

2017-2018
TRAINING SESSION
*HONORING
COMMUNITY HEROES*



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WELCOME

- Introductions
- Thank you for attending
- Thank you Hostess Chapter



ELECTED OFFICERS

WOTM General Laws –

Sec. 46-52, Pg. 21-29

Officer's Handbook, Pg. 2-7



ELECTED OFFICERS

- Senior Regent
- Junior Regent
- Junior Graduate Regent (office of condition)
- Secretary/Treasurer
- Recorder



SENIOR REGENT

- Serves as the presiding officer
- Appoints all Chapter Development Committee Chairman
- Appoints all Appointed Officers
- Name placed on bank signature cards
- May sign Chapter checks
- Has a key to the Chapter PO Box and the WOTM Office



SENIOR REGENT

- Notifies each co-worker which Chapter Development Committee they have been assigned to
- Signs Chapter Minutes immediately after read and approved
- Responsible to submit monthly forms 166 and 114 (with associated checks)



SENIOR REGENT

- Shall attend the Annual WOTM Training Session and encouraged to attend 2-HOTT Training Session
- Must attend each Audit Committee Meeting
- When necessary, appoints pro-tems for vacant officer positions (pro-tems do not attend Board of Officer meetings)



JUNIOR REGENT

- Presides over meeting if Senior Regent is absent
- Leads Chapter in Pledge of Allegiance and National Anthem
- Leads Chapter in devotional exercises
- Participates in the draping of the Charter for deceased co-workers with the Junior Graduate Regent



JUNIOR REGENT

- Should attend the WOTM Training Session and 2-HOTT training session
- May be assigned by the Senior Regent as the Welcome Hostess or Greeter
- May assist Chairman in the completion of her committee reports
- May attend the Audit Committee meetings



JUNIOR REGENT

- Supervises the Funeral Ceremony when requested by the family of a deceased co-worker
- Shall work with the family and the Senior Regent in planning the Funeral Ceremony
- Shall contact the family to make them aware of the service



JUNIOR REGENT

- In charge of getting flowers and vases and taking them to the funeral home and seeing they are properly placed
- If Bible is presented, the Chapter may purchase a Bible from Moose Catalog Sales or a local retailer
- If luncheon is requested, may request donations from co-workers



JUNIOR REGENT

- If Chapter provides the meal, she should see that the proper food is purchased and prepared.
- Shall visit the sick, disabled and distressed whenever possible and make a full report to the Chapter at each meeting
- May send flowers and/or cards to co-workers that are ill or to bereaved families



JUNIOR REGENT

- If the office of Senior Regent is vacant, The Junior Regent will assume all duties and responsibilities of the office including the appointment of the Chairmen and appointed officers.
- If the office of Senior Regent is vacant, shall have her name placed on the bank signature cards



JUNIOR REGENT

- Will sign reports with her name followed by "Pro-tem Senior Regent"



JUNIOR GRADUATE REGENT

- Office of condition
- Serves as Chairman of the Ways and Means committee
- Shall hold a Committee Activity Night (Green Cap if qualified for her Green Cap, Ways & Means if she did not qualify)



JUNIOR GRADUATE REGENT

- Shall hold a fund raising project and remit Chapter check for Scholarship & Maintenance Fund and Project assigned to the committee
- Shall attend each Audit Committee meeting



JUNIOR GRADUATE REGENT

- To qualify for College of Regents degree, must attend the Annual WOTM Training Session and is encouraged to attend 2-HOTT Training



JUNIOR GRADUATE REGENT

- If offices of Senior Regent and Junior Regent are vacant, will assume all duties and responsibilities of the office of Senior Regent including the appointment of the chairmen and appointed officers



JUNIOR GRADUATE REGENT

- If the offices of Senior Regent and Junior Regent are vacant, will have her name placed on the bank signature cards along with the Recorder and Secretary/Treasurer and will sign reports with her name followed by "Pro-tem Senior Regent"



SECRETARY TREASURER

- Shall accurately record the proceedings of the Chapter
- Shall have her name placed on the bank signature cards
- May sign chapter checks made out in their entirety
- Shall accurately record the minutes of each Chapter and Board of Officers meeting



SECRETARY/TREASURER

- Shall write in ink, type or electronically generate the minutes of the Board of Officers meeting, Committee Activity Nights, Second meeting of the month, special meetings, nominating committee meeting and April Installation of Officers on the official pre-numbered pages in the Chapter minutes book



SECRETARY/TREASURER

- Shall initial each page of minutes and sign the final page before reading them to the Chapter
- Shall keep an accurate record of attendance in the Chapter Minutes book
- Shall read all correspondence to the Chapter



SECRETARY/TREASURER

- Shall clarify the number of “yes” and “no” ballots in the meeting minutes when balloting on applications for membership
- Shall record the results of a Chapter election in the minutes of the Chapter meeting from the Election Results Report without disclosing to the Chapter the number of votes each nominee received



SECRETARY/TREASURER

- Shall receive a duplicate deposit slip, verified by the bank, from the Recorder prior to each meeting and retain for the Audit Committee meeting
- Shall count the money collected for the Endowment fund and turn money over to Recorder at the conclusion of each Chapter meeting



SECRETARY/TREASURER

- May assist the Recorder in the collection of money from Co-workers for fund raising projects
- Shall issue Official Business Receipts to each Co-worker for all monies collected
- Shall receive an Official Business Receipt from Recorder for all funds turned over to her



SECRETARY/TREASURER

- Shall assist with the Calendar, newsletter or any other mailings, if applicable
- Must attend the monthly Audit Committee Meetings with all bank validated duplicate deposit slips
- Should attend the Annual WOTM Training Session and encouraged to attend 2-HOTT training session



SECRETARY/TREASURER

- Upon the request of WOTM Headquarters or assigned Representative, shall deliver all Minutes Books, records and correspondence for the purpose of examination and audit.
- If the offices of Senior Regent, Junior Regent and Junior Graduate Regent are vacant, shall assume all duties and responsibilities of the office of Senior Regent.



SECRETARY/TREASURER

- If the offices of Senior Regent, Junior Regent and Junior Graduate Regent are vacant, she shall appoint a Co-worker to have her name placed on the bank signature card along with hers and the Recorder's and will sign all reports with her name followed by "Pro-tem Senior Regent"



RECORDER

- Serves as the Chapter's primary Bookkeeper
- Shall have her name placed on the bank signature card along with the Senior Regent and Secretary Treasurer
- Must sign Chapter checks made out in their entirety
- Shall have a key to the Chapter's PO Box and WOTM office



RECORDER

- Shall follow the Recorder's Handbook
- Shall keep an accurate account of all Chapter monies
- Shall issue proper official receipts for all monies received
- Shall make weekly/timely deposits
- Shall send an invitation to new members to attend the Welcome Reception held in their honor



RECORDER

- Shall enter all applications for membership immediately into LCL.net and transmit to Moose International
- Shall enter an enroll date once applications are approved by the Chapter
- Shall prepare all Chapter checks in their entirety after bills have been approved for payment



RECORDER

- Secures additional required signatures, affixes her signature last
- Shall give Chairman an Official Business Receipt book for recording all funds received from co-workers
- Shall complete and mail all necessary tax forms and reports needed by government authorities



RECORDER

- Shall affix the Chapter seal to all letters, reports and sign all documents that require her signature
- Shall bring all Chapter books/computer to each Chapter meeting, Board of Officers' meeting and Audit Committee meeting



RECORDER

- Shall report the expenditures from the “Check Detail” report with an explanation of the bills paid and amount of each check
- Shall report receipts from the “Standard Profit and Loss Statement” or “Deposit Detail” report and give the description and amount received to verify the total amount collected and deposited



RECORDER

- Shall give the "Check Detail" and the "Standard Profit and Loss Statement" /"Deposit Detail" report to the Secretary/Treasurer for inclusion in the Chapter's Minutes book



RECORDER

- In the absence of the Secretary/Treasurer from the Board of Officers meeting, shall write in ink, type or electronically generate the minutes on the official pre-numbered pages in the Chapter Minutes book and sign as Secretary/Treasurer Pro-tem



RECORDER

- Shall provide a list of co-workers who are 30 days in arrears with their dues to the Membership/Retention Chairman and her committee
- Shall have all financial records in the Chapter books/computer posted and balanced for the monthly Audit Committee meeting



RECORDER

- At the end of her term, she must turn over all books/computer, papers, records and Chapter property to the new Recorder except those needed for the April 30th reports
- Upon the request of WOTM Headquarters or assigned Representative, shall deliver all books/records, computer information and correspondence for the purpose of examination and audit



RECORDER

- If the offices of Senior Regent, Junior Regent, Junior Graduate Regent and Secretary/Treasurer are vacant, will assume all duties and responsibilities of the Senior Regent
- Shall appoint two Co-workers to have their names placed on the bank signature card along with hers and shall sign all reports with her name followed by "Pro-tem Senior Regent"



CHAIN OF COMMAND

- Senior Regent
- Junior Regent
- Junior Graduate Regent
- Secretary/Treasurer
- Recorder



ELECTED OFFICERS

TEAMWORK = Harmony

Communicate, Cooperate, Respect



Official Visitor/CAC \longleftrightarrow Session Leader



PAID EMPLOYEES

WOTM General Laws Sec. 46 (b), Pg. 21

- 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 IRS views tips as wages
- WOTM Headquarters will **NOT** make exceptions to this ruling



RECORDER COMPENSATION

WOTM General Laws Sec. 51 (j)(k), Pg. 28
Recorders Handbook, Pg. 21-25



RECORDER COMPENSATION

- The Recorder may receive reasonable compensation as determined by the Chapter Board of Officers and membership
 - Compensation paid to a Recorder is subject to local government regulations
- Appropriate taxes shall be deducted from all compensation
- Each Chapter must pay Unemployment Tax, as required



RECORDER COMPENSATION

- Recorder may waive compensation
- All necessary tax forms must be filed
- Chapter may not give a gift of love or pay the Recorder for her mileage regardless of whether she accepts or waives her compensation



CHAPTER DEVELOPMENT CHAIRMAN

WOTM General Laws

Sec. 55-58, Pg. 32-36

Chairmen = Future Leaders



CHAPTER DEVELOPMENT CHAIRMAN

- Plan fundraising and social activities regularly
 - Chairmen's Pamphlets
 - Fun, Fun, Fun!
 - Fundraising and Activities Books
 - WOW! – helpful hints and fun ideas



CHAPTER DEVELOPMENT CHAIRMAN

- Membership/Retention – May & March –
May be any co-worker of the Chapter even
those who hold a degree
- Community Service – June & December –
May be any co-worker of the Chapter even
those who hold a degree



CHAPTER DEVELOPMENT CHAIRMAN

- Activity/Sports – July & January – May be any co-worker of the Chapter even those who hold a degree
- Mooseheart/Moosehaven – August, October & February – May be any co-worker who has not qualified for and does not hold a degree



CHAPTER DEVELOPMENT CHAIRMAN

- Higher Degrees Chairman
 - Higher Degrees Star Recorder – September
 - Higher Degrees College of Regents – November
 - Higher Degrees Academy of Friendship - April



CHAPTER DEVELOPMENT CHAIRMAN

- Green Cap/Ways and Means Committee Activity Night will be held anytime between **November 1st and January 31st** (Third quarter)



CHAIRMEN'S RESPONSIBILITIES

- Hold monthly committee meetings
- Don't discourage volunteers
- Present plans to the Board of Officers
- Remit reports



SPECIAL COMMITTEE CHAIRMAN

- Shall hold fundraising projects

Proceeds: ½ General Fund, ½
Committee Activities

- ✓ Audit
- ✓ Youth Awareness
- ✓ Government Relations
- ✓ Sunshine
- ✓ Application Review
- ✓ Kitchen
- ✓ Birthday/Anniversary
- ✓ Craft



MEMBERSHIP QUALIFICATIONS

WOTM General Laws Sec. 29, Pg. 12-13
Recorder's Handbook, Pg. 3

BY INVITATION ONLY!



MEMBERSHIP QUALIFICATIONS

- Be a female person
- Be twenty-one (21) years of age or older
- Not be a member of a terrorist group or recognized subversive organization
- Not be a registered sex offender or convicted felon



MEMBERSHIP QUALIFICATIONS

- Be of good moral character and capable of understanding the obligation of oath
- Profess a belief in a Supreme Being
- Not have been expelled, suspended or rejected for membership by any Chapter



GIFT OF MEMBERSHIP

WOTM General Laws Sec. 42(c), Pg. 20

The **Gift of Membership** in the Women of the Moose is **PERMITTED**

DO NOT:

- Pay dues for members just to keep them in the membership total
- Pay dues without consent



MEMBERSHIP APPLICATIONS

WOTM General Laws Sec. 30, Pg. 13-14

Sponsor – Active member of the Order

Active = dues paid current

Endorser – Active co-worker of the Chapter to which the prospective member is making application

Does not receive sponsor credit



MEMBERSHIP APPLICATIONS

RECORDERS:

1. Be sure to enter and transmit an enroll/ballot date for each accepted applicant
2. Clean-up "rejected" applicants regularly
3. Do NOT provide membership lists for commercial or business purposes



APPLICATION REVIEW COMMITTEE

WOTM General Laws Sec. 38, Pg. 18-19

The Board of Officers shall NOT act as
the Application Review Committee



APPLICATION REVIEW COMMITTEE

- Committee of three (3) co-workers appointed by the Senior Regent
- Review each application for completeness and accuracy
- Determine if applicant is favorable
 - Thorough and impartial review
Orientation, Sponsor, Public Records
- Sign the Application



APPLICATION REVIEW COMMITTEE

- Application must receive a majority of favorable votes by the Committee
- Only applications receiving a favorable report are submitted to the Chapter to be balloted upon by the members



APPLICATION REVIEW COMMITTEE

- 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



APPLICATION REVIEW COMMITTEE

- 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 in six months
- Do **NOT** state the reason for rejection in the letter.
- Keep the letter brief and to the point



SPONSOR INFORMATION

WOTM General Laws Sec. 45, Pg. 21

- Recorders should confirm sponsor information prior to transmitting
- If a Co-worker is working towards personal honors, the required number of candidates must be sponsored and enrolled between May 1 and April 30



SPONSOR INFORMATION

- 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 LOOM will count for personal honors, but will not assist the Chapter in earning the Award of Achievement



MULTIPLE MEMBERSHIP

WOTM General Laws Sec. 29, Pg. 13

- Co-workers may hold membership in more than one WOTM unit at the same time
 - Complete an application – remit fees and dues
 - Entitled to vote
 - NOT entitled to hold an installed position in more than one Chapter



NEW MEMBER ORIENTATION

WOTM General Laws Sec.41, Pg. 19
Officer's Handbook, Pg. 32

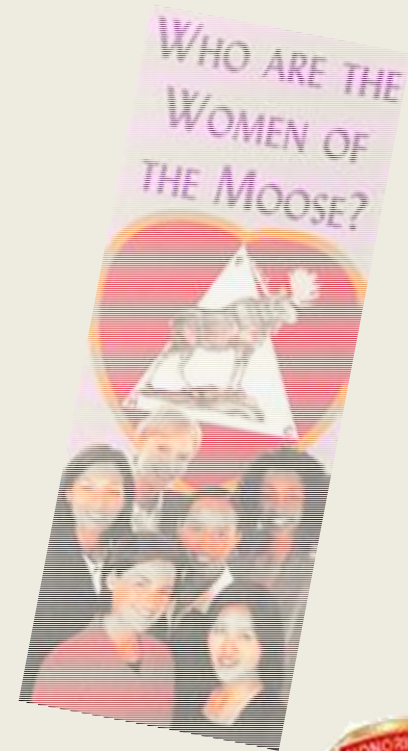


NEW MEMBER ORIENTATION

- Proven Successful in retention of new members

How To...

1. Monthly Orientation
2. Joint meeting with LOOM
3. Informal
4. Family Friendly
5. Officer/Chairman participation
6. Use Mooseheart/Moosehaven videos



MEMBERSHIP INCENTIVES/CAMPAIGNS

- Awards may be earned by sponsoring new member applications

1 sponsor credit – “Honoring Community Heroes” Pin

5 sponsor credits – Help purchase security vehicles for Mooseheart

25 sponsor credits – Sponsor of Distinction



SPECIAL MEMBERSHIP CAMPAIGNS

25 Level – Basic registration fee for
2018 Int'l Moose Convention

75 Level – Basic registration fee for
guest/spouse 2018 Int'l Moose
Convention

100 Level – Transportation and 5 nights
accommodations to the 2018
International Moose
Convention



SPECIAL MEMBERSHIP CAMPAIGNS

25 Club Event

- Receives an invitation at the first Int'l Conference after she receives the 25 member sponsor award
- Subsequent invitations shall be issued if sponsor five or more candidates during the preceding time period of May 1 and April 30



MOOSE - Honoring Community Heroes

May 1, 2017 - April 30, 2018

During the “Moose – Honoring Community Heroes” campaign, we will recognize those individuals and organizations who share our value of “doing good for others.”

Whether it’s a first responder, military personnel, or simply an individual volunteer, the Moose believes in supporting people who respond in times of need and invite those individuals who step up to add their talents and passion to our Fraternity.

Sign 1 Member

Moose – Honoring Community Heroes lapel pins are presented by your Lodge, Chapter or Moose Legion to individuals that sponsor their first member during the campaign.



Sign 5 Members



Funds will be donated for every man/woman and Moose Legionnaire who qualifies towards the purchase of two new security vehicles for the Mooseheart

campus. Contributions are courtesy of your Association, the Women of the Moose and the Moose Legion.



Sign 25 Members

Members attaining Sponsors of Distinction status by signing 25 members during the Moose – Honoring Community Heroes membership drive will receive free basic registration for our 2018 International Moose Convention in New Orleans, Louisiana. Additional information can be found on www.mooseintl.org.



Earn Rewards simply for doing things that strengthen the Order. Sign a member; run for office; renew your dues; take training. Each activity generates points automatically that you can use to pay dues, contribute to Mooseheart/Moosehaven, or redeem for gifts. Check your Moose Rewards points total today at www.mooseintl.org to see how many you have earned!

OUR PREFERRED MEMBERS

TOTAL APPLICATIONS SPONSORED PRIOR TO MAY 1.

SPONSOR	1	2	3	4	5	6	7	8	9	10
1										
2										
3										
4										
5										
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TRANSFERS

WOTM General Laws Sec. 37, Pg. 16-18
Recorder's Handbook – Pg. 5-6

- \$10 Transfer Fee
- Email Communication
 - 14 days
- Acceptance
- Sponsor credit is NOT issued for transfers



TRANSFERS

Objections to Transfers:

- Co-workers dues are not paid at least 30 days in advance of the date of the transfer
- Disciplinary charges are pending against the Co-worker (does not include actions of the HC)
- The Co-worker has not paid all fines, assessments & other charges levied against her by the Chapter.



TRANSFERS

Acceptance of transfer:

- No email objection received in 14 days
- Application Review Committee
- Chapter Vote
- Enter the applicant in LCL.net
- Email sent to former Chapter to notify transfer



TRANSFERS

Rejection of Transfer:

- Chapter vote unfavorable – Co-worker remains a member of former Chapter
- Recorder notifies Co-worker of unfavorable vote



REINSTATEMENTS

WOTM General Laws Sec. 31, Pg. 14
Recorder Handbook, Pg. 5



REINSTATEMENTS

- Dues expired more than 12 months but less than 24 months
- Signed application required with proper amount of dues owed
 - May reinstate or re-enroll into her Chapter
 - Reinstate into Allheart Chapter 3000
 - Re-Enroll into another Chapter of her choice



REINSTATEMENTS

- Retains original dues expiration date
- Retains same Membership Identification Number (MID)
- No break in years of service
- No sponsor credit given – keeps original sponsor



REINSTATEMENTS

- Applications are investigated by Application Review Committee
- Balloted upon by current Chapter Membership



RE-ENROLLMENTS

WOTM General Laws Sec. 32, Pg. 14-15

Recorder's Handbook, Pg. 4



RE-ENROLLMENTS

- A former member who has been dropped for non-payment of dues 24 months or more after the expiration date of her last membership card must be re-enrolled.
- A member whose dues have expired for six (6) months or more may re-enroll



RE-ENROLLMENTS

- Submits an application
- Remits enrollment fee and 1 years dues
- Does not receive credit for previous years of service
- Sponsor credit is awarded
- May re-enroll into a Chapter of her choice



RE-ENROLLMENTS

- Investigated by the Application Review Committee
- Balloted upon by current Chapter Membership



CENTRALIZED DUES

ALL dues payments (active or expired status) shall be processed through the Dues Processing Center

U.S. Payments:

Moose International
Dues Processing Center
PO Box 88065
Chicago, IL 60680-1065

Canadian Payments:

Moose International
Dues Processing Center
PO Box 88067
Chicago, IL 60680-1067

Earmark all payments with Member Name and ID#

US and Canadian payments can be paid online at [PAY DUES](#)



AUTOMATIC DEPOSITS

- Changes to the Chapter's previously remitted Bank Authorization Form should be reported to the Finance Department immediately
 - The Bank Authorization Form can be found in the Members Area of the Moose International Website
 - Pre-printed voided check must be attached – do not hand write a blank check



CHAPTER DUES & FEES

WOTM General Laws Sec.42, Pg. 19-20

Minimum Application Fee

\$20.00

Minimum Annual Dues Rate

\$22.00



CHAPTER DUES & FEES

- Chapters shall remit payments for new, re-enrolled and re-instated members to the Finance Dept. per the Statement of Account each month
- Chapters may raise the amount of dues without dispensation provided approved by vote of Chapter
- Recorder notifies Moose Int'l by entering the new rate in LCL.net



LIFE MEMBERSHIP

WOTM General Laws Sec. 35, Pg. 15

\$400.00 (US Funds Only)

Check or Money Order should be sent to the Dues Processing Center earmarked "Life Membership" and Member ID#



LIFE MEMBERSHIP

- May earn a life membership:
 - Enrolling 250 members
 - Maintaining 50 years of continuous membership
 - Pay dues ahead equal to 50 years of service



MEMBERSHIP RETENTION

Retention **MUST** be a primary function of **ALL** Co-workers

Utilize *Keys to Successful Membership Retention* book

- Mailed to each Chapter in May
- Available online – Members Area
- All Forms & Documents –
- WOTM Handbooks



CHECKLIST FOR A SUCCESSFUL YEAR

Officer's Handbook – Pgs. 65-72

Recorder's Handbook – Pgs. 31-39



CHAPTER POLICIES

WOTM General Laws Sec. 74, Pg. 48

Officer's Handbook, Pg. 47

- Shall be reviewed & updated at the beginning of each year by the Board of Officers
- Entered in the minutes of the Board of Officer's meeting before being presented to the Chapter for approval



CHAPTER POLICIES

Policies shall:

- Be in compliance with the General Laws of the WOTM
- Become effective upon Chapter approval
- Be written in ink, typed or computer generated onto the official pages of the Chapter Minutes Book
- Be available for all Co-workers upon request



CHAPTER POLICIES

Policies shall:

- Changes shall not be made to the Chapter Policies during the year
- Mileage shall not exceed \$0.45/mile
- Food allowance shall not exceed \$30.00/day
- All expenses paid by Chapter check shall be approved by vote of the Chapter



DISCIPLINARY PROCEDURES

Handled through the General Governor's Office



Reasonable fines may be imposed by the Senior Regent



AUDIT TRAINING

2-HOTT Session

- Recorder, Sec/Treasurer and Audit Committee are encouraged to attend

Audit Committee Guidelines

- Visit www.mooseintl.org
- Members Area – All Forms & Documents – WOTM section

The Chapter Audit Committee **MUST** audit the Chapter records monthly



AUDIT TRAINING

How to audit the records:

- Existence of Assets
- Verify Expenditures
- Savings and Investments
- Verify Membership

Remit the Chapter Audit Report via email to wotmmail@mooseintl.org or fax to (630) 966-2211



MONTHLY REPORTS

- Photocopy or electronically save ALL reports before remitting to WOTM Headquarters at Moose International
- ALL reports should be received/postmarked on or before May 1, 2018
- Remit reports monthly



MONTHLY REPORTS

■ Forms 114/166

- Don't forget Green Cap/Ways & Means
- Include Chapter's monthly community service activity on each Form 114



FORM 166

- From the Moose Admin portal, choose: Forms/Form 166/Create
- 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 2017 - 2018 Chapter Year

[Printer Friendly Version](#)

Committee Name:

Chairman's Name:

Number of Committee meetings held:

Committee Fund-Raising Project was:

Starting date of event:

Ending date of event:

Place held:

Number of Committee members present at Fund-Raising Project:

Proceeds: \$

Expenses: \$

Profit: \$

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

Special Project	\$ 50.00
Scholarship & Maintenance	\$ 25.00
General Fund	\$ 40.50

[Show more projects](#)

(At least 1 signature and associated phone number is required)

Recorder: Phone #: (10 digits)

Senior Regent: Phone #: (10 digits)

FORM 114

- Complete the fields accurately and in their entirety
 - Inaccurate forms will result in an email from WOTM HQ – it is the responsibility of the Chapter to remit a corrected form
- Donation checks should be remitted with Form 114



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



IMPORTANT! This information must be completed for credit!

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	_____



EMAILING REPORTS

Save Postage – Save Time

wotmmail@mooseintl.org

Subject Line

C-number Form month/year Form Type

Examples:

- C-3000 May 2017 166
- C-3000 June 2017 Audit



REPORTING OFFICER/CHAIRMAN INFO

- After May 2, 2017 Officer and Chairmen information must be entered by the Chapter using the Officer Maintenance function from the Admin menu
- Updates required (including resignations):
 - Any Installation after May 2, 2017
 - August 10, 2017
 - February 10, 2018
 - Prior to May 1, 2018



LIFETIME ACHIEVEMENT AWARD

- Each State/Province developed their own criteria for the Lifetime Achievement Award
- Our requirements are...
- Deadline for submission_____



CORRESPONDENCE


Women of the Moose
Department/Name
155 S International Dr.
Mooseheart, IL 60539-1182
(630) 966-2211 (fax)

- DO NOT include correspondence with monthly reports
- Correspondence should be signed and include Chapter name, number, contact phone # and/or email address



COMMUNICATION

- Official Communication Emails
- Moose Leader
- Moose International Website



February-March 2018

MOOSE Leader

Need-to-know information for officers and chairmen of Lodges/Chapters/Moose Lodges

It's Chapter Election Time

By **BARR McPIERSON**/Grand Chancellor

With all of the news and talk about our 2016 U.S. presidential elections lets not forget that our chapters do this each and every year and now is the time nominations generally take place. Wouldn't it be nice to have that many on-women running for office?

Our chapters need to understand that the election of chapter officers is one of the most important functions that happens every year in every chapter. Co-women chosen by the Nominating Committee and ultimately by the membership of the chapter, to serve for the ensuing year, must be dedicated to continuing the mission of the Women of the Moose and committed to ensuring the chapter's success. They have an obligation to fulfill the requirements of the office to which they have been elected.

To aid our chapters in this process, the updated Women of the Moose Election Handbook is available online in addition to the information found in the Women of the Moose General Laws, Sections 91-98. The use of this handbook along with the General Laws will ensure a fair and impartial election.

The first Nominating Committee meetings should be held the first two weeks of February with the second and third meetings held the last two weeks of February. The slate of nominees is read at the Committee Activity Night meeting in March with the election held the second meeting of the month. Installation is scheduled for April.

If for some reason the chapter is unable to fill all of its elected officers positions by March, the process continues until all vacancies are filled. In the event of vacancies that may occur throughout the chapter year through death, relocation, resignation or any other means in which an elected officers position becomes vacant, the Senior Regent, or presiding officer, organizes a Nominating Committee in accordance with the General Laws to fill those vacancies. Vacancies are not to be filled by appointments.

Congratulations to those chapters who have successfully started the nomination and election process for the 2016-2017 chapter year. We wish every chapter a successful 2015-2016 year and look forward to many earning the Board of Achievement as we begin to transition into a new Women of the Moose year. ■

Volunteers: Make Your Absence Felt

By **JAN FREDLIM**/Executive Director, Moose Charities

I'ma Bombek wrote the following about volunteers:

"Volunteers are like yachts. No matter where they are, they are on your activity. Who are they? Where did they come from? Why are they here? They could stay married where it is safe and still justify their being. But they choose to go through the rough water, take out storms, and take chances. They have style. If you have to ask how much they cost, you can't afford them. Volunteers are the only human beings on the face of this earth who reflect the nation's compassion, unselfishness, caring, patience, a need and just plain being one another. Their very presence transcends politics, religions, ethnic backgrounds, etc. It frightens me sometimes to imagine what the world would be like without them."

Bombek must have heard of the Moose Fraternity and its thousands of men and women who give their time, their talent, their dedication and their commitment to our mission – caring for young and old, bringing communities closer together and enriching life. That's who we are and that's what we do.

Past Grand Regent Sandy Thompson shared the following thoughts the found posted on an often wall.

*"Work for a cause – Not for applause
Live life to express – Not to impress
Don't strive to make your presence noticed – Just make your absence felt."*

These are words to live by, my friends. Thank you for all you do God Bless Mooseheart – Moosehaven – and our Fraternity! ■

PO BOX

- Highly encouraged, but not required
 - Mail must be addressed to a Moose unit
 - Chapter mailing address should NOT be the home address of any member



WEBSITE

www.mooseintl.org

- An important line of communication!
- Officers/members should review the website at least weekly



ENDOWMENT FUND

- Collections shall be conducted at each Chapter Meeting and all Special Meetings
 - Remit donations to Moose Charities monthly



COMMITTEE ACTIVITY NIGHT MEETINGS

- The entire Meeting Agenda shall be performed
 - **CLOSED** except Standing Committee Nights and approved open meetings
 - **Round table** meetings are NOT in order
 - **Dress Code:** OFFICERS shall wear business dress attire



COMMITTEE ACTIVITY NIGHT MEETINGS

Should be **FUN**, inviting and welcoming

Be creative

- Theme Party
- Guest Speaker
- Social Time

Be the “hostess with the mostest”

- Name badges, decorations, music, refreshments, etc.



COMMITTEE ACTIVITY NIGHT MEETINGS

- Keys to Successful Membership Retention Book, pg. 5
- Use only authorized Meeting Procedures and Agendas as written for all Chapter meetings
- There shall be NO drinking or smoking at any meeting of the WOTM



BOARD OF OFFICERS' MEETING

Officer Handbook, Pg. 22

- Shall be held at a convenient time and place
- May be held before/after the Chapter Activity Night or before the 2nd meeting of the month providing the minutes can be recorded on the official pre-numbered minutes pages prior to the start of the meeting.



BOARD OF OFFICERS' MEETING

- Discuss Proposals
 - Accepted
 - Rejected
 - Locked
- Minutes written on official minutes pages
- Maintain Confidentiality



JOINT OFFICERS' MEETING

- Shall be held at least monthly
 - Build harmony with the Lodge
 - Establish good channels of communication
 - Discuss projects/activities

- Minutes are not recorded in the Official Minutes Book



SECOND MEETING OF THE MONTH

- Should be held 2 weeks following the Committee Activity Night
- Is a **CLOSED** meeting
- Shall be conducted in order outlined by the Meeting Procedures and Agendas book
 - Financial Report
 - Monthly Reports



CHRISTMAS IN OCTOBER

- Can be held as an **OPEN** meeting
- Is a **VERY SPECIAL** occasion
- Monetary Gift Walk



CHRISTMAS IN OCTOBER

- Form 114 Checks Earmarked
 - Scholarship & 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



DISPENSATIONS FOR MEETINGS

Not Required...

- By majority vote of the Chapter meeting night/time may be changed
 - Notify WOTM Headquarters via LCL.net
- To change meeting date due to holiday, conference or inclement weather



MEETING MINUTES

Officers' Handbook, Pg. 37-46

- Shall be taken at all regular meetings
- Shall be recorded on Official Minutes Pages
- Shall be accurate
- Shall be signed - Senior Regent shall sign the Minutes immediately after all Minutes have been read and approved by the Chapter



MEETING MINUTES

- Shall include the names of those applications balloted on for membership including the name of each applicant's sponsor
- A diagonal line shall be drawn across the remainder of each page at the end of the meeting
- A new page shall be used for each Meeting



PRIVATE POLICY

Officers' Handbook, Pg. 74-75

- Required for the protection of our tax-free status and Constitutional Right of Privacy
 - *Do not jeopardize our not-for-profit status*
- *"You are either a member or a guest"*
- A guest is anyone who is not a member of the Order – Lodge or Chapter



FUNDRAISING

Officers' Handbook, Pgs. 25-27

Activities should not conflict with the Private Policy or WOTM General Laws



FUNDRAISING

- No one shall make a personal profit
- No demonstration parties in the name of the Chapter or Committee unless 100% of the net profits are being donated to the Chapter
- No verbal or written contracts without dispensation



HANDLING FUNDS

Recorder is responsible

- One Checking Account – “General Fund”
- Business Receipts shall be issued
- No Petty Cash – No Cash Payouts
 - Exception: Bingo (with dispensation)
 - Exception: 50/50 (split the pot raffles)



HANDLING FUNDS

Issuing Checks

- Blank checks shall NOT be signed – grounds for removal from office

The Chapter is NOT a bank

- Do not cash personal checks with Chapter funds



DISPENSATIONS

- Forms can be found in the Forms & Documents section of Moose International's website

www.mooseintl.org



DISPENSATIONS

- Must be completed in their entirety
- Must be signed by the Board of Officers
- Must affix Chapter Seal
- Attach copy of minutes to Financial Dispensations

\$1,000.00

LOOM Donations
Civic Organizations

\$2,500.00

Paraphernalia



DISPENSATION TO ADVERTISE

Advertisements to the Public must:

- Not include price
- Contain "Members and qualified guests only"
 - If the event includes non-members, "This is a community service event. All net proceeds are going to _____."
 - This includes Facebook, Twitter, Instagram and other social media posts



COMMUNITY SERVICE & CHARITABLE FUNDRAISING

- Close the social quarters to non-members
- Volunteers only!
- Chapter/Lodge may not benefit financially from the event
- Net proceeds shall be donated
- Record each event



PUBLIC SOLICITATION OF MEMBERS



AWARD OF ACHIEVEMENT

WOTM General Laws, Sec. 101, Pg. 71-72

Did you know...???

- The Membership Quota is simply a goal - It does not effect the Award of Achievement
- Credit is NOT given for deceased members
- Resignation/Removal of an Officer at the end of the Chapter year will not cause the Chapter to lose the Award of Achievement



AWARD OF ACHIEVEMENT

- Gain in membership of one (1) or more “active” members
- Shall meet the following financial responsibilities:
 - Net Assets of April 30th shall be greater than or equal to net assets of previous May 1st
 - Credit is given for contributions to the Endowment Fund, Moose Charities & Local Lodge, Mooseheart, Moosehaven, worthy community projects and approved scholarships
 - All bills to MI & all government agencies paid when due



AWARD OF ACHIEVEMENT

- Minimum donation for Scholarship & Maintenance remitted monthly
- Minimum donation for each Monthly project remitted monthly
- Endowment fund collection remitted monthly
- Donations for Mooseheart/Moosehaven given at Annual & Midyear conferences
- Electronic Financial Reports transmitted on time
- IRS Forms 990 & 940, when applicable, completed & submitted



AWARD OF ACHIEVEMENT

- Pursue basic fraternal obligations & satisfy each of the following criteria:
 - Adhere to the General Laws of the WOTM & LOOM
 - Adhere to the Private Policy
 - Use only authorized Meeting Procedures & Agendas, as written
 - Have representation at Annual & Midyear Conference of the WOTM



ELIGIBILITY FOR THE ACADEMY OF FRIENDSHIP DEGREE

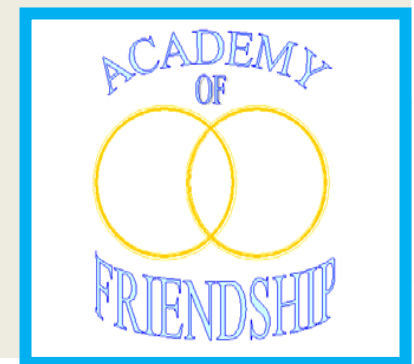
WOTM General Laws, Sec. 102, Pg. 72-73

- The Chapter shall qualify for the Award of Achievement
- Elected, appointed or chairman installed before January 31 & serve through the end of the Chapter year
- Shall sponsor & enroll into the Order two or more candidates
- Chairman shall hold a fundraising project & remit minimum donation to Moose Charities



ELIGIBILITY FOR THE ACADEMY OF FRIENDSHIP DEGREE

- Attendance at a WOTM Training Session is encouraged, not required
- Five for Friendship
 - Any co-worker sponsoring and enrolling five (5) or more members into the Order between May 1 and April 30



ELIGIBILITY FOR GREEN CAP

WOTM General Laws, Sec. 103, Pg. 73-75

- Senior Regent must attend a WOTM Training Session to qualify for personal honors



ELIGIBILITY FOR GREEN CAP

- The Chapter shall earn the Award of Achievement
- Senior Regent shall:
 - Be elected & installed on or before July 31st & serve through the end of the year
 - Shall appoint & have installed all Chairmen & appointed officers
 - Shall sponsor & enroll two or more candidates into the Order



ELIGIBILITY FOR GREEN CAP

- Shall remit all forms completed in their entirety by respective deadlines
- Shall notify every Co-worker on Chapter rolls as to which Chapter Development Committee they are appointed
- Shall attend a WOTM training session
- Shall attend Board of Officers meetings, Committee Activity Night meeting & second meeting of month



ELIGIBILITY FOR THE COLLEGE OF REGENTS DEGREE

WOTM General Laws, Sec. 105, Pg. 75

Junior Graduate Regents must attend a WOTM Training Session to qualify for personal honors



ELIGIBILITY FOR THE COLLEGE OF REGENTS DEGREE

- Junior Graduate Regent installed on or before July 31 and serve through April 30
- Sponsor & Enroll into the Order two or more candidates
- Hold a Green Cap activity night
- Serve as Chairman of the Ways & Means Committee



ELIGIBILITY FOR THE COLLEGE OF REGENTS DEGREE

- Hold fundraising project
- Must attend a WOTM training session
- Attend Board of Officer meetings, committee activity night, & second meeting of month



ELIGIBILITY FOR THE COLLEGE OF REGENTS DEGREE

Green Cap = ½ way there

- When will my call letter arrive?
 - On or around December 1st following the term as Junior Graduate Regent
- What is “second chance?”



ELIGIBILITY FOR THE COLLEGE OF REGENTS DEGREE

Second Chance:

- Fulfilled all personal requirements while Senior Regent
- Installed as Junior Graduate Regent on or before July 31st & serves through the end of year
- While as Junior Graduate Regent, Chapter earns the Award of Achievement
- Sponsors & enrolls into the Order four or more candidates between May 1 & April 30



ELIGIBILITY FOR THE COLLEGE OF REGENTS DEGREE

- Serves as Chairman of the Ways & Means committee
- Hold a fundraising project
- Hold a Ways & Means Committee Activity Night
- Attend a WOTM Training Session
- Attend Board of Officer meeting, Committee Activity Night Meetings & Second Meeting of month



STAR RECORDER REQUIREMENTS

WOTM General Laws, Sec. 110, Pg. 81-82

- Recorders must attend a WOTM Training Session and 2-HOTT Session to qualify for personal honors



STAR RECORDER REQUIREMENTS

- Chapter shall earn the Award of Achievement
- Recorders:
 - Be elected & installed on or before July 31st & serve through April 30th
 - Shall sponsor & enroll into the Order two or more candidates between May 1 & April 30
 - Financial report transmitted to Moose Int'l by the 10th of each month



STAR RECORDER REQUIREMENTS

- Shall sort the active membership into the four (4) Chapter Development Committees and give to Senior Regent
- Shall attend a 2-HOTT Training
- Shall attend the annual WOTM Training
- All tax & government forms filed & paid on time
- All receipts & expenditures recorded accurately & properly balanced
- All applications transmitted to Moose Int'l upon receipt
- Membership records, reports & files kept current
- All financial information reported to Moose Int'l



NOMINATIONS, ELECTIONS, INSTALLATION

WOTM General Laws, Sec. 91-100, Pgs. 57-70

Election Handbook (available on Moose Int'l website)

Become familiar with:

- Nominating Committee Meeting procedures
 - 3 meetings required
- Eligibility of Officers
- Installation



REPS/MATRICULANTS TO CONFERENCES

WOTM General Laws, Sec. 111, Pg. 82

- Paid Chapter Representative:
 - Annual Conference
 - Midyear Conference
 - International Conference
- Shall attend all eligible meetings
- Shall make a report at a Chapter meeting



REPS/MATRICULANTS TO CONFERENCES

Note: Any active co-worker (paid or not) can serve as Chapter representative for Award of Achievement attendance credit



REPS/MATRICULANTS TO CONFERENCES

- Allowable Expenses
 - Lodging
 - Transportation
 - Allowable mileage = \$0.45/mile
 - Food Allowance
 - Maximum = \$30/day
 - Pre-Registration Fee
 - Meal Events (Optional)



REPS/MATRICULANTS TO CONFERENCES

- Determining Expense Money
 - Proposal for Financial Assistance
 - Repayment of Expenses
 - Co-worker does not complete her term of office

There are exceptions!



ORDERING SUPPLIES

Supply Form available online

- Who are the WOTM?
- Applications
- Moose Member Benefits
- And many more!

Catalog Sales

Phone: (630) 966-2250

Fax: (630) 859-3505

Online: www.mooseintl.org/supply



MOOSEHAVEN CENTENNIAL PROJECT

WOTM pledge \$2 Million over 3 years

*Requested donation: \$6.00 per member,
based on the Chapter's April 30, 2016 active
membership*

- Chapters who are donating to the WOTM pledge should earmark their checks '*WOTM Cent. Project*'
- Donations made to assist the Association pledge earmark their checks '*Association Cent. Project*'



QUESTIONS & ANSWERS



MAKE-UP TRAINING SESSIONS

- November 1, 2017 thru January 31, 2018
- Requests must be received in writing by the Chapter Analyst Coordinator on or before December 1, 2017
- No one-on-one sessions – sessions will be centrally located
- Chapter(s) incur all expenses



HOSTESS CHAPTER VOLUNTEERS FOR NEXT YEAR

- If interested, please provide your Chapter's contact information to the Session Leader
- Session Leaders will contact you in the Spring 2018 to determine available dates and meeting locations



EVALUATION FORM

- You are encouraged to submit your comments, concerns, and recommendations to WOTM Headquarters:

Office of the Grand Chancellor
155 S International Drive
Mooseheart, IL 60539-1182
Or email: dbaile@mooseintl.org
- Include your name, session leader's name & date/location of session in your correspondence

ALL comments will remain
CONFIDENTIAL



CERTIFICATE OF ATTENDANCE

Thank
you!

*IN APPRECIATION OF YOU,
FOR ALL THAT YOU DO.*

Travel home safely

