

## ***Organizing a Local OAA Chapter***

Any current member of the Overseas Arrowman Association, who resides in a local Lodge of the Order of the Arrow, and wishes to organize a local OAA Chapter is encouraged to do so, if such a Chapter does not exist already. Current members of the OAA are also encouraged to become involved in an established Chapter in their Lodge, or seek one in a neighboring Lodge.

### **Steps to Organization:**

1. An active member of the OAA residing in a Lodge of the Order of the Arrow takes the initiative to organize the OAA Chapter. Contact is made with either the Regional Vice President or the national office of the OAA and a request is put in to receive the Chapter Organization Kit. The kit includes OAA applications, copies of the most current newsletter (the *Deep Water Traveler* ), promotional materials, clipart, etc.
2. The organizer identifies potential members through the best way possible, depending upon the situation. Some methods include:
  - a. Taking a survey of the Lodge OA membership through the Lodge Newsletter, direct mailings, at Lodge functions or ceremonial weekends. Several attempts may be necessary in order to insure that every Lodge member has had an opportunity to receive the survey.
  - b. At OA Lodge, or Chapter functions put up OAA posters with basic information on them: contact person, phone number, etc. Perhaps even include the time and place for an interest meeting for any Lodge members who may have served overseas.
  - c. Insert an article in the Lodge newsletter or Council newsletter.
  - d. Insert a flyer into any Lodge or Council mailings.
  - e. Ask the OAA itself for a print-out of who are members of the OAA within the Lodge. These are excellent candidates for Chapter membership.

In all cases take every opportunity to include your name and phone number and to ask for the OA member's name, address, phone number and possible interest in joining the OAA.

3. At least 5 members are needed to start an OAA Chapter. At the scheduled interest meeting the organizer explains the purposes of the OAA - service, fellowship, and philanthropy, applications are distributed and participants are invited to join. The organizer collects all applications and fees (\$25 per 2-years), makes copies for Chapter records and sends the originals to the OAA.

The OAA Charter Application is also filled out and sent, along with the initial \$20 chartering fee, which covers the costs of the materials in the Kit, mailings and Chapter recognitions, etc. Future re-charterings of the Chapter will be \$20. This application lists the Chapter's officers, membership, the name of the Chapter (which is chosen by its own members - such as "Memsochet Chapter". The name of the local Chapter does not have to be limited to a Native American one.) and what the Chapter hopes to accomplish during the next year.

4. At the first meeting the organizer should be prepared to talk about what specific service projects and meetings would be scheduled for the Chapter. These would certainly not be definite in nature - merely an introduction to the possibilities available to the Chapter. The membership would decide what specific service, meetings times and scholarship awards to emphasize.
5. The OAA sends the local Chapter an official Charter which entitles that membership to function as an OAA Chapter for the next 12 months from the time of organizing. Along with the Charter the new members also receive their membership packets. As new members join the Chapter during the year they will be sent their membership packets directly, instead of to the Chapter President.
6. When it comes time for the Chapter to re-register (after 12 months) the Chapter President simply fills out a re-registration form that updates the membership, lists the officers and adds any other pertinent data about the Chapter's operations during the past 12 months. This form is sent to the OAA during the re-charter month, with the \$10 fee. A new Charter is then sent to the President. Individual OAA members have their own times for re-registration (expiration date appears on their membership card) and take care of this process on their own. Please note: The Chapter itself has a Re-Registration time separate from individual members. The Chapter President will be sent a reminder notice several months prior to Re-Registration time.
7. During the program year the OAA will periodically send information, bulletins and other material for each Chapter as a way to keep everyone informed about events, awards and recognitions, and any upcoming issues which need to be discussed and voted upon, such as an OAA Presidential election (which occurs every 4 years), changes to the Bylaws, etc.

8. The Chapter is encouraged to seek the “Honored Chapter” Award for excellence in service to its home Lodge and Council. To qualify for this recognition the Chapter must fulfill any 4 of the requirements listed below:
  - a. Have performed at least two service projects for the home Lodge and/or Council during the past 12 months.
  - b. Have provided scholarships, in any amount as decided by the Chapter, to at least 5 deserving youth and or groups (or combination) within the Scouting programs in the home Lodge and/or Council during the past 12 months.
  - c. At least 30% of the Chapter’s membership has earned the OAA Service Award to date.
  - d. The Chapter conducted at least three meetings during the past 12 months.
  - e. Re-register with an increase in membership over a year ago.
  - f. The Chapter was represented at a National OAA Reunion during the previous year. If no Reunion was scheduled, disregard this item.
  - g. The Chapter submitted at least 1 article (such as Chapter news, service project write-up, etc.) for publication in the *Deep Water Traveler* during the past year.
  - h. Re-registered the Chapter “on time” during the month that it was due, with all paperwork and fees submitted to the OAA.

An application for the “Honored Chapter” Award is included in the mailing sent to the Chapter a few months prior to their re-registration month. The qualifying Chapter receives a certificate of accomplishment and is included in an article of the “Deep Water Traveler”.

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