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Need-to-know information for officers & chairmen of Lodges/Chapters/Moose Legions Vol. 78, No. 3

NEVER PAY DUES AGAIN!

That's right, just sponsor 2 per year and you're covered--*The Time is Now!*

By SHAWN BAILE/ Director, Membership

During his International Convention keynote address on July 3, Director General Bill Airey got the attention of every Moose member in attendance at the Joint Opening Session with four simple words – “Never pay dues again!” The statement was short and concise, but the echoes of that message continue to resonate today. While his statement certainly created a lot of excitement, it also raised a lot of questions. So, let's answer those questions.

What did he mean by “never pay dues again”? The Membership Department is taking the success found with the “Climb Aboard the Moose Membership” campaign—and implementing it on an ongoing basis. During this campaign, which ran for 90 days, from March through May 2010, members who sponsored two applications received a free year's dues if those members were added to the membership rolls by May 31. We have decided to continue with the free dues incentive with the introduction of our annual campaign for 2010-2011, which is entitled “The Time is Now”.

“The Time is Now” campaign, which started June 1, offers sponsors the same opportunity mentioned above. If a member sponsors two applications between June 1, 2010 and April 30, 2011, he will receive a free year's dues, provided the applicants are reported as enrolled by April 30, 2011. Then on May 1, 2011, this incentive will coincide with the Moose fiscal year, which runs from May 1 – April 30.

If there has ever been a time to sponsor a member into our fraternity, “The Time is Now!”

How do I take advantage of this opportunity? This year, simply sponsor two new or former members and make sure they are enrolled by April 30, 2010. Beginning May 1, 2011, sponsor two members during the fiscal year, which ends April 30, and if the members you sponsored are added to the rolls, another year's dues are paid. Sponsor two every year and your dues will be paid every year, provided those applicants are added to the rolls.

OK – What's the catch? There is no catch! If you sponsor two members and they are enrolled prior to the prescribed deadline, your dues will be paid. Do the same thing every year and you will, in fact, NEVER PAY DUES AGAIN!

This is a great incentive, but I'm already a Life Member. What about me? There will be alternative incentives for Life Members in lieu of a year's free dues. During “The Time is Now” campaign, Life Members will receive a handsome, simulated-leather picture frame/alarm clock as a reward for sponsoring two members. Incentives for Life Members will change from year to year.

There has never been a more valuable award offered to our sponsors than a year of free dues. This reward can

be yours simply for upholding your pledge to strengthen our membership. Keep your promise to the fraternity every year, and you need NEVER PAY DUES AGAIN! If the members you sponsor bring in two friends every year after they join, they will NEVER PAY DUES AGAIN!

If there has ever been a time to sponsor a member into our fraternity! “The Time is Now”! ■

Moose Legion President's Duties: Appoint, Preside--and Mentor

By ROBERT NEFF/ Director, Moose Legion

Moose Legion Presidents have important jobs to perform. The President is the appointing and presiding officer that most members most visibly ‘see’. He is the guy who can really set the tone for how well (or how poorly) a meeting will flow. The jurisdiction's success is greatly affected by how they conduct themselves.

First, he must appoint various chairmen and officers for the jurisdiction. Yes, each director chairs one of the various committees, but that is not all the committees. There are also the appointed officers to select, including Sergeant-at-Arms and Assistant Sergeant-at-Arms.

There is an all-important Audit Committee to appoint. It is not only about checking up on anyone – it is assuring to the members that the funds are in fact being properly handled and protected.

The President also appoints other committees as needed – including an Election Committee, an Advisory Committee (if desired), and any ‘special’ committees as approved by the board, which would serve for specific purposes and may well effect the level of success enjoyed by the unit. A good President will require oral and written reports from all committees and directors.

As the presiding officer he has much to do with how the business is conducted and how well, over time, the meetings are attended. He should always make use of an agenda by working with the Secretary to create one ahead of time for all meetings. An agenda is important to help control the flow of the discussion items and keep the meeting moving and interesting.

Most members do not want to sit through a boring and disorganized meeting. But, they might be willing to attend if the jurisdiction has a reputation of being punctual with starting times, and has a record of running well-organized meetings that provide information of interest and then end in an appropriate timeframe.

The President presides at meetings. He counts all votes (except election ballots), always voting last in order to cast any deciding vote, including voting to either make or break a tie.

One of his most important duties is to oversee the Lodge Moose Legion Activity Committees. There is so much to list about this that it will be reserved for a future issue. Let it suffice to say, this is an area where considerable effort by the President will be very well spent!

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Appoint, Preside, Mentor *(continued from page 69)*

The President should be a mentor to other members of the Board of Directors and membership. He should set such an example of fraternal goodwill and excellence that others will have interest and want to be involved due to the positive

attributes of the Degree of Service. The President has a sizeable task, and has great opportunities to make a difference. The success of the Moose Legion program rests largely on the President's shoulders. Leadership by example is crucial to having a successful year! ■

Governor's Award of Excellence Rewards Outstanding Leadership

By **DARRELL O'BRIEN**/Director, Lodge Operations

In November 2009, the Supreme Council approved the creation of the new Lodge Operations Department. Lodge Operations focuses on improving the financial and fraternal operations within our Lodges. As our Lodges improve profitability, sharpen their fraternal focus and deliver the finest member experience possible in our Social Quarters, we expect to see rising rates of membership retention and overall membership growth in the Loyal Order of Moose.

Realizing that guidance from our various Moose International staff members, and the hundreds of volunteers across our great fraternity, is meaningless without successful implementation at the Lodge level, we have instituted a new incentive and recognition program for Lodge Governors.

Over the years, in many instances, much of the operation in our Lodges has fallen to the Administrator, simply because he was the constant among an otherwise continually changing Board of Officers. The Governor's Award of Excellence is designed to encourage the individual who is, after all, the Chief Executive Officer of the Lodge, to actually fulfill his duty to oversee the entire Lodge operation, and in the process, relieve some of the burden from a frequently overworked Administrator. To receive the award, a Governor must serve a full term of office and guide the Lodge to a membership gain, as well as ensuring that his Board of Officers and committees fulfill their responsibilities to the Lodge and the fraternity.

The man who earns the Governor's Award of Excellence will be rewarded with a distinctive lapel pin and a Life Membership in the Lodge he served as Governor. These awards easily rank among the most valuable offered in any recognition program in the history of the Moose—and justifiably so. Superior leadership in the executive office of any corporation is invaluable and our Lodges are no exception.

Earning this recognition will be no easy task. To receive the Governor's Award of Excellence all of the following criteria must be successfully achieved:

- Governor must serve a full term from May 1 through the following April 30
- Lodge must have 100 members in ACTIVE status at the conclusion of the Governor's term of office on April 30
- Lodge must have achieved a gain in ACTIVE members during the Governor's term of office ending on April 30
- Governor must sponsor at least one member during his term in office
- Lodge must submit a timely Moose of the Year nomination form which is due by July 1
- Lodge indebtedness to Moose International must be less than the indebtedness at the beginning of the Governor's term on May 1
- Lodge must remit Endowment Fund contributions to Moose Charities monthly
- Lodge must make timely submissions of all Community Service Reports and Family Activity Reports as required by Moose International
- Lodge must comply with the General Laws throughout the Governor's term of office
- Governor, during his term of office, must have personally attended
 - International Moose Convention **AND**
 - Association Annual Convention **AND**
 - Association Mid-Year Conference

A few members have accused us of creating a recognition program that is unattainable by many Governors. I agree. The program is not designed to reward every Lodge Governor who holds the title. More so, it is expected, at least in the first year of the program, very few Governors may earn this recognition and its rewards. But maybe, just maybe, a member with leadership skills, who has avoided becoming a Lodge officer, might now have a bit of an incentive to dedicate himself to playing a major role in helping his Lodge grow its membership, become a prominent and positive role in its community and provide its members with a variety of opportunities for social interaction with family and like-minded friends in the fraternity we call Moose. ■

After Nashville, a Renewed Commitment for Women of the Moose

By **BARBARA J. McPHERSON**/Grand Chancellor

What an exciting Conference we had in Nashville. If you weren't in attendance, you missed the best hospitality ever as well as an exciting Conference. We have received numerous emails regarding the Conference and its success.

During the Keynote Address of the Grand Chancellor, several changes to the Women of the Moose General Laws were announced. These changes will not only strengthen our purpose, but they also reinforce our commitment to Mooseheart and Moosehaven.

The Quarterly Community Service reports have been eliminated. We feel that we can still report our hours, miles and dollars—but in a more efficient manner. As you have probably noticed, these items are now listed on the monthly Form 114. Please list hours, miles and dollars as requested for the Community Services the Chapter provides each month.

A co-worker may now receive a Life Membership in the Women of the Moose by paying dues ahead equal to her 50th year of membership (for longtime members), or by remitting the flat sum of \$400 U.S. (for newer members). Chapter Policies are no longer required to be remitted to Women of the Moose headquarters. They are, however, required to be reviewed and approved each

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Chapter year and placed in the permanent Chapter files via the Official Minutes pages.

While the Award of Achievement has not changed significantly, additional items have been added as of May 1. The Mooseheart/Moosehaven Endowment Fund must be remitted monthly. Collections are taken at every meeting and must be remitted the following month.

Each Chapter shall have representation at both the Annual and Midyear Conferences of the Women of the Moose at the state/provincial level. The requested donations for these Conferences are also required to be remitted either at the Conference or separately to Women of the Moose Headquarters.

Please remember that the Chapter must still have a gain of at least one in membership, must maintain their financial standing, pay their bills to Moose International on time, remit the minimum \$20 donations for both the Special Project of the Committee as well as the Scholarship and Maintenance Fund monthly, file the IRS Form 990 (in U.S. Chapters only), remit electronic Financial Reports, and select a nominee and remit the Nomination forms for both the Novice and International Co-worker of the Year.

Six copies of the new Women of the Moose General Laws have been mailed to every Chapter. Please read the contents and become familiar with them and the

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Renewed WOTM Commitment

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requirements to earn the Award of Achievement and the Academy of Friendship, Star Recorder and College of Regents degrees.

Co-workers, we as members of the Women of the Moose have a duty and

commitment to ensure the future of both Mooseheart and Moosehaven for many generations to come. We must focus our attention on the needs of our Child City and our City of Contentment, and make sure that those entrusted to our care are provided for as long as we promise. Get your "Energy Bus" headed in the right direction for a successful Chapter year. Only you can make it happen! ■

Deputy Supreme Governor – Not Just a Title **By STEVEN F. GREENE PSG/** General Governor

Not too many years ago, as a young member, of the fraternity, I was honored to be appointed to the position of Deputy Supreme Governor for South Carolina. At the time of appointment, General Governor Phil Morse told me going into this position that the year would not be an easy one. The "closed-door policy" was being implemented; Lodges had to conform fully to the General Laws and we would no longer be permitted to operate as public accommodations.

Over the following months, there were many Lodges reprimanded and some even lost their charter for non-compliance with the policy. However, throughout my two-year term, it was a great learning experience.

At the recent 122nd International Convention in Nashville, I was privileged

to speak to the incoming Deputy Supreme Governors. I explained their new roles would be different from those that have served over the past 20 years. They would once again receive a commission from our office from time to time, to try to enforce the General Laws of the Order and see that our members and Lodges acted in accordance with them.

The Deputy Supreme Governors will continue to serve their Associations as the ambassador for the Supreme Governor as well. This is certainly one of the most important appointments within our fraternity. We wish to thank each of you for your continuing support of the Moose fraternity.

When assigned, you will receive written authority as to what you are asked to do and all details that must be followed. ■

Your Lodge's Risk Pool Assessment: Where *Did* That Number Come From?

By CYNTHIA TRAYNOR/ Senior Staff Attorney

At the beginning of every Moose fiscal year on May 1, new Risk Pool assessments are calculated for Lodges' General Liability coverage. Shortly after the assessment amounts are sent out on the next Accounts Receivables (AR Statements), we start getting the phone calls: "Why are we being charged that?"

The short answer is that the Risk Pool assessments for Lodges are based on membership numbers. But it is not a per-head basis; it is based on a range. For example, Lodges with 1 to 100 members are charged X dollars; Lodges with 101 to 200 members are charged Y dollars; and so on. These ranges are our rates. The membership numbers used for the assessments are those on record as of April 30 of each year. An increase or decrease in membership after April 30 will not change a Lodge's Risk Pool assessment for the current policy year. Any changes in membership after April 30 will be reflected in the assessment for the next policy year.

The next logical question is, how do we arrive at our rates? It is a great question. Contrary to popular belief, we do not consult a crystal ball—well, at least not the type of crystal ball of which you might be thinking. We do have our financial records and claims activity regularly reviewed by outside auditors and actuaries. Based upon this information, they look into our future.

The auditors basically make sure that we are financially sound, our money-

handling procedures are proper, and that your Risk Pool is in compliance with the applicable state regulations. The actuaries review our claims data.

It is the report of the actuaries that figures directly into our Risk Pool rates. The actuaries examine our claims information and history. Based upon this, they estimate the ultimate cost of our existing claims and the costs of the claims (incidents) that have occurred, but have not yet been reported to us. They also estimate how many claims we can expect to be reported to us in the current year and the cost of those claims. This information gives us a picture of how much money we will need to have to meet these claims obligations.

We consider the amount that the actuaries estimate we need to have on hand to meet these claims obligations, the funds currently available, and our operating costs; we then have a good estimate of what assessments the Risk Pool need to take in so that it can meet its obligations. This amount is shared among all Fraternal Units in the form of their Risk Pool assessments.

So, in a manner of speaking, we *are* predicting the future; but instead of a crystal ball, we use actuaries, facts, and figures.

Are our predictions right? Well, if you want to prove us wrong, you have the power to do so. The time is now. One less claim in each state or province would substantially lower the number of claims and the cost of our losses. So go ahead and try to crack our "crystal ball"—we dare you! ■

'The Time is NOW' to File Your Form 990 **By SUSAN HAWKINS/** Director, Education & Training

YES, it is Internal Revenue Service Form 990 time — time for Lodges, Chapters, Moose Legions and Associations to file their 990s, if you have not already done so. Our Moose fiscal year ended April 30, 2010, allowing for you to file your 990 form any time between May 1–Sept. 15, 2010.

All Moose Lodges, Chapters, Moose Legions, Associations, and any other unit that has a unique EIN are required by Federal Law to file an annual information return, known as IRS Form 990, Form 990EZ or Form 990N.

There have been significant changes in regard to filing, so please check out the table on our page of www.mooseintl.org to determine the correct form to use. The form you choose to file is based on your Unit's gross receipts and total assets.

We have developed instructions as well as online Help Videos, based on the

operations of an average Unit, to assist you with filing. We have also posted the 990EZ and 990 Forms on our site for your convenience.

Again, all of the above information is online at www.mooseintl.org under "FORMS" in the FIND IT HERE A-Z Links.

If for some reason you cannot file the 990 on time, it is very important that you file a return or an extension by Sept. 15, to avoid costly penalties from the IRS. Should you need to request an extension, please obtain Form 8868 from the IRS at www.irs.gov. Also, any other schedules you need to file are available on the same IRS website.

Remember - ALL 990 forms and extensions must be filed **by Sept. 15, 2010**. For general questions about filing your return, please contact Member Services at 630-906-3658. ■

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MOOSE
Leader

Formerly "Moose Docket," "Action," and "Women of the Moose Official Bulletin"
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