

# GENERAL LAWS



*FOR THE GOVERNMENT OF*  
**WOMEN OF THE MOOSE CHAPTERS**

*In Force and Effect as of*  
*May 1, 2021*

# **PREFACE**

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

**Each officer, chairman and member 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 this unit shall be Women of the Moose.

**Section 2.** The WOMEN OF THE MOOSE is an unincorporated unit of Moose International, Inc. Being a part of The Moose, the laws governing the operation of The 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 Moose International, 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 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 Moose International Board of Directors, 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 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 sisters.

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

- a. Academy of Friendship
- b. Star
- 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 Women of the Moose Headquarters 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," 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 "Founded 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.

The lodge and chapter shall work together to promote and support approved International fraternal programs. The Chapter shall remit a request to the Lodge Board of Officers to request the use of the Moose Home for any fundraising

activity, 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.

#### **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. ULTIMATE AUTHORITY.**

All powers legislative, executive, judicial and appointive, for the governance of the Women of the Moose are in the Moose International Board of Directors. In the exercise of the above-mentioned powers, the Moose International Board of Directors, 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 17. CONFERENCES.**

The Grand Council of the Women of the Moose, with the consent and approval of the Moose International Board of Directors, 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 18. GRAND CHANCELLOR.**

- a. The Grand Chancellor, appointed by the Moose International Board of Directors, 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 member 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 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 The General Laws of The 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 The General Laws of The 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 The General Laws of The 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 Moose International Board of Directors 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 the Annual Women of the Moose Rally Day celebration, Convocation, and Academy of Friendship Session.
- i. The Grand Chancellor shall report annually to the Moose International Board of Directors covering the activities of the Women of the Moose for the preceding fiscal year and make such other reports, as the Moose International Board of Directors 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 19. GRAND REGENT.**

- a. With the approval of the Moose International Board of Directors, 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 Convention 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 Board 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 Board 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 Women of the Moose Headquarters or its representative(s).

## **Section 20. GRAND COUNCIL.**

- a. The Grand Council shall consist of the Grand Chancellor, the Grand Regent, Jr. Past Grand Regent in juniority 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 Moose International Board of Directors. Also, with the approval of the Moose International Board of Directors, 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 21. INTERNATIONAL HIGHER DEGREES BOARD.**

- a. The International Higher Degrees Board consists of a President and six (6) members selected and appointed by the Grand Chancellor from the ranks of College of Regents and approved by the Moose International Board of Directors.
- b. The International Higher Degrees Board, Grand Regent, and Grand Chancellor shall meet annually to make recommendations for regulations and administration of the College of Regents, Star and Academy of Friendship degrees which shall be subject to approval by the Moose International Board of Directors.
- c. Each year three (3) members shall be appointed to serve for a term of two (2) years and three (3) members, having completed the previous two (2) year term, shall leave the Board.
- d. Board members shall be installed at the annual International Convention. 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 International Higher Degrees Board; participate at the annual College of Regents Session, the annual Star Session and the annual College of Regents and Star meetings 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 International Higher Degrees Board Member.
- h. 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 22. PRESIDENT OF THE INTERNATIONAL HIGHER DEGREES BOARD.**

- a. The President of the International Higher Degrees Board shall be selected and appointed by the Grand Chancellor from the ranks of Past College of Regents, Star Recorder, Academy of Friendship and International Higher Degrees Board Members to serve a one (1) year term of office.
- b. The President shall be installed at the annual International Convention and assume her duties on the day of installation, unless otherwise indicated.
- c. The President presides over the annual College of Regents Session, Star Session and the annual College of Regents, Star and Academy of Friendship meetings held in conjunction with the annual International Conference.
- d. The President 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 President of the International Higher Degrees Board.
- f. 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 23. CHAPTER ADVOCATE.**

- a. Volunteer Chapter Advocates are selected and appointed from the membership by the Grand Chancellor for a term of satisfactory service.

- b. It is the responsibility of the Chapter Advocate to oversee the success of the chapters within their respective state/region/province as well as assist with scheduling Training Sessions and other tasks that may be requested.
- c. A Chapter Advocate shall assist in planning for the Academy of Friendship Session, (unless the state/region/province has a current President or current Higher Degrees Board Member) Convocation and Women of the Moose Rally Day Celebration according to regulations authorized by Women of the Moose Headquarters.
- d. If a Chapter Advocate has not been appointed, an Officer in Charge will receive an assignment from the Grand Chancellor, as necessary.
- e. A Chapter Advocate shall only have special authority in her chapter or any chapter when she is authorized by Women of the Moose Headquarters.

#### **Section 24. MEMBERSHIP QUALIFICATIONS.**

- a. To qualify for membership in the Women of the Moose, an applicant must:
  - 1) Be an active Lodge member.
  - 2) Be a female person.
- 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 female member of The Moose may hold membership in more than one Women of the Moose Chapter at the same time.

#### **Section 25. APPLICATIONS.**

- a. An applicant must properly complete and sign an official membership application on the form provided by Moose International, as authorized by the Moose International Board of Directors.

- b. An active member of the Women of the Moose must sponsor each person applying for membership in a chapter. A candidate has the option of selecting her sponsor. Another active member 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 Women of the Moose may accept an application at any time. The appropriate dues shall accompany each application for membership in a Chapter. (Refer to Section 37.)
- d. The completed application shall be a part of the condition of membership between the member and the chapter.

### **Section 26. REINSTATEMENT.**

- a. Any member whose dues have been expired more than twelve (12) months who wishes to maintain her years of service in the Women of the Moose 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 membership.

### **Section 27. 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 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 membership she is making application in.
- f. The sponsor of a re-enrollment candidate receives credit for a new member toward sponsor awards.

**Section 28. 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 member. 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 29. MOOSEHAVEN RESIDENT.**

All Moosehaven residents are exempt from paying dues to their primary chapter.

**Section 30. LIFE MEMBER.**

- a. Any active Women of the Moose member may purchase a Life Membership in her chapter by paying to Moose International the appropriate sum listed below. One half of the funds will be maintained by Moose International; one half shall be remitted to the member's chapter in which she is purchasing the Life Membership.

Length of membership	0-14 years	\$500
	15-19 years	\$400
	20-24 years	\$350

25-29 years	\$300
30-34 years	\$250
35-39 years	Buyout

- 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 member shall receive a Life Membership in the Women of the Moose by sponsoring and enrolling two hundred fifty (250) members into the Women of the Moose or by maintaining fifty (50) or more years of continuous membership. Moose International shall issue the Life Membership card.
- e. A member 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 31. HONORARY MEMBERSHIP.**

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

**Section 32. TRANSFERS.**

- a. A member, 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 Treasurer of the chapter receiving the transferring member, 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 Treasurer of the chapter receiving the transferring member.
- b. The member 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 Treasurer her membership card from her former chapter.

- c. The Treasurer shall deliver the Request for Transfer to the member's current chapter. The transferring member'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 member's current chapter may only object to the transfer for the following reasons:
  - 1. The member'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 member (does not include actions of the Lodge Board of Officers).
  - 3. The member 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 member shall immediately become a member of the receiving chapter.
- f. Notification of Transfer Acceptance: The receiving chapter's Treasurer shall immediately notify the Treasurer of the member's former chapter of the transfer acceptance. Upon receipt of a notification of acceptance, the Treasurer of the member's former chapter shall immediately forward to the member's new chapter photocopies of all correspondence and membership records pertaining to the transferred member, retaining the original of all items sent to the Treasurer of the receiving chapter.
- g. Rejection of Transfer: If the vote is unfavorable, the member requesting the transfer remains a member of her

current chapter. The Treasurer of the rejecting chapter shall immediately, in writing, notify the Treasurer of the member's chapter, and the member requesting the transfer, of the unfavorable vote.

- h. A member 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, an 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 application.
  - 3. Is favorably voted upon by the members of the newly formed chapter.
- i. Members transferring from Allheart Chapter #3000 are not required to pay a transfer fee to transfer to the chapter of her choice.

### **Section 33. APPLICATION REVIEW COMMITTEE.**

- a. Every applicant for membership shall be referred to a committee of at least three (3) members, who shall 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 Treasurer shall notify the applicant in writing, by



Certified Mail, Return Receipt Requested and refund 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 34. A majority of the Application Review Committee reporting is sufficient.

#### **Section 34. 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 35. REJECTION BY CHAPTER VOTE.**

- a. A candidate receiving an unfavorable vote shall be declared rejected and shall not be voted 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 Women of the Moose Headquarters.
- b. The Treasurer shall notify the applicant in writing, by Certified Mail, Return Receipt Requested and refund dues, if collected, by chapter check.
- c. An applicant rejected for any cause, cannot be elected or enrolled into any chapter of The Moose 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 36. 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 37. DUES.**

- a. Each member of the Women of the Moose shall pay annual dues of fifteen dollars (\$15.00). Dues shall only be paid in advance annually. All members of a chapter shall pay the same rate of dues.
- b. Members may give a gift of membership in the Women of the Moose and/or membership dues. Members shall not pay dues or give the gift of dues without the member's consent or knowledge. The exception is a member who is in a nursing home or retirement center, who is unable to pay her own dues. Upon recommendation of the Financial Assistance Committee, and with the approval of the chapter and member, a chapter check may be issued for the payment of their dues.

### **Section 38. 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 in the Chapter, nor be considered a qualified guest at Chapter meetings. A member in arrears shall be dropped from the rolls after the expiration of twelve (12) months.
- b. All Chapter members who hold the Academy of Friendship, Star (Recorder) or College of Regents degrees will have their degrees placed in suspension if their dues are in arrears. 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. An expired member may reinstate by simply paying her dues.

- c. The membership record of a member no longer eligible for reinstatement will be marked as “terminated” after a period of twenty-four (24) months.
- d. 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 39. PER CAPITA ASSESSMENT.**

A Per Capita assessment of ten dollars (\$10.00) 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 is determined by the Grand Council of the Women of the Moose and approved by the Moose International Board of Directors.

**Section 40. SPONSORS.**

- a. Members may sponsor candidates in other chapters or into 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 41. ELECTED OFFICERS.**

- a. The elected officers of a chapter shall consist of a Senior Regent, Secretary and Treasurer. These officers and the duly installed Junior Past Regent shall constitute the Board of Officers.

## **Section 42. 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 Board of Officers.
- b. Subject to appeal, she shall decide all parliamentary questions that may arise in the chapter.
- c. She shall supervise the voting procedure for candidates, re-enrollments, reinstatements, transfers in and readmissions.
- d. She may sign all checks drawn by the Treasurer, 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 and all Committee Chairmen. They are to be installed at the annual Installation of Officers. A member may serve as chairman of one (1) committee, only. The Senior Regent shall be Chairman Ex Officio of all committees with the exception of Financial Review and Higher Degrees.
- f. When any chapter officer, including the Junior Past Regent, is absent from three (3) consecutive regular meetings of the chapter and/or Board of Officers, 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, without sufficient excuse, the Junior Past Regent shall declare her office vacant.

- h. When any chapter officer, including the Junior Past 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 financial review 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 member to serve as a pro tem for an officer, appointed officer or chairman who is absent from a regular meeting. Any active member of the chapter shall be eligible to pro tem for any officer, including the Junior Past 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.
- m. A Senior Regent who completes one full term of office (August 1 through April 30) shall be known as a Past Regent.

### **Section 43. JUNIOR PAST REGENT.**

- a. The office of Junior Past Regent is not an "elected" office, but one of condition. The term of office of the Junior Past Regent is subject to all rules of other elected offices.
- b. The Junior Past Regent shall assist the Presiding Officer in preserving order and decorum in the chapter room.
- c. After being duly installed on or before July 31 of the respective chapter year, the Junior Past Regent shall serve on the Board of Officers and shall attend meetings regularly.
- d. In the absence of the Senior Regent, she shall serve as the Presiding Officer.
- e. She shall attend meetings of the Financial Review Committee.

- f. The Junior Past 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.
- g. She shall serve as Chairman of the Golden Gavel 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.
- h. An eligible Junior Past Regent shall be presented with the Golden Gavel at Convocation. She is eligible to wear the Golden Gavel anytime during her term as Junior Past Regent, in the year in which she qualified.
- i. A member elected and installed as Senior Regent after July 31 or who is elected for a second term of office shall not serve as Junior Past Regent the following year and the office of Junior Past Regent shall remain vacant or remain filled by the most recent Junior Past Regent.
- j. If the office of Junior Past Regent is vacated during the chapter year, the office shall remain vacant and pro temmed at chapter meetings as set forth in Section 42.
- k. A Junior Past Regent completing her term of office, who qualifies for the College of Regents degree, may submit her name for any elective office. She may also be appointed to serve as:
  - . A Chapter Committee Chairman
  - . Chairman of a Special Committee
  - . Serve on the Financial Review Committee
  - . Serve on the Application Review Committee

#### **Section 44. SECRETARY.**

- a. The Secretary shall type, or write in ink, the minutes of the Chapter Meetings, Board of Officer's, and special meetings in the official 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 and Junior Past Regent, the Secretary shall serve as the Presiding Officer.
- c. The Secretary shall be responsible for writing all chapter correspondence over the signatures of the Board of Officers.
- d. The Secretary shall receive from the Treasurer and retain a duplicate deposit slip, verified by the bank, of all monies deposited by the Treasurer.
- e. When the Secretary 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's absence.
- f. The Secretary may sign all checks drawn upon the general fund of the chapter.
- g. The Secretary shall, at the end of each month, have all duplicate deposit slips ready for examination at the Financial Review Committee meeting, and at any other time when requested by the chapter or the Senior Regent.
- h. The Secretary shall attend each Financial Review Committee meeting and render such assistance as necessary and proper.
- i. After the chapter meeting has adjourned, the Secretary shall count the Endowment Fund and turn it over to the Treasurer for deposit. The Treasurer shall give the Secretary an Official Business Receipt for the Endowment Fund collected at each chapter meeting.
- j. On meeting nights, the Secretary may assist the Treasurer in collecting money for fundraising projects.
- k. It is the duty of the Secretary to have the current Chapter Minutes Book with her at each chapter and Board of Officer's meeting. If the Secretary is absent from an officer's meeting, the Treasurer shall take the minutes, enter them into the official Chapter Minutes Book and sign her own name followed by the words "pro tem".
- l. The Secretary 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.

- m. The Secretary shall clarify the number of “yes” and “no” ballots in the chapter minutes when voting on applications for membership/readmission.
- n. The Secretary shall keep a record of attendance in the Chapter Minutes Book.
- o. The Secretary 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.
- p. The Secretary shall record the results of a chapter election in the minutes of the chapter meeting from the Election Results Report.
- q. The Secretary shall deliver to her successor all books, papers, correspondence, records and other property of the chapter held by her on April 30.

**Section 45. TREASURER.**

- a. The Treasurer 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. She shall obtain a duplicate deposit slip verified by the bank for the Secretary.
- b. The Treasurer shall serve as the presiding officer in the absence of the Senior Regent, Junior Past Regent, and Secretary.
- c. The Treasurer shall keep, as Moose International may require, true and accurate accounts between the chapter



and each member thereof. She shall preserve and file all official applications for membership as part of the permanent records of the chapter and all applications shall be retained by the chapter indefinitely.

- c. Upon the request of Moose International or its assigned representative, the Treasurer 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.
- d. The Treasurer shall attend all Board of Officer's meetings; perform all other duties as listed in the Meeting Procedures and Agenda book and in the General Laws of the Women of the Moose or as requested by the Senior Regent.
- e. The Treasurer shall sign all Official Business Receipts, draw and sign all checks and affix the seal of the chapter upon all documents requiring same. The Treasurer shall deliver all properly signed checks to the parties entitled to receive them in a timely manner.
- f. The Treasurer 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 Treasurer shall issue Official Business Receipts for all cash received.
- h. The Treasurer shall use her best endeavors to assist the Membership Committee by providing a monthly list of members who are thirty (30) days or more in arrears of dues payment.
- i. The Treasurer 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 for her to read to the chapter.
- j. For the purpose of reconciling her bank account, the Treasurer 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 Treasurer shall attend each Financial Review Committee meeting and assist the Committee in their certification of an accurate financial report. She shall reconcile her bank accounts between the first (1st) and fifteenth (15th) days of the next month and retain one (1) copy in the chapter files. The Treasurer shall remit the Endowment Fund collected monthly to Moose Charities.

- k. For her services, the Treasurer 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 Treasurer for that reporting period shall automatically be waived or forfeited upon the filing of the next required report.
- l. All compensation paid to a Treasurer is subject to local government regulations. In the event a Treasurer elects to waive her compensation, it must be waived for the entire year. The compensation waived by the Treasurer shall remain in the chapter's General Fund. If a vacancy should occur in the office of Treasurer, the member performing the duties and responsibilities of that office may receive the compensation allocated to the Treasurer for the period of her actual service.
- m. The Treasurer shall make financial information and membership records available, in her presence, upon request of a member for the purpose of checking information. The Treasurer shall present to the Senior Regent a monthly report of the members enrolled, re-enrolled, reinstated, transferred-in and sponsors names and addresses.
- n. The Treasurer shall make all financial information and membership records available, upon request of the Senior Regent or Financial Review Committee.
- o. When the Treasurer 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 Treasurer to serve in the Treasurer's absence.

- p. The Treasurer shall have the current chapter records with her at each chapter and Board of Officer's meeting.
- q. Only the Treasurer, Senior Regent and Secretary 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.
- r. The Treasurer 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 Treasurer the day after the final audit is completed.

**Section 46. FURNISHING MEMBER'S NAMES AND ADDRESSES.**

It is prohibited for any person to furnish a list of names or addresses (including electronic media) 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 Chief Compliance Officer.

**Section 47. DUTIES OF APPOINTED OFFICER.**

- 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 appointee shall be installed at the scheduled date for installation.
- b. The Senior Regent shall select a GUIDE prior to installation who shall have charge of all the properties and paraphernalia of the chapter and meeting room set up. She shall be responsible for the doors of the chapter room and shall check membership cards as members enter the chapter meeting room.

- c. Any active member who is not an elected officer or chairman shall be eligible for the above office.
- d. A member who holds the Academy of Friendship Degree may hold an appointed officer's position. If the member does not hold the degree, she may qualify for her Academy of Friendship Degree by fulfilling the requirements as given in Section 96.
- 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 member to fill the vacancy. The appropriate changes shall be made via LCL Web. The member shall be installed by a Collegian at the same or next scheduled meeting following her appointment.
- f. The 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.

#### **Section 48. COMMITTEES.**

- a. The Senior Regent shall appoint Chapter 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 Collegian 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 Collegian 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) Chapter meetings. The chairman shall invite a speaker or plan entertainment, such as a skit or game after the meeting.
  2. Each committee shall hold a minimum of one (1) 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 Chapter Nights; and help maintain the General Fund of the chapter.
- e. At the beginning of the chapter year, the Senior Regent shall hold a meeting with all Chairmen to set dates for monthly meetings and select projects for placing on the chapter calendar.
- f. The Senior Regent shall distribute the pamphlets, available from the Moose International 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.
- g. 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 Chapter meeting. 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.

- h. 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 49. CHAPTER COMMITTEES.**

- a. The Chapter Committees shall be Membership, Fraternal Activities, Mooseheart/Moosehaven and Higher Degrees. The chairman of a Chapter Committee may qualify for her Academy of Friendship Degree by fulfilling the requirements as given in Section 96.
- b. The Senior Regent shall select members to serve as Chapter Chairmen as appropriate.
  - 1. Membership, Fraternal Activities and Mooseheart/Moosehaven - may be any member of the Chapter.
  - 2. Higher Degrees - must be a member who has held the Academy of Friendship degree in the Women of the Moose for 10 months or more.
- c. An appointed or elected officer shall not serve as a Chapter Chairman.
- d. There shall be no co-chairman for any Chapter Committee.
- e. Immediately following Installation, the Senior Regent shall schedule a meeting of all Chapter 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 members to be assigned to her committee. In order that each committee chairman have the same number of members on her list, the Treasurer will assign an equal number of members, including officers, to serve on each committee. Each chairman shall have the names of members on her committee and encourage them to attend committee meetings to assist with selection of projects, plans for Chapter meetings and arrangements for monthly

committee meetings. A member shall be appointed to only one (1) Chapter Committee.

**Section 50. THE PURPOSE OF EACH CHAPTER COMMITTEE** is as follows:

- a. The MEMBERSHIP 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 meeting 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 Treasurer to make a list available each month to the Membership Committee Chairman of members who are thirty (30) days or more in arrears of dues payment. The Membership Chairman and her committee shall make personal contact by telephone or personal visit to every member who is in arrears in the payment of her dues.
- b. The FRATERNAL ACTIVITIES Committee shall plan family activities and sporting events for all members and their family members of all ages. The committee shall work with the Lodge Activities Chairman in planning joint activities. The Fraternal Activities Committee shall hold a fundraising project to defray expenses for holding family friendly activities. The Fraternal Activities 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 MOOSEHEART/MOOSEHAVEN Committee shall conduct a monetary gift walk for Mooseheart and Moosehaven at the Committee meeting in October. The Treasurer 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.)

- d. The HIGHER DEGREES Committee is composed of members 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 shall 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 or College of Regents matriculant to receive the degree shall not exceed allowable expenses as listed in Section 105.

#### **Section 51. 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 member who has held the Academy of Friendship, Star (Recorder) or College of Regents degree as the Chairman of the Higher Degrees Committee provided the member has held the Academy of Friendship degree for ten (10) months or more.
- c. A member 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 Chapter meeting for the Higher Degrees Committee may be held anytime during the respective month.
- f. The officers shall be responsible for the Chapter meeting 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 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 Chapter membership shall regain membership in the Academy of Friendship, Star (Recorder) and College of Regents when reinstated or re-enrolled as a Chapter member.
- k. If the Chairman does not hold the Star (Recorder) and/or College of Regents degree she shall appoint a respective degree holder to conduct the Star and/or College of Regents Chapter Meeting(s).

**Section 52. GOLDEN GAVEL COMMITTEE.**

- a. The Golden Gavel Committee is a committee composed of the Junior Past Regent, who serves as Chairman, and Past Regents. If the Junior Past Regent does not earn the Golden Gavel or if the office of Junior Past Regent is vacant, the Golden Gavel Committee shall uphold the responsibilities of the committee by conducting a Golden Gavel Chapter meeting (Refer to Golden Gavel Celebration - Section 61) and fund-raising project for Mooseheart/Moosehaven.
- b. The Golden Gavel Committee may sponsor a fundraising project to help defray expenses for the qualified Junior

Past Regent to receive her Golden Gavel honor at Convocation. Expense money shall not exceed allowable expenses outlined in Section 105.

**Section 53. SPECIAL COMMITTEES.**

- a. A group of active members who meet for a specific purpose such as chorus, birthday, kitchen band, sewing circle, or handcraft class, shall function as a Special Committee with a chairman appointed by the Senior Regent. All members 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 ( $\frac{1}{2}$ ) 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 Treasurer 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 a Chapter Committee.
- f. 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 54. 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 Treasurer 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 55. COMMITTEE REPORTS.**

- a. Each committee chairman shall prepare, sign, read to the chapter and submit to the Senior Regent a Form 114 at the meeting following her Chapter meeting and a Form 166 report at the first chapter meeting after her committee fundraising project(s) is (are) completed. The Secretary shall enter the report of the committee in the chapter minutes.
- b. The Fraternal Activities Chairman shall refer to The Rules of The Moose regarding Community Service fundraising and advertising.

## **Section 56. FINANCIAL ASSISTANCE COMMITTEE.**

- a. The Board of Officers shall constitute the Financial Assistance Committee to examine the case of a member in need. If the board deems it advisable, the Senior Regent may appoint a special committee of three (3) members who shall make a recommendation on behalf of a member 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 member. 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 57. FINANCIAL REVIEW COMMITTEE.**

- a. The Senior Regent shall appoint a Financial Review Committee of three (3) members, namely a chairman and two (2) committee members to compile the monthly financial review. Any active member shall be eligible to serve on the Financial Review Committee except the current Board of Officers.
- b. The Treasurer, Senior Regent, Secretary and Junior Past Regent shall not compile the report but shall be present during the financial review 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 and submit a completed Audit report to Women of the Moose Headquarters quarterly. The committee shall check the Treasurer'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 Treasurer received from all sources.

- d. The Secretary shall present to the committee the bank validated duplicate deposit slips for verification of receipts. If the Secretary 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 Financial Review Committee shall verify that the Treasurer has completely and accurately entered, updated, corrected and transmitted all membership information and shall stay abreast of the number of active members.
- f. The Financial Review Committee shall remit the Audit Report to Women of the Moose Headquarters on or before the 15th day of August, November, February and May.
- g. In the opinion of the Board of Officers, when an audit of the records of the Treasurer is necessary and expedient, the Treasurer shall deliver to the Financial Review Committee all requested books, records, papers and documents. Upon refusal to comply with the request, the Senior Regent shall remove the Treasurer 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 Financial Review Committee shall verify the financial condition of the chapter at each Chapter Meeting following the completion of the quarterly financial review.

#### **Section 58. QUORUM.**

Five (5) duly qualified members 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 59. 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 once a month on such date 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. A chapter may hold more than one (1) meeting a month, but the regular chapter meetings shall be scheduled on the same day of the week (i.e. second Wednesday) as listed on chapter records at Women of the Moose Headquarters.
- 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 member 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 member 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 member 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 shall read letters from Moose International containing information for chapter members on the chapter floor.
- l. A member making personal or unfavorable remarks on the chapter floor is out of order and may be subject to a fine under Section 42, or suspension under disciplinary action of The General Laws of The 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 meeting 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 Chief Compliance Officer.

#### **Section 60. COMMITTEE MEETING NIGHT.**

- a. A Chapter meeting shall be scheduled each month. Chapter meetings are sponsored by committees as follows: May – Membership; June – Higher Degrees – Academy of Friendship; July – Fraternal Activities; August – Higher Degrees - Star; September – Membership; October – Mooseheart/Moosehaven; November – Higher Degrees – College of Regents and

Award of Achievement presentation; December – Fraternal Activities; January – Golden Gavel Celebration; February – Mooseheart/Moosehaven; March – Membership; April – Fraternal Activities. (Refer to instructions for Golden Gavel Celebration Section 61.)

- 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 in the recommended amount of thirty-dollars (\$30.00) for the special project of the committee.
- c. When a chairman is unable to be present for her Committee meeting 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 meeting night.
- e. All Committee Meeting Nights, with the exception of Mooseheart/Moosehaven – (October), Higher Degrees and Golden Gavel Celebration 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 61. GOLDEN GAVEL CELEBRATION.**

- a. A qualified Junior Past Regent shall hold a Golden Gavel Celebration, with approval of the chapter, any time during the month of January of the same chapter year. If the chapter does not have a qualified Junior Past Regent, the Golden Gavel Committee is responsible for conducting the meeting.
- b. A qualified Junior Past Regent who was unable to attend a Convocation shall hold a Golden Gavel Celebration and may participate at other Golden Gavel Celebrations when invited. However, at no time shall she wear the Golden Gavel necklace.



The Junior Past Regent shall follow instructions in the Meeting Procedures and Agendas book for her meeting night and projects.

**Section 62. 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 members 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 member is notified in writing at least five (5) days prior to the meeting, or every member 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 63. BOARD OF OFFICERS' MEETING.**

- a. The Board of Officers shall consist of the following duly elected and installed officers: Senior Regent, Secretary, Treasurer and Junior Past Regent. Regular meetings of the Board of Officers shall be held to transact chapter business. The Senior Regent shall preside and the Secretary 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 regularly scheduled chapter meeting 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. Two (2) duly qualified officers shall constitute a quorum for the transaction of business. There shall be no pro tems for any officer 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 two (2) officers present, all business must be taken to the Chapter floor for approval.
- e. There shall be no smoking or drinking of alcoholic beverages at any Board of Officers' meeting.
- f. The chairman of the committee or member in charge of an event shall present all plans for special meetings, projects and meeting nights to the Board of Officers in writing or in person. Plans shall include complete details and use of proceeds from projects.
- g. Any member may attend a meeting of the Board of Officers for the purpose of presenting a proposal. Proposals shall be presented in writing. The member presenting the proposal should be present at the meeting of the board in case there are any questions. The member 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 official 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, credit cards, 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 Women of the Moose Headquarters 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 chapter officers.

**Section 64. APPROVAL OF BOARD OF OFFICERS MINUTES.**

- a. Every member 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. 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 members 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 members 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 65. CHAPTER MINUTES.**

- a. The Secretary shall read the minutes of previous chapter meeting and special meeting(s).
- b. The reports of Chapter Committees shall be read at the meeting.

**Section 66. 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.
- c. Previous year Chapter Policies remain in effect until the new policies are approved.

### **Section 67. FUNDRAISING.**

- a. All methods of fundraising in the chapter shall be under the supervision of the Chapter 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 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 Women of the Moose Headquarters.

- 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 Conference/Convention by any chapter or member without prior written approval.

#### **Section 68. APPROVAL OF ACTIVITIES.**

- a. Written plans for activities by the Chapter Committee Chairmen, or any member, 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 member 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 member 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 member 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 member 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 69. 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.
- 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 Women of the Moose/Chief Compliance Officer, 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, The Moose, Moose International, or any subsidiary thereof. All logos, trademarks and service marks pertaining to the Women of the Moose or The Moose and/or its programs or degrees are copyrighted by Moose International, Inc., Mooseheart, Illinois.

Public solicitation of members in The Moose 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, The 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 Moose maintaining a Web site shall, as required, report the Web site to Moose International.

#### **Section 70. CONTRACTS.**

No verbal, or written, agreements or contracts shall be entered into or signed by an individual member 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 71. 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 72. 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 one (1) meeting each month. In the event of inclement weather or in the case of meetings which conflict with holidays, Annual or International Conventions and Midyear Conferences, a dispensation is not required.
- c. A dispensation must be received from the Women of the Moose Headquarters for all donations to the Moose Center in excess of one thousand dollars (\$1,000) per quarter.
- d. A 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 Headquarters to secure a chapter debit/credit card

for the purpose of paying member dues, securing internet service, paying Moose International statement of account, securing Convention hotel reservations, and remitting Moose Charities Endowment donations only.

- f. A dispensation shall be required for all paraphernalia purchases in excess of twenty-five hundred dollars (\$2,500).

### **Section 73. CHAPTER FUNDS.**

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

### **Section 74. OFFICIAL BUSINESS RECEIPTS.**

- a. An Official Business Receipt shall be used in every chapter by the Treasurer, 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 Treasurer. The chairman shall return the Official Business Receipt book to the Treasurer at the conclusion of the project.
- b. Since the numbers in this business receipt book must be listed in the Treasurer's records, other members shall not use the Official Business Receipt book used by the Treasurer.

### **Section 75. CHECKS.**

- a. Only the signatures of the Treasurer, Senior Regent and Secretary 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 Past Regent assumes her responsibilities. The Junior Past Regent is eligible to sign chapter checks provided a signature card is on file at the bank. When a Treasurer or Secretary 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 or Senior Regent who signs a blank check shall be removed from office. A Treasurer 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 Treasurer and the other shall be either the Senior Regent or the Secretary. The check shall also contain a box or line for earmarking. Signature stamps are prohibited.

**Section 76. EMPLOYEE THEFT (Fidelity Bond)**

- a. The Fidelity Bond Program has been in effect since May 1, 2007. Lockton Risk Services 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. 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 77. 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 monthly. Any questions regarding the amount of a chapter's assessment should be directed to the Risk Management Department of Moose International at 1-630-859-2000 x6615. Questions regarding the chapter's account balance, or payments made, should be directed to the Finance Department at 630-966-2202. 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 78. BULLETIN BOARD.**

For the convenience of members, 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 79. DELAYED FINANCIAL REPORTS.**

When the required Audit Reports are not received by Women

of the Moose Headquarters, by the fifteenth day of each quarter or bank reconciliations are not being done, 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 members will not be able to qualify for personal honors/degrees. Failure to provide the information as required may be cause for suspending or revoking the charter of a chapter. When the financial information is delayed more than ninety (90) days without notification to Women of the Moose Headquarters, an Official Visitor may be assigned to assist with creating the reports at chapter expense.

### **Section 80. 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 members shall not be permitted to attend any meeting(s) of Women of the Moose 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 38.
- b. The Secretary shall notify any member who has been fined by Certified Mail, Return Receipt Requested, of the amount and date by which fine shall be paid.
- c. A member 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 26 and 27.

### **Section 81. CHARGES AND TRIALS.**

The Laws of The Moose (refer to The General Laws of The 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 The General Laws of The Moose 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 of The Moose. Refer to The General Laws of The Moose pertaining to disciplinary proceedings (Chapter 56).

**Section 82. DISCIPLINARY PROCEEDINGS.**

All disciplinary proceedings for members of The Moose are under the jurisdiction of the Chief Compliance Officer. Refer to The General Laws of The Moose for Disciplinary Proceedings of The Moose. The General Laws of The Moose are available for viewing on the Moose International Web Site under Chief Compliance Officer or for purchase from Catalog Sales.

**Section 83. NOMINATION AND ELECTION.**

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

Announce date, time and place of first and second Nominating Committee meetings, as well as names of members serving on Nominating Committee

.....Meeting in January.

Ask members to submit names for consideration

.....Meeting in January.

First and Second Nominating Committee meetings

.....Prior to Meeting in February.

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

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

Final slate of Nominees read to chapter

.....Meeting in February.

Election

.....Meeting in March.

Installation of Officers

.....Anytime in April.

## **Section 84. NOMINATING COMMITTEE.**

- a. The Nominating Committee shall consist of the Board of Officers, three (3) Past Regents in order of juniority and five (5) members of the chapter to be appointed by the Senior Regent, who are either an appointed officer, Chapter 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 three (3) in juniority or who may have transferred in, may be appointed as one (1) of the five (5) members appointed by the Senior Regent. Pre 2021, a Past Regent is a member 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. Post 2021, a Past Regent is a member who has completed one full term as Senior Regent. The Junior Past 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) members are unable to attend the Nominating Committee meeting at the last minute, the Senior Regent may appoint other members, 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 expired, 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 is not a Past Regent in the chapter, is not eligible to serve on the Nominating Committee as one (1) of the three (3) Past Regents in juniority.

**Section 85. ELIGIBILITY OF OFFICERS.**

- a. Any active member, 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 Chapter dues for the current year are paid. This provision also applies to a member 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 chapter meeting in February. This requirement does not apply to a newly instituted chapter.
- b. A member shall not be nominated to, or hold, more than one (1) office in a chapter at the same time.
- c. A member 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 member qualified for or holding the College of Regents Degree is eligible to be nominated for any elected office.
- e. A current Treasurer desiring to submit her name for the office of Treasurer for a second year and each succeeding year thereafter must have attended a Moose sponsored/endorsed computer training as required by the Grand Council within the last two (2) years to be eligible for nomination.
- f. A chapter Secretary shall not be nominated to, or petition for, the office of Secretary if she has served for five (5) years in succession. A former Secretary may be nominated and elected as Secretary after having not served in that office for at least two (2) years.



- g. A Senior Regent who is elected and installed before July 31 and serves through April 30, may submit her name for a second term as Senior Regent.
- h. A current Junior Past Regent may submit her name for any elected office.
- i. Elected officers are eligible for re-election if they are eligible under the instructions contained in this section.
- j. Any member 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.
- k. 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.
- l. 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.)
- m. Any member may submit the name of another member for an elective office providing she has secured the member's consent. (Please refer to the Election Handbook for examples.)

**Section 86. 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 Past 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 members who have submitted their names for consideration.
- b. The Secretary 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 members 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 member 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 member 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 members 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 or Treasurer shall keep a count of all votes (yes and no) for each name considered. In the event of a tie, neither name is placed on the slate. Each nominee may resubmit their name at the next Nominating Committee meeting.

- 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 chapter meeting in February 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 member was not nominated, the presiding officer shall not disclose the reason for the rejection. If another member was nominated, the presiding officer shall inform the member not nominated that she may petition for the office.
- m. 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.
- n. 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 87. CAMPAIGNING FOR OFFICE PROHIBITED.**

- a. The printing, circulating or distribution of resolutions, letters, tickets, other written or printed matter, or through any electronic media (email, social networking, websites, blogs, texts, etc.) by a member or anyone acting on her behalf, suggesting, recommending, opposing or containing the names of any proposed candidates for office, is strictly 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. Members may verbally request other members' support for their election to office. The Grand Chancellor may suspend the membership of any member engaged in slanderous or other inappropriate campaigning.

## **Section 88. PETITION.**

- a. The Chapter Board of Officers shall obtain from the Lodge Board of Officers 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 member 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 member acting on her behalf, shall obtain official petition forms from the Treasurer, 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 Treasurer 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 members 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 members 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 member for a particular office and the member declines to run for that office, she may not change her mind later and decide to run for that same office by petition.

### **Section 89. ELECTION PROCEDURES.**

- a. The Senior Regent shall appoint an Election Committee consisting of three (3) active members 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 name of a nominee read to the chapter at the chapter meeting in February 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.

- d. The election shall begin one (1) hour before the start of the chapter meeting and continue until all qualified members present have voted. The Senior Regent shall call the meeting to order, which closes the polls.
- e. 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.
- f. For at least one (1) hour prior to, and at all times during the election, the Treasurer shall be at her station with chapter membership information to collect dues and confirm the eligibility of members to vote in the election. If using the Australian Ballot method of election, the Treasurer shall be present the entire time.
- g. After all members 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.
- h. When there is only one (1) candidate running for an office, the name is not placed on the written ballot. During the meeting, the Election Committee Chairman shall make a motion to cast a unanimous ballot for that particular office, which shall be seconded by any member. 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.
- i. 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.

## **Section 90. VOTING IN THE ELECTION.**

- a. Voting shall be limited to active members actually present and possessing official Chapter membership cards or other evidence establishing active membership (i.e. receipt). No absentee, mail, electronic media or proxy votes shall be allowed.
- b. Members shall be permitted to leave the room after voting and return for the meeting.
- c. A member arriving late or otherwise failing to vote before the meeting is called to order forfeits the privilege of voting.
- d. 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 members. Members voting prior to the meeting, but not remaining for the meeting, are not eligible to vote again in case of a tie.

## **Section 91. 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.
- 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 member 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 92. INSTALLATION.**

- a. The installation of elected and 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 Moose, qualified guests and prospective members may be invited.
- b. 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.



- c. Immediately after election, the Senior Regent elect shall select the installing officers. The Senior Regent elect shall appoint a Collegian of the chapter to serve as the Installing Regent.
- d. Officers, appointed officer and chairmen shall not be installed prior to the regular installation date held in April and shall assume their duties on May 1.
- e. Participation in the Installation Ceremony is limited to chapter members. Only a Collegian is eligible to serve as the Installing Regent. If a chapter does not have a Collegian, or Collegians are to be installed, the Board of Officers, with chapter approval, may invite a Collegian from another chapter to serve as Installing Regent. The letter shall be over the signatures of the entire Board of Officers. Any member in the chapter who is not being installed, may serve as Installing Chairman, Installing Guide, Installing Chaplain or Installing Musician (if applicable).
- f. If a Lodge Honor Guard or non-member of the Women of the Moose participates in the Installation Ceremony, the installation shall be null and void. A lodge officer or spouse may sit beside chairs of Senior Regent, Junior Past Regent, Secretary or Treasurer to greet incoming chapter officers.
- g. If the Installing Musician does not play an instrument, she may play pre-recorded music.
- h. There shall be no pro tems for officers to be installed. Newly elected officers, Junior Past Regent, Appointed Officer and Chapter Committee Chairmen present at the installation must be installed in their respective chairs.
- i. Officers, appointed officer 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 Past Regent may not attend board meetings until they have been installed and their terms begin.
- j. The current Secretary shall record the minutes of the chapter installation in the Chapter Minutes Book.

### **Section 93. 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 members 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 members 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 chapter meeting.
- b. When an office has been declared vacant, a request for dispensation, over the signatures of the Board of Officers to nominate, elect and install the officer(s) at the same meeting may be granted by Women of the Moose Headquarters. A meeting of the Nominating Committee shall be held prior to the meeting requested in the dispensation. 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 Past Regent pro temming for Senior Regent, the pro tem officer(s) is (are) not eligible to attend meetings of the Board of Officers.

### **Section 94. ANNUAL WOMEN OF THE MOOSE TRAINING SESSION.**

- a. Annual Training Sessions shall be held by leaders selected by the Chapter Advocate for the purpose of instructing officers, chairmen and members in Women of the Moose procedures.
- b. The registration fee for the Annual Training Session is ten dollars (\$10.00) per member 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 Past Regent, and Treasurer 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 Advocate. Make-up Sessions, if available, will be at chapter expense. All Training must be completed by October 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 Advocate.

#### **Section 95. 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, College of Regents Degrees and the Golden Gavel 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 114.)
- 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 Committee toward Scholarship & Maintenance is to be remitted monthly.
  - e. The minimum donation requested for each Chapter Committee's Special Project is to be remitted monthly.
  - f. Remit Endowment Fund collection monthly.
3. Each chapter shall meet the timely reports requirement as follows:
    - a. The quarterly Audit reports shall be submitted on or before the 15th day of the months of August, November, February and May.
    - 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 The General Laws of The 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 any annual Women of the Moose Rally Day celebration.

**Section 96. ELIGIBILITY FOR ACADEMY OF FRIENDSHIP.**

Any member 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 member serving as an elected or appointed officer or Chapter 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 one (1) or more new or re-enrolled members into the Chapter between May 1 and April 30. If installed after January 31, she must sponsor and enroll three (3) or more new or re-enrolled members into the Chapter as well as fulfill her obligations under number 3.
3. The Chapter 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 meeting night; and help maintain the General Fund of the chapter.
4. Any member 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 Chapter between May 1 and April 30.

**NOTE:** An eligible member 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 at the Session for an additional cost.

**Section 97. ELIGIBILITY FOR GOLDEN GAVEL HONOR.**

Eligibility for the Golden Gavel honor shall be limited to a member 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 Committee Chairmen and Guide. In the event the chapter does not have a qualified higher degree member to serve as the Higher Degree Chairman, the Senior Regent will receive credit towards qualifying for individual honors.
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 member to fill the position and the member shall be properly installed by a Collegian.
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 Chapter.
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 Golden Gavel. THERE SHALL BE NO EXCEPTIONS. Please see the list of required forms/reports in the Officers' handbook.

7. The Senior Regent shall notify every member on the chapter rolls of the Chapter 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, and monthly Chapter meetings as required.

**Section 98. GOLDEN GAVEL.**

1. After the records for the chapter year are checked, a member who met the requirements as outlined in Section 97 while serving as Senior Regent, may be presented with the Golden Gavel at the annual State/Provincial Convocation.
2. The Golden Gavel shall signify the member is eligible to meet the requirements for the College of Regents degree while serving as Junior Past Regent.

**Section 99. ELIGIBILITY FOR COLLEGE OF REGENTS.**

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

1. Be installed as Junior Past 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 Chapter between May 1 and April 30.
3. Hold a Golden Gavel Celebration Meeting.
4. Serve as Chairman of the Golden Gavel 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 Golden Gavel 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 celebration meeting; 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, and monthly Chapter meetings as required under Section 43.

**Section 100. 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 member 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 knee length dress/skirt 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 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 meeting, 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 Meeting in the chapter



of the Collegian. If she cannot be present, she may be invested at the next Committee Meeting she attends. A Collegian who moves to another area may secure a dispensation from Women of the Moose Headquarters 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 Chapter. The Collegian shall then be invested at the Higher Degrees – College of Regents Committee Meeting. If she is unable to be present, she may be invested at the next Committee Meeting 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 101. CAP AND GOWN.**

- a. The cap and gown shall be worn on the following occasions:
  - Higher Degrees - College of Regents Committee Meeting
  - Golden Gavel Celebration (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
  - Special lodge meetings
  - Special chapter meetings
  - General assemblies at State/Provincial Convention
  - Pilgrim presentations
  - Funeral Ceremony for a deceased Collegian upon request of the family or of the member 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 Convention, except at the annual College of Regents Session or as directed
  - College of Regents Meal Function Meeting at International Convention
  - Academy of Friendship Meal Function Meeting at International Convention
  - State/Provincial Session of Academy of Friendship
  - Annual Star Session at International Convention
  - Star Meal Function Meeting at International Convention
  - Parades
  - As choral robes
  - As a costume

## **Section 102. 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  
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 HIGHER DEGREES BOARD***

President.....  
Red Cowl with white trim and Red and White Tassel  
Member .....  
Red Cowl with white trim and Red and White 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

***INTERNATIONAL HIGHER DEGREES BOARD***

Past President.....White Cowl with red trim  
with Red, White and Purple Tassel

Past Member .....White Cowl with red trim  
with Red White and Purple Tassel

***STATE/PROVINCIAL OFFICER***

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

**Section 103. ELIGIBILITY FOR STAR DEGREE.**

1. The chapter shall earn the Award of Achievement.
2. The member shall be elected and installed as Treasurer on or before July 31 and shall serve in this capacity through April 30.
3. The Treasurer shall sponsor and enroll two (2) or more new or re-enrolled members into the Chapter between May 1 and April 30.
4. The chapter financial accounts shall be reconciled by the 15th day of each month.
5. The Treasurer shall sort the active membership into the three (3) Chapter Committees and provide the lists to the Senior Regent.

6. She shall attend Board of Officer's meetings, and monthly Chapter meetings as required under Section 45.
7. She shall attend Moose sponsored/endorsed computer training as required by the Grand Council.
8. She shall attend the Annual Women of the Moose Training Session.
9. All Tax and Government Reports, including the Form 990-Exempt Organization and Form 944 shall be filed and paid on time, when applicable.
10. All receipts and expenditures are recorded accurately and properly balanced.
11. All applications shall be transmitted to Moose International as appropriate.
12. Membership records, reports and files shall be kept current. Membership updates and status changes shall be reported weekly. Committee Meeting and fundraising information shall be reported to Women of the Moose Headquarters as required.

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

**Section 104. MATRICULANTS TO THE INTERNATIONAL CONFERENCE.**

- a. A matriculant for the Star or College of Regents degree who is not a Friendship member may qualify for and receive both the Academy of Friendship and Star or College of Regents Degrees during the same chapter year, provided she meets the requirements as listed for the Academy of Friendship Degree. The member must be invested with the Academy of Friendship Degree prior to

being invested with the Star 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 Women of the Moose Headquarters.
- c. Cards/letters shall be accepted at any Star or College of Regents Session as long as the member is active and provided she has not disqualified herself.
- d. The member shall register in advance of the International Star or College of Regents Session she plans to attend. She shall remit a twenty-five dollar (\$25.00) Matriculant Fee in addition to her registration fees to Moose International.
- e. Members present to receive the Star or College of Regents degree shall wear knee length dress/skirt. In addition, College of Regents matriculants shall wear all black shoes to the session.
- f. A Treasurer/former Treasurer (Recorder) or Past Regent waiting for, or holding, a Call Card/letter for the Star or College of Regents Degree, who wishes financial assistance from the chapter, shall:
  - Attend six (6) out of twelve (12) 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) members to serve on this Special Committee. All other members of the chapter are expected to support this project.

**Section 105. 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 and Annual Women of the

Moose Rally Day Celebration 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 Past Regent, Secretary, or Treasurer. If none of the officers are able to attend, a member 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 matriculant shall not serve as the chapter representative to the International Conference unless no other officer or member 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. At no time shall funds be disbursed to the representative/matriculant unless she has presented a detailed proposal to the Board of Officers for approval well in advance of the Conference/Rally Day she intends to attend.
- d. 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.
- e. 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) nights for the International Convention, and one (1) or two (2) nights for the Annual Women of the Moose Rally Day Celebration.
2. College of Regents and Star 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. Golden Gavel recipient expenses include the entire cost of the room for only one (1) night and other designated expenses as approved by the chapter.
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.
- f. 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.
- g. 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 conference/convention/Rally Day by car, the mileage as specified by Moose International may be paid to one (1) representative or delegate of The Moose. Additional occupants are NOT paid.
  3. If a representative/delegate receives paid transportation as described above, and payment for room as described in g., 1, the chapter representative/matriculant, with chapter approval, may receive the allowable amount for food only.
- h. 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.
  - i. The chapter shall pay the pre-registration fee for the representative/matriculant to attend conference/convention/ Rally Day.
  - j. If approved by the chapter, the expense for luncheons/dinners that the representative/matriculant is eligible and required to attend may be paid.
  - k. A representative/matriculant shall attend all meetings she is qualified to attend. The representative to the International Conference shall attend the Grand Opening, Women of the Moose Session, General Sessions, special events and all other meal function meetings she is eligible and required to attend, including the Installation of International Officers.
  - l. 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.
  - m. 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 member 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 member 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 member is to attend all meetings she is qualified to attend on Sunday. If the chapter pays for two (2) nights, the member must attend all meetings for two (2) days.

- n. If the member stays for an extended period at her own expense, it is the decision of the member 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 member, upon presentation of her receipts, the Treasurer shall issue a check made payable to the member for the amount of the receipts or the amount approved by the chapter, whichever is the lesser amount.

**Section 106. ANNUAL INTERNATIONAL CONFERENCE.**

- a. The Annual International Conference of the Women of the Moose shall be held in conjunction with the International Moose Convention at a designated location approved by the Moose International Board of Directors. Attendance at the sessions of the International Convention/Conference is by registration only.
- b. Each Chapter is encouraged to have representatives in attendance at the International Convention/Conference. All representatives shall attend all sessions of the convention/conference and submit a written report to the Chapter at the next regular meeting following the convention. A Chapter may vote to pro-rate or decline to reimburse those representatives failing to attend meetings or sessions of the International Convention/Conference.

**Section 107. ANNUAL WOMEN OF THE MOOSE RALLY DAY CELEBRATION.**

- a. All Chapters within a state/province/region, shall be authorized, and required to hold an annual gathering for the purpose of conducting workshops, training, brainstorming and having fun.
- b. The state/provincial/regional Chapter Advocate will be responsible for the organization of the Women of the Moose Rally Day with a committee comprised of the Board of Officers of the Hostess Chapter. Together they shall formulate plans, programs and establish guidelines for the meeting.
- c. Authority and control for the annual meeting shall be vested in this special Committee. Any published guidelines shall not be in conflict with this General Laws or The General Laws of The Moose, and must first be approved by Women of the Moose Headquarters before they become effective.
- d. All State or Provincial wide meetings shall be referred to as a Women of the Moose Rally Day Celebration, and all funds received and/or disbursed shall be handled through the regular books and accounts of the designated Hostess Chapter. No other accounts shall be authorized or established.

**Section 108. ANNUAL CONVOCATION.**

- a. The annual Convocation shall be held in conjunction with the State/Provincial Convention, under the auspices of the College of Regents, honoring the Junior Past Regents who are eligible for the Golden Gavel honor. Eligible Junior Past Regents shall be notified by Women of the Moose Headquarters. All registered members of The Moose shall be invited to attend.
- b. The Officer in Charge shall preside at the Convocation.
- c. The Annual Convention fees shall include admission to the Convocation.

- d. A Junior Past Regent who is eligible for the Golden Gavel honor shall show a membership card indicating she is active in her Chapter, present her Call Card/letter and pay a general registration fee and candidate conferral fee established by Women of the Moose Headquarters.
- e. A Junior Past Regent who is present to be presented with her honor, 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 Past Regent shall wear knee length dress/skirt 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 Past Regent may be presented with the Golden Gavel honor at any Convocation, only during the year she qualified, providing she presents the proper credentials.

**Section 109. ANNUAL STATE/PROVINCIAL ACADEMY OF FRIENDSHIP SESSION.**

- a. The Chapter Advocate of the state/region/province shall serve as the Officer in Charge/Presiding Officer. The current President or current Board Member of the International Higher Degrees Board shall preside at the annual Academy of Friendship Session in her respective state/region/province. The President or Board Member will confer with the Chapter Advocate 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 in her Chapter, present her Call Card/letter and pay a general registration fee and matriculant conferral fee established by Women of the Moose Headquarters.
- 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 the Academy of Friendship Session.
- f. Sessions shall be limited to registered Friendship members and members 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 provided on the Moose International or Association website..
- j. An eligible member 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, member, or Official Visitor shall conduct fundraising projects.

- m. The use of recording devices including tape recorders, camcorders, electronic media and cameras is strictly prohibited.

**Section 110. 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 110 through 112 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 Board meetings as required by the The General Laws of The Moose.
- 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 111. 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 Women of the Moose 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 Women of the Moose 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 112. 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 elected Officers shall open a checking account in the name of the chapter.

### **Section 113. 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 114. 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.
- c. When a Chapter is instituted between August 1 and April 30, the members 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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