

INSTRUCTIONS FOR PLACING A CHAPTER ON HOLD

1. Usually, a chapter is put on HOLD due to lack of activity, failure to follow the General Laws, co-worker volatility or lack of co-workers stepping forward to serve as Officers. While the Official Visitor or CAC can make a recommendation to place a Chapter on HOLD, only the Grand Chancellor can authorize changing the Chapter status.
2. If appropriate, an explanation should be given to the chapter Board of Officers as to the reason for putting them on HOLD. Make sure everyone clearly understands what has happened, what should have happened and why action is being taken. Explain our laws and policies. This should be handled delicately. You should be very careful when you tell the board what you are doing as they may become hostile or try to interfere with you completing your assignment. You should remind any officer or member being insubordinate or interfering with the performance of your duties that her membership in the Order could be suspended. Keep detailed notes of what you did, what was said, by whom, location, dates, times, etc.
3. Determine if the chapter has any, contractual agreements, community service commitments or chapter functions scheduled. **This is very important!** Alternate plans may need to be made.
4. Normally, putting a chapter on HOLD is done in lieu of closing the chapter. It gives the chapter members time to determine if they are committed to our true purpose and if they want to continue operating within the General Laws of the Women of the Moose and Moose International.
5. It will be necessary to appoint a "Recorder of Record", someone to maintain QuickBooks and LCL.net during the time the chapter is on HOLD as well as balance bank statements and pay any necessary bills (such as Risk Pool, P O Box and Moose International Statement of Account). Typically, this is the current or a former Recorder who is familiar with QuickBooks and LCL.net. Her name, address, email address and telephone number should be reported to our office in the event we need to get in touch with someone from the chapter. Those co-workers on the bank signature card, if available, should visit the bank with her to have her signature as the only name required to be on file.
6. During the time the chapter is on HOLD, no chapter meetings are to be held, no business is to transpire and members of the chapter should not transfer out however, it is impossible to stop them from transferring to an active chapter. All applications collected must be sent to Moose International for membership in Allheart Chapter #3000. Once the chapter regains active status, the co-workers may transfer from Chapter #3000 free of charge.
7. If the decision is subsequently made to restore the chapter to active status, a general membership meeting must be conducted to explain the reasons for putting them on HOLD, the conditions of reinstatement and appoint any officers needed to fill vacancies on the board.
8. Use your talents to inspire the members to once again become a vital, successful chapter within our organization. It may be necessary for you to work with the chapter on a continued basis, to help the new Officers understand their responsibilities and commitment to ensure success.

(Office of the Grand Chancellor 10/01/2013)