



# **WOMEN OF THE MOOSE GENERAL LAWS**

*In Force and Effect as of  
May 1, 2015*

# **PREFACE**

**This handbook of general laws, rules, regulations and procedures shall constitute the authority on all matters pertaining to the Women of the Moose.**

**Each officer, chairman and co-worker shall use the General Laws for reference.**

**The General Laws shall be purchased from Catalog Sales, Mooseheart, Illinois 60539-1171.**

## GENERAL LAWS

**Section 1.** The NAME of the organization shall be Women of the Moose.

**Section 2.** The WOMEN OF THE MOOSE is a unit of Moose International, Inc. Being a part of the Order, the laws governing the operation of the Loyal Order of Moose shall constitute the basis of the laws for the governance of the Women of the Moose.

**Section 3.** The INTERNATIONAL HEADQUARTERS for the Women of the Moose shall be located at the Supreme Lodge, 155 S. International Dr., Mooseheart, Illinois 60539-1182.

**Section 4.** The OBJECTIVES for Women of the Moose shall be to:

- a: Bring women together in a closer fraternal relationship to assist in charitable activities of the Moose fraternity, with special attention to Mooseheart and Moosehaven.
- b: Emulate and advance the virtues of Faith, Hope and Charity and to carry Mooseheart standards into our homes and communities through community service.
- c: Promote the aims and purposes of the Loyal Order of Moose.

**Section 5.** WOMEN OF THE MOOSE CHAPTERS: A Women of the Moose Chapter may only be organized by Moose International or official representatives authorized by the Grand Chancellor. All members in a chapter that forfeits its charter are merged into Allheart Chapter #3000. Dues collected shall be used for charitable purposes at Mooseheart and Moosehaven. The office for Chapter #3000 is located at Moose International, Mooseheart, Illinois 60539-1183.

**Section 6.** The INSTITUTION of a chapter shall be as authorized by the Supreme Council, functioning through the Grand Council of the Women of the Moose. Not more than one (1) chapter shall be established as a unit of any member Lodge of the Loyal Order of Moose.

**Section 7.** A CHARTER shall be granted to a new Chapter meeting all requirements.

**Section 8.** The NAME of a duly authorized chapter shall correspond with the name of the Lodge organizing the chapter. When chartered, the chapter shall be assigned a number. A chapter can voluntarily dissolve with a majority vote of the active members present.

**Section 9.** MEMBERS of the Women of the Moose shall be designated as co-workers.

**Section 10.** The DEGREES OF THE WOMEN OF THE MOOSE shall be:

- a. Academy of Friendship
- b. Star Recorder
- c. College of Regents

and such other degrees as may be authorized from time to time.

The operations and functions of all degrees shall be under the control and supervision of Moose International and approved and authorized by the Grand Council.

**Section 11.** The OFFICIAL EMBLEM of the Women of the Moose shall consist of a heart-shaped pin of metal with red enameled facing, and in the center of a triangle, a gold standing Moose on a white background with letters “F, H, C” on the points of the triangle.

**Section 12.** The SEAL of the Women of the Moose shall be of metal, circular in form, with the words “Women of the Moose, Loyal Order of Moose” about the periphery. In the center of the surface there shall be the imprint of a gold standing Moose about which there shall be the words “Organized 1913.”

**Section 13.** The COLORS of the Women of the Moose shall be red, white and purple, purple being the predominant color.

**Section 14.** LODGE AND CHAPTER.

- a. The lodge and chapter shall work together to promote and support approved International fraternal programs. The Board of Officers of the lodge and chapter shall, each month,

meet jointly to agree upon the dates for special meetings and social functions of the chapter, to be held in the Moose Home, in accordance with the lodge policies. All chapter officers and members shall adhere to the lodge policies.

- b. The Lodge House Committee shall have authority and jurisdiction to deny the use of the social quarters to any co-worker. Any active co-worker who has been suspended from the social quarters shall not be denied attendance at official chapter meetings and chapter social functions off lodge property.
- c. Any co-worker suspended from membership in the chapter shall NOT use her membership card to gain admittance to any lodge social quarters until the period of suspension is lifted and her membership has been restored. In addition, a co-worker whose membership is in a state of suspension shall not enter any lodge social quarters as a guest during her period of suspension. The same ruling applies if an entire chapter is suspended.
- d. Discipline of a co-worker's adverse actions toward the chapter or any co-worker inside the chapter room, or away from the Moose Home/property, shall be handled by the chapter in accordance with the regulations pertaining to chapter operations. (Refer to the General Laws of the Loyal Order of Moose.)
- e. Situations that develop from a misunderstanding between the lodge and chapter, which cannot be adjusted satisfactorily by the Board of Officers of both units, shall be reported to association representatives of Moose International.

## **Section 15. PARAPHERNALIA AND SUPPLIES.**

Moose International shall authorize paraphernalia and supplies for the operation of chapters. All supplies and paraphernalia shall be procured through the Moose Catalog Sales Department, Mooseheart, Illinois 60539-1171. Any chapter or member thereof who shall make or use any unauthorized supplies or paraphernalia shall be guilty of an offense punishable by suspension or expulsion at the discretion of Moose International.

Women of the Moose pins, rings, official receipts, paraphernalia, stationery, Minutes books, General Laws, Meeting Procedures and Agendas book, and other items shall be purchased from the Moose Catalog Sales Department, Mooseheart, Illinois 60539-1171.

#### **Section 16. REDRESS.**

The various tribunals of the Order shall have jurisdiction to try and determine the rights of members under the Laws of the Order. No member, chapter or unit of the Order shall apply to any civil court or administrative agency for the enforcement of any right, or determination of any grievance, arising under or by virtue of the Laws of the Order. (Refer to the General Laws of the Loyal Order of Moose.)

#### **Section 17. ULTIMATE AUTHORITY.**

All powers legislative, executive, judicial and appointive, for the governance of the Women of the Moose are in the Supreme Council. In the exercise of the above mentioned powers, the Supreme Council, except as hereinafter provided, will function through a special committee which shall be known as the Grand Council of the Women of the Moose.

#### **Section 18. CONFERENCES.**

The Grand Council of the Women of the Moose, with the consent and approval of the Supreme Council, shall have the power and authority to call a conference of all the chapters within the Moose domain, and to call state/provincial and group conferences whenever and wherever deemed appropriate.

#### **Section 19. GRAND CHANCELLOR.**

- a. The Grand Chancellor, appointed by the Supreme Council, is the Chief Executive Officer of the Women of the Moose and shall serve for such term and receive such compensation as may be determined.
- b. The Grand Chancellor shall have supervisory and advisory powers over all activities of the Women of the Moose everywhere. The Grand Chancellor shall serve on the Grand Council and on all similar bodies operating in the name of the Women of the Moose.

- c. The Grand Chancellor shall have authority to suspend a co-worker of any chapter for improper conduct as a member of the Women of the Moose, pending an investigation of the actions or conduct of such member. Such suspension shall continue until the final disposition of the matter; provided the member involved in the matter referred to in this section shall be given an opportunity to show cause before final action of the Grand Chancellor. Final disposition may include a reprimand, fine, suspension, expulsion, or such other action as determined to be appropriate at the discretion of the Grand Chancellor. Right of appeal shall be provided in accordance with the General Laws of the Loyal Order of Moose.
- d. Any officer or member may be suspended or removed due to incompetence, dishonesty, immorality or any other cause discovered by an authorized representative. Any suspended officer or member shall no longer perform the duties of any office or function in the chapter.
- e. The Grand Chancellor shall have the discretionary power and authority to suspend the charter of any chapter that has violated the General Laws of the Women of the Moose and/or Loyal Order of Moose or that, in her opinion, has ceased to be a positive and fraternal operation. She shall also have the discretionary power and authority to revoke the charter of any chapter which has ceased to function in accordance with the General Laws of the Women of the Moose and/or the Constitution and By-laws of Moose International and the Supreme Lodge of the Loyal Order of Moose.
- f. The Grand Chancellor may issue special dispensation waiving any election and authorize one or more offices be filled by appointment. The Grand Chancellor may declare any office vacant for a violation by the officeholder of the General Laws of the Women of the Moose and/or the Constitution and By-laws of Moose International and the Supreme Lodge of the Loyal Order of Moose or policies of Moose International and appoint a qualified member of the chapter to fill the vacancy created.

- g. The Grand Chancellor may revoke the Academy of Friendship, College of Regents or Star Recorder degree(s) upon evidence of regulations being disregarded.
- h. The Grand Chancellor shall be bonded in such sums as the Supreme Council may determine for the performance of her duties. She shall determine chapter and personal honors, as well as plan the annual International Conference, and work with the Officer in Charge in planning each Annual State/Provincial Conference, Convocation, Midyear Conference and Academy of Friendship Session.
- i. The Grand Chancellor shall report annually to the Supreme Council covering the activities of the Women of the Moose for the preceding fiscal year and make such other reports, as the Supreme Council shall require.
- j. Upon the completion of her term as Grand Chancellor, the Grand Council may recommend she be known as Grand Chancellor Emeritus.
- k. A Grand Chancellor Emeritus shall not have special authority in her chapter or any chapter unless she is authorized in writing from Moose International or its representative(s).

**Section 20. GRAND REGENT.**

- a. With the approval of the Supreme Council, the Grand Chancellor shall select and appoint the Grand Regent from the ranks of Past Grand Council members. The Grand Regent shall be installed at the annual International Conference and serve a one (1) year term of office beginning on the day of installation, unless otherwise indicated.
- b. As authorized, the Grand Regent shall attend meetings of the chapters and other gatherings held in the name of the Women of the Moose, and act as the representative of the unit at such gatherings.
- c. The Grand Regent shall preside over the two (2) annual meetings of the Grand Council, the annual International Conference sessions of the Women of the Moose and annual Grand Council meeting held in conjunction with the annual International Conference. By virtue of her office, she shall act as presiding officer of the Grand Council and



International Boards and, with the advice and consent of the Grand Council, may call a meeting of that body when she considers it necessary; provided, however, that she shall not call more than four (4) such meetings during her term of office.

- d. Upon the completion of her term as Grand Regent, she shall be known as a Past Grand Regent. As the Past Grand Regent in order of juniority, she shall serve in an advisory capacity to the Grand Council and International Boards for a one (1) year term.
- e. A Grand Regent or Past Grand Regent shall not have special authority in her chapter or any chapter unless she is authorized in writing from Moose International or its representative(s).

### **Section 21. GRAND COUNCIL.**

- a. The Grand Council shall consist of the Grand Chancellor, the Grand Regent and eight (8) members selected and appointed by the Grand Chancellor from the ranks of Past Deputy Grand Regents or Past International Board members and approved by the Supreme Council. Also with the approval of the Supreme Council, the Grand Chancellor may select a maximum of four (4) Collegians to serve as Grand Council Members.
- b. The Grand Council shall serve as the International policy making board for the Women of the Moose.
- c. Four (4) members shall be installed at the annual International Conference. Each new member shall assume her duties on the day of installation at the annual International Conference and shall serve a two (2) year term of office, unless otherwise indicated.
- d. Four (4) members, having completed their term of office, shall retire annually from the Council and shall have the title of Past Grand Council Member.
- e. A Grand Council Member or a Past Grand Council Member shall not have special authority in her chapter or any chapter unless she is authorized in writing from Moose International or its representative(s).

**Section 22. INTERNATIONAL COLLEGE OF REGENTS BOARD.**

- a. The International College of Regents Board consists of a President and four (4) members selected and appointed by the Grand Chancellor from the ranks of College of Regents and approved by the Supreme Council.
- b. The College of Regents Board, Grand Regent, and Grand Chancellor shall meet annually to make recommendations for regulations and administration of the College of Regents, which shall be subject to approval by the Supreme Council.
- c. Each year two (2) members shall be appointed to serve for a term of two (2) years and two (2) members, having completed the previous two (2) year term, shall leave the Board.
- d. Board members shall be installed at the annual International Conference. Each new board member shall assume her duties on the day of installation, unless otherwise indicated.
- e. Board members shall meet at the annual meeting of the College of Regents Board; participate at the annual College of Regents Session and the annual College of Regents meeting held in conjunction with the annual International Conference.
- f. Upon completion of her term of office, a board member shall have the title of Past College of Regents Board Member.
- g. A current or past board member shall not have special authority in her chapter or any chapter unless she is authorized in writing from Moose International or its representative(s).

**Section 23. PRESIDENT OF THE INTERNATIONAL COLLEGE OF REGENTS BOARD.**

- a. The President of the International College of Regents Board shall be selected and appointed by the Grand Chancellor from the ranks of Past College of Regents Board Members to serve a one (1) year term of office.
- b. The President shall be installed at the annual International

Conference and assume her duties on the day of installation, unless otherwise indicated.

- c. The President presides over the annual College of Regents Session and the annual College of Regents meeting held in conjunction with the annual International Conference.
- d. Upon completion of her term of office, she shall have the title of Past President of the College of Regents Board.
- e. A President or Past President shall not have special authority in her chapter or any chapter unless she is authorized in writing from Moose International or its representative(s).

**Section 24. INTERNATIONAL STAR RECORDER BOARD.**

- a. The International Star Recorder Board consists of a President and four (4) members selected and appointed by the Grand Chancellor from the ranks of College of Regents and approved by the Supreme Council. Each member shall hold the Star Recorder Degree.
- b. The Star Recorder Board, Grand Regent, and Grand Chancellor shall meet annually to make recommendations for regulations and administration of the Star Recorders, which shall be subject to approval by the Supreme Council.
- c. Each year two (2) members shall be appointed to serve for a term of two (2) years and two (2) members, having completed the previous two (2) year term, shall leave the Board.
- d. Board members shall be installed at the annual International Conference. Each new board member shall assume her duties on the day of installation, unless otherwise indicated.
- e. Board members shall meet at the annual meeting of the Star Recorder Board; participate at the annual Star Recorder Session and the annual Star Recorder meeting held in conjunction with the annual International Conference.
- f. Upon completion of her term of office, a board member shall have the title of Past Star Recorder Board Member.
- g. A current or past board member shall not have special authority in her chapter or any chapter unless she is

authorized in writing from Moose International or its representative(s).

**Section 25. PRESIDENT OF THE INTERNATIONAL STAR RECORDER BOARD.**

- a. The President of the International Star Recorder Board shall be selected and appointed by the Grand Chancellor from the ranks of Past Star Recorder Board Members to serve a one (1) year term of office.
- b. The President shall be installed at the annual International Conference and assume her duties on the day of installation, unless otherwise indicated.
- c. The President presides over the annual Star Recorder Session and annual Star Recorder meeting held in conjunction with the annual International Conference.
- d. Upon completion of her term of office, she shall have the title of Past President of the Star Recorder Board.
- e. A President or Past President shall not have special authority in her chapter or any other chapter unless she is authorized in writing from Moose International or its representative(s).

**Section 26. INTERNATIONAL ACADEMY OF FRIENDSHIP BOARD.**

- a. The International Academy of Friendship Board consists of the Dean and four (4) members selected and appointed by the Grand Chancellor from the ranks of College of Regents and approved by the Supreme Council.
- b. The Academy of Friendship Board, Grand Regent, and Grand Chancellor shall meet annually to make recommendations for regulations and administration of the Academy of Friendship, which shall be subject to approval by the Supreme Council.
- c. Each year two (2) members shall be appointed to serve for a term of two (2) years and two (2) members, having completed the previous two (2) year term, shall leave the Board.
- d. Board members shall be installed at the annual International Conference. Each new board member shall assume her duties on the day of installation, unless otherwise indicated.
- e. Board members shall meet at the annual meeting of the

Academy of Friendship Board; participate in the annual Academy of Friendship Session and the annual Academy of Friendship meeting held in conjunction with the annual International Conference.

- f. Each board member shall serve as the Officer in Charge and preside at the annual Academy of Friendship Session held in her respective state/region/province.
- g. Upon completion of her term of office, a board member shall have the title of Past Academy of Friendship Board Member.
- h. A board member or past board member shall not have special authority in her chapter or any chapter unless she is authorized in writing from Moose International or its representative(s).

**Section 27. DEAN OF THE INTERNATIONAL ACADEMY OF FRIENDSHIP BOARD.**

- a. The Dean of the International Board of Academy of Friendship shall be selected and appointed by the Grand Chancellor from the ranks of Past Academy of Friendship Board Members to serve a one (1) year term of office.
- b. The Dean shall be installed at the annual International Conference and assume her duties on the day of installation, unless otherwise indicated.
- c. The Dean shall preside over the annual Academy of Friendship meeting held in conjunction with the annual International Conference.
- d. The Dean shall also serve as the Officer in Charge and preside at the annual Academy of Friendship Session held in her respective state/region/province.
- e. Upon completion of her term of office, she shall have the title of Past Dean of the Academy of Friendship Board.
- f. A Dean or Past Dean shall not have special authority in her chapter or any other chapter unless she is authorized in writing from Moose International or its representative(s).

**Section 28. DEPUTY GRAND REGENTS.**

- a. Deputy Grand Regents are selected and appointed from the ranks of Collegians by the Grand Chancellor, and approved by the Supreme Council. The appointees shall

serve the Women of the Moose in their respective states/regions/provinces for a period of one (1) year.

- b. The appointee shall be installed at the Annual State/Provincial Conference. She shall assume her duties after the adjournment of the current Annual State/Provincial Conference. The Deputy Grand Regent's term of office shall terminate with the adjournment of the following Annual State/Provincial Conference.
- c. A Deputy Grand Regent shall make arrangements for and preside over the Midyear Conference, Academy of Friendship Session, (unless the State/Province has a current Dean or current Academy of Friendship Board Member) Annual Conference and Convocation according to regulations authorized by the International Office.
- d. If a Deputy Grand Regent is not appointed, a Past Deputy Grand Regent or a current/past International Officer shall receive assignments from the Grand Chancellor, as necessary.
- e. Upon completion of her term of office, a Deputy Grand Regent shall have the title of Past Deputy Grand Regent.
- f. A Deputy Grand Regent or Past Deputy Grand Regent shall not have special authority in her chapter or any chapter unless she is authorized in writing from Moose International or its representative(s).

**Section 29. MEMBERSHIP QUALIFICATIONS.**

- a. To qualify for membership in the Women of the Moose, an applicant must:
  - 1) Be a female person
  - 2) Be twenty-one (21) years of age or older
  - 3) Not be a member of a terrorist group or recognized subversive organization
  - 4) Not be a registered sex offender or convicted felon, unless: the conviction has been expunged, the conviction has been vacated by an unconditional pardon, or a dispensation waiving this requirement has been obtained from the General Governor

- 5) Be of good moral character and capable of understanding the obligation of membership
  - 6) Profess a belief in a Supreme Being
  - 7) Have not been expelled, suspended, or rejected for membership by any chapter
- b. A candidate shall be eligible for membership in the chapter of her choice.
  - c. A chapter shall not bestow an honorary membership on anyone.

**Multiple Memberships**—Any active member of the Women of the Moose may hold membership in more than one Women of the Moose unit at the same time.

### **Section 30. APPLICATIONS.**

- a. An applicant must properly complete and sign an official membership application on the form provided by Moose International, as authorized by the Supreme Council.
- b. An active member of the Order must sponsor each person applying for membership in a chapter. A candidate has the option of selecting her sponsor. Another active co-worker of the chapter to which the person is making application must endorse the applicant. The endorser does not receive sponsor credit.
- c. Any member of the Order may accept an application at any time. The appropriate fees and dues shall accompany each application for membership in a Chapter. (Refer to Section 42.)
- d. The completed application shall be a part of the condition of membership between the member and the chapter. The answers to the questions contained in the application shall be warranties. If any answer is materially false, incomplete or incorrect, it may cause forfeiture of all rights and privileges as a member of the Women of the Moose, except by special dispensation of the Grand Chancellor. If any applicant is elected or enrolled into any chapter in violation of this section, she shall be dropped from the rolls of the chapter, subject to the right of appeal. (Refer to the General Laws of the Loyal Order of Moose.). Convicted felons not

receiving a special dispensation to retain their membership shall be expelled from the Women of the Moose.

### **Section 31. REINSTATEMENT.**

- a. Any member whose dues have been expired more than twelve (12) months who wishes to maintain her years of service in the fraternity must apply for reinstatement. If the member does not apply for reinstatement within twenty-four (24) months of the dues expiration date, she must then apply for re-enrollment. If a dropped member re-enrolls into her original chapter after the expiration of six (6) months, or re-enrolls into another chapter, she loses all prior years of service.
- b. A member applying for reinstatement shall furnish a duly executed official application for membership to her chapter or to Allheart Chapter #3000, as required of new members and pay all dues, fines, or assessments owed by her, including accruals of interest, costs, etc. The application must receive a favorable vote of the Application Review Committee and the chapter.
- c. A reinstatement counts in the membership but is not included in the quota of candidates. Members do not receive credit as a sponsor for reinstated co-workers for the 25 Club or other sponsor awards.

### **Section 32. RE-ENROLLMENT.**

- a. A former member dropped from the rolls for nonpayment of dues twenty-four (24) months or more after the expiration date of her last membership card, is eligible for re-enrollment.
- b. A member whose dues have been expired for six (6) months or more may choose to re-enroll versus reinstating into any chapter by furnishing a re-enrollment application.
- c. By re-enrolling, all former members will lose their prior years of service.
- d. The former member will submit an official application for re-enrollment, remit necessary application fee and dues plus any fines and lawful charges if due and sign the Former Member Acknowledgement.



- e. The application must receive a favorable vote of the Application Review Committee and the chapter she is making application in.
- f. The sponsor of a re-enrollment candidate receives credit for a new member toward sponsor awards.

### **Section 33. 50-YEAR MEMBER.**

Chapter dues shall be waived when a co-worker has been a member of the Women of the Moose for fifty (50) consecutive years from the date of her enrollment. Moose International shall issue a membership card at no cost to the co-worker. The membership card shall state "Life Member" on the membership card. If a 50-Year member wishes to transfer her membership to another chapter, the transfer fee is waived.

### **Section 34. MOOSEHAVEN RESIDENT.**

Chapter dues shall be waived for a co-worker currently residing at Moosehaven. Moose International shall issue a membership card at no cost to the co-worker. If a co-worker leaves Moosehaven, she is no longer a Moosehaven resident and shall pay chapter dues.

### **Section 35. LIFE MEMBER.**

- a. Any active co-worker may purchase a Life Membership in her chapter by paying to Moose International the sum of four hundred dollars (\$400.00); two hundred fifty dollars (\$250.00) shall be retained by Moose International and one hundred fifty dollars (\$150.00) remitted to the member's chapter.
- b. A Life Membership card shall be official evidence of membership in a Chapter of the Women of the Moose.
- c. A Life Member who wishes to transfer to another chapter shall pay a ten-dollar (\$10.00) transfer fee to the receiving chapter.
- d. A co-worker shall receive a Life Membership in the Women of the Moose by sponsoring and enrolling two hundred fifty (250) members into the Order or by maintaining fifty (50) or more years of continuous membership. Moose International shall issue the Life Membership card.
- e. A co-worker shall receive a Life Membership in the Women of the Moose upon payment of dues, in advance, equal to fifty (50) years of membership.

### **Section 36. HONORARY MEMBERSHIP.**

An honorary membership in a chapter shall not be bestowed upon anyone. A member of the Loyal Order of Moose shall not be referred to as an honorary member of a chapter of the Women of the Moose.

### **Section 37. TRANSFERS.**

- a. A co-worker, whose membership dues are paid at least thirty (30) days beyond the date of transfer, may transfer to the chapter of her choice. A request for a transfer shall be completed by the Recorder of the chapter receiving the transferring co-worker, upon receipt of:
  1. A completed application, the same as for a new member, for transfer into the chapter.
  2. A ten dollar (\$10.00) transfer fee deposited with the Recorder of the chapter receiving the transferring member.
- b. The co-worker retains her original membership card until she has been accepted by the receiving chapter and receives a permanent membership card indicating she is a member in good standing in the receiving chapter. Upon receipt of her new permanent membership card, she relinquishes to the Recorder her membership card from her former chapter.
- c. The Recorder shall deliver the Request for Transfer to the co-worker's current chapter. The transferring co-worker's current chapter shall have fourteen (14) calendar days to object to the transfer for the reasons set out in this section.
- d. Objections to Transfers: The transferring co-worker's current chapter may only object to the transfer for the following reasons:
  1. The co-worker's dues are not paid at least thirty (30) days in advance of the date of the request for transfer.
  2. Disciplinary charges are pending against the co-worker (does not include actions of the House Committee).
  3. The co-worker has not paid all fines, assessments and other charges levied against her by the chapter.

- e. Acceptance of Transfer: At the end of the fourteen (14) days, if no objection has been expressed and if the receiving chapter's Application Review Committee has investigated the application and reported favorably on the application, the chapter shall present the transfer application at the next chapter meeting for acceptance by the chapter's membership. If the vote is favorable, the co-worker shall immediately become a member of the receiving chapter.
- f. Notification of Transfer Acceptance: The receiving chapter's Recorder shall immediately notify the Recorder of the co-worker's former chapter of the transfer acceptance. Upon receipt of a notification of acceptance, the Recorder of the co-worker's former chapter shall immediately forward to the co-worker's new chapter photocopies of all correspondence and membership records pertaining to the transferred co-worker, retaining the original of all items sent to the Recorder of the receiving chapter.
- g. Rejection of Transfer: If the vote is unfavorable, the co-worker requesting the transfer remains a co-worker of her current chapter. The Recorder of the rejecting chapter shall immediately, in writing, notify the Recorder of the co-worker's chapter, and the co-worker requesting the transfer, of the unfavorable vote.
- h. A co-worker whose dues are paid at least sixty (60) days beyond the date of institution of a new charter effort, may transfer into the newly formed chapter as a "Charter Member" provided she:
  1. Completes, and presents to the Instituting Officer, a Women of the Moose Membership Application for transfer to the newly forming chapter prior to the institution.
  2. Remits the appropriate Charter Application Fee and appropriate Transfer Fee to the Instituting Officer along with her Women of the Moose Membership Application.
  3. Is favorably voted upon by the members of the newly formed chapter.

- i. Co-workers transferring from Allheart Chapter #3000 are not required to pay a transfer fee or an acceptance fee to transfer to the chapter of her choice.

**Section 38. APPLICATION REVIEW COMMITTEE.**

- a. Every applicant for membership shall be referred to a committee of at least three (3) members, who may not be members of the Board of Officers, appointed by the Senior Regent of the chapter. The Application Review Committee shall conduct a thorough investigation of the applicant from public records and other non-privileged sources and file a written report to the Board of Officers containing their finding, either favorable or unfavorable.
- b. When the Application Review Committee reports unfavorably on an applicant for membership, the Senior Regent or presiding officer shall declare her rejected without the formality of a vote. Unless authorized by the Grand Chancellor, a rejected applicant cannot again be proposed for membership until after the expiration of a period of six (6) months from the date of the rejection. The Recorder shall notify the applicant in writing, by Certified Mail, Return Receipt Requested and refund application fees and dues, if collected, by chapter check.
- c. If the report of the Application Review Committee is favorable, the applicant shall be voted on in the manner provided by Section 39. A majority of the Application Review Committee reporting is sufficient.

**Section 39. VOTING ON CHAPTER APPLICANTS.**

- a. Every applicant for membership, approved by the Application Review Committee, must be voted upon by the membership at a regular chapter meeting. When an applicant is voted on and receives a simple favorable majority of votes cast, she shall be declared elected to membership.
- b. The vote shall be taken by “show of hands”, unless the presiding officer or any member present at the meeting requests the vote be by secret paper ballot.

**Section 40. REJECTION BY CHAPTER VOTE.**

- a. A candidate receiving an unfavorable ballot shall be

declared rejected and shall not be balloted upon again for a period of one hundred eighty (180) days in that chapter or any other chapter of the Women of the Moose, unless a special dispensation is granted by Moose International.

- b. The Recorder shall notify the applicant in writing, by Certified Mail, Return Receipt Requested and refund application fees and dues, if collected, by chapter check.
- c. An applicant rejected for any cause, cannot be elected or enrolled into any chapter of this Order except the one in which she first made application, unless the chapter from which she was rejected, upon proper request, gives its written consent. Any applicant who becomes a member in violation of this rule shall, upon discovery, be immediately dropped from the rolls.

**Section 41. ORIENTATION AND ENROLLMENT.**

- a. A person cannot legally become a member of any chapter until she has participated in an orientation and been enrolled into the chapter in the manner and form required by the Grand Council. The candidate shall be enrolled by her true name.
- b. Moose International will issue a membership card to each member upon notice of enrollment.

**Section 42. APPLICATION FEES AND DUES.**

- a. The Grand Council shall establish the minimum application fee for membership in the Women of the Moose. A chapter may increase the application fee provided the recommendation has been presented to the Board and approved by the chapter.
- b. Each member of the Women of the Moose shall, after payment of the Application Fee, pay annual dues of a minimum amount as set by the Grand Council. Dues shall only be paid in advance annually. A chapter may raise the amount of annual dues provided the recommendation has been presented to the Board and approved by the chapter. The Recorder shall notify Moose International by electronic transmission when the chapter has increased the annual dues rate. All members of a chapter shall pay the same rate of dues.

- c. Co-workers may give a gift of membership in the Women of the Moose and/or membership dues. Co-workers shall not pay dues or give the gift of dues without the member's consent or knowledge. The exception is a co-worker who is in a nursing home or retirement center, who is unable to pay her own dues. Upon recommendations of the Financial Assistance Committee, and with the approval of the chapter and co-worker, a chapter check may be issued for the payment of their dues.
- d. A co-worker who intentionally surrenders her membership card for the purpose of terminating her membership shall be suspended from membership for a period of one hundred eighty (180) days from date of suspension, unless a dispensation to retain her membership is granted by the Grand Chancellor. If she wishes to be readmitted into the chapter, she shall write a letter to the Board of Officers requesting readmission and shall be balloted on by the chapter the same as a new member. The majority vote rules. If the co-worker does not request to be readmitted, she shall be dropped from membership at the end of the one hundred eighty (180) day suspension.

**Section 43. DROPPED FOR NONPAYMENT OF DUES, FINES OR OTHER CHARGES.**

- a. Non-payment of Dues - Every member shall be in arrears after the expiration date of her dues. An expired member shall not be entitled to any privileges of membership, nor be considered a qualified guest. It is the member's responsibility to know the date her dues will become delinquent. A member's failure to receive notice of her dues or arrearages shall not release her from her responsibility to pay her dues on or before the dues expiration date. A member in arrears shall be dropped from the rolls after the expiration of twelve (12) months.
- b. The membership record of a member no longer eligible for reinstatement will be marked as "terminated" after a period of twenty-four (24) months.
- c. Non-payment of Fines or Other Charges - The chapter shall drop ("resign") from the rolls any member who has

neglected to pay any fines or other lawful obligations due the chapter, thirty (30) days after the same became due. Other than for non-payment of dues, a member may not be dropped for failure to pay a fine, charge, or other lawful obligation unless the member has received thirty (30) days written notice of the intent of the chapter to drop her if the obligation is not paid. Such correspondence shall be sent by Certified Mail, Return Receipt Requested or hand-delivered.

#### **Section 44. PER CAPITA ASSESSMENT.**

A Per Capita assessment will be deducted from each member's annual dues payment for the maintenance of Moose International Inc., Women of the Moose, and the worthy projects of Mooseheart and Moosehaven. The amount of the per capita assessment shall be determined by the Grand Council of the Women of the Moose and approved by the Supreme Council.

#### **Section 45. SPONSORS.**

- a. Co-workers may sponsor candidates in other chapters or lodges.
- b. Sponsors of candidates shall not be changed once the information is transmitted to Moose International. If Moose International determines through investigation that a sponsor of a candidate must be changed, the sponsor record at Moose International will be changed accordingly.

#### **Section 46. ELECTED OFFICERS.**

- a. The elected officers of a chapter shall consist of a Senior Regent, Junior Regent, Secretary/Treasurer and Recorder. These officers and the duly installed Junior Graduate Regent shall constitute the Board of Officers.
- b. While serving as a member of the Board of Officers, a co-worker may not be a paid employee of her respective lodge or chapter. The Recorder shall receive compensation as provided in the General Laws, Section 51.
- c. A member of the Board of Officers may work at the local lodge providing she is working as a volunteer, without pay and without tips.

## **Section 47. SENIOR REGENT.**

- a. The Senior Regent shall serve as the presiding officer and preside at all meetings of the chapter, Board of Officers and nominating committee. She shall preserve order and enforce the laws and regulations of the Women of the Moose and may impose reasonable fines upon members for offenses or misconduct committed in her presence while the chapter is in session, or committed in the chapter room. Offenses committed in the lodge home or social quarters, or on lodge property, shall be referred to the Lodge House Committee.
- b. Subject to appeal, she shall decide all parliamentary questions that may arise in the chapter.
- c. She shall supervise the balloting procedure for candidates, re-enrollments, reinstatements, transfers in and readmissions.
- d. She may sign all checks drawn by the Recorder, which have been approved by the chapter, together with such cards, certificates, and notices as may require the signature of the Senior Regent.
- e. Immediately after election, the Senior Regent shall appoint a Guide, Assistant Guide and all Chairmen of Chapter Development and the Higher Degrees Committees. They are to be installed at the annual Installation of Officers. A co-worker may serve as chairman of one (1) committee, only. This pertains to Chapter Development and the Higher Degrees committees. The Senior Regent shall be Chairman Ex Officio of all committees with the exception of Audit and Higher Degrees.
- f. When any chapter officer, including the Junior Graduate Regent, is absent from three (3) consecutive regular meetings of the chapter and/or Board of Officers, including Joint Board, without sufficient excuse, the Senior Regent shall declare such office vacant.
- g. If the Senior Regent is absent from three (3) consecutive regular meetings of the chapter and/or Board of Officers, including Joint Board, without sufficient excuse, the Junior Regent shall declare her office vacant.



- h. When any chapter officer, including the Junior Graduate Regent, is in arrears for non-payment of dues, the presiding officer shall declare such office vacant.
- i. The Senior Regent may examine all books, bank accounts, records, and documents of the chapter at any reasonable time and shall attend each audit committee meeting. The Senior Regent shall mail to Moose International, upon request, a report of any activity of the chapter, giving such information as is requested.
- j. She shall appoint a co-worker to serve as a pro-tem for an officer, appointed officer or chairman who is absent from a regular meeting. Any active co-worker of the chapter shall be eligible to pro-tem for any officer, including the Junior Graduate Regent, at a meeting. Pro-tems shall NOT be appointed for Board of Officer's meetings.
- k. She shall perform all other duties as found in the General Laws and Meeting Procedures and Agendas book.
- l. She shall sign the Chapter Minutes Book after all minutes are read and approved by the chapter.

**Section 48. JUNIOR REGENT.**

- a. The Junior Regent shall assist the Senior Regent in preserving order and decorum in the chapter room.
- b. If the office of Senior Regent is vacant, the Junior Regent shall assume all duties and responsibilities of the office. The Junior Regent shall preside over the deliberations of the chapter in the absence of the Senior Regent.
- c. The Junior Regent shall lead the chapter in devotional exercises, supervise the funeral ceremony for co-workers when requested and she shall visit the sick, disabled and distressed whenever possible, and shall make a full report to the chapter at each meeting.
- d. The Junior Regent shall perform all other duties required of her as listed in the Meeting Procedures and Agendas book and in the General Laws of the Women of the Moose or as may be requested by the Senior Regent.

**Section 49. JUNIOR GRADUATE REGENT.**

- a. The office of Junior Graduate Regent is not an "elected"

office, but one of condition. The term of office of the Junior Graduate Regent is subject to all rules of other elected offices.

- b. After being duly installed on or before July 31 of the respective chapter year, the Junior Graduate Regent shall serve on the Board of Officers and shall attend meetings regularly.
- c. In the absence of Senior Regent and Junior Regent, she shall serve as the Presiding Officer.
- d. She shall attend meetings of the Audit Committee.
- e. She shall serve as Chairman of the Ways and Means Committee and perform all other duties as listed in the Meeting Procedures and Agendas book and in the General Laws of the Women of the Moose or as requested by the Senior Regent.
- f. An eligible Junior Graduate Regent shall be invested with the Green Cap at Convocation. She is eligible to wear the Green Cap anytime during her term as Junior Graduate Regent, in the year in which she qualified.
- g. The Junior Graduate Regent who was invested at Convocation, or who qualified but was not invested with the Green Cap, shall hold a fundraising project and a Green Cap Activity Night.
- h. A member elected and installed as Senior Regent after July 31 shall not serve as Junior Graduate Regent the following year and the office of Junior Graduate Regent shall remain vacant.
- i. If the office of Junior Graduate Regent is vacated during the chapter year, the office shall remain vacant and pro-temmed at chapter meetings as set forth in Section 47.
- j. A Junior Graduate Regent completing her term of office, who qualifies for the College of Regents degree, may be elected as Secretary/Treasurer or Recorder. She may also be appointed to serve as:
  - . Higher Degrees Chairman
  - . Musician (if desired who is not installed)
  - . Chairman of a Special Committee

- . Serve on the Audit Committee
  - . Chairman of the Membership/Retention, Community Service or Activities/Sports Committee.
- k. A Junior Graduate Regent is not considered a Past Regent until she completes one (1) full term as Senior Regent and one (1) full term as Junior Graduate Regent.
- l. If a Junior Graduate Regent does not qualify to receive the College of Regents degree during her year as Junior Graduate Regent, after May 1 she shall be eligible for any position, with the exception of the Mooseheart/ Moosehaven Chairman (if she holds the Academy of Friendship degree) or the Higher Degrees Chairman unless she is otherwise qualified.

#### **Section 50. SECRETARY/TREASURER.**

- a. The Secretary/Treasurer shall type, or write in ink, the minutes of the Chapter Meetings, Board of Officer's, and special meetings in the Chapter Minutes Book and sign them before reading them to the chapter. Each meeting shall be recorded on a separate page.
- b. In the absence of the Senior Regent, Junior Regent and Junior Graduate Regent, the Secretary/Treasurer shall serve as the Presiding Officer.
- c. The Secretary/Treasurer shall be responsible for writing all chapter correspondence over the signatures of the Board of Officers.
- d. The Secretary/Treasurer shall receive from the Recorder and retain a duplicate deposit slip, verified by the bank, of all monies deposited by the Recorder.
- e. When the Secretary/Treasurer is unable to be present for a chapter meeting she shall leave the current Chapter Minutes Book with the Senior Regent, who shall appoint a pro-tem to serve in the Secretary/Treasurer's absence.
- f. The Secretary/Treasurer may sign all checks drawn upon the general fund of the chapter.
- g. The Secretary/Treasurer shall, at the end of each month, have all duplicate deposit slips ready for examination at

the Audit Committee meeting, and at any other time when requested by the chapter or the Senior Regent.

- h. The Secretary/Treasurer shall attend each Audit Committee meeting and render such assistance as necessary and proper.
- i. After the chapter meeting has adjourned, the Secretary/Treasurer shall count the Endowment Fund and turn it over to the Recorder for deposit. The Recorder shall give the Secretary/Treasurer an Official Business Receipt for the Endowment Fund collected at each chapter meeting.
- j. On meeting nights, the Secretary/Treasurer may assist the Recorder in collecting money for fundraising projects.
- k. The Secretary/Treasurer shall deliver to her successor all books, papers, correspondence, records and other property of the chapter held by her on April 30.
- l. It is the duty of the Secretary/Treasurer to have the current Chapter Minutes Book with her at each chapter and Board of Officer's meeting. If the Secretary/Treasurer is absent from an officer's meeting, the Recorder shall take the minutes, enter them into the Chapter Minutes Book and sign her own name followed by the words "pro-tem".
- m. The Secretary/Treasurer shall perform all other duties as listed in the Meeting Procedures and Agendas book and in the General Laws of the Women of the Moose or as may be requested by the Senior Regent.
- n. The Secretary/Treasurer shall clarify the number of "yes" and "no" ballots in the chapter minutes when balloting on applications for membership/readmission.
- o. The Secretary/Treasurer shall keep a record of attendance in the Chapter Minutes Book.
- p. The Secretary/Treasurer shall read all correspondence including announcements, bulletins, emails and notices received, as well as those from Moose International relating to the chapter, in their entirety. Adverse and/or confidential correspondence shall NOT be read on the chapter floor and shall be handled by the chapter Board of Officers. Copies of all correspondence as listed above

shall be retained in chapter files for future reference as necessary and appropriate.

- q. The Secretary/Treasurer shall record the results of a chapter election in the minutes of the chapter meeting from the Election Results Report.

### **Section 51. RECORDER.**

- a. The Recorder shall correctly keep chapter accounts in such manner as may be required by Moose International. She shall deposit all monies received for the chapter in the general fund, identified as to source, immediately after each chapter meeting and after the completion of every fundraising project or as it is collected semi-monthly. She shall obtain a duplicate deposit slip verified by the bank for the Secretary/Treasurer.
- b. The Recorder shall serve as the presiding officer in the absence of the Senior Regent, Junior Regent, Junior Graduate Regent, and Secretary/Treasurer.
- c. The Recorder shall attend all Board of Officer's meetings; perform all other duties as listed in the Meeting Procedures and Agendas book and in the General Laws of the Women of the Moose or as requested by the Senior Regent.
- d. Upon the request of Moose International or its assigned representative, the Recorder shall deliver all books and records for the purpose of examination and audit and perform such other duties as the Senior Regent and Moose International may direct.
- e. The Recorder shall sign all Official Business Receipts, draw and sign all checks and affix the seal of the chapter upon all documents requiring same. The Recorder shall deliver all properly signed checks to the parties entitled to receive them in a timely manner.
- f. The Recorder shall properly verify and record all income and expenditures. She shall also report on current actual cash balance, which includes checking and savings account figures, including Certificates of Deposit, etc. at each chapter meeting.

- g. The Recorder shall issue Official Business Receipts for all cash received.
- h. The Recorder shall use her best endeavors to assist the Membership/Retention Committee by providing a monthly list of co-workers who are thirty (30) days or more in arrears of dues payment.
- i. For the purpose of submitting a monthly financial report, the Recorder shall close the books as of eight (8:00) A.M. on the last business day of the month and shall immediately deposit all monies on hand in the bank. The Recorder shall attend each Audit Committee meeting and assist the Audit Committee in their certification of an accurate financial report. She shall transmit each electronic financial report to Moose International between the first (1st) and tenth (10th) days of the next month and retain one (1) copy in the chapter files. The Recorder shall remit the Endowment Fund collected monthly to Moose Charities.
- j. For her services, the Recorder may receive reasonable compensation, as determined by the chapter Board of Officers and membership. Compensation shall be paid or waived, but may not be accrued. Compensation listed in a report to the Women of the Moose Headquarters and not paid to the Recorder for that reporting period shall automatically be waived or forfeited upon the filing of the next required report.
- k. All compensation paid to a Recorder is subject to local government regulations. In the event a Recorder elects to waive her compensation, it must be waived for the entire year. The compensation waived by the Recorder shall remain in the chapter's General Fund. If a vacancy should occur in the office of Recorder, the co-worker performing the duties and responsibilities of that office may receive the compensation allocated to the Recorder for the period of her actual service.
- l. The Recorder shall make financial information and membership records available, in her presence, upon request of a co-worker for the purpose of checking information. The Recorder shall present to the Senior Regent a monthly report of the candidates enrolled, re-

enrolled, reinstated, transferred-in and sponsors names and addresses.

- m. The Recorder shall make all financial information and membership records available, upon request of the Senior Regent or Audit Committee.
- n. When the Recorder is unable to be present for a chapter meeting, she shall leave the current records with the Senior Regent. The Senior Regent shall appoint a pro-tem Recorder to serve in the Recorder's absence.
- o. The Recorder shall have the current chapter records with her at each chapter and Board of Officer's meeting.
- p. Only the Recorder, Senior Regent and Secretary/Treasurer shall be the custodians of, and be responsible for, all securities and valuable papers of the chapter and shall keep them in a safety deposit box.
- q. The Recorder shall deliver to her successor, on May 1, all equipment, papers, records and other property of the chapter held by her on April 30, except those needed to compile the April 30 financial report. All previously undelivered records shall be delivered to the new Recorder the day after the financial report has been transmitted.
- r. The Recorder shall give all correspondence including announcements, bulletins, emails and notices received, as well as those from Moose International, relating to the chapter, in their entirety, to the Secretary/Treasurer for her to read to the chapter.

## **Section 52. FURNISHING MEMBER'S NAMES AND ADDRESSES.**

It is prohibited for any person to furnish a list of names or addresses of the members of the chapter to any business, organization or individual for their commercial or business purposes. Names and addresses of members shall only be used for fraternal purposes and may only be furnished to an individual, business or organization in accordance with the terms of a dispensation obtained from the General Governor.

### **Section 53. DUTIES OF APPOINTED OFFICERS.**

- a. Appointments to serve as an Appointed Officer, or in a special capacity, shall be made by the Senior Regent and are not subject to the approval of the Board of Officers. The appointees shall be installed at the scheduled date for installation.
- b. The Senior Regent shall select the following appointed officers prior to installation, namely:
  1. The GUIDE who shall have charge of all the properties and paraphernalia of the chapter and meeting room set up. She and the Assistant Guide shall be responsible for the doors of the chapter room and shall check membership cards as co-workers enter the chapter meeting room.
  2. The ASSISTANT GUIDE who shall assist the GUIDE.
- c. Any active co-worker who is not an elected officer, appointed officer, chairman, or Collegian (except where noted) shall be eligible for the above offices.
- d. A co-worker who holds the Academy of Friendship Degree may hold an appointed officer's position. If the co-worker does not hold the degree, she may qualify for her Academy of Friendship Degree by fulfilling the requirements as given in Section 102.
- e. Appointees are not members of the Board of Officers. If necessary, the Senior Regent shall change appointments during the chapter year without jeopardizing chapter honors. When a vacancy occurs, the Senior Regent shall immediately appoint another co-worker to fill the vacancy. The appropriate changes shall be made in the chapter computer. The co-worker shall be installed by a Past Regent at the same or next scheduled meeting following her appointment.
- f. Each appointee shall perform all duties listed in the Meeting Procedures and Agendas book and in the General Laws of the Women of the Moose or as requested by the Senior Regent.



- g. Appointed Officers are members of the Ways and Means Committee. (Refer to the Ways and Means Committee section 59.)

#### **Section 54. COMMITTEES.**

- a. The Senior Regent shall appoint Chapter Development Committee Chairmen and a Higher Degrees Chairman to serve for the ensuing year. The chairmen are installed at the April Installation of Officers. A chairman unable to attend the scheduled installation shall be installed by a Past Regent at a regularly scheduled meeting before filling the chairmanship to which she was appointed. There shall be no pro-tems for chairmen to be installed.
- b. Chairmen shall not be installed for the following chapter year before the regular scheduled installation in April.
- c. When a vacancy occurs, the Senior Regent shall immediately make another appointment. The appointee shall be installed by a Past Regent at the next meeting.
- d. Each committee shall hold monthly meetings at a convenient time and place, preferably at the Moose Home. All committees shall hold their respective meeting at the same time and same night each month, to accomplish the responsibilities of the committee, namely:
  - 1. Two (2) to three (3) Committee Activity Nights. The chairman shall invite a speaker or plan entertainment, such as a skit or game after the meeting.
  - 2. Each committee shall hold two (2) or more fundraising projects. The fundraising projects should cover the expenses of the committee which may include: a recommended thirty dollars (\$30.00) or more donation for each committee month to the special project(s) of their committee, that shall benefit Mooseheart and Moosehaven and a recommended twenty dollars (\$20.00) or more donation for the Women of the Moose Scholarship and Maintenance Fund; to help defray expenses of Committee Activity Nights; and help maintain the General Fund of the chapter.
- e. The Senior Regent shall distribute the pamphlets, available from the Women of the Moose web site, to the

chairmen and shall encourage the chairmen to follow the instructions and suggestions listed therein. The pamphlets are issued to aid chairmen to conduct successful monthly meetings, which are separate and apart from regular chapter meetings. Complete cooperation between the Senior Regent and chairmen in all committee activities is essential.

- f. To keep the committee active during the entire chapter year, it is recommended that the committee fundraising project be scheduled at least three (3) months prior to, or after, the committee's Activity Night. At another time during the chapter year, the committee may also volunteer to be hostess and plan a social activity such as games, skits or arts and crafts, to be held after the chapter and committee meetings.
- g. The Senior Regent shall stay informed of the progress of the committee chairmen and shall give encouraging help to all who need it. The success of the chapter year depends on the success of the committees.

**Section 55. CHAPTER DEVELOPMENT COMMITTEES.**

- a. The Chapter Development Committees shall be Membership/Retention, Community Service, Activities/Sports and Mooseheart/Moosehaven. The chairman of a Chapter Development Committee may qualify for her Academy of Friendship Degree by fulfilling the requirements as given in Section 102.
- b. The Senior Regent shall select co-workers to serve as Chapter Development Chairmen as appropriate.
  - 1. Membership/Retention - may be any co-worker of the Chapter even those who have qualified for or hold a degree
  - 2. Community Service - may be any co-worker of the Chapter even those who have qualified for or hold a degree
  - 3. Activities/Sports - may be any co-worker of the Chapter even those who have qualified for or hold a degree
  - 4. Mooseheart/Moosehaven - must be a co-worker who

has not qualified for or hold the Academy of Friendship or higher degree.

- c. An appointed or elected officer shall not serve as a Chapter Development Chairman.
- d. There shall be no co-chairman for any Chapter Development Committee.
- e. Immediately following Installation, the Senior Regent shall schedule a meeting of all Chapter Development Committee Chairmen to explain the duties of each chairman and appoint members to each committee.
- f. Depending on the chapter size, a chairman may request co-workers to be assigned to her committee. In order that each committee chairman have the same number of members on her list, the Recorder will assign an equal number of co-workers, including officers, to serve on each committee. Each chairman shall have the names of co-workers on her committee and encourage them to attend committee meetings to assist with selection of projects, plans for Committee Activity Nights and arrangements for monthly committee meetings. A co-worker shall be appointed to only one (1) Chapter Development Committee.

**Section 56. THE PURPOSE OF EACH CHAPTER DEVELOPMENT COMMITTEE** is as follows:

- a. The MEMBERSHIP/RETENTION Committee shall promote the membership and retention campaigns from Moose International, as well as developing and promoting membership and retention campaigns within their own chapter. This committee shall welcome new members on Chapter Activity Night. Committee members shall also participate in a chapter mentoring program to instill in the new member the desire to become active in the Women of the Moose programs thereby helping to retain these members. It shall be the responsibility of the Recorder to make a list available each month to the Membership/Retention Committee Chairman of co-workers who are thirty (30) days or more in arrears of dues payment. The Membership/Retention Chairman and

her committee shall make personal contact by telephone or personal visit to every co-worker who is in arrears in the payment of her dues.

- b. The COMMUNITY SERVICE Committee shall volunteer to assist with worthy drives or projects for the community and is encouraged to visit those confined in senior citizen and nursing homes.
- c. The ACTIVITIES/SPORTS Committee shall plan family activities and sporting events for all co-workers and their family members of all ages. The committee shall work with the Lodge Family Activities Chairman in planning joint activities. The Activities/Sports Committee shall hold a fundraising project to defray expenses for holding family friendly activities.
- d. The MOOSEHEART/MOOSEHAVEN Committee shall conduct a monetary gift walk for Mooseheart and Moosehaven at the Committee Activity Night in October. The Recorder shall deposit all cash donations received in the gift walks into the chapter's General Fund and include this amount with the other donations to Moose Charities. In addition, the committee shall include an amount of thirty-five dollars (\$35.00) for a special Christmas gift for a Mooseheart child and an amount of thirty-five dollars (\$35.00) for a special Christmas gift for a Moosehaven senior. (See Mooseheart/Moosehaven Committee chairman's pamphlet.)

**Section 57. HIGHER DEGREES COMMITTEE.**

- a. The Academy of Friendship, Star Recorder, and College of Regents degree holders shall be known and function as the Higher Degrees Committee. The Higher Degrees Committee is limited to members who have been invested with the respective degree.
- b. The Senior Regent may appoint a co-worker who has held the Academy of Friendship, Star Recorder or College of Regents degree as the Chairman of the Higher Degrees Committee provided the co-worker has held the degree for ten (10) months or more.

- c. A co-worker who has qualified for a degree, but not received the degree, shall not serve as a member of the committee until she has been officially invested.
- d. At the beginning of the chapter year, the Senior Regent shall hold a meeting with the Higher Degrees Chairman to set dates for monthly meetings and select projects for placing on the chapter calendar. If there are less than three (3) members qualified to serve on this Committee, the obligations are assumed by the members and the Board of Officers.
- e. The Committee Activity Night for the Higher Degrees Committee may be held anytime during the respective month.
- f. The officers shall be responsible for the Committee Activity Night scheduled as well as the fundraising project responsibilities for a Higher Degrees Committee that has no members.
- g. Members of the Higher Degrees Committee shall also serve on one (1) of the Chapter Development Committees.
- h. A member of the Higher Degrees Committee who is not a member of the Board of Officers shall not attend board meetings unless invited or presenting a proposal.
- i. Higher Degrees Committee members have no authority in a chapter unless authorized by Moose International.
- j. Higher Degrees Committee members dropped from membership shall regain membership in the Academy of Friendship, Star Recorder and College of Regents when reinstated or re-enrolled as a member.

**Section 58. THE PURPOSE OF THE HIGHER DEGREES COMMITTEE** is as follows:

- a. The HIGHER DEGREES Committee is composed of co-workers who received the respective degree at an annual State/Provincial or International Session. The committee shall hold a fundraising project to defray the donation to the special project to be presented at the annual State/Provincial Convocation and the annual State/Provincial Academy of Friendship Session. The

Higher Degrees Committee may sponsor one or more fundraising projects to help defray expenses for the matriculants to receive their degree. Expense money for each Academy of Friendship, Star Recorder or College of Regents matriculant to receive the degree shall not exceed allowable expenses as listed in Section 112

**Section 59. WAYS AND MEANS COMMITTEE.**

- a. The Ways and Means Committee is a committee composed of the Junior Graduate Regent, who serves as Chairman, and the Appointed Officers. If the Junior Graduate Regent does not earn the Green Cap or if the office of Junior Graduate Regent is vacant, the Ways and Means Committee shall uphold the responsibilities of the committee by conducting a Ways and Means Committee Activity Night (Refer To Green Cap Activity Night - section 69) and fundraising project for Mooseheart/Moosehaven.
- b. The Ways and Means Committee may sponsor a fundraising project to help defray expenses for the qualified Junior Graduate Regent to receive her Green Cap at Convocation. Expense money shall not exceed allowable expenses outlined in Section 112.

**Section 60. SPECIAL COMMITTEES.**

- a. A group of active co-workers who meet for a specific purpose such as, Moose Charities, golf, darts, horseshoes, chorus, birthday, kitchen band, shuffleboard team, sewing circle, or handcraft class, shall function as a Special Committee with a chairman appointed by the Senior Regent. All co-workers may participate on Special Committees.
- b. The chairman shall present plans to the Board of Officers and secure chapter approval in advance for all projects, meetings and functions sponsored by the committee.
- c. A Special Committee shall be self-supporting. The committee shall hold a fundraising project to cover the general expenses of the committee. After expenses from the project have been deducted, the committee may use no more than one-half (1/2) of the profit for committee

expenses and the balance shall go into the General Fund for chapter use. Only funds earmarked by the committee for future use may be carried forward to the new chapter year. However, committee funds carried over must be used by the end of the following chapter year.

- d. A Special Committee shall plan and hold functions during the entire chapter year, provided they are recommended by the Board of Officers and approved by the chapter. The chairmen shall make a detailed written report of each function to the Board of Officers and immediately remit cash from fundraising projects to the Recorder who shall deposit the money in the General Fund of the chapter, earmarked according to the approved use of proceeds.
- e. Members of Special Committees shall also be placed on Chapter Development Committees.
- f. A Special Committee may hold a Committee Activity Night.
- g. Special groups shall not function independently within a chapter of the Women of the Moose. Such groups shall function only as Special Committees. The chairmen shall be appointed by the Senior Regent.

#### **Section 61. BOWLING COMMITTEE.**

- a. A Bowling Committee is a Special Committee consisting of bowling teams or leagues functioning in accordance with the United States Bowling Congress regulations.
- b. The chapter may provide sponsor fees for bowling teams into a sanctioned bowling league or tournament.
- c. Only active members of the Women of the Moose shall participate in the Bowling Committee activities.
- d. Each bowler shall pay an assessment for fees, prizes and incidentals as determined by the league. Excess funds from assessed fees shall be deposited in a separate account and disbursement shall be made according to United States Bowling Congress regulations.
- e. The President of the League, or Captain of a team, shall represent the group as the Chairman.
- f. The Bowling Committee shall submit plans in advance for fundraising projects to the Board of Officers for

recommendation and chapter approval. The proceeds from any project shall be immediately deposited in the General Fund of the chapter and disbursed by chapter check according to approved plans. Not more than one-half (½) of the net profit shall be used for bowling activities with the balance left in the chapter's General Fund.

- g. To verify a members status in the chapter, it is the Bowling Chairman's duty to submit the names of all bowlers to the Recorder at least two (2) weeks prior to the opening of the bowling season.

### **Section 62. BINGO.**

- a. Bingo, at which non-members are allowed to participate, may be conducted as a chapter fundraising project, provided it is legal in the state/province and locality, and the chapter complies with all local, and state/provincial bingo laws.
- b. The Senior Regent shall appoint the committee, including the chairman. The current Board of Officers may not serve on the committee unless required by local gaming laws.
- c. The Chairman shall keep an accurate typed or ink written record showing total receipts and expenditures for each bingo game and make a complete report, typed or ink written, at each meeting. The records shall be available for inspection by local, state/provincial, federal and fraternal officials.
- d. The Recorder shall deposit the money in a separate account in the same bank, if possible, that handles the General Fund of the chapter. Arrangements shall be made to use bank checks with the signatures of the authorized officers, or the bonded committee, for expenditures from the Bingo account according to applicable Bingo laws.
- e. The balance of the Bingo fund shall be listed as part of the chapter's assets. All receipts and expenditures shall be appropriately recorded.

### **Section 63. COMMITTEE REPORTS.**

- a. Each committee chairman shall prepare, sign, read to the chapter and submit to the Senior Regent a Form 114 at



the second meeting of the month following her Committee Activity Night and a Form 166 report at the first chapter meeting after her committee fundraising project(s) is (are) completed. The Secretary/Treasurer shall enter the report of the committee in the chapter minutes.

- b. The Community Service Chairman shall refer to the Constitution and By-Laws of Moose International regarding Community Service fundraising and advertising.

**Section 64. FINANCIAL ASSISTANCE COMMITTEE.**

- a. The Board of Officers shall constitute the Financial Assistance Committee to examine the case of a co-worker in need. If the board deems it advisable, the Senior Regent may appoint a special committee of three (3) co-workers who shall make a recommendation on behalf of a co-worker who is deserving of financial aid.
- b. Each case shall be individually investigated and the Board of Officers shall make a recommendation for assistance based on the need of the co-worker. The recommendation shall be entered in the board minutes and approved by the chapter.
- c. The chapter shall not provide sick, death or contractual benefits.

**Section 65. AUDIT COMMITTEE.**

- a. The Senior Regent shall appoint an Audit Committee of three (3) members, namely a chairman and two (2) committee members to compile the monthly financial report. Any active co-worker shall be eligible to serve on the Audit Committee except the current Board of Officers.
- b. The Recorder, Senior Regent, Secretary/ Treasurer and Junior Graduate Regent shall not compile the report but shall be present during the audit to answer questions regarding the records and to check on the progress of the chapter.
- c. The committee shall perform a complete audit of all records each month. The committee shall check the

Recorder's accounts and records and demand for inspection and examination all books, bills, receipts, canceled checks, expenditures, accounts, papers, records and all other evidences of value, which may prove or disprove the financial report or any other reports. By examining the records of the receipts, the committee shall verify the deposit of all funds the Recorder received from all sources.

- d. The Secretary/Treasurer shall present to the committee the bank validated duplicate deposit slips for verification of receipts. If the Secretary/Treasurer is absent, the duplicate deposit slips shall be turned over to the Senior Regent, who shall appoint a pro-tem to verify duplicate deposit slips.
- e. The Audit Committee shall verify that the Recorder has completely and accurately updated, corrected and transmitted all membership information and shall stay abreast of the number of active members.
- f. The Recorder shall transmit the electronic financial report to Moose International between the first and the tenth day of the month following the audited month.
- g. In the opinion of the Board of Officers, when an audit of the records of the Recorder is necessary and expedient, the Recorder shall deliver to the Audit Committee all requested books, records, papers and documents. Upon refusal to comply with the request, the Senior Regent shall remove the Recorder and appoint a pro-tem to act until an investigation is completed.
- h. All canceled checks, check stubs, Official Fee Receipts, Official Business Receipts, books, computer backups and bills shall be kept for at least seven (7) years. Canadian Chapters shall comply with Provincial laws. All membership related items; Chapter Receipt Log Sheets and Book, Certified Reports, Recorder's Record Book and the Chapter Minutes Books shall be kept indefinitely. Retention of Chapter correspondence in chapter files shall be at the discretion of the chapter, unless otherwise directed.

- i. The Chairman of the Audit Committee shall verify the financial condition of the chapter at each Chapter Meeting following the completion of the Audit.

### **Section 66. QUORUM.**

Seven (7) duly qualified co-workers of the chapter shall constitute a quorum for transaction of the ordinary business of a chapter, but no quorum shall exist unless one (1) qualified officer of the chapter is present to preside.

### **Section 67. MEETINGS.**

- a. Chapter meetings shall be held in the home of the lodge which organized the chapter, under such arrangements as shall be mutually satisfactory. When arrangements are impractical, or the chapter cannot use the Moose Home, the chapter shall secure a dispensation from the Grand Chancellor to meet elsewhere.
- b. Regular chapter meetings shall be held at least twice a month on such dates and at such hours as the chapter may determine. The drinking of alcoholic beverages and smoking are prohibited at any meeting of the Women of the Moose.
- c. The Committee Activity Night shall be scheduled as the first meeting of the month and the second meeting of the month shall be two (2) weeks later. A chapter may hold more than two (2) meetings a month, but the regular chapter meetings shall be scheduled the first and third weeks or the second and fourth weeks, as listed on chapter records at Moose International.
- d. Committee meetings shall be scheduled once a month.
- e. If facilities are available, one or more nights may be set aside for rehearsals.
- f. The elected Officers of the chapter shall conform to business dress attire for all meetings and special ceremonies. If they are not prepared to take their chair, someone must pro-tem for them.
- g. A co-worker holding a membership card indicating she is active may attend any meeting of any chapter. However, if attending a chapter other than where she holds her

membership, she is a guest of the chapter she is visiting and does not have a voice on any action unless she is authorized by Moose International or its representative(s). Should she create a disturbance, action may be taken by Moose International or its representative(s). When in arrears with her dues, a co-worker who holds multiple memberships may not attend Chapter meetings or functions in the Chapter in which her dues are expired.

- h. Meetings shall be held as scheduled and are open to all active members and minor children in their care, when and if necessary. Disruptive behavior shall be handled by the presiding officer.
- i. The full meeting agenda shall be conducted at every chapter meeting or special meeting, as applicable, providing the meeting has been announced at a previous meeting by the Senior Regent, or every co-worker has been notified. (Refer to Meeting Procedures and Agendas)
- j. A letter containing disturbing or unfavorable information received by the chapter shall not be read on the chapter floor. A letter from Moose International addressed to the Board of Officers shall not be taken out of the board or read on the chapter floor, unless directed to do so by Moose International.
- k. The Secretary/Treasurer shall read letters from Moose International containing information for chapter members on the chapter floor.
- l. A co-worker making personal or unfavorable remarks on the chapter floor is out of order and may be subject to a fine under Section 47, or suspension under disciplinary action of the General Laws of the Loyal Order of Moose.
- m. Electronic Recording Devices—Electronic recording devices shall not be used at any meeting, hearing, or other fraternal gathering, with the exception of those special Committee Activity Nights listed on page 2 of the WOTM Meeting Procedures and Agendas, unless allowed by local law and approved in writing by the Grand Chancellor or General Governor.

## **Section 68. COMMITTEE ACTIVITY NIGHT.**

- a. A Committee Activity Night shall be scheduled for the first chapter meeting of each month. Committee Activity Nights are sponsored by committees as follows: May – Membership/Retention; June – Community Service; July – Activities/Sports; August – Mooseheart/Moosehaven; September – Higher Degrees – Star Recorder; October – Mooseheart/Moosehaven; November – Higher Degrees – College of Regents and Award of Achievement presentation; December – Community Service; January – Activities/Sports; February – Mooseheart/Moosehaven; March – Membership/Retention; April – Higher Degrees – Academy of Friendship. (Refer to instructions for Green Cap Committee Activity Night section 69.)
- b. All chairmen shall present a check in the recommended amount of twenty dollars (\$20.00) or more for the Women of the Moose Scholarship and Maintenance Fund. In addition, she shall present another check for the special project of the committee.
- c. When a chairman is unable to be present on her Committee Activity Night, a member of her committee shall assume the chairman's responsibilities for the meeting and shall sign the Form 114 as pro-tem.
- d. When a committee is inactive, the officers shall be responsible for preparing the Committee Activity Night.
- e. All Committee Activity Nights, with the exception of Mooseheart/Moosehaven – (October), Higher Degrees and Green Cap/Ways and Means shall be closed meetings. To be admitted to the meeting room, all members must present their membership cards showing that they are active. Anyone in attendance that is disruptive to the proceedings shall be asked to leave.

## **Section 69. GREEN CAP/WAYS AND MEANS ACTIVITY NIGHT.**

- a. A qualified Junior Graduate Regent shall hold a Green Cap Activity Night, with approval of the chapter, any time between November 1 and January 31 of the same chapter

year. If the chapter does not have a qualified Junior Graduate Regent, a Green Cap Activity Night is not required but shall be replaced by the Ways and Means Committee Activity Night.

- b. A qualified Junior Graduate Regent who was unable to attend a Convocation shall hold a Green Cap Activity Night and may participate at other Green Cap Activity Nights when invited. However, at no time shall she wear a Green Cap.

The Junior Graduate Regent shall follow instructions in the Meeting Procedures and Agendas book for Activity Night and projects.

**Section 70. SPECIAL MEETING.**

- a. A special meeting may be scheduled on the chapter calendar at the beginning of the chapter year, or any time during the year, provided it is announced at a previous chapter meeting or co-workers are notified by mail or by personal contact.
- b. Upon request in writing by eight (8) active members the Senior Regent shall call a special meeting, provided that every co-worker is notified in writing at least five (5) days prior to the meeting, or every co-worker has been personally notified. The time, date, place and purpose shall be included in the notification.
- c. Proper procedures shall be followed for every special meeting. (Refer to Meeting Procedures and Agendas)
- d. A dispensation from the Women of the Moose at Moose International to hold a special meeting is not necessary.

**Section 71. BOARD OF OFFICERS' MEETING.**

- a. The Board of Officers shall consist of the following duly elected and installed officers: Senior Regent, Junior Regent, Recorder, Secretary/Treasurer and Junior Graduate Regent. Regular meetings of the Board of Officers shall be held to transact chapter business. The Senior Regent shall preside and the Secretary/Treasurer shall take minutes.
- b. Within one (1) week after the Installation of Officers, the Board of Officers shall meet to set the time, place and day

of month for the board meeting, which shall be held once a month or more often as required.

- c. The regular Board of Officers meeting may be held before or after the Committee Activity Night meeting, before the second meeting of the month or on a separate date, time and place providing the minutes can be written on the official minute pages prior to being read on the chapter floor. The Board of Officers meeting shall be as determined/stated in the chapter policies at the beginning of each chapter year. Additional board meetings may be scheduled when necessary. Every officer shall be notified of each board meeting, including emergency board meetings.
- d. Three (3) duly qualified officers shall constitute a quorum for the transaction of business. There shall be no pro-tem for any officers at a board meeting. Absence from a board meeting shall be considered in the same manner as absence from a chapter meeting. If there are less than three (3) officers present, no business shall be transacted, unless special dispensation has been granted by Moose International.
- e. There shall be no smoking or drinking of alcoholic beverages at any Board of Officers' meeting.
- f. The chairman of the committee or co-worker in charge of an event shall present all plans for special meetings, projects and Committee Activity Nights to the Board of Officers in writing or in person. Plans shall include complete details and use of proceeds from projects.
- g. Any co-worker may attend a meeting of the Board of Officers for the purpose of presenting a proposal. Proposals shall be presented in writing. The co-worker presenting the proposal should be present at the meeting of the board in case there are any questions. The co-worker shall be excused after explaining the project and before action is taken by the board.
- h. Minutes containing a complete report of the business transacted by the Board of Officers, including emergency

board minutes, shall be handwritten in ink, or typed, on the official pages in the Chapter Minutes Book before they are read to the chapter. A line shall be drawn diagonally across the remainder of the page to indicate that the minutes from that particular meeting are complete.

- i. Bills shall not be paid until they are presented to the board for recommendation, recorded in the Chapter Minutes Book and read to the chapter for approval. Checks shall only be written AFTER receiving chapter approval. All recurring chapter bills such as those from Moose International, Internet service providers, chapter telephone bills, etc. shall be paid immediately to prevent finance charges and shall be included as reported expenditures at the following chapter meeting.
- j. Acceptance of the recommendation of the Application Review Committee shall be included in the Board of Officers minutes.
- k. All requests for dispensations to Moose International shall be over the signatures of the entire Board of Officers and the seal of the chapter.
- l. The Board of Officers shall perform any and all other duties listed in the Meeting Procedures and Agendas book and in the General Laws of the Women of the Moose or by the instructions of the chapter.
- m. With chapter approval, the board may invest all surplus money in the name of the chapter in government bonds and/or a federally insured savings account. The chapter may also invest in Certificates of Deposit for a period not to exceed six (6) months. No investments of surplus funds in any other securities shall be made. Withdrawal of chapter funds from any account requires the recommendation of the board, approval of the chapter and signatures of the bonded chapter officers.
- n. The Lodge Board of Officers and Chapter Board of Officers shall hold a joint meeting at least once a month. The purpose of the joint meeting is to discuss,



communicate and coordinate programs, activities, events and concerns of mutual interest.

**Section 72. APPROVAL OF BOARD OF OFFICERS MINUTES.**

- a. Every co-worker shall have the privilege to enter discussion on any or all recommendations or rejections as contained in the board minutes, after they are read by the Secretary/Treasurer. Members of the Board of Officers should not take part in the discussion of the board minutes because they had the opportunity at the board meeting. After discussion, the Senior Regent will ask for a motion, then a second. The co-workers shall then vote for or against by a show of hands. A majority vote shall determine action to be taken.
- b. A member of the Board of Officers shall not make or second the motion to adopt the minutes but shall vote with the chapter.
- c. When there is an equal number of co-workers to vote on a proposal and the result is a tie, another vote shall be taken immediately. If the vote is tied the second time, the recommendation is rejected per Roberts Rules of Order.
- d. The Board of Officers shall vote with the chapter by a show of hands. When a plan or proposal is incomplete, the Senior Regent shall refer it to the Board of Officers for further consideration. Only that portion of the plan or proposal approved by the chapter shall be placed in operation. The majority vote of the chapter shall be final and further action shall not be taken on the recommendations listed in the board minutes.
- e. The Board of Officers may reject a plan or proposal. However, the original proposal and the reason for the rejection shall be entered in the minutes. If a proposal is questioned, and there is a discussion on the chapter floor, the chapter shall vote on this portion of the minutes separately. If the chapter vote is against a rejected portion of the board minutes, it shall be referred back to the board for further consideration. When a rejected plan or proposal is presented to the chapter for the second time, the majority vote shall be final.

- f. New business may be proposed at a chapter meeting, but the chapter shall not take action until the Board of Officers has considered the proposal.

### **Section 73. CHAPTER MINUTES.**

- a. The Secretary/Treasurer shall read the minutes of previous Committee Activity Night, second meeting of the month and special meeting(s).
- b. The reports of Chapter Development, Higher Degrees and Special Committees shall be read at the appropriate meeting.

### **Section 74. CHAPTER POLICIES.**

- a. Chapter policies for the governance of the chapter shall be adopted by a vote of the chapter, provided that such policies are in conformity with the General Laws of the Women of the Moose.
- b. Chapter policies shall be reviewed and updated at the beginning of each chapter year. Policies shall be handwritten in ink or typed in the Chapter Minutes Book and brought to the chapter for approval. Upon Chapter approval, policies are effective immediately and shall not be changed until the next chapter year, unless they are in conflict with the rules and regulations, or the International Office grants a special dispensation.

### **Section 75. FUNDRAISING.**

- a. All methods of fundraising in the chapter shall be under the supervision of the Chapter Development, Higher Degrees and Special Committee Chairmen. The chairman shall attend the board meeting to present, orally or in writing, complete plans for each project for recommendation. The plans are entered in the Board of Officers' minutes and read to the chapter for approval before the project shall be put into operation. The plans shall include the method of procedure, anticipated expense and use of proceeds. In the event the profit of a Committee fundraising project exceeds the amount anticipated, the chairman may make a proposal to the Board of Officers for chapter approval to earmark the additional profit as designated by the committee. Only

funds earmarked by the committee for future use may be carried forward to the new chapter year. However, committee funds carried over must be used by the end of the following chapter year.

- b. If the fundraising project does not cover the cost of the approved use of the proceeds, the committee shall continue to hold fundraisers until such time as the approved use of proceeds has been covered.
- c. Projects shall be conducted for members of the Women of the Moose, Loyal Order of Moose and their families who reside in the same household. Non-member visitors shall not be permitted to make purchases in the social quarters of the Lodge/Family Center. For any fundraising projects involving the General Public, please contact the office of the General Governor.
- d. State/Provincial projects conducted in the name of the Women of the Moose shall be approved in advance by the Grand Chancellor. This applies to any chapter sponsoring a state/provincial project, civic project or a project promoted by the State/Provincial Association or lodge. All monies raised for Mooseheart and Moosehaven projects shall be processed through Moose Charities. Letters from the Grand Chancellor authorizing participation shall be sent upon request.
- e. A demonstration party shall not be held in the name of a committee or chapter unless one hundred percent (100%) of the net profits are donated to the Chapter.
- f. Fundraising projects shall not be conducted at any State/Provincial or International Conference by any chapter, co-worker or Official Visitor without dispensation from the Grand Chancellor.

#### **Section 76. APPROVAL OF ACTIVITIES.**

- a. Written plans for activities by the Chapter Development, Higher Degrees and Special Committee Chairmen, or any co-worker, shall be presented to the Board of Officers for recommendation in the Board minutes to be read to the chapter. The chapter must approve the plans before they

may be implemented or scheduled on the chapter calendar. Plans for each activity shall include the date, time, place, anticipated expense and use of proceeds. When a chairman or co-worker is unable to be present for the board meeting, the Senior Regent shall read the information to the Board of Officers.

- b. The chairman or co-worker shall inform the Board of Officers of changes and additional plans for consideration as they occur during the chapter year.
- c. A project may be introduced and discussed on the chapter floor, but no motion may be taken at that time. A project shall not be approved by the chapter until it has been referred to the Board of Officers for recommendation and entered in the board minutes.
- d. The chairman or co-worker should present plans to the Board of Officers in person. After plans are discussed, she is excused from the meeting.
- e. All plans submitted by an officer, chairman or co-worker must be given consideration. Regardless of whether a plan is recommended or rejected by the Board of Officers, it must be entered in the board minutes.

#### **Section 77. SOLICITATION OF MEMBERS.**

- a. Public Solicitation of Members—A chapter shall not include in any advertisement a direct or indirect solicitation of non-members into membership of the Order.
- b. Advertising—Advertising any chapter activity in any manner (i.e., newspaper, handouts, posters, radio, TV, Lodge marquee, etc.) that is visible to the public shall conform to the following conditions:
  - 1. Bingo prices and prizes may be displayed, as allowed by law, without a dispensation.
  - 2. The words “MEMBERS AND QUALIFIED GUESTS ONLY” shall be prominently displayed.
  - 3. Community Service and Charitable Fundraising events including non-members shall contain the following words: “This is a community service

event” and “All net proceeds are going to. . .” [insert name of charity or community service for which the activity is being conducted].

4. With a dispensation from the General Governor, a chapter can advertise prices (i.e., price of admission to a dance, price of meals, drinks, etc.) for fundraising events open to the public.
- c. Web sites—A chapter may have an Internet Web site subject to compliance with the conditions set out herein. All Internet Web site pages advertising chapter activities (meals, dances, karaoke, etc.) must prominently state that all activities are only for active members and their qualified guests. All Web sites must carry the following disclaimer on the home page:

**IMPORTANT NOTICE:** The Women of the Moose, a unit of Moose International, is a private organization. All activities and events referred to on this Web site and in the Moose newsletter are available to active members and their qualified guests only. This Web site is for informational purposes with proprietary information intended for members only. General information is available to the public at large, but should not be construed to be a solicitation for membership. This Web site is an initiative of \_\_\_\_\_ Chapter No. \_\_\_\_\_, and is not sanctioned by the Women of the Moose, Loyal Order of Moose, Moose International, or any subsidiary thereof. All logos, trademarks and service marks pertaining to the Women of the Moose or Loyal Order of Moose and/or its programs or degrees are copyrighted by Moose International, Inc., Mooseheart, Illinois.

Public solicitation of members in the Order by chapters is prohibited. There shall absolutely be no language on a Web site or any form of public advertising inferring that the chapter is soliciting the public to join (i.e., “For information on how to join” or “To become a member, call this number,” etc.). The chapter may provide “information” about the chapter and the

fraternity. Linking to authorized Web sites of Moose International, Loyal Order of Moose, Women of the Moose, Mooseheart, Moosehaven, Moose Charities, etc. is permitted and recommended. Chapters may not sell or solicit any product or service to or from the public over the Web site. Chapters are encouraged to use a password for members to access a private chapter activity folder. Chapters, lodges, associations, degrees and units of the Order maintaining a Web site shall, as required, report the Web site to Moose International.

#### **Section 78. CONTRACTS.**

No verbal, or written, agreements or contracts shall be entered into or signed by an individual co-worker or officer of the chapter with any firm (including printing firm), business, or individual in the name of the Women of the Moose, unless a dispensation has been granted by Moose International. This includes all cookbook projects, bands, entertainment or vendors other than Internet providers and telephone providers. A copy of the agreement/contract shall be sent to the office of the Grand Chancellor for review and dispensation. No agreement or contract shall be entered into or signed without the express written permission of the Grand Chancellor. Personal guarantees are prohibited.

#### **Section 79. SPECIAL DISPENSATION REQUIRED.**

A chapter shall not conduct a business of any kind for financial gain, without first submitting the proposal to Women of the Moose and securing a dispensation. If granted, all conditions contained in the dispensation shall be fulfilled.

#### **Section 80. DISPENSATIONS.**

- a. Deviations from the General Laws of the Women of the Moose or Meeting Procedures and Agendas book require a dispensation from Women of the Moose Headquarters. The request for dispensation shall be approved by the chapter, signed by the entire Board of Officers and the chapter seal affixed.
- b. Each chapter shall hold two (2) meetings each month; the first shall be the Committee Activity Night and the second

meeting shall be to conduct additional Chapter business. A dispensation shall be required to change the date of regular chapter meetings. In the event of inclement weather or in the case of meetings which conflict with holidays, Annual, Midyear and International Conferences, a dispensation is not required.

- c. A dispensation must be received from the Women of the Moose at Moose International for all donations to the Moose Center in excess of one thousand dollars (\$1,000) per quarter.
- d. Dispensation shall be required for all donations to community projects in excess of one thousand dollars (\$1,000) per quarter.
- e. A dispensation shall be secured from Women of the Moose at Moose International to secure a chapter credit card for the purpose of paying member dues, securing internet service, Moose International statement of account and securing Conference hotel reservations.

### **Section 81. CHAPTER FUNDS.**

All money of the chapter shall constitute the General Fund except by special dispensation granted by Moose International.

### **Section 82. OFFICIAL BUSINESS RECEIPTS.**

- a. An Official Business Receipt shall be used in every chapter by the Recorder, officers, chairmen and members for each cash transaction. A chairman of a fundraising project shall use an Official Business Receipt book to give receipts to committee members for money collected in the name of the Women of the Moose. Weekly, the chairman shall turn over all funds raised and receive an Official Business Receipt from the Recorder. The chairman shall return the Official Business Receipt book to the Recorder at the conclusion of the project.
- b. Since the numbers in this business receipt book must be listed in the Recorder's records, other co-workers shall not use the Official Business Receipt book used by the Recorder.

### **Section 83. CHECKS.**

- a. Only the signatures of the Recorder, Senior Regent and Secretary/Treasurer are to be on file at the bank where the chapter holds checking and savings accounts. A fourth signature is not in order. When a Senior Regent is ill or out of town, the Junior Regent assumes her responsibilities. The Junior Regent is eligible to sign chapter checks provided a signature card is on file at the bank. When a Recorder or Secretary/Treasurer is ill or out of town, the Senior Regent shall appoint a pro-tem, who shall place her signature on file at the bank specifying the period of time the signature will be used.
- b. Blank checks shall not be signed at any time. The checks shall be properly made out in their entirety. **NO CHECKS SHALL BE MADE PAYABLE TO CASH.** 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 shall also be removed from office.
- c. All donation checks sent to Moose International for the Endowment Fund, Mooseheart and Moosehaven projects and the Scholarship and Maintenance Fund shall be made payable to Moose Charities and earmarked accordingly.
- d. Chapter checks shall have a place for two (2) signatures, one of which shall be the Recorder and the other shall be either the Senior Regent or the Secretary/Treasurer. The check shall also contain a box or line for earmarking. Signature stamps are prohibited.

### **Section 84. EMPLOYEE THEFT (Fidelity Bond).**

- a. The Fidelity Bond Program has been transitioned to Lockton Risk Services effective May 1, 2007. Lockton is an independent insurance broker that is approved by, but not affiliated with or owned by Moose International. Each chapter will receive a packet of information along with a renewal invoice. Please review the limits of coverage listed there and contact Lockton at 1-866-836-3373 to have them adjusted either up or down. We suggest your total annual receipts are considered when making this decision.



- b. The Employee Theft insurance is underwritten by an “A” rated insurance company and the policy form is the same as when the program was self-insured. The chapter has one hundred eighty (180) days to submit a claim from the date a loss is discovered. For all losses discovered, call the claims telephone number listed in the packet of information you received from Lockton.
- c. Alternatively, this coverage may be purchased through your local insurance agent or broker. The coverage must be placed with an “A” rated insurance company.

**Section 85. INSURANCE.**

- a. All Chapters are automatically included in the Risk Pool Program administered by the Risk Management Department of Moose International. The Risk Pool refers to General/Liquor Liability and Director & Officer Liability coverage that is primarily self-insured by all fraternal units. Chapters are only charged for the General/Liquor Liability coverage and their assessments are based on the membership totals of each chapter.
- b. Risk Pool assessments are billed three (3) times each fiscal year. The first invoice is billed in May and it represents one third of the total annual assessment. The second and third invoices are billed in September and January respectively and they represent one third of the total annual assessment each. Any questions regarding the amount of a chapter’s assessment should be directed to the Risk Management Department of Moose International at 1-800-544-4407. Questions regarding the chapter’s account balance, or payments made, should be directed to the Finance Department at 630-966-2203. All payment checks should be made payable to Moose International, Inc. and should be remitted to the Finance Department.

We recommend that all chapters obtain commercial multi-peril property insurance for their business personal property that protects against losses such as fire, windstorm, theft, etc. It may be more economical to have the chapter’s property, such as laptop computers, added to the lodge property policy. A chapter may also obtain its own property policy from either a local agent

or broker or contact Lockton Risk Services for a quote. Due to officer turnover and for other reasons, we do not recommend adding chapter property to any individual's homeowners policy.

#### **Section 86. BULLETIN BOARD.**

For the convenience of co-workers, official notices and communications shall be displayed on a bulletin board in the Moose Home. When a permanent bulletin board is not available in the Moose Home, the chapter shall provide a bulletin board, which shall be displayed in the chapter room one (1) hour before and one (1) hour after the chapter meetings.

#### **Section 87. DELAYED FINANCIAL REPORTS.**

When the required financial transmission is not received by Moose International, by the tenth day of each month, the chapter may be considered not in good standing. A chapter not in good standing is not eligible to earn the Award of Achievement and co-workers will not be able to qualify for personal honors/degrees. Failure to make transmissions as required may be cause for suspending or revoking the charter of a chapter. When the financial transmission is delayed more than ninety (90) days without notification to Women of the Moose International Headquarters, an Official Visitor may be assigned to assist with the financial transmission at chapter expense.

#### **Section 88. FINES.**

- a. Reasonable fines may be imposed by the Senior Regent for offenses committed in her presence without chapter or board approval. Payment of all fines shall be enforceable as dues and fined co-workers shall not be permitted to attend any meeting(s) of Women of the Moose or gain admittance into any Moose Center until such fine is paid. Failure to pay such fine within thirty (30) days shall have the same effect upon the status of such member as failure to pay dues. Refer to Section 43.
- b. The Secretary/Treasurer shall notify any co-worker who has been fined by Certified Mail, Return Receipt Requested, of the amount and date by which fine shall be paid.

- c. A co-worker who has been dropped from membership for non-payment of a fine, who wishes to be reinstated or re-enrolled shall follow procedures in Section 31 and 32.

**Section 89. CHARGES AND TRIALS.**

The Laws of the Order (refer to General Laws of the Loyal Order of Moose) concerning hearings or trials, including that part thereof known as disciplinary proceedings, are hereby made applicable to the Women of the Moose as if they were fully set forth herein. All future amendments to such General Laws shall apply to the Women of the Moose from the day such law(s) become(s) effective. For this purpose, the officers of chapters of the Women of the Moose shall perform all functions of the corresponding officer of the lodge as set out in the General Laws. Refer to the General Laws pertaining to disciplinary proceedings (section 90).

**Section 90. DISCIPLINARY PROCEEDINGS.**

All disciplinary proceedings for members of the Order (men and women) are under the jurisdiction of the General Governor. Refer to General Laws of the Loyal Order of Moose for Disciplinary Proceedings of the Order. General Laws are available for viewing on the Moose International Web Site under General Governor or for purchase from Catalog Sales.

**Section 91. NOMINATION AND ELECTION.**

The nomination and election of officers shall be scheduled as follows:

Announce date, time and place of first, second and third Nominating Committee meetings, as well as names of co-workers serving on Nominating Committee

.....Second Meeting in January.

Ask co-workers to submit names for consideration

.....Second Meeting in January.

First Nominating Committee meeting

.....First two (2) weeks in February (prior to the 15).

Second and third Nominating Committee meetings.

.....February 15 or after.

*All Nominating Committee meetings shall be announced at a chapter meeting prior to date held.*

*Meetings shall be held prior to the first meeting in March when the final slate of nominees is read.*

Final slate of Nominees read to chapter

.....Committee Activity Night in March.

Election (two weeks later)

.....Second Meeting in March.

Installation of Officers

.....Anytime in April.

## **Section 92. NOMINATING COMMITTEE.**

- a. The Nominating Committee shall consist of the Board of Officers, five (5) Past Regents in order of juniority and five (5) co-workers of the chapter to be appointed by the Senior Regent, who are either appointed officers, Chapter Development or Higher Degrees Committee Chairmen, or Past Regents. The only other person allowed to attend a Nominating Committee meeting is an Official Visitor, authorized by Moose International or its representative(s) to act only in the capacity of an advisory position, who shall have no voice in the selection of nominees.
- b. Any Past Regent who is not one (1) of the five (5) in juniority or who may have transferred in, may be appointed as one (1) of the five (5) co-workers appointed by the Senior Regent. A Past Regent is a co-worker who has completed a full term as Senior Regent and Junior Graduate Regent, regardless of whether or not she has qualified for the College of Regents Degree. The only exception is when a new chapter has been instituted and completes the first full chapter year, then the Junior Graduate Regent, after completing her term of office, shall be called a Past Regent. The Junior Graduate Regent is counted as a member of the Board of Officers and not as a Past Regent in juniority.

- c. If any of the appointed five (5) co-workers are unable to attend the Nominating Committee meeting at the last minute, the Senior Regent may appoint other co-workers, as specified in this section, to fill these vacancies without notification to the chapter. There are no pro-tems.
- d. A Past Regent who is serving on the committee as an elected officer is replaced by the next Past Regent in juniority. An eligible Past Regent who is dropped, transferred or deceased shall be replaced by the next Past Regent in juniority.
- e. 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.
- f. A former Senior Regent, who did not qualify to be a Past Regent in the chapter, is not eligible to serve on the Nominating Committee as one (1) of the five (5) Past Regents in juniority.

### **Section 93. ELIGIBILITY OF OFFICERS.**

- a. Any active co-worker, who will be a member of the chapter for at least six (6) months on the date of election, is eligible for nomination. A member is immediately active when her dues for the current year are paid. This provision also applies to a co-worker who has transferred into the chapter. A dispensation from the Women of the Moose shall be necessary to waive the six (6) month membership requirement prior to nomination. A dispensation will not be granted prior to the first Committee Activity Night meeting in March. This requirement does not apply to a newly instituted chapter.
- b. A co-worker shall not be nominated to, or hold, more than one (1) office in a chapter at the same time.
- c. A co-worker may not hold an installed position in more than one (1) Women of the Moose unit at the same time unless a dispensation to do so is secured from the Grand Chancellor.
- d. A co-worker qualified for or holding the College of

Regents Degree is eligible to be nominated for the elected office of Secretary/Treasurer or Recorder.

- e. A current Recorder desiring to submit her name for the office of Recorder for a second year and each succeeding year thereafter must have attended a 2-HOTT Session within the last two (2) years to be eligible for nomination.
- f. 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.
- g. 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.
- h. A Secretary/Treasurer or Junior Regent 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 (2) years in succession may be nominated and elected to the same office after having not served in that office for one (1) year.
- i. A Senior Regent who is elected and installed before July 31 and serves through April 30, **shall** be installed and serve as the Junior Graduate Regent during the ensuing year. A co-worker serving as Senior Regent is ineligible to succeed herself in the office of Senior Regent. With the exception of the Senior Regent, elected officers are eligible for re-election if they are eligible under the instructions contained in this section.
- j. A current Junior Graduate Regent may submit her name for the offices of Secretary/Treasurer or Recorder.
- k. 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 because she did not

serve the required length of time to qualify for the Green Cap and is not considered succeeding herself in office.

- l. A Junior Graduate Regent who did not fulfill her personal requirements for the College of Regents Degree during her year as Senior Regent shall be eligible for any elected position. While serving as Junior Graduate Regent, she may submit her name to the Nominating Committee for any office for the ensuing year.
- m. 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.
- n. A Junior Graduate Regent who fulfilled her personal requirements for the College of Regents 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.
- o. 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.
- p. 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 unless dispensation is granted by the Grand Chancellor. 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.
- q. An aspirant for an elective office shall submit her name in writing to any member of the Nominating Committee (Please refer to the Election Handbook for examples.)
- r. Any co-worker may submit the name of any member for an elective office providing she has secured the co-worker's consent. (Please refer to the Election Handbook for examples.)

#### **Section 94. NOMINATING COMMITTEE MEETING:**

- a. The Senior Regent presides as the officer in charge at the meeting of the Nominating Committee. If the Senior Regent is absent, the Junior Regent presides. There is no Chairman of the Nominating Committee. The Senior Regent shall call the meeting to order and announce the names of all co-workers who have submitted their names for consideration.
- b. The Secretary/Treasurer shall retain in the Chapter Minutes Book a written report of each Nominating Committee meeting. This document shall not be read to the chapter. The written record shall contain only the following information:
  - 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
- c. The only names that may be considered for nomination are those submitted prior to the meeting of the Nominating Committee. Once the Nominating Committee meeting has been called to order it is not permissible to contact any co-worker to secure her consent, including members serving on the Nominating Committee.
- d. The Nominating Committee shall not establish or limit the number of nominees for any office.
- e. A member of the Nominating Committee who has submitted her name for an elective office shall leave the room while her qualifications for that particular office are discussed. She shall return to the meeting room and be permitted to vote for that particular office.
- f. A co-worker is not eligible for nomination or election to more than one (1) office in the chapter at the same time,



on the same slate of nominees. If there are no recommendations for one (1) or more offices, the Nominating Committee shall conduct another meeting to consider co-workers for unfilled offices.

- g. Each applicant shall receive equal consideration.
- h. 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 for each name, 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.
- i. 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.
- j. Any applicant for office desiring to withdraw her name prior to the slate being read to the chapter must do so in writing. When the written request is received, the name shall not be read at the first chapter meeting in March or placed on the ballot. The applicant who withdrew her name may not submit her name for any elected office for that chapter year.
- k. A rejected applicant who submitted her name for only one (1) specific office shall be eligible for that office only. She shall not be eligible for another elective office until after May 1.
- l. Within twenty-four (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.

- m. After each Nominating Committee meeting, the names of nominees shall be announced to the Chapter, posted on the chapter room bulletin board or included in chapter or lodge publications. The names for each office shall be listed alphabetically.
- n. A nominee absent when the slate of nominees is read to the chapter, or when the election is held, shall not be disqualified for election.
- o. A nomination shall not be made from the floor at any chapter meeting unless Moose International or its authorized representative(s) has granted a special dispensation.

**Section 95. CAMPAIGNING FOR OFFICE PROHIBITED.**

- a. The printing, circulating or distribution of resolutions, letters, tickets, other written or printed materials, or through any electronic media or other communication media by a member or anyone acting on her behalf, suggesting, recommending, opposing or containing the names of proposed candidates for office, is hereby prohibited. For any violation of this section, the Grand Chancellor may suspend the offending chapter member or members, and/or in her judgment, may declare the election of such officer or officers void and order a new election.
- b. Co-workers may verbally request other co-workers' support for their election to office. The Grand Chancellor may suspend the membership of any co-worker engaged in slanderous or other inappropriate campaigning.

**Section 96. PETITION.**

- a. The Chapter Board of Officers shall obtain from the House Committee its rules for securing signatures on a petition within the Moose Home and provide this information to all petitioners.
- b. Any eligible member of the chapter who submitted her name for a specific office and was not nominated, but still desires to be a nominee for that specific office, may have her name placed on the official ballot by petition if another co-worker has been nominated.
- c. Unless the Nominating Committee nominates someone

for a particular office, the chapter may not proceed with a valid petition for that office.

- d. After the slate of nominees is read to the chapter, a petitioner or any co-worker acting on her behalf, shall obtain official petition forms from the Recorder, Senior Regent or from the Moose International web site. Petitions shall not be signed by anyone prior to the end of the chapter meeting at which the slate of nominees is read. Petitions shall contain each member's printed name, signature, her ID number and the date signed.
- e. Petitions shall contain the signatures of at least ten percent (10%) of the chapter's members possessing official membership cards indicating their dues are paid to the date of election.
- f. Only Women of the Moose members associated with that chapter shall assist the nominee in securing signatures for the petition.
- g. The petition must be in the hands of the Recorder one (1) week before the date of election. The Board of Officers shall check the petition to verify the eligibility of signatures on the petition. Signatures of co-workers not in active status shall be removed. The petition shall be accepted if it contains the required number of signatures of active members. The names of co-workers signing a petition shall not be read to the chapter or otherwise disclosed. The petition shall be placed in the chapter files.
- h. If the Nominating Committee recommends a co-worker for a particular office and the co-worker declines to run for that office, she may not change her mind later and decide to run for that same office by petition.

### **Section 97. ELECTION PROCEDURES.**

- a. The Senior Regent shall appoint an Election Committee consisting of three (3) active co-workers who did not serve on the Nominating Committee and who are not candidates for any elected office. One member of the Election Committee shall be appointed as chairman. The Election Committee shall supervise the election, count votes, and make a written report to the chapter.

- b. A ballot is prepared in advance when there are two (2) or more candidates for an office. The given name of each candidate shall be alphabetically listed on the ballot.
- c. The election shall begin one (1) hour before the start of the chapter meeting and continue until all qualified co-workers present have voted. The Senior Regent shall call the meeting to order, which closes the polls. If the Australian Ballot method is used, refer to paragraph (d) of this Section.
- d. If appropriate, a chapter may use the Australian Ballot method in the election of officers. A period of not more than five (5) hours, immediately preceding the scheduled meeting time, may be used for this type election and must conclude prior to the opening of the chapter meeting.
- e. For at least one (1) hour prior to, and at all times during the election, the Recorder shall be at her station with chapter membership information to collect dues and confirm the eligibility of co-workers to vote in the election. If using the Australian Ballot method of election, the Recorder shall be present the entire time.
- f. When there is only one (1) candidate running for an office, the name is not placed on the written ballot. 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 either by a show of hands 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 (1) nominee. If a vote is unfavorable for any nominee, the entire nomination and election procedures shall be followed to fill the vacancy. If a vote is tied, it is considered the same as an unfavorable vote. At the conclusion of the election procedure, the Senior Regent shall ask the Election Committee Chairman to read the report of the entire election.
- g. Voting shall be limited to active co-workers actually present and possessing official membership cards or other

evidence establishing active membership (i.e. receipt).

- h. No absentee, mail or proxy votes shall be allowed.
- i. The name of a nominee read to the chapter at the first chapter meeting in March shall not be placed on the ballot if she decides not to run for office. If this situation occurs, the entire nomination and election procedures shall be followed to fill the vacancy.
- j. A co-worker arriving late or otherwise failing to vote before the meeting is called to order forfeits the privilege of voting.
- k. In case of a tie, a member that did not arrive in time to vote at the original election, but who attended 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.
- l. Co-workers shall be permitted to leave the room after voting and return for the meeting.
- m. After all co-workers have balloted and the election polls are closed, the Election Committee counts the ballots silently, in a corner of the chapter room, in full view of all chapter members, while the meeting is in session.

### **Section 98. ELECTION RESULTS.**

- a. The completed Election Results Report will be presented to the presiding officer for reading to the chapter without disclosing the number of votes each nominee received. This announcement shall be the last item of business before closing the meeting. 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. The Election Results Report shall be retained in chapter files for future reference, if necessary.
- b. The candidate for each office receiving a majority (two (2) or less candidates) or a plurality (three (3) or more candidates) of favorable votes cast shall be declared elected. When there is a tie vote, a second ballot for that office only, shall be taken immediately after the report is read. Per Robert's Rules of Order, if the tie cannot be broken after three (3) 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 meeting.

- c. In case of a tie, only those who are present at the meeting shall cast their votes and be eligible to voice an objection.
- d. Moose International may investigate any election if the Election Committee fails to correct any irregularities on the night of election or within seventy-two (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 seventy-two (72) hours, and does not follow the procedures set out in paragraph (e) of this section, the complaint is not valid.
- e. The Election Committee shall maintain a count of all ballots issued. The ballots shall not be numbered. After the election has been decided, the ballots shall be sealed, initialed by the Election Committee members and held by the Election Committee Chairman for at least seventy-two (72) hours in case a candidate challenges the election. The candidates must be allowed to witness the recount along with the Election Committee.
- f. For future reference, the Election Results Report shall be retained in the Chapter files.

### **Section 99. INSTALLATION.**

- a. The installation of elected officers, appointed officers and chairmen shall be held anytime during the month of April. The Senior Regent elect shall be invited to meet with the current Board of Officers for the purpose of completing arrangements. All plans must be approved by the chapter. Members of the Loyal Order of Moose, qualified guests and prospective members may be invited.
- b. Immediately after election, the Senior Regent elect shall select the installing officers. The Senior Regent elect shall appoint a Past Regent of the chapter to serve as the Installing Regent.
- c. Officers, appointed officers and chairmen shall not be installed prior to the regular installation date held in April

and shall assume their duties on May 1.

- d. Participation in the Installation Ceremony is limited to chapter members. Only a Past Regent is eligible to serve as the Installing Regent. If a chapter does not have a Past Regent, or Past Regents are to be installed, the Board of Officers, with chapter approval, may invite a Past Regent from another chapter to serve as Installing Regent. The letter shall be over the signatures of the entire Board of Officers. Any co-worker in the chapter who is not being installed, may serve as Installing Chairman, Installing Guide, Installing Chaplain or Installing Musician.
- e. If a Past Governor, Lodge Honor Guard or member of the Loyal Order of Moose participates in the Installation Ceremony, the installation shall be null and void. A lodge officer or husband may sit beside chairs of Senior Regent, Junior Regent, Junior Graduate Regent, Secretary/Treasurer or Recorder to greet incoming chapter officers.
- f. The Musician, if appointed by the Senior Regent for the chapter year, may also serve as the Installing Musician for the Chapter Installation. If the Musician/Installing Musician does not play an instrument, she may play pre-recorded music.
- g. The dress code for installation shall be included with the proposal of the Senior Regent elect to the current Board of Officers. The entire proposal shall then be brought to the chapter for approval through the minutes of the Board of Officer's meeting. Upon request of the Senior Regent elect, only Collegians seated in a reserved section behind chairmen may wear the official regalia of the College of Regents.
- h. There shall be no pro-tems for officers to be installed. Newly elected officers, Junior Graduate Regent, Appointed Officers, Chapter Development Chairmen and Higher Degrees Committee Chairmen present at the installation must be installed in their respective chairs.
- i. Officers, appointed officers and chairmen shall not fill the office to which they are elected or appointed until after they are installed and their terms begin. Elected officers

and the Junior Graduate Regent may not attend board meetings until they have been installed and their terms begin.

- j. The current Secretary/Treasurer shall record the minutes of the chapter installation in the Chapter Minutes Book.

#### **Section 100. RESIGNATION.**

- a. The Board of Officers shall accept a verbal or written resignation. When a resignation occurs, the Senior Regent shall notify the Board of Officers and co-workers at a chapter meeting that the office is vacated. Letters of resignation are read to the Board of Officers, they are not read to the chapter. When announcing the resignation to the chapter, the Senior Regent shall also announce the members of the Nominating Committee, time, date and place the meeting will be held, and request co-workers to submit their names for the vacant office. The Nominating Committee shall continue to meet until a nominee is secured. All Nominating Committee meetings shall be announced at a prior Committee Activity Night.
- b. When an office has been declared vacant, a request for dispensation, over the signatures of the Board of Officers to elect and install the officer(s) at the same meeting may be granted by Moose International. A meeting of the Nominating Committee shall be held and the slate read prior to the meeting requested in the dispensation. There shall be a two (2) week period between the date the slate is read and the election and installation is held. The Senior Regent shall appoint a pro-tem for the office(s) until a successor has been duly elected and installed.
- c. With the exception of the Junior Regent pro-temming for Senior Regent, the pro-tem officer(s) is (are) not eligible to attend meetings of the Board of Officers.
- d. Only during the month of July of the current chapter year, may a dispensation be secured from Moose International to read the slate of nominees, and elect and install at the same meeting in order for a co-worker to qualify for personal honors.



## **Section 101. CHAPTER AWARD OF ACHIEVEMENT.**

- a. Qualification by the chapter for the Award of Achievement during the chapter year, May 1 through April 30, shall be the basis for the awarding of the Academy of Friendship, Star Recorder, College of Regents Degrees and the Green Cap honor.
- b. The requirements below for the Award of Achievement shall not apply to a new chapter in the first full year of operation. (See the Award of Achievement Requirements for a New Chapter Section 123.)
- c. The requirements for the Award of Achievement are:
  1. The Chapter shall have a gain in membership of one (1) or more “active” members.
  2. Chapter shall meet the following financial responsibilities:
    - a. The net assets of April 30 shall be greater than or equal to net assets of previous May 1.
    - b. Credit for maintaining financial standing shall be given for special contributions to the Endowment Fund, Moose Charities, the local lodge, Mooseheart, Moosehaven, worthy community projects and for approved scholarships provided dispensation is granted. A maximum of one thousand dollars (\$1,000) per quarter may be donated to the Moose Center without dispensation. A dispensation for any donation over one thousand dollars (\$1,000) to a single community service project must be approved in advance by Women of the Moose Headquarters.
    - c. The chapter shall pay all amounts owed to Moose International departments as billed, and to government taxing agencies when due.
    - d. The minimum donation requested for each Chapter Development and Higher Degrees Committee toward Scholarship & Maintenance is to be remitted monthly.
    - e. The minimum donation requested for each Chapter Development and Higher Degrees Committee

- Special Project is to be remitted monthly.
- f. Remit Endowment Fund collection monthly.
  - g. Remit donations for the Mooseheart and/or Moosehaven Annual and Midyear Conference projects.
3. Each chapter shall meet the timely reports requirement as follows:
    - a. Electronic Financial Reports shall be transmitted on time as required.
    - b. For U.S. chapters only, officers shall verify that the IRS Form 990 and Form 944, when applicable, were completed and mailed at the proper time.
  4. A chapter must pursue its basic fraternal obligations with efficiency and enthusiasm and shall satisfy each of the following criteria:
    - a. Adhere to the General Laws of the Women of the Moose and Loyal Order of Moose.
    - b. Adhere strictly to the Private Policy.
    - c. Use only the authorized Meeting Procedures and Agendas, strictly as written for all chapter meetings.
    - d. Chapter shall have representation at both the Annual and Midyear Conference of the Women of the Moose.

**Section 102. ELIGIBILITY FOR ACADEMY OF FRIENDSHIP.**

Any co-worker may qualify for the Academy of Friendship when the following requirements are met:

1. The chapter shall qualify for the Award of Achievement.
2. A co-worker serving as an elected or appointed officer or Chapter Development Committee Chairman shall be elected and installed on or before January 31, shall serve through the end of the chapter year April 30 and shall sponsor and enroll two (2) or

more new or re-enrolled members into the Order between May 1 and April 30. If installed after January 31, she must sponsor and enroll five (5) or more new or re-enrolled members into the Order as well as fulfill her obligations under number 3.

3. The Chapter Development Committee Chairman shall hold a fundraising project to cover the expenses of the committee which may include: a recommended twenty dollars (\$20.00) or more donation to the Women of the Moose Scholarship and Maintenance Fund and a recommended thirty dollars (\$30.00) or more donation to the special project of their committee that shall benefit Mooseheart or Moosehaven; to help defray expenses of Committee Activity Night; and help maintain the General Fund of the chapter.
4. Any co-worker not installed into a position may earn her Academy of Friendship degree by sponsoring and enrolling five (5) or more new or re-enrolled members into the Order between May 1 and April 30.

**NOTE:** An eligible co-worker may receive the degree at any Academy of Friendship session provided she presents the proper credentials and the Identification Call Card when she registers.

Call Cards and letters shall be accepted indefinitely. In the event a Call Card is misplaced, a duplicate Call Card may be obtained from Moose International for an additional cost.

### **Section 103. ELIGIBILITY FOR GREEN CAP.**

Eligibility for Green Cap shall be limited to a co-worker who served a full term as Senior Regent. While serving as Senior Regent the following requirements shall be met:

1. The chapter shall earn the Award of Achievement.
2. The Senior Regent shall be elected and installed on or before July 31 and serve in the same capacity through the end of the chapter year, April 30.

3. The Senior Regent shall, on or before January 31, appoint and have installed all Chapter Development Committee Chairmen and appointed officers.
4. If, at any time during the chapter year, a vacancy should occur in any of the above positions, the Senior Regent shall immediately appoint another co-worker to fill the position and the co-worker shall be properly installed by a Past Regent.
5. The Senior Regent shall, between May 1 and April 30, sponsor and enroll two (2) or more new or re-enrolled members into the Order.
6. The Senior Regent shall remit all Forms 114 and 166 completed in their entirety, by their respective deadlines as well as any other forms as requested to Women of the Moose headquarters during her term of office as Senior Regent. All reports shall be received at Women of the Moose headquarters as instructed on the report to be eligible for the Green Cap. THERE SHALL BE NO EXCEPTIONS. Please see the list of required forms/reports in the Officers' handbook.
7. The Senior Regent shall notify every co-worker on the chapter rolls of the Chapter Development Committee to which she has been appointed.
8. The Senior Regent shall attend the Annual Women of the Moose Training Session.
9. The Senior Regent shall attend Board of Officer's meetings, Committee Activity Night meetings and second meeting of the month as required.

**Section 104. GREEN CAP.**

1. After the records for the chapter year are checked, a Junior Graduate Regent who met the requirements as outlined in Section 103 while serving as Senior Regent, may be invested with the Green Cap at the annual State/Provincial Convocation.
2. The Green Cap is only invested and worn during the term of office as Junior Graduate Regent.

3. The Green Cap shall signify the co-worker is eligible to meet the requirements for the College of Regents while serving as Junior Graduate Regent.

**Section 105. ELIGIBILITY FOR COLLEGE OF REGENTS.**

Eligibility for College of Regents shall be limited to a co-worker who has met the qualifications for the degree during her term of office as Senior Regent and during her term of office as Junior Graduate Regent. If she qualified for the Green Cap, she has met one-half (1/2) of the requirements for the College of Regents Degree. During her year as Junior Graduate Regent she shall:

1. Be installed as Junior Graduate Regent on or before July 31 and shall serve in the same capacity through April 30.
2. Sponsor and enroll two (2) or more new or re-enrolled members into the Order between May 1 and April 30.
3. Hold a Green Cap Activity Night.
4. Serve as Chairman of the Ways and Means Committee, which shall hold a fundraising project to cover expenses of the committee which may include: a recommended thirty dollars (\$30.00) or more donation for the special project(s) of the Ways and Means Committee that shall benefit Mooseheart/Moosehaven; a recommended twenty dollars (\$20.00) or more donation to the Women of the Moose Scholarship and Maintenance Fund; to help defray expenses of the Activity Night; and help maintain the General Fund of the chapter.
5. Attend the Annual Women of the Moose Training Session.
6. Attend Board of Officer's meetings, Committee Activity Night meetings and second meeting of the month as required under Section 49.

**Section 106. SECOND CHANCE FOR COLLEGE OF REGENTS.**

- a. If the Chapter does not qualify for the Award of Achievement

the year the co-worker served as Senior Regent, she shall qualify for the College of Regents Degree while serving as Junior Graduate Regent, provided the following requirements are met:

1. She fulfilled **all personal requirements** during the year she served as Senior Regent.
  2. She is installed as Junior Graduate Regent on or before July 31 and serves in that capacity through April 30.
  3. During the year she serves as Junior Graduate Regent, the chapter earns the Award of Achievement.
  4. Sponsors and enrolls four (4) or more new or re-enrolled members into the Order between May 1 and April 30.
  5. Serves as Chairman of the Ways and Means Committee, which shall hold a fundraising project to cover expenses of the committee which may include: a recommended thirty dollars (\$30.00) or more donation for the special project(s) of the Ways and Means Committee that shall benefit Mooseheart/Moosehaven; a recommended twenty dollars (\$20.00) or more donation to the Women of the Moose Scholarship and Maintenance Fund; to help defray expenses of the Activity Night; and help maintain the General Fund of the chapter.
  6. Holds a Ways and Means Committee Activity Night.
  7. Attend the Annual Women of the Moose Training Session.
  8. Attend Board of Officer's meetings, Committee Activity Night meetings, and second meeting of the month as required under Section 49.
- b. If the above requirements are fulfilled during her term of office as Junior Graduate Regent, she shall qualify for the College of Regents Degree.
- c. Qualified Past Regents shall be invested with the cap and gown at a College of Regents Annual Session, which is held at the International Conference.

## **Section 107. REGALIA.**

- a. Only a Collegian shall wear the cap and gown. A Collegian shall not lend her College of Regents regalia to anyone for any purpose.
- b. A co-worker shall not wear the cap and gown until after she is formally invested at the annual College of Regents Session.
- c. The gown shall measure ten (10) inches from the floor. The cap is worn square on the head with the point of the cap directly in the center of the forehead, hair covered under the point of the cap. All black shoes are to be worn with regalia. The hem of a street length dress shall not show below the hem of the collegiate gown.
- d. The cap or gown shall not be worn separately. When a Collegian removes her regalia, she shall remove both the cap and gown. She shall not wear one without the other.
- e. A corsage may be worn, but Moose pins and costume pins shall not be worn on the gown or stole.
- f. A Collegian shall wear a skirt or dress, shorter than her gown, with nylon hosiery and all black shoes when wearing regalia.
- g. Smoking or drinking is prohibited while wearing regalia.
- h. Upon invitation of the Senior Regent, Collegians may wear regalia at any Committee Activity Night, except where specified in the Meeting Procedures and Agendas book. They are seated in a reserved section.
- i. After one (1) year of membership in the College of Regents, the green tassel shall be replaced with a red tassel at the November Committee Activity Night in the chapter of the Collegian. If she cannot be present, she may be invested at the next Committee Activity Night she attends. A Collegian who moves to another area may secure a dispensation from Moose International to have her tassel changed in another chapter providing reason is included with request.
- j. A Collegian shall be invested with a red stole in her chapter only after she has been a member in good standing

in the College of Regents for three (3) or more successive years from her original date of conferral and has enrolled three (3) or more new or re-enrolled members into the Order. The Collegian shall then be invested at the Higher Degrees – College of Regents Committee Activity Night. If she is unable to be present, she may be invested at the next Committee Activity Night she attends. A Collegian who moves to another area may request a dispensation from Women of the Moose Headquarters to be invested in a chapter other than the chapter in which she holds membership, providing reason is included with request.

- k. A Collegian shall not wear the red tassel or red stole until she is formally invested in her chapter.
- l. Only Collegians in regalia will be introduced or recognized at any meeting.

#### **Section 108. CAP AND GOWN.**

- a. The cap and gown shall be worn on the following occasions:
  - Higher Degrees - College of Regents Committee Activity Night
  - Green Cap Activity Night (optional)
  - Convocation
  - College of Regents Annual Session
  - When serving as an Honorary Escort upon request of Senior Regent
  - Except where prohibited by the General Laws or Meeting Procedures and Agendas book
- b. Upon invitation of the officers and chairman in charge of the function, the cap and gown may be worn at the following times:
  - Installation of lodge or chapter officers
  - Committee Activity Night and/or special lodge meetings
  - Special chapter meetings
  - General assemblies at State/Provincial Conference
  - Pilgrim presentations



- Funeral Ceremony for a deceased Collegian upon request of the family or of the co-worker prior to her death
- c. A Collegian shall not wear the cap and gown for the following activities:
- Outside the chapter room
  - When taking part at chapter installation
  - Midyear Conferences
  - International Conference, except at the annual College of Regents Session or as directed
  - College of Regents Meal Function Meeting at International Conference
  - Academy of Friendship Meal Function Meeting at International Conference
  - International/State/Provincial Session of Academy of Friendship
  - Annual Star Recorder Session at International Conference
  - Star Recorder Meal Function Meeting at International Conference
  - Parades
  - As choral robes
  - As a costume

**Section 109. TASSELS AND STOLES.**

The following is the identification of the tassels and stoles worn on the regalia of the Current and Past International and State/Provincial Officers:

***CURRENT INTERNATIONAL AND STATE/PROVINCIAL OFFICERS***

***EXECUTIVE OFFICERS***

Grand Chancellor . . . . .Gold Stole and Tassel

Director(s)

. . . . .Color at the discretion of the Grand Chancellor

Appointment to the Grand Council by the Grand Chancellor

. . . . .Red Stole and Tassel

## ***GRAND COUNCIL***

Grand Regent . . . . .White Cowl Stole,  
lined in Purple, edged in Red; White Tassel

Grand Council Member . . .Light Purple Stole and Tassel

## ***INTERNATIONAL COLLEGE OF REGENTS BOARD***

President . . . . .Yellow Stole and Tassel

Member . . . . .Yellow Cowl and Tassel

## ***INTERNATIONAL STAR RECORDER BOARD***

President . . . . .Light Green Stole and Tassel

Member . . . . .Light Green Cowl and Tassel

## ***INTERNATIONAL ACADEMY OF FRIENDSHIP BOARD***

Dean . . . . .Light Blue Stole and Tassel

Member . . . . .Light Blue Cowl and Tassel

## ***STATE/PROVINCIAL OFFICER***

Deputy Grand Regent . . . . .Black Tassel

## ***PAST INTERNATIONAL AND STATE/PROVINCIAL OFFICERS***

## ***EXECUTIVE OFFICERS***

Grand Chancellor Emeritus . . . . .Silver Stole and Tassel

Past Director of Finance . . .Dark Green Stole and Tassel

Past Director of Operations . . . . .Pink Stole and Tassel

## ***GRAND COUNCIL***

Past Grand Regent . . . . .White Stole lined with Red;  
White Tassel

Past Grand Council Member . . .Dark Purple Stole and Tassel

## ***INTERNATIONAL COLLEGE OF REGENTS BOARD***

Past President . . . . .Orange Stole and Tassel

Past Member . . . . .Orange Cowl edged in Yellow,  
with Orange and Yellow Tassel

## ***INTERNATIONAL STAR RECORDER BOARD***

Past President . .Dark Green Stole and Dark Green Tassel

Past Member . . . . .Dark Green Cowl edged  
in Light Green with Light and Dark Green Tassel

***INTERNATIONAL ACADEMY OF FRIENDSHIP BOARD***

Past Dean . . . . .Dark Blue Stole and Tassel

Past Member . . . . .Dark Blue Cowl edged  
in Light Blue with Light and Dark Blue Tassel

***STATE/PROVINCIAL OFFICER***

Past Deputy Grand Regent . . .Black Chevrons affixed to  
left side of Red Stole with Red and Black Tassel

**Section 110. ELIGIBILITY FOR STAR RECORDER.**

During the year in which the Recorder is attempting to qualify for the degree, the following requirements shall be met:

1. The chapter shall earn the Award of Achievement.
2. The co-worker shall be elected and installed as Recorder on or before July 31 and shall serve in this capacity through April 30.
3. The Recorder shall sponsor and enroll two (2) or more new or re-enrolled members into the Order between May 1 and April 30.
4. The electronic QuickBooks Financial Report shall be transmitted to Moose International by the tenth day of each month.
5. The Recorder shall sort the active membership into the four (4) Chapter Development Committees and provide the lists to the Senior Regent.
6. She shall attend a 2-HOTT Training Session.
7. She shall attend the Annual Women of the Moose Training Session.
8. All Tax and Government Reports, including the Form 990-Exempt Organization and Form 944 shall be filed and paid on time, when applicable.
9. All receipts and expenditures are recorded accurately and properly balanced.
10. All applications shall be transmitted to Moose International immediately upon receipt.

11. Membership records, reports and files shall be kept current. Membership updates and status changes shall be reported weekly. Committee Activity Night and fundraising information shall be reported to Moose International as required.

If the Recorder does not fulfill the above qualifications, or if it is determined that any records have been falsified, or that the Audit Committee did not verify the monthly financial reports, the Star Recorder Degree shall not be awarded or the degree may be revoked, or removed as appropriate at the sole discretion of Moose International. This action is to be taken only after verification is done by investigation.

**Section 111. MATRICULANTS TO THE INTERNATIONAL CONFERENCE.**

- a. A matriculant for the Star Recorder or College of Regents degree who is not a Friendship member may qualify for and receive both the Academy of Friendship and Star Recorder or College of Regents Degrees during the same chapter year, provided she meets the requirements as listed for the Academy of Friendship Degree. The co-worker must be invested with the Academy of Friendship Degree prior to being invested with the Star Recorder or College of Regents Degree.
- b. Call Cards/letters shall be accepted indefinitely. In the event a Call Card/letter is misplaced, a duplicate Call Card/letter may be obtained from Moose International for an additional cost.
- c. Identification Call Cards/letters shall be accepted at any Academy of Friendship, Star Recorder or College of Regents Session as long as the co-worker is active and provided she has not disqualified herself.
- d. The co-worker shall register in advance of the International Academy of Friendship Session, Star Recorder or College of Regents Session she plans to attend. She shall remit a chapter check for twenty-five dollars (\$25.00) Matriculant Fee in addition to her registration fees to Moose International with her registration form.

- e. Co-workers present to receive the Star Recorder or College of Regents degree shall wear street length dress with nylon hosiery. In addition, College of Regents matriculants shall wear all black shoes to the session. Academy of Friendship matriculants shall wear business dress attire.
- f. A Matriculant who is present to be invested with the Academy of Friendship, Star Recorder or College of Regents Degree and who is on the eligibility list shall be charged a fine of five dollars (\$5.00) if she does not have her membership card indicating she is current with chapter dues.
- g. A Recorder/former Recorder or Past Regent waiting for, or holding, a Call Card/letter for the Star Recorder or College of Regents Degree, who wishes financial assistance from the chapter, shall:
  - Attend twelve (12) out of twenty-four (24) chapter meetings during the following chapter year in which she qualified for the degree.
  - Hold a fundraising project to help defray expenses to receive the degree.

The Senior Regent shall appoint a committee of three (3) co-workers to serve on this Special Committee. All other co-workers of the chapter are expected to support this project.

## **Section 112. REPRESENTATIVE/MATRICULANT FINANCIAL ASSISTANCE.**

- a. Whenever the General Fund of the chapter is sufficient, the chapter shall send one (1) representative to the Annual International Conference, Annual State/ Provincial Conference and Midyear Conference of the Women of the Moose for the purpose of attending sessions and making a report to the chapter at the following meeting. The representative shall be the Senior Regent, Junior Regent, Junior Graduate Regent, Secretary/Treasurer, or Recorder. If none of the officers are able to attend, a co-worker may be recommended by the board, via minutes of the Board of Officers' meeting, and approved by the chapter to serve as representative. The College of Regents or Star

Recorder matriculant shall not serve as the chapter representative to the International Conference unless no other officer or co-worker is able to attend providing the representative/ matriculant attends every scheduled meeting she is eligible to attend.

- b. The expenses of the representative/matriculant shall not exceed allowable expenses. A chapter that is financially unable to pay the maximum amount of expense may pay a limited amount. Regardless of whether the maximum expenses or a limited amount of expense money is paid to the representative/ matriculant, the exact expenses to be paid shall be recommended by the Board of Officers, approved by the chapter, and included in the Chapter Policies. The actual expense amount to be expended to the representative/matriculant shall be written in ink, or typed, in the Chapter Minutes Book.
- c. A Matriculant shall attend the International Conference the year she receives the Call Card/letter. In the event illness, job, or family responsibilities prevent her from attending, she shall be encouraged to attend the following year if she wishes to receive financial consideration from the chapter. Funds shall not be held longer than two (2) years.
- d. If approved by the chapter, the maximum allowable expenses for room accommodations shall be as follows:
  1. The Representative's expenses shall include the entire cost of the room for five (5) to six (6) nights for the International Conference, and two (2) or three (3) nights for the Annual and/or Midyear Conference.
  2. College of Regents and Star Recorder Matriculant expenses include the entire cost of the room for a maximum of three (3) nights.
    - a) If the matriculant travels one (1) day, receives her degree and returns home on the second day, she shall receive only one (1) night lodging and other approved designated expenses.
    - b) If she stays two (2) nights, she receives two (2)

nights lodging and other approved designated expenses.

- c) If she stays three (3) nights, she receives three (3) nights lodging and other approved designated expenses.
  - d) If the matriculant arrives and leaves the same day, she shall receive only transportation and actual food expense, if approved by the chapter.
3. Green Cap recipient expenses include the entire cost of the room for only one (1) night and other designated expenses as approved by the chapter, with the exception of Junior Graduate Regents from top five (5) Honor Chapters.
4. Academy of Friendship matriculants expenses include the entire cost of the room for only one (1) night and other designated expenses as approved by the chapter. Regardless of where the matriculant chooses to receive her degree, she shall only receive financial assistance equal to the expenses allowed to attend the Midyear Conference.
- e. If approved by the chapter, the maximum allowable amount for travel expenses for representatives or matriculants, shall be super saver airfare or allowable mileage, per Moose International, whichever is the lesser amount.
- f. Expenses may be paid as follows:
- 1. A representative/matriculant may share a room with other occupant(s) and expenses of the room may be paid if the other occupant(s) is/are not receiving expense money/compensation. If other occupant(s) is/are receiving lodging expenses, the cost of the room shall be shared equally.
  - 2. When traveling to conferences by car, the mileage as specified by Moose International may be paid to one (1) representative or delegate of the Order. Additional occupants are NOT paid.
  - 3. If a representative/delegate receives paid transportation as described above, and payment for room as described

in f., 1, the chapter representative/matriculant, with chapter approval, may receive the allowable amount for food only.

- g. If approved by the chapter, the maximum allowable amount to be advanced to the representative/ matriculant for per diem shall not exceed the allowable amount approved by Moose International.
- h. The chapter shall pay the pre-registration fee for the representative/matriculant to attend Conferences.
- i. If approved by the chapter, the expense for luncheons/dinners that the representative/matriculant is eligible and required to attend may be paid.
- j. A representative/matriculant shall attend all meetings she is qualified to attend. For example: If the State/Provincial Conference has five (5) scheduled meetings, she shall attend all five (5) meetings. The representative to the International Conference shall attend the Joint Grand Opening, Opening Session, General Sessions, Joint Sessions, special events and all other meal function meetings she is eligible and required to attend, including the Installation of State/Provincial and International Officers.
- k. Should a representative/matriculant find it impossible to attend all meetings in which she is eligible to participate, she shall notify the chapter immediately so another representative may be selected.
- l. Except in verified emergency circumstances, a representative/matriculant that misses one (1) or more meetings after arrival date, shall forfeit the entire amount of expenses allocated and shall reimburse the chapter within thirty (30) days. If she fails to pay the amount due within thirty (30) days, she shall be dropped from membership. When a co-worker receives a portion of expense money from the chapter to attend, the following criteria shall be observed: If the chapter pays for one (1) day, the co-worker must attend all meetings she is qualified to attend for that one (1) day only. For example, the chapter pays for a Saturday night stay, the co-worker



is to attend all meetings she is qualified to attend on Sunday. If the chapter pays for two (2) nights, the co-worker must attend all meetings for two (2) days.

- m. If the co-worker stays for an extended period at her own expense, it is the decision of the co-worker whether or not she attends additional meetings. Upon her return to the chapter, she shall present receipts for her lodging and travel for the number of days the chapter has allowed. If advanced funds were not made available to the co-worker, upon presentation of her receipts, the Recorder shall issue a check made payable to the co-worker for the amount of the receipts or the amount approved by the chapter, whichever is the lesser amount.

### **Section 113. ANNUAL CONFERENCES.**

- a. The Annual Conference shall be held in conjunction with the annual meeting of the Moose Association in the area. It consists of an Opening Session, three (3) General Sessions and Convocation or as otherwise specified by Moose International.
- b. The Deputy Grand Regent shall serve as the officer in charge and preside at the conference. She shall contact the Regional Manager or the Territory Manager appointed as the Association Liaison to coordinate the program and arrange for meeting room(s). She shall also confer with the General Chairman and clear all plans through the Board of Officers of the Hostess Chapter. If the state/province does not have a Current Deputy Grand Regent, the Grand Chancellor shall assign a Past Deputy Grand Regent or a Current/Past International Officer to serve as the officer in charge of the conference.
- c. Ten dollars (\$10.00) registration fee shall be collected to cover expenses of meeting room rental, if necessary, and a minimum amount for identification badges, programs, and incidentals. The General Chairman, Registration Chairman, Deputy Grand Regent, Official Visitor, current International Officer (of the state/province she represents), Grand Chancellor Emeritus, Past Director of Finance and wife of the men's Official Visitor shall not pay registration fee.

- d. No chapter, co-worker, or Official Visitor shall conduct fundraising projects without dispensation from the Grand Chancellor. The use of any recording devices, including tape recorders and camcorders is prohibited unless permitted by the Grand Chancellor.
- e. The five (5) Honor Chapters shall be selected from the records of the chapter year, May 1 through April 30, at Moose International. The Junior Graduate Regents of the five (5) Honor Chapters will be recognized and give speeches provided by Women of the Moose Headquarters.

**Section 114. ANNUAL CONVOCATION.**

- a. The annual Convocation shall be held in conjunction with the State/Provincial Session, under the auspices of the College of Regents, honoring the Junior Graduate Regents who are eligible for Green Caps. Eligible Junior Graduate Regents shall be notified by Moose International. All registered members of the Women of the Moose and Loyal Order of Moose shall be invited to attend.
- b. The Deputy Grand Regent shall serve as the officer in charge and preside at the Convocation.
- c. The Convocation shall be held Sunday morning. The Annual Conference fees shall include admission to the Convocation.
- d. A Junior Graduate Regent who is eligible for the Green Cap shall show a membership card indicating she is active, present her Identification Call Card/letter and pay a general registration fee and candidate conferral fee established by Moose International.
- e. A Junior Graduate Regent who is present to be capped, and who is on the eligibility list shall be charged a fine of five dollars (\$5.00) if she does not have her Call Card/letter and membership card indicating she is current with chapter dues.
- f. An eligible Junior Graduate Regent shall wear street length dress with nylon hosiery and coordinated accessories and may wear a corsage. She shall select a Collegian from her chapter to serve as her Investing Officer. When a Collegian from her chapter is not available, the officer in charge shall appoint a Collegian to assist.

- g. The Chairman of the Higher Degrees Committee shall present a chapter check payable to Moose Charities, earmarked for the special project of the year.
- h. An eligible Junior Graduate Regent may be invested with the Green Cap at any Convocation, only during the year she is serving in this office, providing she presents the proper credentials.
- i. At the conclusion of the Convocation, the Past Deputy Grand Regent in order of juniority shall change the tassel of the outgoing Deputy Grand Regent, if applicable.
- j. The Official Visitor shall install the incoming Deputy Grand Regent, if applicable, with the assistance of the Past Deputy Grand Regent in order of juniority.

**Section 115. TOP SPONSORS OF EACH STATE/PROVINCE.**

- a. The top sponsors of each State/Region/Province shall be selected from the May 1 through April 30 sponsor records at Moose International. Each shall have sponsored and enrolled five (5) or more new or re-enrolled members into the Order.
- b. Ribbon badges for Top Sponsors will be given to each when they register for the Annual Conference. The recipients may wear the ribbons during the Annual Conference, the 25 Club event at the next International Conference and any meeting of the Women of the Moose during the year prior to the next Annual State/Provincial Conference.
- c. Top Sponsors will be recognized at a General Session of the Annual State/Provincial Conference. The officer in charge will present certificates to qualified sponsors.

**Section 116. ANNUAL WOMEN OF THE MOOSE TRAINING SESSION.**

- a. Annual Training Sessions shall be held by leaders selected by staff at Moose International for the purpose of instructing officers, chairmen and co-workers in Women of the Moose procedures.
- b. The registration fee for the Annual Training Session is ten dollars (\$10.00) per co-worker in attendance. The registration fee does not include lunch. Immediately

following the Annual Training Session, the Hostess Chapter shall remit a chapter check made payable to Moose International along with a report of attendance to the Session Leader.

- c. In order to earn personal honors, the Senior Regent, Junior Graduate Regent, and Recorder qualifying for degrees shall attend the Annual Training Session. In the event the officer is unable to attend any of the scheduled Annual Training Sessions, the Board of Officers shall immediately send a written request for a make-up session to the Chapter Analyst Coordinator. Make-up Sessions, if available, will be at chapter expense. All Training must be completed by January 31 of the current chapter year.
- d. The selection of the Hostess Chapter and Session Leader, as well as the dates and times of the session, are made by the Chapter Analyst Coordinator.

**Section 117. MIDYEAR CONFERENCES.**

- a. The Midyear Conference is held in conjunction with the semi-annual meetings of the Moose Association in the area. Unless otherwise specified by Moose International, the conference shall consist of an Opening Session, three (3) General Sessions and the annual Academy of Friendship Session.
- b. The Deputy Grand Regent shall serve as the officer in charge and preside at the conference and at the Academy of Friendship Session. She shall contact the Regional Manager or the Territory Manager appointed as the Association Liason to coordinate the programs and to arrange for meeting rooms. She shall also confer with the General Chairman and clear all plans through the Board of Officers of the Hostess Chapter. If the State/Region/ Province does not have a Current Deputy Grand Regent, the Grand Chancellor shall assign a Past Deputy Grand Regent or Current/Past International Officer to serve as the officer in charge of the Conference.
- c. Ten dollars (\$10.00) registration fee shall be collected to cover expenses of meeting room rental, if necessary, and a minimum amount for identification badges, programs

and incidentals. The General Chairman, Registration Chairman, Deputy Grand Regent, Official Visitor, current International Officer (of the state/province she represents), Grand Chancellor Emeritus, Past Director of Finance, International Ritual Judge and wife of the men's Official Visitor shall not pay registration fee.

- d. No chapter, co-workers or Official Visitor shall conduct fundraising projects without dispensation from the Grand Chancellor. The use of recording devices, including tape recorders and camcorders is prohibited unless authorized by the Grand Chancellor.

**Section 118. ANNUAL STATE/PROVINCIAL ACADEMY OF FRIENDSHIP SESSION.**

- a. The Deputy Grand Regent of the State/ Region/Province shall serve as the officer in charge and Presiding Officer. The Current Dean or Current Board Member of the International Academy of Friendship Board shall serve as the officer in charge and preside at the annual Academy of Friendship Session in her respective State/Region/Province. The Dean or Academy of Friendship Board Member will confer with the officer in charge and Hostess Chapter of her plans for the Academy of Friendship Session.
- b. For the purpose of conferring the degree, the Academy of Friendship Session shall be held in conjunction with the Midyear Conference in each State/Region/Province. The Midyear Conference fee shall include admission of any Academy of Friendship member to the Academy of Friendship Session.
- c. A matriculant for the degree shall show a membership card indicating she is active, present her Identification Call Card/letter and pay a general registration fee and matriculant conferral fee established by Moose International.
- d. A matriculant present to be invested with the Academy of Friendship Degree, and on the eligibility list, shall be charged a fine of five dollars (\$5.00) if she does not have her Call Card/letter and membership card indicating she is current with chapter dues.

- e. Matriculants for the Academy of Friendship may register on any day of the conference but must register prior to the start of Academy of Friendship Session.
- f. Sessions shall be limited to registered Friendship members and co-workers with Academy of Friendship Call Cards/letters.
- g. A matriculant for the degree shall wear business dress attire.
- h. The Higher Degrees Chairman shall present a check for the special project of the committee for that year. Checks shall be made payable to Moose Charities and earmarked accordingly.
- i. Information including the date, time, place and officer in charge of each Academy of Friendship Session shall be sent to the Senior Regent of each chapter.
- j. An eligible co-worker may receive the degree at any Academy of Friendship Session provided she presents the proper credentials.
- k. Call Cards/letters shall be accepted indefinitely.
- l. No chapter, co-worker, or Official Visitor shall conduct fundraising projects.
- m. The use of recording devices including tape recorders, camcorders and cameras is prohibited.

**Section 119. ORGANIZATION OF A CHAPTER.**

- a. Moose International shall issue a resolution to the proper representative of the lodge which requests permission to organize a chapter, provided the regulations regarding a new chapter are met. (See Sections 119 through 121 for details.)
- b. A Moose Lodge may submit a resolution requesting that a chapter be organized by Moose International providing:
  - 1. The active membership of the lodge is not less than twenty-five (25).
  - 2. Any lodge operating a Moose Home shall provide the chapter adequate meeting space for required chapter meetings at no expense to the chapter. Space for additional meetings and functions should be provided by the lodge and arranged at joint Board meetings as required by the LOOM General Laws.

- c. The Grand Chancellor, or her designee, shall appoint an Instituting Officer who shall be responsible for gathering the Charter List, as required by Moose International. The Instituting Officer selects the chapter to assist with the institution.
- d. Prospective charter members shall not function as an organization, hold meetings or sponsor projects before the chapter is instituted. A bank account shall not be established until after the chapter is instituted.

**Section 120. CHARTER APPLICANT.**

- a. A Charter Applicant meeting the qualifications as listed on the membership application shall complete an application for membership and sign the Charter List.
- b. An active member of the Order must sponsor each person applying for membership in a charter effort. A candidate has the option of selecting her sponsor. The Instituting Officer shall be listed as the sponsor on all applications that do not have an active member of the Order listed as the sponsor.
- c. The names of twenty-five (25) or more qualified applicants shall be on the Charter List. No more than twenty percent (20%) of the Charter applicants may be transfers-in or multiple memberships.
- d. A Charter Applicant shall pay an Introductory Charter Fee established by Moose International. After processing the enrollment of the member, a portion of the charter fees and dues shall be retained by Moose International and the balance shall be transferred to the Chapter's General Fund account.
- e. Life Members, who do not have fifty (50) years of Moose service, who wish to transfer into a charter effort, must remit the Transfer Fee and Charter Application Fee.

**Section 121. INSTITUTION OF A CHAPTER.**

- a. Charter applicants who were not enrolled at the institution shall be considered Charter Members if they are enrolled within sixty (60) days.

- b. Names of other applicants shall not be added to the Charter List after the chapter is instituted.
- c. The Instituting Officer and Bonded Officers shall open a checking account in the name of the chapter.

**Section 122. CHAPTER OFFICERS.**

- a. The Instituting Officer and the Charter Applicants shall select the chapter officers who shall serve through the end of the first complete chapter year.
- b. Charter Applicants desiring to hold an elected office shall submit their names to the Instituting Officer. If there is more than one (1) name for an office, the Instituting Officer shall prepare ballots, which shall be given to Charter Applicants to cast their vote. A Charter Applicant who receives a majority of favorable votes will be elected to the office for which she submitted her name.
- c. The Senior Regent-elect shall make all necessary and required appointments.

**Section 123. AWARD OF ACHIEVEMENT REQUIREMENTS FOR A NEW CHAPTER.**

- a. Requirements:
  - 1. The chapter shall be instituted on or before July 31 of the first complete chapter year.
  - 2. At the end of the first full chapter year, there shall be five (5) or more members on the chapter rolls than on the original Charter List.
  - 3. The financial standing of the chapter shall be maintained. The net assets at the end of the chapter year shall be equal to or greater than the net assets as of the date of Institution.
- b. Officers and chairmen shall meet respective requirements outlined in the General Laws of the Women of the Moose for personal honors, with the exception of the Junior Graduate Regent who shall sponsor and enroll four (4) or more new or re-enrolled members into the Order to qualify for the College of Regents Degree. (Please refer to



Second Chance requirements for the College of Regents section 106.)

- c. When a Chapter is instituted between August 1 and April 30, the co-workers in installed positions must serve an additional year (May 1 through April 30) in order to qualify for individual honors. They will receive credit toward qualifying for individual honors for candidates they sponsor and enroll during the preceding partial chapter year, August 1 through April 30.

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