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## **CONGRATULATIONS!**

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We welcome you to your leadership role in the Women of the Moose. You have expressed your desire to help lead your members in a successful and enjoyable program. The members of your Chapter have placed their trust and faith in your ability to do so.

Our program has something for everyone. With your assistance, Women of the Moose Headquarters can reach out to every member and acquaint her with the benefits membership in the Women of the Moose offers. As an officer, you have the best opportunity, and a responsibility, to learn all about our program and by doing so, you will communicate your understanding and dedication to others.

The Women of the Moose General Laws (and its subsequent changes) contain our rules and regulations, all of which we ask you to become familiar with. This Officers' Handbook has been developed as an additional tool for your use. It contains important procedures, explanations, examples and checklists designed to help you understand and fulfill the duties and responsibilities you assumed when you were installed. It does not replace the General Laws but it does contain more information that is vital to your success and the success of the Chapter.

Again, **congratulations** AND **enjoy** your term of office!!!

## **RESOURCES**

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The information contained in this book does not supersede the rules and regulations set forth in the General Laws of the Women of the Moose (effective May 1, 2021) and amendments that may be made to it.

This Handbook is designed as a quick reference guide to be used along with other guides such as the Chapter Audit Report Handbook and the Taxes, Exemptions, Forms and Filing Requirements document to assist you in doing your very best for your Chapter. These can be found at our website - [www.mooseintl.org](http://www.mooseintl.org).

All forms that are necessary for proper operation of your Chapter and remittance to Women of the Moose Headquarters can be found on our website under Forms & Documents – Women of the Moose.

Be sure to access the **Women of the Moose** portal and the **Moose Training** portal of the Moose International website for other supporting materials. There are many resources found there to help you become independent and productive.

Check your **mooseunits.org Smarter Mail** email regularly. This is the main communication method of the Women of the Moose and Moose International with the Fraternal Units (Chapters, Lodges and Moose Legions) of our fraternity. Here, you will receive key information you won't want to miss! Save, print and clear outdated or unwanted Emails regularly. Be sure to print the *Official Communications* and *Newsbriefs* from the Women of the Moose and Moose International and share them with other officers and the Chapter membership.

**Senior Regent**

**Note:** Also refer to the General Laws of the Women of the Moose.

The Senior Regent has been elected by the membership of the Chapter to serve as the Presiding Officer of all Chapter meetings, Board of Officers meetings and any other special meetings of the Chapter.

It is her responsibility to work amicably with the Chapter members and members of The Moose to ensure harmony among the members of the Board of Officers and among the members. As the Presiding Officer, she should set the example for all members to follow.

Prior to her installation into office, one of her first responsibilities is to appoint all Chapter Committee Chairmen, a Higher Degrees Chairman as well as a Guide so that they may be installed at the Annual Installation of Officers in April. If all appointments are not made prior to the Annual Installation, additional appointments should be made prior to January 31<sup>st</sup>. **If a vacancy occurs after January 31<sup>st</sup>, she shall appoint and install another qualified member to that position.**

As soon as possible following her installation, she shall have her name placed on the bank signature card(s) along with the signatures of the Treasurer and Secretary. She may then sign Chapter checks that are made out in their entirety after the checks have been approved by the Board of Officers at the Board of Officers meeting and then by the members at a Chapter meeting.

**Important:** Do not sign a check that has not been made out in its entirety! Do not sign a blank check!

As the Presiding Officer, she shall have a key to the Chapter's post office box and Women of the Moose office, if applicable, during her term of office only.

Also following her installation into office, it is her responsibility to notify every member of the Chapter which Chapter Committee they have been appointed to (see example in this book). All notifications are to be completed during the month of May after the Treasurer has divided the Chapter membership into the four Chapter Committees.

During Chapter meetings, immediately after all minutes (typed or written on the official pre-numbered pages) are read by the Secretary and approved by the Chapter, the Senior Regent signs the Chapter Minutes Book before proceeding with the remainder of the meeting.

Every month, the Senior Regent is responsible for remitting the required committee Forms 114 (and associated checks) and 166 to Women of the Moose Headquarters immediately following the meeting. Prior to mailing, please verify the form is completed in its entirety and that the checks are signed and earmarked correctly.

She shall attend the Women of the Moose Training Session to learn about proper Chapter operation, as well as new updates to procedures and General Law changes. One of the mandatory criteria for earning the Golden Gavel is to attend this important training. She is also encouraged to attend the 2-HOTT (2-day Hands On Technical Training) Training Session.

She is required to attend each Financial Review Committee Meeting to keep abreast of the gain or loss in membership and financial standing of the Chapter.

When necessary at Chapter meetings, she appoints pro tems for vacant Officers positions, including pro tem Treasurer. (Pro tems do **not** attend Board of Officers meetings.)

**Note:** See the General Laws of the Women of the Moose for the qualifications/requirements for the Golden Gavel honor and the College of Regents Degree.

## ***Junior Past Regent***

**Note:** Also refer to the General Laws of the Women of the Moose.

As an office of condition, the Junior Past Regent serves the Chapter as an experienced member of the Board of Officers. If the Senior Regent is absent from a meeting, the Junior Past Regent shall preside.

It is her responsibility to set an example for all members by being supportive and helpful to the new Senior Regent.

As the Junior Past Regent, it is her responsibility to lead the Chapter in the Pledge of Allegiance to the flag in U.S. Chapters or Women of the Moose Pledge in Canadian Chapters, as well as the National Anthem (which is optional) of the respective country during each Chapter meeting. It is also her responsibility to lead the Chapter in devotional exercises.

She participates in the draping of the Chapter Charter for deceased members with the Secretary per the Meeting Procedures and Agendas book.

The Junior Past Regent supervises the Funeral Ceremony when requested by the family of a deceased member. She should work with the family and the Senior Regent in planning the Funeral Ceremony. The Junior Past Regent should contact the family to make them aware of the service. She is in charge of getting flowers and vases, taking them to the funeral home and seeing that they are placed correctly. If a Bible is presented to the family, the Chapter may purchase a Bible through Moose Catalog Sales or a local retailer. If the family requests a funeral luncheon, the Junior Past Regent may request donations from members, if permissible. If the Chapter provides the meal, she should see that proper food has been purchased and prepared.

She shall visit the sick, disabled and distressed whenever possible and make a full report to the Chapter at each meeting. If the Chapter does not have a Sunshine Chairman to send flowers and/or cards to members who are ill or to bereaved families, the Junior Past Regent may be assigned these duties as well.

She shall serve as Chairman of the Golden Gavel Committee (refer to the Golden Gavel Committee Pamphlet for further instructions). She is responsible for holding a Chapter Meeting (Golden Gavel Celebration, if she qualified for her Golden Gavel, or simply host the meeting, if she did not qualify). If the office is vacant, the Golden Gavel Committee and the Board of Officers shall be responsible for fulfilling these duties and responsibilities.

The Golden Gavel Committee shall hold a fundraising project and shall remit a Chapter check for the Scholarship and Maintenance Fund and the Special Project assigned to the committee.

She shall attend each meeting of the Financial Review Committee. At each meeting, she should note the progress of the Chapter in regards to qualifying for the Award of Achievement, including membership and the financial standing.

To qualify for the College of Regents degree she must attend the Women of the Moose Training Session and is encouraged to attend the 2-HOTT Training Session.

If the office of Senior Regent is vacant, the Junior Past Regent shall assume all duties and responsibilities of the office of Senior Regent, including the appointment of the chairmen and appointed officer. Their appointments shall be valid for the entire Chapter year. She shall have her name placed on the bank signature card(s) along with the signatures of the Treasurer and Secretary and will sign all reports with her name followed by "Pro tem Senior Regent".

**Note:** Refer to the General Laws of the Women of the Moose for the qualifications/requirements for the College of Regents Degree.

## **Secretary**

**Note:** Also refer to the General Laws of the Women of the Moose.

The Secretary has been elected as a vital member of the Board of Officers. It is her responsibility to accurately record the proceedings of the Chapter. If the Senior Regent and Junior Past Regent are absent from a meeting, the Secretary shall preside.

As soon as possible following her installation into office, she shall have her name placed on the bank signature card(s) along with signatures of the Senior Regent and Treasurer. She may then sign Chapter checks that are made out in their entirety after the checks have been approved by the Board of Officers at the Board of Officers meeting and then by the members at a Chapter meeting.

**Important:** Do not sign a check that has not been made out in its entirety! Do not sign a blank check!

It is the responsibility of the Secretary to accurately record the minutes of each Chapter and Board of Officers meeting. To accomplish this, she shall write in ink, type, or electronically generate the minutes of the Board of Officers meeting as well as each Chapter meeting, Special Meetings, Nominating Committee Meetings (not read to the Chapter) and April Installation of Officers on the official pre-numbered pages in the Chapter Minutes Book, initial each page and sign the final page before reading them to the Chapter.

At each Chapter meeting, the Treasurer will report the expenditures from the "Check Detail" report and will report receipts from the "Sales by Item" summary or "Deposit Detail." The computer generated "Check Detail" report and "Sales by Item" summary or "Deposit Detail" are to be given to the Secretary for inclusion in the Chapter Minutes Book. The Secretary does not read the reports again at the next meeting, just the minutes of the meeting.

She shall keep an accurate record of attendance in the Chapter Minutes Book.

It is her responsibility to read all correspondence including Official Communications, Bulletins and Emails received from Women of the Moose Headquarters and Moose International. Adverse correspondence shall **not** be read on the Chapter floor and shall be handled by the Chapter Board of Officers.

She shall use her talents to write all Chapter correspondence over the signatures of the Board of Officers.

She shall record the number of "yes" and "no" ballots in the meeting minutes when voting on applications for membership/re-enrollment/reinstatement/transfer-in or re-admission.

She shall record the results of a Chapter election in the minutes of the Chapter meeting from the Election Results Report, without disclosing to the Chapter the number of votes each nominee received.

She is to receive a duplicate deposit slip, verified by the bank, from the Treasurer prior to each meeting and retain the duplicate deposit slip for the Financial Review Committee meeting.



At the conclusion of each Chapter meeting, she shall count the money collected for the Endowment Fund and turn the money over to the Treasurer.

She may also assist the Treasurer in the collection of money from members for fundraising projects and various other reasons.

To perform her duties properly, she must issue an Official Business Receipt to each member for all monies collected. For all funds turned over to the Treasurer, she is to receive an Official Business Receipt from the Treasurer after the Treasurer has counted the money in the presence of the Secretary.

She should assist others with the calendar, newsletter or any other Chapter mailings.

She must attend the monthly Financial Review Committee meeting with all bank validated duplicate deposit slips in order to verify the total amount of deposits with the Financial Review Committee.

As an Officer of the Chapter, she should attend the Women of the Moose Training Session and is encouraged to attend the 2-HOTT Training Session.

Upon the request of Women of the Moose Headquarters or an assigned Representative, the Secretary shall deliver all Minute Books, records, and correspondence for the purpose of examination and audit. She shall perform such other duties as the Senior Regent and Women of the Moose Headquarters may direct.

If the offices of Senior Regent and Junior Past Regent are vacant, the Secretary shall assume all duties and responsibilities of the Senior Regent's office, including the appointment of the chairmen and appointed officer. Their appointments shall be valid for the entire Chapter year. She shall appoint a member to have her name placed on the bank signature card(s) in addition to her signature and that of the Treasurer. The Secretary will sign all reports with her name followed by "Pro tem Senior Regent".

## ***Treasurer***

<p><b>Note:</b> Also refer to the General Laws of the Women of the Moose and the Treasurer's Handbook.</p>
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The Treasurer has been elected by the membership of the Chapter to serve as the Chapter's primary bookkeeper. If the Senior Regent, Junior Past Regent and Secretary are absent from a meeting, the Treasurer shall preside.

As soon as possible following her installation into office, she shall have her name placed on the bank signature card(s) along with the signatures of the Senior Regent and Secretary. She may then sign Chapter checks that are made out in their entirety after the checks have been approved by the Board of Officers at the Board of Officers meeting and then by the members at a Chapter meeting. **Do NOT issue a blank check.**

The Treasurer shall have a key to the post office box and Women of the Moose office, if applicable, during her term of office only.

To aid the Treasurer in her duties, the Treasurer's Handbook will be most useful as it contains instructions specific to the Treasurer.

The key responsibility of the Treasurer is to keep an accurate account of all Chapter monies including new member dues, endowment fund and proceeds from fundraising projects. For proper auditing purposes, she shall issue the proper official receipts for all monies received and make weekly deposits of same.

As the Treasurer is privy to all new member information, she should send an invitation to new members to attend the Welcome Reception being held in their honor.

Upon receipt of applications for membership, reinstatements and re-enrollments, and following approval by the Application Review Committee, she shall enter the information into the LCL Web program and *Save and Transmit* them to Moose International. Following Chapter approval of all applications (including transfers-in), she must enter a ballot date and an enroll date and *Save and Transmit* the information to Moose International.

**Note:** Applicant and membership information shall be transmitted to Moose International through LCL Web. All requested and pertinent information (including sponsors) must be entered correctly and completely to avoid a delay of permanent membership cards and sponsor credit.

As the Treasurer, she is responsible for preparing all Chapter checks in their entirety after all bills have been approved for payment by the Chapter. Her signature is required on all Chapter checks in addition to either the Senior Regent or Secretary.

To aid the Chapter Chairmen in their fundraising efforts, she shall give the chairmen an Official Business Receipt Book for recording all funds received from members.

She is required to complete and mail all necessary tax forms and reports needed by government authorities.

She shall affix the Chapter Seal to all letters and reports, and sign all documents which require her signature.

As custodian of all membership and financial information, she must bring all Chapter books/computer to each Chapter meeting, Board of Officers meeting and Financial Review Committee meeting. *In the event a member should request to look at the Chapter books, she shall make computer records available, in her presence and when it is convenient for both parties.*

At each Chapter meeting, she is to report the expenditures from the "Check Detail" report, with an explanation of bills paid and the amount of each check. She is also to report receipts from the "Sales by Item" summary or "Deposit Detail" and give the description and amount received to verify the total of amount collected and deposited since her report at the last meeting. The computer generated "Check Detail" report and "Sales by Item" summary or "Deposit Detail" are to be given to the Secretary for inclusion in the Chapter Minutes Book. (The Secretary does not read the reports again at the next meeting, just the minutes of the meeting.)

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

As a qualification for the Star Degree, she **shall** attend the Women of the Moose Training Session and **shall** attend Moose sponsored/endorsed computer training as required by the Grand Council **during her term of office** (while attempting to qualify for the degree).

If the current Treasurer, who has already earned the Star (Recorder) degree, desires to submit her name for the office of Treasurer for multiple years, she must have attended Moose sponsored/endorsed computer training as required by the Grand Council or completed the online 2-HOTT Training within the last two years. (Refer to the Treasurer's Handbook.)

It is the responsibility of the Treasurer to provide a list of members who are thirty days in arrears with their dues to the Membership Committee Chairman and her committee.

In preparation of the monthly Financial Review Committee meeting, she must have all financial records in the Chapter books/computer posted and in balance by the 15<sup>th</sup> day of each month.

At the end of her term, she shall turn over all books/computer, papers, records, and Chapter property to the new Treasurer, except those needed for the April 30<sup>th</sup> Audit Report for her year. When the April 30<sup>th</sup> Audit Report has been completed and remitted to Women of the Moose Headquarters, the outgoing Treasurer shall then turn over all remaining books, records, computer and accessories to the new Treasurer immediately.

Upon the request of Women of the Moose Headquarters or an assigned Representative, the Treasurer shall deliver all books, records, computer information and correspondence for the purpose of examination and audit. She shall perform such other duties as the Senior Regent and Women of the Moose Headquarters may direct.

If the offices of Senior Regent, Junior Past Regent and Secretary are vacant, the Treasurer shall assume all duties and responsibilities of the Senior Regent's office including the appointment of the chairmen and appointed officer. Their appointments shall be valid for the entire Chapter year. She shall appoint two members to have their names placed on the bank signature card(s) in addition to her signature. The Treasurer will sign all reports with her name followed by "Pro tem Senior Regent".

**Note:** See the General Laws of the Women of the Moose for the qualifications/requirements for the Star Degree and for qualifications to submit name for office of Treasurer for the following Chapter year.

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## ***AWARD OF ACHIEVEMENT***

Women of the Moose Headquarters wants every Chapter to have the opportunity to qualify for the Award of Achievement. The Women of the Moose General Laws indicate the minimum donations to the Scholarship and Maintenance Fund of \$20.00 as well as the Special Project assigned to the Chapter Committees of \$30.00. Remittance of less than the minimum donation will result in the loss of the Award of Achievement.

**Note:** For the Chapter's Award of Achievement requirements/qualifications please refer to the General Laws of the Women of the Moose effective May 1, 2021.

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## ***MONTHLY REPORTS***

All Chapter Committee Chairmen, Higher Degrees Chairman and Special Committee Chairmen are required to remit monthly reports to Women of the Moose Headquarters. The Junior Past Regent and other members of the Board of Officers should help the Chairmen with the preparation of their Forms 114 and 166. (Forms found at [www.mooseintl.org](http://www.mooseintl.org) – Forms & Documents – Women of the Moose)

The Chairmen shall read their reports to the Chapter at the Chapter meeting the following month, prior to being sent to Women of the Moose Headquarters.

It is the responsibility of the Senior Regent to send the Chapter's monthly reports and proper checks immediately after they have been read and approved.

It is the responsibility of the Senior Regent to make sure all checks being remitted with the monthly reports have been **earmarked correctly** and have been properly signed. Please refer to the Special Project List (refer to page 54) for the proper project to be earmarked on the checks. Please refer to the Treasurers' Handbook for additional instructions on how to prepare checks.

**Important:** Do not send a check to Women of the Moose Headquarters or Moose Charities that does not have the required two (2) signatures. It will be returned.

The Senior Regent will also make sure the Chapter Seal has been affixed to all reports and letters requiring the Chapter Seal.

**All reports remitted to Women of the Moose Headquarters shall first be photocopied and a copy shall be retained in the Chapter files, in the event there is a question regarding a report or a report is lost or misplaced.**

Each member of the Board of Officers should make it her responsibility to verify that the Senior Regent has sent the monthly reports and checks.

**Note:** Use the “Checklist For A Successful Year” in this Handbook to ensure all duties have been completed and all reports have been mailed each month.

## ***Preparing The Monthly Reports***

Mail the following reports immediately after they have been read and approved:

- Form 114

**Note:** Checks shall accompany each Form 114 and shall be properly earmarked as listed on the Form 114 (according to project assigned to committee) and signed. Failure to do so will result in form/checks being returned to the Chapter for completion.

A sample check is located in the Treasurer’s Handbook.

- The Form 166 is to be entered directly into the Moose International server through LCL Web by selecting **FORMS, FORM 166** and **CREATE**. Enter the required data and **SAVE**. Once entered in LCL Web, **DO NOT SEND DUPLICATES** to our office unless requested.
- Form 166’s may also be completed, printed and mailed or emailed to Chapter Records via: [wotmmail@mooseintl.org](mailto:wotmmail@mooseintl.org) or faxed to 630-966-2211. Please do not send/remit duplicates.

Quarterly Audit Reports are to be completed by the 15th day of the months of August, November, February and May. Chapter Audit Reports are to be completed, printed and mailed to Women of the Moose Headquarters or emailed to Chapter Records via: [wotmmail@mooseintl.org](mailto:wotmmail@mooseintl.org) or faxed to 630-966-2211.

**Note:** When sending an Email to wotmmail, please use the following Subject line template: Chapter - number form month/year form type

**Examples:** C-3000 May 2021 166                      C-3000 1<sup>st</sup> Quarter 2021 Audit

Preferably, the Forms 166 & audit reports should be sent from the Chapter’s mooseunits Email address.

All monthly reports shall be reviewed for accuracy and thoroughness before submitting to Women of the Moose Headquarters. A copy of all documents should be retained in the Chapter files before submitting either electronically or by postal mail to:

**Chapter Records  
Women of The Moose  
155 South International Drive  
Mooseheart, IL 60539-1100**

## ***Reporting Officer, Appointed Officer and Chairman Information***

The Officers (elected and appointed) and chairmen, installed into office during the Annual Installation of Officers in April, shall be entered on the Moose International website under *LCL Web* as soon **after** May 2, 2021 as possible, but not before.

Elected Officer, Appointed Officer and Chapter Committee Chairman information shall be kept up to date and current. Any changes to the above positions must be entered immediately.

**Note:** The receipt of this information is one of the requirements for the Senior Regent to qualify for the Golden Gavel honor. Minutes of the Installation shall be written in ink, typed or computer generated on the official pre-numbered pages in the Chapter Minutes Book.

## COMMUNICATION

### ***Corresponding With Women of the Moose Headquarters/Moose International***

In the event it should be necessary to write to Women of the Moose Headquarters, do not include letters that require a response with your monthly reports. It is necessary to send all questions or concerns under separate cover to the individual or proper department at Women of the Moose Headquarters or Moose International.

Please include your name, Chapter name and number, and complete mailing address on all correspondence (**including Emails**). This will enable the staff at Moose International to give a quicker response to your questions.

Due to the increase in computer viruses, it is company policy not to open unfamiliar attachments from anyone and, many times, our spam filtering software will block them. If you are sending us information via Email, include your name, Chapter name and number in the subject line for easy identification.

### ***Moose Leader Publication***

*Moose Leader* is an official quarterly publication intended for the fraternal education of the leaders of our fraternity, including Lodge, Chapter and Moose Legion officers. It is one way officers have to learn more about their particular jobs and keep abreast of changes in our organization. Each officer should carefully study the *Moose Leader*. The message from the Grand Chancellor shall be read at the Chapter meeting and posted on the Chapter's bulletin board. Other pertinent information should also be read at board and Chapter meetings.

### ***Websites***

Useful information, various forms, stories and messages can be found at [www.mooseintl.org](http://www.mooseintl.org), under "Women of the Moose". Additional important information can be found in the "Moose Training" portal.

Moose International's website, [www.mooseintl.org](http://www.mooseintl.org) is a necessary line of communication between Moose International and every fraternal unit. We feel it is imperative for at least one member, and preferably more, of the Board of Officers to review the website at least on a weekly basis.

It is often the first place where information appears, and some important information may only appear there.

Make [www.mooseintl.org](http://www.mooseintl.org) a habit!

### ***Mooseunits.org Email***

Check your mooseunits.org Email (Smarter Mail) often!

Women of the Moose Headquarters sends information, changes and reminders to all Chapters via Official Communication using Email. This is also the primary line for communication from Moose International. An "Official Communication" is sent as necessary to all Fraternal Units (Chapters, Lodges and Moose Legions) with valuable and often critical information.

Print and post the Emails from Women of the Moose Headquarters on your bulletin board. If assistance is required to check the Chapter email box, please contact the Helpdesk at **630-906-3658**.

## **Bulletin Board**

It is very important that every Chapter have a bulletin board to keep the members up to date on all Chapter news and functions.

Post the latest information from the Grand Chancellor and Grand Regent as well as other items of interest from WOW. (WOW can be found on the Moose website under the Women of the Moose link)

Make the displays interesting and colorful. Change items and decorations often.

The Membership Chairman should display a poster depicting the membership theme, membership goal for the year as well as the progress made in achieving the goal.

If the Lodge has a permanent place for a bulletin board, make use of it. If not, display the bulletin board on a tripod, in a well-lighted location in the Chapter room one hour before the meeting. Leave on display for one hour after the meeting for the convenience of the members.

If the Chapter does not have a bulletin board, present a proposal to purchase one to the Board of Officers for recommendation for Chapter approval.

## **STARTING THE YEAR ON THE "RIGHT FOOT"**

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### **Appointments**

#### **Chapter Committee Chairmen**

Four Chapter Committee Chairmen are appointed by the Senior Regent Elect: Membership, Fraternal Activities, Mooseheart/Moosehaven and Higher Degrees. The appointment and installation of these positions on or before January 31<sup>st</sup> are requirements to be eligible for the Golden Gavel honor.

Members appointed to serve as Chapter Committee Chairmen shall be appointed based on the following criteria:

1. *Membership, Fraternal Activities and Mooseheart/Moosehaven – may be any member of the Chapter even those who hold a degree or Call letter.*
2. *Higher Degrees – may be any member of the Chapter who has held the Academy of Friendship degree for 10 months or more.*

#### **Appointed Officer**

The Guide is the only Appointed Officer. The appointment and installation of this Appointed Officer on or before January 31<sup>st</sup> is a requirement to be eligible for the Golden Gavel honor.

## Higher Degrees Committee

Higher Degrees Committee consists of members of the Chapter who have been invested with the Academy of Friendship, College of Regents or Star (Recorder) degree. Members who received the Academy of Friendship degree at the Midyear Conference during the current calendar year shall not serve as chairman of the Higher Degrees Committee until the following Chapter year. The member must hold the degree for more than ten months.

## Chairmen of Special Committees

Special Committees are: Financial Review, Application Review, Moose Charities, Sports, Government Relations (U.S.), Youth Awareness, Bowling, Golf, Kitchen, Band, Arts and Crafts, Sunshine, Decorating, Hospitality, Mother-Daughter Banquet, End of the Year Party, etc. Any member of the Chapter may be appointed as chairman of a Special Committee if so qualified.

## The Financial Review Committee

It is the responsibility of the Senior Regent to appoint a Financial Review Committee of three members, namely a chairman and two committee members, who are **not** members of the Board of Officers, for the purpose of reviewing the Chapter books monthly and completing an Audit quarterly.

The committee shall perform a complete review of all records and shall verify that the Treasurer has completely and accurately updated, corrected and transmitted all membership information and shall stay abreast of the number of active members.

A Chapter Audit Handbook is available at [www.mooseintl.org](http://www.mooseintl.org) under Forms & Documents – Women of the Moose to assist with this task.

## The Application Review Committee

The Senior Regent is required to appoint a committee of three members to serve on this committee. They shall **not** be members of the Board of Officers. Those who are considered fair and impartial, along with possessing the ability to maintain confidentiality, should be selected.

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

A thorough and impartial review of all applicants for membership is a very important part of preserving our constitutional rights of privacy and association. Many Chapters do not review the applicants because they do not know how to go about screening and investigating applicants.

Information provided by the applicant, as part of the application form, is a good place to start. The answers made to the questions shall be warranties and if any one is false, incomplete or incorrect, it shall cause forfeiture of all rights and privileges as a member of the Women of the Moose, except by special dispensation of the Grand Chancellor or Chief Compliance Officer. The Application Review Committee must determine if this information is accurate. Her sponsor could provide background information and the member who endorses the application presumably has knowledge of the individual and her family.

Please stress to the members the importance of being an educated sponsor regarding the purpose of the Women of the Moose. The sponsor should ask herself, "Is this prospective member someone I would feel comfortable inviting to my home and having dinner with and/or taking part in a social activity with my children, grandchildren or family members?" If not, then certainly the prospective member should not be invited to join our family fraternity at this time.

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

The Application Review Committee must carry out its function without prejudice. When the Application Review Committee votes on an application, the application must receive a majority of favorable votes by the Committee. A majority of favorable votes is required to constitute a favorable report. Only applications receiving a favorable report are submitted to the Chapter to be balloted upon by the members.

When the Application Review Committee reports unfavorably on an applicant for membership, the Senior Regent shall declare her rejected without the formality of a vote and she cannot again be proposed for membership until after the expiration of a period of six (6) months from the date of the rejection.

If rejected, the Treasurer will advise the applicant in writing, via Certified mail, that her application was not accepted at this time and that she may be reconsidered for membership in six months (180 days) upon completing a new application for membership. The applicant's dues, if paid, shall be refunded by Chapter check, with no other explanation. **Do not state the reason for non-acceptance.** Keep the letter brief and to the point.

At least two members of the Application Review Committee shall sign the application verifying the application was reviewed.

## ***INITIAL MEETINGS***

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### **Initial Meeting With Chapter Committee Chairmen**

The purpose of this meeting is to explain the duties of each chairman and to distribute committee member lists provided by the Treasurer. The elected Officers, Junior Past Regent and the Collegians should be included in this meeting so they can serve as mentors to the new chairmen.

#### **Agenda**

1. Distribute Chairmen's Pamphlets (found at [www.mooseintl.org](http://www.mooseintl.org) under Forms & Documents – Women of the Moose). Instruct chairmen to read and follow the instructions given in each pamphlet.
2. Explain the duties of each chairman and her committee. Each Chapter Committee shall hold two or more fundraising projects to cover committee expenses. They shall contribute to the Special Project of their committee, the Scholarship and Maintenance Fund, defray the expenses of the Chapter meeting and help maintain the General Fund of the Chapter.
3. Explain the requirements for earning the Award of Achievement and qualifications for earning the Academy of Friendship Degree.
4. Stress that the chairman and her committee shall have a Special Welcome Reception for new members (when applicable) before the regularly scheduled Chapter meeting with an enjoyable program or activity following the meeting. The program may consist of a speaker (a speaker may be scheduled during the meeting) from the local area, skit, game or other activity.
5. Discuss ideas that will provide enjoyment to the members.
6. Discuss and assist the chairmen with choosing entertainment for the Chapter meeting, committee meeting or social events, as well as assist them with their decision regarding fundraising projects.



7. If the chairmen wish to have some form of family activity, suggest they work closely with the Fraternal Activities Chairman.
8. Discuss the importance of having fun at all Chapter meetings and functions/events. Give your members a reason to want to come to meetings.
9. Discuss Mooseheart/Moosehaven Projects assigned to the various committees. The chairman and her committee recommend the amount to be given to the project. The Women of the Moose General Laws includes information regarding the **minimum** amount to be donated.

**Note:** A list of the Special Projects is included in the back of this book and a copy of each chairman's speech is listed at [www.mooseintl.org](http://www.mooseintl.org) under Forms & Documents – Women of the Moose.

10. Discuss Community Service Projects. Each Chapter Committee should provide *volunteer* assistance to a Community Service Project in the local community. In addition, each Chapter should be involved in the Youth Awareness Program.
11. Discuss assistance to the local Lodge. Each committee is encouraged to provide volunteer assistance to the local Lodge on a Lodge fundraising project, or when their assistance is needed, such as helping with a Father-Son Banquet or other function.
12. Discuss holding monthly committee meetings. This will keep the committee members active. Make certain to have an enjoyable social hour after the committee's business has been discussed.
13. Each chairman should meet with her committee and make plans for the following:
  - Special Welcome Reception for new members
  - Chapter meeting
  - Fundraising projects
  - Dates and times of activities during the year
  - Community Service
14. The chairman must present committee plans to the Board of Officers. Forms to assist the chairman and her committee in preparation of plans are included at [www.mooseintl.org](http://www.mooseintl.org) under Forms & Documents – Women of the Moose. The Senior Regent should make photocopies and distribute a copy of each of the following forms to each Chapter Chairman.
  - Request For Approval of Chapter Meeting Program
  - Request For Approval of Committee Activities
  - Request For Approval of Committee Fundraising Project
  - Fundraising Project Report
15. The chairman shall prepare, sign, read, and submit the Form 114 and Form 166, as scheduled, to the Senior Regent for remittance to Women of the Moose Headquarters.
16. Depending on the Chapter size, a Chapter Chairman may request members to be assigned to her committee.
17. It is the responsibility of the Treasurer to divide the remaining membership equally amongst Chapter Committees.

Committee lists should contain the names of Chapter members with an active membership status only and should be divided equally among the chairmen.

As each new member is enrolled, assign her to a committee and introduce her to the chairman.

Give the chairman the new member's name, address, Email address and phone number for future contact.

### ***Preparation Of Chapter Committee Lists***

1. The Treasurer will assign one-third (1/3) of the members, including Officers, to serve on each committee. She shall make photocopies of the committee lists, one copy for the chairman, one for the Senior Regent and one copy for the Chapter files.
2. Each Chapter Committee Chairman should be given a photocopy of her committee list during the initial meeting with the Senior Regent in May.
3. The Senior Regent (with the assistance of the Chapter Committee Chairmen) notifies every member on the Chapter rolls of the committee to which she was appointed.

The notification is to be completed during the month of May. A sample of the letter to each member is found in this Handbook. A membership activities questionnaire should also be included with the committee letter. The activities questionnaire is posted on our website under Forms & Documents – Women of the Moose. Photocopies are to be made.

The questionnaire asks the member to indicate her interests, activities and hobbies, as well as those of her husband and children. It asks her to indicate what functions she and her family might be interested in and what committees she may be willing to assist. When completed and returned, the Board of Officers has the opportunity to capture the information and propose activities to meet the interests of the membership.

In addition, this information should be entered into the LCL Web computer program and will be invaluable to the officers and chairmen to use for invitations, activity and function planning and birthdays, just to name a few. Every member wants to be remembered and thanked – this is your opportunity to do so.

4. In the event a chairman has not been secured for a Chapter Committee, the committee list is still prepared. A member on the committee serves as pro tem chairman. The committee will meet, propose, and, after Chapter approval, carry out plans for its various activities and projects. In the event a chairman is secured at a later date, the plans proposed by the committee and approved by the Chapter shall be carried out. The new chairman shall not change the plans.

## Example Of Committee Letter

### Sample Copy Of Letter (or email) Sent To Every Member:

Dear Member:

As the Chapter's newly elected Senior Regent, it is an honor and privilege to invite you to serve on the Fraternal Activities Committee. Karen Smith is the chairman and I know you will enjoy working with her and the other members of the committee.

Committee meetings are held on the third Thursday of each month at 7:00 p.m. in the Chapter Room at the Lodge. Karen is hoping you will be able to attend and looks forward to meeting you personally.

Each committee member will be asked to offer suggestions or ideas for planning and helping with the Chapter Meeting program, Fundraising Projects for the committee, and social activities after the meetings. The Special Projects of the Fraternal Activities Committee are:

*Specify the Special Project of the committee*

If you are unable to attend and have some suggestions, or any questions, please write or call Fraternal Activities Chairman Karen Smith at:

Mrs. Karen Smith  
315 Circle Drive  
Hilltop, USA/Canada  
Telephone: (000) 895-4623  
Email: Ksmith123@yeahoo.com

We also hope you will be able to attend the Chapter's monthly meetings, which are held on the second Thursday of each month at 7:30 p.m. Some type of program or entertainment as well as a social hour will be held after (or before) each Chapter Meeting and monthly committee meeting.

Please help us welcome new members to our Chapter at the Special Welcome Reception at 7:00 p.m. prior to the meeting.

We encourage you to invite your friends, relatives, and business associates to join our organization.

The Board of Officers meetings are held on the first Thursday of each month at 8:00 p.m.

Enclosed please find a membership questionnaire. If you have not already filled one out, we would appreciate you doing so now and returning it to us. This questionnaire will assist the Board of Officers and chairmen in offering activities of interest to you and your family.

Please call me if you have any questions. My phone number is 987-555-1234.

Cordially and fraternally,

Jane Doe

Senior Regent

## ***Initial Meeting With Higher Degrees Committee Chairman***

The Senior Regent shall appoint a member to serve as the Higher Degrees Chairman.

The member appointed to serve as the Higher Degrees Committee Chairman shall have held the Academy of Friendship degree for a minimum of ten months.

If the Chairman does not hold the Star (Recorder) and/or College of Regents degree she shall appoint a respective degree holder to conduct the Star and/or College of Regents Chapter Meeting(s).

The Senior Regent shall hold a meeting with the Higher Degrees Chairman at the beginning of the Chapter year to set dates for monthly meetings and to select projects for the Chapter Calendar.

If there are less than three members qualified to serve on the Higher Degrees Committee, the one or two members assume the obligations and the Board of Officers shall assist on the committee. If there are no members qualified to serve on this committee, the Board of Officers shall assume the responsibilities.

The Higher Degrees Committee shall hold three or more fundraising projects to cover committee expenses. They shall contribute to the Special Projects of their committee, the Scholarship and Maintenance Fund, defray the expenses of the Chapter Meeting and help maintain the General Fund of the Chapter. (Reference Women of the Moose General Laws for the minimum donations for the Special Project and Scholarship and Maintenance Fund.)

The Higher Degrees Committee shall hold monthly committee meetings and a Welcome Reception for new members followed by the Chapter Meeting.

The Higher Degrees - Academy of Friendship, Higher Degrees - Star, and Higher Degrees - College of Regents Chapter Meeting may be held anytime during the respective month.

The Senior Regent shall give the committee Chairman a photocopy of the following forms, which the committee should use in planning their various projects, meetings, and activities.

Request for Approval of Committee Meeting Program

Request for Approval of Committee Activities

Request for Approval of Committee Fundraising Project

Fundraising Project Report

The officers are responsible for the Welcome Reception for new members and the Committee Meetings scheduled for a Higher Degrees Committee for which there are no members. The Senior Regent shall read, sign, and submit the Form 114 and Form 166.

## ***Initial Meeting With Special Committee Chairmen***

Every Chapter has Special Committees. The Senior Regent appoints the Special Committee Chairmen with the exception of:

- Moose Charities, Government Relations (U.S.) and Sports Chairman. If a member who was appointed in previous year wants to remain as chairman and has done her job as a chairman, she may remain. However, if the Chapter does not have a current Moose Charities, Government Relations or a Sports Chairman, the Senior Regent should appoint qualified members to these positions.

Examples of Special Committees include the following - Moose Charities, Government Relations and Sports, as well as Audit, Application Review, Crafts, Kitchen Band, Ritual, Decorating, Mother-Daughter Banquet, Mother-Son Date Night, Prom Night, Sweetheart Dance, Style Show, Youth Awareness, Christmas Bazaar, Sunshine, etc. Special Committees should be encouraged to plan and hold functions during the entire Chapter year. Special Committee Chairmen are **NOT** installed.

A special committee should be self-supporting, such as the Sports Committee. The committee shall hold a fundraising project to cover the general expenses of the committee. After expenses from the project are deducted, the committee may use no more than half of the net proceeds for the purpose previously specified and approved by the Chapter.

**Note:** The Board of Officers may recommend and the Chapter may approve donating the Chapter's half of the net proceeds back to the Sports Committee. The committee's half of the funds may not be sufficient to offset expenses and, since they are representing the Chapter, the Chapter may assist them as necessary.

The chairman should meet with her committee and make plans for the following:

- Fundraising Projects
- Dates and times of activities during the year

The Senior Regent should give each Special Committee Chairman the following for use in making committee plans and presenting proposals:

- Request for Approval of Chapter Meeting Program
- Request for Approval of Committee Activities
- Request for Approval of Committee Fundraising Project
- Fundraising Project Report

The chairman should present the proposal of committee plans to the Board of Officers for Chapter approval and to place dates and events on a Chapter Calendar. No advance funds should be given to a Special Committee Chairman until plans have been presented and approved.

### ***PREPARATION OF THE CHAPTER CALENDAR***

All Chapter Committee Chairmen shall meet with the Board of Officers at the beginning of the Chapter year after the first committee meeting to prepare a Chapter Calendar of Activities.

Be sure to schedule all Chapter meetings, especially those that conflict with holidays and conferences. If the Chapter normally meets on 2<sup>nd</sup> Thursday, they may have to hold meetings on the 1<sup>st</sup> or 3<sup>rd</sup> Thursday of that month only or move meetings to the 2<sup>nd</sup> or 4<sup>th</sup> Wednesday for that month only in which a conflict occurs.

**Important:** Every Chapter is required to hold one meeting and a Board of Officers meeting each month.

The Board of Officers meeting may be held any time during the month providing the minutes of the Board of Officers meeting can be recorded on the official pre-numbered minutes pages prior to the Chapter meeting for the month.

Additional meetings of the Chapter may be held as necessary but shall be in addition to the regularly scheduled meetings and shall be announced at a prior Chapter meeting.

The Board of Officers shall present the dates to the Lodge Board of Officers for approval to avoid a conflict of dates and to make sure the dates are on the Lodge calendar.

Advance planning also enables the committees to advertise their projects in the Lodge and/or Chapter bulletins to notify all members of upcoming events.

The Chapter Calendar shall include the date, time and place of the following:

- Chapter meetings
- Board of Officers meetings
- Monthly committee meetings
- Fundraising projects
- Family activities
- Social events
- Community Service activities and events
- Sports events
- Special speakers or special activities scheduled for Chapter meetings

Have yearly or quarterly calendars printed and distributed at Chapter meetings to all active members and newly enrolled members.

Mail the calendar with a letter or bulletin to members who do not attend meetings regularly or live out of town. Email correspondence is also permissible.

A monthly/semi-monthly calendar should also appear in your Lodge bulletin if it is printed monthly/semi-monthly or on your Lodge website.

## **MEETINGS**

### ***Tips For Successful Meetings***

1. Be organized. The Board of Officers will gain the respect of the members if well prepared for the meetings.
2. Plan to arrive at your Chapter meetings early to get ready for the reception (when applicable) and meeting. Volunteer to assist the chairman and her committee in getting ready for the meeting.
3. Ask members to assist you in your various duties. Get everyone involved.
4. Set up the floor for the Chapter meetings – see Meeting Procedures and Agendas Book for proper floor set up.
5. Start and end the meetings on time.
6. Use a microphone at every Chapter meeting, regardless of whether the meeting room is large or small. Some members have soft voices and many members may not hear as well as others.
7. If your Chapter does not have a microphone, make a proposal for one at your next Board of Officers meeting. If you have a microphone and it is not working, have it repaired immediately or purchase a new one.
8. Become very familiar with your speaking part.
9. Remember the drinking of alcoholic beverages is prohibited at any Women of the Moose meeting.
10. Remember to say, "Please" and "Thank you" or "You did a great job!"

### ***Chapter Meetings***

Chapter committees are a very important part of our program.

Most Chapter meetings are considered a closed meeting, open only to members of the Women of the Moose (including members of other Chapters) in good standing. Minor children in their care may attend if or when necessary.

New members shall be invited to attend the Special Welcome Reception to be held prior to the Chapter Meeting following the meeting at which their applications were approved.

The chairman shall present a check for the Women of the Moose Scholarship and Maintenance Fund and a check for the Special Project of the committee.

When a chairman is unable to be present at her Chapter Meeting, a member of her committee shall assume the chairman's responsibilities for the meeting and shall sign the Form 114 as pro tem.

When a committee is inactive, the officers shall assume the responsibility for preparing the Chapter Meeting.

A Welcome Committee should greet new members. The Welcome Committee should make sure new members are not left alone and should make a point to introduce the new member to other members. This is a good time to assist the new member in completing the activities questionnaire, collect it and give it to the Senior Regent before or after the meeting.

Introduce the new members and guests to the members of your Chapter. A warm handshake, a smile and a few friendly words will encourage them to attend meetings. If the new member's sponsor was unable to attend the meeting with her, have another member sit with her during the meeting and social hour.

The installation of any officers or chairmen may be held at the Chapter meeting.

Checks are signed by the Treasurer and Senior Regent or Secretary after the adjournment of the meeting, after receiving Chapter approval for payment of bills.

Any member, including members of the Board of Officers, may present a new proposal at a Chapter meeting. However, no action, motion or vote is taken at that time. The proposal is referred to the Board to discuss at the next Board of Officers meeting.

Chapter Committee Chairmen shall read their appropriate Forms 114 or 166 to the Chapter prior to being sent to Women of the Moose Headquarters.

Reports of Special Committee Chairmen such as Sports, Youth Awareness, Bingo, Sunshine, Government Relations, etc., shall be given.

Monthly reports shall be prepared for remittance.

**Important:** As a member of the Board of Officers, you should make a point of talking to every member and welcoming every new member. Socialize with the members before and after the meeting.

## **Have An Interesting, Fun-Filled Program**

Encourage each Chairman and her committee to have some type of program or entertainment at each Chapter meeting. Special speakers from the community may be of interest to your membership and promote attendance.

Make the meeting interesting and entertaining so members will become actively involved and attend meetings regularly. The key to successful meetings is planning. Plan the various activities for your Chapter meetings in advance and notify your membership well in advance. This will encourage them to attend if they know that an interesting topic or subject will be covered or entertainment has been planned.

Invite guest speakers to present a short program. Contact your local hospital, police department, fire department, library, and school as well as the Heart Association, Red Cross, Cancer Society, etc. as they are excellent reference sources when planning your program. Many of these organizations will provide a very interesting program either free of charge or for a contribution to their organization. Contact your local school and ask them if various groups in the school would be interested in entertaining your members at your Chapter meetings such as band, chorus, dance groups, etc.

Have skits or games after the meeting. Involve the members in your activities.

**Remember:** Have fun at your Chapter meetings. Give your members a reason to attend.

Serving light refreshments after the meeting will enable the members to socialize. Set up tables so the members are seated together to eliminate little groups and to ensure new members are not being excluded.

## **Christmas In October**

The Mooseheart/Moosehaven Chapter meeting held in October should be a special occasion in every Chapter. This meeting is designated as “Christmas being held in October” and should be held in conjunction with Mooseheart Founders Day as an open meeting. The Chairman and her committee should plan a special Christmas celebration in honor of our students at Mooseheart and our seniors at Moosehaven. The Chapter room should be decorated with a Christmas theme. A potluck or special dinner could be held prior to the meeting.

Those in attendance will be invited to present their donations. The Mooseheart/Moosehaven Chairman takes her place in front of the podium with a basket in hand. The Guide leads the march. There may be cheerful Christmas music or group singing while those in attendance participate in the gift walk. **(Refer to the Chairman’s pamphlet for a list of the checks to be donated.)**

## **Monetary Gift Walk For Mooseheart and Moosehaven**

After the gift walk, the monies collected in the “Christmas in October March”, are counted by the Chairman and a member of her committee. The donations are given to the Treasurer who will issue an official business receipt. The Treasurer will include the donations in a Chapter check payable to Moose Charities, properly earmarked for Mooseheart Christmas March and for Moosehaven Christmas March. The Senior Regent will send the check, which also includes other properly earmarked donations, to Women of the Moose Headquarters along with the Mooseheart/Moosehaven Committee’s monthly reports.

Following the Chapter meeting, Christmas Carols or even a visit from Santa may be held. Christmas cookies and candies or other Christmas holiday treats may be served.

## ***Monthly Committee Meetings***

The purpose of the Monthly Committee meeting is:

- To create enthusiasm and inform committee members of the responsibilities of their committee.
- To get members involved at the committee level, which will also increase attendance at Chapter meetings and activities.
- To get members involved in projects to assist Mooseheart, Moosehaven and the local community.

Committee meetings could be held on the same night as the Board of Officers meeting to enable committees to make recommendations and present them the same night to the Board of Officers.

If the Chairman is unable to be present at meetings, she shall appoint someone from her committee to serve as pro tem Chairman. The Chairman is to make sure the pro tem is given all materials and plans necessary to conduct the meeting.

Involve your members in the committee meetings. Be sure to ask the Chairman to invite the new members who have been placed on her committee.

Plan enjoyable activities and have fun at your committee meetings. This is a time to socialize with the members of your Chapter.



The Committee meeting is a great time to work on tray favors for the local hospital, craft items for the Chapter's annual bazaar or various other projects the committee may want to pursue during the year. This might be a great night for your committee to assist with Community Service projects either before or after the meeting.

**For example:** If your committee sponsors a Girl Scout troop, the members may want to meet with the Girl Scouts prior to your committee meeting and assist them with their badge requirements.

If your committee provides lap robes for Moosehaven Residents or a local nursing center, the committee members could work on them after your committee meeting.

**Note:** Refer to the Committee Chairmen's Pamphlets (found at [www.mooseintl.org](http://www.mooseintl.org) under Forms & Documents – Women of the Moose) for further information regarding Committee Meetings and an agenda to be followed.

## ***Monthly Board Of Officers Meeting***

(See example of proper minutes in the **Minutes of Meetings** section of this book.)

### **Agenda**

1. Meeting called to order by Senior Regent
2. Proposals presented
3. Discussion on proposals
4. Proposals voted on by Board of Officers
5. Bills to be presented for approval by Chapter
6. Review of report of the Applications Review Committee  
(Applications are not written in Board of Officers meeting minutes)
7. Unfinished business
8. New business
9. Review “Checklist for A Successful Year” as well as “Treasurer’s Checklist”
10. Adjournment

The Board of Officers shall, at all times, keep an open line of communication with each other and work together as a **team** for the good of the Chapter. Present a united front – set aside any personal differences.

There shall be no drinking of alcoholic beverages or smoking at the Board of Officers meeting as it is considered the same as a Chapter meeting.

The Chapter shall be notified of the date, time and place of the regular monthly Board of Officers meetings.

The regularly scheduled Board of Officers meeting shall be held at a time and place that is convenient for all. It may be held immediately prior to the Welcome Reception for new members at the Chapter Meeting, following the Chapter Meeting, or on a separate night.

Additional Board of Officers meetings may be scheduled when necessary without prior notification to the Chapter. All members of the Board of Officers shall be notified of emergency (or additional) Board of Officers meetings or the meeting is declared null and void.

Two (2) officers shall constitute a quorum for the transaction of business. There shall be no pro tems for any officer at a Board of Officers meeting. No business shall be transacted if there are less than two (2) officers present. If there are less than two (2) officers present, all business must be taken to the Chapter floor for approval. This also holds true when there are vacant offices.

If an officer is unable to attend a Board of Officers meeting, the Senior Regent shall inform the officer of the business transacted.

In the absence of the Secretary, the Treasurer shall take the minutes and shall also write or print them on the official pre-numbered minutes pages of the Chapter Minutes Book and sign them as "Secretary Pro tem".

**Discussions held at Board of Officers meetings are not revealed to anyone.**

Presenting Proposals at Board of Officers meetings:

- Any member may attend the Board of Officers meeting for the purpose of presenting a proposal for: fundraising projects, social activities, Chapter meeting plans, Community Service or Lodge assistance. The member(s) does/do not remain in the meeting for the Board's discussion.
- Encourage the membership to present their ideas at a meeting of the Board of Officers.
- All plans submitted by either an officer, chairman, or member must be written in the minutes and given consideration.
- Each proposal shall be written as proposed. It is recommended that the Secretary read the written proposal to ensure all officers agree it is written correctly. After a thorough discussion, the Senior Regent shall ask for a show of hands (in favor of and opposed) on each proposal.
- The majority vote will determine whether the proposal is accepted or rejected, and the Secretary will indicate the action taken in the Board of Officers minutes.
- If there is a locked proposal among the Board, the proposal is presented to the floor for a majority vote.
- Regardless of whether a proposal is recommended or rejected, it shall be placed in the Chapter minutes. The Board of Officers do not discard, table or ignore the proposal.
- When the Board rejects a proposal, the Secretary will include the explanation as to why the Board rejected it. If the Board's rejected proposal is then rejected by a majority vote of the Chapter members, it is referred back to the Board for further consideration.
  1. If the Board rejects the proposal the second time, it is again entered in the Board minutes with an explanation of the rejection.
  2. If the Chapter votes against the Board's rejection the second time, the Board must follow through with the original proposal, as the majority vote of the Chapter shall be final.
- The majority vote by the members in attendance at the Chapter meetings determines whether a recommendation is approved or rejected.
- Other than normal recurring bills and those from Moose International, Chapter bills shall not be paid until they are presented to the Board of Officers for recommendation and Chapter approval has been received. Chapter bills shall be initialed by the Board of Officers indicating they have been reviewed.

- The Application Review Committee shall present a report on the application(s) to the Board of Officers for review at the meeting held prior to the next Chapter meeting. The report shall be reviewed but is not entered in the minutes of the Board of Officers meeting.

**Note:** If the Chapter votes unfavorably on applications, regardless of whether the ballot was for one or more candidates, another ballot shall immediately be taken on each application to guard against any error. If a second ballot is unfavorable, the applicant is to be notified (See Meeting Procedures & Agendas Book for instructions).

Unfinished Business includes:

- Business left over from a previous meeting.
- Business that may have been referred back to the Board at a previous Chapter meeting.

New Business includes:

- Reading of all official correspondence, especially from Women of the Moose Headquarters.
- Discussion of any matter of new business brought up at a Chapter meeting.
- Status of taxes, Chapter finances, or other such matters.
- Reports of chairmen as may be required, such as Membership Chairman on the status of members in arrears with dues and results of personal contact with members, or on the status of the membership campaign.
- Financial Assistance Committee to review individual situations.

### ***Working with the Lodge***

If the Lodge needs assistance in serving dinners, etc., the Senior Regent will make the necessary announcements and encourage members to attend and help as volunteers. The Senior Regent should also contact members not in attendance and ask for their assistance.

If the Lodge needs financial assistance from the Chapter, the proposal is presented at the next Chapter Board of Officers meeting for recommendation and ultimately to the membership of the Chapter.

**Note:** The Chapter may assist financially but should not assume the burden or responsibility of Lodge indebtedness.

Work cooperatively with Lodge Board of Officers. Support their activities and functions and they in turn will be supportive of Chapter activities and functions.

## ***CHAPTER FUNDRAISING***

All committees are responsible for conducting fundraising projects. It is the responsibility of the Board of Officers to ensure the fundraising projects are in accordance with the General Laws of the Women of the Moose and all subsequent changes and are not in conflict with the Private Policy of Moose International. The Chapter shall not jeopardize the “not-for-profit” status of the Lodge or Chapter. Therefore, compliance to these guidelines is imperative.

Below you will find the guidelines for conducting fundraising projects. (Also refer to the Private Policy in The General Laws of The Moose.)

Questions concerning the Private Policy should be directed to the Chief Compliance Officer.

Phone: (630) 966-2207

Fax: (630) 966-2208

E-mail: bbrowser@mooseintl.org

## Fundraising Projects

### A Charitable/Community Service Event – Fundraising In The Moose Home

(Refer to The General Laws of The Moose.)

1. **Fundraising Activities Involving Non-Members** -- A Lodge/Chapter 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 Women of the Moose.
2. **Public Bingo** – If a Lodge/Chapter is properly licensed and is in compliance with all laws, rules, regulations, ordinances, etc., it may conduct bingo open to the public. Bingo shall be conducted in the Lodge hall unless otherwise approved by the Chief Compliance Officer. Non-member bingo players shall not enter the Lodge social quarters unless qualified as a guest as described in The General Laws of The Moose.
3. **Community Service and Charitable Fundraising** – A Lodge home may be utilized for legitimate community service programs and charitable fundraising events upon approval of the local Lodge. A dispensation is required from the Chief Compliance Officer's office or the Women of the Moose. 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:
  - a. The social quarters shall be closed to non-members.
  - b. Non-members shall not make purchases unless the purchase is directly related to the fundraising event.
  - c. No alcoholic beverages shall be involved unless specifically approved by the Chief Compliance Officer.
  - d. IRS regulations require that only "volunteers" be involved in charitable fundraising events. No Lodge/Chapter employee (Administrator, Treasurer, Social Quarters Manager or 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.

<p><b>Important</b> – Income derived from an activity in violation of this condition may be classified as unrelated income and taxable.</p>
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- e. Neither the Lodge nor Chapter shall benefit financially from the activity.
- f. All net proceeds shall be donated to the charity or community service organization for which the event was conducted.
- g. A separate and complete record of each event must be kept on file. The file shall include, but not be limited to:
  1. Details of the event, an itemized financial record (including gross and net proceeds, costs, etc.)
  2. The name, address, telephone number and tax ID or social security number of the organization or individual receiving the proceeds.

**Important** – With dispensation a Lodge and/or Chapter may in one year have up to two fund-raisers of the same kind involving the public with the Lodge and/or Chapter keeping the proceeds (i.e., two dances, two yard sales, two craft booths, two dinners, etc.). A universal dispensation form is available on the Moose International website for use by the Lodge and Chapter. The Chapter must obtain a dispensation from the Women of the Moose for fund-raisers involving the public for the financial gain of the Chapter.

Subject to compliance with The General Laws of The Moose (also available on the Moose International website), there are no limitations on the number of fund-raisers involving the public if all the net proceeds go to charity (i.e., Moose Charities) or a legitimate community service program.

### **Selling Of Raffle Tickets**

If raffles are legal in the State/Province, a Chapter may sell tickets to MEMBERS ONLY.

### **Craft/Vendor Fair**

A Chapter/committee may, with dispensation from the Women of the Moose, conduct a craft or vendor fair with the vendor keeping their profits. The Chapter would sell “space” to the crafter/vendor and would make its profit from the sale of “space.” Additionally, a bake sale or food sales may be conducted to coincide with the craft/vendor fair.

### **Demonstration Parties**

A demonstration party shall not be held in the name of a committee or Chapter unless 100% of net profits from the demonstration party are being donated to the Chapter. A member or non-member may not make a profit from a Women of the Moose function.

### **Bands Hired For A Women Of The Moose Fundraising Project/Activity**

When a Chapter/committee is planning a dance for a fundraising project and the band requests a contract to be signed, the Chapter shall ask the Lodge to sign the contract. The Chapter can either write a check to the Lodge for reimbursement or they may pay the band directly. The Chapter is prohibited from entering into contracts with bands.

**NOTE:** The function, including the use of a band, must be approved by the Lodge Board of Officers.

### **Prohibited Fundraising Projects/Activities**

No Chapter of the Women of the Moose shall hold a fundraising project that involves the selling, dispensing, or raffling of alcoholic beverages or firearms without proper licensing and dispensation (refer to the back of this book for further information).

Women of the Moose functions cannot include any alcoholic beverages provided by the Chapter. (Refer to document from the office of the Chief Compliance Officer at the back of this book.)

## ***HANDLING FUNDS***

The Treasurer is responsible for the collection of all general and special funds and for the deposits of same.

A Chapter shall have only **ONE** Checking Account to be known as the General Fund.

All monies raised by any committee shall go through the accounts of the Chapter and are deposited in the General Fund, except in States/Provinces where a separate Bingo account is required.

Receipts shall be received for all expenditures.

There are no cash payouts or petty cash funds except for Bingo, and only then with dispensation granted by Women of the Moose Headquarters.

It is not in order to use cash money collected from fundraising projects to pay for any expenses with the exception of a 50/50 raffle or split the pot payout. Nor, is it in order to use the Chapter's cash funds as a bank (i.e. cashing personal checks or giving excessive change for meal transactions).

All bills and expenses, regardless of amount, are to be paid by Chapter check only after they have been proposed for payment by the Board of Officers and approved by the Chapter.

A Secretary, Treasurer or Senior Regent who signs a blank check shall be removed from office. A Treasurer who provides a blank check for signature will also be removed from office.

Any member of a committee may collect funds from fundraising projects. They are responsible for all funds they collected.

**TIP:** Utilize the Advanced Funds Envelope found in the WOW - Helpful Suggestions area under Women of the Moose at [www.mooseintl.org](http://www.mooseintl.org).

Every chairman and officer should receive an Official Business Receipt book from the Treasurer. The chairman will issue a business receipt to each committee member from whom she receives money.

The committee is to count the money before giving it to the Treasurer, Secretary, or Senior Regent.

The Treasurer or officer shall count the money in the presence of the member turning funds over to her and shall issue an Official Business Receipt to the member. This procedure will avoid any misunderstanding as to the amount remitted.

A Treasurer shall issue Official Business Receipts for all funds collected from fundraising projects. Failure to do so may result in disciplinary charges being filed against her and/or removal from office by Women of the Moose Headquarters.

### ***Issuing Business Receipts***

1. Business Receipts are issued at all times when funds are received, including fines assessed to members.
2. BEFORE an Official Business Receipt is issued, the money is to be counted in the presence of the member who is turning in funds.
3. All Official Business Receipts issued should be numbered in consecutive order. The receipt number is to be referenced in the Cash Receipt entry on the computer as proof of the transaction. Receipt Books are to be verified by the Financial Review Committee when completing the Financial Report.
4. Each chairman or officer should have a Business Receipt Book when holding her fundraising projects to issue receipts to members assisting with the project. Receipts issued by the chairman or officer would not be listed in the Chapter's financial accounts. The Treasurer will issue an Official Business Receipt for money she receives. The receipt issued by the Treasurer will indicate the receipt numbers issued by the chairman or officer.

Bingo at which non-members are allowed to participate may be conducted as a Chapter fundraising project, provided it is legal in the state/province and local area. The Chapter shall comply with all local, State/Provincial laws governing bingo.

The chairman shall keep an accurate record, written in ink or typed, showing total receipts and expenditures for each Bingo game and make a complete report, written in ink or typed, at each Chapter meeting. The records shall be available for inspection by local or State/Provincial Bingo authorized personnel.

**Note:** No member of the Board of Officers may serve as Bingo Chairman. If your State/Provincial Bingo laws permit members of the Bingo committee and/or Bingo workers to be paid, the Chapter officers shall not receive compensation.

**INSURANCES AND PREMIUMS**

**Risk Pool Assessment**

All Chapters are included in the Risk Pool Program provided through Moose International, Inc. and Fraternal Insurance Company.

Risk Pool Coverage includes only Comprehensive General Liability that includes Liquor Liability (dram shop) and Directors and Officers Coverage (D&O). The Treasurer, other Officer or designee carrying Chapter funds from a function to their home, while at home or from their home to the Bank are NOT covered under the Risk Pool Program for the loss or theft of Chapter monies. If the Lodge, when applicable, carries Mercantile Burglary and Robbery Insurance, including money being transported by a messenger, it is possible that the Chapter could be endorsed onto the Lodge Policy. If not, the Chapter could obtain the coverage individually from a local agent.

The Risk Pool Assessment is billed monthly on your Statement of Account. All Chapters shall pay the assessment for the Risk Pool when due. Checks are made payable to Moose International, Inc. and remitted to:

**Finance Department  
Moose International, Inc.  
155 South International Drive  
Mooseheart, IL 60539-1173**

The amount paid for the Comprehensive Risk Pool assessment shall be listed under **General Administration Expense**. For further information refer to [www.mooseintl.org](http://www.mooseintl.org) under Forms & Documents – Lodge Operations – Legal/Risk Management – Insurance Reference Manual.

Directors and Officers Liability Claims should be reported immediately to:

**Risk Management Department  
155 South International Drive  
Mooseheart, IL 60539-1119  
(630) 859-2000 ext. 6615**

General Liability Claims should be immediately reported to our Third-Party Administrator at:

**Gallagher-Bassett** (877) 566-6735

**Certificate of Insurance Request:** (866) 836-3373

## Employee Theft

Chapters are required to carry Employee Theft Coverage. This coverage may be obtained locally or through Lockton Risk Services. Lockton Risk Services may be contacted at 1-866-836-3373. Your Chapter should purchase coverage limits sufficient to cover the amount of money that passes through your Chapter.

## DISPENSATIONS

A dispensation is a request from a Chapter asking the Office of the Grand Chancellor for permission to deviate from the rules, regulations and procedures of the Women of the Moose.

All requests for dispensation shall be presented to the Chapter for approval and shall be signed by the Board of Officers over the seal of the Chapter.

**Important:** A dispensation request will not be approved if we do not receive the dispensation over the signatures of the entire Board of Officers and any supporting documentation as required.

Be sure to include all information regarding your request so that the dispensation may be processed in a prompt manner. Please allow two weeks for a response.

**Important:** A reply stating that the dispensation has been granted must be received before a Chapter can proceed.

Most Dispensation Forms may be found in the Forms & Documents – Women of the Moose portal at [www.mooseintl.org](http://www.mooseintl.org). Please make photocopies of these Dispensation Forms for future use throughout the year.

## Chapter Dispensations

A Dispensation is required to change the date of a Chapter meeting, **with the exception of** a meeting in conflict with holidays, Annual Convention, Midyear or International Conferences, or due to inclement weather.

A Dispensation is **not needed** if the Chapter is going to permanently change the date or time of Chapter meetings, such as from the 2<sup>nd</sup> Tuesday to the 1<sup>st</sup> Monday. Only Chapter approval is needed. After approval by the Chapter, the Treasurer shall enter the new meeting dates and times in the LCL Web program and save to Moose International.

A Dispensation is also required:

- To nominate, elect, and install an officer at the same meeting. (This shall only be requested in the month of July.)
- To Waive either the 6-month membership requirement or waive multiple term requirements, etc. in order for a member to submit her name for nomination for an Elected Office. This Dispensation will only be granted after the meeting in February.

Send Chapter Dispensations to:

**Chapter Dispensations  
Women of the Moose  
155 South International Drive  
Mooseheart, IL 60539-1182  
Fax: 630-966-2211**



## ***Dispensations Available Online***

Waive Requirements to Nominate – Used to waive eligibility requirements.

Nominate, Elect & Install Officers Dispensation – Used to Nominate, Elect and Install an Officer on the same night (only during the month of July).

Credit & Debit Card Dispensation – Used to secure a credit/debit card in the name of the Chapter.

Financial Dispensation – Used to donate in excess of \$1,000 to anyone.

Lodge & Chapter Fundraising Dispensation – Used for events open to the public.

General Purpose Dispensation – Used for any other reason not listed above.

## ***Financial Dispensations***

A dispensation shall be required for any donations to a single community service project(s) in excess of one thousand (\$1,000.00) dollars per quarter.

**NOTE:** Please keep in mind that Mooseheart and Moosehaven are our first and foremost Community Service Projects.

A dispensation must be granted from the Office of the Grand Chancellor for all donations to the Moose Center in excess of one thousand (\$1,000.00) dollars per quarter.

Financial dispensations will not be granted to pay for liquor, liquor license, beer coolers or liquor dispensing equipment.

Any time the Chapter is donating funds in excess of five thousand (\$5,000.00) dollars to the Lodge for improvements to the building, including new construction, remodeling, or construction of outside pavilions, storage areas, etc., which add to the value of the property (real estate), the Lodge must also secure a fraternal dispensation from the Chief Compliance Officer.

The dispensation shall contain the following: **amount, purpose of dispensation, date approved by Chapter (including a copy of the minutes of the Board of Officers meeting in which the request was approved as well as a copy of the minutes of the Chapter meeting where approved by the membership) and Chapter Seal.**

When requesting a financial dispensation, please allow for a two week processing period. We do our best to process the dispensations within a couple of days of receipt; however, during the last quarter of the Chapter year, dispensation requests are heavier. Requests are processed in the order they are received.

Dispensation shall be required for all office equipment purchases in excess of two thousand five hundred (\$2,500.00) dollars.

**NOTE:** The current Board of Officers cannot submit requests for financial dispensations for the next year's Board of Officers or for the next Chapter year.

Financial Dispensations shall be sent to:

**Financial Dispensations  
Women of the Moose  
155 South International Drive  
Mooseheart, IL 60539-1182**

**Fax: 630-966-2211**

Moose International holds various membership campaigns throughout the Chapter year to encourage your members to sponsor new and re-enrolled members and to reinstate members.

**NOTE:** Insert campaign flyers in your monthly/semi-monthly newsletter.

In addition to the campaigns sponsored by Women of the Moose Headquarters and Moose International, your Chapter is encouraged to hold special membership campaigns. Please assist your Membership Chairman and her committee in planning special campaigns.

A successful new member campaign may be accomplished in six to eight weeks providing the committee knows exactly:

- What the campaign is expected to accomplish
- When the campaign is going to begin and conclude
- How the campaign is going to be presented

The membership campaign may be in honor of one of your outstanding members or newly conferred degree holders.

Novelty stunts may be incorporated into the membership campaign such as a “Come As You Are” luncheon; Chapter is divided into teams and the winning team is treated to a potluck social, etc.

Special gifts or prizes may be awarded to the “Top Sponsor” or “Lucky Sponsor” of the campaign.

Prepare a poster for the Chapter bulletin board and monthly/semi-monthly newsletter to keep all members aware of the campaigns as well as progress of the campaigns.

- Display sponsors’ names

In addition to various membership campaigns, the Membership Chairman and her committee should secure a list of former members from the Treasurer and make personal contact to see if any of the former members are interested in re-enrolling in the Women of the Moose.

## ***NEW MEMBER ORIENTATION PROGRAM***

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Every Chapter shall hold a monthly New Member Orientation meeting to inform new/prospective members of the benefits of membership in the Women of the Moose.

The Women of the Moose Orientation Guide was sent to the Senior Regent in the handbook mailing and is available at [www.mooseintl.org](http://www.mooseintl.org) – Forms & Documents – Women of the Moose.

The video, “This is Mooseheart/This is Moosehaven” should be shown. It may be purchased for a nominal price from Catalog Sales or the New Member Orientation Video may also be shown. Additional videos are available on YouTube under Moose International.

All Chapter officers and committee chairmen are encouraged to be in attendance to personally introduce themselves.

A member of the Membership Committee should serve as moderator for this meeting.

**Note:** Refer to the “Keys to Successful Membership Retention” book sent to the Senior Regent with the handbook mailing or found on the Women of the Moose website.

One of the Chapter’s most valuable committees is the Membership Committee.

The Membership Committee shall secure a list of Chapter members whose dues are thirty days or more in arrears from the Treasurer.

The Membership Committee should meet monthly to make plans for personal contact with members whose membership dues are in arrears.

Personal contact is necessary to remind the member her membership dues are in arrears and explain the benefits of retaining her membership – ensure she knows about her MEMBER BENEFITS.

During personal contact with the member, determine why she does not want to renew her dues.

- Did the member have an unpleasant experience? If so, apologize and try to correct the situation if possible.
- Does the Chapter/Lodge offer programs or activities of interest to her and/or her family? Contact the Chapter’s Fraternal Activities Chairman or Lodge’s Activities Chairman to see if other activities could be offered.
- If the member financially cannot pay her dues, refer her situation to the Chapter’s Financial Assistance Committee.

The Membership Chairman or a committee member should meet with the Board periodically to report on information secured by the Committee members from their personal contacts.

## ***WOMEN OF THE MOOSE TRAINING SESSIONS***

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The Senior Regent, Junior Past Regent and Treasurer shall attend the Women of the Moose Training Session as one of the requirements for personal honors, such as Golden Gavel, College of Regents and Star. Do not allow your personal honors to be in jeopardy!

Sessions will be held between February 1, 2021 and October 31, 2021. No make-up sessions will be conducted.

Installed Officers, Appointed Officer, Chapter Committee Chairmen and all other members of the Chapter are encouraged to attend.

A directory listing the date, time, and place of each session will be listed at [www.mooseintl.org](http://www.mooseintl.org) – Moose Training – Moose Training Schedule. Please watch the website for the directory. If no classes are listed, please contact your Chapter Advocate.

The officers are encouraged to attend the Women of the Moose Training Session as it is designed to assist the officers in fulfilling their duties and responsibilities to enable the Chapter to have a successful year. Please RSVP and let the Hostess Chapter know how many to expect from your Chapter so they are prepared.

## ***2-HOTT TRAINING SESSIONS***

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The Treasurer shall physically attend the two day 2-HOTT (2 Day Hands On Technical Training) Session or Moose sponsored/endorsed computer training as required by the Grand Council **each Chapter year while serving as Treasurer while attempting to qualify for the Star degree.** Attendance is also mandatory every two (2) years if the Treasurer wishes to submit her name for consideration for the office of Treasurer for the following Chapter year. Do not allow your personal honors to be in jeopardy!

Installed Officers, Appointed Officer, Chapter Committee Chairmen and all other members of the Chapter are encouraged to attend.

A directory listing the date, time, and place of each session will be listed at [www.mooseintl.org](http://www.mooseintl.org) – Moose Training – Moose Training Schedule. Please watch the website for the directory. If no classes are listed please contact your Association Training Coordinator.

## ***ASSISTANCE REQUESTED/REQUIRED DURING THE YEAR***

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If your Chapter is experiencing difficulty or if the officers have questions during the year, you should first contact your Chapter Advocate (formerly known as Chapter Analyst Coordinator), Women of the Moose Training Session Leader, 2-HOTT Training Session Leader or Territory Manager. If they are unable to answer your question, further assistance will be requested. They serve as your liaison between your Chapter and Women of the Moose Headquarters.

If you would like someone to visit your Chapter to assist in Chapter problems, please send a letter over the signatures of the Board of Officers to the state/provincial Chapter Advocate or Territory Manager so that an authorization may be issued to an Official Visitor to visit your Chapter, at the Chapter's expense.

If necessary, someone may be assigned to visit your Chapter, at your Chapter's expense, if your Chapter is not remitting the monthly reports in a timely manner – or if Women of the Moose Headquarters has been notified that the Chapter needs attention.

It is important for all to know that having an Official Visitor assigned to your Chapter is NOT a “black mark” against the Chapter. We want all Chapters to succeed, thus sometimes an Official Visitor can be the catalyst to help this happen.

If a Chapter is experiencing difficulty in securing officers, an Official Visitor may be assigned to assist as necessary.

Chapters will NOT be closed until all efforts to activate participation are deemed futile.

## ***REMOVAL FROM OFFICE***

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If an Elected Officer or the Junior Past Regent of the Chapter is absent for three (3) consecutive regular meetings of the Chapter and/or Board of Officers without sufficient excuse, the Senior Regent may declare such office vacant. Any officer (including the Senior Regent) whose Chapter dues are in expired status cannot attend any meetings or participate in any Women of the Moose activities until her membership dues are once again in active status.

If the Senior Regent is absent three (3) consecutive regular meetings of the Chapter and/or Board of Officers, without sufficient excuse, the Junior Past Regent may, with the approval of the Board, declare her office vacant.

When a member of the Board of Officers is removed from office (as outlined above), the Secretary will send a letter to her (over the signature of the Board of Officers) explaining the reason for her removal and for the action taken.

The Senior Regent may remove a Chairman or Appointed Officer who is unable to fulfill the duties and responsibilities of the position. The Senior Regent appointed members to these positions; therefore, it is her responsibility to remove them when necessary. She is to notify the member(s), in writing, that she has found it necessary to vacate the position and list the reason(s) for her decision. If the position is a necessary appointment for the Golden Gavel – the Senior Regent shall immediately appoint and install another member into that position.

Every member who has been installed in a position shall contact the Senior Regent to explain the reason for absence from a meeting. There may always be extenuating circumstances, but the following may be of assistance in determining if an absence is excused.

- Personal or family illness
- Job requirements
- Inclement weather
- Vacation

Members who submit their names for consideration to the Nominating Committee should be aware of the duties and responsibilities of the office and the commitment that is necessary. Vacations that may be from one to three or four weeks may be understood and acceptable. It is possible that an officer could miss three meetings in a row, but anything more would be very questionable. There is not a specific number of meetings that must be attended by officers/chairmen in order to make the year a success. However, common sense would lead us to believe that all officers and chairmen should be expected to attend all meetings, with the exception of those for which they have a valid excuse or those who are tending to an ill family member.

## ***FINES AND DISCIPLINARY PROCEDURES***

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It is the responsibility of the Senior Regent to maintain order and decorum in the Chapter Room. It is not in order for members to cause dissension on the Chapter floor while the Chapter is in session.

If a member causes a disturbance at a Chapter meeting, the Board of Officers should send a Certified Letter, return receipt requested, requesting the member to attend a Board of Officers meeting.

The member should be counseled in regards to her actions/behavior at meetings. She should also be informed that the Senior Regent may impose a fine if unacceptable actions/behavior continues.

When a member becomes belligerent at a meeting, the Senior Regent should ask the member to be seated. If the member refuses, then the Senior Regent asks the Guide to escort the member from the Chapter Room. If the member refuses to leave, the Senior Regent should rap the gavel and adjourn the meeting.

**Note:** Refer to the General Laws of the Women of the Moose for more information regarding fines.

The filing of disciplinary charges against a member is serious and should not be entered into lightly. Please refer to The General Laws of The Moose.

**Note:** All disciplinary charges shall be under the supervision of the Chief Compliance Officer's office.

## ***EXTENDING INVITATIONS TO ATTEND SPECIAL MEETINGS***

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Your Chapter may invite a Current or Past State/Provincial/International Officer to be a guest speaker at a Chapter meeting or Chapter function provided:

- The proposal is presented to the Chapter for approval via the Board of Officers recommendations.
- The request is sent over the signatures of the Board of Officers and the Chapter Seal. It is not necessary to request a dispensation from Women of the Moose Headquarters to invite a guest speaker.
- The same procedure shall be used when inviting anyone (member or non-member) to be a guest speaker.

Chapters are encouraged to hold special functions to honor:

- New members into the higher degrees
- Nominee for Lifetime Achievement Award
- 50-year members
- New Board of Officers, Appointed Officer and Chairmen

Chapters who have a new Star and/or College of Regents member shall plan for them to address the members and guests at the respective Chapter Meeting. It is permissible to invite a Current or Past State/Provincial/International Officer to be a guest speaker in her honor.

## ***VOLUNTEER OF THE YEAR***

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Every Chapter has an opportunity to recognize outstanding volunteers on a monthly basis. A Volunteer of the Month template for a small wallet card is available at [www.mooseintl.org](http://www.mooseintl.org) under Forms & Documents – Women of the Moose. This card can be given to an outstanding volunteer in recognition for her service to the Chapter. The Board of Officers should recommend a recipient for this award.

From the 12 Volunteers of the Month, one outstanding Volunteer of the Year may be chosen. A certificate template is available on our Moose website at [www.mooseintl.org](http://www.mooseintl.org) under Forms & Documents – Women of the Moose.

## ***CHAPTER MEMBER OF THE YEAR***

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This award is in addition to or can be used in place of the Volunteer of the Month. On or before October 31<sup>st</sup>, the Senior Regent should call a meeting of the Past Regents to select a nominee for Chapter Member of the Year. On or before October 31<sup>st</sup>, via LCL Web, the Chapter Treasurer should enter the ID number of the member chosen by the Past Regents. A certificate will be produced by Women of the Moose Headquarters for each nominee and the certificates will be distributed during the 2022 Midyear Conference.

## ***LIFETIME ACHIEVEMENT AWARD***

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The Lifetime Achievement Award program is designed to give special recognition to an outstanding member in your Chapter for services rendered to the Chapter, the Lodge and the community.

- The Senior Regent should call a meeting of the Past Regents to select a nominee for this award.

- Each State/Province has established their own criteria – verify nomination requirements and deadlines with the Chapter Advocate.
- The information must be submitted to the appropriate party prior to the Annual Convention where the committee will make it's selection.
- A committee of State/Provincial Current/Past International Officers will judge the nominees. One nominee per State/Province will be submitted to Women of the Moose Headquarters before November 1<sup>st</sup>. There are no criteria established by Women of the Moose Headquarters but the nominee will be judged against the most outstanding nominees of other States/Provinces.
- Each Chapter may recognize their nominee by completing and printing the certificate template available on our website.
- Women of the Moose Headquarters will provide a plaque for each State/Provincial winner to the Association Liaison, to be presented at the Midyear Conference.

## ***MINUTES OF MEETINGS***

The minutes of all regular Chapter meetings, including the monthly Chapter meeting, Special Meetings, Nominating Committee Meetings, Installation, and Board of Officers meetings shall be recorded in the proper manner on the official pre-numbered minutes pages only (available through the Catalog Sales Department at Moose International) and kept in the Chapter Minutes Book.

Examples of the correct procedures in writing minutes are included on the following pages.

Make the minutes as brief as the essential facts will permit. A line shall be drawn diagonally across the remainder of the page each time to indicate that this was all of the minutes from that particular meeting. The minutes shall be signed immediately after the Chapter has approved them. A new page shall be used for each set of meeting minutes.

To aid in recording minutes, during the meetings, you will find formats on the following pages for taking notes at Chapter meetings and Board of Officers meetings. These forms may be photocopied for convenience. However, the **actual minutes shall be recorded on the official pre-numbered pages** and placed in the Chapter Minutes Book before the next meeting.

It is not in order to make copies of the minutes to distribute to members. Should they have questions, they may review the minutes of the meeting in question in the presence of the Secretary following the meeting.

### ***Correct Procedures In Writing The Board of Officers Minutes***

The following is an example of correct Board of Officers minutes. Amounts and dates shown are examples only.

The Board of Officers meeting was held on Tuesday, May \_\_\_\_, \_\_\_\_ at 8:00 p.m. The meeting was called to order by Senior Regent, Jane Doe. All officers were present. The Board recommends the following proposals:

1. The Mooseheart/Moosehaven Committee is requesting to hold a Harvest Dinner and Dance at the Moose Home on October \_\_, \_\_\_\_ as their fundraising project.

Dinner will be served from 6:00 p.m. to 7:30 p.m., consisting of roast turkey, dressing, mashed potatoes, green beans, giblet gravy, cranberry sauce, muffins, and pumpkin pie. Coffee, tea or milk will be offered as a beverage.

Price for dinner only: Adults \$\_\_\_\_, Children under 12 \$\_\_\_\_.

The "Stepping Easy" band will play for all age groups from 8:00 p.m. to 11:00 p.m. The Lodge will hire and pay for the band and will be reimbursed by Chapter check. Tickets for dancing only will be \$5.00 per person.

Expenses for the project will be:

\$____ Printing Tickets	\$____ Lodge to pay band
\$____ Food for dinners	\$____ Decorations
\$____ Total Expenses	

2. The Fraternal Activities committee would like to earmark \$\_\_\_\_ from their fundraising project for a partial scholarship to the local school of nursing. The Committee also wishes to serve as volunteer workers in the children's ward at Hilltop Hospital each Saturday in November, at no cost to the Chapter.

The net proceeds from the Fraternal Activities Committee fundraising project will be used as follows:

\$\_\_\_\_ Women of the Moose Scholarship and Maintenance Fund

\$\_\_\_\_ *Special Project:* " \_\_\_\_\_ "

The remainder will be placed in the General Fund of the Chapter.

3. Higher Degrees – Star meeting plans are as follows:

Refreshments of egg and ham salad finger sandwiches, relish tray, apple cobbler, coffee and tea will be served. Approximate cost: \$\_\_\_\_.

Badges depicting a Star theme, made of green and white construction paper, will be made. Approximate cost: \$\_\_\_\_.

Decorations of wall hangings will be made. Approximate cost: \$\_\_\_\_.

Past Grand Council Member Jane, will be our guest speaker for the evening. A money corsage containing \$10.00 will be given to her. Amount of corsage not to exceed \$25.00.

At the close of the meeting, the Fraternal Activities Committee will present a short skit. Total Chapter Expense: \$\_\_\_\_.

4. The Membership Committee presented a proposal to hold a contest running August \_\_, \_\_\_\_ through October \_\_, \_\_\_\_\_. Each member sponsoring one new candidate during this period will receive a decorated turkey platter, cost not to exceed \$\_\_\_\_ each, sponsors of two will receive a serving set, not to exceed \$\_\_\_\_ each, the sponsors of five or more will receive a free 12-14 lb. turkey, cost not to exceed \$\_\_\_\_ each.

5. The Membership Committee has also presented a proposal that a Christmas Social be held on December \_\_, \_\_\_\_, at \_\_\_\_ p.m. at a Get Acquainted Meeting for Women of the Moose candidates and their sponsors. The committee has recommended that \$5.00 be charged for the sponsor.

Costs for this function will be:

\$ \_\_\_\_ name badges      \$ \_\_\_\_ decorations      \$ \_\_\_\_ food

Food to consist of sliced turkey breast, pastrami, roast beef and salami for sandwiches, two relish trays, potato salad, and small cakes.

Total cost - \$\_\_\_\_ .\_\_

The Board voted for the Christmas Social at the Get Acquainted Meeting for new members, but rejected two areas of the proposal. First, the Board feels the \$5.00 charge will not promote attendance. Secondly, the Board feels that \$\_\_\_\_ is an excessive amount to be spent on food for this event.



**SPECIAL NOTE: Since the Board of Officers rejected proposal number 5, the correct procedure to use is as follows:**

a. The Board of Officers may reject a plan or proposal and the reason for the rejection shall be entered in the minutes. If a rejection is questioned, and there is a discussion on the Chapter floor, a motion may be made with a second to the motion to refer the rejection back to the Board for further consideration. The majority vote of the Chapter will determine if it is to go back to the Board of Officers. When a rejected plan or proposal is presented to the Chapter for the second time, the majority vote shall be final.

b. In the event the Chapter agrees with the Board of Officers rejection, then the matter is dropped completely. The minutes stand as read and approved.

6. The Board of Officers reviewed the Chapter Policies and makes a recommendation to approve the Chapter Policies as written with one addition.

7. The Board of Officers accepted the report of the Application Review Committee. The Committee approved three applications.

8. The Board of Officers recommends payment of the following bills:

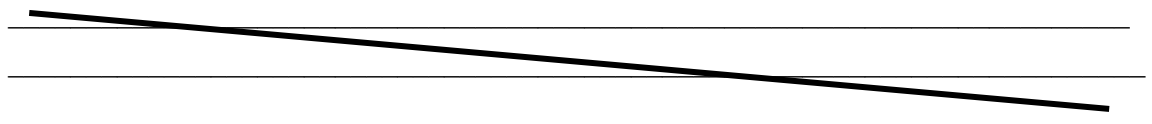
Moose International statement \$\_\_.

Postage Stamps (200 stamps) for mailing committee letters & cards. Total \$ \_\_. per Chapter Policies.

Baby Spoon (Member Ann Johnson—baby girl) in amount of \$ \_\_. per Chapter Policies.

Jane Doe reimbursement for flowers for hospitalized members Ann Lee and Betty Tomms in amount of \$ \_\_. each for a total of \$ \_\_. per Chapter Policies.

**SPECIAL NOTE: A line shall be drawn diagonally across the remainder of the page to indicate that all minutes are recorded for this particular meeting.**



CERTIFIED AS CORRECT:

SENIOR REGENT

SECRETARY

**The Board of Officers Minutes Form**

*(Minutes must be transferred to official pre-numbered pages in the Chapter Minutes Book)*

The Board of Officers meeting was held on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ p.m. The meeting was called to order by \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_. All officers were present except \_\_\_\_\_. The Board recommends the following proposals:

- 1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In addition to any expenses above to be incurred by the \_\_\_\_\_ Committee, proceeds from the Committee Fundraising Project will be used as follows: \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund and \$\_\_\_\_\_ for the \_\_\_\_\_ project assigned to the \_\_\_\_\_ Committee. The remainder will be placed in the General Fund of the Chapter.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Board recommends payment of the following bills:

- \_\_\_\_\_ in the amount of \$ \_\_\_\_\_
- \_\_\_\_\_ in the amount of \$ \_\_\_\_\_
- \_\_\_\_\_ in the amount of \$ \_\_\_\_\_
- \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Meeting adjourned at \_\_\_\_\_ p.m.

## Correct Procedures In Writing Chapter Meeting Minutes

The following is an example of correct minutes recorded at the Membership Chapter meeting:

Prior to the Chapter meeting, 4 new members (Jillian Grant, Serena Adams, Tabitha Small and Belinda Johnson) were present at the Welcome Reception. The Senior Regent addressed them and introduced them to the members present. They were presented with the Women of the Moose welcome gift and were invited to attend the Chapter meeting.

The meeting was called to order at 7:00 p.m. on May \_\_\_\_, 20\_\_ by Senior Regent Jane Doe. All Officers were present, as well as two new members (Serena Adams and Belinda Johnson). Membership Chairman Janice Heath introduced her committee.

There were fifteen committee members present. Total attendance was 41. Chairman Janice gave a resume of her committee and reported they plan to hold a Save-A-Tape Cash Register Receipts project from December 1 through December 31, 20\_\_ as their fundraising project. The Chapter will receive 2% of all sales receipts from purchases made by Chapter members of the Hilltop Super Market.

Chairman Janice presented a check for \$\_\_\_\_. for the Women of the Moose Scholarship and Maintenance Fund and \$\_\_\_\_. for the Special Project \_\_\_\_\_.

Chairman Janice Heath showed a video of her recent trip to Mooseheart. The members were delighted to see the Chapter's Sunshine Child. They also enjoyed seeing the promotional exercises of the fifth-grade students into Middle School as well as the Pilgrim Ceremonial March into the House of God and high school graduation. Thanks were extended to Chairman Janice for her interesting program.

Applications for membership were voted upon: Mary Lawrence, sponsor Susie Jones and Maurine Stephens, sponsor Mary Smith. Vote was favorable.

Receipts and deposits in the amount of \$\_\_\_\_. were reported by the Treasurer and verified by the Secretary.

(1) Receipts reported were \$ \_\_\_\_\_. (See attached "Sales by Item" summary or "Deposit Detail.")

(2) The Treasurer reported expenditures in the amount of \$\_\_\_\_., (See attached "Check Detail".)

The amount of \$ \_\_\_\_\_ was reported as the amount in the checking account and \$ \_\_\_\_\_ in savings for the current actual cash balance of \$ \_\_\_\_\_.

Minutes of the Higher Degrees - Academy of Friendship Chapter meeting held on April \_\_\_\_, \_\_\_\_ were read. There were no additions or corrections, so they stand approved as read.

The minutes of the Board of Officers meeting held on May \_\_\_\_, \_\_\_\_ were read. Proposal #5 was discussed.

The members voted against the Board's rejection on the second portion of #5, which referred to admittance charge and the amount to be spent for a prospective member's Christmas Social. Proposal #5 was referred back to the Board for consideration.

The Chapter Policies were recommended in detail with one addition also recommended. Under Miscellaneous Policies, the Board recommended three days actual food expense (with receipts) not to exceed \$\_\_\_\_\_ per day plus transportation at \$ \_\_\_\_\_ (not to exceed amount specified by Women of the Moose Headquarters) per mile or super saver airfare, whichever is the lesser amount, to the College of Regents and Star matriculants to receive their degrees at International Convention in \_\_\_\_\_.

A motion was made by Janet Jones to accept the remainder of the Board minutes and Chapter Policies including the one addition, seconded by Sue Perry. The motion was carried by majority show of hands.

Form 114 and 166 were read by Higher Degrees Chairman Janice Heath. Form 166 was read by Membership/Retention Chairman Bernice Weaver.

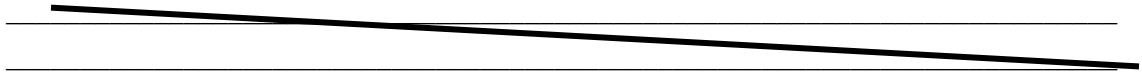
The Senior Regent made the following announcements: The Lodge Carnival will be held on July \_\_\_\_, \_\_\_\_\_. Be sure to come and support the Lodge. Volunteer workers are to be at the Lodge by 9:30 a.m. The Moose would like the members to assist with their Friday Night Fish Fry. Anyone who can help, please sign your name and time you can work on the sheet at the Secretary's station.

Members Betty Tomms and Ann Lee are patients at Hilltop Hospital. Both are recovering nicely from surgery.

A barbecue will be held on July 14, sponsored by the Membership Committee. It will be for Moose members and their families only. Price of the barbecue will be \$\_\_\_\_. for adults and \$\_\_\_\_. for children under 12.

All members were invited to remain for refreshments during the social hour. The meeting adjourned at 8:00 p.m. A skit presented by the Membership Committee followed the adjournment.

*SPECIAL NOTE: A line shall be drawn diagonally across the remainder of the page to indicate that all minutes are recorded for this particular meeting.*



CERTIFIED AS CORRECT:

SENIOR REGENT \_\_\_\_\_ SECRETARY \_\_\_\_\_

**Chapter Meeting Minutes Form**

(Minutes must be transferred to official pre-numbered pages in Chapter Minutes Book)

Total Attendance \_\_\_\_\_

The meeting was called to order at \_\_\_\_\_ p.m. on \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_

All Officers were present except \_\_\_\_\_

(Appointed Officer and Chairmen attendance should be recorded silently on the Record of Attendance page in the Chapter Minutes Book)

Officer Pro tems were:

\_\_\_\_\_

New Members in attendance were: \_\_\_\_\_

\_\_\_\_\_

Chairman \_\_\_\_\_ introduced her committee. There were \_\_\_\_\_ committee members present. Chairman \_\_\_\_\_ gave a resumé of her committee and reported that they plan to hold a

\_\_\_\_\_

from \_\_\_\_\_ through \_\_\_\_\_ as their fundraising project. Chairman \_\_\_\_\_ presented a check for \$ \_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund and \$ \_\_\_\_\_ for the (Mooseheart or Moosehaven) Special Project

\_\_\_\_\_.

Applications for membership voteed upon were:

\_\_\_\_\_, sponsor \_\_\_\_\_

\_\_\_\_\_, sponsor \_\_\_\_\_

\_\_\_\_\_, sponsor \_\_\_\_\_

\_\_\_\_\_, sponsor \_\_\_\_\_

The vote was favorable (unfavorable).

Expenditures totaled \$\_\_\_\_. Receipts collected and deposited were \$\_\_\_\_. The amount of \$ \_\_\_\_\_ was reported as the amount in the checking account and \$ \_\_\_\_\_ in savings for the current actual cash balance of \$ \_\_\_\_\_.

*Attach report of Financial Verification – Sales by Item summary or Deposit Detail and Check Detail from QuickBooks.*

Minutes of the Chapter meeting held on \_\_\_\_\_ were read. There were no additions or corrections, so they stand approved as read.

The minutes of the Board of Officers meeting held on \_\_\_\_\_ were read. Proposals # \_\_\_\_\_ and # \_\_\_\_\_ were discussed. The Board’s recommendation on the \_\_\_\_\_ portion of # \_\_\_\_\_ which referred to \_\_\_\_\_, was referred back to the Board for further consideration.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Chapter Meeting Minutes Form (cont.)**

A motion was made by \_\_\_\_\_ to accept the minutes (as corrected or read) and seconded by \_\_\_\_\_. The motion carried by a majority show of hands.

The following reports were read: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Senior Regent made the following announcements:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All members were invited to remain for refreshments during the social hour.

The meeting adjourned at \_\_\_\_\_ p.m.

The \_\_\_\_\_ skit or \_\_\_\_\_ game followed adjournment.

**Important:** Chapter policies shall be reviewed and updated by the Board of Officers at the beginning of each Chapter year and must be approved by the Chapter.

**These recommendations are written again in their entirety, in ink or typed, on the official pre-numbered pages in the Chapter Minutes Book of that particular Board of Officers meeting and brought to the Chapter for approval.** Upon receiving Chapter approval, the policies are effective immediately. Guidelines must be followed in accordance with the General Laws of the Women of the Moose. The Chapter Policies shall not be changed until the next Chapter year unless they are in conflict with the General Laws or a special dispensation is granted by the Grand Chancellor's office. You may find the following example helpful in preparing your Chapter Policies. Per diem is based on the number of nights in attendance. Please refer to the General Laws of the Women of the Moose for specific guidelines for Representatives/Matriculants.

**Before a check, or expenses, can be issued that pertain(s) to a Chapter Policy, the expense/advance must be brought to the Chapter floor through the Board of Officers minutes for final approval.**

Copies of the approved Chapter Policies should be made available for all members requesting a copy.

**The Moose International per diem is \$30.00/day and mileage is \$.45/mile.**

**Example Of Chapter Policies**

**STATE/PROVINCE:** USA/CANADA

**CHAPTER NAME & NO.:** Hilltop #1000

**DONATIONS AND CONTRIBUTIONS:** *(Please keep in mind that Mooseheart and Moosehaven should always be the primary considerations for Community Service donations.)*

- |   |                       |
|---|-----------------------|
| 1. Mooseheart   | not to exceed \$00.00 |
| 2. Moosehaven   | not to exceed \$00.00 |
| 3. Moose Charities  | not to exceed \$00.00 |
| 4. Gifts for Sunshine children and grandparents (Birthday and Christmas per gift) | not to exceed \$00.00 |
| 5. Sponsor Nurse (3) payments of (for one year)                                   | not to exceed \$00.00 |

**CHAPTER MEETING AND ADVANCE CHECKS ISSUED FOR:**

- |   |                       |
|---|-----------------------|
| 1. Higher Degrees - Academy of Friendship Chapter Meeting | not to exceed \$00.00 |
| 2. Higher Degrees - College of Regents Chapter Meeting    | not to exceed \$00.00 |
| 3. Golden Gavel Chapter Meeting                           | not to exceed \$00.00 |
| 4. Higher Degrees - Star Chapter Meeting                  | not to exceed \$00.00 |
| 5. Regular Scheduled Chapter Meeting                      | not to exceed \$00.00 |

**MISCELLANEOUS CHAPTER EXPENSES:**

- |   |                       |
|---|-----------------------|
| 1. Nurse's capping/graduation gift  | not to exceed \$00.00 |
| 2. Nurse's birthday gift  | not to exceed \$00.00 |
| 3. Chapter to purchase 5 food certificates (or provide 5 food baskets) for families in need. Names to be presented at the Chapter meeting in November for Chapter approval. | not to exceed \$00.00 |
| 4. Sponsor Girl Scout Troop   | not to exceed \$00.00 |
| 5. Sponsor Boy Scout Troop  | not to exceed \$00.00 |
| 6. Sponsor Youth Softball Women of the Moose Team   | not to exceed \$00.00 |

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- 7. Sponsor Youth Soccer Women of the Moose Team not to exceed \$00.00
- 8. Provide Women of the Moose Scholarship to high school student to be presented at graduation. Scholarship Committee of five members and the Board of Officers to receive names of students from local high school who are in need of assistance and meet grade point qualifications as established by local high school. Special consideration will be given to high school students who have met qualification guidelines and whose parents are members of Women of the Moose and/or Loyal Order of Moose. not to exceed \$00.00

**EXPENSES FOR REPRESENTATIVES/MATRICULANTS/CANDIDATES TO CONFERENCES**

- 1. **Representative to Annual Women of the Moose Rally Day Celebration:** not to exceed \$000.00

**Note:** Refer to the General Laws of the Women of the Moose regarding expenses. \$.45 per mile round trip or super saver airfare whichever is less. \$30.00 per night per diem.

- 2. **Representative to International Conference:** not to exceed \$000.00

**Note:** Refer to the General Laws of the Women of the Moose regarding expenses. \$.45 per mile round trip or super saver airfare whichever is less. \$30.00 per night per diem.

*(A Chapter may add the following provision with Chapter approval. However, the officers and members must give consideration if there is valid reason for the resignation, such as: moved out of the area or severe health problems.)*

**If the Representative resigns her office within 90 days after return from International Conference, she shall reimburse the Chapter all monies received.**

- 3. **College of Regents/Star Matriculant:** not to exceed \$000.00

**Note:** Refer to the General Laws of the Women of the Moose regarding expenses. \$.45 per mile round trip or super saver airfare whichever is less. \$30.00 per night per diem.

*(In the event Chapter funds are limited, the Chapter may limit the amount provided to the matriculant.)*

- 4. **Golden Gavel Candidate:** not to exceed \$000.00

**Note:** Refer to the General Laws of the Women of the Moose regarding expenses. \$.45 per mile round trip or super saver airfare whichever is less. \$30.00 per night per diem.

- 5. **Academy of Friendship Matriculant:** not to exceed \$000.00

**Note:** Refer to the General Laws of the Women of the Moose regarding expenses. \$.45 per mile round trip or super saver airfare whichever is less. \$30.00 per night per diem.

- 6. **Conferral Staff Member (If and When Applicable):** not to exceed \$000.00

**Note:** Refer to the General Laws of the Women of the Moose regarding expenses. \$.45 per mile round trip or super saver airfare whichever is less. \$30.00 per night per diem.

- 7. **Pre-registration and registration fee** for all members attending the International Conference to be paid by the Chapter. not to exceed \$000.00



**Note:** The Representative/Matriculant only receives the flat amount of the per diem for food and beverage. The Chapter may also pay for the meal function/meetings of the degrees she is entitled to attend.

**CHAPTER FUNCTIONS:**

- |   |                       |
|---|-----------------------|
| 1. Chapter Installation to be held in April. Total expenses.  | not to exceed \$00.00 |
| 2. Christmas Party in December, Junior Past Regent to be in charge. All expenses to be paid by Chapter.   | not to exceed \$00.00 |
| 3. Children's Halloween and Christmas Parties, Chapter expense (each).  | not to exceed \$00.00 |
| 4. Easter Egg Hunt, Chapter expense.  | not to exceed \$00.00 |
| 5. Chapter Committee Chairman shall state amount to be spent on Chapter Meeting refreshments, badges, decorations and prizes, if necessary. A check in this amount shall be given to the chairman prior to the Chapter Meeting. | not to exceed \$00.00 |
| 6. Expenses for Higher Degrees Chapter Meeting, refreshments, badges, decorations, prizes and gifts.  | not to exceed \$00.00 |
| 7. Expenses for Golden Gavel Chapter Meeting, refreshments, badges, decorations, prizes and gifts.  | not to exceed \$00.00 |

**GIFTS TO LODGE:**

- |   |                       |
|---|-----------------------|
| 1. Annual donation to Lodge given at Chapter Installation- April, if Chapter funds permit.  | not to exceed \$00.00 |
| 2. Chapter to present following at Lodge Installation: gavel for incoming Governor.         | not to exceed \$00.00 |
| 3. Chapter to present gift to new Pilgrim at Pilgrim Presentation Ceremony (if applicable). | not to exceed \$00.00 |

**CHAPTER GIFTS AND AWARDS TO MEMBERS:**

- |   |   |
|---|---|
| 1. Chapter to purchase Past Regent's pin.   | not to exceed \$00.00   |
| 2. Charm and corsage to be presented to Green Tassel Collegian (Higher Degrees - College of Regents Chapter Meeting in November).   | Charm not to exceed \$00.00<br>Corsage not to exceed \$00.00  |
| 3. Chapter to purchase Red Stole and corsage for Collegian to be invested.  | Stole not to exceed \$00.00<br>Corsage not to exceed \$00.00  |
| 4. Chapter to purchase Cap and Gown for new collegian   | not to exceed \$00.00   |
| 5. Chapter to purchase charm and corsage to be presented to new Star (Higher Degrees - Star Chapter Meeting in August.)   | Charm not to exceed \$00.00<br>Corsage not to exceed \$00.00  |
| 6. Chapter to purchase A/F rings and corsages for new Academy of Friendship members and pay for dinner for new A/F recipients only, other A/F members pay for themselves. | Each Ring not to exceed \$00.00<br>Each Corsage not to exceed \$00.00<br>Dinner not to exceed \$00.00 |

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7. Chapter to purchase charm and corsage to be presented to Golden Gavel Junior Past Regent (Golden Gavel Chapter Meeting – January)
 

Charm	not to exceed \$00.00
Corsage	not to exceed \$00.00
  
8. Chapter to present 25 year, 40 year and 50 year pins to members reaching those levels. To be presented at Chapter anniversary meeting to members in good standing. (each)
 

	not to exceed \$0.00
--	----------------------
  
9. Chapter to send planter (or flowers) to hospitalized members in good standing, provided they will be hospitalized a minimum of three days. All others to receive a get-well card. An Officer must be notified while member is hospitalized. (each occasion)
 

	not to exceed \$0.00
--	----------------------
  
10. Sunshine Committee Chairman allotted funds to purchase (number of) boxes of greeting cards and (number of) postage stamps. (total). In the event additional cards and stamps are needed, the Sunshine Chairman will present a proposal to the Board of Officers for Chapter approval to allow for additional purchases.
 

	not to exceed \$0.00
--	----------------------
  
11. Chapter check for \$xx.xx to be sent as a Memorial Donation to the family of deceased members in good standing. (each occasion)
 

	not to exceed \$0.00
--	----------------------
  
12. Baby spoons to be sent to new babies of members in good standing. (each)
 

	not to exceed \$0.00
--	----------------------
  
13. Corsages to be presented to chairmen on their Chapter Meetings. (each)
 

	not to exceed \$0.00
--	----------------------

The Treasurer would use the correct procedure for ordering supplies each time supplies are needed during the Chapter year, as proposed to the Board of Officers.

***SPECIAL NOTE: The above Chapter Policies shall be written or typed on the Official Minutes Pages once they have been read and approved by the Chapter.***

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

↑  
Where to send the  
114 Forms with Checks

**IMPORTANT! This information must be completed for credit!**

CHAPTER NUMBER: Enter Chapter Number  
CHAPTER NAME: Enter Chapter Name  
STATE/PROVINCE: Enter Your State/Province

**FORM 114**

**2021-2022** ← Fiscal Year

Report of **Membership - May Committee Meeting** prepared by Chairman.

Read at next month's meeting. Give to Senior Regent after the meeting.

Project assigned to Committee: **Moosehaven Daily Needs**

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

<b>Committee Name</b>	<u>Committee Name and Month</u>
<b>Chairman's Name</b>	<u>Enter Installed Chairman's Name</u>
<b>Monthly Meeting Date</b>	<u>Date of Meeting (monthly meeting)</u>
<b>Number of New members present at Chapter Meeting</b>	<u>Enter the number of New Members present</u>
<b>Number of Candidates balloted upon/enrolled during the month</b>	<u>Enter the number of Candidates enrolled</u>
<b>Number of committee members present at Chapter Meeting</b>	<u>Enter the number of committee members present at meeting</u>
<b>Chapter check(s) for:</b>	
<b>Women of the Moose</b>	
<b>Scholarship and Maintenance Fund</b>	Check No. <u>Enter Check Number</u> Amt.\$ <u>Enter Dollar Amount</u>
<b>Daily Needs</b>	Check No. <u>Enter Check Number</u> Amt.\$ <u>Enter Dollar Amount</u>
<b>Endowment Fund</b> (collected and deposited since last report)	Check No. <u>Enter Check Number</u> Amt.\$ <u>Enter Dollar Amount</u>

On the back of this form, please explain, in detail, program held (guest speaker, game or skit and refreshments).

Attach a copy of skit and/or detailed description of game.

Attach photos (will not be returned) of activity, meeting, guest speaker and co-workers at meeting/function. Photos may be posted on WOTM webpage and/or shown at International Conferences.

**Community Service for the month (or since your last report) – Enter the total amount**

Cash Donations to non-Moose organizations \$ Enter Dollar's Donated

Hours Volunteered Enter the Number of Hours Volunteered

Miles driven Enter the Number of Miles Driven

Enter the Date prepared  
(Date)

Chairman or Pro tem signs  
(Committee Chairman)

Treasurer or Pro tem signs  
(Treasurer)

Senior Regent or Pro tem signs  
(Senior Regent)

Treasurer or Pro tem Prints Name, and phone  
(PRINT Treasurer's Name) (Phone #)

Senior Regent or Pro tem Prints Name, and phone  
(PRINT Senior Regent's Name) (Phone #)

*Chapter Seal*

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

CHAPTER NUMBER: 1000  
 CHAPTER NAME: Hilltop  
 STATE/PROVINCE: IL

**sample**

**FORM 114  
 2021 - 2022**

Report of **Membership - May Committee Meeting** prepared by Chairman.  
 Read at next month's meeting. Give to Senior Regent after the meeting.  
 Project assigned to Committee: **Moosehaven Daily Needs**

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

<b>Committee Name</b>	<u>Membership - May</u>
<b>Chairman's Name</b>	<u>Janice Heath</u>
<b>Date of Chapter Meeting</b>	<u>May 12, 2021</u>
<b>Number of New members present at Chapter Meeting</b>	<u>4</u>
<b>Number of Candidates balloted upon/enrolled during the month</b>	<u>3</u>
<b>Number of committee members present at Chapter Meeting</b>	<u>15</u>
<b>Chapter check(s) for:</b>	
<b>Women of the Moose</b>	
<b>Scholarship and Maintenance Fund</b>	Check No. <u>5687</u> Amt.\$ <u>75.00</u>
<b>Daily Needs</b>	Check No. <u>5688</u> Amt.\$ <u>150.00</u>
<b>Endowment Fund</b>	Check No. <u>5689</u> Amt.\$ <u>61.00</u>
(collected and deposited since last report)	

On the back of this form, please explain, in detail, program held (guest speaker, game or skit and refreshments).  
 Attach a copy of skit and/or detailed description of game.  
 Attach photos (will not be returned) of activity, meeting, guest speaker and members at meeting/function. Photos may be posted on WOTM  
 webpage and/or shown at International Conferences.

**Community Service for the month (or since your last report) – Enter the total amount**

Cash Donations to non-Moose organizations \$ 150.00  
 Hours Volunteered 16  
 Miles driven 18

\*Amounts shown on this page are examples only.

_____	_____
(Date)	(Committee Chairman's Signature)
_____	_____
(Treasurer's Signature)	(Senior Regent's Signature)
(PRINT Treasurer's Name)	(PRINT Senior Regent's Name)
(Phone #)	(Phone#)

**Chapter  
 Seal**

## HOW TO COMPLETE FORM 166 (LCL WEB, MAIL, FAX, EMAIL)

**IMPORTANT! This information must be completed for credit!**

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

CHAPTER NUMBER: Enter Chapter Number  
CHAPTER NAME: Enter Chapter Name  
STATE/PROVINCE: Enter Your State/Province

### FORM 166

**2021–2022 Chapter Year** ← Fiscal Year

Committee form for Committee Name and Month FUND-RAISING AND SPECIAL PROJECTS. Each Chairman prepares and reads report at first Chapter Meeting after Fund-Raising Project is held. When Committee has held more than one Fund-Raising Project, complete this form covering all projects. Give to Senior Regent after the meeting.

**SEND THIS FORM TO WOMEN OF THE MOOSE HEADQUARTERS  
AFTER THE FUND-RAISING PROJECT IS COMPLETE.**

<b>Committee Name</b>	<u>Committee Name and Month</u>
<b>Chairman's Name</b>	<u>Enter Installed Chairman's Name</u>
<b>Number of Committee meetings held</b>	<u>Enter the number of committee meetings held</u>
<b>Committee Fund-Raising Project was</b>	<u>Enter the name of the Fund-Raiser completed</u>
<b>Date held</b>	<u>Enter when the Fund-Raiser took place</u>
<b>Place held</b>	<u>Enter where the Fund-Raiser was held (Ex: Moose Home)</u>
<b>Number of Committee members present at Fund-Raising Project</b>	<u>Enter the number of Committee members present</u>

<b>TOTAL PROCEEDS</b>	<b>LESS</b>	<b>NET</b>
<b>COLLECTED</b> \$ <u>Enter Gross Amount</u>	<b>EXPENSES</b> \$ <u>Enter Amount</u>	<b>PROFIT</b> \$ <u>Enter Amount</u>

Indicate amount approved for special project of Committee for Mooseheart and Moosehaven and any other civic or Chapter project on lines indicated below.

<b><i>Proceeds will be used for:</i></b>	<b><i>Amount approved:</i></b>
<b>Enter what the Net Profit will be used for</b> _____	<b>\$ <u>Enter Amount for each item</u></b>
<b>Example: Sch/Main, Special Project, General Fund</b> _____	<b>\$ _____</b>
_____	<b>\$ _____</b>

**Enter the Date prepared** \_\_\_\_\_  
(Date)

**Chairman or Pro tem signs** \_\_\_\_\_  
(Committee Chairman)

**Treasurer or Pro tem Signs** \_\_\_\_\_  
(Treasurer)

**Senior Regent or Pro tem Signs** \_\_\_\_\_  
(Senior Regent)

**Treasurer or Pro tem Prints Name, and phone number**  
(PRINT Treasurer's Name) (Phone #)

**Senior Regent or Pro tem Prints Name, and phone number**  
(PRINT Senior Regent's Name) (Phone #)

**FORM 166 (MAIL, FAX OR EMAIL)**

**IMPORTANT! This information must be completed for credit!**

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

CHAPTER NUMBER: 1000  
CHAPTER NAME: Hilltop  
STATE/PROVINCE: IL

**sample**

**FORM 166  
2021–2022 Chapter Year**

Committee form for **Membership - May** FUND-RAISING AND SPECIAL PROJECTS. Each Chairman prepares and reads report at first Chapter Meeting after Fund-Raising Project is held. When Committee has held more than one Fund-Raising Project, complete this form covering all projects. Give to Senior Regent after the meeting.

**SEND THIS FORM TO WOMEN OF THE MOOSE HEADQUARTERS  
AFTER THE FUND-RAISING PROJECT IS COMPLETE.**

<b>Committee Name</b>	<u>Membership - May</u>
<b>Chairman's Name</b>	<u>Janice Heath</u>
<b>Number of Committee meetings held</b>	<u>8</u>
<b>Committee Fund-Raising Project was</b>	<u>Italian Night</u>
<b>Date held</b>	<u>May 21, 2021</u>
<b>Place held</b>	<u>Moose Home</u>
<b>Number of Committee members present at Fund-Raising Project</b>	<u>18</u>

<b>TOTAL PROCEEDS COLLECTED \$ <u>1,037.00</u></b>	<b>LESS EXPENSES \$ <u>318.00</u></b>	<b>NET PROFIT \$ <u>719.00</u></b>
--	---	--

Indicate amount approved for special project of Committee for Mooseheart and Moosehaven and any other civic or Chapter project on lines indicated below.

<b><i>Proceeds will be used for:</i></b>	<b><i>Amount approved:</i></b>
<u>Moosehaven Daily Needs Donation</u>	<u>\$ 150.00</u>
<u>Scholarship &amp; Maintenance</u>	<u>\$ 75.00</u>
<u>Membership retention efforts and general fund</u>	<u>\$ 494.00</u>

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Committee Chairman's Signature)

\_\_\_\_\_  
(Treasurer's Signature)

\_\_\_\_\_  
(Senior Regent's Signature)

\_\_\_\_\_  
(PRINT Treasurer's Name)

\_\_\_\_\_  
(Phone #)

\_\_\_\_\_  
(PRINT Senior Regent's Name)

\_\_\_\_\_  
(Phone #)

\*Amounts shown on this page are examples only.

## HOW TO CREATE FORM 166 (LCL WEB)

From the LCL Web portal, choose FORMS, FORM 166, CLICK ON CREATE FOR RESPECTIVE MONTH

Complete the fields in their entirety

Click PRINTER FRIENDLY VERSION to review the form for accuracy. Print or save a copy for the Chapter records.

Click SAVE to transmit the form to Moose International.



Fraternity Members Applications Reports Forms

### Form 166 2021 - 2022 Chapter Year

[Printer Friendly Version](#)

Save Clear Back to Form 166 List

Committee Name:

Chairman's Name:

Number of Committee meetings held:

Committee Fund-Raising Project was:

Starting date of event:

Ending date of event:

Place held:

Number of Committee members present at Fund-Raising Project:

Proceeds: \$

Expenses: \$

Profit: \$  [Calculate](#)

Proceeds will be used for the following Mooseheart, Moosehaven, Chapter or civic projects:	Amount approved:
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

[Show more projects](#)

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

Treasurer:  Phone #:  (10 digits)

Senior Regent:  Phone #:  (10 digits)

**REVIEWING THE FORMS 114 AND FORMS 166 IN LCL WEB**

When reviewing LCL Web to see what Forms 114 and Forms 166 have been received, you may find the following information:

**Forms 114 – Received Date and Check(s) Accepted**

**Form 114**

Fiscal Year:

Form	Received Date	Check(s) Accepted
114 - Membership (May)		
114 - Higher Degrees - A. F. (June)		
114 - Fraternal Activities (July)		
114 - Higher Degrees - Star (August)		
114 - Membership (September)		
114 - Mooseheart/Moosehaven (October)		
114 - Higher Degrees - C.R. (November)		
114 - Fraternal Activities (December)		
114 - Golden Gavel (January)		
114 - Mooseheart/Moosehaven (February)		
114 - Membership (March)		
114 - Fraternal Activities (April)		

**RECEIVED DATE** – This is the date Moose International entered the Form 114

**CHECK(S) ACCEPTED –**

- If the checks are for the minimum recommended amount for Scholarship/Maintenance **\$20.00** and Special Project **\$30.00** the Form 114 column to the right of the Received Date will state **“YES”**.
- If the checks are not for the minimum recommended amount as listed above and/or did not accompany the Form 114, the column will be blank to the right of the Received Date. Please contact Chapter Records for information on how to correct by emailing to: [wotmmail@mooseintl.org](mailto:wotmmail@mooseintl.org)

Please be sure to select the appropriate Fiscal Year.  
For Example: Fiscal Year “2021” is for the 2021-2022 Chapter year.



**Forms 166 – Received Date, Create, View and/or Update**

Form 166

Fiscal Year: 2021 ▼

Only forms created via this website can be updated.  
Forms created via this website should NOT be mailed to Moose International.

Form	Received Date	
166 - Membership (May)		<a href="#">Create</a>
166 - Higher Degrees - A. F. (June)		<a href="#">Create</a>
166 - Fraternal Activities (July)		<a href="#">Create</a>
166 - Higher Degrees - Star (August)		<a href="#">Create</a>
166 - Membership (September)		<a href="#">Create</a>
166 - Mooseheart/Moosehaven (October)		<a href="#">Create</a>
166 - Higher Degrees - C.R. (November)		<a href="#">Create</a>
166 - Fraternal Activities (December)		<a href="#">Create</a>
166 - Golden Gavel (January)		<a href="#">Create</a>
166 - Mooseheart/Moosehaven (February)		<a href="#">Create</a>
166 - Membership (March)		<a href="#">Create</a>
166 - Fraternal Activities (April)		<a href="#">Create</a>

**RECEIVED DATE** – This is the date the Chapter and/or the date Moose International entered the Form 166

**CREATE** – The Chapter has not yet entered/submitted the Form 166

**VIEW** – The Chapter sent the Form 166 to Moose International to enter on behalf of the Chapter. Unfortunately, you cannot review the information on the form but please rest assured that we have a copy in your Chapter’s file

**UPDATE** – Providing the Chapter entered the Form 166 through LCL Web for credit towards honors, the information on the form can be reviewed or changed if a mistake has been made

**Chapter Rally Day Celebration Attendance - View only**

When Women of the Moose Headquarters receives the Final Rally Day Report, the Chapters attendance at the Chapter Rally Day Celebration will be recorded. This can be viewed only via LCL Web by selecting **Rally Day Attendance** under the **Forms** header.

Attendance

Fiscal Year: 2021 ▼

Form	Received Date
Chapter Rally Day Attendance	

## 2021-2022 SPECIAL PROJECTS



*Members-Mooseheart and Moosehaven should always be the Chapter's first and foremost priority for donations to help secure their future. We hope you will give generously. In the event that the PURPOSE is fulfilled prior to all contributed funds being utilized, the remaining funds will be used to support general operations of Mooseheart or Moosehaven. Your assistance and understanding is truly appreciated. Thank you.*

<b>Committee</b>	<b>Mooseheart</b>	<b>Moosehaven</b>
May, 2021 Membership		Daily Needs
June, 2021 Higher Degrees – Academy of Friendship	Feed a Home in December	
July, 2021 Fraternal Activities	Girls Athletic Program	
August, 2021 Higher Degrees – Star	Boys Athletic Program	
September, 2021 Membership		Vision, Hearing and Dental Needs
October, 2021 Mooseheart/Moosehaven	Christmas in October	Christmas Gifts and Special Events
November, 2021 Higher Degrees – College of Regents	Music Department	
December, 2021 Fraternal Activities	Special Activities	
January, 2022 Golden Gavel Celebration	Physical and Occupational Therapy	
February, 2022 Mooseheart/Moosehaven		Pharmacy Assistance
March, 2022 Membership	Mooseheart Photography	
April, 2022 Fraternal Activities	New Child, Right Start	
Women of the Moose Rally Day Celebration - 2021		Daily Needs
Convocation – 2021		Beauty Shop
State/Prov. Academy of Friendship Session – 2022	Music Department	

## **NOMINATIONS AND ELECTIONS OF CHAPTER OFFICERS**

Refer to the Election of Chapter Officers Handbook found on the web at [www.mooseintl.org](http://www.mooseintl.org)

**ALWAYS refer to Women of the Moose General Laws dated May 1, 2021.**

### **SPECIAL NOTES:**

- The dates and times for the Nominating Committee and Election of Officers do not need to be posted.
- There is no “Chairman of the Nominating Committee”. The Senior Regent presides over the meetings.
- Vacancies on the Board of Officers do not jeopardize the Award of Achievement or personal honors/degrees.
- The Women of the Moose General Laws **must** be followed as written – no deviation will be permitted unless authorized by the Office of the Grand Chancellor.
- **Do not** place a member on the slate if she is not prepared to accept all duties and responsibilities of the office – including pro temming the office of Senior Regent in the case of a vacancy in that office.

## ***Nomination And Election***

### **Nominating Committee**

Prior to the meeting of the Nominating Committee, the Board of Officers shall immediately contact the Lodge Board of Directors for instructions as to when and where in The Moose home a petition may be circulated.

Every Chapter is required by the General Laws to hold an election of officers at the meeting in March each year. The exception being a newly instituted Chapter or one that, based upon membership action, has received written approval, in advance, or because some emergency situation requires the election to be changed or waived.

Consequently, **the Nominating Committee is one of the most important committees of the Chapter.**

Success of the Chapter depends to a great extent on this committee’s performance in nominating good candidates for office for the membership’s decision. The Nominating Committee should not consider this duty lightly. Careful consideration should be given to individual qualifications, with particular emphasis on leadership ability, as well as the willingness of each individual to contribute her time and effort to the best interests of the Chapter.

The Nominating Committee members should familiarize themselves with the various duties and responsibilities of each office in order to convey this information to prospective candidates.

**Note:** More information and a LIST OF RESPONSIBILITIES can be found in the Election of Chapter Officers Handbook and in the General Laws of the Women of the Moose.

## Responsibilities

The Nominating Committee's prime concern is to select one or more members for each of the elected offices to be filled. Any nomination must be based upon the member's qualifications, her desire to run for office, her leadership ability and her availability to fulfill her responsibilities. The committee is encouraged to nominate more than one member for a particular office for the membership's consideration, provided each is qualified.

Things to consider:

- Is she a member in good standing?
- Has she been a member for six months?
- Has she held other positions?
- Has she sponsored new members?
- Does she have a willingness to serve for the good of the Chapter?
- Is she an active participant in the Chapter?
- Is she outgoing and willing to get people involved?

## Qualifications

See May 1, 2021, Women of the Moose General Laws.

Only those members whose dues are paid and are in good standing in the Chapter may be considered for elective office.

A member may not be eligible for elective office unless her membership in the Chapter equals or exceeds six months on the date of the election. (This does not apply to a newly instituted Chapter.) Exemption from this qualification requires dispensation from Women of the Moose Headquarters and will only be granted in exceptional circumstances.

## Ineligibility

See May 1, 2021, Women of the Moose General Laws.

Any member removed from office, or who has been requested to resign from office for the good of the Chapter, is disqualified from holding office again for three (3) years, except upon prior written dispensation from the Grand Chancellor. Request for dispensation shall disclose complete information regarding resignation/removal from office.

Unless the Grand Chancellor grants dispensation, any elected officer who resigns her office during the Chapter year is prohibited from submitting her name for any elected office during that same Chapter year or ensuing Chapter year. This prohibition does not apply to an elected officer who resigns her office after May 1<sup>st</sup> to submit her name for another office that is vacant.

## Dispensation to Waive Six Month Membership Requirement

Dispensations **MUST** be secured from Women of the Moose Headquarters to waive six month membership **before** the Nominating Committee can take any action on the request for nomination.

- **Do not write for dispensation to waive the six month membership requirement until all members of the Chapter have been contacted and until after the final slate of nominees is read to the Chapter at the February Chapter meeting.**
- **Do not write for dispensation to waive the six month membership requirement if there is an eligible member for the office.**

**For example:** The annual Nominating Committee has met three times. As of the 3<sup>rd</sup> committee meeting, Jane Doe, who recently joined the Chapter, submits her name for consideration to the Nominating Committee for the elected office of Secretary. Jane is the only member who submitted her name for consideration. The Nominating Committee would adjourn without further action being taken regarding the office of Secretary.

After the slate of nominees is read at the February Chapter meeting, the Secretary would prepare a Dispensation to Waive Requirements found on the website, over the signatures of the Board of Officers asking that a dispensation be granted to waive the six month membership requirement for Member Jane Doe. The form should include the nominee's name, MID number, and the date she was enrolled in the Chapter. Upon receipt of the approved dispensation, the Nominating Committee would meet and give consideration to Member Jane Doe. If approved for nomination, at the next Chapter meeting the slate of nominees would be read. **(This requirement does not apply to a newly instituted Chapter.)**

**Upon installation into office, the Dispensation form must be returned to Women of the Moose Headquarters with the date the officer was installed to be entered into LCL Web.**

### ***Slate of Nominees Read to the Chapter***

See May 1, 2021, Women of the Moose General Laws.

A written report (slate of nominees) listing the candidates, by office and alphabetically by last name, shall be presented by the Senior Regent (or Officer in Charge) to the Chapter at the Chapter Meeting in February. If two or more are running for the same office, these names are placed upon the official Chapter ballot. No nominations may be made from the floor.

After each Nominating Committee meeting, the slate of nominees may be posted (listed alphabetically for each office) on the bulletin board in the Chapter room and included in Chapter or Lodge publications.

For any offices remaining vacant as of the February Chapter Meeting when the final slate of nominees is read, please refer to "Resignations, Nominations and Elections During the Chapter Year".

**Note:** A Nominating Committee Meeting shall not be held immediately after the Chapter meeting at which it was announced. This prevents members not present at the Chapter meeting an opportunity to submit their names for the vacant positions.

### ***Petitions***

See May 1, 2021, Women of the Moose General Laws.

Any eligible member **who has submitted her name to the Nominating Committee for a specific office and was not nominated**, who still desires nomination for that office may have her name placed upon the official ballot, by valid petition, for that specific office only, provided the slate contains another name for that particular office.

Such petition shall be secured from the Treasurer, Senior Regent or Women of the Moose website at the end of the Chapter meeting at which the final slate of nominees is read.

**Note:** Copies of the petition form shall be made and be available at the Treasurer's station in the event a member should request a petition. Petition may also be secured from the Senior Regent or from the Women of the Moose website.

Petitions shall not be signed by anyone prior to the end of the Chapter meeting at which the final slate of nominees was read.

The petition must contain signatures of at least ten percent (10%) of the Chapter membership who are holding official membership cards indicating their dues are paid to the date of election or beyond. The petition must contain the member's signature, ID# and date she signed the petition.

### **Ineligibility to Petition**

If a member has been recommended for a particular office by the Nominating Committee and the member has declined to run for that office, she may not change her mind later and decide to run for that same office by petition.

No petitions can be honored that carry signatures placed upon them prior to the final report of the Nominating Committee to the membership at its regular meeting.

### ***Campaigning***

See May 1, 2021, Women of the Moose General Laws.

Campaigning for or against a proposed candidate for office in any written, printed or electronic media form is strictly prohibited. The printing, circulating or distributing of resolutions, letters, tickets, other written or printed matters, or through any electronic media or other communication media by a member or anyone acting on her behalf, suggesting, recommending, opposing or containing the names of proposed candidates for office, is hereby prohibited. This also includes sample ballots containing names.

The General Laws are very specific on this point. For any violation of this section, the Grand Chancellor may suspend the offending member(s) and she may, in her judgment, declare the election of such officer(s) void and order a new election.

Members may verbally request other members' support for their election to office. Any slanderous campaigning shall be subject to immediate suspension.

### ***Vacancies***

See May 1, 2021, Women of the Moose General Laws.

A vacancy in any of the elective offices of a Chapter shall be filled by the nomination/election process described herein. However, for good cause shown, the Grand Chancellor or her designee may issue special dispensation waiving such election and authorize vacancies to be filled by appointment.

In those situations, requiring a special election, the Nominating Committee should perform its responsibilities promptly and should deliver its report to the Chapter as quickly as possible after its appointment and organization. The special election may then be held not less than four weeks following such report. The only exception applies to the offices of Senior Regent and Treasurer as they must be elected and installed on or before July 31<sup>st</sup> to qualify for their personal honors. Dispensations may be secured from Women of the Moose Headquarters to read the slate of nominees, elect and install at the same meeting in July in order for the Senior Regent and Treasurer to qualify for personal honors.

### ***Ballots***

No absentee, mail or proxy votes shall be allowed. When there is only one (1) candidate running for an office, the name is not placed on the written ballot.

## **Chapter Room Set-Up**

Election Committee member #1 is assigned at the entrance of the Chapter room door. She asks members to have their membership cards ready and directs members to “Table A”. At “Table A”, the member shows her good standing membership card, registers in her own handwriting and receives a ballot from Election Committee member #2. The member then proceeds to “Table B” which is set up for secret balloting. The member marks and folds her ballot and proceeds to “Table C” where she places her ballot in the box where Election Committee member #3 is seated.

If space permits, the voting area should be set either off to the side or in the back of the room in order that members who are not currently voting will not disturb those who are.

## **Voting**

See May 1, 2021, Women of the Moose General Laws.

The annual election of officers must be held at the next monthly meeting following the reading of the slate of nominees.

**When two (2) or more nominees** are running for the same office, the annual election of officers shall be held one (1) hour prior to the start of the March meeting and continue until all qualified members present have voted. For at least one (1) hour prior to, and at all times during the election, the Treasurer shall be at her station with the Chapter membership ledger to collect dues and confirm the eligibility of members to vote in the election. The Senior Regent shall call the meeting to order, which closes the polls.

If expedient, a Chapter may use the Australian Ballot method in the election of officers. A period of not more than five (5) hours may be used for this type of election. The Treasurer shall be at her station during the entire election process.

Members shall be permitted to leave the room after voting and return for the meeting.

Any member who is a member of the Chapter, who has her membership dues paid up to or beyond the date of the election, is eligible to vote in the election of officers.

Votes shall not be accepted by mail or by proxy. Each member desiring to vote must do so in person.

**Note:** There shall be no “NO” votes. If any “NO” votes are written in, they shall not be counted as a vote for that office. There shall be no names written in. Any names written in shall not be counted as a vote for that office. Only vote for one nominee for each office or the entire ballot is declared void.

**When there is only one (1) candidate** running for an office, the Election Committee Chairman shall make a motion, *for each office*, to cast a unanimous ballot for that particular office, which shall be seconded by any member. The majority vote rules. (Refer to the Meeting Procedures and Agendas book)

The Chapter shall vote for the motion by a show of hands - those in favor of the motion and those opposed - **OR** - by a simple “Yes or No” secret ballot.

**Show of Hands:** The Senior Regent will ask all present to vote by show of hands. Those in favor and those opposed. If vote is favorable, the Senior Regent shall declare the nominee elected. The same procedure shall be followed for **each office** in which there is only one nominee. If a vote is unfavorable for any nominee, the entire nomination and election procedures shall be followed to fill the vacancy.

A tie is considered as “unfavorable” as the motion did not receive a majority of favorable votes.

**Note:** All members in good standing have the right to vote in favor of – or opposed to – the motion. If any member does not wish to vote (abstains from voting), she is not counted at all.

**Example:** 26 members are present.

13 members vote in favor of the motion

11 members vote opposed to the motion

2 members do not vote (abstain)

The majority of those voting is 13 – in favor – the nominee is elected to office.

**Secret Ballot:** In the event a “secret ballot” is requested, the Guide will distribute blank ballots and pencils. Each member shall cast their vote by writing either “yes” or “no” on the ballot. The majority vote rules. If vote is favorable, the Senior Regent shall declare the nominee elected. The same procedure shall be followed for each office in which there is only one nominee. If a vote is unfavorable for any nominee, the entire nomination and election procedures shall be followed to fill the vacancy.

A tie is considered as “unfavorable” as the motion did not receive a majority of favorable votes.

## ***Election Results***

See May 1, 2021, Women of the Moose General Laws.

The candidate for each office receiving a majority or a plurality (three or more candidates) of votes cast shall be declared elected.

In case of a tie, the Chapter shall have another election for that office (with only the tied candidates being considered) at the same meeting and it shall be taken immediately after the report is read.

Women of the Moose Headquarters may investigate any election if the Election Committee fails to correct any irregularities on the night of election or within seventy-two (72) hours. If a member does not file a complaint regarding an election irregularity to the attention of the Election Committee on the night of election, or within seventy-two (72) hours, and does not follow the procedures set out in the Women of the Moose General Laws, the complaint is not valid.

When the election is completed, the Election Chairman will present the Election Results Report to the Senior Regent/Presiding Officer who will read the election results to the Chapter **without disclosing the number of votes each nominee received**. This announcement shall be the last item of business before closing the meeting.

The Senior Regent or Presiding Officer shall say:

“Elected by majority/plurality of favorable votes for the:

Office of Treasurer, \_\_\_\_\_

Secretary, \_\_\_\_\_

Senior Regent, \_\_\_\_\_.”

**The Election Results Report shall be retained in the Chapter files for future reference, if necessary.**



See May 1, 2021, Women of the Moose General Laws.

1. Senior Regent-Elect prepares a written proposal to present to the Board of Officers containing complete details regarding:
  - Cost for food, programs, flowers/corsages, decorations, music or band, and gifts for Installing Officers.
  - The event must be approved by the Lodge. In the event the Chapter should desire to hire a band, if the band requires a contract, the Lodge must hire the band and the Chapter issues a check to the Lodge to reimburse the Lodge for payment of the band. If a contract is not required, the Chapter may pay the band directly.
  - Dress code for Installation Ceremony
  - Names of Installing Officers (to avoid possible misunderstanding of those eligible - see below\*\*)
2. Senior Regent-Elect shall meet with the Board of Officers to present the **written proposal** for Installation and to answer any questions the Board may have regarding the plans for Installation.

Board of Officers shall hold an emergency Board of Officers meeting (if necessary) for Senior Regent-Elect to present plans for Installation. Proposal is to be presented at the April Chapter meeting for approval by the Chapter.

3. Senior Regent-Elect shall select Installing Officers. If your Chapter is small or you do not have many active members, the Board of Officers may, with Chapter approval, ask a neighboring Chapter for their assistance in serving as Installing Officers. **The letter of invitation shall be over the signatures of the Board of Officers.**

\*\*Any member of the Chapter (including new members) may serve as Installing Chairman, Installing Guide, Installing Chaplain or Installing Musician. They do not have to be Women of the Moose degree holders.

**Note:** Only a Collegian is eligible to serve as Installing Regent.

The Musician (if applicable) appointed for the Chapter year may also serve as the Installing Musician for the Chapter Installation. If the Musician/Installing Musician is not a pianist/organist, she may play taped/digital music.

There shall be no pro tems for Officers, Appointed Officer or Chairmen to be installed.

4. A copy of the approved written proposal shall be given to the Installing Chairman so she can supervise arrangements.
5. Senior Regent-Elect notifies all chairmen and officers of the date, time, and place of Installation. An installation practice prior to the Installation will ensure a more impressive ceremony.

Members shall not be installed prior to the regular scheduled date for the Installation.

Newly appointed Chapter Committee Chairmen are seated in their respective chairs and are duly installed at the Installation.

Any member to be installed, who serves as an Installing Officer, must be installed at a future meeting. Any member unable to be installed at the Installation Ceremony may be installed at a later date.

The Installation Ceremony shall be conducted as outlined. Refer to the Women of the Moose Meeting Procedures and Agendas book for more information regarding the Installation Ceremony.

6. Following the Installation Ceremony, the newly installed Treasurer shall enter new Officers, Appointed Officer and Chairmen information (on or after May 2<sup>nd</sup>) in the Officers section of the online LCL Web.

**Please Note:**

**The Senior Regent, Junior Past Regent and Treasurer shall be installed on or before July 31<sup>st</sup> in order to qualify for personal honors/degrees.**

Any member appointed and installed on or before January 31<sup>st</sup> may qualify for the Academy of Friendship by sponsoring and enrolling one (1) or more new members into the Chapter by April 30<sup>th</sup> and meeting all other qualifications as outlined in the General Laws of the Women of the Moose.

Any member not installed in a position OR installed between February 1<sup>st</sup> and April 30<sup>th</sup> may also qualify for the Academy of Friendship by sponsoring and enrolling three (3) or more new members into the Chapter by April 30<sup>th</sup>.

### ***Minutes Of Installation***

The minutes of the Installation shall be recorded on the official pre-numbered pages and placed in the Chapter Minutes Book by the current Secretary as this is a meeting of the Chapter. Also, a permanent record is needed in the event a question arises as to who was installed and the date of Installation.

### ***Resignations, Nominations, And Elections During The Chapter Year***

See May 1, 2021, Women of the Moose General Laws.

#### **Resignations or Vacancies**

1. If Chapter Committee Chairmen, Higher Degrees Chairman, Appointed Officer, Elected Officers or Junior Past Regent resign during the Chapter year, or a vacancy occurs, the Treasurer shall enter an “end date” into the Officers section in the online LCL Web. In the event electronic update is not available, Women of the Moose Headquarters shall be notified in writing over the signatures of the Board of Officers by means of the “**Notification of Resignation or Removal From Office/Chair**” Form. The form can be found at [www.mooseintl.org](http://www.mooseintl.org) – Forms & Documents – Women of the Moose – Resignation & Removal Form. The notification includes the following information:
  - Name of Member
  - Member Identification Number
  - Date resigned
  - Reason for resignation
2. When a vacancy occurs in the position of a Chapter Committee Chairman or Appointed Officer, the Senior Regent must appoint and install another to fill that vacancy.

### ***Nominations And Elections Held During The Chapter Year***

The nomination, election, and installation procedures as outlined in the General Laws of the Women of the Moose and in the Election of Chapter Officers Handbook shall be followed for any vacancy of an elected officer position that occurs during the Chapter year with the exception of **once a nominee is secured, additional meetings are not required to be held.**

**Important:** It is not in order for any Chapter to waive the period between the date the slate is read and election is held. The only exception is during the month of July, with dispensation.

For nominations and elections to be held during the Chapter year the following procedure would be used, however, if no name is submitted, then at the next Chapter meeting, the Senior Regent would announce the vacancy and make arrangements for a Nominating Committee Meeting. She announces the date, time, place and names of the Nominating Committee members. This procedure is followed until the slate is filled.

**For example:** Secretary resigns on November 1<sup>st</sup>. Senior Regent announces resignation of Secretary to Chapter at Chapter meeting on November 4<sup>th</sup>. Senior Regent also announces the names of the Nominating Committee members, date, time, and place of Nominating Committee Meeting. Nominating Committee Meeting will be held on November 11<sup>th</sup>. At Chapter meeting December 2, Senior Regent announces slate of nominees for the office of Secretary. Election will be held at Chapter meeting on January 6<sup>th</sup>.

### ***Installations Held During The Chapter Year***

1. Any Collegian may serve as the Installing Regent at an Installation held at a later date during the Chapter year. Chapter does not need to use the same Installing Regent they used for the formal Chapter Installation Ceremony held in April.
2. Following the Installation Ceremony, the Treasurer shall enter new Officer, Appointed Officer and Chairman information in the Officer Maintenance section of LCL Web.

We hope the preceding has helped to answer any questions you have regarding proper procedures, duties, responsibilities, the nomination, election and installation process and will give you some new ideas for your program. In addition, please refer to the Checklist to assist you during the year. However, if you still have a question about the procedures involved, you should:

- \* Review the General Laws of the Women of the Moose effective May 1, 2021 and this Handbook.
- \* After reviewing the General Laws of the Women of the Moose, if you are still unsure or unclear on the point or issue, contact a Women of the Moose Chapter Advocate or a Women of the Moose Training Session Leader for clarification.
- \* **After** exhausting the above, submit your question in writing to the Office of the Grand Chancellor for clarification.

***You have our sincerest thanks for offering your services to the Chapter and to our program. A positive attitude, teamwork and maintaining proper procedures will bring you and your Chapter to membership growth and financial success. The true recipients of your endeavors are the children and seniors in our care.***

***Have a Great Year!!!!***

## CHECKLIST FOR A SUCCESSFUL YEAR

**Note:** Chapters are encouraged to secure a post office box for receipt of their mail. Be sure the post office box rental is paid when due, and be advised that both the Senior Regent and Treasurer shall have a key to the post office box.

**\*Note:** The Treasurer shall transmit all membership information immediately after approval of the Application Review Committee and again after a favorable vote.

**\*\*Note:** The Financial Review Committee meets monthly to review the Chapter books. They also meet quarterly to do a complete audit of all records. **The written Audit Report is due on or before the 15th of the month in August, November, February and May.**

### Beginning of the Year Reminders

	Make plans to attend a Women of the Moose Training Session. Consult Directory at <a href="http://www.mooseintl.org">www.mooseintl.org</a> under Moose Training for the exact date, time, and place of session.
	Make plans to attend a 2-HOTT Training Session. Consult Directory at <a href="http://www.mooseintl.org">www.mooseintl.org</a> under Moose Training for the exact date, time, and place of session.

### APRIL 2021

	Senior Regent-Elect appoints Chapter Committee Chairmen, Appointed Officer, Higher Degree Chairman and Special Committee Chairmen.
	Schedule meeting of all Committee Chairmen.
	Meeting with Chapter Committee Chairmen <ul style="list-style-type: none"> <li>• Chairman may request members to be assigned to her Committee.</li> <li>• Treasurer divides remaining membership and places each member on a Chapter Committee.</li> <li>• Senior Regent-Elect prepares Committee Lists and distributes to Chapter Chairmen so they can contact the members of their committees.</li> </ul>
	Meeting with Higher Degree Committee Chairman.

### MAY 2021

	Senior Regent appoints any remaining Chapter Chairmen, Appointed Officer, Higher Degree Chairman and Special Committee Chairmen.
	<u>Newly installed Treasurer</u> shall enter new Officer, Appointed Officer and Chairman information (on or after May 2 <sup>nd</sup> ) in the Officers Section of LCL Web.
	Financial Review Committee Meeting.
	Membership - May Chapter meeting. <ul style="list-style-type: none"> <li>• Form 114 for Higher Degrees – Academy of Friendship with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting.</li> <li>• Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.</li> </ul>
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Senior Regent notifies every member on the Chapter rolls of the committee to which they have been appointed.
	Chapter Committee meetings.

## MAY 2021 (continued)

	Board of Officers meeting with Committee Chairmen to prepare Chapter Calendar.
	Board of Officers meeting. Board reviews Chapter Policies. A complete set of policies is recorded on official pre-numbered pages in The Chapter Minutes Book each Chapter year for Chapter approval.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Make plans to attend Women of the Moose Training Session. Consult Directory at <a href="http://www.mooseintl.org">www.mooseintl.org</a> under Moose Training for the exact date, time and place of session.
	2-HOTT Training Session.
	International Conference begins June 30, 2021 in Cincinnati, Ohio.

## JUNE 2021

	Risk Pool Insurance premiums will be <b>billed monthly</b> and will show on monthly Moose International Statement of Account sent to Chapter's email.
	Financial Review Committee Meeting.
	Higher Degrees – Academy of Friendship Chapter meeting. <ul style="list-style-type: none"> <li>• Form 114 for Membership - May with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting.</li> <li>• Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.</li> </ul>
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers meeting.
	Senior Regent plans meeting to select Lifetime Achievement Award nominee for State/Provincial Association (prior to Annual Convention) and Chapter Member of the Year. Deadline for submission is before November 1.
	Plan fund-raisers and set aside funding for representative to attend the 2021 Annual Convention, 2022 Midyear Conference and International Conference – Orlando, Florida 2022.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.
	2-HOTT Training Session.

## July 2021

	Financial Review Committee Meeting.
	Fraternal Activities - July Committee Meeting Night. <ul style="list-style-type: none"> <li>• Form 114 for Higher Degrees – Academy of Friendship with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting.</li> <li>• Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.</li> </ul>
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.

## JULY 2021

	Board of Officers meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.
	2-HOTT Training Session.

## AUGUST 2021

	Financial Review Committee Meeting. 1 <sup>st</sup> Quarter Audit Report due on or before the 15 <sup>th</sup> day of the month.
	Higher Degrees - Star Committee Meeting Night. <ul style="list-style-type: none"> <li>Form 114 for Fraternal Activities - July with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting.</li> <li>Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.</li> </ul>
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.
	2-HOTT Training Session.

## SEPTEMBER 2021

	Financial Review Committee Meeting.
	Membership – September Committee Meeting Night. <ul style="list-style-type: none"> <li>Form 114 for Higher Degrees - Star with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting.</li> <li>Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.</li> </ul>
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.
	2-HOTT Training Session.
	October 31, 2021 - Deadline for Chapter Member of the Year Nominee to be submitted via LCL Web.

## OCTOBER 2021


	Financial Review Committee Meeting.
	<p>Mooseheart/Moosehaven - October Committee Meeting Night - Christmas in October Monetary Gift Walk for Mooseheart and Moosehaven.</p> <ul style="list-style-type: none"> <li>• Form 114 for Membership - September with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting.</li> <li>• Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.</li> </ul>
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session and/or 2-HOTT Training Session.

## NOVEMBER 2021

	Award of Achievement plaque and/or coin sent to Junior Past Regent by Women of the Moose Headquarters on or before November 1 <sup>st</sup> .
	Financial Review Committee Meeting. 2 <sup>nd</sup> Quarter Audit Report due on or before the 15 <sup>th</sup> day of the month.
	<p>Higher Degrees - College of Regents Committee Meeting Night meeting and Award of Achievement Ceremony.</p> <ul style="list-style-type: none"> <li>• Form 114 for Mooseheart/Moosehaven - October with Chapter checks to be read to Chapter and remitted to Women of the Moose immediately following meeting. One or more checks to be earmarked as follows: <ul style="list-style-type: none"> <li>• Scholarship and Maintenance Fund</li> <li>• Mooseheart Photo Christmas cards.</li> <li>• \$35.00 or more from the proceeds of the Mooseheart Committee fundraising project for the purchase of a "Special Gift" for a Mooseheart student.</li> <li>• Money collected at Monetary "Gift Walk" for Mooseheart.</li> <li>• Moosehaven Special Activities.</li> <li>• \$35.00 or more from the proceeds of the Moosehaven Committee fundraising project for the purchase of a "Special Gift" for a Moosehaven resident.</li> <li>• Money collected at Monetary "Gift Walk" for Moosehaven.</li> </ul> </li> <li>• Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.</li> </ul>
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.



## DECEMBER 2021

	Financial Review Committee Meeting.
	<p>Fraternal Activities - December Committee Meeting Night.</p> <ul style="list-style-type: none"> <li>• Form 114 for Higher Degrees - College of Regents with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting.</li> <li>• Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.</li> </ul>
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	<b>Wishing Each Of You A Blessed Holiday Season And A Happy New Year!</b>

## JANUARY 2022

	Financial Review Committee Meeting.
	<p>Golden Gavel Chapter meeting.</p> <ul style="list-style-type: none"> <li>• Form 114 for Fraternal Activities - December with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting.</li> <li>• Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.</li> <li>• Senior Regent announces date, time, and place of first, second and third Nominating Committee Meetings as well as the names of the eligible members (refer to Women of the Moose General Laws) selected to serve on the Nominating Committee and ensures each Nominating Committee Member is notified of the dates. Senior Regent also asks members to submit names to be considered for office to any member of the Nominating Committee.</li> </ul>
	Installation for any vacant appointed positions, if applicable.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers meeting.
	Senior Regent should verify all Appointed Officer and Chapter Committee Chairmen's chairs are filled and reported to Women of the Moose Headquarters.
	First, Second and Third Nominating Committee Meeting held prior to meeting in February.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.

## FEBRUARY 2022

	Financial Review Committee Meeting. 3 <sup>rd</sup> Quarter Audit Report due on or before the 15 <sup>th</sup> day of the month.
	First, Second and Third Nominating Committee Meeting held prior to meeting in February.

	<p>Mooseheart/Moosehaven - February Committee Meeting Night.</p> <ul style="list-style-type: none"> <li>• Form 114 for Golden Gavel Committee with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting.</li> <li>• Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.</li> <li>• Senior Regent announces final slate of nominees.</li> <li>• Senior Regent announces date, time and place of additional Nominating Committee meeting, if applicable.</li> </ul>
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session and/or 2-HOTT Training Session.

## MARCH 2022

	Financial Review Committee Meeting.
	<p>Membership - March Chapter meeting.</p> <p>Election of Officers</p> <ul style="list-style-type: none"> <li>• Form 114 for Mooseheart/Moosehaven - February with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting.</li> <li>• Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.</li> </ul>
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Senior Regent-Elect appoints Chapter Committee Chairmen, Appointed Officer, Higher Degrees Chairman and Special Committee Chairmen.
	Senior Regent-Elect draws up plans for Installation.
	Senior Regent-Elect meets with Board of Officers to present written plans for Installation.
	Senior Regent-Elect appoints Installing Regent, Installing Chaplain, Installing Guide, Installing Musician and Installation Chairman.
	Board of Officers meeting.
	Give copy of the written proposal, approved by Chapter, to the Installation Chairman.
	Notify all Chairmen and Officers of date and time of Installation and practice.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session and/or 2-HOTT Training Session.

## APRIL 2022

	Financial Review Committee Meeting.
	<p>Fraternal Activities – April Chapter meeting.</p> <ul style="list-style-type: none"> <li>• Form 114 for Membership - March with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting.</li> <li>• Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.</li> </ul>
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Board of Officers meeting.
	Practice for Installation.
	Installation.
	Schedule a special Chapter meeting for the purpose of voting on any last minute applications to be enrolled prior to April 30 <sup>th</sup> .
	Senior Regent-Elect to schedule meeting of all Chapter Committee, Higher Degrees and Special Chairmen.
	<p>Meeting with Chapter Committee Chairmen.</p> <ul style="list-style-type: none"> <li>• Chairman may request members to be assigned to her Committee.</li> <li>• Treasurer divides remaining membership and places each member on a Chapter Committee.</li> <li>• Senior Regent-Elect prepares Committee Lists and distributes to Chapter Chairmen so they can contact the members of their committees.</li> </ul>
	Meeting with Higher Degrees Chairman.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Plan fund-raisers and set aside funding for representative to attend the 2022 Chapter Rally Day Celebration and the International Conference, Orlando, Florida 2022.
	Women of the Moose Training Session and/or 2-HOTT Training Session.

## MAY 2022 (Year End Requirements)

	Financial Review Committee Meeting. 4 <sup>th</sup> Quarter Audit Report due on or before the 15 <sup>th</sup> day of the month.
	<u>Newly Installed Treasurer</u> shall enter new Officer, Appointed Officer and Chairmen information (on or after May 2 <sup>nd</sup> ) in the Officers section of the online LCL Web.
	All reports not previously submitted due on or before May 31 <sup>st</sup> .
	Women of the Moose Training Session and/or 2-HOTT Training Session.

## ***REQUIREMENTS FOR RAFFLES OF ALCOHOLIC BEVERAGES OR FIREARMS***

For a Chapter to conduct a raffle of alcoholic beverages (i.e., bottles of wine, baskets with liquor, beer, etc.) or firearms, the following conditions apply:

1. The raffle must be legal and conducted in compliance with all federal, state, county, and city laws or ordinances. In other words - the raffle of an alcoholic beverage or firearm must be legal.
2. All required licenses must be obtained.
3. The Chapter must obtain a dispensation from the Women of the Moose International Headquarters if raffle tickets will be sold to the public and all net proceeds are not going to a specified charity or community service fund-raiser.
4. The Lodge must obtain a dispensation from the Chief Compliance Officer if the Chapter sells raffle tickets to the public on Lodge property or during a Lodge sponsored activity.
5. Only two (2) raffle fund raisers involving the public may be conducted in a single calendar year if *any* of the proceeds go to the fraternal unit (other than reimbursement of actual expenses). Note - There are no fraternal limits on the number of legal raffles a Chapter may conduct involving sales to members only. There may be limits established by local, state or provincial laws.
6. If *any* of the proceeds go to the fraternal unit, IRS regulations require that only volunteers may sell tickets or be involved in the raffle. No paid or compensated member or employee may participate, including volunteers who receive tips, or are compensated with free food, drinks, etc.
7. If the raffle is a community service activity, *all* net proceeds must be distributed to the charity, organization or needy individual(s) for which the raffle is conducted. A separate and complete record of each event should be kept on file. The file should 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.
8. The Chapter is responsible to determine if a federal wagering license is necessary and if the raffle requires the payment of federal wagering taxes.
9. The U. S. Postal Service should not be used to distribute raffle tickets.
10. It is the Chapter's sole responsibility to know and comply with all tax withholding and reporting requirements. *The Chapter could be held liable for all unpaid income taxes on raffle winnings, plus penalties and interest if the value of the raffled item exceeds a certain amount as determined by state and federal tax regulations.*
11. If the raffle includes firearms, the firearm must be disabled, no ammunition is allowed on Lodge property, and the firing mechanism must be wrapped with tape or like material. The firearm can only be displayed in a location not accessible to members or patrons in the social quarters.

## THE PRIVATE POLICY

(For the protection of our tax-free status and Constitutional Right of Privacy)

### ***"YOU ARE EITHER A MEMBER OR A GUEST!"***

All active members of The Moose shall be admitted to the social quarters of any Lodge unless their privileges have been suspended in accordance with the laws of The Moose.

1. All active members shall be admitted to the social quarters of any Lodge of The Moose unless their privileges have been suspended in accordance with the laws of The Moose.
2. Only the following persons may be admitted as a "qualified guest" into the social quarters or home of any Lodge:
  - a: An active Lodge member's spouse. (Note – There are no limits on the number of times a spouse may be admitted as a guest.)
  - b: An active Lodge member's immediate family. (Note – There are no limits on the number of times a spouse or qualified family member under the age of 21 may be admitted as a guest, however, all other immediate family members would be limited to two visits as they now qualify as a prospective member of the person signing them into the social quarters.)
  - c: A prospective member is defined as any guest that is accompanied by a member who can sponsor them for membership, with the exception listed in 2 (a) of this section. As permitted by the Board of Officers, a prospective member may be admitted subject to the following:
    - (1) The prospective member is accompanied at all times by their sponsor.
    - (2) The prospective member is properly signed in as a guest.
    - (3) The prospective member shall not make purchases.
    - (4) The prospective member shall leave when their sponsor leaves.
    - (5) The prospective member shall be limited to two (2) visits.
3. All adult guests of members must be signed in as a guest and leave when the member leaves.
4. Only active members, whose active status has been verified, are permitted to make purchases. Unless prohibited by local law, the sale of refreshments to qualified minor family guests is permitted. It is the responsibility of the Board of Officers to ensure that all persons entering the Lodge home and social quarters are either active members or qualified guests. It is recommended that the Board of Officers adopt a method of distinguishing members and guests to prevent guests from inadvertently making purchases.
5. Members shall at all times be responsible for the conduct of their guests.
6. Orderly conduct is required of all persons in the social quarters or home at all times.
7. The Moose International, Inc. Board of Directors may adopt additional rules and regulations for the operation of social quarters by Moose Lodges and these rules and regulations shall be effective as provided in the written action of the Moose International, Inc. Board of Directors.
8. Each member shall submit proof of membership when requested by any member of the Board of Officers or its authorized person.
9. Using the social quarters for any Lodge community service activity is prohibited unless prior approval is obtained from the Chief Compliance Officer.

The term "guest" includes non-member spouses. A member in expired status shall not enter any Lodge except to pay dues. An expired member does not qualify to be admitted as a guest.

Before making a purchase each day, each member should display their membership card. Each member shall submit proof of membership when requested by any member of the Board of Officers or its authorized person. Approved applicants for membership, prior to enrollment and becoming a member shall not make purchases.

The Board of Officers must provide key cards to all active members of the Lodge, if the Lodge uses such a system. The Board of Officers may charge a reasonable fee to recoup the costs of the key cards.

Using the social quarters for any Lodge community service activity is prohibited unless prior approval is obtained by the Chief Compliance Officer.

These admission rules do not change the authority of the Board of Officers as provided by Sections 48.1 and 48.8 of the General Laws. Sections 28.7 and 50.3 provide information regarding suspended and expelled members, and undesirable individuals. Expelled members shall not enter any Lodge or social quarters as a guest or otherwise except by dispensation of the Chief Compliance Officer.

Orderly conduct is required of all persons at all times. The Board of Officers is required by the laws of The Moose to enforce all rules and regulations and maintain proper decorum. Indecent, profane, violent or other inappropriate conduct is absolutely prohibited. A member's social privileges in a Lodge may be suspended by the Board of Officers of the Lodge pending a hearing and final decision of the Board of Officers in accordance with Section 48.8.

The Board of Officers determines social quarters hours. At the hours designated for closing, all persons shall vacate the social quarters. The admission of minors is subject to compliance with all local laws and according to rules established by the Board of Officers.

No illegal activity shall take place in the social quarters at any time. Any member other than a law enforcement officer in the line of duty possessing an unapproved firearm or other deadly weapon on Lodge property shall be expelled unless the Chief Compliance Officer has granted an exemption.

**Questions concerning the Private Policy should be directed to the Chief Compliance Officer. Phone: (630) 966-2207, Fax: (630)-966-2208, E-mail: mleuer@mooseintl.org**

**NOTES**

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