



Officers' Handbook

WOMEN
OF THE
MOOSE

2014 - 2015
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CONGRATULATIONS!

We welcome you to your leadership role in the Women of the Moose. You have expressed your desire to help lead your members in a successful and enjoyable program. The members of your chapter have placed their trust and faith in your ability to do so.

Our program has something for everyone. With your assistance, Women of the Moose Headquarters can reach out to every co-worker and acquaint her with the benefits membership in the Women of the Moose offers. As an officer, you have the best opportunity, and a responsibility, to learn all about our program and by doing so, you will communicate your understanding and dedication to others.

The Women of the Moose General Laws (and its subsequent changes) contain our rules and regulations, all of which we ask you to become familiar with. This Officers' Handbook has been developed as an additional tool for your use. It contains important procedures, explanations, examples and checklists designed to help you understand and fulfill the duties and responsibilities you assumed when you were installed. It does not replace the General Laws but it does contain more information that is vital to your success and the success of the chapter.

Again, **congratulations** AND **enjoy** your term of office!!!

RESOURCES

The information contained in this book does not supersede the rules and regulations set forth in the General Laws of the Women of the Moose and amendments that may be made to it.

This Handbook is designed as a quick reference guide to be used along with other guides such as the Chapter Audit Report Handbook and the Taxes, Exemptions, Forms and Filing Requirements document to assist you in doing your very best for your chapter. These can also be found at our website - www.mooseintl.org, Members Only – Moose Training.

All forms that are necessary for proper operation of your chapter and remittance to Women of the Moose Headquarters can be found on our website in the Women of the Moose portal under Forms.

Be sure to access the **Women of the Moose** portal and the **Moose Training** portal of the Moose International website for other supporting materials. There are many resources found there to help you become independent and productive.

Check your **mooseunits.org** Email regularly. This is the main communication method of the Women of the Moose and Moose International with the Fraternal Units (chapters, lodges and Moose Legions) of our fraternity. Here, you will receive key information you won't want to miss! Save, print and clear outdated or unwanted Emails regularly. Be sure to print the *Official Communications* and *Newsbriefs* from the Women of the Moose and Moose International and share them with other officers and the chapter membership.

Senior Regent

Note: Also refer to the General Laws of the Women of the Moose.

The Senior Regent has been elected by the membership of the chapter to serve as the Presiding Officer of all chapter meetings, Board of Officers' meetings and any other special meetings of the chapter.

It is her responsibility to work amicably with the chapter members and members of the Loyal Order of Moose to ensure harmony among the members of the Board of Officers and among the co-workers. As the Presiding Officer, she should set the example for all co-workers to follow.

Prior to her installation into office, one of her first responsibilities is to appoint all Chapter Development Committee Chairmen, as well as all Appointed Officers so that they may be installed at the Annual Installation of Officers in April. If all appointments are not made prior to the Annual Installation, additional appointments should be made prior to January 31. **If a vacancy occurs after January 31, she shall appoint and install another qualified member to that position.** (Refer to requirements to qualify for the Green Cap honor.)

As soon as possible following her installation, she shall have her name placed on the bank signature cards along with the signatures of the Recorder and Secretary/Treasurer. She may then sign chapter checks that are made out in their entirety after the checks have been approved by the Board of Officers at the Board of Officers' meeting and then by the co-workers at a chapter meeting.

As the Presiding Officer, she shall have a key to the chapter's post office box and Women of the Moose office, if applicable, during her term of office only.

Also following her installation into office, it is her responsibility to notify every co-worker of the chapter which Chapter Development Committee they have been appointed to (see example in this book). All notifications are to be completed during the month of May after the Recorder has divided the chapter membership into the nine Chapter Development Committees.

During chapter meetings, immediately after all minutes (typed or written on the official pre-numbered pages) are read by the Secretary/Treasurer and approved by the chapter, the Senior Regent signs the Chapter Minutes Book before proceeding with the remainder of the meeting.

Every month, the Senior Regent is responsible for remitting the required committee Forms 166 and 114 (and associated checks) to Women of the Moose Headquarters immediately following the Second meeting of the month. Prior to mailing, please verify checks are signed and earmarked correctly.

She shall attend the Women of the Moose Training Session to learn about proper chapter operation, as well as new updates to procedures and General Law changes. One of the mandatory criteria for earning the Green Cap is to attend this important training. She is also encouraged to attend the 2-HOTT Training Session.

She is required to attend each Audit Committee Meeting to keep abreast of the gain or loss in membership and financial standing.

When necessary at chapter meetings, she appoints pro-tems for vacant officers' positions, including pro-tem Recorder. (Pro-tems do **not** attend Board of Officers' meetings.)

Note: See the General Laws of the Women of the Moose for the qualifications/requirements for the Green Cap, the College of Regents Degree and the 2nd Chance for the College of Regents Degree.

Junior Regent

Note: Also refer to the General Laws of the Women of the Moose.

The Junior Regent has been elected by the membership of the chapter to serve as a valuable member of the Board of Officers. If the Senior Regent is absent from a meeting, the Junior Regent shall preside.

As the Junior Regent, it is her responsibility to lead the chapter in the Pledge of Allegiance to the flag in U.S. Chapters or Women of the Moose Pledge in Canadian Chapters, as well as the National Anthem (which is optional) of the respective country during each chapter meeting.

She participates in the draping of the Chapter Charter for deceased co-workers with the Junior Graduate Regent per the Meeting Procedures and Agendas book.

As a potential Senior Regent and to help become well informed, the Junior Regent should attend the Women of the Moose Training Session and is encouraged to attend the 2-HOTT Training Session.

In addition, the Junior Regent:

May be assigned by the Senior Regent or may, on her own, serve as the Welcome Hostess or Greeter to welcome members as they enter the Chapter Room for meetings.

May assist the chairmen in completing their committee reports. This will not only assist the Senior Regent but will also give the Junior Regent knowledge and experience to prepare her to serve as Senior Regent.

May attend the Audit Committee Meetings to keep abreast of the gain or loss in membership and financial standing.

If the office of Senior Regent is vacant, the Junior Regent shall assume all duties and responsibilities of the office including the appointment of the chairmen and appointed officers. Their appointments shall be valid for the entire chapter year. She shall have her name placed on the bank signature card along with the signatures of the Recorder and Secretary/Treasurer and will sign all reports with her name followed by "Pro-tem Senior Regent".

Chaplain

Note: Also refer to the General Laws of the Women of the Moose.

The Chaplain has been elected by the membership of the chapter to serve as a devotional leader and member of the Board of Officers. If the Senior Regent and Junior Regent are absent from a meeting, the Chaplain shall preside.

The Chaplain leads the chapter in devotional exercises and supervises the Funeral Ceremony when requested by the family of a deceased co-worker.

She should work with the family and the Senior Regent in planning the Funeral Ceremony. The Chaplain should contact the family to make them aware of the service. She is in charge of getting flowers and vases, taking them to funeral home and seeing that they are placed correctly. If a Bible is presented to the family, the chapter may purchase a Bible through Moose Catalog Sales or local retailer. If the family requests a funeral luncheon, the Chaplain may request donations from co-workers. If the chapter provides the meal, she should see that proper food has been purchased and prepared.

She shall visit the sick, disabled and distressed whenever possible and make a full report to the chapter at each meeting. If the chapter does not have a Sunshine Chairman to send flowers and/or cards to co-workers who are ill or to bereaved families, the Chaplain may be assigned these duties as well.

The Chaplain should attend the Women of the Moose Training Session and is encouraged to attend the 2-HOTT Training Session.

In addition, the Chaplain:

May assist the Junior Regent in greeting members attending chapter meetings and may attend the Audit Committee Meetings to keep abreast of the gain or loss in membership and financial standing.

If the offices of Senior Regent and Junior Regent are vacant, the Chaplain shall assume all duties and responsibilities of the Senior Regent's office including the appointment of the chairmen and appointed officers. Their appointments shall be valid for the entire chapter year. She shall have her name placed on the bank signature card along with the signatures of the Recorder and Secretary/Treasurer and will sign all reports with her name followed by "Pro-tem Senior Regent".

Junior Graduate Regent

Note: Also refer to the General Laws of the Women of the Moose.

As an office of condition, the Junior Graduate Regent serves the chapter as an experienced member of the Board of Officers. If the Senior Regent, Junior Regent and Chaplain are absent from a meeting, the Junior Graduate Regent shall preside.

It is her responsibility to set an example for all members by being supportive and helpful to the new Senior Regent.

She shall serve as Chairman of the Ways and Means Committee (refer to Ways and Means Committee Pamphlet for further instructions). She is responsible for holding a Committee Activity Night (Green Cap Committee Activity Night, if she qualified for her Green Cap, or Ways & Means Committee Activity Night, if she did not qualify). If the office is vacant, the Ways and Means Committee shall be responsible for fulfilling these duties and responsibilities.

The Ways and Means Committee shall hold a fund-raising project and shall remit a chapter check for the Scholarship and Maintenance Fund and the Special Project assigned to the committee.

She shall attend each meeting of the Audit Committee. At each meeting, she should note the progress of the chapter in regards to qualifying for the Award of Achievement, including membership and the financial standing.

To qualify for the College of Regents degree she must attend the Women of the Moose Training Session and is encouraged to attend the 2-HOTT Training Session.

If the offices of Senior Regent, Junior Regent and Chaplain are vacant, the Junior Graduate Regent shall assume all duties and responsibilities of the office of Senior Regent, including the appointment of the chairmen and appointed officers. Their appointments shall be valid for the entire chapter year. She shall have her name placed on the bank signature card(s) along with the signatures of the Recorder and Secretary/Treasurer and will sign all reports with her name followed by "Pro-tem Senior Regent".

Note: Refer to the General Laws of the Women of the Moose for the qualifications/requirements for the College of Regents Degree and 2nd Chance for the College of Regents Degree.

Secretary/Treasurer

Note: Also refer to the General Laws of the Women of the Moose.

The Secretary/Treasurer has been elected as a vital member of the Board of Officers. It is her responsibility to accurately record the proceedings of the chapter. If the Senior Regent, Junior Regent, Chaplain and Junior Graduate Regent are absent from a meeting, the Secretary/Treasurer shall preside.

As soon as possible following her installation into office, she shall have her name placed on the bank signature cards along with signatures of Senior Regent and Recorder. She may sign chapter checks that are made out in their entirety after approval by the co-workers at a chapter meeting.

Important: Do not sign a check that has not been made out in its entirety! Do not sign a blank check!

It is the responsibility of the Secretary/Treasurer to accurately record the minutes of each chapter and Board of Officers' meeting. To accomplish this, she shall write in ink, type, or electronically generate the minutes of the Board of Officers' meeting, Committee Activity Night, Second meeting of the month, Special Meetings, Nominating Committee Meetings (not read to the chapter) and April Installation of Officers on the official pre-numbered pages in the Chapter Minutes Book, initial each page and sign the final page before reading them to the chapter.

At each chapter meeting, the Recorder will report the expenditures from the "Check Detail" report and will report receipts from the "Standard Profit and Loss statement" or the "Sales by Item" summary. The computer generated "Check Detail" report and "Standard Profit and Loss Statement" "Sales by Item" summary are to be given to the Secretary/Treasurer for inclusion in the Chapter Minutes Book. The Secretary/Treasurer does not read the reports again at the next meeting, just the minutes of the meeting.

She shall keep an accurate record of attendance in the Chapter Minutes Book.

It is her responsibility to read all correspondence including Official Communications, bulletins and Emails received from Women of the Moose Headquarters and Moose International. Adverse correspondence shall **not** be read on the chapter floor and shall be handled by the Chapter Board of Officers.

She shall use her talents to write all chapter correspondence over the signatures of the Board of Officers.

She shall clarify the number of "yes" and "no" ballots in the meeting minutes when balloting on applications for membership/re-enrollment/reinstatement/transfer-in or re-admission.

She shall record the results of a chapter election in the minutes of the chapter meeting from the Election Results Report, without disclosing to the chapter the number of votes each nominee received.

She is to receive a duplicate deposit slip, verified by the bank, from the Recorder prior to each meeting and retain the duplicate deposit slip for the Audit Committee meeting.

At the conclusion of each chapter meeting, she shall count the money collected for the Endowment Fund and turn the money over to the Recorder.

She may also assist the Recorder in the collection of money from co-workers for fund-raising projects and various other reasons.

To perform her duties properly, she must issue an Official Business Receipt to each co-worker for all monies collected. For all funds turned over to the Recorder, she is to receive an Official Business Receipt from the Recorder after the Recorder has counted the money in the presence of the Secretary/Treasurer.

She should assist others with the calendar, newsletter or any other chapter mailings.

She must attend the monthly Audit Committee meeting with all bank validated duplicate deposit slips in order to verify the total amount of deposits with the Audit Committee.

As an Officer of the chapter, she should attend the Women of the Moose Training Session and is encouraged to attend the 2-HOTT Training Session.

Upon the request of Women of the Moose Headquarters or assigned Representative, the Secretary/Treasurer shall deliver all Minute Books, records, and correspondence for the purpose of examination and audit. She shall perform such other duties as the Senior Regent and Women of the Moose Headquarters may direct.

If the offices of Senior Regent, Junior Regent, Chaplain and Junior Graduate Regent are vacant, the Secretary/Treasurer shall assume all duties and responsibilities of the Senior Regent's office, including the appointment of the chairmen and appointed officers. Their appointments shall be valid for the entire chapter year. She shall appoint a co-worker to have her name placed on the bank signature card in addition to her signature and that of the Recorder. The Secretary/Treasurer will sign all reports with her name followed by "Pro-tem Senior Regent".

Recorder

<p>Note: Also refer to the General Laws of the Women of the Moose and the Recorder's Handbook.</p>

The Recorder has been elected by the membership of the chapter to serve as the chapter's primary bookkeeper. If the Senior Regent, Junior Regent, Chaplain, Junior Graduate Regent and Secretary/Treasurer are absent from a meeting, the Recorder shall preside.

As soon as possible following her installation into office, she shall have her name placed on the bank signature cards along with the signatures of the Senior Regent and Secretary/Treasurer. She shall sign chapter checks that are made out in their entirety after approval by the co-workers at a chapter meeting. **Do NOT issue a blank check.**

The Recorder shall have a key to the post office box and Women of the Moose office, if applicable, during her term of office only.

To aid the Recorder in her duties, the Recorder's Handbook will be most useful as it contains instructions specific to the Recorder.

The key responsibility of the Recorder is to keep an accurate account of all chapter monies including new member dues, application fees, endowment fund and proceeds from fund-raising projects. For proper auditing purposes, she shall issue the proper official receipts for all monies received and make weekly deposits of same.

As the Recorder is privy to all new member information, she should send an invitation to new members to attend the Welcome Reception being held in their honor.

Upon receipt of applications for membership, reinstatements and re-enrollments she shall immediately enter the information into the LCL.net program and transmit them to Moose International. Following chapter approval of all applications (including transfers-in), she must enter a ballot date and an enroll date and transmit the information to Moose International.

Note: Applicant and Membership information shall be transmitted immediately to Moose International through LCL.net. All requested and pertinent information (including sponsors) must be entered correctly and completely to avoid a delay of permanent membership cards and sponsor credit.

As the Recorder, she is responsible for preparing all chapter checks in their entirety after all bills have been approved for payment by the chapter. Her signature is required on all chapter checks in addition to either the Senior Regent or Secretary/Treasurer.

To aid the chapter Chairmen in their fund-raising efforts, she shall give the chairmen an Official Business Receipt Book for recording all funds received from co-workers.

She is required to complete and mail all necessary tax forms and reports needed by government authorities.

She shall affix the Chapter Seal to all letters, reports, and sign all documents which require her signature.

As custodian of all membership and financial information, she must bring all chapter books/computer to each chapter meeting, Board of Officers' meeting and Audit Committee meeting. *In the event a co-worker should request to look at the chapter books, she shall make computer records available, in her presence and when it is convenient for both parties.*

At each chapter meeting, she is to report the expenditures from the "Check Detail" report, with an explanation of bills paid and the amount of each check. She is also to report receipts from the "Standard Profit and Loss statement" or the "Sales by Item" summary and give the description and amount received to verify the total of amount collected and deposited since her report at the last meeting. The computer generated "Check Detail" report and "Standard Profit and Loss Statement" or "Sales by Item" summary are to be given to the Secretary/Treasurer for inclusion in the Chapter Minutes Book. (The Secretary/Treasurer does not read the reports again at the next meeting, just the minutes of the meeting.)

In the absence of the Secretary/Treasurer at the Board of Officers' meeting, the Recorder shall write in ink, type, or electronically generate the minutes on the official pre-numbered pages in the Chapter Minutes Book and sign as Secretary/Treasurer, Pro-tem.

As a qualification for the Star Recorder Degree, she **shall** attend the Women of the Moose Training Session and the 2-HOTT Training Session **during her term of office** (while attempting to qualify for the degree). In the event the Recorder desires to submit her name for the office of Recorder for multiple years, she must have attended a 2-HOTT Training Session within the last two years. (Refer to Recorder's Handbook.)

It is the responsibility of the Recorder to provide a list of co-workers who are thirty days in arrears with their dues to the Membership/Retention Committee Chairman and her committee.

In preparation of the monthly Audit Committee meeting, she must have all financial records in the chapter books/computer posted and in balance.

At the end of her term, she shall turn over all books/computer, papers, records, and chapter property to the new Recorder, except those needed for the April 30th Financial Report for her year. When the April 30th Financial Report and Audit Report have been completed and transmitted, the outgoing Recorder shall then turn over all remaining books, records, computer and accessories to the new Recorder immediately.

Upon the request of Women of the Moose Headquarters or an assigned Representative, the Recorder shall deliver all books, records, computer information and correspondence for the purpose of examination and audit. She shall perform such other duties as the Senior Regent and Women of the Moose Headquarters may direct.

If the offices of Senior Regent, Junior Regent, Chaplain, Junior Graduate Regent and Secretary/Treasurer are vacant, the Recorder shall assume all duties and responsibilities of the Senior Regent's office including the appointment of the chairmen and appointed officers. Their appointments shall be valid for the entire chapter year. She shall appoint two co-workers to have their names placed on the bank signature card(s) in addition to her signature. The Recorder will sign all reports with her name followed by "Pro-tem Senior Regent".

Note: See the General Laws of the Women of the Moose for the qualifications/requirements for the Star Recorder Degree and for qualifications to submit name for office of Recorder for the following chapter year.

AWARD OF ACHIEVEMENT

Women of the Moose Headquarters wants every chapter to have the opportunity to qualify for the Award of Achievement. The Women of the Moose General Laws indicate the minimum donations to the Scholarship and Maintenance Fund as well as the Special Project assigned to the Chapter Development and Standing Committees. Remittance of less than the minimum donation will result in the loss of the Award of Achievement.

Note: For the Chapter's Award of Achievement requirements/qualifications please refer to the General Laws of the Women of the Moose.

MONTHLY REPORTS

All Chapter Development Committee Chairmen, Standing Committee Chairmen and Special Committee Chairmen are required to remit monthly reports to Women of the Moose Headquarters. The Junior Regent and other members of the Board of Officers should help the Chapter Development Chairmen with the preparation of their Forms 114 and 166. (Forms found at www.mooseintl.org.)

The Chairmen shall read their reports to the chapter at the Second meeting of the month prior to being sent to Women of the Moose Headquarters.

It is the responsibility of the Senior Regent to send the chapter's monthly reports and proper checks immediately following the Second meeting of the month.

It is the responsibility of the Senior Regent to make sure all checks being remitted with the monthly reports have been **earmarked correctly** and have been properly signed. Please refer to the Special Project List for the proper project to be earmarked on the checks.

Important: Do not send a check to Women of the Moose Headquarters or Moose Charities that does not have the required signatures.

The Senior Regent will also make sure the Chapter Seal has been affixed, to all reports and letters requiring the Chapter Seal.

All reports remitted to Women of the Moose Headquarters shall first be photocopied and a copy shall be retained in the chapter files, in the event there is a question regarding a report or a report is lost or misplaced.

Each member of the Board of Officers should make it her responsibility to verify that the Senior Regent has sent the monthly reports and checks.

Note: Use the “Checklist For A Successful Year” in this Handbook to ensure all duties have been completed and all reports have been mailed each month.

Preparing The Monthly Reports

Mail the following reports immediately following the Second chapter meeting of the month:

- Form 114

Note: Checks shall accompany Form 114 and shall be properly earmarked as listed on the Form 114 (according to project assigned to committee) and signed. Failure to do so will result in form/checks being returned to chapter for completion.

A sample check is located in the Recorder’s Handbook.

- The Form 166 is to be entered directly into the Moose International server through the Moose Admin Menu by selecting FORMS, 166 FORMS and CREATE. Enter the required data and SAVE.
- Form 166’s may be completed, printed and mailed or Emailed to Chapter Records via: wotmmail@mooseintl.org or faxed to 630-966-2211.

By the 10th of each month, Chapter Audit Reports are to be completed, printed and mailed or Emailed to Chapter Records via: wotmmail@mooseintl.org or faxed to 630-966-2211.

Note: When sending an Email to wotmmail, please use the following Subject line template: C-number form month/year form type

Examples: C-3000 May 2012 166 C-3000 June 2012 Audit

Preferably, the 166 & audit forms should be sent from the chapter’s mooseunits Email address.

All monthly reports shall be reviewed for accuracy and thoroughness. All documents remitted to Women of the Moose Headquarters, whether mailed or remitted electronically shall be photocopied before mailing or saved in such a manner as to ensure proof of the existence of such document and then mailed to:

**Chapter Records
Women Of The Moose
155 South International Drive
Mooseheart, IL 60539-1100**

Reporting Officer, Appointed Officer and Chairman Information

The Officers (elected and appointed) and chairmen, installed into office during the Annual Installation of Officers in April, shall be entered on the Moose International website under the *Admin. Menu* as soon **after** May 2, 2012 as possible, but not before.

Elected Officer, Appointed Officer, Chapter Development and Standing Committee Chairman information shall be kept up to date and current. Any changes to the above positions must be entered immediately.

Note: The receipt of this information is one of the requirements for the Senior Regent to qualify for the Green Cap. Minutes of the Installation shall be written in ink, typed or computer generated on the official pre-numbered pages in the Chapter Minutes Book.

Corresponding With Women of the Moose Headquarters/Moose International

In the event it should be necessary to write to Women of the Moose Headquarters, do not include letters that require a response with your monthly reports. It is necessary to send all questions or concerns under separate cover to the individual or proper department at Women of the Moose Headquarters or Moose International.

Please include your name, Chapter name and number, and complete mailing address on all correspondence (**including Emails**). This will enable the staff at Moose International to give a quicker response to your questions.

Due to the increase in computer viruses, it is company policy not to open unfamiliar attachments from anyone and, many times, our spam filtering software blocks them. If you are sending us information via Email, include your name, Chapter name and number in the subject line for easy identification.

Moose Leader Publication

Moose Leader is an official bi-monthly publication intended for the fraternal education of the leaders of our fraternity, including lodge and chapter officers. It is one way officers have to learn more about their particular jobs and keep abreast of changes in our organization. Each officer should carefully study the *Moose Leader*. The message from the Grand Chancellor shall be read at the chapter meeting and posted on the chapter's bulletin board. Other pertinent information should also be read at board and chapter meetings.

Websites

Useful information, various forms, stories and messages can be found at www.mooseintl.org, under "Members Area", "Women of the Moose". Additional important information can be found in the "Moose Training" portal.

Moose International's website, www.mooseintl.org is becoming an increasingly important line of communication between Moose International and every chapter and lodge. We feel it is becoming imperative for at least one member, and preferably more, of the Board of Officers to review the website at least on a weekly basis.

It is often the first place where information appears, and some important information may only appear there.

Make www.mooseintl.org a habit!

Mooseunits.org Email

Check your mooseunits.org Email (mailbox) often!

Women of the Moose Headquarters sends information, changes and reminders to all chapters via Official Communication using Email. This is also the primary line for communication from Moose International. A "mass Email" is sent as necessary to all Fraternal Units (chapters, lodges and Moose Legions) with valuable and often critical information.

Print and post the Emails from Women of the Moose Headquarters on your bulletin board.

Bulletin Board

It is very important that every chapter have a bulletin board to keep the co-workers up to date on all chapter news and functions.

Post the latest information from the Grand Chancellor and Grand Regent as well as other items of interest from WOW.

Make the displays interesting and colorful. Change items and decorations often.

The Membership/Retention Chairman should display a poster depicting the membership theme, membership goal for the year as well as the progress made in achieving the goal.

If the lodge has a permanent place for a bulletin board, make use of it. If not, display the bulletin board on a tripod, in a well-lighted location in the chapter room one hour before the meeting. Leave on display for one hour after the meeting for the convenience of the co-workers.

If the chapter does not have a bulletin board, present a proposal to purchase one to the Board of Officers for recommendation for chapter approval.

STARTING THE YEAR ON THE "RIGHT FOOT"

Appointments

Chapter Development Committee Chairmen

Nine Chapter Development Committee Chairmen are appointed by the Senior Regent Elect: Membership/Retention, Publicity, Youth Involvement, Mooseheart/Moosehaven, Community Service, Educational Advancement, Family Involvement, Moose Charities and Health Awareness. The appointments and installations of these positions on or before January 31 are requirements to be eligible for the Green Cap.

Co-workers appointed to serve, as Chapter Development Committee Chairmen, shall be appointed based on the following criteria:

- 1. Membership/Retention – may be any co-worker of the chapter even those who hold a degree or Call letter.*
- 2. Publicity – must be a co-worker who does not hold nor has qualified for the Academy of Friendship or higher degree.*
- 3. Youth Involvement - must be a co-worker who does not hold nor has qualified for the Academy of Friendship or higher degree.*
- 4. Mooseheart/Moosehaven - must be a co-worker who does not hold nor has qualified for the Academy of Friendship or higher degree.*
- 5. Community Service - must be a co-worker who does not hold nor has qualified for the Academy of Friendship or higher degree.*
- 6. Educational Advancement - must be a co-worker who does not hold nor has qualified for the Academy of Friendship or higher degree.*
- 7. Family Involvement - may be any co-worker of the chapter even those who hold a degree or Call letter.*
- 8. Moose Charities - may be any co-worker of the chapter even those who hold a degree or Call letter.*
- 9. Health Awareness - must be a co-worker who does not hold nor has qualified for the Academy of Friendship or higher degree.*

If you are unsure of co-workers holding Call letters for Academy of Friendship, please ask the member or members of the Academy of Friendship and College of Regents if they know. The Deputy Grand Regent of your State/Province should also have this information.

Appointed Officers

The Appointed Officers are Guide and Assistant Guide. The appointments and installations of the Appointed Officers on or before January 31 are requirements to be eligible for the Green Cap.

Chairmen of Standing Committees

The Standing Committees of the chapter are: Academy of Friendship, College of Regents and Star Recorder. Co-workers who received the degree at the International Conference or Midyear Conference (Academy of Friendship only) during the current calendar year shall not serve as chairman of that degree until the following chapter year. The co-worker must hold the degree for more than 10 months.

Chairmen of Special Committees

Special Committees are: Audit, Application Review, Sports, Government Relations (U.S.), Youth Awareness, Bowling, Golf, Kitchen, Band, Arts and Crafts, Sunshine, Decorating, Hospitality, Mother-Daughter Banquet, End of the Year Party, etc.

The Application Review Committee

The Senior Regent is required to appoint a committee of three (3) members to serve on this committee. They shall not be members of the Board of Officers. Those who are considered fair and impartial, along with the ability to maintain confidentiality, should be selected.

The purpose of the Application Review Committee is to screen every application for membership and file a report with the Board of Officers containing their findings, either favorable or unfavorable.

A thorough and impartial review of all applicants for membership is a very important part of preserving our constitutional rights of privacy and association. Many chapters do not review the applicants because they do not know how to go about screening and investigating applicants.

Information provided by the applicant, as part of the application form is a good place to start. The answers made to the questions shall be warranties and if any one is false, incomplete or incorrect, it shall cause forfeiture of all rights and privileges as a member of the Women of the Moose, except by special dispensation of the Grand Chancellor. The Application Review Committee must determine if this information is accurate. Her sponsor could provide background information and the member who endorses the application presumably has knowledge of the individual and her family.

Please stress to the co-workers the importance of educating the sponsor. The sponsor should ask herself, "Is this prospective member someone I would feel comfortable inviting to my home and having dinner with and/or taking part in a social activity with my children, grandchildren or family members?" If not, then certainly the prospective member should not be invited to join our family fraternity at this time.

The Application Review Committee can conduct an investigation of the applicant from public records and other non-privileged sources.

The Application Review Committee must carry out its function without prejudice. The applicant must profess a belief in a Supreme Being. One of the questions we receive quite frequently is whether or not the applicant must be a citizen of the country of the chapter in which she is joining and the answer is “No” – that is not one of the membership requirements.

When the Application Review Committee votes on an application, the application must receive a majority of favorable votes by the Committee. A majority of favorable votes is required to constitute a favorable report. Only applications receiving a favorable report are submitted to the chapter to be balloted upon by the members.

When the Application Review Committee reports unfavorably on an applicant for membership, the Senior Regent shall declare her rejected without the formality of a vote and she cannot again be proposed for membership until after the expiration of a period of six (6) months from the date of the rejection.

If rejected, the Recorder will advise the applicant by letter that her application was not accepted at this time and that she may be re-proposed for membership in six months (180 days). Her dues and application fee paid should be refunded by chapter check, with no other explanation. Do not state the reason for non-acceptance. Keep the letter brief and to the point.

At least two (2) members of the Application Review Committee shall sign the application verifying the application was reviewed.

If the report of the Application Review Committee is favorable, the application shall be voted on in the manner provided.

INITIAL MEETINGS

Initial Meeting With Chapter Development Chairmen

The purpose of the meeting is to explain the duties of each chairman and to appoint co-workers to serve on each committee. The elected Officers, Junior Graduate Regent and the Collegians should be included in this meeting so they can serve as mentors to the new chairmen.

Agenda

1. Distribute Chairmen's Pamphlets (found on the Women of the Moose website). Instruct chairmen to read and follow the instructions given in each pamphlet.
2. Explain the duties of each chairman and her committee. Each Chapter Development Committee shall hold a fund-raising project to cover committee expenses. They shall contribute to the Special Project of their committee, the Scholarship and Maintenance Fund, defray the expenses of the Committee Activity Night and help maintain the General Fund of the chapter.
3. Explain the requirements for earning the Award of Achievement and qualifications for earning the Academy of Friendship Degree.
4. Stress that the chairman and her committee shall have a Special Welcome Reception for new members (when applicable) before the Committee Activity Night with an enjoyable program or activity following the meeting. The program may consist of a speaker (a speaker may be scheduled during the meeting) from the local area, skit, game or other activity.

Discuss ideas that will provide enjoyment to the members.

Discuss and assist the chairmen with choosing entertainment for the Committee Activity Night, Second meeting of the month, committee meeting or social events, as well as assist them with their decision regarding fund-raising projects.

If the chairmen wish to have some form of family activity, suggest they work closely with the Family Involvement Chairman.

5. Discuss the importance of having fun at all chapter meetings and functions/events. Give your members a reason to want to come to meetings.
6. Discuss Mooseheart/Moosehaven Projects assigned to the various committees. The chairman and her committee recommend the amount to be given to the project. The Women of the Moose General Laws includes information regarding the **minimum** amount to be donated.

Note: A list of the Special Projects is included in the back of this book and a copy of each chairman's speech is published on the Women of the Moose website.

7. Discuss Community Service Projects. Each Chapter Development Committee should provide *volunteer* assistance to a Community Service Project in the local community. In addition, each chapter should be involved in the Youth Awareness Program.
8. Discuss assistance to the local lodge. Each committee is encouraged to provide volunteer assistance to the local lodge on a lodge fund-raising project, or when their assistance is needed, such as helping with a Father-Son Banquet or other function.
9. Discuss holding monthly committee meetings. This will keep the committee members active. Make certain to have an enjoyable social hour after the committee's business has been discussed.
10. Each chairman should meet with her committee and make plans for the following:
 - Special Welcome Reception for the new members
 - Committee Activity Night meeting
 - Fund-raising project
 - Second meeting of the month
 - Dates and times of activities during the year
 - Community Service
11. The Chairman must present committee plans to Board of Officers. Forms to assist the chairman and her committee in preparation of plans are included on the Women of the Moose website. The Senior Regent should make photocopies and distribute a copy of each of the following forms to each Chapter Development, Standing, and Special Chairman.
 - Request For Approval of Committee Activity Night Program
 - Request For Approval of Committee Activities
 - Request For Approval of Committee Fund-raising Project
 - Fund-raising Project Report
12. The chairman shall prepare, sign, read, and submit the Form 114 and Form 166, as scheduled, to the Senior Regent for remittance to Women of the Moose Headquarters.
13. Depending on the chapter size, a Chapter Development Chairman may request co-workers to be assigned to her committee.

14. It is the responsibility of the Recorder to divide the remaining membership equally amongst Chapter Development Committees.

Committee lists should contain the names of chapter co-workers with an active membership status only and should be divided equally among the chairmen.

As each new member is enrolled, assign her to a committee and introduce her to the chairman.

Give the chairman the new member's name, address, Email address and phone number for future contact.

Preparation Of Chapter Development Committee Lists

1. The Recorder will assign one-ninth (1/9) of the co-workers, including officers, to serve on each committee. She shall make photocopies of the committee lists, one copy for the chairman, one for the Senior Regent and one copy for the chapter files.
2. Each Chapter Development Chairman should be given a photocopy of her committee list in April so that the chairman has it for the first committee meeting in May.
3. The Senior Regent (with the assistance of the Chapter Development Committee Chairmen) notifies every co-worker on the chapter rolls of the committee to which she was appointed.

The notification is to be completed during the month of May. A sample of the letter to each co-worker is found in this Handbook. A membership questionnaire should also be included with committee letter. The membership questionnaire is posted on the Women of the Moose website. Photocopies are to be made.

The questionnaire asks the member to indicate her interests, activities and hobbies, as well as those of her husband and children. It asks her to indicate what functions she and her family might be interested in and what committees she may be willing to assist. When completed and returned, the Board of Officers has the opportunity to capture the information and propose activities to meet the interests of the membership.

In addition, this information should be entered into the LCL.net computer program and will be invaluable to the officers and chairmen to use for invitations, activity and function planning, birthdays, just to name a few. Every member wants to be remembered and thanked – this is your opportunity to do so.

4. In the event a chairman has not been secured for a Chapter Development Committee, the committee list is still prepared. A co-worker on the committee serves as pro-tem chairman. The committee will meet, propose, and, after chapter approval, carry out plans for its various activities and projects. In the event a chairman is secured at a later date, the plans proposed by the committee and approved by the chapter shall be carried out. The new chairman shall not change the plans.

Example Of Committee Letter

Sample Copy Of Letter Sent To Every Co-worker:

Dear Co-worker:

As the chapter's newly elected Senior Regent, it is an honor and privilege to invite you to serve on the Youth Involvement Chapter Development Committee. Alice Smith is the chairman and I know you will enjoy working with her and the other members of the committee.

Committee meetings are held on the third Thursday of each month at 7:00 p.m. in the Chapter Room at the lodge. Alice is hoping you will be able to attend and looks forward to meeting you personally.

Each committee member will be asked to offer suggestions or ideas for planning and helping with the Committee Activity Night program, Fund-raising Project for the committee, and social activities after the meetings. The Special Projects of the Youth Involvement Committee are:

Specify the Special Project of the committee

If you are unable to attend and have some suggestions, or any questions, please write or call Youth Involvement Chairman Alice Smith at the following address:

Mrs. Alice Smith
315 Circle Drive
Hilltop, USA/Canada
Telephone: (000) 895-4623
Email: Asmith123@yeahoo.com

We also hope you will be able to attend the Chapter's Committee Activity Nights, which are held on the second Thursday of each month at 7:30 p.m. Please help us welcome new members to our chapter at the Special Welcome reception at 7:00 p.m. prior to the meeting.

We encourage you to invite your friends, relatives, and business associates to join our organization. Our Second meeting of the month is held on the fourth Thursday of each month at 7:30 p.m. The Board of Officers' meetings are held on the third Thursday of each month at 8:00 p.m. Some type of program or entertainment as well as a social hour will be held after (or before) each Committee Activity Night, Second meeting of the month and monthly committee meeting.

Enclosed please find a membership questionnaire. If you have not already filled one out, we would appreciate you doing so now and returning it to us. This questionnaire will assist the Board of Officers and chairmen in offering activities of interest to you and your family.

Please call me if you have any questions. My phone number is 987-555-1234.

Cordially and fraternally,

Jane Doe

Senior Regent

Initial Meeting With Standing Committee Chairmen

The Senior Regent shall appoint co-workers to serve as Standing Committee Chairmen for the following committees:

- Academy of Friendship
- Star Recorder
- College of Regents

Co-workers that are appointed to serve as the Academy of Friendship, Star Recorder or College of Regents Committee Chairman shall have held the respective degree for a minimum of ten months.

The Senior Regent shall hold a meeting with the Standing Committee Chairmen at the beginning of the chapter year to set dates for monthly meetings and to select projects for the Chapter Calendar.

If there are less than three members qualified to serve on any of these committees, the one or two members assume the obligations and the Board of Officers shall assist on the committee. If there are no members qualified to serve on one or more of these committees, the Board of Officers shall assume the responsibilities.

Each Standing Committee shall hold a fund-raising project to cover committee expenses. They shall contribute to the Special Project of their committee, the Scholarship and Maintenance Fund, defray the expenses of the Committee Activity Night and help maintain the General Fund of the chapter. (Reference Women of the Moose General Laws for minimum donation for Special Project and Scholarship and Maintenance Fund.)

Each Standing Committee shall hold monthly committee meetings and a Welcome Reception for new members followed by the Committee's Activity Night.

The Academy of Friendship, Star Recorder, and College of Regents Committee Activity Nights may be held anytime during the respective month.

The Senior Regent shall give each of the Standing Committee Chairmen a photocopy of the following forms, which the committee should use in planning their various projects, meetings, and activities.

Request for Approval of Committee Activity Night Program

Request for Approval of Committee Activities

Request for Approval of Committee Fund-raising Project

Fund-raising Project Report

The officers are responsible for the Welcome Reception for new members and the Committee Activity Night scheduled for a Standing Committee for which there are no members. The Senior Regent shall read, sign, and submit the Form 114 and Form 166.

Initial Meeting With Special Committee Chairmen

Every chapter has Special Committees. The Senior Regent appoints the Special Committee Chairmen with the exception of:

- Government Relations Chairman (U.S.) and Sports Chairman -- If a co-worker who was appointed in previous year wants to remain as chairman and has done her job as a chairman, she may remain. However, if the chapter does not have a Government Relations Chairman or a Sports Chairman, the Senior Regent should appoint qualified members to these positions.

Examples of Special Committees include the above two - Government Relations and, Sports Chairman, as well as Audit, Application Review, Crafts, Kitchen Band, Ritual, Decorating, Mother-Daughter Banquet, Mother-Son Date Night, Prom Night, Sweetheart Dance, Style Show, Youth Awareness, Christmas Bazaar, Sunshine, etc. Special Committees should be encouraged to plan and hold functions during the entire chapter year. Special Committee Chairmen are **NOT** installed.

A special committee should be self-supporting, such as the Sports Committee. The committee shall hold a fund-raising project to cover the general expenses of the committee. After expenses from the project are deducted, the committee may use no more than half of the net proceeds for the purpose previously specified and approved by the chapter. Note: The Board of Officers may recommend and the chapter may approve donating the chapter's half of the net proceeds back to the Sports Committee. The committee's half of the funds may not be sufficient to offset expenses and, since they are representing the chapter, the chapter may assist them as necessary.

The chairman should meet with her committee and make plans for the following:

Fund-raising Project

Dates and times of activities during the year

The Senior Regent should give each Special Committee Chairman the following for use in making committee plans and presenting proposals:

Request for Approval of Committee Activity Night Program

Request for Approval of Committee Activities

Request for Approval of Committee Fund-raising Project

Fund-raising Project Report

The chairman should present the proposal of committee plans to the Board of Officers for chapter approval and to place dates and events on a Chapter Calendar. No advance funds should be given to a Special Committee Chairman until plans have been presented and approved.

PREPARATION OF THE CHAPTER CALENDAR

The Chapter Development, Standing, and Special Committee Chairmen shall meet with the Board of Officers at the beginning of the chapter year after the first committee meeting to prepare a Chapter Calendar of Activities.

Schedule all Committee Activity Night Meetings and Second meetings of the month, especially those that conflict with holidays and conferences. When scheduling, remember there must be two weeks between the Committee Activity Night meeting and Second meeting of the month. If the chapter normally meets on 2nd and 4th Thursday, they may have to hold meetings on 1st and 3rd Thursday of that month only or move meetings to the 2nd and 4th Wednesday for that month only in which a conflict occurs.

Important: Every chapter shall hold 2 meetings each month and a Board of Officers' meeting.

The first meeting of the month shall be the Committee Activity Night meeting.

The Board of Officers' meeting may be held prior to the Welcome Reception for new members, which is immediately prior to the Committee Activity Night meeting or immediately following Committee Activity Night meeting.

The Second meeting of the month shall be two weeks later.

Additional meetings of the chapter may be held as necessary but shall be in addition to the regularly scheduled meetings and shall be announced at a prior chapter meeting.

The Board of Officers shall present the dates to the Lodge Board of Officers for approval to avoid a conflict of dates and to make sure the dates are on the lodge calendar.

Advance planning also enables the committees to advertise their projects in the lodge and/or chapter bulletins to notify all members of upcoming events.

The Chapter Calendar shall include date, time, and place of the following:

- Committee Activity Night meetings
- Board of Officers' meetings
- Monthly committee meetings
- Fund-raising projects
- Second meetings of the month
- Family Activities
- Social events
- Community Service activities and events
- Sports events
- Special speakers or special activities scheduled for chapter meetings

Have yearly or quarterly calendars printed and distributed at chapter meetings to all active co-workers and newly enrolled members.

Mail the calendar with a letter or bulletin to co-workers who do not attend meetings regularly or live out of town. Email correspondence is also permissible.

A monthly/semi-monthly calendar should also appear in your lodge/chapter bulletin if it is printed monthly/semi-monthly or on your lodge/chapter website.

MEETINGS

Tips For Successful Meetings

1. Be organized. The Board of Officers will gain the respect of the co-workers if well prepared for the meetings.
2. Plan to arrive at your chapter meetings early to get ready for the reception (when applicable) and meeting. Volunteer to assist the chairman and her committee in getting ready for the meeting.
3. Ask co-workers to assist you in your various duties. Get everyone involved.
4. Set up the floor for the chapter meetings – see Meeting Agenda and Procedures Book for proper floor set up.
5. Start and end the meetings on time.
6. Use a microphone at every chapter meeting, regardless of whether the meeting room is large or small. Some co-workers have soft voices and many co-workers may not hear as well as others.
7. If your chapter does not have a microphone, make a proposal for one at your next Board of Officers' meeting. If you have a microphone and it is not working, have it repaired immediately or purchase a new one.
8. Become very familiar with your speaking part.
9. Remember smoking and drinking of alcoholic beverages is prohibited at any Women of the Moose meeting.
10. Remember to say, "Please" and "Thank you" or "You did a great job!"

Committee Activity Night Meetings

Chapter committees are a very important part of our program.

The Committee Activity Night meeting is a closed meeting; only members of the Women of the Moose (including members of other chapters) in good standing, and minor children in their care if or when necessary, may attend.

New members shall be invited to attend the Special Welcome reception to be held prior to the Committee Activity Night or Second meeting of the month following the meeting at which their applications were approved.

The chairman shall present a check for the Women of the Moose Scholarship and Maintenance Fund and a check for the Special Project of the committee.

When a chairman is unable to be present on her Committee Activity Night, a member of her committee shall assume the chairman's responsibilities for the meeting and shall sign the Form 114 as pro-tem.

When a committee is inactive, the officers shall assume the responsibility for preparing the Committee Activity Night.

A Welcome Committee should greet new members. The Welcome Committee should make sure new members are not left alone and should make a point to introduce the new member to other co-workers. This is a good time to assist the new member in completing the activities questionnaire, collect it and give it to the Senior Regent before or after the meeting.

Introduce the new members and guests to the co-workers of your chapter. A warm handshake, a smile and a few friendly words will encourage them to attend meetings. If the new member's sponsor was unable to attend the meeting with her, have another member sit with her during the meeting and social hour.

Installation of any officers or chairmen may be held at the Committee Activity Night meeting.

Important: As a member of the Board of Officers, you should make a point of talking to every co-worker and welcoming every new member. Socialize with the co-workers before and after the meeting.

Have An Interesting, Fun-Filled Program

Encourage each Chapter Development Committee Chairman and her committee to have some type of program or entertainment at each chapter meeting. Special speakers from the community may be of interest to your membership and promote attendance.

Make the meeting interesting and entertaining so co-workers will become actively involved and attend meetings regularly. The key to successful meetings is planning. Plan the various activities for your Committee Activity Night meetings and Second meetings of the month in advance and notify your membership well in advance. This will encourage them to attend if they know that an interesting topic or subject will be covered or entertainment has been planned.

Invite guest speakers to present a short program. Contact your local hospital, police department, fire department, library, and school as well as the Heart Association, Red Cross, Cancer Society, etc. as they are excellent reference sources when planning your program. Many of these organizations will provide a very interesting program either free of charge or for a contribution to their organization. Contact your local school and ask them if various groups in the school would be interested in entertaining your co-workers at your chapter meetings such as band, chorus, dance groups, etc.

Have skits or games after the meeting. Involve the co-workers in your activities.

Remember: Have fun at your chapter meetings. Give your co-workers a reason to attend.

Serving light refreshments after the meeting will enable the co-workers to socialize. Set up tables so the co-workers are seated together to eliminate little groups and to ensure new members are not being excluded.

Christmas In October

The Mooseheart/Moosehaven Committee Activity Night held in October should be a special occasion in every chapter. This Activity Night is designated as “Christmas being held in October” and should be held in conjunction with Mooseheart Founders Day as an open meeting. The Chairman and her committee should plan a special Christmas celebration in honor of our students at Mooseheart and our seniors at Moosehaven. The chapter room should be decorated with a Christmas theme. A potluck or special dinner could be held prior to the meeting.

Those in attendance will be invited to present their donations. The Mooseheart/Moosehaven Chairman takes her place in front of the podium with a basket in hand. The Guides lead the march. There may be cheerful Christmas music or group singing while those in attendance participate in the gift walk.

Monetary Gift Walk For Mooseheart and Moosehaven

After the march, the monies collected in the “Christmas in October March”, are counted by the Chairman and a member of her committee. The donations are given to the Recorder who will issue an official business receipt. The Recorder will include the donations in a chapter check payable to Moose Charities, properly earmarked for Mooseheart Christmas March and for Moosehaven Christmas March. The Senior Regent will send the check, which also includes other properly earmarked donations, to Women of the Moose Headquarters along with the Mooseheart/Moosehaven Committee’s monthly reports.

Following the Committee Activity Night meeting, Christmas Carols or even a visit from Santa may be held. Christmas cookies and candies or other Christmas holiday treats may be served.

Monthly Committee Meetings

The purpose of the Monthly Committee Meetings is:

- To create enthusiasm and inform committee members of the responsibilities of their committee.
- To get co-workers involved at the committee level, which will also increase attendance at chapter meetings and activities.
- To get co-workers involved in projects to assist Mooseheart, Moosehaven and the local community.

Committee meetings could be held on the same night as the Board of Officers’ meeting to enable committees to make recommendations and present them the same night to the Board of Officers.

If the Chairman is unable to be present at meetings, she shall appoint someone from her committee to serve as pro-tem Chairman. The Chairman is to make sure the pro-tem is given all materials and plans necessary to conduct the meeting.

Involve your co-workers in the committee meetings. Be sure to ask the Chairman to invite the new members who have been placed on her committee.

Plan enjoyable activities and have fun at your committee meetings. This is a time to socialize with the co-workers of your chapter.

The Committee Meeting is a great time to work on tray favors for the local hospital, craft items for the chapter's annual bazaar, or various other projects the committee may want to pursue during the year. This might be a great night for your committee to assist with Community Service projects either before or after the meeting.

For example: If your committee sponsors a Girl Scout troop, the co-workers may want to meet with the Girl Scouts prior to your committee meeting and assist them with their badge requirements.

If your committee provides lap robes for Moosehaven Residents or a local nursing center, the committee members could work on them after your committee meeting.

Note: Refer to the Committee Chairmen's Pamphlets (found on the Women of the Moose website) for further information regarding Committee Meetings and an agenda to be followed.

Monthly Board Of Officers' Meeting

(See example of proper minutes in the **Minutes of Meetings** section of this book)

Agenda

1. Meeting called to order by Senior Regent
2. Proposals presented
3. Discussion on proposals
4. Proposals voted on by Board of Officers
5. Bills to be presented for approval by chapter
6. Review of report of the Applications Review Committee
(Applications are not written in Board of Officers' meeting minutes)
7. Unfinished business
8. New business
9. Review "Checklist for A Successful Year" as well as "Recorder's Checklist"
10. Adjournment

The Board of Officers shall, at all times, keep an open line of communication with each other and work together as a team for the good of the chapter. Present a united front – set aside any personal differences.

There shall be no drinking of alcoholic beverages or smoking at the Board of Officers' meeting as it is considered the same as a chapter meeting.

The chapter shall be notified of the date, time and place of the regular monthly Board of Officers' meetings.

Regularly scheduled Board of Officers' meetings shall be held not less than seven days prior to the Second meeting of the month.

The regularly scheduled Board of Officers' meeting shall be held at a time and place that is convenient for all. It may be held immediately prior to the Welcome Reception for new members at the Committee Activity Night Meeting, following the Activity Night Meeting, or on a separate night. In the event the Board meeting is held on the same night as the Activity Night, the minutes are not read until the Second meeting of the month unless it is an emergency. Do not hold a regular monthly Board of Officers' meeting before or after the Second meeting of the month.

Only an Emergency Board of Officers' meeting may be held immediately before or after the Second meeting of the month. Time must be allowed for the Secretary/Treasurer to record the minutes on the official pre-numbered minute pages of the Chapter Minutes Book.

Additional Board of Officers' meetings may be scheduled when necessary without prior notification to the chapter. All members of the Board of Officers shall be notified of emergency (or additional) Board of Officers' meetings or the meeting is declared null and void.

Four officers shall constitute a quorum for the transaction of business. There shall be no pro-tems for any officer at a Board of Officers' meeting. No business shall be transacted if there are less than four officers present, unless special dispensation has been granted by the Grand Chancellor's office. This also holds true when there are vacant offices.

If an officer is unable to attend a Board of Officers' meeting, the Senior Regent shall inform the officer of the business transacted.

In the absence of the Secretary/Treasurer, the Recorder shall take the minutes and shall also write or print them on the official pre-numbered minutes pages of the Chapter Minutes Book and sign them as "Secretary/Treasurer Pro-tem".

Discussions held at Board of Officers' meetings are not revealed to anyone.

Presenting Proposals at Board of Officers' meetings:

- Any co-worker may attend the Board of Officers' meeting for the purpose of presenting a proposal for: fund-raising projects, social activities, Committee Activity Night plans, Community Service or lodge assistance. The co-worker(s) do/does not remain in the meeting for the Board's discussion.
- Encourage the membership to present their ideas at a meeting of the Board of Officers.
- All plans submitted by either an officer, chairman, or co-worker must be written in the minutes and given consideration.
- Each proposal shall be written as proposed. It is recommended that the Secretary/Treasurer read the written proposal to ensure all officers agree it is written correctly. After a thorough discussion, the Senior Regent shall ask for a show of hands (in favor of and opposed) on each proposal.
- The majority vote will determine whether the proposal is accepted or rejected, and the Secretary/Treasurer will indicate the action taken in the Board of Officers' minutes.
- If there is a locked proposal among the Board, the proposal is presented to the floor for a majority vote.
- Regardless of whether a proposal is recommended or rejected, it shall be placed in the chapter minutes. The Board of Officers do not discard, table or ignore the proposal.
- When the Board rejects a proposal, the Secretary/Treasurer will include the explanation as to why the Board rejected it. If the Board's rejected proposal is then rejected by a majority vote of the chapter co-workers, it is referred back to the Board for further consideration.
 1. If the Board rejects the proposal the second time, it is again entered in the Board minutes with an explanation of the rejection.
 2. If the chapter votes against the Board's rejection the second time, the Board must follow through with the original proposal, as the majority vote of the chapter shall be final.

- The majority vote by the co-workers in attendance at the chapter meetings determines whether a recommendation is approved or rejected.
- Other than normal recurring bills and those from Moose International, chapter bills shall not be paid until they are presented to the Board of Officers for recommendation and chapter approval has been received. Chapter bills shall be initialed by the Board of Officers indicating they have been reviewed.
- The Application Review Committee shall present a report on the application(s) to the Board of Officers for review at the meeting held prior to the next chapter meeting. The report shall be reviewed but is not entered in the minutes of the Board of Officers' meeting.

Note: If the chapter votes unfavorably on applications, regardless of whether the ballot was for one or more candidates, another ballot shall immediately be taken on each application to guard against any error. If a second ballot is unfavorable, the applicant is to be notified (See Meeting Procedures & Agenda Book for instructions).

Unfinished Business includes:

- Business left over from a previous meeting.
- Business that may have been referred back to the Board at a previous chapter meeting.

New Business includes:

- Reading of all official correspondence, especially from Women of the Moose Headquarters.
- Discussion of any matter of new business brought up at a chapter meeting.
- Status of taxes, chapter finances, or other such matters.
- Reports of chairmen as may be required, such as Membership/Retention Chairman on the status of members in arrears with dues and results of personal contact with members, or on the status of the membership campaign.
- Financial Assistance Committee to review individual situations.

Joint Board Of Officers' Meeting

The chapter and lodge **shall** hold Joint Board of Officers' meetings at least once a month as required by the General Laws of both entities. Better communication, cooperation and unity generally result when chapters and lodges hold Joint Board of Officers' meetings on a regular monthly basis.

The discussions held with both Boards are **NOT** entered in the chapter minutes.

If the lodge needs assistance in serving dinners, etc., the Senior Regent will make the necessary announcements and encourage co-workers to attend and help as volunteers. The Senior Regent should also contact members not in attendance and ask for their assistance.

If the lodge needs financial assistance from the chapter, the proposal is presented at the next chapter Board of Officers' meeting for recommendation and ultimately to the membership of the chapter.

Note: The chapter may assist financially but should not assume the burden or responsibility of lodge indebtedness.

Work cooperatively with lodge Board of Officers. Support their activities and functions and they in turn will be supportive of chapter activities and functions.

Second Meeting Of The Month

(See example of proper minutes in the **Minutes of Meeting** section of this book)

The Second meeting of the month shall be held two weeks following the Committee Activity Night.

The Second meeting of the month is a closed meeting; only members of the Women of the Moose (including members of other chapters) in good standing, and minor children in their care if or when necessary, may attend.

A rescheduled Committee Activity Night **SHALL NOT** be held at the Second meeting of the month or on the same day/evening.

Installation of any officers or chairmen may be held at the Second meeting of the month.

Checks are signed by the Recorder and Senior Regent or Secretary/Treasurer after the adjournment of the meeting, after receiving chapter approval for payment of bills.

Any co-worker, including members of the Board of Officers, may present a new proposal at a chapter meeting. However, no action, motion or vote is taken at that time. The proposal is referred to the Board to discuss at the next Board of Officers' meeting.

The Second meeting of the month agenda shall be followed as outlined in the Women of the Moose Meeting Procedures & Agenda book.

Chapter Development and Standing Committee Chairmen shall read their appropriate Forms 114 or 166 to the chapter prior to being sent to Women of the Moose Headquarters.

Reports of Special Committee Chairmen such as Sports, Youth Awareness, Bingo, Sunshine, Government Relations, etc., shall be given.

Monthly reports shall be prepared for remittance.

CHAPTER FUND-RAISING

All committees are responsible for conducting fund-raising projects. It is the responsibility of the Board of Officers to ensure the fund-raising projects are in accordance with the General Laws of the Women of the Moose and all subsequent changes and are not in conflict with the Private Policy of Moose International. The chapter shall not jeopardize the "not-for-profit" status of the lodge or chapter. Therefore, compliance to these guidelines is imperative.

Below you will find the guidelines for conducting fund-raising projects. Also refer to the Private Policy in the General Laws of the Moose International and the Supreme Lodge of the Loyal Order of Moose.

Questions concerning the Private Policy should be directed to the General Governor.

Phone: (630) 966-2207

Fax: (630) 966-2208

E-mail: sgreene@mooseintl.org

Fund-raising Projects

A Charitable/Community Service Event – Fund-raising In The Moose Home

(Refer to The General Laws of Moose International and the Supreme Lodge of the Loyal Order of Moose.)

1. **Fund-raising Activities Involving Non-Members** -- A lodge/chapter shall not conduct any activity for financial gain involving non-members unless specifically authorized by the General Laws. If not specifically authorized by the General Laws, any fund-raising activity involving non-members shall only be conducted in accordance with a dispensation received from the General Governor.
2. **Public Bingo** – If a lodge/chapter is properly licensed and is in compliance with all laws, rules, regulations, ordinances, etc., it may conduct bingo open to the public. Bingo shall be conducted in the lodge hall unless otherwise approved by the General Governor. Non-member bingo players shall not enter the lodge social quarters unless qualified as a guest as described in the General Laws of the Supreme Lodge.
3. **Community Service and Charitable Fund-raising** – Without the necessity of obtaining a dispensation from the General Governor, a lodge home may be utilized for legitimate community service programs and charitable fund-raising events upon approval of the local lodge. Non-members involved in community service programs or fund-raising events shall not enter the lodge social quarters. Community service and charitable fund-raising events are subject to the following restrictions:
 - a. The social quarters shall be closed to non-members.
 - b. Non-members shall not make purchases unless the purchase is directly related to the fund-raising event.
 - c. No alcoholic beverages shall be involved unless specifically approved by the General Governor.
 - d. IRS regulations require that only “volunteers” be involved in charitable fund-raising events. No House Committee employee (i.e., SQ Manager, bartender, etc.) or lodge/chapter employee (Administrator, Recorder or clerical personnel, etc.) shall participate in charitable fund-raising events. Volunteers may not receive any form of compensation, including, but not limited to, tips, free meals, free drinks, etc.

Important – Income derived from an activity in violation of this condition may be classified as unrelated income and taxable.

- e. Neither the lodge nor chapter shall benefit financially from the activity.
- f. All net proceeds shall be donated to the charity or community service organization for which the event was conducted.
- g. A separate and complete record of each event must be kept on file. The file shall include, but not be limited to:
 1. Details of the event, an itemized financial record (including gross and net proceeds, costs, etc.)
 2. The name, address, telephone number and tax ID or social security number of the organization or individual receiving the proceeds.

Important – With dispensation a lodge and/or chapter may in one year have up to two fund-raisers of the same kind involving the public with the lodge and/or chapter keeping the proceeds (i.e., two dances, two yard sales, two craft booths, two dinners, etc.). A universal dispensation form is available on the Moose International website for use by the lodge. The chapter must obtain a dispensation from the General Governor for fund-raisers involving the public for the financial gain of the chapter.

Subject to compliance with the LOOM General Laws (also available on the Moose International website), there are no limitations on the number of fund-raisers involving the public if all the net proceeds go to charity (i.e., Moose Charities) or a legitimate community service program.

Selling Of Raffle Tickets

If raffles are legal in the State/Province, a chapter may sell tickets to MEMBERS ONLY.

Selling Of Ham And Turkey Boards

The selling of such boards to non-members outside the Moose Home is not allowed and is considered illegal (unless conducted within the General Laws).

Demonstration Parties

A demonstration party shall not be held in the name of a committee or chapter unless 100% of net profits from the demonstration party are being donated to the chapter. A co-worker or non-member may not make a profit from a Women of the Moose function.

Bands Hired For A Women Of The Moose Fund-raising Project/Activity

When a chapter/committee is planning a dance for a fund-raising project and the band requests a contract to be signed, the chapter shall ask the lodge to sign the contract. The chapter will then write a check to the lodge, which will in turn write a lodge check to the band. The chapter is prohibited from entering into contracts with bands.

NOTE: The function, including the use of a band, must be approved by the lodge Board of Officers.

Prohibited Fund-raising Projects/Activities

No chapter of the Women of the Moose shall hold a fund-raising project that involves the selling, dispensing, or raffling of alcoholic beverages or firearms without proper licensing and dispensation (refer to the rear of this book for further information). If desired, a gift card for the item may be included.

Women of the Moose functions cannot include any alcoholic beverages provided by the chapter. (Refer to document from the General Governor's Office at back of book)

HANDLING FUNDS

The Recorder is responsible for the collection of all general and special funds and for the deposits of same.

A chapter shall have only **ONE** Checking Account to be known as the General Fund.

All monies raised by any committee shall go through the accounts of the chapter and are deposited in the General Fund, except in States/Provinces where a separate Bingo account is required.

Receipts shall be received for all expenditures.

There are no cash payouts or petty cash funds except for Bingo, and only then with dispensation granted by Women of the Moose Headquarters.

It is not in order to use cash money collected from fund-raising projects to pay for any expenses with the exception of a 50/50 raffle or split the pot payout. Nor, is it in order to use the chapter's cash funds as a bank (i.e. cashing personal checks or giving excessive change for meal transactions).

All bills and expenses, regardless of amount, are to be paid by chapter check only after they have been proposed for payment by the Board of Officers and approved by the chapter.

A Secretary/Treasurer, Recorder or Senior Regent who signs a blank check shall be removed from office. A Recorder who provides a blank check for signature will also be removed from office.

Any member of a committee may collect funds from fund-raising projects. They are responsible for all funds they collected.

TIP: Utilize the Advanced Funds Envelope found in the WOW!/Successful Suggestions area of the Women of the Moose webpage

Every chairman and officer should receive an Official Business Receipt book from the Recorder. The chairman will issue a business receipt to each committee member from whom she receives money.

The committee is to count the money before giving it to the Recorder, Secretary/Treasurer, or Senior Regent.

The Recorder or officer shall count the money in the presence of the co-worker turning funds over to her and shall issue an Official Business Receipt to the co-worker. This procedure will avoid any misunderstanding as to the amount remitted.

A Recorder shall issue Official Business Receipts for all funds collected from fund-raising projects. Failure to do so may result in disciplinary charges being filed against her and/or removal from office by Women of the Moose Headquarters.

Issuing Business Receipts

1. Business Receipts are issued at all times when funds are received, including fees and fines assessed to co-workers.
2. BEFORE an Official Business Receipt is issued, the money is to be counted in the presence of the co-worker who is turning in funds.
3. All Official Business Receipts issued should be numbered in consecutive order. The receipt number is to be referenced in the Cash Receipt entry on the computer as proof of the transaction. Receipt Books are to be verified by the Audit Committee when completing the Financial Report.
4. Each chairman or officer should have a Business Receipt Book when holding her fund-raising projects to issue receipts to co-workers assisting with the project. Receipts issued by the chairman or officer would not be listed in the chapter's financial accounts. The Recorder will issue an Official Business Receipt for money she receives. The receipt issued by the Recorder will indicate the receipt numbers issued by the chairman or officer.

BINGO COMMITTEE

Bingo at which non-members are allowed to participate may be conducted as a chapter fund-raising project, provided it is legal in the state/province and local area. The chapter shall comply with all local, State/Provincial laws governing bingo.

The chairman shall keep an accurate record, written in ink or typed, showing total receipts and expenditures for each Bingo game and make a complete report, written in ink or typed, at each Second meeting of the month. The records shall be available for inspection by local or State/Provincial Bingo authorized personnel.

Note: No member of the Board of Officers may serve as Bingo Chairman. If your State/Provincial Bingo laws permit members of the Bingo committee and/or Bingo workers to be paid, the chapter officers shall not receive compensation.

Risk Pool Assessment

All chapters are included in the Risk Pool Program provided through Moose International, Inc. and Fraternal Insurance Company.

Risk Pool Coverage includes only Comprehensive General Liability that includes Liquor Liability (dram shop) and Directors and Officers Coverage (D&O). The Secretary/Treasurer, other Officer or designee carrying chapter funds from a function to their home, while at home or from their home to the Bank are NOT covered under the Risk Pool Program for the loss or theft of chapter monies. If the lodge, when applicable, carries Mercantile Burglary and Robbery Insurance, including money being transported by a messenger, it is possible that the chapter could be endorsed onto the Lodge Policy. If not, the chapter could obtain the coverage individually from a local agent.

The Risk Pool Assessment is billed as follows: 33.4% in May, 33.3% in September, and 33.3% in January. All chapters shall pay the assessment for the Risk Pool when due. Checks are made payable to Moose International, Inc. and shall be earmarked Risk Pool and remitted to:

**Finance Department
Moose International, Inc.
155 South International Drive
Mooseheart, IL 60539-1173**

The amount paid for the Comprehensive Risk Pool assessment shall be listed under **General Administration Expense**. For further information refer to www.mooseintl.org under Risk Management and Loss Prevention.

Directors and Officers Liability Claims should be reported immediately to:

**Risk Management Department
155 South International Drive
Mooseheart, IL 60539-1119
(800) 544-4407**

General Liability Claims should be immediately reported to our Third-Party Administrator at:

**Gallagher-Bassett
(877) 5moose5 (877-566-6735)**

Fidelity Bond Insurance

Chapters are required to carry Employee Theft Coverage (also known as Fidelity Bond). This coverage may be obtained locally or through Lockton Risk Services. Lockton Risk Services may be contacted at 1-866-836-3373. Your chapter should purchase coverage limits sufficient to cover the amount of money that passes through your chapter.

Workers' Compensation Insurance

For chapters located in the U.S. where it is mandatory that they have Workers' Compensation, coverage should be included under the Lodge Workers' Compensation Policy. Chapters that are not associated with a Lodge need to determine if they have a payroll and if so, they should contact Risk Management for further instructions. (Refer to the Insurance for Lodges, Service Centers, Chapters, Legions & Association: Programs and Procedures booklet found under the Risk Management and Loss Prevention area of the Moose International website.)

A dispensation is a request from a chapter asking the Office of the Grand Chancellor for permission to deviate from the rules, regulations and procedures of the Women of the Moose.

All requests for dispensation shall be presented to the chapter for approval and shall be signed by the Board of Officers over the seal of the chapter.

Important: A dispensation request will not be approved if we do not receive the dispensation over the signatures of the entire Board of Officers and any supporting documentation as required.

Be sure to include all information regarding your request so that the dispensation may be processed in a prompt manner. Please allow sufficient time for a response.

Important: A reply stating that the dispensation has been granted must be received before a chapter can proceed.

Most Dispensation Forms may be found in the Women of the Moose portal of mooseintl.org website. Please make photocopies of these Dispensation Forms for future use throughout the year.

Other dispensations require a letter over the signatures of the Board of Officers.

Chapter Dispensations

Dispensation is required to change the date of a chapter meeting, **with the exception of** a meeting in conflict with holidays, Annual, Midyear, International Conferences, or due to inclement weather. It is not in order for any chapter to hold only one meeting during a month, nor is it in order for a chapter to hold both the Committee Activity Night and the Second meeting of the month on the same night. If a holiday or conference date conflicts, then change your dates to allow for as close as possible the two-week period between the Committee Activity Night and Second meeting of the month.

Dispensation is **not needed** if the chapter is going to permanently change the date or time of chapter meetings, such as from the 2nd and 4th Tuesdays to the 1st and 3rd Mondays. Only chapter approval is needed. After approval by the chapter, the Recorder shall enter the new meeting dates and times in the LCL.net program and transmit to Moose International.

Dispensation is also required:

- To nominate, elect, and install an officer at the same meeting. (This shall only be requested for the month of July.)
- A dispensation **is not** required to change the rate of dues for your chapter. However, chapter approval is required. Immediately after the chapter approves the increase in dues, the Recorder shall enter the new membership dues rate into LCL.net and transmit to Moose International. The new rate will take effect in 90 days.

Send Chapter Records Dispensations to:

**Chapter Dispensations
Women of the Moose
155 South International Drive
Mooseheart, IL 60539-1182
Fax: 630-966-2211**

Financial Dispersations

Dispensation shall be required for any donations to a single community projects in excess of \$1,000.00 per quarter.

NOTE: Please keep in mind that Mooseheart and Moosehaven are our first and foremost Community Service Projects.

Dispensation must be granted from the Office of the Grand Chancellor for all donations to the Moose Center in excess of \$1,000.00 per quarter.

Financial dispensations will not be granted to pay for liquor, liquor license, beer coolers or liquor dispensing equipment.

Any time the chapter is donating funds in excess of \$5,000.00 to the lodge for improvements to the building, including new construction, remodeling, or construction of outside pavilions, storage areas, etc., which add to the value of the property (real estate), the lodge must also secure a fraternal dispensation from the General Governor.

The dispensation shall contain the following: **amount, purpose of dispensation, date approved by chapter (including a copy of the minutes of the Board of Officers meeting in which the request was approved as well as a copy of the minutes of the Chapter meeting where approved by the membership) and Chapter Seal.**

When requesting a financial dispensation, please allow for a two-week processing period. We do our best to process the dispensations within a couple of days of receipt. However, during the last quarter of the chapter year, dispensation requests are heavier. Requests are processed in the order they are received.

Dispensation shall be required for all paraphernalia purchases in excess of \$1,000.00.

NOTE: The current Board of Officers cannot submit requests for financial dispensations for the next year's Board of Officers or for the next chapter year.

Financial Dispersations shall be sent to:

**Financial Dispersations
Women of the Moose
155 South International Drive
Mooseheart, IL 60539-1182
Fax: 630-966-2211**

Moose International holds various membership campaigns throughout the chapter year to encourage your members to sponsor new and re-enrolled members and to reinstate members.

NOTE: Insert campaign flyers in your monthly/semi-monthly newsletter.

In addition to the campaigns sponsored by Women of the Moose Headquarters and Moose International, your chapter is encouraged to hold special membership campaigns. Please assist your Membership/Retention Chairman and her committee in planning special campaigns.

A successful new member campaign may be accomplished in six to eight weeks providing the committee knows exactly:

- What the campaign is expected to accomplish
- When the campaign is going to begin and conclude
- How the campaign is going to be presented

The membership campaign may be in honor of one of your outstanding co-workers or newly conferred degree holders.

Novelty stunts may be incorporated into the membership campaign such as a “Come As You Are” luncheon; chapter is divided into teams and the winning team is treated to a potluck social, etc.

Special gifts or prizes may be awarded to the “Top Sponsor” or “Lucky Sponsor” of the campaign.

Prepare a poster for the chapter bulletin board and monthly/semi-monthly newsletter to keep all co-workers aware of the campaigns as well as progress of the campaigns.

- Display sponsors’ names

In addition to various membership campaigns, the Membership/Retention Chairman and her committee should secure a list of former members from the Recorder and make personal contact to see if any of the former members are interested in re-enrolling in the Women of the Moose.

NEW MEMBER ORIENTATION PROGRAM

Every chapter shall hold a monthly New Member Orientation meeting to inform new/prospective members of the benefits of membership in the Women of the Moose.

The Women of the Moose New Member Orientation Program booklet was sent to the Senior Regent and is available at www.mooseintl.org.

The video, “This is Mooseheart/This is Moosehaven” should be shown. It may be purchased for a nominal price from Catalog Sales or downloaded from www.mooseintl.org.

All chapter officers and committee chairmen are encouraged to be in attendance to personally introduce themselves.

A member of the Membership/Retention Committee should serve as moderator for this meeting.

Note: refer to the “Keys to Successful Membership Retention” book sent to the Senior Regent or found on the Women of the Moose website.

One of the chapter’s most valuable committees is the Membership/Retention Committee.

The Membership/Retention Committee shall secure a list of co-workers whose dues are 30 days or more in arrears from the Recorder. The Recorder may provide the emailed list from Moose International.

The Membership/Retention Committee should meet monthly to make plans for personal contact with co-workers whose membership dues are 30 days or more in arrears.

Personal contact is necessary to remind the co-worker her membership dues are in arrears and explain the benefits of retaining her membership – ensure she knows about her MEMBER BENEFITS.

Determine why she does not want to renew her dues.

- Did the co-worker have an unpleasant experience? If so, apologize and try to correct situation if possible.
- Does the chapter/lodge offer programs or activities of interest to her and/or her family? Contact the Chapter’s Family Involvement Chairman or Lodge’s Family Activities Chairman to see if other activities could be offered.
- If the co-worker financially cannot pay her dues, refer her situation to the Chapter’s Financial Assistance Committee.

The Membership/Retention Chairman or a committee member should meet with the Board periodically to report on information secured by the Committee members from their personal contacts.

WOMEN OF THE MOOSE TRAINING SESSIONS

The Senior Regent, Junior Graduate Regent and Recorder shall attend the Women of the Moose Training Session as one of the requirements for personal honors, such as Green Cap, College of Regents and Star Recorder. Do not allow your personal honors to be in jeopardy!

Sessions are typically held between June 1 and October 31. Make-ups are conducted November 1 through January 31.

Installed Officers, Appointed Officers, Chapter Development Chairmen and all other members of the chapter are encouraged to attend.

A directory listing the date, time, and place of each session will be listed at www.mooseintl.org in the Women of the Moose and Moose Training portals. Please watch the website for the directory.

The officers are encouraged to attend the Women of the Moose Training Session as it is designed to assist the officers in fulfilling their duties and responsibilities to enable the chapter to have a successful year. Please RSVP and let the Hostess Chapter know how many to expect from your chapter so they are prepared.

2-HOTT TRAINING SESSIONS

The Recorder shall attend the two day 2-HOTT (2 Day Hands On Technical Training) Session **each chapter year while serving as Recorder while attempting to qualify for the Star Recorder degree.** Attendance is also mandatory every two years if the Recorder wishes to submit her name for consideration for the office of Recorder for the following chapter year. Do not allow your personal honors to be in jeopardy!

Installed Officers, Appointed Officers, Chapter Development Chairmen and all other members of the chapter are encouraged to attend.

A directory listing the date, time, and place of each session will be listed at www.mooseintl.org in the Moose Training portal. Please watch the website for the directory.

ASSISTANCE REQUESTED/REQUIRED DURING THE YEAR

If your chapter is experiencing difficulty or if the officers have questions during the year, you should first contact your Chapter Analyst, Women of the Moose Training Session Leader, 2-HOTT Training Session Leader or Regional Manager. If they are unable to answer your question, further assistance will be requested. They serve as your liaison between your chapter and Women of the Moose Headquarters.

If you would like someone to visit your chapter to assist in chapter/lodge problems, please send a letter over the signatures of the Board of Officers to the Regional Manager or Chapter Analyst Coordinator so that an authorization may be issued to an Official Visitor to visit your chapter, at the chapter's expense.

If necessary, someone may be assigned to visit your chapter, at your chapter's expense, if your chapter is not remitting the monthly reports in a timely manner – or if Women of the Moose Headquarters has been notified that the chapter needs attention.

It is important for all to know that having an Official Visitor assigned to your chapter is NOT a “black mark” against the chapter. We want all chapters to succeed, thus sometimes an Official Visitor can be the catalyst to help this happen.

If a chapter is experiencing difficulty in securing officers, an Official Visitor may be assigned to assist as necessary.

Chapters will NOT be closed until all efforts to activate participation are deemed futile.

REMOVAL FROM OFFICE

If an Elected Officer or the Junior Graduate Regent of the chapter is absent for three consecutive regular meetings of the chapter and/or Board of Officers (including the Joint Board of Officers meeting) without sufficient excuse, the Senior Regent may, with the approval of the Board, declare such office vacant. Any officer (including the Senior Regent) whose dues are in expired status cannot enter the Moose Home, attend any meetings or participate in any Women of the Moose activities until her membership dues are once again in active status.

If the Senior Regent is absent three consecutive regular meetings of the chapter and/or Board of Officers (including the Joint Board of Officers meeting), without sufficient excuse, the Junior Regent may, with the approval of the Board, declare her office vacant.

When a member of the Board of Officers is removed from office (as outlined above), the Secretary/Treasurer will send a letter to her (over the signature of the Board of Officers) explaining the reason for her removal and for the action taken.

The Senior Regent may remove a Chairman or Appointed Officer who is unable to fulfill the duties and responsibilities of the position. The Senior Regent appointed co-workers to these positions; therefore it is her responsibility to remove them when necessary. She is to notify the co-worker(s), in writing, that she has found it necessary to vacate the position and list the reason(s) for her decision. If the position is a necessary appointment for the Green Cap – the Senior Regent shall immediately appoint and install another co-worker into that position.

Every co-worker who has been installed in a position shall contact the Senior Regent to explain the reason for absence from a meeting. There may always be extenuating circumstances, but the following may be of assistance in determining if an absence is excused.

- Personal or family illness
- Job requirements
- Inclement weather
- Vacation

Co-workers who submit their names for consideration to the Nominating Committee should be aware of the duties and responsibilities of the office and the commitment that is necessary. Vacations that may be from one to three or four weeks may be understood and acceptable. It is possible that an officer could miss three meetings in a row, but anything more would be very questionable. There are no specific numbers of meetings that must be attended by officers/chairmen in order to make the year a success. However, common sense would lead us to believe that all officers and chairmen should be expected to attend all meetings, with the exception of those for which they have a valid excuse or those who are tending to an ill family member.

FINES AND DISCIPLINARY PROCEDURES

It is the responsibility of the Senior Regent to maintain order and decorum in the Chapter Room. It is not in order for co-workers to cause dissension on the chapter floor while the chapter is in session.

If a co-worker causes a disturbance at a Committee Activity Night or Second meeting of the month, the Board of Officers should send a Certified Letter, return receipt requested, requesting the co-worker to attend the Board of Officers' meeting.

The co-worker should be counseled in regards to her actions/behavior at meetings. She should also be informed that the Senior Regent may impose a fine if unacceptable behavior/action continues.

When a co-worker becomes belligerent at a meeting, the Senior Regent should ask the co-worker to be seated. If the co-worker refuses, then the Senior Regent asks the Guides to escort the co-worker from the Chapter Room. If the co-worker refuses to leave, the Senior Regent should rap the gavel and adjourn the meeting.

Note: Refer to the General Laws of the Women of the Moose for more information regarding fines.

The filing of disciplinary charges against a co-worker is serious and should not be entered into lightly. Please refer to the General Laws of Moose International and the Supreme Lodge of the Loyal Order of Moose.

Note: All disciplinary charges shall be under the supervision of the General Governor's office.

EXTENDING INVITATIONS TO ATTEND SPECIAL MEETINGS

Your chapter may invite a Current or Past State/Provincial/International Officer to be a guest speaker at a chapter meeting or chapter function provided:

- The proposal is presented to the chapter for approval via the Board of Officers' recommendations.
- The request is sent over the signatures of the Board of Officers and the Chapter Seal. It is not necessary to request a dispensation from Women of the Moose Headquarters to invite a guest speaker.
- The same procedure shall be used when inviting anyone (co-worker or non member) to be a guest speaker.

Chapters are encouraged to hold special functions to honor:

- New members into the higher degrees
- Nominee for Lifetime Achievement Award
- 50-year members
- New Board of Officers, Appointed Officers and Chairmen

Chapters who have a new Star Recorder and/or College of Regents member shall plan for them to address the members and guests at the respective Committee Activity Night. It is permissible to invite a Current or Past State/Provincial/International Officer to be a guest speaker in her honor.

LIFETIME ACHIEVEMENT AWARD

The Lifetime Achievement Award program is designed to give special recognition to an outstanding co-worker in your chapter for services rendered to the chapter, the lodge and the community.

- Each State/Province has established their own criteria – verify nomination requirements and deadlines with the Chapter Analyst Coordinator.
- A committee of State/Provincial Current/Past International Officers will judge the nominees. One nominee per State/Province will be submitted to Women of the Moose Headquarters by November 1. There are no criteria established by Women of the Moose Headquarters but the nominee will be judged against the most outstanding nominees of other States/Provinces.
- Each chapter may recognize their nominee by completing and printing the certificate template available on our website.
- Women of the Moose Headquarters will provide a plaque for each State/Provincial winner to be presented at the Midyear Conference.

MINUTES OF MEETINGS

The minutes of all regular chapter meetings, including Committee Activity Nights, Special Meetings, Nominating Committee Meetings, Installation, Second meeting of the month, and Board of Officers' meetings shall be recorded in the proper manner on the official pre-numbered minutes pages (available through the Catalog Sales Department at Moose International) and kept in the Chapter Minutes Book.

Examples of the correct procedures in writing minutes are included on the following pages.

Make the minutes as brief as the essential facts will permit. A line shall be drawn diagonally across the remainder of the page each time to indicate that this was all of the minutes from that particular meeting. The minutes shall be signed immediately after the chapter has approved them. A new page shall be used for each set of meeting minutes.

To aid in recording the minutes during the meetings you will find formats on the following pages for taking notes at Committee Activity Nights, Board of Officers, and the Second meeting of the month. These forms may be photocopied for convenience. However, the **actual minutes shall be recorded on the official pre-numbered pages** and placed in the Chapter Minutes Book before the next meeting.

It is not in order to make copies of the minutes to distribute to co-workers. Should they have questions, they may review the minutes in the presence of the Secretary/Treasurer.

Correct Procedures In Writing The Board Of Officers' Minutes

The following is an example of correct Board of Officers' minutes. Amounts and dates shown are examples only.

The Board of Officers' meeting was held on Tuesday, June __, ____ at 8:00 p.m. The meeting was called to order by Senior Regent, Jane Doe. All officers were present. The Board recommends the following proposals:

1. The Health Awareness Committee is requesting to hold a Harvest Dinner and Dance at the Moose Home on October __, ____ as their fund-raising project.

Dinner will be served from 6:00 to 7:30 p.m., consisting of roast turkey, dressing, mashed potatoes, green beans, giblet gravy, cranberry sauce, muffins, and pumpkin pie. Coffee, tea or milk will be offered as a beverage.

Price for dinner only: Adults \$ __. __, Children under 12 \$ __. __.

Suggested dress is calico dresses and bonnets for women; jeans, plaid shirts and boots for men or similar clothing appropriate for this occasion. A prize will be awarded to a man, woman, and child for the best costume. Cost of each prize, not to exceed \$ __. __.

The "Stepping Easy" band will play for all age groups from 8:00 to 11:00 p.m. The lodge will hire and pay for the band and will be reimbursed by chapter check. Tickets for dancing only will be \$5.00 per person.

Expenses for the project will be:

- \$ __. __ Printing Tickets
- \$ __. __ Lodge to pay band
- \$ __. __ Food for dinners
- \$ __. __ Decorations
- \$ __. __ Prizes for best costume
- \$ __. __ Total Expenses

The Health Awareness committee would like to earmark \$ __. __ from their fund-raising project for a partial scholarship to the local school of nursing. The Committee also wishes to serve as volunteer workers in the children's ward at Hilltop Hospital each Saturday in November, at no cost to the chapter.

The net proceeds from the Health Awareness Committee fund-raising project will be used as follows:

\$ __. __ Women of the Moose Scholarship and Maintenance Fund

\$ __. __ *Special Project:* " _____ "

The remainder will be placed in the General Fund of the chapter.

2. Health Awareness Committee Chapter Night plans are as follows:

Refreshments of egg and ham salad finger sandwiches, relish tray, apple cobbler, coffee and tea will be served. Approximate cost: \$____.

Badges depicting a hospital theme, made of red and white construction paper, will be made. Approximate cost: \$____.

Decorations of wall hangings will be made and a committee member will loan a hospital-themed table centerpiece. Approximate cost: \$____.

A student nurse, sponsored by the committee, will be our guest speaker for the evening. A money corsage containing \$10.00 will be given to the student nurse. Amount of corsage not to exceed \$25.00.

At the close of the meeting, the Health Awareness Committee will present a short skit. Total Chapter Night Expense: \$____.

3. For their community service project, the Health Awareness Committee would like to sponsor a children's fingerprint program on December __, ____, from 9 a.m. to 2 p.m. at our lodge. The Sheriff's Department will assist with the fingerprinting. Approval will be secured from the lodge. The committee will provide cookies, Kool-aid and lemonade to all children and parents attending the program at a cost not to exceed \$50.00.

4. Following the Second meeting of the month on July __, ____, the Health Awareness Committee will provide word games for everyone's enjoyment. Refreshments of fresh watermelon and cantaloupe slices, coffee and tea will be served. Approximate cost of refreshments and prizes will be \$____.

5. The Membership/Retention Committee presented a proposal to hold a contest running August __, ____, through October __, ____. Each co-worker sponsoring one new candidate during this period will receive a decorated turkey platter, cost not to exceed \$____ each, sponsors of two will receive a serving set, not to exceed \$____ each, the sponsors of five or more will receive a free 12-14 lb. turkey, cost not to exceed \$____ each.

6. The Membership/Retention Committee also presented a proposal that a Christmas Social be held on December __, ____, at ____ p.m. at a Get Acquainted Meeting for Women of the Moose candidates and their sponsors. The committee has recommended that \$5.00 be charged for the sponsor. Costs for this function will be:

\$ ____ name badges

\$ ____ decorations

\$ ____ food

Total cost - \$____ .__

Food to consist of sliced turkey breast, pastrami, roast beef, salami, two relish trays, potato salad, and small cakes.

The Board voted for the Christmas Social at the Get Acquainted Meeting for new members, but rejected two areas of the proposal. First, the Board feels the \$5.00 charge will not promote attendance. Secondly, the Board feels that \$____ is an excessive amount to be spent on food for this event.

SPECIAL NOTE: Since the Board of Officers rejected proposal number 6, the correct procedure to use is as follows:

a. The Board of Officers may reject a plan or proposal and the reason for the rejection shall be entered in the minutes. If a rejection is questioned, and there is a discussion on the chapter floor, a motion may be made with a second to the motion to refer the rejection back to the Board for further consideration. The majority vote of the chapter will determine if it is to go back to the Board of Officers. When a rejected plan or proposal is presented to the chapter for the second time, the majority vote shall be final.

b. In the event the chapter agrees with the Board of Officers' rejection, then the matter is dropped completely. The minutes stand as read and approved.

7. The Board of Officers is locked in the voting on another Membership/Retention Committee proposal. The original recommendation is as follows:

A President's Tea be held on February __, ____ from 1 to 3 p.m. Select gourmet teas and bakery delicacies will be served at a cost not to exceed \$50.00. All chapter members and all candidates are to be admitted without charge. Slides of Mooseheart and Moosehaven will be shown. Everyone else will pay \$__._ for admittance.

Three officers voted for the entire proposal and three officers rejected one portion of the proposal. They felt everyone, with the exception of candidates, should pay \$__._. Therefore, due to the locked proposal, the Board of Officers is bringing this proposal to the chapter for a majority vote. It is necessary to vote first on the project. The second vote will be taken to determine whether co-workers and candidates should be admitted free.

8. The Board of Officers reviewed the Chapter Policies and makes a recommendation to approve the Chapter Policies as written.

9. The Board of Officers recommends payment of the following bills:

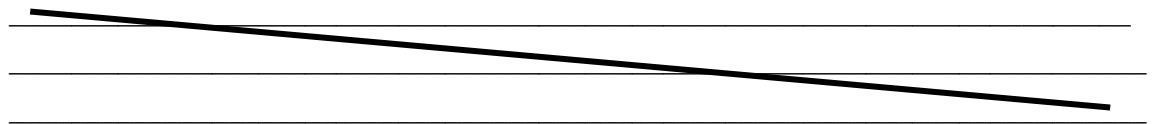
Moose International statement \$__._.

Postage Stamps (200 stamps) for mailing committee letters & cards. Total \$ __._ per Chapter Policies.

Baby Spoon (Co-worker Ann Johnson—baby girl) in amount of \$__._ per Chapter Policies.

Jane Doe reimbursement for flowers for hospitalized co-workers Ann Lee and Betty Tomms in amount of \$__._ each for a total of \$__._ per Chapter Policies.

SPECIAL NOTE: A line shall be drawn diagonally across the remainder of the page to indicate that all minutes are recorded for this particular meeting.



CERTIFIED AS CORRECT:

SENIOR REGENT

SECRETARY/TREASURER

The Board Of Officers' Minutes Form

(Minutes must be transferred to pre-numbered pages in Chapter Minutes Book)

The Board of Officers' meeting was held on _____, 20____ at _____ P.M. The meeting was called to order by _____, _____. All officers were present except _____. The Board recommends the following proposals:

- 1. _____

- 2. _____

- 3. _____

- 4. _____

In addition to any expenses above to be incurred by the _____ Committee, proceeds from the Committee Fund-raising Project will be used as follows: \$_____ for the Women of the Moose Scholarship and Maintenance Fund and \$_____ for the _____ project assigned to the _____ Committee. The remainder will be placed in the General Fund of the chapter.

The Board recommends payment of the following bills:

- _____ in the amount of \$ _____
- _____ in the amount of \$ _____
- _____ in the amount of \$ _____
- _____ in the amount of \$ _____

Meeting adjourned at _____ P.M.

Correct Procedures In Writing Committee Activity Night Meeting Minutes

The following is an example of correct minutes recorded at the Membership/Retention Committee Activity Night Meeting:

Prior to the Committee Activity Night, 4 new members (Jillian Grant, Serena Adams, Tabitha Small and Belinda Johnson) were present at the Welcome Reception. The Senior Regent addressed them and introduced them to the members present. They were presented with the Women of the Moose welcome gift and were invited to attend the Committee Activity Night meeting.

The meeting was called to order at 7:00 p.m. on May ____, 20__ by Senior Regent Jane Doe. All Officers were present, as well as two new members (Serena Adams and Belinda Johnson). Membership/Retention Chairman Janice Heath introduced her committee.

There were fifteen committee members present. Total attendance was 41. Chairman Janice gave a resume of her committee and reported they plan to hold a Save-A-Tape Cash Register Receipts project from December 1 through December 31, 20__ as their fund-raising project. The chapter will receive 2% of all sales receipts from purchases made by chapter co-workers of the Hilltop Super Market.

Chairman Janice presented a check for \$____. for the Women of the Moose Scholarship and Maintenance Fund and \$____. for the Special Project _____.

Chairman Janice Heath showed a video of her recent trip to Mooseheart. The co-workers were delighted to see the chapter's Sunshine Child. They also enjoyed seeing the promotional exercises of the fifth grade students into Middle School as well as the Pilgrim Ceremonial March into the House of God and high school graduation. Thanks were extended to Chairman Janice for her interesting program.

Applications for membership were balloted upon: Mary Lawrence, sponsor Susie Jones and Maurine Stephens, sponsor Mary Smith. Ballot was favorable.

Receipts and deposits in the amount of \$____. were reported by the Recorder and verified by the Secretary/Treasurer.

(1) Receipts reported were \$ _____. (See attached "Sales by Item" summary.)

(2) The Recorder reported expenditures in the amount of \$____., (See attached "Check Detail".)

The amount of \$ _____ was reported as the amount in the checking account and \$ _____ in savings for the current actual cash balance of \$ _____.

The Senior Regent made the following announcements:

Co-workers Betty Tomms and Ann Lee are patients at Hilltop Hospital. Both of them are recovering nicely from surgery.

A barbecue will be held on July 14, sponsored by the Membership/Retention Committee. It will be for Moose members and their families only. Price of the barbecue will be \$____. for adults and \$____. for children under 12.

All co-workers were invited to remain for refreshments during the social hour. The meeting adjourned at 8:00 p.m. A skit presented by the Membership/Retention Committee followed the adjournment.

SPECIAL NOTE: A line shall be drawn diagonally across the remainder of the page to indicate that all minutes are recorded for this particular meeting.

CERTIFIED AS CORRECT:

SENIOR REGENT

SECRETARY/TREASURER

Committee Activity Night Minutes Form

(Minutes must be transferred to pre-numbered pages in Chapter Minutes Book)

Total Attendance _____

The meeting was called to order at _____ P.M. on _____ 20____, by _____

All Officers were present except _____

(Appointed Officers and Chairmen attendance should be recorded silently on the Record of Attendance page in the Chapter Minutes Book)

Officer Pro-tems were:

New Members in attendance were: _____

Chairman _____ introduced her committee. There were _____ committee members present. Chairman _____ gave a resumé of her committee and reported that they plan to hold a

_____ from _____ through _____ as their fund-raising project. Chairman _____ presented a check for \$_____ for the Women of the Moose Scholarship and Maintenance Fund and \$_____ for the (*Mooseheart or Moosehaven*) Special Project

_____.

Applications for membership balloted upon were:

_____, sponsor _____

_____, sponsor _____

_____, sponsor _____

_____, sponsor _____

The vote was favorable (unfavorable).

Expenditures totaled \$____. Receipts collected and deposited were \$____. The amount of \$ _____ was reported as the amount in the checking account and \$ _____ in savings for the current actual cash balance of \$ _____.

Attach report of Financial Verification – Sales by Item and Check Detail from QuickBooks.

Minutes of the Second meeting of the month held on _____ were read. There were no additions or corrections, so they stand approved as read.

The Senior Regent made the following announcements:

All co-workers were invited to remain for refreshments during the social hour.

The meeting adjourned at _____ P.M.

The _____ skit or _____ game followed adjournment.

Correct Procedures In Writing Second Meeting Of The Month Minutes

The following is an example of correct minutes recorded of a regular chapter Second meeting of the month.

Prior to the Second meeting of the month, two new members (Mary Lawrence and Maurine Stephens) were present at the Welcome Reception. The Senior Regent addressed them and introduced them to the members present. They were presented with the Women of the Moose welcome gift and invited to attend the chapter meeting following the reception.

The Second meeting of the month was called to order at 8:00 p.m. on June __, ____ by Senior Regent, Jane Doe. All Officers, Appointed Officers and Committee Chairmen were present, with the exception of Chaplain, Peggy Roman and Publicity Chairman Kate Deal. Also present were new members Mary Lawrence and Maurine Stephens. Pro-tem for Chaplain was Virginia Garwood. Total attendance was 40.

Applications for membership were balloted upon as follows: Mary Brown, sponsor Ruth Adams, Evelyn Garth, sponsor Mildred Mooney and transfer-in of Sue Williams from Rayburn Chapter #____. The ballot was favorable.

Receipts and deposits in the amount of \$____. were reported by the Recorder and verified by the Secretary/Treasurer.

(1) Receipts reported were \$ _____. (See attached "Sales by Item" summary.):

(2) The Recorder reported expenditures in the amount of \$____, (See attached "Check Detail").):

The amount of \$ _____ was reported as the amount in the checking account and \$ _____ in savings for the current actual cash balance of \$ _____.

Minutes of the Second meeting of the month held on May __, ____ and the Membership/Retention Committee Activity Night held on May __, ____ were read. There were no additions or corrections, so they stand approved as read.

The minutes of the Board of Officers' meeting held on June __, ____ were read. Proposals #5 and #6 were discussed.

The co-workers voted against the Board's rejection on the second portion of #6, which referred to admittance charge and the amount to be spent for a prospective member's Christmas Social. Proposal #6 was referred back to the Board for consideration.

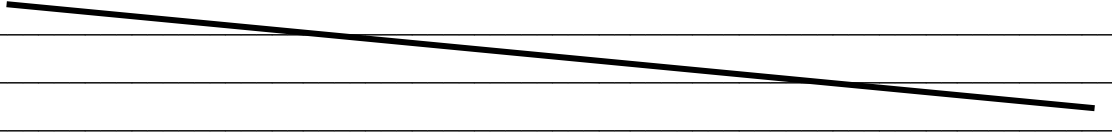
Since the Board of Officers was locked on proposal #7, it was brought to the chapter with a request to vote on the two parts of the proposal separately. First, the chapter voted on the Membership/Retention Committee's request to hold a President's Tea on February __, ____ from 1 - 3 p.m. The vote was favorable to hold the Tea. Second, a vote was taken to determine whether prospective candidates and co-workers should be admitted free. The vote was favorable for this portion, also. Therefore, the original Membership/Retention Committee proposal stands as approved by the chapter.

The Chapter Policies were recommended in detail with one addition also recommended. Under Miscellaneous Policies, the Board recommended three days actual food expense (with receipts) not to exceed \$_____ per day plus transportation at \$ _____ (not to exceed amount specified by Women of the Moose Headquarters) per mile or super saver airfare, whichever is the lesser amount, to the College of Regents and Star Recorder matriculants to receive their degrees at International Conference in _____.

A motion was made by Janet Jones to accept the remainder of the Board minutes and Chapter Policies including the one addition, seconded by Sue Perry. The motion was carried by majority show of hands. Form 114 was read by Membership/Retention Chairman Janice Heath. Form 166 was read by Community Service Chairman Bernice Weaver.

The Senior Regent made the following announcements: The Lodge Carnival will be held on July ____, _____. Be sure to come and support the lodge. Volunteer workers are to be at the lodge by 9:30 a.m. The Loyal Order of Moose would like the co-workers to assist with their Friday Night Fish Fry. Anyone who can help, please sign your name and time you can work on the sheet at the Secretary/Treasurer's station.

SPECIAL NOTE: A line shall be drawn diagonally across the remainder of the page to indicate that all minutes are recorded for this particular meeting



CERTIFIED AS CORRECT

SENIOR REGENT

SECRETARY/TREASURER

Second meeting of the month Minutes Form
(Minutes must be transferred to pre-numbered pages in Chapter Minutes Book)

Total Attendance _____

The meeting was called to order at _____ P.M. on _____ 20____, by _____.

All Officers were present except _____

(Appointed Officers and Chairmen attendance should be recorded silently on the Record of Attendance page in the Chapter Minutes Book)

Officer Pro-tems were:

New Members in attendance were: _____

Applications for membership balloted upon were:

_____, sponsor _____

_____, sponsor _____

_____, sponsor _____

_____, sponsor _____

_____, sponsor _____

Also balloted on was a transfer-in of _____ from _____ chapter.

The vote was favorable (unfavorable).

Expenditures totaled \$____.____. Receipts collected and deposited were \$____.____. The amount of \$____.____ was reported as the amount in the checking account and \$____.____ in savings for the current actual cash balance of \$____.____.

Attach report of Financial Verification – Sales by Item and Check Detail from QuickBooks.

Minutes of the Second meeting of the month held on _____ and the _____ Chapter Night held on _____ were read. There were no additions or corrections, so they stand approved as read.

The minutes of the Board of Officers' meeting held on _____ were read. Proposals #_____ and #_____ were discussed. The Board's recommendation on the _____ portion of #_____ which referred to _____, was referred back to the Board for further consideration.

Second meeting of the month Minutes Form (cont.)

A motion was made by _____ to accept the minutes (as corrected or read) and seconded by _____. The motion carried by a majority show of hands.

The following reports were read: _____

The Senior Regent made the following announcements:

All co-workers were invited to remain for refreshments during the social hour.

The meeting adjourned at _____ P.M.

The _____ skit or _____ game followed adjournment.

Important: Chapter policies shall be reviewed and up-dated by the Board of Officers at the beginning of each chapter year and must be approved by the chapter.

These recommendations are written again in their entirety, in ink or typed, on the official pre-numbered pages in the Chapter Minutes Book of that particular Board of Officers' meeting and brought to the chapter for approval. Upon receiving chapter approval, the policies are effective immediately. Guidelines must be followed in accordance with the General Laws of the Women of the Moose. The Chapter Policies shall not be changed until the next chapter year unless they are in conflict with the General Laws or a special dispensation is granted by the Grand Chancellor's office. You may find the following example helpful in preparing your Chapter Policies. Per diem is based on the number of nights in attendance. Please refer to the General Laws of the Women of the Moose for specific guidelines for Representatives/Matriculants.

Before a check, or expenses, can be issued that pertain(s) to a Chapter Policy, the expense/advance must be brought to the chapter floor through the Board of Officers' minutes for final approval.

Copies of the approved Chapter Policies should be made available for all co-workers requesting a copy.

Example Of Chapter Policies

STATE/PROVINCE: USA/CANADA

CHAPTER NAME & NO.: Hilltop #1000

DONATIONS AND CONTRIBUTIONS: *(Please keep in mind that Mooseheart and Moosehaven should always be the primary considerations for Community Service donations.)*

- | | |
|--|-----------------------|
| 1. Mooseheart | not to exceed \$00.00 |
| 2. Moosehaven | not to exceed \$00.00 |
| 3. Moose Charities | not to exceed \$00.00 |
| 4. Gifts for Sunshine children and parents (Birthday and Christmas per gift) | not to exceed \$00.00 |
| 5. Sponsor Nurse (3) payments of (for one year) | not to exceed \$00.00 |

COMMITTEE ACTIVITY NIGHT AND ADVANCE CHECKS ISSUED FOR:

- | | |
|---|-----------------------|
| 1. Academy of Friendship Committee Activity Night | not to exceed \$00.00 |
| 2. College of Regents Committee Activity Night | not to exceed \$00.00 |
| 3. Green Cap Committee Activity Night | not to exceed \$00.00 |
| 4. Star Recorder Committee Activity Night | not to exceed \$00.00 |
| 5. Regular Scheduled Committee Activity Night | not to exceed \$00.00 |

MISCELLANEOUS CHAPTER EXPENSES:

- | | |
|---|-----------------------|
| 1. Nurse's capping/graduation gift | not to exceed \$00.00 |
| 2. Nurse's birthday gift | not to exceed \$00.00 |
| 3. Chapter to purchase 5 food certificates (or provide 5 food baskets) for families in need. Names to be presented at the Second meeting of the month in November for chapter approval. | not to exceed \$00.00 |
| 4. Sponsor Girl Scout Troop | not to exceed \$00.00 |
| 5. Sponsor Boy Scout Troop | not to exceed \$00.00 |

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- 6. Sponsor Youth Softball Women of the Moose Team not to exceed \$00.00
- 7. Sponsor Youth Soccer Women of the Moose Team not to exceed \$00.00
- 8. Provide Women of the Moose Scholarship to high school student not to exceed \$00.00
 to be presented at graduation. Scholarship Committee of five co-workers and the Board of Officers to receive names of students from local high school who are in need of assistance and meet grade point qualifications as established by local high school. Special consideration will be given to high school students who have met qualification guidelines and whose parents are members of Women of the Moose and/or Loyal Order of Moose.

EXPENSES FOR REPRESENTATIVES/MATRICULANTS/CANDIDATES TO CONFERENCES

- 1. **Representative to Annual/Midyear State/Provincial Conference:** not to exceed \$000.00

Note: Refer to the General Laws of the Women of the Moose regarding expenses. \$.45 per mile round trip or super saver airfare whichever is less. \$30.00 per night per diem.

- 2. **Representative to International Conference:** not to exceed \$000.00

Note: Refer to the General Laws of the Women of the Moose regarding expenses. \$.45 per mile round trip or super saver airfare whichever is less. \$30.00 per night per diem.

(A chapter may add the following provision with chapter approval. However, the officers and co-workers must give consideration if there is valid reason for the resignation, such as: moved out of the area or severe health problems.)

If the Representative resigns her office within 90 days after return from International Conference, she shall reimburse the chapter all monies received.

- 3. **College of Regents/Star Recorder Matriculant:** not to exceed \$000.00

Note: Refer to the General Laws of the Women of the Moose regarding expenses. \$.45 per mile round trip or super saver airfare whichever is less. \$30.00 per night per diem.

(In the event chapter funds are limited, the chapter may limit the amount provided to the matriculant.)

- 4. **Green Cap Candidate:** not to exceed \$000.00

Note: Refer to the General Laws of the Women of the Moose regarding expenses. \$.45 per mile round trip or super saver airfare whichever is less. \$30.00 per night per diem.

- 5. **Academy of Friendship Matriculant:** not to exceed \$000.00

Note: Refer to the General Laws of the Women of the Moose regarding expenses. \$.45 per mile round trip or super saver airfare whichever is less. \$30.00 per night per diem.

- 6. **Conferral Staff Member** (If and When Applicable): not to exceed \$000.00

Note: Refer to the General Laws of the Women of the Moose regarding expenses. \$.45 per mile round trip or super saver airfare whichever is less. \$30.00 per night per diem.

- 7. **Pre-registration and registration fee** for all co-workers attending the International Conference to be paid by the chapter. not to exceed \$000.00

Note: The Representative/Matriculant only receives the flat amount of the per diem for food and beverage. The chapter may also pay for the meal function/meetings of the degrees she is entitled to attend.

CHAPTER FUNCTIONS:

- | | |
|---|-----------------------|
| 1. Chapter Installation to be held in April. Total expenses. | not to exceed \$00.00 |
| 2. Christmas Party in December, Junior Regent to be in charge. All expenses to be paid by chapter. | not to exceed \$00.00 |
| 3. Children's Halloween and Christmas Parties, chapter expense (each). | not to exceed \$00.00 |
| 4. Easter Egg Hunt, chapter expense. | not to exceed \$00.00 |
| 5. Chapter Development Chairman shall state amount to be spent on Committee Activity Night refreshments, badges, decorations and prizes, if necessary. A check in this amount shall be given to the chairman prior to the Committee Activity Night. | not to exceed \$00.00 |
| 6. Expenses for Standing Committee Activity Night, refreshments badges, decorations, prizes and gifts. | not to exceed \$00.00 |
| 7. Expenses for Green Cap Committee Activity Night, refreshments, badges, decorations, prizes and gifts. | not to exceed \$00.00 |

GIFTS TO LODGE:

- | | |
|---|-----------------------|
| 1. Annual donation to lodge given at Chapter Installation- April, if chapter funds permit. | not to exceed \$00.00 |
| 2. Chapter to present following at Lodge Installation: gavel for incoming Governor. | not to exceed \$00.00 |
| 3. Chapter to present gift to new Pilgrim at Pilgrim Presentation Ceremony (if applicable). | not to exceed \$00.00 |

CHAPTER GIFTS AND AWARDS TO CO-WORKERS:

- | | |
|---|------------------------------------|
| 1. Chapter to purchase Past Regent's pin. | not to exceed \$00.00 |
| 2. Charm and corsage to be presented to Green Tassel Collegian (College of Regents Committee Activity Night in November). | |
| | Charm not to exceed \$00.00 |
| | Corsage not to exceed \$00.00 |
| 3. Chapter to purchase Red Stole and corsage for Collegian to be invested. | |
| | Stole not to exceed \$00.00 |
| | Corsage not to exceed \$00.00 |
| 4. Chapter to purchase Cap and Gown for new collegian | not to exceed \$00.00 |
| 5. Chapter to purchase charm and corsage to be presented to new Star Recorder (Star Recorder Committee Activity Night in September.) | |
| | Charm not to exceed \$00.00 |
| | Corsage not to exceed \$00.00 |
| 6. Chapter to purchase A/F rings and corsages for new Academy of Friendship members and pay for dinner for new A/F recipients only, other A/F members pay for themselves. | |
| | Each Ring not to exceed \$00.00 |
| | Each Corsage not to exceed \$00.00 |
| | Dinner not to exceed \$00.00 |

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Example policies

7. Chapter to present chapter pin to new members attending four consecutive meetings. (each) not to exceed \$0.00
8. Chapter to present 25 year, 40 year and 50 year pins to co-workers reaching those levels. To be presented at chapter anniversary meeting to co-workers in good standing. (each) not to exceed \$0.00
9. Chapter to send planter (or flowers) to hospitalized co-workers in good standing, provided they will be hospitalized a minimum of three days. All others to receive a get-well card. Officer must be notified while co-worker is hospitalized. (each occasion) not to exceed \$0.00
10. Sunshine Committee Chairman allotted funds to purchase (number of) boxes of greeting cards and (number of) postage stamps. (total). In the event additional cards and stamps are needed, the Sunshine Chairman will present a proposal to the Board of Officers for chapter approval to allow for additional purchases. not to exceed \$0.00
11. Chapter check for \$00.00 to be sent as a Memorial Donation to the family of deceased co-workers in good standing. (each occasion) not to exceed \$0.00
12. Baby spoons to be sent to new babies of co-workers in good standing. (each) not to exceed \$0.00
13. Corsages to be presented to chairmen on their Committee Activity Nights. (each) not to exceed \$0.00

The Recorder would use the correct procedure for ordering supplies each time supplies are needed during the chapter year, as proposed to the Board of Officers.

SPECIAL NOTE: The above Chapter Policies shall be written or typed on the Official Minutes Pages once they have been read and approved by the Chapter.

WOMEN OF THE MOOSE
155 SOUTH INTERNATIONAL DR
MOOSEHEART, ILLINOIS 60539-1100

IMPORTANT! This information must be completed for credit!

CHAPTER NUMBER: _____
CHAPTER NAME: _____
STATE/PROVINCE: _____

sample

**FORM 114
2014 - 2015**

Report of **Membership/Retention Committee Activity Night** prepared by Chairman.

Read at Second meeting of the month. Give to Senior Regent after the meeting.

Project assigned to Committee: **Moosehaven Pharmacy Assistance**

**After the Chapter Meeting in May 2014 Send form and checks to:
Women of the Moose Headquarters. DO NOT SEND IN BEFORE THIS DATE.**

Committee Name	<u>Membership/Retention</u>
Chairman's Name	<u>Janell Marsh</u>
Date of Chapter Activity Night	
Number of New members present at Chapter Activity Night	<u>4</u>
Number of Candidates balloted upon/enrolled during the month	<u>3</u>
Number of committee members present at Chapter Activity Night	<u>15</u>
Chapter check(s) for:	
Women of the Moose	
Scholarship and Maintenance Fund	Check No. <u>5687</u> Amt. \$ <u>75.00</u>
Project assigned to Committee	Check No. <u>5688</u> Amt. \$ <u>150.00</u>
Endowment Fund	Check No. <u>5689</u> Amt. \$ <u>61.00</u>
(collected and deposited since last report)	

On the back of this form, please explain, in detail, program held (guest speaker, game or skit and refreshments).

Attach a copy of skit and/or detailed description of game.

Attach photos (will not be returned) of activity, meeting, guest speaker and co-workers at meeting/function. Photos may be posted on WOTM webpage and/or shown at International/Annual/Midyear Conferences.

Community Service for the month (or since your last report) – Enter the total amount

Cash Donations to non-Moose organizations \$ 150.00

Hours Volunteered 16

Miles driven 18

*Amounts shown on this page are examples only.

(Date)

(Committee Chairman)

(Recorder)

(Senior Regent)

(PRINT RECORDER'S NAME) (PHONE #)

(PRINT SENIOR REGENT'S NAME)

Chapter Seal

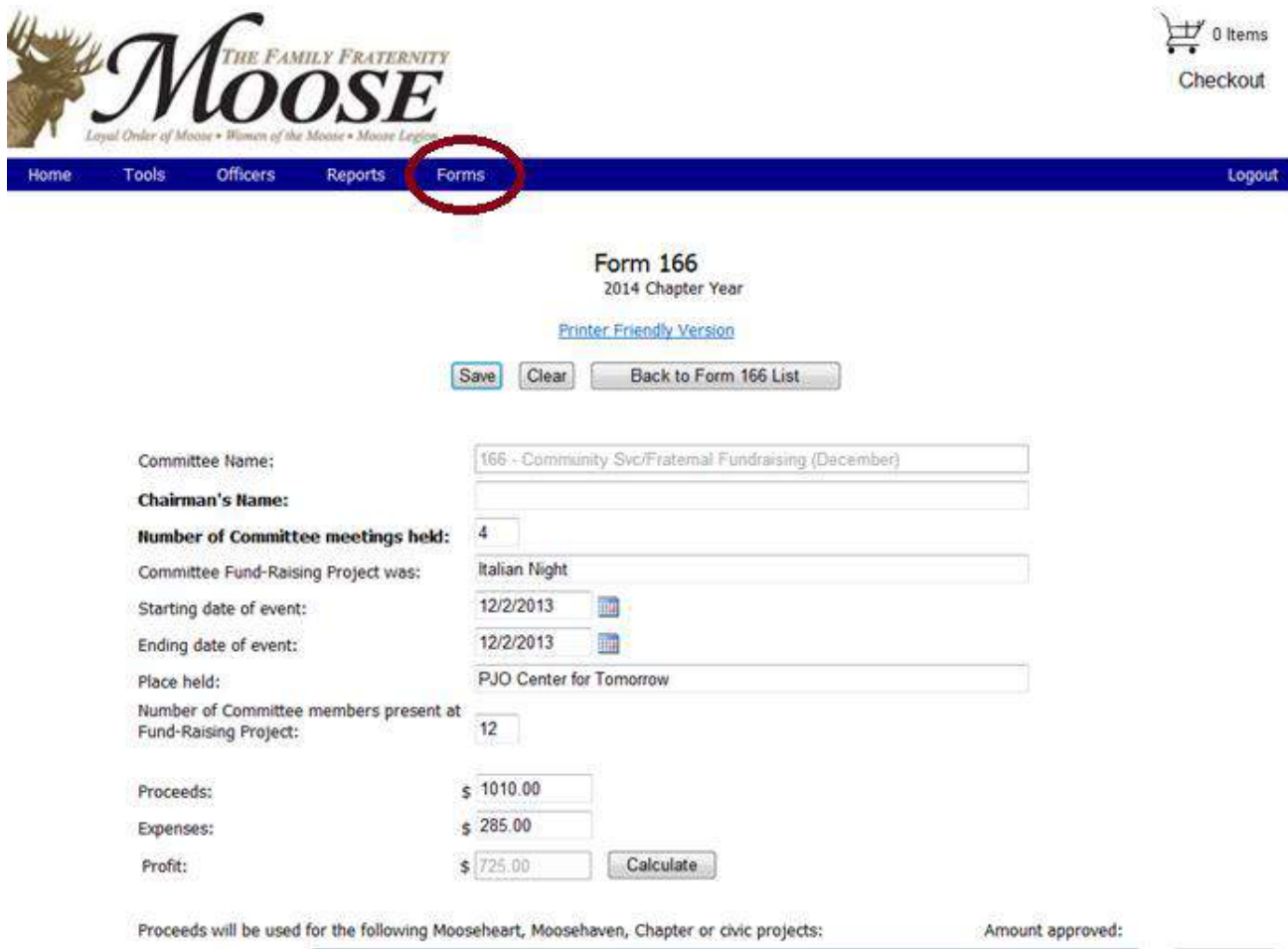
FORM 166 (ADMIN MENU)

From the Moose Admin portal, choose FORMS, FORM 166, EDIT

Complete the fields in their entirety

Click PRINTER FRIENDLY VERSION to review the form for accuracy. Print or save a copy for the Chapter records.

Click SAVE to transmit the form to Moose International.



The screenshot shows the 'Form 166' page in the Moose Admin portal. The page title is 'Form 166 2014 Chapter Year'. There is a 'Printer Friendly Version' link and three buttons: 'Save', 'Clear', and 'Back to Form 166 List'. The form fields are as follows:

Committee Name:	166 - Community Svc/Fraternal Fundraising (December)
Chairman's Name:	
Number of Committee meetings held:	4
Committee Fund-Raising Project was:	Italian Night
Starting date of event:	12/2/2013
Ending date of event:	12/2/2013
Place held:	PJO Center for Tomorrow
Number of Committee members present at Fund-Raising Project:	12
Proceeds:	\$ 1010.00
Expenses:	\$ 285.00
Profit:	\$ 725.00

There is a 'Calculate' button next to the profit field. At the bottom, there are two fields: 'Proceeds will be used for the following Mooseheart, Moosehaven, Chapter or civic projects:' and 'Amount approved:'.

WOMEN OF THE MOOSE
 155 SOUTH INTERNATIONAL DR.
 MOOSEHEART, ILLINOIS 60539-1182

CHAPTER NUMBER: _____
 CHAPTER NAME: _____
 STATE/PROVINCE: _____

IMPORTANT! This information must be completed for credit!

sample

FORM 166

2014 – 2015 Chapter Year

Committee form for FUND-RAISING AND SPECIAL PROJECTS. Each Chairman prepares and reads report at first Chapter Meeting after Fund-raising Project is held. Give to Senior Regent after the meeting.

**SEND THIS FORM TO WOMEN OF THE MOOSE HEADQUARTERS
 AFTER THE FUND-RAISING PROJECT IS COMPLETE.**

Committee Name	_____	Membership/Retention	_____
Chairman's Name	_____	Janell Marsh	_____
Number of Committee meetings held	_____	10	_____
Committee Fund-raising Project was	_____	Chocolate Sales	_____
Date held	_____	November. 1, 2014 thru December. 31, 2014	_____
Place held	_____	Moose Home	_____
Number of Committee members present at Fund-raising Project	_____	15	_____

TOTAL PROCEEDS	LESS	NET
COLLECTED \$ 2,250.00	EXPENSES \$ 1,790.75	PROFIT \$ 459.25

Indicate amount approved for special project of Committee for Mooseheart and Moosehaven and any other civic or Chapter project on lines indicated below.

Proceeds will be used for:	Amount approved:
WOTM Scholarship & Maintenance _____	\$ 75.00 _____
Special Project for Moosehaven _____	\$ 150.00 _____
Tommy Moose – 1 dzn (\$75.00) Refreshments (\$10.00) General Fund (\$149.25) _____	\$ 234.25 _____

 (Date)

 (Committee Chairman)

 (Recorder)

 (Senior Regent)

Chapter Seal

(PRINT Recorder's Name)

(Phone #)

(PRINT Senior Regent's Name)

*Amounts shown on this page are examples only.

To automatically email the completed form to: wotmmail@mooseintl.org

Click Here

2014-2015 SPECIAL PROJECTS

	<i>Co-workers-Mooseheart and Moosehaven should always be the chapter's first and foremost priority for donations to help secure their future. We hope you will give generously. Your assistance and understanding is truly appreciated. Thank you.</i>	
Committee	Mooseheart	Moosehaven
May, 2014 Membership/Retention		Pharmacy Assistance
June, 2014 Publicity	Girls' Athletic Program	
July, 2014 Youth Involvement	Music Department	
August, 2014 Academy of Friendship	New Child, Right Start	
September, 2014 Star Recorder		Wander Guard System
October, 2014 Mooseheart/Moosehaven	Christmas in October	Christmas Gifts and Special Events
November, 2014 College of Regents	Feed a Home in December	
December, 2014 Community Service		Daily Needs
January, 2015 Educational Advancement	Physical and Occupational Therapy	
February, 2015 Family Involvement	Special Activities	
March, 2015 Moose Charities	Mooseheart Photography	
April, 2015 Health Awareness	Boys' Athletic Program	
Green Cap/Ways and Means (Anytime during 4 th quarter of chapter year)		Point of Service Computer
Annual Conference – 2014	Music Department	
Convocation – 2014		Beauty Shop
Midyear Conference – 2015		Daily Needs
State/Prov. Academy of Friendship Session – 2015	Music Department	

NOMINATIONS AND ELECTIONS OF CHAPTER OFFICERS

Refer to the Election of Chapter Officers Handbook found on the web at www.mooseintl.org

ALWAYS refer to Women of the Moose General Laws dated July 1, 2010.

SPECIAL NOTES:

- The dates and times for the Nominating Committee and Election of Officers do not need to be posted.
- There is no “Chairman of the Nominating Committee”. The Senior Regent presides over the meetings.
- Vacancies on the Board of Officers do not jeopardize the Award of Achievement or personal honors/degrees.
- The Women of the Moose General Laws **must** be followed as written – no deviation will be permitted unless authorized by the Office of the Grand Chancellor.
- **Do not** place a co-worker on the slate if she is not prepared to accept all duties and responsibilities of the office – including pro-teming the office of Senior Regent in the case of a vacancy in that office.

Nomination And Election

Nominating Committee

Prior to the meeting of the Nominating Committee, the Board of Officers shall immediately contact the Lodge House Committee for instructions as to when and where in the Moose Home a petition may be circulated.

Every chapter is required by the General Laws to hold an election of officers at the Second meeting of the month in March each year. The exception being a newly instituted chapter or one that, based upon membership action, has received written approval, in advance, or because some emergency situation requires the election to be changed or waived.

Consequently, **the Nominating Committee is one of the most important committees of the chapter.**

Success of the chapter depends to a great extent on this committee’s performance in nominating good candidates for office for the membership’s decision. The Nominating Committee should not consider this duty lightly. Careful consideration should be given to individual qualifications, with particular emphasis on leadership ability, as well as the willingness of each individual to contribute her time and effort to the best interests of the chapter.

The Nominating Committee members should familiarize themselves with the various duties and responsibilities of each office in order to convey this information to prospective candidates.

Note: More information and a LIST OF RESPONSIBILITIES can be found in the Election of Chapter Officers’ Handbook and in the General Laws of the Women of the Moose.

Responsibilities

The Nominating Committee's prime concern is to select one or more co-workers for each of the elected offices to be filled. Any nomination must be based upon the co-worker's qualifications, her desire to run for office, her leadership ability and her availability to fulfill her responsibilities. The committee is encouraged to nominate more than one co-worker for a particular office for the membership's consideration, provided each is qualified.

Things to consider:

- Is she a member in good standing
- Has she been a member for 6 months
- Has she held other positions
- Has she sponsored new members
- Does she have a willingness to serve for the good of the chapter
- Is she an active participant in the chapter
- Is she outgoing and willing to get people involved

Qualifications

See July 1, 2010, Women of the Moose General Laws.

Only those members whose dues are paid and are in good standing in the chapter may be considered for elective office.

A member may not be eligible for elective office unless her membership in the chapter equals or exceeds six months on the date of the election. (This does not apply to a newly instituted chapter.) Exemption from this qualification requires dispensation from Women of the Moose Headquarters and will only be granted in exceptional circumstances.

Ineligibility

See July 1, 2010, Women of the Moose General Laws.

Any co-worker removed from office, or who has been requested to resign from office for the good of the chapter, is disqualified from holding office again for three (3) years, except upon prior written dispensation from the Grand Chancellor. Request for dispensation shall disclose complete information regarding resignation/removal from office.

Unless the Grand Chancellor grants dispensation, any elected officer who resigns her office during the chapter year is prohibited from submitting her name for any elected office during that same chapter year or ensuing chapter year. This prohibition does not apply to an elected officer who resigns her office after May 1st to submit her name for another office that is vacant.

Dispensation to Waive Six Month Membership Requirement

Dispensations **MUST** be secured from Women of the Moose Headquarters to waive six-month membership **before** the Nominating Committee can take any action on the request for nomination.

- **Do not write for dispensation to waive the six-month membership requirement until all members of the chapter have been contacted and until after the final slate of nominees is read to the chapter at the March Committee Activity Night.**
- **Do not write for dispensation to waive the six-month membership requirement if there is an eligible member for the office.**

For example: The annual Nominating Committee has met three times. As of the 3rd committee meeting, Jane Doe, who recently joined the chapter, submits her name for consideration to the Nominating Committee for the elected office of Chaplain. Jane is the only co-worker who submitted her name for consideration. The Nominating Committee would adjourn without further action being taken regarding the office of Chaplain.

After the slate of nominees is read at the March Committee Activity Night, the Secretary/Treasurer would prepare a Dispensation to Waive Requirements found on the website, over the signatures of the Board of Officers asking that a dispensation be granted to waive the six month membership requirement for Co-worker Jane Doe. The form should include the nominee's name, MID number, and the date she was enrolled in the chapter. Upon receipt of the approved dispensation, the Nominating Committee would meet and give consideration to Co-worker Jane Doe. If approved for nomination, at the next chapter meeting the slate of nominees would be read. This requirement does not apply to a newly instituted chapter.

Slate of Nominees Read to the Chapter

See July 1, 2010, Women of the Moose General Laws.

A written report (slate of nominees) listing the candidates, by office and alphabetically by last name, shall be presented by the Senior Regent (or Officer in Charge) to the chapter at the Committee Activity Night in March. If two or more are running for the same office, these names are placed upon the official chapter ballot. No nominations may be made from the floor.

After each Nominating Committee meeting, the slate of nominees may be posted (listed alphabetically for each office) on the bulletin board in chapter room and included in chapter or lodge publications.

For any offices remaining vacant as of the March Committee Activity Night meeting when the final slate of nominees is read, please refer to "Resignations, Nominations and Elections During the Chapter Year".

Note: A Nominating Committee Meeting shall not be held immediately after the chapter meeting at which it was announced. This prevents co-workers not present at the chapter meeting an opportunity to submit their names for the vacant positions.

Petitions

See July 1, 2010, Women of the Moose General Laws.

Any eligible member **who has submitted her name to the Nominating Committee for a specific office and was not nominated**, who still desires nomination for that office may have her name placed upon the official ballot, by valid petition, for that specific office only, provided the slate contains another name for that particular office.

Such petition shall be secured from the Recorder, Senior Regent or Women of the Moose website at the end of the chapter meeting at which the final slate of nominees is read.

Note: Copies of the petition form shall be made and be available at the Recorder's station in the event a co-worker should request a petition. Petition may also be secured from the Senior Regent or from the Women of the Moose website.

Petitions shall not be signed by anyone prior to the end of the chapter meeting at which the final slate of nominees was read.

The petition must contain signatures of at least ten percent (10%) of the chapter membership who are holding official membership cards indicating their dues are paid to date of election or beyond. The petition must contain the member's signature, ID# and date she signed the petition.

Ineligibility to Petition

If a co-worker has been recommended for a particular office by the Nominating Committee and the co-worker has declined to run for that office, she may not change her mind later and decide to run for that same office by petition.

No petitions can be honored that carry signatures placed upon them prior to the final report of the Nominating Committee to the membership at its regular meeting.

Campaigning

See July 1, 2010, Women of the Moose General Laws.

Campaigning for or against a proposed candidate for office in any written, printed or electronic media form is strictly prohibited. The printing, circulating or distributing of resolutions, letters, tickets, other written or printed matters, or through any electronic media or other communication media by a member or anyone acting on her behalf, suggesting, recommending, opposing or containing the names of proposed candidates for office, is hereby prohibited. This also includes sample ballots containing names.

The General Laws are very specific on this point. For any violation of this section, the Grand Chancellor may suspend the offending member(s) and she may, in her judgment, declare the election of such officer(s) void and order a new election.

Co-workers may verbally request other co-workers' support for their election to office. Any slanderous campaigning shall be subject to immediate suspension.

Vacancies

See July 1, 2010, Women of the Moose General Laws.

A vacancy in any of the elective offices of a chapter shall be filled by the nomination/election process described herein. However, for good cause shown, the Grand Chancellor or her designee may issue special dispensation waiving such election and authorize vacancies to be filled by appointment.

In those situations requiring a special election, the Nominating Committee should perform its responsibilities promptly and should deliver its report to the chapter as quickly as possible after its appointment and organization. The special election may then be held not less than two weeks following such report. The only exception applies to the offices of Senior Regent and Recorder as they must be elected and installed on or before July 31 to qualify for their personal honors. Dispensations may be secured from Women of the Moose Headquarters to read the slate of nominees, elect and install at the same meeting in July in order for the Senior Regent and Recorder to qualify for personal honors.

Ballots

No absentee, mail or proxy votes shall be allowed. When there is only one (1) candidate running for an office, the name is not placed on the written ballot.

Chapter Room Set-Up

Election Committee member #1 is assigned at the entrance of the chapter room door. She asks co-workers to have their membership cards ready and directs co-workers to "Table A". At "Table A", the co-worker shows her good standing membership card, registers in her own handwriting and receives a ballot from Election Committee member #2. The co-worker then proceeds to "Table B" which is set up for secret balloting. The co-worker marks and folds her ballot and proceeds to "Table C" where she places her ballot in the box where Election Committee member #3 is seated.

If space permits, the voting area should be set either off to the side or in the back of the room in order that co-workers who are not currently voting will not disturb those who are.

Voting

See July 1, 2010, Women of the Moose General Laws.

The annual election of officers must be held at least two weeks after the final slate of nominees is read to the chapter.

When two (2) or more nominees are running for the same office, the annual election of officers shall be held one (1) hour prior to the start of the March Second meeting of the month and continue until all qualified co-workers present have voted. For at least one (1) hour prior to, and at all times during the election, the Recorder shall be at her station with the chapter membership ledger to collect dues and confirm the eligibility of co-workers to vote in the election. The Senior Regent shall call the meeting to order, which closes the polls.

If expedient, a chapter may use the Australian Ballot method in the election of officers. A period of not more than five (5) hours may be used for this type of election. The Recorder shall be at her station during the entire election process.

Co-workers shall be permitted to leave the room after voting and return for the meeting.

Any co-worker who is a member of the chapter, who has her membership dues paid up to or beyond the date of the election, is eligible to vote in the election of officers.

Votes shall not be accepted by mail or by proxy. Each member desiring to vote must do so in person.

Note: There shall be no "NO" votes. If any "NO" votes are written in, they shall not be counted as a vote for that office. There shall be no names written in. Any names written in shall not be counted as a vote for that office. Only vote for one nominee for each office or the entire ballot is declared void.

When there is only one (1) candidate running for an office, the Election Committee Chairman shall make a motion, *for each office*, to cast a unanimous ballot for that particular office, which shall be seconded by any co-worker. The majority vote rules. (Refer to the Meeting Procedures and Agendas)

The chapter shall vote for the motion by a show of hands - those in favor of the motion and those opposed - **OR** - by a simple "Yes or No" secret ballot.

Show of Hands: The Senior Regent will ask all present to vote by show of hands. Those in favor and those opposed. If vote is favorable, the Senior Regent shall declare the nominee elected. The same procedure shall be followed for **each office** in which there is only one nominee. If a vote is unfavorable for any nominee, the entire nomination and election procedures shall be followed to fill the vacancy.

A tie is considered as “unfavorable” as the motion did not receive a majority of favorable votes.

Note: All co-workers in good standing have the right to vote in favor of – or opposed to – the motion. If any co-worker does not wish to vote (abstains from voting), she is not counted at all.

Example: 26 co-workers are present.

13 co-workers vote in favor of the motion

11 co-workers vote opposed to the motion

2 co-workers do not vote (abstain)

The majority of those voting is 13 – in favor – the nominee is elected to office.

Secret Ballot: In the event a “secret ballot” is requested, the Guides will distribute blank ballots and pencils. Each member shall cast their vote by writing either “yes” or “no” on the ballot. The majority vote rules. If vote is favorable, the Senior Regent shall declare the nominee elected. The same procedure shall be followed for each office in which there is only one nominee. If a vote is unfavorable for any nominee, the entire nomination and election procedures shall be followed to fill the vacancy.

A tie is considered as “unfavorable” as the motion did not receive a majority of favorable votes.

Election Results

See July 1, 2010, Women of the Moose General Laws.

The candidate for each office receiving a majority or a plurality (three or more candidates) of votes cast shall be declared elected.

In case of a tie, the chapter shall have another election for that office (with only the tied candidates being considered) at the same meeting and it shall be taken immediately after the report is read.

Women of the Moose Headquarters may investigate any election if the Election Committee fails to correct any irregularities on the night of election or within 72 hours. If a co-worker does not file a complaint regarding an election irregularity to the attention of the Election Committee on the night of election, or within 72 hours, and does not follow the procedures set out in Women of the Moose General Laws, the complaint is not valid.

When the election is completed, the Election Chairman will present the Election Results Report to the Senior Regent/Presiding Officer who will read the election results to the chapter **without disclosing the number of votes each nominee received**. This announcement shall be the last item of business before closing the meeting.

The Senior Regent or Presiding Officer shall say:

“Elected by majority/plurality of favorable votes for the:

Office of Recorder, _____

Secretary/Treasurer, _____

Chaplain, _____

Junior Regent, _____

Senior Regent, _____.”

The Election Results Report shall be retained in the chapter files for future reference, if necessary.

See July 1, 2010, Women of the Moose General Laws.

1. Senior Regent-Elect prepares a written proposal to present to the Board of Officers containing complete details regarding:
 - Cost for food, programs, flowers/corsages, decorations, music or band, and gifts for Installing Officers.
 - The event must be approved by the lodge. In the event the chapter should desire to hire a band, if the band requires a contract, the lodge must hire the band and the chapter issues a check to the lodge to reimburse the lodge for payment of the band. If a contract is not required, the chapter may pay the band directly.
 - Dress code for Installation Ceremony
 - Names of Installing Officers (to avoid possible misunderstanding of those eligible- see below**)
2. Senior Regent-Elect shall meet with the Board of Officers to present the **written proposal** for Installation and to answer any questions the Board may have regarding the plans for Installation.

Board of Officers shall hold an emergency Board of Officers' meeting (if necessary) for Senior Regent-Elect to present plans for Installation. Proposal is to be presented at the April Chapter Night meeting for approval by the chapter.

3. Senior Regent-Elect shall select Installing Officers. If your chapter is small or you do not have many active co-workers, the Board of Officers may, with chapter approval, ask a neighboring chapter for their assistance in serving as Installing Officers. **The letter of invitation shall be over the signatures of the Board of Officers.**

**Any co-worker of the chapter (including new members) may serve as Installing Chairman, Installing Guide, Installing Chaplain or Installing Musician. They do not have to be Women of the Moose degree holders.

Note: only a Past Regent is eligible to serve as Installing Regent. (A Past Regent is a co-worker who served one full term as Senior Regent and one full term as Junior Graduate Regent, whether she may or may not have qualified for the College of Regents Degree.) The current Junior Graduate Regent is not considered a Past Regent.

The Musician (if applicable) appointed for the chapter year may also serve as the Installing Musician for the Chapter Installation. If the Musician/Installing Musician is not a pianist/organist, she may play taped/digital music.

There shall be no pro-tems for Officers, Appointed Officers or Chairmen to be installed.

4. A copy of the approved written proposal shall be given to the Installing Chairman so she can supervise arrangements.
5. Senior Regent-Elect notifies all chairmen and officers of the date, time, and place of Installation. An installation practice prior to the Installation will ensure a more impressive ceremony.

Co-workers shall not be installed prior to the regular scheduled date for the Installation.

Newly appointed Chapter Development Chairmen and Standing Committee Chairmen are seated in their respective chairs and are duly installed at the Installation.

Any co-worker to be installed, who serves as an Installing Officer, must be installed at a future meeting. Any co-worker unable to be installed at the Installation Ceremony may be installed at a later date.

The Installation Ceremony shall be conducted as outlined. Refer to the Women of the Moose Meeting Procedures and Agenda book for more information regarding the Installation Ceremony.

6. Following the Installation Ceremony, the newly installed Recorder shall enter new Officers, Appointed Officers and Chairmen information (on or after May 2) in the Officer Maintenance section of the online Admin Menu.

Please Note:

The Senior Regent, Junior Graduate Regent and Recorder shall be installed on or before July 31 in order to qualify for personal honors/degrees.

Any co-worker appointed and installed on or before January 31 may qualify for the Academy of Friendship by sponsoring and enrolling into the chapter in which she holds her installed position and is qualifying for the degree, two or more new members by April 30 and meeting all other qualifications as outlined in the General Laws of the Women of the Moose.

Any co-worker not installed in a position OR installed between February 1 and April 30 may also qualify for the Academy of Friendship by sponsoring and enrolling five or more new members by April 30 into the chapter in which she is qualifying for the degree.

Minutes Of Installation

The minutes of the Installation shall be recorded on the official pre-numbered pages and placed in the Chapter Minutes Book by the current Secretary/Treasurer as this is a meeting of the chapter. Also, a permanent record is needed in the event a question arises as to who was installed and the date of Installation.

Resignations, Nominations, And Elections During The Chapter Year

See July 1, 2010, Women of the Moose General Laws.

Resignations or Vacancies

1. If Chapter Development Chairmen, Standing Committee Chairmen, Appointed Officers, Elected Officers or Junior Graduate Regent resign during the chapter year, or a vacancy occurs, the Recorder shall enter an "end date" into the Officer Maintenance file in the online Admin Menu. In the event electronic update is not available, Women of the Moose Headquarters shall be notified in writing over the signatures of the Board of Officers by means of the "**Notification of Resignation or Removal From Office/Chair**" Form. The notification includes the following information:

- Name of Co-worker
- Member Identification Number
- Date resigned
- Reason for resignation

2. When a vacancy occurs in the position of a Chapter Development Chairman or Appointed Officer, the Senior Regent must appoint and install another to fill that vacancy.

3. If an elected officer resigns and the chapter wishes to elect and install at the same chapter meeting, the Dispensation to Elect and Install Form shall be necessary, giving complete information requested. All date lines must be completed on the request form.

Nominations And Elections Held During The Chapter Year

The nomination, election, and installation procedures as outlined in the General Laws of the Women of the Moose and in the Chapter Officers' Election Handbook shall be followed for any vacancy of an elected officer position that occurs during the chapter year with the exception of **once a nominee is secured, additional meetings are not required to be held.**

Important: It is not in order for any chapter to waive the two-week period between the date the slate is read and election is held. The only exception is during the month of July, with dispensation.

For nominations and elections to be held during the chapter year the following procedure would be used, however, if no name is submitted, then at the next chapter meeting, the Senior Regent would announce the vacancy and make arrangements for a Nominating Committee Meeting. She announces the date, time, place and names of the Nominating Committee members. This procedure is followed until the slate is filled.

For example: Junior Regent resigns on November 1st. Senior Regent announces resignation of Junior Regent to chapter at chapter meeting on November 4th. Senior Regent also announces the names of the Nominating Committee members, date, time, and place of Nominating Committee Meeting. Nominating Committee Meeting will be held on November 11th. At Second meeting of the month on November 18th, Senior Regent announces slate of nominees for the office of Junior Regent. Election will be held at Committee Activity Night on December 2nd. Chapter may elect and install at same meeting (December 2nd) provided a dispensation to Elect/Install an Officer has been requested and secured from Women of the Moose Headquarters.

Installations Held During The Chapter Year

1. Any Past Regent or Collegian may serve as the Installing Regent at an Installation held at a later date during the chapter year. Chapter does not need to use the same Installing Regent they used for the formal Chapter Installation Ceremony held in April.
2. Following the Installation Ceremony, the Recorder shall enter new Officer, Appointed Officer and Chairman information in the Officer Maintenance section of the online Admin Menu.

We hope the preceding will answer any questions you have regarding proper procedures, duties, responsibilities, the nomination, election and installation process and will give you some new ideas for your program. In addition, please refer to the Checklist to assist you during the year. However, if you still have a question about the procedures involved, you should:

- * Review the General Laws of the Women of the Moose and this Handbook.
- * After reviewing the General Laws of the Women of the Moose, if you are still unsure or unclear on the point or issue, contact a Women of the Moose Chapter Analyst Coordinator or a Women of the Moose Training Session Leader for clarification.
- * **After** exhausting the above, submit your question in writing to the Office of the Grand Chancellor for clarification.

You have our sincerest thanks for offering your services to the chapter and to our program. A positive attitude, teamwork and maintaining proper procedures will bring you and your chapter to membership growth and financial success. The true recipients of your endeavors are the children and seniors in our care.

Have a Great Year!!!!

CHECKLIST FOR A SUCCESSFUL YEAR

Note: Chapters are now encouraged to secure a post office box for receipt of their mail. Be sure the post office box rental is paid when due, and be advised that both the Senior Regent and Recorder shall have a key to the post office box.

***Note:** The Recorder shall transmit all membership information immediately after receipt of the application(s) and after balloting.

****Note:** The Audit Committee meets monthly to complete an audit of all records. **The written Audit Report is due on or before the 10th of each month.**

Beginning of the Year Reminders

	Make plans to attend a Women of the Moose Training Session. Consult Directory on the Women of the Moose website for the exact date, time, and place of session.
	Make plans to attend 2-HOTT Training Session. Consult Directory on the Moose Training website for the exact date, time, and place of session.

APRIL 2014

	Senior Regent-Elect appoints Chapter Development Chairmen, Appointed Officers, Standing Committee Chairmen and Special Committee Chairmen.
	Schedule meeting of all Chapter Development Chairmen and Standing Committee Chairmen.
	Meeting with Chapter Development Chairmen <ul style="list-style-type: none"> • Chairman may request co-workers to be assigned to her Committee. • Recorder divides remaining membership and places each co-worker on a Chapter Development Committee. • Senior Regent Elect prepares Committee Lists and distributes to Chapter Development Chairmen so they can contact the members of their committees.
	Meeting with Standing Committee Chairmen.

MAY 2014

	Senior Regent appoints any remaining Chapter Development Chairmen, Appointed Officers, Standing Committee Chairmen and Special Committee Chairmen.
	<u>Newly installed Recorder</u> shall enter new Officer, Appointed Officer and Chairman information (on or after May 2) in the Officer Maintenance section of the online Admin Menu.
	Audit Committee Meeting.
	Membership/Retention Committee Activity Night.
	Transmit applications and membership information immediately, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Senior Regent notifies every co-worker on the chapter rolls of the committee to which they have been appointed.
	Chapter Development Committee meetings.

MAY 2014 (continued)

	Board of Officers' meeting with Committee Chairmen to prepare Chapter Calendar.
	Board of Officers' meeting. Board reviews Chapter Policies. A complete set of policies is recorded on official pre-numbered pages in Chapter Minutes Book each chapter year for chapter approval.
	Second meeting of the month <ul style="list-style-type: none"> Form 114 for Membership Retention with chapter checks to be read to chapter and remitted to Women of the Moose Headquarters immediately following meeting. Form 166 to be read and remitted to Women of the Moose Headquarters if any fund-raising project has been completed.
	New Member Orientation Meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	Make plans to attend Women of the Moose Training Session. Consult Directory on Women of the Moose website for the exact date, time, and place of Session.
	2-HOTT Training Session.
	International Conference begins June 20, 2014 – Las Vegas, Nevada

JUNE 2014

	1/3 of Risk Pool Insurance premium will show on monthly Moose International statement sent to Chapter's email.
	Audit Committee Meeting.
	Publicity Committee Activity Night.
	Transmit applications and membership information immediately, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Chapter Development Committee meetings.
	Board of Officers' meeting.
	Senior Regent plans meeting to select Lifetime Achievement Award nominee.
	Plan fund-raisers and set aside funding for representative to attend the 2014 Annual Conference, 2015 Midyear Conference and International Conference - Las Vegas, Nevada 2014.
	Second meeting of the month <ul style="list-style-type: none"> Form 114 for Publicity with chapter checks to be read to chapter and remitted to Women of the Moose Headquarters immediately following meeting. Form 166 to be read and remitted to Women of the Moose Headquarters if any fund-raising project has been completed.
	New Member Orientation Meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.
	2-HOTT Training Session.

JULY 2014

	Audit Committee Meeting.
	Youth Involvement Committee Activity Night.
	Transmit applications and membership information immediately, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Chapter Development Committee meetings.
	Board of Officers' meeting.
	Second meeting of the month <ul style="list-style-type: none">• Form 114 for Youth Involvement with chapter checks to be read to chapter and remitted to Women of the Moose Headquarters immediately following meeting.• Form 166 to be read and remitted to Women of the Moose Headquarters if any fund-raising project has been completed.
	New Member Orientation Meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.
	2-HOTT Training Session.

AUGUST 2014

	Audit Committee Meeting.
	Academy of Friendship Committee Activity Night.
	Transmits applications and membership information immediately, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Chapter Development Committee meetings.
	Board of Officers' meeting.
	New Member Orientation Meeting.
	Second meeting of the month <ul style="list-style-type: none">• Form 114 for Academy of Friendship with chapter checks to be read to chapter and remitted to Women of the Moose Headquarters immediately following meeting.• Form 166 to be read and remitted to Women of the Moose Headquarters if any fund-raising project has been completed.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.
	2-HOTT Training Session.

SEPTEMBER 2014

	Audit Committee Meeting.
	Star Recorder Committee Activity Night.
	Transmits applications and membership information immediately, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Chapter Development Committee meetings.
	Board of Officers' meeting.
	Second meeting of the month <ul style="list-style-type: none"> • Form 114 for Star Recorder with chapter checks to be read to chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters if any fund-raising project has been completed.
	New Member Orientation Meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.
	2-HOTT Training Session.


OCTOBER 2014

	1/3 of Risk Pool Insurance premium will show on monthly Moose International statement sent to Chapter's email.
	Audit Committee Meeting.
	Mooseheart/Moosehaven Committee Activity Night--Christmas in October Monetary Gift Walk for Mooseheart and Moosehaven.
	Transmit applications and membership information immediately, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Chapter Development Committee meetings.
	Board of Officers' meeting.
	Second meeting of the month <ul style="list-style-type: none"> • Form 114 for Mooseheart/Moosehaven with chapter checks to be read to chapter and remitted to Women of the Moose immediately following meeting. One or more checks to be earmarked as follows: <ul style="list-style-type: none"> • Mooseheart Photo Christmas cards. • \$35.00 or more from the proceeds of the Mooseheart Committee fund-raising project for the purchase of a "Special Gift" for a Mooseheart student. • Money collected at Monetary "Gift Walk" for Mooseheart. • Moosehaven Special Activities. • \$35.00 or more from the proceeds of the Moosehaven Committee fund-raising project for the purchase of a "Special Gift" for a Moosehaven resident. • Money collected at Monetary "Gift Walk" for Moosehaven. • Form 166 to be read and remitted to Women of the Moose Headquarters if any fund-raising project has been completed.
	New Member Orientation Meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.
	2-HOTT Training Session.

NOVEMBER 2014

	Award of Achievement sent to Junior Graduate Regent by Women of the Moose Headquarters on or before November 1.
	Audit Committee Meeting.
	College of Regents Committee Activity Night meeting.
	Transmit applications and membership information immediately, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Chapter Development Committee meetings.
	Board of Officers' meeting.
	Second meeting of the month <ul style="list-style-type: none"> • Form 114 for College of Regents with chapter checks to be read to chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters if any fund-raising project has been completed.
	New Member Orientation Meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.

DECEMBER 2014

	Audit Committee Meeting.
	Community Service Committee Activity Night.
	Transmit applications and membership information immediately, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Chapter Development Committee meetings.
	Board of Officers' meeting.
	Award of Achievement Ceremony.
	Second meeting of the month <ul style="list-style-type: none"> • Form 114 for Community Service with chapter checks to be read to chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters if any fund-raising project has been completed.
	New Member Orientation Meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	Wishing Each Of You A Blessed Holiday Season And A Happy New Year!

4th QUARTER

	Green Cap Committee Activity Night / Ways and Means Committee Activity Night to be held any time during the 4 th quarter. Cannot be held on same date as other regularly scheduled chapter meeting.
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JANUARY 2015

	1/3 of Risk Pool Insurance premium will show on monthly Moose International statement sent to Chapter's email.
	Audit Committee Meeting.
	Educational Advancement Committee Activity Night.
	Installation for any vacant appointed positions if applicable.
	Transmit applications and membership information immediately, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Chapter Development Committee meetings.
	Board of Officers' meeting.
	Senior Regent should verify all Appointed Officers and Chapter Development Committee Chairmen's chairs are filled and reported to Women of the Moose Headquarters.
	<p>Second meeting of the month</p> <ul style="list-style-type: none"> • Senior Regent announces date, time, and place of first, second and third Nominating Committee Meetings as well as the names of the eligible co-workers (refer to Women of the Moose General Laws) selected to serve on the Nominating Committee and ensures each Nominating Committee Member is notified of the dates. Senior Regent also asks co-workers to submit names to be considered for office to any member of the Nominating Committee. • Form 114 for Educational Advancement with chapter checks to be read to chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters if any fund-raising project has been completed.
	New Member Orientation Meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.

FEBRUARY 2015

	Audit Committee Meeting.
	Family Involvement Committee Activity Night.
	First Nominating Committee Meeting (held during the first two weeks of February).
	Transmit applications and membership information immediately, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Chapter Development Committee meetings.
	Board of Officers' meeting.
	Second Nominating Committee Meeting (held during the last two weeks).
	Third Nominating Committee Meeting (held during the last two weeks).
	<p>Second meeting of the month</p> <ul style="list-style-type: none"> • Form 114 for Family Involvement with chapter checks to be read to chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters if any fund-raising project has been completed. • Senior Regent announces slate of nominees.
	New Member Orientation Meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.

MARCH 2015

	Audit Committee Meeting.
	Moose Charities Committee Activity Night <ul style="list-style-type: none"> • Senior Regent announces final slate of nominees. • Senior Regent announces date, time and place of Nominating Committee meeting, if applicable.
	Transmit applications and membership information immediately, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Chapter Development Committee meetings.
	Board of Officers' meeting.
	Second meeting of the month <ul style="list-style-type: none"> • Election of Officers • Form 114 for Moose Charities with chapter checks to be read to chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters if any fund-raising project has been completed.
	New Member Orientation Meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.

APRIL 2015

	Audit Committee Meeting.
	Health Awareness Committee Activity Night.
	Transmit applications and membership information immediately, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Board of Officers' meeting.
	Second meeting of the month <ul style="list-style-type: none"> • Form 114 for Health Awareness with chapter checks to be read to chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters if any fund-raising project has been completed.
	Senior Regent-Elect appoints Chapter Development Chairmen, Appointed Officers, Standing Committee Chairmen and Special Committee Chairmen.
	Senior Regent-Elect draws up plans for Installation.
	Senior Regent-Elect meets with Board of Officers to present written plans for Installation.
	Senior Regent-Elect appoints Installing Regent, Installing Chaplain, Installing Guide, Installing Musician and Installation Chairman.
	Give copy of the written proposal, approved by chapter, to the Installation Chairman.
	Notify all Chairmen and Officers of date and time of Installation and practice.
	Practice for Installation.
	Installation.

APRIL 2015 (continued)

	Schedule meeting of all Chapter Development Chairmen and Standing Committee Chairmen.
	Meeting with Chapter Development Chairmen <ul style="list-style-type: none">• Chairman may request co-workers to be assigned to her Committee.• Recorder divides remaining membership and places each co-worker on a Chapter Development Committee.• Senior Regent Elect prepares Committee Lists and distributes to Chapter Development Chairmen so they can contact the members of their committees.
	Meeting with Standing Committee Chairmen.
	New Member Orientation Meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	Plan fund-raisers and set aside funding for representative to attend the 2015 Annual Conference, 2016 Midyear Conference and International Conference - Nashville, Tennessee July, 2015.

MAY 2015 (Year End Requirements)

	Audit Committee Meeting.
	<u>Newly Installed Recorder</u> shall enter new Officer, Appointed Officer and Chairman information (on or after May 2) in the Officer Maintenance section of the online Admin Menu.
	All reports not previously submitted due on or before May 1.

REQUIREMENTS FOR RAFFLES OF ALCOHOLIC BEVERAGES OR FIREARMS BY CHAPTERS

For a chapter to conduct a raffle of alcoholic beverages (i.e., bottles of wine, baskets with liquor, beer, etc.) or firearms, the following conditions apply:

1. The raffle must be legal and conducted in compliance with all federal, state, county, and city laws or ordinances. In other words - the raffle of an alcoholic beverage or firearm must be legal.
2. All required licenses must be obtained.
3. The chapter unit must obtain a dispensation from the Women of the Moose International Headquarters if raffle tickets will be sold to the public and all net proceeds are not going to a specified charity or community service fund-raiser.
4. The lodge must obtain a dispensation from the General Governor if the chapter sells raffle tickets to the public on lodge property or during a lodge sponsored activity.
5. Only two (2) raffle fund-raisers involving the public may be conducted in a single calendar year if *any* of the proceeds go to the fraternal unit (other than reimbursement of actual expenses). Note - There are no fraternal limits on the number of legal raffles a chapter may conduct involving sales to members only. There may limits established by local, state or provincial laws.
6. If *any* of the proceeds go to the fraternal unit, IRS regulations require that only volunteers may sell tickets or be involved in the raffle. No paid or compensated member or employee may participate, including volunteers who receive tips.
7. If the raffle is a community service activity, *all* net proceeds must be distributed to the charity, organization or needy individual(s) for which the raffle is conducted. A separate and complete record of each event should be kept on file. The file should include, but not be limited to: details of the event, an itemized financial record (including gross and net proceeds, costs, etc.) and the name, address, telephone number and tax ID or social security number of the organization or individual receiving the proceeds.
8. The chapter is responsible to determine if a federal wagering license is necessary and if the raffle requires the payment of federal wagering taxes.
9. The U. S. Postal Service should not be used to distribute raffle tickets.
10. It is the chapter's sole responsibility to know and comply with all tax withholding and reporting requirements. *The chapter could be held liable for all unpaid income taxes on raffle winnings, plus penalties and interest if the value of the raffled item exceeds a certain amount as determined by state and federal tax regulations.*
11. If the raffle includes firearms, the firearm must be disabled, no ammunition is allowed on lodge property, and the firing mechanism must be wrapped with tape or like material. The firearm can only be displayed in a location not accessible to members or patrons in the social quarters.

(For the protection of our tax-free status and Constitutional Right of Privacy)

"YOU ARE EITHER A MEMBER OR A GUEST!"

All active members of the Order shall be admitted to the social quarters of any lodge of the Loyal Order of Moose unless his or her privileges have been suspended in accordance with the laws of the Order.

Only the following persons may be admitted as a "qualified guest" into the social quarters or home of any lodge of the Order:

- A. An active lodge or chapter member's immediate family.
(Note - There are no limits on the number of times a qualified family member may be admitted as a guest unless he or she qualifies as a prospective member of the person signing them into the social quarters.)
- B. The lady friend of an active lodge member or the gentleman friend of an active chapter member. (Note -There are no limits on the number of times a qualified lady friend or gentleman friend may be admitted as a guest.)
- C. A prospective member is defined as any guest that is accompanied by a member who can sponsor them for membership in the Order. As permitted by the House Committee, a prospective member may be admitted subject to the following:
 - 1. The prospective member is accompanied at all times by his or her sponsor.
 - 2. The prospective member is properly signed in as a guest.
 - 3. The prospective member shall not make purchases.
 - 4. The prospective member shall leave when his or her sponsor leaves.
 - 5. The prospective member shall be limited to two (2) visits.

All adult guests must be signed in the guest book and leave when the member leaves. Members are responsible for the conduct of their guests. The term "guest" includes non-member spouses. An inactive member (i.e., in arrears on payment of dues but not dropped) may not enter any lodge, even as a guest.

Only members of the Order, whose active membership has been verified, are permitted to make purchases. Unless prohibited by local law, the sale of refreshments to qualified minor family guests is permitted. It is the responsibility of the House Committee to ensure that all persons entering the lodge home and social quarters are either active members or qualified guests. It is recommended that the House Committee adopt a method of distinguishing members and guests to prevent guests from inadvertently making purchases.

Before making a purchase each day, each member should display his or her membership card. Each member of the Order shall submit proof of membership when requested by any member of the House Committee or its authorized person. Approved applicants for membership, prior to enrollment and becoming a member shall not make purchases.

The House Committees must provide key cards to all active members of the lodge and chapter, if the lodge uses such a system. The House Committee may charge a reasonable fee to recoup the costs of the key cards.

Using the social quarters for any lodge or chapter community service activity is prohibited unless prior approval is obtained from the General Governor.

These admission rules do not change the authority of the House Committee as provided by Sections 48.1 and 48.9 of the General Laws. Sections 28.8 and 50.3 provide information regarding suspended and expelled members, and undesirable individuals. Expelled members shall not enter any lodge or social quarters as a guest or otherwise except by dispensation of the General Governor.

THE PRIVATE POLICY continued

Gentlemanly/ladylike and orderly conduct is required of all persons at all times. The House Committee is required by the laws of the Order to enforce all rules and regulations and maintain proper decorum. Indecent, profane, violent or other inappropriate conduct is absolutely prohibited. A member's social privileges in a lodge may be suspended by the House Committee of the lodge pending a hearing and final decision of the House Committee in accordance with Section 48.9.

The House Committee determines social quarters hours. At the hours designated for closing, all persons shall vacate the social quarters. The admission of minors is subject to compliance with all local laws and according to rules established by the House Committee.

No illegal activity shall take place in the social quarters at any time. Any member other than a law enforcement officer in the line of duty possessing an unapproved firearm or other deadly weapon on lodge property shall be expelled unless the General Governor has granted an exemption.

The Supreme Council may adopt additional rules and regulations for the operation of social quarters by Moose lodges and these rules and regulations shall be effective as provided in the written action of the Supreme Council.

**Questions concerning the Private Policy should be directed to the General Governor.
Phone: (630) 966-2207, Fax: (630)-966-2208, E-mail: sgreene@mooseintl.org**

NOTES
