

The General Laws

**The Constitution and By-laws
of
Moose International
and The Moose**

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

**REVISED AND CERTIFIED
AND
IN FORCE AND EFFECT AS OF
May 1, 2021**

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The Constitution
of
Moose International, Inc.
and The Moose

Purposes of The Moose

Moose International, Incorporated, hereinafter referred to as Moose International, a corporation, existing by virtue of the laws of the State of Indiana, does hereby ordain and establish this Constitution for itself and for The Moose.

The principle purpose for which The Moose and Moose International are formed is to act as a governing body and as a headquarters or corporate structure, respectively, for a system of fraternal and charitable Lodges, along with other units and degrees, to be known in the aggregate as The Moose, in all matters which may be best administered by one governing body or by one corporate structure. Moose International may have, hold, own, purchase, pledge, mortgage, sell, and exchange such real and personal property as may be necessary and convenient in carrying out the purpose of The Moose.

The purposes of the fraternal and charitable Lodges, and other units are to:

- Unite in the bonds of fraternity, benevolence, and charity, all acceptable persons of good character.
- Educate and improve their members and the families of their members, socially, morally, and intellectually.
- Assist their members and their families in time of need.
- Aid and assist the aged members of Lodges and their spouses.
- Encourage and educate their members in patriotism and obedience to the laws of the country in which the Lodge or other units exist.
- Encourage tolerance of every kind.
- Render particular service to children in need by the operation of one or more vocational, educational institutions of the type and character of the institution now called "Mooseheart", and located 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.
- 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. Moose International may, as appropriate, act as a member, shareholder, or trustee in the administration of such foundations, endowment funds, trust funds, and corporations.

ARTICLE I

Rules and Regulations

The Constitution, the General Laws and the rituals shall be the official rules and regulations governing The Moose. The laws enacted for the operation of member Lodges and for the management and operation of all other units within the structure of The Moose and subject to these rules and regulations, shall be the law of the member Lodges, state and provincial associations, degrees and other units that may be established from time to time.

The member Lodges of The Moose are the sole power and authority of the governing body, known as The Moose, subject to the Constitution and General Laws.

ARTICLE II

Composition of The Moose

The Moose shall be and is composed of Past Chairmen of the Board of Directors, members of the Moose International, Inc. Board of Directors, officers of The Moose, committeepersons of The Moose, Past Lodge Presidents, Past Senior Regents (having received the honor prior to May 1, 2021) and representatives of the member Lodges. Each member, as herein listed and defined, shall be entitled to one (1) vote, and except as otherwise defined herein, the majority shall rule.

ARTICLE III

Representatives

Each member Lodge shall be entitled to two (2) representatives, who are active in their Lodges as shown by the approved April 30 Certified Report to Moose International. The President and Administrator of each member Lodge should be the Lodge's representatives to The Moose during their terms of office. Representatives shall be selected in the manner provided by the General Laws.

ARTICLE IV

The Structure the Moose as a Whole

The structure of the Moose as a whole shall be constituted as follows:

- (a) The Moose.
- (b) Member Lodges that possess charters legally granted by The Moose which have not been suspended, surrendered or revoked.
- (c) Units or degrees, (by whatever name called) as may be authorized by the General Laws of The Moose.

ARTICLE V

Honors of The Moose

The honors of The Moose shall be as follows:

- (a) Past Chairman of the Board of Directors - This honor shall be attained by every Chairman of the Board of Directors who has been elected or appointed to the position, as provided by law or has had the honor conferred by action of The Moose.
- (b) Past Lodge President - This honor shall be attained by every President who has served at least six (6) months, to the end of their official term, or who has had the honor conferred pursuant to the General Laws.
- (c) Past Chief Executive Officer – This honor may only be attained by service to Moose International, Inc. as Chief Executive Officer and conferred by action of The Moose.

ARTICLE VI

Higher Degrees of The Moose

The men's higher degrees shall be the "Moose Legion Degree of Service", "Fellowship Degree of Honor" and "Pilgrim Degree of Merit". The women's higher degrees shall be "Academy of Friendship", "Star Recorder" and "College of Regents".

ARTICLE VII

Officers of The Moose

The Officers of The Moose shall be: Chief Executive Officer, Junior Past Chairman of the Board of Directors, Chairman of the Board of Directors, Vice Chairman of the Board of Directors, Director/Chaplain, Moose International, Inc. Directors, Chief Financial Officer, Chief Compliance Officer, Director of Membership and such additional officers as may be authorized by the Moose International, Inc. Board of Directors. These officers shall be elected or appointed in the manner provided by law, and hold their office for the term fixed by law, or until their successors have been duly elected or appointed and installed. All Officers of The Moose shall be active Past Presidents in their respective Lodges.

ARTICLE VIII

Branches of Government

The governance shall consist of three (3) branches of government: a legislative branch, an executive branch and a judicial branch.

- (a) The legislative branch shall be The Moose.
- (b) The executive branch shall be comprised of the Chief Executive Officer, the Chairman of the Board of Directors and the Moose International, Inc. Board of Directors.
- (c) The judicial branch shall be comprised of the Supreme Forum, the Chief Compliance Officer and the Judiciary Committee.

ARTICLE IX

Moose International, Inc. Board of Directors

The Moose International, Inc. Board of Directors shall consist of not less than nine (9) or more than thirteen (13) members, including the following five (5) officers, who shall serve on the Moose International, Inc. Board of Directors during the terms of their respective offices: The Chief Executive Officer, the Junior Past Chairman of the Board of Directors, the Chairman of the Board of Directors, the Vice Chairman of the Board of Directors and a Director/Chaplain. The remaining members of the Moose International, Inc. Board of Directors shall be elected in the manner provided by the General Laws.

- (a) The Moose International, Inc. Board of Directors shall be the Board of Directors of the corporation known as Moose International, Inc. existing pursuant to the laws of the State of Indiana.
- (b) The Directors shall have full management of the affairs of the corporation in accordance with the laws of the State of Indiana and the by-laws of the corporation.
- (c) The Board of Directors shall elect as officers of the corporation a President, one or more Vice Presidents, a Secretary and a Treasurer.

ARTICLE X

Chief Executive Officer

There shall be a Chief Executive Officer, who shall be the chief executive officer of Moose International, Inc. The Moose International, Inc. Board of Directors is authorized and directed to annually appropriate all necessary funds for compensation, expenses, and upkeep of this office.

ARTICLE XI

**Adoption - Repeal - Effect,
Constitution and General Laws**

The laws relating to the member Lodges, not in conflict with this Constitution and the General Laws as adopted shall remain and continue in full force and effect. Any provision of the laws or other legislative action which are in conflict with this Constitution and the General Laws as adopted, to that extent are repealed.

ARTICLE XII

Amendments to the Constitution and General Laws

Proposed amendments to this Constitution and General Laws must be filed with the Chief Compliance Officer at least ninety (90) days prior to The Moose meeting. At least sixty (60) days prior to The Moose meeting, the Chief Compliance Officer shall submit the proposed amendment or amendments to the Judiciary Committee for its action thereon. At least thirty (30) days prior to The Moose meeting, the Chief Compliance Officer shall send a certified copy of the proposed amendments approved by the Moose International, Inc. Board of Directors to all Officers of The Moose and the Administrator of each member Lodge.

At the next meeting of The Moose, if there has been compliance with this article, the proposed amendments shall be contained in the report of the Judiciary Committee to The Moose. Upon the report of the Judiciary Committee being approved by a two-thirds (2/3rds) majority of the eligible members present and voting, the amendment(s) shall be declared adopted and effective on the first day of the month following the close of the International Convention unless otherwise provided.

GENERAL LAWS OF THE MOOSE

By-Laws of Moose International, Inc. and
General Laws of The Moose

Chapter 1 - Rules and Regulations

Sec. 1.1 - Rules and Regulations - These laws shall be known as the "By-Laws" of Moose International and the "General Laws" of The Moose, and unless otherwise provided, all amendments shall become effective on the first (1st) day of the month following the adjournment of the annual meeting of The Moose.

Sec. 1.2 - Authority for Operation - The member Lodges are the sole power and authority of the governing body, known as The Moose, subject to the Constitution and General Laws.

Sec. 1.3 - Grandfather Clause - No contractual or other obligation of Moose International, or The Moose now existing, nor any right privileged thereunder that has previously been entered into or acquired shall be affected by any amendment to, revision of, or addition to the General Laws. All laws heretofore established shall have full force and effect and current revisions, amendments, deletions and additions shall not affect any obligation due Moose International or The Moose by any member Lodge, unit, or member operating under previous General Laws. Nothing herein contained shall abridge the right of The Moose to adopt laws, policies, rules and regulations affecting member Lodges, units and members.

Chapter 2 - General Definitions

Sec. 2.1 - Moose International - The words "Moose International" shall mean the corporation of that name, organized and existing pursuant to the Laws of the State of Indiana. The principle business of the corporation is to act as the headquarters for the system known in the aggregate as Moose International, in matters of common interest to all Lodges, so there may be uniformity of operation in all matters pertaining to the Lodge system.

Sec. 2.2 - The Moose - The words "The Moose" shall be as defined in Article II of The Constitution of Moose International, Inc. The words "The Moose" as used in these laws, and generally as used in the literature of Moose International, shall also mean in the aggregate, all things existing and conducted by member Lodges, and all things in any way pertaining thereto, and does not signify any legal entity of any kind.

Sec. 2.3 - Mooseheart - The word "Mooseheart", as used herein, shall mean the educational, vocational and philanthropic enterprise created, fostered and maintained by Moose International or a related or subsidiary corporation, and now located at Mooseheart, Illinois, the title of which stands in the name of Moose International, a corporation or a subsidiary or related corporation.

Residence at Mooseheart for any child shall be subject to rules and regulations prescribed by the Mooseheart Board of Directors.

Sec. 2.4 - Moosehaven - The word "Moosehaven", as used herein shall mean the philanthropic residence created, fostered and maintained by Moose International or a related or subsidiary corporation, now located at Moosehaven, Orange Park, Florida, title of which stands in the name of Moose International, a corporation or a subsidiary or related corporation.

Residence at Moosehaven for any eligible member and/or their spouse shall be subject to rules and regulations prescribed by the Moosehaven Board of Directors.

Sec. 2.5 - Moose - Subject to the qualifications of membership as defined in Section 28.1, the word "Moose", as used in these laws, shall mean the members of the Lodges of The Moose.

Sec. 2.6 - Lodge - The word "Lodge", as used in these laws, shall mean a group of members, legally chartered as a unit of The Moose, to which there has been assigned a Lodge name and number.

Sec. 2.7 - Charter - "Lodge Charter", as used in these laws, shall mean the certificate issued over the signature of the Chairman of the Board of Directors and the Chief Compliance Officer, certifying that certain qualified individuals at some given place have complied with the requirements of the laws, for the organization and institution of a Lodge.

Sec. 2.8 - Annual International Convention - The words, "Annual International Convention", as used in these laws are defined as the Annual Meeting of The Moose, Annual International Conference of the Women of the

Moose and Annual International Conference of the Moose Legion, who will meet for a session or a series of sessions for the transaction of business.

Sec. 2.9 – Past Supreme Governor – Any member receiving the honor of Past Supreme Governor shall enjoy all the rights and privileges of any Past Chairman of the Board of Directors of The Moose.

Sec. 2.10 – Past Lodge Governor – Any member receiving the honor of Past Lodge Governor shall enjoy all the rights and privileges of any Past Lodge President of The Moose.

Chapter 3 - Seal, Emblems, and Observances

Sec. 3.1 - Moose International Seal - Moose International shall have a metal seal, circular in form, with the words "Moose International" about the periphery, and in the center of the surface above the imprinted date of incorporation shall be an imprint of a standing Moose. It shall be kept in the custody of the corporate secretary and be used in authenticating any documents requiring official attestation.

Sec. 3.2 - Moose Emblem - The silhouette of the standing sculptured moose, including the base upon which it stands, located at Centennial Plaza, Mooseheart, Illinois shall be the emblem of The Moose. The head of a moose, in semi-profile position, so arranged that the antlers form the outlines of the letters "L.O.O.M." projecting through a red circle on which are the words, "Loyal Order of Moose" and the letters "P.A.P." (Purity-Aid-Progress) shall be the former emblem of The Moose, and continued use is allowed, providing a change would incur excessive expense or otherwise be impractical.

Sec. 3.3 - Moose Legion Emblem - The emblem of the Moose Legion, the Degree of Service, shall be as authorized by the Moose International, Inc. Board of Directors.

Sec. 3.4 - Fellowship Emblem - The emblem of the Fellowship Degree of Honor shall be as authorized by the Pilgrim Council.

Sec. 3.5 - Pilgrim Emblem - The emblem of the Pilgrim Degree shall be as authorized by the Pilgrim Council.

Sec. 3.6 – Women of the Moose Emblem - The emblem of the Women of the Moose shall be as authorized by the Grand Council.

Chapter 4 - General Provisions

Sec. 4.1 - Charters - Moose International shall furnish a charter to each Lodge legally instituted and in good standing.

Sec. 4.2 - Granting of Authority - The Moose shall delegate to Lodges, degrees and other units now existing or hereafter created, such authority as determined appropriate by the Moose International, Inc. Board of Directors.

Sec. 4.3 - Expense Allowance - Officers, committee members and board members of The Moose, when away from their homes on authorized business, may be reimbursed for their expenses, not to exceed governmental expense guidelines for housing and meals, along with mileage or actual transportation expense as authorized by the Moose International, Inc. Board of Directors.

Sec. 4.4 - Honors - For special services rendered, The Moose, when in session, may confer the honor of Past Chairman of the Board of Directors upon any active Past Lodge President who is a member of a Lodge in good standing.

Sec. 4.5 - Rituals - The principles, goals and ideals of The Moose shall be exemplified in rituals approved by the Moose International, Inc. Board of Directors. Rituals shall be used in various ceremonies and enrollments as authorized and directed by the Moose International, Inc. Board of Directors.

Sec. 4.6 - Supplies - Only official supplies and paraphernalia authorized by the Moose International, Inc. Board of Directors and purchased through the Catalog Sales Department at Moose International, may be worn or used by members of the Lodges, units, degrees, etc. The preceding does not include the Pilgrim and Fellowship Degrees, which are under the jurisdiction of the Pilgrim Council. The Chief Compliance Officer may authorize unofficial supplies, articles, items and clothing created or used by members when not in conflict with the General Laws. Unless otherwise allowed, all official supplies shall be purchased through the Catalog Sales Department at Moose International.

Chapter 5 - Powers of Moose International

Sec. 5.1 - To Define Duties and Responsibilities - Moose International shall perform all duties as are usually performed by corporate headquarters of similar corporations, in matters of common interest to all Lodges and other units of The Moose so there may be uniformity of operation in matters pertaining to the Lodge system.

Sec. 5.2 - To Act as Member, Shareholder or Trustee - Moose International may act as a member, shareholder, or trustee, or appoint trustees, of any foundations, endowment funds, trust funds and subsidiary or related corporations whether non-profit or for profit and may establish the same for charitable, educational, or benevolent purposes.

Sec. 5.3 - Authority of the Corporation - Moose International shall act as the corporate entity representing the system of Lodges. The corporation shall represent the corporate interests of the Lodge system wherever the fraternity may operate.

Sec. 5.4 - To Observe the General Laws - The General Laws and Constitution are the power and authority enabling Moose International to act on behalf of or at the direction of the Lodges and all other units and degrees.

Chapter 6 - Board of Directors - Mooseheart Child City & School, Inc.

Sec. 6.1 - Creation and Duties - The Mooseheart Board of Directors shall consist of not less than three (3) nor more than nine (9) members.

The Board of Directors shall be comprised of active Lodge members. One (1) director shall be the Chief Executive Officer and one (1) shall be the Chairman of the Board of Directors. The sole member shall elect the remaining directors.

The Mooseheart Board of Directors shall have authority to administer and govern the affairs of Mooseheart. They shall elect corporate officers as they deem proper.

Sec. 6.2 - Elections - Other than the Chief Executive Officer and the Chairman of the Board of Directors, the members of the Board of Directors are elected by the sole member of the corporation (which shall be Moose International, Inc.). Any director may, by notice in writing to the board, resign at any time. The sole member, with or without cause, may remove any director from office at any time.

Sec. 6.3 - Terms of Office - Each director shall hold office for a term of one (1) year. Each director shall serve until their successor is elected and qualified, unless the office has been previously declared vacant due to resignation, removal from office or death. Directors shall be elected at the corporation's annual meeting. If an annual meeting is not held or directors are not elected at the annual meeting, they may be elected at a special meeting held for that purpose. The term "year" shall mean the period from one annual meeting until the close of the next annual meeting. If a director is elected at a special meeting, a "year" shall mean the period from the special meeting until the close of the next annual meeting.

Sec. 6.4 - Admission Regulations & Rules - The Mooseheart Board of Directors shall make rules and regulations as they deem proper for the admission of children to Mooseheart. They shall prescribe the terms and conditions under which any child may reside at Mooseheart. They shall have complete authority to determine in each case who shall be admitted to Mooseheart and the conditions under which any person may reside at Mooseheart.

The board shall determine the terms and conditions of contracts to be entered into between Mooseheart and any surviving parent or legally appointed guardian of any child for the admission to Mooseheart of such child, for the conditions of its residence at Mooseheart and for the termination of the residence at Mooseheart of any child. They shall require the appointment by a competent court of a guardian of the person of any child seeking admission to Mooseheart unless there is a surviving parent to act for the child. The board may delegate the review, determination and sufficiency of admission procedures, contracts and the appointment of guardians for minor residents of Mooseheart to an Admissions and Demissions Committee.

Chapter 7 - Board of Directors - Moosehaven, Inc.

Sec. 7.1 - Creation and Duties - The Moosehaven Board of Directors shall consist of not less than three (3) nor more than nine (9) members. The Board of Directors shall be comprised of active Lodge members. One (1) director shall be the Chief Executive Officer and one (1) shall be the Chairman of the Board of Directors. The sole member shall elect the remaining directors.

The Moosehaven Board of Directors shall have authority to administer and govern the affairs of Moosehaven. They shall elect corporate officers, as they deem proper.

Sec. 7.2 - Elections - Other than the Chief Executive Officer and the Chairman of the Board of Directors, the members of the Board of Directors are elected by the sole member of the corporation (which shall be Moose International, Inc.). Any director may, by notice in writing to the board, resign at any time. The sole member, with or without cause, may remove any director from office at any time.

Sec. 7.3 - Terms of Office - Each director shall hold office for a term of one (1) year. Each director shall serve until their successor is elected and qualified, unless the office has been previously declared vacant due to resignation, removal from office or death. Directors shall be elected at the corporation's annual meeting. If an annual meeting is not held or directors are not elected at the annual meeting, they may be elected at a special meeting held for that purpose. The term "year" shall mean the period from one annual meeting until the close of the next annual meeting. If a director is elected at a special meeting, a "year" shall mean the period from the special meeting until the close of the next annual meeting.

Sec. 7.4 - Admission Regulations & Rules - The Moosehaven Board of Directors shall make rules and regulations for the admission of members to Moosehaven, and prescribe the terms and conditions under which members and/or their spouses may be admitted to Moosehaven. They shall determine the terms and conditions of contracts to be entered into between Moosehaven and any member or person residing there, and for the termination of the residence at Moosehaven of any person.

Chapter 8 - Board of Directors Moose Foundation, Inc.

Sec. 8.1 - Creation - The number of directors of the corporation shall be equal to twice the number of "Beneficiary Organizations" of the corporation, as defined in the Articles of Incorporation of the Foundation, less one (1). Each of the Beneficiary Organizations shall be entitled to nominate one (1) individual to be elected as a director. Any one such director may be referred to as a "Beneficiary Director". The remaining directors, referred to as "Independent Directors", shall be nominated by the current Board of Directors. To be nominated as a Beneficiary Director or as an Independent Director, an individual must be an active member of their Lodge. The nominee shall not be currently serving in any capacity as a director, officer or employee of Moose International, Inc. or any related foundation, endowment fund, trust or subsidiary. To serve as an Independent Director, an individual must have previously served as a member of the Board of Directors of Moose International, Inc. or as a member of the Grand Council of the Women of the Moose. The directors of each class shall be elected from nominations for that class by the currently serving directors of the corporation at the annual meeting.

The Board of Directors shall have the authority to administer and govern the affairs of the corporation. They shall elect corporate officers as they deem proper.

Sec. 8.2 - Term of Directors - Each director shall serve a term of one (1) year until their successor is elected and qualified, unless the office has been previously declared vacant due to resignation, removal from office or death.

Sec. 8.3 - Duties of Directors - The corporation is organized exclusively for charitable, educational and scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended from time to time (hereinafter the "Code"). The corporation is organized and shall operate exclusively to benefit, support and carry out the purposes of one or more beneficiary organizations, including but not limited to: Moose Charities, Inc., Mooseheart Child City & School, Inc., and Moosehaven, Inc. The determination, amount and nature of any distributions made to, or on behalf of, any person or entity shall be within the sole discretion of the corporation's Board of Directors. The Board of Directors may terminate or modify any established pattern of distributions or course of dealing regarding the funds of the corporation or any beneficiary organization.

Chapter 9 - Board of Directors Moose Charities, Inc.

Sec. 9.1 - Creation and Duties - The Moose Charities Board of Directors shall consist of not less than three (3) nor more than nine (9) members. The Board of Directors shall be comprised of active Lodge members. One (1) director shall be the Chief Executive Officer and one (1) shall be the Chairman of the Board of Directors. The sole member shall elect the remaining directors.

The Moose Charities Board of Directors shall have authority to administer and govern the affairs of Moose Charities, Inc. They shall elect corporate officers as they deem proper.

Sec. 9.2 - Elections - Other than the Chief Executive Officer and the Chairman of the Board of Directors, the members of the Board of Directors are elected by the sole member of the corporation (which shall be Moose International, Inc.). Any director may, by notice in writing to the board, resign at any time. The sole member, with or without cause, may remove any director from office at any time.

Sec. 9.3 - Terms of Office - Each director shall hold office for a term of one (1) year. Each director shall serve until their successor is elected and qualified, unless the office has been previously declared vacant due to

resignation, removal from office or death. Directors shall be elected at the corporation's annual meeting. If an annual meeting is not held or directors are not elected at the annual meeting, they may be elected at a special meeting held for that purpose. The term "year" shall mean the period from one annual meeting until the close of the next annual meeting. If a director is elected at a special meeting, a "year" shall mean the period from the special meeting until the close of the next annual meeting.

LEGISLATIVE BRANCH

Chapter 10 - Conventions

Sec. 10.1 - Annual International Conventions - An Annual International Convention shall be held each year at a place and on dates and times as determined by the Moose International, Inc. Board of Directors, at which legislation may be enacted.

Sec. 10.2 - Presiding Officer - The presiding officer, at any meeting of The Moose, shall be the Chairman of the Board of Directors followed in order by the Vice Chairman of the Board and the Director/Chaplain. However, the presiding officer may yield their gavel to the Chief Executive Officer as they may deem fit and proper and, when so acting, the Chief Executive Officer shall exercise all power of the presiding officer.

Sec. 10.3 - Quorum of an International Convention - One hundred (100) members of The Moose shall constitute a quorum for transaction of business at any duly authorized session and provided an authorized officer shall be present to preside.

Sec. 10.4 - Proceedings - The proceedings of the International Convention shall be kept. The official record shall be published (in printed and/or electronic version) and provided to each Lodge, and to any Past Lodge President or Representative in attendance who makes a written request prior to the close of the convention.

Sec. 10.5 - Order of Business - The Annual International Convention shall adopt as its order of business any or all lawful recommendations of the Rules and Order Committee, subject to prior approval of the Moose International, Inc. Board of Directors.

Sec. 10.6 - The Decision of the Presiding Officer - The Chairman of the Board of Directors, or any other duly authorized presiding officer, shall announce the decision of The Moose upon all subjects; they may speak upon "points of order" in preference to other members; and they may decide "points of order" without debate, subject, however, to an appeal to The Moose by any two (2) members. No member shall speak more than once upon such appeal, nor upon any matter before The Moose, without the presiding officer's approval. Members shall not, while attending the convention sessions, indulge in personalities, indecorous language, or upon the political, religious or social affiliations of its members.

Sec. 10.7 - Majority Vote - Unless otherwise stated herein, the majority shall rule on all matters of The Moose.

Sec. 10.8 - Parliamentary Law - Robert's Rules of Order (Newly Revised Edition) shall govern all proceedings of The Moose while in session and decide all points of order when not otherwise provided for by the General Laws.

Chapter 11 - Powers of The Moose

Sec. 11.1 - To Authorize and Empower Moose International - The Moose shall authorize Moose International to act as headquarters for the system of member Lodges. Moose International shall act in matters of common interest to all Lodges and other units so there may be uniformity of operation in all matters pertaining to the Lodge system and as otherwise provided for in these General Laws. The powers of The Moose as enumerated herein are exercised through Moose International as provided in Chapter 5.

Sec. 11.2 - To Define Offenses and Enforce Penalties - The Moose shall be the judge of the election and qualification of its members. It shall have the power to define the offenses of any member, Lodge or unit, make provisions for the hearing and trial of charges as may be prescribed by law and for the enforcement of all judgments and penalties invoked.

Sec. 11.3 - To Define Duties - The Moose shall have power to define the powers and duties of all its officers, boards and committees, or bodies operating in its name.

Sec. 11.4 - Institution of Member Lodges - The Moose shall authorize the institution of member Lodges, and empower the Chief Compliance Officer to issue dispensations and charters for new Lodges. The Moose shall also provide for the suspension or forfeiture of charters, as authorized by the laws of The Moose.

Sec. 11.5 - To Create and Operate all Units and Degrees - The Moose shall provide for the operation of the Lodges and other functioning units and activities for the furtherance of the purposes of the organization.

Sec. 11.6 - To Enact and Amend the General Laws - The Moose shall enact all necessary and proper laws for carrying into effect the powers and purposes of The Moose or any department or officer thereof. Enacted laws shall take effect as of the first (1st) day of the month following their enactment, unless otherwise provided, and shall be of general application and be called General Laws.

Chapter 12 - Election of Officers of The Moose

Sec. 12.1 - When Elected - Subject to the provisions of Article VII of the Constitution and Section 19.2 (c), the elected and appointed officers of The Moose shall be elected or appointed at the Annual International Convention for the term fixed by law. No member shall hold more than one (1) elective office at the same time.

Sec. 12.2 - How Nominated and Elected - The nomination and election of elective officers shall be as herein provided. The nominations, election and installation of officers shall be as provided for by the Rules and Order Committee's report, as approved by the Moose International, Inc. Board of Directors and adopted at each annual International Convention. In all cases of election, the votes of the majority of those members of The Moose voting shall elect. When only one (1) candidate for each office has been nominated, the members of The Moose voting, following an appropriate motion and second, by majority action, may order any member of The Moose to cast a unanimous ballot for all offices. In case of a tie for any office, the voting shall continue until a choice shall have been made. The three (3) candidates receiving the highest number of votes on the first vote shall be the only candidates voted on the second vote and on a third vote, if necessary, the candidate receiving the lowest vote on the second vote shall be dropped.

Sec. 12.3 - Terms of Office - The terms of the Chairman of the Board of Directors, Vice Chairman of the Board of Directors, and Director/Chaplain shall be for one (1) year. The terms of the remaining Directors serving the Moose International, Inc. Board of Directors shall be for four (4) years; provided, however, that four (4) Directors shall be elected at each convention held in the odd number years. The terms of all Officers of The Moose shall commence on the first (1st) day following their installation unless a different date has been determined by the Moose International, Inc. Board of Directors.

Sec. 12.4 - Election Conduct - No candidate for any office of The Moose shall be permitted in any place or manner to campaign for election by the distribution of any letters or other written materials or through any electronic media. Providing a letter and resume' to the Chief Executive Officer or Moose International, Inc. Board of Directors shall not be considered campaigning. Any candidate violating this section or permitting this section to be violated by others on their behalf shall, upon being found guilty by the Supreme Forum, be disqualified from holding any office for which they were a candidate. However, following an uncontested nomination, members, at an International Convention, may celebrate by appropriate demonstration.

Chapter 13 - Appointed Officers of The Moose

Sec. 13.1 - How and By Whom Appointed - The Chairman of the Board of Directors, with the consent of the Moose International, Inc. Board of Directors, shall appoint the Sergeant-at-Arms, the Inner Guard, and the Outer Guard to serve for one (1) year. The terms of additional Officers of The Moose as authorized by the Moose International, Inc. Board of Directors and as provided in Article VII of the Constitution shall be determined by the Moose International, Inc. Board of Directors.

Chapter 14 - Committees and Duties of The Moose

Sec. 14.1 - Appointment and Number - The regular committees of The Moose shall be as follows:

- (a) Judiciary
- (b) Resolutions
- (c) Ritual
- (d) Credentials
- (e) Audit
- (f) Heart of the Community
- (g) Rules and Order
- (h) Government Relations

- (i) Activities
- (j) Communications
- (k) Loss Prevention
- (l) Special Committees (may be appointed as deemed necessary)

Unless otherwise specified herein, each of the above-named committees, excepting Credentials, shall consist of not less than three (3), nor more than ten (10) active members. The Chairman of the Board of Directors with the advice and consent of the Moose International, Inc. Board of Directors shall appoint all committees. All committees shall be appointed prior to the opening session of the convention at which they are to serve. The Chairman of the Board of Directors shall appoint such other committees after the convening of the convention as the convention may order. Unless otherwise stated, all committee appointments shall expire upon adjournment of the convention.

Sec. 14.2 - Judiciary Committee - The Judiciary Committee shall be a standing committee appointed by the Chairman of the Board of Directors with the advice and consent of the Moose International, Inc. Board of Directors. Each member shall be appointed for a period of two (2) years.

Before any proposed amendment or addition to the Constitution and General Laws may be submitted to any session of The Moose, it must first be presented to the Judiciary Committee within the time period prescribed by Article XII of the Constitution of Moose International, Inc. and The Moose. The Judiciary Committee shall review, consider and recommend the passage or rejection of all proposed amendments or additions to the Constitution and General Laws. Should the Judiciary Committee, by majority vote, elect not to recommend a proposed amendment, the chair of the committee shall return the proposal to the submitting member with a letter stating that the proposal will not be recommended to the Moose International, Inc. Board of Directors. A member receiving a returned proposal and letter from the chair of the committee stating the proposal will not be recommended to the Moose International, Inc. Board of Directors for adoption, may submit the rejected proposal to the Moose International, Inc. Board of Directors for consideration. The Moose International, Inc. Board of Directors shall consider the recommendations of the Judiciary Committee and any member submitting a proposed amendment not recommended by the Judiciary Committee and shall decide which proposed amendments or additions will be submitted for adoption at a session of The Moose.

The Judiciary Committee shall also serve as the appellate tribunal for appeals from decisions of a Commissioner. The Judiciary Committee may, as part of its judgment on any appeal, assess costs as it deems appropriate. The Chief Compliance Officer shall not be a member of the Judiciary Committee and shall not participate in appeals, unless requested to make representations or to attend as an interested party by the Judiciary Committee. No member of the Judiciary Committee shall serve in appeals of any case in which they served as Commissioner. Any Judiciary Committee member shall have the right to withdraw from serving on any Appellate Tribunal upon a showing of good cause to the chair of the committee. Three (3) members of the Judiciary Committee shall constitute a quorum.

The members of the Judiciary Committee shall meet in the same city during the time The Moose Convention is in session to address any proposed changes to the Constitution and General Laws, or as an Appellate Tribunal for any appeals from a Lodge or from decisions from a Commissioner. Other meetings, for all purposes, may be held at the call of the Chair of the Judiciary Committee, or the Chief Executive Officer, at the time and place designated in the notice thereof. The Chair shall preside at each meeting except when they or the Chief Executive Officer designates some other member of the Judiciary Committee to preside.

Sec. 14.3 - Resolutions Committee - The Resolutions Committee shall carefully consider and recommend the passage or rejection of all proposed resolutions coming before the convention. No resolution may be offered from the floor of the convention until it has been referred to the Resolutions Committee. If rejected by the committee, the resolution may not be presented on the floor of the convention.

Sec. 14.4 - Ritual Committee - The Ritual Committee shall conduct ritual competitions, adopt rules and regulations for competition and perform such other duties as the Moose International, Inc. Board of Directors may direct. Each member shall be appointed for a period of two (2) years.

Sec. 14.5 - Credentials Committee - The Credentials Committee shall carefully examine all credentials presented by The Moose Officers, representatives and Past Lodge Presidents, or referred to it, and file an accurate report with The Moose.

Sec. 14.6 - Audit Committee - The Audit Committee (“the Committee”) of the Board of Directors of Moose International, Inc. is charged with overseeing the quality and integrity of the company’s accounting, auditing and reporting practices, with the goal of ensuring (a) reliable and trustworthy policies and practices for accounting, financial reporting and disclosure, (b) an adequate system of internal financial controls, (c) compliance with applicable law concerning “excess benefit transactions”, and (d) compliance with applicable law and the company’s own policies concerning conflicts of interest, including “interested director transactions.”

Sec. 14.7 - Heart of the Community Committee - The Heart of the Community Committee is a standing committee of The Moose. The members of the committee shall be appointed by the Chairman of the Board of Directors, subject to ratification and approval by the Moose International, Inc. Board of Directors. Each member shall be appointed for a period of two (2) years.

The Heart of the Community Committee shall supervise and encourage participation in community service by member Lodges and their Heart of the Community Committees. At each International Convention the committee shall present suitable awards to those Lodges whose achievements in such activities have been most outstanding during the preceding year.

Sec. 14.8 - Rules and Order Committee - The Rules and Order Committee shall meet prior to the annual opening session of The Moose. Subject to prior approval of the Moose International, Inc. Board of Directors, the committee shall propose for adoption the order of business for the convention.

Sec. 14.9 - Government Relations Committee - The Government Relations Committee shall be a standing committee, appointed by the Chairman of the Board of Directors with the advice and consent of the Moose International, Inc. Board of Directors. Each member shall be appointed for a period of two (2) years. The duty of the Government Relations Committee shall be to advise on matters that would affect or improve the fraternity.

Sec. 14.10 - Activities Committee - The Activities Committee shall be a standing committee, appointed by the Chairman of the Board of Directors with the advice and consent of the Moose International, Inc. Board of Directors. The duty of the Activities Committee shall be to coordinate and promote all international sporting events, family activities, social events and travel. Each member shall be appointed for a period of two (2) years.

Sec. 14.11 - Communications Committee - The Communications Committee shall be a standing committee, appointed by the Chairman of the Board of Directors, with the advice and consent of the Moose International, Inc. Board of Directors. The duty of the Communications Committee shall be to consult with and advise designated Moose International staff regarding publications and electronic websites and issues relevant to the fraternity and perform such other duties and responsibilities as directed by the Moose International, Inc. Board of Directors or the Chief Executive Officer. Each member shall be appointed for a period of two (2) years.

Sec. 14.12 – Loss Prevention Committee - The Loss Prevention Committee shall be a standing committee, appointed by the Chairman of the Board of Directors, with the advice and consent of the Moose International, Inc. Board of Directors. The Committee shall review incident and accident data, and risk potentials and make recommendations for actions required to prevent or reduce loss within the fraternity's Lodges. Further, the Committee shall plan educational activities and assist in the coordination, support and execution of Moose International's Loss Prevention programs, and perform such other duties as directed by the Moose International, Inc. Board of Directors or the Chief Executive Officer. Each member shall be appointed for a period of two (2) years.

Sec. 14.13 - Special Committees - Special Committees shall perform duties and responsibilities as authorized at the time of their appointment.

EXECUTIVE BRANCH

Chapter 15 - Chief Executive Officer

Sec. 15.1 - Chief Executive Officer - The Chief Executive Officer shall have general power to direct and supervise all activities and enterprises of Moose International and The Moose everywhere. They shall be furnished with any and all information covering the operations and acts of all The Moose Officers, Corporate Officers, Boards, Committees, units, degrees, auxiliaries, foundations, endowment funds, trust funds and subsidiary or related corporations, now existing or hereafter created. They shall also be provided with all information relative to the acts or conduct of any individual or group acting or operating by authority of The Moose or Moose International. The Chief Executive Officer, by virtue of their office, shall serve as a member of the Moose International, Inc. Board of Directors as provided in Article IX of the Constitution. They shall have the right to appear at any meeting of any board or committee of The Moose, or Moose International, and be heard on any relative matter.

Chapter 16 - Chairman of the Board of Directors

Sec. 16.1 - Duties - The Chairman of the Board of Directors shall preside at, preserve order and enforce all rules at every session of The Moose.

Sec. 16.2 - Call Board of Directors Meetings - Subject to compliance with the requirements of Section 20.1 (a), they may call such meetings of the Moose International, Inc. Board of Directors as they deem proper in the interests of The Moose and as the business of The Moose necessitates.

Sec. 16.3 - Attend Functions - As the accredited representative of The Moose, they shall attend meetings and social sessions of Lodges and other gatherings held in the name of the organization and other occasions and functions as the Moose International, Inc. Board of Directors may determine.

Sec. 16.4 - Delegation of Authority - They shall have the right to be present at a meeting of any body of The Moose. They shall have the right to address such bodies and give advice on the general condition of The Moose. They may designate any other member of the Moose International, Inc. Board of Directors to make visits to Lodges or appear at any function of a Lodge as their representative.

Sec. 16.5 - Report to Convention - At each regular meeting of The Moose, they shall submit a report covering their activities during its recess, together with any recommendations they deem proper.

Sec. 16.6 - Appointments - With the consent of the Moose International, Inc. Board of Directors, they shall appoint officers, members of committees and bodies and make other appointments as provided for in the General Laws and fill vacancies in the same manner.

Sec. 16.7 - Succession - In case of removal from office, death or resignation of the Chairman of the Board of Directors, or should a vacancy occur in that office for any reason, the Vice Chairman of the Board of Directors shall succeed to the office of the Chairman of the Board of Directors for the balance of the term of that office.

Chapter 17 - Vice Chairman of the Board of Directors

Sec. 17.1 - Duties - The Vice Chairman of the Board of Directors shall aid the Chairman of the Board of Directors and other Officers of The Moose in opening and closing each session of The Moose, and during meetings shall assist and support them in preserving order.

Sec. 17.2 - When to Preside - In the absence of the Chairman of the Board of Directors, they shall preside at sessions of The Moose. They shall also represent the Chairman of the Board of Directors before any committee, board or department upon request of the Chairman of the Board of Directors, or in their absence.

Sec. 17.3 - Succession - If the office of Chairman of the Board of Directors has been declared vacant by the Moose International, Inc. Board of Directors, they shall assume and perform the duties of the Chairman of the Board of Directors for the balance of the term of that office.

Chapter 18 - Director/Chaplain

Sec. 18.1 - Duties - They shall conduct the devotional exercises of The Moose and devotional exercises performed in The Moose meetings. They shall serve as a member of the Moose International, Inc. Board of Directors and perform such duties as the Moose International, Inc. Board of Directors directs. They shall represent The Moose and the Moose International, Inc. Board of Directors in any work of The Moose as directed by the Moose International, Inc. Board of Directors.

Sec. 18.2 - Succession - If the office of Vice Chairman of the Board of Directors has been declared vacant by the Moose International, Inc. Board of Directors, they shall assume and perform the duties of the Vice Chairman of the Board of Directors for the balance of the term of that office. Upon assuming the duties of Vice Chairman of the Board of Directors, the Moose International, Inc. Board of Directors shall appoint a qualified member as Director/Chaplain for the unexpired term.

Chapter 19 - Moose International, Inc. Board of Directors

Sec. 19.1 - General Duties - In addition to the duties defined in the Constitution, the Moose International, Inc. Board of Directors shall be the general fiscal agent of The Moose, and as the Board of Directors, shall be the general fiscal agent of Moose International. Unless otherwise provided, the Moose International, Inc. Board of Directors shall have general authority over all funds and property belonging to Moose International and The Moose. When The Moose is not in session, the Moose International, Inc. Board of Directors shall be the highest authority in all matters having to do with the operation and management of Moose International.

Sec. 19.2 - Specific Authority -

- (a) It shall have authority to provide for, in due form, amendments or additions to the Articles of Incorporation.
- (b) It shall have supervisory authority over all officers of The Moose and Moose International in the discharge of their duties; determine which officers, appointees, or employees shall be compensated; determine the basis of compensation; fix the amount thereof; make provision for expenses to be allowed such officers, appointees,

or employees; and, is authorized to establish and maintain a retirement or pension plan for officers, appointees, or employees. The Chief Executive Officer, or such person or persons as they may direct, shall make reports to the Moose International, Inc. Board of Directors or The Moose, as the Moose International, Inc. Board of Directors requires.

- (c) The terms of all elected and appointed officers, directors and employees shall be subject to the performance of satisfactory service as determined by the Moose International, Inc. Board of Directors. The resignation or termination of any employee also serving as a corporate officer shall constitute a vacancy in that corporate office.
- (d) It shall adopt rituals, laws, rules and regulations for the operation of and retain supervisory control over all units, auxiliaries and degrees. It may establish boards or agencies for such purposes. The authority and duties of any boards or agencies appointed shall be clearly and distinctly defined and strictly limited to administrative and ministerial character.
- (e) All rituals used, including all degrees and units, must first be approved by the Moose International, Inc. Board of Directors, provided, that in the granting of the Pilgrim Degree, the ritual used therein shall be under the exclusive jurisdiction of the Pilgrim Council.
- (f) All publications and all publicity and promotional activities of The Moose and Moose International shall be under the authority of the Moose International, Inc. Board of Directors. It may appoint a board or committee to carry on such activities and authorize the employment of professionally trained assistants. No contract shall be entered into in connection therewith except by expressed authority of the Moose International, Inc. Board of Directors.
- (g) The Moose International, Inc. Board of Directors shall designate signatures on checks drawn on all funds of Moose International. It shall set up a budget system and allocate funds for the operation of Moose International and all departments, offices, and others operating under the authority of The Moose, and require strict adherence to the budget. It shall have authority to revise the budget and there shall be no change or alteration of the budget without its approval.
- (h) The Moose International, Inc. Board of Directors shall create committees as authorized or directed by The Moose and may itself create special committees for carrying out any special or general work. It shall perform and carry out all directions of The Moose and exercise all the authority conferred upon it by The Moose.
- (i) At each regular meeting of The Moose, it shall submit a detailed report of all its acts and performances. The report shall be printed in the convention proceedings and made available to all member Lodges.
- (j) The Chairman of the Board of Directors, with the consent of the Moose International, Inc. Board of Directors, may appoint an Investment Committee to oversee and direct the investments of Moose International, Inc. and its subsidiary corporations. The Investment Committee may, as authorized, act on behalf of the Moose Charities Board of Directors, Moose Foundation Board of Directors, The Moose, the Moose International, Inc. Board of Directors, Moose International, Inc. and its subsidiary corporations. The Investment Committee may employ Investment Counselors and/or Manager(s), make financial investment recommendations and decisions and otherwise engage in the active investment of monetary funds that are the property of the above-named entities. Committee members shall be bonded in an amount required by the Moose International, Inc. Board of Directors.
- (k) The Moose International, Inc. Board of Directors shall have the authority to create any related, subsidiary or associated corporation or legal entity to assist in the management and operation of The Moose, Moose International and any subsidiaries. This shall include, but is not limited to: title holding companies, charitable fundraising companies, fraternal insurance companies, charitable foundations and investment companies.
- (l) The Moose International, Inc. Board of Directors may alter, modify, add to or suspend the strict application of any portion of the Constitution or General Laws, which does not conform or comply with the laws of any country or jurisdiction.
- (m) The Moose International, Inc. Board of Directors may authorize the Chief Executive Officer to employ one or more licensed attorneys to represent the interests of The Moose, Moose International, any subsidiary corporation, any board, unit or entity and any officer thereof for acts performed by the officer during the course and scope of the officer's employment. Any attorney employed full time as a member of the staff of Moose International, shall serve at the pleasure of the Chief Executive Officer and shall not represent any other party or client except Moose International and its subsidiary corporations, officers, agents, Lodges, units, etc., and only as authorized by the Chief Executive Officer and the Moose International, Inc. Board of Directors. The Chief Executive Officer, with the approval of the Moose International, Inc. Board of Directors, may employ a General Counsel whose duties shall be to represent and/or advise Moose International and any subsidiary corporation, board, unit or entity and any officer thereof regarding any legal matter as requested by the Chief Executive Officer or Moose International, Inc. Board of Directors. Upon request of the Chief Executive Officer or Moose International, Inc. Board of Directors, the General Counsel shall render legal opinions regarding any matter affecting The Moose.
- (n) For the purpose of implementing voluntary pilot programs, the Chief Executive Officer, with the consent of the Moose International, Inc. Board of Directors, may authorize the Chief Compliance Officer to approve

alternative laws, rules and regulations for the government of Lodges, associations and other units, which may supersede any laws contained in these General Laws.

- (o) The Lodge of special jurisdiction known as "General Assembly" shall operate and be governed under such rules and regulations as approved and amended from time to time by the Moose International, Inc. Board of Directors.
- (p) The Moose International, Inc. Board of Directors shall have the authority to establish and periodically modify the per capita amount which shall be a portion of each member's annual dues remitted to Moose International by each unit.
- (q) The Chief Executive Officer, with the advice and consent of the Moose International, Inc. Board of Directors, shall appoint operating officers, directors, assistant directors, managers, assistant managers and authorized agents who shall operate under their general supervision. With proper identification, they shall be empowered to attend any meeting of a Lodge, or its committees. They shall have power, with proper identification and written authorization, to demand and receive at any time from any fraternal unit, or any officer, all papers, books, records, files or evidence of indebtedness or other property for the purpose of fully inspecting and reviewing the accounts and affairs of the fraternal unit. Upon demand, each officer or member thereof shall immediately deliver to the authorized assistant representative all books, records, files and papers of the fraternal unit.

If any officer or member of a Lodge shall fail to deliver upon demand any papers, books, records, files or other items to the authorized representative, they may be suspended from membership by the authorized representative, who shall communicate the reasons therefore immediately to the Chief Compliance Officer. Any officer or member so suspended shall no longer perform the duties of any office or function in the Lodge, and the authorized representative shall immediately appoint a member or members of the Lodge to fill the office or offices until the suspension of the officer or member is approved or revoked or other final action taken.

The report of the facts to the Chief Compliance Officer on which the suspension is made shall constitute a charge against the member and the Chief Compliance Officer shall at once proceed to hear the charges. If the authorized representative shall discover any discrepancies or irregularities in the accounts of any officer or member of a Lodge, due to incompetence, dishonesty, immorality, or any other cause, they may immediately suspend the officer or member from office, or from membership in the fraternity if so warranted, and proceed as stated above.

Each authorized representative shall make regular or special visits to a Lodge or any of its officers as directed by Moose International. The expense of the visits shall be charged against the Lodge at a rate to be determined by the Moose International, Inc. Board of Directors. They shall carry credentials issued by Moose International, which shall be recognized by all Lodges, their officers and members. Authorized representatives shall make reports to Moose International of their work as required.

For the faithful performance of their duties, authorized representatives shall receive compensation as approved by the Moose International, Inc. Board of Directors. When traveling in the performance of their duties, each authorized representative shall be reimbursed their necessary expenses as authorized by the Moose International, Inc. Board of Directors. Moose International, in its discretion, is granted full power and authority to audit and/or examine the books and records of any Lodges, units or degrees acting under the authority of The Moose. They shall file reports of such reviews or examinations as required by the Moose International, Inc. Board of Directors.

The Operating Officers, Directors, Assistant Directors, Managers and Assistant Managers shall perform such duties and responsibilities as the Chief Executive Officer, with the consent of the Moose International, Inc. Board of Directors, deems appropriate and necessary, which may include supervising the institution of member Lodges, and the enrollment of members.

Chapter 20 - Corporate Secretary

Sec. 20.1 - Duties - The Corporate Secretary shall perform the duties of Secretary for the corporation known as Moose International and The Moose. The Secretary shall do the following:

- (a) Ensure that due and proper notice of all meetings of The Moose, the Moose International, Inc. Board of Directors, and other similar bodies is given and attend meetings as directed by the Moose International, Inc. Board of Directors.
- (b) Ensure that a true and correct record of the action of The Moose, Moose International, Inc. Board of Directors, and other similar bodies is kept and maintained in books of record or in electronic format.
- (c) Have custody of the seal of Moose International and sign all documents requiring the signature of the Corporate Secretary or as directed by the Moose International, Inc. Board of Directors or other competent authority, and affix the seal of the corporation thereto.
- (d) Perform any and all duties under the general supervision of the Chief Executive Officer and Moose International, Inc. Board of Directors.

Chapter 21 – Treasurer/Chief Financial Officer

Sec. 21.1 – Treasurer/Chief Financial Officer - The Treasurer/Chief Financial Officer shall perform the duties of Treasurer/Chief Financial Officer for the corporation known as Moose International, and duties usually performed by the treasurers of similar corporations. The Treasurer/Chief Financial Officer shall, immediately upon request of the Moose International, Inc. Board of Directors, present all their books and papers to that body, or their authorized representatives, for examination. The Treasurer/Chief Financial Officer shall also perform duties as directed and authorized by the Chief Executive Officer or Moose International, Inc. Board of Directors.

Sec. 21.2 - Audit and Budget - At least annually, upon the approval of the Chief Executive Officer and the Moose International, Inc. Board of Directors, the Treasurer/Chief Financial Officer is granted power and authority to employ the services of a certified public accounting firm to audit the books and records of Moose International, any subsidiary corporation, The Moose, and all departments, degrees, or units, acting under the authority of Moose International, or The Moose. All related or subsidiary foundations, endowment funds, trust funds, and corporations shall cause similar audits of their books and records. The report of the auditors shall be made to the Moose International, Inc. Board of Directors and printed in the proceedings of each Annual International Convention.

The Treasurer/Chief Financial Officer shall, upon the direction of the Chief Executive Officer and the Moose International, Inc. Board of Directors, prepare annually detailed budgets covering anticipated receipts and expenditures of Moose International and all its designated departments, to be made during the succeeding year. The budgets shall include the anticipated receipts and expenditures of all units, degrees, auxiliaries and all other bodies or departments operating under the authority of Moose International, or The Moose.

The Treasurer/Chief Financial Officer shall appoint assistants and clerks as approved by the Chief Executive Officer.

Sec. 21.3 - Additional Duties - The Treasurer may perform the duties of a Controller. The Treasurer or Controller shall keep a complete set of records covering all financial transactions, including a required accounting of all receipts and disbursements of all funds of Moose International, The Moose, and all other designated departments. The Treasurer and/or chief financial officer shall make reports covering those transactions to the Moose International, Inc. Board of Directors at each of their meetings.

Chapter 22 - Other Appointed Offices

Sec. 22.1 - Sergeant-at-Arms - The Sergeant-at-Arms shall assist the Chairman of the Board of Directors in preserving order at each session of The Moose. They shall determine if each person in attendance is entitled to a seat in the session before the transaction of any business of The Moose. They shall perform all other duties required of them by the laws of The Moose and by the orders of the Chairman of the Board of Directors.

Sec. 22.2 - Inner Guard - The Inner Guard shall have charge of the inner door of the hall in which The Moose holds its sessions. They shall guard The Moose from intrusion, allow no one to enter The Moose unless duly qualified and perform other duties in connection with their office as required by the laws of The Moose or the Chairman of the Board of Directors.

Sec. 22.3 - Outer Guard - The Outer Guard shall have charge of the outer doors and anterooms of the hall in which The Moose holds its sessions. They shall perform the duties required by the laws of The Moose and as directed by the Chairman of the Board of Directors.

Sec. 22.4 - Deputy to the Chairman of the Board of Directors - With approval of the Moose International, Inc. Board of Directors, the Chairman of the Board of Directors may appoint Deputy(s) to the Chairman of the Board of Directors. When assigned, Deputy(s) to the Chairman of the Board of Directors shall visit Lodges in their respective area. After any "official" visit, the assigned Deputy to the Chairman of the Board of Directors shall immediately send a written report to Moose International containing findings of fact and recommendations. If directed by Moose International, Deputy(s) to the Chairman of the Board of Directors shall attend sessions of The Moose. With written authorization of Moose International, they shall have the power to inspect, demand, and take possession of all books, papers and property of any Lodge, or unit. Upon request of a Deputy(s) to the Chairman of the Board of Directors, all officers or members shall immediately deliver any item requested.

Deputy(s) to the Chairman of the Board of Directors shall be accorded all privileges and courtesies extended to the Chairman of the Board of Directors. Upon completion of an appointed term, the Deputy(s) to the Chairman of the Board of Directors shall be recognized as a Past Deputy(s) to the Chairman of the Board of Directors.

JUDICIAL BRANCH

Chapter 23 - Chief Compliance Officer

Sec. 23.1 - General Duties - The Chief Compliance Officer shall perform duties as required by the Chief Executive Officer, the laws of The Moose and the Moose International, Inc. Board of Directors. They shall review proposed by-laws of Lodges and approve them when consistent with the laws of The Moose. They shall hear and decide complaints and questions of law submitted to them in writing by active members. Their decisions shall be final and in full effect unless and until reversed upon appeal as provided by the General Laws. They shall review all requests for dispensations required by the General Laws.

Sec. 23.2 - Specific Authority - They shall have the discretionary power and authority to suspend the charter of any Lodge which has not sustained a minimum of 100 active members for a period of four (4) consecutive quarters, failed to submit required Certified Reports to Moose International, or which has ceased to function in accordance with the General Laws.

They may suspend for improper conduct as a Moose, a member of any Lodge, unit or degree, pending an investigation of the member's actions or conduct. The suspension shall continue until a final decision has been rendered in the matter. During the suspension the member shall have no privileges of membership except the right of appeal. If an appeal is entered as provided by Section 60.1 and the suspended party is exonerated of all charges, their membership rights shall be fully restored as of the date of the original suspension upon payment of all lawful obligations, including dues in arrears. They may suspend the charter of any Lodge or unit that has violated the laws of The Moose or, which in their opinion, has ceased to be a fraternal operation.

Any member, officer, Lodge, unit or degree involved in matters referred to in this section shall be given an opportunity to show cause before final action of the Chief Compliance Officer. Final disposition may include a reprimand, fine, suspension, expulsion, suspension of charter, or other action as determined to be appropriate in the discretion of the Chief Compliance Officer. The Chief Compliance Officer, for a past due indebtedness owed Moose International or any fraternal unit, may suspend any member. The member may be dropped or expelled from the membership rolls if the debt is not paid within thirty (30) days after written demand for payment. Right of appeal to the Supreme Forum from any decision of the Chief Compliance Officer is provided in Section 60.1.

Sec. 23.3 - Reports and Records - They shall keep a record of their rulings and decisions and make reports as required by the Moose International, Inc. Board of Directors or The Moose.

Sec. 23.4 - Lodge or Unit Property - They may, in person, or by deputy, receive and take possession of the books, property, records, files, computers, etc. of any Lodge, or unit for inspection. Upon demand, all officers and members shall immediately deliver all membership records, books, papers, documents, files, computers and any other requested record or item of property in their possession or control to the Chief Compliance Officer or their authorized representative. At the expense of the Lodge, or unit, the Chief Compliance Officer may have a membership or financial review conducted.

Chapter 24 - Supreme Forum

Sec. 24.1 - Appointment and Composition - The Supreme Forum shall consist of seven (7) Lodge members to be designated as Justices. The Chairman of the Board of Directors, with the consent of the Moose International, Inc. Board of Directors, shall appoint the Justices of the Supreme Forum for a term of seven (7) years. Any vacancy shall be filled by appointment for the unexpired term in the same manner. The member whose term shall first expire shall be the Chief Justice of the Supreme Forum. The retiring Chairman of the Board of Directors shall appoint one (1) Justice of the Supreme Forum at each annual meeting of The Moose.

Sec. 24.2 - Clerk to Supreme Forum - The Moose International, Inc. Board of Directors shall appoint a member to serve as Clerk to the Supreme Forum and of the Judiciary Committee in their capacities as appellate tribunals. The Clerk shall keep a complete and correct docket of all matters and shall execute the mandates of the Supreme Forum and the Judiciary Committee.

Sec. 24.3 - Meetings - The Justices of the Supreme Forum shall meet at the call of the Chief Justice following appropriate notification by the Clerk. The Justices present at the meeting shall submit a signed written report to the Clerk. Other meetings may be held at the call of a majority of the members of the Supreme Forum. Meetings shall be held at the time and place designated in the notice thereof. The Chief Justice shall preside at each meeting of the Supreme Forum, unless the Chief Justice designates some other member of the Supreme Forum to preside.

Sec. 24.4 - Quorum - A majority of Justices shall constitute a quorum and sit at the hearings of all matters.

Sec. 24.5 - Jurisdiction - Subject to the provisions of Section 55.2, the Supreme Forum shall have original jurisdiction in all matters involving charges against an officer of The Moose, as defined in Article VII of the Constitution, and against a representative of The Moose or employee of Moose International, while acting in their official capacity as a representative of The Moose or Moose International.

Sec. 24.6 - Authority - The Supreme Forum shall be the highest judicial tribunal and, in addition to the authority contained herein, is vested with such other authority as necessary to enable it to discharge its duties. The Supreme Forum shall enact no laws.

Sec. 24.7 - Appellate Jurisdiction - The Supreme Forum shall have appellate jurisdiction in all cases of appeal or reference from the decisions, orders, or judgments of the Judiciary Committee, Moose International, Inc. Board of Directors or Chief Compliance Officer. Any decision, order, or judgment made by the Supreme Forum shall be conclusive and final unless otherwise directed by the Supreme Forum.

Sec. 24.8 - General Powers - The Supreme Forum has the following powers:

- (a) It shall adopt rules governing the practice and hearing of matters before the Judiciary Committee and the Supreme Forum.
- (b) It shall be the sole judge of both law and fact. In cases of original jurisdiction, the Supreme Forum shall adopt and apply rules of evidence as contained in the Federal Rules of Civil Procedure and currently in use by the United States Federal Courts.
- (c) To issue a subpoena requiring the attendance of a member to testify in a proceeding pending before that tribunal, fix the compensation to be paid such member and direct the payment of the compensation from The Moose funds.
- (d) To administer an oath or affirmation to a witness in the exercise of the powers and duties of the Supreme Forum.
- (e) To affirm, modify, suspend, or revoke any penalty inflicted upon any member Lodge or member, by The Moose, member Lodge or any officer thereof.
- (f) To make decisions, orders, or judgment and impose fines, suspensions, expulsions or other penalties, as it deems appropriate.
- (g) To do all things necessary to carry into effect the powers, duties and jurisdiction as described herein.

Sec. 24.9 - Procedure of Hearings - All matters except appeals, as provided under Chapter 60, shall be commenced by the filing with the Clerk of the Supreme Forum, a verified petition and seven (7) copies. The respondent's appearance must be made by filing an answer and seven (7) copies with the clerk within twenty (20) days after service of the petition upon the respondent or other adverse party.

Within twenty (20) days after service of the answer upon the petitioner, the petitioner may file a reply and seven (7) copies with the clerk. Within twenty (20) days after a petition, answer or reply has been filed with the clerk, any pleadings may be once amended as a matter of course. Upon written application, amended or supplemental pleadings may be permitted at any time before hearing by order of the Supreme Forum.

The Supreme Forum at any time, not less than twenty (20) days before the opening of the hearing, upon written application of any party, may direct any party to the proceeding to file with the clerk a bill of particulars concerning any matter at issue. Upon failure to file a bill of particulars, the Supreme Forum may preclude the party from giving evidence of the fact or facts of the allegations of which particulars have not been filed. A motion may be made by any party at any time to dismiss the proceeding or any pleading because of lack of jurisdiction, insufficiency in law or fact, or otherwise. The Supreme Forum may extend the time for filing any pleading.

The Clerk of the Supreme Forum at the time of the filing of each pleading shall immediately serve a copy upon each Justice of the Supreme Forum and all parties directly involved in the proceeding. The Chief Justice shall designate a date and location of the hearing of the matter(s) contained in the filed petition upon the following: failure of the respondent or other adverse party to appear or answer, the joinder of issues and the expiration of the period of time for responding, the filing of a petition in any matter on appeal or in a proceeding of original jurisdiction. The clerk shall give not less than twenty (20) days' notice of the hearing to the Justices and to all persons directly involved in the proceeding.

The Supreme Forum may permit any party to file briefs or written arguments at any stage of the proceeding. Any party may appear in person or be represented. Anyone appearing for a party must be an active member. Upon default of any party, the Supreme Forum shall proceed to hear the proof of the party properly before the Supreme Forum. Decisions in each matter coming before the Supreme Forum shall be in writing, signed by not less than a majority of the Justices, and filed with the clerk.

Sec. 24.10 - Rules of Pleading and Service - All papers served or required to be filed, shall be typewritten, or legibly printed in black ink, in the English language, on durable letter size white paper. Only legible copies may be served and filed. Service of any papers shall be by personal delivery or United States mail, unless otherwise directed by order of the Supreme Forum.

The petition shall state facts succinctly to show the nature of the claim and the prayer of the petitioner. The burden of proof shall be upon the petitioner who shall establish their cause by a fair preponderance of the evidence, also known as "by the greater weight of the evidence."

Sec. 24.11 - Procedure of Appeals - Any party interested in any decision, order or judgment mentioned in Sec. 24.7 or Chapter 60 may appeal the decision, order or judgment to the Supreme Forum as follows:

- (a) The party appealing shall file with the Clerk of the Supreme Forum, a notice of appeal from the decision, order or judgment. The notice shall be filed not more than thirty (30) days after the decision, order or judgment being appealed has been made or entered, except matters within the purview of Sections 60.4, 60.5 and 60.6.
- (b) Within forty-five (45) days of the filing of the written notice of appeal, the appealing party or parties shall file with the Clerk of the Supreme Forum a statement briefly stating the questions involved, how the decision, order or judgment is in error, and any relevant exhibits. The Supreme Forum may elect not to consider any alleged error not specified in the statement.
- (c) Seven (7) copies of the notice and statement shall be filed with the originals.
- (d) The Clerk of the Supreme Forum upon receipt of the notice and statement shall serve a copy of both documents on the adverse party in the manner provided for service in Section 24.10.
- (e) Upon receiving the notice and statement and after service of a copy on the adverse party, the Clerk of the Supreme Forum shall forward a copy of the entire file to the Chief Justice.

The Chief Justice, upon receipt of the record and file, shall determine whether the matter shall be heard on briefs or on oral argument. If on briefs, they shall fix the time within which the parties may file their briefs. If on oral argument, they shall fix the date, time and location for the oral arguments to be heard. The Chief Justice may order and direct oral arguments in addition to the filing of written briefs. Either party may conduct the appeal and the proceedings in person or through a representative who shall be an active member of the fraternity.

The Chief Justice, for the use of the Supreme Forum, may order the production of a transcript of the minutes, testimony or records and any other form of evidence used in or relating to the proceedings out of which the appeal arises, or so much thereof as the Chief Justice may determine is necessary to afford a clear understanding of the merits of the matter on appeal. If the Supreme Forum deems it necessary for a full determination of the appeal, it may require additional testimony to be taken or additional records or evidence to be produced. The Supreme Forum may take additional testimony itself.

The Chief Justice may direct either party to the proceeding on appeal to pay as costs, in advance, a sum sufficient to cover the reasonable cost and expense in procuring the testimony, records or other evidence to be used on appeal. The Supreme Forum may, as part of its judgment, assess costs, as it deems appropriate.

Chapter 25 - General Judicial Provisions

Sec. 25.1 - Qualifications of all Officers - All officers and committee members of The Moose shall, at the time of their appointment and throughout the term of their service, be an active member. All officers and committee members, elective and appointive, shall be active at the time of their nomination, election or appointment, and continually during the time they hold office. Failure to remain active on the part of any officer or committee member of The Moose in a Lodge shall vacate the office.

Sec. 25.2 - Qualifications of Lodge Representatives - All representatives shall be active at the time they are certified by the Credentials Committee.

Sec. 25.3 - Limitation of Authority - The Lodges state or provincial associations (or any other unit of The Moose), the Moose Legions (or any other degree), or any officer or member thereof, shall not be the agent or representative of Moose International or The Moose. They shall not impose any liability upon Moose International or The Moose in the transaction of any business. Particularly, no liability shall be imposed on Moose International or The Moose regarding the election and enrollment of applicants for membership in any units or regarding the conduct of any activity of such units or in any dealing by such units with their members or other persons. Any specific provisions in these General Laws shall not limit the general prohibition provided for in this section.

LAWS FOR MEMBER LODGES - LODGE ORGANIZATION

Chapter 26 - New Lodges

Sec. 26.1 – Lodge Purpose - Petitions for Lodge charters and the institution of new Lodges shall be according to policies adopted and approved by the Moose International, Inc. Board of Directors. A duly authorized and chartered Lodge shall be known as _____ Lodge No. _____, Loyal Order of Moose, Inc."

Lodges shall exist to promote and support the fraternal programs of Moose International and the charitable purposes of The Moose, specifically Mooseheart and Moosehaven.

Sec. 26.2 - Dispensation for Charter - A Lodge shall not be instituted until a dispensation in proper form is issued by the Chief Compliance Officer and presented to the duly authorized representative of the charter applicants.

Sec. 26.3 - Application for Charter - The Chief Compliance Officer shall deliver a charter to the Administrator of each newly instituted Lodge after receiving proper application containing a certified list of the charter members. Moose International shall adopt the form of the charter, which shall bear the signatures of the Chairman of the Board of Directors and the Chief Compliance Officer and be imprinted with the seal of Moose International.

Sec. 26.4 - New Lodge Officers - At the institution of a new Lodge, the authorized representative of Moose International shall appoint the officers for the first term, including the Junior Past President. The Junior Past President so appointed shall not be considered a Past Lodge President of the Lodge by virtue of having held this office.

Sec. 26.5 - Issuance of Supplies - Official paraphernalia and supplies for the use of Lodges shall only be secured from Moose International's Catalog Sales Department. All supplies secured from Moose International for the exclusive use of the Lodge are held in trust. Upon the dissolution of a Lodge, all supplies so secured must be returned to the Chief Compliance Officer, unless otherwise directed.

If for any reason a Lodge is not duly instituted within a period of sixty (60) days after the date of issue of the dispensation by the Chief Compliance Officer, all paraphernalia and supplies secured from or furnished by Moose International's Catalog Sales Department shall be returned in good condition.

Sec. 26.6 - Institution Report - Within five (5) days after the institution of a Lodge, the authorized representative instituting the same shall forward to the Chief Compliance Officer a proper institution report, complete with regional information.

Sec. 26.7 - By-laws - Each Lodge shall adopt by-laws consistent with laws or regulations enacted by The Moose. Amendments to the by-laws shall not become effective until adopted at a special meeting of the Lodge after proper notice. Unless the Chief Compliance Officer has granted a dispensation, the original by-laws approved by Moose International shall only be amended to provide for different meeting nights or dues.

Regular general membership meetings must be held at the times and on the days specified in the by-laws. If a meeting night 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 (30) days written advance notice of the meeting night change. Upon request, the office of the Chief Compliance Officer will provide a new by-laws certificate to the Lodge for display.

Sec. 26.8 - Incorporating - Every Lodge having substantial assets, operating a social quarters or if required by the Chief Compliance Officer, shall incorporate under the laws of the state or province in which the Lodge is located. New Lodges may incorporate if necessary to obtain an alcoholic beverage license, engage in charitable fundraising purposes, or if required by the Chief Compliance Officer. If approved by the Chief Compliance Officer, a Lodge incorporated in one state may be domiciled in another state. The Lodge shall be incorporated only in the name of the Lodge. The Articles of Incorporation and any amendments thereto shall provide that membership in the Lodge shall of itself carry with its membership in the corporation. Suspension or expulsion from a Lodge shall carry with it the same penalty in the corporation. The Articles of Incorporation and by-laws shall also provide that the Lodge is incorporated in conformity with, subject to and under the jurisdiction and control of the laws for the regulation of Lodges.

A copy of proposed Articles of Incorporation must be submitted to Moose International for approval before being filed with the appropriate public officer or agency. A copy of the certified Articles of Incorporation, or any changes or amendments, must be sent to Moose International within thirty (30) days after being filed with the appropriate public officer or agency. Each Lodge shall maintain its Articles of Incorporation in compliance with all applicable fraternal, federal, local, state or provincial laws.

Chapter 27 - Dissolution of Lodge

Sec. 27.1 - Requirements - A Lodge may voluntarily dissolve by complying with the following requirements:

1. Prepare a Notice of Special Meeting and submit to the Chief Compliance Officer for approval.
2. At least seven (7) days in advance of the special meeting, send by first class mail a "Notice of Special Meeting" informing each active member of the Lodge that the purpose of the meeting is to vote to dissolve and forfeit the charter. In calculating the seven (7) days notice requirement, the Lodge shall not count the day of mailing or the date of the special meeting.
3. Submit a properly completed "Resolution to Dissolve and Forfeit Charter" to the Chief Compliance Officer for approval.
4. A Lodge can voluntarily dissolve by a majority vote of active members present.
5. No disposition shall be made of any assets of the Lodge except upon prior approval of the Chief Compliance Officer.

Sec. 27.2 - Revocation or Dissolution of Charter - If a Lodge voluntarily dissolves and forfeits its charter or if the charter is revoked, all paraphernalia, supplies, property, cash and other assets remaining after payment of all indebtedness of the Lodge, shall be the sole property of Moose International. No disposition shall be made of any Lodge assets except according to instructions of the Chief Compliance Officer.

If a Lodge voluntarily (or administratively) dissolves and forfeits its charter or if the charter is revoked, the Chief Compliance Officer shall have the discretionary power and authority to appoint members of The Moose as Lodge officers to perform any and all acts associated with the dissolution of the Lodge, including real and personal property transactions, for a term of satisfactory service.

Sec. 27.3 - Mergers - With the approval of the Chief Compliance Officer and pursuant to resolutions duly adopted by each Lodge at a special meeting, two (2) or more Lodges may, by simple majority, vote to merge with each other. All assets, liabilities and membership of the merging Lodge(s) shall become the sole property and responsibility of the successor Lodge. Each Lodge desiring to merge shall:

1. Prepare a Notice of Special Meeting and submit to the Chief Compliance Officer for approval.
2. At least seven (7) days in advance of the special meeting, send by first class mail a "Notice of Special Meeting" informing each active member of the Lodge that the purpose of the meeting is to vote to merge with another designated Lodge. In calculating the seven (7) day notice requirement, the Lodge shall not count the day of mailing or the date of the special meeting.
3. Obtain an approved Resolution to Merge form from the Chief Compliance Officer and submit the properly completed resolution to the Chief Compliance Officer for approval.
4. The successor Lodge is responsible to prepare and file with the proper authorities all legal and tax documents required to comply with all laws, rules and regulations and to establish a chain of title for any real estate owned by the merging Lodge. It is recommended that legal counsel be employed for this purpose.

Chapter 28 - Membership

Sec. 28.1 - Qualifications of Membership - Members of The Moose shall be a member of a Lodge. To qualify for membership in a Lodge, an applicant must:

1. Be twenty-one (21) years of age or older.
2. Not be a member of a terrorist group or recognized subversive organization.
3. Not be a registered sex offender or convicted felon, unless the conviction has been expunged, the conviction has been vacated by an unconditional pardon or a dispensation waiving this requirement has been obtained from the Chief Compliance Officer.
4. Be of good moral character and capable of understanding the obligation of membership.
5. Profess a belief in a Supreme Being.
6. Have not been expelled from any Lodge, unless a special dispensation has been granted in accordance with the laws of the Order.
7. Not currently suspended from membership in any Lodge.
8. Not having had an original application for membership rejected in any Lodge.

Sec. 28.2 - Application for Lodge Membership - Each person applying for membership in a Lodge must be sponsored by another active member. An active member of the Lodge to which the applicant is making application must also endorse the applicant. An applicant must properly complete and sign an official membership application on the form provided by Moose International, as authorized by the Moose International, Inc. Board of Directors.

Both the sponsor and endorser must sign the application. The completed application will be a part of the condition of membership between the member and the Lodge.

The answers within the application shall be warranties, and if any answer is materially false, incomplete or incorrect, it may cause forfeiture of all rights and privileges as a member of The Moose, unless a special dispensation is granted by the Chief Compliance Officer (i.e., prior felony conviction or registered sex offender). If any applicant is elected or enrolled into any Lodge in violation of this section, they shall be dropped from the rolls of the Lodge, subject to the right of appeal as set out in Section 60.1. Convicted felons and registered sex offenders not receiving a special dispensation to retain their membership shall be expelled.

Sec. 28.3 - Application Review Committee - Every applicant for membership shall be referred to a committee appointed by the President of the Lodge. The Application Review Committee shall conduct a thorough investigation of the applicant from public records and other non-privileged sources and file a written report to the Board of Officers containing their finding, either favorable or unfavorable. When the Application Review Committee reports unfavorably on an applicant for membership, the President or presiding officer shall declare them rejected without the formality of a vote. Unless authorized by the Chief Compliance Officer, a rejected applicant cannot again be proposed for membership until after the expiration of a period of six (6) months from the date of the rejection. If the report of the Application Review Committee is favorable, the applicant shall be voted on in the manner provided by Section 28.4. A majority of the Application Review Committee reporting is sufficient.

Sec. 28.4 - Voting on Lodge Applicants - Every applicant for membership, approved by the Application Review Committee, must be voted upon by the membership at a regular Lodge meeting. When an applicant is voted on and receives a simple favorable majority of votes cast, they shall be declared elected to membership. The vote shall be taken by the "voting sign," unless the presiding officer or any member present at the meeting requests the vote be by secret paper ballot.

Sec. 28.5 - Rejection by Lodge Vote - When an applicant for membership is voted on and does not receive a favorable majority vote, they shall be declared rejected. When an applicant has been voted on and appears to have been rejected, the President may immediately upon their own motion, or the request of any member, declare another vote at the same meeting. When more than one (1) applicant has been rejected, the President shall require another vote immediately and the applicants shall be voted on in small groups or individually.

Sec. 28.6 - Orientation and Enrollment of a Lodge Member - A person cannot legally become a member of any Lodge until they have been enrolled into the Lodge in the manner and form required by the Moose International, Inc. Board of Directors.

Sec. 28.7 - Lodge Membership Status – An active Lodge member shall enjoy the same privileges and immunities as every other member of the Lodge. A member who has been expelled by a Commissioner, the Chief Compliance Officer or the Supreme Forum shall not thereafter be regarded as a Moose in any sense. Unless specifically permitted in writing by the Chief Compliance Officer, any Lodge member whose membership is in a state of suspension or who has been expelled shall not be permitted to visit any Lodge as a guest or otherwise (including social quarters and home), join as a Moose in any public procession or display, exhibit or use any emblem of the Moose or receive relief as a Moose from any Lodge or other unit until the member's active membership is restored. An active member is defined as a member whose dues are current.

Sec. 28.8 - Multiple Memberships - Any active Lodge member may hold membership in more than one Lodge at the same time. A member holding memberships in more than one Lodge shall be entitled to vote in any Lodge in which they are active. With dispensation from the Chief Compliance Officer, a member may hold office in more than one Lodge at the same time. An Administrator who has dispensation to hold office in two (2) Lodges may represent both Lodges at conferences and conventions, but only has one vote.

Chapter 29 - Lodge Fees

Sec. 29.1 - Application Fee – A refundable fee in an amount determined by the Moose International, Inc. Board of Directors shall accompany each application for membership. The fee shall become known as the Application Fee.

Chapter 30 - Dues

Sec. 30.1 - Dues at Institution - Before the institution of a Lodge, all applicants about to be enrolled shall pay dues as established by the laws of The Moose. The annual dues rate shall not be less than the per capita amount as established by the Moose International, Inc. Board of Directors.

Sec. 30.2 - Annual Dues - Each member of a Lodge shall, after payment of the Application Fee, pay annual dues (including the per capita amount as provided in Section 43.6) as established by the Moose International, Inc. Board of Directors.

Dues shall only be paid in advance annually. Dues are non-refundable. No applicant or member shall be issued a receipt or membership card except for actual payment received for the fees or dues as established by Moose International or the Lodge. A membership card shall not be transferable. It is unlawful for any member to allow another person to use their membership card. All Moosehaven residents are exempt from paying dues to their home Lodge.

Sec. 30.3 - When Dues Credited - Terms for dues shall be annual. Dues paid by a member shall be credited as of the date the dues are posted by Moose International. Moose International will issue a membership card on behalf of the Lodge to each member upon notice of enrollment or receipt of dues payment.

Sec. 30.4 - Nonpayment of Dues - Every member will be in arrears after the expiration date of their dues. A member in arrears shall not be entitled to any privileges of membership nor be considered a qualified guest. It is the member's responsibility to know the date their dues will become delinquent. A member's failure to receive notice of their dues or arrearages shall not release them from responsibility to pay their dues on or before the due's expiration date. A member in arrears shall be dropped from the rolls after the expiration of twelve (12) months.

Sec. 30.5 - Reinstatement of Member - An expired member is a member in arrears on the payment of their dues but has not been dropped from the rolls. An expired member may pay their dues and reinstate into the Lodge from which they were dropped or reinstate into General Assembly. After an expired member is dropped (at the end of 12 months), the member has twelve (12) months from the date they were dropped (twenty-four (24) months total from the expiration date of their last membership card) to reinstate into the Lodge from which they were dropped or reinstate into General Assembly by paying all past and current dues.

Sec. 30.6 – Re-enrollment – When a member's dues have expired after six (6) months, they may re-enroll into a Lodge by furnishing a re-enrollment application and paying all applicable fees, and dues, plus any fines or assessments owed by them, including accruals of interest, costs, etc. If applying to their original Lodge, a re-vote by membership is required. If re-enrolling into a different Lodge, the applicant must be approved by the Application Review Committee and Lodge membership. By re-enrolling, the member will receive a new enrollment date and will lose prior years of service to the fraternity.

By reinstating, a member retains their prior years of service to the fraternity. If a member re-enrolls (vs. reinstating) the member loses all prior years of service to the fraternity.

Chapter 31 - Life Memberships

Sec. 31.1 - Purchase of Life Memberships - Any active Lodge member may purchase a life membership in their Lodge by paying to Moose International the sum designated by the Moose International, Inc. Board of Directors, one-half of which shall be retained by Moose International and one-half remitted to the member's Lodge.

Sec. 31.2 - Conferral of Life Membership - Moose International shall issue a life membership card to a member if Moose International records show that the member meets one of the following qualifications:

- (1) The member has fifty (50) or more years of continuous service in the fraternity.
- (2) The member has paid dues in advance equal to 50 years of membership.
- (3) The member has sponsored 250 members.

Sec. 31.3 - Life Membership Cards - Moose International shall prepare and deliver to each life member a life membership card.

Chapter 32 - Transfers

Sec. 32.1 - Issuance of a Request for Transfer - Requests for transfers will be completed by the Administrator of the receiving Lodge. The Administrator must receive a completed application and the transfer fee of \$20.00. This amount will be deposited by the Administrator of the receiving Lodge. There shall be no transfer fees for members transferring out of General Assembly into any Lodge.

The transferring member's current Lodge shall be notified and have fourteen (14) calendar days to object to the transfer for the following reasons:

1. The member's dues expired prior to the date of application for transfer.
2. The member has disciplinary charges pending.
3. The member has fines, lawful obligations or other charges due to the Lodge.

At the end of the fourteen (14) calendar days, if no objection has been expressed and the receiving Lodge's Application Review Committee has approved the applicant, the Lodge shall vote on the transfer at the next regular

Lodge meeting. If found favorable, the member shall immediately become a member of the receiving Lodge. The Administrator shall notify the former Lodge of the acceptance. The former Lodge will forward all membership records and pertinent documents and retain a copy for their files. The receiving Administrator shall notify Moose International of the transfer to maintain the member's original enrollment date.

Sec. 32.2 - Rejection of Transfer – Rejected applicants will remain a member of the current Lodge and may not apply for transfer for a period of six (6) months unless granted dispensation by the Chief Compliance Officer.

Chapter 33 - Lodge Officers Nomination - Election - Representation

Sec. 33.1 - Elective Officers - (A) For Lodges using Three Trustees: The elective officers of a Lodge shall consist of a President, Vice President, Chaplain, Administrator, Treasurer, and three (3) Trustees who must be active members of the Lodge in which they are elected. All officers, except the Administrator and Trustees, shall serve for one (1) year. The Trustees shall be elected to a three (3) year term, providing their terms are so arranged that one (1) expires annually. No officers shall be eligible to serve more than two (2) consecutive terms in any one office, unless the Chief Compliance Officer issues a dispensation. Each officer shall serve until their successor is elected and installed.

(B) For Lodges using One Trustee: The elective officers of a Lodge shall consist of a President, Vice President, Chaplain, Administrator, Treasurer, and one Trustee, who must be active members of the Lodge in which they are elected. All officers, except the Administrator, shall serve for one (1) year. No officers shall be eligible to serve more than two (2) consecutive terms in any one office, unless the Chief Compliance Officer issues a dispensation. Each officer shall serve until their successor is elected and installed.

Sec. 33.2 - Nominating Committee - A Nominating Committee shall consist of the eight (8) elective officers for Lodges with a full Board of Officers or six (6) officers for Lodges using only one (1) Trustee, five (5) Past Lodge Presidents (if the Lodge has so many available) in their order of juniority by service in that Lodge, and five (5) members of the Lodge appointed by the President, each of whom must be an appointed officer, committee chair or Past Lodge President (honorary or by service) of that Lodge. A larger Nominating Committee may be assembled when the Lodge deems it necessary for the good of the Lodge.

Sec. 33.3 - Meetings of Nominating Committee - The Nominating Committee shall be organized not later than the last regular general membership meeting in February for the regular election and not later than three (3) weeks prior to any special election. The committee shall give written notice of the time and place of its meeting to the Administrator of the Lodge and by verbal report in an open Lodge meeting.

With the exception of the Administrator, all officers shall be nominated at the last general membership meeting in March and elected at the first general membership meeting in April. Special elections shall be conducted at a general membership meeting. Annual and special elections shall follow the report of the Nominating Committee by at least two (2) weeks. If there are no nominations for a particular office, the Chief Compliance Officer may issue a dispensation to allow nominations for that office from the floor at a general membership meeting of the Lodge or may authorize the position to be filled by appointment.

Any member desiring to run for an elective office (other than the office of Administrator) in the Lodge shall submit their name to the Nominating Committee at least one (1) week prior to the date the committee is required to present its report to the Lodge. The Nominating Committee shall consider all eligible members and select one (1) or more candidates for each office to be filled. Not later than two (2) weeks before the date of the election, the committee shall at a general membership meeting, file a written report with the Lodge, stating the names of those members nominated by the committee. The names of the nominees chosen by the Nominating Committee shall be placed upon the official Lodge ballot.

After the written report is given to the Lodge, the Nominating Committee shall automatically dissolve. Subsequent elections require a new Nominating Committee to be organized.

Sec. 33.4 - Nominating by Petition - Any member nominated by the Nominating Committee who declines the nomination may not later petition for the office to which they were nominated. However, any eligible member of the Lodge who has submitted their name for a specific office, but not nominated by the Nominating Committee, who still desires to be a nominee for that specific office shall have their name placed upon the official ballot of the Lodge by the petition and signatures of ten (10) per cent of the first five hundred (500) members plus five (5) per cent of the membership of the Lodge in excess of five hundred (500). All members signing the petition must be active at the time of signing the petition. The petition shall not be signed by anyone prior to the report of the Nominating Committee. The petition must contain the member's printed name, Moose membership identification number, signature and the date signed. The properly completed petition must be delivered to the Administrator at least one (1) week before the date of the election.

The nominating petition should contain substantially the following words:

"We the undersigned active members in _____ Lodge No. _____, Loyal Order of Moose, hereby nominate _____, an active member of the Lodge, for the office of _____."

Sec. 33.5 - Eligibility of Officers - Only active Lodge members, who are also either active members of one of the men's higher degrees or a Women of the Moose unit (or establish such active membership within sixty (60) day following installation), may be considered for any elected office. Eligibility requirements for Lodge offices are as follows:

President - Been an active member of the Lodge for at least six (6) months immediately preceding the date of election and completed at least one (1) year in another elected office (not a combination of offices) of the Lodge in which they seek office.

Vice President - Been an active member of the Lodge for at least six (6) months immediately preceding the date of election.

Chaplain - Been an active member of the Lodge for at least six (6) months immediately preceding the date of election.

Treasurer - Must be an active member of the Lodge.

Trustee - Must be an active member of the Lodge.

Exemptions from these qualifications require a special dispensation from the Chief Compliance Officer. A special dispensation will only be granted in exceptional circumstances. These requirements shall not apply to a newly instituted Lodge.

No member shall be eligible for election to more than one (1) office in the Lodge at the same time. A member removed from office by a Commissioner or the Chief Compliance Officer for disciplinary reasons or who resigned from office at the request of the Chief Compliance Officer shall not be eligible to hold office again for three (3) years unless a dispensation is obtained from the Chief Compliance Officer. For prior violations of the General Laws, the Chief Compliance Officer may, in their discretion, prohibit any member from holding office.

An officer, whose term will not expire at the time of the election, regular or special, can be nominated for another office, but they must resign their present office, thereby creating a vacancy, which shall be filled at the regular or special election. The resignation is automatic and effective on April 30 for a regular election or on the actual date of a special election.

A member under suspension because of disciplinary charges preferred against them shall be eligible as a candidate for election to office if their dues are current and they are not otherwise disqualified. If found guilty of a charge affecting their membership, or if the member has been removed from office rendering them ineligible to hold office for three (3) years, the office shall be declared vacant and the Lodge shall proceed to fill the vacancy according to the provisions of Section 33.10.

Sec. 33.6 - Appointment of Election Committee - The President shall appoint an Election Committee composed of three (3) active members of the Lodge who are not officers or candidates for elective office. The committee shall conduct the election, pass on all questions concerning the election, count the ballots and file a written report to the Lodge of the results of the election. Each member of the committee shall sign the report and the report shall be attached to the Lodge minutes. If written challenge is made to a member of the Election Committee within forty-eight (48) hours of the closing of the election, the Election Committee shall impound the ballots pending final determination by the Election Committee or by any appellate officer or tribunal.

Sec. 33.7 - Campaigning for Office Prohibited - The printing, circulating or distribution of resolutions, letters, tickets, other written or printed matters, or through any electronic media by a member or anyone acting on their behalf, suggesting, recommending, opposing or containing the names of proposed candidates for office, is hereby prohibited. For any violation of this section, the Chief Compliance Officer may suspend the offending member or members, and in their judgment, may declare the election of such officer or officers void and order a new election.

Sec. 33.8 - Voting - Only active members physically present are eligible to vote for the election of officers. The candidate for each office receiving a majority (if there are two (2) candidates) or a plurality (three (3) or more candidates) of "yes" votes cast shall be declared elected. "No" votes are not counted. If there is only one (1) candidate for each office, the Lodge may dispense with the necessity of paper ballot and conduct the election by using the voting sign of The Moose. If the annual election of officers is to be by use of the voting sign, the Lodge must vote to approve this method at a general membership meeting prior to the election. At special elections, the members present and voting may unanimously select to use the voting sign but if a member objects, the Lodge must conduct the election by paper ballot.

No absentee ballot, write-in ballot or proxy vote shall be allowed. A Lodge may by majority vote of the membership at a general meeting, conducted at least two (2) weeks prior to the election, decide to use the

Australian ballot. If the Australian ballot is used and the election is contested and subsequently declared void by the Chief Compliance Officer, the Lodge shall thereafter be prohibited from using the Australian ballot unless the Chief Compliance Officer issues a special dispensation.

Sec. 33.9 - Installation - The Junior Past President (who served as Junior Past President during the past year) shall be the installing officer of their Lodge. They shall install all duly elected officers at the last meeting in April each year or at a special installation ceremony approved by the Lodge Board of Officers to be held prior to April 30. All officers shall take office as of midnight, April 30, unless the Lodge has been notified by Moose International that it is not in good standing. If for any reason the Junior Past President is unable or unwilling to act, any prior Past Lodge President of The Moose appointed by the President-elect may conduct the installation ceremonies. All officers, elected or appointed, must be installed prior to taking office.

Sec. 33.10 - Vacancy - On or after November 1st, if a vacancy occurs in any elective office, other than President or Administrator, the office shall be filled by appointment by the President until the next general election subject to approval of the membership. If a vacancy occurs in the office of President on or after November 1st, the appointment shall be by the Board of Officers, subject to approval of the membership, until the next general election. Vacancies occurring prior to November 1 shall be filled by special election.

The Nominating Committee at a regular meeting at least two (2) weeks prior to the special election shall report all nominations. The Chief Compliance Officer may issue special dispensation waiving any election and authorize one or more offices be filled by appointment. The Chief Compliance Officer may declare any office vacant for a violation by the officeholder of the General Laws or policies of Moose International and appoint a qualified member of the Lodge to fill the vacancy created. Subject to the provisions of Section 35.11, the Lodge Board of Officers does not have authority to declare any elective office vacant or remove an elective officer from office.

Sec. 33.11 – Special Elections - For vacancies occurring prior to November 1st, a special election shall be conducted. The Nominating Committee shall report all nominations at a regular meeting at least two weeks prior to the special election. All special elections must be conducted at a regular general membership meeting. The Australian Ballot is allowed if voted on by membership at least two weeks prior to the election. Lodges may use the Australian Ballot unless a previous election has been contested and subsequently ruled void by the Chief Compliance Officer. Lodges shall have a sign in sheet and maintain this document as part of the Lodge meeting minutes.

Chapter 34 - Junior Past President

Sec. 34.1 - Serves on the Board of Officers - The retiring President shall serve as the Junior Past President, provided the term of President for which they were elected or appointed commenced prior to November 1 of the preceding year and they completed the term. The Junior Past President shall be a member of the Board of Officers. If the retiring President is unavailable or unqualified to serve, the next Past Lodge President, in order of juniority by service, shall serve. Past Presidency is a condition, not an office and remains with the member so long as they continue their active status.

Sec. 34.2 - Installing Officer - The Junior Past President shall be the installing officer of the Lodge.

Sec. 34.3 - Additional Duties - In the absence of the President, Vice President and Chaplain, they shall preside over the deliberations of the Lodge. They shall be chair of the Moose of the Year Committee.

Chapter 35 - President

Sec. 35.1 - General Duties and Responsibilities - The general duties and responsibilities of the President include, but are not limited to, the following:

- Be the fraternal leader of the Lodge
- Preside at meetings
- Appoint officers
- Appoint committee chairs
- Establish all committees required by Section 35.5
- Sign authorized checks
- Certify and sign reports
- Count votes (not ballots) and inspect records
- Declare offices vacant pursuant to Section 35.11
- Maintain order
- Increase membership

- Improve the financial strength of the Lodge
- Represent the Lodge as a delegate to the International Convention, association conferences, conventions and district meetings.

Sec. 35.2 - To Preside - The President shall preside at meetings of the Lodge, preserve order, apply and enforce the laws of The Moose. They may impose reasonable fines upon Lodge members for offenses or misconduct committed in their presence in meetings, anytime on Lodge property or during Lodge sponsored activities off Lodge property. All fines paid to the Lodge shall be forwarded monthly to Moose Charities, Inc. for deposit into the endowment fund.

Sec. 35.3 - Parliamentary Questions - The President shall, subject to appeal, decide all parliamentary questions which may arise in the Lodge. Robert's Rules of Order (Newly Revised Edition) shall govern all proceedings of Lodges except as otherwise provided herein.

Sec. 35.4 - Appoint Officers - The President shall appoint a Sergeant-at-Arms and may appoint an Inner Guard and an Outer Guard, who shall serve at the pleasure of the President.

Sec. 35.5 - Appoint Committees - At the first regular meeting after being installed, they shall appoint active members of the Lodge to serve as chair of standing committees as required by the General Laws. The chair and each member of the Moose Legion Committee must be active members of the Moose Legion. With the exception of the Financial Review Committee, they shall be a member of all committees of the Lodge, unless they are disqualified (i.e., cannot be a member of the Moose Legion Committee unless they are an active member of the Moose Legion or Fellowship Committee if the degree has not been conferred). They may require reports from all committees (except the Fellowship Committee), activity units and officers of the Lodge at their pleasure. The regular standing committees of each Lodge shall be:

- (1) Moose Charities Committee
- (2) Financial Review Committee
- (3) Membership Committee
- (4) Application Review Committee (as defined in Section 28.3)
- (5) Heart of the Community Committee
- (6) Loss Prevention Committee
- (7) Communications Committee
- (8) Government Relations Committee
- (9) Activities Committee
- (10) Moose Legion Committee
- (11) Ritual Committee

Sec. 35.6 – Delegate - By virtue of the office, the President shall be a delegate to the International Convention, association conferences, conventions and district meetings.

Sec. 35.7 - Appoint Financial Review Committee - At the first regular meeting after being installed, the President shall appoint two (2) members of the Lodge (one of whom shall be chair) to serve with the Chaplain on a Financial Review Committee. The three (3) members of the committee shall serve for one (1) year. No other elected officer shall serve on the Financial Review Committee. The President shall demand and receive from the officers or members of the Lodge all stocks, bonds, notes, accounts, records and documents necessary to enable the Financial Review Committee to conduct a review and make a full and correct report. The Financial Review Committee shall prepare a detailed report of their findings of the Lodge's membership and financial position, including the funds of ALL committees, groups or activities of the Lodge. The report shall be completed within ten (10) days of the close of the prior month's business and reported at the next general membership meeting. All committee members shall sign the report and the report shall be maintained in the Lodge's files for not less than seven (7) years.

Sec. 35.8 - Count Votes and Inspect Books - Except as provided in Section 33.6, the President and the Vice President shall count all votes cast. They shall cast the deciding vote upon all questions before the Lodge as provided by Robert's Rules of Order, except in the election of officers. They shall have the right to vote on all questions and issues before the Lodge the same as any other officer or member. They may vote to create a tie or break a tie. They shall have the right to examine all books, records and documents of any officer of the Lodge at any time. They shall examine the books, records, and documents whenever they determine it necessary for the protection of Lodge funds or assets.

Sec. 35.9 - Sign Checks - In addition to the Treasurer, they may sign all authorized Lodge checks drawn by the Administrator, if an alternative method of banking has not been approved in writing by the Chief Compliance Officer.

Sec. 35.10 - Declare Office Vacant - When any officer or Jr. Past President (other than an elected Administrator) is absent for three (3) regular meetings of the Lodge, Board of Officers meetings, special meetings, Lodge enrollment ceremonies of new members, or a combination thereof, without being excused by the President or presiding officer, the President may declare the office vacant and the vacancy shall be filled by election or appointment as provided by the laws of The Moose. When any elected officer is in arrears on payment of dues by more than fifteen (15) days, the President shall declare the office vacant and the vacancy shall be filled by election or appointment as provided by the laws of The Moose.

If the President of the Lodge shall be absent for three (3) of the meetings referred to above, or a combination thereof, without excuse from the presiding officer(s), the Junior Past President may declare the office vacant and order the vacancy filled by election or appointment as provided by the laws of The Moose. If the Junior Past President of the Lodge is not active, this duty shall be performed by the Trustees.

Sec. 35.11 – Reference for Registered Sex Offenders and Convicted Felons - Upon receipt of court documents, a certificate from the clerk of any court or other satisfactory proof that a member is a registered sex offender or has been convicted of a felony, they shall contact the Chief Compliance Officer. The Lodge shall not expel a registered sex offender or a member convicted of a felony until the affected member has had sixty (60) days written notice of their right to apply to the Chief Compliance Officer for a special dispensation to retain their membership. After the expiration of sixty (60) days from being provided written notice of their right to apply for a dispensation, if the affected member has not applied for a dispensation they shall be expelled. The Chief Compliance Officer may, in their discretion, suspend the membership privileges of the affected member pending receipt of the request for a special dispensation and a final determination by the Chief Compliance Officer.

Sec. 35.12 – Expel Members - They may request the Chief Compliance Officer to expel any member who has neglected to pay fines, charges or any other lawful obligation due the Lodge within thirty (30) days after the same became due. A member may not be expelled for failure to pay a fine, charge or other lawful obligation unless the member has received thirty (30) days written notice of the intent of the Lodge to request them expelled if the obligation is not paid.

Sec. 35.13 - Duties to the Sick and Bereaved - Immediately after being notified of a member's sickness or disability, they shall, in cooperation with the Chaplain, have one or more members of the Board of Officers visit the disabled member at least once a week during their illness, if the location of the member is within a reasonable distance from the Lodge and the Lodge has not made other arrangements.

If requested by the family of a deceased member, they shall immediately make necessary arrangements for a burial ceremony. They shall immediately inform the widow or surviving family of the right of the spouse and/or children of the deceased member, if they are qualified, to apply for admission to Mooseheart or Moosehaven.

Sec. 35.14 - General Duties - They shall perform all other duties required by the laws and applicable rituals of The Moose, including the installation of Lodge officer's ceremony. They shall properly compile their portions of certified reports as required by Moose International and give other required information.

Sec. 35.15 - Conferring Honor of Past Lodge President - The honor of Past Lodge President may be conferred upon any active member of a Lodge in good standing. A written resolution setting forth the reasons shall be filed with the member's Lodge, read by the Administrator in open session and recorded in the minutes of the Lodge. If adopted by the Lodge, an original petition and resolution form shall be sent to the Chief Compliance Officer. The petition and resolution form shall be accompanied by a written request for the conferring of the honor. The written request shall be signed by the Lodge President and the Administrator under the seal of the Lodge, setting forth the action of the Lodge upon the resolution as recorded in the minutes of the Lodge. If the honor is being conferred on the President, the Vice President and Administrator shall sign the resolution. If the honor is being conferred on the Administrator, the President and Treasurer shall sign the resolution.

The Chief Compliance Officer shall submit the required documents to the Moose International, Inc. Board of Directors at its next regular session for its consideration. There shall be no appeal from the decision of the Moose International, Inc. Board of Directors. Except as otherwise stated in these General Laws, any member receiving the honor of Past Lodge President shall enjoy all of the rights and privileges as any Past Lodge President.

Chapter 36 - Administrator

Sec. 36.1 - Appointment and Election - The Administrator shall be 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. The election shall be by secret ballot, if requested by any member. The election shall not be conducted by simply approving the Board of Officers' minutes of the meeting making the nomination. An elected Administrator shall serve for a term of satisfactory service as determined by the Board of Officers and Lodge, subject to approval by the Chief Compliance Officer. Immediately upon there being a vacancy, the Board of Officers may appoint an Acting Administrator to serve for a period of time not to exceed six (6) months. Upon becoming the Acting

Administrator, or being elected as the Administrator, they shall be a member of the Board of Officers. The Treasurer shall perform the duties of the Administrator on an interim basis until an Acting Administrator is appointed, but in no case for a period of time exceeding six (6) months. Termination of an elected Administrator requires a majority vote of the Board of Officers, a majority vote at a general membership meeting and approval by the Chief Compliance Officer.

Sec. 36.2 - Deposits and Signs Checks - Unless other arrangements have been approved in writing by the Chief Compliance Officer, the Lodge shall comply with the following requirements:

1. The Administrator shall draw and sign all checks that have been approved, together with cards, certificates and notices requiring their signature.
2. At least two (2) original signatures shall be necessary on each check. One (1) signature shall be the Administrator and the other signature shall be the President or the Treasurer. Signature stamps are prohibited.
3. Checks shall not be signed unless the payee's name is on the check.
4. The Administrator shall see that all Lodge funds are deposited in the bank weekly in the name of the Lodge, and a certified deposit slip is given the Treasurer for every deposit.

Sec. 36.3 - Keep Financial Accounts - The Administrator shall correctly keep records of the Lodge and other authorized funds or accounts in such books, or on computers, as may be required by Moose International. A hard copy of all official reports, records, minutes, documents, etc. shall contain original signatures as required by these laws and be maintained as part of the official records. All books, records, and electronic equipment, i.e., computers, laptops, tablets, etc. shall be retained in the Lodge home. Electronic equipment may be transported to and used at official Moose business. Except as otherwise required by law, they shall issue a receipt for all money received from all sources, including all committees and activity groups of the Lodge.

Unless otherwise approved in writing by the Chief Compliance Officer, they shall deposit, at least once each week into the bank(s) designated by the Lodge, all money received to the credit of the Lodge or other authorized funds or accounts. The Administrator shall use due diligence and take reasonable precautions to safeguard all funds received on behalf of the Lodge until the funds are properly deposited in the bank(s) designated and approved by the Lodge. They shall make a deposit slip for each deposit in triplicate, leaving one (1) deposit slip with the bank, retaining one (1) for their records, and giving the other to the Treasurer. They shall secure a receipt for the duplicate deposit slip from the Treasurer. They shall make available at the end of each month all books and records and accounts to the Financial Review Committee.

Sec. 36.4 - Membership Records - The Administrator shall keep in books, or on computers, as Moose International may require, true and accurate accounts between the Lodge and each member thereof. They shall preserve and file all official applications for membership as part of the permanent records of the Lodge and all applications shall be retained in the Lodge home. They shall at the first Lodge meeting of each month read a detailed membership and financial report from forms provided by Moose International.

The Administrator shall report to Moose International within the times specified all financial and membership information requested, on forms provided by Moose International. They shall provide such other information as requested by Moose International to allow for dues renewal notices to be timely sent by Moose International to members in advance of their expiration date. The dues renewal notice shall state the amount of annual dues required to maintain the member's active status. They may, following fifteen (15) days from the expiration of the dues, read in an open Lodge meeting the names of all members who are in arrears.

Sec. 36.5 - Furnishing Members' Names and Addresses - It is forbidden for any person to furnish a list of names or addresses (including all electronic media) of the members of the Lodge to any business, organization or individual for their commercial or business purposes. Names and addresses of members shall only be used for fraternal purposes and may only be furnished to an individual, business or organization in accordance with the terms of a dispensation obtained from the Chief Compliance Officer.

Sec. 36.6 - Keep Securities - The Administrator, President and Treasurer, as custodians, shall be responsible for the securities and valuable papers of the Lodge and keep them in a safe place.

Sec. 36.7 - Certified Reports - For the purpose of making certified reports to Moose International, the Administrator shall close the books, or computer records, at noon on the last business day of each reporting period specified by Moose International and immediately deposit all money received, except authorized petty cash. They shall prepare a certified report, either electronically or on forms authorized by Moose International. The report shall be transmitted in the manner and within the times specified by Moose International. The report must cover all transactions for the preceding reporting period.

With the report to Moose International, the Administrator shall include certificates, or other documentation as required and acceptable to Moose International from all banks in which Lodge or other authorized funds are on

deposit, certifying the balance on hand in each bank at the close of business on the last day of the reporting period for which the report was made. They shall also accompany with each certified report all endowment funds received through the end of the reporting period, and not previously remitted.

Sec. 36.8 - Furnish Information to Moose International - Immediately upon receipt of a request from the Chief Compliance Officer, the Administrator shall furnish to Moose International a complete list of names and addresses of all members of the Lodge, including their enrollment date, dues expiration date and other information requested.

Sec. 36.9 - Signing Documents - The Administrator shall sign all authorized documents, receipts, certificates, communications, reports, and other papers, and with the President shall sign all authorized legal documents and affix the seal of the Lodge upon such documents as required. After proper approval, it is required that the Administrator and President (or such other officer who presides over a particular meeting) shall date and sign all Lodge and officer minutes.

Sec. 36.10 - General Duties - They shall accurately record and maintain the minutes of all Lodge meetings, Board of Officers meetings, and other meetings and hearings. All minutes are to be properly signed by the Recording Secretary and Presiding Officer on sequentially numbered pages and maintained at the Lodge home at all times. They shall, at the next meeting after receipt, read all reports, bulletins, applications and other communications to the Lodge and conduct correspondence as necessary or directed by the Lodge, and preserve copies thereof. They shall immediately deliver to their successor in office, all books, papers and other property of the Lodge, which may be in their possession. They shall perform all other duties required of them by the laws and ritual of the Order. A Lodge member may in writing request an appointment with the Administrator to view non-confidential Lodge financial records and minutes. Within twenty-one (21) days from the receipt of the written request, the Administrator shall allow the active member of the Lodge to view (but not copy or remove) non-confidential Lodge financial records and minutes. Board of Officers executive session records and minutes are considered confidential.

Sec. 36.11 - Compensation - For their services, the Administrator may receive reasonable compensation as determined by the Lodge Board of Officers and membership. Compensation shall be paid or waived, but may not be accrued. If due to a vacancy in the office of Administrator, the Treasurer performs the duties and responsibilities of that office, they may receive the compensation allocated to the Administrator for the period of their actual service.

Sec. 36.12 – Delegate - By virtue of the office, the Administrator shall be a delegate to the International Convention, association conferences, conventions and district meetings.

Chapter 37 - Vice President

Sec. 37.1 - Presiding Officer - They shall preside over the deliberations of the Lodge in the absence of the President. They shall perform all other duties required of them by the laws of The Moose. In case of a vacancy in the office of President, they shall assume the office in an acting capacity, with full authority to perform the duties and the responsibilities until the vacancy is filled.

Sec. 37.2 - Assist President - (A) For Lodges using Three Trustees - They shall assist the President in preserving order and decorum in the Lodge, and with the President, count all votes (not ballots).

(B) For Lodges using One Trustee - They shall, along with the Trustee and Chaplain, recommend all bills to be paid.

Chapter 38 - Treasurer

Sec. 38.1 - General Duties - The Treasurer's duties and responsibilities are as follows:

1. They shall conduct a weekly inspection of all Lodge financial records to verify that all accounting entries are current, and such entries are consistent with all receipts and expenditures.
2. They shall receive from the Administrator duplicate deposit slips showing the deposits of all money credited to the Lodge and other authorized funds or accounts made by the Administrator in the name of the Lodge.
3. They shall initial the duplicate deposit slips retained by the Administrator as a receipt.
4. With the Administrator and President, they shall be custodian of all securities, and perform all other duties required by the laws of The Moose.
5. Subject to the provisions of Section 36.1, they shall perform the duties of the Administrator if the Administrator is unable to perform the duties of the office due to sickness or other short-term disability.

Sec. 38.2 - Sign Checks - In addition to the President, they may sign all authorized Lodge checks drawn by the Administrator, if an alternative method of banking has not been approved in writing by the Chief Compliance Officer.

Sec. 38.3 - Successor - They shall immediately deliver to their successor all moneys, books, papers, and other property of the Lodge which they may have in their possession.

Chapter 39 - Chaplain

Sec. 39.1 - General Duties - (A) For Lodges using Three Trustees: They perform all duties required by the laws of The Moose. They also serve as a member of the Financial Review Committee, but not as its chair.

(B) For Lodges using One Trustee: - They perform all duties required by the laws of The Moose. They also serve as a member of the Financial Review Committee, but not as its chair. They shall, along with the Trustee and Vice President, recommend all bills to be paid.

Sec. 39.2 - Visit the Sick - They shall visit the sick, disabled and distressed, whenever possible, and make a full report at each Lodge meeting.

Chapter 40 - Trustees

Sec. 40.1 - Take Inventories - (A) For Lodges using Three Trustees: The Trustees shall take an inventory of all furniture, fixtures and other physical property of the Lodge at least once each year, and at other times as required by the President or the Lodge. Upon completion, they shall deliver the inventory report to the President.

(B) For Lodges using One Trustee: The Trustee, along with the Vice President and Chaplain, shall take an inventory of all furniture, fixtures and other physical property of the Lodge at least once each year, and at other times as required by the President or the Lodge. Upon completion, they shall deliver the inventory report to the President.

Sec. 40.2 - Examine and Approve Bills - (A) For Lodges using Three Trustees: The Trustees shall examine all bills and report to the Lodge their recommendations as to payment. A majority of the Trustees may act. They shall perform all other duties required of them by the laws of The Moose or by the Lodge.

(B) For Lodges using One Trustee: The Trustee, along with the Chaplain and Vice President shall examine all bills and report to the Lodge their recommendations as to payment. A majority may act when necessary. They shall perform all other duties required of them by the laws of The Moose or by the Lodge.

Sec. 40.3 – Loss Prevention Committee – (A) For Lodges using Three Trustees: The Loss Prevention Committee shall be comprised of five (5) members. The Trustees shall serve on the Loss Prevention Committee of the Lodge and perform monthly inspections of the facility and property in accordance with guidelines provided by Moose International. The One Year Trustee shall serve as Chair.

(B) For Lodges using One Trustee: The Loss Prevention Committee shall be comprised of the Trustee plus two (2) members appointed by the President. This committee will perform monthly inspections of the facility and property in accordance with guidelines provided by Moose International. The Trustee shall serve as Chair.

Chapter 41 - Appointed Officers

Sec. 41.1 - Sergeant-at-Arms - They shall introduce all visitors and conduct them to seats within the Lodge. They shall have charge of all the properties and paraphernalia of the Lodge, not otherwise provided for, and perform all other duties required of them by the President, and the laws of The Moose. They shall be in charge of the inner door, outer door and anteroom, if the Lodge does not have an Inner Guard and/or Outer Guard.

Sec. 41.2 - Inner Guard - If the Lodge has an Inner Guard, they shall have charge of the inner door of the Lodge room and perform all other duties required by the laws of The Moose.

Sec. 41.3 - Outer Guard - If the Lodge has an Outer Guard, they shall have charge of the outer door and the anteroom, and perform all other duties required by the laws of The Moose.

Sec. 41.4 – Voting – Appointed officers are non-voting officers.

Chapter 42 - Lodge Meetings

Sec. 42.1 - Regular Membership Meetings - Every Lodge shall hold at least two (2) regular general membership meetings each month as specified by the Lodge by-laws. Only active members of a Lodge are entitled to attend

that Lodge's meetings. Active members of other Lodges may attend by invitation. Authorized representatives of Moose International shall be entitled to attend all Lodge meetings. All active members of a Lodge (including officers) are entitled to vote on matters properly before the Lodge. Only active members in actual attendance at Lodge meetings are entitled to vote; absentee or proxy votes are prohibited.

Sec. 42.2 - Board of Officers' Meetings - The elected officers of the Lodge and the Jr. Past President shall meet as a board at least twice a month and at other times, as in their judgment the business of the Lodge requires. The regular scheduled officers' meeting shall be held at a stated date and time. The membership shall be notified in advance of the days and times of the regular officers' meetings. If possible, officers' meetings shall be held in the regular Lodge room. If the officers' conduct a meeting at any other place or time than on the regular meeting night, the Administrator, President or other presiding officer shall give a report of the meeting to the Lodge at the next regular general membership meeting.

At the officers' meeting, only business may be transacted that has been referred to the board or deemed by the officers to be in the best interest of the Lodge. A member may attend the officers' meeting upon a majority vote of the board in attendance. The member shall have no voice in the meeting unless called upon by the President. If the President refuses to call on a member, the President's decision may be overruled by a majority vote of the board members present at the meeting.

At the officers' meetings, executive sessions shall be an item on every meeting agenda. The presiding officer, shall open the officers' meeting, recess for executive session and then return to the officers' meeting. Only the elected officers of the Lodge and the Junior Past President shall participate in executive sessions. Executive sessions should be used to address only issues that are privileged, private, confidential or sensitive, such as: succession planning, legal issues, litigation, third-party contracts, investigating financial irregularities, adopting or amending employee policies, hiring and firing employees, and disciplinary matters of employees and members. Minutes of the executive session should include the general substance of the meeting discussion only. Minutes of executive sessions are kept separately from the officers' meeting in the strictest of confidence by the Administrator.

At the officers' meeting, the report of the Application Review Committee concerning applications for membership shall be received. The Board of Officers receives the report of the Application Review Committee, but does not vote to accept or reject an application for membership.

Officers shall make a full and complete report of each officers' meeting to the membership at the next regular meeting of the Lodge and no decision of the officers shall be binding upon the Lodge until the Lodge concurs.

Meetings with a Regional Manager or other designee of Moose International shall be documented in the Lodge officer's minutes as a special officers meeting. The names of all in attendance, topics discussed and any specific recommendations provided to the Lodge shall be included in these minutes.

Sec. 42.3 - Special Meetings - The President may at their discretion call a special meeting of the Lodge at any time. They shall call a special meeting any time they receive a request, in writing, by eight (8) members or two (2%) percent of the active members of the Lodge, whichever is greater. At special meetings, no business shall be transacted, except as specifically stated in the call notice sent to the membership.

The Administrator shall prepare and mail (or personally deliver) all notices for special meetings to all active members of the Lodge at least seven (7) days previous to the special meeting. In calculating the seven (7) days notice requirement, the Lodge 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 no other business shall be considered or transacted at the meeting. Lodges may notify members via electronic messaging if previously approved by members at a special meeting. Those members without access to electronic media must receive all notices by postal service mail.

Sec. 42.4 - Consumption of Alcoholic Beverages - Consumption of alcoholic beverages are absolutely prohibited at any official Lodge meeting (Board of Officers, regular membership, enrollment, etc.) or Commissioner trial.

Sec. 42.5 - Electronic Recording Devices - Electronic recording devices shall not be used at any meeting, hearing or other fraternal gathering unless allowed by local law and approved in writing by the Chief Compliance Officer.

Sec. 42.6 - Quorum - (A) For Lodges using Three Trustees: Seven (7) duly qualified members of the Lodge shall constitute a quorum for the transaction of business at any membership meeting. Five (5) elected officers shall constitute a quorum for any meeting of the Board of Officers. No quorum shall be considered present unless an active Past Lodge President, President, Vice President or Chaplain is present to preside.

(B) For Lodges Using One Trustee: Seven (7) duly qualified members of the Lodge shall constitute a quorum for the transaction of business at any membership meeting. For Lodge Boards consisting of one (1) Trustee, four (4) elected officers shall constitute a quorum for any meeting of the Board of Officers. No quorum shall be considered present unless an active Past Lodge President, President, Vice President or Chaplain is present to preside.

Sec. 42.7 - Presiding Officer - The Lodge shall open at the appointed time. In the absence of the President, the Vice President shall preside. In the absence of the President and Vice President, the Chaplain shall preside. In the absence of the President, Vice President and Chaplain, the Junior Past President shall preside. In the absence of all of the above named, any active Past President of the Lodge shall preside. The determination of which Past President is to preside shall be determined by order of juniority by service to the Lodge.

Sec. 42.8 - Offering of New Business – All new business presented to the Lodge must be in writing and first referred to the Board of Officers of the Lodge, who will consider the matter submitted and make a report at the next regular meeting of the Lodge.

Sec. 42.9 - Decorum During Meetings - Lodge meetings and Board of Officers meetings shall be conducted with true decorum. Vulgar, profane and indecent conduct or language is absolutely prohibited. Any Moose violating this provision shall be disciplined in accordance with the laws of The Moose, including suspension or expulsion of membership. Any Lodge permitting a violation of this law may have its charter suspended or revoked. The Lodge shall be responsible for the conduct of all members attending meetings. Violations could result in a fine by the presiding officer requiring a thirty (30) day demand letter for payment.

Sec. 42.10 - Reading of Official Circulars - All official correspondence or circulars from Moose International, The Moose, or the state, regional or provincial association (including the region or district) sent to a Lodge shall be read at the next regular meeting after receipt. It shall be the duty of the Administrator, President or other presiding officer to see that this requirement is rigidly enforced. Official circulars shall also be read when conditions of the Lodge require review of the information contained in such circulars. The Lodge shall post all relevant correspondence, circulars, posters, or broadsides as required or directed by Moose International, The Moose, or the state, regional or provincial association, including the region or districts thereof.

Chapter 43 - Lodge Funds

Sec. 43.1 - Investments - Upon authorization received from the Chief Compliance Officer, a Lodge may invest its surplus, unit or committee funds in a prudent manner in depositories or securities in the same manner and under the same regulations and restrictions that applies to the investment of funds of Moose International.

Sec. 43.2 - Checking Accounts - All money received, from every source (except as otherwise provided by law), shall be deposited by the Lodge Administrator and credited to the authorized funds or accounts as approved by the Chief Compliance Officer. All authorized accounts shall be checking accounts. Electronic accounts must have a printed monthly statement reviewed and signed by the Treasurer, and maintained in the Lodge records for seven (7) years.

Sec. 43.3 - Committee or Activity Group Funds - Funds of committees or activity groups shall upon receipt be immediately delivered to the Administrator of the Lodge to be deposited into the general fund and recorded as funds of the committee, unit or activity group. Committee or activity groups shall not have a checking account unless such an account is required by law (i.e., bingo) and the Chief Compliance Officer has approved the account in writing. Committee, unit or activity group funds, if authorized by the Chief Compliance Officer, may be deposited in a savings account. The funds shall be turned over to the Lodge Administrator for deposit into the Lodge's general account from which a check shall be issued for deposit into the savings account. Withdrawals from the savings account shall be by the Administrator who shall deposit the funds into the Lodge's general account from which checks shall be issued. At least three (3) signatures shall be required to withdraw funds from an authorized savings account. The signatures shall be the (1) Administrator, (2) President or Treasurer and, (3) the committee or group chair or another authorized committee or group representative. Withdrawals from committee or activity group savings accounts require Lodge approval, but shall not require a dispensation from the Chief Compliance Officer.

Sec. 43.4 - Expenditures - Unless authorized by the Chief Compliance Officer, all expenditures must be by official check, and only as authorized and lawful. Cash payments are strictly prohibited, unless a reimbursement check is immediately written and included in the next appropriate deposit.

The following require membership approval and a dispensation from the Chief Compliance Officer:

1. Entering into any contract or lease
2. Purchasing personal property or equipment over \$5,000
3. Borrowing money, including the use of a credit card
4. Withdrawal or reduction of savings
5. Encumbrance of assets
6. Any other transactions affecting the Lodge financial balance sheet

Purchases of personal property or equipment in an amount less than \$5,000.00 requires membership approval but does not require a dispensation from the Chief Compliance Officer. All transactions involving real estate require membership approval and a dispensation from the Chief Compliance Officer. The provisions of Section 46.6 govern real estate transactions. A dispensation from the Chief Compliance Officer is not required when an existing approved loan is merely refinanced at a lower interest rate and/or for a shorter term, and the Lodge receives no funds.

Sec. 43.5 - Financial Review Committee - The Financial Review Committee shall review monthly the membership and financial records of the Lodge and other authorized funds or accounts prepared by the Administrator. Any questions raised by the Financial Review Committee shall be submitted with the report to Moose International.

Whenever deemed necessary and appropriate, the Board of Officers may require a special review of the books and records of the Administrator and, immediately upon demand, the Administrator shall deliver to the Financial Review Committee the necessary records to prepare the special review. If the Administrator refuses to comply with the demands of the Board of Officers, the President shall suspend the Administrator with pay and the Treasurer shall act until a prompt investigation is made. Upon suspension of the Administrator, the President shall immediately contact the Chief Compliance Officer.

Sec. 43.6 - Financial Payments to Moose International – Each Lodge shall pay to Moose International such amounts as required by the Moose International, Inc. Board of Directors. There may be included in the payments an amount per member as determined by the Moose International, Inc. Board of Directors. The Moose International, Inc. Board of Directors shall allocate funds received by Moose International for the support of Mooseheart, Moosehaven, other charitable enterprises, magazine subscriptions, and other operational expenses.

All charitable contributions received by a unit of The Moose, shall be immediately remitted to Moose Charities. Moose Charities shall receive such contributions as agent for the appropriate foundation, endowment fund, trust fund or subsidiary or related corporation. Moose Charities shall maintain a contemporaneous record of each donor, together with the date of each contribution and the value and amount of each gift. The unit shall provide to Moose Charities all requested information necessary for it to maintain a record of gifts.

Should Moose International not receive the required funds due from the Lodge each month, the Chief Compliance Officer may notify the Lodge. Upon receipt of written notification, the Lodge shall within ten (10) days provide each member of the Lodge written notification that the Lodge is not in good standing. The Moose International, Inc. Board of Directors, at their next session after notice from the Chief Compliance Officer, may suspend or revoke the charter of the Lodge unless all the funds owed Moose International have been received.

Sec. 43.7 - Expenses to Convention - Each Lodge shall, unless declined by the representative, pay out of its Lodge account the expenses of at least one (1) delegate to attend the annual state, regional or provincial association convention and mid-year conference. The Lodge may (unless declined) pay out of its Lodge account the expenses of other delegates and alternative delegates to state, regional or provincial association conventions, mid-year conferences, regional and district meetings. The Lodge may also pay the expenses of one or more representative(s) to the annual Moose International Convention and The Moose meeting.

In addition to actual incurred hotel or motel expenses and transportation expenses, a Lodge may pay per diem and mileage as permitted by governmental guidelines. Per diem shall be paid for each day in actual attendance and each day necessary for travel. If the hotel or motel expense is not paid, the delegate or representative may receive, in addition to mileage or actual transportation expenses, per diem in an amount approved by the Lodge, not exceeding the amount permitted by governmental guidelines. Reimbursement for transportation shall be the cost for mileage or lowest coach airfare obtainable, whichever is less.

Chapter 44 - Community Service & Charitable Fundraising

Sec. 44.1 - Fundraising Activities Involving Non-Members - A Lodge shall not conduct any activity for financial gain involving non-members unless specifically authorized by the General Laws. If not specifically authorized by the General Laws, any fundraising activity involving non-members shall only be conducted in accordance with a dispensation received from the Chief Compliance Officer.

Sec. 44.2 - Public Bingo - If a Lodge is properly licensed and is in compliance with all laws, rules, regulations, ordinances, etc., it may conduct bingo open to the public. The bingo shall be conducted in the Lodge hall unless otherwise approved by the Chief Compliance Officer. Non-member bingo players shall not enter the Lodge social quarters unless qualified as a guest under Section 50.2.

Sec. 44.3 - Community Service & Charitable Fundraising - Without the necessity of obtaining a dispensation from the Chief Compliance Officer, a Lodge home may be utilized for legitimate community service programs

and charitable fundraising events. Non-members involved in community service programs or fundraising events shall not enter the Lodge social quarters. Community service and charitable fundraising events are subject to the following restrictions:

1. The social quarters shall be closed to non-members.
2. Non-members shall not make purchases unless the purchase is directly related to the fundraising event.
3. No alcoholic beverages shall be involved unless specifically approved by the Chief Compliance Officer.
4. IRS regulations require that only "volunteers" be involved in charitable fundraising events. No Lodge employee (Administrator, SQ Manager, bartender, clerical personnel, etc.) shall participate in charitable fundraising events. Volunteers may not receive any form of compensation, including, but not limited to, tips, free meals, free drinks, etc.
[**IMPORTANT** - Income derived from an activity in violation of this condition may be classified as unrelated income and taxable.]
5. The Lodge shall not benefit financially from the activity.
6. All net proceeds shall be donated to the charity or community service for which the event was conducted.
7. A separate and complete record of each event must be kept on file. The file shall include, but not be limited to: details of the event, an itemized financial record (including gross and net proceeds, costs, etc.) and the name, address, telephone number and tax ID or social security number of the organization or individual receiving the proceeds.

Chapter 45 - Advertising

Sec. 45.1 - Public Solicitation of Members - A Lodge shall not include in any advertisement a direct or indirect solicitation of non-members into the membership of The Moose.

Sec. 45.2 - Advertising - Advertising any Lodge activity in any manner (i.e., newspaper, handouts, posters, radio, TV, or Lodge marquee) that is visible to the public shall conform to the following conditions:

1. Bingo prices and prizes may be displayed, as allowed by law, without a dispensation.
2. The words "MEMBERS AND QUALIFIED GUESTS ONLY" shall be prominently displayed.
3. Community Service & Charitable Fundraising events including non-members shall contain the following words: "This is a community service event" and "All net proceeds are going to...." [insert name of charity or community service for which the activity is being conducted].
4. With a dispensation from the Chief Compliance Officer, a Lodge can advertise prices (i.e., price of admission to a dance, prices of meals, drinks, etc.) for fundraising events open to the public.

Sec. 45.3 - Web sites - A Lodge may have an Internet Web site subject to compliance with the conditions set out herein. All Internet Web site pages advertising Lodge activities (meals, dances, karaoke, etc.) must prominently state that all activities are only for active members and their qualified guests. All Web sites must carry the following disclaimer on the home page:

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

Public solicitation of members by Lodges is strictly prohibited. There shall absolutely be no language on a Web site or any form of public advertising inferring that the Lodge is soliciting the public to join (i.e., "For information on how to join" or "To become a member, call this number" etc.). The Lodge may provide "information" about the Lodge and the fraternity. Linking to authorized Web sites of Moose International, Mooseheart, Moosehaven, Moose Charities, etc. is permitted and recommended. Lodges may not sell or solicit any product or service to or from the public over the Web site. Lodges are encouraged to use a password for members to access a private Lodge activity folder. Lodges, associations, degrees and units of The Moose maintaining a Web site shall, as required, report the Web site to Moose International.

Chapter 46 - General Provisions

Sec. 46.1 - Corporate Officers -The corporate officers of the Lodge shall be the President, Vice President, Secretary and Treasurer.

Sec. 46.2 - Compensation of Lodge Officers – No elected Lodge officer, except the Administrator (and the Treasurer if they assume the duties of Administrator during a vacancy (See 36.12), shall receive any wage, gratuity or other form of compensation for their services as a Lodge officer, or be a paid employee in the service of dispensing alcohol. Elected officers can be compensated for services such as janitorial, landscaping, entertainment, etc. The Jr. Past President is not an elected officer and can receive compensation from the Lodge.

Sec. 46.3 - Bonding - The following persons shall be bonded by the Lodge in amounts as it shall determine: President, Administrator, Treasurer, Trustees, Social Quarters Manager, and other persons required by the Lodge. The Lodge shall pay the premium for all bonds.

Sec. 46.4 - Duties of Officers - All officers of Lodges whose duty it is to take part in ritualistic work shall be required to memorize within a reasonable length of time the parts of the ritual assigned to them.

Sec. 46.5 - Representation to International Convention and Associations - The President and Administrator of each member Lodge shall be the Lodge's representatives and delegates to the International Convention, and state, territory or provincial associations during their terms of office. The Lodge shall select any active member to serve as an alternate when necessary.

A representative of a Lodge shall not be entitled to a vote in any meeting of The Moose while their Lodge is in arrears for any lawful charges of The Moose. The Chief Compliance Officer shall immediately determine all disputes concerning any charges against the Lodge when the representative of the Lodge presents their credentials to the committee.

All representatives or delegates shall attend all sessions of the convention, conference or meeting and submit a written report to their Lodge in a timely manner. A Lodge may vote to pro-rate or decline to reimburse the expenses of any representative or delegate who, without valid excuse, failed to attend all or any portion of the required sessions of a convention, conference or meeting.

Sec. 46.6 - Transactions Involving Real Estate - Any transaction involving real estate requires the Lodge to conduct a special meeting of the membership. Notice of the special meeting shall be mailed or personally delivered to all active members of the Lodge and the Chief Compliance Officer not less than seven (7) days prior to the meeting. In computing the seven (7) days notice requirement, the Lodge shall not include the date of mailing or the date of the special meeting. A resolution authorizing the action to be taken shall be submitted to the Chief Compliance Officer for approval prior to the Lodge entering into any contracts or doing anything in performance of the matter approved.

The requirements of this section include, but are not limited to, the following: purchasing, acquiring by gift or otherwise any real estate, obtaining a mortgage or loan, refinancing for a longer term or at a higher interest rate, selling or disposing of real estate, entering into any lease, or constructing, demolishing, remodeling, improving or altering a building.

Sec. 46.7 - Limitation on Power of Lodge Officers to Transfer Assets Other Than in Ordinary Course of Business - Neither the Board of Officers of any Lodge nor its members, shall sell, pledge, mortgage, transfer, or dispose of any assets of the Lodge (whether real, personal or mixed) except upon proper action of the Lodge pursuant to these laws and on notice (if required) and prior written approval of the Chief Compliance Officer.

Sec. 46.8 - Securing of Supplies - All official supplies and meeting paraphernalia used by a Lodge, including books and records used for Lodge and other authorized funds or accounts, shall be secured from Moose International, as required by the Moose International, Inc. Board of Directors. No duplication, imitations, substitutions of supplies or paraphernalia furnished by Moose International shall be purchased or otherwise procured by any Lodge without the written consent of the Chief Compliance Officer. The penalty for violation of this law may be suspension or revocation of the charter, as the Chief Compliance Officer may determine.

Sec. 46.9 - Insurance Programs - The Moose International, Inc. Board of Directors has established a program to provide indemnity for losses to the various Lodges and other units of The Moose and Moose International for liability. The Moose International, Inc. Board of Directors is authorized to pro-rate the cost to the Lodges, other units and Moose International and provide for the collection necessary for the program. The program is available to related and subsidiary foundations, endowment funds, trust funds, and corporations upon terms and conditions it deems appropriate. All Lodges and other fraternal units shall maintain insurance coverage as specified by the Moose International, Inc. Board of Directors.

Sec. 46.10 - Convention Solicitations - Unless approved by the Chief Compliance Officer, the soliciting of any donations or contributions of any kind by any Lodge or Lodge member for the benefit of any Lodge or Lodge member or for any other purpose at an International convention is strictly forbidden. Subject to compliance with these General Laws and policies of the Moose International, Inc. Board of Directors, the soliciting of donations or contributions at association conventions or conferences shall be according to rules and regulations adopted by the association.

Sec. 46.11 - Permit for Lodge Publication - Neither a Lodge nor any member shall directly or indirectly, institute, establish, begin or maintain the publication of any magazine, newspaper or other periodical devoted or represented as being devoted to the interests of the fraternity or purporting to be a Moose publication in whole or in part without first securing written permission from the Moose International, Inc. Board of Directors. The application for a permit must contain full information as to the title, size, dates of issue and the method of financing, the printing, postage and other costs. Such a permit, once granted, requires that one copy of each issue of the publication be mailed as directed to Moose International.

The Moose International, Inc. Board of Directors may revoke any publication permit granted by it. Any member or members violating this section may be disciplined in accordance with the laws of The Moose, including suspension or expulsion of membership.

Sec. 46.12 - Use of Lodge Home for Political Purposes - A Lodge home shall not be used for political purposes, fundraisers or rallies. A Lodge shall not participate or designate any funds toward any political activity. With approval of the Chief Compliance Officer, a Lodge may, as a community service, allow the community to use the Lodge for a "meet the candidates forum". Neither the Lodge, nor any member acting on behalf of the Lodge, shall endorse a political candidate or party and the activity shall not involve the raising of funds or the support of any particular candidate or party. A Lodge may not be used to promote any political cause or agenda. A Lodge may be used as a polling place with the necessity of a dispensation.

Sec. 46.13 - Public Participation - The public shall not participate at functions or events sponsored by the Lodge, except for Memorial Day services, Pilgrim Presentation Ceremonies, Mooseheart Founder's Day programs and a gathering following the funeral or memorial services for a member or someone in the member's immediate family. Non-members entitled to attend enrollments are listed in Section 28.7. A Lodge may conduct an Open House no more than twice in any one calendar year and not less than three (3) months apart. The Lodge may invite the public to an Open House subject to compliance with the following conditions:

1. Prior to the Open House, the Lodge shall clean up the Lodge and grounds. The Lodge should repair, remodel, paint and freshen up the Lodge to make it attractive and inviting.
2. The Open House must be scheduled for a specific time period on a set date (i.e., 2:00 p.m. to 5:00 p.m. on a Saturday or Sunday).
3. The Social Quarters shall not be open for "business" during the Open House.
4. No sales to members or non-members during the Open House.
5. If legally allowed by your liquor license and all other applicable laws and ordinances, alcoholic beverages may be served, but not sold, to non-members during the Open House. If necessary to be in compliance with the laws of the state, provincial or local jurisdiction, a one-day permit or other alcohol license may be purchased for this singular event.
6. Wine (if legal) and cheese, including other complimentary refreshments (coffee, soft drinks, iced tea, snacks, etc.) may be provided.
7. Local officials and dignitaries should be invited to attend.
8. The Lodge may advertise the Open House in the local media, but shall not publicly solicit non-members to join the Lodge.
9. The Lodge should provide current information and materials about the Lodge, The Moose, Mooseheart and Moosehaven.

Sec. 46.14 - Mooseheart Founders Day - October 27 is hereby designated Mooseheart Founder's Day. This day commemorates the birthday of James J. Davis as Founder.

Sec. 46.15 - Memorial Day - On or about the first Sunday in May of each year, Lodges and other units may conduct services expressive of the ideals of the fraternity and in memory of departed members. Such services shall be designated as Memorial Day services.

Sec. 46.16 - Organization of Activity Groups - There may be organized in each Lodge activity groups as authorized by the Lodge. Membership in a Lodge activity group is restricted to active members of that Lodge and/or its affiliated chapter. All activity groups shall be subject to the supervision of the Lodge Board of Officers. The establishment and operation of all activity groups shall be according to rules and regulations adopted by the Lodge and Moose International, Inc. Board of Directors. Section 43.3 governs activity group funds.

Sec. 46.17 - Duties and Restrictions of Activity Groups - Activity groups organized in any Lodge may participate in activities as authorized by the Lodge in conformity with rules and regulations adopted by the Moose International, Inc. Board of Directors. Activity groups shall not conduct any social function, fundraising activity or incur any obligations or liabilities, financial or otherwise, unless authorized and approved by the Lodge Board of Officers and the membership at a regular meeting of the Lodge.

Sec. 46.18 - Keys - It shall be unlawful for any person, other than the Administrator and duly authorized employees of the Lodge, to have or retain any key or keys to the Lodge home unless permitted in writing by the Chief Compliance Officer. Only the Administrator or their authorized employees or office assistants shall be in possession of the keys to the Lodge office or other location where official records are maintained.

Sec. 46.19 - Responsibility for Damage - A member shall be responsible for the removal of or damage to any Lodge property by themselves or any guest of the member. Upon demand, the member shall immediately pay to the Lodge the full value of the damaged or removed property. Failure to pay the obligation shall subject a Lodge member to the provisions of Section 35.12.

Sec. 46.20 - Penalty for Lethal Weapons - 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, rule, regulation or ordinance. Any member, other than a law enforcement officer in the line of duty, having a firearm or other lethal weapon in their possession in the Lodge, social quarters, parking lot, or anywhere on Lodge property, shall immediately be expelled. In such situations, the Lodge shall immediately contact the Chief Compliance Officer for instructions. The expulsion shall not occur if one of the following conditions exists:

1. The weapon involves a sporting event or other activity approved by the Chief Compliance Officer.
2. The Chief Compliance Officer in their discretion has exempted the accused member from the strict application of this section because expulsion would be inequitable under the circumstances involved and considering other relevant factors.

**LAWS FOR
MOOSE SOCIAL QUARTERS AND HOMES
ORGANIZATION**

Chapter 47 - Establishment of Social Quarters

Sec. 47.1 - Adoption of Resolution by Lodge - A Lodge may establish and maintain a social quarters or engage in social activities in the Lodge home, when the same is established and maintained in accordance with the General Laws and rules and regulations adopted by the Moose International, Inc. Board of Directors. The Lodge shall agree, by duly adopted resolution, to be bound by all General Laws, rules and regulations and lawful orders issued by the Chief Compliance Officer in reference to the social quarters or home.

Sec. 47.2 - Leasing of Lodge Home - A Lodge may not allow a non-member to rent or use the Lodge hall or home for private or business purposes. The Lodge may, with dispensation, lease the Lodge hall or home to other not-for-profit organizations whose mission is consistent with that of Moose International. A Lodge may, without the necessity of obtaining a dispensation from the Chief Compliance Officer, allow an active member to rent or use the Lodge home for a legitimate family function of the member or the member's immediate family, and on other occasions authorized by the Chief Compliance Officer, including the rent or use of the Lodge hall or home for business purposes, subject to the following restrictions:

1. The social quarters shall be closed to non-members.
2. There shall not be a cash bar.
3. The member must pay for all food, beverages and other financial obligations generated by the activity.
4. Non-members may not make any purchases or spend any money in the Lodge.
5. The Lodge shall furnish a bartender (if a bartender is used) who shall have complete control of the dispensing of beverages.
6. The Lodge shall have an officer or employee present at all times who shall be responsible for maintaining decorum.
7. Renters shall have insurance coverage as required by the Moose International, Inc. Board of Directors.

Other than legitimate family functions, approved community service and charitable fundraising events under Section 44.3, a written dispensation is required from the Chief Compliance Officer before a member may use, rent or lease the Lodge home. Non-members may not participate in any function occurring in the Lodge home or social quarters unless there has been strict compliance with the laws of The Moose, or the non-member is a qualified guest and the rules applicable to guests are obeyed. Other than as permitted by the laws of The Moose, any leasing, renting or letting out of the Lodge home or permitting participation by, non-members therein is strictly prohibited, unless a dispensation has been obtained from the Chief Compliance Officer.

Sec. 47.3 - Use of the Word Club - The term, "social quarters" as used in these General Laws, shall include the use of the word "club" where applicable under governmental rules or regulations or where interest in real property is involved.

Sec. 47.4 - Permit to Operate - Before any Lodge shall open, operate, or maintain any social quarters or home, it shall submit financial and operating information as required by the Chief Compliance Officer and obtain from the Chief Compliance Officer a permit to operate the social quarters or home. The permit shall be issued subject to terms and conditions as the Moose International, Inc. Board of Directors and the Chief Compliance Officer may prescribe. The permit is a privilege extended only to Lodges in compliance with the General Laws and may be suspended or revoked by the Chief Compliance Officer at anytime if the Lodge is found in violation of the General Laws or policies of Moose International. Every social quarters or home shall at all times be maintained and profitably operated for members of The Moose.

Chapter 48 - Governance

Sec. 48.1 - Oversight - The governance, regulation and control of all social quarters or homes operated or maintained by a Lodge shall be vested in the Lodge's elected Board of Officers.

Sec. 48.2 - Provide and Enforce Rules - The Board of Officers shall prepare and formulate rules and regulations governing the operations of the social quarters or home including, but not limited to:

1. The conduct of members and their guests during all social activities

2. A dress code for members and guests during all social activities
3. The admission and conduct of minors

The use of any tobacco product or smoking device (including e-cigarettes) is strictly prohibited at any time in the social quarters or Lodge home. The use of any tobacco product or smoking device (including e-cigarettes) is allowed on Lodge property in lawful outdoor areas or areas for which the Chief Compliance officer has provided a dispensation. The use of all cannabis products is absolutely prohibited at any time in the social quarters, Lodge home, or on Lodge property. Vulgar, profane and indecent conduct or language is absolutely prohibited at any time in the social quarters, home, on Lodge property, or during a Moose sponsored activity. In addition to the General Laws, the Board of Officers shall enforce additionally adopted and approved rules.

Before becoming effective, all rules shall be submitted to and adopted by the Lodge at a regular general membership meeting. The membership may submit a written request to the Board of Officers that a rule or regulation be adopted or rescinded. If the Board of Officers declines to adopt or rescind the rule or regulation, the President shall call a special meeting of the Lodge membership whenever they receive a request, in writing, by eight (8) members or two (2%) percent of the active members of the Lodge, whichever is greater. At the special meeting, no business shall be transacted, except a discussion and vote on the adoption or rescission of the rule or regulation.

The Administrator shall prepare and mail (or personally deliver) all notices for special meetings to all active members of the Lodge at least seven (7) days previous to the special meeting. In calculating the seven (7) days' notice requirement, the Lodge 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 no other business shall be considered or transacted at the meeting.

No rule or regulation shall ever be adopted or approved in connection with the operation or maintenance of a social quarters or home that conflicts with the laws of The Moose or with the laws of any municipality, state or nation where the Lodge is located. Opening and closing hours are governed by Section 50.5 and are under the sole jurisdiction of the Board of Officers.

Sec. 48.3 - Printing and Publishing Adopted Rules - Immediately upon the adoption and approval of the rules and regulations required in the preceding section, the Board of Officers shall cause the same to be printed in a uniform manner in large, plain type upon heavy cardboard, displaying at the top thereof a black imprint of the official emblem of The Moose. Copies of the adopted and approved rules and regulations shall be prominently posted in all areas of the social quarters or home where social activities occur.

Sec. 48.4 - Provide a Bulletin Board - In every social quarters or home maintained or operated by a Lodge, there shall be a prominently placed bulletin board. Upon the bulletin board shall be posted a copy of the laws or rules governing the social quarters or home, any special announcements and the names and addresses of all sick and disabled active members.

Sec. 48.5 - Provide a Guest and Visitor Register - Every social quarters or home shall contain a register for the purpose of identifying guests. All adult guests shall enroll their names. The Board of Officers may also require visiting members from other Lodges to sign the guest register. Every member introducing guest(s) shall also enroll their name(s) and be responsible for the conduct of their guest(s) while in the social quarters, Lodge home, on Lodge property or while participating in any Lodge activity. In addition to guest and visitor registers, a Lodge may contain a separate register for sporting participants.

Sec. 48.6 - Employ Help - The Board of Officers shall name or employ a Social Quarters Manager. Except the Administrator, no member of the Board of Officers may volunteer or be employed as the Social Quarters Manager. No elected Lodge officer, other than the Administrator if they are the Social Quarters Manager, shall receive any wage, tips, gratuities or other form of compensation for working or volunteering in the social quarters or home. If the Administrator is not employed as the Social Quarters Manager, the Board of Officers may employ any other person (male, female, member or non-member) as the Social Quarters Manager. The Social Quarters Manager (employee) shall be under the jurisdiction of the Board of Officers (employer). The Board of Officers shall approve the salary or wages of the Social Quarters Manager. The Social Quarters Manager shall employ help as necessary to operate the social quarters or home according to policies established by the Board of Officers. The profitable operation of the social quarters shall be the responsibility of the Board of Officers. Wages and salaries paid to employees, including the Social Quarters Manager, shall not exceed funds allocated by the Board of Officers. The funds for wages and salaries shall be allocated either quarterly or annually. Neither the Board of Officers, 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."

Sec. 48.7 - Handle and Account for All Finances - The Board of Officers shall require all employees or volunteers who handle any Board of Officers money to turn over all money received to the Social Quarters Manager or Administrator and receive a receipt for the money. A Social Quarters Manager, who is not also the Administrator, shall turn over all money to the Administrator and receive a receipt, unless the Chief Compliance Officer has approved an alternative arrangement. At least once each week, the Administrator shall deposit all funds

in the bank designated by the Lodge, to the credit of the Lodge fund or account. They shall make deposit slips, in triplicate, leaving one with the bank, retaining one for themselves, and giving one to the Treasurer for every deposit made and receive a receipt from the Treasurer. Funds shall never be withdrawn from or paid out of the bank except upon approval of a majority of the Board of Officers. As authorized and instructed by the Chief Compliance Officer, a Lodge may have only one (1) checking account for the transaction of all Lodge funds.

Sec. 48.8 - Enforce Decorum – The Board of Officers shall be responsible for maintaining decorum in an equitable manner for all members. During all social functions, it is the duty of the Board of Officers to enforce and maintain proper decorum at all times. Participation in the social quarters of any Lodge is a privilege and not a right of membership. This privilege is conditioned upon all persons conducting themselves, while in and about any social quarters, home or during activities sponsored by the Lodge or Board of Officers, in an orderly manner. Any person, who fails to comply with this law, shall be denied the privileges of the social quarters or home at the discretion of the Board of Officers which includes all social activities sponsored by the Lodge. The Board of Officers, upon receiving a complaint or on its own accord, shall investigate and take appropriate action regarding any alleged breach of decorum. Any member or guest may file a complaint with the Board of Officers concerning alleged misconduct occurring during a social function.

The authority of the Board of Officers to suspend the social quarters privileges of any member, after conducting a hearing, shall in no way affect the member's Lodge membership status, including the member's right to attend official meetings. The Board of Officers may suspend a member's social privileges pending a hearing. The hearing may take place on the same day as the regular Board of Officers meeting, but shall be separate from the regular meeting. Separate minutes shall be taken for a decorum hearing.

Unless the accused member in writing waives the right to appear, he/she must attend a hearing before the Board of Officers can make a final decision. After proper notice, if the accused member fails or refuses to appear before the Board of Officers, the member shall remain suspended until they appear at a hearing before the Board of Officers.

The Board of Officers may not fine a member, but may assess restitution for damages to Lodge property against a Lodge member. Damages assessed against a Lodge member are enforceable as set out in Section 46.19. A Lodge member's social privileges may be suspended pending payment of restitution for damages, or a lawful debt owed the Board of Officers (i.e., bad checks). Action taken by the Board of Officers of one Lodge to suspend the social privileges of a member in that Lodge shall not affect the member's social privileges in other Lodges.

A Board of Officers hearing is an informal investigatory process. Any officer charged with a social quarters rule violation or who has a family member related by blood or marriage charged shall not participate in the determination of the charges. Any officer who has an interest in the outcome, which would prevent them from being fair and impartial, should not participate in the determination of the charges. Pending a hearing, the Board of Officers may suspend a member's social privileges. At least five (5) days prior to a hearing, (not counting the day of mailing or day of hearing) the member shall be given written notice of the following:

1. The date, time and location of the Board of Officers hearing.
2. A detailed statement of the alleged wrongful conduct, including the date and approximate time of the alleged incident, location, circumstances and other information sufficient for the accused to be apprised of the charge(s).
3. The rule or regulation violated.
4. The right of the member to testify at the hearing.
5. The right of the member to bring witnesses to the hearing.
6. That the member is not entitled to be represented or to confront and cross-examine witnesses.

(Note: Disciplinary proceedings involving formal charges between members are not under the jurisdiction of the Board of Officers. Any questions concerning the responsibilities and authority of the Board of Officers should be directed to the office of the Chief Compliance Officer.)

DUTIES AND RESTRICTIONS

Chapter 49 - Restrictions on Lodge

Sec. 49.1 - Not to Establish Social Quarters Until Compliance A Lodge shall not establish or maintain a social quarters or home (or permit any of the members to do so), or represent that a social quarters or home is connected with the Lodge, unless the social quarters or home is established, maintained and operated in full compliance with the laws, rules and regulations adopted by Moose International, Inc. Board of Directors, The Moose, and local jurisdictions. Before establishing or operating a social quarters or home, a permit must be issued by the Chief Compliance Officer.

Sec. 49.2 - Not to Use Moose Name or Emblems - No Lodge or member shall use the name "Moose" or any emblems or insignia of The Moose, intended to convey the impression that a Lodge or any unit of a Lodge, is in

any way connected with a social quarters or home, unless the social quarters or home is established and governed in compliance with the laws, rules and regulations of Moose International, Inc. Board of Directors, and The Moose and only after a dispensation has been obtained from the Chief Compliance Officer.

Sec. 49.3 - Not to Appropriate Funds for Social Quarters - A Lodge shall not appropriate or use any of its funds for the purpose of maintaining or operating a social quarters or home without first obtaining a special dispensation from the Chief Compliance Officer.

Sec. 49.4 - Not to Extend Credit - Credit shall not be extended in a social quarters or home maintained or operated by any Lodge. This provision does not prohibit the use of checks, credit or debit cards as a form of payment or the running of a "tab" as long as the total amount of the tab is paid by the close of business on the day the "tab" is run.

Chapter 50 - Private Lodge and Social Quarters Operation

Sec. 50.1 - General Regulations - All government rules and regulations regarding the conduct and operation of all organizations and/or social quarters shall be strictly observed.

Sec. 50.2 - Admission Regulations -

1. All active members of The Moose shall be admitted to the social quarters of any Lodge of unless their privileges have been suspended in accordance with the laws of The Moose.
2. Only the following persons may be admitted as a "qualified guest" into the social quarters or home of any Lodge:
 - a: An active Lodge member's spouse. (Note – There are no limits on the number of times a spouse may be admitted as a guest.)
 - b: An active Lodge member's immediate family. (Note – There are no limits on the number of times a spouse or qualified family member under the age of 21 may be admitted as a guest, however, all other immediate family members would be limited to two visits as they now qualify as a prospective member of the person signing them into the social quarters.)
 - c: A prospective member is defined as any guest that is accompanied by a member who can sponsor them for membership in The Moose, with the exception listed in 2 (a) of this section. As permitted by the Board of Officers, a prospective member may be admitted subject to the following:
 - (1) The prospective member is accompanied at all times by their sponsor.
 - (2) The prospective member is properly signed in as a guest.
 - (3) The prospective member shall not make purchases.
 - (4) The prospective member shall leave when their sponsor leaves.
 - (5) The prospective member shall be limited to two (2) visits.
3. All adult guests of members must be signed in as a guest and leave when the member leaves.
4. Only active members of The Moose, whose active status has been verified, are permitted to make purchases. Unless prohibited by local law, the sale of refreshments to qualified minor family guests is permitted. It is the responsibility of the Board of Officers to ensure that all persons entering the Lodge home and social quarters are either active members or qualified guests. It is recommended that the Board of Officers adopt a method of distinguishing members and guests to prevent guests from inadvertently making purchases.
5. Members shall at all times be responsible for the conduct of their guests.
6. Appropriate (orderly) conduct is required of all persons in the social quarters or home at all times.
7. The Moose International, Inc. Board of Directors may adopt additional rules and regulations for the operation of social quarters by Moose Lodges and these rules and regulations shall be effective as provided in the written action of the Moose International, Inc. Board of Directors.
8. Each member of The Moose shall submit proof of membership when requested by any member of the Board of Officers or its authorized person.
9. Using the social quarters for any Lodge community service activity is prohibited unless prior approval is obtained from the Chief Compliance Officer.

The term "guest" includes non-member spouses. A member in expired status shall not enter any Lodge except to pay dues. An expired member does not qualify to be admitted as a guest.

Sec. 50.3 - Prevent Admission of Undesirables - The Board of Officers may suspend the social privileges of any member of The Moose determined to be disruptive to the peace and harmony of the Lodge pending compliance with Section 48.8 and a final decision of the Board of Officers.

Sec. 50.4 - Prohibit Advertising and Soliciting - No advertising or solicitation shall be allowed within the Lodge home or social quarters unless the advertising or solicitation is authorized by the Board of Officers and is in accordance with Moose International policy and the laws of The Moose.

Sec. 50.5 - Close Social Quarters at Certain Hours and Times The social quarters or home shall open and close at certain hours designated by the Board of Officers which are not in violation of local regulations. At the hours designated for closing, all persons shall vacate the social quarters or home and it shall remain closed until the regular hour for opening. A social quarters may be permitted to remain open during a Lodge or other fraternal meeting, provided the meeting is in a separate room and activities in the social quarters are not disruptive to the meeting. If disruptive to a meeting, the Board of Officers 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 Board of Officers and advance thirty (30) day notice is provided to the membership of the Lodge.

Sec. 50.6 - Unlawful Activities - No violations of federal, state, provincial, municipal or any other local ordinance shall be allowed within the Lodge home or social quarters at any time. Violation of this section may result in specific discipline being imposed by the Chief Compliance Officer in accordance with the requirements of the General Laws.

Sec. 50.7 - Alcoholic Beverages - No person in a state of intoxication as determined by a server shall be allowed to enter or remain in any social quarters or home maintained or operated by any Lodge. Lodges are required to comply with all federal, state, local statutes, rules, regulations, laws, and ordinances. Sales of alcoholic beverages to be consumed off premises (package sales) are prohibited.

All persons dispensing and/or serving alcohol (employed or volunteer), both on premises and off, currently or prospectively, shall attend an approved alcohol server training program and be certified as having satisfactorily completed all requirements of said program.

Sec. 50.8 - Nine O'clock Ceremony and Endowment Fund - The Nine O'clock Ceremony gives members the opportunity to reflect upon the value of Mooseheart and serves as a reminder of the principles of The Moose. The Nine O'clock Ceremony shall be performed, and an endowment fund collection conducted, whenever members of The Moose are assembled (including meetings, the social quarters and during other social functions). Each Lodge should maintain one or more appropriately marked containers in the Lodge home and social quarters to collect contributions for the endowment fund.

Sec. 50.9 - Unlawful to Possess Keys - It shall be unlawful for any person, other than the Social Quarters Manager and duly authorized employees of the Board of Officers, to have or retain any key to the social quarters or Lodge home unless permitted in writing by the Chief Compliance Officer.

STATE AND PROVINCIAL ASSOCIATIONS

Chapter 51 - Organization

Sec. 51.1 - Creation - By consent of the Moose International, Inc. Board of Directors, the Lodges of any state, territory or province shall organize and maintain a state, territorial, or provincial association composed of Lodges of that state, territory or province. When advisable, an association shall be divided into districts or regions. Members of a district or region shall organize or maintain an association composed of Lodges of the district or region.

Associations are organized and exist for the sole purpose of promoting, supporting and coordinating the programs of Moose International. They shall promote and support all authorized programs of Moose International, including those regarding membership, ritual, sports, and community service programs and projects. The association shall adopt programs and projects for the betterment of Mooseheart and Moosehaven to include the building of the endowment fund for the support of these institutions.

Sec. 51.2 - Powers and Limitations - Each association shall have power to regulate its own internal affairs when not inconsistent with the Constitution and General Laws, or the official and authorized actions of the Moose International, Inc. Board of Directors. Except concerning its own internal affairs, no association shall have or exercise any executive, legislative or judicial functions or have jurisdiction over the Lodges of which it is composed, or of their members, unless specifically authorized in these General Laws or by the Chief Compliance Officer.

Sec. 51.3 - By-laws - Each association shall adopt by-laws which shall not become effective unless and until the same have been approved by the Chief Compliance Officer. Each association shall enact by-laws and amendments thereto as proposed by the Chief Compliance Officer and approved by the Moose International, Inc. Board of Directors, when the same are not inconsistent with the Constitution and General Laws. All by-laws and amendments shall be submitted to and approved in advance by the Chief Compliance Officer.

Sec. 51.4 - Incorporating - The associations shall incorporate under the laws of the state or province in which it is located unless Moose International shall determine that incorporating is not necessary. A copy of the proposed Articles of Incorporation or any amendments must be submitted to Moose International prior to being filed with the authorized public officer responsible for receiving and recording these documents. A copy of the certified Articles of Incorporation shall be submitted to Moose International within thirty (30) days after being filed. It is the responsibility of the association to maintain its Articles of Incorporation in compliance with the General Laws.

Sec. 51.5 - Participation - Unless authorized by the Chief Compliance Officer, all Lodges shall be a member of the association duly organized and existing in the state, territory or province in which each Lodge is located. To be in good standing with the association, each Lodge shall remain current in all financial obligations due Moose International and the association, or have entered into a satisfactory payment arrangement with Moose International or the association to satisfy the outstanding indebtedness. Each Lodge shall be represented at all association conventions, conferences, district meetings, workshops, training seminars and schools as required by the association, Moose International or the Moose International, Inc. Board of Directors. Each association shall adopt a policy, approved by the Chief Compliance Officer, to enforce the intent of this section.

Chapter 52 - Limitations

Sec. 52.1 - Supervision by The Moose - All state, territorial, and provincial associations now or hereafter organized and maintained shall at all times be subject to the supervision and control of Moose International and its qualified officers. Activities involving non-members, leases, purchases and sales of real property, sales of personal property, and purchases of personal property in the amount of \$5,000 or greater are subject to approval by the Chief Compliance Officer. The Chief Compliance Officer may declare any association office or position vacant for a violation by the officeholder of the General Laws or policies of Moose International, or the by-laws of the association.

Sec. 52.2 - Governing Body - The governing body of any association whenever used in these General Laws shall be the association itself.

Sec. 52.3 - No Endorsements - No association shall either directly or indirectly endorse the candidacy of any person for any office in The Moose nor take any action whatever in any manner concerning the same. No association shall take any action whatever on any political, legislative or public policy matter, whether general or local, unless the action is in accord with previous action of The Moose, or unless the action taken is approved by the Moose International, Inc. Board of Directors before the action is adopted or made public.

Sec. 52.4 - Furnish Information - According to prevailing Moose International policy, each association shall furnish to Moose International an accurate list of the names and mailing addresses of its governing officers and committee chairs and the Lodges composing it. Each association shall promptly furnish to Moose International, or any officer or authority designated by the Moose International, Inc. Board of Directors, any other information requested.

The Moose International, Inc. Board of Directors, or any officer or committee of The Moose, may call upon the governing body or any officer of any association for advice, recommendation or information concerning any matter arising within the geographical division for which the association is organized. The governing body or officer shall provide the advice, recommendation or information requested. The advice, recommendation or information shall not be binding upon the Moose International, Inc. Board of Directors or any officer or committee of The Moose making the request.

Sec. 52.5 - Suspension - The Chief Compliance Officer may suspend any association when the association has violated any of the provisions of the Constitution or General Laws, a policy of The Moose or Moose International, the association's by-laws or a directive from the Moose International, Inc. Board of Directors or Chief Compliance Officer. With consent of the Moose International, Inc. Board of Directors, the Chief Compliance Officer may dissolve any association when such action is justified.

Sec. 52.6 - Dissolution - No Lodge shall become, or be a member of, any association ordered to dissolve as provided in the preceding section. No member of The Moose shall be or act as an officer or committee person or otherwise of any dissolved association, except for the sole purpose of concluding its affairs. Violation of this section shall be punishable by suspension or revocation of the charter of the offending Lodge, or by fine, removal from office, suspension or expulsion from the fraternity of any offending officer or member, as provided by the General Laws.

DISCIPLINARY PROCEEDINGS - OFFENSES

Chapter 53 - General Provisions

Sec. 53.1 - Exhaust All Means of Redress - The various tribunals of The Moose shall have jurisdiction to try and determine the rights of members under the laws of The Moose. No member, Lodge or unit shall apply to any civil court or administrative agency for the enforcement of any right, or determination of any grievance, arising under or by virtue of the laws of The Moose.

Complaints against members, officers, or Lodges alleging a violation of any policy of Moose International or provision of these General Laws shall be determined first by the appropriate tribunals of The Moose before redress is requested from any court, agency or other authority. The preceding limitation applies to interpretations of the Constitution and General Laws of The Moose, and other proceedings that may be appropriately addressed by the tribunals of The Moose. This section does not limit the right of members to file civil or criminal proceedings when adequate remedies are unavailable under the laws of The Moose. Whenever a question exists, the Chief Compliance Officer shall decide questions concerning the applicability of this section.

No member shall discuss official Lodge business with a non-member unless required by law.

Sec. 53.2 - Refusal to Obey Mandate and Penalty - Whenever the Chief Executive Officer, Chairman of the Board of Directors, or Chief Compliance Officer or any other regularly constituted authority of The Moose has issued a mandate in accordance with the law upon any Lodge, or other unit and the Lodge or unit refuses to obey the mandate within thirty (30) days, it shall be deemed guilty of contempt. The authority that issued the mandate may fine a Lodge or unit found in contempt. If the fine is not paid within fifteen (15) days of the date of notice to the Lodge or unit, the charter of the Lodge or unit shall be deemed suspended. Appeal shall be as provided in Chapter 60.

Sec. 53.3 - Burden of Proof - Wherever any conflict exists, or seems to exist, in these laws, the burden of proof in any matter heard before any tribunal of The Moose shall be upon the petitioner or accuser, who shall establish their cause by a fair preponderance of the evidence, also known as "by the greater weight of the evidence."

Sec. 53.4 - Terminology - Throughout the chapter on Disciplinary Proceedings, there are many references to The Moose, and in each instance, as appropriate, the reference may be considered also to Moose International.

Sec. 53.5 - Acquiring Membership by Fraud - Any person who shall acquire membership in The Moose or in any unit thereof by means of any false statement or misrepresentation shall be deemed guilty of an offense against the laws of The Moose and shall, upon conviction, be punished by suspension or expulsion.

Sec. 53.6 - Penalty for Subversive Activities - Any member who becomes a member of the Communist Party or any other subversive organization, or who either directly or indirectly participates in the activity of said party, or subversive organization, or who advocates the overthrow of a government by force, upon being found guilty thereof, shall be expelled.

Chapter 54 - Relating to Lodges and other Fraternal Units

Sec. 54.1 - Suspending or Revoking Charter for Violations - In addition to other causes as stated in these General Laws, a Lodge or other unit of The Moose may have its charter suspended or revoked for any of the following causes:

1. Violating any of the provisions of the ritual, laws, rules, regulations or orders of The Moose, the by-laws of the Lodge or unit and any lawful order issued by any officer of The Moose.
2. Allowing or permitting any conduct that will bring or tend to bring discredit to The Moose, or any officer or member thereof, by slander, insinuation or other forms of detraction having a tendency to cause dissension or disharmony.
3. Preferring or permitting any of its members to prefer false charges against The Moose or any officer, board, committee, or member thereof, or maliciously making a statement, the purpose or effect of which is to injure The Moose, Mooseheart or Moosehaven, or any Lodge or unit thereof, or any related or subsidiary foundation, endowment fund, trust fund or corporation, or any officer or committee person thereof, or the reputation of any of the above.
4. Any insubordination, contemptuous or unconscionable criticism of a superior authority or permitting such conduct by any member.
5. Directly or indirectly circularizing, displaying, composing, issuing, printing, publishing or otherwise being a party to any resolution, exhibit or other document relative to any of the laws, rituals, statistics, financial or general management of The Moose or Mooseheart, or causing or being a party to any publication of any book, pamphlet, or leaflet, circulated or displayed by any committee thereof, or otherwise, and thereby

- communicating either to other Lodges or units (or committees or members thereof), or strangers, any abuse or criticism of any officer, Lodge, committee or member.
6. Permitting any malicious, unjustifiable or abusive statements to be made, published or circulated concerning any officer, member, or committee, or permitting any of its members to do so.
 7. Making or using any paraphernalia or Lodge supplies in any way connected or represented as being connected with The Moose, or any other Lodge or unit, other than those procured from and by the authority of The Moose.
 8. Failing to make and transmit every report required by Moose International or the laws of The Moose, or as may be requested by any order, rule or regulation adopted by the executive officers thereof.
 9. Failure to send, transmit or pay any sum due Moose International.
 10. Instituting, establishing, beginning or maintaining the publication of any magazine, newspaper or other periodical devoted, or represented as being devoted to the interests of The Moose, Mooseheart or Moosehaven, or any Lodge, unit or any related or subsidiary foundation, endowment fund, trust fund or corporation, or purporting to be a Moose publication in whole or in part, without first securing written permission from the Moose International, Inc. Board of Directors.
 11. Violating any of the laws or policies of The Moose.

Chapter 55 - Relating to Officers and Members

Sec. 55.1 - General Construction - All members are required to observe the standards of morality prescribed by the ritual, the laws of The Moose and the laws of the land. The listing of the particular offenses in these laws or in any law of The Moose shall not be construed as a codification of all of the penal laws of The Moose. All acts which may reasonably be considered a violation of the rules of good conduct shall be regarded as conduct unbecoming a Moose and punishable by the constituted authorities of The Moose.

Sec. 55.2 - Causes for Fining or Removal of an Officer, Employee, Representative or Appointee of The Moose - Subject to the provisions of Section 19.2 (c), any officer, employee, official representative or appointee of Moose International or The Moose may be removed, fined, suspended or expelled for intentional neglect of official duties or conduct bringing discredit upon The Moose. All charges against a Moose International or officer, employee, representative or appointee of The Moose shall be filed with the Supreme Forum in accordance with prevailing rules and procedures established by the Supreme Forum and General Laws. Good faith decisions by an officer, employee, representative or appointee of The Moose in the course and scope of their employment, assignment or duties, while serving in an official capacity, shall not be grounds for disciplinary charges.

Sec. 55.3 - Reasons for Discharge of Officers or Members - Any member or officer of any Lodge or unit charged under the procedures of Chapter 56, may be fined, removed, suspended or expelled from office or from the Lodge or unit, or from both, for any of the following causes:

1. Dishonest or immoral conduct, habitual drunkenness or any other disreputable act(s) tending to reflect discredit upon The Moose.
2. Violation of all or any part of any membership obligation.
3. Intentionally disclosing the name or names of any member or members who opposed or reported adversely upon an application for membership, through which any person not a member may obtain knowledge of such action.
4. Intentionally disclosing to anyone not a member, any business or remarks of a member made during any official business session, unless authorized to do so.
5. Displaying or exhibiting the ritual or paraphernalia of The Moose on occasions other than those provided for in the laws and rituals.
6. Using any representation of any emblem that is now or may hereafter be adopted by The Moose for advertising purposes for private gain.
7. Refusing to appear as a witness at any hearing before a Commissioner, the Chief Compliance Officer, an Investigating Committee or any The Moose body authorized to conduct hearings, if notified to do so, in conformity with the laws and rules of The Moose.
8. Conviction of any felony, in which event his/her name shall be stricken from the membership rolls, unless prior to the decision of the Commissioner, a special dispensation has been granted by the Chief Compliance Officer allowing the member to retain their membership.
9. Preferring false charges against any member of either The Moose or any Lodge, or maliciously making false or untrue statements concerning the character of any member or officer, or interfering with the performance of the duties of any member or officer or representative of any such office.
10. Profane, vulgar, indecent or unbecoming language or conduct in the hall where any Lodge is in session, or about to be in session, or has just closed such session, or in the anteroom, or hallway or entries thereto.

11. Embezzling, misappropriating or misapplying the funds or property of any Lodge, committee, unit, activity group or of The Moose and/or failing to promptly report and account for all money or property under their possession or control as an officer, committeeperson or member.
12. Discrediting or defaming Moose International, The Moose, Mooseheart, Moosehaven, any related or subsidiary foundation, endowment fund, trust fund or corporation, Lodge, any board or committee or any officer or member by slander or libel.
13. Preferring false charges or maliciously making statements against Moose International, The Moose, Mooseheart, Moosehaven, any related or subsidiary foundation, endowment fund, trust fund or corporation, any Lodge, board, committee, officer or member.
14. Engaging in an immoral, disreputable, or unlawful occupation.
15. Failure to comply with any orders, rules, regulations or mandates of the Chief Executive Officer, Chief Compliance Officer, Moose International, Inc. Board of Directors, Supreme Forum, or any other officer or tribunal of The Moose having authority to issue such orders or mandates.
16. Any insubordinate, contemptuous or unconscionable criticism of a superior officer or authority.
17. Directly or indirectly circulating, compiling, composing, issuing, printing, publishing or otherwise being a party to any resolution, exhibit or other document relative to the laws, decisions, regulations, ritual, statistics or financial or general management of Moose International, The Moose, Mooseheart, Moosehaven, or any branch thereof, or causing or being a party to any publication in any newspaper, book, pamphlet, or leaflet issued or circulated or displayed by any Lodge or committee thereof, or otherwise, and thereby communicating either to other Lodges or committees or members, or strangers, or directly or indirectly circularizing, composing, issuing, printing, publishing, or otherwise being a party to any resolution, exhibit, or causing or being a party to any publication in any newspaper, pamphlet or leaflet issued or circulated, or displayed by any Lodge, or committee thereof, or otherwise, wherein any abuse or wrongful criticism of any officer, Lodge, committee or member thereby may be communicated either to other Lodges, committees or members.
18. Advertising directly, or indirectly, any private business or enterprise as being carried on by or under the auspices of The Moose, or any Lodge or unit, except by written permission of the Chief Compliance Officer or the Moose International, Inc. Board of Directors.
19. Furnishing any information either by statement or otherwise, either directly or indirectly, that conveys any false information regarding any applicant for admission to Mooseheart or Moosehaven.
20. Using an official membership card, or to use or expose any name or emblem of The Moose on labels, signs, cards, periodicals or business literature of any kind or character, or in any manner using a relation or connection with The Moose for commercial or political purposes, or in any business transaction.
21. Organizing or becoming a member of any society or organization limiting its members to members of The Moose, which is not expressly authorized by the laws of The Moose or by dispensation or permission of the Chief Compliance Officer or Moose International, Inc. Board of Directors.
22. Instituting, establishing, beginning or maintaining or in any way directly or indirectly being a party to the beginning, establishing or maintaining the publication of any magazine, newspaper or other periodical devoted to or represented as being devoted to the interests of The Moose, or any Lodge or unit, or otherwise purporting to be a Moose publication without proper authorization.
23. Violating the provisions of any laws, rules, regulations or orders of The Moose, or the by-laws of any Lodge or unit, or any lawful orders issued or promulgated by any of the officers of The Moose, or of the officers of any Lodge or unit.
24. Violating any General Law or any lawful policy adopted or approved by the Moose International, Inc. Board of Directors.
25. Failure to perform or comply with the duties of the office to which they are elected that could cause the fraternal unit to cease functioning.

Sec. 55.4 - Penalty for Violations - A member found guilty of violating any membership oath, law or duly established policy of The Moose shall be reprimanded, fined, suspended or expelled, as determined by the tribunal hearing the matter. If a Lodge or unit or any of its members, refuses or fails to take proper steps to punish a member who has violated a law or policy, charges may be preferred by any Lodge member against the offending Lodge, unit or member with the Chief Compliance Officer. The Chief Compliance Officer may act or refer the charges to a Commissioner for trial and judgment. If found guilty, the member may appeal the decision of the Chief Compliance Officer or Commissioner to the Judiciary Committee in accordance with the procedures contained in Chapter 60.

PROCEDURE

Chapter 56 - Filing of Charges Against Members

[IMPORTANT NOTE: DECORUM COMPLAINTS AND PROCEEDINGS ARE GOVERNED BY SECTION 48.8]

Sec. 56.1 - Preferring Charges - Any member who has knowledge or information that any member has violated or is violating any law, rule, regulation or order may prefer charges against the member before the proper officer or tribunal.

Sec. 56.2 - Submission of Charges - Any Lodge member desiring to prefer disciplinary charges against another Lodge member shall submit written charges to the President of the Lodge of which the accused is a member.

If a member transfers to another Lodge after the alleged offenses occurred, but before the filing of charges, the charges shall be filed with the original Lodge.

A member desiring to file disciplinary charges shall use the form provided by the Chief Compliance Officer's office for that purpose. A member preferring charges shall sign and date the charge(s).

The charges shall state explicitly:

1. The nature and character of the offense.
2. The location of the offense.
3. The date and time of the offense.
4. The law or policy violated.
5. Any other available relevant information to inform the accused of the charges.

Disciplinary proceedings are confidential. The names of the person preferring charges or of the accused shall not be disclosed by the President, or anyone else, except as necessary to comply with the procedures set out in these General Laws. Pending disciplinary proceedings under this section should not be discussed by Lodge members or officers at a Board of Officers or general membership meeting. The Lodge Board of Officers has the duty to enforce decorum during all social functions. The Lodge Board of Officers may simultaneously exercise its authority under Section 48.8, notwithstanding that disciplinary proceedings have been instituted regarding a situation occurring during a social function.

Sec. 56.3 - Investigating Committee and Procedures -

- (a) Upon receipt of the charges, the President shall immediately deliver a copy of the charges to the Chief Compliance Officer. Upon direction from the Chief Compliance Officer, the President shall deliver a copy of the charges to a special committee of three (3) Past Presidents, in order of juniority by service, excluding any officer presently serving on the Board of Officers. The members of the committee must be active members of the Lodge. If the Lodge does not have three (3) Past Lodge Presidents able or willing to serve, the Chief Compliance Officer may authorize any qualified active member to serve on the Investigating Committee. The Chief Compliance Officer may excuse a Past Lodge President, otherwise qualified, from service on the committee if the Chief Compliance Officer believes, because of personal bias or prejudice, the Past Lodge President cannot conduct a fair and impartial investigation. The Chief Compliance Officer may at their discretion appoint a Commissioner without the requirement of an Investigating Committee.
- (b) This committee, known as the Investigating Committee, shall immediately contact the Chief Compliance Officer's office for procedural instructions, prior to their investigation of the charges.
- (c) The Investigating Committee shall review the charges and conduct an impartial and unbiased investigation by interviewing witnesses and reviewing applicable documents.
- (d) The Investigating Committee shall provide the accused with a copy of the charges. During the course of the investigation, the parties shall be given the opportunity to appear before the committee and be heard.
- (e) After completing its investigation, if a majority of the Investigating Committee believes the charges are not well founded, the committee shall immediately report its conclusions to the President. Upon receipt, the President shall immediately forward the original charge(s) and report of the committee to the Chief Compliance Officer and notify the parties in writing of the committee's decision. A copy of all records sent shall be retained in a confidential file. Upon the request of any interested party, the Chief Compliance Officer may consider the charges and the report of the committee and direct the charges to be further processed.
- (f) If a majority of the Investigating Committee believes the charges are well founded, the committee shall immediately file its written report to the President who shall attach the report to the written charges.
- (g) The President, upon receipt of the report of the Investigating Committee stating the charges are well founded, shall immediately file the report and charges with the Lodge Administrator. Within forty-eight (48) hours of receipt of the report and charges, the Administrator shall notify the accused of the report of the Investigating Committee. The Administrator shall direct the accused to file a written plea of guilty or not guilty to the charges within ten (10) days. The written plea(s) shall be made a part of the record.

Sec. 56.4 - Restrictions Pending Trial - If the Investigating Committee determines the charge(s) to be well founded or the Chief Compliance Officer orders the charge(s) to be further processed, the accused shall continue to enjoy all benefits of membership unless otherwise directed by the Chief Compliance Officer.

Sec. 56.5 - Mail Charges to Chief Compliance Officer - The Administrator shall mail to the Chief Compliance Officer all original papers, including the charges and the findings of the Investigating Committee, and the plea of the accused.

Sec. 56.6 - Receipt of Charges by Chief Compliance Officer - Upon receipt of charges and report of the Investigating Committee from the Administrator, the Chief Compliance Officer may dismiss the charge or assign a competent and disinterested member of The Moose to conduct mediation of all pending disputes in controversy. If the Chief Compliance Officer directs mediation to be conducted, the parties shall submit to mediation in accordance with procedural terms and conditions established by the assigned Mediator. Mediation is a non-binding procedural process designed to avoid the expense, delay and inconvenience associated with Commissioner trials. If mediation is conducted and the parties are unable to resolve all issues, the Chief Compliance Officer shall appoint a Commissioner to conduct a trial.

In lieu of a Commissioner trial, the parties may also agree to binding arbitration. If the parties agree to binding arbitration, the decision of the Arbitrator shall be conclusive and enforceable without benefit of further appeal. Arbitration is different from mediation in that the decision of the Arbitrator is binding versus advisory. Arbitration is also designed to avoid the expense, delay and inconvenience associated with Commissioner trials. A competent and disinterested member of The Moose shall arbitrate all pending disputes in controversy in accordance with standard rules of arbitration established by the Chief Compliance Officer and agreed to by the parties.

Chapter 57 - Filing of Charges Against Officers

Sec. 57.1 - Against President - If charges are preferred against the President, they shall be presented to the Vice President, who shall perform all the duties of the President pertaining to the trial. If charges are preferred against both the President and the Vice President, the Chaplain shall assume the duties of the President in connection with the trial.

If charges are preferred against the President, Vice President and Chaplain, the Chief Compliance Officer shall be notified and assume complete jurisdiction over the entire matter and the affairs of the Lodge.

Sec. 57.2 - Against Administrator - When charges are preferred against the Administrator, all duties pertaining to the trial as assigned to the Administrator by these laws, shall be performed by the Treasurer.

Sec. 57.3 - Suspension from Office - When charges are preferred against an officer and the Investigating Committee has reported the charges well-founded, the Chief Compliance Officer may immediately declare the accused officer suspended from office pending the determination of the charges. The Board of Officers shall immediately designate a qualified active member to perform the duties of the office during the period of suspension in accordance with instructions from the Chief Compliance Officer. The designated member shall take charge of the office and demand and receive from the accused officer all money, books, records, keys and other Lodge or chapter property.

If the accused officer is found guilty of any charge and the judgment or decision includes removal from office, the designated member shall continue to perform the duties of the vacated office until a successor is duly elected. If the penalty fixed on the charge is "Removal from Office", the removed officer shall thereafter be ineligible to hold any office except by special dispensation from the Chief Compliance Officer.

Chapter 58 - Commissioner to Conduct Trial of Accused

Sec. 58.1 - Appointment - When any officer or member is suspended by the Chief Compliance Officer (or their designated representative), or by any other authorized officer of The Moose, the statement upon which the suspension is made shall constitute the charge. Except for proceedings commenced under Section 23.2, the Chief Compliance Officer shall appoint a Commissioner to hear, try and determine the charges without first being referred to an Investigating Committee.

Sec. 58.2 - Notice of Time, Place and Nature of Hearing - Immediately upon receipt of an appointment and a copy of the charges and report of the Investigating Committee from the Chief Compliance Officer, the Commissioner appointed to conduct a trial shall immediately establish the date, time and place for a trial. The Commissioner shall instruct the Administrator to immediately notify the parties of the date, time and location of the trial. The written notice shall be served upon the parties by certified mail, return receipt requested, postmarked not less than ten (10) days prior to the date set for the hearing. The notice shall be sent to the last known addresses

of the parties. Depositing the notice with the postal service for mailing with sufficient postage shall constitute completed service under this section.

Sec. 58.3 - Continuances - The Commissioner shall have full authority and power to grant continuances to either party as they deem appropriate.

Sec. 58.4 - Clerk to the Commissioner - The Administrator shall attend the trial and act in the capacity of Clerk for the Commissioner. The Clerk shall be under the orders and jurisdiction of the Commissioner.

Sec. 58.5 - Entering of Plea by Accused - Unless a written plea has already been filed, the Administrator shall first read the charges in full and the accused shall be required to plead "guilty" or "not guilty". If the accused fails or refuses to plead, the Commissioner shall enter a plea of "not guilty" upon the record. A plea of "guilty" or "not guilty" shall be the only plea required of the accused. If the accused shall plead "guilty" to the charges, the Commissioner shall record the plea upon the record and no further proceedings in the hearing of the case will be necessary, except to enter the findings of the Commissioner. All preliminary motions (i.e., the complaint does not allege sufficient facts or the Lodge has no jurisdiction over the accused or the subject matter), shall be made at least ten (10) days before the date set for hearing unless otherwise allowed by the Commissioner.

Sec. 58.6 - Hearing on Plea of "Not Guilty" - If the accused shall plead "not guilty" or a plea of "not guilty" is entered on their behalf, the Commissioner shall proceed to hear the testimony and the argument of the parties or their representative.

Sec. 58.7 - Securing of Witnesses - Within ten (10) days of the receipt of a written request from any party to a proceeding, the Administrator, over their signature, issue a subpoena summoning all members of The Moose desired as witnesses by the accuser(s), the accused or the Commissioner in charge of the trial. The Commissioner shall have the authority to subpoena any member of The Moose or deny the issuance of a subpoena requested by any party.

The Commissioner shall be furnished a copy of all subpoenas issued and a proposed list of witnesses prior to the trial. The proposed list of witnesses shall not serve as a limitation on either the accuser or the accused from calling additional witnesses up to and including the time for the trial. A subpoena may be personally served by the Administrator, or someone appointed by the Administrator. The Administrator may also serve a subpoena by mailing a copy of the subpoena to the witness at their last known place of residence by certified mail, return receipt requested.

Sec. 58.8 - Administration and Form of Oath - Before any witness is examined or allowed to testify, the Commissioner shall administer the following oath or affirmation:

"Do you solemnly swear (or affirm) upon your honor as a member of The Moose, that you will truthfully answer all questions asked of you in this proceeding?"

If the witness is not a member of a Lodge, they shall be qualified by oath or affirmation as the Commissioner may determine and be examined in the same manner as a member.

Sec. 58.9 - Rules of Evidence - The Commissioner shall receive competent and relevant evidence, including records, documents, affidavits and statements offered by either party which, in their opinion, will assist in rendering a fair and impartial decision.

Sec. 58.10 - Reporter and Record of Proceedings - The Commissioner may appoint a competent and disinterested member (or non-member if a member is unavailable) who is a court reporter to make a complete record of the proceedings, including testimony received, objections and rulings regarding the proposed admission of evidence. In lieu of a court reporter, the Commissioner may direct the use of an electronic recording device. All tapes, and other recording materials, shall remain in the custody of the Commissioner. At the close of the trial, all memoranda or notes of the proceedings as the Commissioner may desire, shall be prepared. Unless an appeal is filed, it shall not be necessary for a complete transcript of the proceedings to be prepared. In the event of an appeal, a complete transcript of the proceedings shall be provided to any party requesting a copy upon payment of the cost of transcription and preparation of the record. If there is no appeal, all of the records of the proceedings shall be forwarded by the Commissioner to the Chief Compliance Officer for further disposition.

Sec. 58.11 - Taking of Depositions - The Commissioner shall have the right to order the deposition of any witness who for good cause cannot attend the trial. The Commissioner may appoint a competent and disinterested member to take the deposition. The opposite party shall be notified of the date, time and location of the deposition and the name of the witness or witnesses to be examined. The opposite party shall be entitled, either personally or through a representative, to attend and depose the witness or witnesses. The testimony shall be reduced to writing, certified by the person recording the testimony, securely sealed and immediately filed with the Administrator. The Commissioner may also receive into evidence the sworn affidavit of any witness who cannot be present at the trial

when, in their opinion, the affidavit is relevant and reliable and the reason for not being able to attend is acceptable to the Commissioner.

Sec. 58.12 - Representation - Any Lodge member who is a party to a disciplinary proceeding may be represented by an active Lodge member. The Board of Officers of any Lodge, which stands accused, may select a Lodge member, respectively, to represent it and its members at the trial. If representation is not selected, the Chief Compliance Officer may assign an active member of The Moose to appear and represent the Lodge in the trial of the case.

Sec. 58.13 - Contempt - To maintain control over the trial or proceedings and preserve decorum, the Commissioner may declare any participant in the proceeding or trial, including a party's representative, to be in contempt. The Commissioner may enter any reasonable order they deem necessary to preserve order and decorum, including the right to levy fines or assess costs. Any order finding a person in contempt may be appealed by the aggrieved party.

Chapter 59 - Commissioner's Findings

Sec. 59.1 - Determination by Commissioner - The Commissioner, after receiving and reviewing all evidence, shall determine the guilt or innocence of the accused as they deem just and proper.

Sec. 59.2 - Procedure When Accused Found Innocent - If the Commissioner determines the accused is not guilty, the judgment or decree shall immediately be submitted to the Administrator. The Administrator shall read the judgment or decree in open session at the next regular meeting after receipt. It shall be noted in the Lodge minutes that the accused was found to be not guilty by the Commissioner. A copy of the Commissioner's decision shall be attached to the minutes and be the final judgment, order or decree in the proceeding unless it is reversed or modified on appeal. The Administrator shall immediately transmit a copy of the findings and decision of the Commissioner to all parties, the Lodge and representatives of record.

Sec. 59.3 - Procedure When Judgment of "Guilty" - If the Commissioner determines the accused is guilty of one or more charges, the Commissioner shall determine the appropriate penalty and immediately transmit the judgment or decree to the Administrator. The Administrator shall read the Commissioner's decision in open session at the next regular general membership meeting after receipt and record the decision in the Lodge minutes. A copy of the Commissioner's decision shall be attached to the minutes and be the final judgment, order or decree in the proceeding unless it is reversed or modified on appeal. The President shall ensure that the Commissioner's orders and judgment are fully carried out. The Administrator shall immediately transmit a copy of the findings and decision of the Commissioner to all parties, the Lodge, and representatives of record. Each copy shall be accompanied by notice that an appeal may be taken within fifteen (15) days from receipt of the decision, in accordance with the procedures set forth in Chapter 60.

Sec. 59.4 - Suspension from the Lodge - A member found guilty of any charge and receiving a suspension from membership, unless otherwise ordered by the Commissioner, shall automatically be reinstated after the expiration of the period of suspension upon satisfaction of all conditions imposed, the payment of all fines and costs ordered to be paid as a part of the punishment and full payment of all dues for the entire period of suspension. If ordered by the Commissioner, the reinstatement of a member suffering a suspension shall be by a vote as in the case of new members. Any member during a period of suspension shall not be dropped from the rolls for non-payment of dues but shall not enjoy any benefits of membership.

A member who is suspended shall not be eligible for membership in any Lodge, other than the one from which they were suspended. Any member under suspension shall not be eligible for reinstatement until after the expiration of the period of suspension and full compliance with the Commissioner's decision.

Sec. 59.5 - Expulsion - A member expelled from any Lodge or other unit of The Moose shall not be eligible again to become a member of the Lodge or other unit except in accordance with the terms of the order of expulsion and through the Lodge or unit from which they were expelled. A member expelled from a Lodge or other unit without terms or conditions cannot again become a member of the Lodge or any unit except upon a dispensation from the Chief Compliance Officer. Any member who resigns their membership during a pending disciplinary proceeding may not reinstate or re-enroll into any Lodge unless the Chief Compliance Officer grants a dispensation.

Expulsion from The Moose shall constitute expulsion from all Lodges and other units. Expulsion from a higher degree shall constitute expulsion from that degree and all degrees higher than the one from which the member was expelled.

Sec. 59.6 - Costs of Trial - All costs incidental to trials shall be paid by the Lodge of which the accused was a member. The Commissioner may order as part of the judgment that the accused and/or accuser(s) shall reimburse the Lodge for all or any part of the costs so incurred.

Chapter 60 - Appeals

Sec. 60.1 - Manner of Appeal by Members - Any party to a matter shall have the right to appeal in the following manner:

- 1st. From the President of the Lodge to the Chief Compliance Officer. (This does not refer to questions of parliamentary procedure; see Robert's Rules of Order, Newly Revised Edition.)
- 2nd. From the Lodge to the Chief Compliance Officer.
- 3rd. From any finding, order, decree or judgment of a Commissioner to the Judiciary Committee.
- 4th. From any ruling, decision, finding, order, decree or judgment of the Chief Compliance Officer or the Judiciary Committee to the Supreme Forum.

Sec. 60.2 - Appeal to Judiciary Committee - To appeal an order, judgment or decree of a Commissioner to the Judiciary Committee, written notice of appeal shall be given by the appellant to the Clerk of the Judiciary Committee within fifteen (15) days after the entry of the decision that is being appealed. Within forty-five (45) days after giving the notice of appeal, the appellant shall file with the Clerk of the Judiciary Committee their statement of grounds or reason for the appeal, all relevant exhibits and a brief.

Under the seal of the Lodge, the Administrator or Treasurer, as applicable, shall upon request forward to the Clerk of the Judiciary Committee, the original or true copies of all pertinent records and files. The Judiciary Committee may modify, reverse or affirm any finding in whole or in part, either on the record or by conducting a new hearing. The decision of the Judiciary Committee shall be conclusive and final unless the decision is appealed to the Supreme Forum within fifteen (15) days after the decision is rendered.

Sec. 60.3 - Record on Appeal to Judiciary Committee - Any officer or member possessing any minutes or other records necessary to afford a clear understanding of the merits of any matter on appeal to the Judiciary Committee shall immediately furnish the documents upon request. Upon demand, copies of all documents requested shall be certified as true and filed with the Judiciary Committee. Upon payment of all reasonable costs incurred, or as otherwise ordered by the Judiciary Committee, the documents shall be provided to the appellant(s).

Sec. 60.4 - Costs of Transcript and Appeal - Any member appealing the decision of a Commissioner shall, within fifteen (15) days of service of the written notice of appeal, pay the estimated costs of appeal as determined by the Clerk of the Judiciary Committee. The costs shall include all reasonable costs incurred to obtain and reproduce certified copies of Lodge or chapter records, the cost of transcribing the proceedings, mailing costs, etc. Upon payment of all costs or other amounts as determined by the Clerk of the Judiciary Committee, a complete transcript of the proceedings shall be prepared. Upon completion, the transcript and all evidence taken at trial shall be delivered to the Clerk of the Judiciary Committee.

Sec. 60.5 - Limitation of Appeal to Supreme Forum - In all appeals to the Supreme Forum from the Judiciary Committee, concerning matters originally appealed to the Judiciary Committee only matters contained in the appeal to the Judiciary Committee shall be considered. Unless the Supreme Forum determines compelling reasons exist, no evidence shall be allowed or considered, unless it was presented to and considered by the Judiciary Committee.

Sec. 60.6 - Procedure on Appeal to the Supreme Forum - Anyone desiring to appeal to the Supreme Forum from the Judiciary Committee shall file a written notice of appeal to the Clerk of the Supreme Forum within fifteen (15) days of the decision rendered. Within forty (45) days of the filing of written notice of appeal, the appealing party or parties shall file with the Clerk of the Supreme Forum a statement of grounds for the appeal, any relevant exhibits and a brief. The Clerk of the Supreme Forum shall provide a copy of the appeal to the Chair of the Judiciary Committee. Upon receipt of the appeal, the Chair of the Judiciary Committee shall immediately forward to the Clerk of the Supreme Forum, the entire record of the proceedings. The procedure on appeal to the Supreme Forum shall be in accordance with Section 24.11 of the General Laws and the prevailing rules on appeal, as adopted by the Supreme Forum.

CERTIFICATION OF AUTHENTICATION

The undersigned officers of Moose International do hereby certify that we have carefully inspected the foregoing codification of the General Laws, and find the same true and correct as enacted The Moose. We further find that the same is in accordance with the proceedings of the annual International Conventions and meetings of The Moose.

In Witness Whereof, we have hereunto subscribed our names and affixed the Seal of Moose International this ____ day of _____, 20____.

SCOTT D. HART
Chief Executive Officer

T. MICHAEL LEUER
Chief Compliance Officer

JOSEPH R. MECH
Treasurer

(SEAL)

**ADDENDUM
MISSION STATEMENT -
MOOSE INTERNATIONAL, INC.**

The mission of Moose International, Inc., is to strive for excellence in four areas: (i) a fraternal program and community service within our Lodge system known as The Moose; (ii) to provide a family environment and education for children in need in residence at Mooseheart, Illinois; (iii) to provide for the needs of senior members at Moosehaven, Florida; and, (iv) to promote membership growth.

Moose International, Inc., provides opportunities for fraternal unity within its membership throughout the United States, Canada, and Great Britain, and has as a basic tenet - excellence in volunteerism, fraternalism, the promise of the finest living facilities at both Mooseheart and Moosehaven and continual custodial service for those entrusted to our care.

Moose International, Inc., is committed to a positive leadership role in our communities as demonstrated by the establishment of modern Lodge facilities and family centers to host activities for the entire family, complete and varied sports programs and assistance to our neighbors in need through community service programs. This is accomplished through continuous leadership training programs that adhere to high ethical standards, excellence, quality and total volunteer commitment by every Lodge officer.

Moose International is a charitable, non-discriminatory, non-profit corporation funded primarily by members of the Moose.

MISSION STATEMENT - MOOSEHAVEN, INC.

The mission of Moosehaven is to strive for excellence in three areas: (i) to provide a home-like setting for any eligible member and/or their spouse; (ii) to provide additional care for residents who need personal assistance through assisted or long-term care programs; and, (iii) to provide exercise and social programs to enhance the physical and psychological needs of the residents.

Admission to Moosehaven is determined on a need basis such as age, length of membership, and physical condition and is made pursuant to prescribed clearly defined guidelines. The Moosehaven Board of Directors makes rules and guidelines deemed proper for the admission of members to Moosehaven.

Moosehaven is committed to excellence in caring for all of the residents' needs in both residential, medical and long-term care. Residents live in a modern residential home environment. The medical center provides emergency care, in addition to short- and long-term care, administered by a qualified medical staff.

Moral and ethical values of the highest degree are the cornerstone of this residential and health care facility that has served the needs of members since 1922. Moosehaven is a charitable, non-profit 501(c)(3) corporation funded primarily by members of The Moose.

MOOSEHEART MISSION & VALUE STATEMENTS

MOOSEHEART

Putting children and families first.

A community that encourages all to live by the motto:

Enter to learn ♥ Leave to serve



Mooseheart is dedicated to values that illustrate our commitment to both the children and families we serve, as well as the staff who carry out our mission.

Love

Creating a sense of belonging for every member of the community; youth and staff alike

Education

Preparing youth for successful futures by providing a well-rounded academic experience

Achievement

Helping youth and families reach their full potential by teaching skills that will promote independence

Respect

Upholding youth and staff rights; preserving the dignity and self worth of all community members

Nurturing community

Providing a safe, secure and healthy environment in which all can grow and develop

Serve

Instilling generosity by encouraging commitment to social interests and volunteerism

Excellence

Maintaining high standards for the qualifications, training and performance of our staff

Recognition of strengths

Celebrating the individual gifts, talents and accomplishments of each member of our community

Values

Providing a strong moral culture by teaching values and operating with integrity

Enrichment

Promoting growth of the whole individual by meeting physical, emotional, behavioral and spiritual needs

**LIST OF REQUIRED DISPENSATIONS
FROM THE CHIEF COMPLIANCE OFFICER**

1. Acquire (by purchase or otherwise) any real estate.
2. Mortgage or sell real estate.
3. Construct or improve a building.
4. Lease real estate.
5. Adopt original Lodge by-laws or amend by-laws to change the Lodge's name, its General Membership meeting time or day, or its Lodge dues.
6. Encumber assets and any other transaction affecting the Lodge financial balance sheet (i.e. loans), including the disposal of Lodge assets.
7. To vote on electronic notification for Lodge mailings; if approved, special meeting notices can be sent via electronic mail.
Note: 1-8 must be approved at a special meeting of the Lodge membership. Seven (7) days written notice of the special meeting must be mailed to each active member of the Lodge (see Section 42.3).
8. Purchase or lease equipment. (Purchase of property or equipment in an amount less than \$5,000 does not require a dispensation, but does require approval of the membership.)
9. Borrow unsecured funds.
10. Invest funds or transfer funds from a savings account, C.D.'s, etc.
11. Establish and maintain a social quarters operation.
12. Acquire Lodge credit card.
13. Creation or use of unofficial supplies, articles, items and clothing.
14. Use of Moose name, logo, emblem or insignia of The Moose.
15. Anytime the Lodge has an activity held 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).
16. The use of electronic recording devices at meetings, hearings, or other fraternal gatherings.
17. To run for office when a candidate is ineligible.
18. To establish savings accounts for Lodge activity groups and committees.
19. To re-apply for membership within six months if rejected for membership.
20. To apply for membership or retain membership (convicted felon and registered sex offenders).
21. The use of lethal weapons at Lodge sporting events or during a Lodge activity.
22. To open and maintain a separate or special checking account.
23. Institution and granting of a Lodge charter.
24. Incorporation of a Lodge.
25. Nominating officers from the floor at a Lodge meeting.
26. Removal of a Junior Past President from office.
27. Fundraising and community service activities not specifically authorized by the General Laws.
28. The using, renting or leasing of any Lodge property by members or non-members not specifically authorized by the General Laws.
29. Conducting public bingo in any location other than the Lodge hall.
30. Approval of association by-laws and amendments.
31. Purchase or leasing of equipment by associations in an amount exceeding \$5,000.
32. For persons other than the Administrator or paid employees to have keys to the Lodge home, office or social quarters.
33. Publish a Lodge newsletter. (permission granted by the Communication and Public Affairs Department).
34. To participate in seven (7) member Board of Officers.

THE PRIVATE POLICY

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

"YOU ARE EITHER A MEMBER OR A GUEST!"

All active members of The Moose shall be admitted to the social quarters of any Lodge unless their privileges have been suspended in accordance with the laws of The Moose.

1. All active members shall be admitted to the social quarters of any Lodge of The Moose unless their privileges have been suspended in accordance with the laws of The Moose.
2. Only the following persons may be admitted as a "qualified guest" into the social quarters or home of any Lodge:
 - a: An active Lodge member's spouse. (Note – There are no limits on the number of times a spouse may be admitted as a guest.)
 - b: An active Lodge member's immediate family. (Note – There are no limits on the number of times a spouse or qualified family member under the age of 21 may be admitted as a guest, however, all other immediate family members would be limited to two visits as they now qualify as a prospective member of the person signing them into the social quarters.)
 - c: A prospective member is defined as any guest that is accompanied by a member who can sponsor them for membership, with the exception listed in 2 (a) of this section. As permitted by the Board of Officers, a prospective member may be admitted subject to the following:
 - (1) The prospective member is accompanied at all times by their sponsor.
 - (2) The prospective member is properly signed in as a guest.
 - (3) The prospective member shall not make purchases.
 - (4) The prospective member shall leave when their sponsor leaves.
 - (5) The prospective member shall be limited to two (2) visits.
3. All adult guests of members must be signed in as a guest and leave when the member leaves.
4. Only active members, whose active status has been verified, are permitted to make purchases. Unless prohibited by local law, the sale of refreshments to qualified minor family guests is permitted. It is the responsibility of the Board of Officers to ensure that all persons entering the Lodge home and social quarters are either active members or qualified guests. It is recommended that the Board of Officers adopt a method of distinguishing members and guests to prevent guests from inadvertently making purchases.
5. Members shall at all times be responsible for the conduct of their guests.
6. Orderly conduct is required of all persons in the social quarters or home at all times.
7. The Moose International, Inc. Board of Directors may adopt additional rules and regulations for the operation of social quarters by Moose Lodges and these rules and regulations shall be effective as provided in the written action of the Moose International, Inc. Board of Directors.
8. Each member shall submit proof of membership when requested by any member of the Board of Officers or its authorized person.
9. Using the social quarters for any Lodge community service activity is prohibited unless prior approval is obtained from the Chief Compliance Officer.

The term "guest" includes non-member spouses. A member in expired status shall not enter any Lodge except to pay dues. An expired member does not qualify to be admitted as a guest.

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

The Board of Officers must provide key cards to all active members of the Lodge, if the Lodge uses such a system. The Board of Officers may charge a reasonable fee to recoup the costs of the key cards.

Using the social quarters for any Lodge community service activity is prohibited unless prior approval is obtained by the Chief Compliance Officer.

These admission rules do not change the authority of the Board of Officers as provided by Sections 48.1 and 48.8 of the General Laws. Sections 28.7 and 50.3 provide information regarding suspended and expelled members, and undesirable individuals. Expelled members shall not enter any Lodge or social quarters as a guest or otherwise except by dispensation of the Chief Compliance Officer.

Orderly conduct is required of all persons at all times. The Board of Officers is required by the laws of The Moose to enforce all rules and regulations and maintain proper decorum. Indecent, profane, violent or other inappropriate conduct is absolutely prohibited. A member's social privileges in a Lodge may be suspended by the Board of Officers of the Lodge pending a hearing and final decision of the Board of Officers in accordance with Section 48.8.

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

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

Questions concerning the Private Policy should be directed to the Chief Compliance Officer. Phone: (630) 966-2207, Fax: (630)-966-2208, E-mail: mleuer@mooseintl.org

FEDERAL TAXATION GUIDELINES FOR WAGERING INCOME

In 2001, the Moose International, Inc. Board of Directors approved a policy allowing Lodges to decide for themselves whether to offer "legal" pull-tabs, tip boards and other wagering options at their legal bingo games. Lodges must comply with all licensing, registration, reporting and taxation requirements at all levels of government. This includes obtaining all required federal and state gaming/wagering licenses. It is the Lodge's sole responsibility to know and comply with all applicable regulations. A few general guidelines relating to federal taxation on wagering is provided as follows:

- + If wagering is sold only to active members, all proceeds are federally non-taxable and the Lodge incurs no additional federal reporting requirements.
- + If wagering is sold to any non-member, but all proceeds are donated to a 501C-3 charity (i.e., Moose Charities), the proceeds are federally non-taxable, and the Lodge incurs no additional federal reporting requirements. It is strongly recommended that the money from this gaming be kept separate from other Lodge funds. The Lodge should contact the Chief Compliance Officer to request approval to maintain a separate checking account.
- + If wagering is sold to any non-member, and even one cent is utilized to support any Lodge activity or expense, all proceeds are federally taxable. In this case, the Lodge must file an annual federal Form 11-C, and file a Form 730 each month. Additionally, if the Lodge's bingo and related wagering operation utilizes paid employees, a Form 990-T must be filed on an annual basis. Each of these forms requires a remittance of taxes at the time of the filing.

If a Lodge were subject to wagering taxes, it would also be subject to the occupational tax. This tax is imposed on each person who is engaged in receiving wagers on behalf of the Lodge. Remember that this policy does not permit a Lodge to sell to non-members on other occasions. The policy only permits a Lodge to sell legal pull-tabs, lottery tickets, tip-boards, etc. at legal bingo games. The sale of such items to non-members (in the social quarters or elsewhere) at times other than at legal bingo games is absolutely prohibited.

Should you have any questions regarding this information, please feel free to contact CFO Joe Mech at (630) 859-2000, extension 6495 in the Treasurer's Office.

(*Policies and guidelines contained herein are current as of the date of publication and are subject to change by action of the Moose International, Inc. Board of Directors.)

RULES FOR SPORTING EVENTS

1. A non-member sports participant may come in as a "qualified guest" twice if they are actually a prospective member. The third time must be for orientation or enrollment. All non-members must be signed in and should wear some form of identification (i.e., guest badge or sticker) or otherwise be distinguished as a guest.
2. After a non-member sports participant has exhausted the two-visit rule (or does not qualify as a "prospective member") they thereafter come in not as a "qualified guest" but as a "sporting participant" without the privilege of consuming purchased food or beverages in the Lodge (purchased by a member or otherwise) as that person is no longer a "qualified guest". A "sporting participant" does not enjoy the same privileges afforded to a "qualified guest". A member may not purchase anything for a "sporting participant" (alcohol or otherwise) and, of course, the "sporting participant" cannot make purchases. The "sporting participant" should be provided a form of identification to distinguish them as a "sporting participant" versus a "qualified guest".
3. All non-members engaged in any sporting event or activity on Lodge property or sponsored by the Lodge must sign a form approved by Moose International releasing the Lodge, Moose International, etc., from all liability for injuries or damages sustained by the participant while engaged in the sporting event or activity.
4. All non-members involved in sporting events (either as a "qualified guest" or "sporting participant") are prohibited from making any purchases, putting money in gaming machines, buying raffles, 50-50's, pull tabs, rip-offs, etc., or otherwise spending money in the Lodge.
5. All non-members participating in a Lodge sporting event must arrive no earlier than thirty (30) minutes before the competition and leave within thirty (30) minutes following the conclusion of the sporting event.
6. The Lodge should maintain a separate "guest" book or register separate and apart from the regular guest register required by Section 48.5 to enroll the names of "sporting participants". Prospective members, since they are qualified guests, may be enrolled in the regular guest register.
7. Sufficient parking should be set aside and designated for participants during these events and enough spaces must be available to members for normal Lodge activities.
8. Non-member participants in organized sporting activities on Lodge property must be informed of these rules, the Lodge's social quarters rules and regulations (including dress code) and any other applicable laws and policies. Any non-member participant knowingly violating Lodge rules or any other law, policy, ordinance or regulation should be asked to leave the premises immediately.
9. The Lodge should be respectful and considerate of its entire membership and establish a broad range of activities for all ages. The Lodge should be careful that sporting events do not become so predominant to exclude other Lodge activities and community service events consistent with a family fraternal operation.

WEB SITES

Moose International..... www.mooseintl.org
Women of the Moose www.wotm.org
Mooseheart..... www.mooseheart.org
Moosehaven www.moosehaven.org
Moose Charities..... www.moosecharities.org

MOOSE INTERNATIONAL E-MAIL ADDRESSES

Please go to “Contact Us” at www.mooseintl.org for a current listing of email addresses

TELEPHONE NUMBERS

Main Number(630) 859-2000

MOOSE INTERNATIONAL FAX NUMBERS

Chief Compliance Officer(630) 966-2208
Membership.....(630) 966-2225
Women of the Moose(630) 966-2211

MOOSEHEART FAX NUMBERS

Director of Admissions.....(630) 906-3634
Executive Director of Operations(630) 859-6630

MOOSEHAVEN FAX NUMBERS

Executive Director of Operations(904) 278-1294
Director of Admissions/
Residential Services(904) 278-1228

MOOSE CHARITIES FAX NUMBER

All Departments(630) 966-2248