

SHENSHAWPOTOO LODGE #276

CONSTITUTION & BYLAWS

I. NAME AND AFFILIATION

- A. The name of this Lodge of the Order of the Arrow shall be Shenshawpotoo, W.W.W. 276.
- B. The Lodge shall be affiliated with Shenandoah Area Council, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Scout Executive.
- C. The totem of the lodge shall be that of the Deer.
- D. The standard colors of the Lodge neckerchief shall be Royal Blue with a Gold border.
 - 1. Each member shall receive only one (1) Lodge neckerchief. *If lost or destroyed a member may petition the executive committee to purchase a replacement neckerchief at a cost prescribed by the committee. A member may only purchase a replacement once.*
 - 2. The Lodge neckerchief shall be worn only at Order of the Arrow functions.
- E. Each Lodge member may himself secure one (1) Lodge patch at each major function, provided he has completed six (6) hours of service to the Chapter, Lodge, or council between major Lodge functions, signed so by any Lodge or chapter Advisor, Scout Executive, Camp Ranger, or Campmaster. *The written verification must include the date of service, name of the member and signature of the approving official. If the verification is the official event roster, initials may be substituted for signatures. Hours cannot be accumulated past a major Lodge function. For example, work performed before Hijinx cannot be used to acquire a Lodge patch at February business meeting. The member must attend the Lodge meeting prior to receiving the Lodge patch. The Lodge Chief shall decide the validity of any service in which is deemed questionable.*
- F. The Lodge shall be composed of three Chapters: *Potomac, Shawanogi, and Shenrapawa*. Each Chapter shall come under the supervision of each District Camping Committee and the District Scout Executive.

II. ELECTION TO MEMBERSHIP

- A. The requirements for membership in this Lodge are as required in the latest Order of the Arrow Handbook.
- B. Procedures for the Ordeal shall be as stated in the latest Order of the Arrow Handbook.
- C. All elections must also clear through the Chapter unit elections committees, be

Completed by *May 15*, and shall be accordance with those requirements as Stated in the latest Order of the Arrow Handbook. *Adult application forms must be received at the council office by May 15. The Lodge will notify the unit as to the adult application results by June 1.*

- D. All candidates for Ordeal Membership shall be tapped out at an official callout or Chapter ceremony following election.

III. OFFICERS

- A. The officers of this Lodge shall be Lodge Chief, first vice-chief, second vice-chief, membership secretary, recording secretary, and treasurer. These elected officers must be under twenty-one (21) years of age during their entire term of office.
- B. The officers of each Chapter shall be Chapter Chief, vice-chief, and secretary. These elected officers must be under twenty-one (21) years of age during their Entire term.
- C. Lodge Officers shall be elected at the Spring Brotherhood Meeting. Chapter Officers shall be elected at the Summer Lodge Meeting. No more than three (3) elected officers shall be in the same unit. There may be up to two (2) with the third in the opposite. NO Lodge officers shall hold an elective Chapter office at the same time.
Example: Two Lodge one Chapter
 One Lodge two Chapter
 Three Lodge not permitted
 Three Chapters not permitted
- D. The Executive Committee shall be composed of six (6) elected Lodge officers, the immediate past Lodge Chief, the Lodge Operating Committee Chairman, the Lodge Advisor, the Chapter Chiefs and advisors, the Scout Executive, and the Staff Advisor.
- E. The Lodge Advisor and Chapter Advisors shall be appointed by the Scout Executive in consultation with the related Camping Committee Chairman. *All Other advisors shall be appointed by the Lodge Advisor.*
- F. The Lodge Chief and Chapter Chiefs shall appoint such operating committees As may be required from time to time with the approval of the Lodge Executive Committee or Chapter Executive Committee. All committee chairmen shall be Under twenty-one (21) years of age during their entire term of office.
- G. Any Lodge or Chapter officer may be removed from office by the Lodge Chief, Lodge Advisor, and Professional Advisor with approval of the Scout Executive. The officer in succession will be given the opportunity to take the office. If declined, an election will be held for the vacant position, following the procedures for election in the by-laws. If the succeeding officer takes the position an election will be held to fill his position.
- H. OFFICER DUTIES AND RESPONSIBILITIES
 - 1. Lodge Chief
 - a. Presides at all Lodge and Executive Committee meetings.
 - b. Prepares agenda for Lodge meetings in advance.

- c. Responsibility for all Lodge functions, for adherence to the Lodge Constitution and Bylaws and the Order of the Arrow handbook as well as local and national policies of the Boy Scouts of America.
 - d. Shall give supervision to the Lodge and its Chapters.
 - e. Is a member, exofficio, of every Lodge committee.
 - f. Shall perform other duties as his office may require.
 - g. Shall assist in the training of his successor to insure a smooth transition.
 - h. Shall coordinate the functions of all officers and committees.
 - i. Is a member of the Council Camping Committee.
2. LODGE FIRST VICE CHIEF
- a. Shall preside, in the absence of the Lodge Chief, at all Executive Committee and Lodge meetings.
 - b. Shall perform such duties as assigned by the Lodge Chief, to include supervision of various Lodge committees.
 - c. Shall supervise Camping Promotion and Order of the Arrow Unit Elections through the Chapter Chiefs.
 - d. Shall assist in the training of his successor to insure a smooth transition.
3. LODGE SECOND VICE CHIEF
- a. Shall preside in the absence of Chief and First Vice Chief.
 - b. Shall perform such duties as assigned by the Lodge Chief, to include supervision of various Lodge committees.
 - c. Shall supervise Lodge Service projects, Order of the Arrow Ceremonies and shall appoint an Ordeal Master for Ordeal Weekends.
 - d. Shall assist in the training of his successor to insure a smoother transition.
4. LODGE MEMBERSHIP SECRETARY
- a. Shall keep a complete and accurate record of all old and incoming brothers as to their status, activities in Scouting, dues paid, and Scouting registration.
 - b. Shall furnish the DEERTRACKS Editor with complete up to date records of brothers who are on active membership role, including addresses. Shall assure that the list is maintained up t date at all times.
 - c. Shall furnish the Vigil Honor Nominating committee in the spring with (1) a listing of the names of all brothers who are active and have held Brotherhood status of are at least two years (2), and the number of Arrowmen (total Lodge membership) on record at the last charter date.
 - d. Shall complete the application for recharter in December of each year, ready to submit prior to December 31.
 - e. Shall forward a postcard to each brother who is delinquent

dues 30 days prior to the date he shall be placed on inactive role.

- f. Shall assist in the training of his successor to insure a smooth transition.
 - g. Turn over all records in an up to date form.
5. LODGE RECORDING SECRETARY
- a. Shall keep a complete and accurate minutes of each meeting of the lodge and Executive Committee and shall have them typed and mailed to each member of the Executive committee within fourteen (14) days of the meeting. Shall maintain a book of these original minutes to pass on to next secretary.
 - b. Shall be responsible for all Executive Committee notices.
 - c. Shall be responsible for all correspondence of the lodge.
 - d. Shall assist in the training of his successor to insure a smooth transition.
 - e. Turn over all records in an up to date form
6. LODGE TREASURER
- a. Shall keep members informed of the financial status of the Lodge through reports at meetings and information in the Newsletter.
 - b. Shall supervise the drawing up of an annual budget and shall charge expenditures against the budget in an orderly fashion.
 - c. Shall collect all fees and supervise the check-in at all Lodge activities.
 - d. Shall be responsible for sale of all Lodge merchandise i.e., patches and neckerchiefs.
 - e. Shall maintain a binder of all financial reports in the Lodge and authorization of payments, which shall be pasted on to his successor.
 - f. Shall train his successor and turn over all records of the Treasury in an up to date form.
7. CHAPTER CHIEF
- a. Shall have the same responsibilities and duties on the Chapter level as the Lodge Chief on the Lodge level.
 - b. Shall provide supervision to the Chapter and have sole responsibility for it.
 - c. Is a member of the District Camping Committee.
8. CHAPTER VICE CHIEF
- a. Shall have the same responsibilities and duties on the Chapter level as the Lodge Vice Chiefs on the Lodge level.
9. CHAPTER SECRETARY
- a. Shall have the same responsibilities and duties on the Chapter level as the Lodge Secretaries in the Lodge level.

- b. Shall forward all moneys collected through the Lodge Treasurer to the Council Office.
- c. Shall serve on Deertracks staff.

IV. LODGE MEETINGS

- A. Major functions shall be:
 - 1. Winter Business Meeting (February)
 - 2. Spring Workday and Business Meeting (April)
 - 3. Spring Brotherhood and Meeting (June)
 - 4. Summer Conclave and Meeting (August)
 - 5. Social Event (Christmas Hijinx) (December)
- B. The Executive Committee of this Lodge shall hold at least four (4) meetings per year.
- C. Special meetings of the Executive Committee or of the Lodge may be called by the Lodge Chief with the approval of the Scout Executive and/or Lodge Advisor or by the Scout Executive.
- D. Each meeting of the Lodge shall be opened with the Obligation of the Order of the Arrow.
- E. Members of the Order twenty-one (21) years of age or older, shall have no vote in any decision of the Lodge or any of its Chapters.

V. DUES

- A. There shall be an induction fee payable at the time of induction. For such a fee, each new Ordeal member shall receive:
 - 1. An Order of the Arrow pin on red and white ribbon.
 - 2. A membership card.
 - 3. An Order of the Arrow sash and Lodge Pocket patch.
 - 4. An Order of the Arrow Handbook.
 - 5. A set of Spirit of the Arrow Books
 - 6. New member information.
- B. Lodge duties shall be paid to the treasurer by August 31. A member shall be considered inactive those dues have not been paid by the first day of November. Inactive members may be restored to active status by paying back dues for one (1) year and the current years dues. The amount of annual dues shall be set by the Lodge Executive Committee with the approval of the Lodge.
- C. In the development of the annual budget, funds shall be made available for Chapter mailings, activities and service projects. *This shall include the cost to Send the Lodge Chief to the National Order of the Arrow Conference.* Chapters must gain approval from the Lodge Executive Committee before incurring expenses.
- D. All Order of the Arrow funds shall be handled through the Council Office and through all normal procedure used by the Council.
- E. No money may be drawn from the Lodge account without written authorization from the Lodge Treasurer, after the approval of the Lodge Chief; except for

expenditures pre-authorized by the Executive Committee.

VI. BROTHERHOOD MEMBERSHIP

- A. Completion of the Brotherhood membership shall be in accordance with the latest Order of the Arrow Handbook.
- B. Each new Brotherhood member shall receive a Lodge Neckerchief.

VII. VIGIL HONOR

- A. Attainment of Vigil Honor shall be in accordance with the latest Order of the Arrow Handbook.
- B. Candidate for Vigil Honor shall be notified only at a properly conducted Lodge Ceremony.

VII. LODGE CEREMONY REGALIA

- A. Lodge ceremonial regalia shall be used for special Lodge ceremonies except upon written permission of the Lodge Chief and the Lodge Native American Program Advisor.
- B. Lodge regalia shall be patterned after the Plains Indians.

IX. NEWSLETTER

- A. The Lodge shall publish a newsletter at least quarterly through the Council Office.
- B. The name of the newsletter shall be DEERTRACKS.
- C. The editor of this newsletter shall be appointed by the Lodge Chief and shall serve the same term as the Lodge officers.

X. AWARDS

- A. Founders Award
 - 1. The requirements are as required in the latest Order of the Arrow Handbook.
 - 2. A committee shall be appointed by the Lodge Chief and Lodge Advisor to select the recipients. The committee should be made of past recipients of the award when possible.
 - 3. The recipients shall not be notified prior to the presentation at the Hinjinx dinner.
- B. Ray A. Garrabrandt Honor Chapter Award
 - 1. Camping Promotions completed by Hinjinx.
 - a. Contact each troop in respective districts (Chapters).
 - b. Present Council prepared media, slides, videos, etc. of Camp Rock Enon plus any available of Philmont, National Jamborees, or other High Adventure trips.
 - 2. All Unit Elections completed by May 15.

- a. Each troop in the Chapter will be contacted by the Chapter Elections Committee.
 - b. Proper forms completed and submitted to Council Office by May 15.
 - c. Unit Elections start after January 1.
3. Chapter shall have at least one (1) camp work project separate of Lodge work projects.
4. Chapters shall have at least one (1) Chapter meeting per quarter.

XI AMENDMENTS TO THESE RULES

- A. These rules shall be subjected to amendment at any regular or special meeting or this Lodge provided such amendments(s) has been submitted in writing to the Executive Committee at least one (1) month in advance and that due notice has been mailed to all active members at least ten (10) days prior to such meeting.
- B. A quorum will consist of twenty-five percent (25%) of the voting members of the Lodge and two-thirds (2/3) approval of the voting members present shall be required for ratification.