



# Constitution and Bylaws of Nanepashemet Lodge 158 Order of the Arrow o Yankee Clipper Council BSA

## Name, Purpose, and Affiliation of the Lodge

- A. The name of the lodge in the Order of the Arrow shall be the Nanepashemet Lodge # 158, W.W.W.
- B. The lodge shall be affiliated with the Yankee Clipper Council, Incorporated, 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 purpose of this Lodge shall be to strengthen the Unit program of Scouting through the promotion of Scout camping, leadership development, and to emphasize the ideals and principles of Scouting.
- D. The totem of this lodge shall be that of the Codfish.
- E. The standard flap of the lodge shall be determined by the executive committee.
- F. Order of the Arrow sashes are worn at, and only at, all Order of the Arrow events. The sash can not be altered in any manner.
- G. All formal meetings of the lodge shall be governed according to Robert's Simplified Rules of Order.

## Article II

### Election to Membership

- A. The requirements for membership in this lodge are as required in the latest Order of the Arrow Handbook and in published Order of the Arrow National Policy.
- B. Procedure for the Ordeal shall be as stated in the latest Manual for the Ordeal and in the latest Order of the Arrow Handbook.
- C. All unit elections must be conducted by the lodge or chapter unit elections committee. All adult selections must be approved by the Lodge Adviser, the Staff Adviser, and the Chairman of the Council Camping Committee. All adult and youth elections must be officially certified on the approved Order of the Arrow Election Forms.
- D. There shall be no honorary life membership in this lodge.
- E. Merged membership in this new lodge shall be by proof of previous Order of the Arrow membership and current Boy Scout registration and by payment of the current year Order of the Arrow dues.

## Article III

### Lodge Officers

- A. The lodge officers shall be the Lodge Chief, Lodge Vice Chief, Lodge Secretary, and Lodge Treasurer. These elected officials must be under twenty-one (21) years of age for their entire term of office.
- B. Elections
  - 1. All nominees for Lodge office must be a member in good standing of the Nanepashemet Lodge and the Boy Scouts of America and must have approval in writing and in advance of being nominated by the Scout Executive, Scout Executive's designee or the Lodge Adviser.
  - 2. Lodge Officers shall be elected at a Spring Business Meeting.
  - 3. The term of office for elected lodge officers shall formally begin on the first day of August and shall end on the last day of July.
- C. The Lodge Executive Committee shall be composed of the four elected officers; the immediate past Lodge Chief; any Chapter Chiefs; the Lodge operating committee chairmen; the Lodge Adviser; any Chapter Advisers; a member of the Council Camping Committee; the Scout Executive; and the Staff Adviser.
- D. The Lodge Adviser shall be appointed annually by the Scout Executive in consultation with the Camping Committee. The Lodge Adviser shall appoint annually Committee and Chapter Advisers with the consultation of the Lodge Chief and the Staff Adviser.
- E. The Lodge Chief shall appoint and dismiss such lodge operating committees and chairmen as may be required with the approval of the Lodge Adviser and the Staff Adviser; all chairmen must be under the age of twenty-one (21) years of age for their entire term of office.
- F. Should the Lodge Chief fail to complete his term of office, the order of succession shall be Lodge Vice Chief, Lodge Secretary, and Lodge Treasurer. Should any elected office become vacant due to resignation, removal, or inability to perform the duties of the office, the office shall be filled by a member appointed by the Lodge Executive Committee. The appointee must be under twenty-one (21) years of age for the entire term of office. Should any elected office become vacant after next year's officers have been elected, the office shall be filled by the officer elect, with all the powers, duties, and privileges of that office.
- G. All elections for officer will be by a simple majority of votes cast (50% plus 1) by the youth members present. If no candidate receives this majority, the candidate receiving the lowest number of votes will be eliminated and voting resumed until a candidate receives a majority vote. Voting will be by secret ballot.

#### Article IV

##### Duties of Lodge Officers

- A. The Lodge Chief is the chief executive officer of Nanepashemet Lodge. He shall preside at all lodge and Executive Committee meetings; appoint all lodge committees and chairmen; be a member ex officio of all lodge and chapter committees, except the nominations committee; represent the lodge at all meetings of the Section Council of Chiefs and Conclave and the Yankee Clipper Council Executive Board.

- B. The Lodge Vice Chief shall, in the absence or death of the Lodge Chief assume the full responsibility of the Office of Chief and assist in the discharge of any other duties.
- C. The Lodge Secretary shall receive and record all dues; keep the minutes of all lodge and executive committee meetings; handle all correspondence relative to the lodge; submit a written report at a Spring Business Meeting reflecting the progress of the Lodge and its membership; and in the absence of the chief and the vice chief bring meetings to order and preside until a temporary alternate chairman pro tempore has been elected from the floor.
- D. The Lodge Treasurer shall maintain all financial records of the lodge income, expenses, dues, inventory, and budget; work closely with the Council Service Center in matters of income, expenses, inventory, and auditing; supervise the collection and receipt of all income from lodge members, activities, and events; and deposit receipts in the Council Order of the Arrow Lodge account.
- E. When a Lodge officer cannot fulfill his duties as outlined in Article IV of the Constitution and Bylaws and as delegated to the officer by the membership, then that officer is subject to removal from office. The Lodge Executive Committee will have the responsibility to determine the fulfillment of duties and shall remove such officer by a majority vote.
- F. A nominating committee will be appointed in March of each year. The Chief will appoint the youth chairman of this nominating committee. The Lodge Executive Committee will select one youth member from each chapter to serve on this committee. Each chapter chief will appoint one youth member from his respective chapter to serve on this committee. The Lodge Adviser will appoint an adult adviser to the nominating committee.

## Article V

### Lodge Function and Meetings

- A. The lodge shall schedule and conduct lodge meetings as listed below:
  - 1. Spring Business Meeting
  - 2. Camp Service and Ordeals
  - 3. Order of the Arrow Banquet
- B. The lodge executive committee will meet monthly, except during the Summer months. The lodge executive committee should organize at least once during the summer for officer training.
- C. Special meetings of the Executive Committee or of the lodge may be called by the Scout Executive or by the Lodge Chief with the approval of 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 lodge, twenty-one (21) years of age or over shall have no vote in any decision of the lodge.
- F. One tenth of the total membership of the lodge shall constitute a quorum at any lodge meeting.

- G. Six members of the Lodge Executive Committee shall constitute a quorum at any meeting of the Lodge Executive Committee.
- H. The function of the lodge is to supervise elections; hold and certify all Vigil selections; set all policies and make all financial decisions; develop and oversee the budget; issue publications; and conduct weekends, ceremonies, special events, banquet, etc.

## Article VI

### Dues and Finance

- A. There shall be an induction fee, the amount determined by the lodge executive committee prior to each Ordeal weekend, payable at the time of induction. For such, each new member shall receive:
  - 1. A membership card, dues paid for the remainder of the year.
  - 2. An Order of the Arrow sash.
  - 3. An Order of the Arrow Handbook.
  - 4. A Nanepashemet Lodge Flap.
- B. Dues for the coming year shall be collected annually by the Lodge Treasurer or his appointee before December 1<sup>st</sup> of each year. The amount of the lodge dues shall be determined annually by the lodge executive committee before a Spring Business Meeting. Notice of dues will be given before the fall weekend. A final notice will be sent to any members who have not paid their dues before they are dropped to inactive status.
- C. All Order of the Arrow funds shall be handled through the Council office and go through all normal accounting procedures used by the Council. All Order of the Arrow funds will be deposited in a separate Lodge account.
- D. Inactive members of Nanepashemet Lodge may be restored to active status by paying the previous year and the current year's dues. Transfers into the lodge may become active members upon proof of previous Order of the Arrow membership, present Boy Scouting registration, and payment of the current year's lodge dues.
- E. Failure to pay the annual lodge dues will result in inactive status and the inactive member must immediately remove the lodge flap from the uniform.
- F. All unbudgeted expenditures of Order of the Arrow funds/monies must first be approved by the lodge executive committee.
- G. A lodge budget shall be created by the Lodge Finance Committee and submitted to the Lodge Executive Committee for approval.
- H. The lodge executive committee may appoint an audit committee comprised of lodge members or an independent auditor to review the financial records, and file a written financial statement to be presented at a Spring Business Meeting. An annual lodge inventory must be completed for a Spring Business Meeting.
- I. All ordering of unbudgeted Order of the Arrow supplies and patches will be done by the lodge executive board.

- J. All properties (ceremonial, records, etc.) belong to Nanepashemet Lodge. The removal, loaning, and distribution of all properties must be cleared through the Lodge Executive Committee or their delegated representative.

## Article VII

### Brotherhood membership and the Vigil Honor

- A. Completion of the Brotherhood membership shall be in accordance with the latest Order of the Arrow Handbook and published Order of the Arrow National Policy.
- B. Attainment of the Vigil Honor shall be in accordance with the latest Order of the Arrow Handbook.
- C. The Vigil Nomination Committee shall be composed of youth members and an adult adviser. The Lodge Chief, Lodge Adviser, and Lodge Secretary will act as technical advisers to the committee. All votes for Vigil selection will be by only youth committee members.
- D. All nominations can be made only after the return of the annual lodge charter.

## Article VIII

### Organization of Chapters

If at any time the Lodge Executive Committee and the Council Scout Executive desire to implement, change, merge or alter chapters into or out of Nanepashemet Lodge, it shall be done so in accordance with the latest Order of the Arrow Handbook and published Order of the Arrow National Policy. In addition, the following sections shall apply as deemed necessary.

- A. The lodge can be divided into chapters. Each chapter shall come under the supervision of the related District Camping Committee and District Scout Executive.
- B. The officers of each chapter of the lodge shall be Chapter Chief, Chapter Vice Chief, and Chapter Secretary. These elected officers must be under twenty-one (21) years of age for their entire term of office.
- C. Elections
  - 1. All nominees for Chapter office must be a member in good standing of the Nanepashemet Lodge and the Boy Scouts of America and must have the approval in writing and in advance of being nominated by the Scout Executive, the Scout Executive's designee, the Lodge Adviser, or Chapter Adviser.
  - 2. Chapter officers shall be elected at a Spring Business Meeting, immediate following the lodge elections.
  - 3. The term of chapter officers shall coincide with that of the lodge officers' terms of office.
  - 4. Installation of all chapter officers shall be done ceremoniously at a Spring Business Meeting.
- D. Duties of Chapter Officers and Advisers:

1. The Chapter Chief and Chapter Adviser shall be members of the Lodge Executive Committee.
2. The Chapter Chief shall appoint such operating committee chairmen as required of them from time to time, with the approval of the Lodge Executive Committee; all chapter chairmen must be under twenty-one (21) years of age. All chapter chairmen are members of the respective lodge committee. The Chapter Chief shall appoint replacements for vacancies occurring on their respective chapter executive committees.
3. The Chapter Adviser shall be appointed by the Lodge Adviser in consultation with the Scout Executive or his representative. The Chapter Adviser will become a member of the District Camping Committee.
4. Should the Chapter Chief fail to complete his term of office, the order of succession shall be Chapter Vice Chief and Chapter Secretary. Should a chapter officer resign or be unable to complete his term of office after the next year's officers have been elected, the chapter officer elect will become the chapter officer with all powers, duties, and privileges of that office.
5. When a chapter officer cannot fulfill his duties as outlined by the Lodge Executive Committee or Article VIII of the Constitution and Bylaws and as delegated to the officer by the membership, then that officer is subject to removal from office. The Chapter Executive Committee will have the responsibility to determine the fulfillment of duties and shall remove such officer by majority vote.

#### E. Chapter Finances

1. All budget requests must be submitted to the Lodge Executive Committee before November 1<sup>st</sup>. An annual chapter inventory must be submitted to the Lodge Executive Committee before a Lodge Spring Meeting.
2. Funds for chapter meetings, activities, and service projects/weekends will be included in the annual lodge budget. Chapters must gain approval from the Lodge Treasurer and Lodge Chief before incurring expenses. A general fund may be made available by the lodge executive committee for use of the chapter executive committee. All approved bills will be paid by the council office.

#### F. Functions of the Chapter

1. The function of a chapter will be to conduct ceremonies, run lodge approved weekends, conduct unit elections, maintain chapter membership records, provide service to local Scouting activities, collect dues, issue special bulletins or announcements (only the lodge will issue publications), and promote camping.
2. Chapter secretaries must submit all dues monies and membership information to the Lodge Treasurer and Lodge Secretary before November 1<sup>st</sup>.
3. Each chapter must recharter to the lodge before November 1<sup>st</sup>. If the chapter fails to recharter by that date, all records and property must be immediately returned to the lodge.
4. All chapter policies, bulletins, decisions, and actions must be in accord with those set by the Lodge Executive Committee and Order of the Arrow National Policy.

## Article IX

### Automatic Changes to the Bylaws

- A. The Lodge shall be subject to the National Standard Constitution and Bylaws of the Order of the Arrow, Boy Scouts of America, and nothing herewith shall be contrary to same, and this Constitution and Bylaw shall be automatically amended to any changes made in the National Standard Constitution and Bylaws of the Order of the Arrow or Boy Scouts of America.
- B. Any changes to this Constitution and Bylaws shall be published to the Lodge within six months of the voted change. A complete amended copy of the Constitution and Bylaws will be published for each new member.

## Article X

### Amendments to the Constitution and Bylaws

- A. The constitution and bylaws of this lodge shall be subject to amendment at any regular or special meeting of the lodge, provided that such amendment has been submitted to the lodge executive committee at least one month (thirty days) prior to such a meeting, and that notice of such meeting be sent to all active members at least fifteen days in advance of the meeting.
- B. A two-thirds vote of all youth members present shall be required to pass an amendment. A special request for secret balloting will be provided if approved by ten percent of all voting members present at the meeting.

Submitted by the By-Law Committee on 16 January 1993

Approved by the Scout Executive on 28 January 1993

Accepted by the Nanepashemet Lodge Executive Committee on 21 February 1993

Amended by the Nanepashemet Lodge Membership on 15 June 1997

Amended by the Nanepashemet Lodge Membership on 24 May 1998