

Administrator School

Day 1 – The Administrator’s Primary Responsibilities

Learner Guide

Moose Training

I. Course Introduction

Course Materials

- Binder
- Administrator School Workbook
- Official Administrator’s Manual for Moose Lodges
- Officers’ & Committeemen’s Handbook
- General Laws
- Lodge Handbook
- USB Drive with Templates, Practice Scenarios, and other Documents
- Computer – student provided

Icon Definition

The following icons will appear throughout this manual:





<i>ICON</i>	PURPOSE
	IMPORTANT INFORMATION
	STEP-BY-STEP COMPUTER PROCEDURE
	SUPPLEMENTAL RESOURCE(S)
	TRAINING EXERCISE

Table of Contents

Contents

I. Course Introduction	2
Course Materials	2
Icon Definition.....	2
Table of Contents	3
II. Course Agenda.....	4
III. Day 1 Objectives	5
IV. The Moose’s Mission.....	6
V. Administrator Responsibilities from the General Laws	7
VI. Appointment and Election	10
VII. An Administrator’s Legal Corporate Title	11
VIII. Duties of an Administrator	12
Meetings:	12
Membership:	14
Financial Operations:	16
Taxes:.....	17
Licenses & Permits:	20
Record Keeping:	21
Insurance:	22
Building Operations:.....	26
General Information:.....	30

II. Course Agenda

Day 1 – The Administrator’s Primary Responsibilities

- **The Moose Mission**
- **Administrator Responsibilities from the General Laws**
- **Appointment and Election**
- **An Administrator’s Legal Corporate Title**
- **Duties of an Administrator**
 - **Meetings**
 - **Membership**
 - **Financial Operations**
 - **Taxes**
 - **Licenses & Permits**
 - **Record Keeping**
 - **Insurance**
 - **Building Operations**
 - **General Information**

Day 2 – Social Quarters Operations and Management

- Private Policy
- Social Quarters Procedures
- Business Reports
- Inventory
- Employment/Volunteers

III. Day 1 Objectives

- Understand how the Administrator supports the mission of Moose International
- Administrator Appointment and Election
- An Administrator's Legal Corporate Title
- List the duties of an Administrator
- Understand Financial Reports

IV. The Moose Mission



The mission of Moose International, Inc., is to strive for excellence in four areas:

- (i) *a fraternal program and community service within our lodge and chapter system known as the Loyal Order of Moose and the Women of the Moose;*
- (ii) *to provide a family environment and education for children in need and in residence at Mooseheart, Illinois;*
- (iii) *to provide for the needs of senior members at Moosehaven, Florida; and,*
- (iv) *to promote membership growth.*

When you know who you are; when your mission is clear and you burn with the inner fire of unbreakable will; no cold can touch your heart; no deluge can dampen your purpose. You know that you are alive.

Chief Seattle,
Native American
Suquamish and Duwamish Chief

V. Administrator Responsibilities from the General Laws

Moose -The General Laws

Chapter 36 - Administrator

Sec. 36.1 - Appointment and Election - The Administrator shall be nominated by the Board of Officers and elected by a majority vote of the membership at a regular Lodge meeting. The vote shall be by separate action. The election shall be by secret ballot, if requested by any member. The election shall not be conducted by simply approving the Board of Officers' minutes of the meeting making the nomination. An elected Administrator shall serve for a term of satisfactory service as determined by the Board of Officers and Lodge, subject to approval by the Chief Compliance Officer. Immediately upon there being a vacancy, the Board of Officers may appoint an Acting Administrator to serve for a period of time not to exceed six (6) months. Upon becoming the Acting Administrator, or being elected as the Administrator, they shall be a member of the Board of Officers. The Treasurer shall perform the duties of the Administrator on an interim basis until an Acting Administrator is appointed, but in no case for a period of time exceeding six (6) months. Termination of an elected Administrator requires a majority vote of the Board of Officers, a majority vote at a general membership meeting and approval by the Chief Compliance Officer.

Sec. 36.2 - Deposits and Signs Checks - Unless other arrangements have been approved in writing by the Chief Compliance Officer, the Lodge shall comply with the following requirements:

1. The Administrator shall draw and sign all checks that have been approved, together with cards, certificates and notices requiring their signature.
2. At least two (2) original signatures shall be necessary on each check. One (1) signature shall be the Administrator and the other signature shall be the President or the Treasurer. Signature stamps are prohibited.
3. Checks shall not be signed unless the payee's name is on the check.
4. The Administrator shall see that all Lodge funds are deposited in the bank weekly in the name of the Lodge, and a certified deposit slip is given the Treasurer for every deposit.

Sec. 36.3 - Keep Financial Accounts - The Administrator shall correctly keep records of the Lodge and other authorized funds or accounts in such books, or on computers, as may be required by Moose International. A hard copy of all official reports, records, minutes, documents, etc. shall contain original signatures as required by these laws and be maintained as part of the official records. All books, records, and electronic equipment, i.e., computers, laptops, tablets, etc. shall be retained in the Lodge home. Electronic equipment may be transported to and used at official Moose business. Except as otherwise required by law, they shall issue a receipt for all money received from all sources, including all committees and activity groups of the Lodge. Unless otherwise approved in writing by the Chief Compliance Officer, they shall deposit, at least once each week into the bank(s) designated by the Lodge, all money received to the credit of the Lodge or other authorized funds or accounts. The Administrator shall use due diligence and take reasonable precautions to safeguard all funds received on behalf of the Lodge until the funds are properly deposited in the bank(s) designated and approved by the Lodge. They shall make a deposit slip for each deposit in triplicate, leaving one (1) deposit slip with the bank, retaining one (1) for their records, and giving the other to the Treasurer. They shall secure a receipt for the duplicate deposit slip from the Treasurer. They shall make available at the end of each month all books and records and accounts to the Financial Review Committee.

Administrator Responsibilities from the General Laws - Continued

Sec. 36.4 - Membership Records - The Administrator shall keep in books, or on computers, as Moose International may require, true and accurate accounts between the Lodge and each member thereof. They shall preserve and file all official applications for membership as part of the permanent records of the Lodge and all applications shall be retained in the Lodge home. They shall at the first Lodge meeting of each month read a detailed membership and financial report from forms provided by Moose International. The Administrator shall report to Moose International within the times specified all financial and membership information requested, on forms provided by Moose International. They shall provide such other information as requested by Moose International to allow for dues renewal notices to be timely sent by Moose International to members in advance of their expiration date. The dues renewal notice shall state the amount of annual dues required to maintain the member's active status. They may, following fifteen (15) days from the expiration of the dues, read in an open Lodge meeting the names of all members who are in arrears.

Sec. 36.5 - Furnishing Members' Names and Addresses - It is forbidden for any person to furnish a list of names or addresses (including all electronic media) of the members of the Lodge to any business, organization or individual for their commercial or business purposes. Names and addresses of members shall only be used for fraternal purposes and may only be furnished to an individual, business or organization in accordance with the terms of a dispensation obtained from the Chief Compliance Officer.

Sec. 36.6 - Keep Securities - The Administrator, President and Treasurer, as custodians, shall be responsible for the securities and valuable papers of the Lodge and keep them in a safe place.

Sec. 36.7 - Certified Reports - For the purpose of making certified reports to Moose International, the Administrator shall close the books, or computer records, at noon on the last business day of each reporting period specified by Moose International and immediately deposit all money received, except authorized petty cash. They shall prepare a certified report, either electronically or on forms authorized by Moose International. The report shall be transmitted in the manner and within the times specified by Moose International. The report must cover all transactions for the preceding reporting period. With the report to Moose International, the Administrator shall include certificates, or other documentation as required and acceptable to Moose International from all banks in which Lodge or other authorized funds are on deposit, certifying the balance on hand in each bank at the close of business on the last day of the reporting period for which the report was made. They shall also accompany with each certified report all endowment funds received through the end of the reporting period, and not previously remitted.

Sec. 36.8 - Furnish Information to Moose International - Immediately upon receipt of a request from the Chief Compliance Officer, the Administrator shall furnish to Moose International a complete list of names and addresses of all members of the Lodge, including their enrollment date, dues expiration date and other information requested.

Sec. 36.9 - Signing Documents - The Administrator shall sign all authorized documents, receipts, certificates, communications, reports, and other papers, and with the President shall sign all authorized legal documents and affix the seal of the Lodge upon such documents as required. After proper approval, it is required that the Administrator and President (or such other officer who presides over a particular meeting) shall date and sign all Lodge and officer minutes.

Administrator Responsibilities from the General Laws - Continued

Sec. 36.10 - General Duties - They shall accurately record and maintain the minutes of all Lodge meetings, Board of Officers meetings, and other meetings and hearings. All minutes are to be properly signed by the Recording Secretary and Presiding Officer on sequentially numbered pages and maintained at the Lodge home at all times. They shall, at the next meeting after receipt, read all reports, bulletins, applications and other communications to the Lodge and conduct correspondence as necessary or directed by the Lodge, and preserve copies thereof. They shall immediately deliver to their successor in office, all books, papers and other property of the Lodge, which may be in their possession. They shall perform all other duties required of them by the laws and ritual of The Moose. A Lodge member may in writing request an appointment with the Administrator to view non-confidential Lodge financial records and minutes. Within twenty-one (21) days from the receipt of the written request, the Administrator shall allow the active member of the Lodge to view (but not copy or remove) non-confidential Lodge financial records and minutes. Board of Officers executive session records and minutes are considered confidential.

Sec. 36.11 - Compensation - For their services, the Administrator may receive reasonable compensation as determined by the Lodge Board of Officers and membership. Compensation shall be paid or waived, but may not be accrued. If due to a vacancy in the office of Administrator, the Treasurer performs the duties and responsibilities of that office, they may receive the compensation allocated to the Administrator for the period of their actual service.

Sec. 36.12 – Delegate - By virtue of the office, the Administrator shall be a delegate to the International Convention, association conferences, conventions and district meetings.

VI. Appointment and Election

As provided in The Moose General Laws Sec 36.1, Administrators are not Elected or Appointed in the same manner as the other Officers of the Lodge.

We will now go through the standard process for becoming an Administrator:

- A Lodge Member can be appointed as the Acting Administrator for up to 6 months by the Board of Officers.
 - If the Acting Administrator is not voted into the position of Administrator within the 6 months then the office of Acting Administrator is automatically vacated.
 - At any time within the Acting Administrator's 6 months of service, the Board of Officers can nominate the Acting Administrator to be voted on during a regular Lodge General Meeting to be voted on as the Administrator.
 - At any time during the Acting Administrator's 6 months of service, the Board of Officers can remove the Acting Administrator without prejudice.
- Once the Board of Officers is comfortable with the competency of the Acting Administrator, they can nominate the Acting Administrator to become the Administrator during a regular Lodge General Membership Meeting.
 - This would be an Item of business during the regular Lodge General Membership Meeting needing a motion and a second to the motion.
 - This would be an open vote on the motion, unless someone in the meeting requests a secret ballot, just like can happen for any Motion.
- Once an Administrator has been elected during a regular Lodge General Membership Meeting, they will never have to stand for election again unless they leave office and attempt to resume the office of the Administrator.

VII. An Administrator's Legal Corporate Title

As we all know the Administrator has a legal title in accordance with Corporate Law.

The Administrator holds the title of Corporate Secretary for the Moose Lodge corporation.

As the Corporate Secretary the Administrator is bound by all of the Federal, State, and Local Laws pertaining to the Corporate Secretary, which may include but are not limited to the following general corporate responsibilities:

- Named as the Corporate Secretary on any Legal Documents requiring the Corporate Officers of the Lodge. This may include but is not limited to:
 - Corporate Statement of Information (Generally required by the Secretary of State) for each U.S. State or Canadian Province.
 - This may be necessary on a schedule or whenever the officers change (specifically the President, Administrator, or the Treasurer).
 - Alcohol/Liquor License (The list of managing officers will need to be changed in accordance with State and Local Laws).
 - Corporate Charity Registration (if required by State or Local Laws).
 - Health Department License (if required by State or Local Laws).
- May be the required signer of legal documents, in the name of the Lodge. This may include but is not limited to:
 - By-Laws submissions to the State or Local Authorities.
 - Tax Filings, including Property, Sales, and Income Taxes, for Federal, State and Local authorities.
 - Charitable Registration or Tax-Exempt Status Filings.
 - Legal Contracts that may or may not encumber (make the Lodge responsible) the Lodge to specific payments or situations. This may include but is not limited to:
 - Leasing of Lodge property:
 - Hall Rental Contracts
 - Contracts for Lodge Property Usage for Community Service.
 - Leasing of the Kitchen to an Outside Company or Business.
 - RV Space Nightly or Storage Space Contracts.
 - Contracts to provide Services or Goods for the Lodge.

VIII. Duties of an Administrator

Meetings:

- The Administrator shall attend all required Lodge meetings.
- The Administrator shall accurately record the minutes (official notes of meetings):
 - During all Lodge Meetings, Board of Officers Meetings, and other meetings and hearings conducted for the Lodge.
 - Read the minutes of the previous meeting for approval.
 - Make sure that all minutes are signed by the Administrator (Recording Secretary) and the Presiding Officer of the meeting (this may be the President of the Moose Lodge or another officer that is acting in the place of the President if they are not available).
 - Retain the original meeting minutes as permanent corporate documents.
 - All meeting minutes must be recorded in the Official Meeting Minutes book as sold by Moose International.



Training Exercise:

Creating Meeting Minutes

Go to the USB Drive supplied by the Instructor and open the following files when instructed:

1. Minutes General Lodge Meeting Template
 - a. Enter your Lodge Information.
 - b. Enter information as directed by the Instructor.

2. Minutes Lodge Officers Meeting Template
 - a. Enter your Lodge Information.
 - b. Enter information as directed by the Instructor.

Duties of an Administrator

Meetings, Continued:

- The Administrator will read all correspondence received by the Lodge in the next meeting after it is received and the Administrator will keep copies of these correspondence with the official minutes. The correspondence includes but is not limited to:
 - Official Communications from Moose International or a Representative of Moose International. These communications are usually received in the Moose Lodge Smartermail or as physical mail at the lodge.
 - Read all Reports, this includes non-committee reports on activities and reports of Conventions, Conferences, Association Communications, and District Meetings. This may also include governmental reports, such as Health Department Reports or any reports of non-conformance or non-compliance from any governmental source.
 - Bulletins
 - Applications
 - Other Communications to the Lodge, which may come from governmental agencies.
- Make available all bills and receipts of expense, received after the last General Membership meeting, for the Trustees to review and the General Membership to view (if they wish to).
 - Make available the required financial reporting information for the Treasurer's financial report, which must be signed by the Administrator and the Treasurer.
 - Once the Reconciliation has been completed in QuickBooks Online this information is available from a Balance Sheet report and the Profit and Loss Report



Training Exercise:

Financial Information for the Treasurer's Meeting Report

Go to the USB Drive supplied by the Instructor and open the following files when instructed:

1. Balance Sheet Example
2. Profit and Loss Example
3. Lodge Monthly Financial Summary Sheet
 - a. Enter information as directed by the Instructor.

Duties of an Administrator

Membership:

- The Administrator shall accurately keep all Lodge membership records.
 - LCL Web is the system that is used for membership records.
- The Administrator shall keep and file all official applications of membership.
- When the Administrator receives a transfer of membership application, with a transfer fee of \$20.00, they shall notify the member's current lodge and give at least 14 calendar days for any objections from the current lodge.
 - After the 14 days review period then the lodge can vote to accept the transfer of membership during a regular membership meeting.
- The Administrator shall read the membership report provided by Moose International at the first Lodge meeting of each month.
 - The membership report will be provided by the Territory Manager.
- Member information shall only be used for fraternal purposes.
 - The Administrator cannot provide any Lodge member information to any business, organization or individual for their commercial or business purposes.
 - The only time that member information can be provided to any individual, business or organization is with an approved dispensation from the Compliance Office.
- The Administrator can, during a Lodge meeting, read the names of Lodge members, that have been expired for at least 15 days or more.
 - This expired list can be exported from LCL Web.

Duties of an Administrator

Membership, Continued:



Training Exercise:

LCL Web Export

Go to the USB Drive supplied by the Instructor and open the following files when instructed:

1. LCL Web Export Instructions
2. The Instructor will go over a video of the process with you.



Training Exercise:

Microsoft Excel Sort by Birth Month

Go to the USB Drive supplied by the Instructor and open the following files when instructed:

1. Microsoft Excel Sort by Month Instructions
2. FRUAdminLCL_Report_Export.csv
 - a. Sort Export as directed by the Instructor.

Duties of an Administrator

Financial Operations:

- The Administrator shall correctly and accurately keep all financial records of the Lodge.
 - QuickBooks Online is the accounting system used for all financial records.
- The Administrator shall sign all checks for the Lodge
 - There will be 2 signatures on every check with the second signature being from either the President or the Treasurer of the Lodge.
 - Checks cannot be signed unless the payee's name is on the check.
- The Administrator is responsible for all funds received by the Lodge this includes any Committee or Activity Group funds.
- The Administrator shall make all financial records available to the Financial Review Committee at the end of each month.
- The Administrator shall deposit all funds received by the Lodge, at least once a week.
 - There will be at least 2 copies of the deposit receipt. One for the Lodge records and one for the Treasurer.
- The Administrator shall make all financial records available to the Financial Review Committee at the end of each month.



Training Exercise:

Weekly Envelope and Deposit

Go to the USB Drive supplied by the Instructor and open the following files when instructed:

1. Weekly Envelope (Specified for Area)
2. Appropriate Weekly Envelope Instructions
 - a. Weekly Envelope with Sales Tax Only
 - b. Weekly Envelope with Multiple Tax Possibilities

Duties of an Administrator

Taxes:

- The Administrator is responsible for all government mandated taxes, this may include any or all of the following, always check your national and local laws for what tax filing forms and payments are required:
 - National Taxes
 - Annual Income Tax Forms
 - US IRS Form 990 and possible subsequent schedules.
 - There may be some taxes due because of income from non-member sources or gaming.
 - Canada T3010
 - Charities are exempt from paying income taxes.
 - Payroll Taxes
 - Payroll Tax Forms can be required on a monthly, quarterly, and annual basis.
 - Even if a required payment cannot be paid the filings must be completed and sent to the appropriate agency.
 - Payroll Tax Payments can be required on a monthly, quarterly, and annual basis.
 - These payments must be completed by their due dates or penalties, fees and interest may be charged to the lodge.
 - If necessary, make sure to make payment arrangements with the appropriate agency to keep the lodge from having the assets of the lodge seized by the government.
 - Canada GST (Goods and Services Tax) / HST (Harmonized Sales Tax)
 - GST/HST is a charge on products sold to the customer of anything that is not donated to the lodge.
 - There are exemptions to the GST/HST, please consult the Charity Exemptions laws for the GST/HST in Canada.

Duties of an Administrator

Taxes, Continued:

- State, Province, and Local Taxes:
 - Property Tax – This tax may be required for all or part of the real property of the lodge. This can be for the grounds and building of the lodge (secured property) and possibly for personal property (unsecured property).
 - Dependent on the local laws, property tax could be due on a monthly, quarterly, semi-annual, or annual basis.
 - If property tax is not paid the lodge property may become seized by the government to pay for the taxes.
 - Dependent on the local laws, the lodge may be able to have the property tax waived or become property tax exempt.
 - In some areas the lodge may need to file a form on an annual basis in order to keep their property tax exempt status.
 - Dependent on the local laws, property tax may only be owed on areas of the lodge that are used for non-member purposes.
 - Always check your local laws for how property tax works in your area
 - Sales Tax – This tax may be required by your local laws and if the proper forms are not filed and payments made, licensing and assets may be seized by the government.
 - There may be multiple sales taxes required. Below are some example:
 - Canada – GST/HST
 - Sales Tax specific for Liquor sales separate from another sales tax.
 - Sales Tax for Beer and Wine sales separate from another sales tax.
 - Sales Tax for general merchandise and food.
 - Sales Tax is a liability and is saved from sales it is not income.

Duties of an Administrator

Taxes, Continued:

- State, Province, and Local Taxes Continued:
 - Local Gaming Tax – Dependent on local laws, this tax may need to be filed and paid separately.
 - Local Payroll Taxes – Dependent on local laws, this tax may need to be filed and paid separately.
- All tax due dates should be tracked and kept on a schedule that is easily available for the Financial Review Committee of the lodge, so that they can double check that all necessary taxes are filed and paid in a timely manner.
- All tax filings need to be completed by the due date and the necessary tax payments should be completed on time to avoid penalties, fees, and interest charges.
 - Even if a tax payment cannot be paid make sure to complete the tax filing by the due date.
 - If a tax payment cannot be made, make sure to make payment arrangements with the appropriate governmental agency.
- If an Administrator needs help with taxes, please contact your Territory Manager.

Duties of an Administrator

Licenses & Permits:

- The Administrator is responsible to make sure that all licenses and permits are kept up to date.
- A schedule of all of the required filings and payment due dates needed for the lodge should be kept and given to the Financial Review Committee so that they can double check that the appropriate licensing and permits are not expired.
- Below are some examples of licenses and permits:
 - Gaming License
 - Reseller/Seller License (may be connected to sales tax)
 - Should be taken to your suppliers so that no sales tax will need to be paid when purchasing supplies.
 - Canada registration for GST/HST
 - Health Department Permit
 - Alcohol License
 - Single Day Use Alcohol Permits for Events
- All licenses and permits may have required or voluntary inspections.
 - Any inspection reports must be shared with the Board of Officers during the Board of Officers Meeting.
- Anytime there is a new event or activity that may involve the public, the Administrator needs to check the local laws, to make sure that the lodge has any necessary licenses or permits required to hold the activity or event.
- If an Administrator needs help with licenses or permits, they should contact the Territory Manager for their Territory.

Duties of an Administrator

Record Keeping:

- The Administrator is responsible for all of the records of the lodge including but not limited to the following:
 - Corporate Records
 - Meeting Minutes
 - Incorporation Documents
 - By-Laws
 - Tax Exemption Documents
 - Other
 - Financial Records
 - Lodge Receipts
 - Bills
 - Canceled Checks
 - Tax Filings
 - Financial Transaction Physical Records
 - QuickBooks Online
 - Other
 - Membership Records
 - Membership Applications
 - Disciplinary Action Letters
 - LCL Web
 - Other
- All records and documents must be kept in accordance with the Record Retention Schedule.
 - Financial Records that are beyond the time period found in the Record Retention Policy must be destroyed in such a manner that information found on the documents cannot be used.
 - Found on the USB Drive under Record Retention
 - File Name: Entity Document Retention Policy.pdf

Duties of an Administrator

Insurance:

- The Administrator is responsible for making sure that all necessary insurance coverage is up to date and paid on time for the lodge.
 - The Administrator must be the Primary Signor for all insurance coverage as the insurance policies are contracts with the lodge.

- Insurance Coverage may include but is not limited to the following:
 - From Moose International:
 - Officer's Bond – Insurance for an Officer of the Lodge in case of a lawsuit brought against the officer in the performance of lodge duties or business.
 - This insurance is to make sure that the Officers of the Lodge are not held personally liable for lodge issues as long as they follow the laws of the government and the General Laws of the Moose.

 - Risk Pool
 - General Liability Insurance – This is the insurance that covers the lodge for preventable accidents such as the following:
 - Slip and fall accidents
 - Serving contaminated food
 - Other

 - Liquor Liability Insurance – This is the insurance that covers the lodge for liquor involved issues such as the following:
 - A person drives drunk from the lodge and is involved in a drunk driving accident. As long as the lodge can show that it was not negligent the insurance will be in force.
 - A person is drunk and hurts themselves. As long as the lodge shows that it was not negligent the insurance will be in force.
 - Other

Duties of an Administrator

Insurance, Continued:

- Open to the Public Event Insurance – This is both General Liability Insurance and Liquor Liability Insurance for events and activities that the general public are invited to attend and participate at.
 - Coverage is only granted when a Dispensation Form is completed, sent to the Compliance Office, and Approved by the Compliance Office



Training Exercise:

Filling out an Open to the Public Event Dispensation

Go to the USB Drive supplied by the Instructor and open the following files when instructed:

1. Event Guide.pdf
2. Community-Service-With-Alcohol-Dispensation.pdf
3. Community-Service-Without-Alcohol-Dispensation.pdf
4. Complete forms as directed by the Instructor.

Duties of an Administrator

Insurance, Continued:

- Hall Rental Insurance – This insurance covers a single Hall Rental Event on the property of the lodge for General Liability Insurance and Liquor Liability Insurance.
 - Can be purchased at anytime up to the start time of the Hall Rental.
 - Can only be purchased to cover a Hall Rental.
 - The explanation of what is covered and what is excluded are shown at the beginning of the purchase process.
 - Can only be purchased from K&K Insurance Group, Inc
 - To start go to the Moose International Website
 - <https://www.mooseintl.org/hall-rental-insurance/>
 - Hall Rental Insurance documents need to be kept with the Hall Rental Contract in case of future claims.
- Property Insurance – This insurance is to cover the lodge property in the case of an accident or disaster.
 - Coverage can be obtained from any regular commercial insurance company or from Lockton Affinity.
 - Lockton Affinity is the insurance company used by Moose International and has a specific standard setup for Moose Lodges.
- Fidelity Bond – This is the employee theft insurance used for cases of theft by an employee (paid or volunteer) or Officer of the Lodge.
 - Coverage can be obtained from any regular commercial insurance company or from Lockton Affinity.
- Worker's Comp Insurance – This insurance is in case of a paid employee having an accident that injures the paid employee.
 - This insurance may be required by local laws if the lodge has paid employees.
 - Coverage can be obtained from any regular commercial insurance company or from Lockton Affinity.

Duties of an Administrator

Insurance, Continued:

- Volunteer Accident Insurance - This insurance is in case of a volunteer having an accident that injures the volunteer.
 - This is an inexpensive insurance that will help a volunteer with any expenses incurred because of an accident while volunteering.
 - Coverage can be obtained from any regular commercial insurance company or from Lockton Affinity.
- If the lodge leases out any portion of the lodge or lodge property to a commercial for-profit business:
 - That business must have liability insurance of at least 1 million dollars, with the lodge named as an insured party as either part of the main policy or a rider to that policy.
 - There must be a dispensation approved by the Compliance Office at Moose International using the Universal Resolution /Dispensation Request Form:
 - On the USB Drive in the Insurance Folder, Universal-Dispensation-Resolution.pdf
 - There must be a contract with the Lessee that is sent in with the Dispensation prior to the Administrator signing the contract.
 - There may need to be edits made to the contract as per the Compliance Office prior to approval.
- Other insurance may be required by local laws and for liability reasons due to specialty lodge activities or events.
- If an Administrator needs help with insurance, they should contact the Territory Manager for their Territory.

Duties of an Administrator

Building Operations:

- The Administrator is responsible for all Business Operations within the lodge and to make sure that all Maintenance, Repairs, and Beautification of the lodge are performed in accordance with local laws and ordinances.
- The Administrator is responsible for making sure that any required repairs and cleanliness violations found on an Inspection Report are fixed immediately or within the negotiated time frames that the Inspector gives to the lodge.
- The Administrator is responsible for making sure that the appropriate membership meeting approval and approved Dispensation from the Compliance Office are obtained prior to any purchase or lease of equipment that has a cost of more than \$5,000.00 or to construct or improve a building.
- The Administrator is responsible for making sure that lodge policies for Building Operations comply with local laws and The Moose General Laws.
 - General Laws - Sec. 46.18 - Keys - It shall be unlawful for any person, other than the Administrator and duly authorized employees of the Lodge, to have or retain any key or keys to the Lodge home unless permitted in writing by the Chief Compliance Officer.
 - If an Officer of the Lodge is going to be issued keys to the lodge property, a vote of the Board of Officers is required and a Dispensation must be approved by the Compliance Office.
 - On the USB Drive in the Insurance Folder,
Universal-Dispensation-Resolution.pdf
 - General Laws - Sec. 46.18 - Keys - Only the Administrator or their authorized employees or office assistants shall be in possession of the keys to the Lodge office or other location where official records are maintained.
 - General Laws - Sec. 46.19 - Responsibility for Damage - A member shall be responsible for the removal of or damage to any Lodge property by themselves or any guest of the member. Upon demand, the member shall immediately pay to the Lodge the full value of the damaged or removed property. Failure to pay the obligation shall subject a Lodge member to the provisions of Section 35.12.
 - A demand letter must be sent to the responsible Moose member with terms of repayment, prior to enacting the provisions of General Laws - Section 35.12.

Duties of an Administrator

Building Operations, Continued:

- The Administrator is responsible for completing the annual Lodge Safety Inspection Form.
 - The annual Lodge Safety Inspection Form can be found in LCL Web when it is available for entry in May of each year.
 - Float your cursor over the Forms menu in LCL Web and click on Lodge Safety Inspection.
 - Click on Edit next to the Appropriate Month/Year to enter information into the form.
 - You may want to print the Lodge Safety Inspection Form, so that the person performing the physical inspection can fill in the appropriate information prior to attempting to complete the Lodge Safety Inspection Form in LCL Web.
 - Simply fill in the appropriate answers to all of the questions on the form.
 - Make sure to view the Loss Prevention PowerPoint and review the Insurance Reference Manual.
 - Please try to Save and Submit the Lodge Safety Inspection Form within 30 minutes of beginning the form, as it may not save properly if the Lodge Safety Inspection Form is open for more than 30 minutes.
 - An example of the Lodge Safety Inspection Form can be found on the USB Drive in the Building Operations Folder.
 - Lodge Safety Inspection Form Example.pdf
 - If you are having issues filling in the form please contact your Territory Manager.
- The Administrator is responsible for making sure that all Hall Rental Contracts are signed by the Administrator and that the Hall Rental complies with all local laws and The Moose General Laws – Section 47.2.
 - A Basic Hall Rental Contract Template can be found on the USB Drive in the Building Operations Folder.
 - This is only a template and will need to be adjusted to meet the needs of your locality if used.

Duties of an Administrator

Building Operations, Continued:

- If the lodge has a storage area for unoccupied vehicles, the Administrator is responsible for making sure that all Storage Area Contracts are signed by the Administrator and that the Storage Area Contract complies with both local laws and The Moose General Laws.
 - All vehicles or anything stored on the lodge property must be insured by the owner and a copy of the insurance kept with the contract at the lodge.
 - A Basic Storage Area for Vehicle Contract Template can be found on the USB Drive in the Building Operations Folder.
 - This is only a template and will need to be adjusted to meet the needs of your locality if used.

- If the lodge rents spaces for occupied recreational vehicles or camping, the Administrator is responsible for making sure that all Camping Contracts are signed by the Administrator and that the Camping Contract complies with both local laws and The Moose General Laws.
 - All recreational vehicles must be insured by the owner and a copy of the insurance kept with the contract at the lodge.
 - A permit may be required by local laws for a lodge to offer camping on lodge property.
 - There may be time limit restrictions on camping dependent upon local laws.
 - It may be advisable to **not** allow an occupied recreational vehicle to rent and occupy a space for more than 30 days, as this is considered a residence if a space is occupied consistently for more than 30 consecutive days in most localities.
 - It is advisable that the lodge not allow any person to use the lodge address as their personal mailing address, as this could be used for a claim of residency on the property.
 - The same Basic Storage Area for Vehicle Contract Template that can be found on the USB Drive in the Building Operations Folder, has a portion dedicated to occupied recreational vehicle site usage.
 - This is only a template and will need to be adjusted to meet the needs of your locality if used.

Duties of an Administrator

Building Operations, Continued:

- Building Utilities are the responsibility of the Administrator.
 - It is suggested that at least annually the Administrator should check each continuing utility for any discount programs that may be offered and if there are other less expensive options for each utility service.
 - Example: The current TV service contract promotion has expired and the new rates are double the old rate, but there is another provider or another promotion available from the same provider that will bring the monthly cost back down to the previous cost. You found this out by simply calling or checking online to find out what pricing plans are currently available from your current provider and their competition. This may include a bundle with internet and phone service.
 - Please remember that any savings for the lodge is money that can be spent on more member activities, charitable donations, or will be available in case of an emergency.
- If at any time the Administrator has questions about lodge property usage and whether a Dispensation is needed they should contact their Territory Manager.

Duties of an Administrator

General Information:

- The Administrator is the primary contact between the Lodge and Moose International.
 - The lodge email lodge####@mooseunits.org is the official communication tool for contact with the lodge.
 - The lodge email needs to be checked by the Administrator at least 3 times a week in order to have any updated information that is sent to the lodge.
 - The Territory Manager is the primary contact with Moose International and they will contact the Administrator to get necessary information or reports regarding the lodge and lodge operations.
 - The Administrator should report contacts from the Territory Manager during the Board of Officers Meeting.
 - Supply any information requested by the Moose International Compliance Office.

- The Administrator is a voting member of the lodge Board of Officers.

- The Administrator is a voting delegate for the following, outside of the lodge:
 - Moose International Conventions
 - Moose Association Conventions
 - Moose Association Conferences
 - Moose Association District Meetings

- A lodge member has the right to see non-confidential lodge financial records and minutes, with a written request for an appointment with the Administrator.
 - The Administrator is required to make themselves available with the records within 21 days from the receipt of the written request.
 - No copies of any documents can be taken from the lodge.
 - Board of Officers, Executive Session records and minutes are confidential and are not to be shared with general members.

Duties of an Administrator

General Information, Continued:

- The Administrator is the manager of Business Operations at the lodge.
 - The Administrator shall make a report of the Business Operations and Financial status of the Business Operations of the lodge to the Board of Officers during each Board of Officers Meeting.
 - If the Administrator is not the Social Quarters Manager, the Social Quarters Manager reports to the Administrator for daily operations, and the Administrator reports to the Board of Officers.
 - The Board of Officers can require a direct report from the Social Quarters Manager, at their discretion.
 - The Administrator is required to review all changes in the governmental laws and Moose International General Laws and how they apply to the lodge.
 - If there are any questions about how the laws apply to the lodge, please contact your Territory Manager and if further clarification is needed contact the Compliance Office at Moose International.
- If an Administrator refuses a demand by the Board of Officers for a special review of the lodge.
 - The President of the lodge shall suspend the Administrator with pay and the Treasurer shall perform the duties of the Administrator until a prompt investigation is completed.
 - Upon suspension of the Administrator, the President of the lodge shall immediately contact the Chief Compliance Officer and the Territory Manager.
- If there is no person filling the office of the Administrator, the Treasurer will perform the duties of the Administrator.
 - This happens if there is no Administrator
 - This happens if the Administrator is unable to fulfill their duties because of sickness or short-term disability.
 - This is supposed to be a short-term solution and if necessary an Acting Administrator should be appointed by the Board of Officers.

Duties of an Administrator

General Information, Continued:

- The Administrator is 1 of 2 officers allowed compensation from the lodge.
 - They may receive a reasonable compensation as determined by the lodge Board of Officers and the membership.
 - This is achieved by having a vote of the Board of Officers, during a Board of Officers Meeting and then a vote of the membership during a regular Membership Meeting.
 - This also means that the Administrator is allowed to receive tips for working as a bartender.
 - If the Treasurer is performing the duties of the Administrator, when there is not currently an Administrator, the Treasurer may receive the compensation that is normally allocated to the Administrator.

- No officer on the Board of Officers, other than the Administrator, may hold the office of the Social Quarters Manager, while still holding a position on the Board of Officers.

- If a working bonding is required for the Administrator, it shall be paid for by the lodge.

- The Administrator is responsible for all communications on behalf of the Board of Officers and for decisions of the Board of Officers made during an Executive Session of the Board of Officers.
 - The Administrator will sign all official communications sent out on behalf of the lodge Board of Officers.
 - The Administrator will send out all official communications regarding disciplinary actions and sign the communication on behalf of the lodge and Board of Officers.
 - If the disciplinary action is for the Administrator the Treasurer will sign the disciplinary communication.

Duties of an Administrator

General Information, Continued:

- The Administrator is responsible for notifying the membership of any Special Meetings of the lodge.
 - A special meeting may be called by the President of the lodge
 - A special meeting can be called by a written request of 8 members of the lodge or 2% of the active membership, whichever is greater.
 - The only business that can be conducted at a special meeting is the business specifically stated on the notice given to the membership.
 - The Administrator shall prepare and mail (or personally deliver) all notices for special meetings to all active members of a lodge.
 - There needs to be at least 9 days from the day of mailing to the date of the special meeting.
 - This notice must be mailed out at least 7 days prior to the special meeting.
 - An additional day must be given for the day of mailing and another day given for the day of the special meeting.
 - The list of active members of the lodge must be created by using the Export function of LCL Web, the membership database.
- If the Administrator is compensated as an Administrator, Social Quarters Manager, or Bartender, they may not work as part of the fundraising portion of a Charitable Fundraising Event, as only volunteers may be involved as per the IRS.
 - This is only for the charitable fundraising portion of the event, not the normal operations of the lodge.
- The Administrator is a central figure to the wellbeing of any lodge and as such has a responsibility to keep a high moral ethic and to do what is in the best interest of their lodge and The Moose whenever they are in the view of their members and the public.
 - The Moose relies on the Administrators to be our source of information and the people that can be relied on at any time that the lodge or The Moose needs them.
 - Thank you all for taking on the responsibilities of an Administrator!!!