**Bylaws of Croatan Lodge 117**

**Article I. Name and Affiliation of Lodge**

1. The name of this Lodge of the Order of the Arrow shall be “Croatan #117, W.W.W.”
2. The Lodge Shall be affiliated with the East Carolina Council, BSA, and shall be under the administrative authority of the Scout Executive.
3. The Lodge Totem shall be the “Standing Deer”.
4. The Lodge shall be divided into Chapters, each representing their respective District. Chapters shall be monitored by the District Committee.
5. Each member shall be allowed to purchase only one (1) official Lodge neckerchief

**Article II. Elections to Membership**

1. The requirements for membership in this Lodge are as required in the Order of the Arrow Guide to Inductions.
2. Procedure for the Ordeal shall follow that which is stated in the Order of the Arrow Guide to Inductions.

**Article III. Lodge Officers**

1. The Officers of this Lodge shall be the Lodge Chief and the Lodge Vice-Chiefs. These elected officers must be under twenty-one (21) years of age during their entire term of office.
2. Lodge officers shall be elected at the Fall Fellowship of the Lodge. The deadline for nominations to run for a Lodge office shall be the Lodge Meeting of the October Ordeal. Only those who meet the deadline will be eligible. Candidates who are not elected to their original office sought, may run for a “drop down” position which has been previously selected. Newly elected officials will be installed at Fall Fellowship, however their term shall not begin Until January 1st and run to December 31st of the same year.
3. Should a vacancy of a Lodge Office occur, the replacement shall be nominated by the Lodge Key 3 and approved by the Lodge Executive Committee.
4. The Lodge Adviser shall be appointed by the Council Executive, and Chapter Advisers shall be appointed by their respective District Chairman.
5. The Lodge Chief shall appoint Lodge Operating Committees as they are required, however these Committees are subject to the approval of the Lodge Executive Committee. All Chairmen shall be under twenty-one (21) years of age.

**Article IV. Lodge Executive Committee**

1. The Lodge Executive Committee is to be chaired by the Lodge Chief and shall be composed of the Lodge Officers, the immediate Past Lodge Chief, all Chapter Chiefs, appointed Committee Chairman as well as all their respective advisers.
2. Voting Members of the Lodge Executive Committee include the Lodge Officers, and the Chapter Chiefs. Non-Voting members of the Lodge Executive Committee include the appointed Committee Chairman, and the Past Lodge Chief.
3. In order for the Lodge Executive Committee to conduct voting, 50% of all voting members must be present or be represented.
4. Any ties in voting shall be broken by the Lodge Chief
5. The Responsibilities of the Lodge Executive Committee include the approval of the Lodge Calendar, for the following year, approval of the Lodge Operating Budget for the current year, and any necessary changes that may arise, and the approval of final Lodge patch designs.
6. The Lodge Executive Committee shall hold at least four (4) meetings during the year

**Article V. Finance**

1. There shall be an induction fee payable at the time of induction. This fee shall cover the cost of the following
	1. Order of the Arrow Sash
	2. New Member Packet
	3. Lodge dues for the remainder of the calendar year
2. Dues of the Lodge shall be collected annually by the Membership and Records Adviser in an amount set by the Lodge Executive Committee. Dues must be paid by December 31st. There will be a penalty of two dollars added to the original amount for dues received after the deadline.
3. All Croatan Lodge funds shall be handled through the East Carolina Council Office and shall go through all normal accounting procedures.

**Article VI. Scheduled Lodge Meetings**

1. The Lodge shall hold at least three (3) Ordeals each calendar year.
2. The Lodge shall hold at least one (1) Fellowship each calendar year.
3. Special meetings of the Lodge Executive Committee may be called by the Lodge Chief with the approval of the Lodge Adviser.
4. Members of the Order of the Arrow who are twenty-one (21) years of age or over shall have no vote in any decision of the Lodge.

**Article VII. Brotherhood Membership**

1. Completion of the Brotherhood honor shall be in accordance with the Order of the Arrow Guide to Inductions.

**Article VIII. Vigil Honor**

1. Attainment of the Vigil Honor shall be in accordance with the Order of the Arrow National Guidelines and conducted by the Croatan Lodge Vigil Committee

**Article IX. Amendments to the Bylaws**

1. These bylaws shall be subject to amendment at any Lodge meeting provided such amendment has been submitted in writing to the Lodge Executive Committee at least one month prior to such meeting and the notice has been sent to all active members at least (10) days prior to such meeting. A two-thirds vote of the members present under twenty-one (21) years of age shall be required.