

RESPONSIBILITIES OF CHAPTER OFFICERS

SENIOR REGENT

She shall preside at all Chapter meetings, preserve order, apply and enforce all laws of the Women of the Moose and appoint certain officers, Chairmen of Chapter Development and Standing Committees and the various special committees of the Chapter, as required by the Women of the Moose General Laws. She shall be a member of most other Chapter committees and oversee the proper operation of the Chapter. She, or the Secretary/Treasurer, shall sign all checks drawn by the Recorder. She is responsible for the completion and transmittal of forms 114 and 166 for each Chapter Chairman and their fundraising events or making sure the Recorder does it for her.

The Senior Regent may impose reasonable fines upon Chapter members for offenses or misconduct committed in her presence in meetings or anytime during Chapter sponsored activities. Any member failing to pay the fine within thirty (30) days after written notice may be dropped from the rolls of the Chapter.

She may declare any office vacant (including that of the Jr. Graduate Regent) if the office holder has had three successive unexcused absences.

JUNIOR REGENT

In the absence of the Senior Regent, she presides over meetings of the Chapter. In case of a vacancy in the office of Senior Regent, she shall serve as pro-tem Senior Regent and perform all the duties and responsibilities of the office of Senior Regent.

She may declare the office of Senior Regent vacant if the Senior Regent is absent from three (3) successive regular meeting of the Chapter, Board of Officers' meetings, Joint Board meetings, or a combination thereof without being excused.

It is her duty to visit the sick, disabled and distressed, whenever possible, and make a full report at each Chapter meeting. She shall contact the family of a deceased member and when requested, make the arrangements for the

Women of the Moose Memorial Services. She shall perform all other duties required by the General Laws of the Women of the Moose.

SECRETARY/TREASURER

She shall properly document the minutes of all meetings of the Chapter, receive all duplicate deposit slips of the Chapter, and with the Senior Regent and Recorder, be custodian of all securities and perform all other duties required of her by the General Laws of the Women of the Moose. She, or the Senior Regent, shall sign all checks drawn by the Recorder.

In the absence of the Senior Regent, Junior Regent, Chaplain and Junior Graduate Regent, she presides over meetings of the Chapter.

RECORDER

The Recorder is responsible for the proper collection and deposit of all Chapter funds as well as the expenditure of any funds. It is her responsibility to ensure that all membership applications and information is handled in the required manner as established by the International Office of the Women of the Moose. She is responsible for the completion and transmittal of forms 114 and 166 for each Chapter Chairman and their fundraising events at the request of the Sr. Regent.

Each month, she shall make the computer data and supporting financial information available to the Audit Committee for the purpose of auditing the proper documentation of all receipts and expenditures. Upon completion of the audit, she shall transmit the required information to Moose International.

In the absence of the Senior Regent, Junior Regent, Chaplain, Junior Graduate Regent and Secretary/Treasurer she presides over meetings of the Chapter.

QUALIFICATIONS FOR CONSIDERATION OF CHAPTER OFFICER

Only Chapter members, whose dues are paid and are in good standing, may be considered for an elective office. To be an elected officer of a Chapter, the prospective officer must be a member of the Chapter in which she is seeking office. A member is not eligible for any elected office unless her membership in the Chapter in which she seeks office is equal to or exceeds six (6) months preceding the date of the election.

Any exemption from these qualifications requires a special dispensation from the Grand Chancellor and will only be granted if all other means have been exhausted. A special dispensation will only be granted after the Grand Chancellor receives a Dispensation Request form signed by the Board of Officers stating that no other qualified member has applied for that specific office.

Any member desiring to run for an elective office shall submit her name to the Nominating Committee at least one (1) week prior to the date the Nominating Committee is required to read the final slate at a regular/general Chapter meeting. If you are interested in running for an elective office please complete the "Request for Nomination 2019/2020" form and turn it in to a current board member to be presented to the Nominating Committee. The first meeting of the Nominating Committee will be on Wednesday, February 6, 2019. The second meeting of the Nominating Committee will be on Wednesday, February 27, 2019. The final meeting of the Nominating Committee will be on Wednesday, March 13, 2019. The final slate of nominees will be read at the General Membership meeting at 7 PM on March 14, 2019. Election of officers will be held at the General Membership meeting on March 28, 2019.

All elected officers are required to attend Officers Training (6 hours) for the Chapter to qualify for the Award of Achievement and to earn personal honors. The Recorder

is required to attend Officers Training and a 2 Day-Too Hot Session for the Chapter to qualify for the Award of Achievement and to earn personal honors.