



CONSTITUTION AND BYLAWS

Article I – Name, Mission, and Affiliation of the Lodge

- A. The Lodge shall be known as Pennacook Lodge, Spirit of Adventure Council #227, Boy Scouts of America, and shall be under the supervision of the Council Program Committee and the administrative authority of the Scout Executive.
- B. The mission of this lodge is to fulfill the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.
- C. The totem of this Lodge shall be that of the White Wolf.
- D. The standard flap of the Lodge shall be determined by the Lodge Executive Committee.
- E. 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 stated in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
- B. Procedure for the Ordeal shall be as stated in the current printing of the *Order of the Arrow Handbook* and the *Guide to Inductions*.
- C. All adult selections must be approved by the Adult Selection Committee consisting of the Lodge Adviser, the Staff Adviser, the Lodge Chief, and the chairman of the council committee on which the Lodge Adviser serves.
- D. There shall be no honorary life membership in this Lodge.

Article III - Lodge Officers

- A. The lodge officers of this lodge shall be the Lodge Chief, Lodge Vice-Chief, Lodge Treasurer, and Lodge Secretary. These elected officers 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 members in good standing of Pennacook Lodge and the Boy Scouts of America and must have approval, in advance of being nominated, by the Scout Executive or the Lodge Adviser.
 - 2. Lodge Officers shall be elected at an Annual Business Meeting.
 - 3. The term of office for elected lodge officers shall begin formally on the first day of July and shall end on the last day of June of the following year.
- C. The Lodge Executive Committee shall be composed of the elected lodge officers; the immediate past Lodge Chief; any youth appointed by the Lodge Chief; the Lodge Adviser; any Associate Lodge Advisers, another member of the Council Program Committee, the Scout Executive, and the Lodge Staff Adviser.



- D. The Lodge Adviser shall be appointed annually by the Scout Executive.
- E. The Lodge Chief shall appoint and dismiss such members of the LEC as may be required with the approval of the Lodge Adviser; all group leaders and chairmen must be under twenty-one (21) years of age for their entire term of office.
- F. Should any elected lodge 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.
- G. Should any elected office become vacant after the next year's lodge officers have been elected, the office shall be filled by the officer elect, with all the powers, duties, and privileges of his office.
- H. All elections for officers will be by a simple majority vote (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 the voting resumed until a candidate receives a majority vote.
- I. Voting will be by secret ballot.

Article IV - Duties of Lodge Officers

- A. The Lodge Chief is the chief executive officer of Pennacook Lodge. He shall preside at all Lodge and Executive Committee meetings; appoint all lodge committees and chairmen; represent the lodge at all meetings of the Section Council of Chiefs and Conclave, and the Spirit of Adventure Council Executive Board.
- B. The Lodge Vice Chief shall, in the absence of the Lodge Chief, assume the full responsibilities of the office of Chief and assist in the discharge of any other duties.
- C. The Lodge Secretary shall record all dues. Keep the minutes of all Lodge and Lodge Executive Committee meetings. Handle all correspondence relative to the lodge. Submit a written report at the Annual Business Meeting reflecting the progress of the Lodge and its membership. In the absence of the Lodge Chief and Lodge Vice Chief, the Lodge Secretary shall assume the full responsibilities of the office of Chief.
- D. The Lodge Treasurer shall:
 - 1. Maintain all financial records of the lodge income, expenses, dues, inventory, and the annual budget. Work closely with the Council Service Center in matters of income, expenses, inventory, and auditing. Supervise the collection and receipts of all income from lodge members, activities, and events; and deposit receipts in the Council Order of the Arrow Lodge Account.
 - 2. Serve as the custodian of all lodge property.
 - 3. Supervise the creation of an annual lodge budget and be responsible for the budget's proper execution.



4. In the absence of the Lodge Chief, Lodge Vice Chief, and Lodge Secretary, the Lodge Treasurer shall assume the full responsibilities of the office of Chief.
- 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 majority vote.

Article V - Lodge Function and Meetings

- A. The Lodge shall schedule and conduct Lodge Meetings as listed below:
 1. Annual Business Meeting
 2. Ordeals
 3. Annual Lodge Banquet
- B. The Lodge Executive Committee will meet monthly and shall organize at least once during the lodge year for training.
- C. Special Meetings of the Lodge 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. Members of the lodge twenty-one (21) years of age or over shall have no vote in any decision of the lodge.
- E. One-tenth of the total youth (under 21) membership shall constitute a quorum at any Lodge meeting.
- F. One-quarter of the youth members of the Lodge Executive Committee shall constitute a quorum at any meeting of the Lodge Executive Committee.

Article VI - Dues and Finance

- A. There shall be an induction fee, the amount to be determined by the Lodge Executive Committee annually, payable at the time of induction. For such, each new member will receive:
 1. A membership card, dues paid the remainder of the year
 2. An Order of the Arrow sash
 3. An Order of the Arrow Handbook
 4. The standard lodge flap of Pennacook Lodge
 5. A Brotherhood sash at the time of their Brotherhood ceremony.
- B. The amount of lodge dues shall be determined annually by the Lodge Executive Committee before the Annual Business Meeting.
- C. The dues year runs from January 1st to December 31st of any given year.
- D. Dues for the coming year shall be collected annually by the Lodge Treasurer or his appointee.
- E. A dues notice will be sent to members in January of each year or earlier.
- F. A final notice will be sent to any members who have not paid their dues before they are dropped to inactive status at year's end.



- G. All Order of the Arrow Funds shall be handled through the Council office and go through all normal accounting procedures. All Order of the Arrow funds will be deposited in a separate Lodge account.
- H. Inactive members of Pennacook Lodge may be restored to active status by paying the current year's dues.
- I. Transfers into the lodge may become active members upon proof of previous Order of the Arrow membership, present Boy Scout registration, and payment of current year's dues.
- J. 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. Inactive members may not participate in lodge events or be eligible for any formal recognition or awards.
- K. All expenditures of the Order of the Arrow funds/monies must be approved by the Lodge Executive Committee either through the annual budget or through special appropriation.
- L. A Lodge Budget shall be created by the Lodge Treasurer, or his designee, and submitted to the Lodge Executive Committee for approval.
- M. The Lodge Auditor to review financial records and file a written financial statement to be presented at Executive Committee may appoint an audit committee comprised of lodge members or an independent auditor at the Annual Business Meeting. An annual Lodge Inventory must be completed for the Annual Business meeting.
- N. All properties belong to Pennacook Lodge. The removal, loaning, and distribution of all properties must be approved by the Lodge Executive Committee or their delegated representative.

Article VII - Brotherhood and the Vigil Honor

- A. Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
- B. Induction into the Vigil Honor shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
- C. The Vigil Nomination Committee shall be composed of youth members and an adult adviser. All votes for Vigil selection will be by only youth committee membership.
- D. All nominations can be made only after the return of the annual Lodge Charter.

Article VIII - 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 here within shall be contrary with the same, and this Constitution and Bylaws shall be automatically



amended to any changes made in the National Standard Constitution and Bylaws of the Order of the Arrow or the 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 IX - 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 thirty days prior to such a meeting, and that notice of such a meeting be sent to all active members at least 15 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 under the Lodge Merger Task Force on September 4, 2015.

Accepted by the Pennacook Lodge membership on September 20, 2015.

Approved by the Scout Executive on October 26, 2015.

Amendments presented to the Lodge Executive Committee on April 5, 2017.

Amendments presented to the general membership on April 22, 2017.

Amendments approved by the general membership on May 7, 2017.

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