

**Lodge Rules**  
**As Proposed on March 27, 2017**

***I. Statement of Purpose***

We, Arrowmen of the Santee Lodge #116, Order of the Arrow, W.W.W., in order to recognize those campers – Scouts and Scouters – who best exemplify the Scout Oath and Law in their daily lives and by such recognition cause other campers to conduct themselves as to warrant recognition, to promote scout camping, which reaches its greatest effectiveness as a part of the Unit’s camping program both year round and at summer camp, as directed by the Camping Committee of the Council and to crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others, do hereby ordain and establish these Lodge Rules for the Santee Lodge #116, Order of the Arrow, W.W.W.

***II. Organization of the Lodge***

- A. The name of this Lodge of the Order of the Arrow, W.W.W., shall be the Santee Lodge #116.
- B. The Lodge shall be affiliated with the Pee Dee 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 the Carolina Parakeet.
- D. The colors of the Lodge shall be red and black.
- E. All insignia of the Lodge shall contain the inscriptions “W.W.W.”, the Lodge totem and both of the Lodge colors.
- F. The Lodge shall be divided into Chapters as provided for in the Lodge Bylaws.

***III. Membership***

- A. Election to membership and procedures for all ceremonies shall be in accordance with the latest revision of the ***Order of the Arrow Handbook*** and the various ceremonial pamphlets.
- B. To be an active brother in the Santee Lodge, a brother shall be registered with the Pee Dee Area Council and shall have paid his current dues.
- C. All policies of the Boy Scouts of America, the National Committee of the Order of the Arrow, and the Pee Dee Area Council shall be adhered to at all times.
- D. Further procedures regarding membership shall be provided for in the Bylaws.
- E. The Lodge Secretary shall be able to accept transfers with the approval of the Lodge Adviser and Staff Adviser.
- F. Affiliate members will be accepted as provided for in the Bylaws.

***IV. Officers***

- A. The officers of the Lodge shall be: Lodge Chief, Lodge Administrative Vice-Chief, Lodge Ceremonial Vice-Chief, Lodge Secretary, Lodge Treasurer, Lodge Editor, Assistant Secretary, Assistant Treasurer, and the Chapter Chiefs as provided for in the Bylaws.
- B. At the Winter Banquet, the Lodge Chief shall publicly appoint the Chairman of a Committee for the purpose of the nominating of Brothers to serve as Lodge Officers. The members of this committee will be selected as provided for in the Bylaws.
- C. All Lodge Officers shall be elected and installed at Fall Fellowship. The term of office shall be from the end of one Fall Fellowship to the end of the next Fall Fellowship.
- D. Eligibility of candidates for Lodge Officers shall be defined as follows:

1. Will be less than 21 years of age for the entire term of office.
  2. Current dues paying member of the Lodge.
  3. Current member of a troop or crew or registered with the Pee Dee Area Council.
  4. Active in the Lodge the past year (attended at least 50% of all scheduled Chapter meetings and three Lodge functions during the preceding year).
- E.** Candidates for Lodge Office must be certified by the Lodge Secretary of their eligibility by the end of OA Work Weekend and shall forward their names to the Nominating Committee.
  - F.** The election of a Lodge Officer will be voided if they do not attend the Lodge Leadership Development Conference. They may be excused by the Lodge Adviser in conjunction with the Lodge Chief.
  - G.** The Lodge Officers must each submit to the Lodge Adviser an accurate inventory of all items on hand at the end of his term prior to the next Lodge Leadership Development Conference. The Lodge Adviser shall compare this inventory to previous ones and the individual Lodge Officers shall replace or repair any items under his care damaged or missing through negligence, at no cost to the Lodge.
  - H.** The Lodge Executive Committee has the power to remove any Lodge Officer from his elected position, who, in their eyes, has not performed his duty only after approval of the Lodge Adviser. A successor to any office of the Lodge prior to the completion of that term of office will be appointed by the Lodge Chief with the approval of the Lodge Executive Committee until the next Lodge election is held. A new Lodge Chief will be appointed by the Executive Committee in the event the present Lodge Chief is no longer able to fulfill the duties or obligations of his office.
  - I.** In the event an officer fails to perform his duties or there are other reasons that bring an officer's character or abilities into question, the Lodge Lay and Staff Adviser will counsel the youth. If no significant improvement is observed, the Advisers may recommend his removal from office to the Scout Executive. The removed officer may request, and if so, will be given a meeting with the Scout Executive to discuss the deficiency in performance. The Scout Executive may then decide to re-instate the youth to office or allow his removal to stand.
- V. *Officers of the Lodge***
- A.** The officers of the Lodge shall be the Lodge Officers, the Chapter Chiefs as elected by their Chapters, and the Standing and Special Committee Chairmen.
  - B.** All Chapter officers shall be elected and installed at Fall Fellowship. The term of the office shall be from the end of one Fall Fellowship to the end of the next Fall Fellowship.
  - C.** Eligibility of candidates for Chapter offices shall be the same as items 1 through 4 of the eligibility of candidates for the Lodge offices.
  - D.** The election of a Chapter officer will be voided if they do not attend the Lodge Leadership Development Conference. The Lodge Adviser in conjunction with the Lodge Chief may excuse them.
  - E.** If any officer besides the Chapter Chief does not do his job for any inexcusable reason, the Chapter Chief, after gaining approval of the Chapter Adviser and the Lodge Administrative Vice-Chief, may call a new election at the next Chapter meeting. The Chapter officer whose performance is in question may seek to retain his office.

- F. If a Chapter Chief does not do his job for any inexcusable reason, the Chapter Vice-Chief, upon consulting the Chapter Adviser and the Lodge Administrative Vice-Chief, may call a new election at the next Chapter meeting. The Chapter Chief whose performance is in question may seek to retain his office.

#### **VI. Committees**

- A. The Executive Committee of the Lodge shall be composed of the following: all elected Lodge Officers, the past years Lodge Chief, the Chairman of each of the Lodge Standing and Special Committees, the Scout Executive, the Staff Adviser, the Lodge Adviser, an additional member of the Camping Committee of the Council, all Chapter Chiefs or their duly appointed representative, all Chapter Advisers, and the Advisers of the Standing and Special Committees.
- B. The Executive Committee shall transact such business as may be necessary between Lodge Business Meetings as provided for in the Bylaws.
- C. The membership of the Executive Committee and all other Committees of the Lodge shall be made known to all active Brothers so that recommendations may be made for each committee's consideration.
- D. The following Committees shall be considered Standing Committees of the Lodge and shall have duties as provided for in the Bylaws: Camp Promotions & Unit Elections Committee, Finance Committee, Ceremonial Committee, Activities & Service Committee, Nominating Committee, Publications Committee, Membership Committee, and Patches and Memorabilia Committee. The following subcommittees will operate as provided for in the Bylaws: Brotherhood Committee, Elangomat Development and Ordeal Administration Committee, Ceremonies & Regalia Committee, and Indian Dance & Native American Activities Committee.
- E. The members of the Standing Committees shall be appointed by the Chairman of the respective Committee with the prior approval of the Lodge Executive Committee.
- F. The Chairmen of the Standing Committees shall be provided for in the Bylaws.
- G. The following Committees shall be considered Special Committees of the Lodge and shall have duties as provided for in the Bylaws: Vigil Honor Committee.
- H. The Chairmen and membership of all Special Committees shall be appointed by the Lodge Chief as provided for in the Bylaws.
- I. The Lodge Chief shall further appoint, at his discretion, Chairmen and members of any temporary committees as he feels necessary and desirable. These Committees shall serve at his pleasure.
- J. The Lodge Chief shall serve as an ex-officio member of all Committees of the Lodge.
- K. All Committee Chairmen shall be under 21 years of age.
- L. The Executive Committee of the Lodge shall work closely with the Lodge Adviser to secure adult advisers as needed for all committees.
- M. Further procedures regarding committees shall be provided for in the Bylaws.

#### **VII. Meetings and Events**

- A. The Lodge Executive Committee shall schedule at least four Lodge events per year. During at least three of these events a Lodge Business Meeting shall be conducted.
- B. The Executive Committee may, at its own discretion, schedule additional Lodge events.

- C. Participation in National, Regional, and Section Order of the Arrow events shall be encouraged by the Lodge Executive Committee.
- D. The Lodge Chief may call a special Lodge Business Meeting with the prior approval of the Scout Executive or his designee.
- E. Lodge Business Meetings shall be conducted only when all active Brothers have been notified in writing at least five days in advance of such meeting.
- F. A quorum for Lodge Business Meetings shall consist of one-fifth of all active Brothers under the age of 21.
- G. Chapters shall schedule meetings and events as provided for in the Bylaws.
- H. Each Lodge Business Meeting, Lodge Executive Committee Meeting, and Chapter Meeting shall be opened with the Obligation of the Order of the Arrow.
- I. The Lodge Executive Committee of the Lodge shall hold at least four meetings per year, which are open to all Brothers of the Lodge.
- J. The Lodge Chief may call a special Lodge Executive Committee Meeting with the prior approval of the Scout Executive or his designee.
- K. A quorum for the Lodge Executive Committee shall consist of one-half the Lodge Executive Committee members under 21 years of age.
- L. The Standing and Special Committees shall meet as often as is necessary to faithfully perform their duties.
- M. Only active Brothers of the Lodge under 21 years of age shall have a vote in any decision of the Lodge.

#### ***VIII. Finances***

- A. There shall be an induction fee established by the Lodge Executive Committee and for such fee new members shall receive materials as provided for in the Bylaws.
- B. The Lodge Year shall be from January to December.
- C. Dues of the Lodge shall be collected annually by the Lodge Secretary in the amount determined by the Lodge Budget to cover routine operational costs of the Lodge. Dues shall be due at the Winter Banquet and must be paid by April 15<sup>th</sup>. Dues may not be paid in advance.
- D. An inactive Brother shall be restored to active status by paying back dues for one year and current dues provided the inactive Brother is currently registered with the Pee Dee Area Council, Boy Scouts of America.
- E. All expenditures, other than routine operating expenses, shall be made with the consent of 75% of the Lodge Executive Committee present and voting favorable at a regular or called meeting of the Committee.
- F. The Lodge Treasurer shall present a balanced budget to the Lodge Executive Committee for their approval at least four weeks prior to Summer Fellowship. This budget, as approved by the Lodge Executive Committee, shall be presented at Fall Fellowship for the approval of the Lodge at the Lodge Business Meeting.
- G. All Order of the Arrow funds shall be handled through the normal accounting procedures used by the Pee Dee Area Council and as detailed in the most recent publication of Lodge Budget and Financial Records.
- H. The Lodge Treasurer shall present periodic reports of financial activity to the Lodge as provided for in the Bylaws.

#### ***IX. Publications***

- A. The Lodge newspaper, *The Santee Arrowman*, shall be published at least 3 weeks before Winter Banquet, Spring Fellowship, OA Work Weekend,

Summer Fellowship, and Fall Fellowship.

- B. *The Santee Arrowman* shall be sent to all active Brothers and affiliate members.
- C. Further procedures regarding Lodge publications shall be provided for in the Bylaws.

**X. Founders Award**

- A. The Founders Award of the National Order of the Arrow shall be bestowed by the Lodge to recognize Brothers who have provided exemplary service to the Lodge and demonstrate in their everyday life the spirit of achievement as described by founder E. Urner Goodman.
- B. The Lodge Executive Committee may bestow this award annually, keeping in mind the nature of the award.

**XI. Red Arrow Awards**

- A. The Red Arrow Award of the Santee Lodge shall be the highest form of recognition bestowed by the Lodge on any nonmember.
- B. The Lodge Executive Committee shall bestow this award as it deems appropriate, keeping in mind the nature of the award.

**XII. Parliamentary Procedure**

- A. *Roberts Rules of Order, Revised* shall be the final authority in all cases of parliamentary procedure.
- B. The Lodge Chief may, at his discretion, appoint a Parliamentarian to help him interpret procedural questions.

**XIII. Lodge Insignia**

- A. The Standard Lodge flap shall have an outer red border and an inner black border with a white background and must follow the provision provided in Lodge Rules **II. E.**.
- B. All Active Brothers of Santee Lodge will be entitled to purchase Standard Lodge flaps at a restriction of one Standard Lodge Flap per person per event.
- C. The design of the Standard Lodge flap may be changed only in accordance with the provisions for amending the Lodge Rules.
- D. There shall be a flap to designate each level of membership in the Lodge. Each of the three flaps shall follow the provision provided in Lodge Rules **II. E.**.
- E. The flap produced to designate the Ordeal level of membership shall be made available for purchase to all Brothers of Santee Lodge at a restriction of two Ordeal level flaps per year with a maximum of ten Ordeal level flaps per life per design.
- F. The flap produced to designate the Brotherhood level of membership shall be made available for purchase to all Brothers of Santee Lodge that have sealed their membership in the Lodge by completing their Brotherhood requirements, including those that have kept the Vigil, at a restriction of two Brotherhood level flaps per year with a maximum of ten Brotherhood level flaps per life per design.
- G. The flap produced to designate the Vigil Honor level of membership shall be made available to all Brothers of Santee Lodge that have kept the Vigil at a restriction of two Vigil Honor level flaps per year with a maximum of ten Vigil Honor level flaps per life per design. One current Vigil flap will be given to new Vigil Honor members of the Lodge after they have kept the Vigil; this will be one of their ten per life for that patch design.
- H. All active Brothers shall be entitled to purchase Lodge mugs, T-shirts,

neckerchiefs, back patches, slides, hatpins, or other memorabilia at all Lodge functions attended.

- I. Special patches, neckerchiefs, or other insignia may be made available at the discretion of the Lodge Executive Committee.
- J. Brothers who serve as an Elangomat two times within a 12-month period will receive an Elangomat Flap as a token of appreciation for their service to the Lodge.
- K. The designer of any given *patch* shall be given one of the patches, at no cost to them, as a token of appreciation for their participation in the design process.
  - 1. This patch shall be excluded from any “per person” and “per life” restrictions.
- L. In the event of a catastrophic loss, such as a house fire or theft, patches limited by “per person”, “per life”, and “per design” restrictions may, at the discretion of the Lodge Chief and Lodge Adviser, have their restrictions reset for persons affected, providing that the patch is still available for purchase through the Lodge Store.
- M. No items of the Lodge are to be sold, given, or made available to any person except under the above specified conditions or by a vote of the Lodge Executive Committee.
- N. All Lodge Insignia production will be overseen by the Patches and Memorabilia Committee, whose duties shall be provided for in the Bylaws.

#### ***XIV. Consequences for Possession of Illegal Substances and/or Alcohol***

- A. Bringing illegal substances or alcoholic beverages on Camp Coker property will result in local law enforcement being notified.
  - 1. If persons in question are not arrested, they will be asked to leave camp immediately.
- B. The Scoutmaster of persons in question shall be notified.
- C. To be able to return to Santee Lodge events the persons in question will be required to write a letter of apology to the Lodge Chief, Lodge Adviser, and Lodge Staff Adviser. Additionally, the persons in question will be required to complete a service project at Camp Coker. Finally, there will be a suspension from Santee Lodge events until four Fellowships have passed.

#### ***XV. Bylaws***

- A. Bylaws of these Lodge Rules shall have the same authority as the Lodge Rules provided they do not conflict with the provisions of these rules.

#### ***XVI. Amendments***

- A. These Lodge Rules shall be subject to amendment at any regular or special Lodge Business Meeting, provided that written notice of such a proposed change has been submitted to the Lodge Executive Committee.
  - 1. The proposed change shall have attached to it a list of reasons for the proposed change and the author’s name.
  - 2. The Lodge Adviser and Staff Adviser will review the proposed change with the Scout Executive for possible conflicts with policies. The proposed change will then be forwarded to the Lodge Executive Committee.
  - 3. The Executive Committee shall publish the proposed change in the next edition of *The Santee Arrowman* after their next regularly scheduled meeting along with a recommendation to accept or reject the change.
  - 4. If rejection is recommended, the Lodge Executive Committee will also submit a list of reasons.
  - 5. The proposed change will be included in the agenda for the next Lodge

Business Meeting following publication in *The Santee Arrowman*.

- B. A two-thirds favorable vote of those present and voting at a Lodge Business Meeting shall be required for the change to take place.
- C. Amendments shall become an integral part of the Lodge Rules, completely replacing the former wording, if any.

**Lodge Bylaws**  
**As Proposed on March 27, 2017**

**I. Foreword**

- A. The Bylaws are designed to give more explicit instruction for the operation of the Lodge. They, by mandate of the Lodge Rules, have equal effect with the Lodge Rules. The Bylaws shall be liberally interpreted to effect an efficient operation of the Lodge. The Bylaws are designed to give each year's Lodge Officers a measure of flexibility in the operation of the Lodge.

**II. Officers**

**A. The Lodge Chief**

1. The Lodge Chief shall be responsible for the overall operation of the Lodge.
2. He shall normally preside over all Lodge Business Meetings and all Lodge Executive Committee meetings.
3. He shall provide a written agenda for all Lodge Business Meetings, and all Lodge Executive Committee meetings.
4. He shall appoint the Special and Temporary Committees and Committee Chairmen as provided for in the Lodge Rules and elsewhere in the Bylaws.
5. He shall serve as an ex-officio member of all Lodge committees.
6. He shall represent the Lodge in official and public relations functions.
7. He shall perform such other duties as may be necessary for the proper function of the Lodge.

**B. The Lodge Administrative Vice-Chief**

1. The Lodge Administrative Vice-Chief shall work closely with the Lodge Chief in seeing to the general administration of the Lodge.
2. He shall preside if the Lodge Chief is unable to preside or deems it inappropriate to preside at a Lodge Business Meeting or Lodge Executive Committee meeting.
3. He shall serve as or appoint a Chairman of the Camping Promotion & Unit Elections Committee.
4. He shall be responsible for the formation and continuation of the Chapters.
5. He shall represent the Lodge at such times the Lodge Chief is unable to attend.
6. He shall oversee and promote the selection of Order of the Arrow Unit Representatives in all eligible units and maintain the phone list of these individuals.
7. He shall perform such other duties as the Lodge Chief may assign.

**C. The Lodge Ceremonial Vice-Chief**

1. The Lodge Ceremonial Vice-Chief shall work closely with the Lodge Chief to see that all ceremonies are conducted in the impressive manner called for in the latest editions of the **Order of the Arrow Handbook** and the various ceremonial pamphlets.
2. He shall serve as Chairman of the Ceremonial Committee.
  - a. He shall appoint Chairmen to the Brotherhood Committee and Elangomat Development and Ordeal Administration Committee.
  - b. He shall serve as Chairman of or appoint Chairmen to the Ceremonies and Regalia Committee and Indian Dance and Native American

Activities Committee.

3. He shall aid the Vigil Honor Committee when that committee requests.
4. He shall be responsible for maintaining the Ceremonial Regalia of the Lodge in good condition.
5. He shall be responsible for administering the Induction Sequence.
6. He shall perform such other duties as the Lodge Chief may assign.

**D. The Lodge Secretary**

1. The Lodge Secretary shall maintain the permanent Lodge records in the Council Office and serve as Chairman of the Membership Committee.
2. He shall keep a record of minutes of all Lodge Business Meetings and Lodge Executive Committee meetings. The official minutes are to be kept in a permanent file located in the Council Office.
3. He shall handle the general correspondence of the Lodge as assigned by the Lodge Chief.
4. He shall maintain the official copy of the Lodge Rules and Bylaws and be responsible for bringing this copy to all Lodge Business Meetings and Lodge Executive Committee meetings.
5. He shall certify all candidates for Chapter and Lodge Office of their eligibility as provided for in the Lodge Rules.
6. He shall assist the Ceremonial Committee and the Vigil Honor Committee by providing eligibility lists from Lodge records.
7. He shall notify all Brothers whose dues have expired as of Fall Fellowship of that year. This notification is to be sent at least two weeks prior to Fall Fellowship.
8. He shall perform such other duties as the Lodge Chief may assign.

**E. The Lodge Treasurer**

1. The Lodge Treasurer shall be responsible for all Lodge finances and shall be Chairman of the Finance Committee.
2. He shall handle all money in accordance with the established procedures of the Pee Dee Area Council, National Order of the Arrow Committee, and the Boy Scouts of America.
3. He shall provide *The Santee Arrowman* with a general financial report to be published in the edition after the closing of the Lodge financial records for the year.
4. He shall deliver a brief financial report at each Lodge Business meeting.
5. He shall keep the Lodge Executive Committee informed in detail of all financial activity.
6. He shall present a balanced budget to the Lodge Executive Committee as provided in the Lodge Rules.
7. He shall maintain an inventory of the Lodge Collection and relevant records.
8. He shall perform such other duties as the Lodge Chief may assign.

**F. The Lodge Editor**

1. The Lodge Editor shall be Chairman of the Publications Committee.
2. He shall perform his duties as provided for in the Rules and By- Laws.

**G. Assistant Treasurer**

1. The Lodge Assistant Treasurer shall work with the Lodge Treasurer to complete the duties of that office.

**H. Assistant Secretary**

1. The Lodge Assistant Secretary shall work with the Lodge Secretary to complete the duties of that office.

#### **I. Chapter Officers**

1. The Chapter officers shall be Chapter Chief, Chapter Vice-Chief, and Chapter Secretary.
2. Larger Chapters may have more officers with the approval of the Lodge Executive Committee.
3. Duties of Chapter officers shall be similar to those of the corresponding Lodge Officers.
4. The Chapter Chief shall represent his Chapter at Lodge Executive Committee meetings. If he is unable to attend, he may appoint another brother, normally the Chapter Vice-Chief, to serve in his absence.

### **III. Chapters**

#### **A. Organization**

1. Chapters exist to further the effectiveness of the Lodge.
2. Each Chapter shall come under the supervision of the District Camping Committee and the administrative authority of the District Scout Executive in whose service area the Chapter serves.
3. The Chapter officers and their duties and qualifications are provided for elsewhere in the Lodge Rules and these Bylaws.

#### **B. Requirements for the Formation of a Chapter**

1. Each District of the Pee Dee Area Council shall be entitled to form a Chapter of the Santee Lodge provided the requirements below are met.
  - 1) Each Chapter shall have at least five youth members of the Santee Lodge.
  - 2) Each Chapter shall have an Adult Adviser.
  - 3) Each Chapter shall have monthly meetings and conduct service projects quarterly.
2. Each Chapter shall promote camping in their District in cooperation with the District Camping Committee.
3. Each Chapter shall conduct unit elections and camping promotion within its area under the supervision of the Camping Promotion & Unit Elections Committee.
4. Each Chapter shall comply with procedure established by the Lodge Executive Committee for the recognition of chapters.

### **IV. Committees**

#### **A. Organization**

1. Committees exist to make it easier to carry out the work of the Lodge.
2. Committee assignments should be split among the various Chapters to insure adequate representation of all the Chapters.
3. Standing Committees of the Lodge are as provided for in the Rules and Bylaws.
4. Special Committees of the Lodge are as provided for in the Rules and Bylaws.

#### **B. Lodge Executive Committee**

1. The Committee shall be composed of those persons listed in VI. A. of the Lodge Rules.
2. The Lodge Chief shall serve as Chairman of the Lodge Executive Committee.

3. Committee meetings shall normally be opened to the general membership of the Lodge. They may, however, hold Executive Sessions.
4. The Committee shall see that the Lodge plans a yearly calendar.
5. The Committee shall have the Chairman of the Publications Committee publish in *The Santee Arrowman* an early calendar, which includes Lodge meetings and events and Lodge Executive Committee meetings. This calendar, which is subject to change by the Committee with the approval of the Council, shall be drawn up as requested by the Council for inclusion in the Council Calendar and approval by the Council Executive Board.
6. The Committee shall approve the appointment of Brothers to serve on the Standing Committees.
7. The Committee shall establish an Induction Fee for which each new Brother shall receive materials as provided elsewhere in the Bylaws.
8. The Committee shall elect Adult Scouters to membership in the Santee Lodge as provided for in the *Order of the Arrow Handbook*.
9. The Committee shall bestow the Founder's Award annually in accordance with National Order of the Arrow guidelines.
10. The Committee shall bestow the Red Arrow Award as it sees fit, keeping in mind the high standard of the Award.
11. The Committee shall carefully check the membership and financial records of the Lodge at the close of each calendar year, prior to Lodge re-charter.
12. The Committee shall be authorized to approve any routine operating expenses.
13. The Committee is further empowered to transact any and all business of the Lodge between Lodge Business Meetings. However, any action of the Committee is subject to review at the next regularly scheduled Lodge Business Meeting.

#### **Standing Committees**

##### **C. Camp Promotion & Unit Elections Committee**

1. The Administrative Vice-Chief shall serve as Chairman of this committee.
2. The Administrative Vice-Chief, with the prior approval of the Lodge Executive Committee shall appoint members of this committee.
3. The committee shall prepare, in cooperation with the overall camping promotion program as developed by the Council Camping Committee, a Lodge promotion plan.
4. The committee shall be responsible for seeing that Unit Elections are held in every eligible unit of the Council between February 1<sup>st</sup> and May 15<sup>th</sup> of each year.
5. The committee shall be responsible for the training of Brothers in Unit Election procedures.
6. The committee shall coordinate Camping Promotion and Unit Election visits through the Order of the Arrow Unit Representatives as much as possible.
7. The committee shall be responsible for seeing that reports of Unit Elections reach the Lodge Secretary by June 1<sup>st</sup>.

##### **D. Finance Committee**

1. The Treasurer shall serve as Chairman of this committee.
2. The Treasurer, with the prior approval of the Executive Committee shall appoint members of this committee.
3. The committee shall assist the Treasurer in preparing the annual budget for submission as provided for in the Lodge Rules.
4. The committee will assist the Treasurer in operating the Lodge store.
5. The committee will develop plans for any fundraising efforts of the Lodge to be submitted to the Lodge Executive Committee for consideration.
6. The committee will suggest changes to financial procedures to create a smoother operation. These must be in compliance with policies as stated elsewhere in the Rules and these Bylaws.

**E. Ceremonial Committee**

1. The Ceremonial Vice-Chief shall serve as Chairman of this committee.
2. The Ceremonial Vice-Chief shall appoint Brothers to chair the following subcommittees: Brotherhood Committee, Elangomat Development and Ordeal Administration Committee, Ceremonies & Regalia Committee, and Indian Dance and Native American Activities Committee. These shall have the prior approval of the Lodge Executive Committee.
3. Other subcommittees may be appointed as necessary with the approval of the Lodge Chief
4. Each subcommittee chairman will select Brothers to serve with as needed.
5. Duties of subcommittees are as follows:
  - a. Brotherhood Committee
    - 1) The Brotherhood Committee shall seek to have members seal their membership by completing the Induction Sequence.
    - 2) In coordination with the Elangomats, the committee will encourage Ordeal members to complete the challenges of Brotherhood.
    - 3) The committee will lead Brotherhood candidates in a review of the Ordeal by assisting in the preparation for an Ordeal.
    - 4) The committee will review candidates on their knowledge of the Signs of Arrow Membership.
    - 5) The committee will prepare a list of candidates completing the Challenges of Brotherhood and submit it to the Ceremonial Vice-Chief.
  - b. Elangomat Development and Ordeal Administration Committee
    - 1) The Chairman of this committee shall be referred to as the Ordeal Chairman.
    - 2) The Ordeal Chairman shall serve as the Ordeal Master and Head Elangomat for every Ordeal.
    - 3) The committee is responsible for the recruitment and training of Elangomats.
    - 4) There shall be no more than two youth Elangomats and one adult Elangomat per Chapter per Ordeal, excluding the Ordeal Chairman. This may be altered at the discretion of the Ordeal Chairman if a Chapter is unable to provide Elangomats.
    - 5) Persons serving as Elangomat twice within a 12-month period

shall receive an Elangomat Flap, per Lodge Rules **XIII. J.**

- 6) The committee shall use resources provided and recommended by the National Order of the Arrow.
  - 7) The committee shall be responsible for encouraging all candidates to complete the Induction Sequence.
- c. Ceremonies & Regalia
- 1) The committee shall aid the Ceremonial Vice-Chief in the building and preservation of ceremonial regalia.
  - 2) The committee shall aid the Ceremonial Vice-Chief in presenting effective ceremonies.
  - 3) The committee shall recruit and train Brothers to serve as principals and support persons in ceremonies.
- d. Indian Dance and Native American Activities Committee
- 1) The committee shall organize and maintain the Kittan Dance and Sing teams.
  - 2) The committee shall aid in the promotion and instruction of Brothers in Indian Lore.

**F. Activities & Service Committee**

1. The Lodge Chief shall appoint another Brother as Chairman of the committee, with approval from the Lodge Executive Committee.
2. The Chairman shall appoint other Brothers to the committee with the approval of the Lodge Chief.
3. The committee shall plan the Lodge events listed on the Lodge Calendar.
4. The committee shall plan and encourage involvement in service projects to benefit the Camp, Council, and Communities.

**G. Nominating Committee**

1. This committee may operate under an “as needed” basis at the discretion of the Lodge Chief; that is, this committee may be deemed unnecessary for the Lodge Year and remain inactive until the sitting Lodge Chief re-activates the committee.
2. In the event of the circumstances mentioned in **IV. G. 1.**, the Lodge Adviser must still approve all Brothers who wish to run for a position.
3. Each Chapter Chief will submit the names of two Brothers from their Chapter to the Lodge Chief to be considered for membership on the Nominating Committee.
4. The Nominating Committee must contain at least two brothers from each Chapter.
5. The membership of the Committee shall be made known to the Brothers of the Lodge at Fall Fellowship.
6. The Lodge Chief will appoint replacements from the respective chapters, be it through resignation, failure to perform his duties, or otherwise needed.
7. The Lodge Chief shall select a Chairman, whose purpose is to conduct meetings according to the Rules and Bylaws.
8. The Committee is charged with the ongoing process of reviewing the skills, abilities and leadership qualities of the Brothers of the Lodge and shall make recommendations to the Lodge Chief for the appointment of Brothers to chair and serve on the various Lodge committees. The Committee shall compile a list of brothers that they feel are qualified to

hold elected offices in the Lodge, by position. The committee will list as many as are qualified for each position based on their performance in past positions held, the individuals character, motives, service to others and dedication to the Lodge in attendance of its functions and meetings. The Lodge Secretary will notify the list of brothers of the Nominating Committees recommendation three weeks after OA Work Weekend.

9. The Committee may add additional names, which will be given to the Secretary for prompt notification.
10. Any individuals that have been recommended by the Committee for office and will stand for election shall meet with the Lodge Adviser and/or the Scout Executive, individually and as a group to discuss the responsibilities and expectations of the positions. After the meeting, a confirmed list of eligible candidates will be delivered back to the Nominating Committee for their report to the Lodge Chief. The Nominating Committee shall make its report known to the Lodge Chief at the beginning of Fall Fellowship.
11. All nominations from the floor must be of those that meet the eligibility requirements, which include the Nominating Committees and Advisers recommendations. Individuals not selected by the Nominating Committee that wish to run for office may request a meeting with the Chairman and the Lodge Adviser for explanation and further consideration by the Committee.

#### **H. Publications Committee**

1. The Lodge Editor shall be the Chairman of the Publications committee.
2. The Chairman of the committee shall select Brothers to serve on the committee.
3. The committee shall be responsible for publishing editions of *The Santee Arrowman* to all active Brothers at least three weeks before Winter Banquet, Spring Fellowship, OA Work Weekend, Summer Fellowship, and Fall Fellowship.
4. The committee shall see that *The Santee Arrowman* contains news of upcoming Lodge events, stories of recent Lodge activities, the formation of Lodge Committees, reports from the Committees, news of various Chapters, a copy of the annual financial statement from the Lodge Treasurer, editorials pertinent to the Lodge, messages from the Lodge Chief, the Scout Executive, the Lodge Adviser and others, and any other Lodge information.
5. The committee shall compile, publish, and distribute a Lodge Planbook by Winter Banquet.
6. The committee shall compile, publish, and distribute a "***NEXT***" guide by Spring Fellowship of each year. This may be an update of a previous edition. Assistance of the Administrative Vice-Chief and the Camping Promotions & Unit Elections Committee should be sought.
7. The committee shall coordinate Internet services, as the Lodge desires.
8. The committee shall assemble all publication items needed for submission for judging at Section, Regional, and National events.
9. The committee shall publish such other Lodge publications (i.e. promotional letters to Brothers) as the Lodge Chief may assign.

#### **I. Membership Committee**

1. The Lodge Secretary shall be Chairman of the Membership Committee.
2. The committee membership shall consist of the Chapter Secretaries.
3. They shall assist the Lodge Secretary in maintaining the Lodge membership records, compiling reports and confirming eligibility to hold office.
4. They shall perform other duties as assigned.

**J. Patches and Memorabilia Committee**

1. The Lodge Chief shall be the Chairman of the Patches and Memorabilia Committee or shall appoint another Brother in his place.
2. The Chairman of the committee shall select the members of the committee.
3. The Key 3 must approve all designs before they can be voted on in this committee.
4. The committee shall request designs from the Lodge for approved ventures.
5. All patches and memorabilia concepts must pass through the committee before going to the Lodge Executive Committee.

**Special Committees**

**K. Vigil Honor Committee**

1. The Lodge Chief shall appoint an older, more experienced Brother to serve as Chairman of the committee.
2. The Chairman of the committee shall be publicly made known by Winter Banquet.
3. The Lodge Chief shall appoint mature Brothers, normally from Vigil Honor members of the Lodge, to serve on the committee.
4. The committee shall provide for the conferring of the Vigil Honor on deserving Brothers.
5. The committee shall encourage all Brothers to submit recommendations for consideration.
6. The committee shall submit a budget to the Lodge Executive Committee for approval prior to any expenditure.
7. The committee may call on the Ceremonial Vice-Chief for assistance if needed.

**V. National, Regional, and Section OA Activities**

- A.** Attendance at National, Regional, and Section Order of the Arrow activities shall be promoted by the Lodge Executive Committee.
- B.** Due to limiting physical features for attendance at the above mentioned activities, Brothers shall be sent in the following preference:
  1. Officers of the Lodge
  2. Adult drivers and judges as needed.
  3. Teams to compete in events.
  4. Other Brothers under 21 on a first come - first served basis.
  5. Other adult Brothers on a first come - first served basis.
- C.** To maintain their ranking in the above, Brothers must meet deadlines for registration and payment.
- D.** The Santee Lodge may, with approval of the Lodge Executive Committee and the Advisers, provide at no additional expense to the Brothers involved, transportation to and from National, Regional, and Section OA activities for the Lodge Chief and/or Administrative Vice-Chief and/or Ceremonial Vice-Chief.

- E. The Santee Lodge may, with approval of the Lodge Executive Committee and the Advisers, provide for at least two delegates to attend the National Order of the Arrow Conference. One of these delegates should be the current Lodge Chief at the time of the Conference.
- F. The Santee Lodge may, with approval of the Lodge Executive Committee and the Advisers, provide for the Lodge Adviser so that there will be no additional burden placed on them by taking their time to attend any of the above activities.

#### ***VI. Affiliate Membership***

- A. This membership is available to Arrowmen who formerly were active members of Santee Lodge.
- B. Individuals applying for affiliate membership must provide proof of current registration in the Boy Scouts of America.
- C. The fee for Affiliate membership shall be equal to the current Lodge dues.
- D. Affiliate members will receive all general communications sent to Lodge members.
- E. Affiliate members may not vote, hold office or position, nor participate in activities as an active member of Santee Lodge.
- F. Affiliate members are not entitled to purchase items of the Lodge except as approved by the Lodge Executive Committee.

#### ***VII. Supplies***

- A. For his induction fee, each new Brother shall receive the following:
  1. Ordeal Sash
  2. **Order of the Arrow Handbook**
  3. O.A. Dangle Pin
  4. Membership card good through the next Winter Banquet
  5. A copy of the Lodge Rules and Bylaws and/or a Lodge Planbook
  6. A **Spirit of the Arrow** Pamphlet Set
  7. The Santee Lodge Standard Pocket Flap
- B. For his Brotherhood fee, each Brotherhood member shall receive a Brotherhood sash.
- C. Each Brother honored by the Lodge with the Vigil Honor shall receive at no cost to him, a Vigil Honor sash, one Santee Lodge Vigil Honor Level Pocket Flap and such other materials as may be deemed necessary by the Vigil Honor Committee and within the budget approved by the Lodge Executive Committee.

#### ***VIII. Amendments***

- A. These Bylaws shall be subject to amendment at any regular or special Lodge Business Meeting, provided that a notice of a proposed change is approved by the Scout Executive, or his designee, and given to all active Brothers at least ten days before such a meeting. A two-thirds favorable vote of those present and voting shall be required for the change to take place.
- B. Amendments shall become an integral part of the Bylaws, completely replacing the former wording, if any.