



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:

1. Coordinate, promote and support the programs and directives of Moose International, Inc., and The Moose.
2. Encourage fraternal cooperation of the lodges of The Moose and the membership of such lodges in the State of Oregon.
3. Build the membership strength of The Moose.
4. Exchange ideas and ideals which may be of benefit to the various lodges and their members.
5. Adopt programs and projects for the betterment of Mooseheart and Moosehaven, including the building of the Endowment Fund for the support of these institutions.
6. Foster a closer relationship between lodges in Oregon and lodges in neighboring states.

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. OMA Checks for Invoices or Statements
 - a. All invoices will be reviewed by the Secretary and Treasurer for validity.
 - b. All payments must be entered into QuickBooks with an appropriate account number by the Secretary.
 - c. The 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.

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2. OMA Expense Reimbursements
 - a. All payments for expense reimbursement will be reviewed in accordance with the Association expense policy by the 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 (two thousand dollars). Any expense reimbursement above \$2000 requires approval of the President.
 - c. The 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. OMA Endowment Fund Collection
 - a. All cash Endowment Funds collected by the Association will be deposited into the General Account and entered in the QuickBooks 2505 Liability Account. As soon as possible, the Secretary issues a check in the amount of the collected funds from the 2505 Liability Account and mails 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 gathers said checks and, as soon as possible, mails them to Moose Charities.
4. Scholarships and Donations other than Moose Charities
 - a. With OMA Board of Officer's action and approval, the Secretary issues checks in the name of the student's institution and the student's name in the amount approved by the Board. No checks are to be issued to a student or their parent.
 - b. With OMA Board of Officer's action and approval, the Secretary issues 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 issues 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 limited to OMA business only.
 - 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 monthly on time and in full, as to not incur late fees or finance charges.
6. OMA Districts
 - a. Districts raise funds on behalf of the Association. These funds are maintained in the Association's general account as sub-accounts in the Districts' names, and only the Association Secretary and President are signatories on these bank accounts.

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- b. The purposes of these funds are for semi-annual operating expenses, District-sponsored membership and fund raising events, and official travel in accordance with Association policies and guidelines. Accordingly, and unless prior approval by the OMA board of Officers for specific purposes, District accounts shall be limited to a maximum balance of \$1,500 (fifteen hundred dollars), trued-up semiannually on September 1st and March 1st of fiscal years. If a District's account exceeds the \$1,500 limit, the Association Board of Officers may approve donations exceeding the limit to a Moose Charities cause of their choice.
 - c. 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 deposits 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 Association Secretary immediately after the deposit is made.
 - d. District accounts will be reconciled by the OMA Secretary by the 10th of each month. Reconciliation reports are maintained with bank statements in three-ring binders, along with copies of deposit receipts, cash receipts, district meeting minutes, and any invoices and expenses.
 - e. The District Secretary delivers 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. All District accounts will undergo a financial review at Association midyear conferences and annual conventions 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 (fifteen hundred dollars) 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 its annual conventions.
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 Association events must be immediately presented to the Secretary or Treasurer. When presented with cash, the Secretary or Treasurer issues a receipt for the cash. The cash receipts are maintained in a spiral bound, three-part, cash receipt book. The receipts contain dates, amounts received, the causes, names of the presenters, and signatures by the Secretary or Treasurer.

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- 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. The Secretary and Treasurer will count all cash received and balance the amount to the cash receipts on a daily basis..
- d. Once the handwritten sales receipts are entered into QuickBooks, all cash is deposited in the bank at the first opportunity.

Association Dues

Billing Cycle and Terms

Association lodges are assessed dues in accordance with OMA by-laws, Article XIII, and dues amounts are reviewed annually by the OMA Board of Officers at the quarterly meeting held in conjunction OMA annual conventions. The OMA Secretary will send invoices to the lodges approximately the 5th days of August, November, February, and May, and lodges will remit invoiced dues to the Secretary within thirty days of the invoices.

Arrearages

Oregon Moose Association By-laws, Article XIII, Section 2 is reprinted for reference.

“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 sixty days past due..
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.

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Reports

The Secretary is to prepare and deliver a report of lodge arrearages at quarterly Board of Officers meetings, midyear conferences, and annual conventions.

Association Approved Conference/Convention Expenses

Executive Committee

1. By a Board of Officer's standing action, Executive Committee members, with exception of the Association President, who attend OMA midyear conferences and annual conventions will have three nights (Thursday through Saturday) reserved and paid by the Association.
2. Any Executive Committee Member who fails to attend must give the Secretary ample notice 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. No rooms will be reserved or paid for by the Association if the conference or convention is held virtually.
4. A 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.

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 Midyear Conferences and Annual Conventions.
2. By a Board of Officer's standing action, the Association will reimburse the President up-to \$500 (five hundred dollars) per event for hospitality suite expenses.
3. 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.
4. If a hospitality suite is reserved, the President may have members of their choosing lodged in the suite (Hospitality room helpers).
5. The President is encouraged to have a "tip jar" operating in the hospitality room for members wanting to help compensate for room and refreshment costs. Any monies collected should be submitted to the Secretary every night or the following morning.

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Association Secretary

1. By a Board of Officer's standing action, the Association will reserve and pay six nights lodging (Tuesday through Sunday) for the Secretary attending midyear conferences and annual conventions.
2. A 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. There will be no rooms reserved or paid for by the Association if the conference or convention is held virtually.

District Presidents

1. The OMA Secretary will reserve three nights (Thursday through Saturday) at midyear conferences and annual conventions as a courtesy for the District Presidents. Districts are responsible for paying for the District President's lodging.
2. Any District President who fails to attend must give the Secretary ample notice to cancel the member's lodging or make other arrangements. Failure to notify the Secretary in a timely manner may result in the District being invoiced for the lodging cost.
3. There will be no lodging reserved or paid by the Association if the conference or convention is held virtually.

Financial Review Committee

1. By a Board of Officer's standing action, the Association will reserve and pay for two nights lodging (Wednesday and Thursday) for any member of the Financial Review Committee attending the financial review held on Wednesday prior to midyear conferences and annual conventions.
2. If said financial review attendee is qualified for other Association-sponsored lodging, four nights are the maximum amounts allowed.
3. Any committee member who fails to attend must give the Secretary ample notice to cancel the member's lodging or make other arrangements. Failure to notify the Secretary in a timely manner may result in the member being invoiced for the lodging cost.
4. A 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. There will be no lodging reserved or paid for by the Association iff the conference or convention is held virtually.

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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) for up-to three members of the Registration Committee who are attending Association midyear conferences and annual conventions.
2. Any committee member who fails to attend must provide the Secretary ample notice to cancel the member's lodging or make other arrangements. Failure to notify the Secretary in a timely manner may result in the individual being invoiced for the lodging cost.
3. A 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. There will be no lodging reserved or paid for by the Association if the conference or convention is held virtually.

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 Saturday) for the Audio Visual Chairman attending Association midyear conferences and annual conventions.
2. Any chairman who fails to attend must give the Secretary ample notice to cancel the member's lodging or make other arrangements. Failure to notify the Secretary in a timely manner may result in the individual being invoiced for the lodging cost.
3. A 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. There will be no lodging reserved or paid for by the Association if the conference or convention is held virtually,

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 Association midyear conferences and annual conventions.
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 Association midyear conferences and 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 Association midyear conferences and annual convention.

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4. A 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. There will be no rooms reserved or paid for by the Association if the conference or convention is held virtually.

Moose International Officials and Association 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 incumbent Moose International Officers and Appointees, Past Supreme Governors/Past Chairmen of the Board, and the Association Chapter Advocate who are attending Association midyear conferences and annual conventions.
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 to cancel the member's lodging or make other arrangements. Failure to notify the Secretary in a timely manner may result in the member being invoiced for the lodging cost.
3. A 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. There will be no rooms reserved or paid for by the Association if the conference or convention is held virtually.

Other Authorized Travel Expense

Official Visitors

1. By a Board of Officer's standing action, the Association will reserve and pay for all room nights in conjunction with any Association function for all official visitors.
2. By a Board of Officer's standing action, the Association will pay for all meals, local travel expenses, entertainment, and registration fees for Moose International appointed Official Visitors who are attending Association functions.

Mooseheart Graduation/Pilgrim Conferral and Moose International Annual Convention

1. By a Board of Officer's standing action, the President and Secretary will be compensated for travel to annual Mooseheart graduations/Pilgrim conferrals and Moose International annual conventions.
2. Travel reimbursements to Moose International events listed include airfare, parking, taxis, meals, lodging, registration fees, and other related travel expenses.

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3. The Secretary, using due diligence to maintain costs, will reserve lodging, flights, ground transportation, and hospitality suites,
4. Reimbursement for travel to these events are for the Secretary and President only, not guests or spouses.
5. Reimbursement for expenses applies only to the days of events, travel the day before, and travel day after.

Lodge Leadership, Administrator School, and 2-HOTT Training

All Training Sessions shall go through the Association Training Coordinator for scheduling with Moose International's training department.

1. Session leader will be reimbursed for mileage and hotel accommodations, if necessary, and printing of materials.
2. The Association will pay for and provide training materials for all attendees.
3. Host lodges will provide coffee services and meals for training sessions at attendees' expenses.
4. RSVP from attendees to session leader are required so they can prepare for sufficient materials and host lodges can plan for seating and meal services.