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# Loyal Order of Moose



## OFFICERS' & COMMITTEEMEN'S HANDBOOK

**The General Laws of the Order shall prevail in  
case of any conflict with this Handbook.**

2011 Moose International, Inc

Printed February 2011



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## Table of Contents

FRATERNAL OPERATIONS .....	4
<i>Mission Of The Moose</i> .....	4
<i>The Lodge</i> .....	4
<i>Incorporation</i> .....	4
THE BOARD OF OFFICERS .....	4
GENERAL RESPONSIBILITIES OF THE OFFICERS .....	5
<i>Compensation Of Officers</i> .....	5
<i>Legal Operation And Taxes</i> .....	5
<i>Insurance</i> .....	6
<i>Real Estate Transactions</i> .....	7
<i>Reading Publications And Correspondence</i> .....	7
<i>Attending Meetings</i> .....	8
<i>Meeting Rules</i> .....	8
<i>The Officers ' Meeting</i> .....	9
<i>The Lodge Meeting</i> .....	12
SPECIFIC DUTIES OF THE OFFICERS.....	14
<i>Voting Officers</i> .....	14
Governor .....	14
Junior Governor.....	15
Prelate .....	15
Junior Past Governor .....	16
Administrator.....	16
Changes in Administrator.....	17
Treasurer .....	18
Trustees.....	19
<i>Appointed Officers (Non-Voting)</i> .....	19
Sergeant-at-Arms.....	19
Inner Guard.....	19
Outer Guard .....	19
COMMITTEES AND ACTIVITIES .....	20
GENERAL RESPONSIBILITIES OF THE CHAIRMEN .....	20
<i>Finances</i> .....	20
<i>Committee Meetings</i> .....	21
<i>Standing Committees</i> .....	21
Membership Committee .....	22
Application Review Committee .....	23
Auditing Committee .....	24
Moose Charities Committee.....	25
Activities Committee.....	26
Community Service Committee .....	28
Moose International Six Point Program.....	28

Communications Committee .....	30
Lodge Moose Legion Committee .....	31
Government Relations Committee .....	32
Ritual Committee .....	33
<i>Special Committees</i> .....	34
Nominating and Election Committees .....	34
"Moose Of The Year" Selection Committee .....	34
"Rookie Of The Year" Selection Committee .....	35
Historical Committee .....	36
Other Special Committees .....	37
Activity Groups .....	37
<b>SOCIAL QUARTERS OPERATIONS</b> .....	38
<i>The House Committee or Joint House Committee if Adopted</i> .....	38
<i>Rules And Regulations</i> .....	38
Hours of Operation .....	38
Decorum and Disciplinary Actions .....	39
<i>House Committee Meetings</i> .....	39
<i>Provide and Enforce Rules – Smoking Policy</i> .....	40
<i>House Committee Meeting Agenda</i> .....	41
House Committee Weekly Envelopes .....	41
Approving Payment of Bills .....	42
Monthly House Committee Report .....	42
Analysis of Sales Volume and Costs .....	43
Inventory and Cost Control .....	44
Inspections .....	45
<i>Social Quarters Manager</i> .....	46
<i>Employee Supervision</i> .....	46
<i>House Committee Employees</i> .....	47
Employee Appearance .....	47
Courtesy .....	47
Service .....	48
Cleanliness .....	48
Handling Cash and Merchandise .....	48
Dues and Fees Collections .....	50
Decorum and Serving Alcohol .....	50
<b>MOOSE INTERNATIONAL</b> .....	52
<i>Departments And Their Functions</i> .....	52
Department of the Director General .....	52
Membership Department .....	52
Department of Education and Training .....	53
Lodge Operations Department .....	54
Communications & Public Affairs .....	54

---

Finance Department.....	54
Risk Management Department.....	55
Catalog Sales .....	55
Government Relations .....	55
Department of Information Systems .....	55
Office of the General Counsel.....	55
Office of the General Governor.....	56
Women Of The Moose .....	57
<i>The Annual International Moose Convention.....</i>	<i>58</i>
<i>State And Provincial Associations .....</i>	<i>58</i>
ABOUT THE FRATERNITY .....	59
<i>The Loyal Order Of Moose.....</i>	<i>59</i>
Why the Moose? .....	59
<i>Qualifications For Membership .....</i>	<i>60</i>
<i>Degrees Of The Loyal Order Of Moose .....</i>	<i>61</i>
Moose Legion Degree of Service.....	61
Fellowship Degree of Honor .....	61
Pilgrim Degree of Merit .....	62
Councils of Higher Degree.....	62
<i>About Mooseheart.....</i>	<i>63</i>
<i>About Moosehaven.....</i>	<i>64</i>
<i>About Moose Charities .....</i>	<i>65</i>
ANSWERS TO SOME FREQUENTLY ASKED QUESTIONS .....	66



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## OFFICERS' AND COMMITTEEMEN'S HANDBOOK



A handbook written expressly for Lodge Officers, and Committeemen

Who, what and why the Moose? These questions can be answered in the following statement:

*The Moose is an international organization of men and women, dedicated to caring for young and old, bringing communities closer together and celebrating life.*

The information in this handbook will help you, as a leader in the Moose, to fully understand your role in bringing this statement to life successfully.

### To the Governor:

Excellence in leadership is a subject that is frequently discussed throughout all types of organizations today. There is a deep and constant need for leadership in public, private, and social organizations, including the Moose.

Excellent leaders have been studied, surveyed, and interviewed in an effort to learn and define what makes them effective at leading others. While the list of skills and qualities might look overwhelming, we believe that effective leadership comes down to these areas:

1. **Knowledge** – of your organization, its mission, and its practices; of your people's strengths and talents; and about the changing world around the organization.
2. **Vision** – the ability to use your knowledge and experience to see how things can be improved.
3. **Motivation and Inspiration** – the determination to move forward and the ability to communicate and influence others to follow the same path.

This handbook was written to help you begin your journey as a leader. *It is not meant to be a complete manual* (an entire book could be written about any one subject contained herein), but it will add a general background of fraternal knowledge.

Great leaders surround themselves with other leaders. The other elected officers on your Board will also add to their knowledge by reading every page. The committee chairmen you appoint should read the section on "Committees and Activities" as well as the text that appears under the title of their particular committee. You may wish to order extra handbooks or copy the specific areas pertinent to each officer or committeeman.

Being elected Governor of your Lodge was an expression of confidence, by the membership, in your ability to lead. Others "voted" to follow you. Whether you reach the fullest measure of your leadership potential will depend on your willingness to re-earn those "votes" every time you preside at a meeting, attend a Lodge function, or just simply visit with members in the Social Quarters. Continually increase your knowledge, develop your vision, and inspire others to follow you to improve the fraternal programs within your Lodge. Have a successful and satisfying journey!

## **FRATERNAL OPERATIONS**

### **Mission Of The Moose**

The mission of our organization is to strive for excellence in four areas:

1. A fraternal program and community service within our Lodge and Chapter system;
2. To provide a family environment and education for children in need and in residence at Mooseheart, Illinois;
3. To provide for the needs of senior members at Moosehaven, in Orange Park, Florida.
4. To promote membership growth and financially strengthen our fraternity.

### **The Lodge**

The Charter grants each Lodge permission to operate as a unit of the Loyal Order of Moose. As such, every member has taken an obligation (oath) to be bound together in fraternal service to each other and the organization, and to abide by The General Laws – The Constitution and By-laws of Moose International and the Supreme Lodge of the Loyal Order of Moose, as well as the by-laws of the Lodge of which they are a member.

### **Incorporation**

The General Laws require that each Lodge of the Loyal Order of Moose, with the exception of Moose Services Centers, incorporate in compliance with our fraternal regulations and the regulations of the State or Province where the Lodge is located. A copy of the Articles of Incorporation should be maintained in the Lodge's files and no changes shall be made to them without prior approval of the General Counsel. Lodges should, at least yearly, verify their corporate status with their Secretary of State or their Provincial governing body.

As a corporation, each Lodge is a legal entity, with a Board of Directors with certain legal obligations in addition to the fraternal obligations accepted by its members. The Lodge Board of Officers also serves as the Board of Directors of the corporation.

## **THE BOARD OF OFFICERS**

The Board of Officers of a Moose Lodge is composed of nine Officers: the Junior Past Governor and eight elected members. The eight are, by title: Governor, Junior Governor, Prelate, Administrator, Treasurer, and the three Trustees. Each officer has one vote.

Officers are required to be installed and take an additional obligation before assuming office. The installation ceremony recites the key responsibilities and duties of each officer, elected and appointed. The General Laws enumerate the specific duties of each office, which are further described in sections of this handbook.

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## **GENERAL RESPONSIBILITIES OF THE OFFICERS**

The responsibilities of leadership rest upon all of the officers. They must recognize that their duties and responsibilities go far beyond merely occupying a chair in the Lodge room and performing the duties, which are described in this book and the General Laws. All officers must accept the responsibility to devote their best efforts to improve the financial security of the Lodge, to retain the present membership, and to secure an increase in new members – in short, to do everything consistent with the welfare of the Lodge.

### **Compensation Of Officers**

The General Laws of the Order strictly prohibit the compensation of any elected officer, except the Administrator. The Junior Past Governor may be compensated for service provided to the House Committee or Lodge, but not for any activity in fulfillment of his duties as Junior Past Governor. Compensation includes tips, gratuities, free drinks, free meals, etc. This regulation should be observed both to the letter and spirit of the law.

An Administrator is entitled to compensation as determined by the Board of Officers and Lodge membership. Additionally, if he is employed as the Social Quarters Manager, he may also be paid a salary as fixed by the House Committee, and paid from House Committee funds. All payments are subject to required tax withholdings.

### **Legal Operation And Taxes**

It is the responsibility of the officers to protect the interests and property of the Lodge and to abide at all times by the laws of the community, state, provincial, and federal governments. As officers, the Board holds the assets of the Lodge/corporation “in trust” for the fraternity. This concept is called “fiduciary” responsibility. Lodge assets belong to the corporation and are not the property of the individual members.

The Internal Revenue Service (IRS) under Section 501(c) (8), Fraternal Beneficial Societies and Associations, classifies Moose International as a not-for-profit organization. As a chartered unit of Moose International, United States Lodges enjoy the benefits of Moose International’s IRS designation. This classification provides benefits of exemption from federal income taxes, within certain limitations and rules. However, the Lodge is still subject to IRS reporting, and state and local taxation. Therefore, the subject of taxes should receive the periodic attention of the officers.

Some of the taxes and tax reports that most Lodge officers should be concerned with are: Social Security, Withholding Taxes, Real Estate Taxes, Personal Property Taxes, Sales Tax, and Unemployment Taxes, along with the appropriate version of IRS Form 990 this is an informational return, not a “tax return”. These forms and instructions are available on our web site at [www.mooseintl.org](http://www.mooseintl.org).

## Insurance

Pursuant to Section 46.9 of the General Laws, a program has been established to provide indemnity for losses of various Lodges, Chapters and other units of the Order. This is commonly referred to as "the Risk Pool." The Risk Pool provides General Liability Coverage and Liquor Liability Coverage for all Fraternal Units. Directors and Officers Coverage for all Fraternal Units also is provided through the Risk Pool.

Pursuant to Section 46.9 of the General Laws, all Lodges, Chapters, and other Fraternal Units shall maintain insurance coverage as listed below:

- Employee Theft Coverage (also known as Fidelity Bond) is required of all Fraternal Units.
- Property/Fire Insurance (Building and Contents) is required of all Lodges having a Moose Home.
- Workers' Compensation-Required of all Lodges having a Moose Home.

The Employee Theft coverage and the Property/Fire Insurance may be purchased from any insurance company rated A- or better by Best's. Workers' Compensation must be purchased through the insurance carrier specified by the Risk Management Department unless there is a state or provincial mandated Workers' Compensation fund in the Lodge's state or province through which the coverage must be purchased.

Hall Rental Insurance must be purchased when renting your Lodge hall, property, or facilities either for a fixed amount or gratis (no fee) at which alcohol is being served, sold, given away or consumed during such rental. The Hall Rental Insurance must be purchased from an insurance company designated by the Risk Management Department, such information can be found in the Risk Management section of the Moose International website. Please note any other hall rental requirements of the General Governors Office.

The Risk Management Department at Moose International can provide specific information and guidance on these insurance requirements. They may be reached at (800) 544-4407.

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## Real Estate Transactions



All transactions involving real estate, including leasing, remodeling, purchasing, sale, or building of a Lodge home require a dispensation from the General Governor's office before they may be legally undertaken. The action desired by the Board of Officers must be stated in a resolution and submitted to the members of the Lodge at a special meeting.

The special meeting requires seven days advance written notice to the members, excluding the day of the mailing and the day of the meeting. In accordance with the General Laws of the Order, this communication may be an electronic communication. Upon adoption of the resolution, a completed and signed copy is sent to the General Governor's office, along with complete details as to the proposal under consideration. (The fax number is 630-966-2208). A copy of the resolution will be returned for the Lodge's permanent files. Under no circumstances should any definite or binding commitments be made before the General Governor's permission is received in writing.

## Reading Publications And Correspondence



*The Moose Leader*, printed quarterly in the Moose Magazine, is an official publication intended for the fraternal education of the leaders of our fraternity, including Lodge officers. It is one way Board members have of learning more about their particular jobs and keeping abreast of changes in our organization. Each officer and committeeman should carefully study *Moose Leader* publications. Pertinent information should be read at Board and Lodge meetings, along with bulletins, quarterly mailings and correspondence sent to the Lodge or individual Board members.

Moose International's Website, [www.mooseintl.org](http://www.mooseintl.org) is an important line of communication between headquarters and every Lodge. This is where information from headquarters will appear first, and some important information may *only* appear there. We feel it is becoming imperative for at least one member, and preferably more, of the Board of Officers to review the Website on at least a weekly basis. In the future this may be the primary, if not the *only* means of communication between Moose International and the Fraternal Units. Make [www.mooseintl.org](http://www.mooseintl.org) a habit!

Officers and committeemen should also read the *Moose Magazine*, currently mailed to every member's home four times per year. Moose Magazine On-line can also be viewed by going to [www.mooseintl.org](http://www.mooseintl.org)

## Attending Meetings

As with all corporations, the Board is required to hold meetings and keep accurate minutes of those meetings. The General Laws of the Order specify requirements for meetings of the Board of Officers and the Lodge. See Section 42 of the General Laws.

Meetings provide an opportunity to discuss and approve the objectives and actions that the Lodge members choose to pursue. Meetings are also needed to accomplish the routine business of the Lodge. At least two Board of Officers' meetings and two regular Lodge meetings of the general membership ***must*** be held each month.

It is important that all nine voting officers attend and participate in the required meetings. Any elected officer missing any combination of three meetings of the Lodge (regular meetings, special meetings, Board of Officers, House Committee, or Lodge Enrollment Ceremonies) without being excused by the presiding officer may have his office declared vacant.

At Board meetings, officers make regular reports on the specific duties assigned to them. Reports, especially those on the financial activity and welfare of the Lodge must be thoroughly reviewed and discussed. The Board will also consider and vote on recommendations for activities and expenditures that will be placed before the general membership, for approval, at a regular Lodge meeting.



If the Lodge has a Women of the Moose Chapter, the Lodge Board of Officers is *required* to hold a joint meeting with the Chapter Board of Officers monthly. The purpose of the joint meeting is to discuss, communicate and coordinate programs, activities, events and concerns of mutual interest.

## Meeting Rules

Although any presiding officer should have a fair understanding of the basic principles and rules of Parliamentary Procedure, typically the Governor of a Moose Lodge is rarely called upon for more than the routine and commonly understood parliamentary decisions. The basic purpose of parliamentary rules is to facilitate group action, not to obstruct it. Here are a few fundamental principles of parliamentary law:

- Justice and courtesy for all;
- The majority rules;
- The minority is entitled to be heard;
- Every proposition, in its proper order, is entitled to full and free debate.

The first rule of Parliamentary Procedure that the presiding officer should learn is do only one thing at a time. A group can do something only in the form of procedure known as a "motion." Making and disposing of a motion is a fixed procedure:

- A member rises, addresses the presiding officer (usually the Governor), and is recognized;
- Only after such recognition may a member propose a motion;
- The next step is the seconding of a motion. If, after a reasonable length of time, a motion remains un-seconded, the presiding officer declares the motion "dead", and proceeds with the meeting; and asks if there is any discussion.
- If there is a second to the motion, the presiding officer states the motion in full;

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- The members debate or discuss the motion, concluding by “calling for the question;”
  - The presiding officer "puts" the motion to a vote, and then announces the result of that vote. The Governor, or other officer presiding, never makes or seconds a motion while he is the presiding officer.

Smoking and consumption of alcoholic beverages are absolutely prohibited at any official Lodge meeting (Board of Officers, House Committee, regular membership, enrollment, etc.), Chapter meeting, House Committee hearing, or Commissioner trial.

Electronic recording devices are prohibited at any meeting, hearing, or other fraternal gathering unless allowed by law *and* approved in writing by the General Governor.

## The Officers' Meeting

Meetings of the Board of Officers shall be held at least twice each month, and at such other times as, in their judgment, the business of the Lodge requires. If the regular officers' meeting is held in any other place, or at any other time than on the regular meeting night, the Governor shall notify the Lodge in an open meeting. Any Lodge member may attend the officers' meeting if the board approves, or if invited by the presiding officer.

Five officers constitute a quorum, and may conduct business. A majority makes recommendations for Lodge approval. The Governor is the presiding officer. The Governor may (1) vote with the body, or (2) in the case of a tie he may cast the deciding vote, or (3) he may vote creating a tie, thus defeating the motion. The Administrator serves as secretary to the Board and is the corporate secretary.

The Administrator shall carefully keep minutes of all officers meetings.

All recommendations of the Board of Officers are subject to approval by the Lodge. The method of submitting the recommendations of the officers for Lodge approval is to read the minutes of the officers meeting under the Order of Business in the Lodge meeting called "Reports of Officers." A simple motion to approve the minutes of the officers meeting and concur in their action, when carried in the Lodge meeting, is sufficient, except actions requiring a separate vote (i.e. an election or the adoption of a resolution, election of Administrator).

### Order of Business

The following is a recommended Order of Business for a Board of Officers meeting; subject of course to such adjustments as may be dictated by local or temporary circumstances:

1. Roll Call.
2. Reports of sickness and distress.
3. Applications for membership.
4. Examination of bills.
5. Finances.
6. Old and new business.
7. Reports of Committees (principally the Membership, Activities, and Community Service committees).



## Roll Call

Only the Governor, or presiding officer, may excuse another officer from attendance. An elected officer with three unexcused absences may have his office declared vacant.

## Reports Of Sickness And Distress

The Prelate visits the sick, disabled and distressed, and coordinates the Service of Tribute for departed Brothers. He shall make a full report of these activities at each Lodge meeting.

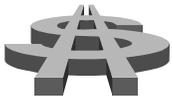
## Applications For Membership

The Application Review Committee should never vote on an application unless the appropriate fees have been received and properly receipted by the Administrator. The Application Review Committee reports its recommendation (favorable or unfavorable) to the Board of Officers. At least two members of the committee must sign the back of each application. The Board receives the report and makes proper notations in the officers meeting minutes. The Board of Officers does not vote on the application. Applications, which are not found to be "favorable", are not presented on the floor of the Lodge.

When an application is not found to be "favorable," the Board should follow the discreet policy of simply having the Administrator advise the rejected applicant by letter that his application was not approved at this time, but that he may be re-proposed for membership in six months. His dues and fees should be refunded by check, with no other explanation, as the letter should be brief and to the point. The applicant should never be informed why he was rejected.

## Examination Of Bills

While this task is essentially the responsibility of the three Trustees, it is frequently performed by the entire Board of Officers who are collectively charged with the financial well being of the Lodge. The bills should be carefully examined, and evidence received that the goods or services were delivered. If the bill is found to be in order in all respects, it should be recommended for payment and initialed by the three Trustees. Except for recurrent overhead items, the Lodge must approve all bills.



## Finances

The responsibility for the financial welfare of the Lodge rests squarely upon the shoulders of the officers. The General Laws of the Order give the officers sufficient controlling power to discharge this responsibility. Occasionally a Lodge may maintain a separate Finance Committee, but this does not relieve the Board of Officers of the responsibility for the financial well being of the Lodge. In other words, a Finance Committee would serve only in an advisory capacity.

Each individual officer should approach this task as if he were operating his own business. The quickest method of accurately determining the financial trend in your Lodge is to check the financial reports and observe the trend of the figure that appears on the "Total Equity" line. If this figure is decreasing each report period, the Lodge is going backwards financially. If it is growing each report period, the Lodge is going forward financially.

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Every Lodge should have a budget. QuickBooks has a budgeting area in it that makes this process quick and easy. However, if the Lodge is going backwards financially, or if it is barely holding its own, the necessity of a budget is imperative. Prepare a budget -- then stick to it!

The challenge of building Lodge finances is twofold: (1) curtailing expenses to the lowest possible point; and, (2) developing income to the highest possible point. Consequently, a major responsibility of the officers is to devise and develop new sources of revenue, as well as expanding existing revenue sources to the fullest. The Board of Officers should make a complete financial analysis of the Lodge at least once each month. Great care should be exercised in incurring financial obligations. No obligation should ever be undertaken unless funds are available. In determining whether or not funds are available, do not merely ask the Administrator "How much money do we have in the bank?" The Lodge may have a rather healthy balance, but the funds comprising that balance may represent trust funds, which cannot be used for operating purposes. (Examples: Government taxes withheld, Endowment Fund collections, and funds for unpaid bills).

With approval of the General Governor, surplus funds may be invested in insured savings such as savings accounts, Certificates of Deposit or Government Bonds, or in the same manner and under the same regulation and restriction that applies to the investment of funds of the Supreme Lodge.

### **Old And New Business**

Under this order of business, the officers should consider any unfinished business which may be left over from their previous meetings, or which may have been referred to them at the last Lodge meeting. The Governor, acting under the General Laws, shall refer to the attention of the Board of Officers any matter of new business brought up at a Lodge meeting. The officers should remember that they must carefully examine the merits of that matter, and report back to the Lodge.

The Administrator should read all official correspondence, including e-mail (especially that from the Supreme Lodge) and pertinent articles from publications, including *Moose Leader*. The status of taxes, and other required expenditures, may also be discussed at this time.

### **Reports of Committees**

The Board should regularly hear reports from the Standing and Special committees. The Governor may assign certain committee chairmen to report at each Board meeting on a rotating basis, so that all important and current committee business is reviewed at least once a month.



## The Lodge Meeting

Responsibility for regularly holding and properly conducting Lodge meetings is primarily that of the Governor; however, the other officers also share this responsibility, to a certain extent. Lodge meetings must always be started promptly at the scheduled hour. Prior to the Lodge meeting the Sergeant-at-Arms will properly set up the Lodge room, placing stations, altar, chairs, tables, and flag in their proper locations. Paraphernalia will be maintained in a clean and attractive condition. If it is dirty, it should be cleaned. If the paraphernalia is old and tattered, it should be replaced.

Seven members constitute a quorum for a Lodge meeting, provided that a Past Governor in good standing, the Governor, Junior Governor or Prelate is present to preside. Regular Lodge meetings **must** be held as stated in the Lodge's by-laws. If a meeting falls on a major holiday, or on the date of an international or association convention or conference, the Lodge may hold the meeting on an alternative night provided the membership has been given thirty days written advance notice of the meeting change. The meeting **must** be held if a presiding officer is present and a quorum exists.

If seven members are present at the appointed hour, or as soon after the scheduled time as seven members are present, the Governor, or other officer present and entitled to preside, is duty-bound to call a scheduled meeting to order promptly. Under no circumstances may a Governor or other presiding officer refuse to call a scheduled meeting to order when a quorum is present.

The Governor should strive to make each meeting as interesting and lively as possible. At the same time, the Order of Business should be expedited. A motion to adjourn, except in cases of emergency, is never in order during a Moose meeting. Political, racial and religious discussions are always out of order in a Moose meeting.

The Governor's gavel is the emblem of authority in a Lodge meeting. It should be used firmly, but only when necessary and completely without personal prejudice or bias.



The Governor should ensure that members give their close attention to the business at hand at all times during the meeting. Gentlemanly conduct is required at all times, and members ruled out of order are never to be permitted to continue discussion. Furthermore, a member is never be allowed to address the body on any subject without first addressing the chair and being recognized. In rare cases, the presiding officer may exercise his authority to issue a fine for misconduct occurring during the meeting.

### Order of Business

The *Loyal Order of Moose Handbook – Meetings, Ceremonies and Services* of the Order prescribes a specific order by which business is to be considered and must, unless there are special circumstances, be adhered to by the Governor or other presiding officer. Discussions on any particular subject should be allowed only under the Order of Business provided for that subject. The Governor must be especially alert to all matters of new business. House Committee business cannot be discussed at a Lodge meeting.

New business, particularly that involving the expenditure of money, shall be referred directly to the Board of Officers when it is brought up on the floor, and there shall be no further debate or discussion on that subject until the Board has made its investigation and reported to the Lodge. If a member presents an item of new

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business and concludes his presentation with a motion on the subject, the Governor shall declare the motion out of order and refer the item of new business to the attention of the Board of Officers.

The Lodge Meeting shall be conducted as detailed in the handbook. It is each Officer's responsibility to have the Opening and Closing Ceremonies memorized, and the Order of Business must be followed as listed in the Ritual. A meeting that does not incorporate the Enrollment Ceremony or some other special feature should not ordinarily exceed one hour. The Nine O'clock Ceremony must be observed. The Mooseheart/Moosehaven Endowment Fund collection should be taken at all meetings, and following enrollments, the "cradle" should be available for those who wish to contribute.

Following the Opening Ceremony, the Order of Business for regular Lodge meetings is as follows: (Please see the *Loyal Order of Moose Handbook* for specifics.)

1. Reading of minutes of the previous meeting.
2. Communications and notices.
3. Reports of sickness and distress.
4. Ordering of payment for approved bills.
5. Applications for membership.
6. Reports of Standing and Special Committees.
7. Report of officers meeting.
8. Nine O'clock Ceremony.
9. Unfinished business.
10. New business. (For referral to officers.)
11. (Enrollment of Candidates when scheduled.)
12. (Report of Nominating Committee when necessary.)
13. (Installation of officers when necessary.)
14. Good of the Order.
15. Receipts.
16. Closing Ceremony.

**(Special note: Elections, when held at a Lodge meeting, are always the first order of business.)**

### **Special Meetings**

The Governor may, at his discretion, call a special meeting of the Lodge at any time. At special meetings, no business shall be transacted, except as specifically stated in the call notice sent to the membership.

Special meetings may be called for the purpose of Enrollments, Installation of Officers, changing the day and/or time of regular meetings, transactions involving the Lodge's real estate, proposed changes in dues, etc.

The Administrator shall prepare and mail all notices for a special meeting to all active members of the Lodge at least seven (7) days prior to the special meeting, which shall not count the day of mailing or the day of the special meeting. The notice shall state the special business to be considered and voted on. The notice may be contained in the Lodge Newsletter provided the notice is separate and prominently displayed.

## **SPECIFIC DUTIES OF THE OFFICERS**

### **Voting Officers**

#### **Governor**

The primary objective of the Governor is to promote the fraternal operation of the Lodge. (Refer to Section 35 in the General Laws). The Governor is the President of the corporation. Duties of the Governor also include:

1. Presiding at officers, House Committee, regular, and special Lodge meetings and to maintain order therein;
2. Appointing certain designated officers and the chairmen of all the standing and special committees, except as otherwise provided for by the General Laws, by selecting the best qualified Brother for the position. Also, to ensure the continuing activity of the committees by appointing such replacements as may be necessary from time to time;
3. Memorizing his part of the Opening and Closing ceremonies of the Moose Ritual;
4. Signing authorized checks, but never when blank;
5. Ensuring that financial reports are submitted promptly for each required reporting period to Moose International, that the appropriate IRS Form 990 is filed annually (United States Lodges only), and that all tax reports and remittances are mailed to authorities as required by state, provincial, and federal laws;
6. Being familiar with, following explicitly, and enforcing the General Laws of the Order;
7. Promptly answering correspondence directed to him;
8. Becoming familiar with *Section 35.11*, as the Governor may excuse other officers from a Lodge or Board of Officers meeting and he may declare such offices vacant in the event of three absences. In the absence of the Governor, the presiding officer may excuse other officers;
9. Being prepared to represent the Lodge (on short notice) at functions and before other organizations to make an authoritative and convincing address about the Loyal Order of Moose, Mooseheart, Moosehaven, Moose Community Service, and the advantages of Moose membership;
10. Becoming familiar with parliamentary procedure, and *Robert's Rules of Order*;
11. Carefully reading each issue of *Moose Magazine* which includes the *Moose Leader*, visiting the Moose International Website weekly and referring pertinent articles to the Board of Officers or appropriate committees;
12. Strengthening the "team" concept, remembering that he is the presiding and appointing officer, and his leadership nurtures harmony and goodwill;
13. Striving to achieve a gain in membership and financial strength, and qualifying for the Premier Lodge Award, the Governor's Award of Excellence;
14. Recognizing new talent, particularly from among newly enrolled members who may be developed for future leadership;
15. Chairing the Lodge "Rookie Of The Year" Selection Committee;
16. Signing the minutes of all meetings after approval (*Section 36.10*);

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17. Chairing the House Committee (Note: The Governor is elected Governor of the "Lodge". The Governor has no individual authority in the social quarters, except to issue fines for misconduct occurring in his presence).
  18. Serving with the Treasurer and Administrator as custodians, of the securities and valuable papers of the Lodge.
  19. Serving as the representative to the Supreme Lodge, and as a delegate to State, Territory, or Provincial Association meetings and conventions. All representatives or delegates must attend all sessions and submit a full written report to the Lodge at the first regular meeting following the convention, conference or meeting. (See *Section 46.5* of the General Laws.)

## Junior Governor

The Junior Governor is the Vice-President of the corporation. Duties of the Junior Governor include the following:

1. Attend Lodge, Board of Officers, and House Committee meetings, and memorize his part in the Opening Ceremony;
2. Assist in preserving order and decorum in Lodge meetings;
3. Preside at meetings in the absence of the Governor, and to serve as Acting Governor, pending an election or appointment, in the event of a vacancy in the Office of Governor;
4. Serve on the Lodge "Rookie Of The Year" Selection Committee;
5. Assist the Governor in counting votes when applicable.

## Prelate

The duties of the Prelate include the following:

1. Attend Lodge, Board of Officers, and House Committee meetings, and memorize his part in the Opening Ceremony;
2. Preside in the absence of the Governor and Jr. Governor;
3. Serve on the Lodge "Rookie Of The Year" Selection Committee;
4. Remain alert to the responsibilities of the Governor and Jr. Governor in preparation for ascending through the chairs;
5. Serve on the Auditing Committee, but not as chairman;
6. Visit the sick, disabled, and distressed and make a full report at each Lodge meeting. The Prelate is responsible for ensuring, upon request of a departed Brother's family, that a Tribute of Service is conducted. Ideally there will be four or more participants with speaking parts and as many other members as possible present. When requested, the Service of Tribute **must** be conducted even if just one Moose member reads all of the parts.

## Junior Past Governor

The duties of the Junior Past Governor include the following:

1. Attend Lodge, Board of Officers, and House Committee meetings, and memorize his part in the opening ceremony;
2. Assist in completing projects begun in the preceding year, during his term as Governor;
3. Preside at meetings in the absence of the Governor, Junior Governor, and Prelate;
4. Serve as the Installing Officer;
5. Serve on the Lodge "Rookie Of The Year" Selection Committee;
6. Serve as chairman of the Lodge "Moose Of The Year" Selection Committee.

In the event the Junior Past Governor declines or is unable to serve, the next available Past Governor, in the order of juniority (by service), shall serve. The Governor has authority to remove a Jr. Past Governor for missing meetings. (General Laws 35.11) For any other reasons the Board of Officers must contact the General Governor.

## Administrator



The Administrator is the Secretary of the corporation and of the Board of Officers. The duties of the Administrator are so many and varied that a separate booklet has been prepared for him. Most of these duties will be found in the General Laws of the Order and in the *Official Administrator's Manual for Moose Lodges*.

The procedure for electing an Administrator is different than that of the other elected officers. The Board of Officers should carefully study the membership rolls and seek a qualified member, and may consult the Regional Manager for input.

The Administrator is nominated by the Board of Officers and elected by a majority vote of the membership at a regular Lodge meeting. The vote shall be by separate action and shall not be conducted by simply approving minutes of the Board of Officers meeting at which the nomination was made. If requested by any member, the election shall be conducted by paper ballot.

An Administrator may be certified upon meeting the requirements established by Moose International.

The Administrator serves for a term of satisfactory service as determined by the Board of Officers and membership. If it becomes apparent that the Administrator is not satisfactorily performing his duties, the Board of Officers should consider it promptly.

Immediately upon a vacancy in the office of Administrator, the Board may appoint an Acting Administrator, but not for a term exceeding six months. Once appointed, or elected, he immediately becomes a voting member of the Board of Officers. The Treasurer performs the duties of the office of Administrator while a search for a proper candidate is conducted. The Treasurer does *not* become the Acting Administrator but remains in his elected office of Treasurer. He merely performs the duties of the office of Administrator for a period not exceeding six months and may receive the compensation allocated to the Administrator for the period of his actual service.

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The duties of the Administrator include the following:

1. Attend, record and maintain the minutes of all Lodge, Board of Officers, House Committee and other meetings and hearings;
2. Sign and file the minutes when properly approved at a succeeding meeting;
3. Draw and sign all checks as necessary, which also must be countersigned by the Governor or Treasurer;
4. Collect funds from all sources, including committees, and issue receipts for ***all*** funds received;
5. Deposit funds as needed, but at least weekly;
6. Keep an accurate accounting of all income and expenditures on computers as required by Moose International;
7. Retain and file all original source documents;
8. Compile all required reports, remit membership reports, financial reports, etc.;
9. Maintain all required records of membership;
10. Serves as representative to the Supreme Lodge, and as a delegate to State or Provincial Association meetings and conventions;
11. Along with the Governor and Treasurer as custodians, he shall be responsible for the securities and valuable papers of the Lodge and keep them in a safe place.
12. Timely file all corporate, state or federal forms/reports.

## Changes in Administrator

Moose International does not routinely examine Lodge records upon each change in Administrator. It is however, important for the Lodge to sufficiently document at what point the prior Administrator ceases to be responsible for the functions of the office. Below is a template paragraph to be included in the minutes of the next Lodge Meeting, under New Business, following an Administrator's departure from office. Items in italics and underlined require appropriate entries to be inserted in the paragraph. Once completed, the information in this paragraph will allow for anyone examining the Lodge's books and record to determine who was responsible for which entries.

*“Administrator (insert Prior Administrator's Name), (insert reason for departure – resigned, passed away, was suspended or removed from office) effective mm-dd-yyyy. An inspection of his records indicates the last entry in QuickBooks was on mm-dd-yyyy. The last application entered in LCL.Net was for (insert Applicant Name), with an entry date of mm-dd-yyyy, the last daily transmit to Moose International was performed on mm-dd-yyyy and the last monthly financial transmit to Moose International was performed on mm-dd-yyyy. Meeting minutes, as recorded in the appropriate meeting minute books, were entered through the meeting of mm-dd-yyyy for General Membership Meetings, mm-dd-yyyy for Officers' Meetings and through mm-dd-yyyy for House Committee Meetings. The last deposit to the Lodge Checking Account was on mm-dd-yyyy in the amount of \$,,\$,\$,\$\$. The next unwritten check number is XXXX. (insert Member Name) will be assuming the duties of the Administrator in his capacity as (Acting Administrator or Treasurer).”*

Upon any change in the Lodge's Administrator or Governor, the Regional Manager should be notified immediately. Additionally, it is important to enter the ending date of the outgoing officer(s), and all information for the incoming officer(s) on the administrative web piece, *MMMS* online. Your Regional Manager or the Member Services Department at Moose International can guide you through the procedure to make these changes should you require assistance.

It is also imperative that a new Administrator promptly receives the required support to ensure that essential functions are performed. The Regional Manager or a member of the Lodge Operations field staff can coordinate immediate assistance from both local and international resources. They will also be able to advise when upcoming education and training sessions will occur so the Administrator can receive formal detailed training in the performance of his duties. This training will range from explaining the role he plays in the Lodge, to identifying frequent challenges facing Administrators to utilizing the software programs essential to his success and satisfaction. In many cases, a well-trained and responsible Administrator has helped guide his Lodge to years of prosperity and success.

## Treasurer



The Treasurer of the Lodge is the Treasurer of the corporation. The duties of the Treasurer include the following:

1. Attend Lodge, Board of Officers, and House Committee meetings;
2. Ensure that the Administrator deposits all funds as often as possible but not less than once per week;
3. Receive, from the Administrator, duplicate deposit slips showing the weekly deposits made by the Administrator to the Lodge, House Committee, and other authorized accounts, and he shall initial the duplicate deposit slips to be retained by the Administrator as a receipt;
4. Be the custodian of all securities along with the Administrator and Governor;
5. Perform all other duties required of him by the General Laws of the Order;
6. Sign authorized checks, but never when blank;
7. Conduct a weekly inspection of all Lodge and House Committee financial records to verify that all accounting entries are current, and such entries are consistent with all receipts and expenditures;
8. Serve on the Lodge "Rookie Of The Year" Selection Committee;
9. Perform the duties of the Administrator, whenever a vacancy occurs, until an Administrator is appointed or elected, as provided by our General Laws, *Sections 36.1 and 38.1*.

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## Trustees

The duties of the Trustees are to:

1. Attend Lodge, Board of Officers, and House Committee meetings;
2. Take inventory of all furniture, fixtures, paraphernalia, and other Lodge property at least annually;
3. Take the House Committee merchandise inventory monthly;
4. Examine and approve all bills, except recurring overhead items, weekly;
5. Serve on the Lodge "Rookie Of The Year" Selection Committee;
6. Inspect the physical properties of the Lodge monthly. The inspection should give particular attention to the state of repair and cleanliness of the Lodge Home and Social Quarters and its furnishings and equipment.
7. The one year Trustee shall serve as the Chairman of the Loss Prevention Committee

## Appointed Officers (Non-Voting)

### Sergeant-at-Arms



The Sergeant-at-Arms shall introduce all guests and visitors invited by the presiding officer and guide them to seats within the Lodge. He shall have charge of all properties and paraphernalia of the Lodge, not otherwise provided for, and perform all other duties required by the Governor as well as the General Laws of the Order. If the Lodge does not have an Inner Guard and/or Outer Guard, he shall be in charge of the inner door and/or the outer door and anteroom (respectively).

### Inner Guard

If the Lodge has an Inner Guard, he shall have charge of the inner door of the Lodge room, and perform all other duties required by the Presiding Officer and the General Laws of the Order.

### Outer Guard

If the Lodge has an Outer Guard, he shall have charge of the outer door and the anteroom, and perform all other duties required of him by the Presiding Officer and the General Laws of the Order.

## **COMMITTEES AND ACTIVITIES**

If the members can be described as the "body" of an organization and the officers as its "head," then it would seem proper to describe the committees as the "muscles" of the organization. A Moose Lodge without healthy committees (muscles) is one that is usually weak and unable to move forward.

The Governor must appoint all chairmen, except those specified in the General Laws. This is a lot of authority, but it carries with it a corresponding amount of responsibility. A committee that is simply appointed but does nothing is of no value to the Lodge. The Governor must see that all committees function from the beginning through his entire term.

To help the Governor meet this important responsibility, he is an *ex officio* member of all committees. He has authority to appoint replacements if appointees fail to function. Unless he is otherwise disqualified (e.g., he must be an active Moose Legionnaire to participate in the Moose Legion Committee, hold the Fellowship Degree to be a member of the Fellowship Committee, and he can not serve on the Auditing Committee). He need not attend every meeting of every committee, but he may attend anytime at his pleasure. He may also require reports from all committees (except the Fellowship Committee) at his pleasure.

## **GENERAL RESPONSIBILITIES OF THE CHAIRMEN**

The Governor and the Board of Officers should clearly communicate the specific goals and objectives they have set for the Lodge and the committees for the year. If they haven't, each committee chairman should seek out such direction.

All committees are to; develop a plan for carrying out their assigned task; to gain approval of the plan from the officers and Lodge; and, to implement that plan. A committee's authority is restricted to that which has been specifically granted to it by the General Laws, and/or the Board of Officers and the Lodge membership.

## **Finances**

Some committees, such as the Auditing Committee, never have occasion to raise funds or make expenditures. Others, such as the Sports Committee, must be self-sustaining by raising sufficient funds through approved fund-raising projects to finance whatever expenses they are permitted to incur. Still others, such as the Bingo Committee, have raising money as their principle objective. Finally, there are some committees, such as the Membership Committee, which may require a small appropriation from the Lodge. Such an appropriation should never be transferred to the committee, but should simply be allocated for such authorized usage as their approved plans provide.

No committee, or any Lodge unit, may establish its own fund or bank account unless specifically approved by the General Governor. Committee, unit, or activity group funds, if authorized by the General Governor, may be deposited in a savings account. The Administrator of the Lodge must handle all financial transactions of a committee, with income being deposited to the Lodge account, and expenditures made by official Lodge check drawn by the Administrator. (See *Section 43.3* of the General Laws for specific procedures.) It is a good idea for the Administrator to maintain, in a supplementary record, an individual accounting of the income and expenses of each committee.

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## Committee Meetings



Committee meetings are a must. The General Laws specify requirements for some committees. For others, Standing Committees in particular, each committee must determine the frequency of these meetings for itself, but usually at least monthly.

It is the chairman's responsibility to conduct orderly and productive meetings. It is also important that committee meetings are as open and democratic as possible, giving the members an opportunity to contribute. Members accept the invitation to join a committee with the expectation that they will have a chance to participate.

Each committee must make regular reports to the Board of Officers and the Lodge. It is the Governor's responsibility to keep track of each committee and see that the chairman submits a report. It is a good practice for each committee chairman to meet occasionally with the full Board of Officers, in order to create mutual communication and understanding. Furthermore, it is prudent that each committee chairman be prepared to give a report at each Lodge meeting.

## Standing Committees

As required by the General Laws, at the first regular Lodge meeting following his installation, the Governor must appoint the chairmen of standing committees and the chairmen of all other necessary committees, (except those named by the General Laws).

Robert's Rules of Order defines standing committees as those which are "constituted to perform a continuing function, and remain in existence for the life" of the authority that appoints them. Thus, a new group of committee chairmen is often appointed at the beginning of each administration. However, the Governor should not automatically consider appointing new chairmen for every committee. If a committee's chairman has been effectively leading his team, and agrees to serve the new Governor, he can provide continuity and continued success to the new Board.

Because they perform a "continuing function," standing committees usually need to meet regularly; at least once per month.

There are eleven committees vital to the ongoing success of any Lodge. These standing committees are specifically designated as such in *Section 35.5* of the General Laws:

- Membership
- Application Review
- Auditing Committee
- Moose Charities
- Activities
- Community Service
- Communications
- Moose Legion
- Loss Prevention
- Government Relations
- Ritual

## Membership Committee

The Membership Committee plays a significant role in maintaining the vitality of your Moose Center. A fully functioning Membership Committee requires a chairman with excellent organizational and interpersonal skills to oversee the diverse range of activities in which the committee is involved. Additionally, this committee provides many opportunities for members to become involved while performing tasks within their own areas of personal interest. Individual members of the successful Membership Committee should focus their respective efforts and abilities in four distinct areas:

1. Recruitment of New and Former Members
2. Reception (Including Orientation and Enrollment)
3. Recognition of Member Sponsors
4. Retention of Existing Members

It should be obvious that one person cannot accomplish all of this alone. It may take 10 or more people to fully develop and realize the potential of the Membership Committee. The number will vary depending upon the size of your Lodge and the membership goals established by the Lodge officers in conjunction with the Membership Committee.

Those committee members assigned to the Recruitment team focus on membership production. This team uses promotional (marketing) skills to maintain awareness throughout the Lodge of the importance of membership growth, and to generate interest in sponsoring members. The Recruitment team should develop local membership campaigns that will assist in reaching membership production goals, as well as promoting International and State/Provincial Association membership programs.

The Reception team has two primary responsibilities: to ensure that each candidate for membership has a positive orientation and enrollment experience, and to greet and welcome members as they enter the Lodge home for meetings or activities. This team should do everything in its power to create a welcoming atmosphere and extend the hand of friendship and brotherhood to fellow members at every opportunity.

The Recognition team should capitalize on every opportunity to recognize individuals for their efforts to build the membership of the Lodge and the fraternity. As members earn sponsor awards during membership campaigns, achieve membership in the Moose 25 Club, attain higher levels of the Moose 25 Club or qualify for the Director General's Circle of Distinction by sponsoring 25 members during one fiscal year, the Recognition team handles the responsibility of making sure these members receive the congratulations they deserve for meeting their obligation to strengthen the membership of the Order.

Membership growth cannot be sustained solely through the enrollment of new and former members. The Retention team's job is most important, as the members of this team are asked to focus on increasing the active membership of the Lodge. Team members should personally contact delinquent members to encourage them to renew their membership dues. Through these conversations, Recognition team members may learn reasons why members have not renewed and present this information to the committee and Board of Officers so that measures can be taken to prevent other members from dropping in the future for the same reasons. A well

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functioning Recognition team will convince members that the Moose means as much to them as the member means to the Moose.



The Membership Committee may be able to develop a broad range of programs to meet the needs of their Lodge entirely from the talents and resources of their own membership. When needed, additional support can be obtained from resources outside of their own Lodge. The Membership Committee Chairman may want to contact neighboring Lodges, the District, or the State/Provincial Association to provide additional perspectives and alternative ideas. Your Regional and/or Assistant Regional Manager can also answer questions, share ideas and provide other support to ensure the success of the committee's endeavors.

Moose International has materials available that can aid Membership Committees in increasing and retaining members. Some of these items include orientation videos, informational pamphlets, new-member programs and promotional support materials. Ready-to-use short-term campaigns, which include sponsor awards and colorful promotional charts, can also be obtained from Moose International. Additional items to support the committee's efforts may be available from the Catalog Sales Department.

## **Application Review Committee**

The thorough and impartial investigation and selection of applicants for membership is a fundamental requirement to preserve our Constitutional rights of privacy and association.

The committee serves an extremely important role and has exclusive power to reject an applicant for membership. Therefore, the Governor must give careful thought toward selecting Application Review Committee members. Those who are considered fair and impartial, along with the ability to maintain confidentiality, should be chosen.

The questions are: What should the committee investigate; and, how does the committee go about investigating applicants?

Information provided by the applicant, as part of the application form, is a good place to start. The Application Review Committee must determine if this information is accurate. The home address of the applicant is on the form. His sponsor or a Lodge brother living in the applicant's neighborhood could provide background information, and the member who endorses the application presumably has knowledge of the individual and his family. The applicant's co-workers may be known to the committee, the sponsor, or the endorser, and therefore could provide additional information.

However, one of the most effective means is inviting the applicant and his family (in coordination with the Membership Committee) to attend the mandatory orientation program prior to the vote. This is the best way to meet and become acquainted with them in order to determine if the Application Review Committee should report favorably to the Lodge.

Police records, although not always available, may be a source of information. Criminal records are sometimes available on the World Wide Web. States are required to maintain a public list of child sex offenders.

The Application Review Committee must carry out its function without prejudice as to race or religious preference. The applicant must profess a belief in a Supreme Being.

If the applicant is rejected by a majority vote of the committee, a letter should merely advise him that his application was not approved at this time, but that he may be proposed again for membership in six months. His dues and fees should be refunded by check, with no other explanation, as the letter should be brief and to the point.

When approved, the applicant becomes a candidate for enrollment. However, he is not yet a member and cannot be allowed access to the Lodge and Social Quarters until he is enrolled (unless he qualifies under Section 50.2 as a guest). An applicant for enrollment **cannot** enter on their receipt or make purchases until enrolled. This applies to both LOOM and WOTM applicants.

*(Important Note: Review all of Section 28 of the General Laws regarding any membership information, including qualifications for membership. Moose International will provide details as the new procedures are developed. It is recommended that all Fraternal Units check the Moose International Website periodically. This information is also found page 59 of the manual)*

## Auditing Committee

The Auditing Committee consists of three members. The Governor shall appoint two members of the Lodge (one of whom shall be the chairman) to serve with the Prelate on the Auditing Committee. The following officers shall not serve on the Auditing Committee: Governor, Administrator, Treasurer, or any Trustee.

The three members of the committee serve for one year. Their task is to fully audit each of the financial reports. In this case, the committee does not cease to exist upon the completion of any individual audit, they simply adjourn to meet at the "call of the chair" when the next audit is due. The committee should also ensure that officers are performing their financial duties, such as Trustees initialing bills, the Treasurer receiving duplicate deposit Slips and checks bear two signatures. Additionally, the Auditing Committee should periodically verify that appropriate tax filings and remittances are occurring and that the lodge is protected from loss by currently in force insurance coverage on the Lodge Home.

The Governor shall request and receive, from the officers or members of the Lodge, all stocks, bonds, notes, accounts, records, and documents necessary to enable the Auditing Committee to conduct an audit and make a full and correct report. These documents are to be provided within seven days of request.

It shall be the duty of the Auditing Committee to review the membership and financial records of the Lodge, House Committee, and all other authorized funds, as indicated in the Audit Committee Guidelines book. While performing their duties, the books and records of the Lodge and House Committee shall not be removed from the Lodge home. Questions raised by the Auditing Committee shall be submitted with the financial report to the General Governor.

Whenever, in the opinion of the Board of Officers it is deemed to be necessary, the Auditing Committee shall make a special audit of the books and records of the Administrator. The Administrator shall deliver to the Auditing Committee the necessary records to prepare the special audit. The chairman then, upon the order of the Governor, shall call a meeting of the committee for the purpose of the special audit.

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If the Administrator refuses to comply with the instructions of the Board of Officers, the Governor shall suspend the Administrator from his duties, and the Treasurer shall perform the duties of the Administrator until an investigation is made. Upon suspending the Administrator from his duties, the Governor must immediately contact the General Governor.

Upon its final audit report, the committee disbands and the newly elected Governor's appointed committee assumes the duties. (The newly elected Governor may choose to re-appoint one or both of the committee members; the third shall be the Prelate.)

## **Moose Charities Committee**

The purpose of the Moose Charities Committee is to coordinate and promote the fundraising efforts of Moose Charities to help offset the operating expenses of Mooseheart and Moosehaven as well as the Endowment Fund, Capital Projects, Scholarship Fund, other programs as introduced.

Member awareness, understanding and financial support of Moose Charities and its programs are essential to securing the current and future operations of Mooseheart and Moosehaven. In addition, Moose Charities has programs that recognize and honor individual donations. The programs need to be communicated to the membership.

There are various fundraising opportunities that need to be communicated to the membership: tribute gifts, planned giving, workplace giving, matching gifts, and corporate school support programs.

The committee should consider making personal contact with the members via telephone, e-mails regarding upcoming events and donation opportunities. Committee members are encouraged to check the Moose Charities website, [www.moosecharities.org](http://www.moosecharities.org), for continuing education and knowledge of fundraising success stories and recognition of members. Networking with other Lodge Moose Charities Committees, and with the District Moose Charities Chairmen will also enable shared information on successful fundraisers.

The success of the Moose Charities Committee is essential to the continued operations of Mooseheart and Moosehaven.

## Activities Committee

Service on the Activities Committee is one of the more pleasant assignments, but it is also one that requires a great deal of ingenuity and planning in order to be successful. A strong Activities Committee benefits from having members from a wide variety of ages and interests in order to ensure that the activities offered are diverse. The committee can include members of both the Lodge and Chapter, but the chairman must be a Lodge member. The committee's duty is to plan and implement activities for the Lodge, including sporting events, youth programs and travel opportunities. Specific sub-committees, appointed for each individual activity, arrange and supervise the events. These activities fall into two categories:

1. Activities which are primarily for the purpose of serving as social or recreational enjoyment for members and their families; and,
2. Activities with the primary objective of raising funds for the Lodge treasury or another specified purpose

Several Lodge committees, as well as the Women of the Moose, sponsor activities. Therefore, the Activities Committee should coordinate planning with other committees appropriately. Each activity should have clear objectives established before any plans are made to ensure that the activities benefit the Lodge and Chapter by building and retaining membership, as well as improving financial strength.

The committee should hold regular meetings and the chairman should meet with the Board of Officers at least once a month to report on the suggestions, feasibility and timing of various events. The chairman should also attend all Lodge meetings to report the approved plans of the Activities Committee and the results of any prior events to the membership.

## Planning

To have successful activities, the Activities Committee must meet regularly, planning the activities well in advance. This schedule should consist of activities for children, for teenagers, young members, for those over 55, and most importantly, activities for the entire family. To ensure an overall program of activities that will be well balanced and economically feasible, it is wise for the committee to plan their calendar for the entire year in advance, at least on a tentative basis. Of course, detailed plans for each particular function must be submitted to the Board of Officers, and to the Lodge, for the necessary approval.

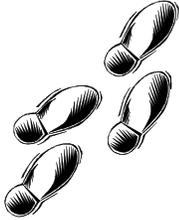
In addition to posters on the Lodge and Social Quarters bulletin boards, the committee should be certain that the activities are published in the Lodge newsletter. This should be done well in advance so the membership will always be aware of upcoming activities.

The Activities Committee should consider non-professional and other types of entertainment that can be arranged without cost. The committee is responsible to restrict their activities well within the funds the Lodge is able to afford as approved by the Board of Officers, and the Lodge.

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## Suggestions for Activities

### 10 Steps to Success



1. Create an Idea or a Theme
  - a. Develop a plan
  - b. Estimate cost and potential profit
2. Approval of Board of Officers and Membership
  - a. Chairman of activity or event is appointed by Governor or Senior Regent
  - b. Keep Board of Officers updated
  - c. Acquire dispensation from General Governor if required
3. Chairman forms a committee for the Activity / Event
  - a. Committee recruits as many volunteers as necessary
  - b. Sub-committees may be formed to handle each segment
4. Promote the Activity / Event
  - a. Newsletter
  - b. Bulletin board
  - c. Posters
  - d. Meetings
  - e. District meetings
  - f. Moose Legion meetings
5. Supplies
  - a. Food and beverage
  - b. Decorations
  - c. Set of rules, brackets and release forms (sporting events)
6. Follow-up (Update every two weeks and one week before event or activity)
  - a. Board of Officers
  - b. Committee and Sub-committees
7. Hold the Activity / Event
  - a. Contact all volunteers prior, to ensure they will be present
8. Announce Results
  - a. Board of Officers
  - b. Membership
  - c. Committee and Sub-committees
9. Publish Results in Newsletter
  - a. Winners of sporting events
  - b. Article concerning activity, etc.
  - c. Recognize volunteers
10. Set Date to Repeat the Activity / Event
  - a. (e.g. weekly, bi-weekly, monthly, annually, etc.)

## Community Service Committee

Community Service provides the avenue for Fraternal Units to show they are an asset to their own local communities. In the 1940s, then Supreme Secretary, Malcolm Giles, initiated the launch of a new department called "Civic Affairs" with the firm belief that only the home, the church, and the school have the God-given right to reside in the community. Giles thought all other businesses and organizations must prove their value by giving back to the communities that support them. Today, Moose International has a Community Service Program, and every Fraternal Unit has a committee to earn our own way in our communities.

The Community Service Committee should be mindful of the great importance of giving time and effort to those charitable endeavors which do so much good for so many people in the community.

Involvement in these Community Service programs and projects not only enhances the image of the Fraternal Unit, but also provides the Moose volunteer an avenue for improving his community. As the officers and chairmen begin their year with immense enthusiasm and renewed spirit, keep the welfare of our communities at the front of our many programs.

It should be noted that the number of resources available to the Community Service Chairman is equal to the number of active members. These resources are called volunteers – the most integral asset in "Providing today for a better tomorrow."

## Moose International Six Point Program



The Moose International Six Point Program, described below, was designed to guide the Community Service Chairman toward a well-rounded volunteer effort:

### **Mooseheart & Moosehaven:**

Includes all donations in support of the Mooseheart and Moosehaven campuses. [501(c)(3) organizations].

### **Moose Youth Awareness Program:**

Includes participation in Association Student Congresses and the follow-up Moose *KidsTalk* presentations, made by Moose-trained teens to groups of children ages 4 to 9. It also includes Lodge and Chapter participation in various local programs, such as D.A.R.E., PACE, RED RIBBON, and PRIDE.

### **Moose Youth Sports & Special Olympics:**

Includes support and/or sponsorship of community youth sports leagues and school-sponsored events along with participation in and support of Special Olympics.

### **Scouting, Tommy Moose & Safe Surfin'**

Includes Lodges that are chartered partners with a Boy Scout unit or provide financial support for a Boy or Girl Scout unit. It also provides credit for Lodge donations of \$50 or more in a fiscal quarter to the Mooseheart Scouting program. In addition, credit is given for participation in the Tommy Moose Program and support of the Safe Surfin' Foundation.

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### **Moose Alert and Food & Shelter:**

Includes participation in the Moose Alert Program, as well as providing volunteers and supplies during emergency situations.

Additionally, it includes donations of food to local pantries and community centers that offer food to the needy. It would also include donations of items such as blankets, clothing, and personal necessity items to homeless shelters. Lodges may also be asked to provide temporary shelter in the wake of natural disasters.

### **Local Volunteer Services:**

Includes all programs and projects that are locally tailored, such as volunteer service at a VA Medical facility, Adopt-A-Highway, Meals on Wheels, local telethons, walk-a-thons, organ donor awareness, etc.

### **Local Community Service Projects**

Here are some other local projects that have been undertaken successfully by Community Service Committees, either alone or with other organizations:

- Local Volunteer Service
  - Meals on Wheels
  - Adopt-a-Highway
  - Bloodmobiles
- Environmental Programs
  - Arbor Day
  - City and/or Park Beautification
  - Community Garden
  - Recycling Program
  - River, Lake, and Pond Restorations
- Disabled/Handicapped Programs
  - Alzheimer's Disease
  - Kidney Foundation
  - Heart Associations
  - Multiple Sclerosis
  - Arthritis Foundation
  - Muscular Dystrophy
  - Cancer Society
  - Organ Donors Program
  - Cystic Fibrosis
- Toys for Tots
- Honoring Students for Special Achievements
- Youth Safety Programs (bicycle, fire, hunting)
- Honoring Safety Officers of the Year
- Holiday Parties for the Young and Aged
- Clown Units
- After-prom "Drug Free" activities
- Supporting various food pantry programs
- Flight 93

## Community Service Reports

Timely filing of the Community Service Report is one of the alternate criteria used in determining the Premier Lodge Award. It is currently filed quarterly with Moose International and graded by the Membership Department. After grading the report, a recognition award indicating its grade for that quarter is mailed to the Lodge. The ratings are Good, Excellent, and Superior, and are defined as:

**Superior:** Six or more Community Service projects completed during the quarter, with at least one being part of the Moose International Six-Point Program.

**Excellent:** Four or five projects completed with at least one being under the Six-Point Program.

**Good:** One to three Community Service projects completed in the quarter.

This grading system allows Lodges the latitude to participate in local Community Service projects, while still participating in the collective projects of Moose International. It also allows the Community Service Chairman to strive to be the best.

## Annual Awards

During the latter part of May, the members of the Moose International Community Service Committee meet to judge all Lodges who have earned four "Superior" ratings during the recently completed fiscal year. The committee will recognize the top 50-percent of all Lodges who earned four "Superior" ratings during the Lodge fiscal year. Those Lodges receive plaques of appreciation.

The Community Service recognition program is divided into three divisions. The top 20-percent will be presented the "Gold Community Service Award" plaque. The next 30-percent will be presented the "Silver Community Service Award" plaque. The next 50-percent will be presented the "Bronze Community Service Award" plaque.

## Communications Committee

Now that all these great family activities, sports events and community service projects are going on in your Lodge, it's important to communicate with your members and your community.

The Communications Committee's responsibilities are twofold:

1. It communicates news and information about the Lodge to its members via a regularly published Lodge newsletter; and,
2. It conveys a positive image of the Lodge and the Fraternity, and communicates information about the good works of the Lodge to the outside community, through the development of a good working relationship with the appropriate editor (not the advertising staff!) at the local newspaper and/or radio station.

The Chairman of the Communications Committee is responsible for the editing, production, and distribution of the Lodge newsletter on a regular basis, preferably monthly, but at least once every two months. While the chairman may designate, with the approval of the Governor, any member of the Lodge or Chapter as Editor, it ultimately remains the chairman's responsibility.

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It is difficult to overstate the importance of producing a good Lodge publication; indeed, for the relatively inactive (but still dues-paying!) member, the Lodge publication may be the only regular connection between himself and the Lodge, a connection that can spur him to renew his membership, or not.

The Communications Committee may also be designated by the Governor (unless he has delegated this responsibility to the Administrator) to establish and/or regularly update a Lodge/Chapter website.

The Department of Communications and Public Affairs at Moose International can offer a wealth of information, advice and materials to help produce newsletters better and more efficiently, and to establish and help update websites. The committee Chairman and/or the Editor can obtain dozens of sample pages from excellent Moose newsletters, and a full set of the Fraternity's logos and emblems (available either for downloading or "scan ready", in the "Publications" portion of the Members-Only section of [www.mooseintl.org](http://www.mooseintl.org)) at no charge! If you are missing any of these items, contact the Department of Communications & Public Affairs at Moose International.

For Lodges and Chapters that currently have no website, and which lack either a member with sufficient I.T. expertise and/or funds, the easy-to-use MoosePages web template is available to establish and maintain a simple website. Anyone who can create a Word document or send an email can maintain a MoosePages website. For more information, contact the Department of Communications & Public Affairs at 630-966-2229 or visit <http://www.mooseintl.org/portal/Publications/MoosePages.asp>. It is also the Communications Committee Chairman's responsibility to see to it that the Lodge complies with *Section 46.11* of the General Laws by maintaining a valid Publications Permit. Contact the Department of Communications and Public Affairs at Moose International for details.

Regarding media relations, the Department of Communications and Public Affairs at Moose International can offer a step-by-step primer on how to establish and maintain a pleasant and productive relationship with editors of local newspapers and news directors of local broadcast outlets. For further details, again, contact the Department of Communications and Public Affairs.

## **Lodge Moose Legion Committee**

The Lodge Moose Legion Committee is comprised of all active Moose Legionnaires within that Lodge. The committee's purpose is to provide service to the Lodge and social activities for the Moose Legionnaires and their families.

At least one official meeting per month is required, with a social activity scheduled in conjunction with this meeting. The officers are:

- Chairman – appointed by the Governor;
- Assistant Secretary – appointed by the Moose Legion Jurisdiction Secretary to serve the committee as its Secretary; and,
- Vice-Chairman – elected annually, in April by the committee members of the Lodge.

Planned activities, fund-raising, and fund usage are subject to the approval of the Lodge Board of Officers and Lodge membership. Activity funds are deposited into the Lodge General Fund and credited to this committee (see General Laws Sections 36.4; 43.1; 43.3). Endowment Fund collections conducted by the Moose Legion Committee, along with membership dues and fees are forwarded by the Lodge to the Moose Legion Jurisdiction Secretary. A Moose Legion Committee may have a savings account in the name of the Lodge, earmarked for the committee, if approved by the Lodge and the General Governor.

Enrollment of new Moose Legionnaires may be done at the quarterly Moose Legion Celebrations, or at a mini-celebration at the Lodge level, in compliance with the Moose Legion Code of Rules. The goal is to have every eligible Moose member join the Degree of Service.

Contact your Moose Legion Secretary for more details on the Degree of Service.

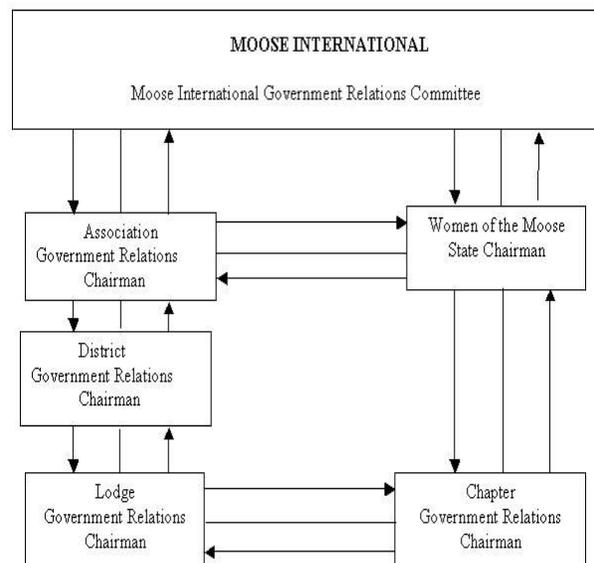
## Government Relations Committee

### Mission and Purpose Statement

The purpose of the Moose Government Relations Committees is to assist in preserving the First Amendment freedoms of the Constitution of the United States. Our priority is to protect the rights of private assembly, freedom of association and self-government guaranteed by the First Amendment.

### Organizational Structure of the Government Relations Committee

- The **Moose International** Government Relations Committee consists of not less than three, nor more than ten, members appointed by the Supreme Governor with the advice and consent of the Supreme Council.
- All **Moose Associations** shall have a Government Relations Chairman appointed by the Moose Associations with the advice of the Moose Associations Regional Manager. He should work with the Women of the Moose State Chairman.
- Each **District or Region** within the jurisdiction of a Moose Association shall have a Government Relations Committee.
- The Governor of each **Lodge** shall appoint a Government Relations Chairman, who should also work with the WOTM chairman.



Believing it will take time to establish good government relations, all Chairmen should be chosen for the long term. A yearly turnover is highly discouraged. A *Chairman's Guidebook* is available online at [www.mooseintl.org](http://www.mooseintl.org), Government Relations link. .

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## Ritual Committee



Once a prospective member has been declared to be a proper candidate, the candidate **must** be enrolled in the manner and form required by the Supreme Council.

The *Loyal Order of Moose Handbook* comprises all of the ceremonies that have helped teach and instill the philosophical foundations of our Fraternity. These ceremonies are major factors that distinguish us as a fraternal organization, and not just a service club. The Ritual Committee is responsible to ensure there is a proper opening and closing to all general meetings.

If a Lodge chooses to enroll candidates using *The Story of the Moose*, the Ritual Committee should furnish a well-trained, word-perfect Ritual Staff capable of delivering a completely memorized and impressive rendering of the Enrollment Ritual. When a Ritualist adds his personal touch and feeling, it shows the new member that we in the Moose truly care about our endeavors and that we also care about him, as well as his family.

It is important that every Ritual Staff be uniformly attired. A Ritual Staff may use any form of dress, as long as it is in keeping with the dignity of the Ritual.

The other ceremonies contained within the *Loyal Order of Moose Handbook* such as the "Service of Tribute", the "Special Graveside Service", and the "Memorial Service" are our chance to pay final respects to our departed Brothers. When done properly these services are a beautiful way to show our respect to the deceased and the grieving family. The Ritual Committee should see that these Ceremonies are conducted properly when they become necessary.

The name and address of the chairman of the Ritual Committee should be furnished to the respective District and State or Provincial Association Ritual Chairmen, as well as reported via LCL.net to Moose International. All three are important in the intra-fraternal communications between Moose International and your Lodge's committee.



Printed copies of *The Lodge Handbook* are available from the Catalog Sales department.

Some Lodges maintain two Ritual Staffs, with one serving as the reserve team to be used when one or more members of the first team are unavailable. Having two teams also establishes a competitive spirit for the respective Ritual parts. Members of the Ritual Staff are also reminded that the old adage "practice makes perfect".

## Special Committees

A special committee is one that is appointed, as the need arises, to carry out a specified task, at the completion of which — that is, on presentation of its final report to the authorizing body — it automatically ceases to exist. Their task is not “continuous”; there is a limited time they are impaneled to perform it. The Governor must appoint certain special committees required by the General Laws, and which are restricted as to who may, or may not, qualify to serve on them.

## Nominating and Election Committees

These two committees, their composition, meeting requirements and time deadlines, are described in detail in a booklet electronically published by the office of the General Governor and available on the Moose International Website.

Clearly, these committees have specific tasks to perform, and specific times to accomplish them. Once the nominations, or the elections, have been completed, each of these committees automatically disbands upon the final report of their respective tasks.

If a vacancy for which a special election is needed, the Governor re-appoints a new committee.

## "Moose Of The Year" Selection Committee

Every Lodge has members who volunteer their time and effort to contribute in many ways to the Lodge, and often to help serve its community. It is not uncommon to find a small group of individuals who always stand ready to help with the projects and programs the Lodge undertakes. The Moose of the Year award is an opportunity for every Lodge to recognize one member whose contributions stand out among all others. It also provides the Lodge a chance to nominate its outstanding contributor for Association and International recognition.

Each year, Moose International mails a letter and nomination form to the Lodge Administrator, which will arrive before May 1. The Governor should ensure the nomination form is passed along to the Junior Past Governor, chairman of the Lodge's Moose of the Year Selection Committee as designated in the By-laws. The Junior Past Governor calls a meeting of all active Past Governors of the Lodge for the purpose of selecting the most deserving member for the Lodge Moose of the Year award.

As committee chairman, the Junior Past Governor is responsible to:

- Ensure that the Lodge recipient's name and his résumé are given to the Administrator, who must then complete the nomination form for International Moose of the Year;
- Ensure at least three Past Governors have signed the nomination form. If the Lodge has less than three active Past Governors, the Governor may appoint members of the Board of Officers to serve on this committee.
- Ensure that these items are returned in time to arrive at the designated Moose International office by July 1.

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The nominee should be selected based upon his overall record as a Moose, as well as his contributions to his community and his country. The paragraphs written about the nominee, as an outstanding member of your Lodge, should be precise, and written to include as much pertinent information as is possible in order to assist in the selection of the most deserving nominee. It is very important that his name and Lodge number not be disclosed within the résumé. His name and MID number should only appear on the form submitted to Moose International.

At the annual meeting of your Association, all Past Presidents attending select the most outstanding résumé; not knowing whom the individual is by name. To further ensure anonymity, Associations exchange résumés before making a selection. This nominee becomes the Association's Moose of the Year, and a nominee for the International Moose of the Year.

The two-part nomination form is to be mailed to Moose International. The form should NOT be separated. The résumé portion of the form – the side that does not show the name of the nominee – is to be forwarded to your Association Secretary.

### **"Rookie Of The Year" Selection Committee**

Each year, Moose International mails a letter and nomination form to the Lodge Administrator, which will arrive in April. The Board of Officers shall serve as the selection committee, with the Governor as its chairman. As committee chairman, the Governor is responsible to:

- Ensure that the Lodge recipients name and his résumé are given to the Administrator, who must then complete the nomination form for International Rookie of the Year;
- Ensure at least five members of the Board of Officers have signed the nomination form.
- Ensure that these items are returned in time to arrive at the designated Moose International office by July 1.
- The nominee should be selected based upon his overall record as a Moose, as well as his contributions to his community and country. The following eligibility requirements must be met:
  - Must have been newly enrolled within the past three years.
  - Must have sponsored a minimum of two new or former member applications since his enrollment (these applications must have been reported to Moose International)
  - Must be a an active member of the Moose Legion
  - Serving, or has served, on a Lodge committee, or held either an elective or appointed office; and,
  - Projects a good image of the Lodge and his community.

It is very important that his name and Lodge number not be disclosed within the résumé. His name and MID number should only appear on the form submitted to Moose International.

At the Mid-Year Conference of your Association, all Past Presidents attending select the most outstanding résumé; not knowing whom the individual is by name. To further ensure anonymity, Associations exchange résumés before making a selection. This nominee becomes the Association's Rookie of the Year, and a nominee for the International Rookie of the Year.

The two-part nomination form is to be separated so that one-half of the form – the side that does show the name of the nominee – will be mailed to Moose International. The résumé portion of the form – the side that does not show the name of the nominee – is to be forwarded to your Association Secretary.

## Historical Committee

Every nation, society, organization, family, and individual has a history. All have their roots somewhere in a place and time. They all have made contributions and achievements along the way that have made them unique and significant.

The Loyal Order of Moose and its Lodges have a rich tradition and heritage in humanitarian accomplishments. Since 1888, the fraternity has stood straight and proud as a distinguished contributor to the good welfare of humankind. That is because its membership of yesterday and today continually lives up to the principle; "One for all, and all for one."

Every Moose Lodge has a part in the goals and achievements of the Loyal Order of Moose. The history of the Loyal Order of Moose is the history of every Moose Lodge and every member. Thus, it is important that every Moose Lodge maintain a record of its history – to show future generations the meaning of its existence.

The Lodge Historical Committee gathers information and records of significant events, including an explanation of past events.

The events, activities, and information of importance to Lodge history are:

- The date when the Lodge was chartered;
- Names of the charter members;
- Names of the officers at the time of chartering;
- Names of prominent Lodge members;
- Names of Pilgrims;
- A record of annual membership growth;
- Progress of the Lodge assets;
- Records of any changes in Lodge facility – improvements, additions or new building;
- Lists of important Lodge achievements (such as awards, community service contributions, sports, or of Lodge individuals);
- Information and records about the Women of the Moose Chapter;
- Lodge participation in the District or State Association;
- Special events.

It is the committee's responsibility to gather all pertinent information regarding individuals and events, as well as explanations that make up the history of the Lodge. Additionally, the committee should collect, label, and maintain important documents, photographs, and memorabilia – such as certificates, award plaques, banners, convention badges, newspaper clippings, etc.

How can the Lodge historical record be kept? The Lodge should maintain a record file in a cabinet or book. Some Lodges even display their memorabilia in display or show cases, for all members to see.

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## Other Special Committees



A Lodge may organize, from among its members, such activity units and other committees as are appropriate to create greater fraternalism and family activities within the Lodge. Units such as these lend much vitality to Lodge functions and activities, and are valuable assets to the Lodge. Moreover, they provide the means for greater participation by members and closer ties between their participants and the Lodge. Organizing a Special Committee begins by the Governor's appointment of an appropriate chairman.

Examples of other special committees a Lodge may have include:

- Memorial Day Committee
- Lodge Anniversary Committee
- Ways and Means Committee
- Housing Committee
- Bingo Committee
- Special Dance Committees (e.g. Valentine's Day)
- Mother's Day Committee
- Flag Day Committee

Special Committees are always subject to the same limitations as all other committees. Their objectives are the planning, arrangement, and supervision of the project assigned to them. Their authority shall never exceed that which has been specifically granted by the Board of Officers and the Lodge. Frequent reports should be made to the Board of Officers and the Lodge. Additionally, the committees shall incur no obligation without advance approval.

## Activity Groups

There may be organized in each Lodge, from among its active members, activity groups authorized as by the Lodge. All activity groups shall be subject to the supervision of the Lodge Board of Officers.

Examples of Activity Groups include:

- Camping
- Boating
- Moose Riders
- Rod and Gun
- Senior Citizens
- Teens

## SOCIAL QUARTERS OPERATIONS

### The House Committee or Joint House Committee if Adopted

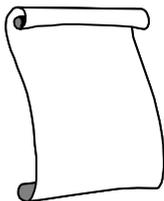
The General Laws of the Order authorize a Lodge to operate a "Social Quarters" by securing a permit from the General Governor's office. The operation is under the supervision and control of a House Committee, which consists of the eight elected officers, plus the Junior Past Governor. The Governor is the chairman of the House Committee, and the Administrator, as secretary of the committee, takes and keeps the minutes.

Control and supervision of all aspects of the Social Quarters operation is the essential responsibility of the House Committee. In fact, in nearly all cases, all Social Quarters' business is the exclusive responsibility of the House Committee. Social Quarters' business should never be brought on the Lodge floor, except as specifically provided by the General Laws.

Two exceptions are: the requirement that the House Committee make a financial report to the Lodge at its first regular meeting each month; and, the requirement that the Lodge approves Social Quarters' rules and regulations and any changes thereto.

For Lodges with Joint House Committees all elected Officers of Lodge and Chapter shall serve. (See Section 48.1 of the General Laws).

### Rules And Regulations



The House Committee has the authority to formulate, subject to approval of the Lodge, a set of rules and regulations for the government and operation of the Social Quarters. These rules and regulations cannot be inconsistent with the General Laws. After approval by the Lodge, the rules and regulations must be prominently posted in the Social Quarters. The House Committee shall require all members to abide by the rules and regulations. If the House Committee adopts a rule or regulation that is opposed by the membership, or refuses to adopt a rule or regulation desired by the membership, the membership may compel a special meeting of the Lodge to vote on the issue (See Section 48.2 of the General Laws).

### Hours of Operation



The Social Quarters must open and close at certain hours designated by the House Committee, which cannot be in violation of local ordinances. At the hours designated for closing, all persons shall vacate the Social Quarters, and it shall remain closed until the regular hour for opening. The Social Quarters may be allowed to remain open during a Lodge or Chapter meeting, provided the meeting is in a separate room, and the activities in the Social Quarters are not disruptive to the Lodge or Chapter meeting. If disruptive to a meeting, the House Committee shall immediately close the Social Quarters until the conclusion of the meeting. The Social Quarters may be closed for special ticketed events (i.e., New Year's Eve party, Halloween party, Preferred Members' Party, etc), if approved by the House Committee and advance notice is provided to the membership of the Lodge and Chapter.

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## Decorum and Disciplinary Actions

Maintaining a high standard of good conduct in the Social Quarters is among the important responsibilities of the House Committee. The Social Quarters Manager (or named person in charge) must be empowered and directed to eject from the premises anyone guilty of misconduct committed in their presence. Such individuals may be declared suspended from Social Quarters privileges until a meeting of the House Committee. At that time, a full report must be made, whereupon the committee, as a whole, should take appropriate action.

The principal instrument for disciplinary action available to the House Committee is absolute authority to suspend Social Quarters privileges for whatever reasonable period of time it deems justifiable. The House Committee cannot levee fines, but may order restitution. In every instance, the House Committee must give the Lodge or Chapter member an opportunity to be heard. A member refusing to appear before the House Committee remains suspended until he/she appears before the House Committee.

Upon receiving a report of seriously improper conduct, the committee usually instructs the Administrator to send a letter to the accused, in accordance with *Section 48.9* of the General Laws. This letter requests that the member make an appearance at a hearing of the House Committee to explain the alleged actions, and, if so ordered by the House Committee, further informs them that Social Quarters privileges are suspended pending their appearance. Final disposition of the matter is then made following such appearance, after the Lodge or Chapter member has been given an opportunity to be heard.

Firearms are absolutely prohibited on any Moose Lodge property. This prohibition does not apply to legal weapons, which at all times remain in locked vehicles and are not in violation of any law. Exceptions apply to approved sporting events, gun raffles, or other activity for which a dispensation has been obtained from the General Governor and law enforcement officers on duty. A violation of this law requires expulsion from the Order unless the General Governor grants a dispensation. (See Section 46.20)

## House Committee Meetings

The House Committee is required to hold at least two meetings every month. These meetings must **not** be combined with the meetings of the Board of Officers. Since the same men compose the House Committee as the Board of Officers, there **must** be a clear distinction between the two meetings. No House Committee business shall be considered at a meeting of the Board of Officers or Lodge; similarly, no business other than Social Quarters business shall be considered at a House Committee meeting.

The Administrator, as secretary of the committee, is required to keep minutes of all House Committee meetings in a separate book from all other Lodge meetings. House Committee minutes must be read and approved at the following House Committee meeting. Since House Committee minutes are confidential, they are **not** read or otherwise disclosed to the Lodge.

Members desiring to bring Social Quarters business to the floor at a Lodge meeting should be immediately ruled out of order by the Governor, and invited to present their remarks at the next regular House Committee meeting.

## **Provide and Enforce Rules – Smoking Policy**

The House Committee shall comply with all state, local or provincial laws governing smoking, in accordance with *Section 48.2* of the General Laws. If smoking is lawful, the House Committee shall adopt rules and regulations regarding smoking during social functions. The rules and regulations governing smoking shall be considerate of all members and provide smoke free areas. It is recommended that smoking be prohibited during all meal functions occurring in separate areas from the social quarters.

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## House Committee Meeting Agenda



A typical agenda for a House Committee meeting is:

1. Roll Call
2. Minutes of Previous Meeting
3. Check of House Committee Weekly Envelopes
4. Approve Payment of Bills
5. Monthly House Committee Report
6. Analysis of Sales Volume and Costs
7. Inventory and Cost Control
8. Inspections
9. Decorum and Disciplinary Actions
10. Old and New Business
11. Adjournment

## House Committee Weekly Envelopes



Accurately verifying the weekly receipts and cash pay outs in the Social Quarters is one of the most important functions of the House Committee. After cash register readings have been taken and cleared, register tapes should be removed and filed in the weekly envelope, along with cash payment slips. Register cash (including petty cash) must be checked against the reading, in the presence of more than one member of the House Committee. The Administrator shall issue an official House Committee Receipt to the Social Quarters Manager for the amount of sales received from the sale of merchandise.

If more than one bartender is employed, cash register facilities should provide for each ringing his/her own sales, keeping his/her own funds, and maintaining his/her own petty cash. In these instances, the Social Quarters Manager issues an official House Committee Receipt to each, after the account and funds of each have been carefully checked.

Other sources of Social Quarters income must also be verified. Automatic vending machine coin-boxes should be unlocked and their contents counted in the presence of another bonded officer. The person who witnesses the counting signs the triplicate Official House Committee receipts. The Administrator issues the original receipt for such income to the witness who retains the original for auditing in the event that copy three, which remains in the Official House Committee Receipt Book, becomes lost or destroyed. The second copy is filed in the weekly House Committee Weekly Envelope. The Administrator is required to issue an Official House Committee Receipt for all funds that are placed in his hands for deposit to the credit of the House Committee. The Treasurer shall receive, from the Administrator, a signed duplicate deposit slip verifying that the week's receipts have been deposited.

## Approving Payment of Bills

All House Committee bills require approval of the House Committee before they may be paid. The Trustees should carefully examine all bills and ensure that the merchandise or services represented were actually received in full. The House Committee must be very diligent to avoid authorizing payment of bills for merchandise or services that were never received by the Social Quarters.

Payments for furniture and fixtures, even though used in the Social Quarters, or any other expenditures not directly connected with the buying and selling of merchandise, may not be made by the House Committee or from House Committee funds. These payments shall be made from Lodge funds, subject to Lodge approval (and the General Governor if applicable).

## Monthly House Committee Report

A Social Quarters that is being improperly operated, from a financial standpoint, has at least one of two common weaknesses. The House Committee is not getting the proper gross receipts that should be produced by the sale of the merchandise purchased, and/or the costs of selling the merchandise is higher than the gross sales. Either of these weaknesses, if allowed to continue, means financial loss.

A Monthly House Committee Report, profit & loss statement printed from Quick Books for the specific time period must be submitted to the Lodge at its first regular meeting each month. This report is simply a Financial Statement and a Profit and Loss (P&L) Statement. The House Committee should carefully study the P&L each month. This report is the "traffic light" for a Social Quarters operation. If it indicates that a fair profit is being made from operations, the traffic light is green and all is well. If it indicates that the Social Quarters is barely breaking even, the traffic light is amber – caution and close attention from the House Committee is necessary. If it indicates that the operation is losing money, the traffic light is red, warning the House Committee that trouble is ahead and that a halt must be called to those practices that are responsible for the loss.

With careful supervision and sound business administration, every Social Quarters operation can be made profitable, though some can produce more profit than others can. There is no excuse, however, for a Social Quarters to lose money. *The General Laws require that all Social Quarters operate profitably. This is a condition of the permit issued from the General Governor.*

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## Analysis of Sales Volume and Costs



Just as they would in their own business, House Committeemen should be constantly "sales-conscious" and "cost-conscious." Sales trends should be noted, and the House Committee should always be on the alert for ways of stimulating business volume. Operating costs should be surveyed frequently with a view to keeping them at an absolute minimum.

The House Committee should watch the slow sales periods during the week. In some instances volume may drop so low as to make it economically impossible to pay salaries to keep the operation open during such periods. Many large Social Quarters do not open until after noon, whereas others find it profitable to be open for business only on certain nights or days during the week. In each case, the House Committee is responsible for being fully aware of the sales trends, and for establishing guidelines to cope with those trends.

Credit may never be extended in the Social Quarters; however, credit cards are considered the same as cash. (*Running a "tab" is legal, as long as the tab is paid on the same day.*)

The matter of cashing worthless checks should be constantly watched by the House Committee, which should take prompt and effective action – not only to recover losses, but also to see that they do not reoccur. A member's social privileges may be suspended pending full payment of the check and reasonably assessed fees. In addition, a Lodge member may be dropped from the membership subject to compliance with the procedures set out in Section 35.12 of the General Laws.

The House Committee should always be conscious that full responsibility for the financial operation of the Social Quarters rests squarely upon its shoulders. Lodge funds shall not be used to operate a Social Quarters.

## Food Service and Non-Alcoholic Beverages



While food service and the restaurant business is a highly specialized field, serving food is almost a necessity. However, the hours of service and the variety of menu should be closely scrutinized. A food service operation requires a tremendous amount of work and extremely close supervision. A House Committee involved in food service must maintain a very close watch over that operation, segregating food income and food costs so that the exact net profit of the operation will be known at all times, and the operation condensed or terminated if it can not be made profitable.

While there are other contributing factors, driving- while-intoxicated laws head the list of reasons for decreasing liquor sales across the North American continent.

According to a survey of independent and chain restaurant operators, "many have recognized changes in the alcoholic beverage market and are making the necessary adjustments to save their business." In our case, the time has arrived for House Committees to change their thinking, if necessary, and develop new strategies in planning Moose Social Quarters alternatives.

For example, low alcohol and non-alcoholic beers and wines, along with a large variety of soft drinks, should be available. Lodges relying too heavily on liquor and beer sales to meet their recurring overhead expenditures must shift their emphasis to food sales, with special dining attractions.

The financial survival of House Committees will be determined by their ability to adjust to our changing times, including the determination to arrange functions in tune with the Moose Family Center concept.

## Inventory and Cost Control

If the Monthly House Committee Report indicates that the operation is losing money, the House Committee must take prompt and effective action. An inventory is required in order to complete each Monthly House Committee Report. It must be emphasized that an accurate picture of operations is absolutely impossible without an accurate inventory. If there is any question in the minds of the members of the House Committee about the financial operations, an inventory should be taken weekly, and a Profit and Loss Statement compiled each week as well. By doing so, the House Committee will be more able to monitor exactly what is happening. A monthly profit & loss statement must be submitted to the Lodge even if the profit & loss statements are done weekly.

Expenses must be managed through the process of "Inventory and Cost Control."

### Inventory Control means:

- Knowing exactly how much of each kind of merchandise is on hand at the beginning of any given period;
- Knowing exactly how much of each kind of merchandise is purchased during that given period;
- Knowing exactly how much of each kind of merchandise is on hand at the end of that period;
- Accounting for the difference (of the items listed above)

If a House Committee (or Social Quarters Manager) knows these things, it is possible to compute the amount of money that should be rung up through the cash register.

To illustrate: Suppose the Social Quarters handles only one category of merchandise that sells for \$1 per bottle. At the inventory last week, 127 bottles were on hand; during the week, 480 bottles were purchased. The inventory at the end of the week shows that 201 bottles are on hand. Adding the beginning inventory (127 bottles) to the purchases (480 bottles) equals the total units available for sale for the week (607 bottles). Subtracting the ending inventory (201 bottles) shows that the bartenders would be accountable for the 406 bottles used. When translated into cash, the bartenders are accountable for \$406. This amount should have been rung-up on the cash register. Of course, if the bartenders broke any bottles, the breakage must be taken into account.



Here are a few tips on Inventory Control. A perpetual or running inventory is preferred and easy to keep. It is a common practice of good business managers. Inventories must be taken as accurately as possible. Guessing is completely useless. Bottled goods may be computed on the basis of 33 one-ounce units per liter (the industry standard is 30 units per liter) or 38 units if a 7/8-ths ounce "shot" is used. A 750-ml bottle contains 28 one-ounce shots (the industry is 25 one-ounce shots). (See sample Inventory & Control form at the back of this book.)

Bartenders should be clearly and specifically informed that an exact count of merchandise is maintained and that they are expected to account for the full retail price of every unit of merchandise dispensed.

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Merchandise reserves should be fully protected in a locked storeroom to which only one or two persons, usually the Social Quarters Manager or Head Bartender has keys. Merchandise should be checked-out as needs require. Only one person should be permitted to place orders for merchandise, and every delivery of merchandise should be carefully checked upon receipt to ensure that the full order is received.

**Cost Control** means careful supervision of all costs connected with the Social Quarters operation. The House Committee must ensure that all merchandise is purchased at the most economical price available, and then be sure that the mark-up on that merchandise is sufficient to produce a fair profit. Container deposits, if applicable, should not be overlooked, since they may represent a substantial sum over a period of time.

**Operating Costs** are another important aspect of Cost Control. Two areas of operating costs that can easily and quickly get out of line are Wages/Salaries and Entertainment.

The House Committee allocates funds for wages and salaries. The SQ Manager hires, supervises and fires employees. Wage rates should be fair, but never beyond the ability of the House Committee to pay. Help should be employed and scheduled only when absolutely necessary. It is very important to remember that the budget for wages and salaries **must** include an allocation for the payroll taxes that the Lodge will be required to pay.

Entertainment costs are a bit more difficult to control, because members who want to be entertained occasionally subject the House Committee to pressure. In such cases, the House Committee must be strong enough to say "no" or to charge admission fees where both practical and legal. Extravagant and costly entertainment should generally be avoided.

An ingenious House Committee can often devise entertainment programs involving little or no cost, which nevertheless serve to attract patronage. Entertainment expenditures are limited by profits.

Other operating expenses usually require only cursory surveillance by the House Committee, at least until such time as one or more particular items become excessive. Careful study of each Monthly Profit and Loss Statement will warn the committee of any such items.

## Inspections

At least once per month, the Trustees should make a careful first-hand inspection of the quarters, furniture, fixtures, and employees. The objective of the inspection is to ensure that the highest possible state of cleanliness and repair is maintained. Employees should be immaculate about their persons, with particular attention to hands, fingernails, clothing, and uniforms. Glassware and utensils must be spotlessly clean and adequately sterilized. Merchandise must be kept clean and dust-free, displayed attractively and orderly. Lampshades, draperies, and carpeting should be cleaned regularly. An adequate supply of linens must be available, and changes made as frequently as necessary. Floors should be swept several times a day, and polished or waxed regularly. Furniture and fixtures should be dusted regularly, and thoroughly cleaned at necessary intervals. Furniture and equipment in disrepair should be repaired promptly, or removed to avoid any possibility of personal injury.

## Social Quarters Manager

The House Committee may employ a Social Quarters Manager who may be male or female, a member or non-member. Except as may be otherwise provided by majority action of the House Committee, the Social Quarters Manager shall be the business representative of the committee. The House Committee may employ the Administrator as the Social Quarters Manager, as allowed by our Order's Constitution and By-laws. However, no elected Officer of the House Committee may be the Social Quarters Manager (volunteer or employed), or otherwise be employed by the House Committee.

The Social Quarters Manager is accountable to the House Committee for all aspects of the Social Quarters operations. The Social Quarters Manager enforces all regulations and policies, approved by the House Committee. House Committee members are the governing body of the Social Quarters, with responsibilities of overseeing the operation, and not the day-to-day managing of the Social Quarters. House Committee members should not attempt to exercise authority while in the social quarters. The Social Quarters Manager or his/her authorized employee should address questions or problems.

The House Committee sets the salary of the named manager, initially and subsequently. The Social Quarters Manager employs help as necessary to operate the Social Quarters, according to policies established by the House Committee. Total wages or salaries paid to employees shall not exceed funds allocated by the House Committee for wages or salaries. Funds for wages and salaries shall be allocated quarterly or annually. In general, the total expenditures for wages, taxes and benefits of Social Quarters employees should not exceed 30% of gross Social Quarters food and beverage sales.

## Employee Supervision

All employees of the Social Quarters are under the direct supervision of the Social Quarters Manager. As the business representative of the House Committee, it is his or her responsibility to carry out the formal decisions of the House Committee. This is particularly applicable, but not limited to, relations between the House Committee and its employees. Confusion and conflict results when members of the House Committee attempt to give orders to employees. A House Committee member's authority is effective only when serving at a regularly convened House Committee meeting or as specifically authorized by the House Committee.

The Social Quarters Manager must follow any legal and reasonable employment policies established by the House Committee, including hiring and termination procedures. Neither the House Committee nor the Social Quarters Manager shall enter into any employment contract with an employee. Unless prohibited by law, all employees (including the Social Quarters Manager) shall be employed "at will."

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## House Committee Employees



The manner in which each employee performs his or her job is vital to the success of the Moose Lodge. Employees should be provided a written job description for their position. This job description is merely a list of all duties required of the employee. It is the responsibility of the Social Quarters Manager to see that each employee is properly trained. A properly trained employee becomes an asset to the Lodge and ensures an efficiently run operation.

Social Quarters employees and volunteers shall not drink any alcoholic beverage while on duty. All merchandise for resale consumed by the employee is to be purchased. If an employee is not a member, he/she cannot make purchases in the Lodge. Participation in social activities by employees while on duty (unless approved by the Social Quarters Manager) is prohibited.

When an employee has a question regarding their job responsibilities, the Social Quarters Manager is to be consulted.

### Employee Appearance

The House Committee should establish a dress code for all employees. The Moose Lodge is for the entire family; therefore, the established dress code should reflect that concept. For employees working in areas that cause their clothing to be soiled, aprons should be provided. When an employee is out among dinner patrons, the soiled apron should be removed. A well-groomed and clean-appearing employee is essential in projecting a professional image for your Moose Lodge.

### Courtesy

Extending personal courtesy to customers at all times is an essential attribute for employees in the food and beverage business. A friendly "hello," "good afternoon" or "good evening" – along with a warm smile – makes the customer feel welcome. Words like, "May I serve you," "thank you," or "good-bye, please come back soon," should be a part of every employee's vocabulary. These words and phrases are what bring customers back for another visit to the Lodge.

Greeting the customer by name is a good way to make them feel welcome. Addressing a customer as "Brother," and other titles such as "Mr.," "Mrs.," or "Miss," is also acceptable. Make eye contact with customers when they first enter the work area. If actively serving another customer, the employee should acknowledge the new arrival's presence by saying, "I'll be right with you." Never ignore or leave a customer waiting to be served.

Engaging a customer in "small talk" is desirable as long as other customers are not ignored or kept waiting for service. Never gossip or use derogatory comments about anyone. Avoid controversial subjects such as politics and religion.

Answer the telephone by saying "Good evening" (or the appropriate time of the day), along with "Lodge name," followed by identifying your self, i.e. "this is (use your name)", "May I help you." If the Lodge has attained the designation of Moose Family Center, include "Moose Family Center" following the Lodge name. Using this simple formula in answering the telephone will portray a professional image for the Lodge to the caller.

The telephone numbers of the police, emergency, fire department and taxi service should be on display near the telephone for all employees to use if needed.

## Service

In the Social Quarters of a Moose Lodge, servers have most of the actual contact with customers, but all employees must focus on customer service. The House Committee should strive to instill this concept in all employees.

All employees are required to verify that every person making a purchase is an active member. Service starts with a friendly greeting when the customer first enters the establishment right through to when you say good-bye. The manner in which an employee greets a member, presents information, answers their concerns, and exhibits an appreciation for the member's business has a great impact on how much money the member will spend, and how often they will return. Proper service given to a member while attending a Social Quarters function ensures repeat business.

Every bad experience can cause the loss of an untold amount of future revenue. For example, if a member frequents the Social Quarters as little as once a week, and spends an average of \$20 each time for food and drinks, that equates to over \$1,000 a year in potential lost revenue. Even more concerning, are the unknown number of customers who just disappear without letting you know why. Some studies have shown that only one-in-nine dissatisfied customers take the time to complain. The rest simply stop patronizing the establishment. Worse yet, a dissatisfied customer is more likely to express their complaint to 8 - 10 of their friends and acquaintances, who are likely to visit less frequently, or not at all.

## Cleanliness



Making sure the facility is tidy and clean when the customer arrives is another key area of employee responsibility. All employees should be consciously aware of the cleanliness of the Social Quarters, ensuring the area is always neat and clean, including the floors, counter tops and cabinets, and also the equipment. Dirty lines in the beer tap or residue left in the glasses all contribute to spoilage and poor quality in the product being dispensed. Unsanitary kitchen equipment can result in the loss of your health permit to operate. Everything the customer comes in contact with should be as clean as possible. From the table and the chair a customer sits in, to the glass and dishes, right down to the restrooms, all are areas that cannot be overlooked when providing the customers a clean environment in which to socialize.

Merchandise on display should never become dusty or in disarray. All visible merchandise should be neatly arranged and properly lit. A good employee will make use of their slow time by keeping their area clean and tidy.

To reduce the risk of fire, care should be taken when disposing of residue from ashtrays. Never dump an ashtray into a trashcan. Ashtrays should be emptied into a container that has no combustible contents.

## Handling Cash and Merchandise



Proper handling of cash and merchandise is necessary for the success of the business. From the moment merchandise is delivered by the vendor—to ringing out the cash register, diligence must be exercised to ensure optimum profit potential.

Someone from the management team should be present when merchandise is received. This person must physically count every item delivered and compared with the invoice to verify actual delivery. Watch for bottle returns and back ordered items. All discrepancies must be documented to ensure proper billing.

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Consumable products must always be handled using the FIFO (First In, First Out) system. Inventory stock must be rotated to reduce spoilage, and ensure the oldest items are used first. Rotating stock should be done both in the central storage area and at remote locations, such as the coolers behind the bar, and the refrigerator in the kitchen.

All storerooms are to be locked and only members of the management team, who have a valid need, are to be issued keys. The honesty and integrity of all employees is another area of concern. Reasonable care should be exercised to avoid spillage, breakage, and pilferage.

A policy regarding free merchandise should be established by the House Committee, and must be strictly enforced. Employees are not to dispense "free drinks" or give any merchandise away without collecting money. Only the Social Quarters Manager can authorize giving away merchandise in accordance with policy established by the House Committee. Some jurisdictions prohibit giving away free drinks. Elected officers are prohibited from receiving compensation, which includes free drinks, food, etc. Merchandise and free drinks are corporate assets that should not be misappropriated. All food or beverage provided free of charge must be carefully tracked. At the close of each week the total amount of complimentary food and beverage must be reimbursed, at retail price, from the Lodge to the House Committee.



Every employee must be trained in the proper handling of cash. The employee is fully responsible for all cash in their possession; from the time the till (cash bank) is issued to them, until it is returned at the end of their shift.

All sales are to be rung up in the cash register at the time of sale. Employees are not permitted to accumulate sales for ring-up later, except in the case the customer pays by credit card before departing.

On occasion, an employee may be required to make a cash pay out from the cash register. When this occurs, the employee will retain the receipt and attach a note stating the purpose of the cash purchase. An entry is also made in the House Committee Cash Purchase Journal, kept at the cash register. The receipt and note is to be kept in the cash register drawer, and turned in to the Social Quarters Manager. Cash payouts are accumulated for the week, and a reimbursement check is issued each week to replenish petty cash.

The Social Quarters Manager should use the "Read Key" to monitor the business for the day. A schedule should be maintained to take a reading at several intervals during an employee's shift and then again at the end of each shift.

Proper safeguards should be in place for the safe keeping of cash left in the building over night. Every employee responsible for closing each day must be trained to ensure the building and all assets are secure. If the cash receipts for the day's business are to be kept in the building, a drop safe should be provided. Cash removed from the premises each night is to be immediately deposited in the night deposit at the bank. Employees should never leave the building alone when carrying cash to the bank. If another employee or House Committee member is not available to accompany the employee to the bank, then a police escort should be arranged through the local police department.

## Dues and Fees Collections

All membership dues payments must be processed through the lock box established by Moose International. As a service to our members, the Administrator, or his designee, can accept a check for dues and forward the payment to the lock box. Cash payments received must be properly receipted and immediately exchanged into a check or credit card payment for remittance to the lock box for credit of the member.

New membership applications, accompanied by the appropriate fees and dues, can be received by any active member and must be turned over to the Administrator or his designee. It is the responsibility of the Administrator or his designee to properly receipt the funds, remit the applicant information to International Headquarters, and provide the membership application to the Application Review Committee.

Upon enrollment, all new members shall receive a membership receipt from the Administrator or his designee that will accurately reflect his active membership status. This receipt shall be valid for entry into any Moose Home for 30 days. An official membership card will be mailed to each new member upon the receipt of electronic verification at International Headquarters of the proper enrollment of the member.

## Decorum and Serving Alcohol



One of an employee's most serious responsibilities is to maintain the highest standard of decorum in the Social Quarters at all times. This responsibility needs to be handled with diplomacy.

Bartenders carry a definitive responsibility to maintain good conduct in the quarters. A bartender must be authorized to decline to serve any member at his/her own discretion; however, a bartender is answerable to the Social Quarters Manager for any abuse of this authority. With this authority goes a corresponding responsibility on the part of the bartender to see that he/she may never be charged with becoming an accessory to a member's misconduct.

It is the employee's responsibility and legal obligation to refuse the sale of alcohol to any person who is visibly intoxicated or is in danger of becoming a potential intoxicated driver. Never accuse the customer of being intoxicated, or having too much, or scold them, and do not cast blame. Be firm when refusing to serve a customer. Tell them they will not be served anymore on this visit. Give them a reason, by saying, "You will need to drive home; if I serve you any more you will not be in any condition to drive." Never bargain with a patron, or allow them to negotiate being served "just one more." Suggest a non-alcoholic beverage or something to eat, but serve no more alcohol. If it appears the customer may resist or cause trouble, immediately get help from the Social Quarters Manager or another employee. Even if the customer is OK with the "no sale" decision, always make at least one other employee on duty aware of the situation.

An Incident Log should be kept of all incidents. The log should include the date, who was involved, what occurred, and how it was handled, along with name(s) of those witnessing the event.

The employee should also have the authority (in the absence of the Social Quarters Manager) to immediately eject, from the premises, anyone involved in any form of misconduct (including members of the House Committee). Each incident involving an ejection must be fully documented in the incident log kept behind the bar.

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Any member ejected from the Social Quarters shall be immediately placed on suspension until the next House Committee meeting. All incidents in the House Committee incident log are discussed at the next House Committee meeting and the necessary discipline or corrective action taken.

Here are some suggestions to help avert a potential problem:

- Promote “TIPS” classes (Training for Intervention ProcedureS), which is an alcohol intervention program that builds on the skills and expertise of your servers. Contact the Education and Training Department for training information. (**Important** –The Supreme Council has mandated that all Lodges have all of their alcohol servers trained in the serving of alcohol responsibly. The Lodge should maintain copies of the servers’ certifications. These certifications should be maintained for a minimum of eight years after their expiration. The Social Quarters Permit of any Lodge failing to comply with this requirement may be suspended pending compliance.
- Establish and promote a designated driver program.
- Find a non-drinking person who will take matters in hand;
- Make arrangements to have alternative transportation take the person home – a friend, family member, cab, etc.; and/or,
- Call the police if it looks like matters will get out of hand. It is better to lose the goodwill of one intoxicated customer (for their own good) than jeopardize the safety of others in the Social Quarters or on the road.

The importance of maintaining a high standard of good conduct in the Social Quarters cannot be overemphasized. Many members consider the Moose Home to be their second home, and the standard of conduct maintained therein should always be a credit to the fraternity. The House Committee should be particularly diligent about prohibiting loud or profane language.

## MOOSE INTERNATIONAL



One of the principal functions of Moose International is to assist Fraternal Units and their officers. Since the staff of Moose International is relatively small, and there are a great number of Fraternal Units in the Fraternity, services are ordinarily provided by mail, e-mail, fax, or telephone. Active and interested Lodge, Chapter and Moose Legion officers should be acquainted with the nature of these services:

### Departments And Their Functions

#### Department of the Director General

The Director General is the Chief Executive Officer of Moose International and has general power to direct and supervise all activities and enterprises of Moose International and the Supreme Lodge.

#### Membership Department

The Membership Department deals with all matters for Lodges, through Regional Managers and Assistant Regional Managers and their volunteer network.

- **Regional Manager and Assistant Regional Manager** - Periodically, Regional Managers and/or their Assistants (or other authorized representatives) visit every Lodge, Chapter and Moose Legion in the Order. The main purpose of these visits is to review the financial and fraternal progress of these Fraternal Units during the period covered. As official representatives of Moose International, they are there to provide help and service to the officers of these units. He/she can more readily and effectively accomplish the objectives if the officers give their whole-hearted cooperation during the course of the visit. He/she may review the accuracy of financial records to assure proper record keeping and determine if all payments to Moose International have been made. Each unit has much to gain from such a visit and should utilize the opportunity to seek advice and assistance to improve your operation. The goals of the visit to your Lodge are to:
  - Educate the officers
  - Advise on Social Quarters Management
  - Help each unit develop Community Service, Family Activities, Government Relations and other fraternal programs
- **Lodge Development** is responsible to identify, promote and oversee the chartering of our Lodges.

This department also encompasses Community Service; Family Activities; Youth Activities; Sports and the Moose Travel Program.

- **Youth and Family Activities** deals with all matters pertaining to fraternal sports programs and related tournaments; and matters concerning youth and family activities.
- **Community Service** deals with all matters pertaining to the comprehensive Six-Point Community Service program, which includes the Moose Youth Awareness program.

## Department of Education and Training



The Education and Training Department is responsible for the design, development and implementation of training for all the Lodges, Chapters and Moose Legions in the Fraternity. It is responsible to create and provide all training materials for the team of volunteer Trainers in the field as well as that of the Moose members, who attend training.

The department trains all volunteer Trainers, and works with the Regional Managers and Associations to ensure that they have adequate coverage for their areas.

The department of Education and Training works in conjunction with Moose International departments to support the General Laws and orders of the Fraternity.

Current curriculum includes Administrator Training, Lodge Leadership & House Committee Training plus four additional stand alone modules, LCL and QuickBooks for all Fraternal Units Training, Moose Legion Training, and TIPS Training. These courses are available to all active members of the Fraternity. Attendance is tracked by our department and highly recommended for all.

All course descriptions, schedules and Trainers for your area are located on the Moose International website at [www.mooseintl.org](http://www.mooseintl.org) under the Education and Training webpage.

Instructor-Led Courses	Target Audience	Course Length
2HOTT (2-Day Hands-on Technical Training; LCL & QuickBooks)	Administrators, Recorders, & Moose Legion Secretaries	2 days
<i>Administrator School</i>	Lodge Administrators	3 days
<i>Lodge Leadership &amp; House Committee</i>	All Lodge Leaders, House Committee, & SQ Manager	7 hrs (3.5 hrs each)
<i>Governors Workshop</i>	Governors & Junior Governors	2 hrs
<i>Committees Workshop</i>	Committee Chairmen & Members	2 hrs
<i>Trustees Workshop</i>	Trustees	2 hrs
<i>Treasurer &amp; Audit Committee Workshop</i>	Treasurers and Audit Committee Members	2 hrs
MLEC (Moose Legion Education Conference)	Moose Legion - All Involved Members	6 hrs
SEC (Moose Legion Secretary Education Conference)	Moose Legion Secretaries & Assistant Secretaries	6 hrs
TIPS (Training for Intervention ProcedureS)	Anyone Who Serves Alcohol	5 hrs
Online Courses	Target Audience	Course Length
TIPS	Anyone Who Serves Alcohol	Allow 3-4 hours!

## Lodge Operations Department

The Lodge Operations Department provides support services to our system of Moose Lodges. Field-based Deputy Directors of Lodge Operations and Senior Operations Analysts, supported by volunteer Operations Analysts, periodically evaluate all aspects of a Lodge's fraternal and business operations. The Lodge is then provided with recommendations to improve fraternal operations and/or maximize profitability in their food and beverage operations. Additionally, a phone and e-mail based technical support division is staffed at the Moose International Headquarters Building. This technical support team affords Lodges, Chapters and Moose Legions the opportunity to receive support in the installation, setup and utilization of the proprietary Moose Membership software (MMMS/LCL.Net), QuickBooks Pro and Smarter Mail.

## Ritual & Higher Degrees Department



The Moose Legion Department oversees the programs, procedures and rules for the operation and government of the various jurisdictions of the Degree of Service in North America. It develops and implements programs to promote the growth of membership including implementing campaigns and recognition programs and working with the Department of Education to facilitate training needs for members and to raise funds in support of Moose Charities and the philanthropic work of the Order. This is done in co-operation with and through the Moose Legion Council whose actions are ultimately approved by the Supreme Council. The department oversees matters of interpretation and compliance with the Code of Rules and in co-operation with the General Governor, the General laws of the Order affecting the Moose Legion, and considers dispensation requests by jurisdictions and rules on approvals. The conferral ritual and competition / judging of staffs is administered through this Department.

## Communications & Public Affairs

The Department of Communications & Public Affairs is responsible for media relations; public liaison and external marketing; all editorial/production/management functions for Moose Magazine; design and editorial coordination of [www.mooseintl.org](http://www.mooseintl.org), [www.mooseheart.org](http://www.mooseheart.org), [www.moosehaven.org](http://www.moosehaven.org) and [www.moosecharities.org](http://www.moosecharities.org); design/execution of corporate communications; guidance and assistance to fraternal-unit publications and websites; and the Museum of Moose History.

## Finance Department

Finance prepares, sends and explains monthly consolidated statements, collects and processes funds due to Moose International, obtains tax payer identification numbers for Lodges and acts as liaison with the IRS to solve identification number problems and duplications.

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## **Risk Management Department**

Risk Management administers the Risk Pool program, the “Continuous Accident Prevention” (CAP) program. The department provides Certificates of Insurance for all Lodges, Chapters and other units of the Order for General Liability, Liquor Liability, and Directors and Officers coverage. The department maintains a record of the Lodges’ insurance coverage outside of the Risk Pool. Additional information regarding these and other programs can be obtained by calling (800) 544-4407.

## **Catalog Sales**

Catalog Sales handles all official supplies of the Order, and many other items of equipment, jewelry, printed material, etc., which are in general use by the Lodges and Chapters of the Order. See the Official Supplies Catalog for any particular items of merchandise. (Items with a Moose logo not sold by Catalog Sales require a dispensation from the General Governor.)

## **Government Relations**

Government Relations is under the direction of the Legal Department. Their intention is to carry on the mission of protecting our rights under the First Amendment through legislative grass roots involvement and activity.

## **Department of Information Systems**

The Information Systems Department is responsible for the development and support of all computer systems for Moose International, Mooseheart, Moosehaven, and Moose Charities. This includes all applications and data, hardware and software support and acquisition, computer and network operations, as well as the phone system. Information Systems is also responsible for all systems, programs and processes regarding electronic transmission of data and communications within Moose International as well as the Lodges, Chapters, and Legions throughout the Moose Fraternity.

## **Office of the General Counsel**

The General Counsel represents Moose International, and the Supreme Lodge. In addition, he and/or his staff may assist units, degrees, Chapters, boards, and bodies of Moose International in matters involving litigation or corporate issues in an advisory capacity.

## Office of the General Governor

The Office of the General Governor deals with matters requiring dispensations (particularly on real estate or financial transactions), interpretations of the Laws of the Order, and matters having to do with disciplinary charges and trials.

**Dispensations** - Dispensations are needed to:

- Acquire (by purchase or otherwise) any real estate
- Mortgage or sell real estate
- Construct or substantially improve a building
- Lease real estate
- Amend by-laws to change Lodge name

**Note:** the above situations must be approved at a special meeting of the Lodge membership. Seven days' written notice of the special meeting must be mailed to each active member of the Lodge (see *Section 42.3* of the General Laws).

The following situations require dispensations, but can be approved at a general meeting of the Lodge Membership.

- Enter into any contract
- Purchase or lease equipment (Purchase of property or equipment in an amount less than \$5,000 does not require a fraternal permit, but does require approval of the membership)
- Borrow unsecured funds
- Invest funds into a savings account, CDs, etc.
- Encumber assets and any other transaction affecting the Lodge financial balance sheet, including the disposal of Lodge assets (Donations from a Chapter of the Women of the Moose to its sponsoring Lodge do not require a dispensation from the General Governor, but the funds must be spent as directed if restricted or designated for a specific purpose)
- Establish a Social Quarters operation
- Anytime the Lodge Hall is used for a community service activity involving alcoholic beverages, if NOT a Lodge sponsored event, insurance must be obtained. (Dispensations are not required for Lodge activities involving only members and their qualified guests)
- For any activity for financial gain involving non-members, including bingo
- Anytime the Lodge holds an activity off Lodge premises, such as a trip to a ball game, family picnic, bus trips, etc., involving persons other than members and qualified guests (for insurance reasons)

(For a complete listing of dispensations see the General Laws of the Order)

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## Women Of The Moose



The Women of the Moose also have their headquarters at Mooseheart, Illinois. Its local units are known as Chapters, and its members as co-workers.

The Women of the Moose are responsible for all aspects of Chapter operations including promoting and chartering new Chapters, membership building and retention, all Chapter honors as well as individual honors and degrees, dispensations and educational materials.

Women of the Moose Chapters have greatly contributed to the success of Mooseheart and Moosehaven through sponsorship of many projects. In addition, they have earned recognition throughout the country for their participation in service works in the communities in which they are located.

Close cooperation between the Lodge of the Loyal Order of Moose and the Chapters of the Women of the Moose is constructive. A harmonious and collaborative relationship between these two units can be of great mutual benefit. Each year, the Women of the Moose donate millions of dollars to Mooseheart, Moosehaven and local Lodges.

If your Lodge has an affiliated Chapter, the Lodge and Chapter Boards of Officers are required to hold a joint meeting at least once per month. By organizing and planning event calendars together in advance, you can ensure that your Lodge home will get optimum utilization by both units. Also, each unit can support each others membership drives and share the talent and volunteerism of both units' members on coordinated projects and events.

Lodge officers are reminded that the Lodge must provide the Chapter with adequate meeting space for required Chapter meetings at no expense to the Chapter. (General Laws, *Section 46.21.*)

The Women of the Moose render important services to the humanitarian projects of our Fraternity. Frequently, the women are of substantial assistance in various Lodge undertakings. Lodges and Chapters working together toward common goals best serve the fraternity's interests. Please refer to the current Women of the Moose General Laws, in force and effect as of July 1, with questions regarding their rules, regulations and procedures.

The Women of the Moose General Laws and its subsequent amendments, the Officers' Handbook and Recorder's Handbook provide valuable information for the operation of a Chapter and the responsibilities of its Officers.

When a Chapter experiences difficulties, they are to contact their local Chapter Analyst Coordinator for assistance. A complete listing of Chapter Analyst Coordinators can be found in the Women of the Moose portal of the Members Only area of our website.

Questions may be directed to the Women of the Moose Training Session Leaders or to Chapter Analysts.

## **The Annual International Moose Convention**

The Supreme Lodge of the Loyal Order of Moose holds its annual meeting during the Annual International Moose Convention. The International Moose Convention also includes the Annual Conference of the Women of the Moose and the Annual Conference of the International Moose Legion, including the International Moose Legion Ritual Competition.

The annual International Convention is an opportunity to gain knowledge, inspiration, know-how, and new ideas. For these reasons, every Lodge is urged to send its Governor and Administrator, who are the Lodge's official representatives. However, any active Lodge member selected by the Lodge may serve as alternate representative in the event a Governor or Administrator is unable to attend. Each Lodge may pay, out of its Lodge account, the expenses for its representatives, when approved by the Lodge membership. Expenses for per-diem should not exceed the sum permitted by governmental guidelines for each day in actual attendance, (including time necessarily used in traveling), in addition to mileage or actual transportation expense (whichever is less).

Past Governors, not attending as a delegate, but who are active members and if otherwise qualified, are entitled to attend the Annual meeting of the Supreme Lodge at International Moose Convention; however, they are only entitled to do so at Lodge expense if approved by the Board of Officers and membership of the Lodge in advance.

Any active member may attend the Annual International Moose Convention, but only representatives and Past Governors are entitled to vote.

## **State And Provincial Associations**

All Lodges must maintain affiliation with their respective State or Provincial Moose Associations. They are required to participate in the activities of the Association, particularly the Association Annual Meeting, annual Mid-Year Conference, and District meetings. Failure to do so could result in a reorganization of the Lodge's Board of Officers, or a temporary loss of the Lodge's Social Quarters permit. The organizational structure of a Moose Association typically has the same standing committees as the Lodge and the Supreme Lodge. Corresponding district or region appointments are made through State or Provincial Associations.

District and State or Provincial meetings offer an excellent opportunity for the officers and chairmen to learn more about their duties and responsibilities, and to get ideas about new and better ways of doing their jobs.

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## ABOUT THE FRATERNITY

### The Loyal Order Of Moose



The Loyal Order of Moose was organized in 1888 at Louisville Kentucky. The Moose was founded as a nonsectarian and nonpolitical fraternal organization. The purpose of the Loyal Order of Moose as a fraternal organization of charitable Lodges, Chapters, and other units, is to:

- Unite in the bonds of fraternity, benevolence, and charity, all acceptable persons of good character;
- Educate and improve members and the families of members socially, morally, and intellectually;
- Assist members and their families in time of need;
- Aid and assist the aged members of Lodges and Chapters and their spouses;
- Encourage and educate members in patriotism and obedience to the laws of the country in which the Lodge, Chapter or other units exist;
- Encourage tolerance of every kind;
- Render particular service to children in need by the operation of one or more vocational and educational institutions of a type and character of the institution now called "Mooseheart," and at Mooseheart, in the State of Illinois;
- Serve aged members and/or their spouses at one or more institutions of the character and type of the place called "Moosehaven," located at Orange Park, in the State of Florida;
- To create and maintain foundations, endowment funds, trust funds, and subsidiary or related corporations, whether non-profit or for profit, for the purpose of carrying on, aiding, and assisting the charitable and philanthropic enterprises heretofore mentioned.

Lodges are located in the United States, Canada, Bermuda and Great Britain.

### Why the Moose?



Why was this particular animal chosen to represent a humanitarian fraternal order? The answer is fairly straightforward. The moose is a large, powerful animal, but one which is a protector not a predator. We think it was perhaps said best in an earlier version of our enrollment ceremony:

*"He takes only what he needs, nothing more...yet for his great size and strength he lives in peace with other creatures. The moose uses his size and power not to dominate but to protect, not to spoil but to preserve. He is a fierce protector, a loyal companion, and a generous provider who brings comfort and security to those within his defending circle."*

It is these characteristics of the moose in the wild that the human members of the Moose fraternity have modeled for decades in the establishment and operation of Mooseheart, the organization's community and school for children and teens in need; and Moosehaven, the retirement community for Moose men and women; as well as in service to its communities.

## Qualifications For Membership

Members of the Order shall be a member of a Lodge of the Loyal Order of Moose or a member of a Chapter of the Women of the Moose. To qualify for membership in a Lodge an applicant must:

- Be a male person.
- Be twenty-one (21) years of age or older.
- Not be a member of a terrorist group or recognized subversive organization.
- Not be a registered sex offender or convicted of a felon, unless the conviction has been expunged, the conviction has been vacated by unconditional pardon, or a dispensation waiving this requirement has been obtained from the General Governor.
- Be of good moral character and capable of understanding the obligation of membership.
- Profess a belief in a Supreme Being.
- Have not been expelled from any Lodge, unless a special dispensation has been granted in accordance with the laws of the Order.
- Not currently suspended from membership in any Lodge.
- Not having had an original application for membership rejected in any Lodge. (In addition refer to Sec 28.5 of the General laws)

To qualify for membership in a Chapter of the Women of the Moose, an applicant must:

- Be a female person.
- Be twenty-one (21) years of age or older.
- Not be a member of a terrorist group or recognized subversive organization.
- Not be a registered sex offender or convicted of a felon, unless the conviction has been expunged, the conviction has been vacated by unconditional pardon, or a dispensation waiving this requirement has been obtained from the General Governor.
- Be of good moral character and capable of understanding the obligation of membership.
- Profess a belief in a Supreme Being.
- Have not been expelled, suspended, or rejected for membership by any Chapter.

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## Degrees Of The Loyal Order Of Moose

### Moose Legion Degree of Service



The Moose Legion is known as the Degree of Service. Every Moose member that meets the minimum requirements is eligible for membership into the Moose Legion.

Qualifications for Moose Legion membership:

- Must be an active Lodge member and
- Must have completed 1 year of Lodge membership and
- Must have sponsored 1 Lodge application that has been accepted through LCL.Net

OR

- Must be an active Lodge member and
- Must have completed 6 months of Lodge membership and
- Must have sponsored 3 Lodge applications that have been accepted through LCL.Net

OR

- Must be an active Lodge member and
- Must be a former Moose Legionnaire

The purpose of this degree is to band together the loyal and devoted Moose members who desire to make further contributions to the humanitarian objectives of our Order while providing fun and entertaining activities for members and their families. Additionally, it serves as the means for building a strong foundation for advancement to the Fellowship and Pilgrim Degrees. The official regalia of a Moose Legionnaire is a maroon blazer featuring the Moose Legion logo, coordinating necktie, white shirt, black trousers and accessories.

### Fellowship Degree of Honor



The Fellowship Degree of Honor is an honorary Degree of the Loyal Order of Moose conferred only upon Moose Legionnaires who are recommended by the Fellows of their Lodge and approved by the Pilgrim Council

The selection process begins during the month of November, which has been designated by the fraternity as Fellowship Degree Honor Month. While it is a time when special activities are scheduled within each Lodge to pay tribute to these dedicated fraternalists, it is also the time when the Fellows of the Lodge gather to review the service of members of the Moose Legion within their Lodge and, providing the Lodge has received a recommendation form from their Regional Manager, select a Moose Legionnaire to be recommended for elevation to the Degree of Honor. The recommendation is highly confidential and is never revealed until such time as the recommended Moose Legionnaire is selected and called by the Pilgrim Council and subsequently conferred with the Degree of Honor.

The opportunity to serve on the Lodge Fellowship Committee is one of the privileges of being a Fellow. This select group may meet as often as they like to socialize, raise funds for special projects or conduct other business beneficial to the Degree.

The official regalia of a Fellow is a French-blue blazer featuring the Fellowship logo, coordinated necktie, white shirt and black trousers. The regalia is worn in its entirety or not at all. The regalia may be worn at any function of the Order and is symbolic of the character and strength that these men provide to the Moose fraternal structure. A Fellow is also entitled to wear the Fellowship medallion, available through Moose International Catalog Sales and may be worn at any function of the Order.

## **Pilgrim Degree of Merit**

The Pilgrim Degree of Merit is the highest honor that can be bestowed upon a member of the Loyal Order of Moose. This Degree is conferred only in the House of God at Mooseheart, Illinois and comes as a reward for extraordinary service to the Order. All Pilgrims of the Order are sent special recommendation forms annually and may recommend any member of the Order, who has attained the Fellowship Degree of Honor, by submitting this form to the Office of the Director General. Fellows recommended will then have their record of service evaluated for merit. Those attaining the highest level of service will be presented to the Pilgrim Consistory – all living Past Supreme Governors – for their review and approval. Once the list has been finalized, the candidates receive the call to assemble in the House of God for the conferral. The call remains confidential until the Degree has been conferred.

Special Pilgrim Presentations are scheduled in the Lodges of new Pilgrims, or at an association event, after the conferral. This presentation is where the new Pilgrim is officially presented with his regalia and is coordinated with the Regional Manager or a Pilgrim Representative. Family, friends, community leaders, Lodge members, and other Pilgrims of the Order are invited to attend this fraternal tribute.

The official regalia of a Pilgrim is a gold blazer featuring the Pilgrim logo, coordinated necktie, white shirt and black trousers. A Pilgrim is also entitled to wear the Pilgrim medallion with gold cord. This regalia and medallion may be worn at any function of the Order and is symbolic of the dedication, commitment and outstanding service that these men have provided to the Moose Fraternity.

## **Councils of Higher Degree**

Pilgrims, Fellows and Moose Legionnaires of the Loyal Order of Moose, together with College of Regents, Academy of Friendship and Star Recorder Degree holders of the Women of the Moose are encouraged to become members of the Council of Higher Degrees.

The Councils' main assigned responsibility and goal is to aid the Lodges, chapters and Moose Legions in the retention of active dues paying members through personal contact locally. This function, properly executed, can make a significant difference in our growth. Fraternal Units are encouraged to call on the Councils for assistance.

This group, at the Lodge and Chapter level, may meet as often as desired to socialize, raise funds for Moose Charities and help with other fraternal endeavors. One member of the group is selected as the Council Representative, and required to attend the Council of Higher Degree meetings on a regional level.

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## About Mooseheart



Founded in 1913, Mooseheart was established to provide a home and school for dependent children of members of the Order. Initially, only children of Moose members who had passed away were eligible for admission to the Child City. Since Mooseheart's humble beginnings, this policy has expanded to include any child in need. No longer restricted to Moose members' children, priority is still given to the member's family when all factors are considered.

Located in the beautiful Fox River Valley, approximately 40 miles west of Chicago, Illinois, the campus-like setting has approximately 90 buildings and is a completely self-contained community. Mooseheart has its own bank, powerhouse, K-12 school, church, post office, recreational buildings, and an athletic field house and stadium complex. Known throughout North America as "The Child City," Mooseheart has been home to more than 12,000 children since it's founding.

Mooseheart, a home and school for children in need, serves as Illinois' largest residential childcare facility licensed by the Department of Children and Family Services. Caring for children from birth through age 21, Mooseheart utilizes the Family Teaching Model in all our residential homes to teach our children independent life skills, positive social skills with a focus on relationship building, and empowers them to make sound ethical decisions throughout life. Children reside in one of 30 large single-family homes with 8-9 children of the same sex and age range.

Every child at Mooseheart is provided a complete academic education, accredited by the North Central Association. The education of our youngsters starts at the age of three, in pre-nursery school, and continues through High School. The professional, fully staffed and accredited school provides our children with vocational training, available for students beginning in the Middle School. This vocational experience prepares all Mooseheart children with the necessary employment skills to transition into the job market. Academic and vocational scholarships are earned by over 90% of our graduates, who attend 2-year and 4-year colleges around the country. Instruction in military bearing, citizenship and leadership development occurs in Mooseheart's Navy Junior Reserve Officer Training Corps, a mandatory program for all 9<sup>th</sup> – 12<sup>th</sup> grade students.

A Protestant Chaplain and Catholic Priest provide religious instruction in the faith prevailing in the child's home prior to coming to Mooseheart. Children of other faiths attend services in neighboring communities.

Health care afforded our Mooseheart youngsters is far above the average community. While a limited medical staff is employed on campus, local doctors perform most medical procedures at facilities in nearby communities.

Any Moose member of the Lodge or Chapter, or any resident of your community planning a trip to the Chicago area is encouraged to take advantage of the opportunity to visit Mooseheart.

## About Moosehaven



Founded in 1922, and located on the banks of the beautiful St. Johns River in the city of Orange Park, approximately 12 miles South of Jacksonville Florida, Moosehaven is known throughout the world as the "City of Contentment." Moosehaven was built through the efforts of the men and women of the Moose fraternity to care for the needs of qualified senior members and their spouses in the latter years of life.

Today, the Moose Retirement Program offers two very different admissions plans to all qualified members regardless their years of membership and financial status.

The Traditional Plan is available to those who are at least sixty-five years old and who have fifteen or more years of continuous membership. The qualified member along with his/her spouse can retire to Moosehaven by simply agreeing to contribute their current and future financial resources to a Moosehaven Retirement Account held in their name. This account is used to pay for their care and needs throughout the remainder of their lifetime at Moosehaven. Even if their Moosehaven Retirement Account becomes fully depleted, residents are never asked to leave Moosehaven provided they continue to abide by its rules and policies.

The Brandon Place Plan is available to those who are at least sixty-five years old and who are members for at least 6 months. This plan requires an entry fee payment that is determined by the size and location of the accommodations chosen in Brandon Place and then monthly fees based upon the size of the accommodations chosen and level of care. Applicants must undergo financial qualification to determine their ability to pay for their care throughout their expected lifetime. However, a resident will not be asked to leave Moosehaven should they outlive their resources provided they have not disposed of them inappropriately and they continue to abide by its rules and policies.

Regardless the admissions plan selected, each resident has access to all of Moosehaven's amenities, programs and services. As a Continuum of Care Retirement Community, Moosehaven offers Independent Living, Congregate Living, Assisted Living, Enhanced Living, Residential Dementia Services and Skilled Nursing Care. It is truly a self-contained community, having its own health center, community buildings, cafeteria, retail shops, and a chapel for all faiths.

Resident Halls are designed expressly for the convenience and comfort of our senior residents. Each apartment is equipped with its own sleeping and bathing accommodations and each campus hall has its own kitchen and dining facilities.

Moosehaven's Life Care Center is fully equipped and staffed and provides 24-hour nursing and enhanced living care. It also houses a pharmacy, clinic, and a physical therapy department.

Assisted living services, including residential dementia care are available in Peeler Hall and the campus nurse program provides on-call nurse services to independent and congregate living residents across the campus 24-hours a day, 7 days a week.

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Moosehaven offers a full compliment of activities geared to each resident's capabilities, including fishing, shuffleboard, pool, darts, swimming, exercise programs, ceramics, picnics, holiday and other special events, trips to nearby malls and attractions and of course, bingo. Complete facilities are provided in the New York Exercise Building and the Life Care Center Activities rooms to supplement outdoor activities.

Any Moose member of the Lodge or Chapter, or any resident of your community planning a trip to Florida is encouraged to take advantage of the opportunity to visit Moosehaven.

## **About Moose Charities**

Moose Charities was incorporated in December 1994. The corporation was put into place to be the fundraising arm for Mooseheart, Moosehaven and other fraternal programs. Upon the approval of the Supreme Council to the Director General, it officially began its operations on September 1, 2000.

It is a recognized full-service public charity that receives, processes and stewards charitable contributions from Moose members, Fraternal Units, corporations, foundations and other friends to help provide the resources necessary to support the operations of Mooseheart and Moosehaven. As a public charity, it adheres to applicable charitable fundraising laws, regulations and guidelines as set forth by governmental entities as well as professional and ethical standards for charitable fundraising. Designated by the IRS as an approved 501(c)(3) charity, gifts to Moose Charities are deductible for U.S. income tax purposes.

Moose Charities receives an annual operating grant from Moose International. This means that donors can specify where they want their dollars to go and confidently know that, whether used to benefit the children or the seniors, no portion of it will be used to offset the operating costs of Moose Charities.

Moose Charities has an operating Board of Directors and staff members. Moose Charities has established a website, [www.moosecharities.org](http://www.moosecharities.org), that provides information regarding donor opportunities and donor recognition programs.

Above all, Moose Charities exists because of the heartfelt interest Moose members have in our two worthy and noble charitable endeavors at Mooseheart and Moosehaven. The strength of your loyal and compassionate support has made it possible.

## **Answers to Some Frequently Asked Questions**

Office of General Governor

### **The difference between reinstatement and re-enrollment—what is it?**

*A member dropped from the rolls may apply for reinstatement within 24 months of his drop date and retain his years of service. He must pay all dues, those in arrears and current. After 24 months, a dropped member may only re-enroll. A re-enrollee joins as a new member. He must pay the application fee plus the current year's dues. A re-enrolled member loses his prior years of service.*

### **Can elected officers of the Lodge or Chapter work as bartenders and receive tips?**

*No. No elected officer of the Lodge or Chapter officer may receive any form of compensation, (i.e., tips, free meals, free drinks, etc.) The only officer who may work is the Jr. Past Governor because his office is one of service, not election.*

### **One of our officers resigned; may we simply appoint a replacement?**

*Yes, if the vacancy (resignation or other) occurs on or after Nov. 1. Any vacancy occurring before November 1 requires a special election. Thus, if the officer resigns in October, a special election must be conducted even if the office is still vacant in November. If the officer resigns in November, the vacancy must be filled by appointment (see Section 33.10.)*

### **A member of our Lodge has been suspended from the social quarters. The General Laws state only “active” members are qualified to run for office. Can he run?**

*Yes, “active” means that dues are current and his/her membership (not social quarters privileges) is not in a state of suspension due to disciplinary action.*

### **How can a member with a felony conviction retain his/her membership in the Order?**

*In accordance with Section 35.12, after proper notification by the Lodge allowing the member sixty days to request a dispensation, the member (not the Lodge or Chapter on their behalf) must send a letter to the General Governor requesting a special dispensation to retain his/her membership. The General Governor will send the member a letter with the documents required to consider the request.*

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**What does the Lodge have to do to change its dues or meeting nights? Can we change our regular Lodge meeting on a “one-time” basis, i.e. meeting falls on a holiday, many members absent, etc.)?**

*The Lodge must schedule a special meeting and notify all members by mail that they will vote to change the dues or meeting nights. The notice may be prominently included in the Lodge newsletter (see Section 42.3). The Lodge cannot change their meetings on a “one time basis”.*

**Who is authorized to have keys to the Lodge?**

*Only the Administrator and authorized employees of the House Committee are authorized to possess keys to the Lodge home. Other persons, including the Governor, must receive a dispensation from the General Governor to retain keys.*

**When are minutes legal?**

*Lodge, Board of Officers and House Committee minutes are legal only when properly approved and signed by both the Governor and Administrator.*

**Can the public ever be allowed into our Lodge?**

*Yes, for community service events and open houses approved by the General Governor. A fraternal unit with a dispensation may conduct fundraising activities involving the public and keep all the proceeds as long as any one type of activity is not conducted more than twice in any one year.*

**What can the House Committee do with bad checks received from members?**

*The House Committee may suspend the member’s Social Quarters privileges subject to the procedures set out in Section 48.9. If it is a LOOM member, the Lodge may send the member a letter per Section 35.13 of the General Laws telling him that he has 30 days to pay the debt. If he has not paid in 30 days, the member will be expelled from the Order. For a WOTM member, please refer this matter to the General Governor.*

**Can our Lodge or District have a dunk-tank at a picnic or other family celebration?**

*With caution, yes -- Dunk tanks can be an extremely dangerous exposure. Faulty equipment has caused numerous serious accidents throughout the fraternity resulting in substantial claims and litigation. Therefore, the equipment must be in good working condition and those participants in the tank should be in good physical condition with no medical problems.*

## **What can be done to an officer (WOTM or LOOM) for a breach of decorum in the social quarters or during a social activity of the Lodge?**

*Any offending member, including officers, can be brought before the House Committee for improper behavior in the social quarters or during a Lodge sponsored social event (Section 48.9).*

## **Can we tape-record Lodge meeting?**

*No. Only the Administrator may tape-record meetings and he may only do so with a dispensation from the General Governor. A request for dispensation to tape-record meetings must be over the signatures of the entire Board of Officers. Dispensations are granted with certain stipulations.*

## **Can our Lodge have a credit card?**

*Yes, but only subject to the terms of a dispensation obtained from the General Governor's office.*

## **Can a Moose Association join other Non-Profits to get legislation passed to benefit us all?**

*This would depend on the issue in question and what other non-profit was to be involved. It is common for non-profits to corroborate (resources and \$) on legislation.*

**Note:** The General Governor's section in the **Members Only** portion of the Moose International website at [www.mooseintl.org](http://www.mooseintl.org) contains information and forms for your use. If you have questions, please call us at 630-966-2207.