

Checklist
Disposal of Lodge Assets
(Personal Property)
and
Withdrawal of Savings

Please provide the following information:

1. Reasons for disposal of personal property/withdrawal of savings or CDs.
2. Liabilities, including total amount due Moose International.
3. List items of personal property/amount of savings that is going to be disposed/withdrawn.
4. Itemization of how proceeds will be disbursed. Include total amount due Moose International. Provide copies of invoices, bids, or bills.
5. Original "**Disposal of Lodge Assets Resolution**" (Completed with signatures, date & seal) after adoption by the membership at a **special** lodge meeting. A dollar amount must be included in the resolution as approved by lodge membership.
6. A copy of the special meeting notice sent to membership advising them of the action to be taken.
7. A copy of the special meeting minutes signed by Governor and Administrator.

The purpose of the General Governor's office is to ensure compliance with the General Laws of the fraternity. It is neither expressed nor implied that the General Governor's office renders legal advice. It is strongly recommended the lodge retain local counsel to advise the lodge on all legal matters.