

THE MOOSE



LODGE

GENERAL MEMBERSHIP

MEETING

AGENDA

Effective May 1, 2021

US/CA
Flag

Lodge Meeting Room - General Floor Layout / Set-Up

In / Out
Guard

J P P	Chaplain	Pres.	Podium / Microphone for use during reports and primary speaking	Vice Pres.	Treas.	Admin.
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SAA
chair

* position to stand as
specific duties read

Assist
SAA

Row of Chairs when installing officers and Chairpersons

*INST
Officer

*INST
SAA

T R	1
U S T E	2
E	3

In / Out
Guard

	O	
	P	
	E	
	N	
Audience / Members attending the meeting		
	A	
	I	
	S	
	L	
	E	

Note: Placement of Inner / Outer Guard is illustrative in diagram. They would be at the door(s) of the lodge room.
* Chairs for Installing officers, etc. & position for reading duties only needed during installation ceremonies.
No alter, Bible or station covers are required. No officer medallions are required.

Effective: 5/1/2021

ONE MOOSE LODGE MEETING

Room Set-up for Meeting:

Set up the room with a head table where the primary speaking officers would sit (i.e. President, Vice President, Administrator, Treasurer, Chaplain). They would be facing the audience of members. Members to be seated theatre style facing the head table.

No altar or Bible will be required to be on display or opened. The primary concern is to conduct the business of the lodge – and promote fraternal programs, upcoming functions, etc. and not the performance of specific ritual work and/or floor movements.

Prior to the Lodge meeting, the Sergeant-at-Arms should properly set up the Lodge room. The Sergeant-at-Arms should also properly place the chimes and gavel, and any other necessary paraphernalia in its proper places.

All members will show their official good standing membership card to the Inner Guard upon entry into the Lodge room. The Inner Guard may designate an assistant to help or check cards of all who have previously entered. Any questions should be reported to the President.

Special note: Elections, when held at a Lodge meeting, are always the first order of business.

(1 RAP)

PRESIDENT: Under the authority granted by The Moose, (lodge name & number) will come to order. Officers will assume their respective chairs. Members, I welcome you and declare this General Membership meeting open for business.

I remind you that our purpose of this meeting is for the continued success and support of our lodge, our children at Mooseheart, our senior members at Moosehaven and our communities. As Moose we pledged to support this mission when we joined the fraternity.

Although every lodge is different, we still have the same responsibility. Our membership meetings help us meet this mission. We also serve our community locally, in our state and nationally by performing community service for our neighbors and those that request it. This is how we show our true Heart of the Community.

PRESIDENT: The Administrator - will call the roll of officers.

Sergeant at Arms: Answers for each officer.

(President will appoint members to pro tem any vacancies)

(2 RAPS)

PRESIDENT: Everyone will please rise. The Chaplain will deliver the opening prayer.

CHAPLAIN: Our heavenly Father, as we begin this meeting, keep us diligent and mindful of our commitments to You, our children, our senior members, our families and our communities. We humbly ask for your guidance in our thoughts, words and deeds, that we may successfully work in harmony for the realization of our endeavors. These things we ask in your name, Amen.

MEMBERS: Amen.

PRESIDENT: (US Lodges) I present the flag of our country. (turn to flag) Place your right hand over your heart and join with me in the Pledge of Allegiance.

(Canadian Lodges): I present the flag of our country (turn to flag). Please salute the flag and join me in the singing of "O, Canada."

(1 RAP)

PRESIDENT: (When you have official visitors):

(At this time, we are privileged to have (name, title) visiting with us. (name) welcome to lodge (name & number).

ORDER OF BUSINESS

1. **PRESIDENT:** The Administrator will read the minutes of the previous meeting. (pause)

Administrator: Reads the minutes

President: Are there any additions or corrections? (pause)

If not, I will entertain a motion to accept. (recognizes member)

We have a motion. Now for a second. (recognizes member)
Any further discussion? - If not –
All in favor please raise your hands. (number).
Any opposed? (number)
(Declares the motion passed or failed)

- 2. PRESIDENT:** The Treasurer will now read the monthly lodge financial report summary for information purposes. (Only required at 2nd meeting of month) - (no action needed)

- 3. PRESIDENT:** The reading on any approved bills for payment. (pause)

Administrator: Reads the approved bills by vendor and amount.

President: I will entertain a motion to pay the bills. (recognizes member)

We have a motion. Now for a second. (recognizes member)

Any questions or further discussion? - If not –

All in favor please raise your hand. (count)

Any opposed? (count) – Declares motion carried (or failed).

- 4. PRESIDENT:** Communications and notices (Note: All lodges should have communications from Moose International as a minimum)

Administrator: Delivers report on communications.

- 5. President:** Reports of standing & special committees. (note: Not all may need to report at each meeting but President should require periodic reports for all committees as appropriate.)

- Membership
- Retention
- Moose Charities
- Heart of the Community
- Loss Prevention
- Government Relations
- Activities
- Communications
- Moose Legion
- Chapter activities

- Any special committees

6. PRESIDENT: Reports of sickness and distress. (Chaplain will report)

7. PRESIDENT: Membership Chairperson (name) -or- Administrator (name);
Do we have any applications for membership? (pause for response)
If so, please read name of applicant(s) and sponsor(s).

8. PRESIDENT: Has the Application Review Committee reported favorably on these applications? (pause for answer)

9. PRESIDENT: We will now proceed to vote by raising your hand. All in favor (number). Any opposed (number). The vote is (favorable or rejected). These applicants have been (accepted or denied).

10. PRESIDENT: Administrator (name), please read the minutes of the officers meeting. (pause for reading)

Administrator: Reads the minutes.

President: I will entertain a motion to accept as read. (recognize member)

We have a motion, now for a second. (recognize member)

Any discussion? All in favor (number). Any opposed (number).

The motion (carries or fails).

11. PRESIDENT: Does any member know of any unfinished business?

12. PRESIDENT: Is there any new business to be considered now or to be referred to the board?

13. PRESIDENT: (Report of Nominating Committee, Report of Election Committee or Installation of officers if needed)

14. PRESIDENT: (2 RAPS) Calls on **VICE PRESIDENT:** When it is 9 o'clock the little children at Mooseheart kneel at their beds to say their evening

prayers. Let us turn towards Mooseheart (gesture in the direction of Mooseheart) and join them in silent prayer. (chime rings 9 times if available)

Repeat after me:

Let the little children come to me. (pause)

Do not keep them away, (pause)

for they are like the kingdom of heaven. (pause)

God bless Mooseheart. (pause)

Amen

15. PRESIDENT: (1 RAP) Please be seated. This Lodge, along with all other units in our Fraternity participates in the building of an Endowment Fund, which we hope will be ample to meet any emergency that may confront Mooseheart or Moosehaven.

All members are invited to contribute to this fund in such an amount as they desire. The Trustee(s) will now receive your contributions. The sum collected will be remitted to Moose Charities to be credited to the Endowment Fund.

16. PRESIDENT: Does anyone have anything for the Good of the Order?
(This would also be a good time to call upon any official visitor -or- invited guests to speak or present their program.)

17. PRESIDENT: Members, has any matter of importance been overlooked?
(pause) If not, we will proceed to close.

18. PRESIDENT: (2 RAPS) What is the duty of every Moose member? You will repeat after me.

PRESIDENT: To refrain from discussing

(Members repeat)

PRESIDENT: The business of this lodge

(Members repeat)

PRESIDENT: Outside of these walls

(Members repeat)

PRESIDENT: Or in the presence of non-members

(Members repeat)

PRESIDENT: The Chaplain will deliver the closing prayer.

CHAPLAIN: In the presence of those gathered here, we pray you will watch over us as we go our separate ways. We ask that You hold Mooseheart, Moosehaven and all who labor for their cause in the hollow of your hand and give them peace. Grant us ever to be kind and charitable in our thoughts, our words and our deeds and to You be all power and glory forever. Amen

Members: Amen

PRESIDENT: That which is done is done. Let none depart from this gathering with anger in their heart. Let us go forth with good thoughts, good words and good deeds for all mankind. Members, I fraternally bid you “good night”.
(morning, afternoon or day) (1 RAP)

_____ Moose Lodge No. _____
Lodge Monthly Financial Summary Sheet

As of _____

Total Cash/Checking: _____
Total Savings/CD _____
(Starting Balance)

Total Gross Receipts: _____
(All Monies Received)

Total Operational Expenses: _____
(Amount of Cash/Checks Paid Out)

Total Cash/Checking: _____
Total Savings/CD: _____
(Ending Balance)

Any Special Notes: _____

Administrator

Treasurer