



**WOMEN OF THE MOOSE CHAPTER ORGANIZATION**  
LODGE ADMINISTRATOR GUIDELINES  
(Refer to WOTM General Laws Sections 110 through 112)

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

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

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

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

- The Grand Chancellor, or her designee, shall appoint an Instituting Officer who shall be responsible for gathering the Charter List, as required by Moose International.
- The Instituting Officer shall meet with the Lodge and prospective Charter Applicants.
- The names of twenty-five (25) or more **new** qualified applicants are needed for institution. (*Refer to Instructions available from WOTM office.*)
- The Instituting Officer shall collect all completed applications and applicable fees and dues.
- The current Charter Application Fee as established by Moose International is \$15.00 and shall be paid by all Charter Applicants.
- The first-year dues to be collected from all Charter Applicants who are a new, re-enroll or multiple member is \$15.00. **No money or applications should be collected until the Resolution is received and approved.**
- Applications, with applicable fees and dues, of other interested Charter Applicants may be gathered **up to the day of institution.**
- Charter Applicants not enrolled at Institution must be voted upon by the membership at a regular chapter meeting, approved and enrolled within sixty (60) days of institution to be considered a Charter Member.

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

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

The Instituting Officer and the Charter Applicants shall select the chapter officers.

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

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

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