

2017 ANNUAL WOMEN OF THE MOOSE TRAINING SESSION OUTLINE

1. WELCOME AND INTRODUCTIONS

Introduce yourself. Hand out your business card or note with your name and phone number.

Welcome the co-workers to the Session.

Thank Hostess Chapter for their hospitality.

2. DUTIES OF ELECTED OFFICERS

(Refer To The Officers' Handbook.)

Summarize the duties of each Elected Officer.

Explain the "Chain of Command." In the absence of the Senior Regent, the Junior Regent assumes the Senior Regent's duties and makes all appointments of Appointed Officers, Chapter Development Committee Chairmen, Higher Degrees Chairman and Special Committee Chairmen. This same procedure would be followed in the following order: Senior Regent, Junior Regent, Junior Graduate Regent, Secretary/Treasurer and Recorder.

NOTE: It is important that the co-workers understand the chain of command within the Chapter. This will eliminate many of the problems occurring in Chapters when positions become vacant during the Chapter year.

Emphasize the importance of Chapter Officers working together.

Chapter Officers **must** put aside personal differences for the good of the Chapter.

Work as a team—Not against one another.

If the Board works together in harmony, so will the Chapter.

Stress the importance of communicating with each other—many problems occur between Officers as a result of lack of communication and respect.

Stress to the Officers that through communication and cooperation the Board of Officers should resolve all issues within the Chapter.

If a question or situation arises that cannot be resolved by the Chapter Board of Officers, the first point of contact should be with their Chapter Analyst Coordinator, then the Training Session or 2-HOTT Leader and finally the Territory Manager. **Do not** advise the Chapter officers or co-workers to contact International Headquarters until other resources have been contacted.

3. **CHAPTER OFFICERS AS PAID EMPLOYEES**

No member of the Board of Officers shall be a paid employee of her respective lodge. No officer can receive compensation of any kind – including tips. The Internal Revenue Service views tips to be the same as compensation/wages.

Stress that any Chapter Officer who is a paid employee of the Lodge must either resign from office or resign from the paid position at the Lodge. There are no exceptions.

It is permissible for Officers to be employed by Lodges other than the Lodge where they hold their Officers position.

No member of the Board of Officers may serve as the Bingo Chairman. (Refer to WOTM General Laws.)

If your State/Provincial Bingo laws permit members of the Bingo Committee and/or bingo workers to be paid, the Chapter Officers shall not receive compensation.

NOTE: Please **do not** tell the Officers to write to Women of the Moose Headquarters for a dispensation to be a paid employee of the Lodge or to be Bingo Chairman. No dispensations will be granted. Women of the Moose Headquarters will not make an exception to this ruling.

RECORDER COMPENSATION

(Refer to Recorder's Handbook)

For her services, the Recorder may receive reasonable compensation as determined by the Chapter Board of Officers and membership. Compensation shall be paid or waived, but may not be accrued. Compensation may be paid monthly or quarterly.

Compensation listed in a report to Women of the Moose Headquarters and not paid within the designated time (monthly or quarterly) to the Recorder shall automatically be waived or forfeited upon the filing of the next appropriate report.

Appropriate taxes shall be deducted from all compensation paid to the Recorder.

Each Chapter is to pay unemployment tax as required in their particular state or province.

A Recorder may waive her compensation if she so desires. A signed letter by the Recorder and the Chapter Board of Officers shall be retained in the Chapter files stating that the Recorder is waiving her compensation for the year.

All necessary tax forms are still required and must be filed with the Internal Revenue Service and appropriate Taxing Authorities.

A Chapter may not give a gift of love to the Recorder or pay the Recorder for her mileage regardless of whether she accepts or waives her compensation.

4. **CHAPTER DEVELOPMENT CHAIRMEN**

Explain the importance of active Chapter Development Committees. The fund-raising and social activities of these Committees will be a major part of the calendar of events for the Chapter.

Chairmen of the Chapter Development Committees are the best source for future leaders of the Chapter.

Recommend the use of the Fun, Fun, Fun book and several old Fundraising and Activities books. This is an excellent resource of the Senior Regent to make available to her Chairmen. These books contain many ideas for fundraisers, activities and social events.

Each Chairman should be given her Chairman's Pamphlet. These items are now included in the All Forms & Documents Section of the Moose International web site. The Senior Regent may wish to make a copy of each pamphlet before she passes them out so that she is able to answer any questions from the Chairmen throughout the year.

All speeches to be used by the Chairmen when presenting Committee checks are also included in Chairman's Pamphlets in the All Forms & Documents Section of the Moose International web site.

It is the responsibility of the Senior Regent and Board of Officers to explain the duties required to each Chairman. Each Chairman should also be advised of the requirements for earning the Award of Achievement and for earning the Academy of Friendship Degree.

Emphasize that a co-worker who is a member of the Academy of Friendship, is holding a Call Card, or who met the requirements for the Academy of Friendship Degree during the previous Chapter year, cannot serve as the Mooseheart/Moosehaven Chairman. If an unqualified co-worker has been installed, the co-worker serving in that position must be replaced.

5. HIGHER DEGREES CHAIRMAN

Be sure to clearly explain the Higher Degrees Chairman. Let the co-workers know that it is not mandatory to fill the Higher Degrees Committee chair in order for the Senior Regent to earn the Green Cap, as many Chapters do not have any degree holders.

Academy of Friendship, Star Recorder and College of Regents Committee Activity Nights may be held anytime during the respective month. Encourage the Chapters to make these meetings very special occasions. It is recommended that the chapter invite members of the Loyal Order of Moose, qualified guests and prospective members. The proposal must be presented to the Board of Officers and approved by the Chapter prior to the Committee Activity Night.

The Green Cap/Ways and Means Committee Activity Night is to be held between November 1st and January 31st. If the Chapter does not have a qualified Junior Graduate Regent, the Ways and Means Committee is required to hold a Committee Activity Night and fund raising project to provide the funds necessary for a donation to the special project assigned to the committee, a donation to the Scholarship and Maintenance Fund as well as to provide income for the General Fund of the Chapter.

6. INFORMATION FOR CHAPTER COMMITTEES

All Committees should be encouraged to hold monthly Committee Meetings to keep the members of the Committee active and interested throughout the entire Chapter year - not just during one particular month. Duties of each Committee should be split up. This encourages the members of different Committees to share talents, build rapport and teamwork.

Stress that Chapters should **never turn down a volunteer or any offer of help.** This is the quickest way to cause a member to lose interest. Refusing an offer of help once is almost a guarantee that the co-worker will not offer her help again. A co-worker who does not feel wanted or valued will not remain a co-worker of your Chapter.

Each Chairman should select two to four co-workers to be on her committee.

The Recorder shall divide the remaining membership and appoint them to the Chapter Development Committees. Higher Degree members will serve on a Chapter Development Committee as well as the Higher Degrees Committee.

The Senior Regent shall notify every co-worker of the Chapter of the Committee to which she has been assigned. A sample letter can be found in the Officers' Handbook.

Each Chairman shall hold fund raising project(s) to cover Committee expenses. They shall contribute to the special projects of their Committee, the Scholarship and Maintenance Fund, defray the expenses of the Committee Activity Nights and help maintain the General Fund of the Chapter.

The recommended donation for Scholarship and Maintenance Fund is a minimum of \$20.00 and the special Committee project is \$30.00. If a Chapter can donate more than the suggested amount, it would be greatly appreciated. If a Chapter sends less than the minimum amount it could affect eligibility for the Award of Achievement. WOTM Headquarters now produces a "checks not OK" report and shares the information with the State/Provincial Chapter Analyst Coordinator.

The Committees should plan a calendar of events with the Senior Regent and Board Members at the first meeting. Even if final plans are not completed, each Chairman should at least know what type of event her Committee is considering and have a date in mind. Tentative plans should be made. Each Chairman and her Committee shall be allowed to plan their own fund-raisers and projects. **This is not a decision that is made by the Board of Officers or the Senior Regent.**

The Fun, Fun, Fun book has many wonderful, fun ideas for Chapter events. This book should be shared with every Chairman and Committee. It is also posted online.

The Committee Chairman shall present plans to the Board of Officers for approval by the Chapter. The following forms are located in the All Forms & Documents Section of the Moose International web site:

Request For Approval of Committee Activity Night Program

Request For Approval of Committee Activities

Request For Approval of Committee Fund Raising Project

Fund Raising Project Report

Advance planning of Committee activities and fundraising projects will provide the Chapter an opportunity to advertise upcoming events well in advance to insure better attendance. Also the Senior Regent can then provide a calendar to the Loyal Order of Moose for approval at the first joint Board Meeting. This will help to eliminate scheduling conflicts later in the year.

7. SPECIAL COMMITTEE CHAIRMEN

Special Committee Chairmen may be appointed by the Senior Regent for various activities that are held on a regular or yearly basis in the Chapter such as the Chapter/Lodge birthday or anniversary party. The Committee for each special event is composed of co-workers interested in working on the particular function.

Special Committee Chairmen may also be appointed by the Senior Regent for various sports activities in the Chapter such as bowling, golf, etc.

Other Special Committee Chairmen include the Audit Chairman, Application Review Committee Chairman, Youth Awareness Chairman, Sports Chairman and Government Relations Chairman.

The Youth Awareness and Government Relations Chairmen are requested to be long-term appointments so there is continuity in the programs.

Special Committees shall hold fund raising projects. The gross proceeds shall be deposited into the General Fund of the Chapter. One half of the net proceeds of the fund raising project are to be used for the activities of the Committee. The other one half of the net proceeds shall remain in the General Fund of the Chapter.

8. MEMBERSHIP QUALIFICATIONS

(Refer To Women of the Moose General Laws.)

Membership growth and retention is the responsibility of all co-workers. It is vitally important that all co-workers have a complete understanding of the membership requirements for the Women of the Moose.

A member of the Loyal Order of Moose shall not be referred to as an honorary member of any Chapter of the Women of the Moose.

Membership in the Women of the Moose is by invitation only. It is the responsibility of the sponsor to propose only those persons of good moral character as potential members. There is a very simple guideline: If you would be comfortable to invite this person into your home to share a meal with your family – you should be comfortable to invite her into membership in the Women of the Moose. If you would not invite this person into your home – do not invite her to become a member of the Women of the Moose.

9. THE GIFT OF MEMBERSHIP

(Refer To Women of the Moose General Laws.)

Please cover this section in full. Make sure there are no questions before you move on. This rule was added to provide our co-workers with the opportunity to give a close friend or relative membership in the Women of the Moose as a gift.

It is not meant to allow Chapters to pay dues for members just to keep them on the rolls of the Chapter.

This rule does not give any co-worker or Chapter the right to pay dues to re-enroll or reinstate former members.

Paying dues for co-workers and re-enrolling or reinstating former members without their consent is a serious violation of the Women of the Moose General Laws which can result in the loss of personal and Chapter honors.

Co-workers may give the gift of membership in the Women of the Moose and/or membership dues only with the express knowledge and consent of the prospective member or members.

For co-workers in nursing homes, retirement centers or who have found themselves in a financial condition and are unable to pay their dues, upon recommendation of the Financial Assistance Committee and approval of the Chapter, a chapter check shall be issued for the payment of the co-workers dues.

10. MEMBERSHIP APPLICATIONS

(Refer To WOMEN OF THE MOOSE General Laws.)

An "active" member of the Order (LOOM or WOTM) must sponsor each person applying for membership in a Chapter.

A member can sponsor a prospective female into any Chapter of the Women of the Moose or a prospective male into any Lodge of the Loyal Order of Moose. Sponsor credit is awarded at the time the application is entered into LCL.Net.

All applications must also have an endorser.

The endorser must be an "active" co-worker of the Chapter to which the prospective member is making application.

An endorser is a second verification that the applicant meets the membership qualifications. This requirement is a benefit to the Application Review Committee as all prospective members and all sponsors may not be residing in close proximity to the Chapter.

The endorser shall not receive sponsor credit.

The completed application shall be a part of the condition of membership between the member and the Chapter. The answers to the questions contained in the application shall be warranties; and if any one is false, incomplete or incorrect, it shall cause forfeiture of all rights and privileges as a member of the Women of the Moose, except by special dispensation by the Grand Chancellor.

It is not in order to pre-fill the sponsor section of membership applications for distribution. Each candidate has the right to select his/her sponsor.

Once an application has been entered into LCL.net and transmitted to Moose International, remind the Recorders to return to the application screen the next day to enter the enroll date (same as the ballot date (with the exception of reinstate and transfer in)) and transmit again. Applications will not be completed nor will new members receive their cards without it.

Remind the Recorders to clean up "Rejected" applications on a weekly basis.

Remind Recorders to review Applications entered but not enrolled regularly. There are thousands of applicants on this report each month.

It is prohibited for any person to furnish a list of names or addresses of the members of the chapter to any business, organization or individual for their commercial or business purposes.

11. **APPLICATION REVIEW COMMITTEE**

(Refer To Women of the Moose General Laws.)

The Senior Regent must give a lot of thought toward selecting Application Review Committee members. Those who are considered fair and impartial, along with the ability to maintain confidentiality, should be selected. The Application Review Committee must carry out its function without prejudice as to race or religious preference. **The Board of Officers shall not act as the Application Review Committee.**

The purpose of the Application Review Committee is to screen every application for membership and file a report to the Board of Officers containing their findings, either favorable or unfavorable.

A thorough and impartial review of all applicants for membership is a very important part of preserving our constitutional rights of privacy and association.

Many Chapters do not review the applicants because they do not know how to go about screening and investigating applicants. Information provided by the applicant as part of the application form is a good place to start. The Application Review Committee must determine if this information is accurate.

The sponsor and the endorser of the application should also be good sources of information, as each should have at least some knowledge of the applicant.

One of the most effective means for screening applicants is a New Member Orientation Program with the applicant and her family invited to attend. All Chapters should hold New Member Orientation Meetings prior to voting on applicants.

The Application Review Committee should conduct an investigation of the applicant from public records and other non-privileged sources.

The Application Review Committee shall sign the application verifying the application has been reviewed.

When the Application Review Committee votes on an application, the application must receive a majority of favorable votes by the Committee. A majority of favorable votes is required to constitute a favorable ballot. Only applications receiving a favorable report are submitted to the Chapter to be balloted upon by the members.

All applications receiving a majority of favorable votes from the Application Review Committee shall be presented to the Board of Officers. Chapter members shall ballot on the applications at the next meeting. The majority decision of the Chapter vote determines if the applicant(s) become member(s).

When the Application Review Committee reports unfavorably on an applicant for membership, the Senior Regent shall declare the applicant rejected without the formality of a Chapter vote, and she cannot again be proposed for membership until after the expiration of a period of six months from the date of the rejection.

If rejected, the Recorder shall advise the applicant by letter that her application was not approved at this time and that she may be re-proposed for membership in six months. **Do not** state the reason for rejection in the letter. Keep the letter brief and to the point.

12. **SPONSOR INFORMATION**

(Refer To WOMEN OF THE MOOSE General Laws.)

There shall be no change to sponsor records once the membership information has been received at Women of the Moose Headquarters. Recorders must make certain the sponsor information is correct prior to transmitting the application.

If a co-worker wishes to give credit for a new candidate for membership to another co-worker or Lodge brother, this must be accomplished prior to the Chapter vote and enrollment.

If a co-worker is giving a candidate to another member, the original sponsor shall sign the membership application and state the name of the member who shall now receive sponsor credit for the candidate. The membership application remains in the files of the Chapter in the event there is a question at a later date.

If a co-worker is working to receive personal honors, the required number of candidates must be sponsored **and** enrolled between May 1 and April 30. The credit for the new member enrolled will be counted toward the Award of Achievement for the Chapter of the new member, not the Chapter of the sponsor. Sponsoring a member into the Loyal Order of Moose will count for personal honors, but will not assist the Chapter in earning the Award of Achievement. Stress the importance of having a gain in Chapter membership to earn the Award of Achievement. Be sure they understand this before moving on.

13. **MULTIPLE MEMBERSHIPS**

(Refer To WOMEN OF THE MOOSE General Laws.)

Any good standing member of the Women of the Moose may hold membership in more than one Women of the Moose unit at the same time.

To become a multiple member, the co-worker must complete a membership application and pay the enrollment fees and dues to the additional Chapter she wishes to join. The Application Review Committee shall properly investigate the applicant and a ballot by the Chapter membership shall be held.

If accepted for membership into multiple Chapters, the co-worker shall pay annual dues to all Chapters in which she holds membership.

A co-worker holding memberships in more than one unit shall be entitled to vote in any Women of the Moose unit in which she is current with her dues.

Co-workers with multiple memberships may **not** hold an installed position in more than one chapter. **Only** under extreme extenuating circumstances, with dispensation from the Grand Chancellor, may a co-worker hold an installed position in more than one Women of the Moose unit at the same time.

14. **NEW MEMBER ORIENTATION PROGRAM**

(Refer To The Women of the Moose Orientation Guide.)

Stress the importance of this Program. The New Member Orientation Program has proven successful in retention of new members for those Chapters that use the Program. Discuss the program fully highlighting the benefits to the Chapter. Ask those Chapters present that are using the New Member Orientation Program to share their ideas and success.

Stress the following items:

A New Member Orientation Meeting should be held monthly.

Recommend that this program be held jointly with the Loyal Order of Moose.

Meeting should be informal.

Family members, including children, should be invited to attend Orientation.

All Officers and Chairmen should participate in these meetings.

Women of the Moose Headquarters recommend using the newly revised editions of the Mooseheart and Moosehaven videos available through Moose Catalog Sales during your New Member Orientation. The DVD is Catalog #192 and is \$10.00.

15. **MEMBERSHIP INCENTIVES**

Most Membership incentive awards may be earned by sponsoring new member applications. Please review the membership materials mailed to each Chapter, with the Handbook mailing, regarding the sponsor levels and the awards.

1 sponsor credit "Honoring Community Heroes" Pin (distributed by the Chapter)

5 sponsor credits Help replace 2 Mooseheart Security vehicles.

25 sponsor credits Sponsor of Distinction

16. **SPECIAL MEMBERSHIP CAMPAIGNS**

Sponsor of Distinction. To qualify as a member of the Sponsor of Distinction a co-worker must sponsor 25 or more candidates between May 1, 2017 and April 30, 2018.

25 Level

Basic Registration fee for 2018
International Moose Convention
In New Orleans, LA

75 Level

Basic Registration fee for guest/spouse
2018 International Moose Convention
In New Orleans, LA

100 Level*

*must be enrolled

Transportation and 5 Nights
Accommodations to the
130th International Moose Convention
In New Orleans, LA

17. MOOSE INTERNATIONAL 25 CLUB EVENT

A co-worker shall receive an invitation to attend the 25 Club Event at the first International Conference after she receives the twenty-five-member sponsor award, provided the award was earned prior to **April 30th** immediately preceding the Conference.

Subsequent invitations to the 25 Club Event shall be issued to co-workers with sponsor awards, provided they sponsor five or more candidates during the preceding time period of **May 1st** through **April 30th** of the following year. (Please note that all membership awards are concurrent with the fiscal chapter year.)

18. MEMBERSHIP

TRANSFERS

(Refer to Recorder's Handbook)

Spend as much time as necessary on this topic. The improper transfer of co-workers continues to be a problem for our Chapters. We suggest you make up some examples of your own and ask how the co-workers present would handle your situations. Anything you can do here to help the co-workers understand transfers in and transfers out will be appreciated by our office and those who want to transfer to another Chapter. Incomplete or incorrect transfer of co-workers has resulted in the loss of members in the Women of the Moose.

A co-worker may transfer to the Chapter of her choice. A request for a transfer shall be completed by the Recorder of the Chapter receiving the transferring co-worker upon receipt of:

- A completed application, the same as for a new member, for transfer into the Chapter.
- A \$10.00 transfer fee deposited with the Recorder of the Chapter receiving the transferring member, unless the applicant is transferring out of Allheart Chapter.

The co-worker retains her original membership card indicating she is a member in good standing.

The receiving Recorder **shall** notify the co-worker's current Chapter via Email of the request for transfer. A copy of the Email shall be retained with the application and shall be considered part of the membership record. Make certain you verify the Email is opened by the co-workers current chapter.

The transferring co-worker's current Chapter shall have fourteen calendar days to object to the transfer. The objection shall be sent via Email to the receiving Chapter. A copy of the Email objecting to the transfer shall be retained with the application and shall be considered part of the membership record.

Objections to Transfers: The transferring co-worker's current Chapter may only object to the transfer for the following reasons:

- The co-worker's dues are not paid at least thirty days in advance of the date of the request for transfer.

- Disciplinary Charges are pending against the co-worker (does not include actions of the House Committee).
- The co-worker has not paid all fines, assessments and other charges levied against her by the Chapter.

Acceptance of Transfer: At the end of the fourteen days, if no Email objection has been received, the Receiving Chapter's Application Review Committee will investigate the application. If the Application Review Committee reports favorably on the application, the application for transfer shall be presented to the Chapter at the next Chapter meeting for acceptance by the Chapter's membership. If the vote is favorable, the co-worker shall immediately become a member of the receiving Chapter. The Recorder of the receiving Chapter shall enter the applicant into LCL.net as a transfer.

The membership application and all Email correspondence shall remain in the Chapter files of the receiving Chapter as a matter of membership record.

Notification of Transfer Acceptance: The receiving Chapter's Recorder shall immediately notify the Recorder of the co-worker's former Chapter via Email of the transfer acceptance.

Upon receipt of a notification of acceptance, the Recorder of the co-worker's former Chapter shall immediately forward to the co-worker's new Chapter all photocopies of correspondence pertaining to the transferred co-worker, retaining the original of all records. A copy of the Email notifying the Chapter of the transfer acceptance shall be retained with the application and shall be considered part of the membership record.

Rejection of Transfer: If the vote is unfavorable, the co-worker requesting to transfer remains a co-worker of her current Chapter. The Recorder of the rejecting Chapter shall immediately notify the Recorder of the co-worker's Chapter by Email of the unfavorable ballot. A copy of the Email notifying the Chapter of the unfavorable ballot shall be retained with the application and shall be considered part of the membership record.

When a co-worker transfers out of a Chapter, there shall be a loss of one in the Chapter membership. A co-worker transferring into a Chapter shall increase the membership by one.

No one shall receive credit for sponsoring a member who transfers into a Chapter.

REINSTATEMENTS

(Refer to Recorder's Handbook)

A co-worker whose dues have been expired for more than 12 months but less than 24 months must:

- Reinstate or re-enroll into her chapter
- Reinstate into Chapter #3000
- Re-enroll into another chapter of her choice
- A reinstated member retains her original dues expiration month and membership identification number. There shall be no break in the years of service for a reinstated member.

All expired members who wish to reinstate their membership must complete a membership application and pay the required dues.

The Recorder shall enter the application for reinstatement into LCL.net.

All applications for reinstatement shall be handled the same as applications for new members.

The application shall be investigated by the Application Review Committee and balloted upon by the current membership of the Chapter.

If the vote of the Chapter is favorable, the Recorder will show the applicant for reinstatement as enrolled on LCL.net and will transmit this membership information to Moose International.

The securer of the reinstatement is listed as the sponsor. This does not change the sponsor of record for the reinstated member. Members do not receive credit as a sponsor for reinstated co-workers for the 25 Club or other sponsor awards.

RE-ENROLLMENTS

(Refer to Recorder's Handbook)

A former member, who has been dropped from the Chapter membership rolls for non-payment of dues twenty-four months or more after the expiration date of her last membership card, is eligible to be re-enrolled.

A member whose dues have been expired for six (6) months or more may choose to re-enroll versus reinstating into any chapter by furnishing a re-enrollment application. By re-enrolling, all former members will lose their prior years of service.

A former member can re-enroll into the Chapter of her choice.

All applications for re-enrollment shall be investigated by the Application Review Committee and balloted upon by the current membership of the Chapter.

If the vote of the Chapter is favorable, the Recorder will show the applicant for re-enrollment as enrolled on LCL.net and will transmit this membership information to Moose International.

19. CENTRALIZED DUES

(Refer to Recorder's Handbook)

All co-workers must process their dues payments through our Centralized Dues Processing Center. This is the only way that the member can receive her membership card and the only way that the Chapter will receive a deposit of their portion of the dues collected.

Dues payments sent or delivered to the Chapter from co-workers should immediately be forwarded to the Dues Processing Center with the member ID clearly marked on the check.

All United States payments should be sent to:
Moose International
Dues Processing Center
P O Box 88065
Chicago, IL 60680-1065

All Canadian payments should be sent to:
Moose International
Canadian Dues Processing Center
P O Box 88067
Chicago, IL 60680-1067

Payments that are properly processed through the Dues Processing Center require no action on the part of the Recorder.

When a member pays her dues to the Dues Processing Center, her per capita assessment will automatically be deducted.

The member will receive her membership card directly to her home address after her payment has been posted to her membership record.

Co-worker requests for replacements of lost or stolen membership cards will also be mailed directly to the home address of the member.

AUTOMATIC DEPOSITS TO CHAPTER ACCOUNT

VERY IMPORTANT: Please verify that all of the Chapters in attendance at your Session have notified the Finance Department of any **changes** to their previously submitted Bank Authorization Form.

The Bank Authorization Form can be found on the Member Area of the website under All Forms & Documents\Lodge Operations\Finance.

The Bank Authorization must be signed by an Officer of the Chapter and is used to indicate the bank and account number for Chapter deposits.

A **pre-printed voided** check must be included with the Bank Authorization for verification to all necessary numbers. Please advise they wait for their new checks. **Do not hand-write the blank check.**

Direct deposit is the only way that the Chapter will receive funds owed to them for dues payments processed at the lock box.

Moose International will not issue checks for funds owed to any fraternal unit.

20. CHAPTER DUES AND FEES

The minimum application fee for membership in the Women of the Moose shall be \$20.00.

The minimum annual dues rate for all members of the Women of the Moose shall be \$22.00.

A Chapter may raise the amount of dues and fees (above the minimum required \$22.00) without dispensation from Women of the Moose Headquarters providing the Board of Officers has presented the recommendation via the Board of Officers minutes and it was approved by a vote of the Chapter. The Recorder shall notify Moose International by entering the new rate in LCL.net.

The Finance Department will prepare a consolidated statement and bill the Chapters for all fees due to Moose International. The statements are now emailed to Chapters each month.

Chapters shall remit a Chapter check for all amounts billed or may pay via approved use of the Chapter's credit card or through an ACH transaction.

21. LIFE MEMBERSHIP

(Recorder's Handbook and Women of the Moose General Laws.)

The fee for Life Membership is \$400.00. The member shall remit \$400.00 by check or Money Order to the Dues Processing lockbox earmarked with the member ID number and clearly marked LIFE MEMBERSHIP.

All Life Memberships shall be purchased in US Funds only.

Moose International will mail the Life Membership card directly to the co-workers home address.

REMINDER: A co-worker can earn a life membership in the Women of the Moose by having enrolled 250 new members or by maintaining fifty (50) or more years of continuous membership. A co-worker may also purchase a Life Membership in the Women of the Moose upon payment of dues, in advance, equal to fifty (50) years of membership.

22. MEMBERSHIP RETENTION

Use the Keys To Successful Membership Retention Book as a reference when covering this section. Remind the co-workers that the book was mailed to every Chapter in May and that the complete book is also available on the website under Members Area\All Forms & Documents\Women of the Moose Handbooks.

Retention of members must be a primary focus of all co-workers.

Stress that on page 3, our co-workers have told us what was their most enjoyable Chapter Meeting.

Stress that on page 4, our co-workers have told us why they continue to come to Chapter Meetings.

Stress that on page 5 is a list guest speakers that our co-workers have either told us they really enjoyed, or guest speakers that they wish they could have to a Committee Activity Night Meeting. These answers are vitally important for those Chapters that may be having difficulty in getting members to attend meetings.

The answers on page 6 may be the most important information that any Chapter can receive. These pages list activities and events, not currently being offered, that they would like to see added. This provides our Chapters with a ready-made list of new ideas for activities that could be added to the Chapter calendar.

Most importantly, each of these ideas, suggestions and recommendations came from our own co-workers. Our members are telling us what they would like to see changed that would help us to retain them as members. It is our responsibility to respond.

Ask the co-workers to share what ideas they are using for membership retention in their Chapters. Include the ideas with your Report to Women of the Moose Headquarters.

23. CHECKLIST FOR A SUCCESSFUL YEAR AND RECORDER'S CHECKLIST

(Refer to the Officers' Handbook and Recorder's Handbook.)

All Officers should be aware of the Checklists so they can be assured that all duties are performed each month and all reports are submitted to Women of the Moose Headquarters and to government taxing authorities when they are due. Stress to the co-workers that if the checklist is reviewed and all items listed are completed each

month, the Chapter will not have any missing reports. This checklist helps to insure that every Chapter qualifies for the Award of Achievement.

NOTE: Stress that the Board of Officers should already have completed every item on the checklists to date. All reports listed to date should have already been remitted to Women of the Moose Headquarters. Any items not already completed on these checklists should be handled immediately. **(Please stress that the co-workers are to remit their reports monthly and not save them all until the end of the year.)**

Recommend that photocopies of the Recorder's Checklist be given to every Chapter Officer so everyone is aware of deadlines and are available to offer assistance when necessary.

24. **CHAPTER POLICIES**

(Refer To The Officers' Handbook.)

Chapter policies **shall** be reviewed and updated at the beginning of each year by the Board of Officers and are entered in the minutes of the Board of Officer's meeting before being presented to the Chapter for approval.

Chapter policies shall be in compliance with the rules and regulations as outlined in the Women of the Moose General Laws.

Upon Chapter approval, the policies are effective immediately. Changes shall not be made to Chapter Policies during the year, unless directed to do so by Women of the Moose Headquarters in cases where any portion of Chapter Policies is found to be in violation of the Women of the Moose General Laws.

Chapter policies shall be written in ink, typewritten or computer scanned into the Chapter Minutes Book by the Secretary/Treasurer.

All expenses paid by Chapter check shall be approved by vote of the Chapter, through the Board of Officers Minutes. **This includes items listed in the Chapter Policies.**

Stress the following: Mileage paid shall not exceed **forty-five cents (\$.45) per mile** and food allowance shall not exceed thirty dollars **(\$30.00) per day**.

If the Chapter so desires they may, in their Chapter Policies, allocate expense money for the Junior Graduate Regent to receive her Green Cap at Convocation, as well as Academy of Friendship candidates to receive their Academy of Friendship Degree at the Midyear or International Conference and receive credit in their financial standing for these expenses as well.

Copies of the approved Chapter policies should be made available for all co-workers requesting a copy.

25. **DISCIPLINARY PROCEDURES**

(Refer to the Officers' Handbook and the General Laws of Moose International and the Supreme Lodge.)

All Disciplinary Proceedings shall be handled through the General Governor's Office.

The Office of the General Governor and Grand Chancellor shall work closely together regarding all matters pertaining to Chapters or individual co-workers of the Women of the Moose.

26. AUDITS AND AUDIT TRAINING

Encourage the Recorder, Secretary/Treasurer and Audit Committee Members to attend the 2-HOTT (2-day Hands On Technical Training) Session to learn proper procedures for auditing the chapter books. Have them review the "Chapter Audit Report Handbook" thoroughly for step-by-step instructions. Throughout this section you should continuously emphasize that the Audit Committee *must* audit the chapter records monthly.

Thoroughly review the Chapter Audit Report Handbook to help the co-workers understand how to properly audit their Chapter books. (Also Refer to Recorder's Handbook)

27. QUESTIONS REGARDING AUDITS

We encourage you to ask the participants for questions at this time about the Audit Committee. Ensure they are clear before going on to the other topic area.

TIP: While the form may be typed and electronically submitted to WOTM Headquarters, the Audit committee members should initial or sign a printed copy of the audit for the Chapter records. This validates they were in attendance and reviewed the report before it was submitted.

28. MONTHLY REPORTS TO WOMEN OF THE MOOSE HEADQUARTERS

(Refer To The Officers' Handbook.)

Cover the material on these pages fully. Incomplete, improperly prepared and missing reports may be the major reason why some Senior Regents do not earn the Green Cap. Stress the following:

All reports shall be photocopied or electronically saved before mailing.

All reports must be received at Women of the Moose Headquarters on or before May 1, 2018. There are no exceptions. Mail reports each month – do not wait and send them all at one time.

Senior Regent is responsible to verify that all checks being remitted with monthly reports contain the proper signatures.

It is the Recorder's responsibility to insure the Chapter check is made out correctly and properly earmarked. (Refer to Special Projects List found in this book and on the Moose International web site for projects assigned to each Committee).

Forms 114 and 166:

Must be completed in their entirety.

Form 166 shall not be mailed prior to the completion of fund raising project.

All Forms 166 should be submitted via the Admin Menu but can be mailed, faxed or emailed or to the Women of the Moose office. Electronic submission will help to save postage for the Chapters and staff time opening 19,200 pieces of mail.

Note: When sending an Email to wotmmail, please use the following Subject line template: C-number form month/year form type
Examples: C-3000 May 2017 166 C-3000 June 2017 Audit
Preferably, forms should be sent from the Chapter's mooseunits Email address.

FORM 166 (ADMIN MENU)

From the Moose Admin portal, choose FORMS, FORM 166, EDIT
Complete the fields in their entirety
Click PRINTER FRIENDLY VERSION to review the form for accuracy. Print or save a copy for the Chapter records.
Click SAVE to transmit the form to Moose International.



Form 166
2014 Chapter Year

[Printer Friendly Version](#)

Committee Name:	<input type="text" value="166 - Community Svc/Fraternal Fundraising (December)"/>
Chairman's Name:	<input type="text"/>
Number of Committee meetings held:	<input type="text" value="4"/>
Committee Fund-Raising Project was:	<input type="text" value="Italian Night"/>
Starting date of event:	<input type="text" value="12/2/2013"/> <input type="button" value="Calendar"/>
Ending date of event:	<input type="text" value="12/2/2013"/> <input type="button" value="Calendar"/>
Place held:	<input type="text" value="PJO Center for Tomorrow"/>
Number of Committee members present at Fund-Raising Project:	<input type="text" value="12"/>
Proceeds:	<input type="text" value="\$ 1010.00"/>
Expenses:	<input type="text" value="\$ 285.00"/>
Profit:	<input type="text" value="\$ 725.00"/> <input type="button" value="Calculate"/>

Proceeds will be used for the following Mooseheart, Moosehaven, Chapter or civic projects: _____ Amount approved: _____

Checks must accompany the Form 114.

Check numbers and amounts listed must agree with the Chapter checks that are being submitted. If the Women of the Moose Headquarters receive a Form 114 without a check, the Forms record is marked accordingly and is treated as if the Form 114 is missing.

If the Women of the Moose Headquarters receive just the Chapter checks without the Form 114, the Forms record is not marked and the appropriate form will show on the Missing Documents report (sent twice yearly).


Close attention should be paid to insure the proper form is used for each Committee or project. Common mistakes include:

- 1.) The information is on the wrong Committee Form (use pre-
- 2.) The Form 114 is for the wrong Chapter Year
- 3.) Checks not received with form - Provide the front and back of the cleared check(s) or the page from your bank statement of the front screen shot of all checks that cleared with the information listed under the check the date cleared with the amount
- 4.) The Chapter Activity Date is not accurate
- 5.) The chapter number is omitted or incorrect (do NOT use the Lodge #!)

Inaccurate forms will result in an email from Moose international – it is the responsibility of the Chapter to remit a corrected form.

STRESS THE FOLLOWING: The most frequently overlooked reports are the Forms 114 and 166 for Green Cap/Ways and Means Committee, in particular for Chapters that do not have a qualified Junior Graduate Regent.


These forms are **required**. If a Chapter does not have a qualified Junior Graduate Regent, the Ways and Means Committee shall hold a Ways and Means Committee Activity Night.

complete all 


IMPORTANT! This information must be completed for credit!

WOMEN OF THE MOOSE
155 SOUTH INTERNATIONAL DR
MOOSEHEART, ILLINOIS 60539-1100


CHAPTER NUMBER: _____
CHAPTER NAME: _____
STATE/PROVINCE: _____

USE CORRECT FORM!  **FORM 114**
2017 - 2018

Report of **Membership/Retention – May - Committee Activity Night** prepared by Chairman.

 **Read at Second meeting of the month.** Give to Senior Regent after the meeting.
Project assigned to Committee: **Moosehaven Daily Needs**

**After the Chapter Meeting in May 2017 - Send form and checks to:
Women of the Moose Headquarters. DO NOT SEND IN BEFORE THIS DATE.**

Committee Name	<u>Membership/Retention – May</u>
Chairman's Name	_____
Date of Chapter Activity Night	<u>Usually the 1st Chapter meeting of the month</u> 
Number of New members present at Chapter Activity Night	_____
Number of Candidates balloted upon/enrolled during the month	_____
Number of committee members present at Chapter Activity Night	_____

29. **REPORTING OFFICER, APPOINTED OFFICER AND CHAIRMAN INFORMATION**

(Refer To The Officers' Handbook.)

All Officer, Appointed Officer and Chairman information must be entered by the chapter using the <<<<http://www.mooseintl.org>>>> website. The "**Officer Maintenance**" function was added to the "**Admin. Menu**" May 1, 2008.

To access the Admin. Menu, you will need the "**Fraternal Unit Passcode**". If you do not have that Passcode, contact the Help Desk immediately to get your "**Fraternal Unit Passcode**" as soon as possible. Women of the Moose Headquarters will no longer enter any Officer, Appointed Officer or Chairman information, with the exception of Officers receiving a Dispensation to waive the 6 month membership requirement.

The correct Officer information will need to be kept up to date via the website throughout the year, including installations and resignations. Be sure to include telephone numbers and Email addresses. **Do not** enter Officer information into your LCL.net program as it does not synch to Moose International.

After May 2, 2017, all information regarding the Installation of Officers must be entered in the Officer Maintenance information screen.

Must include the name and ID number for each co-worker installed in April, with a start date of May 1, 2017, as an Elected Officer, Appointed Officer, Chapter Development Chairman or Higher Degrees Committee Chairman. If pertinent contact information is missing from the co-worker's membership record, please update it – correct address, phone #, Email address, etc.

Information must be received in order for the Senior Regent to qualify for the Green Cap.

Prior to August 10, 2017, information regarding all Elected Officers, including the Junior Graduate Regent, Appointed Officers, Chapter Development Chairmen and Higher Degrees Committee Chairman who were installed on or prior to July 31, 2017 must be entered in the Officer Maintenance screen. This information is needed for the determination of personal honors.

Prior to February 10, 2018, information regarding all Elected Officers, including the Junior Graduate Regent, Appointed Officers, Chapter Development Chairmen and Higher Degrees Committee Chairman who are serving in their positions on January 31, 2018 must be entered (if necessary) in the Officer Maintenance screen.

This information is needed for the determination of personal honors as well as determining whether the Senior Regent shall qualify for the Green Cap honor. Please remind the Senior Regents that all appointments of Chapter Development Committee Chairmen and Appointed Officers are now required on or before January 31, 2018. If a vacancy should occur, the Senior Regent must appoint another co-worker to fill the position prior to April 30th as all appointed positions must be filled at the end of the year.

Prior to May 1, 2018, information regarding all Elected Officers, including the Junior Graduate Regent, Appointed Officers, Chapter Development Chairmen and Higher Degrees Committee Chairman who were serving in their respective positions as of April 30, 2018 (if necessary) must be entered in the Officer Maintenance screen.

This information is needed for the determination of personal honors as well as determining whether the Senior Regent shall qualify for the Green Cap honor.

30. LIFETIME ACHIEVEMENT AWARD

Each State/Province developed their own criteria for the Lifetime Achievement Award. Contact your CAC or Committee of Past International Officers for details specific to your state/province.

31. CORRESPONDENCE TO WOMEN OF THE MOOSE HEADQUARTERS

Correspondence to Women of the Moose Headquarters should not be included with monthly reports. Stress that correspondence should always be mailed separately, addressed to the proper personnel. The Chapter name and number must be included on all correspondence, including telephone number and Email.

Women of the Moose Headquarters do not respond to unsigned correspondence or Email messages. Due to the increase of computer viruses, it is the policy of Moose International not to open any unfamiliar attachments included with Email messages.

Do not send petition letters to the Women of the Moose.

Do not send social networking invitations to the Women of the Moose.

32. COMMUNICATION FROM WOMEN OF THE MOOSE HEADQUARTERS

The Moose Leader publication contains information vital to the success of the Officers of our Chapters, Lodges and Moose Legions and will help to insure personal and Chapter honors are earned.

Each Chapter Officer should carefully read each publication. Pertinent information should be read at the Board and Chapter meetings.

The Moose Leader and News briefs from the International Officers can also be found on the Member Area section of the Moose International website at www.mooseintl.org

Moose International frequently sends Official Communication Emails to all Fraternal Units. Any information relative to the General Membership **shall** be read at the next chapter meeting.

<p>NOTE: Be sure to stress cleaning out the Chapter Email box often. Overfull mailboxes can reduce or stop system performance.</p>

33. CHAPTER PO BOX

Women of the Moose Headquarters prefers our Chapters secure PO Boxes to ensure the safe and timely delivery of their mail. In the event a postal box is not available or the cost is extreme, please have the mail sent to the Lodge street address.

Should a problem arise in receiving mail at the Lodge, a P O Box will be required.

It is not in order to have Chapter mail received at the home address of any member.

34. **MOOSE INTERNATIONAL WEBSITE**

The Moose International website, www.mooseintl.org, is an increasingly important line of communication between Moose International, Women of the Moose Headquarters and every Lodge and Chapter.

It is imperative that at least one member, and preferably more members, of the Board of Officers review the website at least weekly.

This is most often where information from Women of the Moose Headquarters will appear first.

In some cases, important information needed by the Chapter may only appear on the website.

Stress that in the future; the website will be the primary, if not the only, means of communication.

35. **ENDOWMENT FUND**

Remember that an Endowment Fund collection shall be taken at each Chapter Meeting, and all Special Meetings. Checks are then remitted to Moose Charities monthly with the Form 114, for the entire amount collected, earmarked "Endowment Fund".

36. **COMMITTEE ACTIVITY NIGHT MEETINGS**

(Refer To The Officers' Handbook)

It is not in order for a Chapter to hold round table meetings. **The entire Meeting Agenda from opening through closing shall be performed at every Committee Activity Night meeting and second meeting of the month.**

The first Chapter meeting of the month is a closed meeting – only active members of the Women of the Moose in good standing or a representative of Moose International can attend. To be admitted to the meeting room, all members of the Women of the Moose must present their membership cards showing that their dues are paid (active). Members of the Loyal Order of Moose, qualified guests and prospective members are only invited to attend the Higher Degrees Committee Activity Nights, approved open meetings and shall wear identification badges indicating they are guests.

Each Committee should plan an interesting Committee Activity Night to include a fun or interesting theme. Encourage the Committee members to be creative. Plans should include the following: name badges, table decorations, a guest speaker, skit or music, light refreshments and social time after the meeting for new members to join in the activities with the co-workers.

Encourage guest speakers at Committee Activity Nights. Many local organizations will provide a guest speaker for little or no cost. (Chapter donations are acceptable, with Chapter approval. Take a photo of your presentation to your guest speaker for the local newspaper or social media - this is great publicity.)

Refer again to the Keys to Successful Membership Retention Book page 5. Other great sources for speakers include: Police Department for self defense, Fire Department for fire safety, hospitals, library, schools, local Charities (Cancer Society, Heart Association, etc), local business owners (travel agents), health care professionals (drug interaction, breast examination, blood pressure), local clubs (Chorus, Dance clubs, drama clubs), local TV Station (Hurricane or tornado preparedness), K-9 Unit and Salvation Army/Toys For Tots.

Benefits of guest speakers: Fun and interesting meetings will bring out members, membership retention, guest speaker may become new member, and publicity from Chapter donation is good for the Chapter's image in the community.

STRESS: Use only the authorized Meeting Procedures and Agendas, strictly as written for all Chapter meetings.

Plans for every Committee Activity Night should include a social time. This time can be scheduled either before or after the meeting. Offer the following suggestions: play a short game or have a skit from the Activities Book, make crafts together, bring in photos each meeting and create a Chapter scrap book, have a sing a long, trade favorite recipes or books and magazines or have a make your own sundae table.

Some Chapters have found that by serving a potluck meal either before or after their meeting, they have increased attendance at meetings. Ask the co-workers present to share what they are doing to make their Chapter Meetings fun and interesting.

There shall be no drinking or smoking at any meeting of the Women of the Moose.

Dress Code at Committee Activity Night Meetings: The Officers shall wear Business Dress attire.

NOTE: It is not in order for a Chapter to require a dress code, or to include a dress code in their Chapter Policies.

37. **BOARD OF OFFICER'S MEETING**

(Refer to the Officers' Handbook)

Selecting the Date of Board of Officers' Meeting:

The regular Board of Officers meeting may be held before or after the Committee Activity Night meeting, before the second meeting of the month or on a separate date, time and place providing the minutes can be written on the official minute pages prior to being read on the chapter floor.

Emergency business may be discussed at additional Board of Officer's meetings. If necessary, an Emergency Board of Officer's meeting may be held on the same night as any meeting.

Each Chapter must hold a Board of Officers meeting in addition to the two regularly scheduled Chapter meetings each month. The co-workers shall be informed of the date, time and place of the regularly scheduled Board of Officer's meeting in the event they wish to present a proposal.

Smoking and/or drinking of alcoholic beverages is prohibited during any Board of Officers' Meeting.

Agenda:

The Senior Regent is the Presiding Officer for Board of Officers' meetings. In the absence of the Senior Regent, the Chain of Command is followed.

Every Board of Officers should follow the set agenda given in the Officer's Handbook for every regularly scheduled Board Meeting. Additional topics may be added, if necessary.

Proposals:

Regardless of whether a proposal was recommended or rejected, it must be placed in the Board of Officers' minutes. The Board of Officers does not have the authority to discard a proposal and not include it in the minutes to be read to the Chapter.

The Senior Regent presents each proposal, individually, to the Board of Officers. Each Board member has the right to present a proposal and to voice her opinion.

Any co-worker may attend the Board of Officers' meeting to present a proposal for a fund raising project, social activity, Committee Activity Night plans, community service, Chapter Second meeting of the month, or Lodge assistance. The proposal shall include the date, time, place, anticipated expenses, proceeds, and how proceeds shall be used. The co-worker does not remain for the Board's discussion.

After each proposal is discussed, the Senior Regent shall take an individual vote on each proposal.

The majority vote will determine whether a proposal is accepted or rejected.

Rejected proposals:

When the Board of Officers rejects a proposal, the Secretary/Treasurer will place the original proposal and the reason why the Board rejected the proposal in the minutes.

When the Board's rejection of a proposal is rejected by the majority vote of the co-workers it is referred back to the Board.

If the Board rejects the proposal a second time, it is entered in the Board minutes with an explanation of the rejection.

If the Chapter rejects the Board's rejection the second time, the Board must follow through with the original proposal, as the majority vote of the Chapter shall be final.

MAJORITY VOTE—When the Chapter is voting on proposals presented to the Chapter; the majority vote is determined by the number of co-workers in attendance at the meeting in which the proposal is presented.

Locked proposal:

When the Board of Officers has a locked proposal, the proposal is presented to the Chapter for a majority vote.

Minutes:

The minutes of the Board of Officers meeting **must** be recorded on the official pre-numbered Minutes pages available through Moose Catalog Sales and maintained in the Chapter Minutes Book.

Minutes of the Board of Officers meeting shall contain a complete report of all business transacted, including recommendations for bills to be paid. All recurring bills such as those from Moose International, Internet Service Providers or chapter telephone bills shall be paid immediately upon receipt and then included as reported expenditures in the Board of Officers minutes. These recurring chapter bills are to be defined in the Chapter Policies in the beginning of each chapter year.

A member of the Board does not voice her opinion at the Chapter Meeting in reference to any portion of the Board minutes unless the Secretary/Treasurer failed to enter a recommendation or rejection or omitted a portion of a proposal. Board members vote on recommendations along with other Chapter members.

Confidentiality:

Items that are discussed by the Board of Officers during an Officers' meeting are not to be discussed by anyone after the meeting is adjourned. The results of the Board of Officers' meeting are reported to the Chapter through the Minutes of the Board of Officers' meeting.

Please stress to the Officers if matters of a confidential nature such as what transpired at the Board of Officers' meeting, Nominating Committee meeting, or any other meeting of the Chapter, are discussed at the bar or outside of the Moose Home, the Officer could potentially be subject to disciplinary charges for this type of offense.

In order for the Board of Officers to be a cohesive and well-functioning team, it is imperative that there are no leaks of information from Board members to other co-workers in the Chapter or to members of the Loyal Order of Moose.

There may be times when the Board of Officers must counsel a co-worker and it is **imperative that these discussions are kept private and confidential** and are not disclosed to anyone not at the meeting.

38. **JOINT BOARD OF OFFICERS' MEETING**

(Refer To the Officers' Handbook.)

Explain the importance of having mandatory Joint Board of Officer's meetings with the Loyal Order of Moose, monthly. The Joint Board of Officer's meeting provides an opportune time to:

- Create and build harmony and goodwill between the Lodge and Chapter.
- Establish good channels of communication between Lodge and Chapter.
- Get approval for projects and activities so Chapter members have advance notification of dates for projects and activities, thereby eliminating conflict of dates between Lodge and Chapter.

Neither the Senior Regent nor the Recorder or any other Officer should approach the Governor or Administrator about approval of projects, activities, or other items that should be discussed by both Boards together.

Chapter Officers should use tact and diplomacy at all times when meeting with Lodge Officers.

Request approval of ideas and projects, do not demand approval or argue with the Lodge Board of Officers.

The discussions held with both Boards are NOT entered in the Board minutes.

The proposals are presented at the next Chapter Board of Officers' meeting for recommendation.

39. SECOND CHAPTER MEETING OF THE MONTH

(Refer To the Officers' Handbook.)

Second Chapter meeting of the month is a closed meeting – only members of the Women of the Moose whose dues are paid (active) or a representative of Moose International can attend.

There shall be no smoking or drinking of alcoholic beverages at any meeting of the Women of the Moose.

A make-up Committee Activity Night meeting shall not be held at the Second meeting of the month.

After the adjournment of the Chapter Meeting *and* after receiving Chapter approval for the payment of bills through the minutes of the Board of Officers' meeting, the checks are to be signed by two of the authorized Officers.

Financial Report given by the Recorder shall list all expenditures by check number, dollar amount and payee from the "Check Detail" report from QuickBooks. Receipts shall be totaled by category to include membership dues, enrollment fees, activities, etc. from the "Check Detail" or "Deposit Detail" report in QuickBooks. It is not necessary for the Recorder to list all receipts by receipt number. After the reports are read, they shall be given to the Secretary/Treasurer to be attached as part of the Chapter Minutes and retained in the Chapter Minutes Book. The Secretary/Treasurer is not required to re-write this information.

Monthly reports shall be read by the respective Chairman and shall be prepared for mailing to Women of the Moose Headquarters at the conclusion of the meeting.

Chapters are encouraged to have some type of program, or entertainment at the Second meeting of the month as well as refreshments and a social hour for the co-workers.

40. CHRISTMAS IN OCTOBER

Christmas in October should be a special occasion in every Chapter and may be an open meeting upon Board and Chapter approval.

At the Mooseheart/Moosehaven Committee Activity Night held in October, each Chapter shall hold a monetary gift walk for Mooseheart and Moosehaven.

When the Form 114 for Mooseheart/Moosehaven is remitted to Women of the Moose Headquarters, checks shall be remitted with proper amounts earmarked as follows:

Scholarship and Maintenance Fund from the Mooseheart/Moosehaven Committee.

Christmas in October donation, Gift Walk and Special Christmas Gift for Mooseheart Student.

Moosehaven Special Events donation, Gift Walk and Christmas Gift for Moosehaven resident.

Endowment fund Collection.

One check may be written and earmarked accordingly.

41. DISPENSATIONS FOR MEETINGS

All Chapters shall hold the required Committee Activity Night meeting, Board of Officers' meeting and Second meeting of the month each month.

By a majority vote of the Chapter, meeting nights or times may be changed.

Dispensation from Women of the Moose Headquarters is not required. The proposed change should come to the floor for a Chapter vote by way of the Board of Officers minutes. If approved by majority vote of the Chapter, the change can be made. If a change is made to the day or time of the meetings, the Chapter shall notify Women of the Moose Headquarters by entering the new day and time into LCL.net.

A dispensation is not necessary to change the date of a Chapter meeting which conflicts with a holiday, State/Provincial Conference or the International Conference. Chapter approval, however, must be secured to change these meetings. A dispensation is also not required when a meeting must be cancelled due to inclement weather.

42. MINUTES OF MEETINGS

(Refer To The Officers' Handbook.)

Minutes shall be taken at all regular Chapter meetings, including Committee Activity Nights, Special Meetings, Nominating Committee Meetings, Installation, Second meeting of the month and Board of Officers' meetings.

Minutes shall be written in ink, typewritten or computer scanned only, by the Secretary/Treasurer, on the **official Minutes Pages** as purchased through Moose Catalog Sales. Please stress that the Secretary/Treasurer must use only the pre-numbered pages from Catalog Sales. If not, meetings could be declared null and void.

All Minutes shall be recorded in the Secretary/Treasurer's Chapter Minutes Book before the next meeting. The Secretary/Treasurer shall sign the Minutes before reading to the Chapter.

Minutes are the official record of the Chapter and should reflect accurately and concisely all action taken by the Chapter.

Minutes of the Chapter Meetings shall include the names of those applications balloted on for membership, reinstatements, re-enrollments and transfers-in, including the name of each applicant's sponsor or securer.

A diagonal line shall be drawn across the remainder of each page at the end of each meeting. A new page shall be used for each Meeting.

Senior Regent shall sign the Minutes immediately after all Minutes have been read and approved by the Chapter.

43. THE PRIVATE POLICY

(Refer to the Officers' Handbook and attached REVISED Private Policy.)

Please stress the importance of the Private Policy and be sure the co-workers in attendance fully understand this issue.

It is imperative that the Private Policy be followed for the protection of our tax-free status and Constitutional Right of Privacy.

We do not want a Chapter to jeopardize the not for-profit status of the Lodge or Chapter. Therefore, compliance to these guidelines is required.

The Private Policy is simple: You are either a member of a Lodge or Chapter, or you are a guest. A guest is anyone not a member of the Order, Lodge or Chapter.

A member of the Women of the Moose whose Chapter dues are expired is a member not in good standing. A co-worker becomes a member not in good standing if her dues are not paid prior to her dues expiration date. For example, a co-workers dues expiration date is March 31st. If her dues have not been paid on or before March 31st, she is a member not in good standing beginning April 1st.

As a member not in good standing, she is not eligible to be in the social quarters, even as a guest.

The co-worker would remain a member not in good standing until she either pays her dues or is dropped from membership one year after her last dues expiration date.

Once the co-worker has been dropped from the membership of the Chapter, she is no longer a member and is eligible to be a guest and must comply with all rules pertaining to a guest.

An expired member cannot resign her membership.

A co-worker, whose dues are current, can bring her spouse into the Moose Home as a guest an unlimited number of times. However, a guest may only be a guest of the co-worker twice. The third time the guest enters the Moose Home must be for New Member Orientation. This includes immediate family members over the age of 21.

44. CHAPTER FUND RAISING

(Refer to the Officers' Handbook.)

It is the responsibility of the Board of Officers of the Chapter to ensure all activities of the Women of the Moose as well as fund raising projects of the Women of the Moose do not conflict with the Private Policy of Moose International.

No one shall make a personal profit from a Chapter activity or project.

A demonstration party shall not be held in the name of a Committee or Chapter unless 100% of the net profits are donated to the Chapter. This includes Avon, Tupperware, "Gold parties", etc.

No verbal, or written agreements or contracts shall be entered into or signed by an individual co-worker or Officer of the Chapter with any firm (including printing firms), business, or individual in the name of the Women of the Moose unless dispensation has been granted by Women of the Moose Headquarters. This includes all cookbook projects, bands, entertainment and other vendors. A copy of the agreement/contract shall be sent to the office of the Grand Chancellor for review and dispensation. No agreement or contract shall be entered into or signed without the express written permission of the Grand Chancellor.

Contracts with a band or other entertainment shall be signed by the Loyal Order of Moose. The Chapter shall reimburse the Lodge for the cost of the band or entertainment used for a Women of the Moose project or event.

Regardless of whether or not a contract is required, it is not in order for a Chapter to hire and/or pay for entertainers.

45. **HANDLING CHAPTER FUNDS**

(Refer To The Officers' Handbook.)

Petty Cash Fund

There shall be **no cash pay outs** nor Petty Cash Fund with the exception of those Chapters holding Bingo who have secured a special dispensation from the Grand Chancellor for a Petty Cash Fund.

Issuing Official Business Receipts:

Stress to the Officers that an Official Business Receipt must be issued for any money collected. All Chairmen and Officers shall issue receipts for all money collected.

The person receiving the money shall count the money in the presence of the person giving the money and the receipt should be issued for the amount received.

All money collected shall be deposited into the General Fund at least weekly.

An Official Business Receipt shall be issued for all money collected from fees and fines assessed to co-workers.

Issuing Checks:

All payments shall be made by Chapter check

NOTE: No cash payouts are permitted. The only exception to this rule is 50/50's. 50% of the cash collected may be given to the winner immediately if local gaming regulations permit. The Recorder should then record the gross amount collected in receipts and also record the payout of the expense to the winner.

All invoices and valid sales receipts shall be presented to the Recorder to validate the expenditure.

Blank checks shall not be signed. Checks must be made out in their entirety before the Recorder signs them. The Senior Regent or Secretary/Treasurer will verify check is made out in its entirety before signing Chapter checks. **Officers shall be removed from office for signing blank checks.**

All expenditures, including items listed in Chapter Policies, must be approved by the Chapter before payment.

All checks shall have the authorized two signatures. It is not in order to have a fourth signature on file at the bank. All checks shall have the Chapter name and number printed on the check. Do not put "Lodge" on the check.

Personal use of Chapter Funds:

It is not in order to use Chapter funds as a personal bank. No co-worker may cash a personal check with Chapter funds. No co-worker may remove cash from the Chapter funds with the intent to replace the funds before a deposit is made.

46. **DISPENSATIONS**

(Refer To The Officers' Handbook. A Copy Of The Forms Can Be Found In All Forms & Documents Section Of The Moose International Web Site.)

All requests for dispensation shall be completed in their entirety, sent in over the signatures of the Board of Officers, with the Chapter seal affixed.

All requests for Financial Dispensations shall be marked, "FINANCIAL DISPENSATION" and sent to Women of the Moose Headquarters with the corresponding minutes pages.

A financial dispensation is required for any donation given to the Loyal Order of Moose in excess of \$1,000.00 per quarter.

A dispensation must be requested for any donation given to a civic organization in the community in excess of \$1,000.00 per quarter.

A dispensation must be requested for any paraphernalia purchase in excess of \$2,500.00.

47. **DISPENSATIONS FOR OFFICERS**

(Found in All Forms & Documents Section of the Moose International Web Site.)

Requests for dispensations to elect and install an Officer at the same meeting shall be sent over the signatures of the Board of Officers. There shall be a two-week period between the date the slate is read and the election of officers. *(Form in All Forms & Documents section of www.mooseintl.org)*

During the month of July only, dispensation may be secured to nominate (read the slate), elect and install at the same meeting in order for co-workers to qualify for personal honors.

In the event an Officer resigns during the period July 15 to July 31, a letter may be sent to the Grand Chancellor requesting special consideration for another co-worker to be elected and installed to qualify for personal honors.

A Dispensation to waive the six-month membership requirement **shall be requested prior to** the co-worker submitting her name to the Nominating Committee. The Dispensation shall not be requested prior to the Committee Activity Night Meeting in March. Also, the Nominating Committee shall exhaust all means to secure a co-worker who is qualified under the membership requirements before requesting a six-month membership waiver.

NOTE: Stress to the officers "Do not write for dispensation to waive the six months membership requirement until all members of the Chapter have been contacted and until after the slate of nominees is read to the Chapter at the March Committee Activity Night." *(Form in All Forms & Documents section of www.mooseintl.org)*

If a co-worker desiring to be considered as a Chapter Officer does not meet the membership requirement, her name **shall not** be placed before the Nominating Committee until **after** a dispensation to waive the six-month membership requirement has been received from Women of the Moose Headquarters.

Women of the Moose Headquarters will not waive the six-month membership requirement if the membership records at Women of the Moose Headquarters do not show the co-worker as a member of the Chapter requesting the dispensation.

48. **COMMUNITY SERVICE AND CHARITABLE FUNDRAISING**

A Lodge Home may be utilized for legitimate community service programs or fundraising events providing a dispensation from the General Governor has been granted. 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:

- The social quarters shall be closed to non-members.
- Non-members shall not make purchases unless the purchase is directly related to the fundraising event.
- No alcoholic beverages shall be involved unless specifically approved by the General Governor.

IRS regulations require that only "volunteers" be involved in charitable fundraising events. No House Committee/Board of Directors employee (i.e. Social Quarters 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.)

Neither the Lodge nor Chapter shall benefit financially from the activity.

All net proceeds shall be donated to the charity or community service for which the event was conducted.

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.

49. **PUBLIC SOLICITATION OF MEMBERS**

A Lodge or Chapter shall not include in any advertisement a direct or indirect solicitation of non-members into the membership of the Order.

50. **AWARD OF ACHIEVEMENT**

(Refer To Women Of The Moose General Laws.)

Make certain they understand the requirements.

It is not mandatory for the Chapter to attain their Membership Quota in order to earn the Award of Achievement. The Membership Quota is a membership goal.

NOTE: Please stress that the resignation or removal of an officer at the end of the Chapter year will not cause the Chapter to lose the Award of Achievement, or the Senior Regent to lose her Green Cap, providing all other requirements have been met. It is not required that all elected offices are filled by April 30, 2018 for the Chapter to earn the Award of Achievement.

The requirements for the Award of Achievement shall not apply to a new Chapter in the first partial year of operation.

51. ELIGIBILITY FOR ACADEMY OF FRIENDSHIP DEGREE

(Refer To Women Of The Moose General Laws.)

Please review the "Five for Friendship" requirements.

REMINDER: Attendance at the Women of the Moose Training Session is not now, nor has it ever been, a requirement for the co-worker to qualify for the Academy of Friendship Degree.

52. ELIGIBILITY FOR GREEN CAP

(Refer To Women Of The Moose General Laws.)

Stress to the Senior Regents in attendance that it is their responsibility to know the requirements to be fulfilled in order to earn the Green Cap.

REMINDER: The Senior Regent shall attend a Women of the Moose Training Session during the Chapter year in order to qualify for personal honors. Please stress that if the Senior Regent fails to attend a Women of the Moose Training Session, she will not earn her Green Cap, however, this will not affect the Award of Achievement for the Chapter.

53. ELIGIBILITY FOR COLLEGE OF REGENTS DEGREE

(Refer To The Women of the Moose General Laws.)

Stress to the Junior Graduate Regents in attendance that it is their responsibility to know the requirements to be fulfilled in order to earn the College of Regents Degree.

If the Junior Graduate Regent qualified for the Green Cap, she has met 1/2 of the requirements.

Explain requirements in detail as many get confused.

Explain the second chance carefully so that they understand.

A co-worker who has met all qualifications for the College of Regents Degree shall on or about November 1st receive a call letter for admission into the College of Regents after her term of office as Junior Graduate Regent is completed.

REMINDER: The Junior Graduate Regent must attend the Women of the Moose Training Session during the Chapter year in order to qualify for personal honors. Please stress that if the Junior Graduate Regent fails to attend the Women of the Moose Training Session, she will not earn the College of Regents Degree, however, this will not affect the Award of Achievement for the Chapter.

54. REQUIREMENTS FOR RECORDER TO EARN STAR RECORDER DEGREE

(Refer To Women Of The Moose General Laws, and the Recorder's Handbook.)

Stress to the Recorders in attendance that it is their responsibility to know the requirements to be fulfilled in order to earn the Star Recorder Degree.

REMINDER: The Recorder shall attend the Women of the Moose Training Session and 2-HOTT (2-day Hands On Technical Training) Session during each Chapter year while serving as Recorder to qualify for personal honors. Please stress that if the Recorder fails to attend all of these Sessions, she will not earn the Star Recorder Degree; however, this will not affect the Award of Achievement for the Chapter.

All tax and government reports shall be filed and paid on time, when applicable.

All receipts and expenditures are recorded accurately and properly balanced.

Audit Committee **shall** meet monthly to assist in preparation of Financial Reports.

Membership records, reports and files shall be kept current.

All membership records shall be completed accurately and in a timely manner and transmitted to Moose International.

55. MAKE UP TRAINING SESSIONS

All requests for make-up Women of the Moose Training Sessions must be submitted in writing to the Chapter Analyst Coordinator of your State/Province.

Deadline to receive the request is **December 1, 2017**

Make up sessions will be centrally located among the Chapters making the requests. The location may not be convenient to everyone. The Chapter Analyst Coordinator will select the location and Session Leader.

No Chapter will be given a one-on-one make up Session.

All 2-HOTT Sessions must be concluded by **April 30, 2018**. **There will be no exceptions.**

All make up Women of the Moose Training Sessions must be concluded by **January 31, 2018**.

The Chapter will bear **ALL** of the expenses incurred for the make-up session.

56. NOMINATIONS, ELECTION AND INSTALLATION

(Refer to Chapter Officers Election Handbook and Women of the Moose General Laws beginning with Section 91.)

57. NOMINATING COMMITTEE MEETING

(Refer To Women Of The Moose General Laws.)

58. ELIGIBILITY OF OFFICERS

(Refer To Women of the Moose General Laws and CHAPTER OFFICERS ELECTION HANDBOOK.)

59. INSTALLATION

(Women Of The Moose General Laws and the Officers Handbook.)

60. CHAPTER REPRESENTATIVES AND MATRICULANTS TO CONFERENCES

(Refer To WOTM General Laws.)

Chapters are encouraged to send (1) Chapter Representative to each of the following Conferences: Annual Conference, Midyear Conference, and International Conference. If the Chapter is attempting to qualify for the Award of Achievement, attendance at the Midyear and Annual Conference is mandatory.

Responsibilities of Chapter Representative: She shall attend all meetings she is eligible to attend and shall make a report at the next Chapter Meeting following her return.

Allowable Expenses include:

Lodging— A representative/matriculant may share a room with her husband, co-worker(s) or other occupant(s) and expenses of the room may be paid if the spouse/co-worker(s)/occupant(s) is/are not receiving expense money/compensation. If other(s) is/are receiving lodging expenses, the cost of the room shall be shared equally.

Transportation—Actual cost of the transportation, which is super saver airfare or allowable mileage (at \$.45 cents per mile), whichever is the lesser amount.

Food allowance: If funds permit the maximum allowable amount for food expenses is \$30.00 per day.

Chapter shall pay the pre-registration fee for representatives/matriculants to attend Conferences.

With Chapter approval, the Chapter may pay the cost of the luncheon/dinner meetings for the candidate/matriculant.

Expense money is determined by the number of nights a co-worker is required to stay.

Annual Conferences and Midyear Conference:

All Annual Conferences and Midyear Conferences generally consist of five meetings (Friday a.m., Friday p.m., Saturday a.m., Saturday p.m., Sunday a.m.) therefore, the Chapter would pay for three nights lodging.

International Conference:

If Joint Grand Opening is held on Friday and Installation of Officers occurs on Tuesday, the maximum number of nights a Chapter may pay a Representative is four nights depending on arrival and departure dates.

If Joint Grand Opening is held on Saturday and Installation of Officers occurs on Wednesday, the maximum number of nights a Chapter may pay a Representative is five nights.

If Representatives elect to drive and must spend additional nights on the road coming and going to the Conference, these additional nights are at the Representatives own expense. The Chapter is only responsible for actual nights while at the Conference city attending the International Conference.

Determining maximum number of nights for Matriculants:

College of Regents and Star Recorder: Maximum number of nights allowed is three nights.

If the Matriculant stays two nights, she receives two nights lodging and other approved expenses (transportation, and actual food, if approved by the Chapter).

If the Matriculant stays one night, she receives one nights lodging and other approved expenses (transportation and actual food, if approved by Chapter).

If the matriculant arrives and leaves the same day, she shall receive only transportation and actual food expense, if approved by the Chapter.

Green Cap Recipient:

Actual cost of room for one night, and other designated expenses approved by the Chapter (transportation, and actual cost of food, if approved.) With Chapter approval, two nights may be allocated for Green Cap recipient to attend practice on Friday.

Academy of Friendship Candidates:

Actual cost of room for one night and other designated expenses as approved by the Chapter (transportation/ actual cost of food, if approved).

In all instances, the Representative/Matriculant must present a proposal to the Chapter Board of Officers requesting financial assistance. Once approved by the Board of Officers, the proposal must be presented to the chapter membership for approval via the Board of Officers minutes. Approval must be secured **prior** to the distribution of any funds.

Chapters may put in their Chapter Policies that in the event the Representative to the International Conference does not complete her year in office, she is responsible for repayment of expenses of attending the International Conference.

Make Officers aware that there are valid reasons for an Officer having to resign which include personal or family illness, relocation to another area, change in employment.

61. ORDERING CHAPTER SUPPLIES

(Please Refer To The Form Found In All Forms & Documents Section Of Moose International Web Site.)

Each Chapter is to order the supplies (applications, "Who Are the Women of the Moose" brochures, member benefits brochures, etc.) that they need via the Chapter Supplies Order Form, online order or fax. All supplies should be ordered from Moose Catalog Sales.

Chapters should watch their supplies and allow ample time to receive an order.

Moose International WILL NOT ship supplies by Express Mail to Chapters.

62. MOOSEHAVEN CENTENNIAL PROJECT

(Official Communication 4-19-16)

During the meeting held in February 2016 the Grand Council of the Women of the Moose unanimously approved providing two million dollars to assist in funding the Moosehaven Centennial Project congregate residence hall. To help ensure the collection of the funds, the Women of the Moose are requesting that each Chapter donate an amount equivalent to \$6.00 per member, based on the April 30, 2016 membership, over a three-year period. Every Chapter received an email appeal after May 1, 2016.

In order for the Finance Department to post Chapter donations correctly to the Centennial Project, and since many Chapters may also be donating throughout the year to assist the Associations' pledges, the earmarking of the checks is vital to proper crediting.

Chapters who are donating to the WOTM pledge should earmark their checks '*WOTM Cent Project*'.

Donations made to assist the Association pledge should simply state '*Association Cent Project*'.

63. QUESTIONS AND ANSWERS

Make sure you have answered all co-worker questions before closing the Session. Stress that you are available to assist the Chapters with any questions or concerns that may arise during the Chapter year. Give co-workers your phone number.

64. SESSION EVALUATION (EVALUATION FORM INCLUDED IN PACKET.)

Please stress to all in attendance, that any co-worker who so wishes, may submit her comments, concerns and recommendations to Women of the Moose Headquarters.

Input is welcome regarding the performance of the Session Leader as well as the effectiveness of the training material provided.

All comments received will remain confidential.

65. WRAP UP

Thank everyone for attending - hand out proof of attendance certificates.

Secure a chapter check from the hostess chapter for the registration fees of \$10.00 for each co-worker attending the Executive Session. If members of the Loyal Order of Moose are in attendance, they are required to pay the \$10.00 fee as well.

Remit your report, including the check from the hostess chapter for registration fees, within **ten days** of completing your session.