



WOMEN
OF THE
MOOSE



Officers' Handbook
2007 -2008



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MOOSE UNIVERSITY
EDUCATION & TRAINING
MOOSE INTERNATIONAL

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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, International Headquarters can reach out to every co-worker and acquaint her with the benefits membership in the Women of the Moose offers. As an officer, you have the best opportunity, and 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) contains our rules and regulations, all of which we ask you to become familiar with. This Officers Handbook has been developed as an additional tool for your use. It contains important procedures, explanations, examples and checklists designed to help you understand and fulfill the duties and responsibilities you assumed when you were installed. It does not replace the General Laws but it does contain more information that is vital to your success and the success of the chapter.

Again, **congratulations.....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 **Audit Committee Guidelines** and the **Tax Exemptions, Forms and Filing Requirements** document to assist you in doing your very best for your chapter. These can also be found at our website - www.mooseintl.org, Members Only - Women of the Moose.

Be sure to access **Moose University Online**, the **Education and Training** webpage and the **Women of the Moose** webpage for other supporting materials. There are many resources found there to help you become independent and productive.

Check your **mooseunits.org** email regularly. This is the Moose International and Women of the Moose main communication system with the Fraternal Units (lodges, chapters, and Moose Legions). You will receive key information you will not want to miss! Save, print and clear outdated or unwanted emails regularly. Be sure to print the emails from Moose International and Women of the Moose and share them with other officers and co-workers.

Senior Regent –

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

Presiding Officer of all Chapter Nights, Board of Officers meetings, Business Meetings and any other special meetings of the chapter.

On or before January 31, appoint and have installed all Chapter Development and Standing Committee Chairman, as well as all Appointed Officers and the Ritual Director.

Signs the Chapter Minutes Book immediately after all minutes are read and approved by the chapter before proceeding with the remainder of the meeting.

Notifies every co-worker of the chapter of the committee to which they have been appointed. All notifications to be completed during the month of May. Mails monthly Forms 166 and 114 to International Headquarters immediately following the Business Meeting.

Mails by specified due dates: Installation Report, Special Installation Reports, three Form 40's (July 31, January 31 and April 30), quarterly Community Service reports.

Verifies checks are signed and earmarked correctly.

Shall attend the Executive Session as a qualification for the Green Cap and is encouraged to attend the Recorder/Audit Technical Training Session.

Shall attend each meeting of the Audit Committee to keep abreast of gain or loss in membership and financial standing.

When necessary at chapter meetings, appoints pro-tems for vacant officers' positions, including pro-tem Recorder. (Pro-tems do not attend Board of Officers' Meeting.)

Shall have a key to the chapter's post office box (if applicable) and Women of the Moose office, if applicable, during her term of office only.

Note: See the General Laws of the Women of the Moose for the qualifications/requirements for the Green Cap, the College of Regents Degree and the 2nd Chance for the College of Regents Degree.

Junior Regent

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

If the Senior Regent is absent from a meeting, the Junior Regent shall preside.

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

Leads the chapter in Pledge of Allegiance to the flag in U.S. Chapters or Women of the Moose Pledge in Canadian Chapters as well as National Anthem of the respective country.

Assists the Senior Regent in maintaining order in the chapter room.

Participates in the draping of the Chapter Charter with the Junior Graduate Regent per the Meeting Procedures and Agendas manual.

Should attend the Executive Session and is encouraged to attend the Recorder/Audit Technical Training Session.

In addition, the Junior Regent:

May be assigned as the Welcome Hostess or Greeter to greet members and new candidates as they enter the chapter room.

May be asked to find a pro-tem sponsor for each candidate if the original sponsor is not present or, because of other duties, cannot sit with candidate.

May assist the chairmen in completing their committee reports. This will not only assist the Senior Regent but will also give the Junior Regent knowledge and experience to prepare her to serve as Senior Regent.

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

Chaplain

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

If the Senior Regent and Junior Regent are absent from a meeting, the Chaplain shall preside.

If the offices of Senior Regent and Junior Regent are vacant, the Chaplain shall assume all duties and responsibilities of the Senior Regent's office including the appointment of the chairmen and appointed officers. Their appointments shall be valid for the entire chapter year. She shall have her name placed on the bank signature card along with the signatures of the Recorder and Secretary/Treasurer and will sign all reports with her name followed by "Pro-tem Senior Regent".

Leads the chapter in devotional exercises and supervises the Funeral Ceremony when requested.

The Chaplain is to work with the family and the Senior Regent 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 Bible is presented to family, she purchases an appropriate Bible. If the family requests a funeral luncheon, Chaplain may request donations from co-workers. If the chapter provides the meal, she should see that proper food has been purchased and prepared.

She shall visit the sick, disabled and distressed whenever possible and make a full report to chapter at each Business Meeting.

If chapter does not have a Sunshine Chairman to send flowers and/or cards to co-workers who are ill or to bereaved families, the Chaplain may be assigned these duties.

Should attend the Executive Session and is encouraged to attend the Recorder/Audit Technical Training Session.

In addition, the Chaplain may be appointed to assist the Junior Regent in greeting members and new candidates and may attend the Audit Committee Meetings to keep abreast of gain or loss in membership and financial standing.

Junior Graduate Regent

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

If the Senior Regent, Junior Regent and Chaplain are absent from a meeting, the Junior Graduate Regent shall preside.

If the offices of Senior Regent, Junior Regent and Chaplain are vacant, the Junior Graduate Regent shall assume all duties and responsibilities of the office of Senior Regent, including the appointment of the chairmen and appointed officers. Their appointments shall be valid for the entire chapter year. She shall have her name placed on the bank signature card along with the signatures of the Recorder and Secretary/Treasurer and will sign all reports with her name followed by "Pro-tem Senior Regent".

Sets an example by being supportive and helpful to new Senior Regent.

Chairman of the Ways and Means Committee (refer to Ways and Means Committee Brochure for further instructions). If the Junior Graduate Regent did not receive, or did not qualify for, the Green Cap, she shall be responsible for holding a Ways & Means Chapter Night. If the office is vacant, the Ways and Means Committee shall be responsible for fulfilling these duties and responsibilities.

Shall hold a Chapter Night (Green Cap Chapter Night, if qualified, or Ways & Means Chapter Night, if not qualified).

Shall hold a fund raising project. Shall remit a chapter check for the Scholarship and Maintenance Fund and the special project assigned to her committee.

Shall attend each meeting of the Audit Committee. At each meeting, notes the progress of the chapter in regards to qualifying for the Award of Achievement, including membership and the financial standing.

Shall attend the Executive Session as a qualification for the College of Regents Degree and is encouraged to attend the Recorder/Audit Technical Training Session.

Note: Refer to the General Laws of the Women of the Moose for the qualifications/requirements for the College of Regents Degree and 2nd Chance for the College of Regents Degree.

Secretary/Treasurer

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

If the Senior Regent, Junior Regent, Chaplain and Junior Graduate Regent are absent from a meeting, the Secretary/Treasurer shall preside.

If the offices of Senior Regent, Junior Regent, Chaplain and Junior Graduate Regent are vacant, the Secretary/Treasurer shall assume all duties and responsibilities of the Senior Regent's office, including the appointment of the chairmen and appointed officers. Their appointments shall be valid for the entire chapter year. She shall appoint a co-worker to have her name placed on the bank signature card in addition to her signature and that of the Recorder and will sign all reports with her name followed by "Pro-tem Senior Regent".

Shall write in ink, type, or electronically generate the minutes of the Business Meeting, Board of Officers', Chapter Night, Special Meetings, Nominating Committee Meetings and April Installation of Officers in the Chapter Minutes Book and sign them before reading them to the chapter.

Shall keep a record of attendance in the Chapter Minutes Book.

Shall read correspondence that has been received from International Headquarters. Adverse correspondence shall **not** be read on the chapter floor and shall be handled by the chapter Board of Officers.

Shall write all chapter correspondence over the signatures of the Board of Officers.

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.

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

Shall receive a duplicate deposit slip, verified by the bank, from the Recorder prior to each meeting. She shall retain the duplicate deposit slip for the Audit Committee meeting.

Shall have name placed on bank signature cards along with signatures of Senior Regent and Recorder. Shall sign chapter checks that are made out in their entirety and have been signed by the Recorder and Senior Regent, after approval of the co-workers at a Business Meeting or Chapter Night when necessary.

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

Shall count the money collected for the Endowment Fund after each meeting and turn money over to the Recorder.

Also assists Recorder in the collection of money from co-workers for fund raising projects and various other reasons.

Issues a Business Receipt to each co-worker for all monies collected. Receives an Official Business Receipt from the Recorder for all monies she has received, after the Recorder, in the presence of the Secretary/Treasurer, has counted it.

Assists with calendar/newsletter or any other chapter mailings.

Shall attend Audit Committee meeting monthly and has all bank validated duplicate deposit slips with her in order to verify with the Audit Committee the total amount of deposit.

Should attend the Executive Session and the Recorder-Audit Technical Training Session.

Upon request of International 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 Senior Regent and International Headquarters may direct.

Recorder

Note: Also refer to the General Laws of the Women of the Moose and the Recorder/Audit Handbook.

If the Senior Regent, Junior Regent, Chaplain, Junior Graduate Regent and Secretary/Treasurer are absent from a meeting, the Recorder shall preside.

If the offices of Senior Regent, Junior Regent, Junior Graduate Regent and Secretary/Treasurer are vacant, the Recorder shall assume all duties and responsibilities of the office including the appointment of the chairmen and appointed officers. Their appointments shall be valid for the entire chapter year. She shall appoint two co-workers to have their names placed on the bank signature card in addition to her signature and will sign all reports with her name followed by "Pro-tem Senior Regent".

Follows all instructions contained in the Recorder/Audit Handbook and ensures the Audit Committee Chairman and Senior Regent have their copies as well.

Keeps an accurate account of chapter monies such as new member dues, enrollment fees, endowment fund and proceeds from fund raising projects and shall issue the proper official receipts for all monies received and makes weekly deposits of all monies received.

Sends notices for enrollment to all qualified candidates.

Prepares and remits membership information monthly, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.

Prepares and signs chapter checks in their entirety after all bills have been approved for payment by the chapter and then secures the required signatures. Shall give the chairmen a Business Receipt Book for recording of all funds received from co-workers.

Completes and mails all necessary tax forms and reports needed by govt. authorities.

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

Brings all chapter books/computer to each Chapter Night, Business Meeting, Board of Officers' meeting and Audit Committee meeting. *Makes computer records available, in her presence and when it is convenient, to any co-worker who wishes to look at them.*

Shall read Special Bulletins received from International Headquarters. After reading, they shall be filed in the chapter's files for future reference.

Reports expenditures, with an explanation of bills paid and amount of each check. Reports receipts and gives the description and amount received to verify the total of amount collected and deposited since her report at the last meeting.

In the absence of the Secretary/Treasurer at the Board of Officers' meeting, Recorder shall write in ink, type, or electronically generate the minutes in the Chapter Minutes Book and sign as Secretary/Treasurer, Pro-tem.

Shall attend the Executive Session and the Recorder/Audit Technical Training Session as a qualification for the Star Recorder Degree. Must attend Recorder/Audit Technical Training Session if wanting to submit name to Nominating Committee for office of Recorder for following year.

Thirty days after dues expiration date of a co-worker, she shall give a list of members in arrears to the PEP Chairman and her committee.

Has all books/computer posted and in balance at the end of each quarter in preparation for the Audit Committee meeting.

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

Upon request of International Headquarters or Representative assigned, the Recorder shall deliver all books, records and correspondence for the purpose of examination and audit. She shall perform such other duties as the Senior Regent and International Headquarters may direct.

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

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

International Headquarters wants every chapter to have the opportunity to qualify for the Award of Achievement. For the chapter's Award of Achievement requirements/qualifications, please refer to the General Laws of the Women of the Moose.

MONTHLY REPORTS

The Junior Regent and other members of the Board of Officers should help the Chapter Development Chairmen with the preparation of their Forms 114 and 166.

The Chapter Development Chairmen, Standing Committee Chairmen and Special Committee Chairmen shall read their reports to the chapter at the Chapter Business meeting prior to being sent to International Headquarters.

The Recorder is responsible for preparing and immediately reporting all applications when received and remitting membership information monthly, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers immediately following the enrollment of candidates and immediately following chapter approval of Reinstatements and/or Transfers-in.

Note: It is imperative that the Applications are transmitted immediately and Membership Records are transmitted following the enrollment of candidates to ensure new members receive their membership cards in a timely manner.

It is the responsibility of the Senior Regent to send the chapter's monthly reports and proper checks to Moose International immediately following each Business Meeting.

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

Important: Do not send a check to Moose International that does not have required signatures.

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

All reports remitted to Moose International shall first be photocopied and a copy shall be retained in the chapter files, in the event there is a question regarding a report or a report is lost or misplaced.

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

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

Preparing The Monthly Reports For Mailing

Mail the following reports in a 9 X 12 envelope immediately after the chapter Business Meeting:

- Form 114

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

- Form 166
- Quarterly Community Service Reports (when due)

Note: Applicant and Membership information should be transmitted regularly to Moose International through LCL.net

Prepare and transmit membership information monthly, reporting applications, transfer-in, enrollment and re-enrollment of co-workers.

Note: All requested and pertinent information (including sponsors and securers) must be completed correctly and in full to avoid a delay of permanent membership cards and sponsor credit.

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

**Monthly Reports
Women Of The Moose
155 South International Drive
Mooseheart, IL 60539-1182**

Special Reports And Forms

Installation Report-

The Installation Report is prepared immediately following the Formal Installation Ceremony held in April. The name, address, and MID number for each co-worker installed in that ceremony as an Elected Officer, Appointed Officer, Ritual Director, Chapter Development Chairman, Standing Committee Chairman, or Escort shall be listed on this form. You will also note whether the individual co-worker holds a Call Card or is a member of the Academy of Friendship, Star Recorder, or College of Regents. This form shall be signed by the Installing Officers and returned to International Headquarters within five days after the Installation.

Note: The receipt of this form is one of the requirements for the Senior Regent to qualify for the Green Cap. Minutes of the Installation shall be written in ink, or typed, in the Chapter Minutes Book.

July Form 40

The **July Form 40** is prepared on August 1. It shall list the name, address, and MID number of every coworker who was installed and serving in a position on July 31.

Note: The receipt of this form is one of the requirements for the Senior Regent to earn the Green Cap as well as individual co-workers to qualify for personal honors/degrees.

January Form 40

The **January Form 40** is prepared on February 1. It shall list the names, addresses, and MID numbers of every coworker who was installed and serving in a position on January 31.

Note: The receipt of this form is one of the requirements for the Senior Regent to earn the Green Cap as well as individual co-workers to qualify for personal honors/degrees.

April Form 40

The **April Form 40** is prepared on May 1 by the previous Senior Regent (current Junior Graduate Regent).

It shall list the names, addresses, MID numbers of each co-worker serving as an Elected Officer, Appointed Officer, Chapter Development Chairman, Standing Committee Chairman, Ritual Director or Escort on April 30. If a co-worker has not been installed in the position, write "None".

Note: The receipt of this form is one of the requirements for Senior Regent to earn the Green Cap as well as individual co-workers to qualify for personal honors.

All Installation Reports, resignation reports, and the three Form 40's shall be reviewed for accuracy and thoroughness; copies made for the chapter files and then sent to:

**Chapter Records
Women Of The Moose
155 South International Drive
Mooseheart, IL 60539-1182**

Quarterly Community Service Report

The Community Service Report is prepared by the Community Service Chairman **each quarter** and is mailed by the Senior Regent. It is a summary of community service activities the chapter performed during the quarter.

Note: The receipt of this form is one of the requirements for the Senior Regent to earn the Green Cap.

Corresponding With International Headquarters

When sending mail to Moose International, do not include letters that need answering with your monthly reports.

It is necessary to send all questions under separate cover to the individual or proper section at Moose International.

Please include your name, chapter name and number, and complete mailing address on all correspondence (including e-mails). 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 it as part of your e-mail – or – please describe your attachment.

Moose Leader Publication

Moose Leader, printed quarterly, 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 have to learn more about their particular jobs and keep abreast of changes in our organization. Each officer should carefully study *Moose Leader* publications. Pertinent information should be read at board, lodge and chapter meetings.

Currently, the *Moose Leader* is mailed quarterly. It is also available electronically.

Websites

Go to www.wotm.org, under “Members Only”. Get Educated by going to, “Education & Training/Moose University”.

Moose Magazine On-line can also be viewed electronically by going out to www.wotm.org, “Members Only”, “View Moose Magazine Online”.

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

It is often where information from headquarters appears, and some important information may only appear there.

Make www.wotm.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 (lodges, chapters and Moose Legions) with valuable and often critical information.

Print and post the weekly emails from International Headquarters on your bulletin board.

Bulletin Board

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

Post the "Memorandums from the Grand Chancellor", and "Updates from Barb".

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

Appointments

Chapter Development Chairmen

Eight Chapter Development Chairmen are appointed by the Senior Regent Elect: Membership/Retention, Publicity, Youth Involvement, Mooseheart, Community Service, Educational Advancement, Moosehaven, and Health Awareness. The appointments and installations of these positions on or before January 31 are requirements for the Green Cap.

Co-workers appointed to serve as Chapter Development Chairmen shall not be members of the Academy of Friendship, hold Call Cards or have qualified during the previous chapter year(s) to receive the degree.

If you are unsure of co-workers holding Call Cards for Academy of Friendship, please ask the members of the Academy of Friendship and College of Regents if they know.

Escorts:

Two or four escorts (depending on size of chapter) may be appointed by the Senior Regent, if the Ritual Team has not already done so.

Appointed Officers:

The Appointed Officers are Guide, Assistant Guide, Sentinel, Argus, and Musician. The appointments and installations of the Appointed Officers AND the Ritual Director on or before January 31 are requirements for the Green Cap. Only the Musician and Ritual Director may be Collegians or hold Call Cards for the College of Regents Degree.

Chairmen of Standing Committees:

The Standing Committees of the chapter are: Academy of Friendship, College of Regents, Star Recorder, PEP, and Family Involvement. Co-workers who received the degree at the International Conference or Mid-Year Conference during the current calendar year shall not serve as chairman of that degree until the following chapter year.

Chairmen of Special Committees:

Special Committees are: Sports, Government Relations, Youth Awareness, Bowling, Golf, Kitchen, Band, Arts and Crafts, Sunshine, Decorating, Hospitality, Mother-Daughter Banquet, End of the Year Party, etc. A co-worker who served as an Installing Officer may also serve as Chairman of a Special Committee without dispensation, as a Chairman of a Special Committee is not installed in a Ritual Chair.

For example: an Installing Officer may serve as Audit Chairman or Sports Chairman, since neither of these chairmen sit in a chair on the Ritual Staff or are installed.

The Application Review Committee

The Senior Regent 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 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.

One of the most effective means for screening applicants is an Orientation Program with the applicant and her family invited to attend. All chapters shall hold an orientation meeting for new candidates, preferably prior to voting on applicants. The orientation meeting will enable the Application Review Committee to meet the applicant and possibly her family members. The sponsor should be encouraged to attend the orientation meeting with her candidate. This is the best way for the Application Review Committee to meet and become acquainted with the candidates to determine if they should report favorably to the Board of Officers.

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 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.

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

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

If rejected, the Recorder will advise the applicant by letter that her application was not approved at this time and that she may be re-proposed for membership in six months (180 days). Her dues and fees paid should be refunded by chapter check, with no other explanation. Do not state the reason for her rejection. Keep the letter brief and to the point.

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.

Initial Meeting With Chapter Development Chairmen

Purpose: to explain the duties of each chairman and to appoint co-workers to serve on each committee. The elected Officers, Junior Graduate Regent and the Collegians should be included in this meeting so they can serve as mentors to the new chairmen.

Agenda:

1. Distribute Chairmen's Pamphlets (found on the WOTM website). Instruct chairmen to read and follow the instructions given in each pamphlet.
2. Explain the duties of each chairman and her committee. Each Chapter Development 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 Chapter Night and help maintain the General Fund of the chapter.
3. Explain the requirements for earning the Award of Achievement and qualifications for earning the Academy of Friendship Degree.
4. Stress that the chairman and her committee shall have some type of program before or after the Chapter Night meeting. Program may consist of a speaker (a speaker may be scheduled during the meeting) from the local area, skit, or game.

Discuss the Moose Magic Book, Family Activities Guide and the Activities Book (games/skits/fund raising ideas).

Display the books, stress to the chairmen the books are available for their use in planning their entertainment for Chapter Night, Business Meeting, 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 Family Involvement Chairman.

5. Discuss the importance of having fun at all chapter meetings and functions/events. Give your members a reason to want to come to meetings.
6. 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 a **minimum** amount to be given.

Note: A list of the special projects is included in the back of this book and a copy of each chairman's speech is also included on the WOTM website.

7. Discuss Community Service Projects. Each Chapter Development Committee should provide assistance to a Community Service Project in the local community. In addition, each chapter should be involved in the Women of the Moose International Community Service Project – “Spinoza, The Bear Who Speaks from the Heart” (visit the website www.wotm.org.com) as well as the Women of the Moose 6-Point Community Service Program. The Youth Awareness Program is also a vital aspect of Community Service.
8. Discuss assistance to local lodge. 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 to serve Father-Son Banquet or other functions.

9. Discuss monthly committee meetings. They will keep the committee members active. Have an enjoyable social hour after the committee's business has been discussed.
10. The chairman should meet with her committee and make plans for the following:
 - Special Enrollment (optional)
 - Chapter Night meeting
 - Fund raising project
 - Business Meeting
 - Dates and times of activities during the year
 - Community Service
11. 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. Senior Regent should make photocopies and distribute a copy of each of the following Forms to each Chapter Development, Standing, and Special Chairman.
 - Request For Approval of Chapter Night Program
 - Request For Approval of Committee Activities
 - Request For Approval of Committee Fund Raising Project
 - Fund Raising Project Report
12. Depending on the chapter size, a Chapter Development Chairman may request co-workers to be assigned to her committee.
13. The Recorder divides the remaining membership equally amongst Chapter Development 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 April 30.
 - As each new member is enrolled, assign her to the committee of her sponsor and introduce her to the chairman.
 - Give the chairman the new member's name, address and phone number for future contact.

Preparation Of Chapter Development Committee Lists

1. The Recorder will assign one-eighth (1/8) of the co-workers, including officers, to serve on each committee. She shall make photocopies of the committee lists, one copy for the chairman and one copy for the chapter files.
2. Chapter Development Chairman to be given a photocopy of her committee list in April so that chairman has it for the first committee Meeting in May.
3. Senior Regent (with the assistance of the Chapter Development Chairmen) notifies every co-worker on the chapter rolls of the committee to which they have been 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 on the WOTM website. 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 Chapter Development Committee, the committee list is still prepared. A co-worker on the committee serves as pro tem chairman. The committee will meet, propose, and, after chapter approval, carry out plans for its various activities and projects. In the event a chairman is secured at a later date, the plans proposed by the committee and approved by the chapter shall be carried out. The new chairman shall not change the plans.

Example Of Committee Letter

Sample Copy Of Letter Sent To Each Active Co-Worker:

Dear Co-worker:

As the chapter's newly elected Senior Regent, it is an honor and privilege to invite you to serve on the Youth Involvement Chapter Development 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 third Thursday of each month at 7:00 p.m. in the chapter room at the lodge. 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 Chapter Night program, Fund Raising Project for the committee, and social activities after the meetings. The special projects of the Youth Involvement Committee are:

Specify the Special Project of the committee

If you are unable to attend and have some suggestions, or any questions, please write or call Youth Involvement Chairman Alice Smith at the following address:

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

We also hope you will be able to attend our Chapter Nights, which are held on the 2nd Thursday of each month at 7:30 p.m., and help us welcome new members to our chapter. We are very proud of the impressive enrollment ceremony presented by our chapter's Ritual Team.

We encourage you to invite your friends, relatives, and business associates to join our organization. Our Business Meetings are held on the 4th 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 Chapter Night, Business Meeting and monthly committee meeting.

Our Business Meetings and committee meetings are informal meetings.

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 895-2251.

Cordially and fraternally,

Jane Doe

Senior Regent

Initial Meeting With Standing Committee Chairmen

The Senior Regent shall appoint co-workers to serve as Standing Committee Chairmen for the following committees:

- Academy of Friendship
- Star Recorder
- College of Regents
- PEP
- Family Involvement

Co-workers that are appointed to serve as the Academy of Friendship, Star Recorder or College of Regents Committee Chairman shall have held the respective degree for one chapter year or more.

The Senior Regent may appoint a co-worker who has held the Academy of Friendship Degree for one full chapter year or more to serve as Chairman of the PEP (Preservation Enables Prosperity) or the Family Involvement Committee.

The Senior Regent shall hold a meeting with the Standing Committee Chairmen at the beginning of the chapter year to set date for monthly meetings and to select projects for placing on the chapter calendar.

If there are less than three members qualified to serve on any of these committees, the one or two members assume the obligations and the Board of Officers shall assist on the committee. If there are no members qualified to serve on one or more of these committees, the Board of Officers shall assume the responsibilities.

Each Standing 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 Chapter Night and help maintain the General Fund of the chapter.

Each Standing Committee shall hold monthly committee meetings and a Chapter Night with an enrollment of candidates.

All Chapter Night meetings with an enrollment shall be open to members of the LOOM, qualified guests and prospective members.

The Family Involvement Chapter Night may be held anytime between June 1st and April 30th. However, the Family Involvement Chapter Night shall not be held on any regularly scheduled Chapter Night, Business Meeting, or Green Cap Chapter Night. Some type of family activity should be held following the Chapter Night meeting and the entire family is encouraged to attend the Chapter Night meeting.

Note: Refer to the Family Involvement Pamphlet – WOTM website.

The PEP Chapter Night meeting shall be held on the regularly scheduled Chapter Night meeting in March.

The Academy of Friendship, Star Recorder, and College of Regents Chapter Nights may be held anytime during the respective month.

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

- Request for Approval of Chapter Night Program
- Request for Approval of Committee Activities
- Request for Approval of Committee Fund Raising Project
- Fund Raising Project Report

The chairman shall prepare, sign, read, and submit Form 114 and Form 166 as scheduled to the Senior Regent for mailing.

The officers are responsible for the enrollment of candidates on the Chapter Night scheduled for a Standing Committee for which there are no members. The Senior Regent shall read, sign, and submit Form 114. It shall not be necessary for the chapter to assume the obligation of fund raising projects for the non-existing Standing Committee, but the Senior Regent shall submit Form 166 stating "NO COMMITTEE".

Initial Meeting With Special Committee Chairmen

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

- Ritual Chairman (Chairman selected by Ritual Team)
- Audit Chairman and two Committee members - Refer to the General Laws of the Women of the Moose.
- Government Relations Chairman and Youth Awareness Coordinator--If co-worker who was appointed in previous year wants to remain as chairman and has done her job as a chairman, she may remain. However, if the chapter does not have a Government Relations Chairman or a Youth Awareness Coordinator, the Senior Regent should appoint qualified members to these positions.

Examples of Special Committees include the above four- Ritual, Audit, Government Relations and Youth Awareness Coordinator, as well as Sports, 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, they are appointed.

A special committee may hold a Special Enrollment with an enrollment of candidates.

A special committee should be self-supporting, such as the Sports Committee and Ritual Team. 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 and Ritual Team. 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:

- Special Enrollment (optional)
- Fund Raising Project
- Dates and times of activities during the year.

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

- Request for approval of Special Enrollment
- 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 Chapter Development, Standing, 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 Night Meetings, Special Enrollments, and Business Meetings, especially those that conflict with holidays and conferences. When scheduling, remember there must be two weeks between the Chapter Night meeting and Business Meeting. If the chapter normally meets on 2nd and 4th Thursday, they may have to hold meetings on 1st and 3rd Thursday of that month only or move meetings to the 2nd and 4th Wednesday for that month only in which a conflict occurs. Notify Women of the Moose headquarters of the date changes and date approved by the chapter.

Important: Every chapter shall hold 2 meetings each month and a Board of Officers meeting.

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

**The Board of Officers meeting may be held immediately prior to Chapter Night meeting or immediately following Chapter Night meeting.

2nd Meeting of the month shall be the Business Meeting.

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

The Board of Officers shall present the dates to the Lodge Board of Officers/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 in the lodge and/or chapter bulletins to notify all members of upcoming events.

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

- Chapter Night meetings
- Monthly Committee meetings
- Fund raising projects
- Chapter Business Meetings
- Family Activities
- Special Enrollments
- 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.

A monthly/semi-monthly calendar should also appear in your lodge/chapter bulletin if it is printed monthly/semimonthly.

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 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 Ritual Floor for Chapter Night meetings. All chapters are encouraged to have a Ritual Team.
 - i. Ritual Team, including Escorts shall wear street length (top of knee or longer) dress with coordinated accessories and nylon hosiery. The Ritual Team shall not wear boots and/or socks.
 - ii. The Senior Regent, Junior Graduate Regent, Junior Regent, Chaplain, Guide, and Assistant Guide SHALL be prepared to take part in the Ritual Ceremony when necessary and SHALL wear (or be prepared to change into) street length dress with coordinated accessories and nylon hosiery.
 - iii. In the event your chapter does not have a Ritual Team, the co-workers serving in those respective positions shall perform the ceremony and shall wear street length (top of knee or longer) dress with coordinated accessories and nylon hosiery. They shall not wear boots and/or socks.
5. Use proper room set up for Business Meetings found in Diagram 2 of the 2005 Women of the Moose Ritual. Elected Officers are seated at tables across the front center of room.
6. Start and end the meetings on time.
7. Use a microphone at every chapter meeting, 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.
8. If your chapter does not have a microphone, make a proposal for one at your next Board of Officers' meeting. If you have a microphone and it is not working, have it repaired immediately or purchase a new one.
9. Know your Ritual. Memorize your speaking part.
10. Remember smoking and drinking of alcoholic beverages is prohibited at any Women of the Moose meeting.
11. Remember to say, "Please" and "Thank you" or "You Did a Great Job".

Chapter Night Meetings

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

An enrollment of candidates each month is essential toward the chapter qualifying for the Award of Achievement.

Note: It is not in order to hold a mock Enrollment Ceremony.

In order for your chapter to receive credit for a make-up Chapter Night, a dispensation must be sent to the Women of the Moose Headquarters **prior** to the make-up meeting being held. Do not request a "Dispensation for Make-Up Chapter Night" prior to the regularly scheduled Chapter Night.

The dispensation form for requesting a make-up meeting may be found on the WOTM website.

Actual candidates must be enrolled. (Only exceptions are: Annual and Mid-Year Conference.) Re-enrollees shall be invited to attend the Chapter Night following the Business Meeting at which their applications were approved. If the re-enrollee does not appear, and no other candidate is present for enrollment, the Senior Regent is credited with the enrollment of the re-enrollee.

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 Chapter 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 Chapter Night.

A Welcome Committee should greet candidates and new members. They should accompany the new candidate to the Recorder's station and introduce her to the Recorder. After the Recorder has secured the needed information from the candidate, the Welcome Committee should escort her to her seat. 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 candidate in completing the activities questionnaire, collect it and give to Senior Regent before or after the meeting.

Introduce the candidates and guests to the co-workers of your chapter. A warm handshake, a smile and a few friendly words will encourage the new co-worker to attend meetings. If the candidate's sponsor was unable to attend the meeting with her, have a pro tem sponsor 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.

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

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

Invite guest speakers to present a program (10 to 15 minutes in length). 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 or new members from being excluded.

Note: Christmas in October -- The Mooseheart Chapter Night held in October should be a special occasion in every chapter. This Chapter Night is designated as Christmas in October. The Mooseheart Chairman and her committee and the Moosehaven Chairman and her committee should work together to plan a special Christmas celebration in honor of our students at Mooseheart and our seniors at Moosehaven. The Chapter Room should be decorated with Christmas theme. Members of the Loyal Order of Moose could be invited to attend this special meeting, if the chapter desires. A potluck or special dinner could be held prior to the meeting.

In presenting donations at the Chapter Night for the "Christmas in October Walk", the co-workers and brothers present their donations at the end of the meeting, before adjournment.

The Mooseheart and Moosehaven Chairmen take their places between the Senior Regent and the altar with a basket in hand, leaving room for the co-workers to walk single file between them. The Guides lead the march. There may be cheerful Christmas music or group singing while the co-workers participate in the gift walk.

Monetary Gift Walk

Guides proceed as in the Endowment Fund March. Mooseheart and Moosehaven Chairmen take their places at the altar with basket in hand. Guides circle altar, rotate to make a single line so each co-worker may place her donation in the appropriate baskets.

After the walk, the monies collected in the "Christmas in October Walk", are counted by each Chairman and a member of her committee. It is given to the Recorder who will issue an official business receipt. The Recorder will then write two chapter checks payable to Moose Charities, one earmarked for Mooseheart Christmas Walk and one earmarked for Moosehaven Christmas Walk, in the amount collected by the Mooseheart and Moosehaven Committees. The checks will be sent, by the Senior Regent, to Women of the Moose Headquarters along with the Mooseheart Committee's monthly reports.

Following the Chapter 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' meeting.

If 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 name badges for Chapter Night meetings, 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 on the WOTM website) 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)

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 - put personal differences aside.

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 Chapter Night Meeting, following Chapter Night Meeting, or on a separate night. Do not hold a regular monthly Board of Officers meeting before or after the Business Meeting.

Only an Emergency Board of Officers' meeting may be held immediately before or after a Business Meeting.

Meetings shall be held not less than seven days prior to the Business Meeting.

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

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.

Four 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 four 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, Senior Regent shall inform the officer of business transacted.

In the absence of the Secretary/Treasurer, the Recorder shall take the minutes and shall also write them in 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 Night plans, Community Service or 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 Senior Regent shall ask for a show of hands (in favor of and opposed) on each proposal.
- The majority vote will determine whether the proposal is accepted or rejected, and the Secretary/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 proposal is rejected by the Board, 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.
- Chapter bills shall not be paid until they are presented to the Board of Officers for recommendation and chapter approval has been received. chapter bills shall be initialed by the Board of Officers.
- A report on the application(s) shall be presented by the Application Review Committee to the Board of Officers meeting held prior to the next Business 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 Ritual – Business Meeting for instructions)

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

New Business includes:

- Reading of all official correspondence, especially from International 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 PEP Chairman on status of members in arrears with dues and results of personal contact with members, or Membership Chairman on status of membership campaign.
- Financial Assistance Committee to review individual situations.

Agenda

1. Meeting called to order by Senior Regent.
2. Proposals presented
3. Discussion on proposals
4. Proposals voted on by Board of Officers
5. Bills to be presented for approval by chapter
6. Review of report of the Applications Review Committee. Applications are not written in Board of Officers meeting minutes.

7. Unfinished business
8. New business
9. Review "Checklist for A Successful Year" as well as "Recorder's Checklist"
10. Adjournment

Joint Board Of Officers' Meeting

The chapter and lodge shall hold Joint Board of Officers' meetings at least once a month. Better communication, cooperation and unity generally result when chapters and lodges hold Joint Board of Officers' meetings on a regular monthly basis.

The discussions held with both Boards are **NOT** entered in the chapter minutes.

If the lodge needs financial assistance from the chapter, the proposal is presented at the next chapter Board of Officers' meeting for recommendation.

Note: The chapter may assist financially but should not assume the burden or responsibility of lodge indebtedness.

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

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

Chapter Business Meeting

(See example of proper minutes in back of this book)

The Business Meeting shall be held two weeks following the Chapter Night meeting.

The Business Meeting is a closed meeting; only members of the Women of the Moose (including members of other chapters) in good standing may attend.

A make-up Chapter Night or a Special Enrollment **SHALL NOT** be held at the Business Meeting or on the same day/evening.

There shall be no enrollment of candidates or installation of any officers or chairmen at the Business Meeting.

Applications and re-admissions must receive a simple favorable majority of votes cast, she shall be declared elected to membership. Otherwise the applicant is not accepted.

Checks are signed by the Recorder, Senior Regent and Secretary/Treasurer after the adjournment of the Business Meeting after receiving chapter approval for payment of bills.

Any co-worker, including members of the Board of Officers, may present a new proposal at a Business Meeting.

However, no action, motion or vote is taken at that time. The proposal is referred to the Board to discuss at the next Board of Officers' meeting.

The Business Meeting Agenda shall be followed as outlined in the Women of the Moose, Meeting Procedures and Agendas manual

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

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

Monthly reports shall be prepared for mailing.

Emergency Business Meetings

When emergency business that cannot wait until the regularly scheduled Business Meeting comes up prior to a Chapter Night to which members of the Loyal Order of Moose, qualified guests and prospective members are invited, a Business Meeting shall be held on a separate night prior to or after the open meeting. In this case, proper procedures shall be followed as given in the Meeting Procedures and Agendas manual, and only members of the Women of the Moose in good standing may attend.

However, the meeting must be announced at a previous Chapter Night or Business Meeting or **ALL** co-workers who live in the area **SHALL** be notified of the Special Business Meeting.

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 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 – Fundraising In The Moose Home

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

1. **Fundraising Activities Involving Non-Members** -- A lodge/chapter shall not conduct any activity for financial gain involving non-members unless specifically authorized by the General Laws. If not specifically authorized by the General Laws, any fundraising activity involving non-members shall only be conducted in accordance with a dispensation received from the 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. Non-member bingo players shall not enter the lodge social quarters unless qualified as a guest under Section 50.2 of the General Laws of the Supreme Lodge.
3. **Community Service And Charitable Fundraising** – Without the necessity of obtaining a dispensation from the General Governor, a lodge home may be utilized for legitimate community service programs and charitable fundraising events upon approval of the local lodge. Non-members involved in community service programs or fundraising events shall not enter the lodge social quarters. Community service and charitable fundraising events are subject to the following restrictions:
 - a. The social quarters shall be closed to non-members.
 - b. Non-members shall not make purchases unless the purchase is directly related to the fundraising event.
 - c. No alcoholic beverages shall be involved unless specifically approved by the General Governor.

- d. IRS regulations require that only “volunteers” be involved in charitable fundraising events. No House Committee/Board of Directors employee (i.e., SQ Manager, bartender, etc.) or lodge employee (Administrator, clerical personnel, etc.) shall participate in charitable fundraising events. Volunteers may not receive any form of compensation, including, but not limited to, tips, free meals, free drinks, etc.

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

- e. Neither the lodge nor chapter shall benefit financially from the activity.
- f. All net proceeds shall be donated to the charity or community service 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 its affiliated 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 International Headquarters for fundraisers involving the public for the financial gain of the chapter.

Subject to compliance with Section 44.3 of 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 that 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.

Women Of The Moose Selling Of Booths And Tables

1. The selling or renting of booths or tables to the public for a Craft Sale, Bazaar, etc. is not permissible as this would fall under the category of unrelated income according to the Internal Revenue Service.
2. A co-worker or non-member may not make a profit from a Women of the Moose function.

Demonstration Parties

Such parties shall not be held.

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

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 to sign the contract. The chapter will then write a check to the lodge, which will in turn write a lodge check to the band. The chapter is prohibited from entering into contracts with bands.

Prohibited 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 (refer to page 93 for further information) or firearms.

Women of the Moose functions cannot include any alcoholic beverages provided by the chapter. (See document from General Governor's Office at back of book)

HANDLING FUNDS

The Recorder is responsible for all collections of general and special funds and for deposits of same.

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

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 International Headquarters.

It is not in order to use cash money collected from fund raising projects to pay for any expenses.

All bills and expenses, regardless of amount, are to be paid by chapter checks only after they have been proposed for payment by the Board of Officers and approved by the chapter. This means only after the Business Meeting can bills be paid (Emergency business may be conducted at a Chapter Night – refer to Chapter Night Agenda in the Meeting Procedures and Agendas manual).

A Secretary/Treasurer, Recorder or Senior Regent who signs a blank check shall be removed from office. A Recorder 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 Recorder. The chairman will issue a business receipt to each committee member from whom she receives money.

Committee is to count the money before giving it to the Recorder, Secretary/Treasurer, or Senior Regent.

The Recorder 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 Recorder 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.

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 Recorder will issue an Official Business Receipt for money she receives. The receipt issued by the Recorder will indicate the receipt numbers issued by the chairman or officer.

BONDED OFFICERS AND BONDING THE BINGO COMMITTEE

All offices are bonded.

Effective May 1, 2004, the fidelity bond coverage afforded to all fraternal units was applied on a blanket basis to all persons duly authorized by the Board of Officers of that fraternal unit to handle money, securities and other property.

Note: no member of the Board of Officers may serve as Bingo Chairman. If your state/provincial bingo laws permit members of the bingo committee and/or bingo workers to be paid, the chapter officers shall not receive compensation.

Additional bonding shall also be secured for the Bingo Chairman and her committee and other chairmen as necessary. The Senior Regent appoints the Bingo Chairman and a committee. Refer to the Women of the Moose Handbook for details.

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

The chairman shall keep an accurate record, written in ink or typed, showing total receipts and expenditures for each bingo game and make a complete report, written in ink or typed, at each Business Meeting. The records shall be available for inspection by local, state/provincial bingo authorized personnel.

A dispensation is a request from a chapter asking the office of the Grand Chancellor for permission to deviate from the rules and regulations of the Women of the Moose.

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

Important: A dispensation 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.

Some Dispensation Forms may be found on the WOTM 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.

Chapter Dispensations

Dispensation is required to change the date of a chapter meeting, with the exception of a meeting in conflict with holidays, Annual, Mid-Year, International Conferences, or due to inclement weather. It is not in order for any chapter to hold only one meeting during a month, nor is it in order for a chapter to hold both the Chapter Night and the Business Meeting on the same night. If a holiday or conference date conflicts, then change your dates to allow for as close as possible the two-week period between the Chapter Night and Business Meeting.

Dispensation is not needed if the chapter is going to permanently change the date or time of chapter meetings, such as from the 2nd and 4th Tuesdays to the 1st and 3rd Mondays. Only chapter approval is needed. After approval by the chapter, the Recorder shall enter the new meeting dates and times in the LCL.net program and transmit to Moose International.

Dispensation is also required:

- To hold a make-up Chapter Night for one of the Chapter Development Committees or Standing Committees.
- To nominate, elect, and install an officer at the same meeting (This shall only be requested during the period July 15 to July 31 to enable co-workers opportunity to qualify for personal Honors. A special meeting must be held and the ritual for chapter night shall be performed.)
- A dispensation is not required to change the rate of dues for your chapter. However, chapter approval is required. Immediately after the chapter approves the increase in dues, the Recorder shall enter the new membership dues rate into the LCL.net and transmit to Moose International.

Send Chapter Records Dispensations to:

**Chapter Dispensations
Women of the Moose
155 South International Dr
Mooseheart, IL 60539-1182**

Financial Dispensations

Dispensation shall be required for all donations to community projects in excess of \$1,000.00 per quarter.

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.

Any time the chapter is donating funds 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.

The dispensation shall contain the following: **amount, purpose of dispensation, date approved by chapter 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.

Refer to the Expenditures Section in Recorder/Audit Handbook regarding dispensation for purchasing paraphernalia.

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
Women of the Moose
155 South International Dr
Mooseheart, IL 60539-1177**

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

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.

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

- What it is going to do
- When it is going to do it
- How it is going to be done

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

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 reenrolling 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 is on the WOTM Website.

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 or PEP Committee should serve as moderator for this meeting.

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

Note: refer to the “Keys to Successful Membership Retention” book found on the WOTM website.

One of the chapter’s most valuable committees is the PEP Committee.

The PEP Committee shall secure a list from the Recorder of co-workers whose dues are 30 days in arrears as well as those co-workers whose dues are 120 days in arrears.

The PEP Committee, comprised of all co-workers who hold degrees, 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 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 chapter’s Family Involvement Chairman or lodge’s Family Activities Chairman to see if other activities could be offered.
- If the co-worker financially cannot pay her dues, refer her situation to the chapter’s Financial Assistance Committee.

PEP Chairman or a co-worker on committee to meet with the Board periodically to report on information secured by PEP Committee members from their personal contact visits.

EXECUTIVE SESSIONS

The Senior Regent, Junior Graduate Regent and Recorder shall attend the Executive Session as one of the requirements for personal honors, such as Green Cap, College of Regents and Star Recorder. Installed Officers, Appointed Officers, Chapter Development Chairmen and all other members of the chapter are also encouraged to attend.

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

The officers are encouraged to attend the Executive 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 Deputy Regional Manager, Regional Manager, Executive Session Leader, Recorder/Audit Training Session Leader shall serve as the liaison between your chapter and International Headquarters.

If an officer has a valid reason for not being able to attend the Executive Session, the Board of Officers shall send a letter over their signatures to the attention of Susan Hawkins, office of the Director of Education and Training, explaining why the officer could not attend.

A make-up session may be granted for a valid excuse. The make-up session will be at the chapter's expense and may not be in the immediate area.

Note: All requests for make-up Executive Sessions must be received by Susan E. Hawkins, Department of Education and Training prior to August 1. All make-up sessions will be scheduled on a very limited basis. No chapter will receive a one-on-one make-up session.

Only those chapters who submit a written request for make-up sessions will be notified of the date and location. It will be your responsibility to attend one of these sessions. No additional sessions will be scheduled. There will be no exceptions.

Do not allow your personal honors to be in jeopardy.

RECORDER-AUDIT TECHNICAL TRAINING SESSION

The Recorder shall attend the Recorder/Audit Technical Training Session as one of the requirements for the Star Recorder Degree. Installed Officers, Appointed Officers, Chapter Development Chairmen and all other members of the chapter are also encouraged to attend.

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

If the Recorder has a valid reason for not being able to attend the session, a letter over the signatures of the Board of Officers shall be sent to the attention of Susan Hawkins, office of the Director of Education and Training, explaining why the officer could not attend.

A make-up session may be granted for a valid excuse. The make-up session will be at the chapter's expense and may not be in the immediate area.

Note: All requests for make-up Recorder/Audit Technical Training Sessions must be received by Susan E. Hawkins, Department of Education and Training prior to August 1. All make-up sessions will be scheduled on a very limited basis. No chapter will receive a one-on-one make-up session.

Those chapters who submit a written request for make-up sessions will be notified of the date and location. It will be your responsibility to attend one of these sessions. No additional sessions will be scheduled. There will be no exceptions.

Do not allow your personal honors to be in jeopardy.

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 Deputy Regional Manager, Regional Manager, Executive Session Leader, Recorder/Audit 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/lodge problems, please send a letter over the signatures of the Board of Officers to the Deputy Regional Manager, Assistant Regional Manager or Regional Manager so that an authorization may be issued to an Official Visitor to visit your chapter, at 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.

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 will be assigned to assist as necessary.

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

In the event problems should arise between the chapter and the Ritual Team, the chapter’s Board of Officers may, by majority vote and chapter approval, disband the Ritual Team if the issues cannot be resolved. Women of the Moose Headquarters has the authority to disband a Ritual Team.

If a member of the Ritual Team fails to comply with her responsibilities as a member of the team, the team members should counsel her. If the situation still cannot be resolved, the Ritual Team Chairman may, with approval of the remaining members of the team, recommend her removal from the team to the Board of Officers. The Board of Officers would then ask for her resignation from the team.

REMOVAL FROM OFFICE.

If an Elected Officer or the Junior Graduate Regent of the chapter is absent for three consecutive regular meetings of the chapter and/or Board of Officers without sufficient excuse, the Senior Regent may, with the approval of the Board, declare such office vacant. An officer who is in arrears for nonpayment of dues is not in good standing and cannot enter the Moose Home, attend any meetings or participate in any Women of the Moose activities until her membership dues are once again current.

If the Senior Regent is absent three consecutive regular meetings of the chapter and/or Board of Officers, without sufficient excuse, the Junior Regent may, with the approval of the Board, declare her office vacant. A Senior Regent who is in arrears for nonpayment of dues is not in good standing and cannot enter the Moose Home, attend any meetings or participate in any Women of the Moose activities until her membership dues are once again current.

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

The Senior Regent may remove a Chairman, Appointed Officer, Escort or Ritual Director who is unable to fulfill the duties and responsibilities of the position. The Senior Regent appointed 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. If the position is a necessary appointment for the Green Cap – the Senior Regent shall appoint and install another in that position.

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

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

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. 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 Senior Regent, with the assistance of the Junior Regent to maintain order and decorum in the Chapter Room. It is not in order for co-workers to cause dissension on the chapter floor while the chapter is in session.

If a co-worker causes problems at a Chapter Night or Business Meeting, 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 Senior Regent may impose a fine if unacceptable behavior/action continues.

When a co-worker becomes belligerent at a meeting, the Senior Regent should ask the co-worker to be seated. If the coworker refuses, then the Senior Regent asks the Guides to escort the co-worker from the Chapter Room. If the co-worker refuses to leave, the Senior Regent should rap the gavel, ask the Chaplain to close the Bible and Senior Regent adjourns 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 to your chapter as a guest speaker provided:

- The proposal is presented to the chapter for approval via the Board of Officers recommendations.
- The request is sent over the signatures of the Board of Officers and the Chapter Seal. It is not necessary to request a dispensation from the International Office 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 enrollments.

A request for a STATEWIDE or PROVINCEWIDE ENROLLMENT in honor of a Current/Past State/Regional/Provincial/International Officer must be sent over the signatures of the Board of Officers to the office of the Grand Chancellor. It shall include the date chapter approval was given and the seal of the chapter.

All requests shall be mailed to:

**Grand Chancellor's Office
Women of the Moose
155 South International Dr
Mooseheart, IL 60539-1182**

Chapters who have a new Star Recorder and/or College of Regents member shall plan for them to be the speaker at the respective Chapter Night. DO NOT invite a second guest speaker under these circumstances.

VOLUNTEER OF THE MONTH

Each chapter is invited to take part in the Volunteer of the Month Program. Every chapter has co-workers who give untiringly of themselves to the Women of the Moose program. Regardless as to whether a co-worker works behind the scenes or in the forefront, each should be recognized for the effort put forth in behalf of your chapter. The Volunteer of the Month cards can be found at the Women of the Moose website. Any co-worker may submit the name of a co-worker for consideration.

One volunteer should be selected for each of the first 11 months.

In April, one of the 11 co-workers selected as Volunteer of the Month shall be nominated by a committee as the Volunteer of the Year and shall be given a certificate.

Volunteer of the Month Presentation:

- Presentation should be held at the beginning of the Chapter Night.
- If chapter funds permit, present her with a corsage or gift.
- Have the Publicity Chairman take her picture and display it on the Bulletin Board and in the local newspaper with appropriate article describing her efforts in behalf of the Women of the Moose.

Discuss this program at a Joint Board of Officers' meeting and see if the lodge will let your chapter have one parking space in the parking lot to be designated as the Volunteer of the Month's Parking Space.

VOLUNTEER OF THE MONTH GUIDELINES

Appoint 3 co-workers each month to serve as judges.

Judges shall meet sometime during the last 10 days of each month to select the co-worker to be honored as the Volunteer of the Month.

Any co-worker, including an officer, may be selected.

A co-worker serving as judge may not be considered.

Appoint a different group of co-workers each month to serve as judges.

A co-worker may not be selected to receive the Volunteer of the Month award more than once during a chapter year, May 1 through March 31. She may be considered again the following year.

Consider every co-worker in the chapter.

Judges shall carefully evaluate the name of each co-worker whose name is submitted.

The judges shall select the co-worker having the most accumulated points as the winner. Award five points for each time she participates in the following:

- Attendance at meetings.
- Assisting with all chapter functions.
- Pro-tem at chapter meetings.
- Sponsoring candidates.
- Volunteer work for the chapter.
- Volunteer work for the community.
- Telephone Committee (Contacting co-workers on short notice or when an emergency arises).
- Assisting the chapter at home (Example: baking items for a bake sale, making craft items for a bazaar).
- Providing transportation to and from meetings.
- Assisting the chapter in activities.
- Assisting in lodge activities.
- Working in the kitchen.
- Clean up detail.
- Contacting co-workers who are in arrears with their dues.
- Visiting co-workers who are ill or shut-ins.

VOLUNTEER OF THE YEAR

The 11 co-workers selected as the Volunteer of the Month between May 1 and March 31 should be evaluated by a panel of three judges appointed by the Senior Regent.

The Volunteer of the Year is to be honored at the April Chapter Night Meeting.

Judges are to select a winner from the 11 Volunteers of the Month to be known as Volunteer of the Year. Judges shall meet sometime during the last 10 days of March and shall use the point system given in this section.

The judges shall select the co-worker who has the most accumulated points as the winner. Award 5 points for each time she participates in the following:

- Attendance at Chapter Night and Business Meetings from May through March.
- Attendance at Chapter Development Committee meetings.
- Assisting at chapter projects.
- Pro-temming.
- Telephone committee.
- Sponsoring candidates.
- Assisting in the kitchen.
- Providing transportation.
- Visiting co-workers who are ill or shut-ins.
- Volunteer work for the chapter.
- Volunteer work for the community.
- Assisting the chapter at home.
- Clean-up detail.
- Contacting co-workers who are in arrears with dues.
- Perfect attendance at chapter meetings from May through March.
- Assisting the chapter in activities.
- Assisting the lodge in activities

INTERNATIONAL CO-WORKER OF THE YEAR

- The International Co-worker of the Year is a program designed to give special recognition to an outstanding coworker in your chapter.
- Guidelines and the International Co-worker of the Year Nomination Form will be sent to the Senior Regent in May.
- The Senior Regent shall call a meeting of the Board of Officers and Past Regents of your chapter to select a nominee for the International Co-worker of the Year. Allow sufficient time to send nominee to the Deputy Grand Regent/Officer in Charge of the Annual Conference and before the Annual Conference.
- Past Regents are co-workers who have served one complete term as Senior Regent and one complete term as Junior Graduate Regent whether or not they qualified for the College of Regents Degree.
- Every chapter **SHALL** submit a nominee as one of the requirements for the Award of Achievement. This includes newly instituted chapters.
- Every chapter has co-workers who are worthy of recognition and nomination as International Co-worker of the Year.

One portion of the nomination form shall be sent to the Deputy Grand Regent/Officer in Charge of your State/Provincial Annual Conference. Send the other portion to:

**International Co-worker of the Year
Office of the Grand Chancellor
Women of the Moose
155 South International Dr
Mooseheart, IL 60539-1182**

Please follow the directions given on each side of the form.

At the Annual Conference the Current/Past State/Regional/Provincial/International Officers in your State/Province will review the nomination forms and will select one nominee to represent your State/Region/Province.

At the Mid-Year Conference, the State/Regional/Provincial winner shall be announced and will be presented with a plaque.

Certificates for all other nominees will be presented at the Mid-Year Conference. The Senior Regent should also make a special presentation of the International Co-worker of the Year Certificate.

From the 44 State/Regional/Provincial winners, five co-workers will be selected as the International Co-worker of the Year nominees.

The International Co-worker of the Year shall be announced at the Shining Star Ceremony 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 chapter, maximum of 3 years of membership in the Women of the Moose as of Oct 31.

The Senior Regent will call a meeting of the Board of Officers and all Past Regents of the chapter to select the nominee for the Novice Co-worker of the Year. (A Past Regent is a member who has served one complete term as Senior Regent and one complete term as Junior Graduate Regent whether or not she has qualified for the College of Regents Degree.)

Complete instructions and the nomination form will be mailed to each chapter in May.

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 candidates 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, Escort, Appointed Officer or Elected Officer of the chapter. She should have good attendance at chapter meetings and functions.

List all community service activities she has been involved with during the past year.

Special consideration shall be given to a co-worker who qualified for or who has received the Academy of Friendship Degree.

Every chapter shall submit a nomination form. If you do not have a co-worker who meets the membership requirements for this program, please write "None" on the nomination form.

Every chapter shall submit a Novice Co-worker of the Year form as one of the requirements for the Award of Achievement.

Five co-workers will be selected as the Novice Co-worker of the Year nominees and will be announced at the Shining Star Ceremony held in conjunction with the International Conference. One of the five will be awarded the Shining Star as Novice Co-worker of the Year.

IMPORTANT!! Nomination Forms are to be remitted no later than November 15th to:
--

**Novice Co-Worker of the Year
Office of Grand Chancellor
Women of the Moose
155 South International Dr
Mooseheart, IL 60539-1182**

The nominee selected as the state/region/province(s) outstanding individual shall be announced & presented with a plaque at the Annual Conference. Certificates for all nominees will be presented at the Annual Conference. The Senior Regent should also make a special presentation of the Novice Coworker of the Year.

The minutes of all regular chapter meetings, including Chapter Nights, Special Meetings, Nominating Committee Meetings, Installation, Business Meetings, and Board of Officers' meetings shall be recorded in the proper manner on the pre-numbered minutes pages, available through the Catalog Sales Department at Moose International.

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 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 Chapter Night, Board of Officers, and Business Meetings. These forms may be photocopied for convenience. However, the actual minutes shall be recorded on the pages provided 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. The meeting was called to order by Senior Regent, Jane Doe. All officers were present. The Board recommends the following proposals:

1. The Health Awareness Committee be allowed to hold a Harvest Dinner and Dance at the Moose Home 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 \$__.

A prize will be awarded to a man, woman, and child for the best costume. Cost of each prize, not to exceed \$__.

The "Stepping Easy" band will play for all age groups from 8:00 to 11:00 p.m. The lodge will hire and pay for the band and will be reimbursed by chapter check. Tickets for dancing only will be \$5.00 per person. Suggested dress is calico dresses and bonnets for women; jeans, plaid shirts and boots for men or similar clothing appropriate for this occasion.

Expenses for the project will be:

- \$__ Printing Tickets
- \$__ Lodge to pay band
- \$__ Food for dinners
- \$__ Decorations
- \$__ Prizes for best costume
- \$__ Total Expenses

2. Health Awareness Committee Chapter 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 table centerpiece will be loaned by a committee member using the hospital theme. Approximate cost: \$____.

The 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.

At the close of the meeting, a short skit will also be presented by the Health Awareness Committee. Total Chapter Night Expense: \$____.

3. For their community service project, the Health Awareness Committee would like to sponsor a children's fingerprint program on December __, ____, at our lodge. The Sheriff's Department will assist with the fingerprinting. Approval will be secured from the lodge. The committee will provide cookies, kool-aid and lemonade to all children and parents attending the program at a cost of \$____.

4. The committee would like to earmark \$____ from their fund raising project for a partial scholarship to the local school of nursing. The Health Awareness 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.

5. Following the Business Meeting on July __, ____, the Health Awareness Committee will provide word games for everyone's enjoyment. Refreshments of fresh watermelon and cantaloupe slices, coffee and tea will be served. Approximate cost of refreshments and prizes will be \$____.

6. The net proceeds from the Health Awareness 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.

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

8. The Membership/Retention Committee also presented a proposal that Christmas social be held on December __, ____ 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 8, the correct procedure to use is as follows:

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

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

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

That a President's Tea be held on February __, ____ from 1 to 3 p.m. All chapter members and all candidates be admitted without charge. Slides of Mooseheart and Moosehaven will be shown. Everyone else will pay \$___. for admittance.

Three officers voted for the entire proposal and three officers rejected one portion of the proposal. 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 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.

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

Postage Stamps (200 stamps) for mailing dues notices & cards. Total \$_____

Baby Gift (Co-worker Ann Johnson—baby girl) in amount of \$_____

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

11. The Board of Officers recommends the following Chapter Policies (See Chapter Policies on pages 52-56).

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

CERTIFIED AS CORRECT:

SENIOR REGENT

SECRETARY/TREASURER

The Board Of Officers' Minutes Form

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 Chapter Night Minutes

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

The meeting was called to order at 8:00 p.m. on June __, ____ by Senior Regent Jane Doe. All Officers, Appointed Officers, Chairmen and Escorts were present. Membership/Retention Chairman Janice Heath introduced her committee.

There were fifteen committee members present. Total attendance was 48. 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 purchases made by chapter co-workers of the Hilltop Super Market.

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

Chairman Janice Heath showed a video of her recent trip to Mooseheart. The coworkers 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.

Candidates enrolled in honor of Chairman Janice Heath were: Mary Lawrence, sponsor Susie Jones and Maurine Stephens, sponsor Mary Smith.

The Senior Regent made the following announcements: Co-workers Betty Tomms 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 9:00 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:

SENIOR REGENT

SECRETARY/TREASURER

Chapter Night Minutes Form

Total Attendance _____

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

All Officers, Appointed Officers, Chairmen and Escorts were present except

Pro tems were:

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

_____ from

_____ through _____ as their fund

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

Candidates enrolled in honor of Chairman _____ were:

_____, sponsor _____

_____, sponsor _____

_____, sponsor _____

_____, sponsor _____

_____, sponsor _____

The Senior Regent 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.

Correct Procedures In Writing Business Meeting Minutes

The following is an example of correct minutes recorded of a regular chapter Business meeting.

The Business Meeting was called to order at 8:00 p.m. on June __, ____ by Senior Regent, Jane Doe. All Officers, Appointed Officers, Committee Chairmen and Escorts were present, with the exception of Chaplain, Peggy Roman and Escort Kate Deal. Pro tem for Chaplain was Virginia Garwood. Total attendance was 40.

Applications for membership were balloted upon as follows: Mary Brown, sponsor Ruth Adams, Evelyn Garth, sponsor Mildred Mooney and transfer-in of Sue Williams from Rayburn Chapter #____. The ballot was favorable.

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

(1) Receipts reported were:

\$____ Chapter dues;

\$____ Enrollment fees;

\$____ Endowment Fund;

\$____ returned advance for Membership/Retention Chapter Night;

\$____ from the Community Service Committee from the In the Round Theater Dinner.

(2) The Recorder reported expenditures in the amount of \$____.____, which included the following:

\$____ 200 Postage Stamps;

\$____ Baby Gift for Ann Johnson's baby girl;

\$____ Reimbursed for flowers for co-workers Ann Lee and Betty Tomms.

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

Minutes of the chapter Business Meeting held on May __,____ and the Membership/Retention Chapter Night held on June __,____ were read. There were no additions or corrections, so they stand approved as read.

The minutes of the Board of Officers' meeting held on June _____ were read. Proposals # 7 and #8 were discussed.

The co-workers voted against the Board's rejection on the second portion of #8, which referred to admittance charge and the amount to be spent for a prospective member's Christmas Social. Proposal #8 was referred back to the Board for consideration.

Since the Board of Officers was locked on proposal #9, 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 - 4 p.m. Vote was favorable to hold the Tea. Second, a vote was taken to determine whether prospective candidates and co-workers should be admitted free. Vote was favorable for this portion, also. Therefore, the original Membership/Retention Committee proposal stands as approved by the chapter.

The Chapter Policies were recommended in detail with one addition also recommended. Under Miscellaneous Policies, the Board recommended three days actual food expense (with receipts) not to exceed \$____ per day plus transportation at \$____ (not to exceed amount specified by International Headquarters) per mile or super saver airfare, whichever is the lesser amount, to the College of Regents and Star Recorder matriculants to receive their degrees at International Conference in _____. Also, since supplies and postage were not needed at the time the Chapter Policies were drawn up, policy 14 of previous year was omitted, thereby re-numbering the policies.

A motion was made by Janet Jones to accept the remainder of the Board minutes and Chapter Policies including the one addition and seconded by Sue Perry. The motion was carried by majority show of hands. Report Form 114 was read by Membership/Retention Chairman Janice Heath. Report Form 166 was read by Community Service Chairman Bernice Weaver.

The Senior Regent made the following announcements: The Lodge Carnival will be held on July _____. Be sure to come and support the lodge. Volunteer workers are to be at the lodge by 9:30 a.m. The Loyal Order of Moose would like the co-workers to assist with their Friday Night Fish Fry. Anyone who can help, please sign your name and time you can work on the sheet at the Secretary/Treasurer's station. Ritual rehearsal will be on June _____ at 7:00 p.m. at the Moose Home.

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

CERTIFIED AS CORRECT

SENIOR REGENT

SECRETARY/TREASURER

Business Meeting Minutes Form

_____ Total Attendance

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

All Officers, Appointed Officers, Chairmen and Escorts were present except

Pro tems were:

Applications for membership were balloted upon as follows:

- _____, sponsor _____
- _____, sponsor _____
- _____, sponsor _____
- _____, sponsor _____
- _____, sponsor _____
- _____, sponsor _____
- _____, sponsor _____
- _____, sponsor _____

Also balloted on was a transfer-in of _____ from _____ chapter.

The vote was favorable.

Receipts and deposits in the amount of \$_____ were reported by the Recorder (Pro-tem) and verified by the **Secretary/Treasurer** (Pro-tem). **Receipts and Expenditures reported were:**

RECEIPTS		EXPENDITURES	
Description	Amount	Description	Amount

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

Minutes of the chapter Business Meeting held on _____ and the _____ Chapter Night held on _____ were read. There were no additions or corrections, so they stand approved as read.

The minutes of the Board of Officers' Meeting held on _____ were read. Proposals # _____ and # _____ were discussed. The Board's recommendation on the _____ portion of # _____ which referred to _____, was referred back to the Board for further consideration.

Important: Chapter policies shall be reviewed and up-dated by the Board of Officers at the beginning of each chapter year, approved by the chapter and then sent to WOTM Headquarters.

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

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

- When, in the Chapter Policies, the amount is not determined, it shall be listed as follows: "The Board of Officers recommends the following proposals:"
- When the Chapter Policies specify a specific amount, or an amount "not to exceed", it shall be listed under "The Board of Officers recommends payment of the following bills": and include description, payable to, dollar amount and "per Chapter Policies".

Copies of the approved Chapter Policies should be made available for all co-workers requesting a copy, **ONLY AFTER** all are completely approved by the chapter. Please remit your Chapter Policies after they have been approved by your chapter to:

Chapter Policies
Women of the Moose
155 South International Dr
Mooseheart, IL 60539-1179

All chapters shall remit a complete set of Chapter Policies at the beginning of each chapter year. They will be placed in your chapter files at International Headquarters for referral in the event a question arises pertaining to your policies.

Example Of Chapter Policies

STATE/PROVINCE: USA/CANADA

CHAPTER NAME & NO.: Hilltop #1000

DONATIONS AND CONTRIBUTIONS:

- | | |
|--|-----------------------|
| 1. American Cancer Society | not to exceed \$00.00 |
| 2. Heart Fund | not to exceed \$00.00 |
| 3. March of Dimes | not to exceed \$00.00 |
| 4. Salvation Army | not to exceed \$00.00 |
| 5. Arthritis Foundation | not to exceed \$00.00 |
| 6. Gifts for Sunshine children and parents (Birthday and Christmas per gift) | not to exceed \$00.00 |
| 7. Sponsor Nurse (3) payments of (for one year) | not to exceed \$00.00 |

CHAPTER NIGHT AND ADVANCE CHECKS ISSUED FOR:

- | | |
|--|-----------------------|
| 1. Academy of Friendship Chapter Night | not to exceed \$00.00 |
| 2. Green Cap Chapter Night | not to exceed \$00.00 |
| 3. Regular Scheduled Chapter Night | not to exceed \$00.00 |
| 4. Star Recorder Chapter Night | not to exceed \$00.00 |
| 5. College of Regents Chapter Night | not to exceed \$00.00 |

MISCELLANEOUS CHAPTER EXPENSES:

- | | |
|--|-----------------------|
| 1. Nurse's capping/graduation gift | not to exceed \$00.00 |
| 2. Nurse's birthday gift | not to exceed \$00.00 |
| 3. Chapter to purchase 5 food certificates (or provide 5 food baskets) for families in need. Names to be presented at the Business meeting in November for chapter approval. | not to exceed \$00.00 |
| 4. Sponsor Girl Scout Troop | not to exceed \$00.00 |
| 5. Sponsor Boy Scout Troop | not to exceed \$00.00 |
| 6. Sponsor Youth Softball WOTM Team | not to exceed \$00.00 |
| 7. Sponsor Youth Soccer WOTM Team | not to exceed \$00.00 |
| 8. Provide Women of the Moose Scholarship to high school student to be presented at graduation. Scholarship Committee of five co-workers and the Board of Officers to receive names of students from local high school who are in need of assistance and meet grade point qualifications as established by local high school. Special consideration will be given to high school students who have met qualification guidelines and whose parents are members of Women of the Moose and/or Loyal Order of Moose. | not to exceed \$00.00 |

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EXPENSES FOR REPRESENTATIVES/MATRICULANTS/CANDIDATES TO CONFERENCES

1.Representative to Annual/Mid-Year 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.Representative to International 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.

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

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

3.College of Regents/Star Recorder Matriculant: 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.

4.Green Cap Candidate: 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..

5.Academy of Friendship Candidates: 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.

6. Ritual Team: 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.

7.Any co-worker receiving expense money from the chapter must furnish valid receipts, including Hotel/Motel bill, to the chapter in order to be reimbursed for actual expenses. Luncheon/dinner tickets for degree functions are to be paid for by the chapter and are not included in the per diem.

8.Pre-registration and registration fee for all co-workers attending the International Conference to be paid by the chapter.

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

Example Pioneers

CHAPTER FUNCTIONS:

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

GIFTS TO LODGE:

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

CHAPTER GIFTS AND AWARDS TO CO-WORKERS:

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

EXAMPLE

7. Chapter to present chapter pin to new co-workers attending four consecutive meetings. (each) not to exceed \$0.00
8. 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
9. 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. Recorder or Senior Regent must be notified while co-worker is hospitalized. (each occasion) not to exceed \$0.00
10. Sunshine Committee Chairman allotted funds to purchase ___(number of)___boxes of greeting cards and ____ (number of)_____ postage stamps (total)
In the event additional cards and stamps are needed, the Sunshine Chairman will present a proposal to the Board of Officers for chapter approval to allow for additional purchases. not to exceed \$0.00
11. Chapter check for \$00.00 to be sent to the family of deceased co-workers in good standing. (each occasion) not to exceed \$0.00
12. Baby spoons to be sent to new babies of co-workers in good standing. Each not to exceed \$0.00
13. Corsages to be presented to chairmen on their Chapter Nights and to co-workers taking part in any Moose function. Each not to exceed \$0.00
14. Following the point system set forth in the Officers Handbook, a co-worker will be selected to receive the "Volunteer of the Month" Award, each month for 11 months
15. In April, a co-worker will be selected, following the point system sent from International Headquarters, to receive the "Volunteer of the Year" Award, from the 11 co-workers who received the "Volunteer of the Month" Award during this chapter year.

The Recorder 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:

Senior Regent

Secretary/Treasurer

Note: Even though you have listed in your Chapter Policies items to be purchased during the year, they must still be brought to the chapter floor through the Board of Officers' minutes for final approval as follows:

- When in the Chapter Policy the amount is not determined, it shall be listed as follows: "The Board of Officers recommends the following proposals:"
- When the Chapter Policy specifies a specific amount, or an amount "not to exceed", it shall be listed under "The Board of Officers recommends payment of the following bills": and include description, payable to, dollar amount and "per Chapter Policies".

WOMEN OF THE MOOSE
MOOSEHEART, ILLINOIS 60539-1182

STATE/PROVINCE: U.S.A./Canada

CHAPTER NAME & NO. Hilltop #1000

FORM 114

REPORT OF CHAPTER NIGHT PREPARED BY CHAIRMAN. Read report at first BUSINESS MEETING following Chapter Night. DATE ON FORM 114 MUST CORRESPOND TO DATE OF ENROLLMENT. Give to Senior Regent after the meeting.

**PROJECT ASSIGNED TO COMMITTEE:
(LISTED ON FORM IN FORMS BOOK)**

SEND THIS FORM, ALONG WITH CHECKS, TO WOMEN OF THE MOOSE HEADQUARTERS AFTER THE BUSINESS MEETING IN JUNE. DO NOT SEND IN BEFORE THIS DATE

Committee Name	<u>MEMBERSHIP/RETENTION</u>
Chairman's Name	<u>Janice Heath</u>
Date of Chapter Night	<u>June 3, 2006</u>
Number of candidates enrolled	<u>10</u>
Number of committee members present at Chapter Night	<u>15</u>
Chapter check for Women of the Moose Scholarship and Maintenance Fund	<u>Check No. 005 Amt. \$50.00</u>
Chapter check earmarked for: Listed on WOTM website	<u>Check No. 006 Amt. \$150.00</u>

(CHAPTER SEAL)

(Committee Chairman)

(Recorder)

(Senior Regent)

*Amounts shown on this page are examples only.

FORM 166

COMMITTEE FORM **FOR FUND RAISING AND SPECIAL PROJECTS**. Each chairman prepares and reads report at first BUSINESS MEETING after Fund Raising Project is held. When committee has held more than one Fund Raising Project, complete this form covering all projects. Give to Senior Regent after the meeting.

SEND THIS FORM TO WOMEN OF THE MOOSE HEADQUARTERS AFTER THE FUND RAISING EVENT IS COMPLETE.

Committee Name	<u>MEMBERSHIP/RETENTION</u>
Chairman's Name	<u>Janice Heath</u>
Number of Committee meetings held	<u>10</u>
Committee Fund Raising Project was	<u>"Pecan Sale"</u>
Date held	<u>September 1 thru November 19</u>
Place held	<u>Moose Home</u>
Number of Committee members present at Fund Raising Project	<u>15</u>

TOTAL PROCEEDS COLLECTED	<u>\$ 2,250.00</u>	LESS EXPENSES	<u>\$ 1790.75</u>	NET PROFIT	<u>\$ 459.25</u>
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Indicate amount approved for special project of committee for Mooseheart, Moosehaven and any community or chapter project on lines indicated below, as well as disbursement of remaining net profit.

Net Proceeds will be used for:	Amount approved:
WOTM Scholarship & Maintenance Fund (\$50.00), Special Project for Moosehaven (\$150.00)	\$200.00
1 - "Spinoza" Bear (\$130.00)	\$130.00
Refreshments at Business Meeting in February (\$10.00), Chapter General Fund (\$119.25)	\$129.25

(CHAPTER SEAL)

 (Committee Chairman)

 (Recorder)

 (Senior Regent)

*Amounts shown on this page is an example only

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

"YOU ARE EITHER A MEMBER OR A GUEST!"

All good standing 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 good standing 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.)
- The lady friend of a good standing lodge member or the gentleman friend of a good standing chapter member.

Note - There are no limits on the number of times a qualified ladyfriend or gentleman friend may be admitted as a guest.

A prospective member of the lodge or of the chapter may be admitted subject to the following:

- The prospective member is accompanied at all times by his or her sponsor.
- The prospective member is properly signed in as a guest.
- The prospective member shall not make purchases.
- The prospective member shall leave when his or her sponsor leaves.
- The prospective member's third visit shall be for the sole purpose of attending an orientation session or enrollment ceremony.

Note - The three (3) visit restriction only applies to prospective members.

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. A member not in good standing (i.e., in arrears on payment of dues but not dropped) may not enter any lodge, even as a guest.

Only good standing members of the Order, whose good standing 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/Joint Management Board of Directors to ensure that all persons entering the lodge home and social quarters are either good standing members or qualified guests. It is recommended that the House Committee/Joint Management Board of Directors 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/Joint Management Board of Directors or its authorized person. Approved applicants for membership, prior to enrollment and becoming a member shall not make purchases.

House Committees/Joint Management Board of Directors must provide key cards to all good standing members of the lodge and chapter, if the lodge uses such a system. The House Committee/Joint Management Board of Directors 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.

Gentlemanly/ladylike and orderly conduct is required of all persons at all times. The House Committee/Joint Management Board of Directors 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/Joint Management Board of Directors of the lodge pending a hearing and final decision of the House Committee/Joint Management Board of Directors in accordance with Section 48.9.


The House Committee/Joint Management Board of Directors 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/Joint Management Board of Directors.

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: dchambers@mooseintl.org

2007-2008 SPECIAL PROJECTS

	<i>Co-workers- the Kathryn Smith Residence Home at Moosehaven is a major renovation that will require at least two years' of financial donations. We hope you will give generously. Your assistance and understanding is truly appreciated. Thank you.</i>	
Committee	Mooseheart	Moosehaven
May, 2007 Academy of Friendship	Music Department	
June, 2007 Membership/ESP		Katherine Smith Residence Home
July, 2007 Publicity		Katherine Smith Residence Home
August, 2007 Youth Involvement		Katherine Smith Residence Home
September, 2007 College of Regents	Mooseheart School System	
October, 2007 Mooseheart	Christmas in October	
November, 2007 Star Recorder		Katherine Smith Residence Home
December, 2007 Community Service		Katherine Smith Residence Home
January, 2008 Educational Advancement		Katherine Smith Residence Home
February, 2008 Moosehaven		Christmas in October
March, 2008 PEP (Preservation Enables Prosperity)		Katherine Smith Residence Home
April, 2008 Health Awareness		Katherine Smith Residence Home
Green Cap (After Convocation until April 15, 2008)	Mooseheart School System	
Family Involvement (Between June 1, 2007 & April 30, 2008)	Music Department	
Annual Conference – 2007		Katherine Smith Residence Home
Convocation – 2007		Beauty Shop
Mid-Year Conference – 2008		Katherine Smith Residence Home
Annual Academy of Friendship Session – 2008	Music Department	

NOMINATIONS AND ELECTIONS OF CHAPTER OFFICERS

Frequently Asked Questions and Answers are on pages 85-87

ALSO – Refer to WOTM General Laws.

Nomination And Election

Section 96 pertains to the **annual** Nomination and Election procedures. For any offices remaining vacant as of the March Chapter Night meeting when the Slate of Nominees is read, please refer to “Resignations, Nominations and Elections During the Chapter Year”.

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

Note: The petition form is on the WOTM website. Copies of the petition form shall be made and be available at the Recorder’s station in the event of a petition.

Nominating Committee

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

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

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

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

Note: More information and a LIST OF RESPONSIBILITIES can be found in the Duties and Responsibilities section of this handbook and in the General Laws of the Women of the Moose.

Composition

The Nominating Committee is composed of:

- Board of Officers of the chapter.
- Five Past Regents in order of juniority (does not include those transferred in or merged from another chapter). Past Regents eligible to serve on the Nominating Committee but who live out of town or cannot attend the Nominating Committee meeting because of illness shall be replaced by the next Past Regent in juniority.
- Five co-workers appointed by the Senior Regent who are either Appointed Officers, Escorts, Chapter Development or Standing Committee Chairmen or Past Regents (may include Past Regents transferred in or merged from another chapter).

The only other person allowed to attend a Nominating Committee meeting is an Official Visitor authorized by the Grand Chancellor or her designee to act only in the capacity of an advisory position and who shall have no voice in the selection of nominees.

The Senior Regent of the chapter presides at the Nominating Committee Meeting. If the Senior Regent is absent, the Junior Regent will preside, and so on.

Organization

At the Business Meeting in January, the Senior Regent shall announce the date, time and place of the first and second Nominating Committee meetings and ask co-workers to submit names for consideration.

The first meeting of the Nominating Committee shall be held during the first two weeks in February on a date separate from regular chapter meetings. The second meeting shall be scheduled during the last two weeks in February in the event there are still one or more offices vacant. Once an office has one or more names approved for nomination, that office is closed and no more names will be accepted or discussed for that office at future Nominating Committee meetings.

Responsibilities

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

Procedures

As the name of each nominee is considered, each member of the Nominating Committee shall vote on the nominee by casting a secret ballot. In full view of all members in attendance, the presiding officer of the Nominating Committee meeting shall open each ballot and read aloud the vote cast, which shall be either a "Yes" or a "No" vote. After each ballot is read, the presiding officer shall place the ballot in the center of the table for all to view.

Either the Secretary-Treasurer or Recorder shall keep a count of all votes (yes and no) for each name considered.

The Secretary-Treasurer shall keep the record of the proceedings in the Chapter Minutes Book. It shall not be read to the chapter. The written record contains only the following:

- Date, time and place of meeting
- Names of the Nominating Committee members present
- Names of co-workers who submitted requests for consideration for office
- Final slate of nominees
- Time meeting adjourned

Each nominee receiving a majority of favorable votes cast shall be placed on the slate. The presiding officer shall read the names of the nominees for each office before she closes the Nominating Committee meeting.

Eligibility of Officers

The Nominating Committee shall consider all names submitted and shall select from these names, if qualified, at least one or more candidates for the office of Senior Regent, Junior Regent, Chaplain, Recorder and Secretary/Treasurer respectively. However, certain requirements and qualifications are necessary for nomination to office. (See paragraph on "qualifications")

Requirements

Any aspirant for an elective office shall submit her name in writing to any member of the Nominating Committee prior to the meeting being called to order.

When disciplinary charges are preferred against a member, she shall be eligible as a candidate for election to office. If found guilty of a charge affecting her membership, the office shall be declared vacant and the nomination/election process shall be repeated.

Suggested formats for submitting name to any member of the Nominating Committee

I wish to be considered for only the elective office of _____ (Title) _____ (Signature)

OR

I would like to be considered for any office, but preferably the office of _____

(Title)

(Signature)

OR

Any co-worker may submit the name of any member for an elective office providing she has secured the co-worker's consent. It shall be written and read as follows:

I have received the consent of Jane Doe to be considered for only the elective office of _____

(Title)

(Signature)

OR

I have received the consent of Jane Doe to be considered for any office, but preferably the office of _____

(Title)

(Signature)

Qualifications

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

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

Dispensation to Waive Six Month Membership Requirement

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

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

For example: The annual Nominating Committee has met twice in the month of February, as of the 2nd committee meeting, Jane Doe, who recently joined the chapter, submits her name for consideration to the Nominating Committee for the elected office of Chaplain. Jane is the only co-worker who submitted her name for consideration. The Nominating Committee would adjourn without further action being taken regarding the office of Chaplain.

After the slate of nominees is read at the March Chapter Night, the Secretary/Treasurer would prepare a letter over the signatures of the Board of Officers asking that a dispensation be granted to waive the six month membership requirement for Co-worker Jane Doe. The letter should include the nominee's name, MID number, and the date she was enrolled in the chapter. Upon receipt of the approved dispensation, the Nominating Committee would meet and give consideration to Co-worker Jane Doe. If approved for nomination, at the next chapter meeting the slate of nominees would be read. This requirement does not apply to a newly instituted chapter.

Re-election

With the exception of the Senior Regent, elected officers are eligible for re-election if they are eligible under the instructions contained in Section 98 of the General Laws of the Women of the Moose. A Senior Regent who is elected and installed on or before July 31st and serves through April 30th shall be installed and serve as the Junior Graduate Regent during the ensuing year. A co-worker serving as Senior Regent during this period of time is ineligible to succeed herself in the office of Senior Regent.

- A Senior Regent elected and installed on or after August 1st shall be eligible for nomination and election as Senior Regent for the following full term. This is because she did not serve the required length of time to qualify for the Green Cap and is not succeeding herself in office.
- A Recorder who wishes to submit her name for the office of Recorder for another year (second year and each succeeding year thereafter) must have attended a Recorder-Audit Technical Training Session during the current chapter year to be eligible for nomination.
- A chapter Recorder shall not be nominated to or petition for the office of Recorder if she has served for five (5) years in succession. A former Recorder may be nominated and elected as Recorder after having not served in that office for at least two (2) years.
- A co-worker who served as Recorder for one (1) to four (4) years and did not resubmit her name for the office of Recorder shall not be eligible to submit her name for two (2) years. A Recorder who submitted her name for nomination and was nominated, but did not receive the majority of votes at election, may submit her name for the office of Recorder the following year.
- A Secretary-Treasurer, Junior Regent or Chaplain who has held the same office for two (2) years in succession is disqualified from being nominated to, or petitioning for, the office that she now holds. A co-worker having served in an office for two years in succession may be nominated and elected to the same office after having not served in that office for one (1) year.
- A current Junior Graduate Regent may submit her name for the offices of Recorder or Secretary-Treasurer.
- A Junior Graduate Regent who did not fulfill her personal requirements for the Green Cap (or for the College of Regents Degree) during her year as Senior Regent shall be eligible for any elected position. She may submit her name to the Nominating Committee for any office for the ensuing year.

- A Junior Graduate Regent who met her personal requirements as Senior Regent and as Junior Graduate Regent, but the chapter did not earn the Award of Achievement either year, may submit her name to the Nominating Committee after May 1 for any elected position.
- A Junior Graduate Regent who fulfilled her personal requirements for the Green Cap (or for the College of Regents Degree) during her term as Senior Regent, but did not fulfill her personal requirements while serving as Junior Graduate Regent, may submit her name after May 1 for any elected position.

Ineligibility

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

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

Applicant's Notification of Results

Within 24 hours after the close of the Nominating Committee meeting, the presiding officer shall notify all applicants of the results of the meeting. If a co-worker was not nominated, the presiding officer shall not disclose the reason for the rejection. If another co-worker was nominated, the presiding officer shall inform the co-worker not nominated that she may petition for the office. The presiding officer shall not disclose to anyone the slate nominated.

Slate of Nominees Read to the Chapter

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

After the slate of nominees has been read to the chapter, the names may be posted (listed alphabetically for each office) on the bulletin board in chapter room and included in chapter or lodge publications. This is not mandatory.

If vacancies remain, another date and time is to be announced for the Nominating Committee to meet.

Announce vacant offices and the names of the members of the Nominating Committee. Read results at next chapter meeting. Election will be held at the following Chapter Night meeting or Business Meeting. Follow this procedure until all offices have one or more nominees.

Note: A Nominating Committee Meeting shall not be held after the chapter meeting at which it was announced. This prevents co-workers not present at the chapter meeting an opportunity to submit their names for the vacant positions.

Petitions

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

Such petition shall be secured from the Recorder or Senior Regent at the end of the Chapter Night meeting or Business Meeting at which the slate of nominees is read.

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

Ineligibility to Petition

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

No petitions can be honored that carry signatures placed upon them prior to the report of the Nominating Committee to the membership at its regular meeting. In order to prevent problems, obtain blank petition forms from the Recorder, as previously mentioned, and have the Recorder date the form.

Campaigning

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

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

Co-workers may verbally request other co-workers' support for their election to office. Any slanderous campaigning shall be subject to immediate suspension.

Vacancies

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

Dissolution

After the written report has been read to the chapter, the Nominating Committee is automatically dissolved. Subsequent elections require the formation of a new committee.

Reorganization

The Nominating Committee may also be required to function at any time during the year if a special election becomes necessary by virtue of a vacancy due to a death, resignation or forfeiture of an office – OR – if an office is still vacant. If a reformation of the Nominating Committee becomes necessary it must be a new committee appointed in accordance with the provisions of the General Laws. The Nominating Committee is not a Standing Committee.

In those situations requiring a special election, the Nominating Committee should perform its responsibilities promptly and should deliver its report to the chapter as quickly as possible after its appointment and organization. The special election may then be held not less than two weeks following such report. The only exception is during the month of July of the current chapter year. Dispensations may be secured from Women of the Moose Headquarters to read the slate of nominees, elect and install at the same meeting (installation can only take place at a Chapter Night or Special Meeting at which entire ritual is conducted) in order for co-workers to qualify for personal honors.

Note: A Special Meeting may have to be announced and held as installation shall not be held on same date as Business Meeting.

Ballots

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

Sample Ballot

Election of Chapter Officers	
	SENIOR REGENT
<i>(Vote for One)</i>	<input type="checkbox"/> Ann Anderson
	<input type="checkbox"/> Betty Brown
	JUNIOR REGENT
<i>(Vote for One)</i>	<input type="checkbox"/> Carol Jones
	<input type="checkbox"/> Karen Koch
	SECRETARY/TREASURER
<i>(Vote for One)</i>	<input type="checkbox"/> Donna Adams
	<input type="checkbox"/> Bonnie Blue
	<input type="checkbox"/> Anna Drake

Election Committee

The Senior Regent shall appoint an Election Committee of three co-workers, who are in good membership standing, who did not serve on the Nominating Committee and who are not candidates for an elected office. One shall be appointed as chairman.

Their duties shall be to conduct the election, count the votes, and prepare the written Election Results Report (WOTM website). During the meeting, the Election Committee shall be seated at a table in the chapter room and shall quietly count the votes in view of chapter members.

The Election Committee will keep count of all ballots issued. The ballots shall not be numbered. After the election has been decided, the ballots shall be held for at least 72 hours in the event a challenge of the election is made. The ballot box shall be sealed and initialed by the Election Committee Members and kept by the Election Committee Chairman. The Election Committee Members shall place their initials partially on sealing tape and partially on box.

Any nominee not elected is entitled to examine all ballots and the election results following the meeting in the presence of the Presiding Officer and the Election Committee (Section 108 e.)

THE ELECTION OF OFFICERS

Chapter Room Set-Up

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

There shall be no other co-workers in the chapter room.

Voting

The annual election of officers must be held at least two weeks after the slate of nominees is read to the chapter.

When there is only one (1) candidate running for an office, the Election Committee Chairman shall make a motion to cast a unanimous ballot for that particular office, which shall be seconded by any co-worker.

The chapter shall vote for the motion by a show of hands those in favor of the motion and those opposed - **OR** - by a simple "Yes or No" secret ballot. The majority vote rules. If vote is favorable, the Senior Regent shall declare the nominee elected. The same procedure shall be followed for each office in which there is only one nominee. If a vote is unfavorable for any nominee, the entire nomination and election procedures shall be followed to fill the vacancy.

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

Example: 26 co-workers are present.

13 co-workers vote in favor of the motion

11 co-workers vote opposed to the motion

2 co-workers do not vote (abstain)

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

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

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

Co-workers shall be permitted to leave the room after voting and return for the meeting. No co-workers other than the Election Committee shall remain in the room.

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

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

In case of a tie, a member who did not arrive in time to vote at the original election, but is in attendance at the meeting, shall be eligible to vote along with the rest of the co-workers. Members voting prior to the meeting, but not remaining for the meeting, are not eligible to re-ballot in case of a tie. (See the WOTM General Laws Section 103b)

There shall be no talking in the room while the election is in progress.

Co-workers shall vote by placing an "x" in the box or on the line next to the nominee of their choice.

A member may only vote for one candidate for each office.

Note: There shall be no "NO" votes. If any "NO" votes are written in, they shall not be counted as a vote for that office. There shall be no names written in. Any names written in shall not be counted as a vote for that office.

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

In case of a tie, the chapter shall have another election for that office (with only the tied candidates being considered) at the same meeting and it shall be taken immediately after the report is read. See WOTM General Laws Section 103(b).

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

Election Results

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

The Senior Regent or Presiding Officer shall say:

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

Office of Recorder, _____

Secretary/Treasurer, _____

Chaplain, _____

Junior Regent, _____

Senior Regent, _____.”

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

Election Results Report

PREPARED BY ELECTION COMMITTEE

DO NOT SEND TO WOMEN OF THE MOOSE HEADQUARTERS. (To be retained in chapter files.)

DATE OF ELECTION _____

OFFICE OF SENIOR REGENT

CANDIDATE _____ NO. OF VOTES RECEIVED _____

CANDIDATE _____ NO. OF VOTES RECEIVED _____

CANDIDATE _____ NO. OF VOTES RECEIVED _____

TO BE READ BY SENIOR REGENT OR PRESIDING OFFICER:

“Elected by majority/plurality of votes for the office of Senior Regent is (name).”

OFFICE OF JUNIOR REGENT

CANDIDATE _____ NO. OF VOTES RECEIVED _____

CANDIDATE _____ NO. OF VOTES RECEIVED _____

CANDIDATE _____ NO. OF VOTES RECEIVED _____

TO BE READ BY SENIOR REGENT OR PRESIDING OFFICER:

“Elected by majority/plurality of votes for the office of Junior Regent is (name).”

OFFICE OF CHAPLAIN

CANDIDATE _____ NO. OF VOTES RECEIVED _____

CANDIDATE _____ NO. OF VOTES RECEIVED _____

CANDIDATE _____ NO. OF VOTES RECEIVED _____

TO BE READ BY SENIOR REGENT OR PRESIDING OFFICER:

“Elected by majority/plurality of votes for the office of Chaplain is (name)”

OFFICE OF SECRETARY/TREASURER

CANDIDATE _____ NO. OF VOTES RECEIVED _____

CANDIDATE _____ NO. OF VOTES RECEIVED _____

CANDIDATE _____ NO. OF VOTES RECEIVED _____

TO BE READ BY SENIOR REGENT OR PRESIDING OFFICER:

Elected by majority/plurality of votes for the office of Secretary/Treasurer is (name)

OFFICE OF RECORDER

CANDIDATE _____ NO. OF VOTES RECEIVED _____

CANDIDATE _____ NO. OF VOTES RECEIVED _____

CANDIDATE _____ NO. OF VOTES RECEIVED _____

TO BE READ BY SENIOR REGENT OR PRESIDING OFFICER:

Elected by majority/plurality of votes for the office of Recorder is (name)

**If there is a tie for a particular office, the Senior Regent/Presiding Officer will announce: “There was a tie for the office of _____. A re-election for the position of _____ shall be held immediately before adjourning this meeting.” (Note: In the event of a tie, the same Election Committee shall serve on the Election Committee for the office/offices in which there was a tie, as this is considered the same election. See Section “The Election of Officers “ this manual.)

Signatures of three members of the Election Committee

_____ Chairman

_____ Member

_____ Member

Refer to General Laws of the Women of the Moose and Ritual.

1. Senior Regent-Elect prepares a written proposal to present to the Board of Officers containing complete details regarding:
 - Cost for food, programs, flowers/corsages, decorations, music or band, and gifts for Installing Officers.
 - Approval of band by lodge is required. Lodge hires band and chapter issues a check to the lodge to reimburse the lodge for payment of the band.

Note: It is not in order for a chapter to hire a band or DJ any time during chapter year or to issue a chapter check directly to the band or DJ.

- Dress code for Installation Ceremony
 - Names of Installing Officers (to avoid possible misunderstanding of those eligible- see below**)
2. Senior Regent-Elect shall meet with the Board of Officers to present the **written proposal** for Installation and to answer any questions the Board may have regarding the plans for Installation.

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

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

REMEMBER: any co-worker who serves as an Installing Officer shall not serve as a Chapter Development or Standing Committee Chairman, Escort, Appointed Officer, Elected Officer, or Ritual Director later in the year, unless a request for a special dispensation has been requested by letter over the signatures of the Board of Officers and granted by the office of the Grand Chancellor.

**Any co-worker of the chapter (including new members) may serve as Installing Chairman, Installing Guide, Installing Chaplain or Installing Musician. They do not have to be members with degrees.

Note: only a Past Regent is eligible to serve as Installing Regent. (A Past Regent is a co-worker who served one full term as Senior Regent and one full term as Junior Graduate Regent, whether she may or may not have qualified for the College of Regents Degree.)

***A current officer (including the Junior Graduate Regent) or appointed officer who is not being installed shall not be an Installing Officer as she sits in her office/chair during the Installation. She welcomes the newly installed officer/appointed officer.

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

There shall be no pro tems for Officers, Appointed Officers, Chairmen, Escorts, or Ritual Director 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.

Please Note:

The Senior Regent and Recorder shall be installed on or before July 31 in order to qualify for personal honors/degrees.

Any co-worker appointed and installed on or before January 31 may qualify for the Academy of Friendship by sponsoring and enrolling two or more new members and meeting any other qualifications as outlined in the General Laws of the Women of the Moose.

Any co-worker not installed in a position OR installed between February 1 and April 30 may also qualify for the Academy of Friendship by sponsoring and enrolling five or more new members.

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

Any co-worker to be installed as a member of the Ritual Staff must be installed in her respective chair. She SHALL NOT SERVE as an Installing Officer.

Refer to the Women of the Moose Ritual for more information regarding the Installation Ceremony.

The Installation Ceremony shall be conducted as outlined in the Ritual.

4. A copy of the approved written proposal shall be given to the Installing Chairman so she can supervise arrangements.
5. Senior Regent-Elect notifies all chairmen and officers of the date, time, and place of Installation. A ritual practice prior to the Installation will ensure a more impressive ceremony.
6. Following the Installation Ceremony, the newly installed Senior Regent shall prepare the Installation Report (WOTM website) listing complete information for all co-workers who were installed along with their MID number and phone number where requested. Installing Officers must sign the report.

The Installation Report shall be mailed to Women of the Moose Headquarters within 5 days following Installation. **This report is required for personal honors/degrees.**

Minutes Of Installation

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

Resignations, Nominations, And Elections During The Chapter Year

Resignations or Vacancies

1. If Chapter Development Chairmen, Standing Committee Chairmen, Appointed Officers, Elected Officers or Junior Graduate Regent resign during the chapter year, or a vacancy occurs, Women of the Moose Headquarters shall be notified in writing over the signatures of the Board of Officers by means of the “**Notification of Resignation or Removal From Office/Chair**” Form. The notification includes the following information:
 - Name of Co-worker
 - Women of the Moose Identification Number (MID)
 - Date resigned
 - Reason for resignation
2. If an elected officer resigns and the chapter wishes to elect and install at the same Chapter Night meeting or Special Meeting, the Dispensation to Elect and Install Form shall be necessary, giving complete information requested. All date lines must be completed on the form.

Nominations And Elections Held During The Chapter Year •

The nomination, election, and installation procedures as outlined in the General Laws of the Women of the Moose and this Handbook shall be followed for any vacancy of an elected officer position that occurs during the chapter year.

Any co-worker in good standing who will be a member of, or through, the chapter for at least six months on the date of election is eligible for nomination.

Important: it is not in order for any chapter to waive the two week period between date the slate is read and election is held. The only exception is July 15 to July 31 of the current chapter year, with dispensation. A special meeting is necessary as installations shall not be conducted at business meetings.

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

For example: Junior Regent resigns on November 1. Senior Regent announces resignation of Junior Regent to chapter at chapter meeting on November 4. Senior Regent also announces names of members of the Nominating Committee, date, time, and place of Nominating Committee Meeting. Nominating Committee Meeting will be held on November 11. At Chapter Business meeting on November 18, Senior Regent announces slate of nominees for the office of Junior Regent. Election will be held at Chapter Night meeting on December 2. Chapter may elect and install at same meeting (December 2) provided a Dispensation to Elect/Install an Officer form has been requested and secured from International Headquarters.

Installations Held During The Chapter Year

1. Any Past Regent or Collegian, including College of Regents Chairman, may serve as the Installing Regent at an Installation held at a later date during the chapter year. chapter does not need to use the same Installing Regent they used for the formal Chapter Installation Ceremony held in April.
2. **INSTALLATION SHALL NOT BE HELD AT A BUSINESS MEETING.**

3. The Special Installation Form found on the WOTM website shall be completed to report the Installation of any Officers, Appointed Officers, Chairmen, or Escorts held during the chapter year after the formal Installation Ceremony held in April.

Please make additional copies of the blank form for use during the year.

Beside the "Date of Installation", please give the month, day, and year the Special Installation was held.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Q. Has the chapter the right to nominate and elect an officer without following the nominating procedure?

A. No.

Q. Must the Nominating Committee confine its recommendations to the names submitted to it?

A. Yes. The only names that may be considered for nomination are those submitted to the Nominating Committee prior to the meeting, however, the committee may reject one or all names. If no names are accepted the meeting will be adjourned and the Nominating Committee will have to meet again to consider new names submitted. Each new Nominating Committee Meeting must be announced at a prior chapter meeting.

Q. Just because a member's name is considered during the Nominating Committee meeting, is the name automatically placed on the ballot as a candidate?

A. No, the Nominating Committee must consider the qualifications, ability and willingness to serve of each suggested nominee. They must then vote and the majority decides if the member is placed on the ballot.

Q. Can a candidate verbally solicit support by asking other members to support her at election time?

A. Yes, however, there can be no printed or written material circulated such as letters, tickets or resolutions. Verbally asking a member for her support (under our General Laws) is not considered campaigning. Verbal or written slandering of other nominees is not allowed.

Q. May blank spaces be provided on a ballot so names may be inserted at the election?

A. No, the ballot shall carry only names of those nominated by the Nominating Committee or by a qualified petition.

Q. What is juniority of Past Regent?

A. Juniority means the order in which she most recently acquired title by service. A Past Regent, who has transferred into the chapter is NOT considered as a Past Regent in juniority.

Q. May a Past Regent be a candidate for office?

A. Yes, if otherwise eligible.

Q. Can a member be eligible for election to more than one office in the chapter at the same time?

A. No.

Q. Who are eligible as candidates for the elected positions of Chaplain, Junior Regent and Senior Regent?

A. Any good standing member with the exception of College of Regents or co-workers who qualified for or are holding call cards for the College of Regents Degree.

Q. Can petitions be circulated in the Lodge Family Center or Social Quarters area?

A. Yes, but only according to reasonable rules established in advance with the House Committee/Joint Management Board of Directors.

Q. Can petitions be taken outside the Moose Home?

A. Yes. This enables the petitioner to secure the signatures of the necessary 10% of the chapter's membership in good standing.

Q. May a chapter hold its annual election of officers at any time it may determine?

A. No, our rules state that election of officers shall be held at the Business Meeting in March.

Q. May the Senior Regent vote at the election of officers?

A. Yes, the same as any other co-worker.

Q. Is a member whose membership card expires March 31st eligible to vote in the annual election?

A. Yes, a member must have a membership card paid up to or beyond the date of election.

Q. Is a member whose membership card expired eligible to vote in a special election?

A. No.

Q. In voting, what constitutes a majority or a plurality?

A. A majority or plurality is when a candidate receives more favorable votes than any other candidate for the same office.

Q. When should officers be installed?

A. Anytime during the month of April. New terms begin May 1st.

Q. Can a sample ballot be printed in the chapter newsletter upon receiving the report of the Nominating Committee?

A. No, a sample ballot shall not be printed.

Q. Can a candidate have her nick-name used on the ballot in lieu of her given name?

A. No.

Q. Is there a suggested format to be used when submitting one's name to the Nominating Committee for their consideration?

A. Yes, see example this book and the General Laws of the Women of the Moose.

Q. Can photos be posted along with the name of each nominee running for an elected office?

A. No! Only names of the nominees may be posted on the bulletin board in the chapter room and in chapter or lodge publications after the slate is read to the chapter at the PEP Chapter Night in March.

Q. Is there a format to follow in the posting of the names?

A. Yes, the names shall be listed alphabetically for each office.

Q. Can a Chapter 3000 member submit her name for an elected office?

A. No. A member of Chapter 3000 is not a member of the chapter.

Q. Can a member of the Nominating Committee submit her name during the Nominating Committee Meeting?

A. No. Once the Nominating Committee Meeting has been called to order, it is not permissible to contact any other co-worker to secure her consent, including members serving on the Nominating Committee.

Q. When two or more members are nominated for the same office, is it legal for a co-worker, when voting in an election, to write a NO in for candidates?

A. No. Remember, a co-worker receiving a majority or plurality of FAVORABLE votes cast for each office is declared elected. A written in "NO" vote will not count as a vote cast for that office.

Q. What happens if there is a tie vote?

A. When there is a tie vote, a 2nd ballot, for that office only, shall be taken immediately after the report is read. Per Roberts Rules of Order, if the tie cannot be broken after three ballots, the candidates shall draw straws or cards to decide the outcome of the election. If they refuse, the meeting is adjourned and the election is postponed to a later meetings.

Q. Who reads the slate of nominees to the chapter?

A. The slate is read to the chapter by the Senior Regent/Officer in Charge at the PEP Chapter Night in March.

Q. At the meeting of the Nominating Committee, who decides if the Nominating Committee votes by show of hands or secret written ballot?

A. As the name of each nominee is considered, each member of the Nominating Committee shall vote on the nominee by casting a secret ballot marked "Yes" or "No". The Presiding Officer will collect the ballots, count them out loud and place them in the middle of the table in full view of all Nominating Committee members. This procedure will be repeated for each name.

Q. What happens if there is a vacancy in one or more offices at time of election?

A. The Senior Regent/Officer in Charge will continue to announce and hold Nominating Committee Meetings in between chapter meetings until vacancy is filled. Each Nominating Committee Meeting must be announced at a prior chapter meeting.

Q. If elected offices are not filled, will the chapter lose its Award of Achievement?

A. No. See WOTM General Laws - Qualifications for the Award of Achievement.

Q. Can a co-worker be elected and installed at the same chapter meeting?

A. Dispensation is necessary. Installation cannot be held at or on the same date as a Business Meeting.

Q. After the Slate of Nominees is read to the chapter, can a co-worker who is not nominated submit her name for another office that is still vacant?

A. No. She must wait until after the election is held and a member is elected to the office she had originally desired. She may then submit her name to the Nominating Committee to be considered for a different office that is still vacant.

Q. If a nominee for office is not elected and another office is still vacant, can she submit her name to the Nominating Committee for the vacant office.

A. Yes.

Q. If two nominees are on the slate for the same office and the co-worker who was elected resigns, does the other nominee automatically become the elected officer?

A. No. Another Nominating Committee Meeting must be announced and the nomination/election procedures must be repeated.

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 and this Handbook.
- * After reviewing the General Laws of the Women of the Moose, if you are still unsure or unclear on the point or issue, contact an Executive Session Leader or Deputy Regional Manager for clarification.
- * **After** exhausting the above, submit your question in writing to the office of the Grand Chancellor for clarification.

CHECKLIST FOR A SUCCESSFUL YEAR

Note: It is no longer mandatory for a chapter to have a post office box. However, if the chapter wishes to have one: Be sure post office box rental is paid when due, and be advised that both the Senior Regent and Recorder shall have a key to the post office box.

***Note:** Recorder shall transmit all membership information monthly.

****Note:** The Audit Committee meets monthly to complete an audit of all records, **prior to transmission.**

APRIL

	Senior Regent-Elect appoints Chapter Development Chairmen, Appointed Officers, Standing Committee Chairmen, Special Committee Chairmen, Ritual Director and Escorts (if applicable).
	Senior Regent-Elect draws up plans for Installation.
	Senior Regent-Elect meets with Board of Officers to present written plans for Installation.
	Senior Regent-Elect appoints Installing Regent, Installing Chaplain, Installing Guide, Installing Musician and Installation Chairman.
	Gives copy of written proposal, approved by chapter, to Installation Chairman.
	Notifies all Chairmen, Officers, Ritual Director and Escorts of date and time of Installation and practice.
	Ritual Practice for Installation.
	Installation
	<u>Newly installed Senior Regent</u> prepares Installation Report giving complete information for all co-workers installed and sends to Women of the Moose Headquarters immediately following Installation.
	Schedules meeting of all Chapter Development Chairmen and Standing Committee Chairmen.
	Meeting with Chapter Development Chairmen <ul style="list-style-type: none"> • Chairman may request co-workers to be assigned to her Committee. • Recorder divides remaining membership and places each co-worker on a Chapter Development Committee. • Senior Regent prepares Committee Lists and distributes to Chapter Development Chairmen so they can contact the members of their committees.
	Meeting with Standing Committee Chairmen
	New Member Orientation Meeting
	Make plans to attend Recorder/Audit Technical Training Session. Consult Directory on WOTM website for the exact date, time, and place of session.

MAY

	Risk Pool Insurance Premiums sent May 1 by Moose International.
	Academy of Friendship Chapter Night
	Transmits applications immediately and membership information monthly, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Senior Regent notifies every co-worker on the chapter rolls notifying them of the committee to which they have been appointed.
	Chapter Development Committee meetings.
	Board of Officers' meeting with Committee Chairmen to prepare Chapter Calendar.
	Senior Regent receives International Coworker of the Year form.
	Senior Regent receives Novice Coworker of the Year form.
	Board of Officers and Past Regents meet to select a nominee for International Co-worker of the Year. Senior Regent sends one part of form to the Deputy Grand Regent/Officer in Charge of State/Regional/Provincial Annual Conference and other part to International Headquarters as directed on the form.
	Board of Officers' meeting. Board reviews Chapter Policies. A complete set of policies is recorded in Chapter Minutes Book each chapter year for chapter approval.
	Business Meeting <ul style="list-style-type: none"> • Form 114 for Academy of Friendship with chapter checks attached to be read to chapter and remitted to WOTM Headquarters immediately following meeting. • Form 166 to be read and remitted to WOTM Headquarters if any fund raising project has been completed.
	Chapter Policies to be mailed to WOTM Headquarters, following chapter approval.
	Ritual Practice
	New Member Orientation Meeting
	PEP Committee meets to review list of members in arrears with dues and to make personal contact.
	Make plans to attend Executive Session. Consult Directory on WOTM website for the exact date, time, and place of Session.
	Recorder Audit Technical Training Session

TO BE DONE BETWEEN JUNE 1 AND APRIL 30

	Family Involvement Chapter Night (Chapter Night to be held on a night separate and apart from any other Chapter Night or Business Meeting. Co-workers' families are encouraged to attend enrollment. Chapter is encouraged to have some type of family activity before or after meeting.)
	Form 114 with chapter checks
	Form 166 (if project completed)

JUNE

	Membership/Retention Chapter Night
	Transmits applications immediately and membership information monthly, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Chapter Development Committee meetings
	Senior Regent makes arrangements for a meeting in October with the Past Regents and Board of Officers to select the Novice Co-worker of the Year. Nomination form will be mailed to the Senior Regent.
	Board of Officers' Meeting
	Business meeting <ul style="list-style-type: none">• Form 114 for Membership/Retention with chapter checks to be read to chapter and remitted to WOTM Headquarters immediately following meeting.• Form 166 to be read and remitted to WOTM Headquarters if any fund raising project has been completed.
	Ritual Practice
	New Member Orientation Meeting
	PEP Committee meets to review list of members in arrears with dues and to make personal contact.
	International Conference
	Executive Session

JULY

	Publicity Chapter Night
	Transmits applications immediately and membership information monthly, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Chapter Development Committee meetings
	Board of Officers' Meeting
	Business Meeting <ul style="list-style-type: none">• Form 114 for Publicity with chapter checks to be read to chapter and remitted to WOTM Headquarters immediately following meeting.• Form 166 to be read and remitted to WOTM Headquarters if any fund raising project has been completed.
	Ritual Practice
	New Member Orientation Meeting
	PEP Committee meets to review list of members in arrears with dues and to make personal contact.
	Past Regents and Board of Officers meet to select Nominee for Novice Co-worker of the Year.

TO BE HELD AFTER CONVOCAATION BUT BEFORE APRIL 15

	Green Cap Chapter Night Meeting OR Ways and Means Chapter Night
	Note: It is mandatory for every chapter to hold either a Green Cap Chapter Night or Ways and Means Chapter Night, even if the chapter does not have a JGR.
	Form 114 with Chapter checks
	Form 166 (if project completed)
	Recorder prepares and transmits applications and membership information monthly, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.

AUGUST

	Youth Involvement Chapter Night
	Transmits applications immediately and membership information monthly, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	<u>Form 40 prepared by Senior Regent</u> and mailed to WOTM Headquarters by August 10, listing all co-workers duly elected/appointed and installed on or prior to July 31.
	Quarterly Community Service Report due August 10
	Chapter Development Committee meetings
	Board of Officers' Meeting
	New Member Orientation Meeting
	Business Meeting <ul style="list-style-type: none"> • Form 114 for Youth Involvement with chapter checks to be read to chapter and remitted to WOTM Headquarters immediately following meeting. • Form 166 to be read and remitted to WOTM Headquarters if any fund raising project has been completed.
	Ritual Practice
	New Member Orientation Meeting
	PEP Committee meets to review list of members in arrears with dues and to make personal contact.

SEPTEMBER

	College of Regents Chapter Night
	Transmits applications immediately and membership information monthly, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Chapter Development Committee meetings
	Board of Officers' Meeting
	Business Meeting <ul style="list-style-type: none"> • Form 114 for College of Regents with chapter checks to be read to chapter and remitted to WOTM Headquarters immediately following meeting. • Form 166 to be read and remitted to WOTM Headquarters if any fund raising project has been completed.
	Ritual Practice
	New Member Orientation Meeting
	PEP Committee meets to review list of members in arrears with dues and to make personal contact.


OCTOBER

	Mooseheart Chapter Night--Christmas in October Monetary Gift Walk for Mooseheart and Moosehaven.
	Transmits applications immediately and membership information monthly, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Chapter Development Committee meetings
	Board of Officers' Meeting
	<p>Business Meeting</p> <ul style="list-style-type: none"> • Form 114 for Mooseheart with a total of one check to be read to chapter and remitted to WOTM immediately following meeting, earmarked as follows: <ul style="list-style-type: none"> • Mooseheart Photo Christmas cards. • \$35.00 or more from the proceeds of the Mooseheart Committee fund raising project for the purchase of a "Special Gift" for a Mooseheart student. • Money collected at Monetary "Gift Walk" for Mooseheart. • Mooseheart Committee Scholarship and Maintenance Fund. • Moosehaven Photo Christmas cards. • \$35.00 or more from the proceeds of the Moosehaven Committee fund raising project for the purchase of a "Special Gift" for a Moosehaven resident. • Money collected at Monetary "Gift Walk" for Moosehaven. • Form 166 to be read and remitted to International Headquarters if any fund raising project has been completed.
	Ritual Practice
	New Member Orientation Meeting
	PEP Committee meets to review list of members in arrears with dues and to make contact.

NOVEMBER

	Award of Achievement sent to Junior Graduate Regent by WOTM Headquarters on Nov. 1.
	Quarterly Community Service Report due November 10.
	Star Recorder Chapter Night meeting
	Transmits applications immediately and membership information monthly, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Novice Co-worker of the Year Nomination Form remitted by Senior Regent to WOTM Headquarters by November 1, as directed on form.
	Chapter Development Committee meetings.
	Board of Officers' Meeting
	<p>Business Meeting</p> <ul style="list-style-type: none"> • Form 114 for Star Recorder with chapter checks to be read to chapter and remitted to WOTM Headquarters immediately following meeting. • Form 166 to be read and remitted to WOTM Headquarters if any fund raising project has been completed.
	Ritual Practice
	New Member Orientation Meeting
	PEP Committee meets to review list of members in arrears with dues and to make contact.

DECEMBER

	Community Service Chapter Night
	Transmits applications immediately and membership information monthly, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Chapter Development Committee meetings.
	Board of Officers' Meeting
	Award of Achievement Ceremony
	<p>Business Meeting</p> <ul style="list-style-type: none"> • Form 114 for Community Service with chapter checks to be read to chapter and remitted to WOTM Headquarters immediately following meeting. • Form 166 to be read and remitted to WOTM Headquarters if any fund raising project has been completed.
	New Member Orientation Meeting
	PEP Committee meets to review list of members in arrears with dues and to make personal contact.
	Wishing Each Of You A Blessed Holiday Season And <i>Happy New Year!</i>

JANUARY

	Educational Advancement Chapter Night
	Installation for any vacant appointed positions if applicable.
	Transmits applications immediately and membership information monthly, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Chapter Development Committee meetings
	Board of Officers' Meeting
	<p>Business Meeting</p> <ul style="list-style-type: none"> • Senior Regent announces date, time, and place of first and second Nominating Committee Meetings as well as the names of the eligible co-workers (refer to WOTM General Laws) selected to serve on the Nominating Committee (also ensures each Nominating Committee Member is notified of the dates). Senior Regent also asks co-workers to submit names to be considered for office to any member of the Nominating Committee. • Form 114 for Educational Advancement with chapter checks to be read to chapter and remitted to WOTM Headquarters immediately following meeting. • Form 166 to be read and remitted to WOTM Headquarters if any fund raising project has been completed.
	Ritual Practice
	New Member Orientation Meeting
	PEP Committee meets to review list of members in arrears with dues and to make personal contact.

FEBRUARY

	First Nominating Committee Meeting (held during the first two weeks of February) Moosehaven Chapter Night
	Transmits applications immediately and membership information monthly, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers
	Quarterly Community Service Report due February 10.
	Chapter Development Committee meetings
	Board of Officers' Meeting
	Second Nominating Committee Meeting (if necessary) (held during the last two weeks)
	Business Meeting <ul style="list-style-type: none"> • Form 114 for Moosehaven with chapter checks to be read to chapter and remitted to WOTM Headquarters immediately following meeting. • Form 166 to be read and remitted to WOTM Headquarters if any fund raising project has been completed. • Form 40 prepared by Senior Regent and mailed on or before Feb 10, listing all co-workers duly elected/appointed and installed on or before Jan 31.
	Ritual Practice
	New Member Orientation Meeting
	PEP Committee meets to review list of members in arrears with dues and to make personal contact

MARCH

	PEP Chapter Night <ul style="list-style-type: none"> • Senior Regent announces slate of nominees. • Senior Regent announces date, time and place of Nominating Committee meeting, if applicable.
	Transmits applications immediately and membership information monthly, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Chapter Development Committee meetings.
	Board of Officers' Meeting
	Business Meeting <ul style="list-style-type: none"> • Election of Officers • Form 114 for PEP with chapter checks to be read to chapter and remitted to WOTM Headquarters immediately following meeting. • Form 166 to be read and remitted to WOTM Headquarters if any fund raising project has been completed.
	New Member Orientation Meeting
	Ritual Practice
	PEP Committee meets to review list of members in arrears with dues and to make personal contact.

APRIL

	Health Awareness Chapter Night
	Transmits applications immediately and membership information monthly, reporting enrollment, re-enrollment, reinstatement and transfer-in of co-workers.
	Board of Officers' Meeting
	Business Meeting <ul style="list-style-type: none">• Form 114 for Health Awareness with chapter checks to be read to chapter and remitted to WOTM Headquarters immediately following meeting.• Form 166 to be read and remitted to WOTM Headquarters if any fund raising project has been completed.
	<u>Installation of Elected and Appointed Officers, Chairmen, Ritual Director and Escorts</u> (if applicable). Installation Report to be completed by Incoming Senior Regent and mailed to WOTM Headquarters within five days after Installation Ceremony.
	New Member Orientation Meeting
	PEP Committee meets to review list of members in arrears with dues and to make personal contact.

MAY (Year Ending Requirements)

	Year Ending Form 40 (April Form 40) to be completed by previous Senior Regent (current Junior Graduate Regent) and mailed to WOTM Headquarters, Mooseheart, IL 60539-1182 to be received at WOTM Headquarters by May 10. Note: Report shall contain names of ALL co-workers serving in positions on April 30 and all other requested information, as well.
	Quarterly Community Service Form due May 1.
	All reports not previously submitted due on or before May 1.

Beginning of the Year Reminders

	Attend Executive Session.
	Attend Recorder Audit/Technical Training Session.

Requirements For Raffles Of Alcoholic Beverages By Chapters

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

1. The chapter unit must obtain a dispensation from the WOTM 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.
2. The lodge 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.
3. The raffle must be legal and conducted in compliance with all federal, state, county, and city laws or ordinances. In other words - the raffle of an alcoholic beverage must be legal.
4. All required licenses must be obtained.
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 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. Postal Service should not be used to distribute raffle tickets.
10. It is the chapter's sole responsibility to know and comply with all tax withholding and reporting requirements. The chapter could be held liable for all unpaid income taxes on raffle winnings, plus penalties and interest if the value of the raffled item exceeds a certain amount as determined by state and federal tax regulations.