

**Subject:** 200319 Official WOTM Communication

## Official WOTM Communication for March 19, 2020



*Message from Grand Chancellor*

Barbara McPherson

During these very trying times, our hearts go out to everyone whose life has come to a grinding halt with the COVID-19 pandemic.

To clarify some of the information that was sent out on Monday as well as clarify information as it pertains to Chapters from yesterday's Official Communication, we offer this information:

- At this time, all Women of the Moose Officer terms will be extended until June 30, 2020 with the nomination process continuing/occurring in May and the election process then occurring in June with the new officer year for 2020-21 beginning on July 1st and ending on April 30, 2021. As many Chapter elections are already in progress, if the Chapter is meeting, the elections can continue to be held however the Installation of Officers for the 2020-2021 Chapter year will not be held until June of 2020. International Headquarters will provide further detailed procedures and any updates to this schedule, if necessary.
- In accordance with Section 112 of the Women of the Moose General Laws, the Chapter has the right to choose it's representative to attend the International Conference. If the incoming Senior Regent has already been chosen to attend, she may still do so. If the Chapter chooses to send the current Senior Regent that is ok as well.
- At this time, Chapter meetings are to be conducted as scheduled pursuant to CDC recommendations for meeting size (10 or fewer individuals). Quorum requirements are not applicable as indicated on March 13. If necessary, meetings may be conducted by conference call or electronically until further notice. Meeting minutes are still required. The health and safety of our members is paramount; therefore, no penalties shall be imposed for absences related to viral concerns.
- To ease the requirement of membership votes on new and re-enrolled applications, the General Governor's Office is allowing the Chapter Officers to approve applications, if necessary, after submission by the Application Review Committee, until further notice. Completed applications with the associated funds must still be submitted to one of the Chapter Officers for review by the application Review Committee. Online applications are now available as well at [www.beamoose.org](http://www.beamoose.org).

If your Chairmen are cancelling their fundraising projects due to the COVID-19 outbreak, simply submit the Form 166 indicating that the fundraising project was cancelled due to COVID-19.

QuickBooks financial transmissions are still due on or before the 10<sup>th</sup> day of the month including April. If Recorders are unable to access their desktop computer to complete their electronic QuickBooks transmission, please notify our office via email.

All completed Forms 114 and 166 are due by May 31, 2020 including all associated Scholarship and Maintenance and Special Project checks.

The 2019-2020 Chapter year will end on April 30, 2020. Only the elected Officers term of office is extended until June 30. Honors will be graded as outlined in the General Laws, May 1, 2019 through April 30, 2020.

Dues payments can still be remitted to the Dues Processing lockbox in addition to online dues payments.

In the event one of the three (Recorder, Senior Regent and Secretary/Treasurer) co-workers authorized to sign Chapter checks is ill or in quarantine, there are potentially two signers remaining. If not, please follow Section 83 b. of the WOTM General Laws which states, "When a Senior Regent is ill or out of town, the Junior Regent assumes her responsibilities. The Junior Regent is eligible to sign chapter checks provided a signature card is on file at the bank.

When a Recorder or Secretary/Treasurer is ill or out of town, the Senior Regent shall appoint a pro-tem, who shall place her signature on file at the bank specifying the period of time the signature will be used".

When the need for additional signatures has passed, those other than the Recorder, Senior Regent and Secretary/Treasurer that may have been added, shall be removed.

The 2020-2021 Handbook mailing will happen now in mid-June. All Handbooks and forms will be available online prior to May 1, 2020 at [www.mooseintl.org](http://www.mooseintl.org).

We thank you for your patience and your dedication to the Women of the Moose. Our mission remains to ensure the continued safety and support of our beloved residents at Mooseheart and Moosehaven. God bless.