

**Neusalufta Chapter
Of
Occoneechee Lodge #104, W.W.W.**

Official Guidelines

Approved August 26, 2000

Article I. NAME, INSIGNIA, and AFFILIATION OF NEUSALUFTA CHAPTER

Section I. The name of this chapter of the Order of the Arrow shall be Neusalufta Chapter of Occoneechee Lodge #104, W.W.W.

Section II. The Chapter shall be affiliated with the Boy Scouts of America, and shall be under the administrative authority of the Occoneechee Council Scout Executive.

Section III. The totem of this Chapter shall be the Skull and Feathers.

Section IV. Neusalufta Chapter

A. Neusalufta Chapter shall consist of the Lodge members registered in Sequoyah district unless otherwise defined by the Council Scout Executive.

B. Neusalufta Chapter shall compose and maintain this set of operational guidelines that are not in conflict with the Lodge guidelines. These guidelines shall indicate the offices (which shall coincide with Lodge offices), office responsibilities, and any other inclusions deemed appropriate by the chapter. Among the offices cited in the chapter guidelines shall be the offices of Chapter Chief. Chapter elections shall be held at the last regularly scheduled chapter meeting before Fall Fellowship. The results of the chapter elections, including names, addresses, and phone numbers of all officers and committee chairmen shall be filed with the Lodge Secretary prior to the end of Fall Fellowship.

C. Each registered, active youth member of the Chapter shall have one vote in all called Chapter Meetings.

Article II. MEMBERSHIP

Section I. The requirements for membership in this chapter are as required in the current printing of the Order of the Arrow Handbook.

Section II. Procedure of the Ordeal, Brotherhood, and Vigil Honor membership attainment shall be as stated in the current printing of the Order of the Arrow Handbook.

Section III. Elections for Ordeal membership shall be held on or between the dates of January first and the last Wednesday of Summer Camp each year.

Section IV. All Ordeal candidates shall have one year following election in which to undergo the induction process. If the Ordeal candidate is not inducted within this period, he shall no longer be a candidate for induction, unless there are unusual circumstances as noted by the Lodge Executive Committee. Otherwise, he must be elected again to be eligible to undergo the induction process.

Section V. Membership shall be divided into two categories: Active and Inactive

A. Active Membership is reserved for those members who have paid current year's Lodge and Chapter dues and are actively registered with the Boy Scouts of America. Active members are entitled to:

1. Vote on official Chapter matters
2. Wear the Lodge flap
3. Run for Lodge and Chapter Office
4. Receive Lodge and Chapter publications
5. Become Brotherhood Members
6. Be considered for Vigil Honor
7. Participate at Lodge and Chapter functions
8. Represent the Lodge and Chapter at Sectional, Regional, and National events

B. Inactive membership shall be declared when a member fails to have paid his current year's dues or fails to re-register with the Boy Scouts of America.

Article III. OFFICERS, ELECTIONS AND RESPONSIBILITIES

Section I. The elected officers of Neusalufta Chapter are to be:

- Chapter Chief
- Vice-Chief of Service
- Vice-Chief of Inductions
- Vice-Chief of Camping Promotions
- Vice Chief of American Indian Affairs
- Secretary
- Treasurer

Section II. Chapter Officers shall be elected by a simple majority vote at the Annual Chapter Business Meeting directly preceding Fall Fellowship and installed at the next Chapter Meeting after Fall Fellowship.

Section III. The term of office for all Chapter Officers shall be from the conclusion of the Fall Fellowship to the conclusion of the subsequent Fall Fellowship.

Section IV. Chapter officers and committee chairmen must be under twenty-one (21) years of age during the entire term of office.

Section V. A Chapter Officer may remove himself from office by submitting a written resignation to the Chapter Chief and the Chapter Secretary.

Section VI. Should a Chapter office be vacated, the Chapter Chief shall appoint an acting officer to serve until the election or endorsement of a new officer by the Chapter.

Section VII. Should the office of Chapter Chief be vacated, the Vice-Chief next in line (as indicated in Article III, Section I) shall serve until the election or endorsement of a new Chapter Chief.

Section VIII. The Chapter adviser shall be appointed annually by the Council Scout Executive.

Section IX. The duties of the Chapter Officers shall be:

A. All Officers

1. Agree to attend every Chapter function throughout their term of office.
2. Agree to hold no Lodge office or Lodge Committee Chairmanship during the term of office, except with Chapter Adviser's approval.
3. Will wear the complete Official Boy Scout Uniform to all Chapter and Lodge events. This includes Scout shirt with correct insignia, Scout pants or Scout shorts with Scout belt, and Scout socks. Jeans and camouflage clothing are not allowed. Remember that as an officer you must set the example.
4. Agree to attend all Lodge events, including Lodge Leadership Development, Winter Banquet, Spring Pow Wow, Conclave, and Spring Inductions, and Fall Fellowship.
5. Agree to consult with their Lodge counterpart at least monthly.
6. Agree to consult with their Chapter Adviser several times each month.
7. Will promote the Chapter, the Lodge, the Order of the Arrow, and the Council Camping Program, including Summer Camp at Camp Durant, at every possible opportunity.

B. Chapter Chief

1. Assume responsibility for the operation of the Chapter.
2. Represent the Chapter at all Lodge functions.
3. Represent the Chapter at all Lodge Executive Committee Meetings. Currently, there are LEC meetings at each of the three Lodge events on Friday evening and Sunday morning. There are three LEC meetings during the weekend of the Lodge Leadership Development. All of these meetings are mandatory for the Chapter Chief and Chapter Adviser. If the Chief can not be present, he must select a chapter representative from the general chapter membership to represent the chapter.
4. Plan and run a Chapter meeting each month throughout the year.
5. Give leadership to Chapter Officers.
6. Work with Chapter Adviser to assure a quality Chapter as defined by the William Stanley Roth Award guidelines.

7. Ensure that Chapter achieves 100% Troop Elections.
8. Ensure that Chapter achieves 100% Camping Promotions.
9. Attend the annual Camping Promotions Briefing in January to help promote camping in Occoneechee Council.
10. Oversee and encourage all Chapter Officers to adequately complete their duties.
11. Strongly encouraged to apply for Summer Camp Staff at Camp Durant as CIT or counselor.

C. Chapter Vice-Chief of Service

1. Direct all Chapter Service projects within the Chapter.
2. Represent the Chapter at all Lodge service functions. It is mandatory to attend all Lodge events with service (Spring Inductions, Fall Inductions, and National One Day of service.)
3. Serve as the assistant to the Chapter Chief and act as Chief in his absence.
4. Work with Adviser to develop projects for the Chapter to do for the Lodge, community and Occoneechee camps.
5. Submit a report on service at each Chapter meeting.

D. Chapter Vice-Chief of Inductions

1. Coordinate the inductions process within the Chapter.
2. Represent the Chapter at all Lodge inductions functions. It is mandatory to attend all Lodge events with inductions (Spring Inductions and Fall Fellowship). Work with the Chief Elangomat at the event. Ensure that the Chapter has a ratio of at least one trained Elangomat for each ten Ordeal candidates
3. Make sure all troops have an election, if wanted. Contact the Chapter Adviser immediately if a troop does not want an election for any reason.
4. Train the election teams and coordinate all elections. The results of each election along with the adult nomination, if one, should be forwarded to the Chapter Adviser the following day.
5. Coordinate the direction of ceremonies for the "Calling-out" at the Spring District Camporee. Make sure that each new candidate gets a package after the "Calling-out" including *Spirit of the Arrow* Booklet #1, a letter from the Chief, and details of the Inductions weekend concerning dates, what to bring, and a brief description of what to expect.
6. Submit a report on inductions and elections at each Chapter meeting.
7. Work with Adviser to ensure that Chapter achieves 100% Troop Elections.
8. Work closely with the Vice-Chief of Camping Promotions and include him or his representatives with the election teams during troop visitations.

E. Chapter Vice-Chief of Camping Promotions

1. Coordinate all Camping Promotions within the Chapter.
2. Work closely with the Vice-Chief of Inductions and the election teams to promote camping. Encourage all members of each troop to attend Summer Camp, in particular, to attend at Camp Durant either as a troop or as provisional.
3. Encourage troops to seek Quality Unit Award and Lodge Honor Troop Award.
4. Submit a report on camping promotions at each Chapter meeting.
5. Work with Adviser to ensure that Chapter achieves 100% Camping Promotions at the troop visitations.
6. Attend the annual Camping Promotions Briefing in the fall to help promote camping in Occoneechee Council.

F. Chapter Vice-Chief of American Indian Affairs

1. Assume responsibility for the dissemination of American Indian information concerning dancing, outfits, singing, and drumming.
2. Represent the Chapter at all Lodge functions involving American Indian activities with mandatory attendance at Spring Pow Wow and Fall Fellowship.
3. Encourage Chapter Arrowmen to make dance outfits and learn to dance.
4. Set the example by attending horizon broadening experiences such as Carolinas Indian Seminar and local American Indian Pow Wow's. Submit a report on American Indian Affairs at each Chapter meeting.

G. Chapter Secretary

1. Assist and work with the Chapter Chief.

2. Maintain minutes of all Chapter meetings.
3. Ensure that all Chapter Arrowmen have accurate and advance notice of all Chapter and Lodge events. Responsible for all Chapter mailings.
4. Keep membership records.
5. Establish and maintain a Chapter Phone Tree.
6. Serve as the Editor of the Chapter Newsletter and produce at least six issues each year. Work with the *Tipi* editor in the development of Chapter articles or articles of interest to the Lodge.
7. Be responsible for roll call and reading of minutes of previous meeting at all Chapter functions.
8. Work with the Adviser to ensure Chapter meets Brotherhood conversion goals of the Lodge.

H. Chapter Treasurer

1. Maintain all Chapter financial records.
2. Submit a treasurer's report at each Chapter meeting.
3. Propose a budget for the next year with the cooperation of the Chapter Chief, Chapter Adviser, and your Adviser.
4. Working with Adviser, be responsible for any money, receipts, or disbursements at all Chapter events.
5. Determine, with the cooperation with the Chapter Chief and Chapter Adviser, a proposed fee to be charged at all Chapter events.

I. Adult Adviser to a Chapter Officer

1. Responsible for supporting and advising your Chapter Officer to create a successful Chapter by making him successful.
2. Attend and help at every Chapter and Lodge event.
3. Know and enforce all rules, policies, and procedures of Occoneechee Lodge, Occoneechee Council, and the Boy Scouts of America.
4. Wear the complete Official Boy Scout Uniform to all Chapter and Lodge events.
5. Work with your Officer several times each month.
6. Promote the Chapter, the Lodge, the Order of the Arrow, and the Council Camping Program, including Summer Camp at Camp Durant, at every possible opportunity.

Article IV. CHAPTER OPERATING COMMITTEE DUTIES & RESPONSIBILITIES

Section I. American Indian Affairs Committee

The American Indian Affairs Committee is responsible for all Indian dance and exhibit competitions and activities of the Chapter. It is also responsible for promoting dancing, singing, and drumming in the Chapter. It is responsible for designing a Chapter Dance/Drum Team patch.

Section II. Campfire Committee

The Campfire Committee is responsible for monthly Chapter programs and chapter campfires at lodge events.

Section III. Chaplains Committee

The Chaplains Committee is responsible for invocation, grace, benedictions, and chapel services at Chapter events.

Section IV. Conclave Committee

The Conclave Committee coordinates Chapter participation at Quest events at Spring Pow Wow, suggests Chapter promotion items, and works with Lodge for Chapter participation at Conclave.

Section V. Food Committee

The Food Committee is responsible for planning, preparation, and serving of food at Chapter events.

Section VI. Founder's Award Committee

The Founder's Award Committee is responsible for ensuring that deserving Chapter candidates are recommended to the Lodge Committee.

Section VII. Health & Safety Committee

The Health and Safety Committee is responsible to ensuring that adequate medical supervision is available at all Chapter events.

Section VIII. Ordeal & Ceremonies Committee

The Ordeal and Ceremonies Committee is responsible for planning and conducting the Ordeal Inductions. It is responsible for unit elections. It is also responsible for coordinating ceremonies by the Chapter teams.

Section IX. Patch Committee

The Patch Committee is responsible for the design and procurement of all Chapter patches. It is also responsible for developing new memorabilia items in cooperation with the Trading Post Committee.

Section X. Publications Committee

The Publication Committee is responsible for writing, publishing, and mailing certain Chapter publications throughout the year. These publications include the "Lippoe" and the Chapter Planbook. It is also responsible for the mailing of Inductions information to candidates.

Section XI. Recognitions Committee

The Recognitions Committee is responsible for awards and recognition of Chapter members. It is also responsible for the annual Chapter Awards Banquet.

Section XII. Service Committee

The Service Committee is responsible for all service by the Chapter, at Lodge or Chapter events.

Section XIII. Technology Committee

The Technology Committee is responsible for maintaining a permanent web site and keeping it updated as needed. It is also responsible for maintaining all Chapter e-mail addresses and keeping Chapter hardware and software up to date.

Section XIV. Trading Post Committee

The Trading Post Committee is responsible for operating the trading post at all Chapter events. It is also responsible for the purchase of all memorabilia except patches.

Section XV. Training Committee

The Training Committee is responsible for all Chapter training at Chapter Leadership Development and Elangomat Training Weekend.

Section XVI. Vigil Committee

The Vigil Committee is responsible for ensuring that all deserving Chapter members are recommended for the Vigil honor.

Article V. CHAPTER ADMINISTRATION

Section I. The Chapter Executive Committee will be composed of all active Chapter members under the age of twenty-one (21) eligible to vote in any Chapter decision.

Section II. All Chapter meetings will be conducted under the authority of Robert's Rules of Order.

Section III. There must be a quorum (as denoted in Robert's Rules of Order) present to conduct business at a Chapter Meeting.

Section IV. The Chapter Chief shall appoint a Parliamentarian to assist him in settling matters of parliamentary procedure during called meetings. The Parliamentarian will only advise the Chapter Chief on Parliamentary matters, not run the meeting. This Parliamentarian shall be a youth member of the Lodge.

Article VI. PROGRAM

Section I. Chapter Program

A. Neusalufta Chapter shall assemble for Chapter functions as follows.

1. Fall One Day of Service - to be held in November to provide service to a community project that is not related to Scouting.
 2. Spring Auction - To be held just after Spring Inductions for fellowship with the new members and provide an auction for use of Neusa-bucks earned during the year.
 3. Summer Ice Cream Social or gathering - To be held around July for a summer activity.
 4. Chapter Recognitions Banquet - To be held around the first of September for the presentation of Chapter and Lodge Awards, other Chapter business as needed, and for Chapter fellowship.
- B. Neusalufta Chapter shall send representatives to attend the National OA Conference, Section Conclave, and Regional and Sectional training conferences.
- C. Neusalufta Chapter shall hold at least one annual Chapter Leadership Development to train new officers.
- D. Neusalufta Chapter shall publish an official Chapter newsletter entitled "The Lippoe" at least four (4) times each year. This newsletter shall contain news of past events and information on upcoming events.
- E. Neusalufta Chapter shall meet at least twelve (12) times each year, and at special sessions as called by the Chapter Chief or Scout Executive.
- F. Neusalufta Chapter shall adhere to the Lodge programs and be responsible for carrying out all Lodge policies; including unit elections, camp promotions, service projects, and Native American affairs.
- G. Neusalufta Chapter shall plan service projects and activities that will benefit their Scouting and civic communities.

Article VII. FINANCES

Section I. Annual dues shall be \$10.00 payable at the first chapter meeting after Fall Fellowship.

Section II. Activity fees shall be approved by the Chapter membership upon the recommendation of the Chapter Chief, Chapter Adviser, and the Chapter Treasurer.

Section III. The Chapter Treasurer assisted by the Chapter Treasurer's Adviser shall handle all Chapter funds and records.

Section IV. All Chapter expenditures shall be authorized by the Chapter membership, except for normal operating expenses, which shall be approved by the Chapter Chief and Adviser.

Article VIII. CHAPTER GUIDELINES

Section I. The Neusalufta Chapter Secretary will maintain a set of Official Neusalufta Chapter Guidelines that shall be available to all Chapter members at any Chapter function through the Chapter Secretary and will be available upon request.

Section II. The Official Neusalufta Chapter Guidelines may be amended or changed by a two-third-majority vote of a simple majority vote of the Chapter members present at the annual Chapter Business Meeting.

Article IX. NEUSALUFTA CHAPTER ANNUAL AWARDS

Section I. Chapter Member of the Year

The Chapter Chief will be responsible for searching for that special Arrowman who has come to meetings, chapter and lodge events, and who always looks for cheerful service wherever it may be found. This award will be presented at the Annual Recognitions Banquet.