



DISCIPLINARY CHARGE FORM INSTRUCTIONS

Enclosed is a disciplinary charge form for your use in preferring fraternal disciplinary charges as allowed by the General Laws of the Loyal Order of Moose. Please use a separate form for each member you are charging, and one form for each violation. Therefore, if you are charging one member with three violations, you will need three forms. However, you may use one form and attach a sheet with each charge specifically identified (i.e., Charge #1, Charge #2, etc.).

You may use one form if you are filing one identical charge against one or more members. The form may need to be amended to include sufficient space to list the Accused's name, MID#, Lodge name and Lodge number. Be sure to fill out the forms completely - do not leave blank spaces. Disciplinary proceedings begin with Chapter 53. You should read and be familiar with all chapters, especially Chapter 56. Remember:

1. All parties must be good standing members of the Order.
2. Under Chapter 56, men cannot file charges against women and women cannot file charges against men unless a dispensation has been obtained from the General Governor.
3. The charges shall state explicitly:
 - a. The nature and character of the offense.
 - b. The location of the offense.
 - c. The date and time of the offense.
 - d. The law or policy violated.
 - e. Any other available relevant information to inform the accused of the charges.
4. The Accuser has the burden of proof.
5. Counsel representing any party must be a member in good standing.
6. The costs incidental to the trial (which can be significant) are paid by the lodge/chapter (as applicable), but the Commissioner may order the Accuser(s) and/or Accused to reimburse the lodge/chapter in whole or part.
7. You must use the August 2007 edition of the General Laws (light blue in color).
8. Disciplinary charges are not filed with the Board of Officers or House Committee. House Committee proceedings are separate and distinct from disciplinary charges. Disciplinary proceedings should not be disclosed or discussed in board meetings.
9. ***Disciplinary proceedings are confidential!***

If you have any questions, please feel free to call our office at 1-630-966-2207.

General Governor's Office
Moose International