



OPEN HOUSE

Office of the Chief Compliance Officer
Moose International, Inc.

The goal of holding an open house is to project a positive public image, and inform the community about our fraternity's many fraternal and philanthropic endeavors. It provides your community an opportunity to learn about your Moose home and, hopefully, the many good things you are doing to serve your community and make it a better place. To accomplish this, the lodge needs to create attractive displays with handouts about the fraternity, and your lodge's community service functions and family activities. Valuable information may be obtained from Moose International's Website to be used to create interesting handouts.

The **important** thing to remember is that IRS regulations and court decisions regarding our right to be private **do not allow us to solicit members**. If a prospective member asks about membership, you may explain the qualifications of membership and give him/her an application *if* he or she asks for one. However, if you hand out applications to persons who ask for one, you must give one to **every** person who asks for one. Therefore, you should not freely hand out applications for membership, or have them available for anyone to pick up. The better practice is to explain that we are a private organization and membership is by invitation only. The lodge can compile a list of interested persons and at a later time, a member (preferably someone who knows this person) can approach the prospective applicant in regards to their interest in becoming a lodge member.

If you are interested in conducting an Open House, you should do the following:

1. The Open House must be scheduled for a specific time period on a set date (i.e., 2:00 p.m. to 5:00 p.m. on a Sunday).
2. The Social Quarters shall **not** be open for "business" during the Open House.
3. No sales to members or non-members during the Open House.
4. If legally allowed by your liquor license and all other applicable laws and ordinances, alcoholic beverages may be served, **but not sold**, to non-members during the Open House. If necessary to be in compliance with the laws of the local jurisdiction, a one-day permit or other alcohol license may be purchased for this singular event.*
5. Wine (if legal) and cheese, including other complimentary refreshments (coffee, soft drinks, iced tea, snacks, etc.) may be provided.
6. Local officials and dignitaries should be invited to attend.
7. Clean up your lodge and grounds. Repair, remodel, paint and freshen up to make your lodge attractive and inviting. Reduce the bar atmosphere.
8. The lodge may advertise the Open House in the local media, but shall not publicly solicit non-members to join the lodge.
9. The lodge should provide current information and materials about the lodge, The Moose, Mooseheart and Moosehaven.

(* Most lodges are issued private club licenses. Having an open house involving alcohol could cause the issuing authority to reclassify the club's license from private to public. In addition to obtaining proper permits for any occasion involving the public, it is the sole responsibility of the lodge to obtain legal advice regarding any potential risks regarding the possible reclassification of the lodge's liquor license. A reclassification could result in a much higher license fee. The lodge should always be mindful that having functions or events open to the public could cause the lodge to be classified by the court as a public accommodation in the event of litigation.)