



## **The General Laws**

### **The Constitution and By-laws of Moose International and the Supreme Lodge of the Loyal Order of Moose**

*In Force and Effect as of  
July 1, 2014*

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## **Purposes of the Order**

Moose International, Incorporated, hereinafter referred to as Moose International, a corporation, existing by virtue of the laws of the State of Indiana, does hereby ordain and establish this Constitution for itself and for the Supreme Lodge.

The principle purpose for which the Supreme Lodge and Moose International are formed is to act as a governing body and as a headquarters or corporate structure, respectively, for a system of fraternal and charitable Lodges of the Loyal Order of Moose and Chapters of the Women of the Moose, along with other units and degrees, to be known in the aggregate as Moose International, in all matters which may be best administered by one governing body or by one corporate structure. Moose International may have, hold, own, purchase, pledge, mortgage, sell, and exchange such real and personal property as may be necessary and convenient in carrying out the purpose of the Supreme Lodge and of the Order.

The purposes of the fraternal and charitable lodges, chapters, and other units are to:

- Unite in the bonds of fraternity, benevolence, and charity, all acceptable persons of good character.
- Educate and improve their members and the families of their members, socially, morally, and intellectually.
- Assist their members and their families in time of need.
- Aid and assist the aged members of lodges, chapters and their spouses.

- Encourage and educate their members in patriotism and obedience to the laws of the country in which the lodge, chapter or other units exist.
- Encourage tolerance of every kind.
- Render particular service to children in need by the operation of one or more vocational, educational institutions of the type and character of the institution now called "Mooseheart", and located at Mooseheart, in the State of Illinois.
- Serve aged members and/or their spouses at one or more institutions of the character and type of the place called "Moosehaven", located at Orange Park, in the State of Florida.
- Create and maintain foundations, endowment funds, trust funds and subsidiary or related corporations, whether non-profit or for profit, for the purpose of carrying on, aiding and assisting the charitable and philanthropic enterprises heretofore mentioned. Moose International may, as appropriate, act as a member, shareholder, or trustee in the administration of such foundations, endowment funds, trust funds, and corporations.

## **ARTICLE I**

### **Rules and Regulations**

The Constitution, the General Laws and the rituals shall be the official rules and regulations governing Moose International and the Supreme Lodge. The laws enacted by the Supreme Lodge for the operation of member lodges and for the management and operation of all other units of the Order within the structure of

the Supreme Lodge and subject to these rules and regulations, shall be the law of the member lodges, state and provincial associations, chapters, degrees and other units that may be established from time to time.

The member lodges of the Order are the sole power and authority of the governing body, known as the Supreme Lodge, subject to the Constitution and General Laws.

## **ARTICLE II**

### **Composition of Supreme Lodge**

The Supreme Lodge shall be and is composed of the Past Supreme Governors, members of the Supreme Council, the Supreme Lodge officers, Supreme Lodge committeemen, Past Governors and representatives of member lodges to the Supreme Lodge. Each Supreme Lodge member, as herein defined, shall be entitled to one (1) vote, and except as otherwise herein defined, the majority shall rule.

Voting by proxy is prohibited, and regardless of the number of positions one member may hold, a member is limited to one (1) vote.

## **ARTICLE III**

### **Representatives**

Each member lodge shall be entitled to two (2) representatives, who are in active in their lodges as shown by the approved April 30 Certified Report to Moose International. The Governor and Administrator of each member lodge should be the lodge's representatives to the Supreme Lodge during their terms of

office. Representatives shall be selected in the manner provided by the General Laws.

## **ARTICLE IV**

### **The Structure of the Order as a Whole**

The Order shall be constituted as follows:

- (a) Supreme Lodge.
- (b) Member lodges of the Loyal Order of Moose that possess charters legally granted by the Supreme Lodge which have not been suspended, surrendered or revoked.
- (c) Member chapters of the Women of the Moose that possess charters legally granted by the Supreme Lodge which have not been suspended, surrendered or revoked.
- (d) Units or degrees, (by whatever name called) as may be authorized by the General Laws or the Supreme Lodge.

## **ARTICLE V**

### **Honors of the Loyal Order of Moose**

The honors of the Loyal Order of Moose shall be as follows:

- (a) Past Supreme Governor - This honor shall be attained by every Supreme Governor who has been elected or appointed to the position, as provided by law or has had the honor conferred upon him by action of the Supreme Lodge.



- (b) Past Governor - This honor shall be attained by every Governor who has served at least six (6) months, to the end of his official term, or who has had the honor conferred upon him pursuant to the laws of the Order.
- (c) Past Director General – This honor may only be attained by service to the Order as Director General and conferred upon him by action of the Supreme Lodge.

## **ARTICLE VI**

### **Degrees of the Order**

The higher degrees of the Loyal Order of Moose shall be the "Moose Legion Degree of Service", "Fellowship Degree of Honor" and "Pilgrim Degree of Merit". Membership in a higher degree of the Loyal Order of Moose is at all times conditioned upon the degree holder being in active in a lodge and all lesser degrees. The "Moose Legion" is the degree of service. All legislative, executive and judicial authority for the government of the Moose Legion is vested in the Supreme Council. The higher degrees of the Women of the Moose shall be "Academy of Friendship", "Star Recorder" and "College of Regents".

## **ARTICLE VII**

### **Supreme Lodge Officers**

The Supreme Lodge Officers shall be: Director General, Junior Past Supreme Governor, Supreme Governor, Supreme Junior Governor, Supreme Prelate, eight (8) Supreme Councilmen, Chief Financial Officer, General Governor, Director of Membership, and such additional officers as may be authorized by the Supreme

Council. These officers shall be elected or appointed in the manner provided by law, and hold their office for the term fixed by law, or until their successors have been duly elected or appointed and installed. All Supreme Lodge Officers shall be Past Governors in (active) in their respective lodges.

## **ARTICLE VIII**

### **Branches of Government**

The Supreme Lodge shall consist of three (3) branches of government: a legislative branch, an executive branch and a judicial branch.

- (a) The legislative branch of the Order shall be the Supreme Lodge. The Boards of Directors of Moose International and subsidiary or related corporations shall be comprised of members of the Order as provided by the General Laws.
- (b) The executive branch of the Order shall be comprised of the Director General, the Supreme Governor and the Supreme Council.
- (c) The judicial branch of the Order shall be comprised of the Supreme Forum, the General Governor and the Judiciary Committee.

## **ARTICLE IX**

### **Supreme Council**

The Supreme Council shall consist of not less than nine (9) or more than thirteen (13) members, including the following five (5) officers, who shall serve on

the Supreme Council during the terms of their respective offices: The Director General, the Junior Past Supreme Governor, the Supreme Governor, the Supreme Junior Governor and the Supreme Prelate. The remaining members of the Supreme Council shall be elected in the manner provided by the General Laws.

- (a) The Supreme Council shall be the Board of Directors of the corporation known as Moose International, existing pursuant to the laws of the State of Indiana.
- (b) The Directors shall have full management of the affairs of the corporation in accordance with the laws of the State of Indiana and the by-laws of the corporation.
- (c) The Board of Directors shall elect as officers of the corporation a President, one or more Vice Presidents, a Secretary and a Treasurer.

## **ARTICLE X**

### **Director General**

There shall be a Director General, who shall be the Chief Executive Officer of Moose International. The Supreme Council is authorized and directed to annually appropriate all necessary funds for compensation, expenses, and upkeep of this office.

## **ARTICLE XI**

### **Adoption - Repeal - Effect, Constitution and General Laws**

The laws of the Order, relating to the member lodges, not in conflict with this Constitution and the General Laws as adopted shall remain and continue in full force and effect. Any provision of the laws or other legislative action which are in conflict with this Constitution and the General Laws as adopted, to that extent are repealed.

## **ARTICLE XII**

### **Amendments to the Constitution and General Laws**

Proposed amendments to this Constitution and General Laws must be filed with the General Governor at least ninety (90) days prior to the Supreme Lodge meeting. At least sixty (60) days prior to the Supreme Lodge meeting, the General Governor shall submit the proposed amendment or amendments to the Judiciary Committee for its action thereon. At least thirty (30) days prior to the Supreme Lodge meeting, the General Governor shall send a certified copy of the proposed amendments approved by the Supreme Council to all Supreme Lodge Officers and the Administrator of each member lodge.

At the next meeting of the Supreme Lodge, if there has been compliance with this article, the proposed amendments shall be contained in the report of the Judiciary Committee to the Supreme Lodge. Upon the report of the Judiciary Committee being approved by a two-thirds (2/3rds) majority of the eligible members present and voting, the amendment(s) shall be declared adopted and effective on the first day of the month following the close of the International Convention unless otherwise provided.

# General Laws of the Supreme Lodge

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## By-Laws of Moose International, Inc. and General Laws of the Supreme Lodge

### Chapter 1 - Rules and Regulations

**Sec. 1.1 - Rules and Regulations** - These laws shall be known as the "By-Laws" of Moose International and the "General Laws" of the Supreme Lodge, and unless otherwise provided, all amendments shall become effective on the first (1st) day of the month following the adjournment of the annual meeting of the Supreme Lodge.

**Sec. 1.2 - Authority for Operation** - The member lodges of the Order are the sole power and authority of the governing body, known as the Supreme Lodge, subject to the Constitution and General Laws.

**Sec. 1.3 - Grandfather Clause** - No contractual or other obligation of Moose International, or the Supreme Lodge now existing, nor any right privileged thereunder that has previously been entered into or acquired shall be affected by any amendment to, revision of, or addition to the General Laws. All laws heretofore established shall have full force and effect and current revisions, amendments, deletions and additions shall not affect any obligation due Moose International or the Supreme Lodge by any member lodge, unit, or member operating under previous General Laws. Nothing herein contained shall abridge the right of the Supreme Lodge to adopt laws, policies, rules and regulations affecting member lodges, units and members.

## **Chapter 2 - General Definitions**

**Sec. 2.1 - Moose International** - The words "Moose International" shall mean the corporation of that name, organized and existing pursuant to the Laws of the State of Indiana. The principle business of the corporation is to act as the headquarters for the system known in the aggregate as Moose International, in matters of common interest to all lodges and chapters, so there may be uniformity of operation in all matters pertaining to the lodge and chapter system.

**Sec. 2.2 - Supreme Lodge** - The words "Supreme Lodge" shall be as defined in Article II of The Constitution of Moose International, Inc. and The Supreme Lodge.

**Sec. 2.3 - Order** - The word "Order" as used in these laws, and generally as used in the literature of Moose International, shall mean in the aggregate, all things existing and conducted by member lodges and chapters including the Supreme Lodge, Loyal Order of Moose, Women of the Moose, and all things in any way pertaining thereto, and does not signify any legal entity of any kind.

**Sec. 2.4 - Mooseheart** - The word "Mooseheart", as used herein, shall mean the educational, vocational and philanthropic enterprise created, fostered and maintained by Moose International or a related or subsidiary corporation, and now located at Mooseheart, Illinois, the title of which stands in the name of Moose International, a corporation or a subsidiary or related corporation.

Residence at Mooseheart for any child shall be subject to rules and regulations prescribed by the Mooseheart Board of Directors. Residence may be terminated at any time, at the discretion and direction of the Admissions and Demissions Committee appointed by the Mooseheart Board of Directors.

**Sec. 2.5 - Moosehaven** - The word "Moosehaven", as used herein shall mean the philanthropic residence created, fostered and maintained by Moose International or a related or subsidiary corporation, now located at Moosehaven, Orange Park, Florida, title of which stands in the name of Moose International, a corporation or a subsidiary or related corporation.

Residence at Moosehaven for any eligible member and/or their spouse shall be subject to rules and regulations prescribed by the Moosehaven Board of Directors.

**Sec. 2.6 - Moose** - Subject to the qualifications of membership as defined in Section 28.1, the word "Moose", as used in these laws, shall mean the members of the lodges and chapters of the Loyal Order of Moose and the Women of the Moose.

**Sec. 2.7 - Lodge** - The word "lodge", as used in these laws, shall mean a group of Loyal Order of Moose members, legally chartered as a unit of the Order, to which there has been assigned a lodge name and number.

**Sec. 2.8 - Chapter** - The word "chapter", as used in these laws, shall mean a group of Women of the Moose members, legally chartered as a unit of the Order, to which there has been assigned a chapter name and number.

**Sec. 2.9 - Charter** - "Lodge Charter", as used in these laws, shall mean the certificate issued over the signature of the Supreme Governor and General Governor, certifying that certain qualified individuals at some given place have complied with the requirements of the laws, for the organization and institution of a lodge of the Loyal Order of Moose. "Chapter Charter", as used in these laws, shall

mean the certificate issued over the signature of the Grand Regent and Grand Chancellor, certifying that certain qualified individuals at some given place have complied with the requirements of the laws, for the organization and institution of a chapter of the Women of the Moose.

**Sec. 2.10 - Annual International Convention** - The words, "Annual International Convention", as used in these laws are defined as the Annual Meeting of the Supreme Lodge, Annual International Conference of the Women of the Moose and Annual International Conference of the Moose Legion, who will meet for a session or a series of sessions for the transaction of business.

**Sec. 2.11 - Loyal Order of Moose** - The words "Loyal Order of Moose", as used in these laws, shall refer to the system of lodges.

**Sec. 2.12 - Women of the Moose** - The words "Women of the Moose", as used in these laws, shall refer to the system of chapters.

**Sec. 2.13 – Active Member** – The words, “active member” as used in these laws, shall be defined as a member whose dues are current.

### **Chapter 3 - Seal, Emblems, and Observances**

**Sec. 3.1 - Moose International Seal** - Moose International shall have a metal seal, circular in form, with the words "Moose International" about the periphery, and in the center of the surface above the imprinted date of incorporation shall be an imprint of a standing Moose. It shall be kept in the custody of the corporate secretary and be used in authenticating any documents requiring official attestation.



**Sec. 3.2 - Moose Emblem** - The silhouette of the standing sculptured moose, including the base upon which it stands, located at Centennial Plaza, Mooseheart, Illinois shall be the emblem of the Order. The head of a moose, in semi-profile position, so arranged that the antlers form the outlines of the letters "L.O.O.M." projecting through a red circle on which are the words, "Loyal Order of Moose" and the letters "P.A.P." (Purity-Aid-Progress) shall be the former emblem of the Order, and continued use is allowed, providing a change would incur excessive expense or otherwise be impractical.

**Sec. 3.3 - Moose Legion Emblem** - The emblem of the Moose Legion, the Degree of Service, shall be as authorized by the Supreme Council.

**Sec. 3.4 - Fellowship Emblem** - The emblem of the Fellowship Degree of Honor shall be as authorized by the Pilgrim Council.

**Sec. 3.5 - Pilgrim Emblem** - The emblem shall be as authorized by the Pilgrim Council.

#### **Chapter 4 - General Provisions**

**Sec. 4.1 - Charters** - Moose International shall furnish a charter to each lodge and chapter legally instituted and in good standing.

**Sec. 4.2 - Granting of Authority** - The Supreme Lodge shall delegate to lodges, chapters, degrees and other units of the Order now existing or hereafter created, such authority as determined appropriate by the Supreme Council.

**Sec. 4.3 - Expense Allowance** - Supreme Lodge officers, committee members and board members, when away from their homes on authorized business, may

be reimbursed for their expenses, not to exceed governmental expense guidelines for housing and meals, along with mileage or actual transportation expense as authorized by the Supreme Council.

**Sec. 4.4 - Honors** - For special services rendered, the Supreme Lodge, when in session, may confer the honor of Past Supreme Governor upon any active Past Governor who is a member of a lodge in good standing.

**Sec. 4.5 - Rituals** - The principles, goals and ideals of the Order shall be exemplified in rituals approved by the Supreme Council. Rituals shall be used in various ceremonies and enrollments as authorized and directed by the Supreme Council.

**Sec. 4.6 - Supplies** - Only official supplies and paraphernalia authorized by the Supreme Council and purchased through the Catalog Sales Department at Moose International, may be worn or used by members of the lodges, units, degrees, chapters, etc. The preceding does not include the Pilgrim and Fellowship Degrees, which are under the jurisdiction of the Pilgrim Council. The General Governor may authorize unofficial supplies, articles, items and clothing created or used by members when not in conflict with the General Laws. Unless otherwise allowed, all official supplies of the Order shall be purchased through the Catalog Sales Department at Moose International.

## **Chapter 5 - Powers of Moose International**

**Sec. 5.1 - To Define Duties and Responsibilities** - Moose International shall perform all duties as are usually performed by corporate headquarters of similar

corporations, in matters of common interest to all lodges, chapters and other units of the Order so there may be uniformity of operation in matters pertaining to the lodge and chapter system.

**Sec. 5.2 - To Act as Member, Shareholder or Trustee** - Moose International may act as a member, shareholder, or trustee, or appoint trustees, of any foundations, endowment funds, trust funds and subsidiary or related corporations whether non-profit

or for profit and may establish the same for charitable, educational, benevolent, or any other purpose for which the Order is created.

**Sec. 5.3 - Authority of the Corporation** - Moose International shall act as the corporate entity representing the system of lodges and chapters. The corporation shall represent the corporate interests of the lodge and chapter system wherever the fraternity may operate.

**Sec. 5.4 - To Observe the General Laws** - The General Laws and Constitution are the power and authority enabling Moose International to act on behalf of or at the direction of the lodges, the Supreme Lodge, the chapters, and all other units and degrees of the Order.

## **Chapter 6 - Board of Directors -**

### **Mooseheart Child City & School, Inc.**

**Sec. 6.1 - Creation and Duties** - The Mooseheart Board of Directors shall consist of not less than three (3) nor more than nine (9) members.

The Board of Directors shall be comprised of active members of the Order. One (1) director shall be the Director General and one (1) shall be the Supreme Governor. The sole member shall elect the remaining directors.

The Mooseheart Board of Directors shall have authority to administer and govern the affairs of Mooseheart. They shall elect corporate officers as they deem proper.

**Sec. 6.2 - Elections** - Other than the Director General and the Supreme Governor, the members of the Board of Directors are elected by the sole member of the corporation (which shall be Moose International, Inc.). Any director may, by notice in writing to the board, resign at any time. The sole member, with or without cause, may remove any director from office at any time.

**Sec. 6.3 - Terms of Office** - Each director shall hold office for a term of one (1) year. Each director shall serve until his successor is elected and qualified, unless the office has been previously declared vacant due to resignation, removal from office or death. Directors shall be elected at the corporation's annual meeting. If an annual meeting is not held or directors are not elected at the annual meeting, they may be elected at a special meeting held for that purpose. The term "year" shall mean the period from one annual meeting until the close of the next annual meeting. If a director is elected at a special meeting, a "year" shall mean the period from the special meeting until the close of the next annual meeting.

**Sec. 6.4 - Admission Regulations & Rules** - The Mooseheart Board of Directors shall make rules and regulations as they deem proper for the admission of children to Mooseheart. They shall prescribe the terms and conditions under which any

child may reside at Mooseheart. They shall have complete authority to determine in each case who shall be admitted to Mooseheart and the conditions under which any person may reside at Mooseheart.

The board shall determine the terms and conditions of contracts to be entered into between Mooseheart and any surviving parent or legally appointed guardian of any child for the admission to Mooseheart of such child, for the conditions of its residence at Mooseheart and for the termination of the residence at Mooseheart of any child. They shall require the appointment by a competent court of a guardian of the person of any child seeking admission to Mooseheart unless there is a surviving parent to act for the child. The board may delegate the review, determination and sufficiency of admission procedures, contracts and the appointment of guardians for minor residents of Mooseheart to an Admissions and Demissions Committee.

## **Chapter 7 - Board of Directors - Moosehaven, Inc.**

**Sec. 7.1 - Creation and Duties** - The Moosehaven Board of Directors shall consist of not less than three (3) nor more than nine (9) members. The Board of Directors shall be comprised of active members of the Order. One (1) director shall be the Director General and one (1) shall be the Supreme Governor. The sole member shall elect the remaining directors.

The Moosehaven Board of Directors shall have authority to administer and govern the affairs of Moosehaven. They shall elect corporate officers, as they deem proper.

**Sec. 7.2 - Elections** - Other than the Director General and the Supreme Governor, the members of the Board of Directors are elected by the sole member of the corporation (which shall be Moose International, Inc.). Any director may, by notice in writing to the board, resign at any time. The sole member, with or without cause, may remove any director from office at any time.

**Sec. 7.3 - Terms of Office** - Each director shall hold office for a term of one (1) year. Each director shall serve until his successor is elected and qualified, unless the office has been previously declared vacant due to resignation, removal from office or death. Directors shall be elected at the corporation's annual meeting. If an annual meeting is not held or directors are not elected at the annual meeting, they may be elected at a special meeting held for that purpose. The term "year" shall mean the period from one annual meeting until the close of the next annual meeting. If a director is elected at a special meeting, a "year" shall mean the period from the special meeting until the close of the next annual meeting.

**Sec. 7.4 – Admission Regulations & Rules** – The Moosehaven Board of Directors shall make rules and regulations for the admission of members to Moosehaven, and prescribe the terms and conditions under which members and/or their spouses may be admitted to Moosehaven. They shall determine the terms and conditions of contracts to be entered into between Moosehaven and any member or person residing there, and for the termination of the residence at Moosehaven of any person.

## **Chapter 8 - Board of Directors -**

### **Moose Foundation, Inc.**

**Sec. 8.1 - Creation** - The number of directors of the corporation shall be equal to twice the number of "Beneficiary Organizations" of the corporation, as defined in the Articles of Incorporation of The Foundation less one (1). Each of the Beneficiary Organizations shall be entitled to nominate one (1) individual to be elected as a director. Any one such director may be referred to as a "Beneficiary Director". The remaining directors, referred to as "Independent Directors", shall be nominated by the current Board of Directors. To be nominated as a Beneficiary Director or as an Independent Director, an individual must be an active member of The Supreme Lodge of the Loyal Order of Moose or be an active member of the College of Regents of the Women of the Moose. The nominee shall not be currently serving in any capacity as a director, officer or employee of Moose International, Inc. or any related foundation, endowment fund, trust or subsidiary. To serve as an Independent Director, an individual must have previously served as a member of the Supreme Council (the Board of Directors of Moose International), as an officer of Moose International as a Grand Chancellor of the Women of the Moose, or as a member of the Grand Council of the Women of the Moose. The directors of each class shall be elected from nominations for that class by the currently serving directors of the corporation at the annual meeting.

The Board of Directors shall have the authority to administer and govern the affairs of the corporation. They shall elect corporate officers as they deem proper.

**Sec. 8.2 - Term of Directors** - Each director shall serve a term of one (1) year until his successor is elected and qualified, unless the office has been previously declared vacant due to resignation, removal from office or death.

**Sec. 8.3 - Duties of Directors** - The corporation is organized exclusively for charitable, educational and scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended from time to time (hereinafter the "Code"). The corporation is organized and shall operate exclusively to benefit, support and carry out the purposes of one or more beneficiary organizations, including but not limited to: Moose Charities, Inc., Mooseheart Child City & School, Inc., and Moosehaven, Inc. The determination, amount and nature of any distributions made to, or on behalf of, any person or entity shall be within the sole discretion of the corporation's Board of Directors. The Board of Directors may terminate or modify any established pattern of distributions or course of dealing regarding the funds of the corporation or any beneficiary organization.

## **Chapter 9 - Board of Directors -**

### **Moose Charities, Inc.**

**Sec. 9.1 - Creation and Duties** - The Moose Charities Board of Directors shall consist of not less than three (3) nor more than nine (9) members. The Board of Directors shall be comprised of active members of the Order. One (1) director shall be the Director General and one (1) shall be the Supreme Governor. The sole member shall elect the remaining directors.



The Moose Charities Board of Directors shall have power to administer and govern the affairs of Moose Charities, Inc. They shall elect corporate officers as they deem proper.

**Sec. 9.2 - Elections** - Other than the Director General and the Supreme Governor, the members of the Board of Directors are elected by the sole member of the corporation (which shall be Moose International, Inc.). Any director may, by notice in writing to the board, resign at any time. The sole member, with or without cause, may remove any director from office at any time.

**Sec. 9.3 - Terms of Office** - Each director shall hold office for a term of one (1) year. Each director shall serve until his successor is elected and qualified, unless the office has been previously declared vacant due to resignation, removal from office or death. Directors shall be elected at the corporation's annual meeting. If an annual meeting is not held or directors are not elected at the annual meeting, they may be elected at a special meeting held for that purpose. The term "year" shall mean the period from one annual meeting until the close of the next annual meeting. If a director is elected at a special meeting, a "year" shall mean the period from the special meeting until the close of the next annual meeting.

## **LEGISLATIVE BRANCH OF THE ORDER**

### **Chapter 10 - Conventions**

**Sec. 10.1 - Annual International Conventions** - An Annual International Convention shall be held each year at a place and on dates and times as determined by the Supreme Council, at which legislation may be enacted.

**Sec. 10.2 - Presiding Officer** - The presiding officer, at any meeting of the Supreme Lodge, shall be the Supreme Governor, followed in order by the Supreme Jr. Governor and the Supreme Prelate. However, the presiding officer may yield his gavel to the Director General as he may deem fit and proper and, when so acting, the Director General shall exercise all power of the presiding officer.

**Sec. 10.3 - Quorum of an International Convention** - One hundred (100) members of the Supreme Lodge shall constitute a quorum for transaction of business at any duly authorized session and provided an authorized officer shall be present to preside.

**Sec. 10.4 - Proceedings** - The proceedings of the International Convention shall be kept. The official record shall be published and provided to each lodge, and to any Past Governor or Representative in attendance who makes a written request prior to the close of the convention.

**Sec. 10.5 - Order of Business** - The Annual International Convention shall adopt as its order of business any or all lawful recommendations of the Rules and Order Committee, subject to prior approval of the Supreme Council.

**Sec. 10.6 - The Decision of the Presiding Officer** - The Supreme Governor, or any other duly authorized presiding officer, shall announce the decision of the Supreme Lodge upon all subjects; he may speak upon "points of order" in preference to other members; and he may decide "points of order" without debate, subject, however, to an appeal to the Supreme Lodge by any two ((2) members.

No member shall speak more than once upon such appeal, nor upon any matter before the Supreme Lodge, without the presiding officer's approval. Members shall not, while attending the Supreme Lodge session, indulge in personalities, indecorous language, or upon the political, religious or social affiliations of its members.

**Sec. 10.7 - Majority Vote** - Unless otherwise stated herein, the majority shall rule on all matters of the Supreme Lodge.

**Sec. 10.8 - Parliamentary Law** - Robert's Rules of Order (Newly Revised Edition) shall govern all proceedings of the Supreme Lodge while in session and decide all points of order when not otherwise provided for by the General Laws.

## **Chapter 11 - Powers of Supreme Lodge**

**Sec. 11.1 - To Authorize and Empower Moose International** - The Supreme Lodge shall authorize Moose International to act as headquarters for the system of member lodges and chapters. Moose International shall act in matters of common interest to all lodges, chapters and other units of the Order so there may be uniformity of operation in all matters pertaining to the lodge and chapter system and as otherwise provided for in these General Laws. The powers of the Supreme Lodge as enumerated herein are exercised through Moose International as provided in Chapter 5.

**Sec. 11.2 - To Define Offenses and Enforce Penalties** - The Supreme Lodge shall be the judge of the election and qualification of its members. It shall have the power to define the offenses of any member, lodge, chapter or unit of the Order,

make provisions for the hearing and trial of charges as may be prescribed by law and for the enforcement of all judgments and penalties invoked.

**Sec. 11.3 - To Define Duties** - The Supreme Lodge shall have power to define the powers and duties of all its officers, boards and committees, or bodies operating in its name.

**Sec. 11.4 - Institution of Member Lodges** - The Supreme Lodge shall authorize the institution of member lodges and chapters, and empower the General Governor and Grand Chancellor, respectively, to issue dispensations and charters for new lodges and chapters. The Supreme Lodge shall also provide for the suspension or forfeiture of charters, as authorized by the laws of the Order.

**Sec. 11.5 - To Create and Operate all Units and Degrees** - The Supreme Lodge shall provide for the operation of the Loyal Order of Moose, Women of the Moose, and other functioning units and activities for the furtherance of the purposes of the Order.

**Sec. 11.6 - To Enact and Amend the General Laws** - The Supreme Lodge shall enact all necessary and proper laws for carrying into effect the powers and purposes of the Supreme Lodge or any department or officer thereof. Enacted laws shall take effect as of the first (1st) day of the month following their enactment, unless otherwise provided, and shall be of general application and be called General Laws.

## **Chapter 12 - Election of Supreme Lodge Officers**

**Sec. 12.1 - When Elected** - Subject to the provisions of Article VII of the Constitution and Section 19.2 (c), the elected and appointed officers of the Supreme Lodge shall be elected or appointed at the Annual International Convention for the term fixed by law. No member shall hold more than one (1) elective office at the same time.

**Sec. 12.2 - How Nominated and Elected** - The nomination and election of elective officers shall be as herein provided. The nominations, election and installation of officers shall be as provided for by the Rules and Order Committee's report, as approved by the Supreme Council and adopted at each annual International Convention. In all cases of election, the votes of the majority of those members of the Supreme Lodge voting shall elect. When only one (1) candidate for each office has been nominated, the members of the Supreme Lodge voting, following an appropriate motion and second, by majority action, may order any member of the Supreme Lodge to cast a unanimous ballot for all offices. In case of a tie for any office, the voting shall continue until a choice shall have been made. The three (3) candidates receiving the highest number of votes on the first vote shall be the only candidates voted on the second vote and on a third vote, if necessary, the candidate receiving the lowest vote on the second vote shall be dropped.

**Sec. 12.3 - Terms of Office** - The terms of the Supreme Governor, Supreme Junior Governor, and Supreme Prelate shall be for one (1) year. The terms of the remaining Supreme Councilmen shall be for four (4) years; provided, however,

that four (4) Councilmen shall be elected at each convention held in the odd number years. The terms of all Supreme Lodge Officers shall commence on the first (1st) day following their installation unless a different date has been determined by the Supreme Council.

**Sec. 12.4 - Election Conduct** - No candidate for any Supreme Lodge office shall be permitted in any place or manner to campaign for election by the distribution of any letters or other written materials or through any electronic media. Providing a letter and resume' to the Director General or Supreme Council shall not be considered campaigning. Any candidate violating this section or permitting this section to be violated by others on his behalf shall, upon being found guilty by the Supreme Forum, be disqualified from holding any office for which he was a candidate. However, following an uncontested nomination, members, at an International Convention, may celebrate by appropriate demonstration.

### **Chapter 13 - Appointed Officers of Supreme Lodge**

**Sec. 13.1 - How and By Whom Appointed** - The Supreme Governor, with the consent of the Supreme Council, shall appoint the Supreme Sergeant-at-Arms, the Supreme Inner Guard, and the Supreme Outer Guard to serve for one (1) year. The terms of additional Supreme Lodge Officers as authorized by the Supreme Council and as provided in Article VII of the Constitution shall be determined by the Supreme Council.

## Chapter 14 - Supreme Lodge Committees and Duties

### Sec. 14.1 - Appointment and Number - The regular committees of the Supreme

Lodge shall be as follows:

- (a) Judiciary
- (b) Resolutions
- (c) Ritual
- (d) Credentials
- (e) Audit
- (f) Heart of the Community
- (g) Rules and Order
- (h) Government Relations
- (i) Activities
- (j) Communications
- (k) Loss Prevention
- (l) Special Committees (may be appointed as deemed necessary)

Unless otherwise specified herein, each of the above-named committees, excepting Credentials and State of the Order, shall consist of not less than three (3), nor more than ten (10) active members of the Order. The Supreme Governor with the advice and consent of the Supreme Council shall appoint all committees. All committees shall be appointed prior to the opening session of the convention at which they are to serve. The Supreme Governor shall appoint such other committees after the convening of the convention as the convention may order.

Unless otherwise stated, all committee appointments shall expire upon adjournment of the convention.

**Sec. 14.2 - Judiciary Committee** - The Judiciary Committee shall be a standing committee appointed by the Supreme Governor with the advice and consent of the Supreme Council. Each member shall be appointed for a period of two (2) years.

Before any proposed amendment or addition to the Constitution and General Laws may be submitted to any session of the Supreme Lodge, it must first be presented to the Judiciary Committee within the time period prescribed by Article XII of the Constitution of Moose International, Inc. and the Supreme Lodge. The Judiciary Committee shall review, consider and recommend the passage or rejection of all proposed amendments or additions to the Constitution and General Laws. Should the Judiciary Committee, by majority vote, elect not to recommend a proposed amendment, the chairman of the committee shall return the proposal to the submitting member with a letter stating that the proposal will not be recommended to the Supreme Council. A member receiving a returned proposal and letter from the chairman of the committee stating the proposal will not be recommended to the Supreme Council for adoption, may submit the rejected proposal to the Supreme Council for consideration. The Supreme Council shall consider the recommendations of the Judiciary Committee and any member submitting a proposed amendment not recommended by the Judiciary Committee and shall decide which proposed amendments or additions will be submitted for adoption at a session of the Supreme Lodge.



The Judiciary Committee shall also serve as the appellate tribunal for appeals from decisions of a Commissioner. The Judiciary Committee may, as part of its judgment on any appeal, assess costs as it deems appropriate. The General Governor shall not be a member of the Judiciary Committee and shall not participate in appeals, unless requested to make representations or to attend as an interested party by the Judiciary Committee. No member of the Judiciary Committee shall serve in appeals of any case in which he served as Commissioner. Any Judiciary Committee member shall have the right to withdraw from serving on any Appellate Tribunal upon a showing of good cause to the Chairman of the committee. Three (3) members of the Judiciary Committee shall constitute a quorum.

The members of the Judiciary Committee shall meet in the same city during the time the Supreme Lodge Convention is in session to address any proposed changes to the Constitution and General Laws, or as an Appellate Tribunal for any appeals from a lodge or from decisions from a Commissioner. Other meetings, for all purposes, may be held at the call of the Chairman of the Judiciary Committee, or the Director General, at the time and place designated in the notice thereof. The Chairman shall preside at each meeting except when he or the Director General designates some other member of the Judiciary Committee to preside.

**Sec. 14.3 - Resolutions Committee** - The Resolutions Committee shall carefully consider and recommend the passage or rejection of all proposed resolutions coming before the convention. No resolution may be offered from the floor of the

convention until it has been referred to the Resolutions Committee. If rejected by the committee, the resolution may not be presented on the floor of the convention.

**Sec. 14.4 - Ritual Committee** - The Ritual Committee shall conduct ritual competitions, adopt rules and regulations for competition and perform such other duties as the Supreme Council may direct. Each member shall be appointed for a period of two (2) years.

**Sec. 14.5 - Credentials Committee** - The Credentials Committee shall carefully examine all credentials presented by Supreme Lodge Officers, representatives and Past Governors, or referred to it, and file an accurate report with the Supreme Lodge.

**Sec. 14.6 - Audit Committee** - The Audit Committee (“the Committee”) of the Board of Directors (the “Supreme Council”) of Moose International, Inc. is charged with overseeing the quality and integrity of the company’s accounting, auditing and reporting practices, with the goal of ensuring (a) reliable and trustworthy policies and practices for accounting, financial reporting and disclosure, (b) an adequate system of internal financial controls, (c) compliance with applicable law concerning “excess benefit transactions”, and (d) compliance with applicable law and the company’s own policies concerning conflicts of interest, including “interested director transactions”.

**Sec. 14.7 – Heart of the Community** - The Heart of the Community Committee is a standing committee of the Supreme Lodge. The members of the committee shall be appointed by the Supreme Governor, subject to ratification and approval

by the Supreme Council. Each member shall be appointed for a period of two (2) years.

The Heart of the Community Committee shall supervise and encourage participation in community service by member lodges and their Heart of the Community Committees. At each International Convention the committee shall present suitable awards to those lodges whose achievements in such activities have been most outstanding during the preceding year.

**Sec. 14.8 - Rules and Order Committee** - The Rules and Order Committee shall meet prior to the annual opening session of the Supreme Lodge. Subject to prior approval of the Supreme Council, the committee shall propose for adoption the order of business for the convention.

**Sec. 14.9 - Government Relations Committee** - The Government Relations Committee shall be a standing committee, appointed by the Supreme Governor with the advice and consent of the Supreme Council. Each member shall be appointed for a period of two (2) years. The duty of the Government Relations Committee shall be to advise on matters that would affect or improve the fraternity.

**Sec. 14.10 - Activities Committee** - The Activities Committee shall be a standing committee, appointed by the Supreme Governor with the advice and consent of the Supreme Council. The duty of the Activities Committee shall be to coordinate and promote all international sporting events, family activities, social events and travel. Each member shall be appointed for a period of two (2) years.

**Sec. 14.11 - Communications Committee** - The Communications Committee shall be a standing committee, appointed by the Supreme Governor, with the

advice and consent of the Supreme Council. The duty of the Communications Committee shall be to consult with and advise designated Moose International staff regarding publications and electronic websites and issues relevant to the fraternity and perform such other duties and responsibilities as directed by the Supreme Council or the Director General. Each member shall be appointed for a period of two (2) years.

**Sec. 14.12 – Loss Prevention Committee** - The Loss Prevention Committee shall be a standing committee, appointed by the Supreme Governor, with the advice and consent of the Supreme Council. The Committee shall review incident and accident data, and risk potentials and make recommendations for actions required to prevent or reduce loss within the fraternity's lodges. Further, the Committee shall plan educational activities and assist in the coordination, support and execution of Moose International's Loss Prevention programs, and perform such other duties as directed by the Supreme Council or the Director General. Each member shall be appointed for a period of two (2) years.

**Sec. 14.13 - Special Committees** - Special Committees shall perform duties and responsibilities as authorized at the time of their appointment.

## **EXECUTIVE BRANCH OF SUPREME LODGE**

### **Chapter 15 - Director General**

**Sec. 15.1 - Director General** - The Director General shall have general power to direct and supervise all activities and enterprises of Moose International and the Supreme Lodge everywhere. He shall be furnished with any and all information

covering the operations and acts of all Supreme Lodge Officers, Corporate Officers, Boards, Committees, units, degrees, chapters, auxiliaries, foundations, endowment funds, trust funds and subsidiary or related corporations, now existing or hereafter created. He shall also be provided with all information relative to the acts or conduct of any individual or group acting or operating by authority of the Supreme Lodge or Moose International. The Director General, by virtue of his office, shall serve as a member of the Supreme Council as provided in Article IX of the Constitution. He shall have the right to appear at any meeting of any board or committee of the Supreme Lodge, or Moose International, and be heard on any relative matter.

## **Chapter 16 - Supreme Governor**

**Sec. 16.1 - Duties** - The Supreme Governor shall preside at, preserve order and enforce all rules at every session of the Supreme Lodge.

**Sec. 16.2 - Call Council Meetings** - Subject to compliance with the requirements of Section 20.1 (a), he may call such meetings of the Supreme Council as he deems proper in the interests of the Order and as the business of the Order necessitates.

**Sec. 16.3 - Attend Functions** - As the accredited representative of the Order, he shall attend meetings and social sessions of lodges and other gatherings held in the name of the Order and other occasions and functions as the Supreme Council may determine.

**Sec. 16.4 - Delegation of Authority** - He shall have the right to be present at a meeting of any body of the Order. He shall have the right to address such bodies on matters pertaining to the Order and give advice on the general condition of the Order. He may designate any other Supreme Lodge officer to make visits to lodges or appear at any function of a lodge as his representative.

**Sec. 16.5 - Report to Convention** - At each regular meeting of the Supreme Lodge, he shall submit a report covering his activities during its recess, together with any recommendations he deems proper.

**Sec. 16.6 - Appointments** - With the consent of the Supreme Council, he shall appoint officers, members of committees and bodies and make other appointments as provided for in the General Laws and fill vacancies in the same manner.

**Sec. 16.7 - Succession** - In case of removal from office, death or resignation of the Supreme Governor, or should a vacancy occur in that office for any reason, the Supreme Junior Governor shall succeed to the office of the Supreme Governor.

## **Chapter 17 - Supreme Junior Governor**

**Sec. 17.1 - Duties** - The Supreme Junior Governor shall aid the Supreme Governor and other Supreme Lodge Officers in opening and closing each session of the Supreme Lodge, and during meetings shall assist and support them in preserving order.

**Sec. 17.2 - When to Preside** - In the absence of the Supreme Governor, he shall preside at sessions of the Supreme Lodge. He shall also represent the Supreme Governor before any committee, board or department of the Order upon request of the Supreme Governor, or in his absence.

**Sec. 17.3 - Succession** - If the office of Supreme Governor has been declared vacant by the Supreme Council, he shall assume and perform the duties of the Supreme Governor for the balance of the term of that office.

### **Chapter 18 - Supreme Prelate**

**Sec. 18.1 - Duties** - He shall conduct the devotional exercises of the Supreme Lodge and devotional exercises performed in Supreme Lodge meetings. He shall serve as a member of the Supreme Council and perform such duties as the Supreme Council directs. He shall represent the Supreme Lodge and the Supreme Council in any work of the Supreme Lodge as directed by the Supreme Council.

**Sec. 18.2 - Succession** - If the office of Supreme Junior Governor has been declared vacant by the Supreme Council, he shall assume and perform the duties of the Supreme Junior Governor for the balance of the term of that office. Upon assuming the duties of Supreme Junior Governor, the Supreme Council shall appoint a qualified member as Supreme Prelate for the unexpired term

## **Chapter 19 - Supreme Council**

**Sec. 19.1 - General Duties** - In addition to the duties defined in the Constitution, the Supreme Council shall be the general fiscal agent of the Supreme Lodge, and as the Board of Directors, shall be the general fiscal agent of Moose International. Unless otherwise provided, the Supreme Council shall have general authority over all funds and property belonging to Moose International and the Supreme Lodge. When the Supreme Lodge is not in session, the Supreme Council shall be the highest authority in all matters having to do with the operation and management of Moose International.

### **Sec. 19.2 - Specific Authority -**

- (a) It shall have authority to provide for, in due form, amendments or additions to the Articles of Incorporation.
- (b) It shall have supervisory authority over all officers of the Supreme Lodge and Moose International in the discharge of their duties; determine which officers, appointees, or employees shall be compensated; determine the basis of compensation; fix the amount thereof; make provision for expenses to be allowed such officers, appointees, or employees; and, is authorized to establish and maintain a retirement or pension plan for officers, appointees, or employees of the Order. The Director General, or such person or persons as he may direct, shall make reports to the Supreme Council or the Supreme Lodge, as the Supreme Council requires.
- (c) The terms of all elected and appointed officers, directors and employees shall be subject to the performance of satisfactory service as determined by



the Supreme Council. The resignation or termination of any employee also serving as a corporate officer shall constitute a vacancy in that corporate office.

- (d) It shall adopt rituals, laws, rules and regulations for the operation of and retain supervisory control over all units, auxiliaries and degrees of the Order. It may establish boards or agencies for such purposes. The authority and duties of any boards or agencies appointed shall be clearly and distinctly defined and strictly limited to administrative and ministerial character.
- (e) All rituals used by the Order, including all degrees and units, must first be approved by the Supreme Council, provided, that in the granting of the Pilgrim Degree, the ritual used therein shall be under the exclusive jurisdiction of the Pilgrim Council.
- (f) All publications and all publicity and promotional activities of the Supreme Lodge and Moose International shall be under the authority of the Supreme Council. It may appoint a board or committee to carry on such activities and authorize the employment of professionally trained assistants. No contract shall be entered into in connection therewith except by expressed authority of the Supreme Council.
- (g) The Supreme Council shall designate signatures on checks drawn on all funds of Moose International. It shall set up a budget system and allocate funds for the operation of Moose International and all departments, offices, and others operating under the authority of the Supreme Lodge, and require

strict adherence to the budget. It shall have authority to revise the budget and there shall be no change or alteration of the budget without its approval.

- (h) The Supreme Council shall create committees as authorized or directed by the Supreme Lodge and may itself create special committees for carrying out any special or general work of the Order. It shall perform and carry out all directions of the Supreme Lodge and exercise all the authority conferred upon it by the Supreme Lodge.
- (i) At each regular meeting of the Supreme Lodge, it shall submit a detailed report of all its acts and performances. The report shall be printed in the convention proceedings and made available to all member lodges of the Order.
- (j) The Supreme Governor, with the consent of the Supreme Council, may appoint an Investment Committee to oversee and direct the investments of Moose International, Inc. and its subsidiary corporations. The Investment Committee may, as authorized, act on behalf of the Moose Charities Board of Directors, Moose Foundation Board of Directors, the Supreme Lodge, the Supreme Council, Moose International, Inc. and its subsidiary corporations. The Investment Committee may employ Investment Counselors and/or Manager(s), make financial investment recommendations and decisions and otherwise engage in the active investment of monetary funds that are the property of the above named entities. Committee members shall be bonded in an amount required by the Supreme Council.

- (k) The Supreme Council shall have the authority to create any related, subsidiary or associated corporation or legal entity to assist in the management and operation of the Supreme Lodge, Moose International and any subsidiaries. This shall include, but is not limited to: title holding companies, charitable fundraising companies, fraternal insurance companies, charitable foundations and investment companies.
- (l) The Supreme Council may alter, modify, add to or suspend the strict application of any portion of the Constitution or General Laws, which does not conform or comply with the laws of any country or jurisdiction.
- (m) The Supreme Council may authorize the Director General to employ one or more licensed attorneys to represent the interests of the Supreme Lodge, Moose International, any subsidiary corporation, any board, unit or entity and any officer thereof for acts performed by the officer during the course and scope of the officer's employment. Any attorney employed full time as a member of the staff of Moose International, shall serve at the pleasure of the Director General and shall not represent any other party or client except Moose International and its subsidiary corporations, officers, agents, lodges, units, etc., and only as authorized by the Director General and the Supreme Council. The Director General, with the approval of the Supreme Council, may employ a General Counsel whose duties shall be to represent and/or advise Moose International and any subsidiary corporation, board, unit or entity and any officer thereof regarding any legal matter as requested by the Director General or Supreme Council. Upon request of the Director General

or Supreme Council, the General Counsel shall render legal opinions regarding any matter affecting the Order.

- (n) For the purpose of implementing voluntary pilot programs, the Director General, with the consent of the Supreme Council, may authorize the General Governor to approve alternative laws, rules and regulations for the government of lodges, chapters, associations and other units of the Order, which may supersede any laws contained in these General Laws.
- (o) The lodge of special jurisdiction known as "General Assembly" shall operate and be governed under such rules and regulations as approved and amended from time to time by the Supreme Council.
- (p) The Supreme Council shall have the authority to establish and periodically modify the per capita amount which shall be a portion of each member's annual dues remitted to Moose International by each unit of the Order.
- (q) The Director General, with the advice and consent of the Supreme Council, shall appoint operating officers, directors, assistant directors, managers and assistant managers, and authorized agents who shall operate under his general supervision. With proper identification, they shall be empowered to attend any meeting of a lodge, or its committees. They shall have power, with proper identification and written authorization, to demand and receive at any time from any fraternal unit, or any officer, all papers, books, records, files or evidence of indebtedness or other property for the purpose of fully inspecting and auditing the accounts and affairs of the fraternal unit. Upon demand, each officer or member thereof shall immediately deliver to the

authorized assistant representative all books, records, files and papers of the fraternal unit.

If any officer or member of a lodge or chapter shall fail to deliver upon demand any papers, books, records, files or other items to the authorized representative, they may be suspended from membership by the authorized representative, who shall communicate the reasons therefore immediately to the General Governor or Grand Chancellor. Any officer or member so suspended shall no longer perform the duties of any office or function in the lodge or chapter, and the authorized representative shall immediately appoint a member or members of the lodge or chapter to fill the office or offices until the suspension of the officer or member is approved or revoked or other final action taken.

The report of the facts to the General Governor or Grand Chancellor on which the suspension is made shall constitute a charge against the member and the General Governor or Grand Chancellor shall at once proceed to hear the charges. If the authorized representative shall discover any discrepancies or irregularities in the accounts of any officer or member of a lodge or chapter, due to incompetence, dishonesty, immorality, or any other cause, they may immediately suspend the officer or member from office, or from membership in the fraternity if so warranted, and proceed as stated above.

Each authorized representative shall make regular or special visits to a lodge or chapter or any of its officers as directed by Moose International. The expense of the visits shall be charged against the lodge or chapter at a rate to be determined by the Supreme Council. They shall carry credentials issued by Moose

International, which shall be recognized by all lodges, chapters, their officers and members. Authorized representatives shall make reports to Moose International of their work as required.

For the faithful performance of their duties, authorized representatives shall receive compensation as approved by the Supreme Council. When traveling in the performance of their duties, each authorized representative shall be reimbursed their necessary expenses as authorized by the Supreme Council. Moose International, in its discretion, is granted full power and authority to audit and/or examine the books and records of any lodges, chapters, units or degrees acting under the authority of the Supreme Lodge. They shall file reports of such audits or examinations as required by the Supreme Council.

The Operating Officers, Directors, Assistant Directors, Managers and Assistant Managers shall perform such duties and responsibilities as the Director General, with the consent of the Supreme Council, deems appropriate and necessary, which may include supervising the institution of member lodges and chapters, and the enrollment of members into the Order.

## **Chapter 20 - Corporate Secretary**

**Sec. 20.1 - Duties** - The Corporate Secretary shall perform the duties of Secretary for the corporation known as Moose International and the Supreme Lodge. The Secretary shall do the following:

- (a) Ensure that due and proper notice of all meetings of the Supreme Lodge, the Supreme Council, and other similar bodies and attend meetings as directed by the Supreme Council.
- (b) Ensure that a true and correct record of the action of the Supreme Lodge, Supreme Council, and other similar bodies is kept and maintained in books of record or in electronic format.
- (c) Have custody of the seal of Moose International and sign all documents requiring the signature of the Secretary or as directed by the Supreme Council or other competent authority, and affix the seal of the corporation thereto.
- (d) Perform any and all duties under the general supervision of the Director General and Supreme Council.

## **Chapter 21 – Treasurer/Chief Financial Officer**

**Sec. 21.1 – Treasurer/Chief Financial Officer** - The Treasurer/Chief Financial Officer shall perform the duties of Treasurer/Chief Financial Officer for the corporation known as Moose International, and duties usually performed by the treasurers of similar corporations. The Treasurer/Chief Financial Officer shall, immediately upon request of the Supreme Council, present all his books and papers to that body, or their authorized representatives, for examination. The Treasurer/Chief Financial Officer shall also perform duties as directed and authorized by the Director General or Supreme Council.

**Sec. 21.2 - Audit and Budget** - At least annually, upon the approval of the Director General and the Supreme Council, the Treasurer/Chief Financial Officer is granted power and authority to employ the services of a certified public accounting firm to audit the books and records of Moose International, any subsidiary corporation, the Supreme Lodge, and all departments, degrees, or units, acting under the authority of Moose International, or the Supreme Lodge. All related or subsidiary foundations, endowment funds, trust funds, and corporations shall cause similar audits of their books and records. The report of the auditors shall be made to the Supreme Council and printed in the proceedings of each Annual International Convention.

The Treasurer/Chief Financial Officer shall, upon the direction of the Director General and the Supreme Council, prepare annually detailed budgets covering anticipated receipts and expenditures of Moose International and all its designated departments, to be made during the succeeding year. The budgets shall include the anticipated receipts and expenditures of all units, degrees, auxiliaries and all other bodies or departments operating under the authority of Moose International, or the Supreme Lodge.

The Treasurer/Chief Financial Officer shall appoint assistants and clerks as approved by the Director General.

**Sec. 21.3 - Additional Duties** - The Treasurer may perform the duties of a Controller. The Treasurer or Controller shall keep a complete set of records covering all financial transactions, including a required accounting of all receipts and disbursements of all funds of Moose International, the Supreme Lodge, and all



other designated departments. The Treasurer and/or chief financial officer shall make reports covering those transactions to the Supreme Council at each of their meetings.

## **Chapter 22 - Other Appointed Offices**

**Sec. 22.1 - Supreme Sergeant-at-Arms** - The Supreme Sergeant-at-Arms shall assist the Supreme Governor in preserving order at each session of the Supreme Lodge. He shall determine if each person in attendance is entitled to a seat in the session before the transaction of any business of the Supreme Lodge. He shall perform all other duties required of him by the laws of the Order and by the orders of the Supreme Governor.

**Sec. 22.2 - Supreme Inner Guard** - The Supreme Inner Guard shall have charge of the inner door of the hall in which the Supreme Lodge holds its sessions. He shall guard the Supreme Lodge from intrusion, allow no one to enter the Supreme Lodge unless duly qualified and perform other duties in connection with his office as required by the laws of the Order or the Supreme Governor.

**Sec. 22.3 - Supreme Outer Guard** - The Supreme Outer Guard shall have charge of the outer doors and anterooms of the hall in which the Supreme Lodge holds its sessions. He shall perform the duties required by the laws of the Order and as directed by the Supreme Governor.

**Sec. 22.4 - Deputy Supreme Governors** - With approval of the Supreme Council, the Supreme Governor may appoint Deputy Supreme Governors. When assigned, Deputy Supreme Governors shall visit lodges in their respective area.

After any "official" visit, the assigned Deputy Supreme Governor shall immediately send a written report to Moose International containing findings of fact and recommendations. If directed by Moose International, Deputy Supreme Governors shall attend sessions of the Supreme Lodge. With written authorization of Moose International, they shall have the power to inspect, demand, and take possession of all books, papers and property of any lodge, chapter or unit. Upon request of a Deputy Supreme Governor, all officers or members shall immediately deliver any item requested.

Deputy Supreme Governors shall be accorded all privileges and courtesies extended to the Supreme Governor. Upon completion of an appointed term, the Deputy Supreme Governor shall be recognized as a Past Deputy Supreme Governor.

## **JUDICIAL BRANCH OF THE ORDER**

### **Chapter 23 - General Governor**

**Sec. 23.1 - General Duties** - The General Governor shall perform duties as required by the Director General, the laws of the Order and the Supreme Council. He shall review proposed by-laws of lodges and approve them when consistent with the laws of the Order. He shall hear and decide complaints and questions of law submitted to him in writing by active members of the Order. His decisions shall be final and in full effect unless and until reversed upon appeal as provided by the General Laws. He shall review all requests for dispensations required by the General Laws.

**Sec. 23.2 - Specific Authority** - He shall have the discretionary power and authority to suspend the charter of any lodge which has not sustained a minimum of 100 active members for a period of four (4) consecutive quarters, failed to submit required Certified Reports to Moose International, or which has ceased to function in accordance with the General Laws.

He may suspend for improper conduct as a Moose, a member of any lodge, chapter, unit or degree of the Order, pending an investigation of the member's actions or conduct. The suspension shall continue until a final decision has been rendered in the matter. During the suspension the member shall have no privileges of membership except the right of appeal. If an appeal is entered as provided by Section 60.1 and the suspended party is exonerated of all charges, his or her membership rights shall be fully restored as of the date of the original suspension upon payment of all lawful obligations, including dues in arrears. He may suspend the charter of any lodge, chapter or unit that has violated the laws of the Order or, which in his opinion, has ceased to be a fraternal operation. With consent of the Supreme Council, he may revoke charters whenever justified.

Any member, officer, lodge, chapter, unit or degree involved in matters referred to in this section shall be given an opportunity to show cause before final action of the General Governor. Final disposition may include a reprimand, fine, suspension, expulsion, suspension of charter, or other action as determined to be appropriate in the discretion of the General Governor. The General Governor, for a past due indebtedness owed Moose International or any fraternal unit, may suspend any member of the Order. The member may be dropped or expelled

from the membership rolls if the debt is not paid within thirty (30) days after written demand for payment. Right of appeal to the Supreme Forum from any decision of the General Governor is provided in Section 60.1.

**Sec. 23.3 - Reports and Records** - He shall keep a record of his rulings and decisions and make reports as required by the Supreme Council or the Supreme Lodge.

**Sec. 23.4 - Lodge, Chapter or Unit Property** - He may, in person, or by deputy, receive and take possession of the books, property, records, files, computers, etc. of any lodge, chapter or unit of the Order for inspection. Upon demand, all officers and members shall immediately deliver all membership records, books, papers, documents, files, computers and any other requested record or item of property in their possession or control to the General Governor or his authorized representative. At the expense of the lodge, chapter or unit, the General Governor may have a membership or financial audit conducted.

## **Chapter 24 - Supreme Forum**

**Sec. 24.1 - Appointment and Composition** - The Supreme Forum shall consist of seven (7) members of the Order to be designated as Justices. The Supreme Governor, with the consent of the Supreme Council, shall appoint the Justices of the Supreme Forum for a term of seven (7) years. Any vacancy shall be filled by appointment for the unexpired term in the same manner. The member whose term shall first expire shall be the Chief Justice of the Supreme Forum. The retiring

Supreme Governor shall appoint one (1) Justice of the Supreme Forum at each annual meeting of the Supreme Lodge.

**Sec. 24.2 - Clerk to Supreme Forum** - The Supreme Council shall appoint a member of the Order to serve as Clerk to the Supreme Forum and of the Judiciary Committee in their capacities as appellate tribunals. The Clerk shall keep a complete and correct docket of all matters and shall execute the mandates of the Supreme Forum and the Judiciary Committee.

**Sec. 24.3 - Meetings** - The Justices of the Supreme Forum shall meet at the call of the Chief Justice following appropriate notification by the Clerk. The Justices present at the meeting shall submit a signed written report to the Clerk. Other meetings may be held at the call of a majority of the members of the Supreme Forum. Meetings shall be held at the time and place designated in the notice thereof. The Chief Justice shall preside at each meeting of the Supreme Forum, unless the Chief Justice designates some other member of the Supreme Forum to preside.

**Sec. 24.4 - Quorum** - A majority of Justices shall constitute a quorum and sit at the hearings of all matters.

**Sec. 24.5 - Jurisdiction** - Subject to the provisions of Section 55.2, the Supreme Forum shall have original jurisdiction in all matters involving charges against a Supreme Lodge officer, as defined in Article VII of the Constitution, and against a representative of the Supreme Lodge or employee of Moose International, while acting in their official capacity as a representative of the Supreme Lodge or Moose International.

**Sec. 24.6 - Authority** - The Supreme Forum shall be the highest judicial tribunal of the Order and, in addition to the authority contained herein, is vested with such other authority as necessary to enable it to discharge its duties. The Supreme Forum shall enact no laws.

**Sec. 24.7 - Appellate Jurisdiction** - The Supreme Forum shall have appellate jurisdiction in all cases of appeal or reference from the decisions, orders, or judgments of the Judiciary Committee, Supreme Council or General Governor. Any decision, order, or judgment made by the Supreme Forum shall be conclusive and final unless otherwise directed by the Supreme Forum.

**Sec. 24.8 - General Powers** - The Supreme Forum has the following powers:

- (a) It shall adopt rules governing the practice and hearing of matters before the Judiciary Committee and the Supreme Forum.
- (b) It shall be the sole judge of both law and fact. In cases of original jurisdiction, the Supreme Forum shall adopt and apply rules of evidence as contained in the Federal Rules of Civil Procedure and currently in use by the United States Federal Courts.
- (c) To issue a subpoena requiring the attendance of a member of the Order to testify in a proceeding pending before that tribunal, fix the compensation to be paid such member and direct the payment of the compensation from Supreme Lodge funds.
- (d) To administer an oath or affirmation to a witness in the exercise of the powers and duties of the Supreme Forum.

- (e) To affirm, modify, suspend, or revoke any penalty inflicted upon any member lodge or member of the Order, by the Supreme Lodge, member lodge or any officer thereof.
- (f) To make decisions, orders, or judgment and impose fines, suspensions, expulsions or other penalties, as it deems appropriate.
- (g) To do all things necessary to carry into effect the powers, duties and jurisdiction as described herein.

**Sec. 24.9 - Procedure of Hearings** - All matters except appeals, as provided under Chapter 60, shall be commenced by the filing with the Clerk of the Supreme Forum, a verified petition and seven (7) copies. The respondent's appearance must be made by filing an answer and seven (7) copies with the clerk within twenty (20) days after service of the petition upon the respondent or other adverse party.

Within twenty (20) days after service of the answer upon the petitioner, the petitioner may file a reply and seven (7) copies with the clerk. Within twenty (20) days after a petition, answer or reply has been filed with the clerk, any pleadings may be once amended as a matter of course. Upon written application, amended or supplemental pleadings may be permitted at any time before hearing by order of the Supreme Forum.

The Supreme Forum at any time, not less than twenty (20) days before the opening of the hearing, upon written application of any party, may direct any party to the proceeding to file with the clerk a bill of particulars concerning any matter at issue. Upon failure to file a bill of particulars, the Supreme Forum may preclude the party from giving evidence of the fact or facts of the allegations of which

particulars have not been filed. A motion may be made by any party at any time to dismiss the proceeding or any pleading because of lack of jurisdiction, insufficiency in law or fact, or otherwise. The Supreme Forum may extend the time for filing any pleading.

The Clerk of the Supreme Forum at the time of the filing of each pleading shall immediately serve a copy upon each Justice of the Supreme Forum and all parties directly involved in the proceeding. The Chief Justice shall designate a date and location of the hearing of the matter(s) contained in the filed petition upon the following: failure of the respondent or other adverse party to appear or answer, the joinder of issues and the expiration of the period of time for responding, the filing of a petition in any matter on appeal or in a proceeding of original jurisdiction. The clerk shall give not less than twenty (20) days notice of the hearing to the Justices and to all persons directly involved in the proceeding.

The Supreme Forum may permit any party to file briefs or written arguments at any stage of the proceeding. Any party may appear in person or be represented. Anyone appearing for a party must be an active member of the Order. Upon default of any party, the Supreme Forum shall proceed to hear the proof of the party properly before the Supreme Forum. Decisions in each matter coming before the Supreme Forum shall be in writing, signed by not less than a majority of the Justices, and filed with the clerk.

**Sec. 24.10 - Rules of Pleading and Service** - All papers served or required to be filed, shall be typewritten, or legibly printed in black ink, in the English language, on durable letter size white paper. Only legible copies may be served and filed.



Service of any papers shall be by personal delivery or United States mail, unless otherwise directed by order of the Supreme Forum.

The petition shall state facts succinctly to show the nature of the claim and the prayer of the petitioner. The burden of proof shall be upon the petitioner who shall establish his cause by a fair preponderance of the evidence, also known as "by the greater weight of the evidence."

**Sec. 24.11 - Procedure of Appeals** - Any party interested in any decision, order or judgment mentioned in Sec. 24.7 or Chapter 60 may appeal the decision, order or judgment to the Supreme Forum as follows:

- (a) The party appealing shall file with the Clerk of the Supreme Forum, a notice of appeal from the decision, order or judgment. The notice shall be filed not more than thirty (30) days after the decision, order or judgment being appealed has been made or entered, except matters within the purview of Sections 60.4, 60.5 and 60.6.
- (b) Within forty-five (45) days of the filing of the written notice of appeal, the appealing party or parties shall file with the Clerk of the Supreme Forum a statement briefly stating the questions involved, how the decision, order or judgment is in error, and any relevant exhibits. The Supreme Forum may elect not to consider any alleged error not specified in the statement.
- (c) Seven (7) copies of the notice and statement shall be filed with the originals.

- (d) The Clerk of the Supreme Forum upon receipt of the notice and statement shall serve a copy of both documents on the adverse party in the manner provided for service in Section 24.10.
- (e) Upon receiving the notice and statement and after service of a copy on the adverse party, the Clerk of the Supreme Forum shall forward a copy of the entire file to the Chief Justice.

The Chief Justice, upon receipt of the record and file, shall determine whether the matter shall be heard on briefs or on oral argument. If on briefs, he shall fix the time within which the parties may file their briefs. If on oral argument, he shall fix the date, time and location for the oral arguments to be heard. The Chief Justice may order and direct oral arguments in addition to the filing of written briefs. Either party may conduct the appeal and the proceedings in person or through a representative who shall be an active member of the fraternity.

The Chief Justice, for the use of the Supreme Forum, may order the production of a transcript of the minutes, testimony or records and any other form of evidence used in or relating to the proceedings out of which the appeal arises, or so much thereof as the Chief Justice may determine is necessary to afford a clear understanding of the merits of the matter on appeal. If the Supreme Forum deems it necessary for a full determination of the appeal, it may require additional testimony to be taken or additional records or evidence to be produced. The Supreme Forum may take additional testimony itself.

The Chief Justice may direct either party to the proceeding on appeal to pay as costs, in advance, a sum sufficient to cover the reasonable cost and expense in

procuring the testimony, records or other evidence to be used on appeal. The Supreme Forum may, as part of its judgment, assess costs, as it deems appropriate.

## **Chapter 25 - General Judicial Provisions**

**Sec. 25.1 - Qualifications of all Supreme Lodge Officers** - All Supreme Lodge officers and committee members shall, at the time of their appointment and throughout the term of their service, be an active member of the Order. All officers and committee members, elective and appointive, shall be active at the time of their nomination, election or appointment, and continually during the time they hold office. Failure to remain active on the part of any officer or committee member of the Supreme Lodge in a lodge or chapter shall vacate the office.

**Sec. 25.2 - Qualifications of Lodge Representatives** - All representatives shall be active at the time they are certified by the Credentials Committee.

**Sec. 25.3 - Limitation of Authority** - The lodges, chapters, state or provincial associations (or any other unit of the Order), the Moose Legions (or any other degree), or any officer or member thereof, shall not be the agent or representative of Moose International or the Supreme Lodge. They shall not impose any liability upon Moose International or the Supreme Lodge in the transaction of any business. Particularly, no liability shall be imposed on Moose International or the Supreme Lodge regarding the election and enrollment of applicants for membership in any units or regarding the conduct of any activity of such units or in any dealing by such units with their members or other persons. Any specific

provisions in these General Laws shall not limit the general prohibition provided for in this section.

## **LAWS FOR MEMBER LODGES - LODGE ORGANIZATION**

### **Chapter 26 - New Lodges**

**Sec. 26.1 – Lodge Purpose** - Petitions for lodge charters and the institution of new lodges shall be according to policies adopted and approved by the Supreme Council. A duly authorized and chartered lodge shall be known as " \_\_\_\_\_ Lodge No. \_\_\_\_\_, Loyal Order of Moose."

Lodges shall exist to promote and support the fraternal programs of Moose International and the charitable purposes of the Order, specifically Mooseheart and Moosehaven.

**Sec. 26.2 - Dispensation for Charter** - A lodge shall not be instituted until a dispensation in proper form is issued by the General Governor and presented to the duly authorized representative of the charter applicants.

**Sec. 26.3 - Application for Charter** - The General Governor shall deliver a charter to the Administrator of each newly instituted lodge after receiving proper application containing a certified list of the charter members. Moose International shall adopt the form of the charter, which shall bear the signatures of the Supreme Governor and the General Governor and be imprinted with the seal of Moose International.

**Sec. 26.4 - New Lodge Officers** - At the institution of a new lodge, the authorized representative of Moose International shall appoint the officers for the first term, including the Junior Past Governor. The Junior Past Governor so appointed shall not be considered a Past Governor of the lodge by virtue of having held this office.

**Sec. 26.5 - Issuance of Supplies** - Official paraphernalia and supplies for the use of lodges shall only be secured from Moose International's Catalog Sales Department. All supplies secured from Moose International for the exclusive use of the lodge are held in trust. Upon the dissolution of a lodge, all supplies so secured must be returned to the General Governor, unless otherwise directed.

If for any reason a lodge is not duly instituted within a period of sixty (60) days after the date of issue of the dispensation by the General Governor, all paraphernalia and supplies secured from or furnished by Moose International's Catalog Sales Department shall be returned in good condition.

**Sec. 26.6 - Institution Report** - Within five (5) days after the institution of a lodge, the authorized representative instituting the same shall forward to the General Governor a proper institution report, complete with regional information.

**Sec. 26.7 - By-laws** - Each lodge shall adopt by-laws consistent with laws or regulations enacted by the Supreme Lodge. Amendments to the by-laws shall not become effective until adopted at a special meeting of the lodge after proper notice. Unless the General Governor has granted a dispensation, the original by-laws approved by Moose International shall only be amended to provide for different meeting nights or dues.

Regular general membership meetings must be held at the times and on the days specified in the by-laws. If a meeting night falls on a major holiday, or on the date of an international or association convention or conference, the lodge may hold the meeting on an alternative night provided the membership has been given thirty (30) days written advance notice of the meeting night change. Upon request, the office of the General Governor will provide a new by-laws certificate to the lodge for display.

**Sec. 26.8 - Incorporating** - Every lodge having substantial assets, operating a social quarters or if required by the General Governor, shall incorporate under the laws of the state or province in which the lodge is located. New lodges may incorporate if necessary to obtain an alcoholic beverage license, engage in charitable fundraising purposes, or if required by the General Governor. If approved by the General Governor, a lodge incorporated in one state may be domiciled in another state. The lodge shall be incorporated only in the name of the lodge. The Articles of Incorporation and any amendments thereto shall provide that membership in the lodge shall of itself carry with it membership in the corporation. Suspension or expulsion from a lodge shall carry with it the same penalty in the corporation. The Articles of Incorporation and by-laws shall also provide that the lodge is incorporated in conformity with, subject to and under the jurisdiction and control of the laws for the regulation of lodges.

A copy of proposed Articles of Incorporation must be submitted to Moose International for approval before being filed with the appropriate public officer or agency. A copy of the certified Articles of Incorporation, or any changes or

amendments, must be sent to Moose International within thirty (30) days after being filed with the appropriate public officer or agency. Each lodge shall maintain its Articles of Incorporation in compliance with all applicable fraternal, federal, local, state or provincial laws.

**Sec. 26.9 - Seal of the Lodge** - After institution and incorporation, Moose International shall provide the lodge with a metal seal. Upon the surface of the seal shall be, in a circle, the imprint of a standing moose, and about the periphery shall be the name, number, location and date of incorporation of the lodge.

## **Chapter 27 - Dissolution of Lodge**

**Sec. 27.1 - Requirements** - A lodge may voluntarily dissolve by complying with the following requirements:

1. Prepare a Notice of Special Meeting and submit to the General Governor for approval.
2. At least seven (7) days in advance of the special meeting, send by first class mail a "Notice of Special Meeting" informing each active member of the lodge that the purpose of the meeting is to vote to dissolve and forfeit the charter. In calculating the seven (7) days notice requirement, the lodge shall not count the day of mailing or the date of the special meeting.
3. Submit a properly completed "Resolution to Dissolve and Forfeit Charter" to the General Governor for approval.
4. A lodge can voluntarily dissolve by a majority vote of active members present.

5. No disposition shall be made of any assets of the lodge except upon prior approval of the General Governor.

**Sec. 27.2 - Revocation or Dissolution of Charter** - If a lodge voluntarily dissolves and forfeits its charter or if the charter is revoked, all paraphernalia, supplies, property, cash and other assets remaining after payment of all indebtedness of the lodge, shall be the sole property of Moose International. No disposition shall be made of any lodge assets except according to instructions of the General Governor.

If a lodge voluntarily (or administratively) dissolves and forfeits its charter or if the charter is revoked, the General Governor shall have the discretionary power and authority to appoint members of the Order as lodge officers to perform any and all acts associated with the dissolution of the lodge, including real and personal property transactions, for a term of satisfactory service.

**Sec. 27.3 - Mergers** - With the approval of the General Governor and pursuant to resolutions duly adopted by each lodge at a special meeting, two (2) or more lodges may, by simple majority, vote to merge with each other. All assets, liabilities and membership of the merging lodge(s) shall become the sole property and responsibility of the successor lodge. Each lodge desiring to merge shall:

1. Prepare a Notice of Special Meeting and submit to the General Governor for approval.
2. At least seven (7) days in advance of the special meeting, send by first class mail a "Notice of Special Meeting" informing each active member of the lodge that the purpose of the meeting is to vote to merge with another



designated lodge. In calculating the seven (7) day notice requirement, the lodge shall not count the day of mailing or the date of the special meeting.

3. Obtain an approved Resolution to Merge form from the General Governor and submit the properly completed resolution to the General Governor for approval.
4. The successor lodge is responsible to prepare and file with the proper authorities all legal and tax documents required to comply with all laws, rules and regulations and to establish a chain of title for any real estate owned by the merging lodge. It is recommended that legal counsel be employed for this purpose.

## **Chapter 28 - Membership**

**Sec. 28.1 - Qualifications of Membership** - Members of the Order shall be a member of a lodge of the Loyal Order of Moose or a member of a chapter of the Women of the Moose.

To qualify for membership in a lodge, an applicant must:

1. Be a male person.
2. Be twenty one (21) years of age or older.
3. Not be a member of a terrorist group or recognized subversive organization.
4. Not be a registered sex offender or convicted felon, unless the conviction has been expunged, the conviction has been vacated by an unconditional pardon or a dispensation waiving this requirement has been obtained from the General Governor.

5. Be of good moral character and capable of understanding the obligation of membership.
6. Profess a belief in a Supreme Being.
7. Have not been expelled from any lodge, unless a special dispensation has been granted in accordance with the laws of the Order.
8. Not currently suspended from membership in any lodge.
9. Not having had an original application for membership rejected in any lodge.

To qualify for membership in a chapter of the Women of the Moose, an applicant must:

1. Be a female person.
2. Be twenty one (21) years of age or older.
3. Not be a member of a terrorist group or recognized subversive organization.
4. Not be a registered sex offender or convicted felon, unless the conviction has been expunged, the conviction has been vacated by an unconditional pardon, or a dispensation waiving this requirement has been obtained from the General Governor.
5. Be of good moral character and capable of understanding the obligation of membership.
6. Profess a belief in a Supreme Being.
7. Have not been expelled from any chapter, unless a special dispensation has been granted in accordance with the laws of the Order.
8. Not currently suspended from membership in any chapter.

9. Not having had an original application for membership rejected in any chapter.

**Sec. 28.2 - Application for Lodge Membership** - Each person applying for membership in a lodge must be sponsored by another active member of the Order. An active member of the lodge to which the applicant is making application must also endorse the applicant. An applicant must properly complete and sign an official membership application on the form provided by Moose International, as authorized by the Supreme Council. Both the sponsor and endorser must sign the application. The completed application will be a part of the condition of membership between the member and the lodge.

The answers within the application shall be warranties, and if any answer is materially false, incomplete or incorrect, it may cause forfeiture of all rights and privileges as a member of the Moose Fraternity, unless a special dispensation is granted by the General Governor (i.e., prior felony conviction or registered sex offender). If any applicant is elected or enrolled into any lodge in violation of this section, he shall be dropped from the rolls of the lodge, subject to the right of appeal as set out in Section 60.1. Convicted felons and registered sex offenders not receiving a special dispensation to retain their membership shall be expelled from the Order.

**Sec. 28.3 - Application Review Committee** - Every applicant for membership shall be referred to a committee appointed by the Governor of the lodge. The Application Review Committee shall conduct a thorough investigation of the applicant from public records and other non-privileged sources and file a written

report to the Board of Officers containing their finding, either favorable or unfavorable. When the Application Review Committee reports unfavorably on an applicant for membership, the Governor or presiding officer shall declare him rejected without the formality of a vote. Unless authorized by the General Governor, a rejected applicant cannot again be proposed for membership until after the expiration of a period of six (6) months from the date of the rejection. If the report of the Application Review Committee is favorable, the applicant shall be voted on in the manner provided by Section 28.4. A majority of the Application Review Committee reporting is sufficient.

**Sec. 28.4 - Voting on Lodge Applicants** - Every applicant for membership, approved by the Application Review Committee, must be voted upon by the membership at a regular lodge meeting. When an applicant is voted on and receives a simple favorable majority of votes cast, he shall be declared elected to membership. The vote shall be taken by the "voting sign of the Order," unless the presiding officer or any member present at the meeting requests the vote be by secret paper ballot.

**Sec. 28.5 - Rejection by Lodge Vote** - When an applicant for membership is voted on and does not receive a favorable majority vote, he shall be declared rejected. When an applicant has been voted on and appears to have been rejected, the Governor may immediately upon his own motion, or the request of any member, declare another vote at the same meeting. When more than one (1) applicant has been rejected, the Governor shall require another vote immediately and the applicants shall be voted on in small groups or individually.

**Sec. 28.6 - Orientation and Enrollment of a Lodge Member** - A person cannot legally become a member of any lodge until he has been enrolled into the lodge in the manner and form required by the Supreme Council.

**Sec. 28.7 - Lodge Membership Status** – An active lodge member shall enjoy the same privileges and immunities as every other member of his lodge. A member who has been expelled by a Commissioner, the General Governor or the Supreme Forum shall not thereafter be regarded as a Moose in any sense. Unless specifically permitted in writing by the General Governor, any lodge or chapter member whose membership is in a state of suspension or who has been expelled shall not be permitted to visit any lodge as a guest or otherwise (including social quarters and home), join as a Moose in any public procession or display, exhibit or use any emblem of the Moose or receive relief as a Moose from any lodge, chapter or other unit until the member's active membership is restored. An active member is defined as a member whose dues are current.

**Sec. 28.8 - Multiple Memberships** - Any active lodge member may hold membership in more than one lodge at the same time. A member holding memberships in more than one lodge shall be entitled to vote in any lodge in which he is in active. With dispensation from the General Governor, a member may hold office in more than one lodge at the same time. An Administrator who has dispensation to hold office in two (2) lodges may represent both lodges at conferences and conventions, but only has one vote.

## **Chapter 29 - Lodge Fees**

**Sec. 29.1 - Application Fee** – A refundable fee in an amount determined by the Supreme Council shall accompany each application for membership. The fee shall become known as the Application Fee.

## **Chapter 30 - Dues**

**Sec. 30.1 - Dues at Institution** - Before the institution of a lodge, all applicants about to be enrolled shall pay dues as established by the laws of the Order. The annual dues rate shall not be less than the per capita amount as established by the Supreme Council.

**Sec. 30.2 - Annual Dues** - Each member of a lodge shall, after payment of the Application Fee, pay annual dues (including the per capita amount as provided in Section 43.6) as established by the Supreme Council.

Dues shall only be paid in advance annually. Dues are non-refundable. No applicant or member shall be issued a receipt or membership card except for actual payment received for the fees or dues as established by Moose International or the lodge. A membership card shall not be transferable. It is unlawful for any member to allow another person to use their membership card. All Moosehaven residents are exempt from paying dues to their home lodge.

**Sec. 30.3 - When Dues Credited** - Terms for dues shall be annual. Dues paid by a member shall be credited as of the date the dues are posted by the Lodge Administrator. Moose International will issue a membership card on behalf of the lodge to each member upon notice of enrollment or receipt of dues payment.

**Sec. 30.4 - Nonpayment of Dues** - Every member will be in arrears after the expiration date of his dues. A member in arrears shall not be entitled to any privileges of membership nor be considered a qualified guest. It is the member's responsibility to know the date his dues will become delinquent. A member's failure to receive notice of his dues or arrearages shall not release him from his responsibility to pay his dues on or before the dues expiration date. A member in arrears shall be dropped from the rolls after the expiration of twelve (12) months.

**Sec. 30.5 - Reinstatement of Member** - An expired member is a member in arrears on the payment of his dues but has not been dropped from the rolls. An expired member may pay his dues and reinstate into the lodge from which he was dropped or reinstate into General Assembly. After an expired member is dropped (at the end of 12 months), the member has twelve (12) months from the date he is dropped (twenty-four (24) months total from the expiration date of his last membership card) to reinstate into the lodge from which he was dropped or reinstate into General Assembly by paying all past and current dues.

**Sec. 30.6 – Re-enrollment** – When a member's dues have expired after six (6) months, he may re-enroll into a lodge by furnishing a re-enrollment application and paying all applicable fees, and dues, plus any fines or assessments owed by him, including accruals of interest, costs, etc. If applying to his original lodge, a re-vote by membership is required. If re-enrolling into a different lodge, the applicant must be approved by the Application Review Committee and lodge membership. By re-enrolling, the member will receive a new enrollment date and will lose prior years of service to the fraternity.

By reinstating, a member retains his prior years of service to the fraternity. If a member re-enrolls (vs. reinstating) the member loses all prior years of service to the fraternity.

## **Chapter 31 - Life Memberships**

**Sec. 31.1 - Purchase of Life Memberships** - Any active lodge member may purchase a life membership in his lodge by paying to Moose International the sum of one thousand (\$1000.00) dollars, one-half of which shall be retained by Moose International and one-half remitted to the member's lodge.

**Sec. 31.2 - Conferral of Life Membership** - Moose International shall issue a life membership card to a member if Moose International records show that the member meets one of the following qualifications:

- (1) The member has fifty (50) or more years of continuous service in the fraternity.
- (2) The member has paid dues in advance equal to 50 years of membership.
- (3) The member has sponsored 250 members.

**Sec. 31.3 - Life Membership Cards** - Moose International shall prepare and deliver to each life member a life membership card.

## **Chapter 32 - Transfers**

**Sec. 32.1 - Issuance of a Request for Transfer** - Requests for transfers will be completed by the Administrator of the receiving lodge. He must receive a completed application and the transfer fee of \$20.00. This amount will be



deposited by the Administrator of the receiving lodge. There shall be no transfer fees for members transferring out of General Assembly into any lodge of the Order.

The transferring member's *current* lodge shall be notified and have fourteen (14) calendar days to object to the transfer for the following reasons:

1. The member's dues expired prior to the date of application for transfer.
2. The member has disciplinary charges pending (does not include House Committee).
3. The member has fines, lawful obligations or other charges against him by the lodge.

At the end of the fourteen (14) calendar days, if no objection has been expressed and the receiving lodge's Application Review Committee has approved the applicant, the lodge shall vote on the transfer at the next regular lodge meeting. If found favorable, the member shall immediately become a member of the receiving lodge. The Administrator shall notify the former lodge of the acceptance. The former lodge will forward all membership records and pertinent documents and retain a copy for their files. The receiving Administrator shall notify Moose International of the transfer to maintain the member's original enrollment date.

**Sec. 32.2 - Rejection of Transfer** – Rejected applicants will remain a member of the current lodge and may not apply for transfer for a period of six (6) months unless granted dispensation by the General Governor.

## Chapter 33 - Lodge Officers

### Nomination - Election - Representation

**Sec. 33.1 – For Lodges using Three Trustees:** The elective officers of a lodge shall consist of a Governor, Junior Governor, Prelate, Administrator, Treasurer, and three (3) Trustees who must be active members of the lodge in which they are elected. All officers, except the Administrator and Trustees, shall serve for one (1) year. The Trustees shall be elected to a three (3) year term, providing their terms are so arranged that one (1) expires annually. No officers shall be eligible to serve more than two (2) consecutive terms in any one office, unless the General Governor issues a dispensation. Each officer shall serve until his successor is elected and installed.

**For Lodges using One Trustee:** The elective officers of a lodge shall consist of a Governor, Junior Governor, Prelate, Administrator, Treasurer, and one Trustee, who must be active members of the lodge in which they are elected. All officers, except the Administrator, shall serve for one (1) year. No officers shall be eligible to serve more than two (2) consecutive terms in any one office, unless the General Governor issues a dispensation. Each officer shall serve until his successor is elected and installed.

**Sec. 33.2 - Nominating Committee** - A Nominating Committee shall consist of the eight (8) elective officers of the lodge, five (5) Past Governors (if the lodge has so many available) in their order of juniority by service in that lodge, and five (5) members of the lodge appointed by the Governor, each of whom must be an appointed officer, committee chairman or Past Governor (honorary or by service)

of that lodge. A larger Nominating Committee may be assembled when the lodge deems it necessary for the good of the lodge.

**Sec. 33.3 - Meetings of Nominating Committee** - The Nominating Committee shall be organized not later than the last regular general membership meeting in February for the regular election and not later than three (3) weeks prior to any special election. The committee shall give written notice of the time and place of its meeting to the Administrator of the lodge and by verbal report in an open lodge meeting.

With the exception of the Administrator, all officers shall be nominated at the last general membership meeting in March and elected at the first general membership meeting in April. Special elections shall be conducted at a general membership meeting. Annual and special elections shall follow the report of the Nominating Committee by at least two (2) weeks. If there are no nominations for a particular office, the General Governor may issue a dispensation to allow nominations for that office from the floor at a general membership meeting of the lodge or he may authorize the position to be filled by appointment.

Any member desiring to run for an elective office (other than the office of Administrator) in the lodge shall submit his name to the Nominating Committee at least one (1) week prior to the date the committee is required to present its report to the lodge. The Nominating Committee shall consider all eligible members and select one (1) or more candidates for each office to be filled. Not later than two (2) weeks before the date of the election, the committee shall at a general membership meeting, file a written report with the lodge, stating the names of

those members nominated by the committee. The names of the nominees chosen by the Nominating Committee shall be placed upon the official lodge ballot.

After the written report is given to the lodge, the Nominating Committee shall automatically dissolve. Subsequent elections require a new Nominating Committee to be organized.

**Sec. 33.4 - Nominating by Petition** - Any member nominated by the Nominating Committee who declines the nomination may not later petition for the office to which he was nominated. However, any eligible member of the lodge who has submitted his name for a specific office, but not nominated by the Nominating Committee, who still desires to be a nominee for that specific office shall have his name placed upon the official ballot of the lodge by the petition and signatures of ten (10) per cent of the first five hundred (500) active members plus five (5) per cent of the active membership of the lodge in excess of five hundred (500). All members signing the petition must be in active at the time of signing the petition. The petition shall not be signed by anyone prior to the report of the Nominating Committee. The petition must contain the member's printed name, Moose membership identification number, signature and the date he signed it. The properly completed petition must be delivered to the Administrator at least one (1) week before the date of the election.

The nominating petition should contain substantially the following words:

"We the undersigned active members in \_\_\_\_\_ Lodge  
No. \_\_\_\_\_, Loyal Order of Moose, hereby nominate

\_\_\_\_\_, an active member of the lodge, for the office of \_\_\_\_\_."

**Sec. 33.5 - Eligibility of Officers** - Only active members in the lodge, may be considered for any elected office. Eligibility requirements for lodge offices are as follows:

**Governor** - Been an active member of the lodge for at least six (6) months immediately preceding the date of election and completed at least one (1) year in another elected office (not a combination of offices) of the lodge in which he seeks office.

**Junior Governor** - Been an active member of the lodge for at least six (6) months immediately preceding the date of election.

**Prelate** - Been an active member of the lodge for at least six (6) months immediately preceding the date of election.

**Treasurer** - Must be an active member of the lodge.

**Trustee** - Must be an active member of the lodge.

Exemptions from these qualifications require a special dispensation from the General Governor. A special dispensation will only be granted in exceptional circumstances. These requirements shall not apply to a newly instituted lodge.

No member shall be eligible for election to more than one (1) office in the lodge at the same time. A member removed from office by a Commissioner or the General Governor for disciplinary reasons or who resigned from office at the request of the General Governor shall not be eligible to hold office again for three (3) years unless a dispensation is obtained from the General Governor. For prior

violations of the General Laws, the General Governor may, in his discretion, prohibit any member from holding office.

An officer, whose term will not expire at the time of the election, regular or special, can be nominated for another office, but he must resign his present office, thereby creating a vacancy, which shall be filled at the regular or special election. The resignation is automatic and effective on April 30 for a regular election or on the actual date of a special election.

A member under suspension because of disciplinary charges preferred against him shall be eligible as a candidate for election to office if his dues are current and he is not otherwise disqualified. If found guilty of a charge affecting his membership, or if the member has been removed from office rendering him ineligible to hold office for three (3) years, the office shall be declared vacant and the lodge shall proceed to fill the vacancy according to the provisions of Section 33.10.

**Sec. 33.6 - Appointment of Election Committee** - The Governor shall appoint an Election Committee composed of three (3) active members of the lodge who are not officers or candidates for elective office. The committee shall conduct the election, pass on all questions concerning the election, count the ballots and file a written report to the lodge of the results of the election. Each member of the committee shall sign the report and the report shall be attached to the lodge minutes. If written challenge is made to a member of the Election Committee within forty-eight (48) hours of the closing of the election, the Election Committee

shall impound the ballots pending final determination by the Election Committee or by any appellate officer or tribunal.

**Sec. 33.7 - Campaigning for Office Prohibited** - The printing, circulating or distribution of resolutions, letters, tickets, other written or printed matters, or through any electronic media by a member or anyone acting on his behalf, suggesting, recommending, opposing or containing the names of proposed candidates for office, is hereby prohibited. For any violation of this section, the General Governor may suspend the offending member or members, and in his judgment, may declare the election of such officer or officers void and order a new election.

**Sec. 33.8 - Voting** - Only active members physically present are eligible to vote for the election of officers. The candidate for each office receiving a majority (if there are two (2) candidates) or a plurality (three (3) or more candidates) of "yes" votes cast shall be declared elected. "No" votes are not counted. If there is only one (1) candidate for each office, the lodge may dispense with the necessity of paper ballot and conduct the election by using the voting sign of the Order. If the annual election of officers is to be by use of the voting sign of the Order, the lodge must vote to approve this method at a general membership meeting prior to the election. At special elections, the members present and voting may unanimously select to use the voting sign of the Order but if a member objects, the lodge must conduct the election by paper ballot.

No absentee ballot, write-in ballot or proxy vote shall be allowed. A lodge may by majority vote of the membership at a general meeting, conducted at least two

(2) weeks prior to the election, decide to use the Australian ballot. If the Australian ballot is used and the election is contested and subsequently declared void by the General Governor, the lodge shall thereafter be prohibited from using the Australian ballot unless the General Governor issues a special dispensation.

**Sec. 33.9 - Installation** - The Junior Past Governor (who served as Junior Past Governor during the past year) shall be the installing officer of his lodge. He shall install all duly elected officers at the last meeting in April each year or at a special installation ceremony approved by the lodge Board of Officers to be held prior to April 30. All officers shall take office as of midnight, April 30, unless the lodge has been notified by Moose International that it is not in good standing. If for any reason the Junior Past Governor is unable or unwilling to act, any Past Governor of the Order appointed by the Governor-elect may conduct the installation ceremonies. All officers, elected or appointed, must be installed prior to taking office.

**Sec. 33.10 - Vacancy** - On or after November 1st, if a vacancy occurs in any elective office, other than Governor or Administrator, the office shall be filled by appointment by the Governor until the next general election subject to approval of the membership. If a vacancy occurs in the office of Governor on or after November 1st, the appointment shall be by the Board of Officers, subject to approval of the membership, until the next general election. Vacancies occurring prior to November 1 shall be filled by special election.

The Nominating Committee at a regular meeting at least two (2) weeks prior to the special election shall report all nominations. The General Governor may issue



special dispensation waiving any election and authorize one or more offices be filled by appointment. The General Governor may declare any office vacant for a violation by the officeholder of the General Laws or policies of Moose International and appoint a qualified member of the lodge to fill the vacancy created. Subject to the provisions of Section 35.11, the lodge Board of Officers does not have authority to declare any elective office vacant or remove an elective officer from office.

**Sec. 33.11 – Special Elections:** For vacancies occurring prior to November 1<sup>st</sup>, a special election shall be conducted. The Nominating Committee shall report all nominations at a regular meeting at least two weeks prior to the special election. All special elections must be conducted at a regular general membership meeting. The Australian Ballot is allowed if voted on by membership at least two weeks prior to the election. Lodges may use the Australian Ballot unless a previous election has been contested and subsequently ruled void by the General Governor. Lodges shall have a sign in sheet and maintain this document as part of the lodge meeting minutes.

### **Chapter 34 - Junior Past Governor**

**Sec. 34.1 - Serves on the Board of Officers** - The retiring Governor shall serve as the Junior Past Governor, provided the term of Governor for which he was elected or appointed commenced prior to November 1 of the preceding year and he completed the term. The Junior Past Governor shall be a member of the Board of Officers. If the retiring Governor is unavailable or unqualified to serve, the next

Past Governor, in order of juniority by service, shall serve. Past Governorship is a condition, not an office and remains with the member so long as he continues his active status in the Order.

**Sec. 34.2 - Installing Officer** - The Junior Past Governor shall be the installing officer of his lodge.

**Sec. 34.3 - Additional Duties** - In the absence of the Governor, Junior Governor and Prelate, he shall preside over the deliberations of the lodge. He shall be chairman of the Moose of the Year Committee.

### **Chapter 35 - Governor**

**Sec. 35.1 - General Duties and Responsibilities** - The general duties and responsibilities of the Governor include, but are not limited to, the following:

- Be the fraternal leader of the lodge
- Preside at meetings
- Appoint officers
- Appoint committee chairmen
- Establish all committees required by Section 35.5
- Sign authorized checks
- Certify and sign reports
- Chair the House Committee
- Count votes (not ballots) and inspect records
- Declare offices vacant pursuant to Section 35.11
- Maintain order

- Increase membership
- Improve the financial strength of the lodge
- Chair the "Rookie of the Year" Committee
- Represent the lodge as a delegate to the International Convention, association conferences, conventions and district meetings.

**Sec. 35.2 - To Preside** - The Governor shall preside at meetings of the lodge, preserve order, apply and enforce the laws of the Order. He may impose reasonable fines upon lodge members for offenses or misconduct committed in his presence in meetings, anytime on lodge property or during lodge sponsored activities off lodge property. All fines paid to the lodge shall be forwarded monthly to Moose Charities, Inc. for deposit into the endowment fund.

**Sec. 35.3 - Parliamentary Questions** - The Governor shall, subject to appeal, decide all parliamentary questions which may arise in the lodge. Robert's Rules of Order (Newly Revised Edition) shall govern all proceedings of lodges except as otherwise provided herein.

**Sec. 35.4 - Appoint Officers** - The Governor shall appoint a Sergeant-at-Arms and may appoint an Inner Guard and an Outer Guard, who shall serve at the pleasure of the Governor.

**Sec. 35.5 - Appoint Committees** - At the first regular meeting after being installed, he shall appoint active members of the lodge to serve as chairman of standing committees as required by the General Laws. The chairman and each member of the Moose Legion Committee must be active members of the Moose Legion. With the exception of the Auditing Committee, he shall be a member of all

committees of the lodge, unless he is disqualified (i.e., cannot be a member of the Moose Legion Committee unless he is an active member of the Moose Legion or Fellowship Committee if the degree has not been conferred to him). He may require reports from all committees (except the Fellowship Committee), activity units and officers of the lodge at his pleasure. The regular standing committees of each lodge shall be:

- (1) Moose Charities Committee
- (2) Auditing Committee
- (3) Membership Committee
- (4) Application Review Committee (as defined in Section 28.3)
- (5) Heart of the Community Committee
- (6) Loss Prevention Committee
- (7) Communications Committee
- (8) Government Relations Committee
- (9) Activities Committee
- (10) Moose Legion Committee
- (11) Ritual Committee

**Sec. 35.6 – Delegate** - By virtue of the office, the Governor shall be a delegate to the International Convention, association conferences, conventions and district meetings.

**Sec. 35.7 - Appoint Auditing Committee** - At the first regular meeting after being installed, the Governor shall appoint two (2) members of the lodge (one of whom shall be chairman) to serve with the Prelate on an Auditing Committee. The three

(3) members of the committee shall serve for one (1) year. No other elected officer shall serve on the Auditing Committee. The Governor shall demand and receive from the officers or members of the lodge all stocks, bonds, notes, accounts, records and documents necessary to enable the Auditing Committee to conduct an audit and make a full and correct report. The Audit Committee shall prepare a detailed report of their findings of the lodge's membership and financial position, including the funds of ALL committees – (including the House Committee), groups or activities of the lodge. The report shall be completed within ten (10) days of the close of the prior month's business and reported at the next general membership meeting. All committee members shall sign the report and the report shall be maintained in the lodges files for not less than seven (7) years.

**Sec. 35.8 - Chairman of the House Committee** - He shall be Chairman of the House Committee, for the sole purpose of presiding at the meetings of the House Committee.

**Sec. 35.9 - Count Votes and Inspect Books** - Except as provided in Section 33.6, he and the Jr. Governor shall count all votes cast. He shall cast the deciding vote upon all questions before the lodge as provided by Robert's Rules of Order, except in the election of officers. He shall have the right to vote on all questions and issues before the lodge the same as any other officer or member. He may vote to create a tie or break a tie. He shall have the right to examine all books, records and documents of any officer of the lodge at any time. He shall examine the books, records, and documents whenever he determines it necessary for the protection of lodge funds or assets.

**Sec. 35.10 - Sign Checks** - In addition to the Treasurer, he may sign all authorized lodge or House Committee checks drawn by the Administrator, if an alternative method of banking has not been approved in writing by the General Governor.

**Sec. 35.11 - Declare Office Vacant** - When any officer or Jr. Past Governor (other than an elected Administrator) is absent for three (3) regular meetings of the lodge, Board of Officers meetings, House Committee meetings, special meetings, lodge enrollment ceremonies of new members, or a combination thereof, without being excused by the Governor or presiding officer, the Governor may declare the office vacant and the vacancy shall be filled by election or appointment as provided by the laws of the Order. When any elected officer is in arrears on payment of his dues by more than fifteen (15) days, the Governor shall declare the office vacant and the vacancy shall be filled by election or appointment as provided by the laws of the Order.

If the Governor of the lodge shall be absent for three (3) of the meetings referred to above, or a combination thereof, without excuse from the presiding officer(s), the Junior Past Governor may declare his office vacant and order the vacancy filled by election or appointment as provided by the laws of the Order. If the Junior Past Governor of the lodge is not in active status, this duty shall be performed by the Trustees.

**Sec. 35.12 – Reference for Registered Sex Offenders and Convicted Felons** - Upon receipt of court documents, a certificate from the clerk of any court or other satisfactory proof that a member is a registered sex offender or has been

convicted of a felony, he shall contact the General Governor. The lodge shall not expel a registered sex offender or a member convicted of a felony until the affected member has had sixty (60) days written notice of his right to apply to the General Governor for a special dispensation to retain his membership. After the expiration of sixty (60) days from being provided written notice of his right to apply for a dispensation, if the affected member has not applied for a dispensation he shall be expelled. The General Governor may, in his discretion, suspend the membership privileges of the affected member pending receipt of the request for a special dispensation and a final determination by the General Governor.

**Sec. 35.13 – Expel Members from the Order** - He may request the General Governor to expel any member who has neglected to pay fines, charges or any other lawful obligation due the lodge or House Committee within thirty (30) days after the same became due. A member may not be expelled for failure to pay a fine, charge or other lawful obligation unless the member has received thirty (30) days written notice of the intent of the lodge to request him expelled if the obligation is not paid.

**Sec. 35.14 - Duties to the Sick and Bereaved** - Immediately after being notified of a member's sickness or disability, he shall, in cooperation with the Prelate, have one or more members of the Board of Officers visit the disabled member at least once a week during his illness, if the location of the member is within a reasonable distance from the lodge and the lodge has not made other arrangements.

If requested by the family of a deceased member, he shall immediately make necessary arrangements for a burial ceremony. He shall immediately inform the

widow or surviving family of the right of the wife and/or children of the deceased member, if they are qualified, to apply for admission to Mooseheart or Moosehaven.

**Sec. 35.15 - General Duties** - He shall perform all other duties required of him by the laws and applicable rituals of the Order, including the installation of lodge officers ceremony. He shall properly compile his portions of certified reports as required by Moose International and give other required information.

**Sec. 35.16 - Conferring Honor of Past Governor** - The honor of Past Governor may be conferred upon any active member of a lodge in good standing. A written resolution setting forth the reasons shall be filed with the member's lodge, read by the Administrator in open session and recorded in the minutes of the lodge. If adopted by the lodge, an original petition and resolution form shall be sent to the General Governor. The petition and resolution form shall be accompanied by a written request for the conferring of the honor. The written request shall be signed by the lodge Governor and the Administrator under the seal of the lodge, setting forth the action of the lodge upon the resolution as recorded in the minutes of the lodge. If the honor is being conferred on the Governor, the Junior Governor and Administrator shall sign the resolution. If the honor is being conferred on the Administrator, the Governor and Treasurer shall sign the resolution.

The General Governor shall submit the required documents to the Supreme Council at its next regular session for its consideration. There shall be no appeal from the decision of the Supreme Council. Except as otherwise stated in these



General Laws, any member receiving the honor of Past Governor shall enjoy all of the rights and privileges as any Past Governor of the Order.

### **Chapter 36 - Administrator**

**Sec. 36.1 - Appointment and Election** - The Administrator shall be nominated by the Board of Officers and elected by a majority vote of the membership at a regular lodge meeting. The vote shall be by separate action. The election shall be by secret ballot, if requested by any member. The election shall not be conducted by simply approving the Board of Officers' minutes of the meeting making the nomination. An elected Administrator shall serve for a term of satisfactory service as determined by the Board of Officers and lodge, subject to approval by the General Governor. Immediately upon there being a vacancy, the Board of Officers may appoint an Acting Administrator to serve for a period of time not to exceed six (6) months. Upon becoming the Acting Administrator, or being elected as the Administrator, he shall be a member of the Board of Officers. The Treasurer shall perform the duties of the Administrator on an interim basis until an Acting Administrator is appointed, but in no case for a period of time exceeding six (6) months. Termination of an elected Administrator requires a majority vote of the Board of Officers, a majority vote at a general membership meeting and approval by the General Governor.

**Sec. 36.2 - Certification** - An Administrator may be certified upon meeting requirements established by Moose International.

**Sec. 36.3 - Deposits and Signs Checks** - Unless other arrangements have been approved in writing by the General Governor, the lodge shall comply with the following requirements:

1. The Administrator shall draw and sign all checks that have been approved, together with cards, certificates and notices requiring his signature.
2. At least two (2) original signatures shall be necessary on each check. One (1) signature shall be the Administrator and the other signature shall be the Governor or the Treasurer. Signature stamps are prohibited.
3. Checks shall not be signed unless the payee's name is on the check.
4. The Administrator shall see that all lodge funds are deposited in the bank weekly in the name of the lodge, and a certified deposit slip is given the Treasurer for every deposit.

**Sec. 36.4 - Keep Financial Accounts** - The Administrator shall correctly keep records of the lodge, the House Committee, and other authorized funds or accounts in such books, or on computers, as may be required by Moose International. A hard copy of all official reports, records, minutes, documents, etc. shall contain original signatures as required by these laws and be maintained as part of the official records. All books, records and electronic equipment, i.e., computers, laptops, tablets, etc. shall be retained in the lodge home. Electronic equipment may be transported to and used at official Moose business. Except as otherwise required by law, he shall issue a receipt for all money received from all sources, including all committees and activity groups of the lodge.

Unless otherwise approved in writing by the General Governor, he shall deposit, at least once each week into the bank(s) designated by the lodge, all money received to the credit of the lodge, House Committee, or other authorized funds or accounts. The Administrator shall use due diligence and take reasonable precautions to safeguard all funds received on behalf of the lodge or House Committee until the funds are properly deposited in the bank(s) designated and approved by the lodge. He shall make a deposit slip for each deposit in triplicate, leaving one (1) deposit slip with the bank, retaining one (1) for his records, and giving the other to the Treasurer. He shall secure a receipt for the duplicate deposit slip from the Treasurer. He shall make available at the end of each month all books and records and accounts to the Auditing Committee.

**Sec. 36.5 - Membership Records** - The Administrator shall keep in books, or on computers, as Moose International may require, true and accurate accounts between the lodge and each member thereof. He shall preserve and file all official applications for membership as part of the permanent records of the lodge and all applications shall be retained in the lodge home. He shall at the first lodge meeting of each month read a detailed membership and financial report from forms provided by Moose International.

The Administrator shall report to Moose International within the times specified all financial and membership information requested, on forms provided by Moose International. He shall provide such other information as requested by Moose International to allow for dues renewal notices to be timely sent by Moose International to members in advance of their expiration date. The dues renewal

notice shall state the amount of annual dues required to maintain the member's active status. He may, following fifteen (15) days from the expiration of the dues, read in an open lodge meeting the names of all members who are in arrears.

**Sec. 36.6 - Furnishing Members' Names and Addresses** - It is forbidden for any person to furnish a list of names or addresses (including all electronic media) of the members of the lodge to any business, organization or individual for their commercial or business purposes. Names and addresses of members shall only be used for fraternal purposes and may only be furnished to an individual, business or organization in accordance with the terms of a dispensation obtained from the General Governor.

**Sec. 36.7 - Keep Securities** - The Administrator, Governor and Treasurer, as custodians, shall be responsible for the securities and valuable papers of the lodge and keep them in a safe place.

**Sec. 36.8 - Certified Reports** - For the purpose of making certified reports to Moose International, the Administrator shall close his books, or computer records, at noon on the last business day of each reporting period specified by Moose International and immediately deposit all money received, except authorized petty cash. He shall prepare a certified report, either electronically or on forms authorized by Moose International. The report shall be transmitted in the manner and within the times specified by Moose International. The report must cover all transactions for the preceding reporting period.

With the report to Moose International, the Administrator shall include certificates, or other documentation as required and acceptable to Moose

International from all banks in which lodge, House Committee or other authorized funds are on deposit, certifying the balance on hand in each bank at the close of business on the last day of the reporting period for which the report was made. He shall also accompany with each certified report all endowment funds received through the end of the reporting period, and not previously remitted.

**Sec. 36.9 - Furnish Information to Moose International** - Immediately upon receipt of a request from the General Governor, the Administrator shall furnish to Moose International a complete list of names and addresses of all members of the lodge, including their enrollment date, dues expiration date and other information requested.

**Sec. 36.10 - Signing Documents** - The Administrator shall sign all authorized documents, receipts, certificates, communications, reports, and other papers, and with the Governor shall sign all authorized legal documents and affix the seal of the lodge upon such documents as required. After proper approval, it is required that the Administrator and Governor (or such other officer who presides over a particular meeting) shall date and sign all lodge, officer and House Committee minutes.

**Sec. 36.11 - General Duties** - He shall accurately record and maintain the minutes of all lodge meetings, Board of Officers meetings, House Committee meetings and other meetings and hearings. All minutes are to be properly signed by the Recording Secretary and Presiding Officer on sequentially numbered pages and maintained at the lodge home at all times. He shall, at the next meeting after receipt, read all reports, bulletins, applications and other communications to the

lodge and conduct correspondence as necessary or directed by the lodge, and preserve copies thereof. He shall immediately deliver to his successor in office, all books, papers and other property of the lodge, which may be in his possession. He shall perform all other duties required of him by the laws and ritual of the Order. A lodge member may in writing request an appointment with the Administrator to view non-confidential lodge financial records and minutes. Within twenty-one (21) days from the receipt of the written request, the Administrator shall allow the active member of the lodge to view (but not copy or remove) non-confidential lodge financial records and minutes. House Committee records and minutes are considered confidential.

**Sec. 36.12 - Compensation** - For his services, the Administrator may receive reasonable compensation as determined by the lodge Board of Officers and membership. Compensation shall be paid or waived, but may not be accrued. Compensation listed in a report to Moose International and not paid to the Administrator for that reporting period shall automatically be waived or forfeited upon the filing of the next required report. If due to a vacancy in the office of Administrator, the Treasurer performs the duties and responsibilities of that office, he may receive the compensation allocated to the Administrator for the period of his actual service.

**Section 36.13 – Delegate** - By virtue of the office, the Administrator shall be a delegate to the International Convention, association conferences, conventions and district meetings.

## **Chapter 37 - Junior Governor**

**Sec. 37.1 – Presiding Officer** - He shall preside over the deliberations of the lodge in the absence of the Governor. He shall be a member of the House Committee and preside in the absence of the Governor and perform all other duties required of him by the laws of the Order. In case of a vacancy in the office of Governor, he shall assume the office in an acting capacity, with full authority to perform the duties and the responsibilities until the vacancy is filled.

### **Sec. 37.2 - Assist Governor:**

**For Lodges using Three Trustees** - He shall assist the Governor in preserving order and decorum in the lodge, and with the Governor, count all votes (not ballots).

**For Lodges using One Trustee** - He shall assist the Governor in preserving order and decorum in the lodge, and with the Governor, count all votes (not ballots). He shall, along with the Trustee and Prelate, recommend all bills to be paid.

## **Chapter 38 - Treasurer**

**Sec. 38.1 - General Duties** - The Treasurer's duties and responsibilities are as follows:

1. He shall conduct a weekly inspection of all lodge and House Committee financial records to verify that all accounting entries are current, and such entries are consistent with all receipts and expenditures.
2. He shall receive from the Administrator duplicate deposit slips showing the deposits of all money credited to the lodge, the House Committee, and

other authorized funds or accounts made by the Administrator in the name of the lodge.

3. He shall initial the duplicate deposit slips retained by the Administrator as a receipt.
4. With the Administrator and Governor, he shall be custodian of all securities, and perform all other duties required of him by the laws of the Order.
5. Subject to the provisions of Section 36.1, he shall perform the duties of the Administrator if the Administrator is unable to perform the duties of his office due to sickness or other short-term disability.

**Sec. 38.2 - Sign Checks** - In addition to the Governor, he may sign all authorized lodge or House Committee checks drawn by the Administrator, if an alternative method of banking has not been approved in writing by the General Governor.

**Sec. 38.3 - Successor** - He shall immediately deliver to his successor all moneys, books, papers, and other property of the lodge which he may have in his possession.

### **Chapter 39 - Prelate**

**Sec. 39.1 - General Duties:**

**For Lodges using Three Trustees:** He shall be a member of the House Committee. In the absence of the Governor and Junior Governor, he presides over the deliberations of the lodge or the House Committee and performs all other duties required of him by the laws of the Order. He also serves as a member of the Auditing Committee, but not as its chairman.



**For Lodges using One Trustee:** He shall be a member of the House Committee. In the absence of the Governor and Junior Governor, he presides over the deliberations of the lodge or the House Committee and performs all other duties required of him by the laws of the Order. He also serves as a member of the Auditing Committee, but not as its chairman. He shall, along with the Trustee and Jr. Governor, recommend all bills to be paid.

**Sec. 39.2 - Visit the Sick** - He shall visit the sick, disabled and distressed, whenever possible, and make a full report at each lodge meeting.

#### **Chapter 40 - Trustees**

**Sec. 40.1 - Take Inventories:**

**For Lodges using Three Trustees** - The Trustees shall take an inventory of all furniture, fixtures and other physical property of the lodge at least once each year, and at other times as required by the Governor or the lodge. Upon completion, they shall deliver the inventory report to the Governor. Each month, they shall compile and deliver to the Administrator an inventory of House Committee merchandise for resale.

**For Lodges using One Trustee** - The Trustee, along with the Jr. Governor and Prelate, shall take an inventory of all furniture, fixtures and other physical property of the lodge at least once each year, and at other times as required by the Governor or the lodge. Upon completion, they shall deliver the inventory report to the Governor. Each month, they shall compile and deliver to the Administrator an inventory of House Committee merchandise for resale.

**Sec. 40.2 - Examine and Approve Bills:**

**For Lodges using Three Trustees:** The Trustees shall examine all bills and report to the lodge or the House Committee their recommendations as to payment. A majority of the Trustees may act. They shall perform all other duties required of them by the laws of the Order or by the lodge.

**For Lodges using One Trustee:** The Trustee, along with the Prelate and Jr. Governor, shall examine all bills and report to the lodge or the House Committee their recommendations as to payment. A majority may act when necessary. They shall perform all other duties required of them by the laws of the Order or by the lodge.

**Sec. 40.3 – Loss Prevention Committee:**

**For Lodges using Three Trustees:** The Loss Prevention Committee shall be comprised of five (5) members. The Trustees shall serve on the Loss Prevention Committee of the lodge and perform monthly inspections of the facility and property in accordance with guidelines provided by Moose International. The One Year Trustee shall serve as Chairman.

**For Lodges using One Trustee:** The Loss Prevention Committee shall be comprised of the Trustee plus two (2) members appointed by the Governor. This committee will perform monthly inspections of the facility and property in accordance with guidelines provided by Moose International. The Trustee shall serve as Chairman.

## **Chapter 41- Appointed Officers**

**Sec. 41.1 - Sergeant-at-Arms** - He shall introduce all visitors and conduct them to seats within the lodge. He shall have charge of all the properties and paraphernalia of the lodge, not otherwise provided for, and perform all other duties required of him by the Governor, and the laws of the Order. He shall be in charge of the inner door, outer door and anteroom, if the lodge does not have an Inner Guard and/or Outer Guard.

**Sec. 41.2 - Inner Guard** - If the lodge has an Inner Guard, he shall have charge of the inner door of the lodge room and perform all other duties required of him by the laws of the Order.

**Sec. 41.3 - Outer Guard** - If the lodge has an Outer Guard, he shall have charge of the outer door and the anteroom, and perform all other duties required of him by the laws of the Order.

**Section 41.4 – Voting** – Appointed officers are non-voting officers.

## **Chapter 42 - Lodge Meetings**

**Sec. 42.1 - Regular Membership Meetings** - Every lodge shall hold at least two (2) regular general membership meetings each month as specified by the lodge by-laws. Only active members of a lodge are entitled to attend that lodge's meetings. Active members of other lodges may attend by invitation. Authorized representatives of Moose International shall be entitled to attend all lodge meetings. All active members of a lodge (including officers) are entitled to vote on

matters properly before the lodge. Only active members in actual attendance at lodge meetings are entitled to vote; absentee or proxy votes are prohibited.

**Sec. 42.2 - Board of Officers' Meetings** - The elected officers of the lodge and the Jr. Past Governor shall meet as a board at least twice a month and at other times, as in their judgment the business of the lodge requires. The regular scheduled officers' meeting shall be held at a stated date and time. The membership shall be notified in advance of the days and times of the regular officers' meetings. If possible, officers' meetings shall be held in the regular lodge room. If the officers' conduct a meeting at any other place or time than on the regular meeting night, the Administrator, Governor or other presiding officer shall give a report of the meeting to the lodge at the next regular general membership meeting.

At the officers' meeting, only business may be transacted that has been referred to the board or deemed by the officers to be in the best interest of the lodge. A member may attend the officers' meeting upon a majority vote of the board in attendance. The member shall have no voice in the meeting unless called upon by the Governor. If the Governor refuses to call on a member, the Governor's decision may be overruled by a majority vote of the board members present at the meeting.

At the officers' meeting, the report of the Application Review Committee concerning applications for membership shall be received. The Board of Officers receives the report of the Application Review Committee, but does not vote to accept or reject an application for membership.

Officers shall make a full and complete report of each officers' meeting to the membership at the next regular meeting of the lodge and no decision of the officers shall be binding upon the lodge until the lodge concurs.

Meetings with an Operations Analyst, Regional Manager, or other designee of Moose International shall be documented in the lodge officer's minutes as a special officers meeting. The names of all in attendance, topics discussed and any specific recommendations provided to the lodge shall be included in these minutes.

**Sec. 42.3 - Special Meetings** - The Governor may at his discretion call a special meeting of the lodge at any time. He shall call a special meeting any time he receives a request, in writing, by eight (8) members or two (2%) percent of the active members of the lodge, whichever is greater. At special meetings, no business shall be transacted, except as specifically stated in the call notice sent to the membership.

The Administrator shall prepare and mail (or personally deliver) all notices for special meetings to all active members of the lodge at least seven (7) days previous to the special meeting. In calculating the seven (7) days notice requirement, the lodge shall not count the day of mailing or the day of the special meeting. The notice shall state the special business to be considered, and no other business shall be considered or transacted at the meeting. Lodges may notify members via electronic messaging if previously approved by members at a special meeting. Those members without access to electronic media must receive all notices by postal service mail.

**Sec. 42.4 - Joint Lodge and Chapter Meetings** - If the lodge has a Women of the Moose Chapter, the Lodge Board of Officers shall hold a joint meeting with the Chapter Board of Officers at least once a month. The purpose of the joint meeting is to discuss, communicate and coordinate programs, activities, events and concerns of mutual interest.

**Sec. 42.5 - Smoking & Consumption of Alcoholic Beverages** - Smoking and consumption of alcoholic beverages are absolutely prohibited at any official lodge meeting (Board of Officers, House Committee, regular membership, enrollment, etc.), chapter meeting, House Committee hearing or Commissioner trial.

**Sec. 42.6 - Electronic Recording Devices** - Electronic recording devices shall not be used at any meeting, hearing or other fraternal gathering unless allowed by local law and approved in writing by the General Governor.

**Sec. 42.7 – Quorum:**

**For Lodges using Three Trustees:** Seven (7) duly qualified members of the lodge shall constitute a quorum for the transaction of business at any membership meeting. Five (5) elected officers shall constitute a quorum for any meeting of the Board of Officers. No quorum shall be considered present unless an active Past Governor, Governor, Junior Governor or Prelate is present to preside.

**For Lodges Using One Trustee:** Seven (7) duly qualified members of the lodge shall constitute a quorum for the transaction of business at any membership meeting. For lodge Boards consisting of one (1) Trustee, four (4) elected officers shall constitute a quorum for any meeting of the Board of Officers. No quorum

shall be considered present unless an active Past Governor, Governor, Junior Governor or Prelate is present to preside.

**Sec. 42.8 - Presiding Officer** - The lodge shall open at the appointed time. In the absence of the Governor, the Junior Governor shall preside. In the absence of the Governor and Junior Governor, the Prelate shall preside. In the absence of the Governor, Junior Governor and Prelate, the Junior Past Governor shall preside. In the absence of all of the above named, any active Past Governor of the lodge shall preside. The determination of which Past Governor is to preside shall be determined by order of juniority by service to the lodge.

**Sec. 42.9 - Offering of New Business** – All new business presented to the lodge must be in writing and first referred to the Board of Officers of the lodge, who will consider the matter submitted and make a report at the next regular meeting of the lodge.

**Sec. 42.10 - Decorum During Meetings** - Lodge meetings, Board of Officers meetings and House Committee meetings shall be conducted with true gentlemanly decorum. Vulgar, profane and indecent conduct or language is absolutely prohibited. Any Moose violating this provision shall be disciplined in accordance with the laws of the Order, including suspension or expulsion of membership. Any lodge permitting a violation of this law may have its charter suspended or revoked. The lodge shall be responsible for the conduct of all members attending meetings. The presiding officer may impose a fine upon any member being disruptive in a meeting. Violations could result in a fine by the presiding officer requiring a thirty (30) day demand letter for payment.

**Sec. 42.11 - Reading of Official Circulars** - All official correspondence or circulars from Moose International, the Supreme Lodge, or the state, regional or provincial association (including the region or district) sent to a lodge shall be read at the next regular meeting after receipt. It shall be the duty of the Administrator, Governor or other presiding officer to see that this requirement is rigidly enforced. Official circulars shall also be read when conditions of the lodge require review of the information contained in such circulars. The lodge shall post all relevant correspondence, circulars, posters, or broadsides as required or directed by Moose International, the Supreme Lodge, or the state, regional or provincial association, including the region or districts thereof.

### **Chapter 43 - Lodge Funds**

**Sec. 43.1 - Investments** - Upon authorization received from the General Governor, a lodge may invest its surplus, unit or committee funds in a prudent manner in depositories or securities in the same manner and under the same regulations and restrictions that applies to the investment of funds of Moose International.

**Sec. 43.2 - Checking Accounts** - All money received, from every source (except as otherwise provided by law), shall be deposited by the lodge Administrator and credited to the authorized funds or accounts as approved by the General Governor. All authorized accounts shall be checking accounts. Electronic accounts must have a printed monthly statement reviewed and signed by the Treasurer, and maintained in the lodge records for seven (7) years.



**Sec. 43.3 - Committee or Activity Group Funds** - Funds of committees or activity groups shall upon receipt be immediately delivered to the Administrator of the lodge to be deposited into the general fund and recorded as funds of the committee, unit or activity group. Committee or activity groups shall not have a checking account unless such an account is required by law (i.e., bingo) and the General Governor has approved the account in writing. Committee, unit or activity group funds, if authorized by the General Governor, may be deposited in a savings account. The funds shall be turned over to the lodge Administrator for deposit into the lodge's general account from which a check shall be issued for deposit into the savings account. Withdrawals from the savings account shall be by the Administrator who shall deposit the funds into the lodge's general account from which checks shall be issued. At least three (3) signatures shall be required to withdraw funds from an authorized savings account. The signatures shall be the (1) Administrator, (2) Governor or Treasurer and, (3) the committee or group chairman or other authorized committee or group representative. Withdrawals from committee or activity group savings accounts require lodge approval, but shall not require a dispensation from the General Governor.

**Sec. 43.4 - Expenditures** - Unless authorized by the General Governor, all expenditures must be by official check, and only as authorized and lawful. Cash payments are strictly prohibited, unless a reimbursement check is immediately written and included in the next appropriate deposit.

The following require membership approval and a dispensation from the General Governor:

1. Entering into any contract or lease
2. Purchasing personal property or equipment over \$5,000
3. Borrowing money, including the use of a credit card
4. Withdrawal or reduction of savings
5. Encumbrance of assets
6. Any other transactions affecting the lodge financial balance sheet

Purchases of personal property or equipment in an amount less than \$5,000.00 requires membership approval but does not require a dispensation from the General Governor. All transactions involving real estate require membership approval and a dispensation from the General Governor. The provisions of Section 46.6 govern real estate transactions. A dispensation from the General Governor is not required when an existing approved loan is merely refinanced at a lower interest rate and/or for a shorter term, and the lodge receives no funds.

Donations from a chapter of the Women of the Moose to a lodge shall not require a dispensation from the General Governor. However, chapter funds donated to the lodge must be spent as directed if the funds are restricted or designated for a specific purpose. Donations from a chapter to a lodge must be shown on the financial reports submitted to Moose International by the lodge and chapter.

**Sec. 43.5 - Auditing Committee** - The Auditing Committee shall review monthly the membership and financial records of the lodge, House Committee, and other authorized funds or accounts prepared by the Administrator. Any questions raised

by the Auditing Committee shall be submitted with the report to Moose International.

Whenever deemed necessary and appropriate, the Board of Officers may require a special audit of the books and records of the Administrator and, immediately upon demand, the Administrator shall deliver to the Auditing Committee the necessary records to prepare the special audit. If the Administrator refuses to comply with the demands of the Board of Officers, the Governor shall suspend the Administrator with pay and the Treasurer shall act until a prompt investigation is made. Upon suspension of the Administrator, the Governor shall immediately contact the General Governor.

**Sec. 43.6 - Financial Payments to Moose International –**

**Current:** Each lodge shall pay to Moose International such amounts as required by the Supreme Council. There may be included in the payments an amount per member as determined by the Supreme Council. The Supreme Council shall allocate funds received by Moose International for the support of Mooseheart, Moosehaven, other charitable enterprises, magazine subscriptions, and other operational expenses of the Order.

All charitable contributions received by a unit of the Order, shall be immediately remitted to Moose Charities. Moose Charities shall receive such contributions as agent for the appropriate foundation, endowment fund, trust fund or subsidiary or related corporation. Moose Charities shall maintain a contemporaneous record of each donor, together with the date of each contribution and the value and amount

of each gift. The unit shall provide to Moose Charities all requested information necessary for it to maintain a record of gifts.

Should Moose International not receive the required funds due Moose International from the lodge each month, the General Governor may notify the lodge. Upon receipt of written notification from the General Governor, the lodge shall within ten (10) days provide each member of the lodge written notification that the lodge is not in good standing. The Supreme Council, at their next session after notice from the General Governor, may suspend or revoke the charter of the lodge unless all the funds owed Moose International have been received.

**Sec. 43.7 - Expenses to Convention** - Each lodge shall, unless declined by the representative, pay out of its lodge account the expenses of at least one (1) delegate to attend the annual state, regional or provincial association convention and mid-year conference. The lodge may (unless declined) pay out of its lodge account the expenses of other delegates and alternative delegates to state, regional or provincial association conventions, mid-year conferences, regional and district meetings. The lodge may also pay the expenses of one or more representative(s) to the annual Moose International Convention and Supreme Lodge meeting.

In addition to actual incurred hotel or motel expenses and transportation expenses, a lodge may pay per diem and mileage as permitted by governmental guidelines. Per diem shall be paid for each day in actual attendance and each day necessary for travel. If the hotel or motel expense is not paid, the delegate or representative may receive, in addition to mileage or actual transportation

expenses, per diem in an amount approved by the lodge, not exceeding the amount permitted by governmental guidelines. Reimbursement for transportation shall be the cost for mileage or lowest coach airfare obtainable, whichever is less.

#### **Chapter 44 - Community Service & Charitable Fundraising**

**Sec. 44.1 - Fundraising Activities Involving Non-Members** - A lodge 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 fundraising activity involving non-members shall only be conducted in accordance with a dispensation received from the General Governor.

**Sec. 44.2 - Public Bingo** - If a lodge is properly licensed and is in compliance with all laws, rules, regulations, ordinances, etc., it may conduct bingo open to the public. The 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 under Section 50.2.

**Sec. 44.3 - Community Service & Charitable Fundraising** - Without the necessity of obtaining a dispensation from the General Governor, a lodge home may be utilized for legitimate community service programs and charitable fundraising events. Non-members involved in community service programs or fundraising events shall not enter the lodge social quarters. Community service and charitable fundraising events are subject to the following restrictions:

1. The social quarters shall be closed to non-members.

2. Non-members shall not make purchases unless the purchase is directly related to the fundraising event.
3. No alcoholic beverages shall be involved unless specifically approved by the General Governor.
4. IRS regulations require that only "volunteers" be involved in charitable fundraising events. No House Committee/ Board of Directors employee (i.e., SQ Manager, bartender, etc.) or Lodge employee (Administrator, clerical personnel, etc.) shall participate in charitable fundraising 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.]

5. Neither the lodge nor chapter shall benefit financially from the activity.
6. All net proceeds shall be donated to the charity or community service for which the event was conducted.
7. A separate and complete record of each event must be kept on file. The file shall 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.

## **Chapter 45 -Advertising**

**Sec. 45.1 - Public Solicitation of Members** - A lodge shall not include in any advertisement a direct or indirect solicitation of non-members into the membership of the Order.

**Sec. 45.2 - Advertising** - Advertising any lodge activity in any manner (i.e., newspaper, handouts, posters, radio, TV, or lodge marquee) that is visible to the public shall conform to the following conditions:

1. Bingo prices and prizes may be displayed, as allowed by law, without a dispensation.
2. The words "MEMBERS AND QUALIFIED GUESTS ONLY" shall be prominently displayed.
3. Community Service & Charitable Fundraising events including non-members shall contain the following words: "This is a community service event" and "All net proceeds are going to...." [insert name of charity or community service for which the activity is being conducted].
4. With a dispensation from the General Governor, a lodge can advertise prices (i.e., price of admission to a dance, prices of meals, drinks, etc.) for fundraising events open to the public.

**Sec. 45.3 - Web sites** - A lodge may have an Internet Web site subject to compliance with the conditions set out herein. All Internet Web site pages advertising lodge activities (meals, dances, karaoke, etc.) must prominently state that all activities are only for active members and their qualified guests. All Web sites must carry the following disclaimer on the home page:

**IMPORTANT NOTICE:** The Loyal Order of Moose is a private organization. All activities and events referred to on this Web site and in the Moose newsletter are available to members in active and their qualified guests only. This Web site is for informational purposes with proprietary information intended for members only. General information is available to the public at large, but should not be construed to be a solicitation for membership. This Web site is an initiative of \_\_\_\_\_ Moose Lodge No. \_\_\_\_\_, and is not sanctioned by the Loyal Order of Moose, Moose International or any subsidiary thereof. All logos, trademarks and service marks pertaining to the Loyal Order of Moose and/or its programs or degrees are copyrighted © by Moose International, Inc., Mooseheart, Illinois.

Public solicitation of members into the Order by lodges is prohibited. There shall absolutely be no language on a Web site or any form of public advertising inferring that the lodge is soliciting the public to join (i.e., "For information on how to join" or "To become a member, call this number" etc.). The lodge may provide "information" about the lodge and the fraternity. Linking to authorized Web sites of Moose International, Loyal Order of Moose, Women of the Moose, Mooseheart, Moosehaven, Moose Charities, etc. is permitted and recommended. Lodges may not sell or solicit any product or service to or from the public over the Web site. Lodges are encouraged to use a password for members to access a private lodge activity folder. Lodges, chapters, associations, degrees and units of the Order maintaining a Web site shall, as required, report the Web site to Moose International.



## **Chapter 46 - General Provisions**

**Sec. 46.1 - Corporate Officers** -The corporate officers of the lodge shall be the President, Vice President, Secretary and Treasurer who are the Governor, Jr. Governor, Administrator and Treasurer, respectively.

**Sec. 46.2 - Compensation of Lodge Officers** – No elected lodge officer, except the Administrator (and the Treasurer if he assumes the duties of Administrator during a vacancy (See 36.12)), shall receive any wage, gratuity or other form of compensation for his services as a lodge officer, or be a paid employee in the service of dispensing alcohol. Elected officers can be compensated for services such as janitorial, landscaping, entertainment, etc. The Jr. Past Governor is not an elected officer and can receive compensation from the lodge.

**Sec. 46.3 - Bonding** - The following persons shall be bonded by the lodge in amounts as it shall determine: Governor, Administrator, Treasurer, Trustees, Social Quarters Manager, House Committee employees and other persons required by the lodge. The lodge shall pay the premium for all bonds.

**Sec. 46.4 - Duties of Officers** - All officers of lodges whose duty it is to take part in ritualistic work shall be required to memorize within a reasonable length of time the parts of the ritual assigned to them.

**Sec. 46.5 - Representation to Supreme Lodge and Associations** - The Governor and Administrator of each member lodge shall be the lodge's representatives to the Supreme Lodge and delegates to the state, territory or

provincial association during their terms of office. The lodge shall select any active member to serve as an alternate when necessary.

A representative of a lodge shall not be entitled to a vote in any meeting of the Supreme Lodge while his lodge is in arrears for any lawful charges of the Supreme Lodge. The General Governor shall immediately determine all disputes concerning any charges against the lodge when the representative of the lodge presents his credentials to the committee.

All representatives or delegates shall attend all sessions of the convention, conference or meeting and submit a written report to their lodge in a timely manner. A lodge may vote to pro-rate or decline to reimburse the expenses of any representative or delegate who, without valid excuse, failed to attend all or any portion of the required sessions of a convention, conference or meeting.

**Sec. 46.6 - Transactions Involving Real Estate** - Any transaction involving real estate requires the lodge to conduct a special meeting of the membership. Notice of the special meeting shall be mailed or personally delivered to all active members of the lodge and the General Governor not less than seven (7) days prior to the meeting. In computing the seven (7) days notice requirement, the lodge shall not include the date of mailing or the date of the special meeting. A resolution authorizing the action to be taken shall be submitted to the General Governor for approval prior to the lodge entering into any contracts or doing anything in performance of the matter approved.

The requirements of this section include, but are not limited to, the following: purchasing, acquiring by gift or otherwise any real estate, obtaining a mortgage or

loan, refinancing for a longer term or at a higher interest rate, selling or disposing of real estate, entering into any lease, or constructing, demolishing, remodeling, improving or altering a building.

**Sec. 46.7 - Limitation on Power of Lodge Officers to Transfer Assets Other Than in Ordinary Course of Business** - Neither the Board of Officers of any lodge nor its members, shall sell, pledge, mortgage, transfer, or dispose of any assets of the lodge (whether real, personal or mixed) except upon proper action of the lodge pursuant to these laws and on notice (if required) and prior written approval of the General Governor.

**Sec. 46.8 - Securing of Supplies** - All official supplies and meeting paraphernalia used by a lodge, including books and records used for lodge, House Committee and other authorized funds or accounts, shall be secured from Moose International, as required by the Supreme Council. No duplication, imitations, substitutions of supplies or paraphernalia furnished by Moose International shall be purchased or otherwise procured by any lodge without the written consent of the General Governor. The penalty for violation of this law may be suspension or revocation of the charter, as the General Governor may determine.

**Sec. 46.9 - Insurance Programs** - The Supreme Council has established a program to provide indemnity for losses to the various lodges, chapters, and other units of the Order and Moose International for liability. The Supreme Council is authorized to pro-rate the cost to the lodges, chapters, other units and Moose International and provide for the collection necessary for the program. The program is available to related and subsidiary foundations, endowment funds, trust

funds, and corporations upon terms and conditions it deems appropriate. All lodges, chapters and other fraternal units shall maintain insurance coverage as specified by the Supreme Council.

**Sec. 46.10 - Convention Solicitations** - Unless approved by the General Governor, the soliciting of any donations or contributions of any kind by any lodge or lodge member for the benefit of any lodge or lodge member or for any other purpose at an International convention is strictly forbidden. Subject to compliance with these General Laws and policies of the Supreme Council, the soliciting of donations or contributions at association conventions or conferences shall be according to rules and regulations adopted by the association.

**Sec. 46.11 - Permit for Lodge Publication** - Neither a lodge nor any member shall directly or indirectly, institute, establish, begin or maintain the publication of any magazine, newspaper or other periodical devoted or represented as being devoted to the interests of the Order or purporting to be a Moose publication in whole or in part without first securing written permission from the Supreme Council. The application for a permit must contain full information as to the title, size, dates of issue and the method of financing, the printing, postage and other costs. Such a permit, once granted, requires that one copy of each issue of the publication be mailed as directed to Moose International.

The Supreme Council may revoke any publication permit granted by it. Any member or members violating this section may be disciplined in accordance with the laws of the Order, including suspension or expulsion of membership.

**Sec. 46.12 - Use of Lodge Home for Political Purposes** - A lodge home shall not be used for political purposes, fundraisers or rallies. A lodge shall not participate or designate any funds toward any political activity. With approval of the General Governor, a lodge may, as a community service, allow the community to use the lodge for a "meet the candidates forum". Neither the lodge, nor any member acting on behalf of the lodge or the Order, shall endorse a political candidate or party and the activity shall not involve the raising of funds or the support of any particular candidate or party. A lodge may not be used to promote any political cause or agenda. A lodge may be used as a polling place without the necessity of a dispensation.

**Sec. 46.13 - Public Participation** - The public shall not participate at functions or events sponsored by the lodge, except for Memorial Day services, Pilgrim Presentation Ceremonies, Mooseheart Founder's Day programs and a gathering following the funeral or memorial services for a member or someone in the member's immediate family. Non-members entitled to attend enrollments are listed in Section 28.7. A lodge may conduct an Open House no more than twice in any one calendar year and not less than three (3) months apart. The lodge may invite the public to an Open House subject to compliance with the following conditions:

1. Prior to the Open House, the lodge shall clean up the lodge and grounds. The lodge should repair, remodel, paint and freshen up the lodge to make it attractive and inviting.
2. The Open House must be scheduled for a specific time period on a set date (i.e., 2:00 p.m. to 5:00 p.m. on a Saturday or Sunday).

3. The Social Quarters shall not be open for "business" during the Open House.
4. No sales to members or non-members during the Open House.
5. If legally allowed by your liquor license and all other applicable laws and ordinances, alcoholic beverages may be served, but not sold, to non-members during the Open House. If necessary to be in compliance with the laws of the state, provincial or local jurisdiction, a one-day permit or other alcohol license may be purchased for this singular event.
6. Wine (if legal) and cheese, including other complimentary refreshments (coffee, soft drinks, iced tea, snacks, etc.) may be provided.
7. Local officials and dignitaries should be invited to attend.
8. The lodge may advertise the Open House in the local media, but shall not publicly solicit non-members to join the lodge.
9. The lodge should provide current information and materials about the lodge, the Order, Mooseheart and Moosehaven.

**Sec. 46.14 - Mooseheart Founders Day** - October 27 is hereby designated Mooseheart Founder's Day. This day commemorates the birthday of James J. Davis as Founder.

**Sec. 46.15 - Memorial Day** - On or about the first Sunday in May of each year, lodges and other units of the Order may conduct services expressive of the ideals of the Order and in memory of departed members. Such services shall be designated as Memorial Day services.

**Sec. 46.16 - Organization of Activity Groups** - There may be organized in each lodge activity groups as authorized by the lodge. Membership in a lodge activity group is restricted to members in active of that lodge and/or its affiliated chapter. All activity groups shall be subject to the supervision of the lodge Board of Officers. The establishment and operation of all activity groups shall be according to rules and regulations adopted by the lodge and Supreme Council. Section 43.3 governs activity group funds.

**Sec. 46.17 - Duties and Restrictions of Activity Groups** - Activity groups organized in any lodge may participate in activities of the Order as authorized by the lodge in conformity with rules and regulations adopted by the Supreme Council. Activity groups shall not conduct any social function, fundraising activity or incur any obligations or liabilities, financial or otherwise, unless authorized and approved by the lodge Board of Officers and the membership at a regular meeting of the lodge.

**Sec. 46.18 - Keys** - It shall be unlawful for any person, other than the Administrator and duly authorized employees of the lodge, to have or retain any key or keys to the lodge home unless permitted in writing by the General Governor. Only the Administrator or his authorized employees or office assistants shall be in possession of the keys to the lodge office or other location where official records are maintained.

**Sec. 46.19 - Responsibility for Damage** - A member of the Order shall be responsible for the removal of or damage to any lodge property by himself/herself or any guest of the member. Upon demand, the member shall immediately pay to

the lodge the full value of the damaged or removed property. Failure to pay the obligation shall subject a lodge member to the provisions of Section 35.13. Failure to pay the obligation by a chapter member shall be referred to the General Governor for action.

**Sec. 46.20 - Penalty for Lethal Weapons** - Firearms are absolutely prohibited on any Moose lodge property. This prohibition does not apply to legal weapons, which at all times remain in locked vehicles and are not in violation of any law, rule, regulation or ordinance. Any member, other than a law enforcement officer in the line of duty, having a firearm or other lethal weapon in his possession in the lodge, social quarters, parking lot, or anywhere on lodge property, shall immediately be expelled from the Order. In such situations, the lodge shall immediately contact the General Governor for instructions. The expulsion shall not occur if one of the following conditions exist:

1. The weapon involves a sporting event or other activity approved by the General Governor.
2. The General Governor in his discretion has exempted the accused member from the strict application of this section because expulsion would be inequitable under the circumstances involved and considering other relevant factors.

**Sec. 46.21 - Women of the Moose Chapter Organization** - In accordance with requirements established by Moose International, a lodge may organize a chapter of the Women of the Moose. Any lodge operating a Moose home shall provide the chapter adequate meeting space for required chapter meetings at no expense to



the chapter. Space for additional meetings and functions should be provided by the lodge and arranged at joint board meetings as provided by Section 42.4.

**LAWS FOR MOOSE SOCIALQUARTERS AND HOMES NOT PARTICIPATING  
IN JOINT MANAGEMENT  
ORGANIZATION**

**Chapter 47 - Establishment of Social Quarters**

**Sec. 47.1 - Adoption of Resolution by Lodge** - A lodge may establish and maintain a social quarters or engage in social activities in the lodge home, when the same is established and maintained in accordance with the General Laws and rules and regulations adopted by the Supreme Council. The lodge shall agree, by duly adopted resolution, to be bound by all General Laws, rules and regulations and lawful orders issued by the General Governor in reference to the social quarters or home.

**Sec. 47.2 - Leasing of Lodge Home** - A lodge may not allow a non-member to rent or use the lodge hall or home for private or business purposes. The lodge may, with dispensation, lease the lodge hall or home to other not-for-profit organizations whose mission is consistent with that of Moose International. The lodge may, without the necessity of obtaining a dispensation from the General Governor, allow an active member to rent or use the lodge home for a legitimate family function of the member or the member's immediate family, and on other occasions authorized by the General Governor, including the rental or use of the lodge hall or home for business purposes, subject to the following restrictions:

1. The social quarters shall be closed to non-members.
2. There shall not be a cash bar.
3. The member must pay for all food, beverages and other financial obligations generated by the activity.
4. Non-members may not make any purchases or spend any money in the lodge.
5. The lodge shall furnish a bartender (if a bartender is used) who shall have complete control of the dispensing of beverages.
6. The lodge shall have an officer or employee present at all times who shall be responsible for maintaining decorum.
7. Renters shall have insurance coverage as required by the Supreme Council.

Other than legitimate family functions, approved community service and charitable fundraising events under Section 44.3, a written dispensation is required from the General Governor before a member may use, rent or lease the lodge home. Non-members may not participate in any function occurring in the lodge home or social quarters unless there has been strict compliance with the laws of the Order, or the non-member is a qualified guest and the rules applicable to guests are obeyed. Other than as permitted by the laws of the Order, any leasing, renting or letting out of the lodge home or social quarters to, or permitting participation by, non-members therein is strictly prohibited, unless a dispensation has been obtained from the General Governor.

**Sec. 47.3 - Use of the Word Club** - The term, "social quarters"

as used in these General Laws, shall include the use of the word "club" where applicable under governmental rules or regulations or where interest in real property is involved.

**Sec. 47.4 - Permit to Operate** - Before any lodge shall open, operate, or maintain any social quarters or home, it shall submit financial and operating information as required by the General Governor and obtain from the General Governor a permit to operate the social quarters or home. The permit shall be issued subject to terms and conditions as the Supreme Council and the General Governor may prescribe. The permit is a privilege extended only to lodges in compliance with the General Laws and may be suspended or revoked by the General Governor at anytime if the lodge is found in violation of the General Laws or policies of Moose International. Every social quarters or home shall at all times be maintained and profitably operated for members of the Order.

#### **Chapter 48 - House Committee**

**Sec. 48.1 - Membership** - The government, regulation and control of all social quarters or homes operated or maintained by a lodge shall be vested in a House Committee consisting of the elected Board of Officers and the Jr. Past Governor. The House Committee shall hold at least two (2) meetings each month. Five (5) officers of the House Committee shall constitute a quorum for any meeting of the House Committee. By special invitation of the House Committee, others may attend for specific reasons. Any person invited to appear before the House Committee may address the committee if recognized by the presiding officer or

permitted pursuant to a majority vote of the committee members present. Only members of the House Committee shall be present during a vote in any meeting. The Administrator shall take and keep accurate minutes of every meeting. Unless required or specifically directed by the House Committee, all matters discussed at House Committee meetings are confidential.

The Administrator and Treasurer of the lodge shall be, respectively, the Secretary and Treasurer of the House Committee. The Administrator, Treasurer and any other employees handling funds of the social quarters or home shall give bonds as determined by the lodge. All minutes must be signed by the Administrator and Governor of the lodge.

**FOR LODGES WISHING TO IMPLEMENT JOINT HOUSE COMMITTEES:** The government, regulation and control of all social quarters or homes operated or maintained by a lodge shall be vested in a House Committee consisting of the elected Board of Officers of the lodge and chapter. The officers shall be Governor, Jr. Governor, Prelate, Treasurer, three (3) Trustees, Administrator and Senior Regent, Jr. Regent, Chaplain, Recorder and Secretary/Treasurer. The House Committee shall hold at least two (2) meetings each month. Seven (7) officers of the House Committee shall constitute a quorum for any meeting of the House Committee. By special invitation of the House Committee, others may attend for specific reasons. Any person invited to appear before the House Committee may address the committee if recognized by the presiding officer or permitted pursuant to a majority vote of the committee members present. Only members of the House Committee shall have a vote in any meeting. The Administrator shall take and

keep accurate minutes of every meeting. Unless required or specifically directed by the House Committee, all matters discussed at House Committee meetings are confidential. Participation in this program requires a three (3) year commitment, a dispensation from the General Governor, and a favorable vote by the lodge and chapter at special meetings.

**Sec. 48.2 - Provide and Enforce Rules** - The House Committee shall prepare and formulate rules and regulations governing the operations of the social quarters or home including, but not limited to:

1. The conduct of members and their guests during all social activities
2. A dress code for members and guests during all social activities
3. The admission and conduct of minors
4. Smoking during social functions

The House Committee shall comply with all state, local or provincial laws governing smoking. If smoking is lawful, the House Committee shall adopt rules and regulations regarding smoking during social functions. The rules and regulations governing smoking shall be considerate of all members and provide smoke free areas. It is recommended that smoking be prohibited during all meal functions occurring in separate areas from the social quarters.

Vulgar, profane and indecent conduct or language is absolutely prohibited at anytime in the social quarters, home, on lodge property, or during a Moose sponsored activity. In addition to the General Laws, the House Committee shall enforce additionally adopted and approved rules.

Before becoming effective, all rules shall be submitted to and adopted by the lodge at a regular general membership meeting. The membership may submit a written request to the House Committee that a rule or regulation be adopted or rescinded. If the House Committee declines to adopt or rescind the rule or regulation, the Governor shall call a special meeting of the lodge membership whenever he receives a request, in writing, by eight (8) members or two (2%) percent of the active members of the lodge, whichever is greater. At the special meeting, no business shall be transacted, except a discussion and vote on the adoption or rescission of the rule or regulation.

The Administrator shall prepare and mail (or personally deliver) all notices for special meetings to all active members of the lodge at least seven (7) days previous to the special meeting. In calculating the seven (7) days notice requirement, the lodge shall not count the day of mailing or the day of the special meeting. The notice shall state the special business to be considered, and no other business shall be considered or transacted at the meeting.

No rule or regulation shall ever be adopted or approved in connection with the operation or maintenance of a social quarters or home that conflicts with the laws of Moose International or with the laws of any municipality, state or nation where the lodge is located. Opening and closing hours are governed by Section 50.5 and are under the sole jurisdiction of the House Committee.

**Sec. 48.3 - Printing and Publishing Adopted Rules** - Immediately upon the adoption and approval of the rules and regulations required in the preceding section, the House Committee shall cause the same to be printed in a uniform

manner in large, plain type upon heavy cardboard, displaying at the top thereof a black imprint of the official emblem of the Order. Copies of the adopted and approved rules and regulations shall be prominently posted in all areas of the social quarters or home where social activities occur.

**Sec. 48.4 - Provide a Bulletin Board** - In every social quarters or home maintained or operated by a lodge, there shall be a prominently placed bulletin board. Upon the bulletin board shall be posted a copy of the laws or rules governing the social quarters or home, any special announcements and the names and addresses of all sick and disabled active members.

**Sec. 48.5 - Provide a Guest and Visitor Register** - Every social quarters or home shall contain a register for the purpose of identifying guests. All adult guests shall enroll their names. The House Committee may also require visiting members from other lodges or chapters to sign the guest register. Every member introducing guest(s) shall also enroll their name(s) and be responsible for the conduct of their guest(s) while in the social quarters, lodge home, on lodge property or while participating in any lodge activity. In addition to guest and visitor registers, a lodge may contain a separate register for sporting participants.

**Sec. 48.6 - Employ Help** - The House Committee shall name or employ a Social Quarters Manager. Except the Administrator and Jr. Past Governor, no member of the House Committee may volunteer or be employed as the Social Quarters Manager. No elected lodge or chapter officer, other than the Administrator if he is the Social Quarters Manager, shall receive any wage, tips, gratuities or other form of compensation for working or volunteering in the social quarters or home. If the

Administrator is not employed as the Social Quarters Manager, the House Committee may employ any other person (male, female, member or non-member) as the Social Quarters Manager. The Social Quarters Manager (employee) shall be under the jurisdiction of the House Committee (employer). The House Committee shall approve the salary or wages of the Social Quarters Manager. The Social Quarters Manager shall employ help as necessary to operate the social quarters or home according to policies established by the House Committee. The profitable operation of the social quarters shall be the responsibility of the House Committee. Wages and salaries paid to employees, including the Social Quarters Manager, shall not exceed funds allocated by the House Committee. The funds for wages and salaries shall be allocated either quarterly or annually. Neither the House Committee, nor the Social Quarters Manager, shall enter into any employment contract with an employee. Unless prohibited by law, all employees (including the Social Quarters Manager) shall be employed "at will."

**Sec. 48.7 - Handle and Account for All Finances** - The House Committee shall require all employees or volunteers who handle any House Committee money to turn over all money received to the Social Quarters Manager or Administrator and receive a receipt for the money. A Social Quarters Manager, who is not also the Administrator, shall turn over all money to the Administrator and receive a receipt, unless the General Governor has approved an alternative arrangement. At least once each week, the Administrator shall deposit all funds in the bank designated by the lodge, to the credit of the House Committee fund or account. He shall make deposit slips, in triplicate, leaving one with the bank, retaining one for himself, and



giving one to the Treasurer for every deposit made and receive a receipt from the Treasurer. Funds shall never be withdrawn from or paid out of the bank except upon approval of a majority of the House Committee. As authorized and instructed by the General Governor, a lodge may have only one (1) checking account for the transaction of all lodge funds.

**Sec. 48.8 - Enforce Decorum** – The House Committee shall be responsible for maintaining decorum in an equitable manner for all members. During all social functions, it is the duty of the House Committee to enforce and maintain proper decorum at all times. Participation in the social quarters of any lodge is a privilege and not a right of membership. This privilege is conditioned upon all persons conducting themselves, while in and about any social quarters, home or during activities sponsored by the lodge or House Committee, in a gentlemanly/ladylike and orderly manner. Any person, who fails to comply with this law, shall be denied the privileges of the social quarters or home at the discretion of the House Committee which includes all social activities sponsored by the lodge. The House Committee, upon receiving a complaint or on its own accord, shall investigate and take appropriate action regarding any alleged breach of decorum. Any member or guest may file a complaint with the House Committee concerning alleged misconduct occurring during a social function.

The authority of the House Committee to suspend the social quarters privileges of any member, after conducting a hearing, shall in no way affect the member's lodge or chapter membership status, including the member's right to attend official meetings. The House Committee may suspend a member's social privileges

pending a hearing. The hearing may take place on the same day as the regular House Committee meeting, but shall be separate from the regular meeting. Separate minutes shall be taken for House Committee hearings.

Unless the accused member in writing waives the right to appear, he/she must attend a hearing before the House Committee can make a final decision. After proper notice, if the accused member fails or refuses to appear before the House Committee, the member shall remain suspended until he/she appears at a hearing before the House Committee.

The House Committee may not fine a member, but may assess restitution for damages to lodge property against a lodge or chapter member. Damages assessed against a lodge member are enforceable as set out in Section 46.19. Damages assessed against a chapter member shall be referred to the General Governor for further instructions. A lodge or chapter member's social privileges may be suspended pending payment of restitution for damages, or a lawful debt owed the House Committee (i.e., bad checks). Action taken by the House Committee of one lodge to suspend the social privileges of a member in that lodge or chapter shall not affect the member's social privileges in other lodges.

A House Committee hearing is an informal investigatory process. Any officer charged with a social quarters rule violation or who has a family member related by blood or marriage charged shall not participate in the determination of the charges. Any officer who has an interest in the outcome, which would prevent him from being fair and impartial, should not participate in the determination of the charges. Pending a hearing, the House Committee may suspend a member's

social privileges. At least five (5) days prior to a hearing, (not counting the day of mailing or day of hearing) the member shall be given written notice of the following:

1. The date, time and location of the House Committee hearing.
2. A detailed statement of the alleged wrongful conduct, including the date and approximate time of the alleged incident, location, circumstances and other information sufficient for the accused to be apprised of the charge(s).
3. The rule or regulation violated.
4. The right of the member to testify at the hearing.
5. The right of the member to bring witnesses to the hearing.
6. That the member is not entitled to be represented or to confront and cross-examine witnesses.

**(Note: The authority of the House Committee is limited to this section. References to chapters or sections contained under "Disciplinary Proceedings" are incorrect. Disciplinary proceedings involving formal charges between members are not under the jurisdiction of the House Committee. Any questions concerning the responsibilities and authority of the House Committee should be directed to the office of the General Governor.)**

## **DUTIES AND RESTRICTIONS**

### **Chapter 49 - Restrictions on Lodge**

**Sec. 49.1 - Not to Establish Social Quarters Until Compliance** A lodge shall not establish or maintain a social quarters or home (or permit any of the members to do so), or represent that a social quarters or home is connected with the lodge, unless the social quarters or home is established, maintained and operated in full compliance with the laws, rules and regulations adopted by Moose International, the Supreme Lodge, the Supreme Council and local jurisdictions. Before establishing or operating a social quarters or home, a permit must be issued by the General Governor.

**Sec. 49.2 - Not to Use Moose Name or Emblems** - No lodge or member shall use the name "Moose" or any emblems or insignia of the Order, intended to convey the impression that a lodge or any unit of a lodge, is in any way connected with a social quarters or home, unless the social quarters or home is established and governed in compliance with the laws, rules and regulations of Moose International, the Supreme Lodge and the Supreme Council and only after a fraternal permit has been obtained from the General Governor.

**Sec. 49.3 - Not to Appropriate Funds for Social Quarters** - A lodge shall not appropriate or use any of its funds for the purpose of maintaining or operating a social quarters or home without first obtaining a special dispensation from the General Governor.

**Sec. 49.4 - Not to Extend Credit** - Credit shall not be extended in a social quarters or home maintained or operated by any lodge. This provision does not

prohibit the use of checks, credit or debit cards as a form of payment or the running of a "tab" as long as the total amount of the tab is paid by the close of business on the day the "tab" is run.

## **Chapter 50 - Private Lodge and Social Quarters Operation**

**Sec. 50.1 - General Regulations** - All government rules and regulations regarding the conduct and operation of all organizations and/or social quarters shall be strictly observed.

**Sec. 50.2 - Admission Regulations** -

1. 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.
2. 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 spouse. (Note - There are no limits on the number of times a spouse may be admitted as a guest.)
  - b: An active lodge or chapter member's immediate family. (Note – There are no limits on the number of times a spouse or qualified family member under the age of 21 may be admitted as a guest, however, all other immediate family members would be limited to two

visits as they now qualify as a prospective member of the person signing them into the social quarters.)

c: A prospective member is defined as any guest that is accompanied by a member who can sponsor them for membership in the Order, with the exception listed in 2 (a) of this section. 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.

3. All adult guests of members must be signed in as a guest and leave when the member leaves.
4. Only active 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.

5. Members shall at all times be responsible for the conduct of their guests.
6. Gentlemanly/ladylike (orderly) conduct is required of all persons in the social quarters or home at all times.
7. 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.
8. Each member of the Order shall submit proof of membership when requested by any member of the House Committee or its authorized person.
9. Using the social quarters for any lodge or chapter community service activity is prohibited unless prior approval is obtained from the General Governor.

The term "guest" includes non-member spouses. A member in expired status shall not enter any lodge except to pay dues. An expired member does not qualify to be admitted as a guest.

**Sec. 50.3 - Prevent Admission of Undesirables** - The House Committee may suspend the social privileges of any member of the Order determined to be disruptive to the peace and harmony of the lodge pending compliance with Section 48.9 and a final decision of the House Committee.

**Sec. 50.4 - Prohibit Advertising and Soliciting** - No advertising or solicitation shall be allowed within the lodge home or social quarters unless the advertising or solicitation is authorized by the House Committee or Board of Officers and is in accordance with Moose International policy and the laws of the Order.

**Sec. 50.5 - Close Social Quarters at Certain Hours and Times** The social quarters or home shall open and close at certain hours designated by the House Committee which are not in violation of local regulations. At the hours designated for closing, all persons shall vacate the social quarters or home and it shall remain closed until the regular hour for opening. A social quarters may be permitted to remain open during a lodge, chapter or other fraternal meeting, provided the meeting is in a separate room and activities in the social quarters are not disruptive to the meeting. If disruptive to a meeting, the House Committee shall immediately close the social quarters until the conclusion of the meeting. The social quarters may be closed for special ticketed events (i.e., New Year's Eve party, Halloween party, Preferred Members' party, etc.), if approved by the House Committee and advance notice is provided to the membership of the lodge and chapter.

**Sec. 50.6 - Unlawful Activities** - No violations of federal, state, provincial, municipal or any other local ordinance shall be allowed within the lodge home or social quarters at any time. Violation of this section may result in specific discipline being imposed by the General Governor in accordance with the requirements of the General Laws.



**Sec. 50.7 - Alcoholic Beverages** - No person in a state of intoxication as determined by a server shall be allowed to enter or remain in any social quarters or home maintained or operated by any lodge. Lodges are required to comply with all federal, state, local statutes, rules, regulations, laws, and ordinances. Sales of alcoholic beverages to be consumed off premises (package sales) are prohibited.

All persons dispensing and/or serving alcohol (employed or volunteer), both on premises and off, currently or prospectively, shall attend an approved alcohol server training program and be certified as having satisfactorily completed all requirements of said program.

**Sec. 50.8 - Nine O'clock Ceremony and Endowment Fund** - The Nine O'clock Ceremony gives members the opportunity to reflect upon the value of Mooseheart and serves as a reminder of the principles of our Order. The Nine O'clock Ceremony shall be performed, and an endowment fund collection conducted, whenever members of the Order are assembled (including meetings, the social quarters and during other social functions). Each lodge should maintain one or more appropriately marked containers in the lodge home and social quarters to collect contributions for the endowment fund.

**Sec. 50.9 - Unlawful to Possess Keys** - It shall be unlawful for any person, other than the Social Quarters Manager and duly authorized employees of the House Committee, to have or retain any key to the social quarters or lodge home unless permitted in writing by the General Governor.

## **STATE AND PROVINCIAL ASSOCIATIONS**

## **Chapter 51 - Organization**

**Sec. 51.1 - Creation** - By consent of the Supreme Council, the lodges of any state, territory or province shall organize and maintain a state, territorial, or provincial association composed of lodges of that state, territory or province. With consent of the General Governor and Grand Chancellor, an association organized and maintained pursuant to this section may also include chapters. When advisable, an association shall be divided into districts or regions. Members of a district or region shall organize or maintain an association composed of lodges (and chapters if so included) of the district or region.

Associations are organized and exist for the sole purpose of promoting, supporting and coordinating the programs of Moose International and the Supreme Lodge. They shall promote and support all authorized programs of Moose International, including those regarding membership, ritual, sports, and community service programs and projects. The association shall adopt programs and projects for the betterment of Mooseheart and Moosehaven to include the building of the endowment fund for the support of these institutions.

**Sec. 51.2 - Powers and Limitations** - Each association shall have power to regulate its own internal affairs when not inconsistent with the Constitution and General Laws, or the official and authorized actions of the Supreme Council. Except concerning its own internal affairs, no association shall have or exercise any executive, legislative or judicial functions or have jurisdiction over the lodges (and chapters if so included) of which it is composed, or of their members, unless specifically authorized in these General Laws or by the General Governor.

**Sec. 51.3 - By-laws** - Each association shall adopt by-laws which shall not become effective unless and until the same have been approved by the General Governor. Each association shall enact by-laws and amendments thereto as proposed by the General Governor and approved by the Supreme Council, when the same are not inconsistent with the Constitution and General Laws of the Order. All by-laws and amendments shall be submitted to and approved in advance by the General Governor.

**Sec. 51.4 - Incorporating** - The associations shall incorporate under the laws of the state or province in which it is located unless Moose International shall determine that incorporating is not necessary. A copy of the proposed Articles of Incorporation or any amendments must be submitted to Moose International prior to being filed with the authorized public officer responsible for receiving and recording these documents. A copy of the certified Articles of Incorporation shall be submitted to Moose International within thirty (30) days after being filed. It is the responsibility of the association to maintain its Articles of Incorporation in compliance with the General Laws.

**Sec. 51.5 - Participation** - Unless authorized by the General Governor, all lodges (and chapters if so included) shall be a member of the association duly organized and existing in the state, territory or province in which each lodge (and chapter if included) are located. To be in good standing with the association, each lodge (and chapter if so included) shall remain current in all financial obligations due Moose International and the association, or have entered into a satisfactory payment arrangement with Moose International or the association to satisfy the

outstanding indebtedness. Each lodge (and chapter if so included) shall be represented at all association conventions, conferences, district meetings, workshops, training seminars and schools as required by the association, Moose International or the Supreme Lodge. Each association shall adopt a policy, approved by the General Governor, to enforce the intent of this section.

## **Chapter 52 - Limitations**

**Sec. 52.1 - Supervision by Supreme Lodge** - All state, territorial, and provincial associations now or hereafter organized and maintained shall at all times be subject to the supervision and control of Moose International and its qualified officers. Activities involving non-members, leases, purchases and sales of real property, sales of personal property, and purchases of personal property in the amount of \$5,000.00 or greater are subject to approval by the General Governor. The General Governor may declare any association office or position vacant for a violation by the officeholder of the General Laws or policies of Moose International, or the by-laws of the association.

**Sec. 52.2 - Governing Body** - The governing body of any association whenever used in these General Laws shall be the association itself.

**Sec. 52.3 - No Endorsements** - No association shall either directly or indirectly endorse the candidacy of any person for any office in the Supreme Lodge nor take any action whatever in any manner concerning the same. No association shall take any action whatever on any political, legislative or public policy matter, whether general or local, unless the action is in accord with previous action of the

Supreme Lodge, or unless the action taken is approved by the Supreme Council before the action is adopted or made public.

**Sec. 52.4 - Furnish Information** - According to prevailing Moose International policy, each association shall furnish to Moose International an accurate list of the names and mailing addresses of its governing officers and committee chairmen and the lodges (and chapters if so included) composing it. Each association shall promptly furnish to Moose International, or any officer or authority designated by the Supreme Council, any other information requested.

The Supreme Council, or any officer or committee of the Supreme Lodge, may call upon the governing body or any officer of any association for advice, recommendation or information concerning any matter arising within the geographical division for which the association is organized. The governing body or officer shall provide the advice, recommendation or information requested. The advice, recommendation or information shall not be binding upon the Supreme Council or any officer or committee of the Supreme Lodge making the request.

**Sec. 52.5 - Suspension** - The General Governor may suspend any association when the association has violated any of the provisions of the Constitution or General Laws of the Order, a policy of the Supreme Lodge or Moose International, the association's by-laws or a directive from the Supreme Council or General Governor. With consent of the Supreme Council, the General Governor may dissolve any association when such action is justified.

**Sec. 52.6 - Dissolution** - No lodge (or chapter if so included) shall become, or be a member of, any association ordered to dissolve as provided in the preceding

section. No member of the Order shall be or act as an officer or committee person or otherwise of any dissolved association, except for the sole purpose of concluding its affairs. Violation of this section shall be punishable by suspension or revocation of the charter of the offending lodge (or chapter if so included), or by fine, removal from office, suspension or expulsion from the fraternity of any offending officer or member, as provided by the General Laws.

## **DISCIPLINARY PROCEEDINGS - OFFENSES**

### **Chapter 53 - General Provisions**

**Sec. 53.1 - Exhaust All Means of Redress** - The various tribunals of the Order shall have jurisdiction to try and determine the rights of members under the laws of the Order. No member, lodge or unit of the Order shall apply to any civil court or administrative agency for the enforcement of any right, or determination of any grievance, arising under or by virtue of the laws of the Order.

Complaints against members, officers, lodges or chapters alleging a violation of any policy of Moose International or provision of these General Laws shall be determined first by the appropriate tribunals of the Order before redress is requested from any court, agency or other authority. The preceding limitation applies to interpretations of the Constitution and General Laws of the Order, and other proceedings that may be appropriately addressed by the tribunals of the Order. This section does not limit the right of members to file civil or criminal proceedings when adequate remedies are unavailable under the laws of the

Order. Whenever a question exists, the General Governor shall decide questions concerning the applicability of this section.

No member shall discuss official lodge or chapter business with a non-member unless required by law.

**Sec. 53.2 - Refusal to Obey Mandate and Penalty** - Whenever the Director General, Supreme Governor, General Governor, Grand Chancellor or any other regularly constituted authority of the Supreme Lodge has issued a mandate in accordance with the law upon any lodge, chapter, or other unit of the Order and the lodge, chapter or unit refuses to obey the mandate within thirty (30) days, it shall be deemed guilty of contempt. The authority that issued the mandate may fine a lodge, chapter or unit found in contempt. If the fine is not paid within fifteen (15) days of the date of notice to the lodge, chapter or unit, the charter of the lodge, chapter or unit shall be deemed suspended. Appeal shall be as provided in Chapter 60.

**Sec. 53.3 - Burden of Proof** - Wherever any conflict exists, or seems to exist, in these laws, the burden of proof in any matter heard before any tribunal of the Order shall be upon the petitioner or accuser, who shall establish his cause by a fair preponderance of the evidence, also known as "by the greater weight of the evidence."

**Sec. 53.4 - Terminology** - Throughout the chapter on Disciplinary Proceedings, there are many references to the Supreme Lodge, and in each instance, as appropriate, the reference may be considered also to Moose International and/or the Loyal Order of Moose.

**Sec. 53.5 - Acquiring Membership by Fraud** - Any person who shall acquire membership in the Order or in any unit of the Order by means of any false statement or misrepresentation shall be deemed guilty of an offense against the laws of the Order and shall, upon conviction, be punished by suspension or expulsion.

**Sec. 53.6 - Penalty for Subversive Activities** - Any member of this Order who becomes a member of the Communist Party or any other subversive organization, or who either directly or indirectly participates in the activity of said party, or subversive organization, or who advocates the overthrow of a government by force, upon being found guilty thereof, shall be expelled from the Order.

#### **Chapter 54 - Relating to Lodges, Chapters and other Fraternal Units**

**Sec. 54.1 - Suspending or Revoking Charter for Violations** - In addition to other causes as stated in these General Laws, a lodge, chapter or other unit of the Order may have its charter suspended or revoked for any of the following causes:

1. Violating any of the provisions of the ritual, laws, rules, regulations or orders of the Supreme Lodge, the by-laws of the lodge, chapter or unit and any lawful order issued by any officer of the Supreme Lodge.
2. Allowing or permitting any conduct that will bring or tend to bring discredit to the Order, or any officer or member thereof, by slander, insinuation or other forms of detraction having a tendency to cause dissension or disharmony.



3. Preferring or permitting any of its members to prefer false charges against the Supreme Lodge or any officer, board, committee, or member of the Order, or maliciously making a statement, the purpose or effect of which is to injure the Supreme Lodge, Mooseheart or Moosehaven, or any lodge, chapter or unit thereof, or any related or subsidiary foundation, endowment fund, trust fund or corporation, or any officer or committeeman thereof, or the reputation of any of the above.
4. Any insubordination, contemptuous or unconscionable criticism of a superior authority or permitting such conduct by any member.
5. Directly or indirectly circularizing, displaying, composing, issuing, printing, publishing or otherwise being a party to any resolution, exhibit or other document relative to any of the laws, rituals, statistics, financial or general management of the Supreme Lodge or Mooseheart, or causing or being a party to any publication of any book, pamphlet, or leaflet, circulated or displayed by any committee thereof, or otherwise, and thereby communicating either to other lodges, chapter or units (or committees or members thereof), or strangers, any abuse or criticism of any officer, lodge, committee or member.
6. Permitting any malicious, unjustifiable or abusive statements to be made, published or circulated concerning any officer, member, or committee, or permitting any of its members to do so.
7. Making or using any paraphernalia or lodge or chapter supplies in any way connected or represented as being connected with the Supreme Lodge, or

any other lodge, chapter or unit, other than those procured from and by the authority of the Supreme Lodge.

8. Failing to make and transmit every report required by Moose International or the laws of the Supreme Lodge, or as may be requested by any order, rule or regulation adopted by the executive officers thereof.
9. Failure to send, transmit or pay any sum due the Supreme Lodge or Moose International.
10. Instituting, establishing, beginning or maintaining the publication of any magazine, newspaper or other periodical devoted, or represented as being devoted to the interests of the Order, Mooseheart or Moosehaven, or any lodge, chapter, unit or any related or subsidiary foundation, endowment fund, trust fund or corporation, or purporting to be a Moose publication in whole or in part, without first securing written permission from the Supreme Council.
11. Violating any of the laws or policies of the Order.

### **Chapter 55 - Relating to Officers and Members**

**Sec. 55.1 - General Construction** - All members of the Order are required to observe the standards of morality prescribed by the ritual, the laws of the Order and the laws of the land. The listing of the particular offenses in these laws or in any law of the Order shall not be construed as a codification of all of the penal laws of the Order. All acts which may reasonably be considered

a violation of the rules of good conduct shall be regarded as conduct unbecoming a Moose and punishable by the constituted authorities of the Order.

**Sec. 55.2 - Causes for Fining or Removal of a Supreme Lodge Officer, Employee, Representative or Appointee** - Subject to the provisions of Section 19.2 (c), any officer, employee, official representative or appointee of Moose International or the Supreme Lodge may be removed, fined, suspended or expelled for intentional neglect of official duties or conduct bringing discredit upon the Order. All charges against a Moose International or Supreme Lodge officer, employee, representative or appointee shall be filed with the Supreme Forum in accordance with prevailing rules and procedures established by the Supreme Forum and General Laws. Good faith decisions by a Supreme Lodge officer, employee, representative or appointee in the course and scope of their employment, assignment or duties, while serving in an official capacity, shall not be grounds for disciplinary charges.

**Sec. 55.3 - Reasons for Discharge of Officers or Members** - Any member or officer of any lodge, chapter or unit charged under the procedures of Chapter 56, may be fined, removed, suspended or expelled from office or from the lodge, chapter or unit, or from both, for any of the following causes:

1. Dishonest or immoral conduct, habitual drunkenness or any other disreputable act(s) tending to reflect discredit upon the Order.
2. Violation of all or any part of any membership obligation.
3. Intentionally disclosing the name or names of any member or members who opposed or reported adversely upon an application for membership,

through which any person not a member may obtain knowledge of such action.

4. Intentionally disclosing to anyone not a member, any business or remarks of a member made during any official business session, unless authorized to do so.
5. Displaying or exhibiting the ritual or paraphernalia of the Order on occasions other than those provided for in the laws and rituals of the Order.
6. Using any representation of any emblem that is now or may hereafter be adopted by the Supreme Lodge for advertising purposes for private gain.
7. Refusing to appear as a witness at any hearing before a Commissioner, the General Governor, an Investigating Committee or any Supreme Lodge body authorized to conduct hearings, if notified to do so, in conformity with the laws and rules of the Supreme Lodge.
8. Conviction of any felony, in which event his/her name shall be stricken from the membership rolls, unless prior to the decision of the Commissioner, a special dispensation has been granted by the General Governor allowing the member to retain his membership.
9. Preferring false charges against any member of either the Supreme Lodge or any lodge, or maliciously making false or untrue statements concerning the character of any member or officer, or interfering with the performance of the duties of any member or officer or representative of any such office.

10. Profane, vulgar, indecent or unbecoming language or conduct in the hall where any lodge or chapter is in session, or about to be in session, or has just closed such session, or in the anteroom, or hallway or entries thereto.
11. Embezzling, misappropriating or misapplying the funds or property of any lodge, chapter, committee, unit, activity group or of the Supreme Lodge and/or failing to promptly report and account for all money or property under his possession or control as an officer, committeeman or member.
12. Discrediting or defaming Moose International, the Supreme Lodge, Mooseheart, Moosehaven, any related or subsidiary foundation, endowment fund, trust fund or corporation, lodge, any board or committee or any officer or member by slander or libel.
13. Preferring false charges or maliciously making statements against Moose International, the Supreme Lodge, Mooseheart, Moosehaven, any related or subsidiary foundation, endowment fund, trust fund or corporation, any lodge, board, committee, officer or member.
14. Engaging in an immoral, disreputable, or unlawful occupation.
15. Failure to comply with any orders, rules, regulations or mandates of the Director General, Supreme Governor, General Governor, Grand Chancellor, Supreme Council, Supreme Forum, or any other officer or tribunal of the Supreme Lodge having authority to issue such orders or mandates.
16. Any insubordinate, contemptuous or unconscionable criticism of a superior officer or authority.

17. Directly or indirectly circulating, compiling, composing, issuing, printing, publishing or otherwise being a party to any resolution, exhibit or other document relative to the laws, decisions, regulations, ritual, statistics or financial or general management of Moose International, the Supreme Lodge, Mooseheart, Moosehaven, or any branch thereof, or causing or being a party to any publication in any newspaper, book, pamphlet, or leaflet issued or circulated or displayed by any lodge or committee thereof, or otherwise, and thereby communicating either to other lodges, chapters or committees or members, or strangers, or directly or indirectly circularizing, composing, issuing, printing, publishing, or otherwise being a party to any resolution, exhibit, or causing or being a party to any publication in any newspaper, pamphlet or leaflet issued or circulated, or displayed by any lodge, chapter, or committee thereof, or otherwise, wherein any abuse or wrongful criticism of any officer, lodge, chapter, committee or member thereby may be communicated either to other lodges, chapters, committees or members.
18. Advertising directly, or indirectly, any private business or enterprise as being carried on by or under the auspices of the Supreme Lodge, or any lodge, chapter or unit, except by written permission of the General Governor or the Supreme Council.
19. Furnishing any information either by statement or otherwise, either directly or indirectly, that conveys any false information regarding any applicant for admission to Mooseheart or Moosehaven.

20. Using an official membership card, or to use or expose any name or emblem of the Order on labels, signs, cards, periodicals or business literature of any kind or character, or in any manner using a relation or connection with the Order for commercial or political purposes, or in any business transaction.
21. Organizing or becoming a member of any society or organization limiting its members to members of the Loyal Order of Moose or Women of the Moose, which is not expressly authorized by the laws of the Supreme Lodge or by dispensation or permission of the General Governor or Supreme Council.
22. Instituting, establishing, beginning or maintaining or in any way directly or indirectly being a party to the beginning, establishing or maintaining the publication of any magazine, newspaper or other periodical devoted to or represented as being devoted to the interests of the Supreme Lodge, or any lodge, chapter or unit, or otherwise purporting to be a Moose publication without proper authorization.
23. Violating the provisions of any laws, rules, regulations or orders of the Supreme Lodge, or the by-laws of any lodge, chapter or unit, or any lawful orders issued or promulgated by any of the officers of the Supreme Lodge, or of the officers of any lodge, chapter or unit.
24. Violating any General Law or any lawful policy adopted or approved by the Supreme Council.

25. Failure to perform or comply with the duties of the office to which he/she is elected that could cause the fraternal unit to cease functioning.

**Sec. 55.4 - Penalty for Violations** - A member found guilty of violating any membership oath, law or duly established policy of the Supreme Lodge shall be reprimanded, fined, suspended or expelled, as determined by the tribunal hearing the matter. If a lodge, chapter or unit or any of its members, refuses or fails to take proper steps to punish a member who has violated a law or policy, charges may be preferred by any lodge member against the offending lodge, chapter, unit or member with the General Governor. The General Governor may take action or refer the charges to a Commissioner for trial and judgment. If found guilty, the member may appeal the decision of the General Governor or Commissioner to the Judiciary Committee in accordance with the procedures contained in Chapter 60.

## **PROCEDURE**

### **Chapter 56 - Filing of Charges Against Members**

**(IMPORTANT NOTE: HOUSE COMMITTEE COMPLAINTS AND PROCEEDINGS ARE GOVERNED BY SECTION 48.8)**

**Sec. 56.1 - Preferring Charges** - Any member who has knowledge or information that any member has violated or is violating any law, rule, regulation or order may prefer charges against the member before the proper officer or tribunal.

**Sec. 56.2 - Submission of Charges** - Any lodge member desiring to prefer disciplinary charges against another lodge member shall submit written charges to



the Governor of the lodge of which the accused is a member. Any chapter member desiring to prefer disciplinary charges against another chapter member shall submit written charges to the Senior Regent of the chapter of which the accused is a member.

A lodge member may not prefer disciplinary charges against a chapter member, and a chapter member may not prefer disciplinary charges against a lodge member, unless the General Governor grants permission. (**Important Note:** This restriction does not apply to House Committee complaints explained in Section 48.8.) If a member transfers to another lodge or chapter after the alleged offenses occurred, but before the filing of charges, the charges shall be filed with the original lodge or chapter.

A member desiring to file disciplinary charges shall use the form provided by the General Governor's office for that purpose. A member preferring charges shall sign and date the charge(s). The charges shall state explicitly:

1. The nature and character of the offense.
2. The location of the offense.
3. The date and time of the offense.
4. The law or policy violated.
5. Any other available relevant information to inform the accused of the charges.

Disciplinary proceedings are confidential. The names of the person preferring charges or of the accused shall not be disclosed by the Governor, Senior Regent or anyone else, except as necessary to comply with the procedures set out in

these General Laws. Pending disciplinary proceedings under this section should not be discussed by lodge or chapter members or officers at a Board of Officers or general membership meeting. The House Committee has the duty to enforce decorum during all social functions. The House Committee may simultaneously exercise its authority under Section 48.8, notwithstanding that disciplinary proceedings have been instituted regarding a situation occurring during a social function.

**Sec. 56.3 - Investigating Committee and Procedures -**

- (a) Upon receipt of the charges, the Governor or Senior Regent shall immediately deliver a copy of the charges to the General Governor. Upon direction from the General Governor, the Governor or Senior Regent shall deliver a copy of the charges to a special committee of three (3) Past Governors or three (3) Past Regents, in order of juniority by service, excluding any officer presently serving on the Board of Officers. The members of the committee must be active members of the lodge or chapter. If the lodge or chapter does not have three (3) Past Governors or Past Regents able or willing to serve, the General Governor may authorize any qualified active member of the Order to serve on the Investigating Committee. The General Governor may excuse a Past Governor or Past Regent, otherwise qualified, from service on the committee if the General Governor believes, because of personal bias or prejudice, the Past Governor or Past Regent cannot conduct a fair and impartial investigation.

The General Governor may at his discretion appoint a Commissioner without the requirement of an Investigating Committee.

- (b) This committee, known as the Investigating Committee, shall immediately contact the General Governor's office for procedural instructions, prior to their investigation of the charges.
- (c) The Investigating Committee shall review the charges and conduct an impartial and unbiased investigation by interviewing witnesses and reviewing applicable documents.
- (d) The Investigating Committee shall provide the accused with a copy of the charges. During the course of the investigation, the parties shall be given the opportunity to appear before the committee and be heard.
- (e) After completing its investigation, if a majority of the Investigating Committee believes the charges are not well founded, the committee shall immediately report its conclusions to the Governor or Senior Regent, as applicable. Upon receipt, the Governor or Senior Regent shall immediately forward the original charge(s) and report of the committee to the General Governor and notify the parties in writing of the committee's decision. A copy of all records sent shall be retained in a confidential file. Upon the request of any interested party, the General Governor may consider the charges and the report of the committee and direct the charges to be further processed.
- (f) If a majority of the Investigating Committee believes the charges are well founded, the committee shall immediately file its written report to the

Governor or Senior Regent who shall attach the report to the written charges.

- (g) The Governor or Senior Regent, upon receipt of the report of the Investigating Committee stating the charges are well founded, shall immediately file the report and charges with the Lodge Administrator or Chapter Secretary/Treasurer, respectively. Within forty-eight (48) hours of receipt of the report and charges, the Administrator or Chapter Secretary/Treasurer, as applicable, shall notify the accused of the report of the Investigating Committee. The Administrator or Chapter Secretary/Treasurer shall direct the accused to file a written plea of guilty or not guilty to the charges within ten (10) days. The written plea(s) shall be made a part of the record.

**Sec. 56.4 - Restrictions Pending Trial** - If the Investigating Committee determines the charge(s) to be well founded or the General Governor orders the charge(s) to be further processed, the accused shall, continue to enjoy all benefits of membership unless otherwise directed by the General Governor.

**Sec. 56.5 - Mail Charges to General Governor** - The Administrator or Chapter Secretary/Treasurer shall mail to the General Governor all original papers, including the charges and the findings of the Investigating Committee, and the plea of the accused.

**Sec. 56.6 - Receipt of Charges by General Governor** - Upon receipt of charges and report of the Investigating Committee from the Administrator or Chapter Secretary/Treasurer, the General Governor may dismiss the charge or assign a

competent and disinterested member of the Order to conduct mediation of all pending disputes in controversy. If the General Governor directs mediation to be conducted, the parties shall submit to mediation in accordance with procedural terms and conditions established by the assigned Mediator. Mediation is a non-binding procedural process designed to avoid the expense, delay and inconvenience associated with Commissioner trials. If mediation is conducted and the parties are unable to resolve all issues, the General Governor shall appoint a Commissioner to conduct a trial.

In lieu of a Commissioner trial, the parties may also agree to binding arbitration. If the parties agree to binding arbitration, the decision of the Arbitrator shall be conclusive and enforceable without benefit of further appeal. Arbitration is different from mediation in that the decision of the Arbitrator is binding versus advisory. Arbitration is also designed to avoid the expense, delay and inconvenience associated with Commissioner trials. A competent and disinterested member of the Order shall arbitrate all pending disputes in controversy in accordance with standard rules of arbitration established by the General Governor and agreed to by the parties.

## **Chapter 57 - Filing of Charges Against Officers**

**Sec. 57.1 - Against Governor or Senior Regent** - If charges are preferred against the Governor, they shall be presented to the Junior Governor, who shall perform all the duties of the Governor pertaining to the trial. If charges are

preferred against both the Governor and the Junior Governor, the Prelate shall assume the duties of the Governor in connection with the trial.

If charges are preferred against the Senior Regent, they shall be presented to the Junior Regent, who shall perform all the duties of the Senior Regent pertaining to the trial. If charges are filed against the Senior Regent and Junior Regent, the Chaplain shall assume the duties of the Senior Regent in connection with the trial.

If charges are preferred against the Governor, Junior Governor and Prelate, or the Senior Regent, Jr. Regent and Chaplain, respectively, the General Governor shall be notified and assume complete jurisdiction over the entire matter and the affairs of the lodge or chapter.

**Sec. 57.2 - Against Administrator or Secretary/Treasurer** - When charges are preferred against the Administrator, all duties pertaining to the trial as assigned to the Administrator by these laws, shall be performed by the Treasurer. When charges are preferred against the Chapter Secretary/Treasurer, all duties pertaining to the trial as assigned to the Chapter Secretary/Treasurer by these laws, shall be performed by the Recorder.

**Sec. 57.3 - Suspension from Office** - When charges are preferred against an officer and the Investigating Committee has reported the charges well-founded, the General Governor may immediately declare the accused officer suspended from office pending the determination of the charges. The Board of Officers shall immediately designate a qualified active member to perform the duties of the office during the period of suspension in accordance with instructions from the General Governor. The designated member shall take charge of the office and demand

and receive from the accused officer all money, books, records, keys and other lodge or chapter property.

If the accused officer is found guilty of any charge and the judgment or decision includes removal from office, the designated member shall continue to perform the duties of the vacated office until a successor is duly elected. If the penalty fixed on the charge is "Removal from Office", the removed officer shall thereafter be ineligible to hold any office except by special dispensation from the General Governor.

## **Chapter 58 - Commissioner To Conduct**

### **Trial Of Accused**

**Sec. 58.1 - Appointment** - When any officer or member of the Order is suspended by the General Governor (or his designated representative), or by any other authorized officer of the Supreme Lodge, the statement upon which the suspension is made shall constitute the charge. Except for proceedings commenced under Section 23.2, the General Governor shall appoint a Commissioner to hear, try and determine the charges without first being referred to an Investigating Committee.

**Sec. 58.2 - Notice of Time, Place and Nature of Hearing** - Immediately upon receipt of his appointment and a copy of the charges and report of the Investigating Committee from the General Governor, the Commissioner appointed to conduct a trial shall immediately establish the date, time and place for a trial. The Commissioner shall instruct the Administrator or Chapter Secretary/Treasurer

to immediately notify the parties of the date, time and location of the trial. The written notice shall be served upon the parties by certified mail, return receipt requested, postmarked not less than ten (10) days prior to the date set for the hearing. The notice shall be sent to the last known addresses of the parties. Depositing the notice with the postal service for mailing with sufficient postage shall constitute completed service under this section.

**Sec. 58.3 - Continuances** - The Commissioner shall have full authority and power to grant continuances to either party as he deems appropriate.

**Sec. 58.4 - Clerk to the Commissioner** - The Administrator or Chapter Secretary/Treasurer (as applicable) shall attend the trial and act in the capacity of Clerk for the Commissioner. The Clerk shall be under the orders and jurisdiction of the Commissioner.

**Sec. 58.5 - Entering of Plea by Accused** - Unless a written plea has already been filed, the Administrator or Chapter Secretary/ Treasurer shall first read the charges in full and the accused shall be required to plead "guilty" or "not guilty". If the accused fails or refuses to plead, the Commissioner shall enter a plea of "not guilty" upon the record. A plea of "guilty" or "not guilty" shall be the only plea required of the accused. If the accused shall plead "guilty" to the charges, the Commissioner shall record the plea upon the record and no further proceedings in the hearing of the case will be necessary, except to enter the findings of the Commissioner. All preliminary motions (i.e., the complaint does not allege sufficient facts or the lodge has no jurisdiction over the accused or the subject



matter), shall be made at least ten (10) days before the date set for hearing unless otherwise allowed by the Commissioner.

**Sec. 58.6 - Hearing on Plea of "Not Guilty"** - If the accused shall plead "not guilty" or a plea of "not guilty" is entered on his behalf, the Commissioner shall proceed to hear the testimony and the argument of the parties or their representative.

**Sec. 58.7 - Securing of Witnesses** - Within ten (10) days of the receipt of a written request from any party to a proceeding, the Administrator or Chapter Secretary/Treasurer shall, over his or her signature, issue a subpoena summoning all members of the Order desired as witnesses by the accuser(s), the accused or the Commissioner in charge of the trial. The Commissioner shall have the authority to subpoena any member of the Order or deny the issuance of a subpoena requested by any party.

The Commissioner shall be furnished a copy of all subpoenas issued and a proposed list of witnesses prior to the trial. The proposed list of witnesses shall not serve as a limitation on either the accuser or the accused from calling additional witnesses up to and including the time for the trial. A subpoena may be personally served by the Administrator or Chapter Secretary/Treasurer, or someone appointed by the Administrator or Chapter Secretary/Treasurer. The Administrator or Chapter Secretary/ Treasurer may also serve a subpoena by mailing a copy of the subpoena to the witness at his or her last known place of residence by certified mail, return receipt requested.

**Sec. 58.8 - Administration and Form of Oath** - Before any witness is examined or allowed to testify, the Commissioner shall administer the following oath or affirmation:

"Do you solemnly swear (or affirm) upon your honor as a member of the Order, that you will truthfully answer all questions asked of you in this proceeding?"

If the witness is not a member of a lodge or chapter, he or she shall be qualified by oath or affirmation as the Commissioner may determine and be examined in the same manner as a member.

**Sec. 58.9 - Rules of Evidence** - The Commissioner shall receive competent and relevant evidence, including records, documents, affidavits and statements offered by either party which, in his or her opinion, will assist in rendering a fair and impartial decision.

**Sec. 58.10 - Reporter and Record of Proceedings** - The Commissioner may appoint a competent and disinterested member (or non-member if a member is unavailable) who is a court reporter to make a complete record of the proceedings, including testimony received, objections and rulings regarding the proposed admission of evidence. In lieu of a court reporter, the Commissioner may direct the use of an electronic recording device. All tapes, and other recording materials, shall remain in the custody of the Commissioner. At the close of the trial, all memoranda or notes of the proceedings as the Commissioner may desire, shall be prepared. Unless an appeal is filed, it shall not be necessary for a complete transcript of the proceedings to be prepared. In the event of an appeal, a complete transcript of the proceedings shall be provided to any party requesting a copy

upon payment of the cost of transcription and preparation of the record. If there is no appeal, all of the records of the proceedings shall be forwarded by the Commissioner to the General Governor for further disposition.

**Sec. 58.11 - Taking of Depositions** - The Commissioner shall have the right to order the deposition of any witness who for good cause cannot attend the trial. He may appoint a competent and disinterested member to take the deposition. The opposite party shall be notified of the date, time and location of the deposition and the name of the witness or witnesses to be examined. He shall be entitled, either personally or through his representative, to attend and depose the witness or witnesses. The testimony shall be reduced to writing, certified by the person recording the testimony, securely sealed and immediately filed with the Administrator or Chapter Secretary/Treasurer, as applicable. The Commissioner may also receive into evidence the sworn affidavit of any witness who cannot be present at the trial when, in his opinion, the affidavit is relevant and reliable and the reason for not being able to attend is acceptable to the Commissioner.

**Sec. 58.12 - Representation** - Any lodge member who is a party to a disciplinary proceeding may be represented by an active lodge member. Any chapter member who is a party to a disciplinary proceeding may be represented by an active chapter member. The Board of Officers of any lodge or chapter, which stands accused, may select a lodge or chapter member, respectively, to represent it and its members at the trial. If representation is not selected, the General Governor may assign an active member of the Order to appear and represent the lodge or chapter in the trial of the case.

**Sec. 58.13 - Contempt** - To maintain control over the trial or proceedings and preserve decorum, the Commissioner may declare any participant in the proceeding or trial, including a party's representative, to be in contempt. The Commissioner may enter any reasonable order he deems necessary to preserve order and decorum, including the right to levy fines or assess costs. Any order finding a person in contempt may be appealed by the aggrieved party.

### **Chapter 59 - Commissioner's Findings**

**Sec. 59.1 - Determination by Commissioner** - The Commissioner, after receiving and reviewing all evidence, shall determine the guilt or innocence of the accused as he deems just and proper.

**Sec. 59.2 - Procedure When Accused Found Innocent** - If the Commissioner determines the accused is not guilty, the judgment or decree shall immediately be submitted to the Administrator or Chapter Secretary/Treasurer, as applicable. The Administrator or Chapter Secretary/Treasurer shall read the judgment or decree in open session at the next regular meeting after receipt. It shall be noted in the lodge or chapter minutes, as applicable, that the accused was found to be not guilty by the Commissioner. A copy of the Commissioner's decision shall be attached to the minutes and be the final judgment, order or decree in the proceeding unless it is reversed or modified on appeal. The Administrator or Chapter Secretary/Treasurer shall immediately transmit a copy of the findings and decision of the Commissioner to all parties, the lodge or chapter and representatives of record.

**Sec. 59.3 - Procedure When Judgment of "Guilty"** - If the Commissioner determines the accused is guilty of one or more charges, the Commissioner shall determine the appropriate penalty and immediately transmit his judgment or decree to the Administrator or Chapter Secretary/Treasurer, as applicable. The Administrator or Chapter Secretary/Treasurer shall read the Commissioner's decision in open session at the next regular general membership meeting after receipt and record the decision in the lodge or chapter minutes. A copy of the Commissioner's decision shall be attached to the minutes and be the final judgment, order or decree in the proceeding unless it is reversed or modified on appeal. The Governor or Senior Regent shall ensure that the Commissioner's orders and judgment are fully carried out. The Administrator or Chapter Secretary/Treasurer, as applicable, shall immediately transmit a copy of the findings and decision of the Commissioner to all parties, the lodge or chapter, and representatives of record. Each copy shall be accompanied by notice that an appeal may be taken within fifteen (15) days from receipt of the decision, in accordance with the procedures set forth in Chapter 60.

**Sec. 59.4 - Suspension From the Lodge or Chapter** - A member found guilty of any charge and receiving a suspension from membership, unless otherwise ordered by the Commissioner, shall automatically be reinstated after the expiration of the period of suspension upon satisfaction of all conditions imposed, the payment of all fines and costs ordered to be paid as a part of the punishment and full payment of all dues for the entire period of suspension. If ordered by the Commissioner, the reinstatement of a member suffering a suspension shall be by

a vote as in the case of new members. Any member during a period of suspension shall not be dropped from the rolls for non-payment of dues but shall not enjoy any benefits of membership.

A member who is suspended shall not be eligible for membership in any lodge or chapter, as applicable, other than the one from which he or she was suspended. Any member under suspension shall not be eligible for reinstatement until after the expiration of the period of suspension and full compliance with the Commissioner's decision.

**Sec. 59.5 - Expulsion** - A member expelled from any lodge, chapter or other unit of the Order shall not be eligible again to become a member of the lodge, chapter or other unit of the Order except in accordance with the terms of the order of expulsion and through the lodge, chapter or unit from which he or she was expelled. A member expelled from a lodge, chapter or other unit without terms or conditions cannot again become a member of the lodge, chapter or any unit of the Order except upon a dispensation from the General Governor. Any member who resigns his or her membership during a pending disciplinary proceeding may not reinstate or re-enroll into any lodge or chapter unless the General Governor grants a dispensation.

Expulsion from the Order shall constitute expulsion from all lodges, chapters and other units of the Order. Expulsion from the Moose Legion or a higher degree shall constitute expulsion from that degree and all degrees higher than the one from which the member was expelled.

**Sec. 59.6 - Costs of Trial** - All costs incidental to trials shall be paid by the lodge or chapter of which the accused was a member. The Commissioner may order as part of the judgment that the accused and/or accuser(s) shall reimburse the lodge or chapter for all or any part of the costs so incurred.

## **Chapter 60 - Appeals**

**Sec. 60.1 - Manner of Appeal by Members** - Any party to a matter shall have the right to appeal in the following manner:

- 1st. From the Governor of the lodge to the General Governor. (This does not refer to questions of parliamentary procedure; see Robert's Rules of Order, Newly Revised Edition.)
- 2nd. From the lodge to the General Governor.
- 3rd. From any finding, order, decree or judgment of a Commissioner to the Judiciary Committee.
- 4th. From any ruling, decision, finding, order, decree or judgment of the General Governor or the Judiciary Committee to the Supreme Forum.

**Sec. 60.2 - Appeal to Judiciary Committee** - To appeal an order, judgment or decree of a Commissioner to the Judiciary Committee, written notice of appeal shall be given by the appellant to the Clerk of the Judiciary Committee within fifteen (15) days after the entry of the decision that is being appealed. Within forty-five (45) days after giving the notice of appeal, the appellant shall file with the Clerk of the Judiciary Committee his or her statement of grounds or reason for the appeal, all relevant exhibits and a brief.

Under the seal of the lodge or chapter, the Administrator or Chapter Secretary/Treasurer, as applicable, shall upon request forward to the Clerk of the Judiciary Committee, the original or true copies of all pertinent records and files. The Judiciary Committee may modify, reverse or affirm any finding in whole or in part, either on the record or by conducting a new hearing. The decision of the Judiciary Committee shall be conclusive and final unless the decision is appealed to the Supreme Forum within fifteen (15) days after the decision is rendered.

**Sec. 60.3 - Record on Appeal to Judiciary Committee** - Any officer or member possessing any minutes or other records necessary to afford a clear understanding of the merits of any matter on appeal to the Judiciary Committee shall immediately furnish the documents upon request. Upon demand, copies of all documents requested shall be certified as true and filed with the Judiciary Committee. Upon payment of all reasonable costs incurred, or as otherwise ordered by the Judiciary Committee, the documents shall be provided to the appellant(s).

**Sec. 60.4 - Costs of Transcript and Appeal** - Any member appealing the decision of a Commissioner shall, within fifteen (15) days of service of the written notice of appeal, pay the estimated costs of appeal as determined by the Clerk of the Judiciary Committee. The costs shall include all reasonable costs incurred to obtain and reproduce certified copies of lodge or chapter records, the cost of transcribing the proceedings, mailing costs, etc. Upon payment of all costs or other amounts as determined by the Clerk of the Judiciary Committee, a complete transcript of the proceedings shall be prepared. Upon completion, the transcript



and all evidence taken at trial shall be delivered to the Clerk of the Judiciary Committee.

**Sec. 60.5 - Limitation of Appeal to Supreme Forum** - In all appeals to the Supreme Forum from the Judiciary Committee, concerning matters originally appealed to the Judiciary Committee only matters contained in the appeal to the Judiciary Committee shall be considered. Unless the Supreme Forum determines compelling reasons exist, no evidence shall be allowed or considered, unless it was presented to and considered by the Judiciary Committee.

**Sec. 60.6 - Procedure on Appeal to the Supreme Forum** - Anyone desiring to appeal to the Supreme Forum from the Judiciary Committee shall file a written notice of appeal to the Clerk of the Supreme Forum within fifteen (15) days of the decision rendered. Within forty (45) days of the filing of written notice of appeal, the appealing party or parties shall file with the Clerk of the Supreme Forum a statement of grounds for the appeal, any relevant exhibits and a brief. The Clerk of the Supreme Forum shall provide a copy of the appeal to the Chairman of the Judiciary Committee. Upon receipt of the appeal, the Chairman of the Judiciary Committee shall immediately forward to the Clerk of the Supreme Forum, the entire record of the proceedings. The procedure on appeal to the Supreme Forum shall be in accordance with Section 24.11 of the General Laws and the prevailing rules on appeal, as adopted by the Supreme Forum.

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**SUPREME PRELATE:** Appointment, 18.2; Authority, 10.2; Duties, 18.1; Election, 12.1 - 12.2; Succession to office of Supreme Junior Governor, 18.2; Supreme Council, Constitution-Article VII; 18.1; Supreme Lodge Officer, Constitution-Article II; Term of office, 12.3.

**SUPREME SERGEANT-AT-ARMS:** Appointment, 13.1; Powers and duties, 22.1; Term of office, 13.1.

**SUSPENSION:** Charter, 23.2; 43.6; 54.1; Members, 23.2; 28.7; 35.12; 48.8; (social privileges), Chapters 55 and 56; 59.4; Officers, 19.2; 23.2; 43.5; 55.3; 57.3; Supreme Lodge Officers, 55.2.

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**TERMS OF OFFICE:** Committees, Chapter 14; Lodge Officers, 33.1; Moose Charities, Inc. Board of Directors, 9.3; Moosehaven Board of Directors, 7.3; Mooseheart Board of Directors, 6.3; Moose Foundation, Inc. Board of Directors, 8.2; Supreme Forum Justice, 24.1; Supreme Lodge Officers, 12.3, 13.1.

**TERRITORIES:** See State and Provincial Associations (Chapters 51 and 52).

**TIPS:** Volunteers, 44.3; 48.6.

**TRANSFERS:** Chapter 32.

**TREASURER, LODGE:** Bond, 46.3; Charges against, 57.3; Duties, Chapter 38; 38.1; as Clerk, 57.2; Election, 33.1; House Committee, 48.1; 48.8; Lodge officer, 33.1; Nomination, 33.1; Suspension, 57.3; Term of office, 33.1.

**TREASURER, MOOSE INTERNATIONAL:** Election, 12.1-12.3; Powers and duties, Chapter 21; Term of office, 13.1.

**TRIAL:** Section 58.2; Costs, 59.6.

**TRUSTEES:** Bonds, 46.3; Duties, Chapter 40; Nomination, election, etc., Chapter 33.

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**VACANCIES:** Lodge officers, 33.10; 35.11.

**VISITOR'S REGISTER:** Section 48.5.

**VOTE:** Election of officers, 33.8; Majority, 10.7; On applicants for membership, 28.4; Supreme Lodge, Constitution-Article II, Proxy (prohibited), 33.8; Reinstatements, 30.5; 59.4.

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**WAGERING/GAMING INCOME:** Taxing Guidelines p. 146.

**WEAPONS:** 46.20.

**WEB SITE:** 45.3; addresses, Addendum, p.150.

**WEBSITE ADDRESSES FOR MOOSE INTERNATIONAL:** p. 150.

**WITNESSES:** 48.8; (social privileges), 58.7; and 58.8.

**WOTM:** Provide meeting space, 46.21.

## **CERTIFICATION OF AUTHENTICATION**

The undersigned officers of Moose International do hereby certify that we have carefully inspected the foregoing codification of the Laws of the Order, and find the same true and correct as enacted by the Supreme Lodge. We further find that the same is in accordance with the proceedings of the annual international conventions and meetings of the Supreme Lodge.

In Witness Whereof, we have hereunto subscribed our names and affixed the Seal of Moose International this 1st day of JuLY, 2014.

SCOTT D. HART  
Director General

STEVEN F. GREENE  
General Governor

JOSEPH R. MECH  
Treasurer

(SEAL)

**ADDENDUM**  
**MISSION STATEMENT -**  
**MOOSE INTERNATIONAL, INC.**

The mission of Moose International, Inc., is to strive for excellence in four areas: (i) a fraternal program and community service within our lodge and chapter system known as the Loyal Order of Moose and the Women of the Moose; (ii) to provide a family environment and education for underprivileged children in residence at Mooseheart, Illinois; (iii) to provide for the needs of senior members at Moosehaven, Florida; and, (iv) to promote membership growth.

Moose International, Inc., provides opportunities for fraternal unity within its membership throughout the United States, Canada, Great Britain and Bermuda, and has as a basic tenet - excellence in volunteerism, fraternalism, the promise of the finest living facilities at both Mooseheart and Moosehaven and continual custodial service for those entrusted to our care.

Moose International, Inc., is committed to a positive leadership role in our communities as demonstrated by the establishment of modern lodge facilities and family centers to host activities for the entire family, complete and varied sports programs and assistance to our neighbors in need through community service programs. This is accomplished through continuous leadership training programs that adhere to high ethical standards, excellence, quality and total volunteer commitment by every lodge officer.

Moose International is a charitable, non-discriminatory, non-profit corporation funded primarily by members of the Moose.

## **MISSION STATEMENT - MOOSEHAVEN, INC.**

The mission of Moosehaven is to strive for excellence in three areas: (i) to provide a home-like setting for any eligible member and/or their spouse; (ii) to provide additional care for residents who need personal assistance through assisted or long term care programs; and, (iii) to provide exercise and social programs to enhance the physical and psychological needs of the residents.

Admission to Moosehaven is determined on a need basis such as age, length of membership, and physical condition and is made pursuant to prescribed clearly defined guidelines. The Moosehaven Board of Directors makes rules and guidelines deemed proper for the admission of members to Moosehaven.

Moosehaven is committed to excellence in caring for all of the residents' needs in both residential, medical and long term care. Residents live in a modern residential home environment. The medical center provides emergency care, in addition to short and long term care, administered by a qualified medical staff.

Moral and ethical values of the highest degree are the cornerstone of this residential and health care facility that has served the needs of members since 1922. Moosehaven is a charitable, non-profit 501(c)(3) corporation funded primarily by members of the Moose.

## **MOOSEHEART MISSION & VALUE STATEMENTS**

### **MOOSEHEART**

Putting children and families first.



A community that encourages all to live by the motto:

Enter to learn      Leave to serve

Mooseheart is dedicated to values that illustrate our commitment to both the children and families we serve, as well as the staff who carry out our mission.

**LIST OF REQUIRED DISPENSATIONS**  
**FROM THE GENERAL GOVERNOR**

1. Acquire (by purchase or otherwise) any real estate.
  2. Mortgage or sell real estate.
  3. Construct or improve a building.
  4. Lease real estate.
  5. Adopt original lodge by-laws or amend by-laws to change the lodge's name.
  6. Encumber assets and any other transaction affecting the lodge financial balance sheet, including the disposal of lodge assets. (Donations from a chapter of the Women of the Moose to its sponsoring lodge do not require a dispensation from the General Governor, but the funds must be spent as directed if restricted or designated for a specific purpose.)
  7. Participate in Joint House Committee (approved by both lodge and chapter)
- NOTE:** Participation in this program requires a three (3) year commitment by lodge & chapter.

8. To vote on electronic notification for lodge mailings; if approved, special meeting notices can be sent via electronic mail.

**Note:** 1-8 must be approved at a special meeting of the lodge membership. Seven (7) days written notice of the special meeting must be mailed to each active member of the lodge (see Section 42.3).

9. Purchase or lease equipment. (Purchase of property or equipment in an amount less than \$5,000 does not require a dispensation, but does require approval of the membership.)
10. Borrow unsecured funds.
11. Invest funds or transfer funds from a savings account, C.D.'s, etc.
12. Establish and maintain a social quarters operation.
13. Acquire lodge credit card.
14. Creation or use of unofficial supplies, articles, items and clothing.
15. Use of Moose name, logo, emblem or insignia of the Order.
16. Anytime the lodge has an activity held off lodge premises, such as a trip to a ball game, family picnic, bus trips, etc. involving persons other than members and qualified guests (for insurance reasons).
17. The use of electronic recording devices at meetings, hearings, or other fraternal gatherings.
18. To run for office when a candidate is ineligible.
19. To establish savings accounts for lodge activity groups and committees.
20. To re-apply for membership within six months if rejected for membership.

21. To apply for membership or retain membership (convicted felon and registered sex offenders).
22. The use of lethal weapons at lodge sporting events or during a lodge activity.
23. To open and maintain a separate or special checking account.
24. For a chapter member to file formal disciplinary charges (not a House Committee complaint) against a lodge member and vice versa.
25. Institution and granting of a lodge charter.
26. Incorporation of a lodge.
27. Nominating officers from the floor at a lodge meeting.
28. Removal of a Jr. Past Governor from office.
29. Fundraising and community service activities not specifically authorized by the General Laws.
30. The using, renting or leasing of any lodge property by members or non-members not specifically authorized by the General Laws.
31. Conducting public bingo in any location other than the lodge hall.
32. Approval of association by-laws and amendments.
33. Purchase or leasing of equipment by associations in an amount exceeding \$5,000.
34. For persons other than the Administrator or paid employees to have keys to the lodge home, office or social quarters.
35. Publish a lodge newsletter. (permission granted by the Publications Department).

36. To participate in a seven (7) member Board of Officers.

### **THE PRIVATE POLICY**

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

***"YOU ARE EITHER A MEMBER OR A GUEST!"***

1. 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.
2. 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 spouse. (Note - There are no limits on the number of times a spouse may be admitted as a guest.)
  - b: An active lodge or chapter member's immediate family. (Note – There are no limits on the number of times a spouse or qualified family member under the age of 21 may be admitted as a guest, however, all other immediate family members would be limited to two visits as they now qualify as a prospective member of the person signing them into the social quarters.)
  - c: A prospective member is defined as any guest that is accompanied by a member who can sponsor them for membership in the Order, with the exception listed in 2 (a) of this section. 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.
- (1) The prospective member shall leave when his or her sponsor leaves.
  - (2) The prospective member shall be limited to two (2) visits.
3. All adult guests of members must be signed in as a guest and leave when the member leaves.
4. Only active 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.
5. Members shall at all times be responsible for the conduct of their guests.
6. Gentlemanly/ladylike (orderly) conduct is required of all persons in the social quarters or home at all times.

7. 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.
8. Each member of the Order shall submit proof of membership when requested by any member of the House Committee or its authorized person.
9. Using the social quarters for any lodge or chapter community service activity is prohibited unless prior approval is obtained from the General Governor.

The term "guest" includes non-member spouses. A member in expired status shall not enter any lodge except to pay dues. An expired member does not qualify to be admitted as a guest.

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 48.8 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.

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 48.8.

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.

**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](mailto:sgreene@mooseintl.org)**

**FEDERAL TAXATION GUIDELINES FOR**  
**WAGERING INCOME**

In 2001, the Supreme Council approved a policy allowing lodges to decide for themselves whether to offer "legal" pull-tabs, tip boards and other wagering options at their legal bingo games. Lodges must comply with all licensing, registration, reporting and taxation requirements at all levels of government. This includes obtaining all required federal and state gaming/wagering licenses. It is the lodge's sole responsibility to know and comply with all applicable regulations. A few general guidelines relating to federal taxation on wagering is provided as follows:

- If wagering is sold only to active members, all proceeds are federally non-taxable and the lodge incurs no additional federal reporting requirements.
- If wagering is sold to any non-member, but all proceeds are donated to a 501C-3 charity (i.e., Moose Charities), the proceeds are federally non-taxable, and the lodge incurs no additional federal reporting requirements. It is strongly recommended that the money from this gaming be kept separate from other lodge funds. The lodge should contact the General Governor to request approval to maintain a separate checking account.
- If wagering is sold to any non-member, and even one cent is utilized to support any lodge activity or expense, all proceeds are federally taxable. In this case, the lodge must file an annual federal Form 11-C, and file a Form 730 each month. Additionally, if the lodge's bingo and related wagering operation utilizes paid employees, a Form 990-T must be filed on an annual



basis. Each of these forms requires a remittance of taxes at the time of the filing.

If a lodge were subject to wagering taxes, it would also be subject to the occupational tax. This tax is imposed on each person who is engaged in receiving wagers on behalf of the lodge. Remember that this policy does not permit a lodge to sell to non-members on other occasions. The policy only permits a lodge to sell legal pull-tabs, lottery tickets, tip-boards, etc. at legal bingo games. The sale of such items to non-members (in the social quarters or elsewhere) at times other than at legal bingo games is absolutely prohibited.

Should you have any questions regarding this information, please feel free to contact Chief Financial Officer Joe Mech at (630) 859-2000, extension 6495.

**(\*Policies and guidelines contained herein are current as of the date of publication and are subject to change by action of the Supreme Council.)**

### **RULES FOR SPORTING EVENTS**

1. A non-member sports participant may come in as a "qualified guest" twice if he or she is actually a prospective member. The third time must be for orientation or enrollment. All non-members must be signed in and should wear some form of identification (i.e., guest badge or sticker) or otherwise be distinguished as a guest.
2. After a non-member sports participant has exhausted the two visit rule (or does not qualify as a "prospective member") he or she thereafter comes in not as a "qualified guest" but as a "sporting participant" without the privilege

of consuming purchased food or beverages in the lodge (purchased by a member or otherwise) as that person is no longer a "qualified guest". A "sporting participant" does not enjoy the same privileges afforded to a "qualified guest". A member may not purchase anything for a "sporting participant" (alcohol or otherwise) and, of course, the "sporting participant" cannot make purchases. The "sporting participant" should be provided a form of identification to distinguish him or her as a "sporting participant" versus a "qualified guest".

3. All non-members engaged in any sporting event or activity on lodge property or sponsored by the lodge must sign a form approved by Moose International releasing the lodge, Moose International, etc., from all liability for injuries or damages sustained by the participant while engaged in the sporting event or activity.
4. All non-members involved in sporting events (either as a "qualified guest" or "sporting participant") are prohibited from making any purchases, putting money in gaming machines, buying raffles, 50-50's, pull tabs, rip-offs, etc., or otherwise spending money in the lodge.
5. All non-members participating in a lodge sporting event must arrive no earlier than thirty (30) minutes before the competition and leave within thirty (30) minutes following the conclusion of the sporting event.
6. The lodge should maintain a separate "guest" book or register separate and apart from the regular guest register required by Section 48.5 to enroll the

names of "sporting participants". Prospective members, since they are qualified guests, may be enrolled in the regular guest register.

7. Sufficient parking should be set aside and designated for participants during these events and enough spaces must be available to members for normal lodge activities.
8. Non-member participants in organized sporting activities on lodge property must be informed of these rules, the lodge's social quarters rules and regulations (including dress code) and any other applicable laws and policies. Any non-member participant knowingly violating lodge rules or any other law, policy, ordinance or regulation should be asked to leave the premises immediately.
9. The lodge should be respectful and considerate of its entire membership and establish a broad range of activities for all ages. The lodge should be careful that sporting events do not become so predominant to exclude other lodge activities and community service events consistent with a family fraternal operation.

#### **WEB SITES**

Moose International ----- [www.mooseintl.org](http://www.mooseintl.org)

Women of the Moose ----- [www.wotm.org](http://www.wotm.org)

Mooseheart ----- [www.mooseheart.org](http://www.mooseheart.org)

Moosehaven ----- [www.moosehaven.org](http://www.moosehaven.org)

Moose Charities ---- [www.moosecharities.org](http://www.moosecharities.org)

**MOOSE INTERNATIONAL EMAIL ADDRESSES**

Please go to “Contact Us” at [www.mooseintl.org](http://www.mooseintl.org) for a current listing of email addresses

**TELEPHONE NUMBERS**

Main Number ..... (630) 859-2000

**MOOSE INTERNATIONAL FAX NUMBERS**

General Governor .....(630) 966-2208  
Membership .....(630) 966-2225  
Women of the Moose .....(630) 966-2211

**MOOSEHEART FAX NUMBERS**

Director of Admissions .....(630) 906-3634  
Executive Director of Operations.....(630) 859-6630

**MOOSEHAVEN FAX NUMBERS**

Executive Director of Operations.....(904) 278-1294  
Director of Admissions/Res. Svcs.....(904) 278-1228

**MOOSE CHARITIES FAX NUMBER**

All Departments.....(630) 859-6626



