Order of the Arrow

Boy Scouts of America



Shunkah Mahneetu Lodge - 407

Grand Teton Council – 107

Lodge By-Laws

Proposed Jan 2016

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**MISSION OF THE LODGE**

It is the mission of our lodge to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the council through positive youth leadership under the guidance of selected capable adults.

**LODGE NAME AND AFFILIATION**

1. The name of this Order of the Arrow Lodge shall be Shunkah Mahneetu Lodge 407. “Shunkah Mahneetu” are the Lakota Sioux words used by the Teton Sioux Native Americans, which mean, “Gray Wolf”.
2. The Shunkah Mahneetu Lodge shall be affiliated with the Grand Teton Council, Boy Scouts of America, and shall be under the supervision of the Council Camping, or Boy Scout committee and the administrative authority of the Council Scout Executive.
3. The Shunkah Mahneetu Lodge shall be divided into chapters. The chapter boundaries shall coincide with the council district boundaries. Each chapter shall be under the supervision of related District Camping and Activities Committee and the District Executive and under the governing of these Lodge By-Laws
4. The Chapters within the Shunkah Mahneetu Lodge shall be associated with the following Districts

Bing Pow Lost River South Fork

Blackfoot Malad Star Valley

Centennial North Caribou Targhee

Eagle Rock Portneuf Tendoy

Fort Henry Salmon Teton

Jackson South Caribou Wolverine

**INSIGNIA**

1. The totem of this lodge shall be the Gray Wolf
2. The basic insignia of this lodge shall include the following:
3. LODGE SYMBOL: The official symbol may include the lodge totem, which may be superimposed over the Teton Mountains with a moon; but must have the lodge name and number: Boy Scout fleur-de-lis; W.W.W.; The Lodge Executive Committee must approve all items bearing the lodge insignia including chapter items. The issuing, costs, and handling must be in accordance with the recommendation of the lodge patch committee as adopted by the LEC.
4. UNIVERSAL ARROW RIBBON: The Universal Arroe Ribbon may be worn as part of the official Boy Scout uniform. If worn, it is to be worn according to current national policy. The Universal Arrow Ribbon may be worn by all Order of the Arrow members regardless of membership status.
5. CIVILIAN ARROW PIN: The Civilian Arrow Pin is for non-uniform wear. All members of the Order of the Arrow regardless of membership status may wear this simple silver lapel pin.
6. ORDER OF THE ARROW SASH: The Order of the Arrow sash is worn with the official Boy Scout uniform or Scouting’s official adult dress wear. The sash also may be worn by Elangomats who are not in uniform at an Ordeal, youth wearing ceremonial attire, and in such instances as approved by the Scout Executive. The sash is worn according to current national policy
7. Order of the Arrow insignia may be sold, issued, or worn only by active lodge members unless otherwise stated.
8. Active members may wear one lodge issued pocket flap according to National Order of the Arrow Policy.

**MEMBERSHIP**

1. The requirements for membership in this lodge are as stated in the current printing of the Order of the Arrow Handbook as well as the Guide for Officers and Advisers. (\*)
2. Chapters are responsible for conducting Order of the Arrow elections in each Boy Scout and Varsity Scout unit within the chapter. These elections are to be conducted with approval and guidance of the Lodge Vice-Chief of Unit Elections.
3. Procedures for the Ordeal shall be as stated in the Order of the Arrow Handbook and in the Guide for Officers and Advisers. (\*)
4. The attainment of Brotherhood membership shall be in accordance with the current printing of the Order of the Arrow Handbook and with the Guide for Officers and Advisers. Once the requirements have been fulfilled, the Arrowman shall gain Brotherhood membership in the lodge. (\*)
5. Attainment of the Vigil Honor shall be in accordance with the current printing of the Order of the Arrow Handbook and with the Guide for Officers and Advisers. (\*)
6. Chapters have the primary responsibility for their entire members ‘and units’ adherence to National and Lodge policies for membership and inductions. The Lodge Executive Committee, the Lodge Adviser, or the Council Scout Executive shall act to correct situations contrary to the spirit of the Order of the Arrow.
7. All ceremonies of the Order of the Arrow are to be conducted according to national policies. Pre-Ordeal, Ordeal. Brotherhood and Vigil ceremonies are only to be conducted upon the approval of the Lodge Key-3, or Scout Executive. The ceremony, which publically recognizes unit members who have been elected, shall be known as the Calling –Out Ceremony. This Calling- Out Ceremony shall be conducted with the prior approval of the Lodge Key-Three as to preserve the symbolic progression of ceremonies of the Order of the Arrow and dignity of the individual.

**CHAPTERS**

1. The Chapters shall have, as a minimum, a Chapter Chief and Chapter Adviser to be considered active. The Chapter Chief and Chapter Adviser may add other officers as deemed necessary. These may include a Chapter Vie-Chief and Chapter Secretary. An assistant adviser may be appointed by the Chapter Adviser in consultation with the Lodge Key-Three.
2. The Chapter Officers shall be elected annually, by popular vote of Chapter members. Chapter terms begin immediately upon election and are one year in length.
3. Should a Chapter desire, it may utilize an intent to run form, due to the Chapter Adviser before the election occurs.
4. Should a Chapter Officer vacate his office during his term, the Chapter Adviser, after notifying the Chapter Staff Adviser and Lodge Adviser, The Chapter Vice-Chief will take his place or there will be a re-election.
5. If a Chapter Chief fails to perform his duties, or is constantly absent from Chapter/Lodge meetings, he shall be notified and counseled by the Chapter Adviser. If substantial improvement is not made, the Chapter Adviser, after notifying the Chapter Staff Adviser and Lodge Adviser, shall notify and remove the officer. The Lodge Vice-Chief will fill the position, or there will need to be a re-election.
6. The Chapter Chief is responsible for the program and operation of the Chapter and ensuring that his officers perform the duties assigned to them. If an officer consistently fails to complete their duties or is consistently absent from Chapter/Lodge meetings, the Chapter Chief and Chapter Adviser after consultation with the Lodge Staff Adviser, may notify and remove the officer and appoint a replacement.

**LODGE OFFICERS**

1. The elected officers of this lodge shall be: a Lodge Chief, Lodge Vice-Chief, Lodge Secretary, and Lodge Treasurer. The Lodge Vice-Chief of Communications, Lodge Vice-Chief of Membership, Lodge Vice-Chief of Special Events and Activities, Lodge Vice-Chief of Training, Lodge Vice-Chief of Unit Elections, Lodge Vice-Chief of Inductions, and Lodge Vice-Chief of Ceremonies will be appointed by the Lodge Chief with the consultation of the Lodge Vice-Chief, Secretary, Treasurer, Lodge Staff Advisor and Lodge Adviser. These Lodge Officers shall be elected at the annual business meeting, and installed at the Lodge banquet. The length of office of the officers shall be one year. These elected officers must be younger than 21 years of age for the length of the entire term in office, be a registered member of the Grand Teton Council during their term in office, and be able to participate in the programs of the lodge. The Council Scout Executive, in consultation with Lodge Adviser and the Lodge Staff Adviser shall appoint adult advisers for the Lodge Vice-Chiefs of: Communications, Membership, Special Events and Activities, Training, Unit Elections, Inductions, and Ceremonies. These Arrowmen shall be known as the Lodge Leadership.
2. The Lodge Vigil Chief shall be appointed by the Lodge Chief with the consultation of the Lodge Adviser and Lodge Staff Adviser. The Vigil Adviser shall be appointed by the Lodge Adviser and Lodge Staff Adviser in consultation with The Council Scout Executive.
3. It is the goal of this lodge that a maximum number of youth receive the opportunity to serve as officers. Nevertheless, one person may hold a lodge and chapter office concurrently. However, the Lodge Chief may hold no other position on the Order of the Arrow concurrently.

**LODGE OFFICER DESCRIPTIONS**

1. LODGE CHIEF: The responsibilities of the Lodge Chief are as stated in the Guide for Officers and Advisers. In addition to these responsibilities the Lodge Chief shall provide positive leadership through his service as an Ordeal Chief at one of the Lodge Fellowships.
2. LODGE VICE-CHIEF: The responsibilities for the Lodge-Vice Chief are as stated in the Guide for Officers and Advisers. In addition to these responsibilities the Lodge Vice-Chief shall provide positive leadership through his service through serving as an Ordeal Chief at one of the Lodge Fellowships. As an elected officer he will sit on, attend and vote at the Lodge Executive Council and Lodge Officers Meeting.
3. LODGE SECRETARY: The responsibilities of the Lodge Secretary are as stated in the guide for officers and Advisers. In addition he shall provide positive leadership through his service in assisting the Ordeal Chief, Ordeal Adviser, and Lodge Staff Adviser with registration at all Lodge Fellowships. If he is unable to attend, he shall arrange for a suitable replacement. He will work with the Vice-Chief of Communications to oversee the lodge communication. As an elected officer he will sit on, attend, vote, As well as keeping minutes for the meetings at the Lodge Executive Council and Lodge Officers Meeting.
4. LODGE TREASURER: The responsibilities of the Lodge Treasurer are as follows:
5. Submits a prepared budget, in consultation with the Lodge Key-Three for the LEC’s approval at the Annual Lodge Business Meeting.
6. Handles all monetary transactions of the Lodge in coordination with the Lodge Key-Three and the Lodge Treasurer Adviser.
7. Is responsible for the Lodge Trading Post at all meetings, events, and activities.
8. Shall make a financial report to the LEC.
9. Shall keep an accurate inventory of products in the Lodge Trading Post.
10. Submits, at the end of his term a report to the LEC. The report should recap the term in office and offer critiques, suggestions and ideas.
11. As an elected officer he will sit on, ~~and~~ attend and vote at the Lodge Executive Committee and Lodge Officer Meetings. He will keep in close contact with his appointed adviser and with the Lodge Chief.
12. LODGE VICE-CHIEF OF COMUNICATIONS: As an appointed officer he will sit on, attend and vote at the Lodge Executive Committee and Lodge Officer Meetings. He will keep in close contact with his appointed adviser and with the Lodge Chief. The Lodge Vice-Chief of Communication is to prepare lodge newsletters, bulletins, and flyers. Maintain lodge website, all electronic communication and update information. Develops and maintains lodge communication network. Works with Lodge Secretary and Vice-Chief of Membership in completing their duties.
13. LODGE VICE-CHIEF OF MEMBERSHIP: As an appointed officer he will sit on, and attend and vote at the Lodge Executive Committee and Lodge Officer Meeting. He will keep in close contact with his appointed adviser and with the Lodge Chief. The Lodge Vice-Chief of Membership is to maintain records by administrating Lodge Master. Checks on inactive members by sending out letters to identify active members and checks on address changes and recruits them to pay their dues. Notifies Ordeals of eligibility for Brotherhood membership. Work with Lodge Secretary and Vice-Chief of Communications in completing their duties,
14. LODGE VICE-CHIEF OF SPECIAL EVENTS AND ACTIVITIES: As an appointed officer he will sit on, attend and vote at the Lodge Executive Committee and Lodge Officer Meetings. He will keep in close contact with his appointed adviser and with the Lodge Chief. The Lodge Vice-Chief of Special Events and Activities is to develop, plan and recruit for lodge activities (Simplot Games, Section Conclave, Tachquiwi, N.O.A.C., council traderee-auction, annual Fellowship activities, banquet activities and Mawinson). All activities must be approved by the Key-Three and Lodge Executive Council.
15. LODGE VICE-CHIEF OF TRAINING As an appointed officer he will sit on, and attend the Lodge Executive Committee and Lodge Officer Meetings. He will keep in close contact with his appointed adviser and with the Lodge Chief. The Lodge Vice-Chief of Training plans and administers Lodge Leadership Development Conference. Coordinates continued leadership training throughout the year when requested. Provide opportunities to build members leadership and job-specific skills. Assist Activities and Special Events in providing instruction when requested. All trainings must be approved by the Key-Three and Lodge Executive Council (conference).
16. LODGE VICE-CHIEF OF UNIT ELECTIONS: The Vice-Chief of Unit Elections is responsible for ensuring that the lodge members conduct unit elections during his term in office. He is responsible to ensure that all Arrowmen conducting the elections are well trained. He is responsible for achieving the Unit Election goals set forth by him and the Lodge Executive Committee. In order to accomplish this task he may establish a committee to complete Unit Elections, upon the approval of the Lodge Chief. He will head the committee and appoint its members. He shall provide positive leadership through his service as an Ordeal Chief at one of the Lodge Fellowships.
17. LODGE VICE-CHIEF OF INDUCTIONS: As an appointed officer he will sit on, and attend the Lodge Executive Committee and Lodge Officer Meetings. He will keep in close contact with his appointed adviser and with the Lodge Chief. The Lodge Vice-Chief of Inductions administrates Ordeals by seeing that an Ordeal Chief is assigned. Helps the Ordeal Chief with/conducts new membership orientation (Pre-Ordeal activities). Works with the Vice-Chief of Ceremonies to ensure a ceremony team has been assigned.
18. LODGE VICE-CHIEF OF CEREMONIES: As an appointed officer he will sit on, and attend the Lodge Executive Committee and Lodge Officer Meetings. He will keep in close contact with his appointed adviser and with the Lodge Chief. The Lodge Vice-Chief of Ceremonies recruits and trains ceremonial teams. Instructs members on appropriate ceremonial regalia. Keeps ceremonial grounds in good conditions. Works with the Vice-Chief of Inductions to schedule ceremony teams for Ordeals. Facilitates/conducts lodge and Scout unit ceremonies when requested if requested.
19. LODGE VIGIL CHIEF: As an appointed officer he will sit on, attend and vote at the Lodge Executive Council and Lodge Officer Meetings. He will keep in close contact with his appointed adviser and with the Lodge Chief. The Lodge Vigil Chief is to secure from the Lodge Vice-Chief of Membership a complete list of eligible Brotherhood members. Determine the number of Vigil Honor candidates that the lodge is eligible to nominate. Form a selection committee and complete the selection in time for the annual banquet. Conduct a call-out of the Vigil Honor candidates. Select an honorable Native American name and the English equivalent for the candidate. Arrange and Conduct Vigil Honor induction. Arrange and conduct a public presentation of Vigil Honor sashes and certificates to the new Vigil Honor members at a major function of the council or lodge. Preform and preside over the Vigil Honor ceremony.
20. IMMEDIATE PAST LODGE CHIEF: The Immediate Past Lodge Chief is the most recent former Lodge Chief. He is to serve as an adviser, and to assist in training the Lodge Chief in areas of the Lodge Chief’s request. He is to set a positive example of service for the general body of the lodge.

**PROCEDURE FOR ELECTION TO OFFICE**

1. Elections will be held annually at the scheduled Lodge Business Meeting. Only youth members, the Lodge Adviser, Lodge Staff Adviser, and Supreme Chief of the Fire may participate in the officer elections, only youth may vote.
2. Elections for offices will be conducted by the current Lodge Chief. If the Lodge Chief is a candidate for office, then the election for that office will be conducted by the Vice-Chief or another officer who is not a candidate for the particular office.
3. Candidates for Lodge Office must comply with the following qualifications:
4. Candidates must be registered member of the Boy Scouts of America.
5. Candidates must be current dues paying members.
6. Candidates must be in good standing with the Lodge and the Boy Scouts of America.
7. Candidates must be under twenty-one years of age for the entire term of office.
8. Candidates for Lodge Office must complete an “Intention to run for Lodge Office” form. The form must be signed by his Chapter Adviser or designee and his Scoutmaster, Varsity Coach, or Venturing Crew Leader. Date for submission of the form will be determined annually by the Lodge Leadership.

**Procedure**

1. The Order of election for Lodge Officers shall be: Lodge Chief, Lodge Vice-Chief, Lodge Secretary, and Lodge Treasurer.

2. Nominations (as determined by “Intention to run for Lodge Office” form) shall require a second and acceptance of the candidate.

3. At the close of the nominations each nominee will be given a chance to speak for no more than five minutes with two minutes for questions.

4. After each candidate has spoken, all members of the Lodge, under twenty-one years of age, may vote, with the exception of the youth conducting the election.

5. A simple majority of votes cast shall be required for any contested office. Each Chapter will be provided with up to five total votes to distribute amongst the nominees as the chapter chooses (depending on how many youth are present from that chapter. for example, if there are 4 youth present that is 4 votes. If there are 3, that is 3 votes.). The Chapter Chief shall be the one to submit the votes for the chapter. If the Chapter Chief is not present, the next youth in office, or if no officer is present, a youth that is present from that chapter, shall represent the chapter chief. Where a majority is not achieved, the nominee(s) receiving the least number of votes is (are) dropped and another vote is taken.

6. If the Chapter Chief is running for a Lodge Office, than the Chapter Vice Chief or another chapter officer or member from the chapter who is not a candidate for and office will cast the Chapter’s vote. If no member from a chapter is present, no vote will be taken from the chapter (phone calls, Skype, ect are allowed, if possible, but must be from the beginning to the end of the election meeting).

~~5.~~ 7. This procedure continues until one nominee achieves a majority and is declared elected, or until two ballots in succession result in a tie and the balloting is declared deadlocked. When balloting is declared deadlocked, the officer conducting the election will announce to the voting members that one more ballot will be taken to break the tie, and if another tie results, he shall cast a vote for the nominee of his choice to achieve a majority and declare him elected.

~~7.~~ 8. In the event that there are no candidates for an office, the office will be filled by the Lodge Chief who shall appoint a qualified Arrowman to fill the vacancy. The Lodge Executive Committee shall vote to confirm the nomination at its next regular meeting. A simple majority for the appointee must be obtained.

~~8.~~ 9. The remaining positions shall be appointed by the Lodge Chief in consultation with his Lodge Leadership. The appointees will serve as acting in their position until the next Lodge Executive Meeting where their appointment will be voted upon. A simple majority for the appointee must be obtained.

**VACANCY OF A LODGE OFFICER**

Vacancy of Lodge Chief Position

1. In the event that the Lodge Chief is unable to fulfill his duties he shall submit a letter of resignation to the Lodge Executive Committee.

2. The Lodge Vice-Chief shall become the Lodge Chief and appoint a qualified Arrowman from the already existing LEC to fill his position. If this appointment leaves a Lodge Office vacant then the procedure below will be followed. If the appointment leaves a Chapter Office vacant the Chapter will make arrangements to fill the position left vacant.

Vacancy of other Lodge Office

1. If a Lodge Officer is unable to fulfill his duties he shall submit a letter of resignation the Lodge Executive Committee.

2. The Lodge Chief shall appoint a qualified Arrowman to fill the vacant position. The appointee will serve as acting in the position until the appointment shall be voted upon at the next regular Lodge Executive Committee.

3. Lodge Executive Committee members will approve the Arrowman with a simple yes/no vote. A simple majority is required for the official appointment of the Lodge Officer.

**REMOVAL OF OFFICERS**

A Lodge Officer may be removed from office for continued failure to perform his responsibilities, for misconduct, or for nonattendance at Lodge Executive Committee meetings or Lodge Officer Meetings. (i.e. absent from two or more Executive Committee or Lodge meetings without a reason acceptable to the Lodge Executive Committee).

**Procedure**

1. A written request for removal of the Lodge Officer will be submitted to and evaluated by the Lodge Key Three.

2. Should the Key Three find removal of the officer necessary, the Key Three will provide written notice to the accused officer informing him of the actions being taken against him.

3. The Lodge Executive Committee shall pass a resolution for the removal of the officer citing specific reasons for nonperformance. The accused officer will then be given a chance to defend his position. A two-thirds vote in the affirmative by the Lodge Executive Committee in attendance shall be required for the officer’s removal from office. An approved resolution will be effective immediately. The vacant office shall be filled following the procedure outlined on page eleven of these Lodge By-Laws.

4. If the Lodge Chief meets any of the above listed causes for removal from office, the Lodge Adviser, Lodge Staff Adviser, and Supreme Chief of the fire, will take immediate action against the Lodge Chief. The Lodge Chief Position shall be filled following the procedure outlined on page eleven of these Lodge By-Laws.

**LODGE MEETINGS**

1. The Lodge shall schedule the following events:

A. Annual Conference and Lodge Recognition Night

B. Lodge Officer meetings

C. Lodge Executive Committee meeting

D. Fellowships

E. Lodge Leadership Development Conference

F. Mawinsin

G. Other Events as requested by the LEC or Lodge Chief

**LODGE EXECUTIVE COMMITTEE MEETING**

1. The Lodge Executive Committee meeting (LEC) is the decision making body of the Lodge.

2. Voting members of Lodge Executive Committee (LEC) shall be all Lodge Officers, Chapter Chiefs (or their appointed representatives), the Immediate Past Lodge Chief (if considered a youth voting member), any Section, Region, or National officers from our Lodge and operating committee chairman. No one person has more than one vote.

3. The Lodge Chief is the chairman of the Lodge Executive Committee (LEC). In his absence, the Vice-Chief shall serve as chairman.

4. The Lodge Chief will carry out the Lodge Executive Committee meeting in accordance with the Lodge By-Laws and National Policies. If a situation is not addressed in either the Lodge By-Laws or National Policies, then Robert’s Rules of Order will be followed.

5. The Lodge Executive Committee (LEC) shall meet in accordance with the Council calendar. There will be at least five meetings per year.

6. Any active member may attend an Executive Committee meeting and participate in the discussion, but the Chapter they represent or Lodge Office they hold only has one vote.

7. In order for business to be to be conducted a quorum of (50%+1) of Lodge Officers and Chapter Chiefs, or their representatives, of active chapters (those with a current Chapter Chief and Adviser) must be present (phone conference, skype, ect is also acceptable).

8. When conducting Lodge business a simple majority of the members present for approval is required. If the motion is tied, the Lodge Chief (or presiding officer) may cast the deciding vote on any motion. He will otherwise have no vote.

9. Each voting Lodge or Chapter Officer may have corresponding Adviser attend the Lodge Executive Committee. In addition, the Supreme Chief of the Fire shall appoint a Staff Adviser. Corresponding Lodge Advisers may be present, but may not vote, during voting.

**LODGE OFFICER MEETING**

1. The Lodge Officer meeting attendees are the Key Three, Lodge Officers and their Advisers.

2. Special meetings of the Lodge or the Lodge Executive Committee may be called upon the request of the Lodge Chief, Lodge Adviser, or the Council Scout Executive.

3. All meetings of the Lodge should be opened with the pledge of Allegiance, the Obligation, and an invocation. They should be closed with the Order of the Arrow song and a benediction.

4. Only youth members under the age of twenty-one may vote (corresponding Lodge Advisers may be present) or hold an office in the Lodge. Youth members who wish to hold offices have equal privileges and opportunities regardless of membership standing as Ordeal, Brotherhood, or Vigil Honor members.

**ADVISERS**

1. The Council Scout Executive shall appoint a Lodge Adviser.

2. The Council Scout Executive in consultation with the Lodge Adviser, Lodge Staff Adviser, (or District Executive) shall appoint Associate Lodge Advisers, Chapter Advisers, and Committee Advisers.

3. Adult Scouters, age twenty-one or older, do not have a vote in any matters of Lodge business.

4. Adults in the Lodge serve as advisers to various committees, projects, events, and programs in the Lodge. Each Lodge Officer, Chapter Officer, and Committee Chairman requires the assistance of an adviser. The success of the program is greatly dependent upon the efforts of these Scouters. It is the responsibility of each adult volunteer to help in the area where they have the ability. While youth members actually plan, and execute the activities, events, and programs the adult supplies the necessary support and stabilizing effect without which the program would fail.

**ADHERENCE TO NATIONAL/LODGE POLICY**

“Policies and procedures for the Order of the Arrow, which are developed by the national Order of the Arrow committee based on sound and tested administrative pattern, unify the Lodges nationally in furthering the objectives of the Order as Scouting’s National Honor Society.” ~Guide for Officers and Advisers~

The following actions may be taken if a member of the Lodge is not adhering to National Policy as set out by the National Order of the Arrow Committee or Lodge By-Laws as set out by the Lodge Executive Committee:

1. A written warning will be issued by the Lodge Key Three addressed to the person involved outlining what actions will be taken.

2. The Lodge Key Three, or other officers as approved by the Lodge Key Three at the time of the event, will place sanctions against the person(s) involved. These sanctions may include any of the following or other consequences as approved by the Lodge Key Three:

 A. Participation in ceremonies can be limited. Limitations can include, but are not limited to:

 i. No participation in ceremonies.

 ii. Participation in ceremony events may be limited, as determined by the Lodge Key Three and other Key Lodge Leadership.

 iii. Participation can be limited at the level (Lodge, Section, National) determined by the Key Three.

 B. Possible nomination for the Vigil Honor can be suspended or postponed due to actions taken.

 C. Leadership Positions

 i. As outlined in the Guide for Officers and Advisers, if a member is not in good standing with the Lodge they will not be able to run for a leadership position.

 ii. As determined by the Lodge Key Three, running for Chapter Positions or serving on Lodge Committees may be limited or suspended.

 D. Other Sanctions as approved by the Lodge Key Three and Lodge Officers depending on the severity of the situation and the situation itself.

**LODGE POLICIES**

1. The Lodge policies shall be set forth by the Lodge Executive Committee. The Lodge policies shall be changed in the following manner:

 A. A proposed policy change shall be submitted to the Lodge Executive Committee.

 B. The Lodge Executive Committee shall vote on the proposed policy change at the next regular meeting.

2. HAZING AND ABUSE: The Lodge Executive Committee of the Shunkah Mahneetu Lodge fully supports the Order of the Arrow and National policy of the Boy Scouts of America pertaining to hazing and adopts such policy, as it is known. The Lodge declares that neither it nor any of its chapters, or members participate in or experience hazing or any other act which creates a substantial risk of causing mental or physical harm to any person at any formal or informal Scouting or Order of the Arrow function.

3. The use of Native American style face paint at Lodge sanction events (Calling-Out, Pre-Ordeal, Ordeal, Brotherhood, or Vigil ceremonies) is prohibited.

**LODGE FINANCES**

1. All order of the Arrow funds shall be handled through the Grand Teton Council Service Centers and go through council accounting procedures. No Lodge or Chapter money will be kept in any savings, checking, or similar account in any bank, savings and loan, money market, or mutual fund. All funds and expenditures will follow the Grand Teton Council and Boy Scouts of America policies. (\*)

2. All funds collected on behalf of the Lodge by any individual or Chapter must be deposited in the proper account within two weeks of its collection. A Chapter Activity account may be establishes as a sub account of the Lodge, and a Chapter may deposit money within for future chapter use. Any cash advanced for any Lodge or Chapter event must be properly accounted for within two weeks of the event.

3. There shall be an induction fee, payable at the time of the induction, for which Ordeals members shall receive:

 A. Paid dues for the current year D. Membership card

 B. Order of the Arrow sash E. Current edition of the Lodge pocket flap

 C. Order of the Arrow Handbook F. Annual Pass (calendar year)

4. There shall be a Brotherhood fee, payable at the time of Brotherhood induction, for which the Brotherhood members shall receive:

 A. Membership card

 B. Brotherhood sash D. Current edition of the Lodge pocket flap

5. There shall be a Vigil Honor fee, payable at the time of Vigil induction, for which the Vigil Honor members shall receive:

 A. Paid dues for the current year D. Vigil Honor certificate

 B. Vigil Honor sash E. Current edition of the Lodge pocket flap

 C. Membership card, Vigil Honor card

6. Dues shall be charged annually to the members of the Lodge for the purposes of covering the costs of administration. The Lodge Executive Committee with the approval of the Council Scout Executive shall establish the amount of these dues. Chapters may not charge dues. Members, who do not pay dues, are to be considered inactive. Inactive members may be restored to active status by paying their annual dues for the current year. Active members transferring from one Lodge to another may become active members of the Shunkah Mahneetu Lodge by paying their current annual dues of the Lodge.

1. A budget shall be prepared for the estimated income and expenses of the Lodge and Chapters for the next year with the approval of the Lodge Executive Committee and Council Scout Executive. Major expenditures of the Lodge require prior approval of the Lodge Adviser and the Council Scout Executive. All bills submitted with an appropriate receipt must accompany payment and have the endorsement of the Council Scout Executive.
2. The Lodge Annual Pass will cover all lodge events except Brotherhood fees unless stated otherwise by the lodge council (calendar year, Jan 1- Dec 31).

**ORDEAL, ELANGOMAT, AND BROTHERHOOD CHIEF JOB DESCRIPTIONS**

1. ORDEAL CHIEF: The responsibilities of the Ordeal Chief are to plan and conduct the assigned fellowship. He is to assign the responsibilities of Brotherhood Chief, Ceremony teams for Pre-Ordeal, Ordeal, Brotherhood, and Vigil. However, if a Lodge Vigil Chief has been appointed, the Ordeal Chief will communicate with and ensure that the Lodge Vigil Chief has made all necessary arrangements. He is also to meet with the Camp Director and decide upon service projects to be carried out at the fellowship. The Ordeal Chief is to assign and oversee the completion of the service projects at the fellowship. He is to work closely with the Vice-Chief of Inductions when planning all aspects of the fellowship pertaining to the Elangomat, Extended Elangomat, and Brotherhood program. He is to work closely with the Vice-Chief of Ceremonies when planning all aspects pertaining to choosing a well trained ceremony team.

2. ELANGOMAT CHIEF: The responsibilities of the Elangomat Chief are to organize the Ordeal candidates in clans and assign trained Elangomats. He is also to ensure that all Elangomats are well trained and prepared to enhance the experience of the Ordeal for the candidates. He is to work closely with the Ordeal Chief when assigning work projects and sleeping areas. Most importantly he is to ensure that the candidates receive as meaningful an Ordeal experience as possible.

3. BROTHERHOOD CHIEF: The Brotherhood Chief is to oversee the aspect of the Fellowship in which Ordeal members eligible for Brotherhood attainment fulfill the requirements and receive their Brotherhood. He is to utilize programs that make the Brotherhood experience more meaningful. He must work closely with the Vice-Chief of Inductions in determining who is eligible prior to the Fellowship.

 **AMENDMENTS**

1. The By-Laws will be amended when the National Order of the Arrow Committee directs changes in program that affect the operation of the Lodge, or in the event that the Boy Scout of America or National Order of the Arrow policy conflict with them. All national Boy Scouts of America and Order of the Arrow policies are to be adhered to.

2. These By-Laws shall be subject to amendment following this process:

 A. An amendment shall be submitted as a written proposal to the Lodge Executive Committee.

 B. The motion shall be distributed to the Lodge Executive Committee at the next regular meeting.

C. The Lodge Executive Committee shall vote to recommend, amend, or not to recommend the motion.

D. The approved motion is then distributed to the general Lodge membership at the next Lodge event. A simple majority of voting members in the Lodge shall pass the amendment to the By-Laws.

(\*) *Rules that are National Order of the Arrow policy may not be altered*