

# LAWS FOR MOOSE SERVICE CENTERS

## New Moose Service Centers

**Petition for Charter and Name** - Petitions for charters and the institution of Moose Service Centers shall be in accordance with policies adopted by the Membership Department and approved by the Supreme Council.

A duly authorized and chartered Moose Service Center shall be known as “\_\_\_\_\_ Moose Lodge No. \_\_\_\_\_, Loyal Order of Moose, but subject to compliance with all state and local laws may use the assumed name “\_\_\_\_\_ Moose Service Center No. \_\_\_\_\_, Loyal Order of Moose.”

**Dispensation for Charter** - A Moose Service Center shall not be instituted until the General Governor issues a dispensation in proper form and placed in the possession of the duly authorized representative of the charter applicants.

**Issuance of Charter** - The General Governor shall deliver a charter to the Secretary/Treasurer of each newly instituted Moose Service Center 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 Supreme Governor and the General Governor and be imprinted with the seal of Moose International.

**New Moose Service Center Officers** - At the institution of a new Moose Service Center, the instituting officer representing Moose International shall appoint the officers for the first term.

**Issuance of Supplies** - The General Governor shall, after receiving the required petition for charter, forward to the authorized representative the official paraphernalia and supplies required for the institution of a Moose Service Center, as prescribed by the Supreme Council. Additional required supplies for the use of Moose Service Centers shall only be secured from Moose International. All supplies required to be secured through Moose International are for the exclusive use of the Moose Service Center, and for that purpose are held in trust. Upon the dissolution of a Moose Service Center, all supplies so secured must be returned to Moose International, unless otherwise directed.

If for any reason a Moose Service Center is not duly instituted within a period of sixty (60) days after the date of issue of the dispensation by the General Governor, all paraphernalia and supplies furnished by Moose International shall be returned in good condition.

**Institution Report** - Within five (5) days after the institution of a Moose Service Center, the instituting officer shall forward to the General Governor a proper institution report. The report shall contain the names and addresses of the officers appointed.

**Establishment of By-laws** – Each Moose Service Center shall adopt by-laws consistent with laws or regulations enacted by the Supreme Lodge. All original by-laws are subject to approval of the General Governor and shall not become effective until adopted at a special meeting of the Moose Service Center after proper notice, submitted in duplicate to the General Governor and approved by him in writing. Unless the General Governor has granted a dispensation, the original by-laws approved by Moose International shall only be amended to provide for different meeting nights or dues.

An amendment to change meeting nights or dues shall not become effective until adopted at a special meeting of the Moose Service Center after proper notice, and the amendment has been reported to Moose International in the manner required. 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 Moose Service Center 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 General Governor will provide a new by-laws certificate to the Moose Service Center for display.

**Incorporating** - With permission of the General Governor, a Moose Service Center may incorporate under the laws of the state or province in which it is located. If approved by the General Governor, a Moose Service Center incorporated in one state may be domiciled in another state. If incorporated, the Moose Service Center shall be incorporated only in the name of the Moose Service Center. The Articles of Incorporation and any amendments thereto shall provide that membership in the Moose Service Center shall of itself carry with it membership in the corporation. Suspension or expulsion from a Moose Service Center shall carry with it the same penalty in the corporation. The Articles of Incorporation and by-laws shall also provide that the Moose Service Center is incorporated in conformity with, subject to and under the jurisdiction and control of the laws for the regulation of Moose Service Centers, and the Constitution and General Laws of the Order.

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 Moose Service Center shall maintain its Articles of Incorporation in compliance with all applicable fraternal, federal, local, state or provincial laws.

**Seal of the Moose Service Center** - If incorporated, Moose International shall provide the Moose Service Center with a metal seal. Upon the surface of the seal shall be, in a circle, the imprint of a standing moose, and about the periphery shall be the name, number, location and date of incorporation of the Moose Service Center.

## **Dissolution of Moose Service Center**

**Requirements** - A Moose Service Center may voluntarily dissolve by complying with the following requirements:

1. Prepare a Notice of Special Meeting and submit to the General Governor 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 good standing member of the Moose Service Center that the purpose of the meeting is to vote to dissolve and forfeit the charter. In calculating the seven (7) days notice requirement, the Moose Service Center 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 General Governor for approval.
4. A Moose Service Center cannot voluntarily dissolve if five (5) good standing members object to the dissolution.
5. No disposition shall be made of any assets of the Moose Service Center except upon prior approval of the General Governor.

**Revocation or Dissolution of Charter** - If a Moose Service Center 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 Moose Service Center, shall be the sole property of Moose International. No disposition shall be made of any Moose Service Center assets except according to instructions of the General Governor.

**Reassignment of Moose Service Center Membership** - If a dispensation has been obtained from the General Governor, the good standing members of a defunct Moose Service Center or a Moose Service Center no longer able to operate by itself may pass in a body into some other Moose Service Center, Moose Activity Center, Moose Family Center or into General Assembly. The dispensation shall contain conditions as required by the General Governor.

**Mergers** - With the approval of the General Governor and pursuant to resolutions duly adopted by each Moose Service Center at a special meeting, two (2) or more Moose Service Centers, Moose Activity Centers or Moose Family Centers may, by simple majority, vote to merge with each other into one unit. All assets, liabilities and membership of the merging unit shall become the sole property and responsibility of the successor unit. Each Moose Service Center desiring to merge shall:

1. Prepare a Notice of Special Meeting and submit to the General Governor 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 good standing member of the Moose Service Center that the purpose of the meeting is to vote to merge with another designated Moose Lodge (Service, Activity or Family Center). In calculating the seven (7) day notice requirement, the Moose Service Center shall not count the day of mailing or the date of the special meeting.
3. Obtain an approved Resolution to Merge form from the General Governor and submit the properly completed resolution to the General Governor for approval.
4. The succeeding Moose Center is responsible to prepare and file with the proper authorities all legal and tax documents required to comply with all laws, rules and regulations. It is recommended that legal counsel be employed for this purpose.

## **Membership**

**Qualifications of Membership** - Members of the Order shall be members of a Moose Lodge (Center) or Chapter.

To qualify for membership in a Moose Service Center, an applicant must:

1. Be a male person.
2. Be twenty-one (21) years of age or older.
3. Not be a member of a terrorist group or recognized subversive organization.
4. Never have been convicted of a felony, unless; the conviction has been expunged, the conviction has been vacated by unconditional pardon or a dispensation waiving this requirement has been obtained from the General Governor.
5. Be of good character, physically able to attend an enrollment and mentally capable of understanding its meaning.
6. Profess a belief in a Supreme Being.

**Application for Moose Service Center Membership** - Each person applying for membership in a Moose Service Center must be sponsored by a good standing male member of a Moose Lodge (Service, Activity or Family Center). Another good standing member of the Moose Service Center to which he is making application must also endorse the applicant. An applicant must properly complete and sign an official membership application on the form provided by the Membership Department, as authorized by the Supreme Council. The application together with the answers thereto, shall be a part of the condition of membership between the member and the Moose Service Center.

The answers made to the questions contained in the application shall be warranties, and if any one is false, incomplete or incorrect, it shall cause forfeiture of all rights and privileges as a member of the Moose Fraternity, except by special dispensation from the General Governor. Unless otherwise provided herein, if any applicant is elected or enrolled into any Moose Service Center in violation of this section, he shall be dropped from the rolls of the Moose Service Center, subject to the right of appeal as set out in Section 60.1, of the General Laws of the Loyal Order of Moose.

**Moose Service Center Application Review Committee** - Every applicant for membership shall be referred to a committee of three (3) members consisting of the elected officers of the Moose Service Center. The committee shall conduct a thorough investigation of the applicant from public records and other non-privileged sources and file a written report containing their finding, either favorable or unfavorable. When the Application Review Committee reports unfavorably on an applicant for membership, the Governor shall declare him rejected without the formality of a vote. The rejected applicant cannot again be proposed for membership into any unit of the Order until after the expiration of a period of six (6) months from the date of the rejection unless authorized by the General Governor. If the report of the Application Review Committee is favorable, the applicant shall be voted on in the manner provided herein. A majority of the Application Review Committee reporting is sufficient.

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

**Rejection by Moose Service Center Vote** - When an applicant for membership is voted on and does not receive a favorable vote, he shall be declared rejected. When an applicant has been voted on and appears to have been rejected, the Governor may immediately upon his 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 Governor shall require another vote immediately and the applicants shall be voted on in small groups or individually. A rejected applicant cannot be proposed for membership again until after the expiration of six (6) months from the date of rejection, except by special dispensation from the General Governor.

**Effect of Moose Service Center Rejection** - An applicant rejected for any cause, cannot be elected or enrolled into any Moose Lodge (Service, Activity or Family Center) of this Order except the one in which he first made application, unless the Moose Lodge (Center) from which he was rejected, upon proper request, gives its written consent. Any applicant who becomes a member in violation of this rule shall, upon discovery, be immediately dropped from the rolls.

**Orientation and Enrollment of a Member** - A person cannot legally become a member of any Moose Lodge (Service, Activity or Family Center) until he has participated in an orientation and been enrolled in the manner and form required by the Supreme Council. A former member, previously enrolled into any lodge (Service, Activity or Family Center) in the manner and form required by the Supreme Council, may re-enroll without attending another orientation and enrollment ritual ceremony. Approved applicants, their ladies, immediate family members, members in good standing of the Order, guest speakers and special guests may be permitted by the lodge to attend the enrollment ceremony according to rules and regulations adopted by the Supreme Council.

**Moose Service Center Membership Status** - A Moose Service Center member in good standing shall enjoy the same privileges and immunities as every other member of his Moose Service Center. A member who has been expelled by a Commissioner, the General Governor or the Supreme Forum shall not thereafter be regarded as a Moose in any sense. Unless specifically permitted in writing by the General Governor, any Moose Service Center member whose membership is in a state of suspension or who has been expelled shall not be permitted to visit any Moose Service, Activity or Family Center 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 Moose Center, Chapter or other unit until the member's good standing membership is restored.

**Multiple Memberships** - When the new technology at Moose International is implemented, any good standing lodge (Service, Activity or Family Center) member may hold membership in more than one Moose Center at the same time. A member holding memberships in more than one Moose Center shall be entitled to vote in any Moose Center in which he is in good standing. With dispensation from the General Governor, a member may hold office in more than one Moose Center at the same time. Lodge members may participate in ritual teams of one or more Moose Centers according to policies established by Moose International.

## **Moose Service Center Membership Fees**

**Enrollment Fee** - Each application for membership in a Moose Service Center shall be accompanied by a fee as determined by the Moose Service Center and approved by the General Governor. The application fee as determined by the Moose Service Center shall include, but not be less than, an amount approved by the Supreme Council to be remitted to Moose International.

**Fee Forfeited** - A Moose Service Center may declare as forfeited any enrollment fee paid by an applicant for membership in the Moose Service Center, if the applicant fails to appear for enrollment into the Moose Service Center within ninety (90) days after written notice to him of the time and place designated for enrollment.

## **Moose Service Center Membership Dues**

**Dues at Institution** - Immediately before the institution of a Moose Service Center, all applicants about to be enrolled shall pay dues as established by the laws of the Order to the Acting Secretary/Treasurer.

**Annual Dues** – When the new technology at Moose International is implemented, each member of a Moose Service Center shall pay annual dues (including the ABC Dollar) in a sum approved by the Moose Service Center. After implementation of the new technology, the annual dues paid by each member to the Moose Service Center shall not be less than the current ABC Dollar amount established by the Supreme Council. Until the new technology is implemented, the minimum annual dues shall remain at \$30.00. When the new technology at Moose International is implemented, dues shall only be paid in advance annually. No Moose Service Center or person shall issue a receipt or membership card to any member except for consideration received for the application fee or dues established by the Moose Service Center. A membership card shall not be transferable. It is unlawful for any member to allow another person to use their membership card.

Annual membership dues shall be waived for any member who has been admitted to Moosehaven. A Moosehaven resident shall be issued an annual membership card. The ABC Dollar for a member residing at Moosehaven shall be waived while they are residing at Moosehaven.

**A. B. C. Dollar Account** - The General Governor may require a Moose Service Center to maintain separate bank account known as the ABCD Account. Withdrawals shall contain the signatures of the authorized representative of Moose International and the Secretary/Treasurer, unless other arrangements are made with the General Governor. Unless otherwise approved in writing by the General Governor, the Secretary/Treasurer shall deposit to this account all ABCD portion of dues, membership fees, and endowment funds or other charitable or philanthropic collections, which are for the benefit of the fraternity. All ABCD and membership fees, endowment funds or other related collections shall be remitted as directed by Moose International. Electronic transfers shall be permitted if approved by the General Governor.

**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 the Secretary/Treasurer, Moose International or its authorized representative. Upon receipt by Moose International, an entitled member shall be issued a membership card. Prior to enrollment, new members shall pay dues for at least the next year. However, new members shall not be required to pay dues for the balance of the month in which they are enrolled. All memberships shall begin from the date of compliance with the laws herein pertaining to orientation and enrollment.

**Nonpayment of Dues** - Every member shall be in arrears after the expiration date of his dues and becomes a member not in good standing. A member in arrears shall not be entitled to any privileges of membership, including but not limited to: 1) attending fraternal meetings, 2) attending association meetings or social functions, 3) enjoying the privileges of any social quarters or home, or 4) participating in any fraternal gatherings or activities. It is the member's responsibility to know the date his dues will become delinquent. A member's failure to receive notice of his dues or arrearages shall not release him from his responsibility to pay his dues on or before the dues expiration date. Moose International or the Secretary/Treasurer shall drop from the rolls any member in arrears after the expiration of six (6) months.

**Reinstatement of Member** - Any member who has been dropped from the rolls for non-payment of dues may be reinstated to the Moose Service Center from which he was dropped or General Assembly within twenty-four (24) months after the expiration date of his last membership card. As authorized by Section 19.2 (o) of the General Laws of the Supreme Moose Service Center, General Assembly is a Moose Service Center of special jurisdiction operated and governed according to rules and regulations approved by the Supreme Council. The former member shall furnish a duly executed official application for membership as required of new members and pay all dues, fines or assessments owed by him, including accruals of interest, costs, etc. The application must receive a favorable vote of the Application Review Committee and the Moose Service Center. By reinstating, a member retains his prior years of service to the fraternity. If the dropped member does not apply for reinstatement within twenty-four (24) months, the dropped member must apply for admission as a new member. By re-enrolling (versus reinstating), a former member loses all prior years of service to the fraternity.

## **Life Memberships**

**Purchase of Life Memberships** – Any good standing Moose Service Center member may purchase a life membership in his Moose Service Center by paying to Moose International a sum established by the Moose Service Center which shall be not less than six hundred (\$600.00) dollars, one-half of which shall be retained by Moose International and one-half remitted to the member's Moose Service Center.

**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 sponsored 250 members into the Order.

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

**Restrictions of Life Membership** - Life members of all Moose Service Centers are amenable to all laws and regulations of the Order except the payment of dues. Life memberships (except those received for having fifty (50) or more years of continuous service in the fraternity) are transferable to another Moose Service Center, Moose Activity Center or Moose Family Center upon payment of a fifty (\$50.00) dollar acceptance fee. The life member shall immediately pay the acceptance fee of \$50.00 to the Moose Center he is transferring to upon receipt of notice that the transfer has been approved by a majority vote of the members at a regular meeting of the receiving Moose Center. Upon receipt of a life membership fee, and after Moose Center membership approval, the life member shall be exempt from paying all future membership dues. Transfer fees for members receiving life memberships for fifty (50) years of continuous service shall be \$5.00.

## **Transfers**

**Issuance of a Request for Transfer** - A request for transfer shall be completed by the Secretary/Treasurer of the Moose Service Center or Administrator of the Moose Center receiving the transferring member, upon receipt of:

1. A completed application (the same as for a new member) for transfer into the Moose Center.
2. A five (\$5.00) dollar transfer fee deposited with the Secretary/Treasurer or Administrator of the Moose Center receiving the transferring member.

The Secretary/Treasurer or Administrator shall deliver the Request for Transfer to the member's current Moose Center. The transferring member's current Moose Center shall have fourteen (14) calendar days to object to the transfer for the reasons set out in the following section. An initial objection may be made by telephone, but must be followed up in writing within the fourteen (14) calendar days.

**Objections to Transfers** - The transferring member's current Moose Center may only object to the transfer for the following reasons:

1. The member is not in good standing.
2. Disciplinary charges are pending against the member.
3. The member has not paid all fines, assessments and other charges levied against him by the Moose Center.

**Acceptance of Transfers** - At the end of fourteen (14) days, if no objection has been expressed and if the receiving Moose Center Application Review Committee has conducted the required background investigation, the Moose Center shall present the transfer application at the next open Moose Center meeting for acceptance/rejection by the Moose Center's membership the same as the requirements for voting on a new applicant. If the vote is favorable, the member shall immediately become a member of the receiving Moose Center (except for life members regarding additional fees to be paid).

**Notification of Transfer Acceptance** - The receiving Moose Service Center's Secretary/Treasurer shall immediately notify the Secretary/Treasurer or Administrator of the member's former Moose Center of the transfer acceptance. Upon receipt of a notification of acceptance, the Secretary/Treasurer or Administrator of the member's former Moose Center shall immediately forward to the member's new Moose Service Center all correspondence and membership records pertaining to the transferred member, retaining copies of all items sent in the records of the originating Moose Center. The receiving Moose Service Center's Secretary/Treasurer shall report the transfer to Moose International on his next Supreme Moose Service Center Report. Membership in the Order shall remain continuous and the transferring member's date of enrollment shall not change.

**Rejection of Transfer** - If the vote is unfavorable, the member requesting to transfer remains a member of his current Moose Center. The Secretary/Treasurer of the rejecting Moose Service Center shall immediately notify the Secretary/Treasurer or Administrator of the member's Moose Center and the member requesting the transfer, of the unfavorable vote.

## **Moose Service Center Officers Nomination - Election - Representation**

**Elective Officers** - The elective officers of a Moose Service Center shall consist of a Governor, Junior Governor, and Secretary/Treasurer who must be good standing members of the Moose Service Center in which they are elected. The Governor and Jr. Governor shall serve for one (1) year and shall not serve more than two (2) consecutive terms in any one office, unless the General Governor issues a dispensation. The Secretary/Treasurer shall serve for one (1) year and may serve any number of consecutive terms. Each officer shall serve until his successor is elected and installed.

**Nomination and Election of Officers** - The election of officers shall take place at the first meeting in April of each year. Any member, whose dues are paid and in good standing in their Moose Service Center, may be considered for any office. A good standing member of the Moose Service Center must nominate the member seeking office and another good standing member of the Moose Service Center must second the nomination. A member may not nominate himself or second his nomination.

**Eligibility of Officers** - To be nominated for the office of Governor of a Moose Service Center, a member must have been a member in good standing in that Moose Service Center for six (6) months immediately preceding the date of election. This requirement shall not apply to a newly instituted Moose Service Center.

No member shall be eligible for election to more than one (1) office in a Moose Service Center at the same time. A member removed from office by a Commissioner or the General Governor for disciplinary reasons or who resigned from office at the request of the General Governor shall not be eligible to hold office again for three (3) years unless a dispensation is obtained from the General Governor.

A member under suspension because of disciplinary charges preferred against him shall be eligible as a candidate for election to office if his dues are current and he is not otherwise disqualified. If found guilty of a charge affecting his membership, or if the member has been removed from office rendering him ineligible to hold office for three (3) years, the office shall be declared vacant and the Moose Service Center shall proceed to fill the vacancy by conducting a special election.

**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 his behalf, suggesting, recommending, opposing or containing the names of proposed candidates for office, is hereby prohibited. For any violation of this section, the General Governor may suspend the offending member or members, and in his judgment, may declare the election of such officer or officers void and order a new election.

**Voting** - Only members who have their dues paid up to or beyond the date of the election and 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. The election shall be conducted by using the voting sign of the Order. At any election if a member present and desiring to vote objects to using the voting sign of the Order, the Moose Service Center shall conduct the election by paper ballot. No absentee ballot, write-in ballot or proxy vote shall be allowed.

**Installation** - The most recent Past Governor shall be the installing officer of his Moose Service Center. He shall install all duly elected officers at the meeting in April immediately following the election of officers or at a special installation ceremony approved by the Moose Service Center Board of Officers to be held prior to April 30. All officers shall take office as of midnight, April 30, provided the certificate of good standing has been received from Moose International. If for any reason the most recent Past Governor is unable or unwilling to act, any Past Governor of the Order appointed by the Governor-elect may conduct the installation ceremonies.

**Vacancy** - A vacancy occurring in any elective office shall be filled by special election of the membership. The General Governor may issue a special dispensation waiving any election and authorize one or more offices be filled by appointment. The General Governor 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 Moose Service Center to fill the vacancy created. In the event of a simultaneous vacancy in more than one office, the General Governor should be contacted immediately for instructions.

## **Governor**

**General Duties and Responsibilities** - The general duties and responsibilities of the Governor include, but are not limited to, the following:

- Be the fraternal leader of the Moose Service Center.
- Preside at meetings.
- Appoint officers (if necessary and appropriate).
- Appoint all committee chairmen for required and special committees.
- Sign authorized checks.
- Certify and sign reports.
- Count votes and inspect records.
- Declare offices vacant.
- Maintain order.
- Increase membership.
- Improve the financial strength of the Moose Service Center.
- Facilitate Mooseheart and Moosehaven admissions.
- Chair the "Rookie of the Year" Committee.
- Serve as corporate president (if incorporated).
- Signs approved minutes.

**To Preside** - The Governor shall preside at meetings of the Moose Service Center, preserve order, apply and enforce the laws of the Order. He may impose reasonable fines upon Moose Service Center members for offenses or misconduct committed in his presence in meetings or during Moose Service Center sponsored activities.

**Parliamentary Questions** - The Governor shall, subject to appeal, decide all parliamentary questions that may arise in the Moose Service Center. Robert's Rules of Order (Newly Revised Edition) shall govern all proceedings of Moose Service Centers except as otherwise provided herein.

**Appoint Officers** - All appointed officers shall serve at the pleasure of the Governor. The Governor may appoint a Sergeant-at-Arms.

**Appoint Committees** - At the first regular meeting after being installed, he shall appoint the chairmen of standing committees as required by the by-laws of the Moose Service Center and/or the Supreme Moose Service Center and the chairmen of all other necessary committees. If there is a Moose Legion Committee, the chairman and each member of the Moose Legion Committee must be good standing members of the Moose Legion. With the exception of the Auditing Committee, he shall be a member of all committees of the Moose Service Center, unless he is disqualified (i.e., cannot be a member of the Moose Legion Committee unless he is a good standing member of the Moose Legion or Fellowship Committee if the degree has not been conferred to him). He may require reports from all committees (except the Fellowship Committee), activity units and officers of the Moose Service Center at his pleasure. The regular standing committees of each Moose Service Center shall be:

- (1) Membership Committee (Includes Investigating, Recruitment and Retention).
- (2) Community Service and Charitable Fundraising Committee.
- (3) Family Activities & Sports Committee
- (4) Auditing Committee

**Appoint Auditing Committee** - At the first regular meeting after being installed, the Governor shall appoint three (3) members of the Moose Service Center (one of whom shall be chairman) to serve on an Auditing Committee. The three (3) members of the committee shall serve for one (1) year. No elected officers shall serve on the Auditing Committee. The Governor shall demand and receive from the officers or members of the Moose Service Center all stocks, bonds, notes, accounts, records and documents of the Moose Service Center necessary to enable the Auditing Committee to conduct an audit and make a full and correct report.

**Count Votes and Inspect Books** - He shall count all votes cast. He shall cast the deciding vote upon all questions before the Moose Service Center as provided by Robert's Rules of Order, except in the election of officers. He shall have the right to examine all books, records and documents of the Moose Service Center at any time. He shall examine the books, records, and documents whenever he determines it necessary for the protection of Moose Service Center funds or assets.

**Sign Checks** - In addition to the Secretary/Treasurer, he may sign all authorized Moose Service Center checks drawn by the Secretary/Treasurer, if an alternative method of banking has not been approved in writing by the General Governor.

**Declare Office Vacant** - When any elected officer is absent for three (3) regular meetings of the Moose Service Center, Board of Officers' meetings, or a combination thereof, without being excused by the Governor or presiding officer, or if any elected officer is in arrears on payment of his dues by more than fifteen (15) days, the Governor may declare the office vacant and order an election to fill the vacancy. If the Governor of the Moose Service Center shall be absent for three (3) of the meetings referred to above or a combination thereof, without excuse from the presiding officer(s), the most recent Past Governor may declare his office vacant and order the vacancy filled by election or appointment as provided by the General Laws. If the most recent Past Governor of the Moose Service Center is not in good standing, the office of Governor may, for the reasons stated above, be declared vacant by a majority vote of the members present at a regular meeting of the Moose Service Center.

**Expel or Drop Members From the Roll** - Upon receipt of court documents, a certificate from the clerk of any court, or other satisfactory proof that a member has been convicted of a felony, he shall order the member expelled from membership in the Order, unless the member has received a special dispensation from the General Governor allowing him to retain his membership. The Moose Service Center shall not expel a member convicted of a felony until the affected member has had sixty (60) days written notice of his right to apply to the General Governor for a special dispensation to retain his membership. After the expiration of sixty (60) days from being provided written notice of his right to apply for a dispensation, if the affected member has not applied for a dispensation he shall be expelled. The General Governor may, in his discretion, suspend the membership privileges of the affected member pending receipt of the request for a special dispensation and a final determination by the General Governor.

He may direct the Secretary/Treasurer to drop from the rolls any member who has neglected to pay his dues, fines, charges or any other lawful obligation due the Moose Service Center within thirty (30) days after the same became due. Other than for non-payment of dues, a member may not be dropped for failure to pay a fine, charge or other lawful obligation unless the member has received thirty (30) days written notice of the intent of the Moose Service Center to drop him if the obligation is not paid.

**Duties to the Sick and Bereaved** - Immediately after being notified of a member's sickness or disability, he shall have the Jr. Governor, other officer, or member visit the disabled member at least once a week during his illness, if the Moose Service Center has not made other arrangements.

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

**General Duties** – The Governor shall perform all other duties required of him by the laws and ritual of the Order. If required by Moose International, he shall properly compile his portions of the certified report to the Moose International on forms prepared by Moose International and provide other required information.

**Conferring Honor of Past Governor** – The honor of Past Governor may be conferred upon any good standing member of a Moose Service Center in good standing. A written resolution setting forth the reasons shall be filed with the member's Moose Service Center, read by the Secretary/Treasurer in open session and recorded in the minutes of the Moose Service Center. If adopted by the Moose Service Center, a certified copy under the seal of the Moose Service Center shall be sent to the General Governor. The certified copy shall be accompanied by a written request for the conferring of the honor. The written request shall be signed by the Moose Service Center Governor and the Secretary/Treasurer under the seal of the Moose

Service Center, setting forth the action of the Moose Service Center upon the resolution as recorded in the minutes of the Moose Service Center. If the honor is being conferred on the Governor, the Junior Governor and Secretary/Treasurer shall sign the resolution. If the honor is being conferred on the Secretary/Treasurer, the Governor and Jr. Governor shall sign the resolution.

The General Governor shall submit the resolution, certificate and request to the Supreme Council at its next regular session for its consideration. If the Supreme Council finds the resolution, certificate and request in proper form and deems it in the best interest of the Order, it may confer or decline to confer the honor of Past Governor upon the member. There shall be no appeal from the decision of the Supreme Council. Except as otherwise stated in these General Laws, any member receiving the honor of Past Governor shall enjoy all of the rights and privileges as any Past Governor of the Order.

## **Secretary/Treasurer**

**Deposits and Signs Checks** - Unless the General Governor has approved other arrangements in writing, the Moose Service Center shall comply with the following requirements:

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

**Keep Financial Accounts** - The Secretary/Treasurer shall correctly keep records of the Moose Service Center, 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 of the Moose Service Center. Except as otherwise required by law, he shall issue a receipt for all money received from all sources, including all committees and activity groups of the Moose Service Center.

Unless otherwise approved in writing by the General Governor, he shall deposit, at least once each week into the bank(s) designated by the Moose Service Center, all money received to the credit of the Moose Service Center or other authorized funds or accounts. The Secretary/Treasurer shall use due diligence and take reasonable precautions to safeguard all funds received on behalf of the Moose Service Center until the funds are properly deposited in the bank(s) designated and approved by the Moose Service Center. He shall make a deposit slip for each deposit in triplicate, leaving one (1) deposit slip with the bank, retaining one (1) for his records, and giving the other to the Governor. He shall secure a receipt for the duplicate deposit slip from the Governor.

**Furnishing Members' Names and Addresses** - It is forbidden for any person to furnish a list of names or addresses of the members of the Moose Service Center to any business, organization or individual for their commercial or business purposes. Names and addresses of members shall only be used for fraternal purposes and may only be furnished to an individual, business or organization in accordance with the terms of a dispensation obtained from the General Governor.

**Keep Securities** - The Secretary/Treasurer shall be responsible for the securities and valuable papers of the Moose Service Center and keep them in a safe place.

**Certified Reports** - For the purpose of making certified reports to Moose International, the Secretary/Treasurer shall close his 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. He 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 Secretary/Treasurer shall include certificates, or other documentation as required and acceptable to Moose International from all banks in which Moose Center 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. He shall also accompany with each certified report all endowment funds received through the end of the reporting period, and not previously remitted.

**Furnish Information to Moose International** - Immediately upon receipt of a request from the General Governor, the Secretary/Treasurer shall furnish to Moose International a complete list of names and addresses of all members of the Moose Service Center, including their enrollment date, dues expiration date and other information requested.

**Signing Documents** - The Secretary/Treasurer shall sign all authorized documents, receipts, certificates, communications, reports, and other papers, and with the Governor shall sign all authorized legal documents and affix the seal of the Moose Service Center upon such documents as required. After proper approval, it is required that the Secretary/Treasurer and Governor (or such other officer who presides over a particular meeting) shall date and sign all Moose Service Center minutes.

**General Duties** – The Secretary/Treasurer shall accurately record and maintain the minutes of all Moose Service Center meetings, Board of Officers meetings, and other meetings as required. He shall at the next meeting after receipt, read all reports, bulletins, applications and other communications to the Moose Service Center and conduct correspondence as necessary or directed by the Moose Service Center, and preserve copies thereof. He shall immediately deliver to his successor in office, all books, papers and other property of the Moose Service Center, which may be in his possession. He shall perform all other duties required of him by the laws and ritual of the Order. A member of the Moose Service Center may in writing request an appointment with the Secretary/Treasurer to view non-confidential financial records and minutes. Within twenty-one (21) days from the receipt of the written request, the Secretary/Treasurer shall allow the good standing member of the Moose Service Center to view (but not copy or remove) non-confidential Moose Service Center financial records and minutes.

## **Junior Governor**

**Acting Governor** - He shall preside over the deliberations of the Moose Service Center in the absence of the Governor. He shall perform all other duties required of him by the laws and ritual of the Order. In case of a vacancy in the office of Governor or Secretary/Treasurer, he shall assume the office in an acting capacity, with full authority to perform the duties and responsibilities of that office until the vacancy is filled.

**Assist Governor** - He shall assist the Governor in preserving order and decorum in the Moose Service Center, and with the Governor, count all votes and ballots.

## **Appointed Officers (Optional)**

**Sergeant-at-Arms** - He shall introduce all visitors and conduct them to seats within the Moose Service Center meeting room. He shall have charge of all the properties and paraphernalia of the Moose Service Center, not otherwise provided for, and perform all other duties required of him by the Governor, and the laws and ritual of the Order. He shall be in charge of the inner and outer doors.

## **Moose Service Center Meetings**

**Regular Meetings** - Every Moose Service Center shall hold at least one (1) regular general membership meeting each month as specified by the Moose Service Center by-laws. The elected officers of the Moose Service Center shall meet as a board at least once a month and at other times, as in their judgment the business of the Moose Service Center requires. If the officers' meeting is held in any other place or at any other time than on the regular meeting night, the Governor shall notify the Moose Service Center in an open meeting of the dates, times and location of the meetings. If the Moose Service Center has a Moose Service Center Chapter, the Moose Service Center Board of Officers should hold a joint meeting with the Chapter Board of Officers at least once a month.

At the officers' meeting, only business may be transacted that has been referred to it or deemed by the officers for the best interest of the Moose Service Center. A member may attend the officers' meeting upon a majority vote of the board. The member shall have no voice in the meeting unless called upon by the Governor. If the Governor refuses to call on a member, the Governor's decision may be overruled by a vote of the Jr. Governor and Secretary/Treasurer. At the officers' meeting, the report of the Investigating Committee concerning applications for membership is received. The officers shall make a full and complete report of each officers' meeting to the membership at the next regular meeting of the Moose Service Center and no decision of the officers shall be binding upon the Moose Service Center until the Moose Service Center concurs.

**Smoking & Consumption of Alcoholic Beverages** - Smoking and consumption of alcoholic beverages are prohibited during any official Moose Service Center membership meeting, enrollment, or Commissioner trial.

**Special Meetings** - The Governor may at his discretion call a special meeting of the Moose Service Center at any time. He shall call a special meeting any time he receives a request, in writing, by five (5) members or ten (10%) percent of the good standing members of the Moose Service Center, whichever is greater. At special meetings, no business shall be transacted, except as specifically stated in the call notice sent to the membership.

The Secretary/Treasurer shall prepare and mail (or personally deliver) all notices for special meetings to all good standing members of the Moose Service Center at least seven (7) days previous to the special meeting. In calculating the seven (7) days notice requirement, the Moose Service Center 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.

**Quorum** - Five (5) duly qualified members of the Moose Service Center shall constitute a quorum for the transaction of ordinary business. Two (2) officers shall constitute a quorum for any meeting of the Board of Officers.

**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 General Governor.

**Presiding Officer** - The Moose Service Center meeting shall open at the appointed time. In the absence of the Governor, the Junior Governor shall preside. In the absence of the Governor and Junior Governor, the Secretary/Treasurer shall preside.

**Offering of New Business** - The Governor may direct that all new business presented to the Moose Service Center must be in writing and first referred to the Board of Officers of the Moose Service Center, who will consider the matter submitted and make a report at the next regular meeting of the Moose Service Center.

**Moose Service Center Decorum** - Moose Service Center meetings and Board of Officers meetings shall be conducted with true gentlemanly 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 Order, including suspension or expulsion of membership. Any Moose Service Center permitting a violation of this law may have its charter suspended or revoked. The Moose Service Center shall be responsible for the conduct of all members attending meetings. The presiding officer may impose a fine upon any member being disruptive in a meeting.

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

## **Moose Service Center Funds**

**Investments** - Upon authorization received from the General Governor, a Moose Service Center 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.

**Checking Accounts** - All money received, from every source (except as otherwise provided by law), shall be deposited by the Moose Service Center Secretary/Treasurer and credited to the Moose Service Center, or other authorized funds or accounts, as approved by the General Governor. All authorized accounts shall be checking accounts.

**Committee or Activity Group Funds** - Funds of committees or activity groups shall upon receipt be immediately delivered to the Secretary/Treasurer of the Moose Service Center 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 the law requires such an account and the General Governor approves the account. Committee, unit or activity group funds, if authorized by the General Governor, may be deposited in a savings account. The funds shall be turned over to the Moose Service Center Secretary/Treasurer for deposit into the Moose Service Center'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 Secretary/Treasurer who shall deposit the funds into the Moose Service Center'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) Secretary/Treasurer, (2) Governor, and (3) the committee or group chairman or other authorized committee or group representative.

**Expenditures** - Unless authorized by the General Governor, 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 General Governor:

1. Entering into any contract or lease
2. Purchasing any personal property or equipment
3. Borrowing money, including the use of a credit card
4. Withdrawal or reduction of savings
5. Any other transactions affecting the Moose Service Center financial balance sheet

Donations from a Moose Service Chapter to a Moose Service Center shall not require a dispensation from the General Governor. However, chapter funds donated to the Moose Service Center must be spent as directed if the funds are restricted or designated for a specific purpose. Donations from a Moose Service Chapter to a Moose Service Center must be shown on the financial reports submitted to Moose International by the Moose Service Center and chapter.

**Auditing Committee** - The Auditing Committee shall review the membership and financial records of the Moose Service Center and other authorized funds or accounts, indicated on the Certified Report, prepared by the Secretary/Treasurer, for the period covered by the Certified Report. Any questions raised by the Auditing Committee shall be submitted with the report to the Moose International.

Whenever deemed necessary and appropriate, the Board of Officers may require a special audit of the books and records of the Secretary/Treasurer and, immediately upon demand, the Secretary/Treasurer shall deliver to the Auditing Committee the necessary records to prepare the special audit. If the Secretary/Treasurer refuses to comply with the demands of the Board of Officers, the Governor shall suspend the Secretary/Treasurer and the Jr. Governor shall act until an investigation is made. Upon suspension of the Secretary/Treasurer, the Governor shall immediately contact the General Governor.

**Financial Payments to Moose International** - Each Moose Service Center shall pay to Moose International such amounts as required by the Supreme Council. There may be included in the payments an amount per member as determined by the Supreme Council, to be known as "A Big Charity Dollar" (A-B-C-D). The Supreme Council shall allocate funds received by Moose International to the support of Mooseheart, Moosehaven, other charitable enterprises, magazine subscription, and other operational expenses of the Order.

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

Should Moose International not receive the required funds due Moose International from the Moose Service Center each month, the General Governor may notify the Governor and Secretary/Treasurer of the Moose Service Center. Upon receipt of written notification from the General Governor, the Governor and Secretary/Treasurer shall within ten (10) days provide each member of the Moose Service Center written notification that the Moose Service Center is not in good standing. The Supreme Council, at their next session after notice from the General Governor, may suspend or revoke the charter of the Moose Service Center unless all the funds owed Moose International have been received.

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

In addition to mileage or actual transportation expenses and actually incurred hotel or motel expenses, the Moose Service Center may pay per diem in a sum not exceeding \$26 per day or 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 Moose Service Center, not exceeding the amount permitted by governmental guidelines.

**Fundraising Activities Involving Non-Members** - A Moose Service Center 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 General Governor.

**Public Bingo** - If a Moose Service Center is properly licensed and is in compliance with all laws, rules, regulations, ordinances, etc., it may conduct bingo open to the public.

**Community Service & Charitable Fundraising** - Without the necessity of obtaining a dispensation from the General Governor, a Moose Service Center may engage in legitimate community service programs and charitable fundraising events. Community service and charitable fundraising events are subject to the following restrictions:

1. Non-members shall not make purchases unless the purchase is directly related to the fundraising event.
2. No alcoholic beverages shall be involved unless specifically approved by the General Governor.
3. IRS regulations require that only "volunteers" be involved 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.]
4. All net proceeds shall be donated to the charity or community service for which the event was conducted.
5. 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.

## **Advertising**

**Public Solicitation of Members** - A Moose Service Center shall not include in any advertisement a direct or indirect solicitation of non-members into the membership of the Order.

**Advertising** - Advertising any Moose Service Center activity in any manner (i.e., newspaper, handouts, posters, radio, TV, or Moose Service Center marquee) that is visible to the public is prohibited unless the advertisement contains 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].

**Web sites** - A Moose Service Center may have an Internet Web site subject to compliance with the conditions set out herein. All Internet Web site pages advertising Moose Service Center activities for its members must prominently state that all activities are only for good standing members and their qualified guests. All Web sites must carry the following disclaimer on the home page:

**IMPORTANT NOTICE:** The Loyal Order of Moose is a private organization. All activities and events referred to on this Web site and in the Moose newsletter are available to members in good standing 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 Service Center No. \_\_\_\_\_, and is not sanctioned by the Loyal Order of Moose, Moose International or any subsidiary thereof. All logos, trademarks and servicemarks pertaining to the Loyal Order of Moose and/or its programs or degrees are copyrighted © by Moose International, Inc., Mooseheart, Illinois.

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

## **General Provisions**

**Corporate Officers** -The corporate officers of the Moose Service Center shall be the President, Vice President, Secretary and Treasurer who are the Governor, Jr. Governor, and Secretary/Treasurer, respectively.

**Compensation of Moose Service Center Officers** – No Moose Service Center member shall receive any wage, gratuity or other form of compensation for his services as a Moose Service Center officer.

**Employees** – A Moose Service Center shall not have any employees.

**Bonding** – The elected officers shall be bonded under the supervision of Moose International in amounts, as it shall determine. The Moose Service Center shall pay the premium for all bonds.

**Duties of Officers** - All officers of Moose Service Centers 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.

**Representation to Supreme Moose Service Center and Associations** - It is recommended the Governor and Secretary/Treasurer of each member Moose Service Center be the Moose Service Center's representatives to the Supreme Lodge and delegates to the state, territory or provincial association during their terms of office. The Moose Service Center shall select its representatives, delegates and alternates. Any good standing member selected by the Moose Service Center may serve as a delegate, representative or alternate.

A representative of a Moose Service Center shall not be entitled to a vote in any meeting of the Supreme Lodge while his Moose Service Center is in arrears for any lawful charges of the Supreme Lodge. The General Governor shall immediately determine all disputes concerning any charges against the Moose Service Center when the representative of the Moose Service Center presents his 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 Moose Service Center, at the next regular meeting following the convention, conference or meeting. A Moose Service Center 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.

**Transactions Involving Real Estate** – A Moose Service Center shall not own real estate. Any transaction involving real estate requires the Moose Service Center to conduct a special meeting of the membership. Notice of the special meeting shall be mailed or personally delivered to all good standing members of the Moose Service Center and the General Governor not less than seven (7) days prior to the meeting. In computing the seven (7) days notice requirement, the Moose Service Center 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 General Governor for approval prior to the Moose Service Center entering into any contracts or doing anything in performance of the matter approved.

**Limitation on Power of Moose Service Center Officers to Transfer Assets Other Than in Ordinary Course of Business** - Neither the Board of Officers of any Moose Service Center nor its members, shall sell, pledge, mortgage, transfer, or dispose of any assets of the Moose Service Center except upon proper action of the Moose Service Center pursuant to these laws and prior written approval of the General Governor.

**Securing of Supplies** - All official supplies and meeting paraphernalia used by a Moose Service Center, including books and records used for Moose Service Center and all authorized funds or accounts, shall be secured from Moose International, as required by the Supreme Council. No duplication, imitations, substitutions of supplies or paraphernalia furnished by Moose International shall be purchased or otherwise procured by any Moose Service Center without the written consent of the General Governor. The penalty for violation of this law may be suspension or revocation of the charter, as the General Governor may determine.

**Insurance Programs** - The Supreme Council has established a fund or other programs to provide indemnity for losses to the various Moose Service Centers, lodges, chapters, and other units of the Order and Moose International for liability, as determined by the Supreme Council. The Supreme Council is authorized to pro-rate the cost to the Moose Service Centers, lodges, chapters, other units and Moose International and provide for the collection of the necessary fund. The Supreme Council may make the fund or other programs available to related and subsidiary foundations, endowment funds, trust funds, and corporations upon terms and conditions it deems appropriate. All Moose Service Centers, chapters and other fraternal units shall maintain insurance coverage as specified by the Supreme Council.

**Convention Solicitations** - Unless approved by the General Governor, the soliciting of any donations or contributions of any kind by any Moose Service Center or Moose Service Center member for the benefit of any Moose Service Center or Moose Service Center member or for any other purpose at an International convention is strictly forbidden. Subject to compliance with these General Laws and policies of the Supreme Council, the soliciting of donations or contributions at association conventions or conferences shall be according to rules and regulations adopted by the association.

**Permit for Moose Service Center Publication** - Neither a Moose Service Center 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 Order or purporting to be a Moose publication in whole or in part without first securing written permission from the Supreme Council. 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 Supreme Council 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 Order, including suspension or expulsion of membership.

**Use of Moose Service Center Home for Political Purposes** - A Moose Service Center shall not be used for political purposes, fundraisers or rallies. A Moose Service Center shall not participate or designate any funds toward any political activity. With approval of the General Governor, a Moose Service Center may, as a community service, sponsor a "meet the candidates forum". Neither the Moose Service Center, nor any member acting on behalf of the Moose Service Center or the Order, 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 Moose Service Center may not be used to promote any political cause or agenda.

**Mooseheart Founders Day** - October 27 is designated Mooseheart Founder's Day. This day should be observed with proper exercises and ritualistic services by all Moose Service Centers and other organizations created and existing in the name of the Moose Fraternity. The exercises and ritualistic services shall be commemorative of the establishment of Mooseheart and the birthday of James J. Davis, its Founder, and exemplify the principles and ideals, which give Mooseheart's program of service its essential and exceptional attributes.

**Memorial Day** - On or about the first Sunday in May of each year, Moose Service Centers and other units of the Order may conduct services expressive of the ideals of the Order and in memory of departed members. Such services shall be designated as Memorial Day services.

**Organization of Activity Groups** - There may be organized in each Moose Service Center, from among its members in good standing, activity groups authorized by the Moose Service Center. All activity groups shall be subject to the supervision of the Moose Service Center Board of Officers. The establishment and operation of all activity groups shall be according to rules and regulations adopted by the Moose Service Center and Supreme Council.

**Duties and Restrictions of Activity Groups** - Activity groups organized by any Moose Service Center may participate in activities of the Order as authorized by the Moose Service Center in conformity with rules and regulations adopted by the Supreme Council. 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 Moose Service Center Board of Officers and the membership at a regular meeting of the Moose Service Center.

**Keys** - Only the Secretary/Treasurer shall possess keys to the location where official records are maintained.

**Responsibility for Damage** - A member shall be responsible for the removal or damage to any Moose Service Center property by himself or any guest of the member. Upon demand, the member shall immediately pay to the Moose Service Center the full value of the damaged or removed property. Any member failing to pay a monetary obligation due the Moose Service Center may be referred to the General Governor for action.

**Penalty for Lethal Weapons** - Firearms are absolutely prohibited at any Moose Service Center meeting or function. 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 his possession at a Moose Service Center meeting or function shall immediately be expelled from the Order. In such situations, the Moose Service Center shall immediately contact the General Governor 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 General Governor.
2. The General Governor in his 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.

**Women of the Moose Chapter Organization** - In accordance with requirements established by Moose International, a Moose Service Center may organize a chapter of the Women of the Moose.

**Provide and Enforce Rules** - The Moose Service Center shall prepare and formulate rules and regulations governing the conduct of members and their guests during all social activities, the dress of members and guests during all social activities and smoking during social functions.

Vulgar, profane and indecent conduct or language is absolutely prohibited at anytime during a meeting or Moose Service Center sponsored social activity. Before becoming effective, all rules shall be submitted to and adopted by the Moose Service Center at a regular general membership meeting. The membership may submit a written request to the Moose Service Center that a rule or regulation be adopted or rescinded. If the House Committee declines to adopt or rescind the rule or regulation, the Governor shall call a special meeting of the Moose Service Center membership whenever he receives a request, in writing, by five (5) members or two (2%) percent of the good standing members of the Moose Service Center, 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 Secretary/Treasurer shall prepare and mail (or personally deliver) all notices for special meetings to all good standing members of the Moose Service Center at least seven (7) days previous to the special meeting. In calculating the seven (7) days notice requirement, the Moose Service Center 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.

**Enforce Decorum** - Participation in all social activities of a Moose Center is a privilege and not a right of membership. This privilege is conditioned upon all persons while participating in social activities sponsored by the Moose Center, conducting themselves in a gentlemanly/ladylike and orderly manner. Any person, who fails to comply with this law, shall be denied social privileges at the discretion of the Board of Officers.

The authority of the elected Board of Officers to suspend the social privileges of any member, after conducting a hearing, shall in no way affect the member's membership status. The Board of Officers may not fine a member, but may assess restitution for damages, which shall be enforceable as herein provided. Action taken by the Board of Officers of the Moose Service Center to suspend the social privileges of a member shall not affect the member's social privileges in other Moose Centers.

A hearing regarding the suspension of a member's social privileges is an informal investigatory process. Any officer charged with a 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 him 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 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: The authority of the Board of Officers to suspend a member's social privileges is limited as stated above. References to "Disciplinary Proceedings" under Chapter 56 of the General Laws of the Order are incorrect. Disciplinary proceedings involving formal charges between Moose Service Center members under Chapter 56 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 General Governor.)

**State and Provincial Associations** - Moose Service Centers shall be subject to and governed by those laws contained in Chapters 51 and 52 of the General Laws of the Order pertaining to state and provincial associations. Moose Service Centers shall be subject to the attendance policy required by Section 51.5.

**Disciplinary Proceedings** – Moose Service Centers and all members thereof shall be subject to and governed by the provisions of Chapters 53-60 of the General Laws of the Order. Whenever a conflict arises, the General Governor's decision shall be final, subject to the right of appeal as set out in Chapter 60 of the General laws of the Loyal Order of Moose.

**Other** – The General Governor shall decide any questions arising concerning the laws applicable to Moose Service Centers. These laws may be supplemented at any time. The current laws for Moose Service Centers will be contained in the General Governor's section of the Members Only portion of the Moose International Web site.

(Last updated 12/20/2004 )