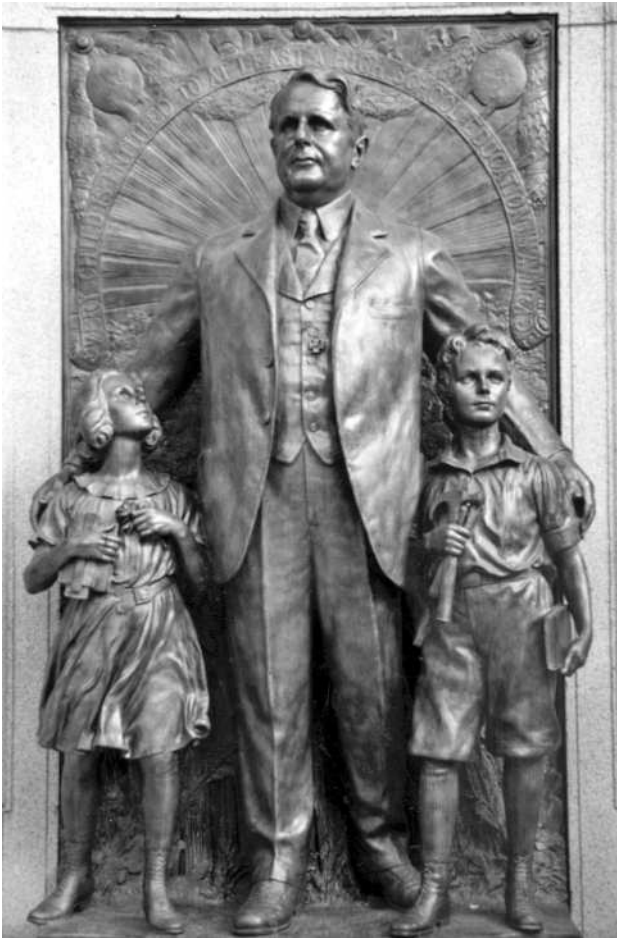


The
Lodge Moose Legion
Committee's
HANDBOOK



OUR MISSION. . .





*“There is a destiny that makes us Brothers,
none goes his way alone,
that which we send into the lives of others,
comes back into our own.”*

OVERVIEW

The Ultimate Goal

As time has proven, the Moose Legion has become of even greater importance to the overall operation of The Moose. Therefore, the purpose of the Moose Legion Committee within the Moose Lodge is to pursue a program of social activities and fellowship for Moose Legionnaires, their ladies, and families. This shall be done within the Moose Lodge stimulating membership awareness and growth for both the Moose Lodge and the Moose Legion.

The target of the Moose Legion Committee is to strengthen the Moose Lodge and the entire fraternal program while the Moose Legion Mission is to have fun while providing greater service to the Moose Fraternity.

CODE OF RULES OF THE MOOSE LEGION

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 requirement:

Must be an active Male Lodge member

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 sponsored by a Moose Legionnaire in active status. Full payment of any fees, including annual dues must accompany the application.

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 Moose International, INC., Board of Directors. 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 Moose International, INC., Board of Directors, 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 Moose International, INC., Board of Directors.

CHAPTER 25 THE 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:

- [1] Provide service and leadership for the Lodge, its officers and members and promote harmony therein.
- [2] Promote a program of wholesome social activities and fellowship for Moose Legionnaires and their families within the Lodge between Moose Legion Celebrations.
- [3] 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 President, an Assistant Secretary, who is appointed by the Moose Legion Secretary to serve the committee as Secretary, and a Vice-Chair, 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 the Lodge membership. Activity funds are deposited into the Lodge General Fund and credited to this committee. Committee funds, if authorized by the Chief Compliance Officer, may be deposited in a savings account as authorized by the General Laws of The Moose. Moose Legion Committee Endowment Fund collections, and 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 The Moose.

The Committee's goal is to have every qualified Lodge member join the Degree of Service



LODGE MOOSE LEGION COMMITTEE OFFICERS

The officers of the Lodge Moose Legion Committee shall be: a Chairman, to be appointed by the Lodge President, Vice-Chairman, elected annually in April by the Moose Legionnaires making up the committee, and an Assistant Secretary, who is appointed by the Moose Legion Secretary to serve the Lodge as Secretary of the Moose Legion Committee, in compliance with Chapter 19.3.

In addition, a Lodge Moose Legion Committee may create and recognize additional officers to serve the committee, such as Junior Past Chairman, Sergeant-at-Arms, Assistant Sergeant-at-Arms, etc.

NOTE: Elected officers of a Lodge shall be eligible to serve as Moose Legion Committee officers during the same term of office.

CHAIRPERSON

As Chairperson of the Lodge Moose Legion Committee, you preside over one of the most important Lodge committees. You were appointed by the Lodge President, on recommendation of the Lodge Moose Legionnaires, and your term of office shall be May 1 to April 30. It is your duty and responsibility to preside over all Moose Legion Committee meetings and to ensure the coordination of an active committee comprised of all Moose Legionnaires in active status in your Lodge. Other responsibilities are:

- [1] Appoint additional committee officers and sub-committee chairpersons as needed.
- [2] Schedule and preside over a minimum of 1 monthly meeting of the Moose Legion Committee with a planned activity.
- [3] Schedule and conduct, at least quarterly, a Moose Legion Orientation Program for qualified Moose members in your Lodge, preferably prior to each scheduled Celebration.
- [4] Initiate, organize, coordinate, and supervise all Moose Legion activities at your Lodge; monitor ongoing activities through reports provided to you by the project, activity, or sub-committee chairperson.
- [5] Submit regular reports of Moose Legion activities to the Lodge President, and to the Lodge at regular Lodge meetings, and present requests for approval of all activities to the Lodge Board of Officers and membership.
- [6] Attend all functions and Celebrations of your Moose Legion jurisdiction and proudly represent your Lodge at such events, while encouraging other Moose Legionnaires to attend.
- [7] Coordinate and work closely with the Junior Past Chairman and Assistant Secretary to maintain high motivation

toward support of the Mooseheart/Moosehaven Endowment Fund (ensure an Endowment Fund collection is made each time Moose Legionnaires are gathered) and the special projects and funds to which the Moose Legion has pledged support.

- [8] Ensure all Moose Legionnaires of your Lodge remain knowledgeable about purpose, function, and goals of the Moose Legion. Provide and pursue a program of social activities and fellowship for the Moose Legionnaires and their entire family within the Lodge between Celebration dates. Make sure Lodge Moose Legion activities are advertised in the Lodge bulletin, and in fact, you, as Chairman, should write an article for each issue of the Lodge bulletin. In addition, similar information should be submitted to the lodge webmaster for inclusion on the lodge website or Social Media (if available).
- [9] Delegate assignments and duties to Moose Legionnaires in the committee in order to widen the leadership base at your Lodge.
- [10] Promote and encourage others to become involved in new member production and member retention in both the lodge and the Moose Legion committee of your lodge.

VICE CHAIRMAN

- [1] Preside in the absence of the Chairman at regular committee meetings and carry out assignments given you by the Chairman.
- [2] You are the Membership Chairman for the committee and responsible for conducting approved local membership campaigns, ensuring the local and national membership campaigns are posted and promoted to the fullest; notify candidates and their sponsors of upcoming Celebrations and other special conferrals within the Moose Legion jurisdiction, as well as mini-conferral dates scheduled for the local Lodge.
- [3] Attend all meetings and functions of the committee and the Moose Legion jurisdiction.
- [4] Assist the Chairman in conducting the Moose Legion Orientation Program at least once a quarter in the Lodge.
- [5] You shall have overall responsibility for fund raising for the committee. Coordinate the projects and assist in their success so sufficient funds are raised to assist the Lodge and Moose Legion when required.

JUNIOR PAST CHAIRMAN

You hold this title (not an office) by virtue of service to the Moose Legion Committee. This

honor precedes your name because you successfully dealt with administrative as well as operational aspects of the committee as its Chairman in the preceding year. Moose Legionnaires will naturally turn to you for advice, counsel, and assistance. You will want to work closely with the committee and its Chairman in carrying on the plans you laid out in the year past and with advice on future projects and plans. You will continue to assist the committee in functions and activities.

Your specific duties are:

- [1] To preside at the regular committee meetings in the absence of the Chairman and Vice Chairman.
- [2] You have overall responsibility for the Mooseheart/Moosehaven Endowment Fund and see that a collection is made at each regular meeting and special function/activity of the committee. Remember that all Endowment Fund collections are to be turned over to the Assistant Secretary or Lodge Administrator for transmittal to the Moose Legion Secretary. You should work closely with the Lodge Endowment Fund Chairman in promoting Lodge functions for the Endowment Fund.
- [3] Attend all meetings and functions of the committee and Moose Legion jurisdiction.

- [4] Assist the Chairman in conducting the Moose Legion Orientation at least once quarterly.

APPOINTED OFFICERS

Appointed officers of the Moose Legion Committee may be as varied and widespread as deemed necessary by the Chairman. These may include, but are not limited to Sergeant-at Arms, Assistant Sergeant-at-Arms, etc.

Sergeant-at-Arms: Organize the meeting room prior to each meeting of the committee, greet and introduce all visiting Moose Legionnaires and dignitaries, carry out all assignments of the Chairman.

Assistant Sergeant-at-Arms: Guard the doors of the meeting and/or social room, examine and check all membership cards, verifying the Moose Legionnaire is in active status, admit only invited and qualified guests, which include family members residing in the household of the Moose Legionnaire not otherwise qualified for membership in the Moose Legion.

ASSISTANT SECRETARY

Code of Rules 19.3

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:

- [1] He shall be the Secretary of the Lodge Moose Legion Activities Committee during the term of his appointment.
- [2] 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.
- [3] 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.
- [4] He shall assist in membership building by collecting new and former member applications and delivering them to the Secretary for processing.
- [5] He shall assist in the retention of Moose Legionnaires by collecting dues, reinstatement applications and deliver them to the Secretary.
- [6] He shall remit all Lodge Moose Legion Committee Endowment Fund collections to the Moose Legion Secretary.
- [7] He shall submit periodic reports of the activities of his Lodge Moose Legion Committee to the Secretary.
- [8] He shall advise the Secretary when Moose Legionnaires are dropped from the Lodge rolls.

- [9] 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.
- [10] He shall be a voting member of the Nominating Committee within the Moose Legion jurisdiction.
- [11] He shall not receive any compensation for services rendered or reimbursement for travel or other expenses incurred.
- [12] 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.
- [13] Due to the nature and numerous duties of this position, it is highly recommended that the Assistant Secretary attend MLEC Training periodically.

LODGE MOOSE LEGION COMMITTEE MEETING

Moose Legion Committee meetings are held at a wide variety of schedules and times. However, they are to be held a minimum of once monthly. Some meetings may be held prior to or after a dinner, snacks, breakfast, or other social events. Whatever the case, when held in conjunction with another event, attendance is generally better than just holding a meeting.

Prior to the meeting hour, the Sergeant-at-Arms and Assistants should see to the proper setting of the room for a meeting. The Chairman's position should be visible and well heard during the meeting. Tables may be arranged in a square or horseshoe, with the Chairman, Vice-Chairman, Junior Past Chairman and Secretary seated at the head.

The following is a simple outline for the order of business during a scheduled meeting of the Lodge Moose Legion Committee. Refer to the General Laws of The Moose and Moose Legion Code of Rules for specifics.

- [1] Roll call of committee officers.
- [2] Reading and approval of minutes of previous meeting.
- [3] Reading of communications and notices.
- [4] Report of Moose Legion Committee finances.
- [5] Reading of Applications for Membership and/or re-enrollments of former Moose Legionnaires.
- [6] Unfinished business.
- [7] New business.
- [8] Conferral of new Moose Legionnaires
[See Code of Rules, Chapter 6.5 & 25.5]
- [9] Good of the Moose Legion
(Endowment Fund)
- [10] Special features, entertainment, etc.

As the actions of a Lodge Moose Legion Committee are subject to the approval of the Lodge Board of Officers and Lodge membership, votes which may be taken are not binding, therefore, family members may be invited to the committee meeting at the discretion of the Lodge Moose Legion Committee. A scripted version is available on the International web site under Forms & Documents/Moose Legion.

Special Note: We are not as concerned about the "ritual" or "formality" of Lodge Moose Legion Committee meetings as we are the quality and content. Therefore, you are encouraged to formulate the type and content of meeting which meets with the acceptance of your membership. Everything should be aimed at making those attending feel welcome and a part of the whole program. You want to encourage participation, and this will be accomplished when you introduce a program, which is interesting and above all else fun!

ORIENTATION PROGRAM

FOR USE BY LODGE

MOOSE LEGION COMMITTEE

This Orientation Program provides substance and facts regarding the Degree of Service of The Moose and is to be conducted in your Lodge by Moose Legionnaires. The program is designed to assist your Moose Legionnaires in informing qualified Moose members of the merits and benefits of elevation to the "Degree of Service" of The Moose, the Moose Legion.

The primary thrust of this Orientation Program is to emphasize the "positive" aspects and the sense of pride a member will achieve in being of greater service to The Moose. It also highlights the personal satisfaction a member realizes from embarking upon a fraternal path which will enable him to unleash his power to do good and, at the same time, have "fun" along the way.

No, you don't have to be a public speaker to make this Orientation Program effective. You just have to possess the "will to do it"! For this reason, it might be a good idea to have several interested Moose Legionnaires take turns in presenting the program on a regular basis, at least once quarterly. It might be a good idea to enlist Moose Legionnaires in your Lodge who have held offices in the Moose Legion, either present or past, and of course, those of the Pilgrim and Fellowship degrees.

As you will see, this is a very simple program when used on a regular basis by dedicated Moose Legionnaires who have a strong desire to build our membership. Please understand, this is not an "iron clad", "cast-in-stone" program. It can, and should be, designed in a way that will be most effective for you and your Lodge membership. The Moose Legionnaire Orientation Program will acquaint every Moose member with the opportunities found in his Moose Legion membership and support every effort to elevate your Moose Brothers to the "Degree of Service".

There is a Power Point presentation and script on the International website for your use.

Should you have a question, need assistance to get started, or need help in conducting the Moose Legion Orientation Program in your Lodge, contact your Moose Legion Secretary, Ambassador, Area Manager, or the International Moose Legion Office.

REFERENCES, HANDOUTS AND MATERIALS AVAILABLE

From Moose International Website
www.mooseintl.org (members only section)

1. Code of Rules
2. Membership Application Brochure
3. Committee Agenda Scripted
4. Committee Minutes Worksheet
5. Brief History of the Moose Legion
6. Accomplishment Record
7. What is the Moose Legion
8. "Legacy of the Moose" instruction book and Golden Ball Ceremony items
9. Ritual Handbook
10. Activities Booklet
11. Orientation Power Point and Script

Sample Letter to Sponsor

Dear _____,

We take this opportunity to “Thank You” for sponsoring (name of candidate) for elevation to the Moose Legion. We hope to see you both at

our Moose Legion Orientation Program scheduled for (day, date) and starting at: (time). We will have refreshments and snacks available. Please reach out to your candidate and or other prospects to attend with you.

Most of all, we want to thank you for acting with pride and determination to make our new member program work. Sharing your enthusiasm for the Moose Legion by inviting prospective members, extends the impact and service of our Moose Legion and our fraternity. It is particularly important to those whom we serve at Mooseheart and Moosehaven, so they will always have the best protection and security our fraternity can offer.

Cordially and fraternally

(name)

**SAMPLE LETTER TO CANDIDATE
OR PROSPECT:**

Dear _____,

Just a note to let you know we're looking forward to extending a personal welcome to you at our Moose Legion Orientation Program, scheduled for (day and date), at (time), in the Lodge ballroom. You and your guest are invited to attend. Refreshments and snacks will be served.

During our brief program, you'll get a chance to learn about the who, what and why of Moose Legion membership. Plus, you will learn how Moose Legionnaires have made this pledge ... "to do some good thing for someone each day" ... a reality for those whom we have been serving since 1913. Your advancement to the Degree of Service of our Order really does makes a difference in a lot of lives. See you there!

Cordially and fraternally,

(name)

PLANNING AN EVENT

WHAT DO WE DO NEXT?

It never fails. The moment you get a bunch of Moose Legionnaires together and come up with a workable idea for an activity, an event or an ongoing program, before you know it, it's in motion and headed toward completion. Notice that the key word is "workable". That's one of the most important functions of the Lodge Moose Legion Committee meeting, to come up with workable ideas for Lodge level activities and to involve both the Moose Legionnaire and his entire family.

There is a vast amount of ideas and helpful tools for your use at www.mooseintl.org under the Forms and Documents tab under Activities and Sports.

Incidentally, if your Lodge Moose Legion Committee comes up with a smashing idea, why not write it down, and send it along to the International Moose Legion Department at Moose International, perhaps someone else would like to try your idea.

BOTTOM LINE

Since 1913, Moose Legionnaires have been the backbone of every successful Lodge operation, a tradition which is stronger today and will be continually enhanced in the years ahead. Our Lodges continue to need, perhaps even more today than yesterday, the dedication and loyalty possessed by Moose Legionnaires.

The "FUNCTION" of the Lodge Moose Legion Committee shall be to provide service and leadership to the Lodge, its officers, and members. Plus, it will encourage all Moose Legionnaires to become active in the affairs of the Lodge and provide a wholesome social atmosphere for the Moose Legionnaire and his family.

The "GOALS" of the Lodge Moose Legion Committee shall be the strengthening of our overall Moose fraternity and its programs. To respond to any type of call from the Lodge Board of Officers. To stimulate membership growth in both the Lodge and Moose Legion. To provide superior leadership at the Lodge level and promote harmony within all units of the Order.

A proven fact, no Lodge can remain strong and grow without Moose Legionnaires being

active and involved in all phases of the Lodge operation. Behind every successful Moose lodge is a successful Moose Legion Committee!

Lodges with active Moose Legion committees operate at a higher level in membership building and retention, profitability, and harmony among its membership. The Moose member, once elevated to the Moose Legion Degree and with an active committee through which to channel his fraternal desires, exhibits a strong desire to give of time, talents, and leadership ability, thus contributing to Lodge progress.

Considering the positive effect on our Lodges by Moose Legionnaires, it is imperative we place greater emphasis on Moose Legion membership. We must bring those qualified for membership in the Moose Legion into our ranks, and then provide a schedule of activities and projects within the Lodge through an active Moose Legion Committee.

This will be accomplished by acquainting the Moose member with the Moose Legion, and by educating him on the value of Moose Legion membership and elevating him to the Degree of Service. At this point, we will have added assets to our Lodge by including a member who will be more likely to remain a Moose member, one who will sponsor his friends to membership and one who will be willing to dedicate his efforts through service to the Lodge, community and fraternity.

A Moose member who elevates his membership to the Degree of Service does so out

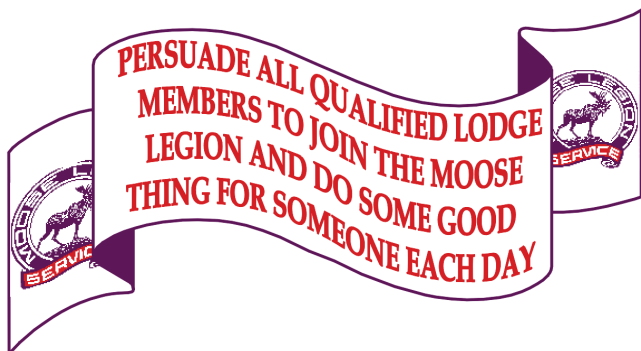
of love for and dedication to the fraternity. He places the needs of his Lodge, District, State or Province, and the Fraternity ahead of his personal desire for recognition or advancement, he steps forward, pays his dues, and then proudly announces, "I'm part of the future, use me to advance the cause of children and seniors!"

This handbook is meant to offer a comprehensive guide for organizing and operating a successful Lodge Moose Legion Committee in each Moose Lodge of the Fraternity.

Remember, in the United States and Canada, International Moose Legion Ambassadors, Area Managers and the entire staff at Moose International is always willing to be of assistance. Moose Legionnaires in Lodges of Great Britain will want to contact the Chief Executive Officer of the Grand Lodge of Great Britain at his headquarters.



OUR VISION. . .





INTERNATIONAL MOOSE LEGION
155 S. International Drive
Mooseheart, Illinois 60539-1181