

Oregon Moose Association Policy Manual



Association Policy Manual

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Purpose

The purpose of this manual is to describe in some detail the standing financial policies of the Oregon Moose Association. The Oregon Moose Association Incorporated is a registered 501(c)(8) fraternity doing business in the State of Oregon. For the purposes of this document “OMA” and “Association” will be used interchangeably to represent the Oregon Moose Association. The purpose of this association is 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 State of Oregon.
- 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 Oregon and lodges in neighboring states.

Authority

Article XX Oregon Moose Association By-Laws:

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.

Applicability/ Scope

The scope of this policy covers the procedural aspects of handling funds and expenditures in the Oregon Moose Association and districts within the association. This includes, but is not limited to checks, cash, debit card, and credit card usage. 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

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
2. Copies of receipts will be accepted for processing, with the understanding that the original receipts will follow.
3. Payments must be made to the person/company directly, when at all possible.
4. No signing authority can make payment to themselves.
5. The original of any voided checks must be maintained for financial review.

Procedures

1. Checks for Invoices or Statements
 - a. All invoices will be reviewed by the OMA Secretary and Treasurer for validity.
 - b. All payments must be entered into QuickBooks with an appropriate account number by the Secretary.
 - c. The OMA Secretary is ultimately responsible for ensuring that valid invoices and statements are paid promptly in a timely manner.
 - d. Upon payment the original invoice and receipt of the payment are attached to each other and filed in a three-ring binder for financial review.
2. Expense Reimbursement
 - a. All payments for expense reimbursement will be reviewed in accordance with the OMA expense policy by the OMA Secretary and Treasurer for validity and allocation to the proper account number. In the event the expense was incurred by one of the primary officers, the expense must be approved by another Executive Committee member.
 - b. Once approved, the Secretary generates the expense check for reimbursement up to \$2000. Any expense reimbursement above \$2000 requires approval of the President.
 - c. The OMA Secretary is the primary person to review expense claims and signs all checks for payments within the appropriate limits. If the reimbursement is for the Secretary, the check requires the President's signature.
3. Endowment Fund Collection
 - a. All cash Endowment Funds collected by the association will be deposited into the OMA General Account and entered in the QuickBooks 2505 Liability Account. As soon as possible, the Secretary is to issue a check in the amount of the collected funds from the 2505 Liability Account and mail the check to Moose Charities. The 2505 Liability Account should normally have a balance of zero.

- b. If the OMA receives checks from units or individuals made out to Moose Charities, the Secretary is to gather said checks and as soon as possible mail them directly to Moose Charities.
4. Scholarships and Donations Other Than Moose Charities
- a. With OMA Board of Officer's action and approval the Secretary is to issue checks in the name of the student's institution and the students name in the amount approved by the board. No checks are to be issued to an individual or parent of a student.
 - b. With OMA Board of Officer's action and approval the Secretary is to issue checks for approved charitable donations. Recipients must be verified as tax deductible organizations
 - c. With OMA Board of Officer's action and approval the Secretary is to issue checks to organizations that are not tax deductible, such as other Moose units, disaster relief, or community outreach.
5. Credit Card
- a. With approval of the OMA Board of Officers the Secretary may obtain one credit card.
 - b. There are to be no cash advances using the OMA credit card
 - c. No additional credit cards may be applied for without additional approval of the OMA Board of Officers.
 - d. OMA credit card usage is strictly reserved for OMA business.
 - e. All transactions using the credit card must be properly entered into QuickBooks under the proper account number.
 - f. If there are any payments due on an OMA credit card, such payment must be made on time and in full, as to not incur late fees or finance charges.
6. OMA Districts
- a. All district funds are to be in the association general account in a sub-account in the district's name.
 - b. Cash funds collected at district meetings must have a three-part, numbered cash receipt issued at the time the cash is collected. The White copy of the receipt is given to the person turning in the cash, the yellow copy stays with the cash collected, the Pink copy stays with the receipt book. The district secretary or treasurer is to deposit the funds collected into the OMA district sub-account within a week. A copy of the Yellow cash receipts and the bank deposit slips are to be scanned and emailed, photographed and emailed, or copied and mailed to the state secretary immediately after the deposit is made.
 - c. District accounts will be reconciled by the OMA Secretary by the 10th of each month. Reconciliation Reports are to be maintained with bank statements in a three-ring binder, along with copies of deposit receipts, cash receipts, district meeting minutes, and any invoices and expenses.
 - d. The secretary shall deliver to the district president a financial review and copies of the district bank statements every quarter which will be presented for approval at the districts quarterly meeting.

- e. All district accounts will undergo a financial review at the Mid-Year Conference and Annual Convention conducted by the OMA Financial Review Committee.
- 7. Councils of Higher Degree
 - a. By a Board of Officer's standing action, the Councils of Higher Degree shall be allowed to maintain a petty cash account not to exceed \$1500 each. Any funds collected beyond the \$1500 amount will be maintained by the Association in a sub-account of the OMA General Fund.
 - b. The petty cash accounts will be subject to financial review by the OMA Financial Review committee annually prior to the Annual Convention.
- 8. Electronic Transfers
 - a. Any transfer of funds electronically is expressly prohibited without Board of Officer's action and approval.
 - b. A printed receipt of all electronic transfers must be maintained in the Secretary's binder for review by the Financial Review Committee.
- 9. Loans to Lodges
 - a. Financial Loans of any kind to lodges require OMA Board of Officer action and Approval.
 - b. No financial loan to a lodge may be processed without a properly prepared loan document that includes amount of the loan, term of the loan, interest rate, and lodge board approval with official seal attached and an approved dispensation for loan from Chief Compliance Office.
- 10. Cash Receipts
 - a. All cash raised at any Association events must be immediately presented to the Secretary or Treasurer. When presented with cash the Secretary or Treasurer is to immediately issue a receipt for the cash. The cash receipts will be maintained in a spiral bound, three-part, cash receipt book. The receipt will contain the date, the amount received, the cause, the name of the presenter, and signed by the secretary or treasurer.
 - b. Once a receipt is written, the white copy is given to the presenter, the yellow copy is kept with the cash, and the pink copy remains in the cash receipt book.
 - c. Daily the Secretary and Treasurer will count all cash received and balance the amount to the cash receipts.
 - d. Once the handwritten sales receipts are entered into QuickBooks, all cash is to be deposited in the bank at the first opportunity.

Association Dues

Authority

Oregon Moose Association Bylaws, Article XIII Section 1:

Each lodge of the Association shall remit to the Secretary, a sum equivalent to not less than \$4.00 (four dollars) 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 \$10,000.00 (ten thousand dollars).

Billing Cycle and Terms

Each lodge of the Association will submit to the State Association Secretary quarterly dues when invoiced, the terms shall be net30. Invoices will be sent approximately the 5th day of August, November, February, and May. Dues shall be based on active lodge membership on the last day of April, July, October, and January. The association dues are determined annually by the Board of Officers at the quarterly meeting held in conjunction with the Association Annual Convention.

Arrearages

Oregon Moose Association By-laws, Article XIII, 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.

Acceptable Payment Plan

1. The OMA Secretary shall send statements to any lodges that are 60 days in the arrear.
2. The Secretary with Board of Officer approval shall create a payment plan for lodges in the arrear to work towards becoming current. If the lodge makes timely payments within the approved payment plan, they may be considered "In Good Standing" with the Association.

Reports

The Secretary is to prepare and deliver a report of lodge arrearages at each quarterly Board of Officers meetings, the Mid-Year Conference, and the Annual Convention.

Association Approved Conference and Convention Expenses

Executive Committee

1. By a Board of Officer's standing action, the Executive Committee with exception of the Association President, will have three nights stay (Thursday through Saturday) reserved and paid by the Association for attendance at the OMA Mid-Year Conference and Annual Convention, if said events are held in person.
2. Any Executive Committee Member that fails to attend, must give the Secretary ample notice in order to cancel the member's room or make other arrangements. Failure to notify the Secretary in a timely manner may result in the member being invoiced for the room cost.
3. If the conference or convention is held virtually, and no registration fee is charged, there will be no rooms reserved or paid for by the Association.
4. The hotel room with single or double occupancy will be the only cost paid by the Association. The Association will not be responsible for additional occupants, damage, phone cost, room service, pet fees, or any further cost other than the room fee, taxes, and other base charges.

District Presidents

1. The OMA Secretary will reserve three nights (Thursday through Saturday) as a courtesy for the District Presidents. The districts are responsible for approving sufficient funds to pay for the District President's rooms. The Association is not responsible for paying for the District President's rooms.

2. Any District President that fails to attend, must give the Secretary ample notice in order to cancel the member's room or make other arrangements. Failure to notify the Secretary in a timely manner may result in the district being invoiced for the room cost.
3. If the conference or convention is held virtually, there will be no rooms reserved by the Association.

Financial Review Committee

1. By a Board of Officer's standing action, the Association will reserve and pay for two nights rooms (Wednesday and Thursday) for any member of the Financial Review Committee attending the financial review held on Wednesday prior to the Mid-Year Conference or Annual Convention.
2. If said financial review attendee is also a member qualified for room compensation by position in the Association, four nights is the maximum amount of room compensation.
3. Any committee member that fails to attend, must give the Secretary ample notice in order to cancel the member's room or make other arrangements. Failure to notify the Secretary in a timely manner may result in the member being invoiced for the room cost.
4. The hotel room with single or double occupancy will be the only cost paid by the Association. The Association will not be responsible for additional occupants, damage, phone cost, room service, pet fees, or any further cost other than the room fee, taxes, and other base charges.
5. If the conference or convention is held virtually, and no registration fee is charged, there will be no rooms reserved or paid for by the Association.

Registration Committee

1. By a Board of Officer's standing action, the Association will reserve and pay for up to four room nights (Wednesday through Saturday) per active member of the Registration Committee up to a maximum of three members, if said event is in person.
2. Any committee member that fails to attend, must give the Secretary ample notice in order to cancel the member's room or make other arrangements. Failure to notify the Secretary in a timely manner may result in the individual being invoiced for the room cost.
3. The hotel room with single or double occupancy will be the only cost paid by the Association. The Association will not be responsible for additional occupants, damage, phone cost, room service, pet fees, or any further cost other than the room fee, taxes, and other base charges.
4. If the conference or convention is held virtually, and no registration fee is charged, there will be no rooms reserved or paid for by the Association.

Association Liaison, Territory Manager, and Regional Manager

1. By a Board of Officer's standing action, the Association will reserve and pay for up to three room nights (Thursday through Saturday) for the Association Liaison, Territory Manager and/or Regional Manager attending the Associations Mid-Year or Annual Convention, if said event is in person.
2. By a Board of Officer's standing action, the Association will pay the event registration fee for the Association Liaison, Territory Manager and/or Regional Manager attending the Associations Mid-Year or Annual Convention.
3. By a Board of Officer's standing action, the Association will pay the meals for the Association Liaison, Territory Manager or Regional Manager attending the Associations Mid-Year or Annual Convention.
4. The hotel room with single or double occupancy will be the only cost paid by the Association. The Association will not be responsible for additional occupants, damage, phone cost, room service, pet fees, or any further cost other than the room fee, taxes, and other base charges.
5. If the conference or convention is held virtually, and no registration fee is charged, there will be no rooms reserved or paid for by the Association.

Association President

1. By a Board of Officer's standing action, the Association will reserve and pay for up to four room nights (Wednesday through Saturday) for the Association President attending the Association's Mid-Year or Annual Convention.
2. If a hospitality suite is reserved, the President may occupy the hospitality suite or a room nearby. The hospitality suite planning, the staffing of the room, and hours of its operation are the responsibility of the President.
3. If a hospitality suite is reserved the President may have members of his choosing stay in the suite (Hospitality room helpers).
4. By a Board of Officer's standing action, the Association will reimburse the President up to \$500 per event for hospitality suite expenses.
5. The President is encouraged to have a "tip jar" operating in the hospitality room for members wanting to help compensate for the room costs. Any monies collected should be submitted to the Secretary every night or the following morning.

Other Committees and Members

1. By a Board of Officer's standing action, the Association will reserve and pay for up to three room nights (Thursday through Sunday) for Audio Visual Chairman attending the Association's Mid-Year or Annual Convention
2. Any committee member that fails to attend, must give the Secretary ample notice in order to cancel the member's room or make other arrangements. Failure to notify the Secretary in a timely manner may result in the individual being invoiced for the room cost.
3. The hotel room with single or double occupancy will be the only cost paid by the Association. The Association will not be responsible for additional occupants, damage, phone cost, room service, pet fees, or any further cost other than the room fee, taxes, and other base charges.
4. If the conference or convention is held virtually, and no registration fee is charged, there will be no rooms reserved or paid for by the Association.

Moose International Appointees, Board Members, Past Supreme Governors/Past Chairman of the Boards, Deputy Grand Regent, and Chapter Advocate

1. By a Board of Officer's standing action, the Association will reserve and pay for up to three room nights (Thursday through Saturday) for all Moose International Appointees, Board Members, Past Supreme Governors/Past Chairman of the Boards, and the Chapter Advocate, if said event is in person.
2. Any Moose International Appointees, Board Members, Past Supreme Governors/Past Chairman of the Boards, or Chapter Advocate that fails to attend, must give the Secretary ample notice in order to cancel the member's room or make other arrangements. Failure to notify the Secretary in a timely manner may result in the member being invoiced for the room cost.
3. The hotel room with single or double occupancy will be the only cost paid by the Association. The Association will not be responsible for additional occupants, damage, phone cost, room service, pet fees, or any further cost other than the room fee, taxes, and other base charges.
4. If the conference or convention is held virtually, and no registration fee is charged, there will be no rooms reserved or paid for by the Association.

Official Visitors

1. By a Board of Officer's standing action, the Association will reserve and pay for up to all room nights in conjunction with any OMA function for all official visitors.

2. By a Board of Officer's standing action, the Association will pay for all meals, local traveling expense, entertainment, and registration fees for the official visitors.

Secretary

1. By a Board of Officer's standing action, the Secretary, will have six nights stay (Tuesday through Sunday) reserved and paid by the Association for attendance at the OMA Mid-Year Conference and Annual Convention, if said events are held in person.
2. The hotel room with single or double occupancy will be the only cost paid by the Association. The Association will not be responsible for additional occupants, damage, phone cost, room service, pet fees, or any further cost other than the room fee, taxes, and other base charges.
3. If the conference or convention is held virtually, and no registration fee is charged, there will be no rooms reserved or paid for by the Association.

Other Authorized Travel Expense

Mooseheart Graduation and Moose International Annual Convention

1. By a Board of Officer's standing action, the President and Secretary, will be compensated for travel to Mooseheart Graduation and Moose International Annual Convention.
2. Travel to Moose International events listed will include airfare, parking, taxis, other related travel expense, meals, hotel stays, and registration fees.
3. Whenever possible the Secretary will reserve the rooms, flights, ground transportation, and or suites, performing due diligence to maintain costs.
4. Reimbursement for travel to these events are for the Secretary and President only, not guests or spouses.
5. Reimbursement for expenses only applies to the days of events and travel the day before and day after of the events.
6. Travel expense for these events only includes one arrival trip and one return trip.

APPROVED

MAR 24 2021

GENERAL GOVERNOR
RBK