

## Lodge Policies

### 1. Lodge Administration

- 1.1 The administration and decisions of the lodge shall be made by the Lodge Executive Committee.
- 1.2 Each member of the Lodge Executive Committee under the age of 21 (lodge officers, chapter chiefs, and lodge standing committee chairmen) is entitled to vote. The Lodge Chief shall only vote in the event of a tie.
- 1.3 The Lodge Chief may not bring up a motion at any Lodge Executive Committee Meeting.
- 1.4 Any voting member of the Lodge Executive Committee (except the Lodge Chief, as stated in Section 1.3) may bring up a motion at the Lodge Executive Committee Meeting.
- 1.5 For any motion to be approved at an Executive Committee Meeting, at least one-half of the voting members of the EC shall be present.
- 1.6 All administration shall be done by the Lodge Guide to Parliamentary Procedure.
- 1.7 The Lodge Chief shall distribute a planned agenda to all members of the Lodge Executive Committee in advance of each regularly scheduled meeting. All submissions must be received 10 days before the next Lodge Executive Committee Meeting.
- 1.8 The Lodge Secretary shall distribute a copy of the previous Lodge Executive Committee Meeting minutes to all members of the Lodge Executive Committee in advance of each regularly scheduled meeting.
- 1.9 Lodge Executive Committee Meetings are to be scheduled no less than six times a year.
- 1.10 The Lodge Chief or Scout Executive may call a meeting of the Lodge Executive Committee, in addition to those scheduled, with a 24-hour notice.
- 1.11 All minutes of the Lodge Executive Committee Meetings shall be kept on file.
- 1.12 Each meeting of the Lodge Executive Committee shall open with the Order of the Arrow Obligation and will end with the Order of the Arrow Song.
- 1.13 Any member of the lodge may sit in on a Lodge Executive Committee Meeting as an observer.
- 1.14 The Lodge Key 3 or the Lodge Executive Committee shall create and/or eliminate lodge operating committees, as necessary, for the operation of the lodge.
- 1.15 The Lodge Chief may create and/or eliminate lodge temporary committees, as necessary, for the operation of the lodge.
- 1.16 The voting members of the Executive Committee shall be: Lodge Chapter Relations Vice Chief, Lodge Service Vice Chief, Lodge Activities Vice Chief, Lodge Secretary, Lodge Treasurer, all Chapter Chiefs, Communications Chairman, Ku-Ni-Eh Corps Chairman, Elangomat Chairman, Vigil Secretary, Ceremony Chairman, Brotherhood Chairman, Troop Representative Chairman,

Publications Chairman, Webmaster, Trading Post Chairman, Dance Team Chairman (all standing Committees Chairmen as deemed necessary by the EC). The Lodge Chief shall vote only in the event of a tie.

1.17 All other policies are as stated in the "Guide for Officers and Advisers Handbook.

## **2. Lodge Insignia**

2.1 The lodge totem is the "We-Hin-Ay-Pay." A red arrow passing through it from lower right to upper left shall be an optional item. Seven or nine rays are acceptable for the sun in the "We-Hin-Ay-Pay."

2.2 The lodge flap may change color and design, as long as the lodge totem prominently appears on it.

2.3 The lodge neckerchief may change in color and design, as long as the lodge totem prominently appears on it. A red arrow passing through it from the lower left to the upper right shall be an optional item.

2.4 The lodge neckerchief shall only be worn when representing the lodge or chapter.

2.5 The lodge hat may change in color and design, as long as the lodge totem prominently appears on it. A red arrow passing from lower right to upper left shall be an optional item.

2.6 All lodge memorabilia (patches, hats, neckerchiefs, T-shirts, etc.) must be approved by the Lodge Executive Committee before ordering from a manufacturer.

2.7 All pricing for lodge memorabilia (patches, hats, neckerchiefs, T-shirts, etc.) shall be decided by the Lodge Executive Committee. All lodge memorabilia will be at the same price for youth and adults.

2.8 The Lodge will not collect any money for pre-ordered items from lodge members prior to the purchase of lodge memorabilia (patches, hats, neckerchiefs, T-shirts, etc.) unless otherwise approved by the Executive Committee.

## **3. Lodge Dues**

3.1 Membership dues are set at \$20.00 per year and shall be put into the lodge's operating budget and used as the budget dictates.

3.2 Dues are to be paid between January 1 and April 15 of the current year (effective January 2000).

3.3 No back dues from previous years shall be collected.

3.4 Dues must be current, and not late at the time of selection, to entitle any member to a lodge or national recognition.

3.5 Ordeal fees shall entitle membership to new members until the end of the year in which they

attended their Ordeal.

#### **4. Lodge Officers**

- 4.1 All candidates for the positions of lodge office must meet the following requirements:
  - A. Under the age of 21 during the entire term of office.
  - B. Be registered as an active Scout of a Scout Troop and an Arrowman in the Council.
  - C. Have the current year's dues paid.
  - D. Live or attend school within the Dan Beard Council boundaries.
  - E. Be willing to follow all National and Lodge policies.
- 4.2 All candidates for Lodge office must receive approval from the Scout Executive and attend the interview process for all Lodge and Chapter candidates prior to the Fall Fellowship.
- 4.3 The election of Lodge Officers shall be held at the annual business meeting on Sunday morning at the Fall Fellowship. Elections shall be by secret vote and popular vote.
- 4.4 Lodge officer election ballots shall be counted by one youth that is not running for any office and one adult.
- 4.5 The newly elected lodge officers will take office October 1<sup>st</sup>. The term for lodge officers will end the next October 1<sup>st</sup>. Outgoing officers shall be temporary mentors for the position they held at least until the Lodge Winter Banquet of the year following their term..
- 4.6 An out-going officer may be reelected to the same office, or to another office
- 4.7 No lodge officer may serve as a chapter officer or as a chairman of a lodge or chapter operating committee.
- 4.8 The Lodge Chapter Relations Vice Chief shall assume the duties of Lodge Chief in his absence. Service Vice Chief, Activities Vice Chief, Secretary, and then Treasurer shall be the remainder of the order of succession.
- 4.9 The Lodge Chief is capable of removing any lodge operating committee chairman or lodge temporary committee chairman. A 2/3 vote of all members of the Executive Committee is needed to remove a lodge officer..
- 4.10 If a lodge office, lodge operating committee, or a lodge temporary committee becomes vacant, the Lodge Chief may appoint any lodge member as a replacement, provided he meets the requirements as set forth in Section 4.1.
- 4.11 The Lodge Chief shall appoint all lodge operating committee chairman and lodge temporary committee chairman, provided they meet the set requirements in Section 4.1.

## 5. Chapters

- 5.1 The lodge will be divided into chapters for the purpose of executing the lodge program. The Scout Executive will decide the boundaries of all chapters.
- 5.2 Each chapter shall have a name, which must be approved by the Lodge Executive Committee and the Scout Executive.
- 5.3 The elected chapter officers shall be:
  - A. Chapter Chief
  - B. Chapter Vice Chief
  - C. Chapter Secretary/Treasurer
- 5.4 The candidate for chapter officers must meet the requirements as set forth in Section 4.1.
- 5.5 The term of chapter officers is the same as that of lodge officers.
- 5.6 Chapter officers must be elected annually, either at the Sunday morning of the Fall Fellowship or before the October EC meeting at a regularly scheduled chapter meeting. Elections shall be done by secret vote and popular vote.
- 5.7 The Chapter Vice-Chief shall assume the responsibilities of the Chapter Chief in his absence.
- 5.8 The Chapter Chief shall appoint a Chapter Event Chairman.
- 5.9 Chapter committees are optional in the Chapter. The need for any Chapter Committee will be determined by the Key 3 (Chapter Chief, Chapter Adviser, Chapter Staff Adviser. If the Chapter Key 3 determines the need for a Chapter Committee, they must submit their plan to the Lodge Key 3 for approval.
- 5.10 Chapters will work with the Lodge Unit Elections Committee to ensure that unit elections are done at every troop in the chapter.
- 5.11 Chapters will work with the Lodge Ceremonies Committee to ensure that an Order of the Arrow call-out is conducted at each district spring camporee that is in their chapter.
- 5.12 Chapters are not permitted to have memorabilia (patches, hats, neckerchiefs, T-shirts, etc.) that would mark the chapter as independent from the lodge..
- 5.13 A chapter desiring memorabilia must meet the following criteria:
  - A. An item plan, design, and how the cost would be covered must be submitted to the Lodge Executive Committee for approval in advance of any financial commitment.
  - B. All items must prominently display the lodge totem and the lodge name along with the chapter information.
  - C. At least 15 youth must be in attendance for each of the 3 most recent Chapter meetings

in order to propose a Chapter Patch.

## **6. Advisers**

6.1 There shall be the following advisers:

- A. Lodge Adviser
- B. Lodge Staff Adviser
- C. Lodge Associate Advisers
- D. Chapter Advisers
- E. Chapter Staff Advisers
- F. Lodge Operating Committee and Temporary Committee Advisers

6.2 The Lodge Adviser, Lodge Staff Adviser, and Chapter Staff Advisers shall be appointed by the Scout Executive or his designee.

6.3 The Chapter Advisers are appointed by the Scout Executive or his designee.

6.4 The Lodge Operating Committee and Temporary Committee Advisers and Associate Lodge Advisers are appointed by the Lodge Adviser with the consent of the Lodge Staff Adviser.

## **7. Lodge Publications**

7.1 The official newsletter of the lodge shall be the *Arrow's Path*.

7.2 All writing in the lodge newsletter, other publications, and individual letters shall conform to the Scout Oath and Law.

7.3 The lodge newsletter, other publications, and individual letters shall be reviewed by the lodge chief and the lodge adviser. (Or his designee)

7.4 The *Arrow's Path* must be sent out at least four times per year in accordance with National Policy.

## **8. Finances**

8.1 All financial matters will be handled in accordance with the current version of the Lodge Financial Policy.

8.2 All deviations from the Lodge Financial Policy require advanced approval of the Lodge Key 3 and the Council Business Manager.

## **9. Term of Candidacy for Ordeal and Vigil Membership**

9.1 Each elected candidate for Ordeal Membership in the Order of the Arrow shall have one year from the date of election to attend an Ordeal.

9.2 Each elected candidate for the Vigil Honor in the Order of the Arrow shall have one year from the date of the call-out to successfully complete the Vigil Honor ceremony. Should the

candidate not complete the ceremony in the designated time, the paperwork, certificate, and card shall be returned to the national office.

9.3 The Lodge Executive Committee may waive the policy stated in Section 9.1 and 9.2 only for official medical reasons or serious extenuating circumstances.

## **10. Fees**

10.1 Fees will be collected from all participants who attend lodge events. All fees for events must be approved by the Lodge Executive Committee annually.

10.2 The lodge chief shall attend all lodge events for free.

10.3 Elangomats will be admitted to Ordeals for free.

10.4 The following are the current event fees:

A. Ordeal Fee – Candidates	\$45.00
B. Ordeal Fee – Staff	\$15.00
C. Brotherhood Fee	\$00.00
D. Lodge Winter Banquet	\$25.00
E. Lodge Lock-In Fee	\$15.00
F. Fall Fellowship Fee	\$15.00
G. Season Pass*	\$65.00

\*Season Pass will consist of the Lodge Winter Banquet, Lodge Lock-In, Fall Fellowship and dues and includes the cost of the patch for the event.

10.5 The Lodge Executive Committee will decide if there will be a late fee and what that amount will be.

10.6 Those attending events as Kitchen staff will pay \$7.00 and those earning the Cooking Merit Badge will attend for free.

## **11. Effective Date**

11.1 All policies passed by the Lodge Executive Committee shall become effective immediately.

## **12. Changes**

12.1 Lodge policies shall be changed in accordance with the Lodge Rules. A majority vote of the Executive Committee is required to change any policies.