



**SIPP-O LODGE #377  
ORDER OF THE ARROW  
BOY SCOUTS OF AMERICA**

**Buckeye Council BSA  
2301 13th Street N.W.  
Canton, Ohio 44708  
330-580-4272**



**I. NAME AND AFFILIATION**

A. Sipp-O Lodge shall be affiliated with Buckeye Council, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Scout Executive. Adult Scouters, aged 21 or over, do not have a vote in Lodge business.

B. Sipp-O Lodge, 377, W.W.W., shall be the Lodge's official name. The totem of Sipp-O shall be a Stag's head.

C. The official Lodge patch shall be a pocket patch on which the Lodge totem and the name shall appear. This patch shall conform to all National policies.

**II. ELECTION TO MEMBERSHIP**

A. The requirements for membership in this Lodge are as required in the current printing of the Order of the Arrow Handbook.

B. The procedure for the Ordeal shall be as stated in the Order of the Arrow Handbook, any additional guidelines followed will be as stated in the Manual for the Ordeal current printing.

C. Unit elections will be held between January 1st and May 15th. Any election conducted after this deadline must be approved by the LEC. All elections must be held under the supervision of an Order of the Arrow elections team.

D. After a candidate has been notified of their election into the OA, the candidate shall have one year from the date of call-out to attend and complete an Ordeal. If the

candidate has not fulfilled this requirement in the stated time frame, the candidate must be re-elected by their troop to be eligible for OA membership.

### **III. BROTHERHOOD MEMBERSHIP**

A. Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook.

B. The Lodge shall provide, during any calendar year, members at least two (2) opportunities to attain Brotherhood membership.

### **IV. THE VIGIL HONOR**

A. Attainment of the Vigil Honor shall be in accordance with the current printing of the Order of the Arrow Handbook.

B. The Vigil Committee shall be a standing operating Committee of the Lodge. The Vigil Committee shall be comprised of all Vigil Honor members of the Sipp-O Lodge. The main responsibilities of the Vigil Committee shall be:

- 1) The Vigil Honor nomination process shall be completed and submitted by May 15th.
- 2) To provide the opportunity for input of all Vigil Honor members for the selection of Vigil Honor nominees.
- 3) To perform the Vigil Honor Induction.

C. The Vigil Honor Nominating Committee shall be selected by the Lodge Chief in consultation with the Lodge Adviser and the Staff Adviser. This recommendation is to be approved by the Lodge Executive Committee.

D. The Vigil Honor Nominating Committee shall be composed of: One (1) chairman, one (1) adviser, the Lodge Chief, Lodge Adviser, Staff Adviser, one (1) representative preferably from each of the Council's districts and two (2) at-large members. The members of the Vigil Honor Nominating Committee should be Vigil Honor Members and preferably youth. A quorum of 75% of the members of the Vigil Honor Nominating Committee must be present when the Vigil Honor selection is made. All Vigil Honor nominations must be made by consensus. Arrowmen eligible for nomination may not sit on the committee.

E. Recommendations for the Vigil Honor Nomination in writing will be accepted for consideration by the Vigil Honor Nominating Committee from any Lodge member.

F. Final nomination of Vigil Honor Candidates by the Vigil Honor Nominating Committee shall take place. Official petitions must be signed by the Lodge Chief and Scout Executive.

G. Approval by the Lodge Executive Committee of a Vigil Honor Nominating Committee shall constitute approval of the Vigil Honor petition. The Vigil Committee Chairman shall report the number of youth and adult Vigil Honor nominations to the Lodge Executive Committee which shall authorize the Lodge Chief and Scout Executive or Staff Adviser to sign the petition.

H. If the lodge chief is eligible for nomination, he should assign a qualified representative to fulfill his place in the nomination committee.

## **V. The Founder's Award**

A. Selection for recipients of the Founder's Award shall be in accordance with the current printing of the Order of the Arrow Handbook.

B. The Founder's selection committee shall be an Ad Hoc committee of the Lodge. The committee shall be composed of all current holders of the Founder's Award and the youth chairman shall be selected by the Lodge Chief. The adult adviser shall be appointed by the Lodge Adviser.

C. The Founder's Award committee may accept nominations in writing from any Lodge member.

D. The Committee shall meet annually at the call of the chairman, and the time and location of the meeting shall be announced at least 15 days in advance. All decisions must be made by consensus.

E. The Founder's Award petition will be signed by the Lodge Chief, Lodge Adviser, and Scout Executive.

## **VI. OFFICER ELECTION PROCEDURES**

A. A Nominating Committee consisting of a Youth Chairman, selected by the Lodge Chief, and the District Chiefs with their Advisers should discuss at the Lodge Executive

Meetings in the months leading to the Lodge Elections to discuss all nomination matters.

B. Nominations from the floor at the time of election will be accepted. Nominee should be present to receive the nomination, however, may accept the nomination via written response. Nominations must be seconded, and the nominee must be present to accept the nomination. Only youth in good standing may vote or be nominated for office.

C. Election of all officers shall take place at the Fall Fellowship. The time and location of the election shall be published at least 15 days in advance.

D. The term of office for all elected officers shall be from Winter Banquet to Winter Banquet.

## **VII. OFFICERS**

A. The officers of this Lodge shall be in the order of precedence, a Lodge Chief, Administrative Vice Chief, Activities Vice Chief, Vice Chief of Districts, Membership Secretary, Recording Secretary, Treasurer and Immediate Past Chief. Elected officers must be under 21 years of age during the entire term of office.

B. Should the Executive Committee deem it necessary, they may remove a person from office, provided they:

- 1) Receive the approval of the Lodge Adviser and the Staff Adviser
- 2) Secure a two-thirds (2/3) majority vote of the Executive Committee.

C. A vacancy of an elected officer shall be filled by a two-thirds (2/3) majority vote of the Executive Committee. The lodge chief may appoint an interim officer until the next meeting of the LEC.

## **VIII. EXECUTIVE COMMITTEE**

A. The Executive Committee shall be composed of the elected Lodge Officers, the immediate past Lodge Chief, the Lodge Operating Standing Committee Chairmen, the Lodge Adviser (a Camping Committee Member), the District Chiefs, the Scout Executive and Staff Adviser.

B. The Lodge Operating Standing Committees with recommended reporting officers are:

- 1) Administrative Vice Chief: Brotherhood, Publications, Service, Social Media, and Vigil.
- 2) Vice Chief of Activities: Commissary, Elangomat, Ordeal, Fellowship, Indian Activities, and Winter Banquet.
- 3) Vice Chief of Districts: District Chiefs, Troop Representative, and Camp Promotions and Elections.
- 4) Treasurer: Trading Post and Budgets

C. The Lodge Advisory Committee shall consist of a Chairman, the Lodge Adviser, the Staff Adviser, the Committee Advisers, the Advisers to the District Chiefs and the Lodge Chief.

D. A quorum of one-third (1/3) of the voting members is required to be present for business to be transacted.

E. A minimum of six Executive Committee Meetings will be held per year. Executive Committee meetings will be conducted according to Robert's Rules of Order.

F. Special meetings of the Executive Committee may be called by the Lodge Chief, Lodge Adviser, Staff Adviser or Scout Executive.

G. During months in which the Executive Committee does not meet, the Lodge Chief in agreement with the Lodge Adviser and Staff Adviser, may call a meeting of the Elected Officers. This Business Committee will have the power of the Executive Committee and may pass motions with the consent of the Lodge Adviser, the Staff Adviser and a unanimous vote of the Business Committee members present, providing over half of the Business Committee members are in attendance.

H. Executive sessions of the Business Committee may be called at any time by the Lodge Chief with the consent of the Lodge Adviser and Lodge Staff Adviser.

## **IX. DUES AND OTHER FUNDS**

A. To remain in good standing and to attend any Order of the Arrow event, dues shall be paid annually. They shall be set by the Lodge Executive Committee with concurrence of the Lodge Adviser and Staff Adviser.

B. There shall be no proration of a member's dues.

C. All Order of the Arrow funds shall be held in a custodial account in the Council budget and handled in accordance with Council financial procedures.

D. To cause a check to be written on the Lodge Account, requires the signature of the Treasurer or his Adviser and the Staff Adviser, upon a voucher. The Treasurer shall receive a copy of all vouchers.

E. A budget should be approved by December 31st of the prior year by the Executive Committee.

## **X. CHAPTER RULES AND REGULATIONS**

A. The chapter is a division of the Lodge for carrying out the Lodge program in the districts of the Buckeye Council.

B. The Lodge Chapters will correspond to the designation of Districts by the Council. Any name changes for chapters must be approved by the LEC and the Supreme Chief of the Fire.

C. District Officers shall be in this order of precedence: Chapter Chief, Chapter Vice Chief of Elections, Chapter Vice Chief of Promotions, and Chapter Vice Chief of Activities. The elected officers must be under 21 for their entire term of office.

1. Any officer opening occurring by resignation may be filled by a majority vote of the Chapter Membership Body at any regularly scheduled meeting.

2. The district membership body shall be defined as those youth of the district in good standing who are present at any announced meeting of the District.

3. If it is necessary, the Chapter Key Officers may remove a person from office with: (1) approval of the District Adviser, the Lodge Chief and Vice Chief of Districts and (2) a 2/3 majority vote of the District Membership body.

4. Election Procedures shall be followed in accordance with the current Order of the Arrow Handbook and the Sipp-O Lodge Local Rules. The district officer election will be held following lodge elections. The term of office will be one year until the following annual meeting.

5. The Lodge Chief cannot serve as an elected chapter official.

6. Duties of the Chapter Officers are defined by the Lodge Chief, the Vice Chief of Chapters and the Lodge Executive Committee

7. The Chapter Chief and the Chapter Adviser represent the Lodge on the District Committee.

D. Meetings should be held monthly in conjunction with the District Roundtables.

E. Committee Chairmen in the Chapter are also committee members in the corresponding Lodge. With the approval of the Chapter Adviser, the Chapter Chief has the right to make committees as he sees fit.

F. The role of the Vice Chief of Chapters will be to act as a liaison between chapter and Lodge, ensure unit elections are conducted according to Lodge Rules, promote district participation in Lodge events, assist the Chapter Chief in the extension of the Lodge program, the Troop Representative program, Troop Elections and training of the district officers.

G. The District will be encouraged to contribute to the district program at Klondike, Camporees, Scout-O-Ramas, Roundtables, etc., conduct Crossover Ceremonies and other visible promotions, promote camping, promote attendance at council camps, be visible to the community by participating in service projects to benefit the community, chapters will not conduct or sponsor Lodge oriented activities such as Ordeals, Fellowships, or fund raisers without LEC approval. Chapters may establish ceremonial teams to conduct Cross-Over ceremonies for Cub Packs and other promotional and support activities. Chapter ceremonial teams may conduct Calling-Out ceremonies at District events with the permission of the Lodge Chief and Lodge Adviser and under the supervision of the Indian Activities Committee.

H. Districts cannot own property, collect dues or have an independent treasury. Districts may have a funding line in the Lodge Operating Budget for incidental needs as approved by the Lodge Executive Committee. Any District activity requiring funding, such as a District Banquet or District apparel, must be approved in advance by the Lodge Chief and Lodge Adviser and shall follow standard Council budgeting procedures.

I. The Lodge Adviser will appoint a Chapter Adviser to each district. The Chapter Adviser will appoint advisers to all Chapter Officers and Committee Chairmen. Adviser terms will run per district year.

## **XI. THE SIPP-O LODGE MUSEUM**

A. The Sipp-O Museum shall be a collection of Lodge materials to document the history of Sipp-O Lodge and the various memorabilia it has produced. Items included are, but not limited to, patches, newsletters, photographs, programs, and other publications and materials bearing the Lodge's Totem and Logo. Other items of Order of the Arrow interest may be included.

B. All materials in the museum collection shall be the sole property of Sipp-O Lodge and the Buckeye Council. No materials may be disbursed from the collection without the explicit authorization of the Lodge Chief, Lodge Adviser and Staff Adviser. Items may be accepted for display "on loan" from individuals with clear documentation of retained ownership and shall be returned to the owner upon written request.

C. The Museum shall be under care of an adult curator who shall be appointed by the Lodge Adviser with concurrence of the Staff Adviser and Scout Executive and a youth curator appointed by the Lodge Chief.

D. The Curator shall maintain a catalog of items in the museum. A copy of this catalog shall be filed with the Lodge Adviser and Staff Adviser for Council inventory purposes and updated at least annually. A copy of this catalog of materials may be made available to any member upon request.

E. The Curator will make good faith effort to provide displays of museum items as requested at Lodge events.

F. The Curator will take reasonable care to provide for safe and secure storage of museum items. Granted that the lodge will continue to fund a climate controlled storage facility and maintain insurance.

## **XII. AMENDMENTS**

A. These Sipp-O Lodge Local Rules may be amended at any regular or special meeting of the Lodge by a simple majority of those present, providing they are published by the Lodge Recording Secretary to the General Membership fifteen days in advance of voting.

B. Amendments become effective upon approval.



C. The Recording Secretary shall date and publish the amended Local Rules and copies shall be made available to the membership.

D. The lodge's annual Winter Banquet is to be held on the latest Saturday in December that is at least one week prior to Christmas. The rotation is as follows

2017: Lou Ott

2018: Killbuck

2019: Hetuck

2020: Wyondota

2021: Sandy Beaver

2022: Netawotwes