

LAWS FOR MEMBER LODGES - LODGE ORGANIZATION

Chapter 26 - New Lodges

Sec. 26.1 – Lodge Purpose - Petitions for lodge charters and the institution of new lodges shall be according to policies adopted and approved by the ~~Supreme Council~~ Moose International, Inc. Board of Directors. A duly authorized and chartered lodge shall be known as _____ Lodge No. _____, Loyal Order of Moose."

Lodges shall exist to promote and support the fraternal programs of Moose International and the charitable purposes of ~~the Order~~ The Moose, specifically Mooseheart and Moosehaven.

Sec. 26.2 - Dispensation for Charter - A lodge shall not be instituted until a dispensation in proper form is issued by the ~~General Governor~~ Chief Compliance Officer and presented to the duly authorized representative of the charter applicants.

Sec. 26.3 - Application for Charter - The ~~General Governor~~ Chief Compliance Officer shall deliver a charter to the Administrator of each newly instituted lodge after receiving proper application containing a certified list of the charter members. Moose International shall adopt the form of the charter, which shall bear the signatures of the ~~Supreme Governor~~ Chairman of the Board of Directors and the ~~General Governor~~ Chief Compliance Officer and be imprinted with the seal of Moose International.

Sec. 26.4 - New Lodge Officers - At the institution of a new lodge, the authorized representative of Moose International shall appoint the officers for the first term, including the Junior ~~Past Governor~~ Past President. The Junior ~~Past Governor~~ Past President so appointed shall not be considered a ~~Past Governor~~ Past Lodge President of the lodge by virtue of having held this office.

Sec. 26.5 - Issuance of Supplies - ~~Official~~ Official paraphernalia and supplies for the use of lodges shall only be secured from Moose International's Catalog Sales Department. All supplies secured from Moose International for the exclusive use of the lodge are held in trust. Upon the dissolution of a lodge, all supplies so secured must be returned to the ~~General Governor~~ Chief Compliance Officer, unless otherwise directed.

If for any reason a lodge is not duly instituted within a period of sixty (60) days after the date of issue of the dispensation by the ~~General Governor~~ Chief Compliance Officer, all paraphernalia and supplies secured from or furnished by Moose International's Catalog Sales Department shall be returned in good condition.

Sec. 26.6 - Institution Report - Within five (5) days after the institution of a lodge, the authorized representative instituting the same shall forward to the ~~General Governor~~ Chief Compliance Officer a proper institution report, complete with regional information.

Sec. 26.7 - By-laws - Each lodge shall adopt by-laws consistent with laws or regulations enacted by ~~the Supreme Lodge~~ The Moose. Amendments to the by-laws shall not become effective until adopted at a special meeting of the lodge after proper notice. Unless the ~~General Governor~~ Chief Compliance Officer has granted a dispensation, the original by-laws approved by Moose International shall only be amended to provide for different meeting nights or dues.

Regular general membership meetings must be held at the times and on the days specified in the by-laws. If a meeting night falls on a major holiday, or on the date of an international or association convention or conference, the lodge may hold the meeting on an alternative night provided the membership has been given thirty (30) days written advance notice of the meeting night change. Upon request, the office of the ~~General Governor~~ Chief Compliance Officer will provide a new by-laws certificate to the lodge for display.

Sec. 26.8 - Incorporating - Every lodge having substantial assets, operating a social quarters or if required by the ~~General Governor~~ Chief Compliance Officer, shall incorporate under the laws of the state or province in which the lodge is located. New lodges may incorporate if necessary to obtain an alcoholic beverage license, engage in charitable fundraising purposes, or if required by the ~~General Governor~~ Chief Compliance Officer. If approved by the ~~General Governor~~ Chief Compliance Officer, a lodge incorporated in one state may be domiciled in another state. The lodge shall be incorporated only in the name of the lodge. The Articles of Incorporation and any amendments thereto shall provide that membership in the lodge shall of itself carry with it membership in the corporation. Suspension or expulsion from a lodge shall carry with it the same penalty in the corporation. The Articles of Incorporation and by-laws shall also provide that the lodge is incorporated in conformity with, subject to and under the jurisdiction and control of the laws for the regulation of lodges.

A copy of proposed Articles of Incorporation must be ~~submitted to~~ submitted to ~~Mooseto~~ Mooseto ~~International~~ International ~~approval~~ approval ~~being~~ being filed with the appropriate public officer or agency. A copy of the certified Articles of Incorporation, or any changes or

amendments, must be sent to Moose International within thirty (30) days after being filed with the appropriate public officer or agency. Each lodge shall maintain its Articles of Incorporation in compliance with all applicable fraternal, federal, local, state or provincial laws.

~~Sec. 26.9—Seal of the Lodge—After institution and incorporation, Moose International shall provide the lodge with a metal seal. Upon the surface of the seal shall be, in a circle, the imprint of a standing moose, and about the periphery shall be the name, number, location and date of incorporation of the lodge.~~

Chapter 27 - Dissolution of Lodge

Sec. 27.1 - Requirements - A lodge may voluntarily dissolve by complying with the following requirements:

1. Prepare a Notice of Special Meeting and submit to the ~~General Governor~~Chief Compliance Officer for approval.
2. At least seven (7) days in advance of the special meeting, send by first class mail a "Notice of Special Meeting" informing each active member of the lodge that the purpose of the meeting is to vote to dissolve and forfeit the charter. In calculating the seven (7) days notice requirement, the lodge shall not count the day of mailing or the date of the special meeting.
3. Submit a properly completed "Resolution to Dissolve and Forfeit Charter" to the ~~General Governor~~Chief Compliance Officer for approval.
4. A lodge can voluntarily dissolve by a majority vote of active members present.
5. No disposition shall be made of any assets of the lodge except upon prior approval of the ~~General Governor~~Chief Compliance Officer.

Sec. 27.2 - Revocation or Dissolution of Charter - If a lodge voluntarily dissolves and forfeits its charter or if the charter is revoked, all paraphernalia, supplies, property, cash and other assets remaining after payment of all indebtedness of the lodge, shall be the sole property of Moose International. No disposition shall be made of any lodge assets except according to instructions of the ~~General Governor~~Chief Compliance Officer.

If a lodge voluntarily (or administratively) dissolves and forfeits its charter or if the charter is revoked, the ~~General Governor~~Chief Compliance Officer shall have the discretionary power and authority to appoint members of ~~the Order-The Moose~~ as lodge officers to perform any and all acts associated with the dissolution of the lodge, including real and personal property transactions, for a term of satisfactory service.

Sec. 27.3 - Mergers - With the approval of the ~~General Governor~~Chief Compliance Officer and pursuant to resolutions duly adopted by each lodge at a special meeting, two (2) or more lodges may, by simple majority, vote to merge with each other. All assets, liabilities and membership of the merging lodge(s) shall become the sole property and responsibility of the successor lodge. Each lodge desiring to merge shall:

1. Prepare a Notice of Special Meeting and submit to the ~~General Governor~~Chief Compliance Officer for approval.
2. At least seven (7) days in advance of the special meeting, send by first class mail a "Notice of Special Meeting" informing each active member of the lodge that the purpose of the meeting is to vote to merge with another designated lodge. In calculating the seven (7) day notice requirement, the lodge shall not count the day of mailing or the date of the special meeting.
3. Obtain an approved Resolution to Merge form from the ~~General Governor~~Chief Compliance Officer and submit the properly completed resolution to the ~~General Governor~~Chief Compliance Officer for approval.
4. The successor lodge is responsible to prepare and file with the proper authorities all legal and tax documents required to comply with all laws, rules and regulations and to establish a chain of title for any real estate owned by the merging lodge. It is recommended that legal counsel be employed for this purpose.

Chapter 28 - Membership

Sec. 28.1 - Qualifications of Membership - Members of ~~the Order-The Moose~~ shall be a member of a lodge ~~of the Loyal Order of Moose or a member of a chapter of the Women of the Moose.~~

To qualify for membership in a lodge, an applicant must:

- ~~1. Be a male person.~~
2. Be twenty-one (21) years of age or older.
- ~~3.~~ Not be a member of a terrorist group or recognized subversive organization.
- ~~4.~~ Not be a registered sex offender or convicted felon, unless the conviction has been expunged, the conviction has been vacated by an unconditional pardon or a dispensation waiving this requirement has been obtained from the ~~General Governor~~Chief Compliance Officer.

4. ~~5.~~ Be of good moral character and capable of understanding the obligation of membership.
5. ~~6.~~ Profess a belief in a Supreme Being.
6. ~~7.~~ Have not been expelled from any lodge, unless a special dispensation has been granted in accordance with the laws of the Order.
7. ~~8.~~ Not currently suspended from membership in any lodge.
8. ~~9.~~ Not having had an original application for membership rejected in any lodge.

To qualify for membership in a chapter of the Women of the Moose, an applicant must:

1. ~~Be a female person.~~
2. ~~Be twenty one (21) years of age or older.~~
3. ~~Not be a member of a terrorist group or recognized subversive organization.~~
4. ~~Not be a registered sex offender or convicted felon, unless the conviction has been expunged, the conviction has been vacated by an unconditional pardon, or a dispensation waiving this requirement has been obtained from the General Governor.~~
5. ~~Be of good moral character and capable of understanding the obligation of membership.~~
6. ~~Profess a belief in a Supreme Being.~~
7. ~~Have not been expelled, suspended or rejected for membership by any chapter~~

Sec. 28.2 - Application for Lodge Membership - Each person applying for membership in a lodge must be sponsored by another active member ~~of the Order~~. An active member of the lodge to which the applicant is making application must also endorse the applicant. An applicant must properly complete and sign an official membership application on the form provided by Moose International, as authorized by the ~~Supreme Council~~ Moose International, Inc. Board of Directors. Both the sponsor and endorser must sign the application. The completed application will be a part of the condition of membership between the member and the lodge.

The answers within the application shall be warranties, and if any answer is materially false, incomplete or incorrect, it may cause forfeiture of all rights and privileges as a member of ~~the The~~ Moose ~~Fraternity~~, unless a special dispensation is granted by the ~~General Governor~~ Chief Compliance Officer (i.e., prior felony conviction or registered sex offender). If any applicant is elected or enrolled into any lodge in violation of this section, ~~he~~ they shall be dropped from the rolls of the lodge, subject to the right of appeal as set out in Section 60.1. Convicted felons and registered sex offenders not receiving a special dispensation to retain their membership shall be expelled ~~from the Order~~.

Sec. 28.3 - Application Review Committee - Every applicant for membership shall be referred to a committee appointed by the ~~Governor-President~~ of the lodge. The Application Review Committee shall conduct a thorough investigation of the applicant from public records and other non-privileged sources and file a written report to the Board of Officers containing their finding, either favorable or unfavorable. When the Application Review Committee reports unfavorably on an applicant for membership, the ~~Governor-President~~ or presiding officer shall declare ~~him-them~~ rejected without the formality of a vote. Unless authorized by the ~~General Governor~~ Chief Compliance Officer, a rejected applicant cannot again be proposed for membership until after the expiration of a period of six (6) months from the date of the rejection. If the report of the Application Review Committee is favorable, the applicant shall be voted on in the manner provided by Section 28.4. A majority of the Application Review Committee reporting is sufficient.

Sec. 28.4 - Voting on Lodge Applicants - Every applicant for membership, approved by the Application Review Committee, must be voted upon by the membership at a regular lodge meeting. When an applicant is voted on and receives a simple favorable majority of votes cast, ~~he-they~~ shall be declared elected to membership. The vote shall be taken by the "voting sign ~~of the Order~~," unless the presiding officer or any member present at the meeting requests the vote be by secret paper ballot.

Sec. 28.5 - Rejection by Lodge Vote - When an applicant for membership is voted on and does not receive a favorable majority vote, ~~he-they~~ shall be declared rejected. When an applicant has been voted on and appears to have been rejected, the ~~Governor-President~~ may immediately upon ~~his-their~~ own motion, or the request of any member, declare another vote at the same meeting. When more than one (1) applicant has been rejected, the ~~Governor-President~~ shall require another vote immediately and the applicants shall be voted on in small groups or individually.

Sec. 28.6 - Orientation and Enrollment of a Lodge Member - A person cannot legally become a member of any lodge until ~~he has~~ they have been enrolled into the lodge in the manner and form required by the ~~Supreme Council~~ Moose International, Inc. Board of Directors.

Sec. 28.7 - Lodge Membership Status - An active lodge member shall enjoy the same privileges and immunities as every other member of ~~his-the~~ lodge. A member who has been expelled by a Commissioner, the ~~General Governor~~ Chief Compliance Officer or the Supreme Forum shall not thereafter be regarded as a Moose

in any sense. Unless specifically permitted in writing by the ~~General Governor~~Chief Compliance Officer, any lodge ~~or chapter~~ member whose membership is in a state of suspension or who has been expelled shall not be permitted to visit any lodge as a guest or otherwise (including social quarters and home), join as a Moose in any public procession or display, exhibit or use any emblem of the Moose or receive relief as a Moose from any lodge, ~~chapter~~, or other unit until the member's active membership is restored. An active member is defined as a member whose dues are current.

Sec. 28.8 - Multiple Memberships - Any active lodge member may hold membership in more than one lodge at the same time. A member holding memberships in more than one lodge shall be entitled to vote in any lodge in which ~~he is~~they are active. With dispensation from the ~~General Governor~~Chief Compliance Officer, a member may hold office in more than one lodge at the same time. An Administrator who has dispensation to hold office in two (2) lodges may represent both lodges at conferences and conventions, but only has one vote.

Chapter 29 - Lodge Fees

Sec. 29.1 - Application Fee – A refundable fee in an amount determined by the ~~Supreme Council~~Moose International, Inc. Board of Directors shall accompany each application for membership. The fee shall become known as the Application Fee.

Chapter 30 - Dues

Sec. 30.1 - Dues at Institution - Before the institution of a lodge, all applicants about to be enrolled shall pay dues as established by the laws of ~~the Order~~The Moose. The annual dues rate shall not be less than the per capita amount as established by the ~~Supreme Council~~Moose International, Inc. Board of Directors.

Sec. 30.2 - Annual Dues - Each member of a lodge shall, after payment of the Application Fee, pay annual dues (including the per capita amount as provided in Section 43.6) as established by the ~~Supreme Council~~Moose International, Inc. Board of Directors.

Dues shall only be paid in advance annually. Dues are non-refundable. No applicant or member shall be issued a receipt or membership card except for actual payment received for the fees or dues as established by Moose International or the lodge. A membership card shall not be transferable. It is unlawful for any member to allow another person to use their membership card. All Moosehaven residents are exempt from paying dues to their home lodge.

Sec. 30.3 - When Dues Credited - Terms for dues shall be annual. Dues paid by a member shall be credited as of the date the dues are posted by Moose International. Moose International will issue a membership card on behalf of the lodge to each member upon notice of enrollment or receipt of dues payment.

Sec. 30.4 - Nonpayment of Dues - Every member will be in arrears after the expiration date of ~~his~~their dues. A member in arrears shall not be entitled to any privileges of membership nor be considered a qualified guest. It is the member's responsibility to know the date ~~his~~their dues will become delinquent. A member's failure to receive notice of ~~his~~their dues or arrearages shall not release ~~him~~them from ~~his~~ responsibility to pay ~~his~~their dues on or before the dues expiration date. A member in arrears shall be dropped from the rolls after the expiration of twelve (12) months.

Sec. 30.5 - Reinstatement of Member - An expired member is a member in arrears on the payment of ~~his~~their dues but has not been dropped from the rolls. An expired member may pay ~~his~~their dues and reinstate into the lodge from which ~~he was~~they were dropped or reinstate into General Assembly. After an expired member is dropped (at the end of 12 months), the member has twelve (12) months from the date ~~he is~~they were dropped (twenty-four (24) months total from the expiration date of ~~his~~their last membership card) to reinstate into the lodge from which ~~he was~~they were dropped or reinstate into General Assembly by paying all past and current dues.

Sec. 30.6 – Re-enrollment – When a member's dues have expired after six (6) months, ~~he~~they may re-enroll into a lodge by furnishing a re-enrollment application and paying all applicable fees, and dues, plus any fines or assessments owed by ~~him~~them, including accruals of interest, costs, etc. If applying to ~~his~~their original lodge, a re-vote by membership is required. If re-enrolling into a different lodge, the applicant must be approved by the Application Review Committee and lodge membership. By re-enrolling, the member will receive a new enrollment date and will lose prior years of service to the fraternity.

By reinstating, a member retains ~~his~~their prior years of service to the fraternity. If a member re-enrolls (vs. reinstating) the member loses all prior years of service to the fraternity.

Chapter 31 - Life Memberships

Sec. 31.1 - Purchase of Life Memberships - Any active lodge member may purchase a life membership in ~~his~~ their lodge by paying to Moose International the sum designated by the ~~Supreme Council~~ Moose International, Inc. Board of Directors, one-half of which shall be retained by Moose International and one-half remitted to the member's lodge.

Sec. 31.2 - Conferral of Life Membership - Moose International shall issue a life membership card to a member if Moose International records show that the member meets one of the following qualifications:

- (1) The member has fifty (50) or more years of continuous service in the fraternity.
- (2) The member has paid dues in advance equal to 50 years of membership.
- (3) The member has sponsored 250 members.

Sec. 31.3 - Life Membership Cards - Moose International shall prepare and deliver to each life member a life membership card.

Chapter 32 - Transfers

Sec. 32.1 - Issuance of a Request for Transfer - Requests for transfers will be completed by the Administrator of the receiving lodge. ~~He~~ The Administrator must receive a completed application and the transfer fee of \$20.00. This amount will be deposited by the Administrator of the receiving lodge. There shall be no transfer fees for members transferring out of General Assembly into any lodge ~~of the Order~~.

The transferring member's current lodge shall be notified and have fourteen (14) calendar days to object to the transfer for the following reasons:

1. The member's dues expired prior to the date of application for transfer.
2. The member has disciplinary charges pending ~~(does not include House Committee)~~.
3. The member has fines, lawful obligations or other charges ~~against him by due to~~ the lodge.

At the end of the fourteen (14) calendar days, if no objection has been expressed and the receiving lodge's Application Review Committee has approved the applicant, the lodge shall vote on the transfer at the next regular lodge meeting. If found favorable, the member shall immediately become a member of the receiving lodge. The Administrator shall notify the former lodge of the acceptance. The former lodge will forward all membership records and pertinent documents and retain a copy for their files. The receiving Administrator shall notify Moose International of the transfer to maintain the member's original enrollment date.

Sec. 32.2 - Rejection of Transfer - Rejected applicants will remain a member of the current lodge and may not apply for transfer for a period of six (6) months unless granted dispensation by the ~~General Governor~~ Chief Compliance Officer.

Chapter 33 - Lodge Officers Nomination - Election - Representation

Sec. 33.1 - Elective Officers - (A) For Lodges using Three Trustees: The elective officers of a lodge shall consist of a ~~Governor~~ President, ~~Junior Governor~~ Vice President, ~~Prelate~~ Chaplain, Administrator, Treasurer, and three (3) Trustees who must be active members of the lodge in which they are elected. All officers, except the Administrator and Trustees, shall serve for one (1) year. The Trustees shall be elected to a three (3) year term, providing their terms are so arranged that one (1) expires annually. No officers shall be eligible to serve more than two (2) consecutive terms in any one office, unless the ~~General Governor~~ Chief Compliance Officer issues a dispensation. Each officer shall serve until ~~his~~ their successor is elected and installed.

(B) For lodges using One Trustee: The elective officers of a lodge shall consist of a ~~Governor~~ President, ~~Junior Governor~~ Vice President, ~~Prelate~~ Chaplain, Administrator, Treasurer, and one Trustee, who must be active members of the lodge in which they are elected. All officers, except the Administrator, shall serve for one (1) year. No officers shall be eligible to serve more than two (2) consecutive terms in any one office, unless the ~~General Governor~~ Chief Compliance Officer issues a dispensation. Each officer shall serve until ~~his~~ their successor is elected and installed.

Sec. 33.2 - Nominating Committee - A Nominating Committee shall consist of the eight (8) elective officers for lodges with a full Board of Officers or six (6) officers for lodges using only one (1) Trustee, five (5) ~~Past Governors~~ Past Lodge Presidents (if the lodge has so many available) in their order of juniority by service in that lodge, and five (5) members of the lodge appointed by the ~~Governor~~ President, each of whom must be an appointed officer, committee chairman or ~~Past Governor~~ Past Lodge President (honorary or by service) of that lodge. A larger Nominating Committee may be assembled when the lodge deems it necessary for the good of the lodge.

Sec. 33.3 - Meetings of Nominating Committee - The Nominating Committee shall be organized not later than the last regular general membership meeting in February for the regular election and not later than three (3) weeks prior to any special election. The committee shall give written notice of the time and place of its meeting to the Administrator of the lodge and by verbal report in an open lodge meeting.

With the exception of the Administrator, all officers shall be nominated at the last general membership meeting in March and elected at the first general membership meeting in April. Special elections shall be conducted at a general membership meeting. Annual and special elections shall follow the report of the Nominating Committee by at least two (2) weeks. If there are no nominations for a particular office, the ~~General Governor~~Chief Compliance Officer may issue a dispensation to allow nominations for that office from the floor at a general membership meeting of the lodge or ~~he~~ may authorize the position to be filled by appointment.

Any member desiring to run for an elective office (other than the office of Administrator) in the lodge shall submit ~~his~~their name to the Nominating Committee at least one (1) week prior to the date the committee is required to present its report to the lodge. The Nominating Committee shall consider all eligible members and select one (1) or more candidates for each office to be filled. Not later than two (2) weeks before the date of the election, the committee shall at a general membership meeting, file a written report with the lodge, stating the names of those members nominated by the committee. The names of the nominees chosen by the Nominating Committee shall be placed upon the official lodge ballot.

After the written report is given to the lodge, the Nominating Committee shall automatically dissolve. Subsequent elections require a new Nominating Committee to be organized.

Sec. 33.4 - Nominating by Petition - Any member nominated by the Nominating Committee who declines the nomination may not later petition for the office to which ~~he was~~they were nominated. However, any eligible member of the lodge who has submitted ~~his~~their name for a specific office, but not nominated by the Nominating Committee, who still desires to be a nominee for that specific office shall have ~~his~~their name placed upon the official ballot of the lodge by the petition and signatures of ten (10) per cent of the first five hundred (500) members plus five (5) per cent of the membership of the lodge in excess of five hundred (500). All members signing the petition must be active at the time of signing the petition. The petition shall not be signed by anyone prior to the report of the Nominating Committee. The petition must contain the member's printed name, Moose membership identification number, signature and the date ~~he~~signed it. The properly completed petition must be delivered to the Administrator at least one (1) week before the date of the election.

The nominating petition should contain substantially the following words:

"We the undersigned active members in _____ Lodge No. _____, Loyal Order of Moose, hereby nominate _____, an active member of the lodge, for the office of _____."

Sec. 33.5 - Eligibility of Officers - Only active lodge members, who are also either active members of one of the men's higher degrees or the lodge's Women of the Moose unit (or establish such active membership within sixty (60) day following installation)~~in the lodge~~, may be considered for any elected office. Eligibility requirements for lodge offices are as follows:

~~Governor~~President - Been an active member of the lodge for at least six (6) months immediately preceding the date of election and completed at least one (1) year in another elected office (not a combination of offices) of the lodge in which ~~he~~they seeks office.

~~Junior Governor~~Vice President - Been an active member of the lodge for at least six (6) months immediately preceding the date of election.

~~Prelate~~Chaplain - Been an active member of the lodge for at least six (6) months immediately preceding the date of election.

Treasurer - Must be an active member of the lodge.

Trustee - Must be an active member of the lodge.

Exemptions from these qualifications require a special dispensation from the ~~General Governor~~Chief Compliance Officer. A special dispensation will only be granted in exceptional circumstances. These requirements shall not apply to a newly instituted lodge.

No member shall be eligible for election to more than one (1) office in the lodge at the same time. A member removed from office by a Commissioner or the ~~General Governor~~Chief Compliance Officer for disciplinary reasons or who resigned from office at the request of the ~~General Governor~~Chief Compliance Officer shall not be eligible to hold office again for three (3) years unless a dispensation is obtained from the ~~General Governor~~Chief Compliance Officer. For prior violations of the General Laws, the ~~General Governor~~Chief Compliance Officer may, in ~~his~~their discretion, prohibit any member from holding office.

An officer, whose term will not expire at the time of the election, regular or special, can be nominated for another office, but ~~he~~they must resign ~~his~~their present office, thereby creating a vacancy, which shall be filled

at the regular or special election. The resignation is automatic and effective on April 30 for a regular election or on the actual date of a special election.

A member under suspension because of disciplinary charges preferred against ~~him~~~~them~~ shall be eligible as a candidate for election to office if ~~his~~~~their~~ dues are current and ~~he is~~~~they are~~ not otherwise disqualified. If found guilty of a charge affecting ~~his~~~~their~~ membership, or if the member has been removed from office rendering ~~him~~~~them~~ ineligible to hold office for three (3) years, the office shall be declared vacant and the lodge shall proceed to fill the vacancy according to the provisions of Section 33.10.

Sec. 33.6 - Appointment of Election Committee - The ~~Governor~~~~President~~ shall appoint an Election Committee composed of three (3) active members of the lodge who are not officers or candidates for elective office. The committee shall conduct the election, pass on all questions concerning the election, count the ballots and file a written report to the lodge of the results of the election. Each member of the committee shall sign the report and the report shall be attached to the lodge minutes. If written challenge is made to a member of the Election Committee within forty-eight (48) hours of the closing of the election, the Election Committee shall impound the ballots pending final determination by the Election Committee or by any appellate officer or tribunal.

Sec. 33.7 - Campaigning for Office Prohibited - The printing, circulating or distribution of resolutions, letters, tickets, other written or printed matters, or through any electronic media by a member or anyone acting on ~~his~~~~their~~ behalf, suggesting, recommending, opposing or containing the names of proposed candidates for office, is hereby prohibited. For any violation of this section, the ~~General Governor~~~~Chief Compliance Officer~~ may suspend the offending member or members, and in ~~his~~~~their~~ judgment, may declare the election of such officer or officers void and order a new election.

Sec. 33.8 - Voting - Only active members physically present are eligible to vote for the election of officers. The candidate for each office receiving a majority (if there are two (2) candidates) or a plurality (three (3) or more candidates) of "yes" votes cast shall be declared elected. "No" votes are not counted. If there is only one (1) candidate for each office, the lodge may dispense with the necessity of paper ballot and conduct the election by using the voting sign of the Order. If the annual election of officers is to be by use of the voting ~~sign~~~~sign of the Order~~, the lodge must vote to approve this method at a general membership meeting prior to the election. At special elections, the members present and voting may unanimously select to use the voting sign ~~of the Order~~ but if a member objects, the lodge must conduct the election by paper ballot.

No absentee ballot, write-in ballot or proxy vote shall be allowed. A lodge may by majority vote of the membership at a general meeting, conducted at least two (2) weeks prior to the election, decide to use the Australian ballot. If the Australian ballot is used and the election is contested and subsequently declared void by the ~~General Governor~~~~Chief Compliance Officer~~, the lodge shall thereafter be prohibited from using the Australian ballot unless the ~~General Governor~~~~Chief Compliance Officer~~ issues a special dispensation.

Sec. 33.9 - Installation - The Junior ~~Past Governor~~~~Past President~~ (who served as Junior ~~Past Governor~~~~Past President~~ during the past year) shall be the installing officer of his lodge. ~~He~~~~They~~ shall install all duly elected officers at the last meeting in April each year or at a special installation ceremony approved by the lodge Board of Officers to be held prior to April 30. All officers shall take office as of midnight, April 30, unless the lodge has been notified by Moose International that it is not in good standing. If for any reason the Junior ~~Past Governor~~~~Past President~~ is unable or unwilling to act, any ~~prior Past Governor~~~~Past Lodge President~~ of ~~the Order~~~~The Moose~~ appointed by the ~~Governor~~~~President~~-elect may conduct the installation ceremonies. All officers, elected or appointed, must be installed prior to taking office.

Sec. 33.10 - Vacancy - On or after November 1st, if a vacancy occurs in any elective office, other than ~~Governor~~~~President~~ or Administrator, the office shall be filled by appointment by the ~~Governor~~~~President~~ until the next general election subject to approval of the membership. If a vacancy occurs in the office of ~~Governor~~~~President~~ on or after November 1st, the appointment shall be by the Board of Officers, subject to approval of the membership, until the next general election. Vacancies occurring prior to November 1 shall be filled by special election.

The Nominating Committee at a regular meeting at least two (2) weeks prior to the special election shall report all nominations. The ~~General Governor~~~~Chief Compliance Officer~~ may issue special dispensation waiving any election and authorize one or more offices be filled by appointment. The ~~General Governor~~~~Chief Compliance Officer~~ may declare any office vacant for a violation by the officeholder of the General Laws or policies of Moose International and appoint a qualified member of the lodge to fill the vacancy created. Subject to the provisions of Section 35.11, the lodge Board of Officers does not have authority to declare any elective office vacant or remove an elective officer from office.

Sec. 33.11 – Special Elections - For vacancies occurring prior to November 1st, a special election shall be conducted. The Nominating Committee shall report all nominations at a regular meeting at least two weeks prior

to the special election. All special elections must be conducted at a regular general membership meeting. The Australian Ballot is allowed if voted on by membership at least two weeks prior to the election. Lodges may use the Australian Ballot unless a previous election has been contested and subsequently ruled void by the ~~General Governor~~Chief Compliance Officer. Lodges shall have a sign in sheet and maintain this document as part of the lodge meeting minutes.

Chapter 34 - Junior ~~Past Governor~~Past President

Sec. 34.1 - Serves on the Board of Officers - The retiring ~~Governor-President~~ shall serve as the Junior ~~Past Governor~~Past President, provided the term of ~~Governor-President~~ for which ~~he was~~they were elected or appointed commenced prior to November 1 of the preceding year and ~~he~~they completed the term. The Junior ~~Past Governor~~Past President shall be a member of the Board of Officers. If the retiring ~~Governor-President~~ is unavailable or unqualified to serve, the next ~~Past Governor~~Past Lodge President, in order of juniority by service, shall serve. ~~Past Governorship~~Past Presidency is a condition, not an office and remains with the member so long as he continues his active status ~~in the Order~~.

Sec. 34.2 - Installing Officer - The Junior ~~Past Governor~~Past President shall be the installing officer of ~~his~~the lodge.

Sec. 34.3 - Additional Duties - In the absence of the ~~Governor-President~~, ~~Junior Governor~~Vice President and ~~Prelate~~Chaplain, ~~he~~they shall preside over the deliberations of the lodge. ~~He~~They shall be chairman of the Moose of the Year Committee.

Chapter 35 - ~~Governor~~President

Sec. 35.1 - General Duties and Responsibilities - The general duties and responsibilities of the ~~Governor~~President include, but are not limited to, the following:

- + Be the fraternal leader of the lodge
- + Preside at meetings
- + Appoint officers
- + Appoint committee chairmen
- + Establish all committees required by Section 35.5
- + Sign authorized checks
- + Certify and sign reports
- + ~~Chair the House Committee~~
- + Count votes (not ballots) and inspect records
- + Declare offices vacant pursuant to Section 35.11
- + Maintain order
- + Increase membership
- + Improve the financial strength of the lodge
- + Chair the "Rookie of the Year" Committee
- + Represent the lodge as a delegate to the International Convention, association conferences, conventions and district meetings.

Sec. 35.2 - To Preside - The ~~Governor-President~~ shall preside at meetings of the lodge, preserve order, apply and enforce the laws of ~~the Order~~The Moose. ~~He~~They may impose reasonable fines upon lodge members for offenses or misconduct committed in ~~his~~their presence in meetings, anytime on lodge property or during lodge sponsored activities off lodge property. All fines paid to the lodge shall be forwarded monthly to Moose Charities, Inc. for deposit into the endowment fund.

Sec. 35.3 - Parliamentary Questions - The ~~Governor-President~~ shall, subject to appeal, decide all parliamentary questions which may arise in the lodge. Robert's Rules of Order (Newly Revised Edition) shall govern all proceedings of lodges except as otherwise provided herein.

Sec. 35.4 - Appoint Officers - The ~~Governor-President~~ shall appoint a Sergeant-at-Arms and may appoint an Inner Guard and an Outer Guard, who shall serve at the pleasure of the ~~Governor~~President.

Sec. 35.5 - Appoint Committees - At the first regular meeting after being installed, ~~he~~they shall appoint active members of the lodge to serve as chairman of standing committees as required by the General Laws. The chairman and each member of the Moose Legion Committee must be active members of the Moose Legion. With the exception of the Financial Review Committee, ~~he~~they shall be a member of all committees of the lodge, unless ~~he is~~they are disqualified (i.e., cannot be a member of the Moose Legion Committee unless ~~he~~

~~is they are~~ an active member of the Moose Legion or Fellowship Committee if the degree has not been conferred ~~to him~~. ~~He-They~~ may require reports from all committees (except the Fellowship Committee), activity units and officers of the lodge at his pleasure. The regular standing committees of each lodge shall be:

- (1) Moose Charities Committee
- (2) Financial Review Committee
- (3) Membership Committee
- (4) Application Review Committee (as defined in Section 28.3)
- (5) Heart of the Community Committee
- (6) Loss Prevention Committee
- (7) Communications Committee
- (8) Government Relations Committee
- (9) Activities Committee
- (10) Moose Legion Committee
- (11) Ritual Committee

Sec. 35.6 – ~~Delegate—Delegate~~ - By virtue of the office, the ~~Governor-President~~ shall be a delegate to the International Convention, association conferences, conventions and district meetings.

Sec. 35.7 - Appoint Financial Review Committee - At the first regular meeting after being installed, the ~~Governor-President~~ shall appoint two (2) members of the lodge (one of whom shall be chairman) to serve with the ~~Prelate-Chaplain~~ on a Financial Review Committee. The three (3) members of the committee shall serve for one (1) year. No other elected officer shall serve on the ~~Auditing-Financial Review~~ Committee. The ~~Governor-President~~ shall demand and receive from the officers or members of the lodge all stocks, bonds, notes, accounts, records and documents necessary to enable the Financial Review Committee to conduct a review and make a full and correct report. The Financial Review Committee shall prepare a detailed report of their findings of the lodge's membership and financial position, including the funds of ALL committees—~~(including the House-Committee)~~, groups or activities of the lodge. The report shall be completed within ten (10) days of the close of the prior month's business and reported at the next general membership meeting. All committee members shall sign the report and the report shall be maintained in the lodges files for not less than seven (7) years.

Sec. 35.8 – ~~Chairman of the House Committee~~ - ~~He shall be Chairman of the House Committee, for the sole purpose of presiding at the meetings of the House Committee.~~

Sec. 35.9 - Count Votes and Inspect Books - Except as provided in Section 33.6, ~~he-the President~~ and the ~~Jr. Governor-Vice President~~ shall count all votes cast. ~~He-They~~ shall cast the deciding vote upon all questions before the lodge as provided by Robert's Rules of Order, except in the election of officers. ~~He-They~~ shall have the right to vote on all questions and issues before the lodge the same as any other officer or member. ~~He-They~~ may vote to create a tie or break a tie. ~~He-They~~ shall have the right to examine all books, records and documents of any officer of the lodge at any time. ~~He-They~~ shall examine the books, records, and documents whenever ~~he-they~~ determines it necessary for the protection of lodge funds or assets.

Sec. 35.10 - Sign Checks - In addition to the Treasurer, ~~he-they~~ may sign all authorized lodge ~~or-House Committee~~ checks drawn by the Administrator, if an alternative method of banking has not been approved in writing by the ~~General-Governor~~Chief Compliance Officer.

Sec. 35.11 - Declare Office Vacant - When any officer or Jr. ~~Past-Governor~~Past President (other than an elected Administrator) is absent for three (3) regular meetings of the lodge, Board of Officers meetings, ~~House Committee meetings~~, special meetings, lodge enrollment ceremonies of new members, or a combination thereof, without being excused by the ~~Governor-President~~ or presiding officer, the ~~Governor-President~~ may declare the office vacant and the vacancy shall be filled by election or appointment as provided by the laws of ~~the-Order~~The Moose. When any elected officer is in arrears on payment of ~~his~~ dues by more than fifteen (15) days, the ~~Governor-President~~ shall declare the office vacant and the vacancy shall be filled by election or appointment as provided by the laws of ~~the-Order~~The Moose.

If the ~~Governor-President~~ of the lodge shall be absent for three (3) of the meetings referred to above, or a combination thereof, without excuse from the presiding officer(s), the Junior ~~Past-Governor~~Past President may declare ~~his-the~~ office vacant and order the vacancy filled by election or appointment as provided by the laws of ~~the-Order~~The Moose. If the Junior ~~Past-Governor~~Past President of the lodge is not active, this duty shall be performed by the Trustees.

Sec. 35.12 – Reference for Registered Sex Offenders and Convicted Felons - Upon receipt of court documents, a certificate from the clerk of any court or other satisfactory proof that a member is a registered sex offender or has been convicted of a felony, ~~he-they~~ shall contact the ~~General-Governor~~Chief Compliance Officer.

The lodge shall not expel a registered sex offender or a member convicted of a felony until the affected member has had sixty (60) days written notice of ~~his-their~~ right to apply to the ~~General-Governor~~Chief Compliance Officer for a special dispensation to retain ~~his-their~~ membership. After the expiration of sixty (60) days from being provided written notice of ~~his-their~~ right to apply for a dispensation, if the affected member has not applied for a dispensation ~~he-they~~ shall be expelled. The ~~General-Governor~~Chief Compliance Officer may, in ~~his-their~~ discretion, suspend the membership privileges of the affected member pending receipt of the request for a special dispensation and a final determination by the ~~General-Governor~~Chief Compliance Officer.

Sec. 35.13 – Expel Members ~~From the Order~~ - ~~He-They~~ may request the ~~General-Governor~~Chief Compliance Officer to expel any member who has neglected to pay fines, charges or any other lawful obligation due the lodge ~~or House Committee~~ within thirty (30) days after the same became due. A member may not be expelled for failure to pay a fine, charge or other lawful obligation unless the member has received thirty (30) days written notice of the intent of the lodge to request ~~him-them~~ expelled if the obligation is not paid.

Sec. 35.14 - Duties to the Sick and Bereaved - Immediately after being notified of a member's sickness or disability, ~~he-they~~ shall, in cooperation with the ~~Prelate~~Chaplain, have one or more members of the Board of Officers visit the disabled member at least once a week during ~~his-their~~ illness, if the location of the member is within a reasonable distance from the lodge and the lodge has not made other arrangements.

If requested by the family of a deceased member, ~~he-they~~ shall immediately make necessary arrangements for a burial ceremony. ~~He-They~~ shall immediately inform the widow or surviving family of the right of the ~~wife~~spouse and/or children of the deceased member, if they are qualified, to apply for admission to Mooseheart or Moosehaven.

Sec. 35.15 - General Duties - ~~He-They~~ shall perform all other duties required ~~of him~~ by the laws and applicable rituals ~~of the Order of The Moose~~, including the installation of lodge officers ceremony. ~~He-They~~ shall properly compile ~~his-their~~ portions of certified reports as required by Moose International and give other required information.

Sec. 35.16 - Conferring Honor of ~~Past-Governor~~Past Lodge President - The honor of ~~Past-Governor~~Past Lodge President may be conferred upon any active member of a lodge in good standing. A written resolution setting forth the reasons shall be filed with the member's lodge, read by the Administrator in open session and recorded in the minutes of the lodge. If adopted by the lodge, an original petition and resolution form shall be sent to the ~~General-Governor~~Chief Compliance Officer. The petition and resolution form shall be accompanied by a written request for the conferring of the honor. The written request shall be signed by the lodge ~~Governor~~President and the Administrator under the seal of the lodge, setting forth the action of the lodge upon the resolution as recorded in the minutes of the lodge. If the honor is being conferred on the ~~Governor~~President, the ~~Junior-Governor~~Vice President and Administrator shall sign the resolution. If the honor is being conferred on the Administrator, the ~~Governor~~President and Treasurer shall sign the resolution.

The ~~General-Governor~~Chief Compliance Officer shall submit the required documents to the ~~Supreme Council~~Moose International, Inc. Board of Directors at its next regular session for its consideration. There shall be no appeal from the decision of the ~~Supreme Council~~Moose International, Inc. Board of Directors. Except as otherwise stated in these General Laws, any member receiving the honor of ~~Past-Governor~~Past Lodge President shall enjoy all of the rights and privileges as any ~~Past-Governor of the Order~~Past Lodge President.

Chapter 36 - Administrator

Sec. 36.1 - Appointment and Election - The Administrator shall be nominated by the Board of Officers and elected by a majority vote of the membership at a regular lodge meeting. The vote shall be by separate action. The election shall be by secret ballot, if requested by any member. The election shall not be conducted by simply approving the Board of Officers' minutes of the meeting making the nomination. An elected Administrator shall serve for a term of satisfactory service as determined by the Board of Officers and lodge, subject to approval by the ~~General-Governor~~Chief Compliance Officer. Immediately upon there being a vacancy, the Board of Officers may appoint an Acting Administrator to serve for a period of time not to exceed six (6) months. Upon becoming the Acting Administrator, or being elected as the Administrator, he shall be a member of the Board of Officers. The Treasurer shall perform the duties of the Administrator on an interim basis until an Acting Administrator is appointed, but in no case for a period of time exceeding six (6) months. Termination of an elected Administrator requires a majority vote of the Board of Officers, a majority vote at a general membership meeting and approval by the ~~General-Governor~~Chief Compliance Officer.

Sec. 36.2 - Certification - An Administrator may be certified upon meeting requirements established by Moose International.

Sec. 36.3 - Deposits and Signs Checks - Unless other arrangements have been approved in writing by the ~~General Governor~~Chief Compliance Officer, the lodge shall comply with the following requirements:

1. The Administrator shall draw and sign all checks that have been approved, together with cards, certificates and notices requiring ~~his~~their signature.
2. At least two (2) original signatures shall be necessary on each check. One (1) signature shall be the Administrator and the other signature shall be the ~~Governor~~President or the Treasurer. Signature stamps are prohibited.
3. Checks shall not be signed unless the payee's name is on the check.
4. The Administrator shall see that all lodge funds are deposited in the bank weekly in the name of the lodge, and a certified deposit slip is given the Treasurer for every deposit.

Sec. 36.4 - Keep Financial Accounts - The Administrator shall correctly keep records of the lodge, ~~the House Committee~~, and other authorized funds or accounts in such books, or on computers, as may be required by Moose International. A hard copy of all official reports, records, minutes, documents, etc. shall contain original signatures as required by these laws and be maintained as part of the official records. All books, records, and electronic equipment, i.e., computers, laptops, tablets, etc. shall be retained in the lodge home. Electronic equipment may be transported to and used at official Moose business. Except as otherwise required by law, ~~he~~they shall issue a receipt for all money received from all sources, including all committees and activity groups of the lodge.

Unless otherwise approved in writing by the ~~General Governor~~Chief Compliance Officer, ~~he~~they shall deposit, at least once each week into the bank(s) designated by the lodge, all money received to the credit of the lodge, ~~House Committee~~, or other authorized funds or accounts. The Administrator shall use due diligence and take reasonable precautions to safeguard all funds received on behalf of the lodge ~~or House Committee~~ until the funds are properly deposited in the bank(s) designated and approved by the lodge. ~~He~~They shall make a deposit slip for each deposit in triplicate, leaving one (1) deposit slip with the bank, retaining one (1) for ~~his~~their records, and giving the other to the Treasurer. ~~He~~They shall secure a receipt for the duplicate deposit slip from the Treasurer. ~~He~~They shall make available at the end of each month all books and records and accounts to the Financial Review Committee.

Sec. 36.5 - Membership Records - The Administrator shall keep in books, or on computers, as Moose International may require, true and accurate accounts between the lodge and each member thereof. ~~He~~They shall preserve and file all official applications for membership as part of the permanent records of the lodge and all applications shall be retained in the lodge home. ~~He~~They shall at the first lodge meeting of each month read a detailed membership and financial report from forms provided by Moose International.

The Administrator shall report to Moose International within the times specified all financial and membership information requested, on forms provided by Moose International. ~~He~~They shall provide such other information as requested by Moose International to allow for dues renewal notices to be timely sent by Moose International to members in advance of their expiration date. The dues renewal notice shall state the amount of annual dues required to maintain the member's active status. ~~He~~They may, following fifteen (15) days from the expiration of the dues, read in an open lodge meeting the names of all members who are in arrears.

Sec. 36.6 - Furnishing Members' Names and Addresses - It is forbidden for any person to furnish a list of names or addresses (including all electronic media) of the members of the lodge to any business, organization or individual for their commercial or business purposes. Names and addresses of members shall only be used for fraternal purposes and may only be furnished to an individual, business or organization in accordance with the terms of a dispensation obtained from the ~~General Governor~~Chief Compliance Officer.

Sec. 36.7 - Keep Securities - The Administrator, ~~Governor~~President and Treasurer, as custodians, shall be responsible for the securities and valuable papers of the lodge and keep them in a safe place.

Sec. 36.8 - Certified Reports - For the purpose of making certified reports to Moose International, the Administrator shall close ~~his~~the books, or computer records, at noon on the last business day of each reporting period specified by Moose International and immediately deposit all money received, except authorized petty cash. ~~He~~They shall prepare a certified report, either electronically or on forms authorized by Moose International. The report shall be transmitted in the manner and within the times specified by Moose International. The report must cover all transactions for the preceding reporting period.

With the report to Moose International, the Administrator shall include certificates, or other documentation as required and acceptable to Moose International from all banks in which lodge, ~~House Committee~~ or other authorized funds are on deposit, certifying the balance on hand in each bank at the close of business on the last day of the reporting period for which the report was made. ~~He~~They shall also accompany with each certified report all endowment funds received through the end of the reporting period, and not previously remitted.

Sec. 36.9 - Furnish Information to Moose International - Immediately upon receipt of a request from the ~~General Governor~~Chief Compliance Officer, the Administrator shall furnish to Moose International a complete list of names and addresses of all members of the lodge, including their enrollment date, dues expiration date and other information requested.

Sec. 36.10 - Signing Documents - The Administrator shall sign all authorized documents, receipts, certificates, communications, reports, and other papers, and with the ~~Governor~~President shall sign all authorized legal documents and affix the seal of the lodge upon such documents as required. After proper approval, it is required that the Administrator and ~~Governor~~President (or such other officer who presides over a particular meeting) shall date and sign all lodge ~~and~~officer and House Committee minutes.

Sec. 36.11 - General Duties - ~~He~~They shall accurately record and maintain the minutes of all lodge meetings, Board of Officers meetings, ~~House Committee meetings~~ and other meetings and hearings. All minutes are to be properly signed by the Recording Secretary and Presiding Officer on sequentially numbered pages and maintained at the lodge home at all times. ~~He~~They shall, at the next meeting after receipt, read all reports, bulletins, applications and other communications to the lodge and conduct correspondence as necessary or directed by the lodge, and preserve copies thereof. ~~He~~They shall immediately deliver to ~~his~~their successor in office, all books, papers and other property of the lodge, which may be in ~~his~~their possession. ~~He~~They shall perform all other duties required of ~~him~~them by the laws and ritual of the Order. A lodge member may in writing request an appointment with the Administrator to view non-confidential lodge financial records and minutes. Within twenty-one (21) days from the receipt of the written request, the Administrator shall allow the active member of the lodge to view (but not copy or remove) non-confidential lodge financial records and minutes. ~~House Committee~~Board of Officers executive session records and minutes are considered confidential.

Sec. 36.12 - Compensation - For ~~his~~their services, the Administrator may receive reasonable compensation as determined by the lodge Board of Officers and membership. Compensation shall be paid or waived, but may not be accrued. ~~Compensation listed in a report to Moose International and not paid to the Administrator for that reporting period shall automatically be waived or forfeited upon the filing of the next required report.~~ If due to a vacancy in the office of Administrator, the Treasurer performs the duties and responsibilities of that office, ~~he~~they may receive the compensation allocated to the Administrator for the period of ~~his~~their actual service.

Sec. 36.13 – Delegate - By virtue of the office, the Administrator shall be a delegate to the International Convention, association conferences, conventions and ~~district meetings~~district meetings.

Chapter 37 - ~~Junior Governor~~Vice President

Sec. 37.1 - Presiding Officer - ~~He~~They shall preside over the deliberations of the lodge in the absence of the ~~Governor~~President. ~~He~~They shall ~~be a member of the House Committee and preside in the absence of the Governor and~~ perform all other duties required of ~~him~~them by the laws of ~~the Order~~The Moose. In case of a vacancy in the office of ~~Governor~~President, ~~he~~they shall assume the office in an acting capacity, with full authority to perform the duties and the responsibilities until the vacancy is filled.

Sec. 37.2 - Assist ~~Governor~~President - (A) **For Lodges using Three Trustees** — ~~He~~They shall assist the ~~Governor~~President in preserving order and decorum in the lodge, and with the ~~Governor~~President, count all votes (not ballots).

(B) **For Lodges using One Trustee** - ~~He~~They shall, along with the Trustee and ~~Prelate~~Chaplain, recommend all bills to be paid.

Chapter 38 - Treasurer

Sec. 38.1 - General Duties - The Treasurer's duties and responsibilities are as follows:

1. ~~He~~They shall conduct a weekly inspection of all lodge ~~and House Committee~~ financial records to verify that all accounting entries are current, and such entries are consistent with all receipts and expenditures.
2. ~~He~~They shall receive from the Administrator duplicate deposit slips showing the deposits of all money credited to the lodge, ~~the House Committee~~, and other authorized funds or accounts made by the Administrator in the name of the lodge.
3. ~~He~~They shall initial the duplicate deposit slips retained by the Administrator as a receipt.
4. With the Administrator and ~~Governor~~President, ~~he~~they shall be custodian of all securities, and perform all other duties required of ~~him~~them by the laws of ~~the Order~~The Moose.
5. Subject to the provisions of Section 36.1, ~~he~~they shall perform the duties of the Administrator if the Administrator is unable to perform the duties of ~~his~~the office due to sickness or other short-term disability.

Sec. 38.2 - Sign Checks - In addition to the ~~Governor~~President, ~~he~~they may sign all authorized lodge ~~or House Committee~~ checks drawn by the Administrator, if an alternative method of banking has not been approved in writing by the ~~General Governor~~Chief Compliance Officer.

Sec. 38.3 - Successor - ~~He~~They shall immediately deliver to ~~his~~their successor all moneys, books, papers, and other property of the lodge which ~~he~~they may have in ~~his~~their possession.

Chapter 39 - ~~Prelate~~Chaplain

Sec. 39.1 - General Duties - (A) **For Lodges using Three Trustees:** ~~He shall be a member of the House Committee. In the absence of the Governor and Junior Governor, he presides over the deliberations of the lodge or the House Committee and~~They performs all ~~other~~ duties required of ~~him~~by the laws of ~~the Order~~The Moose. ~~He~~They also serves as a member of the Financial Review Committee, but not as its chairman.

(B) **For Lodges using One Trustee:** ~~He shall be a member of the House Committee. In the absence of the Governor and Junior Governor, he presides over the deliberations of the lodge or the House Committee and~~They performs all ~~other~~ duties required of ~~him~~by the laws of ~~the Order~~The Moose. ~~He~~They also serves as a member of the Financial Review Committee, but not as its chairman. ~~He~~They shall, along with the Trustee and ~~Jr. Governor~~Vice President, recommend all bills to be paid.

Sec. 39.2 - Visit the Sick - ~~He~~They shall visit the sick, disabled and distressed, whenever possible, and make a full report at each lodge meeting.

Chapter 40 - Trustees

Sec. 40.1 - Take Inventories - (A) **For Lodges using Three Trustees:** The Trustees shall take an inventory of all furniture, fixtures and other physical property of the lodge at least once each year, and at other times as required by the ~~Governor~~President or the lodge. Upon completion, they shall deliver the inventory report to the ~~Governor~~President. ~~Each month, they shall compile and deliver to the Administrator an inventory of House Committee merchandise for resale.~~

(B) **For Lodges using One Trustee:** The Trustee, along with the ~~Jr. Governor~~Vice President and ~~Prelate~~Chaplain, shall take an inventory of all furniture, fixtures and other physical property of the lodge at least once each year, and at other times as required by the ~~Governor~~President or the lodge. Upon completion, they shall deliver the inventory report to the ~~Governor~~President. ~~Each month, they shall compile and deliver to the Administrator an inventory of House Committee merchandise for resale.~~

Sec. 40.2 - Examine and Approve Bills - (A) **For Lodges using Three Trustees:** The Trustees shall examine all bills and report to the lodge ~~or the House Committee~~their recommendations as to payment. A majority of the Trustees may act. They shall perform all other duties required of them by the laws of ~~the Order~~The Moose or by the lodge.

(B) **For Lodges using One Trustee:** The Trustee, along with the ~~Prelate~~Chaplain and ~~Jr. Governor~~Vice President shall examine all bills and report to the lodge ~~or the House Committee~~their recommendations as to payment. A majority may act when necessary. They shall perform all other duties required of them by the laws of ~~the Order~~The Moose or by the lodge.

Sec. 40.3 – Loss Prevention Committee – (A) ~~For~~ **For Lodges using Three Trustees:** The Loss Prevention Committee shall be comprised of five (5) members. The Trustees shall serve on the Loss Prevention Committee of the lodge and perform monthly inspections of the facility and property in accordance with guidelines provided by Moose International. The One Year Trustee shall serve as Chairman.

(B) **For Lodges using One Trustee:** The Loss Prevention Committee shall be comprised of the Trustee plus two (2) members appointed by the ~~Governor~~President. This committee will perform monthly inspections of the facility and property in accordance with guidelines provided by Moose International. The Trustee shall serve as Chairman.

Chapter 41 - Appointed Officers

Sec. 41.1 - Sergeant-at-Arms - ~~He~~They shall introduce all visitors and conduct them to seats within the lodge. ~~He~~They shall have charge of all the properties and paraphernalia of the lodge, not otherwise provided for, and perform all other duties required of him by the ~~Governor~~President, and the laws of ~~the Order~~ The Moose. ~~He~~They shall be in charge of the inner door, outer door and anteroom, if the lodge does not have an Inner Guard and/or Outer Guard.

Sec. 41.2 - Inner Guard - If the lodge has an Inner Guard, ~~he~~they shall have charge of the inner door of the lodge room and perform all other duties required ~~of him~~ by the laws of ~~the Order~~The Moose.

Sec. 41.3 - Outer Guard - If the lodge has an Outer Guard, ~~he~~they shall have charge of the outer door and the anteroom, and perform all other duties required ~~of him~~ by the laws of ~~the Order~~The Moose.

Sec. 41.4 – Voting – Appointed officers are non-voting officers.

Chapter 42 - Lodge Meetings

Sec. 42.1 - Regular Membership Meetings - Every lodge shall hold at least two (2) regular general membership meetings each month as specified by the lodge by-laws. Only active members of a lodge are entitled to attend that lodge's meetings. Active members of other lodges may attend by invitation. Authorized representatives of Moose International shall be entitled to attend all lodge meetings. All active members of a lodge (including officers) are entitled to vote on matters properly before the lodge. Only active members in actual attendance at lodge meetings are entitled to vote; absentee or proxy votes are prohibited.

Sec. 42.2 - Board of Officers' Meetings - The elected officers of the lodge and the Jr. ~~Past Governor~~Past President shall meet as a board at least twice a month and at other times, as in their judgment the business of the lodge requires. The regular scheduled officers' meeting shall be held at a stated date and time. The membership shall be notified in advance of the days and times of the regular officers' meetings. If possible, officers' meetings shall be held in the regular lodge room. If the officers' conduct a meeting at any other place or time than on the regular meeting night, the Administrator, ~~Governor~~President or other presiding officer shall give a report of the meeting to the lodge at the next regular general membership meeting.

At the officers' meeting, only business may be transacted that has been referred to the board or deemed by the officers to be in the best interest of the lodge. A member may attend the officers' meeting upon a majority vote of the board in attendance. The member shall have no voice in the meeting unless called upon by the ~~Governor~~President. If the ~~Governor~~President refuses to call on a member, the ~~Governor~~President's decision may be overruled by a majority vote of the board members present at the meeting.

At the officers' meetings, executive sessions shall be an item on every meeting agenda. The presiding officer, shall open the officers' meeting, recess for executive session and then return to the officers' meeting. Only the elected officers of the lodge and the Junior Past President shall participate in executive sessions. Executive sessions should be used to address only issues that are privileged, private, confidential or sensitive, such as: succession planning, legal issues, litigation, third-party contracts, investigating financial irregularities, adopting or amending employee policies, hiring and firing employees, and disciplinary matters of employees and members. Minutes of the executive session should include the general substance of the meeting discussion only. Minutes of executive sessions are kept separately from the officers' meeting in the strictest of confidence by the Administrator.

At the officers' meeting, the report of the Application Review Committee concerning applications for membership shall be received. The Board of Officers receives the report of the Application Review Committee, but does not vote to accept or reject an application for membership.

Officers shall make a full and complete report of each officers' meeting to the membership at the next regular meeting of the lodge and no decision of the officers shall be binding upon the lodge until the lodge concurs.

Meetings with ~~an Operations Analyst,~~ a Regional Manager, or other designee of Moose International shall be documented in the lodge officer's minutes as a special officers meeting. The names of all in attendance, topics discussed and any specific recommendations provided to the lodge shall be included in these minutes.

Sec. 42.3 - Special Meetings - The ~~Governor~~President may at ~~his~~their discretion call a special meeting of the lodge at any time. ~~He~~They shall call a special meeting any time ~~he~~they receives a request, in writing, by eight (8) members or two (2%) percent of the active members of the lodge, whichever is greater. At special meetings, no business shall be transacted, except as specifically stated in the call notice sent to the membership.

The Administrator shall prepare and mail (or personally deliver) all notices for special meetings to all active members of the lodge at least seven (7) days previous to the special meeting. In calculating the seven (7) days notice requirement, the lodge shall not count the day of mailing or the day of the special meeting. The notice shall state the special business to be considered, and no other business shall be considered or transacted at the meeting. Lodges may notify members via electronic messaging if previously approved by members at a special meeting. Those members without access to electronic media must receive all notices by postal service mail.

~~**Sec. 42.4 – Joint Lodge and Chapter Meetings**—If the lodge has a Women of the Moose Chapter, the Lodge Board of Officers shall hold a joint meeting with the Chapter Board of Officers at least once a month. The~~

~~purpose of the joint meeting is to discuss, communicate and coordinate programs, activities, events and concerns of mutual interest.~~

Sec. 42.5 - ~~Smoking & Consumption of Alcoholic Beverages~~ - ~~Smoking and e~~Consumption of alcoholic beverages are absolutely prohibited at any official lodge meeting (Board of Officers, ~~House Committee~~, regular membership, enrollment, etc.), ~~chapter meeting, House Committee hearing~~ or Commissioner trial.

Sec. 42.6 - Electronic Recording Devices - Electronic recording devices shall not be used at any meeting, hearing or other fraternal gathering unless allowed by local law and approved in writing by the ~~General Governor~~Chief Compliance Officer.

Sec. 42.7 - Quorum - (A) For Lodges using Three Trustees: Seven (7) duly qualified members of the lodge shall constitute a quorum for the transaction of business at any membership meeting. Five (5) elected officers shall constitute a quorum for any meeting of the Board of Officers. No quorum shall be considered present unless an active ~~Past Governor~~Past Lodge President, ~~Governor~~President, ~~Junior Governor~~Vice President or ~~Prelate~~Chaplain is present to preside.

(B) For Lodges Using One Trustee: Seven (7) duly qualified members of the lodge shall constitute a quorum for the transaction of business at any membership meeting. For lodge Boards consisting of one (1) Trustee, four (4) elected officers shall constitute a quorum for any meeting of the Board of Officers. No quorum shall be considered present unless an active ~~Past Governor~~Past Lodge President, ~~Governor~~President, ~~Junior Governor~~Vice President or ~~Prelate~~Chaplain is present to preside.

Sec. 42.8 - Presiding Officer - The lodge shall open at the appointed time. In the absence of the ~~Governor~~President, the ~~Junior Governor~~Vice President shall preside. In the absence of the ~~Governor and President and Junior Governor~~Vice President, the Prelate shall preside. In the absence of the ~~Governor~~President, ~~Junior Governor~~Vice President and ~~Prelate~~Chaplain, the Junior ~~Past Governor~~Past President shall preside. In the absence of all of the above named, any active Past ~~Governor~~President of the lodge shall preside. The determination of which Past ~~Governor~~President is to preside shall be determined by order of juniority by service to the lodge.

Sec. 42.9 - Offering of New Business – All new business presented to the lodge must be in writing and first referred to the Board of Officers of the lodge, who will consider the matter submitted and make a report at the next regular meeting of the lodge.

Sec. 42.10 - Decorum During Meetings - Lodge meetings, and Board of Officers meetings ~~and House Committee meetings~~ shall be conducted with true ~~gentlemanly~~ decorum. Vulgar, profane and indecent conduct or language is absolutely prohibited. Any Moose violating this provision shall be disciplined in accordance with the laws of ~~the Order~~The Moose, including suspension or expulsion of membership. Any lodge permitting a violation of this law may have its charter suspended or revoked. The lodge shall be responsible for the conduct of all members attending meetings. Violations could result in a fine by the presiding officer requiring a thirty (30) day demand letter for payment.

Sec. 42.11 - Reading of Official Circulars - All official correspondence or circulars from Moose International, ~~the Supreme Lodge~~The Moose, or the state, regional or provincial association (including the region or district) sent to a lodge shall be read at the next regular meeting after receipt. It shall be the duty of the Administrator, ~~Governor~~President or other presiding officer to see that this requirement is rigidly enforced. Official circulars shall also be read when conditions of the lodge require review of the information contained in such circulars. The lodge shall post all relevant correspondence, circulars, posters, or broadsides as required or directed by Moose International, ~~the Supreme Lodge~~The Moose, or the state, regional or provincial association, including the region or districts thereof.

Chapter 43 - Lodge Funds

Sec. 43.1 - Investments - Upon authorization received from the ~~General Governor~~Chief Compliance Officer, a lodge may invest its surplus, unit or committee funds in a prudent manner in depositories or securities in the same manner and under the same regulations and restrictions that applies to the investment of funds of Moose International.

Sec. 43.2 - Checking Accounts - All money received, from every source (except as otherwise provided by law), shall be deposited by the lodge Administrator and credited to the authorized funds or accounts as approved by the ~~General Governor~~Chief Compliance Officer. All authorized accounts shall be checking accounts. Electronic

accounts must have a printed monthly statement reviewed and signed by the Treasurer, and maintained in the lodge records for seven (7) years.

Sec. 43.3 - Committee or Activity Group Funds - Funds of committees or activity groups shall upon receipt be immediately delivered to the Administrator of the lodge to be deposited into the general fund and recorded as funds of the committee, unit or activity group. Committee or activity groups shall not have a checking account unless such an account is required by law (i.e., bingo) and the ~~General Governor~~Chief Compliance Officer has approved the account in writing. Committee, unit or activity group funds, if authorized by the ~~General Governor~~Chief Compliance Officer, may be deposited in a savings account. The funds shall be turned over to the lodge Administrator for deposit into the lodge's general account from which a check shall be issued for deposit into the savings account. Withdrawals from the savings account shall be by the Administrator who shall deposit the funds into the lodge's general account from which checks shall be issued. At least three (3) signatures shall be required to withdraw funds from an authorized savings account. The signatures shall be the (1) Administrator, (2) ~~Governor-President~~ or Treasurer and, (3) the committee or group chairman or other authorized committee or group representative. Withdrawals from committee or activity group savings accounts require lodge approval, but shall not require a dispensation from the ~~General Governor~~Chief Compliance Officer.

Sec. 43.4 - Expenditures - Unless authorized by the ~~General Governor~~Chief Compliance Officer, all expenditures must be by official check, and only as authorized and lawful. Cash payments are strictly prohibited, unless a reimbursement check is immediately written and included in the next appropriate deposit.

The following require membership approval and a dispensation from the ~~General Governor~~Chief Compliance Officer:

1. Entering into any contract or lease
2. Purchasing personal property or equipment over \$5,000
3. Borrowing money, including the use of a credit card
4. Withdrawal or reduction of savings
5. Encumbrance of assets
6. Any other transactions affecting the lodge financial balance sheet

Purchases of personal property or equipment in an amount less than \$5,000.00 requires membership approval but does not require a dispensation from the ~~General Governor~~Chief Compliance Officer. All transactions involving real estate require membership approval and a dispensation from the ~~General Governor~~Chief Compliance Officer. The provisions of Section 46.6 govern real estate transactions. A dispensation from the ~~General Governor~~Chief Compliance Officer is not required when an existing approved loan is merely refinanced at a lower interest rate and/or for a shorter term, and the lodge receives no funds.

~~Donations from a chapter of the Women of the Moose to a lodge shall not require a dispensation from the General Governor. However, chapter funds donated to the lodge must be spent as directed if the funds are restricted or designated for a specific purpose. Donations from a chapter to a lodge must be shown on the financial reports submitted to Moose International by the lodge and chapter.~~

Sec. 43.5 - Financial Review Committee - The Financial Review Committee shall review monthly the membership and financial records of the lodge, ~~House Committee~~, and other authorized funds or accounts prepared by the Administrator. Any questions raised by the Financial Review Committee shall be submitted with the report to Moose International.

Whenever deemed necessary and appropriate, the Board of Officers may require a special review of the books and records of the Administrator and, immediately upon demand, the Administrator shall deliver to the Financial Review Committee the necessary records to prepare the special review. If the Administrator refuses to comply with the demands of the Board of Officers, the ~~Governor-President~~ shall suspend the Administrator with pay and the Treasurer shall act until a prompt investigation is made. Upon suspension of the Administrator, the ~~Governor-President~~ shall immediately contact the ~~General Governor~~Chief Compliance Officer.

Sec. 43.6 - Financial Payments to Moose International - Each lodge shall pay to Moose International such amounts as required by the ~~Supreme Council~~Moose International, Inc. Board of Directors. There may be included in the payments an amount per member as determined by the ~~Supreme Council~~Moose International, Inc. Board of Directors. The ~~Supreme Council~~Moose International, Inc. Board of Directors shall allocate funds received by Moose International for the support of Mooseheart, Moosehaven, other charitable enterprises, magazine subscriptions, and other operational expenses ~~of the Order~~.

All charitable contributions received by a unit of ~~the Order~~The Moose, shall be immediately remitted to Moose Charities. Moose Charities shall receive such contributions as agent for the appropriate foundation, endowment fund, trust fund or subsidiary or related corporation. Moose Charities shall maintain a contemporaneous record of each donor, together with the date of each contribution and the value and amount of

each gift. The unit shall provide to Moose Charities all requested information necessary for it to maintain a record of gifts.

Should Moose International not receive the required funds due from the lodge each month, the ~~General Governor~~Chief Compliance Officer may notify ~~the lodge~~the lodge. Upon receipt of written ~~notification~~notification the lodge shall within ten (10) days provide each member of the lodge written notification that the lodge is not in good standing. The ~~Supreme Council~~Moose International, Inc. Board of Directors, at their next session after notice from the ~~General Governor~~Chief Compliance Officer, may suspend or revoke the charter of the lodge unless all the funds owed Moose International have been received.

Sec. 43.7 - Expenses to Convention - Each lodge shall, unless declined by the representative, pay out of its lodge account the expenses of at least one (1) delegate to attend the annual state, regional or provincial association convention and mid-year conference. The lodge may (unless declined) pay out of its lodge account the expenses of other delegates and alternative delegates to state, regional or provincial association conventions, mid-year conferences, regional and district meetings. The lodge may also pay the expenses of one or more representative(s) to the annual Moose International Convention and ~~Supreme Lodge~~The Moose meeting.

In addition to actual incurred hotel or motel expenses and transportation expenses, a lodge may pay per diem and mileage as permitted by governmental guidelines. Per diem shall be paid for each day in actual attendance and each day necessary for travel. If the hotel or motel expense is not paid, the delegate or representative may receive, in addition to mileage or actual transportation expenses, per diem in an amount approved by the lodge, not exceeding the amount permitted by governmental guidelines. Reimbursement for transportation shall be the cost for mileage or lowest coach airfare obtainable, whichever is less.

Chapter 44 - Community Service & Charitable Fundraising

Sec. 44.1 - Fundraising Activities Involving Non-Members - A lodge shall not conduct any activity for financial gain involving non-members unless specifically authorized by the General Laws. If not specifically authorized by the General Laws, any fundraising activity involving non-members shall only be conducted in accordance with a dispensation received from the ~~General Governor~~Chief Compliance Officer.

Sec. 44.2 - Public Bingo - If a lodge is properly licensed and is in compliance with all laws, rules, regulations, ordinances, etc., it may conduct bingo open to the public. The bingo shall be conducted in the lodge hall unless otherwise approved by the ~~General Governor~~Chief Compliance Officer. Non-member bingo players shall not enter the lodge social quarters unless qualified as a guest under Section 50.2.

Sec. 44.3 - Community Service & Charitable Fundraising - Without the necessity of obtaining a dispensation from the ~~General Governor~~Chief Compliance Officer, a lodge home may be utilized for legitimate community service programs and charitable fundraising events. 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:

1. The social quarters shall be closed to non-members.
2. Non-members shall not make purchases unless the purchase is directly related to the fundraising event.
3. No alcoholic beverages shall be involved unless specifically approved by the ~~General Governor~~Chief Compliance Officer.
4. IRS regulations require that only "volunteers" be involved in charitable fundraising events. No ~~House Committee/ Board of Directors employee (i.e., SQ Manager, bartender, etc.) or~~ Lodge employee (Administrator, SQ Manager, bartender, 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.]
5. ~~Neither the~~The lodge ~~nor chapter~~ shall not benefit financially from the activity.
6. All net proceeds shall be donated to the charity or community service for which the event was conducted.
7. 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.

Chapter 45 - Advertising

Sec. 45.1 - Public Solicitation of Members - A lodge shall not include in any advertisement a direct or indirect solicitation of non-members into the membership of ~~the Order~~The Moose.

Sec. 45.2 - Advertising - Advertising any lodge activity in any manner (i.e., newspaper, handouts, posters, radio, TV, or lodge marquee) that is visible to the public shall conform to the following conditions:

1. Bingo prices and prizes may be displayed, as allowed by law, without a dispensation.
2. The words "MEMBERS AND QUALIFIED GUESTS ONLY" shall be prominently displayed.
3. Community Service & Charitable Fundraising events including non-members shall contain the following words: "This is a community service event" ~~and~~ ~~"and~~ "All net proceeds are going to...." [insert name of charity or community service for which the activity is being conducted].
4. With a dispensation from the ~~General Governor~~Chief Compliance Officer, a lodge can advertise prices (i.e., price of admission to a dance, prices of meals, drinks, etc.) for fundraising events open to the public.

Sec. 45.3 - Web sites - A lodge may have an Internet Web site subject to compliance with the conditions set out herein. All Internet Web site pages advertising lodge activities (meals, dances, karaoke, etc.) must prominently state that all activities are only for active members and their qualified guests. All Web sites must carry the following disclaimer on the home page:

IMPORTANT NOTICE: The ~~Loyal Order of~~ Moose is a private organization. All activities and events referred to on this Web site and in the Moose newsletter are available to active members and their qualified guests only. This Web site is for informational purposes with proprietary information intended for members only. General information is available to the public at large, but should not be construed to be a solicitation for membership. This Web site is an initiative of _____ Moose Lodge No. _____, and is not sanctioned by ~~the Loyal Order of Moose~~, Moose International or any subsidiary thereof. All logos, trademarks and ~~servicemarks~~service marks pertaining to the ~~Loyal Order of~~ Moose and/or its programs or degrees are copyrighted © by Moose International, Inc., Mooseheart, Illinois.

Public solicitation of members ~~into the Order~~ by lodges is strictly prohibited. There shall absolutely be no language on a Web site or any form of public advertising inferring that the lodge is soliciting the public to join (i.e., "For information on how to join" or "To become a member, call this number" etc.). The lodge may provide "information" about the lodge and the fraternity. Linking to authorized Web sites of Moose International, ~~Loyal Order of Moose~~, ~~Women of the Moose~~, Mooseheart, Moosehaven, Moose Charities, etc. is permitted and recommended. Lodges may not sell or solicit any product or service to or from the public over the Web site. Lodges are encouraged to use a password for members to access a private lodge activity folder. Lodges, ~~chapters~~, associations, degrees and units of the Order maintaining a Web site shall, as required, report the Web site to Moose International.

Chapter 46 - General Provisions

Sec. 46.1 - Corporate Officers -The corporate officers of the lodge shall be the President, Vice President, Secretary and Treasurer ~~who are the Governor, Jr. Governor, Administrator and Treasurer, respectively~~.

Sec. 46.2 - Compensation of Lodge Officers – No elected lodge officer, except the Administrator (and the Treasurer if ~~he~~they assumes the duties of Administrator during a vacancy (See 36.12)), shall receive any wage, gratuity or other form of compensation for ~~his~~their services as a lodge officer, or be a paid employee in the service of dispensing alcohol. Elected officers can be compensated for services such as janitorial, landscaping, entertainment, etc. The Jr. ~~Past Governor~~Past President is not an elected officer and can receive compensation from the lodge.

Sec. 46.3 - Bonding - The following persons shall be bonded by the lodge in amounts as it shall determine: ~~Governor~~President, Administrator, Treasurer, Trustees, Social Quarters Manager, ~~House Committee employees~~ and other persons required by the lodge. The lodge shall pay the premium for all bonds.

Sec. 46.4 - Duties of Officers - All officers of lodges whose duty it is to take part in ritualistic work shall be required to memorize within a reasonable length of time the parts of the ritual assigned to them.

Sec. 46.5 - Representation to ~~Supreme Lodge~~International Convention and Associations - The ~~Governor~~President and Administrator of each member lodge shall be the lodge's representatives ~~to the Supreme Lodge~~ and delegates to the International Convention, and state, territory or provincial associations during their terms of office. The lodge shall select any active member to serve as an alternate when necessary.

A representative of a lodge shall not be entitled to a vote in any meeting of ~~the Supreme Lodge~~The Moose while ~~his~~their lodge is in arrears for any lawful charges of ~~the Supreme Lodge~~The Moose. The ~~General~~

~~Governor~~Chief Compliance Officer shall immediately determine all disputes concerning any charges against the lodge when the representative of the lodge presents ~~his-their~~ credentials to the committee.

All representatives or delegates shall attend all sessions of the convention, conference or meeting and submit a written report to their lodge in a timely manner. A lodge may vote to pro-rate or decline to reimburse the expenses of any representative or delegate who, without valid excuse, failed to attend all or any portion of the required sessions of a convention, conference or meeting.

Sec. 46.6 - Transactions Involving Real Estate - Any transaction involving real estate requires the lodge to conduct a special meeting of the membership. Notice of the special meeting shall be mailed or personally delivered to all active members of the lodge and the ~~General Governor~~Chief Compliance Officer not less than seven (7) days prior to the meeting. In computing the seven (7) days notice requirement, the lodge shall not include the date of mailing or the date of the special meeting. A resolution authorizing the action to be taken shall be submitted to the ~~General Governor~~Chief Compliance Officer for approval prior to the lodge entering into any contracts or doing anything in performance of the matter approved.

The requirements of this section include, but are not limited to, the following: purchasing, acquiring by gift or otherwise any real estate, obtaining a mortgage or loan, refinancing for a longer term or at a higher interest rate, selling or disposing of real estate, entering into any lease, or constructing, demolishing, remodeling, improving or altering a building.

Sec. 46.7 - Limitation on Power of Lodge Officers to Transfer Assets Other Than in Ordinary Course of Business - Neither the Board of Officers of any lodge nor its members, shall sell, pledge, mortgage, transfer, or dispose of any assets of the lodge (whether real, personal or mixed) except upon proper action of the lodge pursuant to these laws and on notice (if required) and prior written approval of the ~~General Governor~~Chief Compliance Officer.

Sec. 46.8 - Securing of Supplies - All official supplies and meeting paraphernalia used by a lodge, including books and records used for lodge, ~~House Committee~~ and other authorized funds or accounts, shall be secured from Moose International, as required by the ~~Supreme Council~~Moose International, Inc. Board of Directors. No duplication, imitations, substitutions of supplies or paraphernalia furnished by Moose International shall be purchased or otherwise procured by any lodge without the written consent of the ~~General Governor~~Chief Compliance Officer. The penalty for violation of this law may be suspension or revocation of the charter, as the ~~General Governor~~Chief Compliance Officer may determine.

Sec. 46.9 - Insurance Programs - The ~~Supreme Council~~Moose International, Inc. Board of Directors has established a ~~program~~program to provide indemnity for losses to the various lodges, ~~chapters~~, and other units of ~~the Order~~The Moose and Moose International for liability. The ~~Supreme Council~~Moose International, Inc. Board of Directors is authorized to pro-rate the cost to the lodges, ~~chapters~~, other units and Moose International and provide for the collection necessary for the program. The program is available to related and subsidiary foundations, endowment funds, trust funds, and corporations upon terms and conditions it deems appropriate. All lodges, ~~chapters~~ and other fraternal units shall maintain insurance coverage as specified by the ~~Supreme Council~~Moose International, Inc. Board of Directors.

Sec. 46.10 - Convention Solicitations - Unless approved by the ~~General Governor~~Chief Compliance Officer, the soliciting of any donations or contributions of any kind by any lodge or lodge member for the benefit of any lodge or lodge member or for any other purpose at an International convention is strictly forbidden. Subject to compliance with these General Laws and policies of the ~~Supreme Council~~Moose International, Inc. Board of Directors, the soliciting of donations or contributions at association conventions or conferences shall be according to rules and regulations adopted by the association.

Sec. 46.11 - Permit for Lodge Publication - Neither a lodge nor any member shall directly or indirectly, institute, establish, begin or maintain the publication of any magazine, newspaper or other periodical devoted or represented as being devoted to the interests of the ~~Order~~fraternity or purporting to be a Moose publication in whole or in part without first securing written permission from the ~~Supreme Council~~Moose International, Inc. Board of Directors. The application for a permit must contain full information as to the title, size, dates of issue and the method of financing, the printing, postage and other costs. Such a permit, once granted, requires that one copy of each issue of the publication be mailed as directed to Moose International.

The ~~Supreme Council~~Moose International, Inc. Board of Directors may revoke any publication permit granted by it. Any member or members violating this section may be disciplined in accordance with the laws of ~~the Order~~The Moose, including suspension or expulsion of membership.

Sec. 46.12 - Use of Lodge Home for Political Purposes - A lodge home shall not be used for political purposes, fundraisers or rallies. A lodge shall not participate or designate any funds toward any political activity. With approval of the ~~General Governor~~Chief Compliance Officer, a lodge may, as a community service, allow the

community to use the lodge for a "meet the candidates forum". Neither the lodge, nor any member acting on behalf of the ~~lodge lodge or the Order~~, shall endorse a political candidate or party and the activity shall not involve the raising of funds or the support of any particular candidate or party. A lodge may not be used to promote any political cause or agenda. A lodge may be used as a polling place without the necessity of a dispensation.

Sec. 46.13 - Public Participation - The public shall not participate at functions or events sponsored by the lodge, except for Memorial Day services, Pilgrim Presentation Ceremonies, Mooseheart Founder's Day programs and a gathering following the funeral or memorial services for a member or someone in the member's immediate family. Non-members entitled to attend enrollments are listed in Section 28.7. A lodge may conduct an Open House no more than twice in any one calendar year and not less than three (3) months apart. The lodge may invite the public to an Open House subject to compliance with the following conditions:

1. Prior to the Open House, the lodge shall clean up the lodge and grounds. The lodge should repair, remodel, paint and freshen up the lodge to make it attractive and inviting.
2. The Open House must be scheduled for a specific time period on a set date (i.e., 2:00 p.m. to 5:00 p.m. on a Saturday or Sunday).
3. The Social Quarters shall not be open for "business" during the Open House.
4. No sales to members or non-members during the Open House.
5. If legally allowed by your liquor license and all other applicable laws and ordinances, alcoholic beverages may be served, but not sold, to non-members during the Open House. If necessary to be in compliance with the laws of the state, provincial or local jurisdiction, a one-day permit or other alcohol license may be purchased for this singular event.
6. Wine (if legal) and cheese, including other complimentary refreshments (coffee, soft drinks, iced tea, snacks, etc.) may be provided.
7. Local officials and dignitaries should be invited to attend.
8. The lodge may advertise the Open House in the local media, but shall not publicly solicit non-members to join the lodge.
9. The lodge should provide current information and materials about the lodge, ~~the Order~~The Moose, Mooseheart and Moosehaven.

Sec. 46.14 - Mooseheart Founders Day - October 27 is hereby designated Mooseheart Founder's Day. This day commemorates the birthday of James J. Davis as Founder.

Sec. 46.15 - Memorial Day - On or about the first Sunday in May of each year, lodges and other units ~~of the Order~~ may conduct services expressive of the ideals of the ~~Order~~fraternity and in memory of departed members. Such services shall be designated as Memorial Day services.

Sec. 46.16 - Organization of Activity Groups - There may be organized in each lodge activity groups as authorized by the lodge. Membership in a lodge activity group is restricted to active members of that lodge and/or its affiliated chapter. All activity groups shall be subject to the supervision of the lodge Board of Officers. The establishment and operation of all activity groups shall be according to rules and regulations adopted by the lodge and ~~Supreme Council~~Moose International, Inc. Board of Directors. Section 43.3 governs activity group funds.

Sec. 46.17 - Duties and Restrictions of Activity Groups - Activity groups organized in any lodge may participate in activities ~~of the Order~~ as authorized by the lodge in conformity with rules and regulations adopted by the ~~Supreme Council~~Moose International, Inc. Board of Directors. Activity groups shall not conduct any social function, fundraising activity or incur any obligations or liabilities, financial or otherwise, unless authorized and approved by the lodge Board of Officers and the membership at a regular meeting of the lodge.

Sec. 46.18 - Keys - It shall be unlawful for any person, other than the Administrator and duly authorized employees of the lodge, to have or retain any key or keys to the lodge home unless permitted in writing by the ~~General Governor~~Chief Compliance Officer. Only the Administrator or his authorized employees or office assistants shall be in possession of the keys to the lodge office or other location where official records are maintained.

Sec. 46.19 - Responsibility for Damage - A member ~~of the Order~~ shall be responsible for the removal of or damage to any lodge property by ~~himself/herself/themselves~~ or any guest of the member. Upon demand, the member shall immediately pay to the lodge the full value of the damaged or removed property. Failure to pay the obligation shall subject a lodge member to the provisions of Section 35.12. ~~Failure to pay the obligation by a chapter member shall be referred to the General Governor for action.~~

Sec. 46.20 - Penalty for Lethal Weapons - Firearms are absolutely prohibited on any Moose lodge property. This prohibition does not apply to legal weapons, which at all times remain in locked vehicles and are not in

violation of any law, rule, regulation or ordinance. Any member, other than a law enforcement officer in the line of duty, having a firearm or other lethal weapon in ~~his~~their possession in the lodge, social quarters, parking lot, or anywhere on lodge property, shall immediately be expelled ~~from the Order~~. In such situations, the lodge shall immediately contact the ~~General Governor~~Chief Compliance Officer for instructions. The expulsion shall not occur if one of the following conditions ~~exist~~exists:

1. The weapon involves a sporting event or other activity approved by the ~~General Governor~~Chief Compliance Officer.
2. The ~~General Governor~~Chief Compliance Officer in ~~his~~their discretion has exempted the accused member from the strict application of this section because expulsion would be inequitable under the circumstances involved and considering other relevant factors.

~~Sec. 46.21 — Women of the Moose Chapter Organization — In accordance with requirements established by Moose International, a lodge may organize a chapter of the Women of the Moose. Any lodge operating a Moose home shall provide the chapter adequate meeting space for required chapter meetings at no expense to the chapter. Space for additional meetings and functions should be provided by the lodge and arranged at joint board meetings as provided by Section 42.4.~~