NATIONAL ORDER OF TRENCH RATS

DUTIES OF OFFICERS

GOLDEN RODENT (GR)

The Golden Rodent shall be the head and chief executive officer of the National Order of Trench Rats.

The Golden Rodent shall serve as the chairperson of the IER Committee and ex-officio on the Finance Committee.

The Goden Rodent shall vote only in the event of a tie.

The Golden Rodent shall appoint all committee chairpersons, except those committees that are elected by the membership according to the by-laws of this organization.

The Golden Rodent shall appoint an audit committee before the installation of the newly elected and appointed incoming officers and have a final report when requested.

The Golden Rodent shall approve all expenditures before they are made except those authorized by the membership.

SILVER RODENT (SR)

The Silver Rodent will be the assistant to the Golden Rodent.

The Silver Rodent shall assist the Golden Rodent in his/her duties and promote Fund Raising Activities.

In the absence of the Golden Rodent, the Silver Rodent shall conduct the rendezvous.

The Silver Rodent shall be the assistant to the Bench Rat.

The Silver Rodent shall be the Chairperson of the By-Laws Committee.

BLUE RODENT (BR)

The Blue Rodent shall be directed by the Golden Rodent in his/her duties and activities.

The Blue Rodent shall also be the assistant to the Red Eyed Gnawer.

TURQUOISE RODENT (TR)

The Turquoise Rodent shall be directed by the Golden Rodent in his/her duties and activities.

The Turquoise Rodent shall assist the Silver and Blue Rodents with their duties when requested/needed.

BUBONIC (BuP) & BLACK PLAQUES (BP)

The Bubonic & Black Plaques shall act as Master of Ceremonies at all initiations. They shall take charge of the candidates and prepare them for initiation ceremonies.

It shall also be their duty, upon the command of the Golden Rodent, to carefully inspect the membership cards of all those present at a rendezvous and to report all those who fail to present a membership card.

They shall also Chair the Credentials Committee to include rendezvous registration.

It is also their duty to prepare the food and beverages at all rendezvous.

HOLE-Y RAT (HR)

The Hole-y Rat has the same duties as a Chaplain.

The Hole-y Rat will drape the Charter in memory of a departed Brother or Sister and send appropriate cards and provide assistance as required to distressed members and their families.

BENCH RAT (BeR)

The Bench Rat will render an opinion to the Golden Rodent and or the Red Eyed Gnawer to assist each on issues that require their decision upon request.

The Bench Rat shall be authorized to make minor Housekeeping changes to these By-Laws without changing the effect and rules of

these By-Laws and shall be the Advisor of the By-Laws Committee.

IRON CLAW (IC)

The Iron Claw has the same duties as a Sergeant-at-Arms.

The Iron Claw shall be in charge of the beverages and to ensure there are no disruptions during the Rendezvous.

HISTORIC RAT (HiR)

The Historic Rat will keep a complete written and photographic record and history of the Van.

RED EYED GNAWER (REG)

The Red Eyed Gnawer is the Secretary/Treasurer.

1. He/She shall keep an accurate account of all finances and expenditures and have a financial statement available at all times that can be subject to audit.
2. He/She shall keep an accurate account of the proceedings at all rendezvous and shall mail notices to all members of the Dugout at least 1 week prior to the rendezvous. Make every effort to record the motions as stated and the disposition of the same.
3. Keep a complete record of those recommended for membership and the disposition of the same.
4. Spread upon the table the Constitution and By-Laws at each rendezvous.
5. Display the Charter in full view at each rendezvous.
6. Ascertain that all Brother/Sister Rats are in good standing before issuing a Life Membership Card.
7. Maintain a checking account in the name of the Dugout #

or Sector and NOTR that shall be approved by the membership. Three (3) signatures shall be registered and

two of the three shall be required on all checks. The three signatures recommended are the Golden Rodent, Silver Rodent, and the Red Eyed Gnawer.

1. Instruct the sponsor of a scavvie for membership as to when and where to appear for initiation or a member for transfer. In the event that person fails to appear or give a good and acceptable reason, he/she shall be denied the right to membership or transfer and so recorded. A period of six (6) months must elapse before their name may be submitted for membership or transfer again.

DEATH OF A TRENCH RAT

It shall be the duty of the Red Eyed Gnawer, Hole-y Rat, and Golden Rodent to notify as many Brothers and Sisters as possible of the death of a worthy member and to assist the bereaved family with funeral arrangements.

EXECUTIVE (IER)

Executive Rats represent the state they are elected in (with additional states approved by Imperial Headquarters). The Executive Rats shall be

of no lesser rank with one another. Their duties are to advise and assist all dugouts and sectors within their area of responsibility with membership and administrative issues. Executive Rats are members of the Imperial Executive Committee and are required to provide activity reports in writing to Imperial Headquarters thirty (30) days prior to the National Order of Trench Rats Annual Rendezvous and verbally present this report when called upon by the Imperial Golden Rodent.