

INSTRUCTIONS FOR POSSIBLE MERGER OF A CHAPTER

THE INTERNATIONAL OFFICE OF THE WOMEN OF THE MOOSE WILL ISSUE AN AUTHORIZATION TO AN OFFICIAL VISITOR TO MEET WITH A CHAPTER TO DETERMINE THE FUTURE OF SAID CHAPTER.

THE OFFICIAL VISITOR MAKES CONTACT WITH CHAPTER OFFICERS, IF ANY, OR A REPRESENTATIVE OF THE CHAPTER IN QUESTION TO SELECT A DATE, PLACE, AND TIME TO HOLD A GENERAL PURPOSE MEETING OF ALL CHAPTER MEMBERS FOR THE PURPOSE OF DETERMINING ITS FUTURE. *THIS CHAPTER WILL HENCEFORTH BE CALLED CHAPTER "A"*.

SHOULD THE CO-WORKERS OF CHAPTER "A" DECIDE THEY WOULD LIKE TO MERGE WITH THE CLOSEST CHAPTER TO THEM (MUST BE LESS THAN 20 MILES) INSTEAD OF CLOSING, **ONLY** WITH PERMISSION FROM THE GRAND CHANCELLOR WILL A NEARBY CHAPTER BE SELECTED FOR MERGING PURPOSES. *THIS CHAPTER WILL HENCEFORTH BE KNOWN AS CHAPTER "B"*.

AFTER CHAPTER "A" VOTES TO MERGE TO CHAPTER "B", CHAPTER "B" MUST VOTE TO ACCEPT THE MERGER.

THE OFFICIAL VISITOR THEN NOTIFIES CHAPTER SERVICES AT WOMEN OF THE MOOSE HEADQUARTERS OF THE PENDING MERGER. A MEETING IS THEN SCHEDULED WITH CHAPTER "B" FOR THE PURPOSE OF ACCEPTING/REFUSING THE MERGER. NOTICES MAY BE SENT TO ALL MEMBERS OF CHAPTER "B", INVITING EACH TO ATTEND A GENERAL PURPOSE MEETING.

MEMBERS OF THE AFFILIATED LODGE FOR THE CLOSING/MERGING CHAPTER WILL BE INVITED TO ATTEND THE QUESTION AND ANSWER PORTION OF THIS SPECIAL MEETING. FOLLOWING THE QUESTION/ANSWER PERIOD THE LODGE MEMBERS WILL BE EXCUSED PRIOR TO THE ACTUAL VOTE OF THE CHAPTER. **THE MAJORITY IN ATTENDANCE RULES.**

IF THE VOTE OF CHAPTER "A" AND CHAPTER "B" IS IN FAVOR OF THE MERGER OF CHAPTER "A", THE OFFICIAL VISITOR TAKES IMMEDIATE ACTION TO COMPLETE THE MERGER.

ALL CO-WORKERS OF CHAPTER "A" WILL BE MERGED INTO CHAPTER "B" BY WOMEN OF THE MOOSE HEADQUARTERS, FOLLOWING BOTH CHAPTERS VOTE TO MERGE.

NO TRANSFERS SHALL BE ISSUED PRIOR TO MERGER.

A COPY OF THE MINUTES OF THE MEETING HELD IN WHICH CHAPTER "B" VOTED TO ACCEPT/REFUSE CHAPTER "A" IN THE MERGER, REFLECTING THE NUMBER OF CO-WORKERS SHALL BE SENT WITH THE OFFICIAL VISITOR'S REPORT TO INTERNATIONAL HEADQUARTERS.

CHAPTER MERGERS

- A. ON THE FIRST BUSINESS DAY FOLLOWING THE VOTE OF CHAPTER "A", THE OFFICIAL VISITOR NOTIFIES THE INTERNATIONAL OFFICE OF THE PENDING MERGER, VIA FAX COMMUNICATIONS, TO CHAPTER SERVICES, AT (630) 966-2211.
- B. IF CHAPTER "B" SO CHOOSES, THEY MAY HOLD A SPECIAL GENERAL PURPOSE MEETING FOR THE PURPOSE OF VOTING TO ACCEPT/REFUSE THE MERGER OF CHAPTER "A" OR THIS BUSINESS MAY BE TRANSACTED AT THE CHAPTER'S 2ND MEETING OF THE MONTH, WITH THE ATTENDANCE OF THE OFFICIAL VISITOR. AGAIN, THE ASSOCIATED LODGE MEMBERS WILL BE INVITED FOR THE QUESTION AND ANSWER PORTION OF THE MEETING. THE LODGE MEMBERS WILL BE EXCUSED BEFORE THE ACTUAL VOTE IS TAKEN.

ANY CO-WORKER WISHING TO TRANSFER TO A CHAPTER OTHER THAN CHAPTER "B" MUST SUBMIT A TRANSFER APPLICATION TO THE CHAPTER OF HER CHOICE. IF A CO-WORKER CHOOSES TO TRANSFER TO A DIFFERENT CHAPTER, THE REGULAR TRANSFER PROCESS TAKES PLACE INCLUDING THE \$10.00 TRANSFER FEE AND COMPLETION OF THE APPLICATION REQUEST.

ALL CO-WORKERS MERGING FROM CHAPTER "A" INTO CHAPTER "B" WILL RETAIN THEIR DEGREES, OR ANY CALL CARDS FOR DEGREES.

ANY CO-WORKER SERVING AS THE JUNIOR GRADUATE REGENT OF CHAPTER "A", WILL HAVE THE OPPORTUNITY TO ASSIST THE SAME OFFICER IN THE RECEIVING CHAPTER "B", IN ORDER TO QUALIFY, THAT FIRST YEAR ONLY, FOR PERSONAL DEGREES, IF CHAPTER "B" EARNS THE AWARD OF ACHIEVEMENT.

FOR EXAMPLE: A CHAPTER MERGES DURING THE CHAPTER YEAR. WE WOULD GIVE THE JUNIOR GRADUATE REGENT FROM CHAPTER "A" AN OPPORTUNITY TO ASSIST THE JUNIOR GRADUATE REGENT IN CHAPTER "B". IN THE EVENT CHAPTER "B" EARNED THE AWARD OF ACHIEVEMENT AND THE JUNIOR GRADUATE REGENT FROM CHAPTER "A" SPONSORS HER REQUIRED CANDIDATES BETWEEN THE TWO (2) CHAPTERS AND ALL OTHER REQUIREMENTS ARE MET, THE JUNIOR GRADUATE REGENT OF CHAPTER "A" WOULD BE ELIGIBLE TO QUALIFY FOR HER COLLEGE OF REGENTS DEGREE. OFFICERS AND CO-WORKERS FROM CHAPTER "B" WOULD HAVE TO QUALIFY WITHIN THEIR OWN CHAPTER.

ANY CO-WORKER WOULD HAVE THE OPPORTUNITY OF EARNING HER ACADEMY OF FRIENDSHIP DEGREE SHOULD THE MERGER TAKE PLACE DURING A CHAPTER YEAR. OFFICERS AND CHAIRMEN WOULD STILL NEED TO FULFILL REQUIREMENTS AS OUTLINED IN THE HANDBOOK FOR DEGREES AND SPONSOR AND ENROLL FIVE (5) NEW MEMBERS. **THE OFFICIAL VISITOR SHALL SEND A LIST OF CO-WORKERS TO BE CONSIDERED FOR PERSONAL HONORS TO THE GRAND CHANCELLOR AS SOON AS THE MERGER TAKES PLACE.**

ANY CO-WORKER FROM CHAPTER "A" SHALL BE ELIGIBLE TO HOLD AN OFFICE IN CHAPTER "B". THE SIX-MONTH WAITING PERIOD WILL BE WAIVED.

CO-WORKERS IN GOOD STANDING IN CHAPTER "A" SHALL BE ADDED TO MEMBERSHIP IN CHAPTER "B". CONSIDERATION WILL BE GIVEN TO CHAPTER "B" FOR CO-WORKERS WHO MERGED AND THEN DROPPED MEMBERSHIP OR TRANSFERRED OUT OF THE CHAPTER FOR **THE FIRST 18 MONTHS AFTER MERGER.** THE RECORDER SHALL KEEP A LIST OF THESE CO-WORKERS AND AT THE END OF THE YEAR SEND A COPY OF THE LIST TO THE GRAND CHANCELLOR FOR CONSIDERATION TOWARD THEIR CHAPTER HONORS.

- C. THE OFFICIAL VISITOR SHALL CLOSE OUT THE BANK ACCOUNT. ALL ASSETS FROM CHAPTER "A" WILL BE MERGED TO CHAPTER "B". THE **CHAPTER SEAL AND CHAPTER CHARTER**, ALONG WITH ANY USABLE PARAPHERNALIA **NOT NEEDED BY CHAPTER "B"** MUST BE REMITTED TO THE INTERNATIONAL OFFICE BY THE OFFICIAL VISITOR. CURRENT AND PREVIOUS MEMBERSHIP LEDGERS/RECORDS, CHAPTER RECEIPT LOGS, CERTIFIED QUARTERLY REPORTS, RECORDER'S RECORD BOOKS AND REPORTS OF SPECIAL ASSISTANTS SHALL BE SENT TO CHAPTER "B", TO BE RETAINED IN THEIR FILES INDEFINITELY. CANCELLED CHECKS AND PAID BILLS OF CHAPTER "A" SHALL ALSO BE SENT TO THE RECORDER OF CHAPTER "B" TO BE KEPT ACCORDING TO STATE/PROVINCIAL STATUTE OF LIMITATIONS (SEVEN (7) YEARS FOR U.S. CHAPTERS).
- D. THE OFFICIAL VISITOR WILL BE REQUIRED TO COMPLETE THE FINAL FINANCIAL TRANSMISSION TO MOOSE INTERNATIONAL OF CHAPTER "A".
- E. ANY PARAPHERNALIA THAT IS TRANSFERRED TO CHAPTER "B" OF GREAT VALUE MUST BE ADDED TO THE PARAPHERNALIA FIGURE IN CHAPTER "B". FOR EXAMPLE: CHAPTER "A" HAS A COMPUTER WITH A VALUE OF \$350.00 THAT COULD BE USED BY CHAPTER "B". THE \$350.00 IS TO BE ADDED TO THE PARAPHERNALIA FIGURE OF CHAPTER "B". ANY ITEM THAT IS TRANSFERRED TO CHAPTER "B" THAT HAS BEEN A PART OF THE PARAPHERNALIA IN CHAPTER "A" FOR TEN YEARS OR MORE HAS ALREADY BEEN FULLY DEPRECIATED AND IT IS NOT NECESSARY TO ADD THIS ITEM TO THE PARAPHERNALIA IN CHAPTER "B".
- F. PLEASE SEND A LIST TO MOOSE INTERNATIONAL OF ALL CO-WORKERS WHO HOLD A MULTIPLE MEMBERSHIP WITH BOTH CHAPTERS. THESE MEMBERSHIPS WILL HAVE TO BE HANDLED INDIVIDUALLY.
- G. WHEN THE LAST STEP HAS BEEN COMPLETED SEND IN AUTHORIZATION WITH ANY NOTES OR COMMENTS. **PLEASE SEND A COPY OF THE FINAL CHECK ISSUED TO CHAPTER "B".**