

# THE CODE OF RULES



*The Principles and Rules  
of the  
Moose Legion,  
The Degree of Service*

**In Force and Effect  
as of July 1, 2016**

**The  
Principles and Rules  
of the  
Moose Legion  
known as  
The Degree of Service**

**Revised and Certified  
by the  
International Moose Legion Council  
and  
Approved  
by the  
Supreme Council**

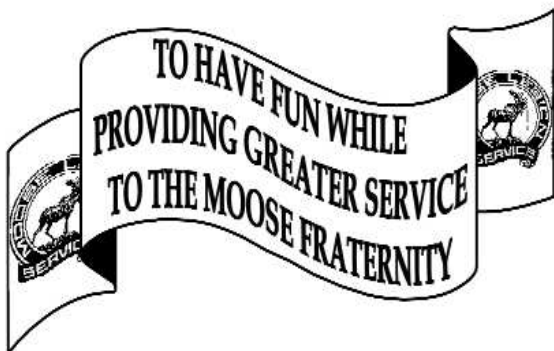
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## TABLE OF CONTENTS

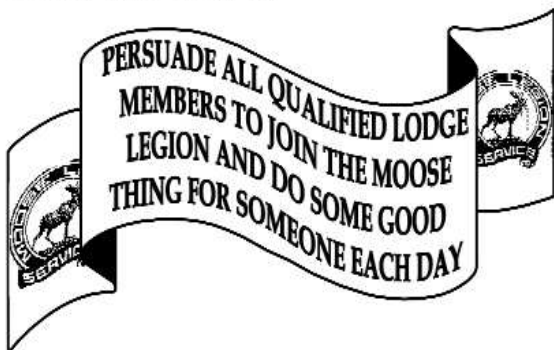
	Page
Moose Legion Mission and Vision . . . . .	1
Organization . . . . .	1
Objectives . . . . .	1
Name . . . . .	1
Headquarters . . . . .	2
Active Status . . . . .	2
Official Moose Legion Emblem . . . . .	2
Other Emblems . . . . .	3
Seal . . . . .	3
Colors . . . . .	3
Chapter 1 - Moose International Officers . . . . .	3
Chapter 2 - International Moose Legion Council . . . . .	4
Chapter 3 - International Moose Legion Appointments . . . . .	5
Chapter 4 - Conferences . . . . .	7
Chapter 5 - Moose Legion Charter . . . . .	8
Chapter 6 - Moose Legion Membership . . . . .	12
Chapter 7 - Membership Fees and Dues . . . . .	14
Chapter 8 - Life Membership . . . . .	16
Chapter 9 - Transfer of Membership . . . . .	17
Chapter 10 - Membership Units . . . . .	18
Chapter 11 - Nomination, Election and Representation . . . . .	19
Chapter 12 - President . . . . .	24
Chapter 13 - Secretary . . . . .	26
Chapter 14 - Vice-President . . . . .	30
Chapter 15 - Chaplain . . . . .	31
Chapter 16 - Financial Director . . . . .	31
Chapter 17 - Fraternal Director . . . . .	32
Chapter 18 - Junior Past President . . . . .	33
Chapter 19 - Appointed Officers . . . . .	34
Chapter 20 - Travel Expenses . . . . .	35
Chapter 21 - Committees . . . . .	36
Chapter 22 - Auditing Committee . . . . .	37
Chapter 23 - Disciplinary Action . . . . .	38
Chapter 24 - Meetings . . . . .	38
Chapter 25 - Lodge Moose Legion Committee . . . . .	41
Chapter 26 - Investigations Authority and Costs . . . . .	42
Chapter 27 - Official Apparel . . . . .	43
Chapter 28 - Special Funds . . . . .	43
Chapter 29 - Dispensation Required . . . . .	44
Chapter 30 - Medals and Emblems . . . . .	45
Chapter 31 - Honorary Titles . . . . .	46
Chapter 32 - Rules of Order . . . . .	47
Index . . . . .	48
Certificate of Authentication . . . . .	51

*The Moose Legion is  
known as the*  
**DEGREE OF SERVICE**

*OUR MISSION...*



*OUR VISION...*



**CODE OF RULES  
of the  
INTERNATIONAL MOOSE LEGION**

**ORGANIZATION**

The Supreme Council authorized the creation of the Moose Legion of the Moose Fraternity, known as the Degree of Service, in 1913. The Constitution of Moose International and the Supreme Lodge, General Laws of the Supreme Lodge, and the by-laws of Moose International shall apply to any matters which are not specifically addressed within this Code of Rules.

The principle purpose of the International Moose Legion Office, and the International Moose Legion Council, is to act as the headquarters and governing body for the system of fraternal units in the Loyal Order of Moose known as named and numbered Moose Legions.

**OBJECTIVES**

- Bring together qualified members of the Loyal Order of Moose who desire to make further contributions to the humanitarian objectives of our Order, thus forming a strong foundation for advancement to the Fellowship and Pilgrim degrees.
- Foster and promote the charitable efforts and fraternal programs of the Order, particularly those that benefit the children at Mooseheart and seniors at Moosehaven.
- Exemplify the principles of Faith, Hope, Charity and Loyalty.
- Encourage members to conduct themselves in a manner as would be expected of a fraternal leader.

**NAME**

The name of this unit of the Loyal Order of Moose is 'Moose Legion'. Members of the Moose Legion are known and designated as 'Moose Legionnaires'. All reference to the words

‘Legion’ or ‘Legionnaire’ when used in conjunction with this degree shall be preceded by the word ‘Moose’.

## **HEADQUARTERS**

The International Headquarters of the Moose Legion is located at Mooseheart, Illinois or such place as the Supreme Council may designate.

## **ACTIVE STATUS**

All Moose Legionnaires who hold an elected, appointed, or assigned office in the Moose Legion must be in active status in their Lodge and Moose Legion, both of which shall be in Good Standing status with Moose International.

It shall be a standing policy of the International Moose Legion that:

When a Moose Legion jurisdiction’s account balance owed to Moose International exceeds \$1,000.00 with either no payments being made in excess of a 90 day period, or a substantial lack of sufficient payments corresponding to the amount owed to keep the account current - that the jurisdiction may be placed in a status of “Not in Good Standing.”

Various ramifications of this action may include:

- A written communication to be sent to the jurisdiction notifying them of the balance and payment needs.
- OV may be assigned to meet with the Board.
- Request for payment plan to be set up.
- Disqualification from earning the Fraternal Service Award.
- President completing a term of office may not be recognized as a Past President.

Other penalty items may also be considered on a case by case basis.

## **OFFICIAL MOOSE LEGION EMBLEM**

The emblem of the Moose Legion , the Degree of Service, shall be as authorized by the Supreme Council.

## **OTHER EMBLEMS**

With approval of the Supreme Council, the International Moose Legion Council may, from time to time, authorize the design, production and distribution of other emblems in connection with the Moose Legion, all of which shall bear the words 'Moose Legion' in some fashion.

### **SEAL**

The official seal of the International Moose Legion is metal, circular in form, with the words 'Moose Legion' and 'Moose International, Inc.' about the periphery. In the center is the imprint of the official International Moose Legion emblem, above which appears 'Organized 1913' and below appears 'Official Seal'.

### **COLORS**

The official colors of the Moose Legion are red, white and purple with purple being predominant.

## **CHAPTER 1**

### **MOOSE INTERNATIONAL OFFICERS**

**1.1 - International Moose Legion Director** - The International Moose Legion Director is a member of Moose International management staff reporting to the Director General. He is responsible for the management of the International Moose Legion and its subordinate units, through authority granted by the International Moose Legion Council and the Supreme Council.

He keeps an accurate and correct account between the International Moose Legion and each named Moose Legion and a true and correct record of all receipts and expenditures of the Moose Legion as a whole.

He annually reports to the International Moose Legion Council on the financial and membership records of the Degree of Service. A copy of this report is filed with the Supreme Council.

He shall keep full and complete minutes of all meetings of the International Moose Legion Council if he has not appointed a Secretary to the Moose Legion Council to keep the minutes.

He shall oversee the International Moose Legion Ritual Judging Committee and performs all other duties as the International Moose Legion Council and/or Supreme Council may direct.

## **CHAPTER 2**

### **INTERNATIONAL MOOSE LEGION COUNCIL**

**2.1 - Creation and Authority** - All legislative, executive and judicial authority for the government of the Moose Legion is vested in the Supreme Council. In the exercise of this authority the Supreme Council, except as hereinafter provided, will function through a special committee known as the International Moose Legion Council. The Council consists of the President, Vice-President, Junior Past President, five (5) Moose Legion Council Members and the International Moose Legion Director.

**2.2 - How Appointed** - The Supreme Council shall appoint five (5) Moose Legionnaires for a two (2) year term of satisfactory service. Terms begin on the first day following the close of the annual International Moose convention at which the appointment is made. Each member of the International Moose Legion Council will serve until his successor is appointed. In case of a vacancy, the Supreme Council may appoint a successor to serve the remainder of the term.

**2.3 - International Moose Legion President** - The International Moose Legion President is appointed by the Supreme Council and serves for a term of one (1) year of satisfactory service. The term shall begin on the day following the close of the annual International Moose convention at which the appointment is made.

The International Moose Legion President, as a direct representative of the International Moose Legion Council, shall perform the executive functions of the International Moose Legion.

He shall preside at all meetings of the International Moose Legion Council and perform all executive functions of this office.

He is the Chairman of the International Moose Legion Council, and with the consent of the Supreme Council, may call a meeting of the International Moose Legion when deemed necessary.

**2.4 - International Moose Legion Vice-President** -The International Moose Legion Vice-President is appointed by the Supreme Council and serves for a one (1) year term of satisfactory service. The term shall begin on the day following the close of the annual International Moose convention at which the appointment is made.



He shall preside at meetings of the International Moose Legion Council, and perform other authorized duties, in the absence of the International Moose Legion President.

He is the Vice-Chairman of the International Moose Legion Council, and shall perform duties as may be assigned from time to time.

**2.5 - Pilot Programs** - For the purpose of implementing voluntary pilot programs, the Moose Legion Council, with the consent of the Supreme Council and the Director General, may authorize the General Governor to approve alternative rules and regulations for the government of Moose Legions, which supersede any rules contained in this Code of Rules

### **CHAPTER 3 INTERNATIONAL MOOSE LEGION APPOINTMENTS**

**3.1 - Moose Legion Special Representative** - With approval of the International Moose Legion Council, the International Moose Legion Director may appoint, assign and supervise Moose Legionnaires who may be designated as Moose Legion Special Representatives. Duly appointed Moose Legion Special Representatives may be appointed for a specific purpose or assigned to a specific area for a specified period of time. The appointment shall terminate at the conclusion of the assignment or withdrawal of the appointment.

**3.2 - Moose Legion Area Managers** - The International Moose Legion Director, with approval of the International Moose Legion Council, shall have authority to appoint Moose Legion Area Managers. Those appointed shall be members of the International Moose Legion Council, Past Grand North Moose, Past International Moose Legion Presidents or others who have demonstrated required leadership abilities.

He must successfully complete an authorized Moose Legion Educational Conference (MLEC) within one (1) year prior to assuming office and recertify every fiscal year during his term of office.

Moose Legion Area Managers shall supervise the operations of Moose Legion jurisdictions within a defined territory. They shall analyze operations, make recommendations and take

appropriate action as authorized by the International Moose Legion Director.

Moose Legion Area Managers shall work with an Authorized Moose International Representative to recommend qualified Moose Legionnaires for appointment as International Moose Legion Ambassadors. He shall oversee the appointed Ambassadors in his territory to assure that each is fulfilling his responsibilities. The Moose Legion Area Manager may recommend that an Ambassador be removed for unsatisfactory service.

Moose Legion Area Managers shall receive and review visitation reports prepared and submitted by International Moose Legion Ambassadors within the assigned area. They shall make recommendations and take appropriate action based on the information provided in these reports. Should any action be necessary, all documentation, including a copy of the visitation report, shall be forwarded to the International Moose Legion.

**3.3 - Ambassador** - The term of office for an International Moose Legion Ambassador shall begin with his installation during the International Moose Convention and end with the installation of his successor at a subsequent International Moose Convention, provided his is a term of satisfactory service. An Ambassador's term may be ended sooner at the recommendation of a Moose Legion Area Manager.

To qualify for appointment, a Moose Legionnaire must comply with all the following requirements:

- a. Be a Past Moose Legion President/Past North Moose or a former Moose Legion Secretary or others who have demonstrated required leadership abilities.
- b. He must have successfully completed an authorized Moose Legion Educational Conference (MLEC) within one (1) year prior to assuming office.
- c. Be active in membership production
- d. Not serving (by election or appointment) in another Moose International office, board or committee during the term for which he is appointed

An Ambassador shall monitor operations of Moose Legions within an assigned area and visit each Moose Legion at least twice during his term. He is responsible to increase the membership and finances of the Moose Legions in his jurisdiction and to organize and maximize the effectiveness of the Lodge

Moose Legion Committee. He shall report directly to the Moose Legion Area Manager. He shall provide written reports of all visitations to the Moose Legion Area Manager and perform all other duties assigned to him. He will coordinate his activities with the respective Moose Legion Area Manager, and in accordance with the by-laws of the State/Provincial Association, serve as a member of the Association Board of Officers.

The Ambassador will deliver a report during each Association Mid-Year and/or Annual Convention and serve as moderator of any session devoted to the Moose Legion during these meetings.

**3.4 - Compensation or Expenses** - There is no authority for compensation or reimbursement of expenses for International Moose Legion appointments except as authorized by the Code of Rules or as approved by the Director of the International Moose Legion. No Moose Legionnaire appointed by the International Moose Legion shall incur liabilities of any kind in the name of the International Moose Legion or Moose International.

## **CHAPTER 4 CONFERENCES**

**4.1 - Authority to Schedule** - By consent and approval of the Supreme Council, the International Moose Legion Council shall schedule an annual conference of all Moose Legions. Moose Legion conferences within a state or province shall be scheduled as deemed beneficial for the Degree of Service.

**4.2 - Annual International Conference** - The annual conference of the International Moose Legion shall be held in conjunction with the International Moose Convention at a designated location approved by the Supreme Council. Attendance at the sessions of the annual conference is by registration only. The Supreme Council shall establish a registration fee to be paid by all persons who attend the conference. An entry fee, as established by the International Moose Legion Council, shall be required of each ritual staff competing in the International competition.

**4.3 - Representatives** - Each Moose Legion is encouraged to have representatives in attendance at the annual conference. It is recommended that the official representatives be the President and Secretary. If the President and/or Secretary cannot attend, the Board of Directors, by favorable majority vote, shall elect

alternate(s). All representatives shall attend all sessions of the conference and submit a written report to the Moose Legion at the next regular meeting following the conference. A Moose Legion may vote to pro-rate or decline to reimburse those representatives failing to attend meetings or sessions of a conference.

**4.4 - Educational Conferences** - Moose Legion educational conferences may be scheduled at various locations as needed for the purpose of educating Moose Legionnaires and exchanging ideas and recommendations. The International Moose Legion Council shall establish the registration fee.

As a condition of holding office, Moose Legionnaires shall attend and successfully complete an authorized Moose Legion Educational Conference (MLEC) within three (3) years prior to assuming office or within 60 days after taking office. For compelling reasons, the International Moose Legion Director may issue a special dispensation waiving this requirement.

A Moose Legion Secretary shall attend and successfully complete both a Moose Legion Secretary Educational Conference (SEC) and a Moose Legion Educational Conference (MLEC) at least every three (3) years.

If approved by the Board of Directors before occurring, and as described herein, those required by the Code of Rules to attend a Moose Legion Educational Conference, or a Secretary Educational Conference are eligible for reimbursement of the registration fee and travel expense.

By and with approval of the International Moose Legion Director, Moose Legion educational and informational conferences may be scheduled within a designated territory, state or province at the request of the Ambassador.

## **CHAPTER 5**

### **MOOSE LEGION CHARTER**

**5.1 - Authority to Issue** - In accordance with this Code of Rules and authority granted by the International Moose Legion Council, the International Moose Legion Director shall have full and complete authority to issue dispensations and charters for the institution of named Moose Legions. The International Moose

Legion Council is authorized to define and alter jurisdictional boundaries or consolidate existing Moose Legions.

**5.2 - Charter Application** - Applications for charters shall be made in writing to the International Moose Legion Director. Upon receipt of the application, the International Moose Legion Director shall forward a 'Dispensation for Charter' to the proper representatives of the Charter petitioners. The petitioners must receive the dispensation before an institution can take place.

**5.3 - Issuance of Charter** - The International Moose Legion Director shall issue a charter to a qualified and approved Moose Legion when a Dispensation for Charter has been issued and a report of institution has been received. A minimum number of Moose Legionnaires in active status as established by the Moose Legion Council and approved by the Supreme Council is required on the charter membership list before a Moose Legion may be instituted.

**5.4 - Name** - A chartered Moose Legion will be designated as "(name) Moose Legion No. \_\_\_\_\_".

**5.5 - Jurisdiction** - The International Moose Legion Council shall define the jurisdiction of named Moose Legions in the domain of Moose International, and designate Lodges of the Loyal Order of Moose included within the boundaries of each named Moose Legion.

**5.6 - Individual Membership** - To be nominated to the Board of Directors, receive an official jurisdictional appointment, or be a member of the competition ritual staff, the Moose Legionnaire shall be a member of a Lodge within the designated Moose Legion jurisdiction where he holds membership

**5.7 - By-laws** - Within ninety (90) days of the effective date of the charter, each Moose Legion shall submit to the General Governor of Moose International, a complete set of by-laws, following the form and format of a sample supplied at the time of institution. The by-laws, and any amendments, shall be approved by the General Governor in writing prior to acceptance by the International Moose Legion. The by-laws shall not be changed without the written consent and approval of the General Governor.

**5.8 - Incorporation** - Each Moose Legion shall incorporate under the laws of the state or province where located unless the General Governor shall determine incorporation is unnecessary.

The Moose Legion will be incorporated only in the name of the Moose Legion. The Articles of Incorporation, and all amendments, shall provide that membership in the Moose Legion will carry with it membership in the corporation, and that suspension or expulsion from a Moose Legion shall carry with it the same penalty in the corporation.

The Articles of Incorporation and By-Laws shall provide that the Moose Legion is incorporated in conformity with, subject to and under the jurisdiction and control of the laws for the regulation of Moose Legions.

A copy of the proposed Articles of Incorporation, or any changes or amendments, shall be submitted to the General Governor for approval before being filed with the authorized public office. It is the responsibility of each Moose Legion to maintain its Articles of Incorporation in compliance with the current laws where located for the regulation of Moose Legions, the Code of Rules and the General Laws of the Order.

**5.9 - Dissolution** - A Moose Legion charter cannot be voluntarily dissolved, except by consent and approval of the General Governor.

**5.10 - Meetings and Activities** – Unless otherwise authorized by the International Moose Legion Director, Moose Legions shall conduct their meetings and activities in Lodges of the Loyal Order of Moose within their assigned jurisdiction.

**5.11 - Real Estate** - No Moose Legion shall own, lease, rent or operate rooms, offices and/or social quarters in its own name, or exclusively for its own purpose.

**5.12 - Political Activities** - A Moose Legion shall not engage in any political cause, fundraiser or rally. A Moose Legion shall not participate or designate any funds toward any political activity. Neither the Moose Legion, nor any member acting on behalf of the Moose Legion, shall endorse a political candidate or party, or engage in any activity involving the raising of funds or the support of any particular candidate or party. A Moose Legion shall not promote any political cause or agenda.

**5.13 - Unlawful Activities** - No Moose Legion shall engage in any illegal gambling or otherwise violate any federal, state, provincial, municipal or any other local law or ordinance.

**5.14 - Office Expenses** - No Moose Legion shall pay any individual, company or other entity, any sum in connection with the providing or maintenance of an office, or expend Moose Legion funds for utilities of any kind. The President and Secretary may be reimbursed for actual long distance telephone charges made in connection with their official office.

**5.15 - Charter Suspension or Revocation** – The International Moose Legion Council may declare a Moose Legion ‘Not In Good Standing’ or revoke a Moose Legion charter for the following reasons:

- 1) A Moose Legion does not sustain a minimum of one hundred (100) Moose Legionnaires in active status for a period of one year,
- 2) The Moose Legion fails to submit required reports for a period in excess of sixty (60) days beyond the due date,
- 3) A Moose Legion fails to remit funds owed the International Moose Legion and/or Moose International in excess of twelve (12) months,
- 4) The Moose Legion ceases to function in accordance with the Code of Rules, the Constitution and General Laws of the Order, or a Moose International directive or policy.

A Moose Legion determined ‘Not In Good Standing’ shall cease operations until the International Moose Legion Director reinstates it to ‘Good Standing’ status. A Moose Legion determined to be ‘Not In Good Standing Status’ may vote to forfeit its charter in accordance with procedures approved by the International Moose Legion Director.

A Moose Legion determined as guilty of violating any provisions of this Code of Rules or the General Laws of the Order, may have its charter suspended by the International Moose Legion Director. All books, supplies, funds, investments, paraphernalia, property, computer hardware, computer software and electronic files held in the name of the Moose Legion shall immediately be delivered to the International Moose Legion Director upon written notice that the charter has been suspended or revoked. All such items will be held in trust to be disposed of in accordance with action taken by the International Moose Legion Director, as authorized by the International Moose Legion Council.

Any attempt or action by Directors or Moose Legionnaires to purposely conceal or deplete assets of a Moose Legion that has been or will be notified of closure or merger shall constitute reasons for immediate fraternal or legal action against the offending Moose Legionnaire.

## **CHAPTER 6 MOOSE LEGION MEMBERSHIP**

**6.1 - Qualifications** - Members of the Loyal Order of Moose are qualified for membership in the Moose Legion if they meet the following eligibility requirements:

- 1) Must be an active Lodge member and
- 2) Must have completed six (6) months of Lodge membership

OR

- 1) Must be an active Lodge member and
- 2) Must have sponsored 1 Lodge/Chapter application that has been accepted through LCL.Net

OR

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

**6.2 - Application for Membership** - A Moose member desiring to elevate to the Degree of Service shall complete an application for membership and have it endorsed by a Moose Legionnaire in active status. Full payment of the application fee and annual dues must accompany the application.

**6.3 - Voting on Application for Membership** - The Board of Directors shall vote on an application for membership in the Moose Legion. A favorable majority vote is required for acceptance. A new Moose Legionnaire ballot (a mock vote using coins or paper) may be conducted just prior to the conferral. The funds collected shall be designated for the Endowment Fund and remitted to the Moose Legion Secretary who shall send the entire amount to Moose Charities.

**6.4 - Rejection by Director Vote** - If the Board of Directors reports unfavorably upon an application for membership, the rejected applicant cannot again be proposed for membership in that Moose Legion until the expiration of six (6) months from the date of rejection. The Secretary shall immediately notify a rejected applicant in writing. A Moose Legion check covering



all fees, dues and assessments received with the application shall be immediately issued to the rejected applicant.

A Moose member who submits an application for membership in the Moose Legion with false or misleading information, or a Moose Legionnaire who endorses an application by his signature knowing the information contained therein to be misleading, shall upon discovery have their membership in the Moose Legion immediately terminated. Moose Legion membership that has been terminated shall not be restored at any time without the written approval of the International Moose Legion Director.

**6.5 - Orientation and Conferral Required** - Candidates for membership in the Degree of Service must be properly conferred as a condition of membership in the Moose Legion. Conferral may be held at the local Moose Lodge or at a Moose Legion Celebration in the manner and form required by the Moose Legion Council and approved by the Supreme Council. It is the responsibility of the Secretary to notify all approved applicants in writing to appear for conferral. The notice will include the date, time and location of the scheduled conferral ceremony.

A former member previously enrolled into any Moose Legion in the manner and form required by the Moose Legion Council as approved by the Supreme Council, may re-enroll without attending another conferral ceremony. Approved applicants, members in active status of the Moose Legion, guest speakers and special guests may be permitted by the Moose Legion to attend the conferral ceremony according to rules and regulations adopted by the Moose Legion Council and approved by the Supreme Council.

**6.6 - Moose Legion Membership Status** - An active Moose Legionnaire shall have the same privileges and immunities as every other member of his Moose Legion. A Moose Legionnaire who has been expelled from the Moose Legion or the Order shall not thereafter be regarded as a Moose Legionnaire in any sense, and all higher degrees associated with his membership shall be placed on inactive status. Unless specifically permitted in writing by the General Governor, any Moose Legionnaire whose membership is in a state of suspension or who has been expelled shall not be permitted to visit any Moose Legion function as a guest or otherwise, join as a Moose Legionnaire in any public procession or display. He shall not be permitted to exhibit or use any emblem of the Moose Legion, or receive relief as a Moose Legionnaire from any Moose Legion unit, until the Moose Legionnaire's active status is restored.

**6.7 - Multiple Memberships** – Any Moose Legion member in active status may hold membership in more than one Moose Legion at the same time. A member holding memberships in more than one Moose Legion shall be entitled to vote in any Moose Legion in which he is in active status. With dispensation from the International Moose Legion Director, a member may hold office in more than one Moose Legion at the same time. Moose Legion members may participate in ritual teams of one or more Moose Legions according to policies established by Moose International.

## **CHAPTER 7 MEMBERSHIP FEES AND DUES**

**7.1 - Application Fee** – A fee in an amount determined by Moose International shall accompany each application for membership. With approval of the International Moose Legion Council and Supreme Council, the International Moose Legion Director may grant a special dispensation for a limited period of time for the enrollment of a new or former Moose Legionnaire at a reduced fee.

**7.2 - Application Declared Void and Fee Forfeited** – The application for membership in a Moose Legion may be declared void, and the fee paid by an applicant for membership may be declared (by either the Moose Legion or Moose International) forfeited if the applicant fails to appear for conferral within nine (9) months or after three (3) written notices to him of the time and place designated for conferral. Until the applicant is conferred in accordance with the laws of the Order, no fees paid shall be considered dues. In accordance with Moose International policy, all or a portion of the fee may be refunded to the applicant if a written request is made to Moose International.

**7.3 - Annual Dues** - Annual dues shall be as stated in the named Moose Legion By-Laws and shall not be less than \$15.00. The Moose Legion will pay per capita dues to the International Moose Legion for each Moose Legionnaire paying annual membership dues. The per capita for annual dues is \$8.50 and is distributed as follows: \$2.25 for Moosehaven operations, \$2.50 for Moosehaven Seniors' Medical Fund, \$.50 for operations of Mooseheart's Camp Ross and \$3.25 for International Moose Legion operations. The dues shall not be changed except by a

favorable majority vote of the membership and prior written approval of the International Moose Legion Director.

Dues shall only be paid in advance annually. No applicant or member shall be issued a receipt or membership card until actual payment of fees or dues as established by Moose International or the Moose Legion has been received. However, while actually residing at Moosehaven, a Moose Legionnaire's annual Moose Legion dues shall be waived. A membership card shall not be transferable. It is unlawful for any member to allow another person to use their membership card. The Secretary, Moose International or its authorized representative shall credit dues paid by a member as of the date the dues are posted. 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 conferred. All memberships shall begin from the date of conferral or re-enrollment.

**7.4 – Non-Payment of Dues** - Every member shall be in arrears after the expiration date of his dues and becomes a member not in active status. A member in arrears shall not be entitled to any privileges of membership, including but not limited to: 1) attending Moose Legion meetings, 2) attending social functions, or 3) participating in any Moose Legion gatherings or activities.

All Moose Legionnaires that hold the Fellowship or Pilgrim Degrees will have their degrees placed in suspension if their dues are in arrears. 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.

An expired member may reinstate by simply paying his dues. When a member's dues have been expired six (6) months, he shall have the option to re-enroll, by submitting a re-enrollment application along with one year of dues and the current application fees, plus any fines or assessments owed by him. **By re-enrolling the member will receive a new enrollment date and will lose prior years of service to his Moose Legion record.** Moose International shall drop from the rolls any member in arrears after the expiration of twelve (12) months.

**7.5 – Reinstatement/Re-Enrollment of Former Moose Legionnaires** - An expired member is a member in arrears on the

payment of his dues but has not been dropped from the rolls. An expired member may pay his dues and reinstate into the Moose Legion from which he was expired.

After an expired member is dropped (at the end of 12 months), the member has twelve (12) months from the date he is dropped (twenty-four (24) months total from the expiration date of his last membership card) to reinstate into the Moose Legion from which he was dropped by paying all past and current dues. By reinstating, a member retains his prior years of service in the Moose Legion.

Whenever a member's dues have been expired a minimum of six (6) months, he shall have the option to re-enroll, by submitting a re-enrollment application along with one year of dues and the current application fees, plus any fines or assessments owed by him. **By re-enrolling the member will receive a new enrollment date and will lose prior years of service to his Moose Legion record.**

**7.6 - Suspension of Membership** - Membership in a Moose Legion shall be suspended whenever the Moose Legionnaire ceases to be a Lodge member in active status, or whenever the Lodge in which the Moose Legionnaire is a member fails to maintain its good standing status with Moose International.

Membership in the Moose Legion may be re-activated upon notification and proof of a Moose Legionnaire's active status in his Lodge, if his Moose Legion dues are current. A member's suspension shall be lifted, upon official notification that the Moose Legionnaire's Lodge has been returned to Good Standing status by Moose International. No extension of Moose Legion dues shall be recognized for the period of non-active status Lodge membership.

A Moose Legionnaire who has had official charges placed against him, may be suspended in accordance with the laws of the Order. A Moose Legionnaire who has been placed in suspension, shall not attend or participate in any meeting or activities of the Moose Legion, or any unit thereof, during the period of suspension.

## **CHAPTER 8 LIFE MEMBERSHIP**

**8.1 - Purchase of Life Membership** - Any active status Moose Legionnaire may purchase a life membership in his Moose Legion by remitting the sum of five hundred (\$500.00) dollars to Moose International. Moose International shall retain one-half and remit one-half to the Moose Legion jurisdiction in which the member is purchasing a life membership.

**8.2 - Conferral of Life Membership** - Moose International shall issue a life membership card to a Moose Legionnaire if Moose International records show that the member meets one of the following qualifications; (1) The Moose Legionnaire has fifty (50) years or more of continuous membership in the Moose Legion. (2) The Moose Legionnaire has paid dues in advance equal to 50 years of membership. (3) The Moose Legionnaire has attained 250 Moose Legion membership units, as reported on LCL.net.

Life members of all Moose Legions are amenable to all laws of the Order and the Moose Legion Code of Rules, except the payment of dues. Life memberships are transferable to another Moose Legion upon acceptance and the payment of a ten (\$10.00) dollar transfer fee (to the receiving Moose Legion) which is required to start the transfer process. The reporting and approval / disapproval of a life member transfer is the same as described in Chapter 9.

If a life member of a Moose Legion shall become delinquent or is dropped from and is no longer an active status member of a Lodge of the Order, his life membership in the Moose Legion shall be placed in suspension. He shall not be entitled to participate in any meeting or activity of the Moose Legion until his membership in a Lodge has been restored. Upon becoming an active status Moose member in a Lodge, his suspension in the Moose Legion shall be lifted and his active status membership restored.

## **CHAPTER 9 TRANSFER OF MEMBERSHIP**

**9.1 - Issuance of a Request for Transfer** - If a Moose Legionnaire desires to transfer from one Moose Legion to another, the Moose Legionnaire shall complete and submit an appropriate application for transfer accompanied by a ten (\$10.00) dollar transfer fee to the Moose Legion in which he requests membership. The Moose Legion Secretary shall deliver the request for transfer to the Moose Legionnaire's current Moose Legion. The transferring Moose Legionnaire's current Moose Legion shall have fourteen (14) calendar days from receipt of request for transfer to object to the transfer. An initial objection may be made by telephone, but must be followed up in writing within the fourteen (14) calendar days.

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

- a. The Moose Legionnaire is not in active status.
- b. Disciplinary charges are pending against the member.
- c. The member has not paid all fines, assessments and other charges levied against him by the Moose Legion.

**9.3 - Acceptance of Transfers** - A favorable majority vote of the Board of Directors of the receiving Moose Legion is required to effect the transfer. Upon approval, the Secretary of the receiving Moose Legion shall report the transfer to Moose International. He shall notify the original Moose Legion of the acceptance in writing. The original Moose Legion shall forward all files and records to the receiving Moose Legion and retain a copy for their records. Dues paid to the original Moose Legion shall be recognized by the receiving Moose Legion until the expiration date indicated on the Moose Legionnaire's permanent membership record that accompanied the transfer form. Membership in the Moose Legion shall remain continuous and the transferring member's date of conferral shall not change.

**9.4 - Rejection of Transfer** - If a request for transfer is rejected by the receiving Moose Legion, the Moose Legionnaire shall retain membership in the original Moose Legion and his name shall be re-entered on the rolls. The Secretary shall refund the transfer fee paid by the Moose Legionnaire. A rejected transferee cannot apply for transfer into the same Moose Legion until the expiration of six (6) months from the date of rejection.

## **CHAPTER 10**

### **MEMBERSHIP UNITS**

**10.1 - How to Earn** - A Moose Legionnaire may earn membership units in the following manner:

- a. Sponsor a membership application of a new Moose Legionnaire that is accepted on LCL.Net. Once the candidate has been reported as conferred on LCL.Net, the sponsor will receive a second unit.
- b. Sponsor a multi-membership application of a Moose Legionnaire that is accepted on LCL.Net.
- c. Sponsor a re-enrollment application of a former Moose Legionnaire that is accepted on LCL.Net

One of the above methods of earning membership units must be reported to Moose International by the Moose Legion Secretary before membership units are awarded.

**10.2 - Personal Membership Recognition** – The Moose Legion Medal of Honor is presented to a Moose Legionnaire in recognition of attaining fifty (50) membership units. A diamond is added to the medal when the Moose Legionnaire attains units at levels of 150, 250, 350, 450, and 550.

The Elite Moose Legionnaire Ring is a sterling silver ring presented to a Moose Legionnaire in recognition of attaining one hundred (100) membership units. A diamond is added to the ring when the Moose Legionnaire attains units at levels of 200, 300, 400, 500, 600, 700, 800, and 900. A gold ring is awarded at one thousand (1,000) membership units and a diamond added for each one hundred (100) unit level thereafter.

## **CHAPTER 11 NOMINATION - ELECTION - REPRESENTATION**

**11.1 - Elected Officers** - The Board of Directors of the Moose Legion shall consist of a President, Vice-President, Secretary, Chaplain, Financial Director, Fraternal Director and Junior Past President. Candidates for office are nominated forty-five (45) days prior to the Annual Celebration and elected during the Annual Celebration.

The annually elected officers are the President, Vice-President, Chaplain, Financial Director and Fraternal Director. All annually elected officers, as well as the Junior Past President, shall serve for a term of one (1) year. The Secretary is elected for a term of satisfactory service. No annually elected officer is eligible to serve more than two (2) consecutive terms in any one office, unless authorized by the International Moose Legion. Each officer shall serve until his successor is elected and installed.

Only two (2) annually elected members of the Board of Directors are allowed from each Lodge in the jurisdiction during the same term (providing the Moose Legion has at least three (3) Lodges). Nominations from the floor or by petition are prohibited. (Exception: The International Moose Legion Director may issue a dispensation for nominations from the floor only for an office for which there were no nominees.)

**11.2 - Corporate Officers** – The elected members of the Board of Directors shall constitute the corporate officers of the Moose Legion. Moose Legions in countries outside the USA shall appoint corporate officers if the laws required by the local governmental jurisdiction conflict with the above.

**11.3 - Nominating Committee** - The Nominating Committee consists of the Board of Directors and the duly appointed Assistant Secretaries representing the Lodges within the jurisdiction. The Nominating Committee shall meet at the call of the President, at least forty-five (45) days prior to the Annual Celebration scheduled between March 1 - April 30 of each year, to select candidates for the Board of Directors. The Secretary shall advise each member of the Nominating committee of the date of the Nominating Committee meeting at least thirty (30) days in advance. A Moose Legionnaire wishing to be considered for nomination shall submit his name in writing to a member of the committee prior to the scheduled Nominating Committee meeting. The Nominating Committee shall consider all eligible members and nominate one (1) or more candidates for each office to be filled. Those considered for nomination shall be qualified for election as specified in this Code of Rules. A written slate of candidates for election shall be presented to the membership a minimum of thirty (30) days prior to the election.

**11.4 - Campaigning for Office** - The printing, circulating or distribution of resolutions, letters, tickets, other written or printed matters, or through any electronic media by a Moose Legionnaire 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 International Moose Legion Director may declare the election of such office or officer void and order a new election, and with the approval of the General Governor, may suspend the offending member or members from the Moose Legion.

**11.5 - Election Committee** - The President shall appoint an Election Committee of three (3) active status Moose Legionnaires who are not members of the Board of Directors or candidates for elected office. The committee shall conduct the election, pass on all questions concerning the election, count the ballots and report the results of the election to the Moose Legion. Each member of the committee shall sign the report and the report shall be attached to the Moose Legion minutes. If a written challenge is made to a member of the Election Committee within forty-eight (48) hours of the closing of the election, the Election Committee shall impound the ballots pending final determination by the Election Committee, or by any appellate officer or tribunal.

**11.6 - Voting** - Only active status Moose Legionnaires from Lodges within the Moose Legion jurisdiction are eligible to vote



for the election of the Board of Directors. The Secretary shall prepare official ballots listing all names submitted by the Nominating Committee. Balloting shall be conducted in conformity with the laws of Moose International. The candidate for each office receiving a majority (two (2) or less candidates) or a plurality (three (3) or more candidates) of “yes” votes cast shall be declared elected. “No” votes are not counted. If there is only one (1) candidate for each office, the Moose Legion may dispense with the paper ballot and conduct the election by using the voting sign of the Moose Legion. No absentee ballot or proxy vote shall be allowed. No Australian ballot shall be permitted. Voting shall take place during the actual hours of the general membership meeting portion of the Annual Celebration.

**11.7 - Eligibility of Officers** – The following eligibility rules apply to all Moose Legions except those newly instituted:

- a. A Moose Legionnaire is eligible for an elected office after he has been a member of that Moose Legion for a period of six (6) months. He must also have successfully completed an authorized Moose Legion Educational Conference (MLEC) within three (3) years prior to assuming office or within 60 days after taking office. The International Moose Legion Director may issue a dispensation waiving one or both of these requirements.
- b. A Moose Legionnaire is eligible for the office of President after he has completed at least one (1) year in another elected office of the Moose Legion in which he seeks office. For compelling reasons, the International Moose Legion Director may issue a dispensation waiving this requirement.
- c. A former Past North Moose/Past Moose Legion President may be eligible for nomination to an elected office in his Moose Legion. However, to be eligible for the office of President, he must again serve one-year in another elected office in that jurisdiction, and meet all other qualifications in 11.7 (b).
- d. A member may not hold more than one (1) elected office within a Moose Legion jurisdiction. A member is not eligible to hold office again for a three (3) year period if (1.) Removed from office per Chapter 11.9 - Vacancy or (2.) who resigns at the request of the International Moose Legion Director. This action can only be reversed with a written dispensation and approval by the International Moose Legion Director.

- e. A member under suspension because of charges preferred against him is eligible as a candidate for election to office, but if found guilty of a charge affecting his membership, the office shall be declared vacant.
- f. A member must be bonded under the supervision of Moose International in amounts as it shall determine. The Moose Legion shall pay the premium for all bonds.

**11.8 - Installation** - The Junior Past President is the installing officer of his Moose Legion. He shall install all duly elected officers at the Annual Celebration or at a special installation ceremony approved by the Board of Directors to be held prior to May 1. Provided the Moose Legion is in Good Standing status with Moose International, the installed officers shall take office May 1. If for any reason the Junior Past President cannot act, any Past Moose Legion President may conduct the installation ceremony.

**11.9 - Vacancy** - With approval of the Board of Directors, the President (or qualified presiding officer), may declare an office vacant when:

- a. An elected Director is absent from two (2) consecutive Board of Director's meetings and/or a combination of one (1) Celebration and one (1) Board meeting without being excused by the President or presiding officer.
- b. The Board member is not in active status with his Lodge or Moose Legion.
- c. The Board member's lodge is not in Good Standing status with its association or Moose International.
- d. A member of the Board fails to perform his duties as described in the Code of Rules.
- e. If the President of the Moose Legion fails to perform his duties under any or all of the items listed above, the Jr. Past President may declare his office vacant with approval of the Board and order the vacancy filled as provided by the Code of Rules. If the Jr. Past President is not in active status, the Fraternal Director performs this duty.

All actions that involve declaring an office vacant or removal of an elected official, require the action be recorded in the meeting minutes and are to be read on the floor at the next Moose Legion General Business meeting.

The International Moose Legion Director may declare any

office vacant for a violation of the General Laws, and/or the Moose Legion Code of Rules, or policies of Moose International and appoint a qualified member of the Moose Legion to fill the vacancy created.

**11.10 - Appointments** – Following the annual election of the Board of Directors, if a vacancy occurs in any elective office other than President or Secretary, the office shall be filled by appointment of a qualified Moose Legionnaire by the Board of Directors. If a vacancy occurs in the office of President, the Vice-President shall assume the office as Acting President for the remainder of the term or until another Director is selected by the Board. Immediately upon a vacancy in the office of Secretary, the Board of Directors may appoint an Acting Secretary to serve for a period of time not to exceed six (6) months or until the next annual or special election, whichever shall first occur. The Financial Director shall serve as Acting Secretary on an interim basis until an Acting Secretary is appointed, but in no case for a period of time exceeding six (6) months.

For good cause shown, the International Moose Legion Director may issue a dispensation waiving any election and authorize one or more offices be filled by appointment.

**11.11 - Removal of Directors** - When a named Moose Legion becomes dormant through lack of proper cooperation and/or leadership of its Directors, the International Moose Legion Director may, with the approval of the International Moose Legion Council, remove the Directors individually or collectively and replace them with qualified members of the Moose Legion.

A Moose Legion not providing qualified Moose Legionnaires for elective office may have its charter merged, suspended or revoked by the International Moose Legion Director, with approval of the International Moose Legion Council.

**11.12 - Removal of Secretary** - The Board of Directors may, by unanimous vote, remove the Secretary for unsatisfactory service. This decision must be approved by the membership of the Moose Legion jurisdiction. The International Moose Legion Director could reverse the decision if the reason for removal is not valid or unwarranted.

**11.13 - Bonding** - The Board of Directors, all Assistant Secretaries, all clerical help, and all others required by Moose

International shall be bonded under the supervision of Moose International.

**11.14 - Compensation** - Except the Secretary as legally authorized, no member of the Board of Directors shall, directly or indirectly, receive any wage, gratuity or other form of monetary remuneration for his services as a member of the Board of Directors.

## **CHAPTER 12 PRESIDENT**

**12.1 - To Preside** - The President shall preside at all meetings of the Moose Legion. He shall preserve order, apply and enforce all rules and regulations and impose reasonable fines upon members for offenses or misconduct committed in his presence while the Moose Legion is in session. All fines collected shall be deposited in the Moose Legion general fund and classified as 'Endowment Fund'. He may direct the Secretary to drop from the rolls any member who has neglected to pay a fine, charge or other lawful obligation due the Moose Legion 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 Legion to drop him if the obligation is not paid.

**12.2 - Parliamentary Questions** - The President shall decide all parliamentary questions, which may arise in the Moose Legion subject to appeal. The current edition of Robert's Rules of Order shall govern all proceedings, except as otherwise provided.

**12.3 - Representative** - In addition to the Secretary, he should be one of two official representatives to the annual International Moose Legion Conference.

**12.4 - Appoint Officers and Committees** - The President shall appoint a Sergeant-at-Arms and Assistants as needed to serve at his pleasure. The President shall appoint the chairman of all committees as required. Committee terms coincide with the President's term of office. With the exception of the Auditing Committee, he shall be a member of all standing committees and may require reports from all committees and all officers.

**12.5 - Count Votes** - The President and the Junior Past President shall count all votes cast except election ballots. The

President shall vote last to cast the deciding vote upon all questions as provided by Robert's Rules of Order, except in the election of officers and alternate representatives. The President may vote to create a tie or break a tie.

**12.6 - Funds Deposited and Sign Checks** – The President, along with the Secretary and Financial Director, is responsible for the safekeeping of all securities and valuable papers. At least two (2) signatures shall be necessary on each check; one shall be that of the Secretary and the other shall be that of the President or Financial Director. He shall sign all other documents requiring his signature. He shall see that all funds of the Moose Legion are deposited in the bank in the name of the Moose Legion, and that a certified deposit slip is given to the Financial Director for every deposit. He shall periodically examine all books, records and documents of all officers of the Moose Legion for the protection of the funds of the Moose Legion. He may call for a special audit, if determined necessary by the Board of Directors.

**12.7 - Lodge Moose Legion Committee** - He shall have responsibility for an active Moose Legion Committee in each Lodge within the jurisdiction and shall ensure that each Lodge Moose Legion Committee meeting is attended at least once by either himself or a member of the Board of Directors during his term of office. He will have the sole responsibility of delegating which Lodge Moose Legion Committee meetings are attended by himself or another member of the Board of Directors as established during a planning meeting by the entire Board of Directors.

He will concentrate on those Lodges who do not currently have an active Moose Legion Committee by having a meeting, including either himself or a representative from the Board of Directors with the Lodge Board of Officers. Through instruction and encouragement, he shall ensure activities are being held for Moose Legionnaires and their families on a regular basis at the Lodge level.

He shall encourage participation in Moose Legion Celebrations and other jurisdiction activities. He shall properly complete and compile each Lodge Visitation Report on his own visitations or visitations by a member of the Board of Directors that has been forwarded to him and send the report to the International Moose Legion Ambassador on the form required by the International Moose Legion.

**12.8 - General Duties** - He shall perform all other duties required of him by the Moose Legion Code of Rules, the Ritual of the International Moose Legion, the Moose Legion Council and the International Moose Legion office.

**12.9 - 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 Moose Legion, unless the member has received a special dispensation from the General Governor allowing him to retain his membership.

The Moose Legion 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.

**12.10 - Vacancy** - If a vacancy occurs in the office of President, the Vice-President shall become the Acting President. He shall perform the duties and responsibilities related to this office until a new President is appointed or the term ends. If the vacancy occurs prior to November 1 and the Acting President completes the term, he will be considered a Past Moose Legion President.

## **CHAPTER 13 SECRETARY**

**13.1 - Training Requirements** - Either an Acting or an elected Secretary is a member of the Board of Directors. An elected Secretary shall attend and successfully complete an authorized Moose Legion Secretary's Educational Conference (SEC) within one (1) year of his election. To remain compliant, he shall complete both an MLEC and SEC at least every three (3) years thereafter.

An elected Secretary shall serve for a term of satisfactory service as determined by the Board of Directors and the Moose

Legion. Unsatisfactory service shall include, but not be limited to the following: failure to submit required reports, respond to correspondence, remit required funds to the International Moose Legion Office, or attend required training.

**13.2 - Representative** - In addition to the President, he should be one of two official representatives to the annual International Moose Legion Conference.

**13.3 - Sign Checks** - He shall sign all checks approved by the Board of Directors. At least two (2) signatures shall be necessary on each check. One signature shall be that of the Secretary and the other signature shall be that of the President or Financial Director. Signature stamps are prohibited. Checks shall not be signed unless the payee's name is on the check.

**13.4 - Keep Financial Accounts** - The Secretary shall keep accurate financial records of all funds or accounts of the Moose Legion in books and/or computers, as required by the International Moose Legion. He shall receive all funds from all sources and issue a receipt, except as otherwise required by law. He shall deposit all funds received into the bank(s) designated by the Moose Legion. He shall make a deposit slip for each transaction in triplicate, leaving one (1) deposit slip with the bank, retaining one (1) for his records and giving the other to the Financial Director. At each Moose Legion Celebration and Board of Directors' meeting, he shall read a detailed financial report. The Secretary shall, within the times specified, report to Moose International all requested financial information in the manner prescribed by Moose International.

**13.5 - Membership Records** - The Secretary shall keep in books or on computers, as Moose International may require, true and accurate accounts between the Moose Legion and each member thereof. He shall preserve and file all official applications for membership as part of the permanent records of the Moose Legion. He shall report all membership information as required by Moose International. At each Moose Legion Celebration and Board of Directors' meeting, he shall read a detailed membership report.

The Secretary shall, within the times specified, report to Moose International all requested membership information in the manner prescribed by Moose International. He shall provide such

other information as requested by Moose International to allow for dues renewal notices to be timely sent by Moose International to members in advance of their expiration date. The dues renewal notice shall state the amount of annual dues required to maintain the member's active status. He may, following fifteen (15) days from the expiration of the dues, read in an open Moose Legion meeting the names of all members who are in arrears.

**13.6 - 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 Legion 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.

**13.7 - Keep Securities** - The Secretary, President and Financial Director shall be responsible for the safekeeping of all securities and valuable papers of the Moose Legion.

**13.8 - Financial Reports** - For the purpose of making financial reports to Moose International, the Secretary shall close his books and/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 and transmit a monthly financial report to 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.

**13.9 - Furnish Information to Moose International** - Immediately upon receipt of a request from the International Moose Legion, the Secretary shall furnish to Moose International a complete list of names and addresses of all members of the Moose Legion, including their conferral date, dues expiration date and other information requested.

**13.10 - Signing Documents** - The Secretary and the President shall sign all authorized documents. The Secretary may sign all other authorized documents, receipts, certificates, communications, reports, and other papers, and may affix the seal of the Moose Legion if necessary. After proper approval, the



Secretary and President (or such other officer who presides over a particular meeting) shall date and sign all meeting minutes.

**13.11 - General Duties** - He shall accurately record and maintain the minutes of all Moose Legion meetings, Board of Directors meetings, Celebrations and other required meetings. A copy of all meeting minutes shall be forwarded to the Assistant Secretary in each lodge within fifteen (15) days following a scheduled meeting. He shall at the next meeting after receipt, read all reports, bulletins, applications and other communications to the Board of Directors and/or Moose Legion as appropriate, and conduct correspondence as necessary or directed by the Moose Legion, and preserve copies thereof.

He shall perform all duties required of him by the Code of Rules and Ritual of the International Moose Legion. The Secretary shall be the Secretary of the Corporation. He shall have custody of the Moose Legion seal and perform all duties customary and proper to the office. He shall use diligence in the collection of dues from all members.

A Moose Legion member may in writing request an appointment with the Secretary to view Moose Legion financial records and minutes. Within twenty one (21) days from the receipt of the written request, the Secretary shall allow an active status member of the Moose Legion to view (but not copy or remove) Moose Legion financial records and minutes.

Within ten (10) days of vacating his office, he shall deliver to his successor in office, all books, papers and other property of the Moose Legion, which may be in his possession.

**13.12 - Compensation** - As compensation for his services, he may receive reasonable compensation as determined by the Board of Directors and the Moose Legion membership. The compensation may be paid quarterly and reported on the financial reports to Moose International. All required federal, state, provincial and local taxes will be withheld and remitted to the proper government department. Compensation shall be paid or waived, but may not be accrued. Compensation listed in a report to Moose International and not paid to the Secretary for the reporting period shall automatically be waived or forfeited upon the filing of the next required report.

Payment of expenses in lieu of compensation is prohibited. Office rents, utility charges or other charges connected with the

maintenance of a Moose Legion office is prohibited unless approved by the International Moose Legion. He may be reimbursed for actual long distance telephone charges made in connection with his official office. Travel expenses may be paid according to the provisions of Chapter 20.

**13.13 - Celebrations** - The Secretary shall have overall responsibility for the planning and coordination of all Celebrations and meetings of the Moose Legion. He shall prepare and mail a Celebration program to each Lodge in the jurisdiction a minimum of thirty (30) days in advance of the Celebration date. The Secretary shall negotiate with Lodges hosting Celebrations and Board of Directors' meetings and establish programs for each event.

**13.14 - Appoint Assistants** - The Secretary shall appoint an Assistant Secretary in each Lodge within the Moose Legion jurisdiction.

**13.15 - Clerical** - The Secretary may employ clerical help who may attend any Moose Legion meeting for the purpose of taking minutes. Wages paid to clerical help shall be determined and approved by the Board of Directors and the Moose Legion. All wages paid are subject to required federal, state, provincial and local taxes.

## **CHAPTER 14 VICE-PRESIDENT**

**14.1 - General Duties** - He is a member of the Board of Directors. He presides in the absence of the President, assists the President in preserving order and decorum and performs all other duties required of him by the Code of Rules and Ritual of the International Moose Legion.

**14.2 - Membership Building Committee Chairman** - He is chairman of the Membership Building Committee. He selects the members of the committee who shall be responsible for membership promotion and quarterly membership campaigns. Five (\$5.00) dollars from each application shall be used toward sponsor recognition and membership promotion. The International Moose Legion may require the entire application fee be forwarded to the International Moose Legion should proper

use of fees and promotion not be utilized. The goal of this committee is to increase the members on the rolls.

**14.3 - Vacancy** - If a vacancy occurs in the office of President, he shall assume the office in an acting capacity, with full authority to perform the duties and the responsibilities of the President.

## **CHAPTER 15 CHAPLAIN**

**15.1 - General Duties** - He is a member of the Board of Directors. He shall perform all duties required of him by the Code of Rules and Ritual of the International Moose Legion. The Chaplain shall deliver all prayers as required.

**15.2 - Publicity and Member Relations Committee Chairman** - The Chaplain is chairman of the Publicity and Member Relations Committee and selects the committee members. The committee is responsible for advertisement, publicity and communications with the membership on a quarterly basis. The committee is also responsible for 'Fun and Frolic', which is the planning and execution of activities and entertainment and for encouraging active participation of all Moose Legionnaires and their families at Celebrations.

**15.3 - Sickness and Distress** - He shall contact the sick, disabled and distressed and make a full report to the Moose Legion at each meeting.

**15.4 - Auditing Committee** - The Chaplain is a member of the Auditing Committee, but shall not serve as its Chairman.

## **CHAPTER 16 FINANCIAL DIRECTOR**

**16.1 - General Duties** - He is a member of the Board of Directors. He shall perform all duties required of him by the Code of Rules and Ritual of the International Moose Legion.

**16.2 - Custodian of Securities** - The Financial Director, Secretary and President shall be responsible for the safekeeping of all securities and valuable papers. The Financial Director shall receive a duplicate deposit slip from the Secretary showing all funds deposited and credited to the Moose Legion. He shall

initial the duplicate deposit slip retained by the Secretary.

**16.3 - Sign Checks** - At least two (2) signatures shall be necessary on each check; one signature shall be that of the Secretary and the other signature shall be that of the President or Financial Director.

**16.4 - Examine Bills** - He and the Fraternal Director shall examine all bills, except recurrent overhead items, and report to the Board of Directors their recommendation as to payment.

**16.5 - Fundraising Committee Chairman** - The Financial Director is chairman of the Fundraising Committee. He selects the committee members who will be responsible for raising funds for Mooseheart, Moosehaven, Camp Ross and other various projects designated during his term. The committee's goal is to increase the assets of the Moose Legion.

**16.6 - Collect Funds** - The Financial Director shall collect and classify all funds, except dues and fees, received during a Celebration or meeting, deliver all funds to the Secretary at the conclusion of the meeting and obtain a receipt for all funds collected. A receipt shall be retained with his records.

**16.7 - Vacancy in the Office of Secretary** - If a vacancy occurs in the office of Secretary, the Financial Director shall assume the duties of Secretary, until another Secretary is appointed or elected in accordance with the Code of Rules.

**16.8 - Successor** - He shall, within ten (10) days of leaving office, deliver to his successor all funds, books, papers and other property of the Moose Legion in his possession.

## **CHAPTER 17 FRATERNAL DIRECTOR**

**17.1 - General Duties** - He is a member of the Board of Directors. In the absence of the President and Vice-President, he shall preside at all meetings of the Moose Legion. He shall perform all duties required of him by the Code of Rules and Ritual of the International Moose Legion.

**17.2 - Fraternal Operations Committee Chairman** - He is Chairman of the Fraternal Operations Committee and selects the members of this committee. The committee is responsible for

collecting the Mooseheart/Moosehaven Endowment Fund at all meetings and performing the Legacy of the Moose or Golden Ball Ceremony on an annual basis.

**17.3 - Examine Bills** - He and the Financial Director shall examine all bills, except recurrent overhead items, and report their recommendations as to payment to the Board of Directors.

**17.4 - Ritual** - The ritual of the Moose Legion is under the direction of the Fraternal Director. He shall ensure that the principles, goals and ideals of the Degree of Service are exemplified in rituals prepared and approved by the International Moose Legion Council. These rituals shall be used in various ceremonies and the conferral of members into the Degree of Service. Along with the ritual team, he shall raise funds for International Competition.

## **CHAPTER 18**

### **JUNIOR PAST PRESIDENT**

**18.1 - Condition** - The retiring President serves as the Junior Past President, provided he completed the term for which he was elected or appointed as President, and the term commenced prior to November 1 of the preceding year. If the retiring President is unavailable to serve, or is not qualified to serve, the next Past President, in order of juniority by service, shall serve. Past President is a condition, not an office, and remains with the member so long as he continues his active status in the Order and Moose Legion.

**18.2 - General Duties** - He is a member of the Board of Directors and shall perform all other duties required of him by the Code of Rules and Ritual of the International Moose Legion..

**18.3 - Membership Retention Committee Chairman** - He is the Chairman of the Membership Retention Committee and selects the members of the committee. The committee is responsible for increasing the active status members on the Moose Legion rolls.

**18.4 - Educational Responsibility** - It shall be a condition of his office on the Board of Directors, that he maintains his MLEC certification until he leaves the Board of Directors.

**18.5 - Other Duties** - He shall be the installing officer of

his Moose Legion. In the absence of the President, Vice-President and Fraternal Director, he shall preside over the deliberations of his Moose Legion.

## **CHAPTER 19**

### **APPOINTED OFFICERS**

**19.1 - Sergeant-at-Arms** - He is appointed by the President to serve a term coinciding with that of the President. He shall have charge of all the properties and paraphernalia of the Moose Legion not otherwise provided for. He shall perform all duties required of him by the President and all other duties required of him in the Code of Rules and Ritual of the International Moose Legion.

**19.2 - Assistant Sergeant-at-Arms** – Assistant Sergeant-at-Arms are appointed by the President to serve during his term as President. The Assistant(s) is/are positioned at the entrance to the meeting room and shall perform all other duties required of him/them by the Code of Rules and Ritual of the International Moose Legion.

**19.3 - Assistant Secretaries** - The Secretary shall appoint a qualified Moose Legionnaire in each lodge in the jurisdiction to serve as Assistant Secretary for a term of satisfactory service. The duties and responsibilities of an Assistant Secretary are:

- a. He shall be the Secretary of the Lodge Moose Legion Activities Committee during the term of his appointment..
- b. He shall accurately maintain the minutes of all Lodge Moose Legion Committee meetings. He shall read all reports, bulletins, petitions and other communications at the committee meetings. He shall also keep accurate financial records for the committee.
- c. He shall be responsible to the Moose Legion Secretary and promote all the programs of the International Moose Legion and the named Moose Legion jurisdiction.
- d. He shall assist in membership building by collecting new and former member applications and delivering them to the Secretary for processing.
- e. He shall assist in the retention of Moose Legionnaires by collecting dues, reinstatement applications and deliver them to the Secretary.
- f. He shall remit all Lodge Moose Legion Committee Endowment Fund collections to the Moose Legion Secretary.

- g. He shall submit periodic reports of the activities of his Lodge Moose Legion Committee to the Secretary.
- h. He shall advise the Secretary when Moose Legionnaires are dropped from the Lodge rolls.
- i. He shall be responsible for collecting activity funds during the Lodge Moose Legion Committee meetings and activities and remitting these funds to the Lodge Administrator.
- j. He shall be a voting member of the Nominating Committee within the Moose Legion jurisdiction.
- k. He shall not receive any compensation for services rendered or reimbursement for travel or other expenses incurred.
- l. He shall deliver to his successor in office, all books, papers and other property of the Moose Legion in his possession within ten (10) days of vacating his office.
- m. Due to the nature and numerous duties of this position, it is highly recommended that the Assistant Secretary attend MLEC Training periodically.

## **CHAPTER 20**

### **TRAVEL EXPENSES**

**20.1 - Travel Expenses** - Necessary and approved travel on behalf of the Moose Legion may be eligible for reimbursement with approval of the Board of Directors, subject to the following provisions:

- a. The President and Secretary of a Moose Legion shall be eligible for reimbursement of necessary and approved travel on behalf of the Moose Legion.
- b. The named representatives to the Annual International Moose Legion Conference, Association annual meeting and Mid-Year Conference, All-State/Provincial Celebration and the Annual International Moose Convention shall be eligible for reimbursement of necessary travel, lodging and per diem.
- c. Reimbursement for attendance at the following functions is prohibited: Quarterly Celebrations of the jurisdiction, Board of Directors' meetings and social activities.
- d. Reimbursement for overnight lodging is prohibited if provided on a complimentary basis.
- e. No expenses shall be paid or reimbursed if provided by another unit of the fraternity.
- f. Those approved for registration and attendance at

scheduled educational conferences shall be eligible for reimbursement of necessary travel expenses.

- g. Reimbursement for travel expenses when authorize shall be as follows:
- 1) The per diem shall be thirty (\$30.00) dollars per day of actual overnight attendance, in line with the travel policy of Moose International, or in an amount not to exceed that which is permitted by governmental guidelines.
  - 2) Per diem shall be paid for overnight stay for each day in actual attendance and each overnight stay per day of necessary travel.
  - 3) Travel mileage reimbursement shall be forty-five (\$45) cents per mile, or coach airfare, whichever is less, in line with the travel policy of Moose International, or in such amount not to exceed that which is permitted by governmental guidelines.
  - 4) Other modes of travel are reimbursed at actual cost or coach airfare, whichever is less.

## **CHAPTER 21 COMMITTEES**

**21.1 - Meetings** - Each committee chairman shall call a meeting of his committee during every scheduled Celebration. Each chairman shall submit a written report to the Board of Directors and give an oral report to the membership.

**21.2 - Standing Committees** – The standing committees of a Moose Legion are as follows:

- a. Membership Building - Chaired by the Vice-President
- b. Publicity and Member Relations - Chaired by the Chaplain
- c. Fundraising - Chaired by the Financial Director
- d. Fraternal Operations - Chaired by the Fraternal Director
- e. Membership Retention - Chaired by the Junior Past President
- f. Auditing - Chaired by an active status Moose Legionnaire appointed by the President

**21.3 - Special Committees** - The President may create special committees for the welfare and progress of the Moose Legion. These committees shall be approved by the Board of



Directors and shall exist for a specific purpose and time. Special committees shall automatically dissolve at the conclusion of their specific assignment or at the conclusion of the President's term, whichever occurs first.

**21.4 - Advisory Committee** - An Advisory Committee may be appointed by the President and is composed of five (5) Past Presidents in order of juniority. The most junior Past President shall serve as chairman. The Advisory Committee shall serve at the pleasure of the President, but only in an advisory capacity. At the request of the President, the committee shall review and update policy and act on any grievances.

**21.5- Committee Expenses** - All committees of the Moose Legion shall be self-sufficient and responsible for raising any funds needed by the committee. All funds raised shall be turned over to the Secretary for deposit into the general fund, to the credit of the Moose Legion, and designated for the operations and use of that committee.

## **CHAPTER 22**

### **AUDITING COMMITTEE**

**22.1 - Appoint Auditing Committee** - At the first regular meeting after being installed, the President shall appoint two (2) active status members, one of whom shall be chairman, to serve on the Auditing Committee. The Chaplain shall be the third member of the committee. No other member of the Board of Directors shall be a member of this Committee. The President shall demand and receive from the Board of Directors and each Committee Chairman of the Moose Legion, all stocks, bonds, notes, accounts and records of the Moose Legion required by the Auditing Committee to make a full and correct report.

**22.2 - Duties** - The Auditing Committee shall bi-annually review the membership records and monthly financial reports of the Moose Legion as prepared by the Secretary. Any unresolved questions raised by the Auditing Committee shall be submitted with the report to the International Moose Legion Department.

The committee shall make a special audit of the books and records of the Secretary if requested by the Board of Directors. The Secretary shall deliver to the Auditing Committee all necessary records to prepare the special audit. If the Secretary refuses to

comply with the demands of the Board of Directors, the President shall suspend the Secretary from office and the Financial Director shall serve as Acting Secretary until an investigation is completed. Upon suspension of the Secretary, the President shall immediately contact the International Moose Legion Department.

## **CHAPTER 23 DISCIPLINARY PROCEEDINGS**

**23.1 - Duty to Prefer Charges** - It shall be the duty of every member who has knowledge or information that any member has violated or is violating the Moose Legion Code of Rules to prefer charges against the member before the proper officer or tribunal.

**23.2 - Submission of Charges** - Any Moose Legion member desiring to prefer disciplinary charges against another Moose Legion member shall submit written charges to the President of the Moose Legion using the approved form provided by the General Governor's office.

**23.3 - Procedures** - The procedures for processing disciplinary charges shall be as set out in the General Laws of the Order beginning with Chapter 56. Any questions or conflicts shall be submitted to the General Governor whose decision shall be binding.

## **CHAPTER 24 MEETINGS**

**24.1 - Board of Director Meetings** - The Board of Directors shall meet at least once each quarter, or more often if deemed necessary. All new business must be referred to the Board of Directors in writing. The Board of Directors shall investigate all new and former applicants for membership, reinstatement or transfer. Each application will be approved or rejected by a simple majority vote. The Board of Directors shall examine and approve or disapprove by majority vote, all bills received for payment. Except for confidential matters, the Board of Directors shall make a full and complete report of each board meeting to the general membership at each scheduled Celebration.

**24.2 - General Membership Meetings** - All scheduled Celebrations shall include a general membership meeting where

Moose Legionnaires will vote on the Board of Director's meeting minutes to approve or disapprove the actions of the Board.

**24.3 - Quorum** - Four (4) members shall constitute a quorum for any meeting of the Board of Directors. Seven (7) duly qualified Moose Legionnaires shall constitute a quorum for transaction of ordinary business at a general membership meeting. No quorum shall be considered present unless the President, Vice-President, Fraternal Director, Junior Past President or any other Past President (in that order) is present to preside.

**24.4 - Celebrations** - Celebrations shall be held at least four (4) times a year, on a quarterly basis: one (1) of which shall be held during the period of March 1 - April 30 each year, designated as the Annual Celebration. Quarterly Celebrations shall be designated as Annual, Summer, Fall and Winter Celebrations. The Annual Celebration shall include an annual report of the Board of Directors, Election of Board of Directors, and any other official business. All attendees at scheduled Celebrations shall register and pay the required registration fee. All committees and the Board of Directors shall also meet at this time. Celebrations should include family activities for the Moose Legionnaire in active status and his family (those not currently eligible for membership in the Degree of Service) residing in his household. Conferral ceremonies for new Moose Legionnaires, conducted in accordance with the Code of Rules, are encouraged at any official meeting of the Moose Legion.

Other meetings (Council of Higher Degrees, District, etc.) may be held in conjunction with a Moose Legion Celebration, however they must not interfere with any scheduled Moose Legion activities.

**24.5 - Mini-Celebrations** - The Moose Legion may designate certain meetings to be Mini-Celebrations for the sole purpose of conferring candidates at the Lodge level. Requests for a designated Mini-Celebration shall be made in writing to the President for approval. A qualified Ritual Staff shall be in attendance and perform the current conferral ceremony.

A Mini-Celebration shall be witnessed by any two of the following group: a member of the board of Directors, Assistant Secretary of the Lodge, Area Manager, Ambassador, or a Past International President. The posted Mini-Celebration form must be used and returned to the Jurisdiction Secretary for proper

credit. A Mini-Celebration shall not count as one of the required four (4) Celebrations each year.

**24.6 - All-State/Provincial Celebrations** - All Moose Legions within a territory, state or province, shall be authorized, and encouraged to hold annual gatherings. When such annual meetings are to be held, a special committee comprised of the President(s), Secretary(s) and International Moose Legion Ambassador(s) shall formulate plans, programs and establish guidelines for the meeting. Authority and control for the annual meeting shall be vested in this special Committee. Any published guidelines shall not be in conflict with this Code of Rules or the General Laws of the Order, and must first be approved by the International Moose Legion Director before they shall become effective. All State or Provincial wide meetings shall be referred to as an All-State or All-Provincial Celebration, and all funds received and/or disbursed shall be handled through the regular books and accounts of the designated host Moose Legion. No other accounts shall be authorized or established.

**24.7 - Admission to Meetings, Celebrations or Activities** - With the exception of qualified Moose members who have submitted an application for membership and are appearing for conferral during that Celebration, Moose members who are not active status Moose Legionnaires shall not attend business sessions or social functions of the Moose Legion. A woman accompanying an active status Moose Legionnaire may attend Moose Legion Celebrations and Lodge Moose Legion Committee social functions. They may be present during the Conferral Ceremony, but may not attend any Moose Legion business sessions.

**24.8 - Fun Sessions** – All Moose Legion meetings, including Board of Directors meetings, shall be conducted with true gentlemanly decorum. Vulgar, profane and indecent conduct or language is absolutely prohibited. Entertainment, or other actions of a Moose Legion or Moose Legionnaire, shall at all times be moral, tasteful, and not personally degrading or offensive to any individual in attendance. It is the duty of the President, with approval of the Board of Directors, to see that any entertainment given by a Moose Legion is not injurious to any member, family or guest, or the welfare of any Lodge of the Loyal Order of Moose. Cooperation with Lodges of the Loyal Order of Moose is urged when scheduling entertainment for a Celebration

or meeting. The Advisory Committee shall act upon any violations of this section.

**24.9 - Smoking & Consumption of Alcoholic Beverages -** Smoking and consumption of alcoholic beverages are absolutely prohibited at any Moose Legion meeting. It shall be the responsibility of the Board of Directors to advise all Moose Legionnaires and officers of the host Lodge that smoking and consumption of alcoholic beverages shall not be allowed in any meeting of the Moose Legion.

**24.10 - Hospitality Rooms -** The Board of Directors of each Moose Legion shall notify all Moose Legionnaires and Moose Lodges within the jurisdiction that all ‘hospitality rooms’ sponsored by a Moose Lodge, Moose Legion Committee, or other unit of the Order, during a scheduled Celebration, shall be closed during all formal meetings of the Moose Legion. The Board of Directors shall enforce the provisions of this section at all times.

**24.11 - 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.

## **CHAPTER 25 LODGE MOOSE LEGION COMMITTEE**

**25.1 - Composition -** The Lodge Moose Legion Committee is a standing committee of the Lodge and is responsible to the Lodge and its officers. It is comprised of all active status Moose Legionnaires.

**25.2 – Purpose -** The purposes of this committee are:

- a. Provide service and leadership for the Lodge, its officers and members and promote harmony therein.
- b. Promote a program of wholesome social activities and fellowship for Moose Legionnaires and their families within the Lodge between Moose Legion Celebrations.
- c. Stimulate membership growth in both the Lodge and Moose Legion.

**25.3 - Operation -** One (1) official meeting per month is required with a social activity scheduled in conjunction with this meeting. The officers are the Chairman, who is appointed by the

Lodge Governor; an Assistant Secretary, who is appointed by the Moose Legion Secretary to serve the committee as Secretary; and a Vice Chairman, who is elected annually in April by the committee members.

**25.4 - Committee Funds** - Planned activities, fund raising and fund usage is subject to the approval of the Lodge Board of Officers and Lodge membership. Activity funds are deposited into the Lodge General Fund and credited to this committee. Committee funds, if authorized by the General Governor, may be deposited in a savings account as authorized by the General Laws of the Order. Moose Legion Committee Endowment fund collections, and new Moose Legion membership fees and dues are deposited with the Moose Legion Secretary.

**25.5 - Conferral of Members** - Conferral of new Moose Legionnaires may be done at quarterly Moose Legion Celebrations, at Mini-Celebrations within the Lodge or as otherwise provided in the Code of Rules or by Moose International. The Committee's goal is to have every qualified Lodge member join the Degree of Service.

## **CHAPTER 26**

### **INVESTIGATIONS, AUTHORITY AND COSTS**

**26.1 - Failure to File Reports or Pay Sums Owed** - When required reports, and/or funds owed have not been received by the International Moose Legion Director within thirty (30) days from the required date, he may in person, or by named designate, make an investigation, call special meetings, or make an audit of the defaulting Moose Legion. He, or his designate, shall demand immediate payment of all accounts due and shall cause all delinquent reports to be made. He shall have power to demand and receive at any time from any Moose Legion, or any officer or member, all papers, books, records, files or evidence of indebtedness or other property for the purpose of fully inspecting and auditing the accounts and affairs of the Moose Legion. Upon demand, each officer or member thereof shall immediately deliver to the International Moose Legion Director or his designate all books, records, files and papers of the Moose Legion.

**26.2 - Failure to Deliver Books and Records** - If any officer or member of a Moose Legion shall fail to deliver upon demand any papers, books, records, files, computer hardware, computer software, electronic files or any other requested item

to the International Moose Legion Director's authorized representative, they may be suspended from membership by the authorized representative, who shall communicate the reasons therefore immediately to the International Moose Legion Director. Any officer or member so suspended shall no longer perform the duties of any office or function in the Moose Legion, and the authorized representative shall immediately appoint a member or members of the Moose Legion to fill the office or offices until the suspension of the officer or member is approved or revoked or other final action taken.

**26.3 - Investigation Expenses** - The expenses of any investigation as authorized above shall be paid by the named Moose Legion.

## **CHAPTER 27 OFFICIAL APPAREL**

**27.1 - Moose Legion Blazer** - The official wearing apparel of the Moose Legionnaire is the maroon Moose Legion blazer with appropriate insignia and buttons, striped tie with insignia, white shirt, black trousers, black socks, and black shoes. This official regalia may be worn at all Moose functions. Moose Legionnaires who have advanced to the Fellowship or Pilgrim degrees are encouraged to wear the appropriate apparel of their respective degree when attending Moose Legion Celebrations, meetings and activities. The official apparel of the Moose Legion shall be available only through the Catalog Sales Department of Moose International, and any substitution shall be strictly prohibited.

**27.2 - Moose Legion Vest** - Moose Legionnaires and their ladies may wear a Moose Legion vest, which shall be of design and color as approved by the International Moose Legion Council.

## **CHAPTER 28 SPECIAL FUNDS**

**28.1 - Authority to Create** - By and with the approval of the Supreme Council, the International Moose Legion Council shall have the authority to add assessments or create special funds within the Moose Legion. All created funds shall be endorsed and supported by all Moose Legions and/or Moose Legionnaires. Total funds collected shall be turned over to the International Moose Legion.

**28.2 - Mooseheart/Moosehaven Endowment Fund** - The Fraternal Director shall organize a committee responsible for the promotion and collection of an endowment fund at each session of Celebrations or meetings. An endowment fund shall be collected at each meeting of a Lodge Moose Legion Committee. The duly appointed Assistant Secretary shall submit all funds collected to the respective Moose Legion Secretary. The funds shall be deposited in the general fund of the Moose Legion to the credit of the Endowment Fund. All funds collected in the name of the Endowment Fund shall immediately be remitted to Moose Charities.

Each Moose Legion shall promote and conduct the 'Legacy of the Moose' or 'Golden Ball' ceremony on an annual basis, with all proceeds going to the Endowment Fund.

**28.3 - Moosehaven Senior Medical Fund** - The Moosehaven Senior's Medical Fund is a continuous and special project of each Moose Legionnaire. An annual assessment is included in the annual per capita payment. The funds are transferred directly to the Moosehaven Board of Directors, who shall apply these funds toward the expenses of medical costs for the senior residents at Moosehaven.

**28.4 - Mooseheart's Camp Ross** - The Moose Legions have accepted responsibility for the funding to maintain and expand the camping facilities and programs of Mooseheart's Camp Ross for the children of Mooseheart. An annual assessment is included in the annual per capita payment. The payment is transferred directly to the Mooseheart Board of Directors, who shall be charged with the responsibility of applying these funds toward the expenses of Camp Ross operations.

## **CHAPTER 29 DISPENSATION REQUIRED**

**29.1 - Expenditures** - All expenditures must be by official check, and only as authorized and lawful. Cash payments are strictly prohibited. Any purchase or lease of equipment, donations, borrowing of money, withdrawal or reduction of savings, encumbrance of assets and other transactions affecting the Moose Legion financial balance sheet shall require the written dispensation of the International Moose Legion Director. Purchases of equipment and donations in an amount of fifteen



hundred (\$1,500.00) dollars or less are excluded from this requirement. This provision shall not apply to payments made directly to the International Moose Legion or to Moose Charities for an approved program or project of the International Moose Legion.

**29.2 - Credit Card** – In accordance with the terms of a dispensation from the General Governor, a Moose Legion may have a credit card.

**29.3 - Fundraising Activities Involving Public** - It shall be unlawful for any Moose Legion to engage in any public enterprise for financial gain, except upon a dispensation from the General Governor of Moose International, and then only in conformity with such restrictions and conditions as he may impose. Failure to comply with the terms and conditions of a dispensation granted, shall subject the offending Moose Legion to disciplinary measures as the General Governor of Moose International shall determine, including suspension or revocation of the charter of the Moose Legion.

## **CHAPTER 30 MEDALS AND EMBLEMS**

**30.1 - Authorized Medallions** - The following medallions are authorized and supplied by the International Moose Legion for use or wear in the Moose Legion:

- a. Past International Moose Legion President (Past Grand North Moose) - A medallion suspended on purple neck ribbon, which may be worn at all Moose functions.
- b. International Moose Legion Council Member - A medallion suspended on purple neck ribbon, which shall be worn at all Moose functions.
- c. Ambassador - A medallion suspended on purple neck cord, which shall be worn at all Moose functions.
- d. Board of Directors - A medallion suspended on black neck cord purchased through Moose International Catalog Sales, which shall be worn during Celebrations and affairs of the Moose Legion in which they hold office.

A Moose Legionnaire shall only wear one (1) medallion at a time, with the highest office prevailing.

**30.2 - Authorized Medals** - A qualified Moose Legionnaire

is entitled to wear the following:

- a. Past President [Past North Moose] — A medal suspended on a purple ribbon and purchased through the Moose International Catalog Sales Department.
- b. International Ritual Champion — A medal suspended on a purple ribbon earned by placing 1st, 2nd or 3rd in an annual International Moose Legion Ritual Competition.
- c. Moose Legion Medal of Honor — A medal suspended on a red ribbon honoring the Moose Legionnaire for earning fifty (50) membership units.

All medals shall be worn on the left breast of a jacket or suit coat. When medals are worn on the official Moose Legion blazer or the blazer of any of the higher degrees, a maximum of three (3) are permitted, with the center medal directly below the left breast pocket patch. If multiple medals are worn all medals are to be in a horizontal line.

**30.3 – Lapel Pins** – Only one (1) lapel pin is permitted on Official Regalia. The pin shall be placed through the buttonhole on the left lapel. The recommended pins are the 25 Club pin, the current membership campaign pin or the corresponding degree lapel pin available from Moose International Catalog Sales.

## **CHAPTER 31 HONORARY TITLES**

**31.1 - Past International Moose Legion President** - The International Moose Legion Council, by unanimous vote and with the approval of the Supreme Council, may confer the honorary title of Past International Moose Legion President on a member of the Degree of Service, who in their opinion has rendered exceptional service and leadership to the degree. Once conferred, the Moose Legionnaire shall enjoy all rights and privileges conditional to this honor.

**31.2 - Past Moose Legion President** - The honor of Past Moose Legion President may be conferred upon an active status Moose Legionnaire in the following manner:

- a. A written resolution shall be filed with the Moose Legion of which he is a member, read by the Secretary in open session and recorded in the official meeting minutes.
- b. When adopted by the Moose Legion, the resolution shall

be signed by the President and Secretary, and sent to the International Moose Legion Office

- c. The resolution shall be submitted to the International Moose Legion Council for consideration at its next scheduled meeting.

Once earned or conferred, the Moose Legionnaire shall always carry the title of Past Moose Legion President and enjoy all rights and privileges associated with this honor as long as he remains in active status with his Lodge and Moose Legion.

## **CHAPTER 32**

### **ROBERT'S RULES OF ORDER**

The current edition of Robert's Rules of Order shall govern all proceedings of a Moose Legion, except as otherwise provided by the Laws of the Order and this Code of Rules.

## INDEX

	Section/Chapter
Active Status . . . . .	Forward
Admission to Meetings. . . . .	24.7
All-State Celebrations . . . . .	24.6
Ambassador . . . . .	3.3
Annual Conference (International). . . . .	4.2
Annual Dues. . . . .	7.3
Apparel . . . . .	27.1 – 27.2
Application Fee . . . . .	7.1
Application for Charter . . . . .	5.2
Application for Membership . . . . .	6.2
Appointed Officers . . . . .	12.4, 13.14, 19.1 – 19.3
Area Manager. . . . .	3.2
Assistant Sergeant-At-Arms. . . . .	19.2
Assistant Secretary . . . . .	13.14, 19.3
Auditing Committee. . . . .	15.4, 22.1 – 22.2
Board of Directors . . . . .	11.1
Bonding . . . . .	11.13
By-laws. . . . .	5.7
Camp Ross . . . . .	28.4
Campaigning for Office . . . . .	11.4
Celebrations . . . . .	13.13, 24.4 – 24.7
Chaplain . . . . .	15.1 – 15.4
Charter. . . . .	5.1 – 5.15
Colors. . . . .	Forward
Committees . . . . .	21.1 – 21.5
Compensation. . . . .	3.4, 11.14, 13.12
Conferences. . . . .	4.1 – 4.4
Conferral. . . . .	6.5
Corporate Officers . . . . .	11.2
Count Votes . . . . .	12.5
Disciplinary Proceedings. . . . .	23.1 – 23.3
Dispensation . . . . .	29.1 – 29.3
Educational Conferences . . . . .	4.4
Election Committee . . . . .	11.5
Elected Officers . . . . .	11.1
Emblems . . . . .	Forward
Endowment Fund . . . . .	17.2, 28.2

Financial Director . . . . .	16.1 – 16.8
Fraternal Director . . . . .	17.1 – 17.4
Fun Sessions. . . . .	24.8
Funds . . . . .	12.6, 16.6, 17.2, 25.4, 28.2, 28.3
Golden Ball . . . . .	17.2, 28.2
Headquarters . . . . .	Forward
Honorary Titles . . . . .	31.1 – 31.2
Incorporation . . . . .	5.8
Individual Membership . . . . .	5.6
Installation of Officers . . . . .	11.8
International Appointments . . . . .	3.1 – 3.4
International Moose Legion Council. . . . .	2.1 – 2.5
International Moose Legion Director. . . . .	1.1
International Moose Legion President. . . . .	2.3
International Moose Legion Vice-President. . . . .	2.4
Investigations Authority and Costs . . . . .	26.1 – 26.3
Issue of Charter . . . . .	5.1, 5.3
Junior Past President . . . . .	18.1 – 18.5
Jurisdiction . . . . .	5.5
Legacy of the Moose. . . . .	17.2, 28.2
Life Membership. . . . .	8.1 – 8.2
Lodge Moose Legion Committees. . . . .	12.7, 25.1 – 25.5
Medals & Emblems. . . . .	30.1 – 30.2
Meetings . . . . .	5.10, 21.1, 24.1 – 24.11
Membership Building . . . . .	14.2, 21.2
Membership Retention . . . . .	18.3, 21.2
Membership Status. . . . .	6.6
Membership Units . . . . .	10.1
Mini-Celebrations. . . . .	24.5
Moose Legion Membership . . . . .	6.1 – 6.7
Multiple Membership. . . . .	6.7
Name . . . . .	5.4
Nominating Committee . . . . .	11.3
Non Payment of Dues . . . . .	7.4
Objectives . . . . .	Forward
Officer Eligibility. . . . .	11.7
Official Emblem . . . . .	Forward
Office Expenses . . . . .	5.14
Official Representatives. . . . .	4.3, 12.3, 13.2
Organization . . . . .	Forward
Orientation . . . . .	6.5

Parliamentary Questions . . . . .	12.2, 32
Past Moose Legion President . . . . .	31.2
Personal Membership Recognition . . . . .	10.2
Pilot Programs . . . . .	2.5
President . . . . .	12.1 – 12.10
Publicity and Member Relations. . . . .	15.2, 21.2
Qualifications for Membership . . . . .	6.1
Quorum. . . . .	24.3
Real Estate . . . . .	5.11
Reinstatement/Re-Enrollment . . . . .	7.5
Required Reports. . . . .	5.15, 13.8
Removal of Directors. . . . .	11.9, 11.11
Removal of Secretary . . . . .	11.12
Ritual . . . . .	17.4
Robert’s Rules of Order. . . . .	32
Seal . . . . .	Forward
Secretary . . . . .	13.1 – 13.15
Securities . . . . .	12.6, 13.7, 16.2
Sergeant-At-Arms . . . . .	19.1
Special Committees . . . . .	21.3
Special Representatives . . . . .	3.1
Standing Committees . . . . .	21.2
Suspension of Membership . . . . .	7.6
Transfer of Membership . . . . .	9.1 – 9.4
Travel Expenses . . . . .	20.1
Vacancy . . . . .	11.9, 12.10, 14.3, 16.7
Vice President . . . . .	14.1 – 14.3
Voting . . . . .	6.3, 11.6, 12.5

## CERTIFICATE OF AUTHENTICATION

We, the undersigned, hereby certify that we have carefully inspected this edition of the Code of Rules for the government of the Moose Legion, which supersedes and replaces all prior editions as approved by the International Moose Legion Council and adopted by the Supreme Council.

In Witness Whereof, we have hereunto subscribed our names and affixed the Seal of the International Moose Legion this 1st day of July 2016.



*Robert A. Neff*

Robert A. Neff

Director of Moose Legion

*Daniel R. Williams*

Daniel R. Williams

International Moose Legion President

*Ronald F. Maley*

Ronald F. Maley, Chairman

Code of Rules Committee

