

SHAWNEE LODGE #51

ORDER OF THE ARROW

RULES AND BY-LAWS

FEBRUARY 2003 REVISION

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SECTION I. Name, Affiliation, and Organization

- A. The name of this Lodge of the Order of the Arrow shall be Shawnee Lodge W.W.W. #51.
- B. The Lodge shall be affiliated with the Greater St. Louis Area Council, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and under the administrative authority of the Scout Executive.
- C. The Lodge shall be divided into Chapters to coincide with the district organization of the local council.

SECTION II. Membership - Information and Procedures

The ORDER OF THE ARROW is Scouting's National Honor Society, and its purpose is to recognize those Scouts who best exemplify the Scout Oath and Law and the principles of Scout camping.

A. ORDEAL HONOR QUALIFICATIONS

Youth candidates are designated as those under 21 years of age. Adult candidates are 21 or older at the time of election.

- 1. Be currently registered in a chartered Scout troop.
- 2. After registration with a troop or team, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy

Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.

3. Youth members are elected by a vote of troop members present at the election. Adult leaders are elected by a majority vote of adult Scouters present at the election. Elections are conducted according to procedures outlined elsewhere in these rules.
4. Be in attendance at long-term camp for one full week when elected. A member not with the troop at long-term camp is eligible if he attends a Philmont Trek or another High Adventure Base, a Jamboree, the council's Junior Leader Training Camp, another week-long Boy Scout camping program or week-long Wood Badge in the same summer. Failure to meet this requirement voids an election. Adult candidates must attend the full term camp the summer of the election. Webelos or Cub camping is not acceptable.
5. Youth members must hold the First Class Rank at the time of the election.
6. Youth members must be approved by their unit leader.
7. Adult candidates are subject to the approval of the Scout Executive. The Scout Executive may choose to authorize a waiver for adults for long term camp to qualify for resident camping experience over the two year period, upon individual written petition to him stating reason why six consecutive days of resident camp is unattainable. Only conditions related to job security or health of the adult will be considered. No further interpretation or alternatives are to be considered. This must be done two weeks before the election at the Committee Meeting.

NOTE: The unit leader must certify each candidate as to his Scouting spirit and participation. He must also certify that each candidate meets the specified requirements. The act of certification will be the leader's signature on the candidate's citation.

B. ORDEAL ELECTION PROCEDURES

1. An Order of the Arrow election may be held by any Scout troop, in the Greater St. Louis Area Council.
2. Who may vote in the Election?
 - a. Scout Election: Every registered unit member under 21 years of age present in camp for the full week may vote. Scouters may not vote on Scout candidates.
 - b. Adult Scouter Election: Every registered unit adult Scouter present at the election may vote. Scouts may not vote on Scouter candidates.
3. When and Where are Elections to be Held?
 - a. Scout Troop: During the troop's stay in long-term camp. This is done at a Greater St. Louis Area Council Camp. Troops camping elsewhere must follow the Elsewhere Camp Election procedures. Procedures are available at our council office.
 - b. Adult Scouters must be elected at a committee meeting prior to camp.
 - c. A unit may hold only one youth and one adult election during any calendar year. To hold an adult election, a valid youth election must be held in that same year with youth candidate(s) elected.

4. How many Scout Candidates may a Unit Elect?

- a. There is no maximum or minimum number of candidates a unit may elect.
- b. To be elected, a candidate must receive votes from at least 50% of those registered and active members participating in the election. A voter may list any combination of names, including all eligible candidates who he believes are worthy to become members of the Order of the Arrow.

5. How Many Adult Candidates May a Unit Elect?

- a. Adult Scouters may elect one of their group to membership during any given calendar year. Troops or teams having more than 50 registered, active youth members on or after May 1 of the year of the election may elect an additional adult for every 50 registered, active youth, or fraction thereof.
- b. The adult election should be held at a regular troop committee meeting. Every registered leader in attendance may vote. Follow youth election procedures as possible.
- c. An adult Scouter should only be elected to membership when his job in Scouting will enable him to make the Order of the Arrow program more meaningful to the lives of the boys, as the Order is principally a young men's organization. Scouters are not elected to membership as recognition.
- d. Adult Scouters not registered with chartered units may be elected to candidacy by the Executive Committee of the Lodge. The camping requirement may be waived at the discretion of the Scout Executive. (see Section II A. 8.)
- e. Members of the Council's Executive Staff are members ex-officio of the Lodge, and when newly appointed, if they have not previously been inducted into some lodge of the Order, should be given an early opportunity to take the Ordeal and the Ordeal ceremony. Camp staff members are to be elected in their own unit or if they are council or district Scouters, they should be elected by the Lodge Executive Committee.

6. Method of Election at Summer Camp

Voting on candidates should not be on a basis of popularity, but with a view to electing those who have shown a well-developed spirit of brotherhood, overwhelming cheerfulness no matter how tiresome their duties, and a ready willingness to give service unselfishly and wholeheartedly to others at all times. Only those members of the troop in camp for that week may vote.

The unit leader is in charge of the election. They will be assisted by a youth member of the Order of the Arrow designated by our Lodge. Only those previously defined in these rules as eligible voters may vote.

The unit election shall be by secret ballot and shall be conducted in the following manner:

- a. The unit leader provides a list of all members of the unit whom he certifies have met all eligibility requirements. This is posted so that all members participating in the election may see it.
- b. The election team determines the maximum number of names on the ballot (See Section II B 4 b).

- c. The unit leader and/or Arrowman conducting the election will discuss with the members of the unit the purpose of the Order, the eligibility requirements, voting procedures, and how a candidate is inducted. He may explain the emblems of the Order and the significance of the Indian tradition in the Order.
- d. The members of the unit then vote, listing on the ballot the names from the eligibility list of those persons they believe worthy of the honor. They may list no more than the specified number of the eligible candidates. Scouts may not be forced to vote for the maximum.
- e. The election team counts the number of ballots turned in.
- f. The team determines the number of votes a boy must receive to be elected as follows: if the number of ballots turned in was even (2, 4, 6, etc.), divide this number by two. **If the number was odd (3, 5, 7, etc.), add one and then divide by two.**
- g. See section II B.4.b. for number of votes required for election.
- h. The election team fills out a citation for each person elected. The citation must be signed by the unit leader and the Arrowman conducting the ceremony.

The unit leader may veto the election of any candidate after the election by refusing to sign the candidate's citation. However, if one candidate is vetoed, another may not be substituted in his place. The name will be dropped and the unit will have one candidate less than the number which were elected.

It is suggested that the unit leader should consult with the other adult leaders who are present at the election before exercising his veto. However, this is the option of the unit leader.

7. Ordeal Citation Procedure

Immediately following the election, the unit leader should fill out the citation(s) and follow the procedures listed below:

- a. If at Council camp - turn in citation(s) at camp office.
- b. If elected other than at our Council camp, mail or deliver citation(s) to the Camping Service at our Boy Scout Service Center.
- c. Citations must be received at our Council office no later than two weeks in advance of the Spring Conclave and three weeks in advance of the Fall Reunion. If received after this deadline, the candidates will be invited to the next occurring Spring Conclave or Fall Reunion.

8. Time Limitation on Completion of Ordeal

A candidate must complete his Ordeal at either of the first two Lodge functions at which induction is possible after his election. If a candidate is not in attendance due to illness or some other reason approved by the Lodge Chief, the candidate may be inducted at the following event. If a candidate is not inducted within this time, his election is void. Such a candidate may be re-elected the next year.

9. Disabled Scouts and Scouters

The Executive Committee shall have the power to waive the camping eligibility requirement of disabled Scouts or Scouters as stated in the present Ordeal Honor. Qualifications: Individual Ordeal applications will be considered by a committee appointed by the Lodge Chief. Upon recommendation of this committee, the application will be submitted to the Lodge Executive Committee for a formal vote to approve the nomination.

C. BROTHERHOOD HONOR QUALIFICATION

To be eligible for the Brotherhood Honor an Ordeal member must meet the following requirements:

1. Be currently registered in Scouting and have a minimum of 10 months active service since induction as an Ordeal member.
2. Scouts must have been in attendance at long term camp after receiving the Ordeal Honor. Adults Scouters must have completed at least (6) days and nights of camping after receiving the Ordeal Honor. These (6) days and nights of camping may be compiled at either long term camp, weekend camping trips, or other approved (by unit leader) camping experience.
3. Youth members must be approved by their unit leader.
4. To be eligible for the Brotherhood Honor an Ordeal member must complete all requirements on the Brotherhood Progress Card. To complete the service requirement #3, an Ordeal member may NOT include any service project completed as a troop function at summer camp. The Chapter Chief and Chapter officers shall be the only members who may certify that the Scout has completed this requirement.
5. Memorize the Obligation, the Order of the Arrow song, and the admonition. Know the sign and hand clasp of the Order and be able to answer all questions in the official questionnaire satisfactorily to gain a thorough understanding of the Ordeal.
6. Submit a written statement regarding this rededication to the principles of cheerful service to his fellow man.

D. BROTHERHOOD HONOR PROCEDURES

1. Brotherhood candidates will submit the Brotherhood Progress Card for membership to the Lodge Brotherhood Committee.
2. With the Brotherhood Progress Card, the candidate shall submit a written statement concerning at least one of these three topics:
 - a. How does the Brotherhood Honor affect any duties and responsibilities as a member of the Order of the Arrow?
 - b. What new meanings do the words brotherhood, cheerfulness, and service have to me now that I am a candidate for the Brotherhood Honor?
 - c. In the future, how can I better serve my friends, Scouts, and brothers in the spirit of the brotherhood, cheerfulness, and service?
3. Upon the Lodge Brotherhood Committee approval of the application and statement of rededication and the candidate's completion of the questioning, the candidate may

participate in the ceremonies for the Honor at either the Spring Conclave or the Fall Reunion.

E. VIGIL HONOR

1. To be eligible for the Vigil Honor, a Brotherhood member must:
 - a. Be currently registered in Scouting.
 - b. Have been a Brotherhood member for a minimum of two years.
 - c. Have given unselfishly of his service to others.
 - d. Have been nominated by the Vigil Honor Committee of the Lodge.
2. Any member of the Greater St. Louis Area Council, Boy Scouts of America, may prepare a Vigil Honor nomination form to submit a candidate for the consideration to the Vigil Committee. Nomination forms are available from the Camping Service at our Boy Scout Service Center.
3. Vigil Honor candidates will be called out at the Winter Fellowship Banquet.
4. Vigil Honor candidates will participate in ceremonies for the Vigil Honor at the Spring Conclave, or at another time set by the Lodge Vigil Honor Committee.

F. TERM OF MEMBERSHIP

A Scout or Scouter after completing the Ordeal, shall be a member of the Shawnee Loge, Order of the Arrow, so long as he is registered as a member of the Greater St. Louis Area Council, Boy Scouts of America, and registers each year with the Shawnee Lodge.

G. UNIFORMING

1. All candidates and brothers participating in an induction ceremony of this Lodge shall wear a complete and official Scout, Venturer, Explorer, or Scouter uniform. Candidates not in full uniform are to be handed the sash in the ceremony.
2. The sash is only worn in complete and full uniform, and over the right shoulder of the complete and full uniform as described in the current printing of the Boy Scout/Varsity Scout Uniform Inspection Sheet, or equivalent pieces of the Venturer or Explorer uniform, with headgear optional (Headgear is any type of a Scouting hat).
3. Sashes and Lodge neckerchiefs are worn only at OA functions.

SECTION III. Officers

A. Lodge Officers

1. The officers of this Lodge shall be Lodge Chief, Lodge 1st Vice-Chief, Lodge 2nd Vice-Chief, Lodge Recording Secretary, Lodge Corresponding Secretary, and Lodge Treasurer. These officers must be under 21 years of age and reside within lodge boundaries during their entire term of office.
2. The Lodge Nominating Committee
 - a. The Lodge Nominating Committee shall be composed of a Chairman appointed by the Lodge Chief, the six elected Lodge Officers, the immediate past Lodge

Chief, the Chief of each Chapter, the Lodge Lay Adviser or his designated representative, and the Lodge Staff Adviser or his designated representative.

1. A Chapter Chief, if unable to attend, has the privilege and responsibility of appointing his own representative. The Chapter Chief must inform the Lodge Nominating Committee Chairman and give the Chairman the name of the representative. However, if a Chapter Chief cannot attend and if he cannot send a representative, then the Lodge Nominating Committee Chairman may appoint an Arrowman to fill the position, provided that the Arrowman has been a voting member of that chapter for one year.
 2. If a Lodge Officer or the immediate past Lodge Chief is unable to attend, the Lodge Chief may appoint an Arrowman to serve as a substitute.
 3. The Lodge Nominating Committee Chairman shall inform the committee members at least one month in advance of the committee meeting as to date, time, and place of the meeting.
 4. Only those committee members or their designated representatives who are under 21 years of age may vote. The Chairman may vote only in the case of a tie vote.
 5. All authorized substitutes shall have all privileges granted to the members of the Lodge Nominating Committee.
- b. Two-thirds (2/3) of the voting members of the Lodge Nominating Committee, the Chairman, and at least one Lodge Adviser must be present in order to conduct business.
 - c. The Lodge Nominating Committee meeting is closed to all persons who are not designated as members of the committee in Section III A.2.a.
 - d. The Lodge Nominating Committee shall prepare a list of candidates with a minimum of 2 candidates for each office.
 - e. The Lodge Nominating Committee will consider any petitions recommending nomination provided they are signed by at least 50 registered voting members, however, the Lodge Nominating Committee shall have the final decision of nomination.
3. The Lodge Officer election will be handled at the Fall Reunion. No campaigning or electioneering outside of these guidelines is allowed.

B. Chapter Officers

1. The Officers of each Chapter of this Lodge shall be Chief, 1st Vice-Chief, 2nd Vice-Chief, and Secretary.
2. The process of nominating chapter officers shall be as follows:
 - a. The Chapter Chief, 1st Vice-Chief, 2nd Vice-Chief, Secretary, and Chapter Adviser shall form a committee for the purpose of appointing members to their Chapter's Nominating Committee. Qualifications for Nominating Committee members are: all appointees must be members of the Order of the Arrow, Shawnee Lodge, # 51, Greater St. Louis Area Council, BSA, and members of the Chapter to whose nominating committee they are appointed, and be under 21

years of age. Appointees should exemplify the Scout Oath, the Scout Law, and the principles of the Order of the Arrow. They shall appoint either 5, 7, 9, or 11 members to the Chapter's Nominating Committee, including a chairman. The Adviser to the Chapter Nominating Committee shall be the Chapter Adviser or his appointee. It shall be his responsibility to outline at the first Chapter Nominating meeting the responsibilities of the committee and the Chapter Officers.

- b. The Chapter Nominating Committee will prepare a slate of Chapter Officers with a minimum of 2 candidates for each office. All candidates for each office shall exemplify the Scout Oath, the Scout Law, and the principles of the Order of the Arrow, and shall have approximately equivalent experience and ability.
 - c. All candidates must be members of the Order of the Arrow, Shawnee Lodge, #51, Greater St. Louis Area Council, BSA, and members of the Chapters in which they are candidates, under 21 years of age, and must reside within the lodge boundaries during the entire term of office.
 - d. The Chapter Nominating Committee shall meet in the month of June, July, or August at the Chairman's request. If additional meetings are required, the Chairman may call them.
 - e. It shall be the Chairman's function to preside over the Nominating Committee meeting(s). He shall appoint a Secretary who shall not keep a record of the minutes, but a list of the officers and candidates for office. The Secretary shall contact each of the candidates for office and verify his acceptance of the nomination. If, after this check, there are not 2 candidates for each office, the Nominating Committee must meet again and nominate a minimum of two (2) candidates for each office.
 - f. A majority of the Nominating Committee members must be present in order to conduct business. The Chairman and Adviser must both be present in order to conduct business.
 - g. Nominations from Chapter members to be considered by their Chapter Nominating Committee must be submitted to the Chairman in writing prior to the first Chapter Nominating Committee meeting.
 - h. The Chapter Nominating Committee Secretary is responsible for writing a report giving the following information: the Chapter Offices, the candidates for each office, their full name, their unit, their birthday, present age, Scout rank, and Honor in the Order. A copy of this report must be sent to both the Lodge Chief and the Lodge Staff Adviser and a third copy must be retained by the Chairman to be posted at the time of the election. All copies must have the signature of the Nominating Committee Chairman.
3. The process of electing Chapter Officers shall be as follows:
- a. Chapter Officers shall be elected at the Fall Reunion.
 - b. The retiring Chapter Chief shall conduct the entire election and the retiring Chapter Secretary shall record the proceedings of the election and return the results to the Lodge Chief no later than 5:00 p.m. on Saturday of the Fall Reunion.
 - c. The Chapter Adviser or his appointee shall outline the responsibilities of the Chapter Officers at the start of the election. The job descriptions shall be used for this purpose.

- d. Nominations may be received from the floor after the Chapter Nominating Committee reports its candidates. Candidates so nominated must be present to accept the nomination, or have at the election a written statement indicating willingness to serve if elected.
- e. A biographical sketch of each candidate's Scouting career, not to exceed 3 minutes in length, will be presented. This may be presented by either the candidate or by his selected representative.
- f. The method of voting shall be the decision of the Chapter's Officers and Adviser at the required time stated in the Fall Reunion time schedule. A majority of the brothers in the Chapter who attend the Fall Reunion must be present at the election. Only Order of the Arrow members who are under 21 years of age may vote and only in their respective Chapters.
- g. No electioneering or campaigning is allowed outside of these guidelines.

C. Replacement of an Officer.

In the event of the inability of a duly elected Lodge or Chapter Officer to fulfill the responsibilities of his office, the officer may be replaced. Reasons for this action may be the event of his resignation or having been removed by the Lay and Staff Advisers. The method of replacement of said officer shall be as follows:

- 1. In the event that a Lodge Officer resigns or is unable to fulfill his office, a special Nominating Committee composed of the remaining Lodge Officers will nominate a slate of candidates for the vacant office. The Lodge Executive Committee will vote at a regularly scheduled meeting.
- 2. In the event that a Chapter Officer resigns or is unable to fulfill his office, a special Nominating Committee composed of the remaining Chapter Officers will nominate a slate of candidates for the vacant office. Chapter members will vote at a regularly scheduled meeting.

D. Other - Executive Committee

- 1. The term of all officers, Chapter and Lodge, shall be from the Fall Reunion through the next Fall Reunion.
- 2. The Executive Committee of the Lodge shall be composed of the six elected Lodge Officers, Lodge Committee Chairmen appointed by the Lodge Chief, Lodge Committee Advisers appointed by the Lodge Adviser, the immediate past Lodge Chief, the four elected officers of each Chapter, the Adviser of each Chapter, the Lodge Lay Adviser, and the Scout Executive or his designee, the Staff Adviser.
- 3. The Lodge Lay Adviser (a member of the Council Camping Committee) shall be appointed by the Scout Executive.
- 4. The Chapter Lay Adviser shall be appointed by the District Camping Committee Chairman in consultation with the Chapter Staff Adviser. He serves at their discretion, for a maximum of three one year terms.
- 5. The Lodge Chief, with the approval of the Lodge Lay and Staff Advisers, shall form

any standing or temporary Lodge Committees deemed necessary for the efficient and successful operation of the Lodge.

SECTION IV. Meetings

A. Lodge Meetings

1. The Lodge Annual Business Meeting shall be held in conjunction with the Winter Fellowship Banquet.
2. Executive Committee Meetings.
 - a. The Executive Committee of this Lodge shall hold at least four meetings a year. The dates shall be determined by the Lodge Chief in consultation with the Lodge Lay and Staff Advisers.
 - b. The legislative power shall be vested in the Executive Committee.
 - c. The voting power shall be vested in the following:
 1. Lodge 1st Vice-Chief, Lodge 2nd Vice-Chief, Lodge Recording Secretary, Lodge Corresponding Secretary, and Lodge Treasurer.
 2. Chapter Chief, Chapter 1st Vice-Chief, Chapter 2nd Vice-Chief, and Chapter Secretary.
 3. The Lodge Chief will vote only in the case of a tie vote.
 - d. Special Executive Committee meetings may be called at the discretion of the Lodge Chief with the approval of the Lodge Staff Adviser and Lay Adviser.

B. Chapter Meetings

1. A Chapter shall have no more than six regular meetings each year. These will be held during the second seven days of November, February, May, August, and at the Spring Conclave and Fall Reunion.
2. Special meetings may be called at the discretion of the Chapter Chief with the approval of the Lodge Chief, the Lodge Lay and Staff Advisers, and the Chapter Lay and Staff Advisers.

C. Lodge Committee meetings may be called by the Committee Chairman with the approval of the Lodge Chief and the Lodge Lay and Staff Advisers.

D. Functions

1. The Lodge shall schedule a Spring Conclave, a Fall Reunion, and a Winter Banquet.
2. Special activities and service projects must be approved by the Executive Committee of the Lodge, and by the Lodge Lay and Staff Advisers. Approval before being considered at the Executive Committee Meeting must have first been secured from the Chapter Chief, Chapter Adviser, District Camping Committee Chairman, Lodge Chief, Lodge Lay Adviser, and Lodge Staff Adviser.
3. A Ceremonial Team Seminar, Officer Training, and Officer Rededication will be scheduled.

- E. All Lodge, Chapter, and Committee meetings shall be run in accordance with the most recent edition of Robert's Rules of Order (modified).

SECTION V. Finances

A. Induction Fees

- 1. Ordeal Honor - there shall be an induction fee for Ordeal candidates payable at the time of election covering the cost of these items which each new Ordeal member shall receive:
 - a. Membership card and Brotherhood progress card
 - b. Ordeal sash
 - c. Lodge Handbook
 - d. Candidate totem

The induction fee shall be set by the Lodge Chief and his Advisers.

- 2. Brotherhood Honor - there shall be an induction fee for Brotherhood candidates which will be the cost of the Brotherhood sash.
- 3. Vigil Honor - the cost of induction into the Vigil Honor shall be borne by the Shawnee Lodge.

- B. In order to provide financial support for operation, the assessments shall be added to the registration fee for each of the Lodge events.
- C. All Order of the Arrow funds shall be handled by the Greater St. Louis Area Council office and shall go through all normal accounting and auditing procedures.
- D. There shall be no Chapter treasuries. In the development of the Lodge annual budget, funds will be made available for Chapter mailings, activities, and service projects. Chapters must gain approval from the Lodge Treasurer and Lodge Staff Adviser before incurring expenses. All approved statements will be paid by the Council office.
- E. The Lodge Treasurer and Council Comptroller shall keep an itemized record of all income and expenses and shall make a report to Lodge members yearly upon the completion of the yearly audit. This report shall be published in The Lookout, the official publication of the Shawnee Lodge.
- F. The Lodge will make an annual gift to the Friends of Scouting campaign of our Council per our National OA guidelines.
- G. The Lodge will pay the conference and transportation fees of the current Lodge Chief to the National OA Conference or to a National Leadership Seminar during non NOAC years.

SECTION VI. Insignia

- A. The Lodge will develop, purchase, and maintain an inventory of resale Shawnee Lodge items. A standard mark-up rate will apply to aid in financially supporting the Lodge.
- B. Chapters will be permitted to have chapter neckerchiefs, neckerchief slides, ritual team jackets, and other such items as approved by the Lodge Executive Committee. The design of such items must be approved by the Executive Committee and the money to purchase these items must be

collected in advance of placing an order for such an item or items. Only items approved by the Executive Committee with a chapter insignia will be authorized. Reorders of chapter items must be approved by the Executive Committee prior to each occurrence.

C. Neckerchiefs and emblems must conform to BSA Regulations (70-633).

SECTION VII. Amendments

These rules shall be subject to amendment at any regular or special meeting of this Lodge or at any Executive Committee meeting of this Lodge, provided such an amendment has been submitted in writing to the Executive Committee at least one month prior to such meeting. The amendment will be discussed and voted on at either the following Executive Committee meeting or a special business meeting of the Lodge, whichever comes first. A two-thirds (2/3) majority vote of eligible voting members present shall be required for passage of the amendment.

SECTION VIII. Ceremonies

No troop, Chapter, or other entity may conduct any OA ceremonies without the express permission of the Lodge Executive Committee.

SECTION IX. Governing Body

The Executive Committee is the governing body of our Lodge. Any subject not directly addressed specifically in these rules should be addressed to this group.

Approved:

Scout Executive