



# Shenandoah Lodge 258

2024 Lodge By-Laws and Operating  
Guide



# SHENANDOAH

ORDER OF THE ARROW

# Table of Contents

<b>Lodge Officer/Committee Roles &amp; Responsibilities.....</b>	<b>1</b>
Youth Leadership Elections & Eligibility	1
Lodge Executive Committee	1
Lodge Officers	2
Lodge Officer Roles & Responsibilities for All Lodge Officers	2
Lodge Chief	2
Lodge Vice-Chief of Program	3
Lodge Vice Chief of Inductions	3
Lodge Vice Chief of Outreach	3
Lodge Secretary/Treasurer	4
Lodge Committees:	5
Safety Protocol Committee	6
Vigil Selection Committee	6
Summer Camp Program Committee	7
Events Committee	7
Leadership Development and Training (LDT) Committee	8
Service Committee	8
American Indian Activities (AIA) Committee	9
Ceremonies Committee	9
Unit Elections Committee	10
Ordeal Committee	10
Brotherhood Committee	11
Communication Committee	12
Unit Representative Committee	12
Trading Post & Finance Committee	13
Brand & Merchandise Committee	13
Historian Committee	14
<b>Lodge Executive Committee Operation .....</b>	<b>15</b>
Standard Lodge Executive Committee Meeting Outline	17
Annual Lodge Election Outline	17
Lodge Annual Address Outline	18
<b>Shenandoah Lodge By-Laws .....</b>	<b>19</b>

# **Lodge Officer/Committee Roles & Responsibilities**

## **Shenandoah Lodge**

As of January 6<sup>th</sup>, 2024.

### **Youth Leadership Elections & Eligibility**

All elected and appointed Arrowmen within the Lodge must be under the age of 21, must be registered in the Council as members of the Boys Scouts of America, and must be dues paying members of the Lodge, during the entire term of office.

The Shenandoah Lodge Officer elections are held during the Lodge Retreat in Fall as part of the annual Lodge Business meeting. The election shall be completed by secret ballot, each Lodge member voting individually, and casting one (1) vote for one (1) qualified nominee for each office.

Any Elected Lodge Officers at the Lodge Business Meeting shall not gain the responsibilities of their office until a formal transfer of office held at the next Winter Banquet held on the first Saturday of the new year. The Winter Banquet may be rescheduled.

### **Lodge Executive Committee**

**The Lodge Executive Committee (LEC) is composed of the following:**

- Lodge Officers
- Immediate past Lodge Chief
- Committee Chairs (Or their designated representative)
- Chapter Chiefs (Or their designated representative)

All adult advisors are strongly advised to attend, as are committee members and Vice Chapter Chiefs. Any Lodge Member or invited guest may attend LEC meetings but may not vote. Any Lodge member is welcome and encouraged to attend LEC meetings to learn how the LEC operates and/or to be more informed on Lodge operations.

## **Lodge Officers**

There are five elected Lodge positions that are focused on the four core aspects of Lodge operations – administration, keeping the Lodge and Council informed of the Lodge’s activities, providing an outstanding induction process, and planning/hosting quality events.

- Lodge Chief
- Lodge Vice Chief of Program
- Lodge Vice Chief of Inductions
- Lodge Vice Chief of Outreach
- Lodge Secretary/Treasurer

Any youth interested in these positions will be required to submit a letter of intent to, and have a discussion with, the Lodge Adviser and Staff Adviser in order to be considered eligible for election.

## **Lodge Officer Roles & Responsibilities for All Lodge Officers**

The following are responsibilities of all elected Lodge Officers.

- Actively communicate with and assist their successor if applicable in the time between the Officer Elections and Winter Banquet.
- Participate in monthly LEC meetings.
- Participate in all Lodge events during their term.
- Consistently evaluate the Committees and Committee Chairs the officer is responsible for to ensure they are adequately performing their duties.
- Strongly encouraged to attend the National Leadership Seminar (NLS).
- Promote the correct wearing of the Uniform by personal example.

## **Lodge Chief**

The Lodge Chief is the top youth in the Lodge, overseeing all Lodge activities.

The Chief’s responsibilities include, but are not limited to:

Be responsible for the planning and overseeing all Lodge Activities.\*

- Represent the Lodge at meetings of the Section, Region, and Nation.
- Conduct the Lodge Executive Committee meetings.
- Appoint and oversee chairmen of Lodge committees and approve Lodge members to the committees.
- Be a member of the Council Camping Committee and attempt to attend all meetings of this committee.
- Be a member of the Council Executive Board (open meetings by leading the Pledge of Allegiance).
- Give the “State of the Lodge” at Council Annual Meeting.
- Provide monthly written updates to the Lodge and Council.
- Provide monthly input to the Council Newsletter.
- Provide an LEC Agenda a week before the LEC.
- Have regular interaction with the Lodge Adviser, including soon before LEC meetings.
- Serves as a resource for, and is responsible for, the Safety Protocol, Summer Camp Program, and Vigil Selection Committees operations.
- Consistently evaluate their officers to ensure they are adequately performing their duties.

- Delegate responsibilities to the other officers as appropriate.

\*The Lodge Chief will not serve as a ceremonialist during Fellowship weekends.

## **Lodge Vice-Chief of Program**

The Lodge Vice Chief of Program oversees the planning and execution of all Lodge events.

The VC of Program's responsibilities include, but are not limited to:

- Preside over meetings in the absence of the Lodge Chief.
- Coordinate the Winter Program Banquet with the hosting Chapter.
- Work with Lodge Chief to identify necessary ad hoc committees (i.e. NOAC and Conclave)
- Coordinate with ad hoc committees regarding Lodge's role in those events.
- Serves as a resource for, and is responsible for, the Events, Leadership Development, Service, and AIA Committees operations.
- All other duties as assigned by the Lodge Chief.

## **Lodge Vice Chief of Inductions**

The Lodge Vice Chief of Inductions oversees the process from when a candidate is elected through when they seal their membership in Brotherhood.

The VC of Induction's responsibilities include, but are not limited to:

- If not already done, complete POLESTAR Induction Leadership Training within 30 days of election.
- Work with Events and Ceremonies Committees to ensure National guidelines are used.
- Ensures the LodgeMaster Inductions Module is set-up properly.
- Supports the Chapter use of the LodgeMaster Inductions Module.
- Serves as a resource for, and is responsible for, the Unit Election, Ordeal, and Brotherhood Committee operations.
- All other duties as assigned by the Lodge Chief.

## **Lodge Vice Chief of Outreach**

The Lodge Vice Chief of Outreach focuses on making sure the world knows what the Lodge is doing. Internally, the VC of Outreach ensures the sharing of information about Lodge events. Externally, the VC of Outreach seeks to make sure non-Arrowmen in the Council are aware of the Order of the Arrow, what it does, and how to become a member.

The VC of Outreach's responsibilities include, but are not limited to:

- Support Chapter outreach with units as needed.
- Ensure development and implementation of an overall communication plan.
- Serves as a resource for, and is responsible for, the Communication and Unit Rep-

- representative Committee operations.
- All other duties as assigned by the Lodge Chief.

## **Lodge Secretary/Treasurer**

The Lodge Secretary/Treasurer handles a majority of the critical Lodge administrative functions.

The Secretary/Treasurer's responsibilities include, but are not limited to:

- Prepare and distribute, in a timely manner, the official minutes (including attendance record) of each Lodge Executive Committee and Lodge Business meeting to the LEC and the Scout Executive.
- Record all dues payments on membership records and issue membership cards.
- Maintain Lodge Membership records and Individual membership records.
- Coordinate with Communications Committee on membership dues announcements
- Maintain financial records of the Lodge.
- Give the membership report at each Lodge Executive Committee and Lodge Business meeting
- Give the financial report at each Lodge Executive Committee and Lodge Business meeting.
- Deposit funds in the Council Service Center immediately following any Lodge Function.
- Maintain two complete copies of the Lodge fiscal records: One for the Council Office and one for the Lodge.
- Serves as a resource for, and is responsible for, the Trading Post & Finance, Brand & Merchandise, and Historian Committees.
- All other duties as assigned by the Lodge Chief.

## Lodge Committees:

The Committees fall under an elected Lodge Officer (identified below). The Committee Chairs are appointed by the Lodge Chief and are part of the Lodge Executive Committee (LEC). The committees may vary in size based on needs. The Lodge Chief approves all committee members and may assign members as appropriate. Committee Chairs are encouraged to recruit committee members.

Lodge Committee	Lodge Officer
Safety Protocol	Chief
Vigil Selection	
Summer Camp Program	
Events	Vice Chief of Program
Leadership Development	
Service	
American Indian Activities (AIA)	
Ceremonies	Vice Chief of Inductions
Unit Elections	
Ordeal	
Brotherhood	
Communication	Vice Chief of Outreach
Unit Representative	
Trading Post & Finance	Secretary/Treasurer
Brand & Merchandise	
Historian	

## Lodge Committee Roles & Responsibilities:

In order to accomplish Lodge business, committees should plan on meeting outside of Lodge Executive Committee times. Ideally, each District will have representation on each committee. This is especially true for Unit Elections, Unit Representative, Ordeal, and Brotherhood Committees. All Lodge Committee Chairs are required to participate in monthly LEC meetings and provide a written report prior to the Lodge Officers. Committee Chairs may designate a representative to attend an LEC meeting on their behalf.

## **Safety Protocol Committee**

### **Purpose:**

The purpose of the Safety Protocols Committee is to ensure National Camp Accreditation Program and Youth Protection requirements are met at all Lodge functions.

### **Responsibilities:**

- Develop and maintain a Lodge Safety Protocol Handbook
- Support Events Committee in all event planning to ensure NCAP, YP, and safety standards are followed.
- Maintain a current knowledge of National guidelines and ensure they are implemented.
- During Lodge events, support Council NCAP review.
- During Lodge events, give announcement on relevant safety procedures.
- Any other duties as assigned by the LEC or the Lodge Chief.
- Report any important information to the LEC.

### **Reports to:**

- Lodge Chief
- Lodge Adviser
- Staff Adviser

## **Vigil Selection Committee**

### **Purpose:**

The purpose of the Vigil Committee is to select and recognize new Vigil Honor members in the Lodge.

### **Responsibilities:**

- Communicate to the LEC and Lodge a clear deadline for nominations.
- Host the selection event each year to choose Vigil nominees.
- Lead discussion of Vigil naming and identification of Vigil guides.
- File all necessary paperwork to submit to the National Council.
- Ensure sashes and other recognition items are ready for Vigil nominees.
- Support the Ceremonies Committee in the execution of the Vigil event.
- Any other duties as assigned by the LEC or Lodge Chief.
- Report to the LEC any important information.

### **Report To:**

- Lodge Chief
- Lodge Adviser
- Staff Adviser



## Summer Camp Program Committee

### Purpose:

The purpose of the Summer Camp Program Committee is to support the Order of the Arrow presence at Summer Camp and provide events and opportunities for Arrowmen while at Summer Camp.

### Responsibilities:

- Assist the Lodge Chief with the selection of a Camp Chief.
- Maintain a roster of all active Arrowmen on Camp Staff.
- Plan the "OA Everyday Program" with summer camp leadership to ensure that information provided to unit leaders is up-to-date.
- Review the "OA Everyday Program" and ensure it is ready to implement at least 30 days before the start of staff week.
- Coordinate with the Brotherhood Committee on any needs.
- Coordinate with the Ceremonies Committee for the Brotherhood Ceremony and the Recognition Ceremony.
- Any other duties as assigned by the LEC or the Lodge Chief.
- Report any important information to the LEC.

### Report To:

- Lodge Chief
- Lodge Adviser
- Staff Adviser

## Events Committee

### Purpose:

The purpose of the Events Committee is to plan, execute, and review Lodge-wide events.

### Responsibilities:

- Plan the following events each year:
  - Spring Fellowship
  - June Induction
  - August Induction
  - Lodge Retreat
- Plan or assist in the following special events as needed:
  - Shenandoah Fest
  - Conclave
  - NOAC
  - Winter Banquet
- Develop and implement planning documents to clearly identify all weekend physical, personnel, and material needs.
- Develop ad hoc committees if needed to ensure timely planning for each event.
- Ensure all positions for the weekend are filled no later than 30 days prior to an event.
- Coordinate with Fellowship Grubmaster on attendance head-count

- Support registration/check-in and check-out at Lodge events.
- Work with the Safety Protocol Committee to ensure all requirements are addressed.
- Work with the Communications Committee to promote events.
- Work with the Service Committee to identify service projects during events.
- Gather feedback and review each event to improve future events; provide LEC with consolidated feedback.
- Brainstorm additional events to improve activities and participation.
- Any other duties as assigned by the LEC or the Lodge Chief.
- Report any important information to the LEC.

**Report To:**

- Vice Chief of Program
- Vice Chief of Program Adviser

## **Leadership Development and Training (LDT) Committee**

**Purpose:**

The purpose of the LDT Committee is to plan and organize leadership development and necessary training for the Lodge's members.

**Responsibilities:**

- Hold at least 1 Lodge Leadership Development per year.
- Organize a Lodge contingency to attend the National Leadership Seminar.
- Participate in Section's ACT Conference
- Coordinate with Communications and Events Committees on LLD execution.
- Cooperate with and support other Committees on all training needs.
- Any other duties as assigned by the LEC or Vice Chief.
- Report any important information to the LEC.

**Report To:**

- Vice Chief of Program
- Vice Chief of Program Adviser

## **Service Committee**

**Purpose:**

The purpose of the Service Committee is to plan, execute, and review Lodge-wide service events and projects.

**Responsibilities:**

- Coordinate with Events Committee for service projects during Fellowship week-ends.
- Plan and execute service events outside of fellowship weekends as necessary or requested by the LEC.
- Coordinate the Lodge's "One Day of Service" with the hosting District.

- Ensure service hours are entered into LodgeMaster in a timely, and accurate, manner.
- Any other duties as assigned by the LEC or Vice Chief.
- Report any important information to the LEC.

**Report To:**

- Vice Chief of Program
- Vice Chief of Program Adviser

## **American Indian Activities (AIA) Committee**

**Purpose:**

The purpose of the AIA Committee is to improve the Lodge's understanding of, and appreciation for, American Indian traditions within and surrounding the Order of the Arrow.

**Responsibilities:**

- Connect with local American Indian Tribes for increased accuracy, improved relations, and learning.
- Assist the Lodge in building teams and regalia/ceremonial gear.
- Coordinate with Ceremonies Committee on regalia.
- Be aware of any changes to National OA requirements and implement compliance as needed.
- Any other duties as assigned by the LEC or Vice Chief.
- Report any important information to the LEC.

**Report To:**

Vice Chief of Program  
Vice Chief of Program Advise

## **Ceremonies Committee**

**Purpose:**

The purpose of the Ceremonies Committee is to run successful ceremonies and dances at OA functions as needed and to support the Ordeal, Brotherhood and Vigil Selection Committees in the execution of Inductions.

**Responsibilities:**

- Maintain a roster of all active ceremonialists and their known roles and availability.
- Provide at least one training for ceremonialists or prospective ceremonialists per year at the discretion of the Events and Leadership Development Committees.
- Support all current ceremonialists.
- Assist the Events Committee and Summer Camp Program Committee to provide ceremony teams.
- Cooperate with the Vigil Selection Committee on planning and executing the Vigil Event and Vigil Callout.
- Be aware of any changes to National OA requirements and implement compliance

as needed.

- Any other duties as assigned by the LEC or Vice Chief.
- Report any important information to the LEC.

**Report To:**

- Vice Chief of Inductions
- Vice Chief of Inductions Advise

## **Unit Elections Committee**

**Purpose:**

The purpose of the Elections Committee is to run annual unit elections and camp promotions across the council.

**Responsibilities:**

- Provide at least one training a year for election officials at the discretion of the LEC and Leadership Development Committee.
- Ensure use of the LodgeMaster Inductions Module to track all election information
- Ensure proper execution and presentation of the Unit Election and Camp Promotion system.
- Review LodgeMaster Inductions Module set-up prior to election cycle.
- Train Districts on use of the LodgeMaster Inductions Module.
- Ensure results are entered into LodgeMaster in a timely and accurate manner.
- Recruit and support all election officials.
- Support districts to schedule call-outs.
- Any other duties as assigned by the LEC or Vice Chief.
- Report any important information to the LEC, including:
  - Number of units completed with a percentage
  - Number of units remaining
  - Total number of newly elected youth
  - Number of adult applications per unit & district

**Report To:**

- Vice Chief of Inductions
- Vice Chief of Inductions Adviser

## **Ordeal Committee**

**Purpose:**

The purpose of the Ordeal Committee is to maintain the Elangomat program and to provide dedicated support to all induction weekend planning.

**Responsibilities:**

- Coordinate with the Ceremonies Committee and Events Committee on the execution of Induction Weekends and to ensure National guidance is implemented.
- Review LodgeMaster Inductions Module for relevant Ordeal information, especially

auto-generated emails for consistency with Lodge efforts.

- Select an Elangomat Sakima at least 30 days before an Induction Weekend.
- Develop trainings for Elangomats and the Elangomat Sakima in cooperation with the Leadership Development Committee.
- Ensure ceremonialists have sashes and other materials as needed.
- Responsible for New Member Orientation at Fellowships or developing a virtual event in coordination with the Communication Committee.
- Generate ideas to increase New Member engagement.
- Oversee the Elangomat recognition program (i.e. criteria for earning Elangomat flap)

**Report To:**

- Vice Chief of Inductions
- Vice Chief of Inductions Adviser

## **Brotherhood Committee**

**Purpose:**

The purpose of the Brotherhood Committee is maintain a Nimat program and to provide dedicated effort in increasing membership retention and Brotherhood conversions.

**Responsibilities:**

- Review LodgeMaster Inductions Module for relevant Brotherhood information, especially auto-generated emails for consistency with Lodge efforts.
- Recruit and support all current Nimats.
- Maintain a roster of all active Nimats and their assigned Ordeal members.
- Provide at least one training a year to recruit and train Nimats at the discretion of the LEC and Leadership Development Committee.
- Support Events Committee by ensuring a Nimat has been identified for Brotherhood Hikes
- Ensures Ceremonies Committee has sashes and other materials needed
- Coordinate with Summer Camp Program Committee on Nimat needs.
- Ensure all Brotherhood completions are input into LodgeMaster quickly and correctly.
- Brainstorm additional programs to increase membership retention and Brotherhood completion rates.
- Any other duties as assigned by the LEC or Vice Chief.
- Report any important information to the LEC.

**Report To:**

- Vice Chief of Inductions
- Vice Chief of Inductions Adviser

## **Communication Committee**

### **Our Purpose:**

The purpose of the Communication Committee is to maintain an online presence and communicate OA events and information to OA members and to scouts, scout leaders, and the public when needed.

### **Our Responsibilities:**

- Coordinate with Events Committee on advertising events.
- Develop a Communications Plan within 60 days of election to ensure timely dissemination of Lodge information.
- Manage access to Lodge website and Social Media accounts.
- Maintain an up-to-date Lodge website.
- Regularly disseminate information via Lodge social media accounts.
- Ensure the Lodge maintains a dignified, and Scout-appropriate, online presence.
- Any other duties as assigned by the LEC or Vice-Chief.
- Report any important information to the LEC.

### **Report To:**

- Vice Chief of Outreach
- Vice Chief of Outreach Adviser

## **Unit Representative Committee**

### **Purpose:**

The purpose of the Unit Representative Committee is to assist the Districts in supporting a corps of Unit Reps - an Arrowman who liaisons between their unit and the district and Lodge.

### **Responsibilities:**

- Maintain a roster of all active Unit Representatives.
- Work with the Unit Reps, their units, and Secretary/Treasurer to maintain up to date information in LodgeMaster.
- Develop OA and Camp Promotion and support implementation with the Communications Committee.
- Encourage/Support outreach efforts
- Provide at least one (1) training a year to recruit/train OA Reps at the discretion of the LEC and Events Committee.
- Work with the Unit Election Committee on unit outreach.
- Support all current OA Reps.
- Any other duties as assigned by the LEC or Vice Chief.
- Report any important information to the LEC.

### **Report To:**

- Vice Chief of Outreach
- Vice Chief of Outreach Adviser

## **Trading Post & Finance Committee**

### **Purpose:**

The purpose of the Trading Post & Finance Committee is to sell merchandise and track finances.

### **Responsibilities:**

- Committee Chair serves as the back-up to the Secretary/Treasurer.
- Maintain a complete inventory of the sellable supplies belonging to the Lodge.
- Operate a physical Trading Post during Lodge events.
- Track and report sales at the next LEC meeting, and submit all money to the Secretary/Treasurer and Adviser.
- As able, support the analysis of what sells and what doesn't to avoid wasteful purchases in the future.
- Make recommendations on price adjustments as appropriate.
- Any other duties as assigned by the LEC or Secretary/Treasurer.
- Report any important information to the LEC.

### **Report To:**

- Secretary/Treasurer
- Secretary/Treasurer Adviser

## **Brand & Merchandise Committee**

### **Our Purpose:**

The purpose of the Brand & Merchandise Committee is to assist the LEC in designing patches and other merchandise for the Lodge. (This is an expansion of duties for the Patch Committee.)

### **Our Responsibilities:**

- Create merchandise for Lodge events, programs, and occasions.  
Coordinate with Events Committee on possible event themes.  
Finished (ready for production) designs and price estimates will be completed no later than 90 days before an event.
- Develop and maintain Lodge Brand Guidelines.
- Create any other merchandise requested by the LEC.

Committee members are also encouraged to develop Lodge merchandise ideas, which should be shared with the committee for approval and then sent to the LEC or Key 3 for final approval.

- With the Staff Adviser, acquire and sell merchandise approved by the Key 3 or LEC.
- Any other duties as assigned by the LEC or Secretary/Treasurer.
- Report any important information to the LEC.

### **Leadership We Report To:**

- Secretary/Treasurer
- Secretary/Treasurer Advise

## **Historian Committee**

### **Purpose:**

The purpose of the Historian Committee is to maintain an accurate and ongoing history of the Lodge.

### **Responsibilities:**

- Write summaries after each Lodge event for historical purposes.
- Take photos at Lodge events and functions.
- Take photos of Lodge Officers.
- Take photos of the Vigil Class at the Vigil Event.
- Coordinate with Communications Committee to get photos posted.
- Maintain the History of the Lodge.
- Review past events to improve future events.
- Maintain any (physical) historical Lodge items.
- Work with the AIA Committee to investigate the history and traditions of local American Indian tribes.
- Any other duties as assigned by the LEC or Secretary/Treasurer.
- Report any important information to the LEC.

### **Report To:**

- Secretary/Treasurer
- Secretary/Treasurer Adviser



# **Lodge Executive Committee Operation**

## **Meeting Times**

The Shenandoah Lodge Executive Committee shall meet no less than once monthly, though meetings may be held in person or virtually. The meetings should be scheduled according to events in which the Lodge will be participating, as to not "double-book" or cause members of the Lodge to have to choose between an LEC meeting or other council/lodge events. Particularity, no LEC meetings should be scheduled during the months during the operation of the council summer camp.

During months in which there is a regularly scheduled Lodge Fellowship weekend or event, the LEC may be held then. There will be two special LECs, The Annual Lodge Planning Meeting, which will include the Lodge Officers Election, and the Winter Banquet Lodge Executive Address which is a special case, in which it will be called to open and close by the Lodge Chief.

## **Members**

The voting body of the Lodge Executive Committee shall consist of the elected Lodge Officers, the immediate-past Lodge Chief (if under 21), the chairmen of Lodge standing Committees, and Chapter Chiefs. Only members under 21 years of age may cast a vote. Ad hoc or special Committee Chairmen are non-voting members for the life of their Committee or appointment. No member under 21 years of age may have more than one (1) vote, even though they may hold more than one seat on the Executive Committee.

## **Attendance**

Arrowmen elected or appointed to an office which includes membership on the Lodge Executive Committee, shall attend all Executive Committee meetings held during their tenure. In the event an Arrowman is prevented from attending, they shall be represented by a qualified proxy. A qualified proxy shall be defined as a registered voting youth member of the Lodge. Failure to attend the meetings in person, or by proxy may provide reason for removal from office. Any officer who has missed two or more meetings shall be subject to removal from their office upon a two-thirds (2/3) vote of the Executive Committee.

## **Removal, Appointment, and Succession**

The Lodge Chief with the approval of the Executive Committee and the Lodge Adviser, shall remove any officer whom they feel is not doing their prescribed duties. The Executive Committee, with the approval of the Lodge Adviser and the council Scout Executive, will remove the Lodge Chief if they are not fulfilling their duty. In the event of the removal of the Lodge Chief, the position shall be offered in order of succession as such, Lodge Vice Chief of Program shall be considered for their replacement first, then Lodge Vice Chief of Inductions, then Lodge Vice Chief of Outreach, and then Lodge Secretary-Treasurer.

Vacancies are filled upon the recommendation of the Lodge Chief with the approval of the Executive Committee.

The Lodge Adviser shall be appointed by the council Scout Executive after consultation with the Council Vice-President of Program.

## Standard Lodge Executive Committee Meeting Outline

<b>Call to Order</b>	<b>Lodge Chief</b>
<b>Committee Reports</b>	<b>Committee Chairs</b>
<b>Old and Current Business</b>	<b>Vice Chiefs</b>
<b>New Business</b>	<b>Vice Chiefs</b>
<b>Closing</b>	<b>Lodge Chief</b>

In the table shown above, the left side shows the section of the meeting and the right side shows who is responsible for it. Between sections marked with a green border, (Committee Reports, Old Business, New Business) there must be a motion to accept what was discussed, which must pass before moving to the next section of the meeting. The above outline is the basic requirement and anything may be added to it, but the five sections listed **MUST** be included in any standard LEC Meetings.

## Annual Lodge Election Outline

<b>Call to Order</b>
<b>Lodge Chief Election</b>
<b>Vice Chief of Program Election</b>
<b>Vice Chief of Inductions Election</b>
<b>Vice Chief of Outreach Election</b>
<b>Secretary/Treasurer Election</b>
<b>Closing</b>

The Annual Lodge Elections shall be overseen by the standing Lodge Chief. While the new Lodge Chief and officers shall be elected during this meeting, the transfer of administration does not occur until the Lodge Annual Address.

## **Lodge Annual Address Outline**

<b>Call to Order</b>
<b>State of the Lodge Address</b>
<b>Transfer of Administration</b>
<b>Closing</b>

The Lodge Address is an exception to the rules set forth by the previous sections. This Address, while considered a Lodge Executive Committee Meeting, is opened, held, and closed, by the Lodge Chief, without any motions. While often delivered at Winter Banquet, this address must be within the first month of the Lodge fiscal year. Winter Banquet itself may include more program, the Lodge Annual Address shall only include what is shown in the above outline.

# Shenandoah Lodge By-Laws

## Article I: NAME AND AFFILIATION OF LODGE

- A. The name of this lodge of the Order of the Arrow shall be Shenandoah Lodge #258-WWW, which hereinafter shall be referred to as the "Lodge."
- B. The Lodge shall be affiliated with the Virginia Headwaters Council, #763, Boy Scouts of America, and shall be under the supervision of the Council Scout Program Department and the administrative authority of its Scout Executive.
- C. All Lodge rules must be in harmony with the National Policies of the Order of the Arrow, as set forth in the most recent edition of the Order of the Arrow Handbook.
- D. The totem of the Lodge shall be that of a black bear.
- E. The standard colors for the Lodge neckerchiefs shall be white with red piping on the edges, with the Lodge totem displayed in the proper place. No limit is placed upon the number that may be purchased.
- F. Lodge neckerchiefs and OA sashes shall be worn only at Order of the Arrow functions, and special Scouting events, when representing the OA. At such times, the sash should be worn properly, over the right shoulder (the sash should never be worn on the belt).
- G. Each Lodge member will receive one (1) pocket flap as a member of Shenandoah Lodge, and may buy an unlimited supply of flaps from an authorized distributor (Council Trading Post and its subsidiary retail stores, Lodge Treasurer or Camp Trading Post) upon presentation of the current membership card.
- H. There will be a BLACK BORDERED pocket flap which will have one yellow fleur-de-lis in the top right corner, the word "SHENANDOAH" sewn in black thread centered on the top edge of the patch, a "WWW" sewn in yellow thread on the top left corner, a "258" sewn in grey thread on the bottom middle, a background with the blue ridge mountains, and sky, and the Lodge totem centered on the patch. The BLACK BORDERED flap shall be considered the "standard membership flap."
- I. The official publication of Shenandoah Lodge shall be known as Smoke Signals.

## Article II: LODGE AWARDS AND SPECIAL INSIGNIA

- A. There shall be in the lodge special awards and recognition, as accepted and voted upon by the Lodge Executive Committee.
- B. The Lodge currently has awards and recognition for the following; First Year Arrowman Award, Elangomat, Extended Elangomat, Ceremonies Team Member, and Vigil Honor Members.
- C. Any custom Lodge flap, patch, or sash given as consolation for the above stated awards or recognitions, shall be considered as part of the uniform, even if the

award or consolation should be changed.

- D. The consolation for the First Year Arrowman Award shall be an enamel pin, ONE (1) inch in height, featuring a red arrowhead, with the lodge totem in front of the blue ridge mountains. "SHENANDOAH" shall be emblazoned in white text, with "258" written in grey, with an arrow going through the text. "WWW" shall be written in yellow, above the totem, with the fleur-de-lis above that, printed in orange.
- E. The consolation for serving as an Elangomat during an Induction weekend shall be a custom Lodge flap, featuring a GREEN BORDER, with a bear silhouette sewn in black in the foreground with the blue ridge mountains sewn as the background. A black "WWW" & fleur-de-lis shall be "ghosted" on the bear silhouette, with "258" sewn in black on the right side. This special flap may only be worn by those who have served as an Elangomat.
- F. The consolation for completing the requirements for the Extended Elangomat Award shall be a BLACK Order of the Arrow sash, depicting the honor level of the recipient at the time of receiving it. This sash shall only be worn by those who have received this award.
- G. The consolation for Ceremonies Team Members shall be a custom Lodge flap, with a SILVER BORDER. The design will be similar to that of the Elangomat flap, however the totem shall be depicted in a dark grey, with a black background. "SHENANDOAH" shall be sewn in white, with the "WWW," "258," and fleur-de-lis "ghosted" on the patch. This flap shall only be worn by Ceremonies Team Members while performing a ceremony, or by members who have earned permanent wear.
- H. The consolation for Vigil Honor Members shall be a triangular shaped patch, featuring the Lodge Vigil Totem, or a variation thereof. These patches will be given to those who participate in the annual Vigil Weekend. These may only be worn by Vigil Honor Members of Shenandoah Lodge.

### **Article III: REQUIREMENTS AND PROCEDURE FOR ELECTION TO MEMBERSHIP**

- A. The requirements for membership are as specified in the latest edition of the Order of the Arrow Handbook.
- B. Procedure for the Ordeal shall be as stated in the latest edition of the Order of the Arrow Handbook and the Guide to Inductions.
- C. Transfer members, upon certification from previous lodge, will be afforded all member privileges.

### **Article IV: BROTHERHOOD MEMBERSHIP & VIGIL HONOR**

- A. Brotherhood membership, and presentation of the Vigil Honor shall be in accordance with the latest edition of the Order of the Arrow Handbook.

## **Article V: DUES AND FEES**

- A. There shall be an induction fee, payable at the time of Induction. In return, a new Ordeal member will receive:
  1. One (1) pocket flap and one (1) ribbon pin.
  2. Order of the Arrow sash - Ordeal.
  3. Order of the Arrow Handbook (current edition).
  4. Current year's dues and following year's dues.
  5. All food and/or lodging expense during Induction.
  6. Proper insurance through the Council.
  
- B. There shall be a Brotherhood fee payable at the time of the Brotherhood test. In return, the new Brotherhood member shall receive:
  7. Order of the Arrow sash - Brotherhood.
  8. All food and/or lodging expense during Brotherhood test.
  9. Proper insurance through the Council.
  
- C. For the Vigil Honor candidate, the Lodge will bear the expense of:
  10. Order of the Arrow sash - Vigil.
  11. Vigil Pin.
  12. Vigil Certificate.
  13. The candidate will bear the expense of food and/or lodging at the time of the Vigil; and the candidate is responsible for their dues payment (if applicable).
  
- D. Lodge dues of \$10.00 shall be collected on an annual basis. Dues are payable prior to December 31; at which time, one is paid up through the next fiscal year (Jan. - Dec.). An invoice will be mailed to all lodge members in November reminding them to pay their dues before December 31. If the dues are not paid-up by December 31st, a mailing will be sent, informing them that their dues have expired and that they will receive no more mailings, and that they are no longer eligible to wear the Lodge pocket flap.
  
- E. Members transferring into this Lodge and Inactive members. Members may be restored to active status by paying the current year's dues (in full, they are not prorated) in addition to the following year's dues.
  
- F. All Order of the Arrow funds shall be handled by the Council office, and all Council accounting procedures will be observed. The Lodge's financial records shall be subject to an audit at any time by a majority vote of the Lodge Executive Committee.
  
- G. When membership in the Lodge has expired the Lodge pocket flap and the OA. sash may not be worn.
  
- H. In the development of the Lodge annual budget funds shall be made available for Chapter mailings, activities, and service projects. Lodge and Chapter expenses must be approved by the Lodge Executive Committee and Lodge Adviser PRIOR to their being incurred. All approved bills shall be forwarded to the Council Service Center immediately following any event for payment.

- I. All members of the Lodge must be registered with the Boy Scouts of America through the Council. Lodge membership is automatically terminated when Scout registration is allowed to expire. A Lodge member is a member of the Chapter in the District in which they are registered. The Scouters registered through the Council are expected to work with the District in which they live.

#### **Article VI: MISCELLANEOUS**

- A. The fiscal year of the Lodge will be Jan. 1 through Dec. 31.
- B. The Lodge Leadership Development Conference is the responsibility of the Lodge "Key-3" and shall be held no more than four months following the election of officers; the Lodge By-Laws and Operating Guides shall be reviewed and updated at this conference.
- C. A copy of the Lodge By-Laws and Operating Guides will be maintained in an orderly and current manner and shall be available in the Council Service Center.
- D. The Lodge Manual of Administration shall be adhered to by the Lodge after being reviewed at the September Lodge Executive Committee meeting by the Executive Committee. Any additions, deletions, or changes to the Manual of Administration must be passed by a two-thirds (2/3) vote of voting members present at the meeting.
- E. The Lodge Chief, with the Camp Director's approval, will appoint a lodge member on summer camp staff to serve as Camp Chief. The duty of the "Camp Chief" is to take care of OA business only during summer camp. It is understood that this is an ad hoc position and that this position does not carry any vote on the Lodge Executive Committee. Any member of the Lodge may serve as the Camp Chief, regardless of LEC position or standing.

#### **Article VII: SUCCESSION**

- A. The Lodge Chief with the approval of the Executive Committee and the Lodge Adviser, shall remove any officer whom they feel is not doing their prescribed duties. The Executive Committee, with the approval of the Lodge Adviser and the Council Scout Executive, will remove the Lodge Chief if they are not fulfilling their duties.
- B. In the event of the removal of the Lodge Chief, the position shall be offered in order of succession as such, Lodge Vice Chief of Program shall be considered for their replacement first, then Lodge Vice Chief of Inductions, then Lodge Vice Chief of Outreach, and then Lodge Secretary-Treasurer. If no Lodge Officers wish to fulfill the role, it shall be available first to Committee Chairs and voted upon by the LEC. If no Committee Chairs wish to fulfill the role, the position will be available to the general membership of the Lodge. If a member of the general membership wishes to fulfill the role, it shall then be put to vote by the general membership, requiring only a majority vote.
- C. In the event of resignation of the Lodge Chief, the Chief may appoint a temporary proxy whilst they sort their affairs. The proxy shall serve until the next Executive Committee Meeting, at which they will be charged with announcing the outgoing Chief's recommendation for their replacement. The candidate shall then be voted upon by the Executive Committee, requiring a quorum of the sitting members. Should the vote be inconclusive or lost, the position is then considered vacant and the procedures in Article VII, Section B should be followed.
- D. Following the resignation of a Lodge Chief, the successor appointed will serve only



the remaining months of the term. This does not count as full term and as such will not be considered for the Lodge Chief term limit.

- E. Officer vacancies are filled upon the recommendation of the Lodge Chief with the approval of the Executive Committee

#### **Article VIII: LODGE EXECUTIVE COMMITTEE**

- A. The Lodge Executive Committee shall consist of the elected Lodge officers, their Advisers, the immediate-past Lodge Chief, the chairmen of Lodge standing Committees, their Advisers, the Lodge Adviser, Staff Adviser(s), and the council Scout Executive. Only members under 21 years of age may cast a vote. Ad hoc or special Committee Chairmen are non-voting members for the life of their Committee or appointment unless otherwise noted by the Lodge Chief.
- B. No member under 21 years of age may have more than one (1) vote, though they may hold more than one seat on the Executive Committee.
- C. Arrowmen elected or appointed to an office which includes membership on the Lodge Executive Committee, shall attend all Executive Committee meetings held during their tenure. In the event an Arrowman is prevented from attending, they shall be represented by a qualified proxy. A qualified proxy shall be defined as a registered voting youth member of the Lodge. Failure to attend the meetings in person, or by proxy may provide reason for removal from office. Any member who has missed two or more meetings shall be subject to removal from their office upon a two-thirds (2/3) vote of the Executive Committee.
- D. Chairman shall be appointed via recommendation from the Vice-Chief under which they will serve, and considered for membership by the Lodge Chief and Lodge Adviser. If they are approved by the Lodge Chief and Adviser, they are a sitting member of the Executive Committee and expected to begin fulfilling their duties, effective immediately.

#### **Article IX: AMENDMENTS**

- A. These rules shall be subject to amendment at any business meeting of the Lodge, provided such amendment has been submitted to, and approved by, the Lodge Executive Committee at least one month prior to such meeting; and, such rule must be first reviewed and approved by the council Scout Executive. Due notice is to be sent to all active members at least 10 days prior to such a meeting. A two-thirds (2/3) vote of the eligible voting members present is required for passage.