

CHECKLIST FOR A SUCCESSFUL YEAR

Note: Chapters are encouraged to secure a post office box for receipt of their mail. Be sure the post office box rental is paid when due, and be advised that both the Senior Regent and Treasurer shall have a key to the post office box.

***Note:** The Treasurer shall transmit all membership information immediately after approval of the Application Review Committee and again after a favorable vote.

****Note:** The Financial Review Committee meets monthly to review the Chapter books. They also meet quarterly to do a complete audit of all records. **The written Audit Report is due on or before the 15th of the month in August, November, February and May.**

Beginning of the Year Reminders

	Make plans to attend a Women of the Moose Training Session. Consult Directory at www.mooseintl.org under Moose Training for the exact date, time, and place of session.
	Make plans to attend a 2-HOTT Training Session. Consult Directory at www.mooseintl.org under Moose Training for the exact date, time, and place of session.

APRIL 2021

	Senior Regent-Elect appoints Chapter Committee Chairmen, Appointed Officer, Higher Degree Chairman and Special Committee Chairmen.
	Schedule meeting of all Committee Chairmen.
	Meeting with Chapter Committee Chairmen <ul style="list-style-type: none"> • Chairman may request members to be assigned to her Committee. • Treasurer divides remaining membership and places each member on a Chapter Committee. • Senior Regent-Elect prepares Committee Lists and distributes to Chapter Chairmen so they can contact the members of their committees.
	Meeting with Higher Degree Committee Chairman.

MAY 2021

	Senior Regent appoints any remaining Chapter Chairmen, Appointed Officer, Higher Degree Chairman and Special Committee Chairmen.
	<u>Newly installed Treasurer</u> shall enter new Officer, Appointed Officer and Chairman information (on or after May 2 nd) in the Officers Section of LCL Web.
	Financial Review Committee Meeting.
	Membership - May Chapter meeting. <ul style="list-style-type: none"> • Form 114 for Higher Degrees – Academy of Friendship with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Senior Regent notifies every member on the Chapter rolls of the committee to which they have been appointed.
	Chapter Committee meetings.

MAY 2021 (continued)

	Board of Officers meeting with Committee Chairmen to prepare Chapter Calendar.
	Board of Officers meeting. Board reviews Chapter Policies. A complete set of policies is recorded on official pre-numbered pages in The Chapter Minutes Book each Chapter year for Chapter approval.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Make plans to attend Women of the Moose Training Session. Consult Directory at www.mooseintl.org under Moose Training for the exact date, time and place of session.
	2-HOTT Training Session.
	International Conference begins June 30, 2021 in Cincinnati, Ohio.

JUNE 2021

	Risk Pool Insurance premiums will be billed monthly and will show on monthly Moose International Statement of Account sent to Chapter's email.
	Financial Review Committee Meeting.
	Higher Degrees – Academy of Friendship Chapter meeting. <ul style="list-style-type: none"> • Form 114 for Membership - May with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers meeting.
	Senior Regent plans meeting to select Lifetime Achievement Award nominee for State/Provincial Association (prior to Annual Convention) and Chapter Member of the Year. Deadline for submission is before November 1.
	Plan fund-raisers and set aside funding for representative to attend the 2021 Annual Convention, 2022 Midyear Conference and International Conference – Orlando, Florida 2022.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.
	2-HOTT Training Session.

July 2021

	Financial Review Committee Meeting.
	Fraternal Activities - July Committee Meeting Night. <ul style="list-style-type: none"> • Form 114 for Higher Degrees – Academy of Friendship with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.

JULY 2021

	Board of Officers meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.
	2-HOTT Training Session.

AUGUST 2021

	Financial Review Committee Meeting. 1 st Quarter Audit Report due on or before the 15 th day of the month.
	Higher Degrees - Star Committee Meeting Night. <ul style="list-style-type: none"> Form 114 for Fraternal Activities - July with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.
	2-HOTT Training Session.

SEPTEMBER 2021

	Financial Review Committee Meeting.
	Membership – September Committee Meeting Night. <ul style="list-style-type: none"> Form 114 for Higher Degrees - Star with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.
	2-HOTT Training Session.
	October 31, 2021 - Deadline for Chapter Member of the Year Nominee to be submitted via LCL Web.


OCTOBER 2021

	Financial Review Committee Meeting.
	<p>Mooseheart/Moosehaven - October Committee Meeting Night - Christmas in October Monetary Gift Walk for Mooseheart and Moosehaven.</p> <ul style="list-style-type: none"> • Form 114 for Membership - September with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session and/or 2-HOTT Training Session.

NOVEMBER 2021

	Award of Achievement plaque and/or coin sent to Junior Past Regent by Women of the Moose Headquarters on or before November 1 st .
	Financial Review Committee Meeting. 2 nd Quarter Audit Report due on or before the 15 th day of the month.
	<p>Higher Degrees - College of Regents Committee Meeting Night meeting and Award of Achievement Ceremony.</p> <ul style="list-style-type: none"> • Form 114 for Mooseheart/Moosehaven - October with Chapter checks to be read to Chapter and remitted to Women of the Moose immediately following meeting. One or more checks to be earmarked as follows: <ul style="list-style-type: none"> • Scholarship and Maintenance Fund • Mooseheart Photo Christmas cards. • \$35.00 or more from the proceeds of the Mooseheart Committee fundraising project for the purchase of a "Special Gift" for a Mooseheart student. • Money collected at Monetary "Gift Walk" for Mooseheart. • Moosehaven Special Activities. • \$35.00 or more from the proceeds of the Moosehaven Committee fundraising project for the purchase of a "Special Gift" for a Moosehaven resident. • Money collected at Monetary "Gift Walk" for Moosehaven. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.

DECEMBER 2021

	Financial Review Committee Meeting.
	<p>Fraternal Activities - December Committee Meeting Night.</p> <ul style="list-style-type: none"> • Form 114 for Higher Degrees - College of Regents with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Wishing Each Of You A Blessed Holiday Season And A Happy New Year!

JANUARY 2022

	Financial Review Committee Meeting.
	<p>Golden Gavel Chapter meeting.</p> <ul style="list-style-type: none"> • Form 114 for Fraternal Activities - December with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed. • Senior Regent announces date, time, and place of first, second and third Nominating Committee Meetings as well as the names of the eligible members (refer to Women of the Moose General Laws) selected to serve on the Nominating Committee and ensures each Nominating Committee Member is notified of the dates. Senior Regent also asks members to submit names to be considered for office to any member of the Nominating Committee.
	Installation for any vacant appointed positions, if applicable.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers meeting.
	Senior Regent should verify all Appointed Officer and Chapter Committee Chairmen's chairs are filled and reported to Women of the Moose Headquarters.
	First, Second and Third Nominating Committee Meeting held prior to meeting in February.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.

FEBRUARY 2022

	Financial Review Committee Meeting. 3 rd Quarter Audit Report due on or before the 15 th day of the month.
	First, Second and Third Nominating Committee Meeting held prior to meeting in February.

	<p>Mooseheart/Moosehaven - February Committee Meeting Night.</p> <ul style="list-style-type: none"> • Form 114 for Golden Gavel Committee with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed. • Senior Regent announces final slate of nominees. • Senior Regent announces date, time and place of additional Nominating Committee meeting, if applicable.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session and/or 2-HOTT Training Session.

MARCH 2022

	Financial Review Committee Meeting.
	<p>Membership - March Chapter meeting.</p> <p>Election of Officers</p> <ul style="list-style-type: none"> • Form 114 for Mooseheart/Moosehaven - February with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Senior Regent-Elect appoints Chapter Committee Chairmen, Appointed Officer, Higher Degrees Chairman and Special Committee Chairmen.
	Senior Regent-Elect draws up plans for Installation.
	Senior Regent-Elect meets with Board of Officers to present written plans for Installation.
	Senior Regent-Elect appoints Installing Regent, Installing Chaplain, Installing Guide, Installing Musician and Installation Chairman.
	Board of Officers meeting.
	Give copy of the written proposal, approved by Chapter, to the Installation Chairman.
	Notify all Chairmen and Officers of date and time of Installation and practice.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session and/or 2-HOTT Training Session.

APRIL 2022

	Financial Review Committee Meeting.
	<p>Fraternal Activities – April Chapter meeting.</p> <ul style="list-style-type: none"> • Form 114 for Membership - March with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Board of Officers meeting.
	Practice for Installation.
	Installation.
	Schedule a special Chapter meeting for the purpose of voting on any last minute applications to be enrolled prior to April 30 th .
	Senior Regent-Elect to schedule meeting of all Chapter Committee, Higher Degrees and Special Chairmen.
	<p>Meeting with Chapter Committee Chairmen.</p> <ul style="list-style-type: none"> • Chairman may request members to be assigned to her Committee. • Treasurer divides remaining membership and places each member on a Chapter Committee. • Senior Regent-Elect prepares Committee Lists and distributes to Chapter Chairmen so they can contact the members of their committees.
	Meeting with Higher Degrees Chairman.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Plan fund-raisers and set aside funding for representative to attend the 2022 Chapter Rally Day Celebration and the International Conference, Orlando, Florida 2022.
	Women of the Moose Training Session and/or 2-HOTT Training Session.

MAY 2022 (Year End Requirements)

	Financial Review Committee Meeting. 4 th Quarter Audit Report due on or before the 15 th day of the month.
	<u>Newly Installed Treasurer</u> shall enter new Officer, Appointed Officer and Chairmen information (on or after May 2 nd) in the Officers section of the online LCL Web.
	All reports not previously submitted due on or before May 31 st .
	Women of the Moose Training Session and/or 2-HOTT Training Session.

REQUIREMENTS FOR RAFFLES OF ALCOHOLIC BEVERAGES OR FIREARMS

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

1. The raffle must be legal and conducted in compliance with all federal, state, county, and city laws or ordinances. In other words - the raffle of an alcoholic beverage or firearm must be legal.
2. All required licenses must be obtained.
3. The Chapter must obtain a dispensation from the Women of the Moose International Headquarters if raffle tickets will be sold to the public and all net proceeds are not going to a specified charity or community service fund-raiser.
4. The Lodge must obtain a dispensation from the Chief Compliance Officer if the Chapter sells raffle tickets to the public on Lodge property or during a Lodge sponsored activity.
5. Only two (2) raffle fund raisers involving the public may be conducted in a single calendar year if *any* of the proceeds go to the fraternal unit (other than reimbursement of actual expenses). Note - There are no fraternal limits on the number of legal raffles a Chapter may conduct involving sales to members only. There may be limits established by local, state or provincial laws.
6. If *any* of the proceeds go to the fraternal unit, IRS regulations require that only volunteers may sell tickets or be involved in the raffle. No paid or compensated member or employee may participate, including volunteers who receive tips, or are compensated with free food, drinks, etc.
7. If the raffle is a community service activity, *all* net proceeds must be distributed to the charity, organization or needy individual(s) for which the raffle is conducted. A separate and complete record of each event should be kept on file. The file should include, but not be limited to: details of the event, an itemized financial record (including gross and net proceeds, costs, etc.) and the name, address, telephone number and tax ID or social security number of the organization or individual receiving the proceeds.
8. The Chapter is responsible to determine if a federal wagering license is necessary and if the raffle requires the payment of federal wagering taxes.
9. The U. S. Postal Service should not be used to distribute raffle tickets.
10. It is the Chapter's sole responsibility to know and comply with all tax withholding and reporting requirements. *The Chapter could be held liable for all unpaid income taxes on raffle winnings, plus penalties and interest if the value of the raffled item exceeds a certain amount as determined by state and federal tax regulations.*
11. If the raffle includes firearms, the firearm must be disabled, no ammunition is allowed on Lodge property, and the firing mechanism must be wrapped with tape or like material. The firearm can only be displayed in a location not accessible to members or patrons in the social quarters.

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

NOTES
