

RESOLUTION to Organize Women of the Moose Chapter

WHEREAS: The members of Lodge _____ No. _____, Loyal Order of Moose, located in the State/Province of _____, desire to organize a Women of the Moose Chapter; and,

WHEREAS: The officers of the Lodge agree to comply with all lawful directives issued by the Grand Chancellor for the Women of the Moose in regards to the institution of a Chapter; and,

WHEREAS: After institution, the officers of the Lodge pledge to cooperate with the Chapter for the mutual benefit of both the Lodge and Chapter; and,

WHEREAS: At no expense to the Chapter, the Lodge has agreed to provide the Chapter adequate meeting space for all required Chapter meetings, and space for additional meetings and functions as arranged at joint meetings of the Lodge and Chapter Boards of Officers.

THEREFORE, BE IT RESOLVED: The members of _____, Lodge No. _____, Loyal Order of Moose, at a meeting duly held on the _____ day of _____, _____, did authorize and approve the organization and institution of a Women of the Moose Chapter.

BE IT FURTHER RESOLVED: That a copy of this resolution, after approval by the General Governors office of the Loyal Order of Moose and the Grand Chancellor for the Women of the Moose, shall become a permanent record of both the Lodge and the newly instituted Chapter.

ATTACH COPY OF LODGE MEETING MINUTES
approving the organization of a WOTM Chapter

(Seal of Lodge)

Governor

Date

Administrator

Date

_____ Approved _____ Disapproved. Reason(s) for disapproval or other comments:

Regional/Territory Manager

Date

_____ Approved _____ Disapproved

_____ Approved _____ Disapproved. Reason(s) for disapproval or other comments:

Assistant General Governor

Date

_____ Approved _____ Disapproved. Reason(s) for disapproval or other comments:

Grand Chancellor

Date

WOMEN OF THE MOOSE CHAPTER ORGANIZATION

LODGE ADMINISTRATOR GUIDELINES

(Refer to WOTM General Laws Sections 119 through 121)

A Resolution to Organize a Women of the Moose Chapter must be received at Women of the Moose Headquarters with a copy of the Lodge meeting minutes showing approval for the organization of a chapter attached. The Resolution **must be** signed by the Lodge Governor, Administrator **and the** Regional or Territory Manager with the Seal of Lodge affixed.

- The Lodge *shall* provide the chapter adequate meeting space, **at no expense to the chapter.**

The Institution of a chapter shall be as authorized by the Supreme Council, functioning through the Grand Council of the Women of the Moose.

A Women of the Moose Chapter may only be organized by Moose International or official representatives authorized by the Grand Chancellor.

- The Grand Chancellor, or her designee, shall appoint an Instituting Officer who shall be responsible for gathering the Charter List, as required by Moose International.
- The Instituting Officer shall meet with the Lodge and prospective Charter Applicants.
- The names of twenty-five (25) or more new qualified applicants are needed for institution. *(Refer to Instructions available from WOTM office.)*
- The Instituting Officer shall collect all completed applications and applicable fees and dues.
- The current Charter Application Fee as established by Moose International is \$25.00.
- The first year dues to be collected from all Charter Applicants who are a new, re-enroll or multiple member is \$25.00. **No money or applications should be collected until the Resolution is received and approved.**
- Applications of other interested Charter Applicants may be gathered **up to the day of institution.**
- Charter Applicants not enrolled at Institution must be voted upon by the membership at a regular chapter meeting, approved and enrolled within sixty (60) days of institution to be considered a Charter Member.

The Instituting Officer shall select her Chapter or a nearby Chapter to assist with the Institution.

- All Charter Applicants shall be encouraged to attend the enrollment ceremony on the day of Institution.

The Instituting Officer and the Charter Applicants shall select the chapter officers. **No Chapter Officer is permitted to be a paid employee of the Lodge.**

The Lodge Board of Officers shall hold a joint meeting with the Chapter Board of Officers at least once a month to discuss, communicate and coordinate programs, activities, events and concerns of mutual interest.

The lodge and chapter shall work together to promote and support the fraternal programs of Moose International and the charitable purposes of the Order, specifically Mooseheart and Moosehaven.

(Further Instructions for a Women of the Moose Charter Effort may be obtained by contacting the WOTM office at 630-966-2246.)