



MOOSE

Leader

Need-to-know information for officers and chairmen of Lodges/Chapters/Moose Legions Vol. 89, No. 4



A Good Lodge Officer Has A Good Toolbox

By **DAVE SMOOT**/Assistant Director, Membership

So you have taken the step to serve your lodge as an officer, and you may be asking yourself, “now what?” First, congratulations and thanks for stepping up. Without officers, we wouldn’t have *any* lodges.

Next, let’s bust the myth that says, “Take the office, you won’t have to do anything.” If you choose to not perform the duties of your lodge office you put the lodge in jeopardy; and worse. Depending on the office, you might put yourself in jeopardy. This is, of course, not a concern when you perform the tasks of your office correctly.

You may ask, “How do I know what my duties are?” There are several sources for this information.

First, you should consult the Moose International General Laws. Start with **Chapter 26** to familiarize yourself with lodge organization. In **Chapter 34**, the duties of each of the officers begins to be explained. Beginning with **Chapter 42**, you will be immersed in lodge operations. Don’t skip any parts: They are all important.

If you’re not much for reading, this is the reason we mandate attendance at a Lodge Leadership Training class. For first-time officers, we suggest to attend the class in-person. Experienced officers will likely find online training to be sufficient to sharpen their skills.

As you begin your service as an officer – don’t be afraid asking questions in your Officer and Membership meetings if you don’t understand something. Remember that it’s important that you vote for

what’s good for The Moose and not necessarily what’s good for you personally. If you still have questions about an issue or your duty, you can contact your Territory Manager or Regional Manager for assistance.

Moose International offers a number of different publications and presentations to assist you in being the best officer that you can be. In addition to the General Laws and Lodge Leadership Classes, we offer routine publications and communications on important functions and programs.

When you attend association mid-year conferences, Moose International conventions, and even one of the many regionally-based workshops, the goal is for you to leave with more education than you arrived with and for attendees to have a chance to share ideas. Our field staff members also stand ready to assist whenever the need arises.

The best tool box for the job is the one with the right tools. You are encouraged to load your Moose tool box with the right tools. The General Laws and Lodge Leadership skills are a great start. Over time, you will find that you have added knowledge from workshops and communications. All of that added to your experience from holding offices will soon make you a **great officer**.

Our goal is to help you succeed in your office, make your lodge a solid Moose facility, and to position your lodge to serve humanity for many years to come.

We believe you share this goal or you wouldn’t have stepped up. Again, we thank you for giving of your time. We stand ready to help. Together we will succeed! ■

Failure Isn't the Only Thing That's Not an Option

By **SHAWN BAILE**/Director of Higher Degrees & Moose Legion

During the 2023 International Convention in Reno, incoming International Moose Legion President Chuck Barber announced that the theme for his year in office would be "Failure is Not an Option."

In addition to paying homage to NASA's Apollo space missions of the 1960s and 1970s, this theme serve as a reminder that there are many people within our Fraternity, specifically our children at Mooseheart and seniors at Moosehaven, who rely on us. For that reason, we must come through on the additional pledges we have made as Moose Legionnaires.

For the last two years, we have emphasized the importance of preparation and planning for Moose Legion celebrations and events. We have discussed the importance of making favorable impressions with Moose Legionnaires and candidates, and stressed the need to establish a balance between the handling of business matters and social activities for Moose Legionnaires and their families.

During my travels, I have seen many positive outcomes from the Moose Legions that have these principles in place. I have also seen looks of confusion, concern, and even a little embarrassment in jurisdictions where getting things done quickly takes precedent over doing things properly and completely. In those instances, there are two items that are consistently portrayed as being "not vital" to success.

The first is proper execution of the meeting agendas at celebrations, both the business meeting and the open session, which includes the conferral ceremony and presentation of information to attendees. Neither one of these items should be treated as a "go through the motions and get it over with" activity.

The business meeting needs to be conducted properly, meaning only good standing Moose Legionnaires are in attendance. Only good standing Moose Legionnaires of that jurisdiction should be permitted to make motions or seconds and vote on such matters. As for the open session, the opening and closing ceremonies should be conducted in their entirety,



and the conferral ceremony should be properly presented. Memorizing parts is ideal, but if there isn't memorization, at the very least there must be familiarization with the order of business.

The second item is lack of utilization of the committees within the Moose Legion. Per Chapter 21.2, there are six standing committees in a Moose Legion jurisdiction, and five of those committees are chaired by members of the Board of Directors based on the offices they hold.

When installed, these directors should readily accept the responsibility and assure that the committee is functioning. If you attend celebrations and there are no committee reports, you should ask why this is the case. As with any unit of The Moose, strong committees typically lead to engagement of more members and to strong overall operations within the jurisdiction.

The commitment of each director directly influences success of the Moose Legion. Each of these items circles back to directors being accountable and understanding what accepting the oath of office means. Accepting an oath is a promise, not an option. ■

It's Your Responsibility

By **BARB MCPHERSON**/Grand Chancellor, WOTM

This publication (Moose Leader) is sent to the officers of our respective Fraternal Units. It contains valuable information to help officers do their jobs effectively and properly, and is just one more tool of value.

The Women of the Moose office is contacted daily by officers asking questions that can often be clearly answered by reviewing the Meeting Procedures and Agendas, the Women of the Moose General Laws, Officer's Handbook and Treasurers' Handbook. In addition, much more information can be found on the Moose International website at www.mooseint.org and particularly at the Forms & Documents link.

One such telephone call had to do with the fact that the chapter Treasurer had qualified for the Star degree, but the other officers wanted to know how? She hadn't done the audits properly; she hadn't paid the bills on time; she was not current with her QuickBooks and may have misused chapter funds. None of this information had been reported to our office.

We then informed the officers that the Financial Review committee was responsible for reviewing the chapter books monthly and completing the quarterly audit. Had the Financial Review Committee done their job

properly, the other items of concern would have been discovered and the appropriate action could be taken.

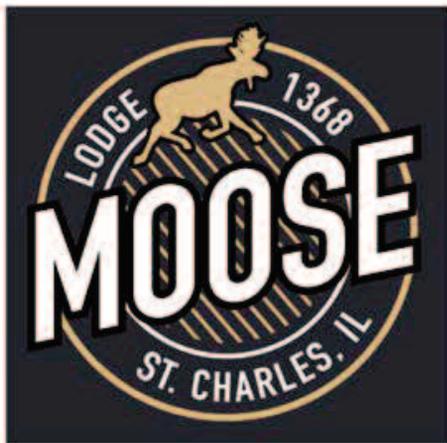
Each chapter officer has a fiduciary responsibility to ensure that all officers are doing their jobs and doing them properly. To assist with this responsibility, the Officer's Handbook as well as the Treasurers' Handbook contain checklists that should be reviewed at each Board of Officers meeting. This will help keep the officers and the chapter on track for the Award of Achievement and personal honors. At the end of the year, there shouldn't be any surprises.

When you volunteered to serve as an officer of your chapter, you agreed that you would perform your duties in accordance with the General Laws and to the best of your ability. If your ability to serve in the office you volunteered for should change, don't jeopardize your chapter or those who are doing their best to move the chapter forward.

We appreciate the efforts of all of our chapter officers and hope that each receives the accolades due for doing a great job! Remember, we're in this together!

Thank you for your service to others in need. ■

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Enjoying Social Quarters Is A Privilege

By **RICK KING**/Chief Compliance Officer

The Board of Officers is charged with the responsibility of maintaining proper decorum during all social activities of the lodge. The authority of the Board of Officers to maintain decorum is contained in **Section 48.8** of the General Laws. **Section 50.3** is the portion of the General Laws that grants authority to the Board of Officers to suspend a member's social privileges pending an investigation under 48.8.

The Board of Officers has no authority under **Chapter 53** and subsequent chapters pertaining to formal disciplinary proceedings. References to **Chapter 53 or 56** will likely result in a reversal or dismissal of a Board of Officers proceeding against a member, if an appeal is made to the Compliance Office.

Below are some important points for the Board of Officers ("BOO") to remember:

- The authority of the BOO is under **Section 48.8**.
- The Social Quarters Manager and/or bartender on duty shall have authority to immediately send a member home from the lodge and write them up in the incident book. They must take the issue right away to the board so that they may suspend a member's privileges for misconduct when it occurs if necessary.
- The BOO must comply with all the requirements set out in 48.8.
- The BOO's authority under Section 48.8 applies to all members of the lodge.
- A member suspended by the board remains suspended until the BOO meets and votes on whether there is to be a hearing and if the member is to remain suspended pending the hearing.
- The BOO may suspend the member pending a hearing, but is not required to.
- If suspended pending a hearing, the accused member's social privileges remain suspended until he/she appears before the BOO.
- The notice of hearing must be mailed or delivered more than five (5) days in advance of the hearing not counting day of mailing and day of hearing.
- It is not required that the notice be delivered by registered mail.
- The notice must contain detailed allegations concerning the disorderly conduct, or alleged behavior.
- Unless specifically authorized by the BOO, a suspension of social privileges prohibits the member from participating in all social and sporting events, or coming onto lodge property for any reason – except to

attend official meetings.

- The BOO may (and should) conduct an investigation of the incident prior to the hearing and obtain written and signed statements from witnesses.
- The BOO cannot make a final decision and suspend a member's privileges for a definite period (i.e., 90 days, six months, etc.) until the member has appeared before the BOO, unless the member waives his/her appearance in writing.
- The hearing is not a trial and the accused member is not entitled to representation nor to confront and cross-examine witnesses.
- The hearing gives the accused the opportunity to tell his or her side of the story and offer any witnesses or evidence in support of their version of the events in question.
- After conducting a hearing, the BOO may impose a suspension for a specific period of time. The suspension applies to all lodge social activities whether on or off lodge property unless otherwise ordered by the Board of Officers.
- The determination of the BOO should be emailed or mailed to the member following the hearing. Never give them the determination during the hearing as this can result in a larger decorum issue in the social quarters when they leave the hearing.
- BOO investigations, hearings and decisions must be fair, impartial, objective and consistent.
- A BOO only has authority in its own lodge; meaning, it may only suspend a member's privileges in that lodge.
- The BOO cannot impose a fine but can assess restitution for any damages to lodge property.
- A guest (non-member) is not entitled to a hearing.
- A member whose social privileges have been suspended (after a hearing), may appeal to the Chief Compliance Office (**Section 60.1**). They must have a legitimate reason for appeal.

The privilege of being in the social quarters of any lodge or participating in any social event is just that, a privilege. This privilege, which is afforded to members, can be forfeited by a breach of decorum. Our Moose homes must be friendly, warm and inviting places. Profanity, fighting, indecorous conduct etc. have no place in a family fraternal operation.

If you have any questions about the laws and policies of The Moose, please contact the Compliance Office at (630) 966-2207 or email: micompliance@mooseintl.org. ■

Make 2024 Convention Plans Now!

Join us in New Orleans for the 2024 International Moose Convention from July 24-27! The Opening Session will take place on Wednesday, July 24 and the Installation of Officers will take place on Saturday, July 27. Auxiliary meetings, training etc. may begin beforehand.

Hotel and registration information will soon be available. Please check www.mooseintl.org for the most up-to-date information.

In the meantime, view presentations from the 2023 International Moose Convention in Reno, NV through the Moose International Facebook page: www.youtube.com/@moosefraternity. ■

