Meeting
Procedures and
Agendas

OF THE
WOMEN OF THE MOOSE

Authorized by the Grand Council,
Women of the Moose

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nor any portion thereof,
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Women of the Moose Headquarters.
**GENERAL INFORMATION**

Every member is entitled to purchase a Meeting Procedures and Agendas book.

Chapter meetings must be held once per month and must be held on the same day of the month (i.e. 1st Tuesday of the month at 7:00 PM).

The Secretary shall keep the record of attendance in the Chapter Minutes Book.

Correspondence is read at every meeting. Adverse correspondence SHALL NOT be read at ANY Chapter meeting.

Drinking and smoking are NOT permitted at any meeting of the Women of the Moose. Drawings and ticket sales to Moose members only are held before meeting begins and after adjournment. A Chapter meeting is not adjourned or closed until the Senior Regent says, "bid you all a fraternal good night".

The Mooseheart Endowment Fund shall be collected at every Chapter meeting.

Knitting, crocheting or any craft work is not permitted during Chapter meetings.

Every new member shall be invited to attend a Welcome Reception for the purpose of learning about our program and meeting the Chapter members.

In the event there are no new members present at the Welcome Reception, this time should be used to socialize with the Chapter members.

A Welcome Reception shall be held immediately preceding the Chapter meeting. The Welcome Reception should last approximately 30 minutes and is held for the express purpose of “meeting and greeting” your new Chapter members. All members of the Chapter are encouraged to attend this reception.

Every Chapter meeting shall include some type of social meeting, program or guest speaker, followed by light refreshments.

On meeting nights, all officers shall arrive at least one hour prior to the start of the Chapter meeting to meet, greet and to prepare for the business to be conducted that evening.

The Senior Regent, Junior Past Regent, Secretary, Treasurer, Chairman in charge of Chapter Meeting Night and presiding officers for all ceremonies use a microphone at the podium.

Speeches are in capital letters. Directives are in small letters and indented. "Pause" means to allow time for the action to take place. All actions start after directions have been completed.

Recorded/electronic music may be used.
The Senior Regent shall maintain harmony and decorum in the Chapter room at all times. There shall be no disruptive behavior or adversity during a Chapter meeting.

If a member loses her temper or exhibits unacceptable behavior, the Senior Regent shall inform her that she is disrupting the meeting and request her to be seated. If the member ignores the instructions of the Senior Regent and continues to be disruptive, the Senior Regent shall ask the Guide to escort the member out of the Chapter room. In the event the member refuses to be escorted out, or to leave the meeting, the Senior Regent shall adjourn the meeting.

**The Senior Regent has the authority to fine any member for offenses committed in her presence.**

A Formal Welcome is performed at the Academy of Friendship (June), Star (August), College of Regents (November), and Golden Gavel (January) Committee Meeting Night or at Special Meetings.

Snapshot pictures may be taken during Chapter meetings provided meetings are not disrupted. The following Chapter meetings may be videotaped in the respective Chapter when the individual(s) is(are) being recognized: Installation of Officers held in April; Higher Degrees-Academy of Friendship Committee Meeting Night; Higher Degrees - College of Regents Committee Meeting Night; Higher Degrees - Star Committee Meeting Night; Golden Gavel Committee Meeting Night.

Only emergency business may be conducted at these meetings. Guests must be escorted from the room during this portion of the meeting.

The members serving as elected officers, including the Junior Past Regent, shall wear business dress attire.

Chapter Chairman in charge of the Committee Meeting Night shall be seated to the left of the Senior Regent when meeting is called to order and will remain there until the close of the meeting.

If applicable, only the current guest State/Provincial or International Officer, or assigned Official Visitor, and/or Guest Speaker are seated behind the podium for meeting. Past State/Provincial or International Officers may be seated in a reserved section for Higher Degrees Committee Meeting Nights. Use only ONE speaker at Chapter meetings. Only Chapter members with a membership card indicating they are in good standing are permitted to attend regular Chapter meetings. Members of The Moose, prospective members and guests are invited to attend the Mooseheart/Moosehaven - Christmas in October, Higher Degrees - Academy of Friendship, Higher Degrees - College of Regents, Higher Degrees - Star and Golden Gavel Committee Meeting Nights.
The Higher Degrees Academy of Friendship, College of Regents and Star Committee Meeting Nights may be held anytime during their respective months.

The Golden Gavel Committee Meeting Night shall be held anytime during the month of January of the same Chapter year in which she was invested. **The Golden Gavel is only worn during term of office as Junior Past Regent.**

Caps and gowns are only worn by Collegians on College of Regents Committee Meeting Night and when requested by the Senior Regent. Caps and gowns are optional at the Higher Degrees Academy of Friendship, Star and Golden Gavel Committee Meeting Night.

In preparation for the Higher Degrees Committee Meeting Nights, the Chairman should arrange to have a rehearsal for all of the members participating in the meeting.
**WELCOME RECEPTION**

A Welcome Reception shall be held immediately preceding the Chapter meeting. The Welcome Reception should last approximately 30 minutes and is held for the express purpose of “meeting and greeting” your new Chapter members. All members of the Chapter are encouraged to attend this reception.

As soon as the applicants have been balloted upon, the Chapter Treasurer (or Senior Regent) shall send invitations to the new members, inviting them to attend the next Welcome Reception.

Elegant, inexpensive invitations can be made using the template that can be found on the Women of the Moose website and printing them on an Avery 8383 post card and mailed in a 1/4-fold invitation envelope.

All Welcome Receptions shall be open to members of The Moose, qualified guests and invited prospective members. All members of The Moose must present their membership cards showing that they are in good standing. Qualified guests and prospective members shall wear identification badges indicating they are guests.

During the Welcome Reception, the chairman should provide light refreshments to those in attendance. Punch, coffee, juice, cookies or light snacks should be considered.

Be prepared to provide the new member with the Mooseheart and Moosehaven booklet, as well as the “Who Are The Women of the Moose” and Member Benefits brochures. It is also recommended to give them a Welcome Gift in appreciation for joining the Chapter.

The Senior Regent will welcome the new member(s) and encourage her(them) to attend the meeting following the reception. Above all, make her(them) feel welcome.

This is an additional opportunity to acquaint the new member(s) with our program, the Chapter’s activities and with Mooseheart and Moosehaven.

All new members shall be invited to attend a more formal welcome at the next Higher degrees Committee Meeting Night that is held in honor of those who have attained personal honors/degrees.
CHAPTER ROOM SET-UP

See Chapter Room Set-up, Diagram 1 or 2.

If using Diagram 1, the Senior Regent, Committee Chairman, Junior Past Regent, Treasurer and Secretary are seated at the front of the room as indicated. If applicable, the Guest Speaker and/or a guest Current/Past State/Provincial/International Officer are also seated at the front of the room. The Guide is seated in the front row of chairs as shown. The first row of chairs are designated for the Chairmen. Degree holders/honorees (if applicable) will sit in the front row of the reserved section as indicated for the Higher Degrees and Golden Gavel Committee Meeting Night. Cradle/Baskets for the Endowment Fund will be under Guide’s chair.

Small tables (i.e. card tables) shall be used for the Treasurer and Secretary.

If using Diagram 2, any pre-set dining room may be used. The Senior Regent, Committee Chairman, Junior Past Regent, Treasurer and Secretary are seated at the front of the room as indicated. If applicable, the Guest Speaker and/or a guest Current/Past State/Provincial/International Officer are also seated at the front of the room. Chairmen and members may sit where they wish. The Guide shall sit near the front of the room.

The National Flag is placed to the right of the Treasurer. The flag shall be honored in accordance with the usage and customs of the country in which the meeting is held.

American and Canadian Chapters shall have both American/Canadian Flags available in the event a member of a Chapter from out of the country is present at a meeting. The neighboring country’s flag is placed to the left of the Secretary. Use a flag with a staff at least six (6) feet tall.

As indicated in Chapter Room Set-up, a podium and microphone shall be at the front of the room. The Senior Regent shall be seated behind the podium with the Junior Past Regent, guest Current/Past State/Provincial/International Officer (if applicable) and Treasurer to her right. The Committee Meeting Night Chairman shall be seated on an oblique to the left rear of the podium with the Guest Speaker (if applicable) and Secretary to her left. There shall be no escorting of guests or dignitaries at meetings, with the exception of the Higher Degrees Committee Nights when action is being done. The committee is seated in reserved section and new recipients will be escorted to the front of the podium during the ceremony.

Chimes are placed at the Musician’s chair (if applicable) or on the Treasurer’s table.
AGENDA FOR COMMITTEE MEETING NIGHT

WELCOME RECEPTION PRIOR TO OPENING OF THE MEETING

OPENING

Presentation of dignitaries and guests (if applicable)

INVOCATION

PLEDGE TO THE FLAG

NATIONAL ANTHEM (Optional)

ROLL CALL OF OFFICERS (Silent by Sec.)

INTRODUCTION OF NEW MEMBERS

INTRODUCTION OF CHAIRMAN

Chairman presents résumé and checks for committee project

CHRISTMAS IN OCTOBER MARCH (during the October meeting only)

DRAPING OF CHARTER (When necessary)

UNCONTESTED ELECTION (When necessary)

INSTALLATION OF OFFICER(S), APPOINTED OFFICER AND CHAIRMEN (When necessary)

Refer to special instructions for Installation held during Chapter year. Follow instructions for appropriate Installation. If a member is elected and installed at the same meeting, the Installation shall be held after the election.

VOTING ON APPLICATIONS (As necessary)

Applications for membership, reinstatements, re-enrollments and transfers-in. Letters requesting re-admission shall be voted on separately.

NINE O'CLOCK CEREMONY

ENDOWMENT FUND

FINANCIAL VERIFICATION

BUSINESS

REPORT OF FINANCIAL REVIEW CHAIRMAN

READING OF PREVIOUS MEETING MINUTES

READING OF BOARD OF OFFICERS’ MINUTES
AGENDA FOR COMMITTEE MEETING NIGHT

READING OF MONTHLY REPORTS (Forms 114 and 166)

REPORTS OF SPECIAL COMMITTEES (if applicable)

UNFINISHED BUSINESS

NEW BUSINESS

READING OF CORRESPONDENCE

READING OF SPECIAL ANNOUNCEMENTS FROM WOTM HEADQUARTERS AND MOOSE INTERNATIONAL

READING OF SLATE OF NOMINEES

(When scheduled or necessary - refer to General Laws and Officer’s Handbook)

READING OF ELECTION RESULTS REPORT

(When scheduled or necessary - refer to General Laws and Officer’s Handbook)

GUEST SPEAKER (upon invitation)

ANNOUNCEMENTS

ADJOURNMENT

COMMITTEE PROGRAM
MONTHLY COMMITTEE MEETING NIGHT

See Chapter Room Set-up. When using Diagram 1 or 2, adjust the number of chairs to accommodate the members present. Rows of chairs or tables should have sufficient room between them to allow Guide (or Election Committee) to walk between, when necessary.

Everyone is seated when meeting is opened. Committee Meeting Night Chairman is seated at Senior Regent's left. A chair for a guest speaker (non-member) will be placed at chairman’s left.

A “visitor” is defined as a member of the Women of the Moose who is not a member of your Chapter.

SENIOR REGENT:

(Rap 1)

IN THE NAME OF THE WOMEN OF THE MOOSE, I DECLARE (Chapter Name) CHAPTER DULY OPENED.

(When applicable) WE ARE PRIVILEGED TO HAVE (Title and Name) WITH US TONIGHT (TODAY). EVERYONE WILL RISE TO WELCOME HER.

(Pause for applause)

(Rap 1)

GUIDE, LET THE CHAPTER DOOR(S) BE CLOSED.

Depending on which side of the room the Chapter door is situated, the Guide checks the door, and returns to her chair. The Guide gives response and is seated. If there are two (2) entrances to the Chapter room, she checks both doors.

GUIDE:

SENIOR REGENT, THE CHAPTER DOOR IS (DOORS ARE) CLOSED.

Guide is seated.

SENIOR REGENT:

THANK YOU.

THE JUNIOR PAST REGENT WILL OFFER THE INVOCATION AND LEAD US IN THE PLEDGE OF ALLEGIANCE TO OUR FLAG.

(Rap 2)
Senior Regent returns to her chair and remains standing. Junior Past Regent proceeds to the podium.

JUNIOR PAST REGENT:

LET US FOLD OUR ARMS AND BOW OUR HEADS. (Pause)

OUR HEAVENLY FATHER, WE ASK YOUR BLESSINGS ON OUR MEMBERS AND ON OUR ENDEAVORS. WE HUMBLY ASK FOR YOUR GUIDANCE IN OUR THOUGHTS, WORDS AND DEEDS, THAT WE MAY SUCCESSFULLY WORK TOGETHER IN HARMONY FOR THE ADVANCEMENT OF OUR ORGANIZATION. MAY OUR FOUNDATION OF FAITH, HOPE AND CHARITY GUIDE US NOW AND FOREVER.

AMEN.

JUNIOR PAST REGENT:

PLEASE JOIN ME IN THE PLEDGE TO OUR FLAG.

Members of United States Chapters will face the flag, place right hand over heart and say Pledge of Allegiance together. Members of Canadian Chapters face flag and join in pledge.

I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA AND TO THE REPUBLIC FOR WHICH IT STANDS, ONE NATION UNDER GOD, INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL.

(Pause)

(Optional) LET US SING ONE VERSE OF THE "STAR SPANGLED BANNER".

Continue to face flag with right hand over heart while singing the National Anthem.

Music Score in rear of book.

When both United States and Canadian Chapter members are present, both pledges will be given. The Pledge and National Anthem of the country where the Chapter is located will be performed first.

Canadian Chapter members will say:

JUNIOR PAST REGENT:

PLEASE REPEAT AFTER ME THE WOMEN OF THE MOOSE PLEDGE.

Everyone will turn toward Canadian Flag. Canadians may salute the flag during pledge. All members repeat after Junior Past Regent.
JUNIOR PAST REGENT:

I PLEDGE ALLEGIANCE TO MY FLAG -AND PROMISE TO DEFEND IT FROM DESECRATION -AND BY WORD, ACT AND DEED -WILL CONDEMN ANARCHY OR INSUBORDINATION -WHERE THE SAME CONCERNS MY COUNTRY. -THE MOOSE FRATERNITY-STANDS FIRST AND FOREMOST FOR LOYALTY.

(Pause)

(Optional) LET US SING ONE VERSE OF "O CANADA".

Everyone faces flag with arms and hands at side while singing.
Music Score in rear of book.
Junior Past Regent returns to her chair and remains standing.
Senior Regent proceeds to the podium.

SENIOR REGENT:

(Rap 1)

WE ARE DELIGHTED TO HAVE NEW MEMBERS IN ATTENDANCE THIS EVENING (TODAY). AS YOUR NAME IS ANNOUNCED, PLEASE RISE AND REMAIN STANDING.

Treasurer proceeds to the podium and reads the names of the new members.

(Pause for applause)
She then returns to her chair and is seated.

WELCOME NEW MEMBERS. WE ARE PLEASED THAT YOU HAVE CHOSEN TO JOIN US THIS EVENING (TODAY). YOU MAY BE SEATED.

WE THANK YOU AND YOUR SPONSOR FOR ASSISTING US TO INCREASE OUR SERVICE TO MOOSEHEART, MOOSEHAVEN AND OUR COMMUNITY.

TO ENCOURAGE PARTICIPATION IN OUR CHAPTER ACTIVITIES AND TO BECOME BETTER ACQUAINTED, ALL MEMBERS ARE PLACED ON ONE OF OUR CHAPTER COMMITTEES. THE COMMITTEE CHAIRMAN WILL BE IN CONTACT WITH YOU REGARDING OPPORTUNITIES TO VOLUNTEER YOUR TIME AND TALENTS.

YOUR GOOD STANDING MEMBERSHIP CARD WILL PERMIT YOU TO ENTER ANY MOOSE HOME OR CHAPTER MEETING OF THE WOMEN OF THE MOOSE. DUE TO OUR
SENIOR REGENT:

PRIVATE POLICY, WHICH ALLOWS US TO RETAIN OUR PROTECTED AND TAX FREE STATUS, YOU WILL BE REQUIRED TO SHOW YOUR MEMBERSHIP CARD BEFORE MAKING ANY PURCHASES. BE PROUD TO CARRY AND SHOW YOUR MEMBERSHIP CARD WHEN ENTERING A MOOSE HOME.

BY ASKING YOUR RELATIVES, FRIENDS AND ASSOCIATES TO JOIN IN OUR EFFORTS, OUR MEMBERSHIP WILL BE STRENGTHENED. AS (A) MEMBER(S), YOU WILL BE SHARING IN OUR PROGRAM OF SUPPORTING MOOSEHEART AND MOOSEHAVEN AND THEIR RESIDENTS, AND HELPING OUR COMMUNITIES TO PROSPER. WE THANK YOU AGAIN FOR BEING WITH US AT THIS MEETING.

(Pause for action)

TONIGHT (TODAY) WE HONOR THE ___(Committee Name)___ COMMITTEE. CHAIRMAN ____ (First Name) _____, PLEASE JOIN ME AT THE PODIUM.

Chairman will stand and join the Senior Regent at the podium.

CHAIRMAN ____ (First Name) ____, PLEASE SHARE WITH US YOUR COMMITTEE’S ACCOMPLISHMENTS, FUTURE PLANS AND WHAT YOU HAVE PLANNED FOR US TONIGHT (TODAY).

CHAIRMAN:

COMMITTEE MEMBERS, PLEASE STAND AND INTRODUCE YOURSELVES, STARTING WITH ____ (Name) ____.

(Introduce first committee member present.) Committee members present rise and introduce themselves.

THANK YOU, YOU MAY BE SEATED.

(Pause for action)

I AM PLEASED TO REPORT OUR COMMITTEE RECEIVED CHAPTER APPROVAL FOR THE FOLLOWING ACTIVITIES:

Chairman describes the fund raising project of the committee and highlights the activities planned for the committee throughout the year. Chairman refers to and follows example of résumé in Chairman's pamphlet.

She also reads speech written in Chairman's pamphlet for presentation of checks.
CHRISTMAS IN OCTOBER DURING OCTOBER MEETING, REFER TO PAGE 39.

CHAIRMAN:

AT THIS TIME, IT GIVES ME GREAT PLEASURE TO RECOGNIZE AND THANK THE FOLLOWING SPONSORS. PLEASE STAND TO BE RECOGNIZED.

Treasurer shall give a list (name) of the sponsors of new members since last month to the chairman for her to read. If appropriate, sponsor recognition awards may be presented at this time.

SPONSORS, WE THANK YOU FOR INVITING YOUR FAMILY AND FRIENDS TO JOIN US.

(Pause for applause)

YOU MAY BE SEATED.

If a Guest Speaker has been invited, the Chairman announces:

CHAIRMAN:

I ALSO HAVE THE PLEASURE TO WELCOME (Title and Name) WHO WILL ADDRESS US AT THE END OF THE MEETING.

If program consists of some other form of entertainment, Chairman advises:

OUR COMMITTEE INVITES YOU TO STAY AFTER THE MEETING IS ADJOURNED AND ENJOY OUR PROGRAM AS WELL AS THE REFRESHMENTS THAT HAVE BEEN PREPARED FOR YOU.

(Pause for action)

SENIOR REGENT:

THANK YOU CHAIRMAN (Name) FOR THE CONTRIBUTIONS FROM YOUR COMMITTEE. WE LOOK FORWARD TO THE ACTIVITIES YOU HAVE PLANNED FOR US THIS EVENING (TODAY).

(Pause) Chairman returns to her chair beside the Senior Regent and sits down.

IF NECESSARY TO DRAPE THE CHARTER, REFER TO PAGE 25.
IF NECESSARY TO HOLD AN UNCONTESTED ELECTION, REFER TO PAGE 33.
IF NECESSARY TO INSTALL OFFICERS, APPOINTED OFFICER OR CHAIRMEN, REFER TO INSTALLATION.
SENIOR REGENT: (if applicable)

THE TREASURER WILL READ APPLICATIONS FOR MEMBERSHIP (REINSTATMENTS, RE-ENROLLMENTS AND TRANSFERS-IN) AND THE REPORT OF THE APPLICATION REVIEW COMMITTEE.

Treasurer goes to microphone to read name, address, and sponsor of each candidate and re-enrollee. Reinstatement applications should be read giving name of reinstatee and member who secured application. Transfers-in should be read from the application the same as for new candidates.

TREASURER:

THE REPORT OF THE APPLICATION REVIEW COMMITTEE IS FAVORABLE.

Treasurer returns to her chair. If report of Application Review Committee finds any application unfavorable, application is not read on the Chapter floor. Candidate is notified of the rejection and advised as to when she may again apply.

SENIOR REGENT:

ALL MEMBERS OF (Name) CHAPTER IN GOOD STANDING ARE ENTITLED TO VOTE ON APPLICATIONS.

See "Secret Ballot" for letters requesting re-admission.

SHOW OF HANDS

In the event the vote is by show of hands, the following procedure will be used.

SENIOR REGENT:

WE WILL VOTE BY SHOW OF HANDS ON THE APPLICANT(S) WHOSE NAME(S) WAS (WERE) JUST READ FOR MEMBERSHIP IN THIS CHAPTER. THOSE IN FAVOR, PLEASE RAISE YOUR RIGHT HAND.

(Pause)

Secretary takes count.

SENIOR REGENT:

ALL OPPOSED, PLEASE RAISE YOUR RIGHT HAND.

(Pause)

Secretary takes count.
SENIOR REGENT:
SECRETARY, PLEASE GIVE THE RESULTS OF THE VOTING.
Secretary will go to the microphone to announce the results of the voting.

SECRETARY:
SENIOR REGENT, THERE WERE _____ YES AND _____ NO VOTES.

SENIOR REGENT:
ARE THERE ANY OBJECTIONS TO THE COUNT?
(Pause) Senior Regent will allow a few moments in the event anyone wishes to contest the count. In the event there should be an objection, repeat the voting procedure on each application separately by show of hands.

AS THERE ARE NO OBJECTIONS, I DECLARE THE APPLICANT(S), WHOSE NAME(S) WAS (WERE) READ, ELECTED TO MEMBERSHIP IN THIS CHAPTER.
(Rap 1)

If unfavorable, regardless of whether the voting was for one (1) or more candidates, another vote shall immediately be taken by show of hands. Each candidate shall be voted on separately. If a second vote is unfavorable, the Senior Regent shall declare candidate(s) rejected and instruct the Treasurer to notify the candidate(s) and send the individual(s) a Chapter check for the full amount of money received with application.

SENIOR REGENT:
AS THE VOTING IS FOUND UNFAVORABLE BY THE CHAPTER, ALL FUNDS RECEIVED WILL BE REFUNDED AND THE APPLICANT(S) WILL BE NOTIFIED. SHE (THEY) MAY SUBMIT A NEW APPLICATION FOR MEMBERSHIP AT THE END OF SIX MONTHS.
(Rap 1)

SECRET BALLOT
The following procedure will be used if the Senior Regent announces, or a member requests, a secret ballot.
SENIOR REGENT:
WE WILL VOTE BY SECRET BALLOT. GUIDE, PLEASE DISTRIBUTE THE BALLOTS AND WRITING UTENSILS.

Use the same procedure as listed on page 34.

SENIOR REGENT:
SECRETARY, PLEASE GIVE THE RESULTS OF THE SECRET BALLOT.

Secretary will go to the microphone to announce the results of the balloting.

SECRETARY:
SENIOR REGENT, THERE WERE _____ YES AND _____ NO BALLOTS.

SENIOR REGENT:
ARE THERE ANY OBJECTIONS?

(Pause) Senior Regent will allow a few moments in the event anyone wishes to contest the ballot. If the count is questioned, a recount will be taken immediately.

The Senior Regent will then announce to the members if the ballot is favorable or unfavorable. If favorable, the Senior Regent will state...

AS THERE ARE NO OBJECTIONS, I DECLARE THE APPLICANT(S) WHOSE NAME(S) WAS (WERE) READ, ELECTED TO MEMBERSHIP IN THIS CHAPTER.

(Rap 1)

If unfavorable, regardless of whether the vote was for one (1) or more candidates, another ballot shall immediately be taken by secret ballot to guard against any error. Each candidate shall be balloted on separately. If a second ballot is unfavorable, the Senior Regent shall declare candidate(s) rejected and instruct the Treasurer to notify the candidate(s) and send the individual(s) a Chapter check for the full amount of money received with application.

AS THE BALLOT IS FOUND UNFAVORABLE BY THE CHAPTER, ALL FUNDS RECEIVED WILL BE REFUNDED AND THE APPLICANT(S) WILL BE NOTIFIED. SHE (THEY)
SENIOR REGENT:

MAY SUBMIT A NEW APPLICATION FOR MEMBERSHIP AT THE END OF SIX MONTHS.

(Rap 1)

Senior Regent destroys ballot by tearing up two (2) or three (3) ballots. Remainder of ballots are destroyed, by shredding, after the meeting. The majority of the Chapter rules, regardless of whether the vote is by show of hands or secret ballot.

When applicable, the following shall be used for letters requesting re-admission.

(If applicable) THE TREASURER WILL READ LETTER(S) FOR RE-ADMISSION.

Use same procedure as in "SECRET BALLOT" page 34.

GUIDE, YOU MAY ESCORT OUR VISITORS BACK INTO THE CHAPTER ROOM.

(Pause)

Guide escort visitors back into the Chapter room.

NINE O'CLOCK CEREMONY

SENIOR REGENT:

(Rap 2)

AT THE HOUR OF NINE, THE CHILDREN AT MOOSEHEART KNEEL AT THEIR BEDSIDES TO SAY THEIR EVENING PRAYERS. LET US TURN TOWARD MOOSEHEART AND JOIN THEM IN SILENT PRAYER.

Junior Past Regent proceeds to microphone. All turn in the direction of Mooseheart. Musician (Treasurer) strikes chimes nine (9) times on one note. If there is not a picture of the Nine O'clock Ceremony in the room, everyone remains facing forward.

JUNIOR PAST REGENT:

PLEASE REPEAT AFTER ME.

LET THE LITTLE CHILDREN COME TO ME - DO NOT KEEP THEM AWAY - FOR THEY ARE LIKE THE KINGDOM OF HEAVEN - GOD BLESS MOOSEHEART - AMEN.
If members were turned in the direction of Mooseheart, they then turn back to original positions.

(Rap 1)

**MOOSEHEART ENDOWMENT FUND**

**SENIOR REGENT:**

**LET US PREPARE FOR THE MOOSEHEART ENDOWMENT FUND COLLECTION.**

(Pause)

Allow time for members to get their contributions. When everyone is ready and the Senior Regent has their attention, she continues…..

**SENIOR REGENT:**

**THE ENDOWMENT FUND IS VITAL TO THE CONTINUED OPERATION OF OUR TWIN CITIES, MOOSEHEART AND MOOSEHAVEN. YOU ARE INVITED TO PLACE YOUR CONTRIBUTIONS IN THE BASKETS THAT THE GUIDE WILL DISTRIBUTE.**

(Rap 2)

(optional) **LET US SING THE SCHOOL SONG “MOOSEHEART THE HAPPIEST” AS WE PRESENT OUR CONTRIBUTIONS.**

Music Score in rear of book. If there is no singing, those in attendance sit after placing their contribution in the basket.

**GUIDE, PLEASE PROCEED.**

The Guide has baskets under her chair. The Guide will rise. The Guide passes one basket to her left and the other to her right. The baskets are passed by the members through the room until they are at the back. The Guide follows their progress throughout the room and receives them as the last member donates. Upon receiving the baskets, the Guide walks up to the front of the room, presents the basket to the Musician (if applicable) and to each of the people seated behind the podium, then gives baskets to the Secretary. She then returns to her chair.

(Secretary counts the Endowment Fund after the meeting has adjourned.)
FINANCIAL VERIFICATION

SENIOR REGENT:

TREASURER, GIVE THE REPORT OF EXPENDITURES AND RECEIPTS VERIFYING THE TOTAL AMOUNT OF MONEY COLLECTED AND DEPOSITED SINCE YOUR REPORT AT THE LAST MEETING.

Treasurer proceeds to microphone and gives report. The report should be given from the “Check Detail” report and the “Sales by Item Summary” in QuickBooks. The reports are then given to the Secretary to be included as part of the Chapter minutes.

TREASURER:

SENIOR REGENT, THE EXPENDITURES SINCE [Date of last meeting] ARE AS FOLLOWS: [Paid to and amount of each check]. RECEIPTS COLLECTED ARE: [Total of each category] FOR A TOTAL OF $[Amount] WHICH HAS BEEN DEPOSITED IN THE BANK.

Treasurer remains at the podium.

SENIOR REGENT:

SECRETARY, HAVE YOU RECEIVED BANK VALIDATED DEPOSIT SLIPS TOTALING $[Amount], VERIFYING THE AMOUNT STATED BY THE TREASURER SINCE OUR LAST MEETING?

Secretary stands and faces forward.

SECRETARY:

SENIOR REGENT, I HAVE (HAVE NOT). Secretary sits down.

In the event the Secretary has not received deposit slips totaling the amount stated by the Treasurer, the Senior Regent will allow time for the Treasurer and Secretary to correct the discrepancy if possible.

SENIOR REGENT:

TREASURER, GIVE THE REPORT OF THE CURRENT ACTUAL CASH BALANCE IN CHECKING, SAVINGS AND ALL OTHER CHAPTER ACCOUNTS.

Treasurer gives report and returns to her chair.
BUSINESS PORTION

The Senior Regent will call upon the Financial Review Chairman for her report.

SENIOR REGENT:

THE FINANCIAL REVIEW CHAIRMAN WILL NOW GIVE HER REPORT.

Financial Review Chairman goes to microphone, makes the following statement and returns to her chair.

FINANCIAL REVIEW CHAIRMAN:

THE FINANCIAL REVIEW COMMITTEE HAS FOUND THE TREASURER’S RECORDS TO BE TRUE AND ACCURATE.

Financial Review Chairman returns to her chair and is seated.

SENIOR REGENT:

THE SECRETARY WILL READ THE MINUTES OF THE CHAPTER MEETING HELD ON (Date).

The Secretary goes to microphone to read the minutes.

YOU HAVE HEARD THE MINUTES OF THE PREVIOUS MEETING. ARE THERE ANY CORRECTIONS? (Pause) (HEARING NONE,) THEY SHALL STAND APPROVED AS READ (or APPROVED AS CORRECTED).

(Rap 1)

The Senior Regent will ask for the reading of minutes from any other Chapter meetings held since the last Chapter meeting and then proceeds with Board of Officer's minutes.

THE SECRETARY WILL READ THE MINUTES OF THE BOARD OF OFFICERS’ MEETING HELD ON (Date).

After the minutes are read, continue...

SENIOR REGENT:

YOU HAVE HEARD THE MINUTES OF THE BOARD OF OFFICERS’ MEETING ARE THERE ANY QUESTIONS OR COMMENTS?

Individual recommendations or rejections by the Board shall be numbered. When a discussion arises over a particular recommendation or rejection of the Board, the Chapter shall be given the opportunity to vote on that item separately. Members of
the Board of Officers shall not take part in the discussion of the Board minutes as they had the opportunity at the Board meeting however, they do have the right to vote to accept the minutes. If an Officer determines that something has been added or deleted from the Board minutes, she may call it to the attention of the Secretary who shall correct the minutes and read again as corrected.

Only the Senior Regent shall answer questions unless she asks another officer for clarification.

If a majority vote is against a proposal of the Board, the proposal shall be referred back to the Board for further consideration. When a rejected proposal is presented to the Chapter for a second time, the majority vote of the Chapter shall be final. When a plan or proposal is incomplete, the Senior Regent shall refer it to the Board of Officers for further consideration. Only that portion of the plan or proposal approved by the Chapter shall be placed in operation. The majority vote of the Chapter shall be final.

**SENIOR REGENT:**

(If applicable) State for the record (i.e. “PROPOSALS #__, AND ___ WILL BE REFERRED BACK TO THE BOARD OF OFFICERS FOR FURTHER REVIEW.”) any and all proposals that may be going back to the Board of Officers for review.

**MAY I HAVE A MOTION TO ADOPT THE MINUTES AS READ (AS REVISED)?**

(Pause)

**MAY I HAVE A SECOND TO THE MOTION?**

(Pause)

**THOSE IN FAVOR OF THE MOTION, SIGNIFY BY SHOW OF HANDS.**

(Pause)

**THOSE OPPOSED?**

(Pause)

**MOTION CARRIED** (or **MOTION REJECTED**).

The Secretary shall make note of the results of the vote to be entered into the Chapter minutes. The Senior Regent shall sign the Chapter Minutes Book after all minutes are read. The Secretary returns to her chair and is seated.
SENIOR REGENT:

WE WILL NOW HAVE THE REPORTS OF THE CHAIRMEN.

The Senior Regent calls upon the Chairmen for the following reports (when due): 114 and 166.

Chairmen proceed to the microphone to read their reports. Upon completion, they return to their chairs and are seated.

SENIOR REGENT:

ARE THERE ANY ADDITIONS OR CORRECTIONS?

(Pause)

SENIOR REGENT:

(HEARING NONE,) THEY STAND APPROVED AS READ (or CORRECTED) AND SHALL BE SENT TO WOMEN OF THE MOOSE HEADQUARTERS.

(Pause)

SENIOR REGENT: (If applicable)

WE WILL NOW HAVE THE REPORTS OF THE SPECIAL CHAIRMEN.

The Senior Regent calls upon the Chairmen of Special Committees such as: Bingo, Sports, Crafts, Kitchen Band, Government Relations. Junior Past Regent also gives report of illness and death of any Chapter members.

SENIOR REGENT:

IS THERE ANY UNFINISHED BUSINESS?

(Pause)

IS THERE ANY NEW BUSINESS?

New business must be referred back to the Board Of Officers before any action may be taken.

(Pause)

THE SECRETARY WILL READ CORRESPONDENCE RECEIVED FROM WOMEN OF THE MOOSE HEADQUARTERS, MOOSE INTERNATIONAL AND ANY OTHER CHAPTER CORRESPONDENCE.

Adverse correspondence shall not be read to the Chapter, unless so directed by Women of the Moose Headquarters. Such correspondence is referred to the Board of Officers for action.
IF NECESSARY TO READ SLATE OF NOMINEES, REFER TO PAGE 37.

IF NECESSARY TO READ ELECTION RESULTS, REFER TO PAGE 38. If applicable, announce date, time and place of next nominating committee meeting.

CLOSING

SENIOR REGENT:

CHAIRMAN ____ (Name) ____, PLEASE PROCEED WITH YOUR PROGRAM.

Chairman goes to the podium.

CHAIRMAN: 

____ (Title)____, ____ (Name) ____WILL NOW ADDRESS US.

Chairman returns to her chair and is seated.

After guest speaker has concluded her/his presentation, Chairman will join her/him at the podium to continue...

CHAIRMAN:

THANK YOU __ (First name) ____ FOR YOUR INFORMATIVE PRESENTATION. WE INVITE YOU TO JOIN US FOR OUR PLANNED SOCIAL ACTIVITIES.

Chairman and speaker return to chairs and are seated.

Senior Regent proceeds to the podium.

SENIOR REGENT:

Senior Regent will make any necessary announcements.

FRIENDS, THAT WHICH IS DONE IS DONE. LET NONE DEPART FROM THIS MEETING WITH ANGER OR RESENTMENT IN HER HEART. LET ALL GO FORTH WITH KIND THOUGHTS, HELPFUL WORDS AND GOOD DEEDS FOR ALL MANKIND.

PLEASE REPEAT AFTER ME:

THE LORD WATCH – BETWEEN ME AND THEE – WHILE WE ARE ABSENT – ONE FROM THE OTHER.

OUR NEXT MEETING WILL BE HELD ON __ (Date) ____.
SENIOR REGENT:

I DECLARE (Chapter Name) CHAPTER ADJOURNED AND
BID YOU ALL A FRATERNAL GOOD NIGHT (AFTERNOON).

(Rap 1)

(If applicable) CHAIRMAN (Name), PLEASE PROCEED
WITH YOUR PROGRAM.
**DRAPING OF CHARTER**

The Charter is draped for all deceased members at the meeting following notification of her death. The drape remains on the Charter for a period of thirty (30) days. If Charter is already draped, remove drape prior to opening of meeting. In the event the Charter is to be draped for more than one member on the same evening, include all members at the same time.

**SENIOR REGENT:**

*AS A FINAL TOKEN OF OUR RESPECT TO MEMBER(S)*

(Name(s))

WHO WAS(WERE) CALLED FROM US ON

(Date(s))

THE CHARTER WILL BE DRAPED IN HER

(THEIR) MEMORY.

Senior Regent returns to her chair and is seated. Junior Past Regent and Secretary leave chairs and proceed to the podium and stand side by side facing the audience. (Diagram D) The Secretary carries drape over left forearm.

**JUNIOR PAST REGENT:**

(Years or Months)

AGO,

(Name(s))

TOOK

THE VOWS THAT UNITED HER (THEM) WITH US AS A MEMBER OF THE WOMEN OF THE MOOSE. NOW, IN TOKEN OF OUR CHAPTER’S GRIEF THAT SHE (THEY) NO LONGER WALK(S) AMONG US, THE CHARTER WILL BE DRAPED WITH THE EMBLEM OF SORROW.

Junior Past Regent and Secretary walk together in direction of Charter. (Diagram D.1)

The Musician (Treasurer) strikes the chimes on one (1) note three (3) times as drape is placed on Charter by Junior Past Regent and Secretary.

(Pause)

The Secretary proceeds to her chair, the Junior Past Regent proceeds to the podium. They remain standing. Senior Regent returns to the podium. (Diagram D.1)

**SENIOR REGENT:**

LET US STAND AS THE JUNIOR PAST REGENT OFFERS PRAYER.

Senior Regent returns to her chair and remains standing. Junior Past Regent advances to the podium. (Diagram D.1)
JUNIOR PAST REGENT:

HOLY SPIRIT, YOU HAVE CHOSEN TO CALL (Name(s)) FROM OUR MIDST AND WE ARE SORROWFUL. ENFOLD OUR DEPARTED MEMBER(S) WITH YOUR LOVE AND ETERNAL BLESSING.

TOUCH OUR HEARTS WITH YOUR HEALING HAND AND GIVE US PEACE AND UNDERSTANDING. GRANT US CONTINUED STRENGTH AND COMPASSION TO FULFILL OUR PLEDGE TO HELP THOSE IN NEED. AMEN.

Junior Past Regent returns to chair and remains standing, Senior Regent returns to the podium. (Diagram D.1)

SENIOR REGENT:

(Rap 1)

THE CHARTER WILL REMAIN DRAPED FOR THIRTY DAYS IN MEMORY OF MEMBER(S) (Name(s)).
FUNERAL CEREMONY
If there is not a funeral ceremony, this ceremony may be used at the graveside or a Memorial Service.

INSTRUCTIONS:
Upon being notified of the death of a Chapter member, the Senior Regent shall appoint a committee of three (3) members to immediately visit the family of the deceased member, ascertain whether they would like to have the Chapter perform the Funeral Ceremony and inquire how the Chapter may be of assistance. If the family wishes to have the Chapter take charge of the service, the Senior Regent will call a meeting at once to make the necessary arrangements. The Junior Past Regent will be in charge of the service. If the Senior Regent is absent, follow the order of juniority for Presiding Officer as given in the Women of the Moose General Laws.

The Chapter may choose to use a Bible and shall provide live white flowers, at Chapter expense, for each Chapter member in attendance at the service. Arrangements should be made beforehand for vases to be placed either on pedestals or on the floor at each end of the casket to hold the flowers presented by the members. The Bible of the member's faith may be placed in or on the casket or presented to the family.

The four (4) members presenting the Ceremony should take positions behind a podium/lectern (provided by the mortuary/funeral home) placed either to the left or right side of the casket. Participants face the family and friends of the deceased member at an angle. Do not stand in front of casket. Only the Meeting Procedures and Agendas book is to be placed on podium/lectern. Each participant steps up to podium/lectern to read her part. The participant turns the page, if necessary, in readiness for the next Officer. As she steps back, the next participant in line, steps to podium/lectern and begins reading.

The Junior Past Regent will instruct the members as to the method of approaching and leaving when paying last respects. (Refer to Diagram.) The members performing the Funeral Ceremony shall comply with the dress code as stated in the Women of the Moose General Laws.

In the event the deceased member is a Collegian, Collegians in Regalia may take the place of the four (4) members for the Funeral Ceremony. A deceased Collegian may be dressed in her gown with the cap resting against the opened lid of the casket, tassel exposed, or the gown may be draped gracefully across the foot of the casket. The regalia may be placed in the casket when it is closed or disposed of according to the desire of the late Collegian or her family.

Chapter pins are not placed on the College gown or stole.

If the family wishes to ask certain Chapter members to take part in the service, they may do so. In this instance, the four (4) members follow the dress code in the Women of the Moose General Laws, unless they are all Collegians.
**FUNERAL CEREMONY**

(May also be used at graveside or Memorial Service)

SENIOR REGENT (Member 1):

WE HAVE COME TOGETHER IN AN HOUR OF GRIEF WHEN EARTHLY TIES SEEM FLEETING. LET US TURN FOR GUIDANCE AND COMFORT TO OUR LORD WHO, IN DIVINE WISDOM, CREATED ALL OF US, AND WHO, IN TIME, WILL TAKE ALL OF US FROM EARTHLY SCENES.

JUNIOR PAST REGENT (Member 2):

LET US PRAY.

(Pause)

HOLY SPIRIT, ONE OF OUR MEMBERS HAS BEEN CALLED FROM OUR MIDST. AGAIN, WE ARE REMINDED OF THE FRAILTY OF HUMAN LIFE. WE TURN TO YOU, SOURCE OF ALL LIFE AND LIGHT, FOR STRENGTH. HELP US TO REALIZE OUR DEPENDENCE UPON YOU. GIVE COMFORT TO OUR DEPARTED MEMBER'S FAMILY AND FRIENDS AND ASSURE THEM OF YOUR ALL-SEEING WISDOM AND LOVING KINDNESS, THAT THEY MAY SAY WITH US "THY WILL BE DONE." AMEN.

SECRETARY (Member 3):

SENIOR REGENT, OUR CHAPTER HAS LOST A VALUED MEMBER AND WE STAND IN SYMPATHY. IT SEEMS LIKE ONLY YESTERDAY, THE FRIENDSHIP WE SHARED FILLED OUR HEARTS WITH PRIDE AND JOY. TODAY, WE STAND POWERLESS IN THE PRESENCE OF DEATH. WE REALIZE HOW TEMPORARY ALL THAT IS MORTAL AND WE PRAY THAT THE SUPREME BEING WHO WATCHES OVER US WILL FORGIVE OUR MISTAKES AND OFFENSES.

SENIOR REGENT (Member 1):

YES, OUR CHAPTER HAS LOST A VALUED MEMBER AND WE WILL MISS HER. WE MUST HAVE FAITH THAT WE WILL FIND COMFORT IN HER MEMORY, A MEMORY BUILT OF LOVE AND TENDERNESS. OUR HEARTS GO OUT IN SYMPATHY TO HER FAMILY AND FRIENDS WHO MOURN HER. MAY THEY, TOO, FIND CONSOLATION IN KNOWING THAT SHE IS AT PEACE.
SENIOR REGENT (Member 1):

DEATH IS NOT TO BE FEARED. THE HOLY SPIRIT, WHO GIVES US LIFE WITH ITS SUNSHINE AND SHADOWS, ALSO GIVES US THE PEACEFUL SLEEP WE CALL DEATH. IT IS A PEACEFUL RELEASE FROM THE STRUGGLES OF LIFE.

TREASURER (Member 4):

FRIENDS, WE GATHER HERE AT THIS SOLEMN HOUR AS A TOKEN OF FINAL RESPECT AND AFFECTION FOR OUR DEPARTED FRIEND. FOR A TIME, WE WALKED WITH (Name) ______________, WHO JOINED OUR CHAPTER ON (Date) ______, AND TOGETHER, LEARNED THE LESSONS OF FAITH, HOPE AND CHARITY.

A brief history of the member's service to the Chapter may be spoken here.

WE ARE HERE IN ACKNOWLEDGMENT OF TIES NOW SEVERED AND MEMORIES TENDERLY CHERISHED. TO (First Name) ____________, WE BID FAREWELL, BUT TO THE IMMORTAL SOUL, WE SAY WITH HOPE: " 'TIL WE MEET AGAIN."

JUNIOR PAST REGENT (Member 2):

LET US PRAY: (Pause)

HOLY SPIRIT, IN WHOM WE LIVE AND IN WHOM RESTS ALL THE ISSUES OF LIFE AND DEATH, LOOK UPON US WITH MERCY AT THIS TIME. YOU HAVE CHOSEN TO CALL THIS DEAR ONE FROM OUR MIDST AND WE ARE SORROWFUL. COMFORT US IN OUR LOSS, LOOK WITH COMPASSION AND TENDERNESS UPON HER FAMILY AND SUPPORT THEM BY THE STRENGTH OF FAITH.

HELP US, IN OUR BRIEF STAY HERE, TO PREPARE FOR YOUR COMING WITH THE ATTRIBUTES OF FAITH, HOPE AND LOVE. AMEN.

(Pause)

When presenting Bible, continue as follows:

THIS BIBLE, UPON WHICH IS ESTABLISHED OUR HOPE AND OUR FAITH, IS PLACED IN (ON) THE CASKET (or PRESENTED TO THE FAMILY) OF (First Name) ____________ AS A REMEMBRANCE FROM OUR CHAPTER.
SENIOR REGENT (Member 1):

FLOWERS ARE THE HIGHEST EXPRESSION OF NATURE'S LOVELINESS. WHITE SYMBOLIZES PURITY. THE MEMBERS OF (Chapter Name) CHAPTER PLACE THESE FLOWERS BESIDE (First Name) AS AN EXPRESSION OF OUR AFFECTION.

(Pause)

PLEASE JOIN ME IN PAYING OUR LAST RESPECTS TO (First Name) .

Members come forward from rear of room in a double line and proceed to casket to pay last respects and place flowers in vases. Officers at the casket place flowers in vases first, then lead return march to rear of room (Diagram for Funeral Ceremony).
UNCONTESTED ELECTION

Uncontested Election, when necessary, will be held at this time. Please refer to Section 89, h. of the Women of the Moose General Laws. In the event of more than one uncontested office, the same procedure shall be followed individually for each office until all uncontested offices have been voted on.

If any Chapter member requests a vote by secret ballot, the Guide shall immediately distribute ballots and writing utensils for the purpose of a simple yes - no vote and collect them after all ballots are marked.

SENIOR REGENT:

WE WILL NOW HOLD ELECTION FOR THE UNCONTESTED OFFICE(S) OF (Title of Office) BY A SHOW OF HANDS (or BY SECRET BALLOT).

In the event a member requests a vote by secret ballot, proceed to secret ballot.

(Pause)

GUIDE, PLEASE ESCORT ALL VISITORS FROM THE CHAPTER ROOM WHILE THE ELECTION IS IN PROGRESS.

(Pause for Guide to escort any visitors from the room.)

SHOW OF HANDS

In the event the vote is by show of hands, the following procedure will be used.

SENIOR REGENT:

ELECTION CHAIRMAN, PLEASE PROCEED WITH THE MOTION(S).

Election Chairman rises, makes the motion to cast a unanimous ballot for the one (1) nominee, "I make a motion to cast a unanimous ballot for nominee______________ for the office of___________." and is then seated.

SENIOR REGENT:

MAY I HAVE A SECOND TO THE MOTION?

(Pause)

THOSE IN FAVOR OF THE MOTION, SIGNIFY BY SHOW OF HANDS.

(Pause)
SENIOR REGENT:

THOSE OPPOSED?

(Pause)

MOTION CARRIED (or MOTION REJECTED).

(Rap 1)

I DECLARE THE NOMINEE(S) ELECTED TO OFFICE AND DECLARE THE ELECTION CLOSED.

If rejected...

I DECLARE THE NOMINEE(S) NOT ELECTED TO OFFICE AND THE OFFICE(S) REMAIN(S) VACANT. I DECLARE THE ELECTION CLOSED. THE NEXT NOMINATING COMMITTEE MEETING WILL BE HELD ON (Date) AT (Time).

SECRET BALLOT

In the event a Chapter member requests a secret ballot, the following procedure will be used.

SENIOR REGENT:

WE WILL VOTE BY SECRET BALLOT. GUIDE, PLEASE DISTRIBUTE THE BALLOTS AND WRITING UTENSILS.

All Chapters shall have small blank pieces of paper available in advance and have them in the Chapter room should there be a secret ballot requested. Members simply write yes or no on their paper.

The Guide will carry a basket with ballots and writing utensils and will distribute one (1) ballot and writing utensil to each eligible member present.

The Guide will distribute one (1) ballot and writing utensil to each member seated at the front of the room and also the Musician (if applicable). The Guide will proceed between the members to hand out the ballots and writing utensils. When the Guide has distributed the ballots and is at the rear of the room, the Guide will then vote. When she has completed her ballot, she will collect the ballots and writing utensils, proceeding through the members, and take them to the podium. The Guide will open each ballot, hand it to the Treasurer who will read the ballot over the microphone and announce "Yes" or "No". The Secretary will take the count. After all ballots have been counted, the Guide and Treasurer will return
to their chairs and be seated, leaving the basket and the ballots with the Senior Regent.

SENIOR REGENT:

SECRETARY, PLEASE GIVE THE RESULTS OF THE SECRET BALLOT.

Secretary will go to the microphone to announce the results of the balloting. Once complete, she returns to her chair and is seated.

SECRETARY:

SENIOR REGENT, THERE WERE _____ YES AND _____ NO BALLOTS.

SENIOR REGENT:

ARE THERE ANY OBJECTIONS?

(Pause) Senior Regent will allow a few moments in the event anyone wishes to contest the ballot. If the count is questioned, a recount will be taken immediately.

AS THERE ARE NO OBJECTIONS, I DECLARE THE NOMINEE(S) ELECTED TO OFFICE AND DECLARE THE ELECTION CLOSED.

If unfavorable...

SINCE THE VOTE WAS UNFAVORABLE, I DECLARE THE NOMINEE(S) NOT ELECTED TO OFFICE AND THE OFFICE(S) REMAINS VACANT. I DECLARE THE ELECTION CLOSED. THE NEXT NOMINATING COMMITTEE MEETING WILL BE HELD ON____ (Date)____ AT ____ (Time)____.

(Rap 1)

Senior Regent must retain the ballots for 24 hours. The majority of the Chapter rules, regardless of whether the vote is by show of hands or secret ballot.

SENIOR REGENT:

GUIDE, PLEASE ESCORT OUR VISITORS BACK INTO THE CHAPTER ROOM.

(Pause for Guide to escort any visitors back into the room.)
**READING SLATE OF NOMINEES**

At the Chapter meeting in February, the final slate of nominees for the elected offices are announced. A written report listing the final slate of nominees by office must be presented to the Chapter at a regular meeting. This report must be submitted at least four (4) weeks prior to the date of the general election. Nominations shall not be made from the floor. The written copy of the Nominating Committee Report must be attached to the Chapter meeting minutes. A sample report of the Nominating Committee is included in the Election Handbook.

SENIOR REGENT:

IT IS MY PLEASURE TO ANNOUNCE THE SLATE OF NOMINEES FOR THE UPCOMING ELECTION TO BE HELD ON (Date).

FOR THE OFFICE OF SENIOR REGENT (Name(s)).

FOR THE OFFICE OF SECRETARY (Name(s)).

FOR THE OFFICE OF TREASURER (Name(s)).

SENIOR REGENT: (if applicable)

THE FOLLOWING MEMBER(S) SUBMITTED HER(THEIR) NAME FOR THE SPECIFIC OFFICE INDICATED, BUT WAS NOT NOMINATED BY THE NOMINATING COMMITTEE:

FOR THE OFFICE OF (Office(s)), (Name(s)).

THE MEMBER(S) ABOVE IS(ARE) ELIGIBLE TO RUN ON PETITION.

AS A REMINDER, OUR ELECTION WILL HELD ON (Date) BEGINNING AT (Time).
READING OF ELECTION RESULTS

The completed Election Results Report will be presented to the presiding officer for reading to the chapter without disclosing the number of votes each nominee received. When there is a tie vote, a second ballot for that office only, shall be taken immediately after the report is read.

SENIOR REGENT:

ELECTED BY MAJORITY (PLURALITY) OF FAVORABLE VOTES FOR THE OFFICE OF SENIOR REGENT IS (Name).

(Pause for applause)

FOR THE OFFICE OF SECRETARY IS (Name).

(Pause for applause)

FOR THE OFFICE OF TREASURER IS (Name).

(Pause for applause)

OUR ANNUAL INSTALLATION OF OFFICERS WILL BE HELD ON (Day of week). (Date) BEGINNING AT (Time).
CHRISTMAS IN OCTOBER

Christmas In October is a long standing tradition in the Women of the Moose and is held during the Mooseheart/Moosehaven Committee Meeting Night which may be held any time during the month of October, upon Chapter approval. The Mooseheart/Moosehaven Chairman is in charge of the program. Members of The Moose and other Chapters may be invited to attend. Monetary donations for the purchase of Christmas gifts for our Mooseheart children and Moosehaven seniors are collected following the presentation of the chapter donation checks to the Senior Regent.

CHAIRMAN:

TONIGHT (TODAY) IS THE MOOSEHEART/MOOSEHAVEN CHRISTMAS IN OCTOBER COMMITTEE MEETING NIGHT.

EACH OCTOBER, THE MOOSEHEART/MOOSEHAVEN COMMITTEE HAS THE OPPORTUNITY TO HOLD “CHRISTMAS IN OCTOBER” ON BEHALF OF OUR CHILDREN AT MOOSEHEART AND SENIOR RESIDENTS AT MOOSEHAVEN.

OUR MOOSEHEART CHILDREN KNOW THAT, BECAUSE OF THE WOMEN OF THE MOOSE, THEY TOO, WILL HAVE A JOYFUL CHRISTMAS SEASON. WE PROVIDE FUNDS FOR PHOTO CHRISTMAS CARDS, CHRISTMAS PARTIES IN EACH RESIDENCE, LOVELY DECORATIONS AND SPECIAL TREATS. THERE IS FRIENDLY COMPETITION TO BE THE BEST DECORATED HOME WITH THE BEST DECORATED TREE. OUR COMMITTEE AND OUR MEMBERS ALSO PROVIDE FUNDS FOR A SPECIAL CHRISTMAS GIFT FOR EACH CHILD.

AT MOOSEHAVEN, SPECIAL EVENTS INCLUDE THE ANNUAL CHRISTMAS DINNER AND PARTY, NEW YEAR’S EVE PARTY, THANKSGIVING DINNER, OFF CAMPUS TRIPS AS WELL AS THE MANY MONTHLY SOCIAL GATHERINGS BOTH ON CAMPUS AND AT THE LIFE CARE CENTER. THESE GATHERINGS AFFORD OUR RESIDENTS THE OPPORTUNITY TO SING, DANCE AND LAUGH THE NIGHT AWAY. GENERALLY MUSIC, FOOD AND BEVERAGE ARE PROVIDED TO OUR RESIDENTS FREE OF CHARGE. A GREAT TIME IS HAD BY ALL INCLUDING MOOSEHAVEN STAFF MEMBERS WHO GIVE OF THEIR PERSONAL TIME
CHAIRMAN:

TO ATTEND AND MAKE SURE OUR RESIDENTS ARE WELL TAKEN CARE OF.

EACH YEAR, OUR COMMITTEE CONDUCTS A MONETARY GIFT WALK. OUR MEMBERS ARE INVITED TO CONTRIBUTE WHAT THEY CAN AFFORD TO GIVE TO PROVIDE ADDITIONAL CHRISTMAS GIFTS FOR THE MOOSEHEART CHILDREN AND THE MOOSEHAVEN SENIORS.

SENIOR REGENT, WE ARE PLEASED TO NOTIFY YOU THAT WE WILL HAVE THE TREASURER PREPARE A CHECK TO INCLUDE: $______ FOR MOOSEHEART PHOTO CHRISTMAS CARDS AND THE CHRISTMAS FUND; $35.00 FOR A SPECIAL CHRISTMAS GIFT FOR A BOY OR GIRL; THE PROCEEDS FROM THE DONATIONS RECEIVED AT THE MOOSEHEART CHRISTMAS WALK; $35.00 FOR A SPECIAL CHRISTMAS GIFT FOR A MOOSEHAVEN RESIDENT; THE PROCEEDS FROM THE DONATIONS RECEIVED AT THE MOOSEHAVEN CHRISTMAS WALK; $______ FOR THE MOOSEHAVEN SPECIAL EVENTS FUND AND $______ FOR THE WOMEN OF THE MOOSE SCHOLARSHIP AND MAINTENANCE FUND.

AT THIS TIME I INVITE YOU TO PREPARE FOR THE MOOSEHEART/MOOSEHAVEN CHRISTMAS WALK. I WILL ACCEPT YOUR CONTRIBUTIONS IN FRONT OF THE PODIUM. GUIDE, PLEASE PROCEED WITH THE GIFT WALK.

(Rap 2)

Guide rises. Chairman and Guide proceed to the front of the podium to accept the donations. Donors deposit donations in the basket/cradle and return to their seats via the side aisles. Christmas music or singing is acceptable during the gift walk. Guide returns to her chair, Chairman returns to the podium and continues…

CHAIRMAN:

THANK YOU FOR YOUR GENEROUS CONTRIBUTIONS. THEY WILL BE INCLUDED IN MY REPORT TO INTERNATIONAL HEADQUARTERS.

Return to page 13 to recognize sponsors.
ACADEMY OF FRIENDSHIP

COMMITTEE MEETING NIGHT

INSTRUCTIONS:
The Higher Degrees - Academy of Friendship Committee Meeting Night may be held any time during the month of June, upon Chapter approval. The Higher Degrees Chairman is in charge of the program. Other Chapters may be invited to attend.

The Academy of Friendship members of the Higher Degrees Committee should prepare programs for the attendees which includes the words to the Academy of Friendship song.

All Academy of Friendship members shall sit in a reserved section in the front of the room. Collegians may wear regalia and will be seated in the back of the reserved section. The members who will receive their rings and their Aides shall sit alternately in the front rows of the reserved section.

The Junior Past Regent of the preceding year serves as the Presentation Officer for the Ring Ceremony and shall sit in the reserved section. All members participating in the Ring Ceremony shall follow the dress code as stated in the General Laws, Section 59, f.

The Chapter Officers, the Higher Degrees Chairman and guest Current State/Provincial or International Officer(s), if present, are seated behind the podium. The Senior Regent shall call the meeting to order. The Senior Regent shall introduce the Chairman who shall introduce Committee members present and introduce any guest Friendship members in attendance.

After the Endowment Fund, the Chairman shall give the Committee résumé and present a check to the Senior Regent for the Women of the Moose Scholarship and Maintenance Fund and a check for the special project listed in the Chairman's pamphlet.

Prior to the meeting, the Chairman shall obtain information regarding how each new member qualified for the degree, during what year and the total number of new members she has sponsored. (For example - Mary Smith qualified for the Academy of Friendship degree while serving the Chapter as the Mooseheart/Moosehaven Chairman during the 2018-2019 Chapter year. To date, she has sponsored a total of 6 new members.)

Diagrams are not necessarily used in succession or in numeric order.
RING CEREMONY

INSTRUCTIONS:

A new Friendship member shall receive the Friendship Ring only in her own Chapter. If a member is unable to be present at the Higher Degrees - Academy of Friendship Committee Meeting Night, the ring may be presented to her at the next Committee Meeting Night she attends.

A Friend who moves to another area may secure a dispensation from Women of the Moose Headquarters to have the ring presented to her in a Chapter other than where she holds membership.

Each Receiver selects a member of the Academy of Friendship, College of Regents or Star (Recorder) degree to serve as her Aide. Each Aide pins only one Receiver. The Receiver(s) and Aide(s) are seated in a reserved section in the front of the room.

Those members serving as current Chapter Officers shall not serve as Aides.

The Junior Past Regent of the preceding year serves as the Presentation Officer and if she is to receive a ring, an Aide will pin her last. The Senior Regent shall present rings to the first Friendship members in a new Chapter.

Attach the rings to blue or gold corsages, or to the blue velvet heart available from Moose Catalog Sales, so they may be pinned on the Receiver with ease. Corsages should be placed in a decorated basket which will be placed beside the Presentation Officer’s chair prior to the opening of the meeting.

Appropriate music should be played during the Ring Ceremony.

Rehearsals are necessary for an impressive ceremony and should be scheduled on the Chapter calendar. Carefully study the Ring Ceremony and diagrams (3.b, c, d, e and f) before proceeding.
AGENDA FOR ACADEMY OF FRIENDSHIP

COMMITTEE MEETING NIGHT

WELCOME RECEPTION PRIOR TO OPENING OF THE MEETING

OPENING

ROLL CALL OF OFFICERS (Silent by Sec)

INTRODUCTION OF CHAIRMAN

INTRODUCTION OF HONORED ACADEMY OF FRIENDSHIP MEMBERS

   New Friends

HISTORY OF ACADEMY OF FRIENDSHIP

INTRODUCTION OF DIGNITARY (If applicable)

INVOCATION

PLEDGE TO THE FLAG

NATIONAL ANTHEM (optional)

INTRODUCTION OF NEW MEMBERS (If new members are in attendance)

DRAPING OF CHARTER (When necessary.)

RING CEREMONY

NINE O’CLOCK CEREMONY

ENDOWMENT FUND

CHAIRMAN’S REPORT

   Chairman presents résumé and checks for committee project

SPEAKER (upon invitation)

READ SLATE OF NOMINEES (If necessary.)

UNCONTESTED ELECTION (If necessary.)

VOTING ON APPLICATIONS (As necessary.)

PLEDGE TO CHILDHOOD

ADJOURNMENT
ACADEMY OF FRIENDSHIP

COMMITTEE MEETING NIGHT

See Chapter room set-up using Diagram 3 ONLY. Adjust the number of chairs to accommodate the members present. Rows of chairs should have sufficient room between them to allow Guide to walk between, when necessary.

Everyone is seated when meeting is opened. The Higher Degrees Chairman is seated at Senior Regent's left for the meeting. A chair for the Presentation Officer will be placed in the reserved section.

SENIOR REGENT:

(Rap 1)

IN THE NAME OF THE WOMEN OF THE MOOSE, I DECLARE (Chapter Name) CHAPTER DULY OPENED.

GUIDE LET THE CHAPTER DOOR(S) REMAIN OPEN (or BE CLOSED).

Doors may be closed if necessary due to noise.

Guide is seated.

TONIGHT (TODAY) WE HONOR THE ACADEMY OF FRIENDSHIP MEMBERS OF THE HIGHER DEGREES COMMITTEE. CHAIRMAN (First Name), PLEASE JOIN ME AT THE PODIUM.

Chairman proceeds to the podium to join the Senior Regent.

(Diagram 3.a)

I NOW HAND THE GA VEL TO YOU TO CONTINUE WITH THE MEETING.

Senior Regent proceeds to her chair and is seated.

CHAIRMAN:

TONIGHT (TODAY) WE HONOR OUR NEW ACADEMY OF FRIENDSHIP MEMBER(S). PLEASE RISE AS I ANNOUNCE YOUR NAME(S).

Chairman introduces Chapter members who received the Academy of Friendship degree at the recent Midyear Conference and their Aides. As their names are announced, the new Friends and Aides rise and remain standing, alternating in the front rows, in the reserved section.
CHAIRMAN:

THANK YOU, YOU MAY BE SEATED.

AT THIS TIME, PLEASE WELCOME TO THE PODIUM JUNIOR PAST REGENT (Name) WHO WILL PROVIDE US WITH A BRIEF HISTORY OF OUR ORGANIZATION AND THE ACADEMY OF FRIENDSHIP DEGREE.

Chairman proceeds to her chair and is seated. Junior Past Regent proceeds to the podium.

JUNIOR PAST REGENT:

THE WOMEN OF THE MOOSE WAS ORIGINALLY ORGANIZED IN 1913 TO BRING WOMEN OF ALL AGES TOGETHER IN A CLOSE FRATERNAL RELATIONSHIP. WE ASSIST IN THE CHARITABLE ACTIVITIES OF THE MOOSE FRATERNITY THROUGH THE PRINCIPLES OF FAITH, HOPE AND CHARITY. AS MEMBERS, WE CARE FOR AND PROTECT OUR YOUNG AND OLD WITHIN A DEFENDING CIRCLE LIKE THAT OF THE MAJESTIC MOOSE IN THE WILDERNESS.

OUR MEMBERS DEDICATE MANY VOLUNTEER HOURS TO ASSIST THOSE IN NEED WITHIN OUR FRATERNITY AS THEY ARE LIKE OUR EXTENDED FAMILY. THROUGH OUR SERVICE TO OTHERS AND TO OUR CHAPTER WE HAVE THE OPPORTUNITY TO ADVANCE WITHIN OUR ORGANIZATION.

THE ACADEMY OF FRIENDSHIP IS THE FIRST DEGREE A MEMBER CAN EARN IN THE WOMEN OF THE MOOSE. THIS DEGREE, WHICH ORIGINATED IN 1927, IS ACHIEVED BY ACCEPTING LEADERSHIP RESPONSIBILITIES IN THE CHAPTER. IN ADDITION, SPONSORING NEW MEMBERS INTO THE ORGANIZATION IS A MANDATORY REQUIREMENT. INDIVIDUALS WHO EARN THEIR ACADEMY OF FRIENDSHIP DEGREE ARE INSTRUMENTAL IN THE SUCCESS AND FUTURE OF A CHAPTER. THIS DEGREE IS CONFERRED AT THE ANNUAL ACADEMY OF FRIENDSHIP SESSION HELD IN CONJUNCTION WITH OUR ASSOCIATION’S MIDYEARN CONFERENCE.

EACH CHAPTER SHOWS GRATITUDE TO EACH NEW FRIENDSHIP MEMBER BY PRESENTING HER WITH A GOLD ACADEMY OF FRIENDSHIP RING. SHE IS NOW ENTITLED TO WEAR THE OFFICIAL BLUE BLAZER.
Junior Past Regent returns to her chair and is seated. Chairman proceeds to the podium.

CHAIRMAN:

**WILL THE ACADEMY OF FRIENDSHIP MEMBERS OF**

(Chapter Name) **CHAPTER PLEASE STAND AND INTRODUCE YOURSELVES, STARTING WITH **(First Name).

(Introduce first committee member present.) Committee members seated in the reserved section rise and introduce themselves and then sit down.

(Pause for action and applause.)

(If applicable) **WE ARE PRIVILEGED TO HAVE VISITING ACADEMY OF FRIENDSHIP MEMBERS IN ATTENDANCE THIS EVENING (TODAY). PLEASE RISE AND INTRODUCE YOURSELVES AND TELL US WHAT CHAPTER YOU ARE FROM.**

Guest Academy of Friendship members seated in the reserved section rise and introduce themselves and then sit down.

(Pause for action and applause.)

CHAIRMAN:

(If applicable) **I HAVE THE HONOR TO WELCOME** (Title and Name of visiting dignitary).

(Pause for applause)

(If applicable) **I HAVE THE PLEASURE TO WELCOME** (Title and Name) **WHO WILL ADDRESS US AT THE END OF THE MEETING.**

(Pause for applause)

(Pause) Chairman returns to her chair and sits down. Senior Regent proceeds to the podium.

SENIOR REGENT:

(Rap 1)

**THANK YOU CHAIRMAN.**
SENIOR REGENT:


Senior Regent returns to her chair and remains standing. Junior Past Regent proceeds to the podium.

JUNIOR PAST REGENT:

LET US FOLD OUR ARMS AND BOW OUR HEADS. (Pause)

OUR HEAVENLY FATHER, WE ASK YOUR BLESSINGS ON OUR MEMBERS AND ON OUR ENDEAVORS. WE HUMBLY ASK FOR YOUR GUIDANCE IN OUR THOUGHTS, WORDS AND DEEDS, THAT WE MAY SUCCESSFULLY WORK TOGETHER IN HARMONY FOR THE ADVANCEMENT OF OUR ORGANIZATION. MAY OUR FOUNDATION OF FAITH, HOPE AND CHARITY GUIDE US NOW AND FOREVER. AMEN.

Junior Past Regent steps back from the podium. Senior Regent steps forward.

SENIOR REGENT:

THE JUNIOR PAST REGENT WILL NOW LEAD US IN THE PLEDGE OF ALLEGIANCE TO OUR FLAG.

Senior Regent returns to her chair and remains standing.

JUNIOR PAST REGENT:

PLEASE JOIN ME IN THE PLEDGE TO OUR FLAG.

Members of United States Chapters will face the flag, place right hand over heart and say Pledge of Allegiance together. Members of Canadian Chapters face flag and join in pledge.

JUNIOR PAST REGENT:

I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA AND TO THE REPUBLIC FOR WHICH IT STANDS, ONE NATION UNDER GOD, INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL.

(Pause)

(Optional) LET US SING ONE VERSE OF THE "STAR SPANGLED BANNER".

Continue to face flag with right hand over heart while singing the National Anthem.
Music Score in rear of book.

When both United States and Canadian Chapter members are present, both pledges will be given. The Pledge and National Anthem of the country where the Chapter is located will be performed first.

**Canadian Chapter members will say:**

**JUNIOR PAST REGENT:**

**PLEASE REPEAT AFTER ME THE WOMEN OF THE MOOSE PLEDGE.**

Everyone will turn toward Canadian Flag. Canadians may salute the flag during pledge. All members repeat after Junior Past Regent

*I PLEDGE ALLEGIANCE TO MY FLAG -AND PROMISE TO DEFEND IT FROM DESECRATION -AND BY WORD, ACT AND DEED -WILL CONDEMN ANARCHY OR INSUBORDINATION -WHERE THE SAME CONCERNS MY COUNTRY. -THE MOOSE FRATERNITY-STANDS FIRST AND FOREMOST FOR LOYALTY.*

(Pause)

(Optional) **LET US SING ONE VERSE OF "O CANADA".**

Everyone faces flag with arms and hands at side while singing.

Junior Past Regent returns to her chair and remains standing.

**SENIOR REGENT:**

**ALL MEMBERS PLEASE REMAIN STANDING. NON-MEMBERS MAY BE SEATED.**

**THE TREASURER WILL LEAD US IN THE DECLARATION OF DEVOTION TO THE PRINCIPLES OF OUR ORGANIZATION.**

Treasurer proceeds to the podium.Senior Regent returns to her chair and remains standing.

**TREASURER:**

**PLEASE RAISE YOUR RIGHT HAND AND REPEAT AFTER ME.**

All raise right hands in sign of faith at same time.
TREASURER:

I DECLARE MY FAITH - IN THE GREAT PRINCIPLES, IDEALS AND PURPOSES - OF THE MOOSE FRATERNITY. - IT IS MY DESIRE - TO AID AND SUPPORT - MOOSEHEART, MOOSEHAVEN - AND ALL MOOSE CHARITABLE ENDEAVORS - TO THE FULL EXTENT OF MY ABILITY - TO THE END THAT GREATER GOOD - MAY BE ACOMPLISHED.

All lower hands. Treasurer returns to her chair and remains standing. Senior Regent returns to the podium.

SENIOR REGENT:

CHAPTER MEMBERS PLEASE REMAIN STANDING. EVERYONE ELSE MAY BE SEATED. CHAPTER MEMBERS PLEASE JOIN ME IN THE DECLARATION OF LOYALTY TO OUR CHAPTER.

I DECLARE MY LOYALTY TO MY CHAPTER. - IT IS MY PURPOSE TO ENCOURAGE THE OFFICERS -WHO HAVE BEEN CHOSEN AS OUR LEADERS -TO SUPPORT EVERY ENDEAVOR -TOWARD THE ADVANCEMENT OF MY CHAPTER- IN SERVICE TO HUMANITY. -

I SHALL OFFER MY HEART AND HAND IN FRIENDLINESS- TO STRENGTHEN OUR MEMBERSHIP - SO THAT THE MEASURE OF OUR SERVICE - MAY BE INCREASED.

(Rap 1)

(If new members are in attendance continue with. . . .)

SENIOR REGENT:

WE ARE DELIGHTED TO HAVE NEW MEMBERS IN ATTENDANCE THIS EVENING (TODAY). AS YOUR NAME IS ANNOUNCED, PLEASE RISE AND REMAIN STANDING.

Senior Regent steps aside. Treasurer proceeds to the podium and reads the names of the new members.

(Pause for applause)

Treasurer returns to her chair and is seated. Senior Regent steps to the podium.

SENIOR REGENT:

WELCOME NEW MEMBERS. WE ARE PLEASED THAT YOU HAVE CHOSEN TO JOIN US THIS EVENING (TODAY). YOU MAY BE SEATED.
SENIOR REGENT:

WE THANK YOU AND YOUR SPONSOR FOR ASSISTING US TO INCREASE OUR SERVICE TO MOOSEHEART, MOOSEHAVEN AND OUR COMMUNITY.

TO ENCOURAGE PARTICIPATION IN OUR CHAPTER ACTIVITIES AND TO BECOME BETTER ACQUAINTED, ALL MEMBERS ARE PLACED ON CHAPTER COMMITTEES. THE COMMITTEE CHAIRMAN WILL BE IN CONTACT WITH YOU REGARDING OPPORTUNITIES TO VOLUNTEER YOUR TIME AND TALENTS.

YOUR GOOD STANDING MEMBERSHIP CARD WILL PERMIT YOU TO ENTER ANY MOOSE HOME OR CHAPTER MEETING OF THE WOMEN OF THE MOOSE. DUE TO OUR PRIVATE POLICY, WHICH ALLOWS US TO RETAIN OUR PROTECTED AND TAX FREE STATUS, YOU WILL BE REQUIRED TO SHOW YOUR MEMBERSHIP CARD BEFORE MAKING ANY PURCHASES. BE PROUD TO CARRY AND SHOW YOUR MEMBERSHIP CARD WHEN ENTERING A MOOSE HOME.

BY ASKING YOUR RELATIVES, FRIENDS AND ASSOCIATES TO JOIN IN OUR EFFORTS, OUR MEMBERSHIP WILL BE STRENGTHENED. AS (A) MEMBER(S), YOU WILL BE SHARING IN OUR PROGRAM OF SUPPORTING MOOSEHEART AND MOOSEHAVEN AND THEIR RESIDENTS, AND HELPING OUR COMMUNITIES TO PROSPER. WE THANK YOU FOR BEING WITH US AT THIS MEETING.

AT THIS TIME, I INVITE JUNIOR PAST REGENT (First Name) TO SHARE INFORMATION REGARDING OUR TWIN CITIES, MOOSEHEART AND MOOSEHAVEN.

Senior Regent returns to her chair and is seated. Junior Past Regent proceeds to the podium.

JUNIOR PAST REGENT:

IN 1913 THE PIONEERS OF OUR FRATERNITY MADE A COMMITMENT TO CARING FOR CHILDREN IN NEED. THEY CREATED MOOSEHEART, OUR CHILD CITY AND SCHOOL, WHICH IS LOCATED 40 MILES WEST OF CHICAGO. MORE THAN 12,000 CHILDREN HAVE RESIDED AT MOOSEHEART SINCE IT WAS FOUNDED.

CHILDREN LIVE IN RESIDENCE HOMES DESIGNED MUCH LIKE A SPACIOUS SINGLE FAMILY HOME. STUDENTS ARE
JUNIOR PAST REGENT:

ENCOURAGED TO PARTICIPATE IN YOUTH ORGANIZATIONS, ATHLETIC PROGRAMS AND ARTISTIC ENDEAVORS.

AFTER THE INITIAL SUCCESS OF MOOSEHEART, THE FRATERNITY TURNED ITS ATTENTION TO PLANS FOR A RETIREMENT COMMUNITY FOR QUALIFIED SENIOR MEMBERS AND THEIR SPOUSES. IN 1922 THEY CREATED MOOSEHAVEN, OUR “CITY OF CONTENTMENT”, A COMMUNITY LOCATED ON THE ST. JOHNS RIVER IN ORANGE PARK, FLORIDA. THERE, OUR MEMBERS ARE PROVIDED SECURITY, COMFORT AND PEACE OF MIND.

THE CAMPUS TODAY CONSISTS ENTIRELY OF MODERN BUILDINGS DESIGNED AND BUILT TO PROMOTE PLEASANT AND COMFORTABLE ACCOMMODATIONS, RECREATION AND CARE. THE MULTI-MILLION DOLLAR LIFE CARE CENTER, PRIVATELY FUNDED BY OUR MEMBERS AND COMPLETED IN 2002, IS DESIGNED AND EQUIPPED FOR THE NEEDS OF SENIOR CARE.

Junior Past Regent returns to her chair and is seated. Senior Regent proceeds to the podium.

SENIOR REGENT:

I NOW INVITE SECRETARY (First Name) TO EXPLAIN OUR INVOLVEMENT IN OUR COMMUNITY.

Senior Regent returns to her chair and is seated. Secretary proceeds to the podium.

SECRETARY:

WHILE THE PILLARS OF OUR FRATERNITY ARE MOOSEHEART AND MOOSEHAVEN, WE, AS CARING INDIVIDUALS, ARE ALWAYS READY TO GIVE OUR TIME AND ASSISTANCE TO OUR COMMUNITY.

IN ADDITION TO CREATING A DEFENDING CIRCLE AROUND OUR MEMBERS AND THEIR FAMILIES, EACH CHAPTER ASSISTS INDIVIDUALS IN NEED IN THEIR COMMUNITY. MANY PARTICIPATE IN MEALS ON WHEELS, VISITING NURSING HOMES AND HOSPICES, TAKING PART IN VARIOUS WALK-A-THONS, HOSTING BLOOD DRIVES, AND GIVING COMFORT AND HELP TO THOSE IN NEED.
SENIOR REGENT:

WE CAN AND DO MAKE A DIFFERENCE. WE STRIVE TO ENCOURAGE ALL MEMBERS OF OUR FRATERNITY TO GIVE OF THEIR TIME AND EFFORTS TO CARING FOR OUR YOUNG, OUR SENIORS AND OUR COMMUNITIES. AS A MEMBER, WE ASK THAT YOU JOIN WITH US TO ACCOMPLISH THIS MISSION.

Secretary returns to her chair and is seated. Senior Regent proceeds to the podium.

SENIOR REGENT:

WE HOPE YOU HAVE ENJOYED LEARNING ABOUT THE PRINCIPLES AND PURPOSES OF OUR FRATERNITY.

AT THIS TIME, IT GIVES ME GREAT PLEASURE TO RECOGNIZE AND THANK THE FOLLOWING SPONSOR(S). (If applicable.) PLEASE STAND TO BE RECOGNIZED.

Treasurer shall give a list (name) of the sponsor(s) of new members since last month to the Senior Regent for her to read. If appropriate, sponsor recognition awards may be presented at this time by the committee chairman.

SPONSOR(S), WE THANK YOU FOR INVITING YOUR FAMILY AND FRIENDS TO JOIN US.

(Pause for applause)

YOU MAY BE SEATED.

IF NECESSARY TO DRAPE THE CHARTER, REFER TO PAGE 25.

RING CEREMONY

SENIOR REGENT:

WE WILL NOW PROCEED TO WELCOME OUR NEW ACADEMY OF FRIENDSHIP MEMBERS. HIGHER DEGREES CHAIRMAN (Name), PLEASE PROCEED WITH THE RING CEREMONY.

Senior Regent returns to her chair and is seated. Chairman proceeds to the podium.
CHAIRMAN:

THE ACADEMY OF FRIENDSHIP IS COMPRISED OF MEMBERS WHO MET THE REQUIREMENTS FOR THE DEGREE WHILE SERVING THEIR CHAPTER IN AN ELECTED OR APPOINTED POSITION, OR BY ENROLLING INTO THE CHAPTER FIVE OR MORE NEW MEMBERS DURING THE CHAPTER YEAR. TONIGHT (TODAY), THE HIGHER DEGREES COMMITTEE OF OUR CHAPTER WELCOMES (Number) NEW MEMBER(S) INTO OUR GOLDEN CIRCLE.

OUR NEW FRIEND(S) RECEIVED HER (THEIR) DEGREE AT THE ANNUAL ACADEMY OF FRIENDSHIP SESSION.

THE INSIGNIA OF THE DEGREE IS A GOLD RING. TONIGHT (TODAY), THE HIGHER DEGREES COMMITTEE IS PRIVILEGED TO PRESENT THE FRIENDSHIP RING TO OUR NEW FRIEND(S).

I AM PLEASED TO INTRODUCE THE MEMBER(S) WHO WILL RECEIVE HER (THEIR) FRIENDSHIP RING AND HER (THEIR) AIDE(S). AS YOUR NAME IS ANNOUNCED PLEASE RISE AND TAKE YOUR PLACE IN FRONT OF THE PODIUM.

Each new Academy of Friendship member is introduced individually. As she and her Aide are taking their places in front of the podium, please give a brief resume of her accomplishments as stated below. Repeat as necessary to include all new Friendship members.

CHAIRMAN:

THE NEW FRIENDSHIP MEMBER IS (First and Last Name)_.

(First Name) EARNED HER ACADEMY OF FRIENDSHIP DEGREE WHILE SERVING THE CHAPTER AS THE (Position Title)_. (or BY ENROLLING 5 OR MORE NEW MEMBERS) DURING THE _ (Year) CHAPTER YEAR. TO DATE SHE HAS SPONSORED (Total # of members sponsored) MEMBERS INTO THE FRATERNITY. HER PRESENTATION AIDE IS (First and Last Name)_.

Receiver(s) and Aide(s) walk from chair to a place in front of the podium to form a semi-circle. (Diagram 3.b) Repeat as necessary until all have been introduced.

PRESENTATION OFFICER _(Jr. Past Regent of preceding year), PLEASE TAKE YOUR PLACE.
Presentation Officer takes basket and proceeds to end of semi-circle closest to her chair. (Diagram 3.c)

CHAIRMAN:

THE ACADEMY OF FRIENDSHIP MEMBERS OF THE HIGHER
DEGREES COMMITTEE OF (Chapter Name) CHAPTER
TAKE PLEASURE IN PRESENTING THE GOLD RING TO
OUR NEW ACADEMY OF FRIENDSHIP MEMBER(S).

PRESENTATION OFFICER (First Name), PLEASE
PROCEED.

Beginning with Aide to her left, Presentation Officer gives
corsage(s) to Aide(s) and extends congratulations to the
Receiver(s). Presentation Officer takes her position at the
opposite end of the semi-circle. (Diagram 3.d)

CHAIRMAN:

PRESENTATION AIDE(S), PLEASE PIN OUR NEW FRIEND(S).

Aide(s) and Receiver(s) turn inward to face each other, (Diagram
3.e) Aide(s) pins Receiver(s) and both turn back to original position,
(Diagram 3.f)

FRIENDS, OLD AND NEW, MAY YOU TAKE PRIDE IN
WEARING THE GOLD ACADEMY OF FRIENDSHIP RING.
ACADEMY OF FRIENDSHIP MEMBERS, PLEASE RISE TO
SING OUR FRIENDSHIP SONG.

(Pause)

TUNE: "Auld Lang Syne"

In Friendship circle we are bound,
Our tasks begin anew,
And service now by Friendship crowned,
Becomes our purpose true.
To serve our Order far and wide,
To serve our neighbors too,
This pledge we give at Friendship's side,
And here's our hand to you.

Friendship salute is given while singing last sentence of song. The
Friendship salute is made by placing right hand over heart, fingers
pointing to the shoulder and slowly lowering the arm across body
to right side with palm forward.
CHAIRMAN:

PRESENTATION OFFICER, PLEASE CONDUCT OUR NEW FRIEND(S) AND AIDE(S) TO THEIR CHAIRS.

(Pause for applause.)

Presentation Officer proceeds to reserved section. Receiver(s) and Aide(s) follow in single file and proceed to chairs by entering between rows if necessary. After all are in place, all sit down at same time. (Diagram 3.f)

THIS CONCLUDES THE RING CEREMONY. I RETURN THE GAVEL TO THE SENIOR REGENT TO CONTINUE THE MEETING.

Chairman returns to her chair and is seated. Senior Regent returns to the podium.

NINE O'CLOCK CEREMONY

SENIOR REGENT:

EVERYONE PLEASE RISE FOR THE NINE O'CLOCK CEREMONY.

Junior Past Regent proceeds to the podium. Senior Regent returns to her chair and remains standing.

JUNIOR PAST REGENT:

AT THE HOUR OF NINE, THE CHILDREN AT MOOSEHEART KNEEL AT THEIR BEDSIDES TO SAY THEIR EVENING PRAYERS. LET US TURN TOWARD MOOSEHEART AND JOIN THEM IN SILENT PRAYER.

All turn in the direction of Mooseheart. Musician (Treasurer) strikes chimes nine (9) times on one note. If there is not a picture of the Nine O'clock Ceremony in the room, everyone remains facing forward.

PLEASE REPEAT AFTER ME.

LET THE LITTLE CHILDREN COME TO ME - DO NOT KEEP THEM AWAY - FOR THEY ARE LIKE THE KINGDOM OF HEAVEN - GOD BLESS MOOSEHEART - AMEN.

If members were turned in the direction of Mooseheart, they then turn back to original positions. Junior Past Regent returns to chair and is seated. (Senior Regent returns to the podium and Raps 1)
MOOSEHEART ENDOWMENT FUND

(Senior Regent Raps 1)

SENIOR REGENT:
LET US PREPARE FOR THE MOOSEHEART ENDOWMENT FUND COLLECTION.
(Pause)
Allow time for members to get their contributions. When everyone is ready and the Senior Regent has their attention, she continues……

SENIOR REGENT:
THE ENDOWMENT FUND IS VITAL TO THE CONTINUED OPERATION OF OUR TWIN CITIES, MOOSEHEART AND MOOSEHAVEN. YOU ARE INVITED TO PLACE YOUR CONTRIBUTIONS IN THE BASKETS THAT THE GUIDE WILL DISTRIBUTE.
(Rap 2)
(optional) LET US SING THE SCHOOL SONG “MOOSEHEART THE HAPPIEST” AS WE PRESENT OUR CONTRIBUTIONS.
Music Score in rear of book. Once members have deposited their contribution in the basket, they remain standing through the first verse of Mooseheart the Happiest. They may then be seated. If there is no singing, those in attendance sit after placing their contribution in the basket.

GUIDE, PLEASE PROCEED.
The Guide has baskets under her chair. The Guide will rise. The Guide passes one basket to her left and the other to her right. The baskets are passed by the members through the room until they are at the back. The Guide follows their progress throughout the room and receives them as the last member donates. Upon receiving the baskets, the Guide walks up to the front of the room, presents the basket to the Musician (if applicable) and to each of the people seated behind the podium, then gives baskets to the Secretary. She then returns to her chair.

(Secretary counts the Endowment Fund after the meeting has adjourned.)

SENIOR REGENT:
CHAIRMAN (First Name), PLEASE SHARE WITH US
SENIOR REGENT:

YOUR COMMITTEE’S ACCOMPLISHMENTS, FUTURE PLANS AND WHAT YOU HAVE PLANNED FOR US.

Chairman goes to the podium. Senior Regent steps back.

CHAIRMAN:

I AM PLEASED TO REPORT OUR COMMITTEE RECEIVED CHAPTER APPROVAL FOR THE FOLLOWING ACTIVITIES:

Chairman describes the fund raising project of the committee and highlights the activities planned for the committee throughout the year. Chairman refers to and follows example of résumé in Chairman's pamphlet.

She also reads speech written in Chairman's pamphlet for presentation of checks. Senior Regent steps forward to receive the checks.

SENIOR REGENT:

THANK YOU CHAIRMAN (First Name).

CHAIRMAN:

If a Guest Speaker has been invited, the Chairman announces:

_______ (Title) , ____ (Name) , WILL NOW ADDRESS US.

As the guest speaker approaches the podium, the Chairman and Senior Regent return to their chairs and are seated.

After guest speaker has concluded her/his presentation, Chairman will join her/him at the podium to continue...

CHAIRMAN: (When guest speaker has finished.)

THANK YOU (First Name) FOR YOUR INFORMATIVE PRESENTATION.

OUR COMMITTEE INVITES EVERYONE TO STAY AFTER THE MEETING IS ADJOURNED AND ENJOY THE REFRESHMENTS THAT HAVE BEEN PREPARED FOR YOU.

Chairman and speaker return to chairs and are seated.

Senior Regent proceeds to the podium.

IF NECESSARY TO READ SLATE OF NOMINEES, REFER TO PAGE 37.
IF NECESSARY TO CONDUCT UNCONTESTED ELECTION, REFER TO PAGE 33.
IF NECESSARY TO VOTE ON APPLICATIONS, REFER TO PAGE 14.
CLOSING

SENIOR REGENT:

LET US CALL TO MIND THE WORDS OF OUR FOREFATHER, JAMES J. DAVIS, WHOSE BELIEF AND PLEDGE SERVES AS THE BASIS FOR THE PURPOSES OF OUR FRATERNITY.

The Senior steps back to her chair and is seated. The Junior Past Regent proceeds to the podium.

JUNIOR PAST REGENT:

A CHILD IS THE HAND OF GOD, RECORDING ON THE UNIVERSAL PAGES OF TIME, THE HISTORY OF THE HUMAN RACE. NO MAN EVER STANDS SO TALL, OR SO STRAIGHT, AS WHEN HE STOOPS TO LIFT UP A CHILD.

WE BELIEVE IN THE CHILD, WHO IS THE FUTURE OF OUR NATION, AND THE HUMAN RACE. WE BELIEVE THAT EVERY CHILD HAS A GOD-GIVEN HERITAGE OF LIFE, HEALTH, HAPPINESS, AND THE OPPORTUNITY TO FILL ITS CHOSEN PLACE IN THE WORLD.

WE BELIEVE IN THE RIGHT OF EVERY CHILD TO AN EDUCATION OF THE HEAD, AND THE HEART, AND THE HAND. WE BELIEVE THAT MAN OWES NO HIGHER DUTY TO GOD AND SOCIETY, THAN THE DUTY OF SERVICE TO CHILDHOOD. TO THESE, WE PLEDGE OUR HEARTS, OUR HANDS, AND ALL THAT WE HAVE.

Junior Past Regent returns to her chair and is seated. Senior Regent returns to the podium.

SENIOR REGENT:

LET US BE EVER MINDFUL THAT THE THOUGHTS CONTAINED IN THIS PLEDGE ALSO APPLY TO OUR COMMITMENT OF SERVICE TO OUR RESIDENTS AT MOOSEHAVEN.

Senior Regent will make any necessary announcements.

SENIOR REGENT:

ON BEHALF OF THE ACADEMY OF FRIENDSHIP MEMBERS OF THE HIGHER DEGREES COMMITTEE, WE THANK THE NEW MEMBERS, SPONSORS AND GUESTS FOR SHARING IN THIS SPECIAL OCCASION.
SENIOR REGENT:

TO THE NEW HONORED FRIEND(S) CONGRATULATIONS AGAIN ON YOUR ACHIEVEMENT. OUR NEXT MEETING WILL BE HELD ON (Date).

FRIENDS, THAT WHICH IS DONE IS DONE. LET NONE DEPART FROM THIS MEETING WITH ANGER OR RESENTMENT IN THEIR HEART. LET ALL GO FORTH WITH KIND THOUGHTS, HELPFUL WORDS AND GOOD DEEDS FOR ALL MANKIND.

PLEASE REPEAT AFTER ME:

THE LORD WATCH – BETWEEN ME AND THEE – WHILE WE ARE ABSENT – ONE FROM THE OTHER.

I DECLARE (Chapter Name) CHAPTER ADJOURNED AND BID YOU ALL A FRATERNAL GOOD NIGHT (AFTERNOON).
STAR

COMMITTEE MEETING NIGHT

INSTRUCTIONS:

The Higher Degrees - Star Committee Meeting Night may be held anytime during the month of August upon Chapter approval. The Higher Degrees Chairman shall be in charge of the program. If the Higher Degrees Chairman does not hold the Star (Recorder) degree she shall select a pro tem Chairman who holds the degree to be in charge. Other Chapters may be invited to attend.

Stars (Recorders) of the Hostess Chapter and guest Stars from other Chapters are seated in a reserved section in the front of the room. Guest Stars are seated behind the Chapters’ Stars.

Only Collegians who hold the Star degree may wear regalia and sit in the reserved section in the front of the room.

The Chapter Officers, the Higher Degrees Chairman and guest Current State/Provincial or International Officer(s) are seated behind the podium. The Senior Regent shall call the meeting to order. The Senior Regent shall introduce the Chairman who shall introduce Committee members present and introduce the guest Stars present.

After the Endowment Fund, the Chairman shall give the Committee résumé and present a check to the Senior Regent for the Women of the Moose Scholarship and Maintenance Fund and a check for the special project listed in the Chairman’s pamphlet.

The Higher Degrees Chairman will give a résumé of the new Star, leading up to earning the Star degree. The new Star should give an address. A guest speaker may be invited with approval of the Chapter.

Diagrams are not necessarily used in succession or in numeric order.
AGENDA FOR STAR
COMMITTEE MEETING NIGHT

WELCOME RECEPTION PRIOR TO OPENING OF THE MEETING
OPENING
ROLL CALL OF OFFICERS (Silent by Sec.)
INTRODUCTION OF CHAIRMAN
INTRODUCTION OF NEW STAR(S)
HISTORY OF THE STAR (RECORDER) DEGREE
INTRODUCTION OF DIGNITARY (If applicable)
INVOCATION
PLEDGE TO THE FLAG
NATIONAL ANTHEM (optional)
INTRODUCTION OF NEW MEMBERS (If new members are in attendance)
DRAPING OF CHARTER (When necessary.)
RECOGNITION OF NEW STAR(S)
NINE O’CLOCK CEREMONY
ENDOWMENT FUND
CHAIRMAN’S REPORT
   Chairman presents résumé and checks for committee project
SPEAKER (upon invitation)
VOTING ON APPLICATIONS (As necessary.)
PLEDGE TO CHILDHOOD
ADJOURNMENT
STAR

_COMMITTEE MEETING NIGHT_

See Chapter room set-up using Diagram 3 ONLY. Adjust the number of chairs to accommodate the members present. Rows of chairs should have sufficient room between them to allow Guide to walk between, when necessary.

Everyone is seated when meeting is opened. Chairman is seated at Senior Regent's left for the meeting.

SENIOR REGENT:

(Rap 1)

_IN THE NAME OF THE WOMEN OF THE MOOSE, I DECLARE (Chapter Name) CHAPTER DULY OPENED._

GUIDE, LET THE CHAPTER DOOR(S) REMAIN OPEN (or BE CLOSED).

Doors may be closed if necessary due to noise. Guide is seated.

TONIGHT (TODAY) WE HONOR THE STAR MEMBERS OF THE HIGHER DEGREES COMMITTEE. CHAIRMAN (First Name), PLEASE JOIN ME AT THE PODIUM.

Chairman proceeds to the podium to join the Senior Regent.

(Diagram 3.a)

_I NOW HAND THE GAVEL TO YOU TO CONTINUE WITH THE MEETING._

Senior Regent proceeds to her chair and is seated.

CHAIRMAN:

TONIGHT (TODAY) WE HONOR OUR NEW MEMBER(S) OF THE STAR DEGREE.

PLEASE RISE AS I ANNOUNCE YOUR NAME(S).

Chairman introduces Chapter member(s) who received the Star degree at the recent International Conference (if applicable).

THANK YOU, YOU MAY BE SEATED.

AT THIS TIME, PLEASE WELCOME TO THE PODIUM JUNIOR PAST REGENT (Name) WHO WILL
CHAIRMAN:

PROVIDE US WITH A BRIEF HISTORY OF OUR ORGANIZATION AND THE STAR DEGREE.

Chairman proceeds to her chair and is seated. Junior Past Regent proceeds to the podium.

JUNIOR PAST REGENT:

THE WOMEN OF THE MOOSE WAS ORIGINALLY ORGANIZED IN 1913 TO BRING WOMEN OF ALL AGES TOGETHER IN A CLOSE FRATERNAL RELATIONSHIP. WE ASSIST IN THE CHARITABLE ACTIVITIES OF THE MOOSE FRATERNITY THROUGH THE PRINCIPLES OF FAITH, HOPE AND CHARITY. AS MEMBERS, WE CARE FOR AND PROTECT OUR YOUNG AND OLD WITHIN A DEFENDING CIRCLE LIKE THAT OF THE MAJESTIC MOOSE IN THE WILDERNESS.

OUR MEMBERS DEDICATE MANY VOLUNTEER HOURS TO ASSIST THOSE IN NEED WITHIN OUR FRATERNITY AS THEY ARE LIKE OUR EXTENDED FAMILY. THROUGH OUR SERVICE TO OTHERS AND TO OUR CHAPTER WE HAVE THE OPPORTUNITY TO ADVANCE WITHIN OUR ORGANIZATION.

STAR RECORDERS WERE FIRST RECOGNIZED IN 1927 THROUGH THE EFFORTS OF THE LATE GRAND CHANCELLOR EMERITUS, MISS KATHERINE SMITH. SHE FELT SOMETHING SHOULD BE DONE TO REWARD THE THEN RECORDER WHO MET THEIR RESPONSIBILITIES TO THE CHAPTER BY KEEPING THE CHAPTER'S RECORDS IN EXCELLENT CONDITION. IN 1940, GOLD STARS WERE SENT TO EACH RECORDER WHO HAD SUBMITTED PERFECT CERTIFIED REPORTS FOR ONE CHAPTER YEAR.

THE INAUGURAL MEETING OF STAR RECORDERS WAS HELD IN 1947, IN CONJUNCTION WITH THE INTERNATIONAL CONFERENCE HELD IN COLUMBUS, OHIO.

FROM 1947 TO PRESENT TIME, THE GOALS OF STAR RECORDERS HAVE REMAINED CONSTANT, THAT OF STRIVING FOR EXCELLENCE IN SERVICE. THE NAME OF THE DEGREE WAS CHANGED IN 2021 TO STAR. WE SALUTE THE MEMBERS WHO HAVE ATTAINED THIS HIGH
JUNIOR PAST REGENT:
HONOR AND COMMEND THEM FOR THEIR LOYALTY TO THE WOMEN OF THE MOOSE.

Junior Past Regent returns to her chair and is seated. Chairman proceeds to the podium.

CHAIRMAN:
WILL THE STAR MEMBERS OF (Chapter Name) CHAPTER PLEASE STAND AND INTRODUCE YOURSELVES, STARTING WITH (First Name) .

(Introduce first committee member present.) Committee members seated in the reserved section rise and introduce themselves and then sit down.

(Pause for action and applause.)

(If applicable) WE ARE PRIVILEGED TO HAVE VISITING STARS IN ATTENDANCE THIS EVENING (TODAY). PLEASE RISE AND INTRODUCE YOURSELVES AND TELL US WHAT CHAPTER YOU ARE FROM.

Guest Stars seated in the reserved section rise and introduce themselves and then sit down.

(Pause for action and applause.)

CHAIRMAN:
(If applicable) I HAVE THE HONOR TO WELCOME (Title and Name of visiting dignitary) .

(Pause for applause)

(If applicable) I HAVE THE PLEASURE TO WELCOME (Title and Name ) WHO WILL ADDRESS US AT THE END OF THE MEETING. (Pause for applause)

(Pause) Chairman returns to her chair and sits down. Senior Regent proceeds to podium.

SENIOR REGENT:
(Rap 1)

THANK YOU CHAIRMAN.

Senior Regent returns to her chair and remains standing. Junior Past Regent proceeds to the podium.

JUNIOR PAST REGENT:

LET US FOLD OUR ARMS AND BOW OUR HEADS. (Pause)

OUR HEAVENLY FATHER, WE ASK YOUR BLESSINGS ON OUR MEMBERS AND ON OUR ENDEAVORS. WE HUMBLY ASK FOR YOUR GUIDANCE IN OUR THOUGHTS, WORDS AND DEEDS, THAT WE MAY SUCCESSFULLY WORK TOGETHER IN HARMONY FOR THE ADVANCEMENT OF OUR ORGANIZATION. MAY OUR FOUNDATION OF FAITH, HOPE AND CHARITY GUIDE US NOW AND FOREVER. AMEN.

Junior Past Regent remains at podium. Senior Regent steps up to the podium

SENIOR REGENT:

THE JUNIOR PAST REGENT WILL NOW LEAD US IN THE PLEDGE OF ALLEGIANCE TO OUR FLAG.

Senior Regent returns to her chair and remains standing.

JUNIOR PAST REGENT:

PLEASE JOIN ME IN THE PLEDGE TO OUR FLAG.

Members of United States Chapters will face the flag, place right hand over heart and say Pledge of Allegiance together. Members of Canadian Chapters face flag and join in pledge.

JUNIOR PAST REGENT:

I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA AND TO THE REPUBLIC FOR WHICH IT STANDS, ONE NATION UNDER GOD, INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL. (Pause)

(Optional) LET US SING ONE VERSE OF THE "STAR SPANGLED BANNER".

Continue to face flag with right hand over heart while singing the National Anthem.

Music Score in rear of book.

When both United States and Canadian Chapter members are present, both pledges will be given. The Pledge and National Anthem of the country where the Chapter is located will be performed first.
Canadian Chapter members will say:

JUNIOR PAST REGENT:

PLEASE REPEAT AFTER ME THE WOMEN OF THE MOOSE PLEDGE.

Everyone will turn toward Canadian Flag. Canadians may salute the flag during pledge. All members repeat after Junior Past Regent.

I PLEDGE ALLEGIANCE TO MY FLAG -AND PROMISE TO DEFEND IT FROM DESECRATION -AND BY WORD, ACT AND DEED -WILL CONDEMN ANARCHY OR INSUBORDINATION -WHERE THE SAME CONCERNS MY COUNTRY. -THE MOOSE FRATERNITY-STANDS FIRST AND FOREMOST FOR LOYALTY.

(Pause)

(Optional) LET US SING ONE VERSE OF "O CANADA".

Everyone faces flag with arms and hands at side while singing.

Music Score in rear of book.

Junior Past Regent returns to her chair and remains standing.

Senior Regent returns to the podium.

SENIOR REGENT:

ALL NON-MEMBERS MAY BE SEATED.

THE TREASURER WILL LEAD US IN THE DECLARATION OF DEVOTION TO THE PRINCIPLES OF OUR ORGANIZATION.

Treasurer proceeds to the podium. Senior Regent returns to her chair and remains standing.

TREASURER:

PLEASE RAISE YOUR RIGHT HAND AND REPEAT AFTER ME.

All raise right hands in sign of faith at same time.

I DECLARE MY FAITH - IN THE GREAT PRINCIPLES, IDEALS AND PURPOSES - OF THE MOOSE FRATERNITY. - IT IS MY DESIRE - TO AID AND SUPPORT - MOOSEHEART, MOOSEHAVEN - AND ALL MOOSE CHARITABLE ENDEAVORS - TO THE FULL EXTENT OF MY ABILITY - TO THE END THAT GREATER GOOD - MAY BE ACHIEVED.
All lower hands. Treasurer returns to her chair and remains standing. Senior Regent approaches the podium.

SENIOR REGENT:

CHAPTER MEMBERS PLEASE REMAIN STANDING. EVERYONE ELSE MAY BE SEATED. PLEASE JOIN ME IN THE DECLARATION OF LOYALTY TO OUR CHAPTER.

I DECLARE MY LOYALTY TO MY CHAPTER. - IT IS MY PURPOSE TO ENCOURAGE THE OFFICERS WHO HAVE BEEN CHOSEN AS OUR LEADERS TO SUPPORT EVERY ENDEAVOR TOWARD THE ADVANCEMENT OF MY CHAPTER- IN SERVICE TO HUMANITY. - I SHALL OFFER MY HEART AND HAND IN FRIENDLINESS - TO STRENGTHEN OUR MEMBERSHIP - SO THAT THE MEASURE OF OUR SERVICE - MAY BE INCREASED.

(Rap 1)

SENIOR REGENT: (If new members are in attendance.)

WE ARE DELIGHTED TO HAVE NEW MEMBERS IN ATTENDANCE THIS EVENING (TODAY). AS YOUR NAME IS ANNOUNCED, PLEASE RISE AND REMAIN STANDING.

Senior Regent steps aside. Treasurer proceeds to the podium and reads the names of the new members.

(Pause for applause)

Treasurer returns to her chair and is seated. Senior Regent steps back to podium.

SENIOR REGENT:

WELCOME NEW MEMBERS. WE ARE PLEASED THAT YOU HAVE CHOSEN TO JOIN US THIS EVENING (TODAY). YOU MAY BE SEATED.

WE THANK YOU AND YOUR SPONSOR FOR ASSISTING US TO INCREASE OUR SERVICE TO MOOSEHEART, MOOSEHAVEN AND OUR COMMUNITY.

TO ENCOURAGE PARTICIPATION IN OUR CHAPTER ACTIVITIES AND TO BECOME BETTER ACQUAINTED, ALL MEMBERS ARE PLACED ON CHAPTER COMMITTEES. THE COMMITTEE CHAIRMAN WILL BE IN CONTACT WITH YOU REGARDING OPPORTUNITIES TO VOLUNTEER YOUR TIME AND TALENTS.
SENIOR REGENT:

YOUR GOOD STANDING MEMBERSHIP CARD WILL PERMIT YOU TO ENTER ANY MOOSE HOME OR CHAPTER MEETING OF THE WOMEN OF THE MOOSE. DUE TO OUR PRIVATE POLICY, WHICH ALLOWS US TO RETAIN OUR PROTECTED AND TAX FREE STATUS, YOU WILL BE REQUIRED TO SHOW YOUR MEMBERSHIP CARD BEFORE MAKING ANY PURCHASES. BE PROUD TO CARRY AND SHOW YOUR MEMBERSHIP CARD WHEN ENTERING A MOOSE HOME.

BY ASKING YOUR RELATIVES, FRIENDS AND ASSOCIATES TO JOIN IN OUR EFFORTS, OUR MEMBERSHIP WILL BE STRENGTHENED. AS (A) MEMBER(S), YOU WILL BE SHARING IN OUR PROGRAM OF SUPPORTING MOOSEHEART AND MOOSEHAVEN AND THEIR RESIDENTS, AND HELPING OUR COMMUNITIES TO PROSPER. WE THANK YOU FOR BEING WITH US AT THIS MEETING.

AT THIS TIME, I INVITE JUNIOR PAST REGENT (First Name) TO SHARE INFORMATION REGARDING OUR TWIN CITIES, MOOSEHEART AND MOOSEHAVEN.

Senior Regent returns to her chair and is seated. Junior Past Regent proceeds to the podium.

JUNIOR PAST REGENT:

IN 1913 THE PIONEERS OF OUR FRATERNITY MADE A COMMITMENT TO CARING FOR CHILDREN IN NEED. THEY CREATED MOOSEHEART, OUR CHILD CITY AND SCHOOL, WHICH IS LOCATED 40 MILES WEST OF CHICAGO. MORE THAN 12,000 CHILDREN HAVE RESIDED AT MOOSEHEART SINCE IT WAS FOUNDED.

CHILDREN LIVE IN RESIDENCE HOMES DESIGNED MUCH LIKE A SPACIOUS SINGLE FAMILY HOME. STUDENTS ARE ENCOURAGED TO PARTICIPATE IN YOUTH ORGANIZATIONS, ATHLETIC PROGRAMS AND ARTISTIC ENDEAVORS.

AFTER THE INITIAL SUCCESS OF MOOSEHEART, THE FRATERNITY TURNED ITS ATTENTION TO PLANS FOR A RETIREMENT COMMUNITY FOR QUALIFIED SENIOR MEMBERS AND THEIR SPOUSES. IN 1922 THEY CREATED MOOSEHAVEN, OUR “CITY OF CONTENTMENT”, A COMMUNITY LOCATED ON THE ST. JOHNS RIVER IN
JUNIOR PAST REGENT:

ORANGE PARK, FLORIDA, THERE, OUR MEMBERS ARE PROVIDED SECURITY, COMFORT AND PEACE OF MIND.

THE CAMPUS TODAY CONSISTS ENTIRELY OF MODERN BUILDINGS DESIGNED AND BUILT TO PROMOTE PLEASANT AND COMFORTABLE ACCOMMODATIONS, RECREATION AND CARE. THE MULTI-MILLION DOLLAR LIFE CARE CENTER, PRIVATELY FUNDED BY OUR MEMBERS AND COMPLETED IN 2002, IS DESIGNED AND EQUIPPED FOR THE NEEDS OF SENIOR CARE.

I NOW INVITE SECRETARY (First Name) TO EXPLAIN OUR INVOLVEMENT IN OUR COMMUNITY.

Junior Past Regent returns to her chair and is seated. Secretary proceeds to the podium.

SECRETARY:

WHILE THE PILLARS OF OUR FRATERNITY ARE MOOSEHEART AND MOOSEHAVEN, WE, AS CARING INDIVIDUALS, ARE ALWAYS READY TO GIVE OUR TIME AND ASSISTANCE TO OUR COMMUNITY.

IN ADDITION TO CREATING A DEFENDING CIRCLE AROUND OUR MEMBERS AND THEIR FAMILIES, EACH CHAPTER ASSISTS INDIVIDUALS IN NEED IN THEIR COMMUNITY. MANY PARTICIPATE IN MEALS ON WHEELS, VISITING NURSING HOMES AND HOSPICES, TAKING PART IN VARIOUS WALK-A-THONS, HOSTING BLOOD DRIVES, AND GIVING COMFORT AND HELP TO THOSE IN NEED. WE CAN AND DO MAKE A DIFFERENCE. WE STRIVE TO ENCOURAGE ALL MEMBERS OF OUR FRATERNITY TO GIVE THEIR TIME AND EFFORTS TO CARING FOR OUR YOUNG, OUR SENIORS, AND OUR COMMUNITIES. AS A MEMBER, WE ASK THAT YOU JOIN WITH US TO ACCOMPLISH THIS MISSION.

Secretary returns to her chair and is seated. Senior Regent proceeds to the podium.

SENIOR REGENT:

WE HOPE YOU HAVE ENJOYED LEARNING ABOUT THE PRINCIPLES AND PURPOSES OF OUR FRATERNITY.
SENIOR REGENT:

AT THIS TIME, IT GIVES ME GREAT PLEASURE TO RECOGNIZE AND THANK THE FOLLOWING SPONSOR(S).

(If applicable.) PLEASE STAND TO BE RECOGNIZED.

Treasurer shall give a list (name) of the sponsor(s) of new members since last month to the Senior Regent for her to read. If appropriate, sponsor recognition awards may be presented at this time by the committee chairman.

SENIOR REGENT:

SPONSOR(S), WE THANK YOU FOR INVITING YOUR FAMILY AND FRIENDS TO JOIN US.

(Pause for applause)

YOU MAY BE SEATED.

*IF NECESSARY TO DRAPE THE CHARTER, REFER TO PAGE 25.*

SENIOR REGENT:

CHAIRMAN (Name) PLEASE PROCEED WITH YOUR PROGRAM.

Senior Regent returns to her chair and is seated. Chairman proceeds to the podium.

RECOGNITION OF NEW STAR

(Omit if the Chapter does not have a new Star)

CHAIRMAN:

THANK YOU, SENIOR REGENT.

AT THIS TIME, I INVITE OUR NEW STAR (First Name) TO JOIN ME AT THE PODIUM.

New Star proceeds from her chair in the reserved section to her place beside the Chairman at the podium.

THE STAR DEGREE IS CONFERRED UPON MEMBERS WHO SERVED THEIR CHAPTER AS TREASURER FOR ONE OR MORE YEARS. DURING THEIR TERM OF OFFICE, THEY FULFILLED ALL OF THEIR INDIVIDUAL REQUIREMENTS.
CHAIRMAN:

IN ADDITION TO HELPING GUIDE THE CHAPTER TO EARN THE AWARD OF ACHIEVEMENT. THIS HIGH HONOR IS ONLY CONFERRED ANNUALLY AT THE STAR SESSION HELD IN CONJUNCTION WITH THE INTERNATIONAL CONFERENCE. STARS RECEIVE A PIN DESIGNATING THE DEGREE, AND ARE ENTITLED TO WEAR THE OFFICIAL KELLY GREEN BLAZER OF THE WOMEN OF THE MOOSE.

HAVING FULFILLED THESE RESPONSIBILITIES, LET ME SHARE WITH YOU THE SERVICE RECORD OF

(Name)_____.

(First Name)_____ JOINED (Chapter Name)_____. SHE HAS SERVED IN THE FOLLOWING CAPACITIES.

List her record of service from oldest to most recent and include total number of members sponsored to date.

WE ARE VERY PROUD OF (First Name)___ AND HER ACCOMPLISHMENTS. AT THIS TIME I INVITE HER TO ADDRESS YOU.

Chairman returns to her chair and is seated. New Star addresses audience. When new Star has finished her address, Chairman joins her at the podium.

CHAIRMAN:

THANK YOU (First Name)_____. MEMBERS AND FRIENDS, LET US SHOW OUR GRATITUDE TO (First Name)____ FOR HER SERVICE TO OUR PROGRAM WITH A ROUND OF APPLAUSE.

(Pause for applause)

YOU MAY BE SEATED.

New Star returns to her chair in the reserved section. Chairman returns to her chair.

NINE O'CLOCK CEREMONY

SENIOR REGENT:

EVERYONE PLEASE RISE FOR THE NINE O'CLOCK CEREMONY.
Junior Past Regent proceeds to the podium. Senior Regent returns to her chair and remains standing.

**JUNIOR PAST REGENT:**

**AT THE HOUR OF NINE, THE CHILDREN AT MOOSEHEART KNEEL AT THEIR BEDSIDES TO SAY THEIR EVENING PRAYERS. LET US TURN TOWARD MOOSEHEART AND JOIN THEM IN SILENT PRAYER.**

All turn in the direction of Mooseheart. Musician (Treasurer) strikes chimes nine (9) times on one note. If there is not a picture of the Nine O’clock Ceremony in the room, everyone remains facing forward.

**PLEASE REPEAT AFTER ME.**

**LET THE LITTLE CHILDREN COME TO ME - DO NOT KEEP THEM AWAY - FOR THEY ARE LIKE THE KINGDOM OF HEAVEN - GOD BLESS MOOSEHEART - AMEN.**

If members were turned in the direction of Mooseheart, they then turn back to original positions. Junior Past Regent returns to chair and is seated. (Senior Regent returns to the podium and Raps 1)

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**MOOSEHEART ENDOWMENT FUND**

**SENIOR REGENT:**

**LET US PREPARE FOR THE MOOSEHEART ENDOWMENT FUND COLLECTION.**

(Pause)

Allow time for members to get their contributions. When everyone is ready and the Senior Regent has their attention, she continues…..

**THE ENDOWMENT FUND IS VITAL TO THE CONTINUED OPERATION OF OUR TWIN CITIES, MOOSEHEART AND MOOSEHAVEN. YOU ARE INVITED TO PLACE YOUR CONTRIBUTIONS IN THE BASKETS THAT THE GUIDE WILL DISTRIBUTE.**

(Rap 2)

(optional) **LET US SING THE SCHOOL SONG “MOOSEHEART THE HAPPIEST” AS WE PRESENT OUR CONTRIBUTIONS.**

Music Score in rear of book. Once members have deposited their
contribution in the basket, they remain standing through the first verse of Mooseheart the Happiest. They may then be seated. If there is no singing, those in attendance sit after placing their contribution in the basket.

SENIOR REGENT:

GUIDE, PLEASE PROCEED.

The Guide has baskets under her chair. The Guide will rise. The Guide passes one basket to her left and the other to her right. The baskets are passed by the members through the room until they are at the back. The Guide follows their progress throughout the room and receives them as the last member donates. Upon receiving the baskets, the Guide walks up to the front of the room, presents the basket to the Musician (if applicable) and to each of the people seated behind the podium, then gives baskets to the Secretary. She then returns to her chair.

(Secretary counts the Endowment Fund after the meeting has adjourned.)

SENIOR REGENT:

CHAIRMAN (First Name), PLEASE SHARE WITH US YOUR COMMITTEE’S ACCOMPLISHMENTS, FUTURE PLANS AND WHAT YOU HAVE PLANNED FOR US TONIGHT (TODAY).

Chairman goes to the podium. Senior Regent takes a step back.

CHAIRMAN:

I AM PLEASED TO REPORT OUR COMMITTEE RECEIVED CHAPTER APPROVAL FOR THE FOLLOWING ACTIVITIES:

Chairman describes the fund raising project of the committee and highlights the activities planned for the committee throughout the year. Chairman refers to and follows example of résumé in Chairman’s pamphlet.

She also reads speech written in Chairman’s pamphlet for presentation of checks. Senior Regent steps up to accept checks.

SENIOR REGENT:

THANK YOU CHAIRMAN (First Name).

If a Guest Speaker has been invited, the Chairman announces:
CHAIRMAN:

_______ (Title) _______, ________ (Name) __________, WILL NOW ADDRESS US.

As the guest speaker approaches the podium, the Chairman and Senior Regent return to their chairs and are seated.

After guest speaker has concluded her/his presentation, Chairman will join her/him at the podium to continue...

CHAIRMAN: (When guest speaker has finished.)

THANK YOU (First Name) FOR YOUR INFORMATIVE PRESENTATION.

OUR COMMITTEE INVITES EVERYONE TO STAY AFTER THE MEETING IS ADJOURNED AND ENJOY THE REFRESHMENTS THAT HAVE BEEN PREPARED FOR YOU.

Chairman and speaker return to chairs and are seated.

Senior Regent proceeds to the podium.

IF NECESSARY TO VOTE ON APPLICATIONS, REFER TO PAGE 14.

CLOSING

SENIOR REGENT:

LET US CALL TO MIND THE WORDS OF OUR FOREFATHER, JAMES J. DAVIS, WHOSE BELIEF AND PLEDGE SERVES AS THE BASIS FOR THE PURPOSES OF OUR FRATERNITY.

Senior Regent returns to her chair and is seated. Junior Past Regent proceeds to the podium.

JUNIOR PAST REGENT:

A CHILD IS THE HAND OF GOD, RECORDING ON THE UNIVERSAL PAGES OF TIME, THE HISTORY OF THE HUMAN RACE. NO MAN EVER STANDS SO TALL, OR SO STRAIGHT, AS WHEN HE STOOPS TO LIFT UP A CHILD.

WE BELIEVE IN THE CHILD, WHO IS THE FUTURE OF OUR NATION, AND THE HUMAN RACE. WE BELIEVE THAT EVERY CHILD HAS A GOD-GIVEN HERITAGE OF LIFE, HEALTH, HAPPINESS, AND THE OPPORTUNITY TO FILL ITS CHOSEN PLACE IN THE WORLD.

WE BELIEVE IN THE RIGHT OF EVERY CHILD TO AN EDUCATION OF THE HEAD, AND THE HEART, AND THE
JUNIOR PAST REGENT:

HAND. WE BELIEVE THAT MAN OWES NO HIGHER DUTY TO GOD AND SOCIETY, THAN THE DUTY OF SERVICE TO CHILDHOOD. TO THESE, WE PLEDGE OUR HEARTS, OUR HANDS, AND ALL THAT WE HAVE.

Junior Past Regent returns to her chair and is seated. Senior Regent returns to the podium.

SENIOR REGENT:

LET US BE EVER MINDFUL THAT THE THOUGHTS CONTAINED IN THIS PLEDGE ALSO APPLY TO OUR COMMITMENT OF SERVICE TO OUR RESIDENTS AT MOOSEHAVEN.

Senior Regent will make any necessary announcements.

ON BEHALF OF THE HIGHER DEGREES COMMITTEE, WE THANK THE NEW MEMBERS, SPONSORS AND GUESTS FOR SHARING IN THIS SPECIAL OCCASION.

TO THE HONORED NEW STAR(S), CONGRATULATIONS AGAIN TO YOU FOR YOUR ACHIEVEMENT.

OUR NEXT MEETING WILL BE HELD ON ____(Date)____.

SENIOR REGENT:

FRIENDS, THAT WHICH IS DONE IS DONE. LET NONE DEPART FROM THIS MEETING WITH ANGER OR RESENTMENT IN THEIR HEART. LET ALL GO FORTH WITH KIND THOUGHTS, HELPFUL WORDS AND GOOD DEEDS FOR ALL MANKIND.

PLEASE REPEAT AFTER ME:

THE LORD WATCH – BETWEEN ME AND THEE – WHILE WE ARE ABSENT – ONE FROM THE OTHER.

I DECLARE ____(Chapter Name)____ CHAPTER ADJOURNED AND BID YOU ALL A FRATERNAL GOOD NIGHT (AFTERNOON).
COLLEGE OF REGENTS

COMMITTEE MEETING NIGHT

INSTRUCTIONS:

The Higher Degrees - College of Regents Committee Meeting Night may be held any time during the month of November, upon Chapter approval. The Higher Degree Chairman shall be in charge of the program. In the event the Higher Degrees Chairman does not hold the College of Regents degree, she shall appoint a Collegian to oversee the program. Other Chapters may be invited to attend.

If Chairman is receiving Red Tassel, refer to Red Tassel instructions, page 78.

If a Red Tassel Collegian is to be invested with the Red Stole, refer to Red Stole instructions, page 79.

Collegians of the Hostess Chapter and guest Collegians from other Chapters are seated in a reserved section in the front of the room. Guest Collegians are seated behind the Chapters’ Collegians.

Collegians shall wear regalia.

The Chapter Officers, the Higher Degrees Chairman and guest speaker are seated behind the podium. The Red Stole Director is seated in the reserved section in the front of the room. Guest Current/Past State/Provincial and International Officer(s) are seated in a reserved section.

The Senior Regent shall call the meeting to order. The Senior Regent shall introduce the Chairman who shall introduce the honored Collegians and Committee members present. She then introduces guest Collegians present.

The Chairman then presents the gavel to the Senior Regent to continue with the meeting.

After the Endowment Fund, the Chairman shall give the Committee résumé and present a check to the Senior Regent for the Women of the Moose Scholarship and Maintenance Fund and a check for the special project listed in the Chairman's pamphlet.

The Higher Degrees Chairman will give a résumé of the new Collegian, leading up to earning the College of Regents degree. The new Collegian should give an address. A guest speaker may be invited with approval of the Chapter.

The new Collegian recognition, Red Tassel and Red Stole Ceremonies and address by the new Collegian shall be omitted if no one is eligible.
**RED TASSEL CEREMONY**

**INSTRUCTIONS:**

All Collegians are seated in a reserved section in the front of the room.

Chairs are provided for the Investing Officer(s) and Honored Collegian(s) in the front row of the reserved section.

The Red Tassel Ceremony immediately follows the recognition of the new Collegian. The Senior Regent shall present the gavel to the Collegian serving as Chairman who will conduct the ceremony.

A Collegian is invested with the Red Tassel only in her own Chapter and selects a Collegian (Red Tassel or higher) from her Chapter to serve as the Investing Officer. If there are no Red Tassel Collegians (or higher) in the Chapter, she may invite a Red Tassel Collegian (or higher) from another Chapter or she may change her own tassel.

A Collegian who is unable to attend the Higher Degrees - College of Regents Committee Meeting Night is invested with the Red Tassel at the next Committee Meeting Night she attends. Follow the same instructions for the Red Tassel Ceremony.

The Higher Degree Chairman (or her designee Collegian) is in charge of the program and serves as the Presiding Officer for the ceremony. If she is being invested, another Collegian of the Chapter may preside. The Presiding Officer remains at the podium and uses the microphone.

When there are two (2) or more Collegians receiving Red Tassels, the Investing Officers work together and tassels are changed at the same time.
**RED STOLE CEREMONY**

**INSTRUCTIONS:**

Director and Investing Officer(s) shall be Red Stole Collegians (or higher).

Chairs are provided for the Investing Officer(s) and Honored Collegian(s) in the front row of the reserved section.

The Director serves as Presiding Officer for the Red Stole Ceremony and is appointed by the Senior Regent.

The Honored Collegian(s) selects a Red Stole Collegian(s) (or higher) from her own Chapter to serve as her Investing Officer. In an emergency, an Investing Officer may invest more than one (1) Honored Collegian. If the Director is the only Collegian present who is wearing a Red Stole, she may go to the front of the podium to invest the Honored Collegian(s) after the pledge.

A Collegian who is unable to attend the Higher Degrees - College of Regents Committee Meeting Night is invested with the Red Stole at the next Chapter Meeting she attends. Follow the same instructions for the Red Stole Ceremony.

**AWARD OF ACHIEVEMENT**

**INSTRUCTIONS:**

Ceremony takes place at the Higher Degrees - College of Regents Committee Meeting Night after the Draping of the Charter and before the recognition of new Collegian(s).

The Junior Past Regent discusses plans for the ceremony at a meeting of the Board of Officers.

Prior to the Chapter meeting, the Junior Past Regent shall have the coin inserted into the Award. The Award will be placed at the podium.
AGENDA FOR COLLEGE OF REGENTS

COMMITTEE MEETING NIGHT

WELCOME RECEPTION PRIOR TO OPENING OF THE MEETING

OPENING

ROLL CALL OF OFFICERS (Silent by Sec.)

INTRODUCTION OF CHAIRMAN

INTRODUCTION OF HONORED COLLEGIANS
   New Collegian(s)
   Collegian(s) to receive Red Tassel
   Collegian(s) to receive Red Stole

HISTORY OF THE COLLEGE OF REGENTS DEGREE

INTRODUCTION OF DIGNITARY (If applicable)

INVOCATION

PLEDGE TO THE FLAG

NATIONAL ANTHEM (optional)

INTRODUCTION OF NEW MEMBERS (If new members are in attendance)

DRAPING OF CHARTER (When necessary.)

AWARD OF ACHIEVEMENT CEREMONY (If applicable)

RECOGNITION OF NEW COLLEGIAN(S)

RED TASSEL CEREMONY

RED STOLE CEREMONY

NINE O’CLOCK CEREMONY

ENDOWMENT FUND

CHAIRMAN’S REPORT
   Chairman presents résumé and checks for committee project

SPEAKER (upon invitation)

VOTING ON APPLICATIONS (As necessary.)

PLEDGE TO CHILDHOOD

ADJOURNMENT
COLLEGE OF REGENTS

COMMITTEE MEETING NIGHT

See Chapter room set-up using Diagram 3 ONLY. Adjust the number of chairs to accommodate the members present. Rows of chairs should have sufficient room between them to allow Guide to walk between, when necessary.

Everyone is seated when meeting is opened.

Higher Degrees Chairman (or her designee Collegian) is seated at Senior Regent's left for the meeting. A chair for the Investing Officers will be placed in the reserved section.

SENIOR REGENT:

(Rap 1)

IN THE NAME OF THE WOMEN OF THE MOOSE, I DECLARE (Chapter Name) CHAPTER DULY OPENED.

GUIDE, LET THE CHAPTER DOOR(S) REMAIN OPEN (or BE CLOSED).

Doors may be closed if necessary due to noise.

Guide is seated.

TONIGHT (TODAY) WE HONOR THE COLLEGE OF REGENTS MEMBERS OF THE HIGHER DEGREE COMMITTEE.

CHAIRMAN (First Name), PLEASE JOIN ME AT THE PODIUM. (Diagram 3.a)

I NOW HAND THE GAVEL TO YOU TO CONTINUE WITH THE MEETING.

Senior Regent proceeds to her chair and is seated.

CHAIRMAN:

TONIGHT (TODAY) WE HONOR OUR NEW COLLEGIAN(S) AS WELL AS COLLEGIANS WHO WILL RECEIVE THE RED TASSEL AND THE RED STOLE. PLEASE RISE AS I ANNOUNCE YOUR NAME(S).

Chairman introduces Chapter member(s) who received the College of Regents degree at the recent International Conference first followed by the Collegian who will receive her Red Tassel (if
applicable) and her Investing Officer and the Collegian who will receive her Red Stole (if applicable) and her Investing Officer.

CHAIRMAN:
THANK YOU, YOU MAY BE SEATED.

AT THIS TIME, PLEASE WELCOME TO THE PODIUM JUNIOR PAST REGENT (Name) WHO WILL PROVIDE US WITH A BRIEF HISTORY OF OUR ORGANIZATION AND THE COLLEGE OF REGENTS DEGREE.

Chairman proceeds to her chair and is seated. Junior Past Regent proceeds to the podium.

JUNIOR PAST REGENT:
THE WOMEN OF THE MOOSE WERE ORIGINALLY ORGANIZED IN 1913 TO BRING WOMEN OF ALL AGES TOGETHER IN A CLOSE FRATERNAL RELATIONSHIP. WE ASSIST IN THE CHARITABLE ACTIVITIES OF THE MOOSE FRATERNITY THROUGH THE PRINCIPLES OF FAITH, HOPE AND CHARITY. AS MEMBERS, WE CARE FOR AND PROTECT OUR YOUNG AND OLD WITHIN A DEFENDING CIRCLE LIKE THAT OF THE MAJESTIC MOOSE IN THE WILDERNESS.

OUR MEMBERS DEDICATE MANY VOLUNTEER HOURS TO ASSIST THOSE IN NEED WITHIN OUR FRATERNITY AS THEY ARE LIKE OUR EXTENDED FAMILY. THROUGH OUR SERVICE TO OTHERS AND TO OUR CHAPTER WE HAVE THE OPPORTUNITY TO ADVANCE WITHIN OUR ORGANIZATION.

JUNIOR PAST REGENT:
IN 1935, IT WAS DECIDED THAT ALL PAST REGENTS IN ALL CHAPTERS SHOULD BE REWARDED FOR THEIR OUTSTANDING ACCOMPLISHMENTS AND SERVICES RENDERED TO THE PROGRAM OF THE WOMEN OF THE MOOSE. Thus, THE COLLEGE OF REGENTS DEGREE WAS ESTABLISHED.

ON JULY 3, 1935, 122 PROUD PAST REGENTS WERE CONFERRED WITH THE COLLEGE OF REGENTS DEGREE. AT THE CONCLUSION OF THE CEREMONY, AS EACH NEWLY CONFERRED COLLEGIAN LEFT THE MEETING ROOM, THERE WAS A FEELING OF GREAT PRIDE FOR THE SMALL PART THEY HAD PLAYED IN THEIR OWN CHAPTER AND A FIRM CONVICTION THAT THEY WERE JUST BEGINNING A NEW ERA OF SERVICE TO HUMANITY.
JUNIOR PAST REGENT:

COLLEGIANS ARE THE BUILDERS OF OUR CHAPTERS AND WEAR THE CAP AND GOWN TO SYMBOLIZE PAST EFFORTS AND FUTURE INTENTIONS.

Junior Past Regent returns to her chair and is seated. Chairman proceeds to the podium.

CHAIRMAN:

WILL THE COLLEGE OF REGENTS COMMITTEE MEMBERS OF (Chapter Name) CHAPTER PLEASE STAND AND INTRODUCE YOURSELVES, STARTING WITH (First Name) ______.

(Introduce first committee member present.) Committee members seated in the reserved section rise and introduce themselves and then sit down.

(Pause for action and applause.)

(If applicable) WE ARE PRIVILEGED TO HAVE VISITING COLLEGIANS IN ATTENDANCE THIS EVENING (TODAY). PLEASE RISE AND INTRODUCE YOURSELVES AND TELL US WHAT CHAPTER YOU ARE FROM.

Guest Collegians seated in the reserved section rise and introduce themselves and then sit down.

(Pause for action and applause.)

CHAIRMAN:

(If applicable) I HAVE THE HONOR TO WELCOME (Title and Name of visiting dignitary). (Pause for applause)

(If applicable) I HAVE THE PLEASURE TO WELCOME (Title and Name) WHO WILL ADDRESS US AT THE END OF THE MEETING.

(Pause for applause)

(Pause) Chairman returns to her chair and sits down. Senior Regent proceeds to the podium.

SENIOR REGENT:

(Rap 1)

THANK YOU CHAIRMAN.

THE WOMEN OF THE MOOSE BELIEVE IN THE PRESENCE OF A SUPREME BEING AND HONORING THE FLAG OF OUR
SENIOR REGENT:

COUNTRY. PLEASE RISE AS THE JUNIOR PAST REGENT OFFERS THE INVOCATION.

Senior Regent returns to her chair and remains standing. Junior Past Regent proceeds to the podium.

JUNIOR PAST REGENT:

LET US FOLD OUR ARMS AND BOW OUR HEADS. (Pause)

OUR HEAVENLY FATHER, WE ASK YOUR BLESSINGS ON OUR MEMBERS AND ON OUR Endeavors. WE HUMBLY ASK FOR YOUR GUIDANCE IN OUR THOUGHTS, WORDS AND DEEDS, THAT WE MAY SUCCESSFULLY WORK TOGETHER IN HARMONY FOR THE ADVANCEMENT OF OUR ORGANIZATION. MAY OUR FOUNDATION OF FAITH, HOPE AND CHARITY GUIDE US NOW AND FOREVER. AMEN.

Junior Past Regent steps back from the podium. Senior Regent approaches the podium.

SENIOR REGENT:

THE JUNIOR PAST REGENT WILL NOW LEAD US IN THE PLEDGE OF ALLEGIANCE TO OUR FLAG.

Senior Regent returns to chair and remains standing. Junior Past Regent steps back up to the podium.

JUNIOR PAST REGENT:

PLEASE JOIN ME IN THE PLEDGE TO OUR FLAG.

Members of United States Chapters will face the flag, place right hand over heart and say Pledge of Allegiance together. Members of Canadian Chapters face flag and join in pledge.

I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA AND TO THE REPUBLIC FOR WHICH IT STANDS, ONE NATION UNDER GOD, INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL.

(Pause)

(Optional) LET US SING ONE VERSE OF THE "STAR SPANGLED BANNER".

Continue to face flag with right hand over heart while singing the National Anthem.

Music Score in rear of book.
When both United States and Canadian Chapter members are present, both pledges will be given. The Pledge and National Anthem of the country where the Chapter is located will be performed first.

**Canadian Chapter members will say:**

**JUNIOR PAST REGENT:**

**PLEASE REPEAT AFTER ME THE WOMEN OF THE MOOSE PLEDGE.**

Everyone will turn toward Canadian Flag. Canadians may salute the flag during pledge. All members repeat after Junior Past Regent.

**I PLEDGE ALLEGIANCE TO MY FLAG -AND PROMISE TO DEFEND IT FROM DESECRATION -AND BY WORD, ACT AND DEED -WILL CONDEMN ANARCHY OR INSUBORDINATION -WHERE THE SAME CONCERNS MY COUNTRY. -THE MOOSE FRATERNITY-STANDS FIRST AND FOREMOST FOR LOYALTY.**

(Pause)

(Optional) **LET US SING ONE VERSE OF "O CANADA".**

Everyone faces flag with arms and hands at side while singing.

Music Score in rear of book.

Junior Past Regent returns to chair and remains standing. Senior Regent approaches the podium.

**SENIOR REGENT:**

**ALL NON-MEMBERS MAY BE SEATED.**

**THE TREASURER WILL LEAD US IN THE DECLARATION OF DEVOTION TO THE PRINCIPLES OF OUR ORGANIZATION.**

Senior Regent returns to chair and remains standing. Treasurer proceeds to the podium.

**TREASURER:**

**PLEASE RAISE YOUR RIGHT HAND AND REPEAT AFTER ME.**

All raise right hands in sign of faith at same time.
TREASURER:

I DECLARE MY FAITH - IN THE GREAT PRINCIPLES, IDEALS AND PURPOSES - OF THE MOOSE FRATERNITY. - IT IS MY DESIRE - TO AID AND SUPPORT - MOOSEHEART, MOOSEHAVEN - AND ALL MOOSE CHARITABLE ENDEAVORS - TO THE FULL EXTENT OF MY ABILITY - TO THE END THAT GREATER GOOD - MAY BE ACOMPLISHED.

All lower hands. Treasurer returns to chair and remains standing.

Senior Regent returns to the podium.

SENIOR REGENT:

CHAPTER MEMBERS PLEASE REMAIN STANDING. EVERYONE ELSE MAY BE SEATED. CHAPTER MEMBERS PLEASE JOIN ME IN THE DECLARATION OF LOYALTY TO OUR CHAPTER.

I DECLARE MY LOYALTY TO MY CHAPTER. - IT IS MY PURPOSE TO ENCOURAGE THE OFFICERS-WHO HAVE BEEN CHosen AS OUR LEADERS-TO SUPPORT EVERY ENDEAVOR-TOWARD THE ADVANCEMENT OF MY CHAPTER-IN SERVICE TO HUMANITY.

I SHALL OFFER MY HEART AND HAND IN FRIENDLINESS- TO STRENGTHEN OUR MEMBERSHIP-SO THAT THE MEASURE OF OUR SERVICE-MAY BE INCREASED.

(Rap 1)

SENIOR REGENT: (If new members are in attendance.)

WE ARE DELIGHTED TO HAVE NEW MEMBERS IN ATTENDANCE THIS EVENING (TODAY). AS YOUR NAME IS ANNOUNCED, PLEASE RISE AND REMAIN STANDING.

Senior Regent steps aside. Treasurer proceeds to the podium and reads the names of the new members.

(Pause for applause)

Treasurer returns to her chair and is seated. Senior Regent steps up to the podium.

SENIOR REGENT:

WELCOME NEW MEMBERS. WE ARE PLEASED THAT YOU HAVE CHOSEN TO JOIN US THIS EVENING (TODAY). YOU MAY BE SEATED.
SENIOR REGENT:

WE THANK YOU AND YOUR SPONSOR FOR ASSISTING US TO INCREASE OUR SERVICE TO MOOSEHEART, MOOSEHAVEN AND OUR COMMUNITY.

TO ENCOURAGE PARTICIPATION IN OUR CHAPTER ACTIVITIES AND TO BECOME BETTER ACQUAINTED, ALL MEMBERS ARE PLACED ON CHAPTER COMMITTEES. THE COMMITTEE CHAIRMAN WILL BE IN CONTACT WITH YOU REGARDING OPPORTUNITIES TO VOLUNTEER YOUR TIME AND TALENTS.

YOUR GOOD STANDING MEMBERSHIP CARD WILL PERMIT YOU TO ENTER ANY MOOSE HOME OR CHAPTER MEETING OF THE WOMEN OF THE MOOSE. DUE TO OUR PRIVATE POLICY, WHICH ALLOWS US TO RETAIN OUR PROTECTED AND TAX FREE STATUS, YOU WILL BE REQUIRED TO SHOW YOUR MEMBERSHIP CARD BEFORE MAKING ANY PURCHASES. BE PROUD TO CARRY AND SHOW YOUR MEMBERSHIP CARD WHEN ENTERING A MOOSE HOME.

BY ASKING YOUR RELATIVES, FRIENDS AND ASSOCIATES TO JOIN IN OUR EFFORTS, OUR MEMBERSHIP WILL BE STRENGTHENED. AS (A) MEMBER(S), YOU WILL BE SHARING IN OUR PROGRAM OF SUPPORTING MOOSEHEART AND MOOSEHAVEN AND THEIR RESIDENTS, AND HELPING OUR COMMUNITIES TO PROSPER. WE THANK YOU FOR BEING WITH US AT THIS MEETING. AT THIS TIME, I INVITE JUNIOR PAST REGENT (First Name) TO SHARE INFORMATION REGARDING OUR TWIN CITIES, MOOSEHEART AND MOOSEHAVEN.

Senior Regent returns to her chair and is seated. Junior Past Regent proceeds to the podium.

JUNIOR PAST REGENT:

IN 1913 THE PIONEERS OF OUR FRATERNITY MADE A COMMITMENT TO CARING FOR CHILDREN IN NEED. THEY CREATED MOOSEHEART, OUR CHILD CITY AND SCHOOL, WHICH IS LOCATED 40 MILES WEST OF CHICAGO. MORE THAN 12,000 CHILDREN HAVE RESIDED AT MOOSEHEART SINCE IT WAS FOUNDED.
JUNIOR PAST REGENT:

CHILDREN LIVE IN RESIDENCE HOMES DESIGNED MUCH LIKE A SPACIOUS SINGLE FAMILY HOME. STUDENTS ARE ENCOURAGED TO PARTICIPATE IN YOUTH ORGANIZATIONS, ATHLETIC PROGRAMS AND ARTISTIC ENDEAVORS.

AFTER THE INITIAL SUCCESS OF MOOSEHEART, THE FRATERNITY TURNED ITS ATTENTION TO PLANS FOR A RETIREMENT COMMUNITY FOR QUALIFIED SENIOR MEMBERS AND THEIR SPOUSES. IN 1922 THEY CREATED MOOSEHAVEN, OUR “CITY OF CONTENTMENT”, A COMMUNITY LOCATED ON THE ST. JOHNS RIVER IN ORANGE PARK, FLORIDA. THERE, OUR MEMBERS ARE PROVIDED SECURITY, COMFORT AND PEACE OF MIND.

THE CAMPUS TODAY CONSISTS ENTIRELY OF MODERN BUILDINGS DESIGNED AND BUILT TO PROMOTE PLEASANT AND COMFORTABLE ACCOMMODATIONS, RECREATION AND CARE. THE MULTI-MILLION DOLLAR LIFE CARE CENTER, PRIVATELY FUNDED BY OUR MEMBERS AND COMPLETED IN 2002, IS DESIGNED AND EQUIPPED FOR THE NEEDS OF SENIOR CARE.

I NOW INVITE SECRETARY (First Name) TO EXPLAIN OUR INVOLVEMENT IN OUR COMMUNITY.

Junior Past Regent returns to her chair and is seated. Secretary proceeds to the podium.

SECRETARY:

WHILE THE PILLARS OF OUR FRATERNITY ARE MOOSEHEART AND MOOSEHAVEN, WE, AS CARING INDIVIDUALS, ARE ALWAYS READY TO GIVE OUR TIME AND ASSISTANCE TO OUR COMMUNITY.

IN ADDITION TO CREATING A DEFENDING CIRCLE AROUND OUR MEMBERS AND THEIR FAMILIES, EACH CHAPTER ASSISTS INDIVIDUALS IN NEED IN THEIR COMMUNITY. MANY PARTICIPATE IN MEALS ON WHEELS, VISITING NURSING HOMES AND HOSPICES, TAKING PART IN VARIOUS WALK-A-THONS, HOSTING BLOOD DRIVES, AND GIVING COMFORT AND HELP TO THOSE IN NEED.

WE CAN AND DO MAKE A DIFFERENCE. WE STRIVE TO ENCOURAGE ALL MEMBERS OF OUR FRATERNITY TO GIVE THEIR TIME AND EFFORTS TO CARING FOR OUR
SECRETARY:

YOUNG, OUR SENIORS, AND OUR COMMUNITIES. AS A MEMBER, WE ASK THAT YOU JOIN WITH US TO ACCOMPLISH THIS MISSION.

Secretary returns to her chair and is seated. Senior Regent proceeds to the podium.

SENIOR REGENT:

WE HOPE YOU HAVE ENJOYED LEARNING ABOUT THE PRINCIPLES AND PURPOSES OF OUR FRATERNITY.

AT THIS TIME, IT GIVES ME GREAT PLEASURE TO RECOGNIZE AND THANK THE FOLLOWING SPONSOR(S). (If applicable) PLEASE STAND TO BE RECOGNIZED.

Treasurer shall give a list (name) of the sponsor(s) of new members since last month to the Senior Regent for her to read. If appropriate, sponsor recognition awards may be presented at this time by the committee chairman.

SPONSOR(S), WE THANK YOU FOR INVITING YOUR FAMILY AND FRIENDS TO JOIN US.

(Pause for applause)

YOU MAY BE SEATED.

IF NECESSARY TO DRAPE THE CHARTER, REFER TO PAGE 25.

AWARD OF ACHIEVEMENT CEREMONY

SENIOR REGENT:

GUIDE, PLEASE ESCORT JUNIOR PAST REGENT (First Name) TO THE PODIUM.

Guide escorts the Junior Past Regent to the podium. When Junior Past Regent is at the podium, the Guide is seated. Senior Regent steps aside.

JUNIOR PAST REGENT:

I AM PROUD TO ANNOUNCE THAT WE HAVE RECEIVED THE AWARD OF ACHIEVEMENT FROM WOMEN OF THE MOOSE HEADQUARTERS.
JUNIOR PAST REGENT:

EVERY MEMBER ASSISTED TO ATTAIN OUR GOALS DURING THE PAST YEAR.

THE SIGNIFICANCE OF THE AWARD OF ACHIEVEMENT INDICATES THAT THE MEMBERS PUT FORTH EVERY EFFORT TO FOLLOW THE PROGRAM OF THE WOMEN OF THE MOOSE.

AS A RESULT OF OUR TEAM EFFORTS, THE CHAPTER SUCCESSFULLY QUALIFIED FOR THIS DISTINGUISHED AWARD. IT IS WITH GRATITUDE THAT WE EXTEND OUR THANKS TO EACH MEMBER WHO INVITED HER FAMILY AND FRIENDS TO JOIN WITH US IN BUILDING THE MEMBERSHIP OF OUR CHAPTER.

AT THIS TIME, IT IS MY PLEASURE TO PRESENT THE AWARD OF ACHIEVEMENT FOR THE CHAPTER YEAR (Year-Year).

Senior Regent steps up to the podium.

SENIOR REGENT:

THE AWARD OF ACHIEVEMENT IS EVIDENCE OF THE CHAPTER’S PROGRESS. MAY IT INSPIRE THE CHAPTER TO QUALIFY FOR FUTURE HONORS. JUNIOR PAST REGENT, PLEASE PLACE THE AWARD WHERE IT WILL INSPIRE EACH AND EVERY MEMBER TO DO HER VERY BEST.

(Pause for action) Junior Past Regent proceeds to wall, hangs the Award and returns to her chair.

WE EXTEND OUR HEARTFELT THANKS TO THOSE WHO HAVE ASSISTED IN THE PAST AND LOOK FORWARD TO YOUR CONTINUED SUPPORT IN THE FUTURE.

Senior Regent returns to her chair. Chairman proceeds to the podium.

RECOGNITION OF NEW COLLEGIAN

(Omit if the Chapter does not have a new Collegian)

CHAIRMAN:

THANK YOU, SENIOR REGENT.

AT THIS TIME, I INVITE OUR NEW COLLEGIAN (Name) TO JOIN ME AT THE PODIUM.
New Collegian proceeds from her chair in the reserved section to her place beside the Chairman at the podium.

CHAIRMAN:

THE CAP AND GOWN ORIGINATED IN ANCIENT GREECE. THE COMMON WORKMAN WORE A SIMPLE SACKCLOTH ROBE AND A CEMENT MASON USED A MORTARBOARD IN HIS WORK. THEIR DESTINY WAS TO BUILD. PERHAPS NOT TO BUILD CITIES OR EMPIRES, BUT ALL WERE BUILDERS ON THE SOLID FOUNDATION OF KNOWLEDGE. OVER THE YEARS, THE SACKCLOTH ROBE AND MORTARBOARD HAS EVOLVED TO THE CAP AND GOWN, WHICH HAS BECOME A TRADITIONAL PART OF GRADUATION.

THE WOMEN OF THE MOOSE CHOSE THE CAP AND GOWN TO SYMBOLIZE PAST EFFORTS AND FUTURE INTENTIONS OF OUR CHAPTERS’ LEADERS. THUS, MEMBERS WHO ARE INVESTED WITH THE CAP AND GOWN ARE CONSIDERED THE BUILDERS OF OUR CHAPTERS, OUR ORGANIZATION AND OUR FUTURE.

THE REGALIA OF A COLLEGIAN IS BESTOWED UPON A MEMBER WHO HAS SUCCESSFULLY COMPLETED THE REQUIREMENTS FOR THE DEGREE. A GREEN TASSEL ADorns THE CAP OF A MEMBER WHO IS SERVING HER FIRST YEAR OF MEMBERSHIP IN THE COLLEGE OF REGENTS. LET ME SHARE WITH YOU THE SERVICE RECORD OF (Name) (First Name) JOINED (Chapter Name) CHAPTER IN (Year). SHE HAS SERVED IN THE FOLLOWING CAPACITIES.

List her record of service from oldest to most recent and include total number of members sponsored to date.

CHAIRMAN:

WE ARE VERY PROUD OF (First Name) AND HER ACCOMPLISHMENTS. AT THIS TIME I INVITE HER TO ADDRESS YOU.

Chairman returns to her chair and is seated. Collegian addresses audience. When Collegian has finished her address, Chairman joins her at the podium.
CHAIRMAN:

THANK YOU __________ (First Name) _______. MEMBERS AND FRIENDS, LET US SHOW OUR GRATITUDE TO __________ (First Name) _______ FOR HER SERVICE TO OUR PROGRAM WITH A ROUND OF APPLAUSE.

YOU MAY BE SEATED.

New Collegian returns to her chair in the reserved section.
Chairman remains at the podium.

RED TASSEL CEREMONY

(Omit if no one is qualified)

CHAIRMAN:

AS PREVIOUSLY MENTIONED, A GREEN TASSEL ADORNS THE CAP OF A MEMBER WHO IS SERVING HER FIRST YEAR OF MEMBERSHIP IN THE COLLEGE OF REGENTS. IT IS REPLACED AT THE BEGINNING OF THE SECOND YEAR WITH A RED TASSEL.

TONIGHT (TODAY) WE PAY TRIBUTE TO COLLEGIAN __________ (Name) WHO WILL RECEIVE HER RED TASSEL. COLLEGIAN __________ (Name) _______ WILL ACT AS INVESTING OFFICER.

When more than one (1) Collegian is to be invested, repeat the process.

HONORED COLLEGIAN(S) AND INVESTING OFFICER(S), PLEASE RISE AND PROCEED TO THE FRONT OF THE PODIUM.

The Investing Officer(s) carries the Red Tassel(s) with cord draped over the four (4) fingers of right hand, elbow bent. Honored Collegian(s) and Investing Officer(s) proceed to their place in front of the podium facing the audience. (Diagram 4.a).

The Investing Officer(s) places the Red Tassel(s) on the podium.

CHAIRMAN:

COLLEGIAN(S) _______ (First Name(s) _______) RAISE YOUR RIGHT HAND AND REPEAT AFTER ME.

I RENEW MY PLEDGE-TO THE WOMEN OF THE MOOSE. - I WILL ENDEAVOR TO BUILD OUR MEMBERSHIP - BY SPONSORING NEW MEMBERS - AND AID MY CHAPTER - BY SERVING ON COMMITTEES. - I WILL KEEP CURRENT
CHAIRMAN:

WITH PROCEDURES - ISSUED TO MY CHAPTER - FROM WOMEN OF THE MOOSE HEADQUARTERS - SO THAT WHEN CALLED UPON - I WILL BE QUALIFIED - TO GIVE CORRECT INFORMATION. - I PLEDGE MY LOYALTY AND DEVOTION - TO MY CHAPTER - SO HELP ME GOD.

THANK YOU, YOU MAY LOWER YOUR HAND.

CHAIRMAN:

INVESTING OFFICER(S) (First Name(s)) REMOVE THE GREEN TASSEL(S).

Investing Officer(s) removes Green Tassel(s) and places on the podium.

PLACE THE RED TASSEL(S) ON THE CAP(S) OF COLLEGIAN(S) (First Name(s)).

Investing Officer(s) takes Red Tassel(s) from the podium and attaches to cap.

COLLEGIAN(S) (First Name(s)), CONGRATULATIONS! THE RED TASSEL WHICH GRACES YOUR CAP SYMBOLIZES YOUR CONTINUED DEVOTION AND LOYALTY TO THE WOMEN OF THE MOOSE. MAY YOU HAVE MANY OPPORTUNITIES TO WEAR THE REGALIA OF THE COLLEGE OF REGENTS AND MAY EACH OCCASION BE A PLEASURE TO YOU.

(Pause for applause)

HONORED COLLEGIAN(S) AND INVESTING OFFICER(S), YOU MAY RETURN TO YOUR CHAIRS.

Investing Officer(s) picks up Green Tassel(s) from altar and presents it to Honored Collegian(s). Investing Officer(s) and Honored Collegian(s) turn to return to their chairs. All sit down at the same time, (Diagram 4.b).

CHAIRMAN:

THIS CONCLUDES THE RED TASSEL CEREMONY. I RETURN THE GAVEL TO OUR SENIOR REGENT TO CONTINUE THE MEETING.

Chairman returns to her chair and is seated. Senior Regent proceeds to the podium. Continue with Red Stole Ceremony (if applicable).
RED STOLE CEREMONY

(Omit if no one is qualified.)

SENIOR REGENT:

IT IS NOW MY PLEASURE TO INTRODUCE COLLEGIAN ______ (Name) WHO WILL CONDUCT THE RED STOLE CEREMONY.

Director goes to the podium when introduced (Diagram 4.c). Senior Regent is seated.

DIRECTOR:

THANK YOU, SENIOR REGENT. IT IS A PRIVILEGE TO SERVE AS THE DIRECTOR FOR THE RED STOLE CEREMONY.

(Pause)

AFTER THREE CONSECUTIVE YEARS OF GOOD STANDING MEMBERSHIP IN THE COLLEGE OF REGENTS AND HAVING FULFILLED ALL REQUIREMENTS, A COLLEGIAN IS ELIGIBLE TO BE INVESTED WITH THE RED STOLE. IT COMPLETES THE REGALIA OF A COLLEGIAN AND IS NOT WORN UNTIL SHE HAS BEEN PROPERLY INVESTED.

WE ARE PRIVILEGED TO HONOR COLLEGIAN ______ (Name) WHO WILL BE INVESTED TONIGHT. HER INVESTING OFFICER IS COLLEGIAN ______ (Name) 

When more than one (1) Collegian is to be invested, all are invested at the same time.

DIRECTOR:

HONORED COLLEGIAN(S) AND INVESTING OFFICER(S) PLEASE TAKE YOUR PLACES IN FRONT OF THE PODIUM.

Investing Officer(s) carries stole(s) over left forearm, parallel to waist. The stole(s) is folded in half with fringe side out.

Honored Collegian(s) and Investing Officer(s) proceed to position in front of the podium facing the audience, (Diagram 4.c).

DIRECTOR:

HONORED COLLEGIAN(S), RAISE YOUR RIGHT HAND AND REPEAT AFTER ME.

I SOLEMNLY RENEW MY PLEDGE -TO THE WOMEN OF THE MOOSE -AND FURTHER PLEDGE -THAT I WILL CONTINUE
DIRECTOR:

TO SERVE MY CHAPTER - TO THE BEST OF MY ABILITY - BY SPONSORING NEW MEMBERS - SERVING ON A CHAPTER COMMITTEE - AND THE HIGHER DEGREES AND SPECIAL COMMITTEES. - I WILL KEEP CURRENT - WITH THE PROCEDURES OF THE WOMEN OF THE MOOSE - SO WHEN CALLED UPON - I MAY COUNSEL WISELY. - I WILL PROMOTE THE LESSONS OF FAITH, HOPE AND CHARITY - AND WILL ASSIST OTHERS - TO QUALIFY FOR THE COLLEGE OF REGENTS DEGREE - SO HELP ME GOD.

THANK YOU, YOU MAY LOWER YOUR HAND.

INVESTING OFFICER(S) YOU MAY PLACE THE RED STOLE(S) OF DISTINCTION UPON THE HONORED COLLEGIAN(S).

  Lift stole from inside with upturned right hand. Insert upturned left hand inside stole beside right hand. Slide both hands along inside of stole ten (10) inches from center seam. Make one-quarter turn left. Place stole on right shoulder of Collegian with right hand. Drape stole around neckline and left shoulder with left hand, circling Collegian. Adjust stole panels from front. Congratulations Collegian and return to original position.

COLLEGIAN(S) (First Name), CONGRATULATIONS! YOUR YEARS OF SERVICE TO OUR PROGRAM ARE GREATLY APPRECIATED. MAY YOUR RENEWED PLEDGE BRING YOU AND THE MEMBERS CONTINUED SUCCESS IN QUALIFYING FOR THE AWARD OF ACHIEVEMENT.

YOU MAY RETURN TO YOUR CHAIRS.

  Investing Officer(s) and Honored Collegian(s) return to their chairs. All sit down at the same time, (Diagram 4.d)

THIS CONCLUDES THE RED STOLE CEREMONY.

Director returns to her chair in the front row of the reserved section. Senior Regent proceeds to the podium.

NINE O’CLOCK CEREMONY

SENIOR REGENT:

EVERYONE PLEASE RISE FOR THE NINE O’CLOCK CEREMONY.

  Junior Past Regent proceeds to the podium. Senior Regent returns to her chair and remains standing.
JUNIOR PAST REGENT:

AT THE HOUR OF NINE, THE CHILDREN AT MOOSEHEART KNEEL AT THEIR BEDSIDES TO SAY THEIR EVENING PRAYERS. LET US TURN TOWARD MOOSEHEART AND JOIN THEM IN SILENT PRAYER.

All turn in the direction of Mooseheart. Musician (Treasurer) strikes chimes nine (9) times on one note. If there is not a picture of the Nine O'clock Ceremony in the room, everyone remains facing forward.

PLEASE REPEAT AFTER ME.

LET THE LITTLE CHILDREN COME TO ME - DO NOT KEEP THEM AWAY - FOR THEY ARE LIKE THE KINGDOM OF HEAVEN - GOD BLESS MOOSEHEART - AMEN.

If members were turned in the direction of Mooseheart, they then turn back to original positions. Junior Past Regent returns to chair and is seated. (Senior Regent returns to the podium and Raps 1)

MOOSEHEART ENDOWMENT FUND

SENIOR REGENT:

LET US PREPARE FOR THE MOOSEHEART ENDOWMENT FUND COLLECTION.

(Pause)

Allow time for members to get their contributions. When everyone is ready and the Senior Regent has their attention, she continues……

THE ENDOWMENT FUND IS VITAL TO THE CONTINUED OPERATION OF OUR TWIN CITIES, MOOSEHEART AND MOOSEHAVEN. YOU ARE INVITED TO PLACE YOUR CONTRIBUTIONS IN THE BASKETS THAT THE GUIDE WILL DISTRIBUTE.

(Rap 2)

SENIOR REGENT:

(optional) LET US SING THE SCHOOL SONG “MOOSEHEART THE HAPPIEST” AS WE PRESENT OUR CONTRIBUTIONS.

Music Score in rear of book. Once members have deposited their contribution in the basket, they remain standing through the first verse of Mooseheart the Happiest. They may then be seated. If there is no singing, those in attendance sit after placing their contribution in the basket.
SENIOR REGENT:

GUIDE, PLEASE PROCEED.

The Guide has baskets under her chair. The Guide will rise. The Guide passes one basket to her left and the other to her right. The baskets are passed by the members through the room until they are at the back. The Guide follows their progress throughout the room and receives them as the last member donates. Upon receiving the baskets, the Guide walks up to the front of the room, presents the basket to the Musician (if applicable) and to each of the people seated behind the podium, then gives baskets to the Secretary. She then returns to her chair.

(Secretary counts the Endowment Fund after the meeting has adjourned.)

CHAIRMAN _____ (First Name) ___, PLEASE SHARE WITH US YOUR COMMITTEE’S ACCOMPLISHMENTS, FUTURE PLANS AND WHAT YOU HAVE PLANNED FOR US TONIGHT (TODAY).

Chairman goes to the podium. Senior Regent steps back.

CHAIRMAN:

I AM PLEASED TO REPORT OUR COMMITTEE RECEIVED CHAPTER APPROVAL FOR THE FOLLOWING ACTIVITIES:

Chairman describes the fund raising project of the committee and highlights the activities planned for the committee throughout the year. Chairman refers to and follows example of résumé in Chairman's pamphlet.

She also reads speech written in Chairman's pamphlet for presentation of checks. Senior Regent steps forward to accept checks.

SENIOR REGENT:

THANK YOU CHAIRMAN _____ (First Name) ___.

CHAIRMAN:

If a Guest Speaker has been invited, the Chairman announces:

_____ (Title) ___, _____ (Name) ___, WILL NOW ADDRESS US.

As the guest speaker approaches the podium, the Chairman and Senior Regent return to their chairs and are seated.

After guest speaker has concluded her/his presentation, Chairman will join her/him at the podium to continue...
CHAIRMAN: (When guest speaker has finished.)

THANK YOU _______ (Name) _______ FOR YOUR INFORMATIVE PRESENTATION.

OUR COMMITTEE INVITES EVERYONE TO STAY AFTER THE MEETING IS ADJOURNED AND ENJOY THE REFRESHMENTS THAT HAVE BEEN PREPARED FOR YOU.

Chairman and speaker return to chairs and are seated.

Senior Regent proceeds to the podium.

IF NECESSARY TO VOTE ON APPLICATIONS, REFER TO PAGE 14.

CLOSING

SENIOR REGENT:

LET US CALL TO MIND THE WORDS OF OUR FOREFATHER, JAMES J. DAVIS, WHOSE BELIEF AND PLEDGE SERVES AS THE BASIS FOR THE PURPOSES OF OUR FRATERNITY.

The Senior steps back to her chair and is seated. Junior Past Regent proceeds to the podium.

JUNIOR PAST REGENT:

A CHILD IS THE HAND OF GOD, RECORDING ON THE UNIVERSAL PAGES OF TIME, THE HISTORY OF THE HUMAN RACE. NO MAN EVER STANDS SO TALL, OR SO STRAIGHT, AS WHEN HE STOOPS TO LIFT UP A CHILD.

WE BELIEVE IN THE CHILD, WHO IS THE FUTURE OF OUR NATION, AND THE HUMAN RACE. WE BELIEVE THAT EVERY CHILD HAS A GOD-GIVEN HERITAGE OF LIFE, HEALTH, HAPPINESS, AND THE OPPORTUNITY TO FILL ITS CHOSEN PLACE IN THE WORLD.

JUNIOR PAST REGENT:

WE BELIEVE IN THE RIGHT OF EVERY CHILD TO AN EDUCATION OF THE HEAD, AND THE HEART, AND THE HAND. WE BELIEVE THAT MAN OWES NO HIGHER DUTY TO GOD AND SOCIETY, THAN THE DUTY OF SERVICE TO CHILDHOOD. TO THESE, WE PLEDGE OUR HEARTS, OUR HANDS, AND ALL THAT WE HAVE.

Junior Past Regent returns to her chair and is seated. Senior Regent returns to the podium.
SENIOR REGENT:

LET US BE EVER MINDFUL THAT THE THOUGHTS CONTAINED IN THIS PLEDGE ALSO APPLY TO OUR COMMITMENT OF SERVICE TO OUR RESIDENTS AT MOOSEHAVEN.

Senior Regent will make any necessary announcements.

ON BEHALF OF THE HIGHER DEGREES COMMITTEE, WE THANK THE NEW MEMBERS, SPONSORS AND GUESTS FOR SHARING IN THIS SPECIAL OCCASION. TO THE HONORED COLLEGIAN(S), CONGRATULATIONS AGAIN TO YOU FOR YOUR ACHIEVEMENT.

OUR NEXT MEETING WILL BE HELD ON (Date).

FRIENDS, THAT WHICH IS DONE IS DONE. LET NONE DEPART FROM THIS MEETING WITH ANGER OR RESENTMENT IN THEIR HEART. LET ALL GO FORTH WITH KIND THOUGHTS, HELPFUL WORDS AND GOOD DEEDS FOR ALL MANKIND.

PLEASE REPEAT AFTER ME:

THE LORD WATCH – BETWEEN ME AND THEE – WHILE WE ARE ABSENT – ONE FROM THE OTHER.

I DECLARE (Chapter Name) CHAPTER ADJOURNED AND BID YOU ALL A FRATERNAL GOOD NIGHT (AFTERNOON.)
**GOLDEN GAVEL**

**CELEBRATION**

**INSTRUCTIONS:**

The Golden Gavel Celebration may be held any time during the month of January, upon Chapter approval.

Other Chapters may be invited to attend. Guest Junior Past Regents from other Chapters are seated in a reserved section in the front of the room.

The Junior Past Regent shall serve as Chairman and shall be in charge of the program. The Golden Gavel Committee is composed of Past Regents. The Committee shall hold a Committee Meeting Night regardless of whether the Junior Past Regent was invested with the Golden Gavel or not.

A qualified Golden Gavel Junior Past Regent shall follow the dress code as given in the Women of the Moose General Laws, Section 59, f., while wearing the Golden Gavel.

Collegians may wear regalia and are seated in the back of the reserved section in the front of the room, behind guest Junior Past Regents. Collegians are not introduced at the meeting as this meeting is for the recognition of the qualified Junior Past Regents only.

The Chapter Officers including the Chairman (Junior Past Regent) and guest Current/Past State/Provincial or International Officer(s), if present, shall sit behind the podium.

All participants are seated in their places when the meeting is called to order.

The Senior Regent shall call the meeting to order. The Senior Regent shall introduce the Junior Past Regent who shall introduce Committee members present as well as guest Junior Past Regents.

After the Endowment Fund, the Chairman shall give the Committee résumé and present a check to the Senior Regent for the Women of the Moose Scholarship and Maintenance Fund and a check for the special project listed in the Chairman’s pamphlet.

The Senior Regent will give a résumé of the honored Junior Past Regent (if applicable), leading up to earning the Golden Gavel honor. The honored Junior Past Regent should give an address. A guest speaker may be invited with approval of the Chapter.
AGENDA FOR GOLDEN GAVEL CELEBRATION
COMMITTEE MEETING NIGHT

WELCOME RECEPTION PRIOR TO OPENING OF THE MEETING
OPENING
ROLL CALL OF OFFICERS (Silent by Sec.)
INTRODUCTION OF CHAIRMAN
HISTORY OF THE GOLDEN GAVEL
INTRODUCTION OF DIGNITARY (If applicable)
INVOCATION
PLEDGE TO THE FLAG
NATIONAL ANTHEM (optional)
INTRODUCTION OF NEW MEMBERS (If new members are in attendance)
DRAPING OF CHARTER (When necessary.)
RECOGNITION OF HONORED JUNIOR PAST REGENT
NINE O’CLOCK CEREMONY
ENDOWMENT FUND
CHAIRMAN’S REPORT
Chairman presents résumé and checks for committee project
SPEAKER (upon invitation)
VOTING ON APPLICATIONS (As necessary.)
ANNOUNCE DATE, TIME & PLACE OF NOMINATING COMMITTEE MEETINGS (First and Second including members of)
PLEDGE TO CHILDHOOD
ADJOURNMENT
GOLDEN GAVEL CELEBRATION
COMMITTEE MEETING NIGHT

See Chapter room set-up using Diagram 3 ONLY. Adjust the number of chairs to accommodate the members present. Rows of chairs should have sufficient room between them to allow the Guide to walk between, when necessary.

Everyone is seated when meeting is opened.

The Junior Past Regent/Golden Gavel Committee Chairman is seated at Senior Regent's left for the meeting.

SENIOR REGENT:
(Rap 1)

IN THE NAME OF THE WOMEN OF THE MOOSE, I DECLARE (Chapter Name) CHAPTER DULY OPENED.

GUIDE, LET THE CHAPTER DOOR(S) REMAIN OPEN (or BE CLOSED).

Doors may be closed if necessary due to noise.

Guide is seated.

TONIGHT (TODAY) WE HONOR THE GOLDEN GAVEL COMMITTEE.

SENIOR REGENT:

CHAIRMAN (First Name), PLEASE JOIN ME AT THE PODIUM.

Chairman goes to the podium. (Diagram 3.a)

I NOW HAND THE GAVEL TO YOU TO CONTINUE WITH THE MEETING.

Senior Regent proceeds to her chair and is seated.

CHAIRMAN:

AT THIS TIME, IT GIVES ME GREAT PLEASURE TO RECOGNIZE THE VISITING MEMBERS IN ATTENDANCE THIS EVENING (TODAY) WHO HAVE RECEIVED THE GOLDEN GAVEL HONOR.

Introduce visiting Golden Gavel Junior Past Regents present. As their name and Chapter are announced, they should rise for recognition and then be seated.
CHAIRMAN:

THANK YOU.

AT THIS TIME, PLEASE WELCOME TO THE PODIUM SECRETARY (Name) WHO WILL PROVIDE US WITH A BRIEF HISTORY OF OUR ORGANIZATION AND THE GOLDEN GAVEL HONOR.

Chairman proceeds to her chair and is seated. Secretary proceeds to the podium.

SECRETARY:

THE WOMEN OF THE MOOSE WAS ORIGINALLY ORGANIZED IN 1913 TO BRING WOMEN OF ALL AGES TOGETHER IN A CLOSE FRATERNAL RELATIONSHIP. WE ASSIST IN THE CHARITABLE ACTIVITIES OF THE MOOSE FRATERNITY THROUGH THE PRINCIPLES OF FAITH, HOPE AND CHARITY. AS MEMBERS, WE CARE FOR AND PROTECT OUR YOUNG AND OLD WITHIN A DEFENDING CIRCLE LIKE THAT OF THE MAJESTIC MOOSE IN THE WILDERNESS.

OUR MEMBERS DEDICATE MANY VOLUNTEER HOURS TO ASSIST THOSE IN NEED WITHIN OUR FRATERNITY AS THEY ARE LIKE OUR EXTENDED FAMILY. THROUGH OUR SERVICE TO OTHERS AND TO OUR CHAPTER WE HAVE THE OPPORTUNITY TO ADVANCE WITHIN OUR ORGANIZATION.


IT SYMBOLIZES THE SUCCESS OF BOTH THE CHAPTER AND THE SENIOR REGENT.

Secretary returns to her chair and is seated. Chairman proceeds to the podium.
CHAIRMAN:

WILL THE MEMBERS OF THE GOLDEN GAVEL COMMITTEE PLEASE STAND AND INTRODUCE YOURSELVES, STARTING WITH (First Name) .

(Open) Committee members seated in the reserved section rise and introduce themselves and then sit down.

(Pause for action and applause.)

(IF applicable) I HAVE THE PLEASURE TO WELCOME (Title and Name) WHO WILL ADDRESS US AT THE END OF THE MEETING.

(Pause for applause)

(Pause) Chairman returns to her chair and sits down. Senior Regent proceeds to the podium.

SENIOR REGENT:

(Rap 1)

THANK YOU CHAIRMAN.


Senior Regent returns to her chair and remains standing. Treasurer proceeds to the podium.

TREASURER:

LET US FOLD OUR ARMS AND BOW OUR HEADS. (Pause)

OUR HEAVENLY FATHER, WE ASK YOUR BLESSINGS ON OUR MEMBERS AND ON OUR ENDEAVORS. WE HUMBLY ASK FOR YOUR GUIDANCE IN OUR THOUGHTS, WORDS AND DEEDS, THAT WE MAY SUCCESSFULLY WORK TOGETHER IN HARMONY FOR THE ADVANCEMENT OF OUR ORGANIZATION. MAY OUR FOUNDATION OF FAITH, HOPE AND CHARITY GUIDE US NOW AND FOREVER. AMEN.

(Pause)

(Please) Members of United States Chapters will face the flag, place right hand over heart and say Pledge of Allegiance together. Members of Canadian Chapters face flag and join in pledge.
TREASURER:

I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA AND TO THE REPUBLIC FOR WHICH IT STANDS, ONE NATION UNDER GOD, INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL.

(Pause)

(Optional) LET US SING ONE VERSE OF THE "STAR SPANGLED BANNER".

Continue to face flag with right hand over heart while singing the National Anthem.

Music Score in rear of book.

When both United States and Canadian Chapter members are present, both pledges will be given. The Pledge and National Anthem of the country where the Chapter is located will be performed first.

Canadian Chapter members will say:

TREASURER:

PLEASE REPEAT AFTER ME THE WOMEN OF THE MOOSE PLEDGE.

Everyone will turn toward Canadian Flag. Canadians may salute the flag during pledge. All members repeat after Treasurer.

I PLEDGE ALLEGIANCE TO MY FLAG -AND PROMISE TO DEFEND IT FROM DESECRATION -AND BY WORD, ACT AND DEED -WILL CONDEMN ANARCHY OR INSBORDINATION -WHERE THE SAME CONCERNS MY COUNTRY. -THE MOOSE FRATERNITY-STANDS FIRST AND FOREMOST FOR LOYALTY.

(Pause)

TREASURER:

(Optional) LET US SING ONE VERSE OF "O CANADA".

Everyone faces flag with arms and hands at side while singing.

Music Score in rear of book.

Treasurer returns to her chair and remains standing. Senior Regent approaches podium.

SENIOR REGENT:

ALL NON-MEMBERS MAY BE SEATED.
SENIOR REGENT:

THE SECRETARY WILL LEAD US IN THE DECLARATION OF DEVOTION TO THE PRINCIPLES OF OUR ORGANIZATION.

Secretary proceeds to her place at the podium. The Senior Regent returns to her chair and remains standing.

SECRETARY:

PLEASE RAISE YOUR RIGHT HAND AND REPEAT AFTER ME.

All raise right hands in sign of faith at same time.

I DECLARE MY FAITH - IN THE GREAT PRINCIPLES, IDEALS AND PURPOSES - OF THE MOOSE FRATERNITY. - IT IS MY DESIRE - TO AID AND SUPPORT - MOOSEHEART, MOOSEHAVEN - AND ALL MOOSE CHARITABLE ENDEAVORS - TO THE FULL EXTENT OF MY ABILITY - TO THE END THAT GREATER GOOD - MAY BE ACHIEVED.

All lower hands. Secretary returns to her chair and remains standing. Senior Regent returns to the podium.

SENIOR REGENT:

CHAPTER MEMBERS PLEASE REMAIN STANDING. EVERYONE ELSE MAY BE SEATED. CHAPTER MEMBERS PLEASE JOIN ME IN THE DECLARATION OF LOYALTY TO OUR CHAPTER.

I DECLARE MY LOYALTY TO MY CHAPTER. - IT IS MY PURPOSE TO ENCOURAGE THE OFFICERS -WHO HAVE BEEN CHOSEN AS OUR LEADERS -TO SUPPORT EVERY ENDEAVOR -TOWARD THE ADVANCEMENT OF MY CHAPTER- IN SERVICE TO HUMANITY. - I SHALL OFFER MY HEART AND HAND IN FRIENDLINESS -TO STRENGTHEN OUR MEMBERSHIP - SO THAT THE MEASURE OF OUR SERVICE - MAY BE INCREASED.

(Rap 1)

SENIOR REGENT: (If new members are in attendance.)

WE ARE DELIGHTED TO HAVE NEW MEMBERS IN ATTENDANCE THIS EVENING (TODAY). AS YOUR NAME IS ANNOUNCED, PLEASE RISE AND REMAIN STANDING.

Senior Regent steps aside. Treasurer proceeds to the podium and reads the names of the new members.
(Pause for applause)

Treasurer returns to her chair and is seated. Senior Regent steps back to podium.

SENIOR REGENT:

WELCOME NEW MEMBERS. WE ARE PLEASED THAT YOU HAVE CHOSEN TO JOIN US THIS EVENING (TODAY). PLEASE BE SEATED.

WE THANK YOU AND YOUR SPONSOR FOR ASSISTING US TO INCREASE OUR SERVICE TO MOOSEHEART, MOOSEHAVEN AND OUR COMMUNITY.

TO ENCOURAGE PARTICIPATION IN OUR CHAPTER ACTIVITIES AND TO BECOME BETTER ACQUAINTED, ALL MEMBERS ARE PLACED ON CHAPTER COMMITTEES. THE COMMITTEE CHAIRMAN WILL BE IN CONTACT WITH YOU REGARDING OPPORTUNITIES TO VOLUNTEER YOUR TIME AND TALENTS.

YOUR GOOD STANDING MEMBERSHIP CARD WILL PERMIT YOU TO ENTER ANY MOOSE HOME OR CHAPTER MEETING OF THE WOMEN OF THE MOOSE. DUE TO OUR PRIVATE POLICY, WHICH ALLOW US TO RETAIN OUR PROTECTED AND TAX FREE STATUS, YOU WILL BE REQUIRED TO SHOW YOUR MEMBERSHIP CARD BEFORE MAKING ANY PURCHASES. BE PROUD TO CARRY AND SHOW YOUR MEMBERSHIP CARD WHEN ENTERING A MOOSE HOME.

BY ASKING YOUR RELATIVES, FRIENDS AND ASSOCIATES TO JOIN IN OUR EFFORTS, OUR MEMBERSHIP WILL BE STRENGTHENED. AS (A) MEMBER(S), YOU WILL BE SHARING IN OUR PROGRAM OF SUPPORTING MOOSEHEART AND MOOSEHAVEN AND THEIR RESIDENTS, AND HELPING OUR COMMUNITIES TO PROSPER. WE THANK YOU FOR BEING WITH US AT THIS MEETING.

AT THIS TIME, I INVITE TREASURER ___(First Name)___ TO SHARE INFORMATION REGARDING OUR TWIN CITIES, MOOSEHEART AND MOOSEHAVEN.

Senior Regent returns to her chair and is seated. Treasurer proceeds to the podium.

TREASURER:

IN 1913 THE PIONEERS OF OUR FRATERNITY MADE A
TREASURER:

COMMITMENT TO CARING FOR CHILDREN IN NEED. THEY CREATED MOOSEHEART, OUR CHILD CITY AND SCHOOL, WHICH IS LOCATED 40 MILES WEST OF CHICAGO. MORE THAN 12,000 CHILDREN HAVE RESIDED AT MOOSEHEART SINCE IT WAS FOUNDED. CHILDREN LIVE IN RESIDENCE HOMES DESIGNED MUCH LIKE A SPACIOUS SINGLE FAMILY HOME. STUDENTS ARE ENCOURAGED TO PARTICIPATE IN YOUTH ORGANIZATIONS, ATHLETIC PROGRAMS AND ARTISTIC ENDEAVORS.

AFTER THE INITIAL SUCCESS OF MOOSEHEART, THE FRATERNITY TURNED ITS ATTENTION TO PLANS FOR A RETIREMENT COMMUNITY FOR QUALIFIED SENIOR MEMBERS AND THEIR SPOUSES. IN 1922 THEY CREATED MOOSEHAVEN, OUR “CITY OF CONTENTMENT”, A COMMUNITY LOCATED ON THE ST. JOHNS RIVER IN ORANGE PARK, FLORIDA. THERE, OUR MEMBERS ARE PROVIDED SECURITY, COMFORT AND PEACE OF MIND.

THE CAMPUS TODAY CONSISTS ENTIRELY OF MODERN BUILDINGS DESIGNED AND BUILT TO PROMOTE PLEASANT AND COMFORTABLE ACCOMMODATIONS, RECREATION AND CARE. THE MULTI-MILLION DOLLAR LIFE CARE CENTER, PRIVATELY FUNDED BY OUR MEMBERS AND COMPLETED IN 2002, IS DESIGNED AND EQUIPPED FOR THE NEEDS OF SENIOR CARE.

I NOW INVITE SECRETARY (First Name) TO EXPLAIN OUR INVOLVEMENT IN OUR COMMUNITY.

Treasurer returns to her chair and is seated. Secretary proceeds to the podium.

SECRETARY:

WHILE THE PILLARS OF OUR FRATERNITY ARE MOOSEHEART AND MOOSEHAVEN, WE, AS CARING INDIVIDUALS, ARE ALWAYS READY TO GIVE OUR TIME AND ASSISTANCE TO OUR COMMUNITY.

IN ADDITION TO CREATING A DEFENDING CIRCLE AROUND OUR MEMBERS AND THEIR FAMILIES, EACH CHAPTER ASSISTS INDIVIDUALS IN NEED IN THEIR
SECRETARY:

COMMUNITY. MANY PARTICIPATE IN MEALS ON WHEELS, VISITING NURSING HOMES AND HOSPICES, TAKING PART IN VARIOUS WALK-A-THONS, HOSTING BLOOD DRIVES, AND GIVING COMFORT AND HELP TO THOSE IN NEED.

WE CAN AND DO MAKE A DIFFERENCE. WE STRIVE TO ENCOURAGE ALL MEMBERS OF OUR FRATERNITY TO GIVE THEIR TIME AND EFFORTS TO CARING FOR OUR YOUNG, OUR SENIORS AND OUR COMMUNITIES. AS A MEMBER, WE ASK THAT YOU JOIN WITH US TO ACCOMPLISH THIS MISSION.

Secretary returns to her chair and is seated. Senior Regent proceeds to the podium.

SENIOR REGENT:

WE HOPE YOU HAVE ENJOYED LEARNING ABOUT THE PRINCIPLES AND PURPOSES OF OUR FRATERNITY.

AT THIS TIME, IT GIVES ME GREAT PLEASURE TO RECOGNIZE AND THANK THE FOLLOWING SPONSOR(S).

(If applicable.) PLEASE STAND TO BE RECOGNIZED.

Treasurer shall give a list (name) of the sponsor(s) of new members since last month to the Senior Regent for her to read. If appropriate, sponsor recognition awards may be presented at this time by the committee chairman.

SENIOR REGENT:

SPONSOR(S), WE THANK YOU FOR INVITING YOUR FAMILY AND FRIENDS TO JOIN US.

(Pause for applause)

YOU MAY BE SEATED.

IF NECESSARY TO DRAPE THE CHARTER, REFER TO PAGE 25.

RECOGNITION OF JUNIOR PAST REGENT

(Omit if the Chapter does not have a Golden Gavel Junior Past Regent)

SENIOR REGENT:

AT THIS TIME, I INVITE OUR HONORED JUNIOR PAST REGENT (Name) TO JOIN ME AT THE PODIUM.
Junior Past Regent proceeds from her chair to her place beside the Senior Regent at the podium.

SENIOR REGENT:

A MEMBER, WHO HAS SERVED HER CHAPTER AS THE SENIOR REGENT, WHOSE CHAPTER EARNED THE AWARD OF ACHIEVEMENT DURING THE SAME YEAR, AND WHO MET ALL OF HER PERSONAL REQUIREMENTS, IS ELIGIBLE TO BE INVESTED WITH THE GOLDEN GAVEL - THE FIRST STEP TOWARD EARNING THE COLLEGE OF REGENTS DEGREE.

(First Name) RECEIVED HER GOLDEN GAVEL FROM HER INVESTING OFFICER (Name) AT THE CONVOCATION HELD IN CONJUNCTION WITH THE ANNUAL CONVENTION. AS A QUALIFIED JUNIOR PAST REGENT, (First Name) IS ENTITLED TO WEAR THE GOLDEN GAVEL OF DISTINCTION. (First Name), LET THE SYMBOL OF THE GOLDEN GAVEL ALWAYS REMIND YOU THAT YOU AND YOUR CHAPTER WERE SUCCESSFUL IN MEETING THE QUALIFICATIONS FOR CHAPTER AND PERSONAL HONORS AND IN ACCOMPLISHING THE MISSION OF OUR ORGANIZATION.

LET ME SHARE WITH YOU, THE SERVICE RECORD OF (First Name).

SENIOR REGENT:

(First Name) JOINED (Chapter Name) CHAPTER IN (Year). SHE HAS SERVED IN THE FOLLOWING CAPACITIES:

List her record of service from oldest to most recent and total members sponsored to date.

WE ARE VERY PROUD OF (First Name) AND HER ACCOMPLISHMENTS. AT THIS TIME I INVITE HER TO ADDRESS YOU.

Senior Regent returns to her chair and is seated. Honored Junior Past Regent addresses audience. When Junior Past Regent has finished her address, Senior Regent joins her at the podium.

SENIOR REGENT:

THANK YOU (First Name). LET US SHOW OUR GRATITUDE TO (First Name) FOR HER SERVICE WITH A ROUND OF APPLAUSE. (Pause for applause)
SENIOR REGENT:

WE WISH YOU CONTINUED SUCCESS IN YOUR ENDEAVORS TOWARD EARNING THE COLLEGE OF REGENTS DEGREE.

YOU MAY BE SEATED.

Golden Gavel Junior Past Regent returns to her chair. Senior Regent remains at the podium.

NINE O’CLOCK CEREMONY

SENIOR REGENT:

EVERYONE PLEASE RISE (OR REMAIN STANDING) FOR THE NINE O’CLOCK CEREMONY.

Secretary proceeds to podium. Senior Regent returns to her chair and remains standing.

SECRETARY:

AT THE HOUR OF NINE, THE CHILDREN AT MOOSEHEART KNEEL AT THEIR BEDSIDES TO SAY THEIR EVENING PRAYERS. LET US TURN TOWARD MOOSEHEART AND JOIN THEM IN SILENT PRAYER.

All turn in the direction of Mooseheart. Musician (Treasurer) strikes chimes nine (9) times on one note. If there is not a picture of the Nine O’clock Ceremony in the room, everyone remains facing forward.

SECRETARY:

PLEASE REPEAT AFTER ME.

LET THE LITTLE CHILDREN COME TO ME - DO NOT KEEP THEM AWAY - FOR THEY ARE LIKE THE KINGDOM OF HEAVEN - GOD BLESS MOOSEHEART - AMEN.

If members were turned in the direction of Mooseheart, they then turn back to original positions. Secretary returns to chair and is seated. (Senior Regent returns to the podium and Raps 1)

MOOSEHEART ENDOWMENT FUND

SENIOR REGENT:

LET US PREPARE FOR THE MOOSEHEART ENDOWMENT FUND COLLECTION.

(Pause)
Allow time for members to get their contributions. When everyone is ready and the Senior Regent has their attention, she continues.....

SENIOR REGENT:

THE ENDOWMENT FUND IS VITAL TO THE CONTINUED OPERATION OF OUR TWIN CITIES, MOOSEHEART AND MOOSEHAVEN. YOU ARE INVITED TO PLACE YOUR CONTRIBUTIONS IN THE BASKETS THAT THE GUIDE WILL DISTRIBUTE.

(Rap 2)

(optional) LET US SING THE SCHOOL SONG “MOOSEHEART THE HAPPIEST” AS WE PRESENT OUR CONTRIBUTIONS.

Music Score in rear of book. Once members have deposited their contribution in the basket, they remain standing through the first verse of Mooseheart the Happiest. They may then be seated. If there is no singing, those in attendance sit after placing their contribution in the basket.

GUIDE, PLEASE PROCEED.

The Guide has baskets under her chair. The Guide will rise. The Guide passes one basket to her left and the other to her right. The baskets are passed by the members through the room until they are at the back. The Guide follows their progress throughout the room and receives them as the last member donates. Upon receiving the baskets, the Guide walks up to the front of the room, presents the basket to the Musician (if applicable) and to each of the people seated behind the podium, then gives baskets to the Secretary. She then returns to her chair.

(Secretary counts the Endowment Fund after the meeting has adjourned.)

SENIOR REGENT:

CHAIRMAN (First Name), PLEASE SHARE WITH US YOUR COMMITTEE’S ACCOMPLISHMENTS, FUTURE PLANS AND WHAT YOU HAVE PLANNED FOR US TONIGHT (TODAY).

Chairman goes to the podium. Senior Regent steps back.

CHAIRMAN:

I AM PLEASED TO REPORT OUR COMMITTEE RECEIVED CHAPTER APPROVAL FOR THE FOLLOWING ACTIVITIES:
Chairman describes the fund raising project of the committee and highlights the activities planned for the committee throughout the year. Chairman refers to and follows example of résumé in Chairman's pamphlet.

She also reads speech written in Chairman's pamphlet for presentation of checks. Senior Regent steps forward to accept checks.

SENIOR REGENT:

THANK YOU CHAIRMAN (First Name).

CHAIRMAN:

If a Guest Speaker has been invited, the Chairman announces:

(Title), (Name), WILL NOW ADDRESS US.

As the guest speaker approaches the podium, the Chairman and Senior Regent return to their chairs and are seated.

After guest speaker has concluded her/his presentation, Chairman will join her/him at the podium to continue...

CHAIRMAN: (When guest speaker has finished.)

THANK YOU (First Name) FOR YOUR INFORMATIVE PRESENTATION.

OUR COMMITTEE INVITES EVERYONE TO STAY AFTER THE MEETING IS ADJOURNED AND ENJOY THE REFRESHMENTS THAT HAVE BEEN PREPARED FOR YOU.

Chairman and speaker return to chairs and are seated. Senior Regent proceeds to the podium.

IF NECESSARY TO VOTE ON APPLICATIONS, REFER TO PAGE 14.

CLOSING

SENIOR REGENT:

LET US CALL TO MIND THE WORDS OF OUR FOREFATHER, JAMES J. DAVIS, WHOSE BELIEF AND PLEDGE SERVES AS THE BASIS FOR THE PURPOSES OF OUR FRATERNITY.

Treasurer proceeds to the podium. Senior Regent returns to her chair and is seated.
TREASURER:

A child is the hand of God, recording on the universal pages of time, the history of the human race. No man ever stands so tall, or so straight, as when he stoops to lift up a child.

We believe in the child, who is the future of our nation, and the human race. We believe that every child has a God-given heritage of life, health, happiness, and the opportunity to fill its chosen place in the world.

We believe in the right of every child to an education of the head, and the heart, and the hand. We believe that man owes no higher duty to God and society, than the duty of service to childhood. To these, we pledge our hearts, our hands, and all that we have.

Treasurer returns to her chair and is seated. Senior Regent returns to the podium.

SENIOR REGENT:

Let us be ever mindful that the thoughts contained in this pledge also apply to our commitment of service to our residents at Moosehaven.

Senior Regent will make any necessary announcements.

SENIOR REGENT:

I am pleased to announce that the nominating committee will meet at (Location) on (Date) and (Date) to select nominees for next years elected offices. Anyone interested in serving on the chapter board of officers next year must submit their name to one of the following people prior to the nominating committee meeting. (List Names)

On behalf of the golden gavel committee, we thank the new members, sponsors and guests for sharing in this special occasion. To the honored junior past regent congratulations.

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SENIOR REGENT:

OUR NEXT MEETING WILL BE HELD ON ___(Date)____.

FRIENDS, THAT WHICH IS DONE IS DONE. LET NONE DEPART FROM THIS MEETING WITH ANGER OR RESENTMENT IN THEIR HEART. LET ALL GO FORTH WITH KIND THOUGHTS, HELPFUL WORDS AND GOOD DEEDS FOR ALL MANKIND.

PLEASE REPEAT AFTER ME:

THE LORD WATCH – BETWEEN ME AND THEE – WHILE WE ARE ABSENT – ONE FROM THE OTHER.

I DECLARE ___(Chapter Name)___ CHAPTER ADJOURNED AND BID YOU ALL A FRATERNAL GOOD NIGHT (AFTERNOON).
**INSTALLATION OF OFFICERS,**

**APPOINTED OFFICER AND CHAIRMEN**

The Chapter shall not take away from the Installation Ceremony and floorwork as herein provided or the Installation shall be declared **NULL AND VOID.** See Chapter room set-up using Diagram 6 ONLY. Remove any unnecessary chairs.

The Installing Guide is the **ONLY** individual who escorts the newly installed Chairmen, Appointed and Elected Officers to their chairs.

The Annual Installation of Officers, Appointed Officer and Chairmen shall be held anytime during the month of April. The date shall be selected at the beginning of the Chapter year when the calendar is prepared. Members of The Moose, qualified guests and prospective members may be invited.

The Senior Regent-Elect shall be invited to meet with the current Board of Officers for the purpose of completing arrangements. The dress code for the Installation shall be included in the plans submitted to the Board of Officers. The entire proposal shall then be brought to the Chapter for approval through the minutes of the Board of Officers’ meeting.

The Senior Regent-Elect shall appoint members of the Chapter to serve as Installing Regent, Installing Chairman, Installing Chaplain, Installing Guide and (if desired) Installing Musician.

Only a Collegian is eligible to serve as Installing Regent. If a Chapter does not have a Collegian or Collegians are to be installed, the Senior Regent-Elect may invite a Collegian from another Chapter to serve as Installing Regent. Any member of the Chapter may serve as Installing Chairman, Installing Guide or Installing Chaplain.

The incoming Junior Past Regent and all duly elected Officers shall be installed during the month of April and will assume their duties on May 1. Officers shall not be installed before the regular installation date in April. Officers shall not fill the office to which they are elected or attend Board Meetings until after they are installed and their term begins.

There shall be no pro tems for the Officers, Appointed Officer and Chairmen who are to be installed. Any Junior Past Regent, Officer, Appointed Officer or Chairman who is unable to attend the scheduled Installation shall be installed at a regular Chapter meeting before filling the office to which she is elected or appointed. The Senior Regent, Junior Past Regent and Treasurer shall be installed on or before July 31st to be eligible to earn individual honors. (Refer to Women of the Moose General Laws.)

If desired, the Chapter may have an Installing Musician.
Newly Elected Officers and Junior Past Regent, newly Appointed Officer and Chapter Chairmen present at the Installation must be installed in their respective chairs.

**DUTIES OF INSTALLING CHAIRMAN**

Subject to plans presented to the Board of Officers and approved by the Chapter, the Installing Chairman shall supervise all arrangements for the use of the meeting room, programs, refreshments, flowers, etc. She may appoint a committee to assist her, if necessary.

The Installing Chairman shall open the meeting and proceed to the point in the ceremony where the Installing Regent takes the gavel. The gavel is returned to the Installing Chairman by the newly-installed Senior Regent upon completion of her address to the assembly. The Installing Chairman will continue with the remainder of the program. She shall close the meeting by calling on the Installing Chaplain to give closing prayer as shown in the Meeting Procedures and Agendas.

**PREPARATION FOR INSTALLATION CEREMONY**

See Chapter room set-up, Diagram 6.

Current Officers, Appointed Officer and Chairmen not being installed are seated in a designated section in the theater chairs.

Officers-Elect and incoming Junior Past Regent are seated in the front row of theater chairs. Appointed Officer and Chairmen are seated in reserved sections in the front of the room.

The Installing Officers are seated in the second row of chairs behind the podium when the meeting is called to order. Refer to Diagram 6 for proper seating arrangement. The Installing Musician (if applicable) is seated at Musician's station when the Installation is called to order.

Use a microphone at the podium for all speaking parts with the exception of the Installing Guide's presentation of members at the altar.

**SPECIAL INSTRUCTIONS**

**INSTALLATION HELD DURING CHAPTER YEAR**

When it is necessary to install an Officer, Appointed Officer or Chairman during the Chapter year, please refer to appropriate Meeting Agenda.

The Chaper member is seated in the chair to which she has been elected or appointed.

The Senior Regent shall appoint members of the Chapter to serve as Installing Regent (who shall be a Collegian) and Installing Guide. Any
Collegian present may serve as Installing Regent without jeopardizing personal or Chapter honors.

If a Chapter Committee Chairman is to be installed, follow Ceremony on pages 123 through 124. If an Appointed Officer is to be installed, follow Ceremony beginning on page 124 and follow investiture of that particular office shown through page 125. If an Officer is to be installed, use Ceremony beginning on page 125 and follow investiture of that particular office shown on pages 125 through 129.

After the Chapter Committee Chairman, Appointed Officer or Officer has been installed, offer congratulations and administer the oath as written on page 129 and 130.

Upon being installed, the Officer, Appointed Officer or Chairman returns to her chair.
INSTALLATION CEREMONY

INSTALLING CHAIRMAN:

MEMBERS AND FRIENDS, ON BEHALF OF _{(Name)}_ CHAPTER, IT IS MY PRIVILEGE TO EXTEND A HEARTFELT WELCOME. THE INSTALLATION OF OFFICERS AND CHAIRMEN, WHICH YOU ARE ABOUT TO WITNESS, MARKS YET ANOTHER MILESTONE IN THE HISTORY OF THE WOMEN OF THE MOOSE. TO THOSE WHO ARE MEMBERS, IT IS AN OCCASION OF GREAT INTEREST AND IMPORTANCE. WE FACE A NEW YEAR EAGER TO CONTINUE TO INCREASE THIS CHAPTER’S CONTRIBUTION TO THE WORK BEING ACCOMPLISHED BY THE WOMEN OF THE MOOSE.

TO OUR GUESTS PRESENT TODAY (TONIGHT), WE HOPE THIS OCCASION WILL GENERATE AN INTEREST AND BRING THE REALIZATION OF WHAT MEMBERSHIP IN THE MOOSE COULD MEAN TO EACH OF YOU. BY JOINING US, EVEN GREATER BENEFITS TO THOSE IN NEED WILL BE ACCOMPLISHED. YOUR EFFORTS, ADDED TO OURS, WILL CONTRIBUTE TO THE PROGRESS AND FUTURE OF THE MOOSE.

IT IS MY PLEASURE TO INTRODUCE THE INSTALLING OFFICERS.

MEMBER _{(Name)}_ INSTALLING REGENT

MEMBER _{(Name)}_ INSTALLING CHAPLAIN

MEMBER _{(Name)}_ INSTALLING GUIDE

AND (If applicable) MEMBER _{(Name)}_ INSTALLING MUSICIAN

I WELCOME YOU ON BEHALF OF OUR CHAPTER.

(Pause)

INSTALLING CHAIRMAN:

REMEMBERING ALWAYS THAT WE ARE LED BY AN UNSEEN HAND, THE INSTALLING CHAPLAIN WILL ASK GOD’S BLESSING UPON THIS INSTALLATION.

(See Diagram 6.a)

(Rap 2)
Installing Chaplain proceeds to the podium and offers prayer. Following prayer, Installing Chaplain returns to her chair (Diagram 6.a). If applicable, appropriate music may be played for floor work.

INSTALLING CHAPLAIN:

LORD, WE ASK YOUR BLESSING UPON THIS CHAPTER AND THE OFFICERS AND CHAIRMEN TO BE INSTALLED. IMPRESS UPON THEM THE RESPONSIBILITIES THEY ARE ABOUT TO ASSUME. MAY THEY EVER LOOK TO YOU FOR GUIDANCE THROUGHOUT THE COMING YEAR.

INSTILL INTO THE HEARTS OF THE MEMBERS, THE NECESSITY TO UPHOLD THESE OFFICERS IN THE FULFILLMENT OF THEIR DUTY TO CARRY THE STANDARDS OF MOOSEHEART INTO OUR HOMES AND COMMUNITIES.

LET US GO FORTH TOGETHER TO MAKE A STRONG CHAPTER THAT WILL STAND BEFORE THE WORLD AS A SYMBOL OF ALL THAT YOU HAVE TAUGHT US OF FAITH, HOPE AND CHARITY. WE ASK THIS IN YOUR NAME. AMEN.

When both United States and Canadian Chapter members are present, both Pledges will be given. The Pledge of the country where the Chapter is located will be performed first.

INSTALLING CHAIRMAN:

PLEASE JOIN ME IN THE PLEDGE TO OUR FLAG.

Members of United States Chapters face the flag, place hand over heart and say Pledge of Allegiance together. Members of Canadian Chapters face flag and join in pledge.

I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA AND TO THE REPUBLIC FOR WHICH IT STANDS, ONE NATION UNDER GOD, INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL.

Use the following for Canadian Chapter members:

PLEASE REPEAT AFTER ME THE WOMEN OF THE MOOSE PLEDGE.

Everyone turns toward Canadian Flag. Canadians may salute the flag during pledge. All members repeat after Installing Chairman.
INSTALLING CHAIRMAN:

I PLEDGE ALLEGIANCE TO MY FLAG - AND PROMISE TO DEFEND IT FROM DESECRATION - AND BY WORD, ACT AND DEED - WILL CONDEMN ANARCHY OR INSUBORDINATION - WHERE THE SAME CONCERNS MY COUNTRY. - THE MOOSE FRATERNITY - STANDS FIRST AND FOREMOST FOR LOYALTY.

(Rap 1)

INSTALLING REGENT, I PRESENT THE GAVEL TO YOU TO CONDUCT OUR INSTALLATION CEREMONY.

Installing Chairman returns to her chair. Installing Regent proceeds to the podium.

INSTALLING REGENT:

THANK YOU _____ (Name) ______. IT IS A PRIVILEGE TO INSTALL THESE OFFICERS AND CHAIRMEN.

FRIENDS, FAITHFULNESS TO DUTY AND UNSELFISH DEVOTION TO THE AIMS AND PURPOSES OF THE WOMEN OF THE MOOSE ARE QUALITIES THAT HAVE EVER BEEN PRESENT IN THOSE WHO HAVE SERVED THIS CHAPTER AS ITS OFFICERS, APPOINTED OFFICER AND CHAIRMEN. THOSE WHO NOW RETIRE FROM OFFICIAL DUTY HAVE MET THEIR RESPONSIBILITIES WITH COURAGE AND INTEGRITY AND WILL CONTINUE AS TRUSTED ADVISERS TO THEIR SUCCESSORS. IT IS THE DESIRE OF THIS CHAPTER TO PAY TRIBUTE TO ITS RETIRING OFFICERS, APPOINTED OFFICER AND CHAIRMEN FOR SERVICES WHICH NO MATERIAL GIFTS CAN MEASURE.

(Pause)

RETIRING OFFICERS, APPOINTED OFFICER AND CHAIRMEN, PLEASE RISE.

(Pause)

MEMBERS, ON BEHALF OF _____ (Name) ______ CHAPTER, I GIVE YOU GRATEFUL THANKS FOR SERVICES YOU HAVE SO FAITHFULLY PERFORMED DURING THE PAST YEAR AND FOR THE CONTRIBUTIONS YOU HAVE MADE TO FURTHER THE CAUSE WE LOVE. THIS CHAPTER WILL CONTINUE TO
INSTALLING REGENT:

INCREASE IN SERVICE TO THE MOOSE FRATERNITY BY THE CONTRIBUTION OF YOUR EFFORTS. WE HOPE THAT THE BEST OF YOUR EXPERIENCE MAY ALWAYS BE AVAILABLE TO THOSE WHO ASK YOUR ADVICE AND THAT YOUR ENCOURAGEMENT WILL ALWAYS BE GIVEN TO THOSE WHO SEEK TO DO THEIR DUTY. THANK YOU, YOU MAY BE SEATED.

(Pause)

SENIOR REGENT, HAVE THE OFFICERS, APPOINTED OFFICER AND CHAIRMEN PRESENT FOR INSTALLATION BEEN DULY ELECTED AND APPOINTED?

Retiring Senior Regent stands.

RETIRING SENIOR REGENT:

INSTALLING REGENT, THEY HAVE.

Retiring Senior Regent is seated.

INSTALLING REGENT:

THE SUCCESS OF A CHAPTER YEAR DEPENDS GREATLY ON THE SERVICES OF THE COMMITTEE CHAIRMEN. IT IS MY PLEASURE TO INTRODUCE THE MEMBERS WHO HAVE ACCEPTED THE RESPONSIBILITIES OF SERVICE AS CHAIRMEN FOR THE ENSUING YEAR. WHEN YOUR NAME IS ANNOUNCED, PLEASE RISE AND REMAIN STANDING.

MEMBERSHIP CHAIRMAN (Name)

FRATERNAL ACTIVITIES CHAIRMAN (Name)

MOOSEHEART/MOOSEHAVEN CHAIRMAN (Name)

HIGHER DEGREES CHAIRMAN (Name)

(Pause)

INSTALLING REGENT:

CHAIRMEN, TO YOU HAS BEEN ENTRUSTED SPECIAL OBLIGATIONS ACCORDING TO OUR PROGRAM. IT IS YOUR DUTY TO PRESENT AND CARRY OUT PLANS FOR A CHAPTER MEETING NIGHT, HOLD MONTHLY COMMITTEE MEETINGS, SPONSOR A FUNDRAISING PROJECT TO BENEFIT MOOSEHEART, MOOSEHAVEN AND
INSTALLING REGENT:

THE CHAPTER, PREPARE REQUIRED REPORTS AS SET FORTH IN THE GENERAL LAWS OF THE WOMEN OF THE MOOSE AND HELP INCREASE THE MEMBERSHIP OF OUR CHAPTER. YOU WILL USE YOUR ENDEAVORS TO KEEP MEMBERS INTERESTED IN THE ACTIVITIES OF THE CHAPTER THROUGH PARTICIPATION.

OUR CHAPTER DEPENDS ON ITS EXPERIENCED MEMBERS TO SERVE AS CHAIRMAN OF THE HIGHER DEGREES COMMITTEE. THIS COMMITTEE IS RESPONSIBLE FOR ORGANIZING ACTIVITIES FOR THE ADVANCED DEGREE HOLDERS OF THE CHAPTER AND TO RECOGNIZE AND HONOR THOSE WHO HAVE ACHIEVED NEW DEGREES.

HARMONY AND UNDERSTANDING ARE KEY TO THE SUCCESS OF EVERY CHAPTER. YOUR WILLINGNESS TO ACCEPT AND PROMOTE ALL PROGRAMS AND PROCEDURES SET FORTH BY THE WOMEN OF THE MOOSE WILL INSPIRE MEMBERS TO FOLLOW IN YOUR FOOTSTEPS.

(Pause)

INSTALLING REGENT:

THANK YOU. YOU MAY BE SEATED.

Chairmen are seated.

(Pause)

INSTALLING REGENT:

IT IS MY PLEASURE TO READ THE NAMES OF THE APPOINTED OFFICER TO BE INSTALLED. WHEN YOUR NAME IS ANNOUNCED, PLEASE RISE AND REMAIN STANDING.

GUIDE (Name)

INSTALLING REGENT:

(Name), AS GUIDE, TO YOU BELONGS THE RESPONSIBILITY OF ASSISTING IN THE PREPARATION OF THE MEETING ROOM. THE COURTESY AND EFFICIENCY WITH WHICH YOU PERFORM YOUR DUTIES WILL BE OF GREAT VALUE IN THE ADVANCEMENT OF THE CHAPTER AND IN PROMOTING FRIENDLINESS AMONG THE MEMBERS.
INSTALLING REGENT:

PRIOR TO THE CHAPTER MEETING, YOU WILL ATTEND THE CHAPTER DOOR(S) AND ALLOW ONLY THOSE WHO ARE ELIGIBLE TO ENTER. YOU WILL CHECK MEMBERSHIP CARDS OF ALL MEMBERS WHO ENTER THE CHAPTER ROOM TO ENSURE THEY ARE IN GOOD STANDING. YOU SHALL PERFORM ANY OTHER DUTIES AS REQUESTED BY THE SENIOR REGENT.

CONTRATULATIONS, YOU MAY BE SEATED.

Appointed Officer is seated.

INSTALLING REGENT:

IT IS NOW MY HONOR TO ANNOUNCE THE NAMES OF THE MEMBERS WHO WILL SERVE AS THE BOARD OF OFFICERS OF OUR CHAPTER. WHEN YOUR NAME IS ANNOUNCED, PLEASE RISE AND REMAIN STANDING.

SENIOR REGENT (Name)
JUNIOR PAST REGENT (Name)
SECRETARY (Name)
TREASURER (Name)

LET US CONGRATULATE THEM WITH A ROUND OF APPLAUSE.

(Pause for applause.)

THANK YOU, YOU MAY BE SEATED.

INSTALLING GUIDE, YOU WILL PRESENT TO A PLACE IN FRONT OF ME, THE MEMBERS WHO HAVE PLEDGED THEMSELVES TO SERVE THIS CHAPTER AS OFFICERS. PLEASE PROCEED.

Installing Guide proceeds. Treasurer-Elect and Installing Guide proceed to their places in front of the podium and face the audience. Installing Guide takes one (1) step back after presenting officer as shown in Diagram 6.b. Repeat as necessary for all Officers.

INSTALLING GUIDE:

INSTALLING REGENT, I HAVE THE PLEASURE OF PRESENTING (Name), WHO HAS BEEN ELECTED TREASURER FOR THE ENSUING YEAR.
INSTALLING REGENT:

TREASURER, (First Name), YOUR DUTIES REQUIRE THAT YOU KEEP THE CHAPTER MEMBERSHIP AND FINANCIAL RECORDS IN SUCH MANNER AS MAY BE REQUIRED BY WOMEN OF THE MOOSE HEADQUARTERS. YOU SHALL SIGN ALL DOCUMENTS AND PAPERS THAT REQUIRE THE TREASURER'S SIGNATURE, AFFIX THE SEAL OF THE CHAPTER WHEN REQUIRED, AS WELL AS ISSUE AND SIGN ALL CHECKS. YOUR ELECTION SIGNIFIES THE MEMBERS OF YOUR CHAPTER HAVE CONFIDENCE IN YOUR HONESTY, INTEGRITY AND ABILITY. TOGETHER WITH THE SENIOR REGENT AND SECRETARY, YOU SHALL BE CUSTODIAN OF, AND RESPONSIBLE FOR, ALL SECURITIES AND VALUABLE PAPERS. YOU SHALL PRINT ALL BULLETINS AND EMAILS RECEIVED FROM WOMEN OF THE MOOSE HEADQUARTERS AND MOOSE INTERNATIONAL AND GIVE THEM TO THE SECRETARY FOR HER TO READ AT THE MEETINGS. FOLLOWING YOUR TERM OF OFFICE, ALL BOOKS, MONIES, RECORDS, PARAPHERNALIA AND EQUIPMENT WHICH YOU HAVE IN YOUR POSSESSION SHALL BE TURNED OVER TO YOUR SUCCESSOR.

INSTALLING GUIDE, PLEASE ESCORT OUR NEW TREASURER TO HER CHAIR.

Installing Guide escorts Treasurer to her chair. When Treasurer has reached her chair, Installing Guide returns to front row to escort next Officer. Repeat as necessary for all Officers.

(Diagram 6.b)

INSTALLING GUIDE:

INSTALLING REGENT, I HAVE THE PLEASURE OF PRESENTING (Name), WHO HAS BEEN ELECTED SECRETARY FOR THE ENSUING YEAR.

INSTALLING REGENT:

SECRETARY (First Name), YOUR DUTIES REQUIRE THAT YOU KEEP AN ACCURATE RECORD OF ALL PROCEEDINGS OF THE CHAPTER MEETINGS AS REQUIRED IN THE GENERAL LAWS OF THE WOMEN OF THE MOOSE.
INSTALLING REGENT:

YOU SHALL BE RESPONSIBLE FOR WRITING ALL CHAPTER CORRESPONDENCE OVER THE SIGNATURES OF THE BOARD OF OFFICERS, READ ALL NECESSARY CORRESPONDENCE AND PRESERVE SAME IN THE PERMANENT CHAPTER FILES.

FOLLOWING YOUR TERM OF OFFICE, ALL BOOKS, RECORDS, CORRESPONDENCE AND PAPERS WHICH YOU HAVE IN YOUR POSSESSION SHALL BE TURNED OVER TO YOUR SUCCESSOR.

INSTALLING GUIDE, PLEASE ESCORT THE SECRETARY TO HER CHAIR.

Installing Guide escorts Secretary to her chair. When Secretary has reached her chair, Installing Guide returns to front row to escort next Officer. Repeat as necessary for all Officers.

(Diagram 6.b)

INSTALLING GUIDE:

INSTALLING REGENT, I HAVE THE PLEASURE OF PRESENTING (Name), WHO WILL SERVE AS JUNIOR PAST REGENT FOR THE ENSUING YEAR.

INSTALLING REGENT:

(Name), THE TITLE OF JUNIOR PAST REGENT SIGNIFIES THAT YOU HAVE SERVED THIS CHAPTER IN ITS HIGHEST OFFICE AND, FROM THE EXPERIENCE YOU HAVE GAINED, YOU BRING WISDOM AND UNDERSTANDING TO YOUR NEW POSITION. OFFICERS AND MEMBERS LOOK TO YOU FOR ADVICE. COUNSEL ALWAYS FOR THE GOOD OF THE CHAPTER.

YOU HAVE BEEN GIVEN THE SACRED DUTY OF LEADING THE CHAPTER IN DEVOTIONAL EXERCISES. WE LOOK TO YOU TO HELP US REMEMBER THE VOWS WE HAVE TAKEN.

UPON THE DEATH OF A MEMBER, IT WILL BE YOUR RESPONSIBILITY TO SUPERVISE THE FUNERAL CEREMONY, WHEN REQUESTED BY HER FAMILY.

YOUR DUTIES SHALL ALSO REQUIRE YOU TO VISIT THE SICK, DISABLED AND DISTRESSED WHENEVER POSSIBLE AND MAKE A FULL REPORT TO THE CHAPTER AT EACH MEETING.
INSTALLING REGENT:

MAY YOU ALWAYS ENDEAVOR TO REFLECT A REVERENT EXAMPLE OF KINDNESS, PATIENCE AND TOLERANCE THAT WILL BE A CONSTANT INSPIRATION TO ALL. WE HAVE CONFIDENCE THAT YOU WILL FULFILL YOUR DUTIES OF OFFICE AND, AT THE END OF YOUR TERM, QUALIFY FOR THE COLLEGE OF REGENTS DEGREE.

INSTALLING GUIDE, PLEASE ESCORT THE JUNIOR PAST REGENT TO HER CHAIR.

Installing Guide escorts Junior Past Regent to her chair. When Junior Past Regent has reached her chair, Installing Guide returns to front row to escort next Officer. Repeat as necessary for all Officers. (Diagram 6.b)

INSTALLING GUIDE:

INSTALLING REGENT, I HAVE THE PLEASURE OF PRESENTING (Name), WHO HAS BEEN ELECTED SENIOR REGENT OF THIS CHAPTER.

INSTALLING REGENT:

(Name), AS SENIOR REGENT YOU ARE THE PRESIDING OFFICER OF THE CHAPTER. YOU HAVE RECEIVED THE HIGHEST HONOR AND, WITH IT, YOU HAVE RECEIVED A GREAT RESPONSIBILITY.

YOU ARE RESPONSIBLE FOR ALL EXECUTIVE FUNCTIONS AND SHALL PERFORM ALL OTHER DUTIES REQUIRED IN THE GENERAL LAWS OF THE WOMEN OF THE MOOSE.

IT IS YOUR DUTY TO FOLLOW AND ENFORCE THE RULES, REGULATIONS AND PROCEDURES OF THE WOMEN OF THE MOOSE AS LISTED IN THE GENERAL LAWS AND MEETING PROCEDURES AND AGENDAS.

YOU HAVE THE OPPORTUNITY TO LEAD THE MEMBERS IN SERVICE TO MANKIND THROUGH MEMBERSHIP BUILDING AND THE CARRYING OF MOOSEHEART STANDARDS INTO OUR HOMES AND COMMUNITIES.

WORKING IN HARMONY AND UNITY WITH ALL MEMBERS ENSURES THAT A BURDEN HEAVY TO ONE IS BORNE LIGHTLY BY MANY. MAY YOUR YEAR AS SENIOR REGENT BE CROWNED WITH SUCCESS AND MAY THE CHAPTER EARN THE AWARD OF ACHIEVEMENT.
INSTALLING REGENT:

THE GAVEL IS YOUR SYMBOL OF AUTHORITY. LET YOUR USE OF IT BE FAIR AND IMPARTIAL TO EVERY CHAPTER MEMBER.

INSTALLING GUIDE, PLEASE ESCORT OUR SENIOR REGENT TO HER CHAIR.

(Rap 2)

Everyone remains standing until incoming Senior Regent is at her chair.

After Senior Regent is seated, Installing Guide will proceed to her chair.

INSTALLING REGENT:

(Rap 1)

TO THE OFFICERS AND CHAIRMEN, WE OFFER OUR HEARTFELT CONGRATULATIONS!

AS LEADERS OF THIS CHAPTER, THE WOMEN OF THE MOOSE PROGRAM PROVIDES OPPORTUNITIES FOR PERSONAL GROWTH. IT ENABLES MEMBERS TO ATTAIN HONORS AND DEGREES AS RECOGNITION OF SERVICES RENDERED TO THEIR CHAPTERS. YOU ARE ENCOURAGED TO ATTEND THE ANNUAL TRAINING SESSIONS THAT MAY ALSO BE A REQUIREMENT OF YOUR RESPECTIVE OFFICE.

ADDITIONAL KNOWLEDGE MAY BE GAINED BY ATTENDING THE ANNUAL STATE/PROVINCIAL AND INTERNATIONAL CONVENTION, MIDYEAR CONFERENCE AND CHAPTER RALLY DAY CELEBRATION. BY TAKING ADVANTAGE OF THE MANY EDUCATIONAL OFFERINGS, YOU WILL HAVE A BETTER UNDERSTANDING OF THE OPPORTUNITIES AVAILABLE TO YOU AND A WORKING KNOWLEDGE OF THE QUALIFICATIONS FOR THE VARIOUS AWARDS, HONORS AND DEGREES.

YOU SHALL ALSO PERFORM ALL OTHER DUTIES REQUIRED IN THE GENERAL LAWS OF THE WOMEN OF THE MOOSE AND AS REQUESTED BY THE SENIOR REGENT.

OFFICERS, APPOINTED OFFICER AND CHAIRMEN, PLEASE RISE.
INSTALLING REGENT:

PLEASE RAISE YOUR RIGHT HAND AND REPEAT THE FOLLOWING OBLIGATION AFTER ME.


INSTALLING REGENT:

THESE OFFICERS AND CHAIRMEN WHOM I HAVE JUST INSTALLED HAVE PROMISED TO DEDICATE THEMSELVES TO THE WORK OF THE WOMEN OF THE MOOSE.

THEY RECOGNIZE THE RESPONSIBILITY ENTRUSTED TO THEM. MAY THEIR LIVES AND YOURS BE DEDICATED TO SERVICE.

BY VIRTUE OF THE POWER VESTED IN ME AS A QUALIFIED INSTALLING REGENT, THESE OFFICERS, APPOINTED OFFICER AND CHAIRMEN OF (Name) CHAPTER ARE NOW DECLARED DULY INSTALLED FOR THE ENSUING YEAR.

MY FRIENDS, NO ONE EVER FILLS THE OFFICE OF SENIOR REGENT WITHOUT ESTABLISHING HERSELF IN THE HEARTS OF MANY MEMBERS. THEIR GOOD WISHES FOLLOW HER INTO HER NEW OFFICE AS JUNIOR PAST REGENT. IT IS MY PLEASURE TO INVITE THE JUNIOR PAST REGENT TO COME TO THE PODIUM TO ADDRESS YOU.

Continue when new Junior Past Regent is at podium.
INSTALLING REGENT:

MEMBERS AND FRIENDS, I PRESENT JUNIOR PAST
REGENT (Name).

Installing Regent returns to her chair and is seated.

After the new Junior Past Regent addresses the assembly she
continues with…

NEW JUNIOR PAST REGENT:

MEMBERS, I PRESENT OUR SENIOR REGENT.

(Rap 2)

When new Senior Regent is at the podium, proceed with...

(Rap 1)

NEW JUNIOR PAST REGENT:

SENIOR REGENT, I PRESENT TO YOU THE GA VEL, WHICH
IS THE SYMBOL OF YOUR OFFICE.

NEW SENIOR REGENT:

THANK YOU, JUNIOR PAST REGENT (Name).

New Junior Past Regent returns to her chair and is seated. The
new Senior Regent will address the assembly. At this time she will
also introduce the Special Chairmen appointed for the ensuing
year (if applicable). Upon completion of her address, she returns
the gavel to the Installing Chairman.

NEW SENIOR REGENT:

INSTALLING CHAIRMAN, I RETURN THE GA VEL TO YOU
FOR THE REMAINDER OF THE PROGRAM.

Installing Chairman proceeds to the podium. New Senior Regent
returns to her chair and is seated. Installing Chairman will present
remaining program and announcements, if any, and then proceeds.

INSTALLING CHAIRMAN:

PLEASE RISE AS THE INSTALLING CHAPLAIN OFFERS THE
CLOSING PRAYER.

Installing Chaplain proceeds to the podium in same manner as in
beginning of program, offers prayer and returns to chair and is
seated.
INSTALLING CHAPLAIN:

OUR HEAVENLY FATHER, WE GIVE THANKS TO YOU FOR THE PRIVILEGE OF MEETING TOGETHER. WE ASK YOUR BLESSINGS ON THIS GROUP OF DEDICATED MEMBERS. MAY WE FACE THE TASKS OF THE NEW YEAR WITH FAITH THAT WE SHALL FEEL THE TOUCH OF YOUR GUIDING HAND, HOPE FOR THE SUCCESSFUL ACCOMPLISHMENTS OF OUR DUTIES AND CHARITY IN OUR HEARTS FOR ALL MANKIND. WE PRAY FOR THE RICH REWARDS OF YOUR BLESSING. BE NEAR US, NOW AND ALWAYS.

AMEN.

INSTALLING CHAIRMAN:

(Rap 1)

THIS BRINGS OUR INSTALLATION TO A CLOSE. WE THANK EACH OF YOU FOR ATTENDING THIS MEMORABLE OCCASION FOR THE NEWLY INSTALLED MEMBERS. OUR FRATERNAL GOOD WISHES GO WITH YOU.
LEGEND
1. Senior Regent
2. Committee Meeting Night Chairman
3. Junior Past Regent
4. Guest Speaker
5. Guest Current/Past State/Provincial or International Officer (if in attendance)
6. Treasurer
7. Secretary
8. Musician (if applicable)
P - Podium w/microphone
If chapter is located in the United States, the US flag is positioned here with the Canadian flag on the opposite side of the room. If chapter is located in Canada, the Canadian flag is positioned here with the US flag on the opposite side of the room.

Diagram 2

Chapter Committee
Chairmen and Guide

Any type of table may be used depending on the set-up of your pre-set dining room.

Legend:
1. Senior Regent
2. Committee Meeting Night Chairman
3. Junior Past Regent
4. Guest Speaker
5. Guest Current/Past State/Provincial or International Officer (if in attendance)
6. Treasurer
7. Secretary
8. Musician (if applicable)
9. Podium w/microphone
LEGEND
1. Senior Regent
2. Committee Meeting Night Chairman
3. Junior Past Regent
4. Guest Speaker
5. Guest Current/Past State/Provincial or International Officer (if in attendance)
6. Treasurer
7. Secretary
8. Musician (if applicable)
9. Podium w/microphone
LEGEND
1. Senior Regent
2. Committee Meeting Night Chairman
3. Junior Past Regent
4. Guest Speaker
5. Guest Current/Past State/Provincial or International Officer (if in attendance)
6. Treasurer
7. Secretary
8. Musician (if applicable)
P. Podium w/microphone
LEGEND
1. Senior Regent
2. Committee Meeting Night Chairman
3. Junior Past Regent
4. Guest Speaker
5. Guest Current/Past State/Provincial or International Officer (if in attendance)
6. Treasurer
7. Secretary
8. Musician (if applicable)
P - Podium w/microphone
DIAGRAM 3.e

LEGEND
1. Senior Regent
2. Committee Meeting Night Chairman
3. Junior Past Regent
4. Guest Speaker
5. Guest Current/Past State/Provincial or International Officer (if in attendance)
6. Treasurer
7. Secretary
8. Musician (if applicable)
P.- Podium with microphone
LEGEND
1. Senior Regent
2. Committee Meeting Night Chairman
3. Junior Past Regent
4. Guest Speaker
5. Guest Current/Past State/Provincial or International Officer (if in attendance)
6. Treasurer
7. Secretary
8. Musician (if applicable)
P. Podium w/microphone
Diagram 4.a

Legend:
1. Senior Regent
2. Committee Meeting Night Chairman
3. Junior Past Regent
4. Guest Speaker
5. Guest Current/Past State/Provincial or International Officer (if in attendance)
6. Treasurer
7. Secretary
8. Musician (if applicable)
P. Podium w/microphone
LEGEND
1. Senior Regent
2. Committee Meeting Night Chairman
3. Junior Past Regent
4. Guest Speaker
5. Guest Current/Past State/Provincial or International Officer (if in attendance)
6. Treasurer
7. Secretary
8. Musician (if applicable)
F - Podium w/microphone
DIAGRAM 4.c

LEGEND
1. Senior Regent
2. Committee Meeting Night Chairman
3. Junior Past Regent
4. Guest Speaker
5. Guest Current/Past State/Provincial or International Officer (if in attendance)
6. Treasurer
7. Secretary
8. Musician (if applicable)
F - Podium w/microphone
DIAGRAM 4.d

LEGEND
1. Senior Regent
2. Committee Meeting Night Chairman
3. Junior Past Regent
4. Guest Speaker
5. Guest Current/Past State/Provincial or International Officer (if in attendance)
6. Treasurer
7. Secretary
8. Musician (if applicable)
P: Podium w/microphone
Reserved seating for outgoing Officers, Appointed Officers and Chairmen in front rows.

**LEGEND**

1. Senior Regent
2. Junior Past Regent
3. Secretary
4. Treasurer
5. Installing Musician/Musician (if applicable)
6. Installing Chairman
7. Installing Regent
8. Installing Chaplain
9. Installing Guide
P - Podium w/microphone

**LEGEND**

M - Membership Chairman
FA - Family Activities Chairman
MM - Mooseheart/Moosehaven Chairman
HD - Higher Degrees Chairman
G - Guide
**DIAGRAM D**

**LEGEND**
1. Senior Regent
2. Committee Meeting Night Chairman
3. Junior Past Regent
4. Guest Speaker
5. Guest Current Past State/Provincial or International Officer (if in attendance)
6. Treasurer
7. Secretary
8. Musician (if applicable)
P - Podium w/microphone
LEGEND
1. Senior Regent
2. Committee Meeting Night Chairman
3. Junior Past Regent
4. Guest Speaker
5. Guest Current/Past State/Provincial or International Officer (if in attendance)
6. Treasurer
7. Secretary
8. Musician (if applicable)
P - Podium with microphone
United States of America
The Star-Spangled Banner

(Sept. 13, 1814)

Francis Scott Key
(1795-1843)

John Stafford Smith
(1750-1833)

With spirit

Voice

Piano

What so proud-ly we built at the twil-light’s last gleam-ing?
Whose broad stripes and bright stars, thro’ the pre-cious fight,

Praise the Pow’r that hath

Blest with

Ere the wan-parts we won-ry and peace, may the brest-reas-cord land
watch's, were so gallantly streaming? And the rock it's rid glare, the bombs made and preserved us a nation! Thro' conquer we must, when our
bursting in air, Gave proof thru' the night that our flag was still there. cause it is just, And thus let our mind in, "In God is our trust."

And the Star-Spangled Banner in triumph shall wave. Over the land of the free and the home of the brave!
CANADA

O’Canada!

Original French words by Adolphe B. Rocheur (1847-1927)
English version by R. Stanley Weir

Voice

Voix

Piano

Piano

True patriot love in all of us combined.

Ten fount est crée de fière gloire.

Glowing hearts we see then rise.

From bowels salt patrie il naît de cru.

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“O Canada” is also sung at all occasions of public ceremony in Canada.

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far and wide, O Canada, We stand on guard for thee.

God keep our land
At the battle, O Canada, we stand on guard for thee.

et nos droits, O Canada, We stand on guard for thee.

et nos droits, O Canada, We stand on guard for thee.
MOOSEHEART

The Happiest

Words by
MARY PUTNAM HART

Music by
ALBERT W. BENDIG

1. We come from the prairies, we come from the hills; From cities of
   tollers in furnace and mills; From Northland to Southland from

2. No wealth is so precious, no palace can compare, With childhood's sweet
   trust in thy fostering care, In the love and the hope of our

3. We ask for thy guidance, we promise to heed Thy voice that re-
   spread to call of our need; Each soul shall mount upward to

river to sea. Illusory sends and constrains us to three.
without pure height. Till H expands in her glorious light.

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Moose-heart, O Moose-heart, We'll roll thy name along—From ocean to ocean in glad melodious song;—Till ringing in triumph from East to golden West,—The chorus resounds Moose-heart, O Moose-heart, the Hopi-est.
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