents are eligible for reimbursements from OMA for travel to approved OMA events within Ontario. For all other activities within their districts, District Presidents are expected to be reimbursed from funds raised and maintained within the district.
    - ii. Appointed officers may or may not be eligible for reimbursement based on direction from the OMA Board of Officers.
  - f. Internationally appointed members will be eligible for reimbursement for reasonable meal and lodging expenses to specific events as noted below:
    - i. Attendance at the Annual or Mid-Year OMA Conference;
    - ii. Attendance at a scheduled meeting of the OMA Board of Officers or Executive Committee;
    - iii. Attendance to “position specific” events as approved by the OMA Board of Officers.  
Examples would be:
      1. Moose Legion activities for Moose Legion international appointees;
      2. Mooseheart activities for international appointees specifically for that purpose.
  - g. **Any member receiving a honorarium to attend an event/activity cannot claim any additional expenses for reimbursement for that activity.** (The honorarium is the limit of financial support provided by the OMA to the member)



- h. **Any expenses that are pre-paid by the OMA for an event/activity are not eligible for any additional expense reimbursement for that activity.** For example – in the case of the OMA Board of Officers meetings – rooms and meals are prepaid.
- i. Members of the Women of the Moose (WOTM) are also eligible for reimbursement of expenses as determined by the OMA Board of Officers.
- j. All expenses exceeding established norms in our policies & budget are subject to review by the OMA Executive Committee
- k. In all cases it is understood that reimbursement is dependent on the financial position of the OMA being such that it can support the expenses as presented.

### **GUIDELINES SECTION**

The following are guidelines to be used when determining the most appropriate or cost-effective method of identifying and claiming expenses

1. The following priorities in the 'means of travel' should be used in making arrangements:
  - a. Airline or Rail – most economical fares – where feasible and practicable; and,
  - b. Personal or rented motor vehicle where feasible and practicable.
2. With receipts or as below in paragraph 3, claims will be reimbursed for:
  - a. Overnight accommodation in commercial lodgings (Note - when a double-room is shared with another person (member), the original bill should be attached to one claim and suitably annotated);
  - b. Actual cost of breakfast, lunch and dinner, including tax and gratuities up to the published rate as identified by the OMA Board of Officers and included on the *OMA Expense Claim Form*.
  - c. Actual, reasonable daily incidentals as allowable by and up to a maximum of the published OMA rates.
  - d. Private motor vehicle travel expenses may be claimed up to the published limits by OMA or the cost of a compact rented car with actual gasoline costs;
  - e. Taxi and Airport Bus Fares of \$20 and over;
  - f. Parking costs of \$20 and over; and
  - g. Other expenses incurred in the required conduct of OMA business.
3. Reimbursement for the actual costs, only if receipts are unobtainable, will be made for the following:
  - a. In-city public transportation;
  - b. Taxi and Airport Bus fares under \$20;
  - c. Motor Vehicle Parking to a maximum of \$20/day.
  - d. Meals to a maximum of OMA published rates for breakfast, lunch and dinner.
  - e. When the claimant stays at private non-commercial accommodation, instead of a hotel, a claim may be made to a maximum of \$50.00 per night.





**CLARIFICATION – wherever possible, receipts are to be obtained and submitted. This section is intended only to cover items where it is inconvenient or not possible to get receipts, or for items where receipts are not normally issued.**

4. These guidelines shall be reviewed annually by the OMA Board of Officers, and suggested amendments will be considered at any time.
5. The OMA President will receive an advance of \$1000 for authorized travel expenses while representing the OMA, which can be replenished up to two additional times for a total of \$3000.
6. Maximum per diem for meals when calculating expense accounts is \$45 per day.
7. Maximum travel expenditure for Northern Ontario visitation trip is \$3000 inclusive of all participants.
8. OMA Secretary Compensation is set at a maximum of \$3000, payable in quarterly installments of \$750.

### **PROCEDURAL SECTION**

All claims for reimbursement of authorized travel (or other) expenses must meet generally acceptable accounting standards within the OMA and by the Canada Revenue Agency (CRA)

To meet these standards, each item being claimed must:

1. Have a date(s) and/or itinerary stated
2. State its purpose or reason or describe the claimed item.
3. Have detailed identification and breakdown of meals versus travel or accommodations costs as applicable.
4. State the means of travel when travel is claimed.
5. Detail any “other” costs.
6. Original receipts for claimed expenses must accompany the claim unless noted in the guidelines below. Annotations of explanations may be required on receipts where “split” items are incurred. (for example, a claim for a member that also includes a spouse)
7. Must be submitted on the approved OMA Expense Claim form.

All claims must meet the standards that will stand scrutiny within the OMA and by CRA as may be the case.

All claims must be submitted no later than 30 days after the activity has taken place.

Expense claims are approved as follows:

1. All claims except for those by the OMA President are reviewed by the OMA President and OMA Treasurer for approval.
2. OMA President travel and expense claims are approved by the OMA Treasurer and the OMA Vice President.
3. Approved claims are forwarded to the OMA Secretary for processing.
4. No person may approve their own expense account.



5. Expense accounts are not to be paid in the name of a spouse of a member unless that spouse was authorized by the OMA Board of Officers to incur the expense.

### **RESPONSIBILITIES SECTION**

The OMA Executive Committee will review any expense claim where a disagreement exists or clarification is required. The OMA Board of Officers will set the applicable rates and update the OMA Expense claim form, from time to time, in accordance with our rules of order. The OMA Secretary will accept, date, and process applicable claims and secure the appropriate approvals for any claim. The President and the OMA Treasurer will ensure the proper release of payments for claims.



# Ontario Moose Association Policy Document

**Policy Title/Subject:** OMA Honorarium Policy

**Policy Area:** Finance

**Original Approval Date:** 19 January 2019

**Revised Date:** 27 March 2021

## **POLICY SECTION**

### **1. Rationale/Purpose of Policy**

The purpose of this policy is to outline the allowable honorariums for all members of the Ontario Moose Association (OMA) Board of Officers, members at large, volunteers & employees, and to describe the procedure for proper procedure for utilizing these funds.

### **2. General & Detailed Policy Statement**

As set out in **Article 10, Section 2** the Ontario Moose Association Bylaws, the OMA Board of Officers “shall carefully and judiciously control the finances of the Association” and “shall have the right to authorize payment of all reasonable expenses incurred on behalf of the Association including reimbursement to Officers or any other member or person doing business on behalf of the Association” This policy provides the detail surrounding bursaries provided to offset expenses incurred in the day-to-day operation of the OMA.

For the purposes of this document “OMA” and “Association” will be used interchangeably to represent the Ontario Moose Association.

### **3. Applicability/ Scope**

This policy and the honorariums noted apply to all OMA Officers and members, as well as any other person doing business on behalf of the Association. (Including the Regional Manager, Assistant Regional Manager, and Internationally appointed Members). The following are the specific policy items and guidelines to be followed:

- a. “Business on behalf of the Association” is defined as:
  - i. Attendance at an Annual or Mid-Year OMA Conference;
  - ii. Attendance at a scheduled meeting of the OMA Board of Officers or Executive Committee;
  - iii. Attendance by OMA appointed representatives to events as required by Moose International and any superior Moose Organization;
  - iv. Attendance at the annual Moose International Conference by members representing the OMA;
  - v. Visitations to individual Ontario Lodges by OMA Board of Officers members as directed by policy, Board of Officers direction, or at the direction of the Executive Committee;
  - vi. Attendance to Mooseheart for appropriate annual activities as specified by the OMA Board of Officers, including but not limited to;



1. Visit to Canada Home
  2. Pilgrim investitures
  3. Graduation Weekend
- vii. Support of Moose International appointed representatives in a manner specified by the OMA Board of Officers, including official visitors to the Annual & Mid-Year OMA Conferences.
  - viii. Support of International Moose Legion appointed representatives in a manner specified by the OMA Board of Officers.
  - ix. Other official & recognized duties as required by the OMA Board of Officers
- b. All honorariums are related to conducting business on behalf of the association.
  - c. Honorariums will only be paid to the approved member.
  - d. **Any member receiving an honorarium to attend an event/activity cannot claim any additional expenses for reimbursement for that activity.** (The honorarium is the limit of financial support provided by the OMA to the member)
  - e. **Any member who does not fulfill their duties of office as determined by the OMA Executive Committee may have their honorarium denied.**
  - f. Members of the Women of the Moose (WOTM) are also eligible honorariums as determined by the OMA Board of Officers.
  - g. In the event an individual qualifies for more than one honorarium or is supported through another branch of the Moose Fraternity by position (or otherwise), the individual is authorized to only accept the highest value honorarium or reimbursement.
  - h. In all cases it is understood that granting of an honorarium is dependent on the financial position of the OMA being such that it can support the expenditure.

## **GUIDELINES SECTION**

The following are guidelines for the granting of Honorariums: *(Draft amounts from last conference inserted in yellow.)*

- a. **Annual & Mid Year Conferences**
  - i. Regional Manager & Assistant Regional Managers: Rooms & Ticketed Meals
  - ii. President: Rooms & Ticketed Meals
  - iii. Vice President: \$300
  - iv. Prelate: \$300
  - v. Secretary: Rooms, Meals and Travel.
  - vi. Treasurer: \$300
  - vii. All other appointed OMA Executive Officers: \$150
  - viii. District Presidents: \$150 for all, plus out-of-pocket travel expenses for District 5&6
  - ix. OMA Appointed Chairmen:



1. OMA Chairpersons who generate funding for the OMA in excess of \$1500 total profit at a conference, and who are not reimbursed from any other Moose body are entitled to claim Meal and Lodging Expenses to a maximum of \$500 from the proceeds of their activities.
2. The OMA Sports Chairman can be credited with up to 1/3 of the funds generated by OMA Sports events throughout the year.
3. All other OMA Chairmen may receive 2 Banquet tickets each
- x. Moose International Appointments:
  1. Moose Legion Area Manager: Rooms & Ticketed Meals
  2. Official Visitors: Rooms, meals for OV & Spouse, and gift for OV.
- xi. WOTM Officers, Members, Visitors:
  1. Official Visitors: Rooms, meals for OV & Spouse, and gift for OV.
- xii. Other Moose International appointed visitors:

**b. OMA Board of Officer Meetings**

- i. Regional Manager & Assistant Regional Managers: Rooms & Meals
- ii. President: Rooms & Meals plus travel expenses
- iii. Vice President: Rooms & Meals
- iv. Prelate: Rooms & Meals
- v. Secretary: Rooms & Meals plus travel expenses
- vi. Treasurer: Rooms & Meals
- vii. All other appointed OMA Officers: Rooms & Meals plus out of pocket travel for district 5&6
- viii. District Presidents: Rooms & Meals

**c. OMA Executive Committee Meetings**

- i. Regional Manager & Assistant Regional Managers: Rooms & Meals
- ii. President: Rooms & Meals
- iii. Vice President: Rooms & Meals
- iv. Secretary: Rooms & Meals
- v. Treasurer: Rooms & Meals
- vi. Past President: Rooms & Meals

**d. Moose International Conference (All USD)**

- i. Regional Manager: Ticketed Meals for all Degree Luncheons
- ii. President: Rooms, Meals & Travel Expense
- iii. Secretary: Rooms, Meals & Travel Expense
- iv. Moose Legion Area Manager: \$300 USD
- v. OMA Secretary is authorized to host one meal with the incoming Deputy Supreme Governor, the Regional Manager, and the OMA President.

**e. Moose Legion International Conference (ALL USD)**

- i. President: Rooms, Meals & Travel Expense
- ii. Secretary: Rooms, Meals & Travel Expense
- iii. Moose Legion Area Manager: Rooms, Meals & Travel Expense

**f. Mooseheart Graduation, Canada Home Visit, Pilgrim Investitures (All USD)**

- i. Regional Manager: Rooms, Meals & Travel Expense



- ii. President: Rooms, Meals & Travel Expense
- iii. Secretary: Rooms, Meals & Travel Expense
- iv. Canada Home Committee Chair Rooms, Meals & Travel Expense
- v. Canadian Committee Chair Rooms, Meals & Travel Expense
- g. Other recognized expenditures
  - i. \$500 for the Mooseheart Christmas Lights Program
  - ii. \$500 for the Moose International Conference Booklet
  - iii. \$500 to each Host Heart of Community event at Mid-Year and Annual Conference (total \$1000)
  - iv. Purchase of 3 cases of Tommy Moose dolls for each of Mid-Year and Annual Conference donation (total of 6 cases)

### **PROCEDURAL SECTION**

All honorariums will be paid by cheque to the individual filling the OMA appointment at least 2 weeks prior to the event.

Receipt required from individual that they received the honorarium.

Should a member not be in good standing with their Lodge or any other body of the association, they may be disqualified from receiving an honorarium.

If a member receives an honorarium and then subsequently is unable to attend the event, the funds are to be reimbursed to the OMA within 30 days.

Adjustments for honorariums are reviewed and approved by the OMA Board of Officers and are a required approval item by the general members during the budget process.

### **RESPONSIBILITIES SECTION**

The OMA Board of Officers will review any honorarium claim where a disagreement exists or clarification is required. The OMA Board of Officers will set the applicable honorariums from time to time, in accordance with our rules of order.

The OMA Secretary will automatically process applicable honorariums in consultation with the OMA President and the OMA Treasurer to ensure the timely receipt of these funds.



# Ontario Moose Association Policy Document

**Policy Title/Subject:** OMA Investment Policy

**Policy Area:** Finance

**Original Approval Date:** 19 January 2019

**Revised Date:** 27 March 2021

## **POLICY SECTION**

### **1. Rationale/Purpose of Policy**

The purpose of this policy is to set the rules and procedures governing investment of Ontario Moose Association funds and trust accounts that are surplus to short-term, operational requirements.

### **2. General & Detailed Policy Statement**

As set out in **Article 10, Section 2** the Ontario Moose Association Bylaws, the OMA Board of Officers “*shall carefully and judiciously control the finances of the Association*”. This policy provides the detail surrounding our restricted investment funds and money that we hold in trust and are surplus to our operational requirements.

For the purposes of this document “OMA” and “Association” will be used interchangeably to represent the Ontario Moose Association.

### **3. Applicability/ Scope**

This policy and its applicable guidelines are intended to cover the following specialized funds within the Ontario Moose Association Organization, specifically -

- a. The BUILDING FUND
- b. The SCHOLARSHIP FUND
- c. The SHORT TERM FUND
- d. Funds held for a particular purpose
  - i. Childfind Canada
  - ii. Canada Home Endowment
  - iii. Canada Home Wish List
  - iv. Moose Charities
- e. Proceeds of Lodge Closures
- f. Surplus operational funds

#### General Philosophy

1. Assets are to be invested in securities that serve to preserve and protect OMA principal funds from risky, or volatile, investment vehicles while providing some opportunity to secure higher than average returns.
2. For at least 50% of the OMA investments will be in fully guaranteed and highly secure instruments such as, but not limited to, treasury bills, guaranteed investment certificates, cash accounts, federal and provincial savings and other bonds, banker’s acceptances and stripped



- government bonds.
3. Other investments, upon advice from professional advisors utilized by OMA, can be in mutual funds or individual stocks which are seen as high quality, lower risk and which serve to provide dividend payments and a potential for higher returns than other OMA investments.
    - a. There is an underlying assumption, borne out in our current investment portfolio, that these funds will achieve higher rates of return than ones in current fixed income (e.g. bonds, money market) or cash vehicles.
  4. Bundling of various OMA account assets is permitted and needs to be considered if required to attain larger sums to invest advantageously in a specific instrument or institution, as permitted by or negotiated with trustees.

### **GUIDELINES SECTION**

The following parameters will guide the OMA investment strategies in regard to non-operational funds generated by the Ontario Moose Association. (Investment Goals and Parameters).

1. We will maintain a position in mutual funds or individual stocks that have a medium-risk (or moderate) level at a ratio not to exceed 50% of total OMA investments.
2. No fund that requires a front-end load fee will be allowed. These funds typically come with an early withdrawal penalty fee which is not allowed. Any existing funds of this nature will be transferred or reduced at the earliest possible time while avoiding any penalties, which includes removing an allowable percentage (%) at each opportunity to an investment vehicle without penalty (free units).
3. Surplus funds from the OMA Operational Budget can be invested in suitable vehicles that allow for liquidity within a 3-day period should they be needed for operation purposes.
4. The OMA Credit Card cannot be used for investment purposes, nor can any loans be created for the purposes of investing.
5. Our overall parameters and goals for our OMA funds are:
  - a. Low risk for 50% of investments, moderate risk for up to 50% of our investments
  - b. All funds purchased are no load funds with strong track records of returns. This allows selling all/portions of any fund at any time without penalty.
  - c. Equity funds are included in broader mutual funds but, overall funds would be considered medium risk given the lower exposure/ratio to higher risk equities in any specific funds.
  - d. No overseas funds.
  - e. Reduce and eventually eliminate any funds existing that have penalties ongoing by re-allocating free units and interest/dividends earned to other vehicles,
  - f. Goal is low risk, high yield for OMA investment portfolio.

### **PROCEDURAL SECTION**

All investments are held in accounts with the OMA Secretary as the primary point of contact.

Reports of investment activities are to be provided quarterly from the OMA Treasurer and OMA Secretary to the OMA Board of Officers. An annual review in person is to be conducted with the investment advisor.





The OMA Secretary and OMA Treasurer, with the approval of the OMA Executive Board are authorized to make investment decisions within the confines of this policy. Specific purchase or trade directions to the investment institution require approval of two signing officers, one of which must be the OMA Secretary.

A formal investment committee will be implemented if and when requested by the Board of Officers.

The Financial Review Committee will review all investment accounts as part of their review.

The OMA signing officers dealing with investments will not have a close personal relationship with the financial firm(s) or financial Advisors/Managers entrusted with the investment of OMA Funds. *(Close personal relationship means a relative by blood or marriage, or having a personal financial or business relationship)*

No exceptions may be made to the OMA Investment Policy content without a proper motion passed at an OMA Board of Officers Meeting. Exceptions for investment policies per se should rarely be entertained. Consideration should be given to amending the policy rather than allowing an exception.

### **RESPONSIBILITIES SECTION**

The OMA Executive Committee is ultimately responsible for the care and control of OMA investments. The OMA Secretary is the keeper of the documents and is responsible for the transactions of the investments with the concurrence of the OMA Treasurer.



# Ontario Moose Association Policy Document

**Policy Title/Subject:** OMA Lending Policy  
**Policy Area:** Finance  
**Original Approval Date:** 27 July 2019      **Revised Date:** 27 March 2021

## **POLICY SECTION**

### **1. Rationale/Purpose of Policy**

The purpose of this policy is to set the rules and procedures governing loans provided by the Ontario Moose Association to Lodges and Chapters in its jurisdiction.

### **2. General & Detailed Policy Statement**

As set out in **Article 9, Section 2** the Ontario Moose Association Bylaws, the OMA Board of Officers “shall carefully and judiciously control the finances of the Association”. This policy provides the detail surrounding our methods and requirements for lending funds to our subordinate member organizations.

For the purposes of this document “OMA” and “Association” will be used interchangeably to represent the Ontario Moose Association.

### **3. Applicability/ Scope**

This policy and its applicable guidelines are intended to guide the OMA in determining when and if it will provide funding in the way of a loan to its member Lodges and Chapters. In all instances the OMA investment is to be protected to the highest level possible. In no instance should loans be provided to individuals, or organizations that are not registered Loyal Order of Moose Lodges or Women of the Moose Chapters.

## **GUIDELINES SECTION**

The following parameters will guide the OMA when it relates to loans to Lodges and Chapters in its jurisdiction:

1. The OMA will only lend money to Moose units that have security of some type in excess of the value of the requested loan value. (preferably buildings or property)
2. The maximum value of a loan will be \$50,000 in normal circumstances.
3. Interest rates will be calculated to be prime rate plus one percent (1.0%)
4. Term of loans will normally not exceed five (5) years.
5. Amortization schedules will normally be monthly, with regular re-payments each month.
6. A signed loan agreement (example in Appendix A) needs to be in place before any funds change hands.



7. Generally, loans will be “emergency in nature, or for the betterment / protection of an individual Lodge Home.
8. The Executive Committee can authorize loans in an emergency situation to protect the Moose Fraternity & assets. These loans are to be reviewed and confirmed at the first subsequent OMA Board of Officers meeting.
9. Lodge or Chapter requesting loan must have approved dispensation from Chief Compliance Office.

## **PROCEDURAL SECTION**

All documentation is to be submitted to the OMA Secretary as the primary point of contact.

Requests for loans must be approved by a majority vote of the OMA Board of Officers.

Moose Units requesting loans from the OMA are required to provide a written request in advance outlining the full scope of the loan request, including

- a. Detail on what the funds will be used for, and the total loan value requested.
- b. A description outlining the local efforts to obtain funding,
- c. the amount of funding for the project that will come from individual Lodge/Chapter resources.
- d. An expectation of total dollars requested and term of loan.
- e. Detail of the security pledged for by the Moose Unit to the OMA for the loan.
- f. Proof of verification required by receipts afterward within a three month period from the loan start.

Written confirmation must be submitted that a special members meeting has taken place as required under the General Laws authorizing the Lodge Officers to make the loan request.

- g. A copy of the notice of meeting and minutes of the meeting are required to be submitted.
- h. A copy of all documents are to be forwarded to the Regional Manager in addition to the OMA Board of Officers

Written confirmation of a dispensation received from the Moose International Chief Compliance Office authorizing the Moose Unit to request the loan is required.

All loans will have a signed loan agreement in place before funds change hands.

The OMA signing officers dealing with the loans will not have a close personal relationship with the Board of Officers of the requesting Moose Unit. (*Close personal relationship means a relative by blood or marriage, or having a personal financial or business relationship*)

No exceptions may be made to the OMA Lending Policy content without a proper motion passed at an OMA Board of Officers Meeting. Exceptions for these types of policies per se should rarely be entertained. Consideration should be given to amending the policy rather than allowing an exception.

## **RESPONSIBILITIES SECTION**



Upon receipt of the Loan request – the OMA Secretary will ensure timely action for review by the OMA Board of Officers.



An approved motion by the OMA Board of Officers provides the OMA President, Secretary and Treasurer authorization to proceed with the loan documentation and finalization.

The OMA Executive Committee is ultimately responsible for the care and control of OMA financial instruments. The OMA Secretary is the keeper of the documents and is responsible for the transactions of the loans with the concurrence of the OMA Treasurer & OMA President.



# Ontario Moose Association Policy Document

**Policy Title/Subject:** OMA Restricted Investment Fund Usage Policy  
**Policy Area:** Finance  
**Original Approval Date:** 19 January 2019      **Revised Date:** 27 March 2021

## **POLICY SECTION**

### **1. Rationale/Purpose of Policy**

The purpose of this policy is to outline the aims and objectives of our restricted investment funds of the Ontario Moose Association (OMA).

### **2. General & Detailed Policy Statement**

As set out in **Article 10, Section 2** the Ontario Moose Association Bylaws, the OMA Board of Officers “shall carefully and judiciously control the finances of the Association”. This policy provides the detail surrounding our restricted investment funds and money that we hold in trust for prescribed activities.

For the purposes of this document “OMA” and “Association” will be used interchangeably to represent the Ontario Moose Association.

### **3. Applicability/ Scope**

This policy and its applicable guidelines are intended to cover the following specialized funds within the Ontario Moose Associations Organization.

- a. The BUILDING FUND
- b. The SCHOLARSHIP FUND
- c. The SHORT-TERM FUND

## **GUIDELINES SECTION**

1. The BUILDING FUND
  - a. The purpose of this fund is to provide growth and stability to the OMA for the future.
  - b. Interest from this fund can be retained to grow the fund, or if required be used for OMA Operations.
  - c. Principal from this fund should be preserved.
2. The SCHOLARSHIP FUND
  - a. The purpose of this fund is to provide scholarships for youth in the OMA jurisdiction.
  - b. Interest from this fund is to be used for the growth in the scholarship fund
  - c. Principal from this fund must be preserved.
3. The SHORT-TERM FUND
  - a. The purpose of this fund is to provide a holding fund for money held in trust due to Lodge closures or other such activities.
  - b. Interest from this fund is intended to be used for OMA Operations



- c. Principal from this fund must be preserved.
  - d. It is recognized that should any deposits to this fund as a result of Lodge Closures will remain in this fund until either a new Lodge is stood up in the municipality or seven years time lapses (whichever happens first). In the event the seven-year time period is exceeded, the OMA Secretary is directed to transfer the principal funds from each Lodge Closure to the BUILDING FUND for continued growth and usage.
4. All fees and bank charges related to the maintenance of each individual restricted investment fund is to be taken from any earnings the fund produces.

### **PROCEDURAL SECTION**

Funds invested in the financial instruments identified as the Building Fund, the Scholarship Fund and the Short-Term Fund are not intended for day-to-day OMA Operational expenses.

Interest from the Building Fund and Short-Term Fund can be withdrawn to support OMA Operational expenses if required.

Transfers, deposits and withdrawals from these accounts are subject to restrictions contained in the OMA Investment Fund Policy and OMA Cheque/Payment Processing Policy.

These are considered trust accounts and internally restricted.

### **RESPONSIBILITIES SECTION**

The OMA Executive Committee is responsible to ensure that the day-to-day maintenance of these investment fund assets are maintained in a manner consistent with the OMA Investment Fund Policy and the OMA Cheque/Payment processing Policy.

The OMA Secretary and the OMA Treasurer are responsible for generating the transfers and administering the wishes of the OMA Board of Officers/OMA Executive Committee.