

Service Chapter

Officers' Handbook



Women 
of the *Moose*

2011 - 2012

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TABLE OF CONTENTS

Congratulations!	1
Resources	1
Duties And Responsibilities - Officers	2
President.....	2
Vice President	3
Secretary/Treasurer	4
Monthly Reports	6
Preparing The Monthly/Quarterly Reports For Mailing	6
Special Reports	7
Communication	7
Corresponding With Women of the Moose Headquarters	7
Moose Leader Publication.....	7
Websites	7
Mooseunits.org Email.....	8
Bulletin Board.....	8
Starting The Year On The "Right Foot"	9
Appointments	9
Initial Meetings	10
Initial Meeting With Chairmen	10
Preparation Of Committee Lists	12
Example Of Committee Letter	13
Initial Meeting With Special Committee Chairmen	14
Preparation Of The Chapter Calendar	15
Meetings	16
Tips For Successful Meetings	16
Chapter Monthly Meetings	16
Monthly Committee Meetings.....	18
Monthly Board Of Officers' Meeting	19
Service Chapter Fund-raising	21
Fund-raising Projects	21
Handling Funds	23
Issuing Business Receipts	24
Insurance, Premiums and Assessments	25
Risk Pool Assessment.....	25
Fidelity Bond Insurance.....	25
Workers' Compensation Insurance	25
Dispensations	26
Service Chapter Dispensations	26
Financial Dispensations	26
Membership Campaigns	28
New Member Orientation Program	28
Membership Retention	29
Women of the Moose Training Sessions	29
Assistance Requested/Required During The Year	30
Removal From Office	31
Fines And Disciplinary Procedures	32
Extending Invitations To Attend Special Meetings	32
International Co-Worker Of The Year	33
Novice Co-Worker Of The Year	34
Minutes Of Meetings	35
Correct Procedures In Writing The Board Of Officers' Minutes	35
Board Of Officers' Minutes Form.....	38
Correct Procedures In Writing Service Chapter Meeting Minutes	39
Service Chapter Meeting Minutes Form	41
Service Chapter Policies	42
Example Of Service Chapter Policies	43
FORM 114	45
FORM 166	46
2011-2012 Special Projects	47
Installation	48
Minutes Of Installation.....	49
Conclusion	49
Requirements For Raffles Of Alcoholic Beverages or Firearms By Chapters	50
The Private Policy	51
Checklist For A Successful Year	53

CONGRATULATIONS!

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

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

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

Again, **congratulations**.....**welcome**.....**AND**..... enjoy!!!

RESOURCES

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

This Handbook is designed as a quick reference guide to be used along with other guides such as the Secretary/Treasurer's Handbook and General Laws to assist you in doing your very best for your Service Chapter. These can also be found at our website - www.mooseintl.org.

Be sure to access the **Education and Training** portal and the **Women of the Moose** portal in the Moose International website for other supporting materials including the Chapter Audit Report Handbook and the Taxes, Exemptions, Forms and Filing Requirements. There are many resources found there to help you become independent and productive.

Check your **mooseunits.org** Email regularly. This is the Women of the Moose and Moose International's main communication system with the Fraternal Units (Chapters, Lodges and Moose Legions). You will receive key information that you will not want to miss! Save, print and clear outdated or unwanted Emails regularly. Be sure to print the Emails from Women of the Moose and Moose International and share them with other Officers and the Chapter membership.

DUTIES AND RESPONSIBILITIES - OFFICERS

President

Note: Also refer to the Service Chapter Edition of the Women of the Moose General Laws.

The President has been elected by the co-workers of the Chapter to serve as the Presiding Officer of all Chapter Meetings, Board of Officers' meetings and any other special meetings of the Chapter.

It is her responsibility to work in harmony with the Chapter members and members of the Loyal Order of Moose (if applicable) to ensure harmony among the members of the Board of Officers and among the co-workers. As the Presiding Officer, she should set the example for all co-workers to follow.

Prior to her installation into office, one of her first responsibilities is to appoint all Chapter Committee Chairmen, so that they may be installed at the Annual Installation of Officers in April. If all appointments are not made prior to the Annual Installation, additional appointments should be made prior to January 31. If a vacancy should occur after January 31, she should appoint and install another qualified member to that position.

One of her first responsibilities is to have her name placed on the bank signature cards along with the signatures of the Vice President and Secretary/Treasurer. She may sign Chapter checks that are made out in their entirety after the checks have been approved by the co-workers at a Chapter Meeting. When signing checks, she must verify that the checks are signed and earmarked correctly.

The President, along with the Secretary/Treasurer, shall have a key to the Chapter's post office box and Women of the Moose office (if applicable), during her term of office only.

During the month of May, it is her responsibility to notify every co-worker of the Chapter of the committee to which they have been appointed. All notifications are to be sent by either letter, post card or Email.

As the Presiding Officer of the Chapter, she is to sign the Chapter Minutes Book immediately after all minutes (that have been typed or written on the official pre-numbered pages) are read and approved by the Chapter before proceeding with the remainder of the meeting.

Each month, it is her responsibility to remit via U.S. mail, the appropriate Form 114 (and associated checks) to Women of the Moose Headquarters immediately following the meeting. The monthly Form 166 is to be completed following the conclusion of the Committee fund-raising project. Form 166 is to be Emailed to wotmmail@mooseintl.org.

In addition to Forms 114 and 166, it is her responsibility to mail, by the specified due date, the Novice and the International Co-worker of the Year Nomination forms.

The President is to receive a duplicate copy of the deposit slip, from the Secretary/Treasurer prior to each meeting and must retain the duplicate deposit slips for the Audit Committee meetings.

She is encouraged to attend the Women of the Moose Training session and a 2-HOTT session.

The President must attend each meeting of the Audit Committee to keep abreast of gain or loss in membership and to be apprised of the financial standing of the Chapter.

Finally, when necessary, the President shall appoint pro-tems for vacant Officers' positions, including pro-tem Secretary/Treasurer at Service Chapter meetings. (Do **not** invite pro-tems to attend the Board of Officers' meeting.)

Vice President

<p>Note: Also refer to the Service Chapter Edition of the Women of the Moose General Laws.</p>

The Vice President has also been elected by the co-workers of the Chapter to serve as a vital member of the Board of Officers. In the event the President is absent from a meeting, the Vice President shall preside.

Should the office of President be vacant or at some point become vacant, the Vice President shall assume all duties and responsibilities of the office including the appointment of the Chairmen. Their appointments shall be valid for the entire Chapter year.

The Vice President shall have her name placed on the bank signature card along with the signatures of the President and Secretary/Treasurer and when necessary, will sign all reports with her name followed by "Pro-tem President".

As a vital member of the Board of Officers, it is her responsibility to lead the Chapter in the Pledge of Allegiance to the flag in U.S. Chapters or Women of the Moose Pledge in Canadian Chapters as well as National Anthem (which is optional) of the respective country.

It is also her responsibility to lead the Chapter in devotional exercises and supervises the Funeral Ceremony of a deceased co-worker when Chapter Services are requested by her family. The Vice President is to work with the family and the President in planning the Funeral Ceremony. She is in charge of getting flowers and vases, taking them to funeral home and seeing that they are placed correctly. If a Bible is to be presented to family, the Chapter may purchase a Bible through Moose Catalog Sales. If the family requests a funeral luncheon, the Vice President may request donations from co-workers. If the Chapter provides the meal, she should see that proper food has been purchased and prepared.

The Vice President shall visit the sick, disabled and distressed whenever possible and make a full report to the Chapter at each meeting.

If the Chapter does not have a Sunshine Chairman to send flowers and/or cards to co-workers who are ill or to bereaved families, the Vice President may take responsibility for these duties.

She shall participate in the draping of the Charter along with the Secretary/Treasurer per the Meeting Procedures and Agendas book.

All Officers are encouraged to attend the WOTM Training session and a 2-HOTT session.

In addition, the Vice President:

- May be assigned as the Welcome Hostess or Greeter to greet members as they enter the meeting room on meeting nights.

- May assist the chairmen in completing their committee reports. This will not only assist the President but will also give the Vice President knowledge and experience to prepare her to serve as President in the future.

- Should attend the Audit Committee Meetings to keep abreast of gain or loss in membership and the financial standing of the Chapter.

Secretary/Treasurer

Note: Also refer to the Service Chapter Edition of the Women of the Moose General Laws.

The Secretary/Treasurer has also been chosen by the co-workers of the Chapter to serve as another vital member of the Board of Officers. In the event the President and Vice President are absent from a meeting, the Secretary/Treasurer shall preside.

If the offices of President and Vice President are vacant or should become vacant, the Secretary/Treasurer shall assume all duties and responsibilities of the President's office, including the appointment of the chairmen. Their appointments shall be valid for the entire Chapter year.

She, along with the President, shall have a key to the Chapter's post office box and Women of the Moose office (if applicable), during her term of office only.

She shall have her name placed on the bank signature cards and in the event of additional vacancies, will appoint two co-workers to have their names placed on the bank signature cards in addition to hers. The Secretary/Treasurer, when necessary, will sign all reports and checks with her name followed by "Pro-tem President". Each additional appointed co-worker (when applicable) will sign her name followed by "Pro-tem".

Important: Do not present a blank check to anyone for her signature! Do not sign a check that has not been made out in its entirety! Do not sign a blank check!

As the Secretary/Treasurer, she is responsible for preparing all Chapter checks in their entirety after all bills have been approved for payment by the Chapter; she then secures the additional required signature and signs the check. She shall give the chairmen a Business Receipt Book for recording all funds received from co-workers.

The Secretary/Treasurer is responsible for writing in ink, typing, or electronically generating the minutes of all Chapter meetings, Board of Officers' meetings, Special meetings, Nominating Committee meetings and the April Installation of Officers on the official pre-numbered pages in the Chapter Minutes Book and sign them before reading them to the Chapter. In the absence of the Secretary/Treasurer at the Board of Officers' meeting, the Vice President shall generate the minutes on the official pre-numbered pages in the Chapter Minutes Book and sign as Secretary/Treasurer, Pro-tem.

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

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

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

She is responsible for the collection of all money including money from co-workers for fund-raising projects and various other reasons. She shall count the money collected for the Endowment Fund after each meeting and give a receipt to the President.

She is to keep an accurate account of Chapter monies received such as new member dues, application fees, endowment fund and proceeds from fund-raising projects. Shall issue the proper official receipts for all monies received and make weekly deposits of all monies received.

During Chapter meetings, she is to report all expenditures with an explanation of bills paid and amount of each check. She reports all receipts collected and gives the description and amount received to verify the total of the amount collected and deposited since her report at the last meeting. A copy of all expenditures and receipts reported will be included in the Chapter Minutes Book. The Secretary/Treasurer does not read the reports again at the next meeting, just the minutes of the meeting.

Moose International must be notified of all applications for membership in order for the new member to receive a membership card. Please refer to the Secretary/Treasurer Handbook for proper procedures.

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

She and the Committee Chairman should send invitations to new members for the Welcome Reception being held in their honor.

Thirty days after the dues expiration date of a co-worker, she shall give a list of the members in arrears to the Membership/Retention Chairman and her committee in order that they may make personal contact with the members who have not paid their dues.

The Secretary/Treasurer shall write all correspondence over the signatures of the Board of Officers and is responsible for reading all correspondence including bulletins and Emails received from Women of the Moose Headquarters and Moose International. Adverse correspondence shall **not** be read on the Chapter floor and shall be handled by the Chapter Board of Officers.

When necessary, she is to complete and mail all necessary tax forms and reports required by government authorities.

She is to affix the Chapter Seal to all letters, reports, and sign all documents.

She is to follow all instructions contained in the Secretary/Treasurer's Handbook and ensure that the Audit Committee Chairman and President have their copies as well.

In preparation of the monthly Audit Committee meeting, she is to have all books and records or Chapter computer posted and in balance at the end of each month.

She shall attend the monthly Audit Committee meeting and have all bank validated deposit slips with her in order to verify with the Audit Committee the total amount of deposits.

Upon the request of Women of the Moose Headquarters or Representative assigned, the Secretary/Treasurer shall deliver all Minute Books, records, and correspondence for the purpose of examination and audit.

She shall perform such other duties as the President and Women of the Moose Headquarters may direct.

She is to assist with the Chapter calendar/newsletter or any other Chapter mailings.

As with other elected Officers of the Chapter, she is encouraged to attend the WOTM Training session and a 2-HOTT session.

She is to bring all Chapter books/computer to each meeting. She is to make records available, in her presence and when it is convenient, to any co-worker who wishes to look at them.

At the end of her term, she shall turn over all books/computer, papers, records, and Chapter property to the new Secretary/Treasurer, except those needed for the final Financial Report for her year. When the April 30 Financial Report is completed, the outgoing Secretary/Treasurer shall then turn over all remaining books, records, computer and accessories to the new Secretary/Treasurer immediately.

MONTHLY REPORTS

The Board of Officers should help the Chairmen with the preparation of their Forms 114 and 166.

The Committee Chairmen and Special Committee Chairmen shall read their reports to the membership prior to being sent to Women of the Moose Headquarters.

It is the responsibility of the President to send the Chapter's monthly reports and proper checks to Women of the Moose Headquarters immediately following the meeting.

It is the responsibility of the President to make sure all checks being remitted with the monthly reports have been **earmarked correctly** and have been properly signed. Please refer to the Special Project List for the proper project to be earmarked on the checks.

Important: Do not send a check to Women of the Moose Headquarters or Moose Charities that does not have the required signatures.

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

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

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

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

Preparing The Monthly/Quarterly Reports For Mailing

Mail the following reports immediately after being read to the membership:

- Form 114

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

** Sample check located in Secretary/Treasurer's Handbook

The monthly reports shall be reviewed for accuracy and thoroughness; copies made for the Chapter files and then mailed to:

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

- Form 166's are either completed, printed and mailed or Emailed to Chapter Records via: wotmmail@mooseintl.org

- Prepare and mail/transmit membership information immediately, reporting applications, transfers-in, enrollments, re-enrollments and reinstatements.

Special Reports

Installation of Officers

The Officers and the chairmen are entered on the Moose website under the Admin. Section immediately following the Formal Installation Ceremony held in April. The information may not be entered until after May 2.

Note: Minutes of the Installation shall be written in ink, or typed, on the official pre-numbers pages in the Chapter Minutes Book.

Elected Officer and Chairman information shall be up-to-date and current. Any change to the above positions must be entered immediately.

COMMUNICATION

Corresponding With Women of the Moose Headquarters

When sending mail to Women of the Moose Headquarters, do not include letters that need answering with your monthly/quarterly reports.

It is necessary to send all questions under separate cover to the individual or proper department at Women of the Moose Headquarters or Moose International.

Please include your name, Chapter name and number, and complete mailing address on all correspondence (**including Emails**). This will enable the staff at Moose International to give a quicker response to your questions. Due to the increase in computer viruses, it is company policy not to open attachments from anyone and, many times, our spam filtering software blocks them. If you are sending us information via Email, include your name, Chapter name and number in the subject line for easy identification.

Moose Leader Publication

The Moose Leader is printed quarterly as part of the International Moose Magazine and is an official publication intended for the fraternal education of the leaders of our Fraternity, including Lodge and Chapter Officers. It is one way Officers may learn more about their particular jobs and keep abreast of changes in our organization. Each Officer should carefully study the *Moose Leader* area of the Moose Magazine. The message from the Grand Chancellor shall be read at the Chapter meeting and posted on the Chapter's bulletin board. Other pertinent information should also be read at Board and Chapter meetings.

The International Moose Magazine is available electronically at www.moosintl.org.

Websites

Useful information, various forms, stories and messages can be found at www.moosintl.org, under "Members Only", "Women of the Moose". Additional information of use can be found in the "Education and Training" portal.

Moose International's Website, www.mooseintl.org is becoming an increasingly important line of communication between Moose International and every Chapter and Lodge. We feel it is becoming imperative for at least one member, and preferably more, of the Board of Officers to review the Website at least on a weekly basis.

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

Make www.mooseintl.org a habit!

Mooseunits.org Email

Check your mooseunits.org Email often!

WOTM Headquarters can now send information, changes and reminders to all Chapters via bulk Email. This is also the primary line for communication from Moose International. A "mass Email" is sent as necessary to all Fraternal Units (Chapters, Lodges and Moose Legions) with valuable and often critical information.

Print and post the Bulk Emails from WOTM Headquarters and Moose International on your bulletin board.

Bulletin Board

It is very important that every Chapter have a bulletin board, if possible, to keep the co-workers up to date on all Chapter news and functions.

Post the latest information from the Grand Chancellor, Director of Operations and Grand Regent as well as items of interest from WOW.

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

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

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

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

STARTING THE YEAR ON THE "RIGHT FOOT"

Appointments

Committee Chairmen

Four Committee Chairmen are appointed by the President-Elect: Membership/Retention, Activities & Sports, Mooseheart/Moosehaven, and Community Service/Fraternal Fund-raising.

Chairmen of Special Committees

Special Committees are: Moose Charities, Audit, Application Review, Government Relations, Youth Awareness, Kitchen Band, Arts and Crafts, Sunshine, Decorating, Hospitality, Mother-Daughter Banquet, End of the Year Party, etc.

The Application Review Committee

The President shall appoint a committee of three (3) members to serve on this committee. They shall not be members of the Board of Officers. Those who are considered fair and impartial, along with the ability to maintain confidentiality, should be selected.

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

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

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

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

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

The Application Review Committee must carry out its function without prejudice as to race, color, sexual or religious preference. The applicant must profess a belief in a Supreme Being. One of the questions we receive quite frequently is whether or not the applicant must be a citizen of the country of the Chapter in which she is joining and the answer is "No" – that is not one of the membership requirements.

At least two (2) members of the Application Review Committee shall sign the application verifying the application was reviewed.

If the report of the Application Review Committee is favorable, the application shall be voted on in the manner provided.

When the Application Review Committee votes on an application, the application must receive a majority of favorable votes by the Committee. A majority of favorable votes is required to constitute a favorable report. Only applications receiving a favorable report are submitted to the Chapter membership to be balloted upon.

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

If rejected, the Secretary/Treasurer will advise the applicant by letter that her application was not accepted at this time and that she may be proposed again for membership in six months (180 days). Her dues and application fee paid should be refunded by Chapter check, with no other explanation. Do not state the reason for non-acceptance. Keep the letter brief and to the point.

INITIAL MEETINGS

Initial Meeting With Chairmen

The purpose is to explain the duties of each chairman and to appoint co-workers to serve on each committee.

Agenda:

1. Distribute Chairmen's Pamphlets (found on our website under Women of the Moose). Instruct Chairmen to read and follow the instructions given in each pamphlet.
2. Explain the duties of each chairman and her committee. Each Committee shall hold a fund-raising project to cover committee expenses. They shall contribute to the special project of their committee, the Scholarship and Maintenance Fund, defray the expenses of the Meeting Night and help maintain the General Fund of the Chapter.
3. Stress that the chairman and her committee shall have a Special Welcome Reception for the new members (when applicable) before the Meeting Night with an enjoyable program or activity following the meeting. Program may consist of a speaker (a speaker may be scheduled during the meeting) from the local area, skit, or game.
 - Discuss ideas that will provide enjoyment to the members.
 - Stress to the chairmen to plan entertainment for the Meeting Night, committee meeting or social event as well as their fund-raising projects.
 - If the chairmen wish to have some form of family activity, suggest they work closely with the Activities & Sports Chairman.
4. Discuss the importance of having fun at all Chapter meetings and functions/events. Give your members a reason to want to come to meetings.
5. Discuss Mooseheart/Moosehaven Projects assigned to the various committees. The chairman and her committee recommend the amount to be given to the project. The WOTM General Laws includes information regarding the **minimum** amount to be donated.

Note: A list of the special projects is included in the back of this book and a copy of each chairman's speech is published in the Women of the Moose portal of mooseintl.org.

6. Discuss Community Service Projects. Each Committee should provide *volunteer* assistance to a Community Service Project in the local community. In addition, each Chapter should be involved in the Youth Awareness Program and in the Moose International sponsored Community Service programs.
7. Discuss assistance to local Lodges. Each committee is encouraged to provide volunteer assistance to the local Lodge on a Lodge fund-raising project, or when their assistance is needed such as helping with a Father-Son Banquet or other functions.
8. Discuss holding monthly committee meetings. They will keep the committee members active. Have an enjoyable social hour after the committee's business has been discussed.
9. The chairman should meet with her committee and make plans for the following:
 - Special Welcome Reception for the new members
 - Committee Activity Night meeting
 - Fund-raising project
 - Dates and times of activities during the year
 - Community Service
10. Chairman presents committee plans to Board of Officers. Forms to assist the chairman and her committee in preparation of plans are included on the WOTM website. President should make photocopies and distribute a copy of each of the following forms to each Chairman.
 - Request For Approval of Committee Activity Night Program
 - Request For Approval of Committee Activities
 - Request For Approval of Committee Fund-raising Project
 - Fund-raising Project Report
11. Depending on the Chapter size, a Chairman may request co-workers to be assigned to her committee.
12. The Secretary/Treasurer divides the remaining membership equally amongst the Committees.
 - Each chairman to have the same number of active and inactive members on her committee.
 - Committee lists should only contain names of co-workers of the Chapter as of May 1.
 - As each new member is enrolled, assign her to a committee and introduce her to the chairman.
 - Give the chairman the new member's name, address and phone number for future contact.

Preparation Of Committee Lists

1. The Secretary/Treasurer will assign one-fourth (1/4) of the co-workers, including Officers, to serve on each committee. She shall make photocopies of the committee lists, one copy for the chairman, one for the President and one copy for the Chapter files.
2. Chairman to be given a photocopy of her committee list by May 5 so that the Chairman has it for the first committee Meeting in May.
3. President (with the assistance of the Committee Chairmen) notifies every co-worker on the Chapter rolls of the committee to which she was appointed.

The notification is to be completed during the month of May. A sample of the letter to each co-worker is found in this Handbook. A membership questionnaire should also be included with committee letter. The membership questionnaire is in the portal of mooseintl.org. Photocopies are to be made.

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

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

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

Example Of Committee Letter

Sample Copy Of Letter Sent To Each Active and Inactive Co-worker:

Dear Co-worker:

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

Committee meetings are held on the 3rd Thursday of each month at 7:00 p.m. in the local Library. Alice is hoping you will be able to attend and looks forward to meeting you personally.

Each committee member will be asked to offer suggestions or ideas for planning and helping with the Meeting Night program, Fund-raising Project for the committee, and social activities after the meetings. The special projects of the Activities & Sports Committee are:

Specify the Special Project of the committee

If you are unable to attend and have some suggestions, or any questions, please contact Activities & Sports Committee Chairman Alice Smith at the following address:

Mrs. Alice Smith
315 Circle Drive
Hilltop, USA/Canada
Telephone: 555-895-4623

We encourage you to invite your friends, relatives, and business associates to join our organization. Our meeting is held on the 1st Thursday of each month at 7:30 p.m. The Board of Officers' meetings are held on the 3rd Thursday of each month at 8:00 p.m. Some type of program or entertainment as well as a social hour will be held after (or before) each meeting.

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

Please call me if you have any questions. My phone number is 555-895-2251.

Cordially and fraternally,

Jane Doe

President

Initial Meeting With Special Committee Chairmen

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

- Government Relations Chairman (U.S. only), Youth Awareness Coordinator and Moose Charities Chairman--If a co-worker who was appointed in a previous year wants to remain as chairman and has done her job as a chairman, she may remain. However, if the Chapter does not have a Moose Charities, Government Relations Chairman or a Youth Awareness Coordinator, the President should appoint qualified members to these positions.

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

A Special Committee should be self-supporting, such as the Tommy Moose Committee. The committee shall hold a fund-raising project to cover the general expenses of the committee. After expenses from the project are deducted, the committee may use no more than ½ of the net proceeds for the purpose previously specified and approved by the Chapter. Note: The Board of Officers may recommend and the Chapter may approve donating the Chapter's ½ of the net proceeds back to the Sports Committee. The committee's ½ of the funds may not be sufficient to offset expenses and, since they are representing the Chapter, the Chapter may assist them as necessary.

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

- Fund-raising Project
- Dates and times of activities during the year.

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

- Request for approval of committee activities
- Request for approval of Committee Fund-raising Project
- Fund-raising Project Report

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

PREPARATION OF THE CHAPTER CALENDAR

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

Schedule all Chapter Meetings especially those that conflict with holidays and conferences. Notify WOTM Headquarters of the date changes and date approved by the Chapter.

Important: Every Service Chapter shall hold one Chapter meeting each month and one Board of Officers' meeting each month.

1st Meeting of the month shall be the Chapter Meeting.

**The Board of Officers' meeting may be held prior to the Welcome Reception for new members, which is immediately prior to or immediately following Meeting Night. Allow time for Secretary/Treasurer to write minutes on official pre-numbered minutes pages.

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

If applicable, the Board of Officers shall present the dates to the Lodge Board of Officers/Joint Management Board of Directors for approval to avoid a conflict of dates and to make sure the dates are on the Lodge calendar.

Advance planning also enables the committees to advertise their projects and to notify all members of upcoming events.

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

- Meeting Nights
- Monthly Committee meetings
- Fund-raising projects
- Family Activities
- Social Events
- Community Service activities and events
- Sports events
- Special speakers or special activities scheduled for Chapter meetings

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

Mail the calendar with a letter or bulletin to co-workers who do not attend meetings regularly or live out of town.

If applicable, a monthly/semi-monthly calendar should also appear in your Lodge/Chapter bulletin if it is printed monthly/semi-monthly.

Tips For Successful Meetings

1. Be organized. The Board of Officers will gain the respect of the co-workers if well prepared for the meetings.
2. Plan to arrive at your Chapter meetings early to get ready for the reception (when applicable) and meeting. Volunteer to assist the chairman and her committee in getting ready for the meeting.
3. Ask co-workers to assist you in your various duties. Get everyone involved.
4. Set up the floor for the Meetings – see Meeting Agenda and Procedures Book for proper floor set up.
5. Start and end the meetings on time.
6. Use a microphone at every Chapter meeting, if possible, regardless of whether the meeting room is large or small. Some co-workers have soft voices and many co-workers may not hear as well as others.
7. Memorize your speaking part.
8. Remember smoking and drinking of alcoholic beverages is prohibited at any Women of the Moose meeting.
9. Remember to say, "Please" and "Thank you" or "You Did a Great Job".

Chapter Monthly Meetings

Chapter Activity Committees are a very important part of our program.

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

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

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

When a committee is inactive, the Officers shall assume the responsibility for preparing the program.

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

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

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

Have An Interesting, Fun-Filled Program

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

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

Invite guest speakers to present a program.

During the meeting - if a Guest Speaker is to address the co-workers during the meeting, their comments should be interesting and last no longer than 30 minutes.

Following the meeting – extended programs.

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

Have skits or games after the meeting. Involve the co-workers in your activities.

Remember: Have fun at your Chapter meetings. Give your co-workers a reason to attend.

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

Christmas In October

The Mooseheart/Moosehaven Committee Activity Night held in October should be a special occasion in every Chapter. This Activity Night is designated as Christmas in October. The Chairman and her committee should plan a special Christmas celebration in honor of our students at Mooseheart and our seniors at Moosehaven. The meeting room should be decorated using a Christmas theme. A potluck or special dinner could be held prior to the meeting.

In presenting donations at the Committee Activity Night for the “Christmas in October Walk”, the co-workers present their donations at the end of the meeting, before adjournment.

The Mooseheart/Moosehaven Chairman takes her place in front of the podium with a basket in hand. There may be cheerful Christmas music or group singing while the co-workers participate in the gift walk.

Monetary Gift Walk For Mooseheart and Moosehaven

After the walk, the monies collected in the "Christmas in October Walk", are counted by the Chairman and a member of her committee. It is given to the Secretary/Treasurer who will issue an official business receipt. The Secretary/Treasurer will include the donations in a Chapter check payable to Moose Charities, properly earmarked for Mooseheart Christmas Walk and for Moosehaven Christmas Walk. The check (which also includes other donations properly earmarked) will be sent, by the President, to Women of the Moose Headquarters along with the Mooseheart/Moosehaven Committee's monthly reports.

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

Monthly Committee Meetings

Committee Meetings should be held monthly. The purpose of Committee Meetings:

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

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

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

Involve your co-workers in the committee meetings. Be sure to invite the new members who have been placed on your committee.

Plan enjoyable activities for your committee meetings. Have fun at your committee meetings. This is a time to socialize with the co-workers of your Chapter.

The committee meeting is a great time to work on tray favors for the local hospital, craft items for the Chapter's annual bazaar, or various other projects the committee may want to pursue during the year.

This might be a great night for your committee to assist with Community Services either before or after the meeting.

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

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

Note: Refer to the Committee Chairmen's Pamphlets (found at mooseintl.org) for further information regarding committee meetings and agenda to be followed.

Monthly Board Of Officers' Meeting

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

Agenda

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

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

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

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

Emergency Board of Officers' meeting - Time must be allowed for the Secretary/Treasurer to record the minutes on the official pre-numbered minute pages of the Chapter Minutes Book.

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

Two Officers shall constitute a quorum for the transaction of business. There shall be no pro-tems for any officer at a Board of Officers' meeting. No business shall be transacted if there are less than two Officers present, unless special dispensation has been granted by the Grand Chancellor's office.

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

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

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

Presenting Proposals at Board of Officers' meetings:

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

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

Unfinished Business is unfinished business left over from previous meeting or which may have been referred back to the Board at a previous Chapter meeting.

New Business includes:

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

SERVICE CHAPTER FUND-RAISING

All committees shall have fund-raising projects. It is the responsibility of the Board of Officers to ensure the fund-raising projects are in accordance with the General Laws of the Women of the Moose and all subsequent changes and are not in conflict with the Private Policy of Moose International.

The Chapter shall not jeopardize the “not-for-profit” status of the Lodge, if applicable, or Chapter. Therefore, compliance to these guidelines is imperative.

Below you will find the guidelines for conducting fund-raising projects. Refer to the Private Policy section of this Handbook for more information.

Fund-raising Projects

A Charitable/Community Service Event – Fund-raising In The Moose Home (if applicable)

(Refer to The General Laws of Moose International and the Supreme Lodge of the Loyal Order of Moose.)

1. **Fund-raising Activities Involving Non-Members** -- A Lodge/Chapter shall not conduct any activity for financial gain involving non-members unless specifically authorized by the General Laws. If not specifically authorized by the General Laws, any fund-raising activity involving non-members shall only be conducted in accordance with a dispensation received from the General Governor.
2. **Public Bingo** – If a Lodge/Chapter is properly licensed and is in compliance with all laws, rules, regulations, ordinances, etc., it may conduct Bingo open to the public. The Bingo shall be conducted in the Lodge hall unless otherwise approved by the General Governor and local gaming authorities. Non-member Bingo players shall not enter the Lodge social quarters unless qualified as a guest under the General Laws of the Supreme Lodge.
3. **Community Service And Charitable Fund-raising** – Without the necessity of obtaining a dispensation from the General Governor, a Lodge home may be utilized for legitimate community service programs and charitable fund-raising events upon approval of the local Lodge. Non-members involved in community service programs or fund-raising events shall not enter the Lodge social quarters. Community service and charitable fund-raising events are subject to the following restrictions:
 - a. The social quarters shall be closed to non-members.
 - b. Non-members shall not make purchases unless the purchase is directly related to the fund-raising event.

- c. No alcoholic beverages shall be involved unless specifically approved by the General Governor.
- d. IRS regulations require that only “volunteers” be involved in charitable fund-raising events. No House Committee/Board of Directors employee (i.e., SQ Manager, bartender, etc.) or Lodge/Chapter employee (Administrator, Secretary/Treasurer clerical personnel, etc.) shall participate in charitable fund-raising events. Volunteers may not receive any form of compensation, including, but not limited to, tips, free meals, free drinks, etc.

Important – Income derived from an activity in violation of this condition may be classified as unrelated income and taxable.

- e. Lodge nor Chapter shall benefit financially from the activity.
- f. All net proceeds shall be donated to the charity or community service for which the event was conducted.
- g. A separate and complete record of each event must be kept on file. The file shall include, but not be limited to:
 - 1. Details of the event, an itemized financial record (including gross and net proceeds, costs, etc.)
 - 2. The name, address, telephone number and tax ID or social security number of the organization or individual receiving the proceeds.

Important –

With dispensation a Lodge and/or Chapter may in one year have up to two fundraisers of the same kind involving the public with the Lodge and/or Chapter keeping the proceeds (i.e., two dances, two yard sales, two craft booths, two dinners, etc.). A universal dispensation form is available for printing from the Moose International Website for use by the Lodge. The Chapter must obtain a dispensation from the General Governor for fundraisers involving the public for the financial gain of the Chapter.

Subject to compliance with the LOOM General Laws (also available on the MI Website), there are no limitations on the number of fundraisers involving the public if all the net proceeds go to charity (i.e., Moose Charities) or a legitimate community service program.

Fund-raising Outside The Moose Home

- 1. The Women of the Moose, after receiving dispensation from the office of the General Governor, may have a bake sale, craft sale, bazaar, rummage sale, garage sale, at a public place such as a school, mall, sidewalk, etc. Because of tax regulations, a precise record must be kept of all receipts as well as all costs incurred, including labor on the items made for sale and voluntary work hours in holding the event or project.
- 2. You may specify it is a Women of the Moose booth and how the proceeds are to be used.
- 3. All workers must be volunteers.
- 4. All of the proceeds realized from the event, must be donated to the legitimate charity or Community Service Organization specified in the request for dispensation.
- 5. Records must be retained in the Chapter files indefinitely.

Selling Of Raffle Tickets

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

Selling Of Ham And Turkey Boards

1. The selling of such boards to non-members outside the Moose Home is not allowed and is considered illegal.

Demonstration Parties

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

Bands Hired For A Women Of The Moose Fund-raising Project/Activity

If applicable, when a Chapter/committee is planning a dance for a Fund-raising Project and the band requests a contract to be signed, the Chapter shall ask the Lodge (if applicable) to sign the contract. The Chapter will then write a check to the Lodge or to the band directly. In the event the Chapter is not affiliated with a Lodge, a special Dispensation must be requested from the Grand Chancellor's office prior to the event.

Prohibited/Restricted Fund-raising Projects/Activities

No chapter of the Women of the Moose shall hold a fund raising project that involves the selling, dispensing, or raffling of alcoholic beverages or firearms without proper licensing and dispensation (refer to the document from General Governor's Office at back of book). If desired, a gift card for the item may be included.

Women of the Moose functions held at the Moose Home cannot include any alcoholic beverages provided by the Chapter unless proper licenses have been obtained. (See document from General Governor's Office at back of book)

HANDLING FUNDS

The Secretary/Treasurer is responsible for the collection of all general and special funds and for deposit of same.

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

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

Receipts shall be received for all expenditures.

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

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

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

A President or Vice President who signs a blank check shall be removed from office. A Secretary/Treasurer who provides a blank check for signature will also be removed from office.

Any member of a committee may collect funds from fund-raising projects. They are responsible for all funds collected.

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

Committee chairman is to count the money before giving it to the Secretary/Treasurer, President or Vice President.

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

A Secretary/Treasurer shall issue Official Business Receipts for all funds collected from fund-raising projects. Failure to do so may result in disciplinary charges being filed against her and/or removal from office by WOTM Headquarters.

Issuing Business Receipts

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

INSURANCE, PREMIUMS AND ASSESSMENTS

Risk Pool Assessment

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

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

The Risk Pool Assessment is billed as follows: 33.4% in May, 33.3% in September, and 33.3% in January. All chapters shall pay the assessment for the Risk Pool when due. Checks are made payable to Moose International, Inc. and shall be earmarked Risk Pool and remitted to:

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

The amount paid for the Comprehensive Risk Pool assessment shall be listed under **General Administration Expense**. For further information refer to www.mooseintl.org under Risk Management and Loss Prevention.

Directors and Officers Liability Claims should be reported immediately to:

**Risk Management Department
155 South International Drive
Mooseheart, IL 60539-1119
(800) 544-4407**

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

**Gallagher-Bassett
(877) 5moose5 (877-566-6735)**

Fidelity Bond Insurance

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

Workers' Compensation Insurance

For chapters located in the U.S. where it is mandatory that they have Workers' Compensation, coverage should be included under the Lodge Workers' Compensation Policy. Chapters that are not associated with a Lodge need to determine if they have a payroll and if so, they should contact Risk Management for further instructions. (Refer to the Insurance for Lodges, Service Centers, Chapters, Legions & Association: Programs and Procedures booklet found under the Risk Management and Loss Prevention area of the Moose International website.)

DISPENSATIONS

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

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

Important: A dispensation will not be approved if we do not receive the dispensation over the signatures of the entire Board of Officers.

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

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

Most Dispensation Forms may be found in the Women of the Moose portal of mooseintl.org website. Please make photocopies of these Dispensation Forms for future use throughout the year.

Other dispensations require a letter over the signatures of the Board of Officers.

Service Chapter Dispensations

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

Dispensation is not needed if the Chapter is going to permanently change the date or time of Service Chapter meetings. Only Chapter membership approval is needed. Immediately after approval by the Chapter, the Secretary/Treasurer shall notify Women of the Moose Headquarters with the new meeting dates and via fax 630 966-2211 attn: Chapter Records.

If applicable, after approval by the Chapter membership, the Secretary/Treasurer shall enter the new meeting dates and times in the LCL.net program and transmit to Moose International.

Dispensation is also required:

- To nominate &/or elect &/or install an officer at the same meeting
- A dispensation **is not** required to change the rate of dues for your Chapter. However, Chapter membership approval is required. Immediately after the Chapter membership approves the increase in dues, the Secretary/Treasurer shall enter the new membership dues rate into the LCL.net and transmit to Moose International.

Fax Dispensations to:

Chapter Dispensations
fax number 630 966-2211.

Financial Dispensations

Dispensation shall be required for all donations to community projects in excess of \$1,000.00 per quarter. **NOTE:** Please keep in mind that Mooseheart and Moosehaven are our first and foremost Community Service Projects.

Dispensation must be received from the Office of the Grand Chancellor for all donations to the Moose Center in excess of \$1,000.00 per quarter.

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

If applicable, any time the Chapter is donating funds in excess of \$5,000.00 to the Lodge for improvements to the building, including new construction, remodeling, or construction of outside pavilions, storage areas, etc., which add to the value of the property (real estate), the Lodge must also secure a fraternal dispensation from the General Governor.

In the event the Chapter has had experience with the Lodge using funds other than for its intended purpose, it is recommended that the Chapter simply write the check directly to the vendor or person performing the service once the bill is presented to the Lodge.

The dispensation shall contain the following: **amount, purpose of dispensation, date approved by Chapter (including a copy of the minutes of the meeting where approved) and Chapter Seal.** When requesting a financial dispensation, please allow for a two-week processing period. We do our best to process the dispensations within a couple of days of receipt. However, during the last quarter of the Chapter year, dispensation requests are heavier. Requests are processed in the order they are received.

Dispensation shall be required for all paraphernalia purchases in excess of \$1,000.00.

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

Financial Dispensations shall be sent to:

**Financial Dispensations
155 South International Dr.
Mooseheart, IL 60539-1182
fax to: 630 966-2211.**

MEMBERSHIP CAMPAIGNS

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

Insert campaign flyers in monthly/semi-monthly newsletter.

In addition to these campaigns, your Chapter is encouraged to hold special membership campaigns. Please assist your Membership/Retention Chairman and her committee in planning special campaigns.

Various short-term campaigns are available from the Moose International website under the Membership Department.

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

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

Campaign may be in honor of some outstanding co-worker (International Co-worker of Year Nominee, Novice Co-worker of the Year Nominee).

Novelty stunts may be incorporated into Membership Campaign such as "Come As You Are" luncheon; Chapter divided into teams and winning team is treated to potluck dinner, etc.

Special gifts or prizes may be awarded to "Top Sponsor" in campaign or "Lucky Sponsor".

Prepare poster for Chapter bulletin board and in monthly/semi-monthly newsletter to keep all co-workers aware of campaigns as well as progress of campaign.

- Display sponsors' names

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

NEW MEMBER ORIENTATION PROGRAM

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

A New Member Orientation Program booklet was sent to the President and is available at mooseintl.org.

The video, "This is Mooseheart/This is Moosehaven" should be shown. It may be purchased for a nominal price from Catalog Sales.

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

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

A sample agenda is given in the New Member Orientation Program booklet.

MEMBERSHIP RETENTION

Note: Refer to the “Keys to Successful Membership Retention” book was sent to the President.

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

The Membership/Retention Committee shall secure a list from the Secretary/Treasurer of co-workers whose dues are 30 days in arrears as well as those co-workers whose dues are 120 days in arrears.

The Membership/Retention Committee should meet monthly to make plans for personal contact with co-workers whose membership dues are 30 days or more in arrears.

Personal contact is necessary to remind the co-worker her membership dues are in arrears, explain the benefits of retaining her membership – ensure she knows of the BENEFITS PROGRAM.

Determine why she does not want to renew her dues.

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

Membership/Retention Chairman or a co-worker on committee to meet with the Board periodically to report on information secured by personal contact visits.

WOMEN OF THE MOOSE TRAINING SESSIONS

Women of the Moose Training Sessions are open to all Women of the Moose and Loyal Order of Moose members.

Sessions are typically held between June 1 and October 31. Make-ups are conducted November 1 through January 31.

The President, Vice President and Secretary/Treasurer are encouraged to attend the Women of the Moose Training Session. Chairmen and all other members of the Chapter are also encouraged to attend.

A directory listing the date, time, and place of each session will be listed at www.mooseintl.org in the Women of the Moose portal. Please watch the website for the directory.

The Officers are encouraged to attend the Women of the Moose Training Session as it is designed to assist the Officers in fulfilling their duties and responsibilities to enable the Chapter to have a successful year.

Please RSVP and let the Hostess Chapter know how many to expect from your Chapter so they are prepared.

Your Chapter Analyst Coordinator, Regional Manager and Session Leader shall serve as the liaison between your Chapter and Women of the Moose Headquarters.

2-HOTT Training Sessions are open to all Women of the Moose and Loyal Order of Moose members. Elected Officers, Chairmen and all members of the Service Chapter are encouraged to attend.

A directory listing the date, time, and place of each session will be listed at www.mooseintl.org in the Education and Training portal. Please watch the website for the directory.

ASSISTANCE REQUESTED/REQUIRED DURING THE YEAR

If your Chapter is experiencing difficulty or if the Officers have questions during the year, you should first contact your Chapter Analyst, Regional Manager, or Training Session Leader. If unable to answer your question, further assistance will be requested.

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

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

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

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

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

REMOVAL FROM OFFICE

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

If the President is absent three consecutive meetings of the Chapter and/or Board of Officers, without sufficient excuse, the Vice President may, with the approval of the Board, declare her office vacant.

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

The President may remove a Chairman who is unable to fulfill the duties and responsibilities of the position. The President appointed the co-workers to these positions; therefore it is her responsibility to remove them when necessary. She is to notify the co-worker(s), in writing, that she has found it necessary to vacate the position and list the reason(s) for her decision.

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

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

Co-workers who submit their names for consideration to the Nominating Committee should be aware of the duties and responsibilities of the office and the commitment that is necessary. Vacations that may be from one to three or four weeks may be understood and acceptable. It is possible that an officer could miss three meetings in a row, but anything more would be very questionable, except for illness. There are no specific numbers of meetings that must be attended by Officers/Chairmen in order to make the year a success. However, common sense would lead us to believe that all Officers and Chairmen should be expected to attend all meetings, with the exception of those for which they have a valid excuse.

FINES AND DISCIPLINARY PROCEDURES

It is the responsibility of the President to maintain order and decorum in the Meeting Room. It is not in order for co-workers to cause dissension on the Chapter floor while the Chapter meeting is in session.

If a co-worker causes a disturbance, the Board of Officers should send a Certified Letter, return receipt requested, requesting the co-worker to attend the Board of Officers' meeting.

The co-worker should be counseled in regards to her actions/behavior at meetings. She should also be informed that the President may impose a fine if unacceptable behavior/action continues.

When a co-worker becomes belligerent at a meeting, the President should ask the co-worker to be seated. If the co-worker refuses, then the President asks the Vice President to escort the co-worker from the Meeting Room. If the co-worker refuses to leave, the President should rap the gavel and adjourn the meeting.

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

The filing of disciplinary charges against a co-worker is serious and should not be entered into lightly. Please refer to the General Laws of Moose International and the Supreme Lodge of the Loyal Order of Moose.

Note: All disciplinary charges shall be under the supervision of the General Governor's office.

EXTENDING INVITATIONS TO ATTEND SPECIAL MEETINGS

Your Chapter may invite a Current or Past State/Regional/Provincial/International Officer of the Women of the Moose to be a guest speaker at a Chapter Meeting or membership function provided:

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

Chapters are encouraged to hold special functions to honor:

- New members
- Nominee for International Co-worker of the Year
- Nominee for Novice Co-worker of the Year
- 50-year members
- New Board of Officers and Chairmen

INTERNATIONAL CO-WORKER OF THE YEAR

The International Co-worker of the Year is a program designed to give special recognition to an outstanding co-worker in your Chapter for services rendered to the Chapter, the Lodge (if applicable) and the community during the previous year.

- Every Chapter has co-workers who are worthy of recognition and nomination as International Co-worker of the Year.
- The International Co-worker of the Year Nomination Form and Guidelines will be mailed to the President in May.
- Please follow the directions given on the form.
- The President will call a meeting of the current Board of Officers and Past Presidents/Past Regents of the Service Chapter to select the nominee for the International Co-worker of the Year. If no Past Presidents/Past Regents are available to assist in the selection process, the nominee shall be selected by the Board of Officers. *We suggest the nominee for the Novice Co-worker of the Year be selected at this same meeting.*

The entire nomination form shall be returned to Moose International **no later than July 1st** in order for the nominee to receive consideration as the State/Provincial/Regional nominee for the Shining Star Award or to be eligible to receive a certificate. The form shall be returned to:

**Women of the Moose
Moose International, Inc.
155 South International Dr.
Mooseheart, IL 60539-1182**

- The co-worker selected as the State/Regional/Provincial nominee shall be announced and presented with a plaque at the Midyear Conference.
- The President should also make a special presentation of the International Co-worker of the Year Certificate to the nominee at the following meeting. We highly recommend that friends and family be invited to attend.
- From the 44 State/Regional/Provincial winners, five co-workers will be selected as the nominees for the International Co-worker of the Year Shining Star.
- The International Co-worker of the Year shall be announced at the Shining Star program held in conjunction with the International Conference.

NOVICE CO-WORKER OF THE YEAR

The Novice Co-worker of the Year Program is designed to give recognition to a relatively new co-worker in your Service Chapter who became a member of the Women of the Moose no earlier than July 1, 2008

- Every Chapter must submit a Novice Co-worker of the Year form. If you do not have a co-worker who meets the requirements for this program, please write "None" on the nomination form.
- The Novice Co-worker of the Year Nomination Form and Guidelines will be mailed to the President in May. Follow the directions given on the form.
- The President will call a meeting of the current Board of Officers and Past Presidents/Past Regents of the Service Chapter to select the nominee for the Novice Co-worker of the Year. If no past Presidents/Past Regents are available to assist in the selection process, the nominee shall be selected by the Board of Officers. *We suggest the nominee for the International Co-worker of the Year be selected at this same meeting.*
- A re-enrolled co-worker is not eligible to be selected as the Chapter nominee.
- Transferred-in co-workers who have been members of the Women of the Moose for more than three years are not eligible to be selected as the Chapter nominee.
- The nominee shall have sponsored 3 or more new members into the Chapter **at the date of nomination** of the current year.
- Nominee shall have taken an active part on a committee or served as a Chairman or Elected Officer of the Chapter. She should have good attendance at Service Chapter meetings and functions.
- List all community service activities she has been involved with during the past year.

The entire nomination form shall be returned to Moose International **no later than July 1st** in order for the nominee to receive consideration as the State/Provincial/Regional nominee for the Shining Star Award or to be eligible to receive a certificate. The form shall be returned to:

**Women of the Moose
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- The co-worker selected as the State/Regional/Provincial nominee shall be announced and presented with a plaque at the Midyear Conference.
- The President should also make a special presentation of Novice Co-worker of the Year Certificate to the nominee at the following Chapter meeting. We highly recommend that friends and family be invited to attend.
- From the 44 State/Regional/Provincial winners, five co-workers will be selected as the nominees for the Novice Co-worker of the Year Shining Star.
- The Novice Co-worker of the Year shall be announced at the Shining Star program held in conjunction with the International Conference.

MINUTES OF MEETINGS

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

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

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

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

Correct Procedures In Writing The Board Of Officers' Minutes

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

The Board of Officers' meeting was held on Tuesday, June __, ____ at 8:00 p.m. President, Jane Doe, called the meeting to order. All Officers were present except Vice President Mary Jones, excused. The Board recommends the following proposals:

1. The Mooseheart/Moosehaven Committee is asking to hold a Harvest Dinner and Dance at the _____ on October __, ____ as their fund-raising project.

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

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

Suggested dress is calico dresses and bonnets for women; jeans, plaid shirts and boots for men or similar clothing appropriate for this occasion. A prize will be awarded to a man, woman, and child for the best costume. Cost of each prize, not to exceed \$____.

Expenses for the project will be:

\$____ Printing Tickets
\$____ Food for dinners
\$____ Decorations
\$____ Prizes for best costume
\$____ Total Expenses

The Mooseheart/Moosehaven Committee would like to earmark \$____ from their fund-raising project for a partial scholarship to the local school of nursing. The committee also wishes to serve as volunteer workers in the children's ward at Hilltop Hospital each Saturday in November, at no cost to the Chapter.

The net proceeds from the Mooseheart/Moosehaven Committee fund-raising project will be used as follows:

\$____ Women of the Moose Scholarship and Maintenance Fund

\$____ *Special project:* “_____”

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

2. Mooseheart/Moosehaven Committee Activity Night plans are as follows:

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

Badges depicting a hospital theme, made of red and white construction paper, will be made. Approximate cost: \$____.

Decorations of wall hangings will be made and a hospital theme table centerpiece will be on loan from a committee member. Approximate cost: \$____.

A student nurse, sponsored by the committee, will be our guest speaker for the evening. A money corsage containing \$10.00 will be given to the student nurse. Amount of corsage not to exceed \$20.00.

At the close of the meeting, the Mooseheart/Moosehaven Committee will also present a short skit. Total Chapter Night Expense: \$____.

3. For their community service project, the Mooseheart/Moosehaven Committee would like to sponsor a children’s fingerprint program on December __, ____, from 9 a.m. to 2 p.m. to be held at _____. The Sheriff’s Department will assist with the fingerprinting. The committee will provide cookies, Kool-aid and lemonade to all children and parents attending the program at a cost not to exceed \$50.00.

4. On July __, ____, the Mooseheart/Moosehaven Committee will provide word games for everyone’s enjoyment. Refreshments of fresh watermelon and cantaloupe slices, coffee and iced tea will be served. Approximate cost of refreshments and prizes will be \$____.

5. The Membership/Retention Committee presented a proposal to hold a contest running August __, ____ through October __, _____. Each co-worker sponsoring one new candidate during this period will receive a decorated turkey platter, cost not to exceed \$____ each, sponsors of two and receive a serving set, not to exceed \$____ each, sponsors of five or more and receive a free 12-14 lb. turkey, cost not to exceed \$____ each.

6. The Membership/Retention Committee also presented a proposal that a Christmas social be held on December __, ____ at ____p.m. at a Get Acquainted Meeting for Women of the Moose candidates and their sponsors. The committee has recommended that \$5.00 be charged for the sponsor. Costs for this function will be:

\$ ____ name badges

\$ ____ decorations

\$ ____ food

Total cost - \$____

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

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

SPECIAL NOTE: Since the Board of Officers rejected proposal number 6; the correct procedure to use is as follows:

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

b. In the event the Chapter agrees with the Board of Officers' rejection, then the matter is dropped completely.

7. The Board of Officers is locked in the voting on another Membership/Retention Committee proposal. The original recommendation is as follows:

Hold a President's Tea on February __, ____ from 1 to 3 p.m. Select gourmet teas and bakery delicacies will be served at a cost not to exceed \$50.00. All Chapter members and all candidates are to be admitted without charge. Slides of Mooseheart and Moosehaven will be shown. Everyone else will pay \$____ for admittance.

One officer voted for the entire proposal and one officer rejected one portion of the proposal. (The third elected officer was not present at the meeting) They felt everyone, with the exception of candidates, should pay \$____. Therefore, due to the locked proposal, the Board of Officers is bringing this proposal to the Chapter membership for a majority vote. It is necessary to vote first on the project. The second vote will be taken to determine whether co-workers and candidates should be admitted free.

8. The Board of Officers reviewed the Chapter Policies and makes a recommendation to approve the Chapter Policies as written.

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

Moose International statement \$____.

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

Baby Spoon (Co-worker Ann Johnson—baby girl) in amount of \$____ per Chapter Policies.

Jane Doe reimbursement for flowers for hospitalized co-workers Ann Lee and Betty Tomms in amount of \$____ each for a total of \$____ per Chapter Policies.

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

CERTIFIED AS CORRECT:

PRESIDENT

SECRETARY/TREASURER

Board Of Officers' Minutes Form

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

The Board of Officers' meeting was held on _____, 20____ at _____ P.M. The meeting was called to order by _____, _____. All Officers were present except _____. The Board recommends the following proposals:

1. _____

2. _____

3. _____

4. _____

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

The Board recommends payment of the following bills:

- _____ in the amount of \$ _____
- _____ in the amount of \$ _____
- _____ in the amount of \$ _____
- _____ in the amount of \$ _____
- _____
- _____

Meeting adjourned at _____ P.M.

Correct Procedures In Writing Service Chapter Meeting Minutes

The following is an example of correct minutes recorded at the Membership/Retention Night Meeting:

Prior to the Service Chapter Committee Activity Night, 4 new members (Jillian Grant, Serena Adams, Tabitha Small and Belinda Johnson) were present at the Welcome Reception. The President addressed them and introduced them to the members present. They were presented with the WOTM welcome gift and invited to attend the meeting.

The meeting was called to order at 7:00 p.m. on June __, ____ by President Jane Doe. All Officers and Chairmen were present, as well as two new members (Serena Adams and Belinda Johnson). Membership/Retention Chairman Janice Heath introduced her committee.

There were five committee members present. Total attendance was 18. Chairman Janice gave a resume of her committee and reported they plan to hold a Save-A-Tape Cash Register Receipts project from December 1 through December 31, ____ as their fund-raising project. The Chapter will receive 2% of all sales receipts from Hilltop Super Market for purchases made by Chapter co-workers.

Chairman Janice presented a check for \$____ for the Women of the Moose Scholarship and Maintenance Fund and \$____ for the special project _____.

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

Applications for membership were balloted upon: Mary Lawrence - sponsor Susie Jones and Maurine Stephens - sponsor Mary Smith. Ballot was favorable.

Report of Chapter financial standings were given by the Secretary/Treasurer (detailed report attached). Total of bank deposits since last meeting were read and verified by the President.

Expenditures totaled \$____. Receipts collected and deposited were \$____. Current actual cash balance is \$____.

Minutes of the meeting held on _____ were read and approved as read. *OR Minutes of the meeting held on _____ were read and approved as corrected.*

Minutes of the Board of Officers' meeting held on _____ were read. Proposals #5 and #6 were discussed.

The co-workers voted against the Board's rejection on the second portion of #6, which referred to admittance charge and the amount to be spent for a prospective member's Christmas Social. Proposal #6 was referred back to the Board for consideration.

Since the Board of Officers was locked on proposal #7, it was brought to the Chapter with a request to vote on the two parts of the proposal separately. First, the Chapter voted on the Membership/Retention Committee's request to hold a President's Tea on February __, ____ from 1 - 3 p.m. The vote was favorable to hold the Tea. Second, a vote was taken to determine whether prospective candidates and co-workers should be admitted free. The vote was favorable for this portion, also. Therefore, the original Membership/Retention Committee proposal stands as approved by the Chapter.

A motion was made by Janet Jones to accept the remainder of the Board minutes seconded by Sue Perry. The motion was carried by majority show of hands. (MSUC = motion seconded and unanimously carried) *OR (MSC 9/5 = motion seconded and carried with a vote of 9 yes/5 no).*

Form 114 was read by Membership/Retention Chairman Janice Heath. Form 166 was read by Community Service/Fraternal Fund-raising Chairman Bernice Weaver.

Correspondence from Women of the Moose Headquarters was read.

The President made the following announcements: Co-workers Betty Tomm and Ann Lee are patients at Hilltop Hospital. Both of them are recovering nicely from surgery.

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

All co-workers were invited to remain for refreshments during the social hour. The meeting adjourned at 8:40 p.m. A skit presented by the Membership/Retention Committee followed the adjournment.

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

CERTIFIED AS CORRECT:

PRESIDENT

SECRETARY/TREASURER

Service Chapter Meeting Minutes Form

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

Total Attendance _____

The meeting was called to order at _____ P.M. on _____ 20____, by _____

Record of attendance of Elected Officers and Chairmen can be found on the Attendance form.

Officer Pro-tems were: _____

New Members in attendance were: _____

Chairman _____ introduced her committee. There were _____ committee members present. Chairman _____ gave a résumé of her committee and reported that they plan to hold a

_____ from _____ through _____ as their fund-raising project. Chairman _____ presented a check for \$_____ for the WOTM Scholarship and Maintenance Fund and \$_____ for the (*Mooseheart or Moosehaven*) Special Project

Applications for membership were balloted upon were:

_____, sponsor _____

_____, sponsor _____

Attach report of Financial Verification – detailed information of all checks written, receipts collected and deposited made since last report date.

Minutes of:

Service Chapter meeting held on _____ approved Yes/No

Corrections made _____

Officers' meeting held on _____ approved # of Yes /# of No .

Corrections made _____

Correspondence read: _____

The President made the following announcements:

All co-workers were invited to remain for refreshments during the social hour.

The meeting adjourned at _____ P.M.

The _____ skit or _____ game followed adjournment.

SERVICE CHAPTER POLICIES

Important: Service Chapter Policies shall be reviewed and up-dated by the Board of Officers at the beginning of **each** Chapter Year and must be approved by the Chapter membership.

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

Before a check, or expenses, can be issued that pertain(s) to a Service Chapter Policy, it must be brought to the Chapter membership via the Board of Officers' minutes for final approval as follows:

Copies of the approved Service Chapter Policies should be made available for all co-workers requesting a copy, **ONLY AFTER** all are completely approved by the membership.

Example Of Service Chapter Policies

STATE/PROVINCE: USA/CANADA

CHAPTER NAME & NO.: Hilltop #1000

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

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

ADVANCE CHECKS ISSUED FOR:

- | | |
|------------------------------|-----------------------|
| 1. Regular Scheduled Meeting | not to exceed \$00.00 |
|------------------------------|-----------------------|

MISCELLANEOUS CHAPTER EXPENSES:

- | | |
|---|-----------------------|
| 1. Tommy Moose | not to exceed \$00.00 |
| 2. Youth Awareness | not to exceed \$00.00 |
| 3. Chapter to purchase five (5) food certificates (or provide 5 food baskets) for families in need. Names to be presented at the Meeting in November for membership approval. | not to exceed \$00.00 |
| 4. Sponsor Mooseheart Girl Scout Troop | not to exceed \$00.00 |
| 5. Sponsor Mooseheart Boy Scout Troop | not to exceed \$00.00 |
| 6. Sponsor Youth Softball Women of the Moose Team | not to exceed \$00.00 |
| 7. Sponsor Youth Soccer Women of the Moose Team | not to exceed \$00.00 |
| 8. Provide Women of the Moose Scholarship to high school student at time of graduation. Committee of five co-workers – review list of students that meet local high school qualification. Special consideration given to qualified students whose parents are members of the Moose. | not to exceed \$00.00 |

EXPENSES FOR REPRESENTATIVES TO CONFERENCES

- | | |
|--|------------------------|
| 1. Representative to Annual/Midyear State/Regional/Provincial Conference: | not to exceed \$000.00 |
|--|------------------------|

Note: Refer to the General Laws of the Women of the Moose regarding expenses. \$.30 per mile round trip or super saver airfare whichever is less. \$30.00 per night per diem.

- | | |
|--|------------------------|
| 2. Conferral Staff Member (If and When Applicable): | not to exceed \$000.00 |
|--|------------------------|

Note: Refer to the General Laws of the Women of the Moose regarding expenses. \$.30 per mile round trip or super saver airfare whichever is less. \$30.00 per night per diem.

- | | |
|--|------------------------|
| 3. Pre-registration and registration fee for all co-workers attending the International Conference to be paid by the Chapter. | not to exceed \$000.00 |
|--|------------------------|

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

SERVICE CHAPTER FUNCTIONS:

- 1. Chapter Installation to be held in April. Total expenses. not to exceed \$00.00
- 2. Christmas Party in December, Vice President to be in charge. All expenses to be paid by Chapter. not to exceed \$00.00
- 3. Children's Halloween and Christmas Parties, Chapter expense (each). not to exceed \$00.00
- 4. Easter Egg Hunt, Chapter expense.
- 5. Committee Chairman shall state amount to be spent on Meeting Night refreshments, badges, decorations and prizes, if necessary. A check in this amount shall be given to the chairman prior to the Night. not to exceed \$00.00

SERVICE CHAPTER GIFTS AND AWARDS TO CO-WORKERS:

- 1. Chapter to present Chapter pin to new members attending four consecutive meetings. (each) not to exceed \$0.00
- 2. Chapter to present 25 year, 40 year and 50 year pins to co-workers reaching those levels. To be presented at Chapter anniversary meeting to co-workers in good standing. (each) not to exceed \$0.00
- 3. Chapter to send planter (or flowers) to hospitalized co-workers in good standing, provided they will be hospitalized a minimum of three days. All others to receive a get-well card. Secretary/Treasurer or President must be notified while co-worker is hospitalized. (each occasion) not to exceed \$0.00
- 4. Sunshine Committee Chairman allotted funds to purchase (number of) boxes of greeting cards and (number of) postage stamps (total) In the event additional cards and stamps are needed, the Sunshine Chairman will present a proposal to the Board of Officers for Chapter membership approval to allow for additional purchases. not to exceed \$0.00
- 5. Chapter check for \$00.00 to be sent to the family of deceased co-workers in good standing. (each occasion) not to exceed \$0.00
- 6. Baby spoons to be sent to new babies of co-workers in good standing. (each occasion) not to exceed \$0.00
- 7. Corsages, not to exceed \$_____ may be presented to chairmen on their Committee Activity Nights and to co-workers taking part in any Moose function. not to exceed \$0.00

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

The meeting adjourned at 9:30 P.M.

SPECIAL NOTE: A line will be drawn diagonally across the remainder of the page to indicate that was all of the minutes from that particular meeting.

CERTIFIED AS CORRECT:

President

Secretary/Treasurer

FORM 114

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

CHAPTER NUMBER: _____
CHAPTER NAME: _____
STATE/PROVINCE: _____

IMPORTANT! This information must be completed for credit!

sample

FORM 114 2011 - 2012

REPORT OF MEMBERSHIP/RETENTION NIGHT PREPARED BY CHAIRMAN

Read at Chapter Meeting. Give to President after the meeting.

PROJECT ASSIGNED TO COMMITTEE: PHARMACY ASSISTANCE

**AFTER THE SERVICE CHAPTER MEETING IN «Date Due» - SEND FORM AND CHECKS TO:
WOMEN OF THE MOOSE HEADQUARTERS. Do Not Send In Before This Date.**

Committee Name	MEMBERSHIP/RETENTION
Chairman's Name	JANICE HEATH
Date of Service Chapter Activity Night	May , 2011
Number of New members present at Service Chapter Activity Night	2
Number of Candidates balloted upon/enrolled during the month	3
Number of committee members present at Service Chapter Activity Night	7
Women of the Moose Scholarship and Maintenance Fund	Check No. 1234 Amt. \$ 100.00
Project assigned to Committee	Check No. 1235 Amt. \$ 250.00
Endowment Fund (collected and deposited since last report)	Check No. 1236 Amt. \$ 62.50

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

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

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

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

Cash Donations to non-Moose organizations \$	25.00
Hours Volunteered	16
Miles driven	12.5

(Date)

(Committee Chairman)

(Secretary/Treasurer)

(President)

(PRINT NAME) Phone #

*Amounts shown are examples only

Chapter Seal

FORM 166

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

CHAPTER NUMBER: _____
CHAPTER NAME: _____
STATE/PROVINCE: _____

IMPORTANT! This information must be completed for credit!

sample

FORM 166 2011 - 2012

COMMITTEE FORM FOR **FUND-RAISING AND SPECIAL PROJECTS**. Each Chairman prepares and reads report at SERVICE CHAPTER MEETING after Fund-raising Project is held. When Committee has held more than one Fund-raising Project, complete this form covering all projects. Give to President after the meeting.

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

Committee Name _____ Membership/Retention _____
Chairman's Name _____ Janice Heath _____
Number of Committee meetings held _____ 10 _____
Committee Fund-raising Project was _____ Chocolate and Nuts sale _____
Date held _____ September 1st – November 22nd _____
Place held _____ Moose Home _____
Number of Committee members present at Fund-raising Project _____ 7 _____

TOTAL COLLECTED \$ <u>2,000.00</u>	LESS EXPENSES \$ <u>850.00</u>	NET PROFIT \$ <u>1,150.00</u>
---	---------------------------------------	--------------------------------------

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

<i>Proceeds will be used for:</i>	<i>Amount approved:</i>
WOTM Scholarship & Maintenance Fund \$100.00 & Special Project of Committee \$250.00	\$ 350.00
Tommy Moose – donation to Police Department	\$ 75.00
Balance to General Fund	\$ 725.00

****Please write on back of this form a detailed description of fund-raising project, including details of all expenditures.****

(Date) _____ (Committee Chairman)

(Secretary/Treasurer) _____ (President)

(PRINT NAME) Phone # _____ *Amounts shown are examples only

Chapter Seal

Email to: wotmmail@mooseintl.org

2011-2012 SPECIAL PROJECTS



Co-workers- Mooseheart and Moosehaven should always be the Chapter's first and foremost priority for donations to help secure their future. We hope you will give generously. Your assistance and understanding is truly appreciated. Thank you.

Committee	Mooseheart	Moosehaven
May, 2011 Membership/Retention		Pharmacy Assistance
June, 2011 Community Service/Fraternal Fund-raising	Girls' Athletic Program	
July, 2011 Activities & Sports	Music Department	
August, 2011 Elected Officers	New Child Right Start	
September, 2011 Elected Officers		Katherine Smith Center
October, 2011 Mooseheart/Moosehaven	Christmas in October	Christmas in October
November, 2011 Elected Officers	Feed a Home in December	
December, 2011 Community Service/Fraternal Fund-raising		Clothing, Laundry and Dry Cleaning
January, 2012 Activities & Sports	Physical and Occupational Therapy	
February, 2012 Mooseheart/Moosehaven		Special Events
March, 2012 Membership/Retention	Photography	
April, 2012 Elected Officers	Boys' Athletic Program	
Annual Conference – 2011	Music Department	
Convocation – 2011		Beauty Shop
Midyear Conference – 2012		Daily Needs
Annual Academy of Friendship Session – 2012	Music Department	

See WOTM Service Chapter General Laws, INSTALLATION.

1. President-Elect prepares a written proposal to present to the Board of Officers containing complete details regarding:
 - Cost for food, programs, flowers/corsages, decorations, music or band, and gifts for Installing Officers
 - Dress code for Installation Ceremony
 - Names of Installing Officers (to avoid possible misunderstanding of those eligible- see below**)

2. President-Elect shall meet with the Board of Officers to present the **written proposal** for Installation and to answer any questions the Board may have regarding the plans for Installation.

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

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

**Any co-worker of the Service Chapter (including new members) may serve as an Installing Officer, with exception where noted. Please refer to the Service Chapter Meeting Procedures and Agendas books.

Note: Only a Past President/Past Regent is eligible to serve as Installing President. (A Past President/Past Regent is a co-worker who served one full term as President/Senior Regent .

There shall be no pro-tems for Officers or Chairmen to be installed.

Co-workers shall not be installed prior to the regular scheduled date for the Installation.

Any co-worker unable to be installed at the Installation Ceremony may be installed at a later date.

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

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

4. A copy of the approved written proposal shall be given to the Installing Chairman so she can supervise arrangements.
5. President-Elect notifies all Chairmen and Officers of the date, time, and place of Installation. An installation practice prior to the Installation will ensure a more impressive ceremony.
6. The Newly Installed Elected Officers and Chairmen shall be entered on the Moose website – Admin. Section after May 2nd and prior to May 5th.

Minutes Of Installation

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

CONCLUSION

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

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

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

Have a Great Year!!!!

REQUIREMENTS FOR RAFFLES OF ALCOHOLIC BEVERAGES OR FIREARMS BY CHAPTERS

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

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

THE PRIVATE POLICY

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

"YOU ARE EITHER A MEMBER OR A GUEST!"

All active members of the Order shall be admitted to the social quarters of any lodge of the Loyal Order of Moose unless his or her privileges have been suspended in accordance with the laws of the Order.

Only the following persons may be admitted as a "qualified guest" into the social quarters or home of any lodge of the Order:

- A. An active lodge or chapter member's immediate family.
(Note - There are no limits on the number of times a qualified family member may be admitted as a guest unless he or she qualifies as a prospective member of the person signing them into the social quarters.)
- B. The lady friend of an active lodge member or the gentleman friend of an active chapter member. (Note -There are no limits on the number of times a qualified lady friend or gentleman friend may be admitted as a guest.)
- C. A prospective member is defined as any guest that is accompanied by a member who can sponsor them for membership in the Order. As permitted by the House Committee, a prospective member may be admitted subject to the following:
 - 1. The prospective member is accompanied at all times by his or her sponsor.
 - 2. The prospective member is properly signed in as a guest.
 - 3. The prospective member shall not make purchases.
 - 4. The prospective member shall leave when his or her sponsor leaves.
 - 5. The prospective member shall be limited to two (2) visits.

All adult guests must be signed in the guest book and leave when the member leaves. Members are responsible for the conduct of their guests. The term "guest" includes non-member spouses. An inactive member (i.e., in arrears on payment of dues but not dropped) may not enter any lodge, even as a guest.

Only members of the Order, whose active membership has been verified, are permitted to make purchases. Unless prohibited by local law, the sale of refreshments to qualified minor family guests is permitted. It is the responsibility of the House Committee to ensure that all persons entering the lodge home and social quarters are either active members or qualified guests. It is recommended that the House Committee adopt a method of distinguishing members and guests to prevent guests from inadvertently making purchases.

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

The House Committees must provide key cards to all active members of the lodge and chapter, if the lodge uses such a system. The House Committee may charge a reasonable fee to recoup the costs of the key cards.

Using the social quarters for any lodge or chapter community service activity is prohibited unless prior approval is obtained from the General Governor.

These admission rules do not change the authority of the House Committee as provided by Sections 48.1 and 48.9 of the General Laws. Sections 28.8 and 50.3 provide information regarding suspended and expelled members, and undesirable individuals. Expelled members shall not enter any lodge or social quarters as a guest or otherwise except by dispensation of the General Governor.

THE PRIVATE POLICY continued

Gentlemanly/ladylike and orderly conduct is required of all persons at all times. The House Committee is required by the laws of the Order to enforce all rules and regulations and maintain proper decorum. Indecent, profane, violent or other inappropriate conduct is absolutely prohibited. A member's social privileges in a lodge may be suspended by the House Committee of the lodge pending a hearing and final decision of the House Committee in accordance with Section 48.9.

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

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

The Supreme Council may adopt additional rules and regulations for the operation of social quarters by Moose lodges and these rules and regulations shall be effective as provided in the written action of the Supreme Council.

**Questions concerning the Private Policy should be directed to the General Governor.
Phone: (630) 966-2207, Fax: (630)-966-2208, E-mail: sgreene@mooseintl.org**

CHECKLIST FOR A SUCCESSFUL YEAR

Note: All Chapters are encouraged to have a post office box, be sure post office box rental is paid when due, and be advised that both the President and Secretary/Treasurer shall have a key to the post office box. Mail shall not be sent to personal address.

Note: The Audit Committee meets monthly to complete an audit of all records, **prior to transmission.** Email Audit Report (located on our portal at www.mooseintl.org – forms) to: wotmmail@mooseintl.org or fax to 630 966-2211 by the 12th of each month.

APRIL

	President-Elect appoints Committee Chairmen and Special Committee Chairmen.
	President-Elect draws up plans for Installation.
	President-Elect meets with Board of Officers to present written plans for Installation.
	President-Elect appoints Installing Officers.
	Gives copy of written proposal, approved by Chapter membership, to Installation Committee.
	Notifies all Chairmen and Officers of date and time of Installation and practice.
	Practice for Installation.
	Installation.
	Schedules meeting of all Committee Chairmen.
	Meeting with Committee Chairmen <ul style="list-style-type: none"> • Chairman may request co-workers to be assigned to her Committee. • Secretary/Treasurer divides remaining membership and places each co-worker on a Committee. • President prepares Committee Lists and distributes to Committee Chairmen so they can contact the members of their committees.
	New Member Orientation Meeting.
	Make plans to attend Women of the Moose Training Session. Consult Directory on WOTM website for the exact date, time, and place of Session.

MAY

	Monthly Service Chapter Meeting – all members invited.
	Risk Pool Insurance Premiums sent May 1
	<u>Newly installed Officers and Chairmen are entered on the Moose Webpage under the Admin. Section. Available for input after May 2nd.</u>
	Audit Committee meets to prepare the monthly audit of the previous month.
	Submits membership applications, membership information, reports enrollment, re-enrollment, reinstatement and transfer-in of co-workers immediately to Women of the Moose Headquarters.
	President notifies every co-worker on the Chapter rolls of the committee to which they have been appointed.
	Committee meetings.
	Monthly Form 114 with Chapter checks attached to be read to Chapter and remitted to WOTM Headquarters, immediately following the meeting.
	Monthly Form 166 to be read and remitted to WOTM Headquarters when fund-raising project is completed. Remit to wotmmail@mooseintl.org or fax to 630 966-2211.
	Board of Officers' meeting with Committee Chairmen to prepare Chapter Calendar.

MAY (continued)

	Board of Officers' meeting. Board reviews Service Chapter Policies. A complete set of policies is recorded on official pre-numbered pages in Chapter Minutes Book each Chapter year for Chapter membership approval.
	President receives International and Novice Co-worker of the year forms.
	All members meet to select a nominee for International Co-worker of the year and Novice co-worker of the year. President mails both forms to Women of the Moose, Moose International on or before July 1st
	New member orientation meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	All co-workers are encouraged to attend WOTM Training Session. Consult Directory on WOTM website for the exact date, time, and place of Session.
	All co-workers are encouraged to attend a 2-HOTT Session. Consult Directory on Moose International website (Education & Training) for the exact date, time, and place of Session.
	Plan fundraisers and set aside funding for representative to attend the 2011 Annual Conference, 2012 Midyear Conference and International Conference - Anaheim, CA June 30 – July 6, 2011.

JUNE

	Monthly Service Chapter Meeting – all members invited.
	Audit Committee meets to prepare the monthly audit of the previous month.
	Submits membership applications, membership information, reports enrollment, re-enrollment, reinstatement and transfer-in of co-workers immediately to Women of the Moose Headquarters.
	Committee meetings.
	Monthly Form 114 with Chapter checks attached to be read to Chapter and remitted to WOTM Headquarters, immediately following the meeting.
	Monthly Form 166 to be read and remitted to WOTM Headquarters when fund-raising project is completed. Remit to wotmmail@mooseintl.org or fax to 630 966-2211.
	Board of Officers' meeting.
	New member orientation meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	All co-workers are encouraged to attend WOTM Training Session. Consult Directory on WOTM website for the exact date, time, and place of Session.
	All co-workers are encouraged to attend a 2-HOTT Session. Consult Directory on Moose International website (Education & Training) for the exact date, time, and place of Session.
	Plan fundraisers and set aside funding for representative to attend the 2011 Annual Conference, 2012 Midyear Conference and International Conference - Tampa, Florida 2012.

JULY

	Monthly Service Chapter Meeting – all members invited.
	Audit Committee meets to prepare the monthly audit of the previous month.
	Submits membership applications, membership information, reports enrollment, re-enrollment, reinstatement and transfer-in of co-workers immediately to Women of the Moose Headquarters.
	Committee meetings.
	Monthly Form 114 with Chapter checks attached to be read to Chapter and remitted to WOTM Headquarters, immediately following the meeting.
	Monthly Form 166 to be read and remitted to WOTM Headquarters when fund-raising project is completed. Remit to wotmmail@mooseintl.org or fax to 630 966-2211.
	Board of Officers' meeting.
	New member orientation meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	All co-workers are encouraged to attend WOTM Training Session. Consult Directory on WOTM website for the exact date, time, and place of Session.
	All co-workers are encouraged to attend a 2-HOTT Session. Consult Directory on Moose International website (Education & Training) for the exact date, time, and place of Session.
	Plan fundraisers and set aside funding for representative to attend the 2011 Annual Conference, 2012 Midyear Conference and International Conference - Tampa Florida 2012.

AUGUST

	Monthly Service Chapter Meeting – all members invited.
	Audit Committee meets to prepare the monthly audit of the previous month.
	Submits membership applications, membership information, reports enrollment, re-enrollment, reinstatement and transfer-in of co-workers immediately to Women of the Moose Headquarters.
	Committee meetings.
	Monthly Form 114 with Chapter checks attached to be read to Chapter and remitted to WOTM Headquarters, immediately following the meeting.
	Monthly Form 166 to be read and remitted to WOTM Headquarters when fund-raising project is completed. Remit to wotmmail@mooseintl.org or fax to 630 966-2211.
	Board of Officers' meeting.
	New member orientation meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	All co-workers are encouraged to attend WOTM Training Session. Consult Directory on WOTM website for the exact date, time, and place of Session.
	All co-workers are encouraged to attend a 2-HOTT Session. Consult Directory on Moose International website (Education & Training) for the exact date, time, and place of Session.
	Plan fundraisers and set aside funding for representative to attend the 2011 Annual Conference, 2012 Midyear Conference and International Conference - Tampa Florida 2012.

SEPTEMBER

	Monthly Service Chapter Meeting – all members invited.
	Submits membership applications, membership information, reports enrollment, re-enrollment, reinstatement and transfer-in of co-workers immediately to Women of the Moose Headquarters.
	Audit Committee meets to prepare the monthly audit of the previous month.
	Committee meetings.
	Monthly Form 114 with Chapter checks attached to be read to Chapter and remitted to WOTM Headquarters, immediately following the meeting.
	Monthly Form 166 to be read and remitted to WOTM Headquarters when fund-raising project is completed. Remit to wotmail@mooseintl.org or fax to 630 966-2211.
	Board of Officers' meeting.
	New member orientation meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	All co-workers are encouraged to attend WOTM Training Session. Consult Directory on WOTM website for the exact date, time, and place of Session.
	All co-workers are encouraged to attend a 2-HOTT Session. Consult Directory on Moose International website (Education & Training) for the exact date, time, and place of Session.
	Plan fundraisers and set aside funding for representative to attend the 2011 Annual Conference, 2012 Midyear Conference and International Conference - Tampa Florida 2012.

OCTOBER

	Monthly Service Chapter Meeting – all members invited. Mooseheart/Moosehaven Committee - Christmas in October Monetary Gift Walk for Mooseheart and Moosehaven.
	Audit Committee meets to prepare the monthly audit of the previous month.
	Submits membership applications, membership information, reports enrollment, re-enrollment, reinstatement and transfer-in of co-workers immediately to Women of the Moose Headquarters.
	Committee meetings.
	Monthly Form 114 with Chapter checks attached to be read to Chapter and remitted to WOTM Headquarters, immediately following the meeting.
	Monthly Form 166 to be read and remitted to WOTM Headquarters when fund-raising project is completed. Remit to wotmail@mooseintl.org or fax to 630 966-2211.
	Board of Officers' meeting.
	New member orientation meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	All co-workers are encouraged to attend WOTM Training Session. Consult Directory on WOTM website for the exact date, time, and place of Session.
	All co-workers are encouraged to attend a 2-HOTT Session. Consult Directory on Moose International website (Education & Training) for the exact date, time, and place of Session.
	Plan fundraisers and set aside funding for representative to attend the 2012 Midyear Conference and International Conference - Tampa Florida 2012.

NOVEMBER

	Monthly Service Chapter Meeting – all members invited.
	Audit Committee meets to prepare the monthly audit of the previous month.
	Submits membership applications, membership information, reports enrollment, re-enrollment, reinstatement and transfer-in of co-workers immediately to Women of the Moose Headquarters.
	Committee meetings.
	Monthly Form 114 with Chapter checks attached to be read to Chapter and remitted to WOTM Headquarters, immediately following the meeting.
	Monthly Form 166 to be read and remitted to WOTM Headquarters when fund-raising project is completed. Remit to wotmmail@mooseintl.org or fax to 630 966-2211.
	Board of Officers' meeting.
	New member orientation meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	Plan fundraisers and set aside funding for representative to attend the 2012 Midyear Conference and International Conference - Tampa Florida 2012.

DECEMBER

	Wishing Each Of You A Blessed Holiday Season And A Happy New Year!
	Monthly Service Chapter Meeting – all members invited.
	Audit Committee meets to prepare the monthly audit of the previous month.
	Submits membership applications, membership information, reports enrollment, re-enrollment, reinstatement and transfer-in of co-workers immediately to Women of the Moose Headquarters.
	Committee meetings.
	Monthly Form 114 with Chapter checks attached to be read to Chapter and remitted to WOTM Headquarters, immediately following the meeting.
	Monthly Form 166 to be read and remitted to WOTM Headquarters when fund-raising project is completed. Remit to wotmmail@mooseintl.org or fax to 630 966-2211.
	Board of Officers' meeting.
	New member orientation meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	Plan fundraisers and set aside funding for representative to attend the 2012 Midyear Conference and International Conference - Tampa Florida 2012.

JANUARY

	Monthly Service Chapter Meeting – all members invited.
	Audit Committee meets to prepare the monthly audit of the previous month.
	Submits membership applications, membership information, reports enrollment, re-enrollment, reinstatement and transfer-in of co-workers immediately to Women of the Moose Headquarters.
	Committee meetings.
	Monthly Form 114 with Chapter checks attached to be read to Chapter and remitted to WOTM Headquarters, immediately following the meeting.
	Monthly Form 166 to be read and remitted to WOTM Headquarters when fund-raising project is completed. Remit to wotmmail@mooseintl.org or fax to 630 966-2211.
	Board of Officers' meeting.
	New member orientation meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	Review Missing Documents and Missing Positions Reports – make corrections as needed.
	Plan fundraisers and set aside funding for representative to attend the 2012 Midyear Conference and International Conference - Tampa Florida 2012.

FEBRUARY

	Refer to Election Booklet for proper procedures – Nominations & Elections
	Monthly Service Chapter Meeting – all members invited.
	Audit Committee meets to prepare the monthly audit of the previous month.
	Submits membership applications, membership information, reports enrollment, re-enrollment, reinstatement and transfer-in of co-workers immediately to Women of the Moose Headquarters.
	Committee meetings.
	Monthly Form 114 with Chapter checks attached to be read to Chapter and remitted to WOTM Headquarters, immediately following the meeting.
	Monthly Form 166 to be read and remitted to WOTM Headquarters when fund-raising project is completed. Remit to wotmmail@mooseintl.org or fax to 630 966-2211.
	Board of Officers' meeting.
	New member orientation meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	Plan fundraisers and set aside funding for representative to attend the 2012 Midyear Conference and International Conference - Tampa Florida 2012.

MARCH

	Refer to Election Booklet for proper procedures – Nominations & Elections
	Monthly Service Chapter Meeting – all members invited.
	Audit Committee meets to prepare the monthly audit of the previous month.
	Submits membership applications, membership information, reports enrollment, re-enrollment, reinstatement and transfer-in of co-workers immediately to Women of the Moose Headquarters.
	Committee meetings.
	Monthly Form 114 with Chapter checks attached to be read to Chapter and remitted to WOTM Headquarters, immediately following the meeting.
	Monthly Form 166 to be read and remitted to WOTM Headquarters when fund-raising project is completed. Remit to wotmmail@mooseintl.org or fax to 630 966-2211.
	Board of Officers' meeting.
	New member orientation meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	Plan fundraisers and set aside funding for representative to attend the 2012 Midyear Conference and International Conference - Tampa Florida 2012.

APRIL

	President-Elect appoints Committee Chairmen and Special Committee Chairmen.
	President-Elect draws up plans for Installation.
	President-Elect meets with Board of Officers to present written plans for Installation.
	President-Elect appoints Installing Officers.
	Gives copy of written proposal, approved by Chapter membership, to Installation Committee.
	Notifies all Chairmen and Officers of date and time of Installation and practice.
	Practice for Installation.
	Installation.
	Schedules meeting of all Committee Chairmen.
	<p>Meeting with Committee Chairmen</p> <ul style="list-style-type: none"> • Chairman may request co-workers to be assigned to her Committee. • Secretary/Treasurer divides remaining membership and places each co-worker on a Committee. • President prepares Committee Lists and distributes to Committee Chairmen so they can contact the members of their committees.

APRIL (continued)

	New Member Orientation Meeting.
	Monthly Service Chapter Meeting – all members invited.
	Audit Committee meets to prepare the monthly audit of the previous month.
	Submits membership applications, membership information, reports enrollment, re-enrollment, reinstatement and transfer-in of co-workers immediately to Women of the Moose Headquarters.
	Committee meetings.
	Monthly Form 114 with Chapter checks attached to be read to Chapter and remitted to WOTM Headquarters, immediately following the meeting.
	Monthly Form 166 to be read and remitted to WOTM Headquarters when fund-raising project is completed. Remit to wotmmail@mooseintl.org or fax to 630 966-2211.
	Board of Officers' meeting.
	Membership/Retention Committee meets to review list of members in arrears with dues and to make personal contact.
	Plan fundraisers and set aside funding for representative to attend the 2012 Annual Conference and International Conference - Tampa Florida 2012.

MAY (Year End Requirements)

	All reports not previously submitted due on or before May 1.
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Beginning of the Year Reminders

	Encourage all members to attend WOTM Training Session.
	Encourage all members to attend 2-HOTT Session.
	Risk Pool Insurance Premiums sent May 1

NOTES