
Order of the Arrow
New Birth of Freedom Council
Boy Scouts of America
Bylaws

Approved: _____

Effective: _____

Mission Statement

It is the mission of our Lodge to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the council through positive youth leadership under the guidance of selected capable adults.

Article I. National Policy

- A. If any Article of these Bylaws are or become in conflict with the National Policies of the Order of the Arrow or the Boy Scouts of America, the National Policies supercede the Articles of these Bylaws.

Article II. Name and Affiliation of the Lodge

- A. The name of this Lodge of the Order of the Arrow shall be “_____”.
The Lodge shall be affiliated with New Birth of Freedom Council No.544, Boy Scouts of America.
- B. The Lodge shall be under the supervision of the council camping committee and the administrative authority of the Scout Executive.
- C. The totem of this Lodge shall be the “_____”.

Article III. Membership

- A. A member of this Lodge must be a registered member with the New Birth of Freedom Council, Boy Scouts of America.
- B. Requirements for membership in this Lodge are as stated in the current edition of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

C. Election of Youth to membership.

- (1) Unit elections for membership shall be held during two election periods annually:
 - (a) Winter Election Period – From January 1st to April 15th
 - (b) Summer Election Period – From June 1st or the first Monday following the Spring Ordeal, whichever is later, to the end of the last week of Boy Scout Resident Camp held at a New Birth of Freedom Council Summer Camp.
- (2) Only one Ordeal Candidate election shall be held in any Unit per calendar year.
- (3) Procedure for the Ordeal shall be as stated in the *Order of the Arrow Handbook*, *Order of the Arrow Guide for Officers and Advisers* and the *Order of the Arrow Guide to Inductions*.

D. Troop Committee Nomination of Adults to Membership

- (1) Procedure for the Troop Committee nomination of Adults Leaders to membership shall be as stated in the *Order of the Arrow Handbook*, *Order of the Arrow Guide for Officers and Advisers* and the *Order of the Arrow Guide to Inductions*.
- (2) Adult nominations shall take place during the Youth Election Periods stated above. Nomination forms shall be due within one month of the end of election period listed above in which the unit elected youth to membership.

E. Nomination of Adults registered at the District or Council level

- (1) Procedure for the nomination of Adults Leaders registered at the District or Council level to membership shall be as stated in the *Order of the Arrow Handbook*, *Order of the Arrow Guide for Officers and Advisers* and the *Order of the Arrow Guide to Inductions*.
- (2) One candidate from among the Council Members-at-Large nominated by the Scout Executive.
- (3) One candidate from among the Council Members-at-Large nominated by the Council President.
- (4) One candidate nominated by the Lodge Advisor.
- (5) One candidate nominated from among the Members-at-Large and Commissioners of each District by the District Chairman.

F. No Honorary Memberships are given in the Order of the Arrow.

G. Brotherhood membership

- (1) Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

H. The Vigil Honor

- (1) Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

Article IV. Voting

- A. Only active youth members, under the age of 21, who are in good standing (current dues paid member), may vote in matters of Lodge business.
- B. Adult Scouters, age 21 or older, do not have a vote in matters of Lodge business.
- C. There will be no absentee voting.

Article V. Lodge Officers

- A. The Elected Officers of this Lodge and their duties shall be as follows:

- (1) Lodge Chief
 - (a) Provides the leadership and initiative for successful operation of the Lodge
 - (b) Presides at all Lodge Meetings.
 - (c) Presides at all meetings of the Lodge Executive Committee
 - (d) Calls all special meetings of the Lodge Executive Committee
 - (e) Appoints Chairmen for all Committees, subject to confirmation by the Lodge Executive Committee.
 - (f) Makes all appointments as promptly as possible to allow the uninterrupted administration of Lodge affairs
 - (g) Reserves the right to form ad-hoc committees with approval of the Lodge Adviser
 - (h) Reserves the right to approve or not approve the request for an assistant by Officers.
 - (i) Serves on and represents the Lodge on the Council Executive Board.
 - (j) Serves on and represents the Lodge on the Council Camping Committee, or he may appoint another Officer in the Lodge to fill this duty.
- (2) Lodge Vice Chief of Chapter Operations
 - (a) Reports to the Lodge Chief.
 - (b) Assumes other duties of the Lodge leadership as specified in the Lodge Leadership Progression.
 - (c) Coordinates the operation of the chapters.
 - (d) Oversees Chapter Officers
 - (e) Coordinates training of chapter officers
 - (f) Oversees election of new members
 - i. Coordinates training of election teams
 - ii. Works with the Membership Secretary to have all new candidates recorded in the Lodge records and distributes invitations for the ordeal to the candidates
 - (g) Oversees the Troop/Team Representative Program
- (3) Lodge Vice Chief of Service
 - (a) Reports to the Lodge Chief.

- (b) Assumes other duties of the Lodge leadership as specified in the Lodge Leadership Progression.
 - (c) Serves as chairman for the projects committee.
 - (d) Acts as the Ordeal Chief at Ordeal Weekends.
 - (e) Oversees the Ceremonies Team
 - (f) Oversees the Elangomat Committee
 - (g) Oversees the Brotherhood Committee
 - (h) Oversees the Camp Trails Committee
 - (i) Submits a report to the Lodge Executive Committee
- (4) Lodge Vice Chief of Program
- (a) Reports to the Lodge Chief
 - (b) Assumes other duties of the Lodge leadership as specified in the Lodge Leadership Progression.
 - (c) Serves as Chairman of the Lodge Program Committee.
 - (d) Oversees Dance Team
 - (e) Oversees the Newsletter Committee
 - (f) Oversees the History Committee
 - (g) Submits a report to the Lodge Executive Committee.
- (5) Lodge Recording Secretary
- (a) Reports to the Lodge Chief
 - (b) Assumes other duties of the Lodge leadership as specified in Lodge leadership progression
 - (c) Keeps minutes of all Lodge and Lodge Executive Committee meetings and keeps copies of minutes for Lodge records
 - (d) Distributes notices for Lodge Executive Committee meetings
 - (e) Maintains a current copy of these Bylaws and brings it to all meetings of the Lodge or Lodge Executive Committee.
 - (f) Submits a report to the Lodge Executive Committee
- (6) Lodge Membership Secretary
- (a) Reports to the Lodge Chief
 - (b) Assumes other duties of the Lodge leadership as specified in Lodge leadership progression
 - (c) Maintains and updates all membership records
 - (d) Works with the Lodge Vice Chief of Chapter Operations and Chapter Chiefs to compile and record the results of Unit elections and send invitations to the ordeal to the candidates
 - (e) Works with the Lodge Adviser to compile and record Adult appointments to membership and send invitations to the ordeal candidates
 - (f) Assists in the Brotherhood conversion process
 - (g) Coordinates registration at Lodge events
 - (h) Submits a report to the Lodge Executive Committee
- (7) Lodge Treasurer
- (a) Reports to the Lodge Chief.
 - (b) Assumes other duties of the Lodge leadership as specified in Lodge leadership progression

- (c) Assists in maintaining records of all money deposited and expended by the Lodge
 - (d) Assists with registration at Lodge events
 - (e) Assists in maintaining inventory of Lodge property and supplies
 - (f) Assists in selling Order of the Arrow and Lodge merchandise during Lodge Functions
 - (g) Submits a report to the Lodge Executive Committee
- B.** Elected Officers must be younger than 21 years of age during their entire term of Office.

Article VI. Lodge Advisers

- A.** The appointed Advisers of this Lodge shall be as follows
- (1) The Scout Executive shall appoint a Lodge Adviser from the general membership of the Lodge.
 - (2) The Scout Executive shall appoint a Lodge Staff Adviser from the Council Professional Staff.
 - (3) The Lodge Adviser, with approval of the Council Scout Executive, shall appoint Advisers as follows:
 - (a) Associate Advisers (maximum of 3)
 - (b) Lodge Vice Chief of Chapter Operations Adviser
 - (c) Lodge Vice Chief of Service Adviser
 - (d) Lodge Vice Chief of Program Adviser
 - (e) Lodge Recording Secretary Adviser
 - (f) Lodge Membership Secretary Adviser
 - (g) Lodge Treasurer Adviser
 - (h) Webmaster (must be an adult)
- B.** The duties of the appointed Advisers shall be as follows:
- (1) Lodge Adviser
 - (a) Reports to the Council Scout Executive
 - (b) Serves as general adviser to Officers and the Lodge
 - (c) Acts as a liaison between the Lodge and the Council
 - (d) Appoints Adult Advisers for the Lodge with approval of the Council Scout Executive
 - (e) Removes delinquent Advisers as promptly as possible to allow the uninterrupted administration of Lodge affairs
 - (f) Oversees the administration of the Lodge
 - (g) The Lodge Adviser shall serve on and represent the Lodge on the Council Executive Board
 - (h) The Lodge Adviser shall serve on and represent the Lodge on the Council Camping Committee, or he may appoint another Adviser in the Lodge to fill this duty
 - (2) Associate Lodge Adviser(s)
 - (a) Assists the Lodge Adviser with Lodge administration

- (b) Assumes the duties of the Lodge Adviser in his/her absence.
- (3) Lodge Staff Adviser
 - (a) Assists the Lodge Adviser and gives guidance to the Lodge
 - (b) Acts as a representative of the Council Scout Executive and the Council
- (4) Webmaster
 - (a) Maintain the Lodge website.
- (5) Other Adult Advisers.
 - (a) Duties of all other Advisers shall be to oversee the activities that fall within the duties of the officer, chairman, or Team Chief that they advise.

Article VII. Chapters

- A. The Lodge shall be subdivided into chapters, whose alignment corresponds to the Council's districts.
- B. Chapters may choose a Native American name by a vote of its members. The name must be approved by the Lodge Adviser and the Lodge Executive Committee. If the Chapter does not choose a Native American Name, the name of the associated district will serve as the chapter's name.
- C. The Elected Officers of each Chapter and their duties shall be as follows:
 - (1) Chapter Chief
 - (a) Reports to the Lodge Vice Chief of Chapter Operations
 - (b) Responsible for holding monthly or quarterly Chapter meetings within the Chapter
 - (c) Ensures that each unit in his District is contacted for unit elections and camp promotion
 - (d) Ensures coverage of unit elections and camp promotions for those units that request such events
 - (e) Looks for opportunities for his Chapter to be of service in District Activities
 - (2) Chapter Vice Chief
 - (a) Reports to the Chapter Chief
 - (b) Assists the Chapter Chief in running the Chapter
 - (c) Assumes the duties of the Chapter Chief during his temporary absence
 - (d) Assumes the duties of the Chapter Secretary during his temporary absence
 - (3) Chapter Secretary
 - (a) Reports to the Chapter Chief
 - (b) Assumes the duties of the Chapter Chief during the temporary absence of both the Chapter Chief and Chapter Vice Chief
 - (c) Keeps minutes of all Chapter meetings and keeps copies of minutes for Chapter records
 - (d) Works with the Lodge Membership Secretary to ensure membership records for all chapter members are up to date
 - (e) Coordinates registration at Chapter events

- D.** The Lodge Adviser, with approval of the Council Scout Executive, shall appoint Chapter Advisers as follows:
- (1) Chapter Adviser
 - (2) Associate Chapter Adviser
- E.** The duties of the Chapter Advisers shall be as follows:
- (1) Chapter Adviser
 - (a) Reports to the Lodge Vice Chief of Chapter Operations Adviser
 - (b) Serves as general adviser to Officers and the Chapter
 - (c) Acts as a liaison between the Chapter and the District
 - (d) Oversees the administration of the Chapter
 - (2) Associate Chapter Adviser
 - (a) Reports to the Chapter Adviser
 - (b) Assists the Chapter Adviser in his duties
- F.** The Chapter is responsible for performing all Call Out Ceremonies that take place at Unit, District, or Chapter events.
- G.** With approval of the Lodge Executive Committee, Chapters may create Chapter temporary insignia patches. Chapter insignia patches may be offered for sale on a pre-order basis only. Chapter insignia patches may be unrestricted or may carry a restriction, at the determination of the Chapter.

Article VIII. Officer Elections

- A.** The term of elected Office shall be for one (1) year, effective January 1st.
- B.** No elected Officer may serve more than two (2) consecutive or non-consecutive terms in the same Office.
- C.** No elected Officer may be elected to more than one (1) Office at a time.
- D.** Lodge Officer Elections shall be held during the month of September, at a time and date specified by the Lodge Executive Committee.
- (1) Candidates for each office shall submit a candidacy petition form by the due date set by the Lodge Adviser.
 - (2) Petitions are reviewed and approved by the Lodge Adviser and the Scout Executive or his designee. Nominees are not placed on the ballot without the approval of the Scout Executive or his nominee.
 - (3) No nomination forms will be taken from the floor the day of the election.
 - (4) The current Lodge Chief will serve as chair of the election meeting, unless he is a candidate for office. In this case the Lodge Adviser shall appoint an experienced youth member of the Order, preferably a Section officer or past Lodge officer, to serve as chair of the election meeting. This youth member of the Order may be a member of this Lodge or another Lodge within the Order.
 - (5) A separate election will be held for each office, in the following order:

- (a) Lodge Chief
 - (b) Lodge Vice Chief of Chapter Operations
 - (c) Lodge Vice Chief of Service
 - (d) Lodge Vice Chief of Program
 - (e) Lodge Recording Secretary
 - (f) Lodge Membership Secretary
 - (g) Lodge Treasurer
- (6) After each election, the elected candidate will be declared. Unsuccessful candidates may choose to run for other offices they have indicated on their candidacy petition.
- (7) A candidate must receive a majority (one vote more than fifty percent) of the votes cast on a given ballot to be elected (abstentions do not count as votes cast). Where a majority is not achieved, the nominee(s) receiving the least number of votes is (are) dropped and another ballot is taken. This procedure continues until one nominee achieves a majority and is declared elected, or until two ballots in succession result in tie votes and the balloting is declared deadlocked.
- (8) When balloting is declared deadlocked, the youth conducting the election will announce to the voting members that one more ballot will be taken to break the tie and, if another tie results, he shall cast sufficient votes for the nominee of his choice to achieve a majority and declare him elected.
- E. Chapter Officer Election shall be held between October 1st and November 30th, during a regularly scheduled chapter meeting.**
- (1) The current Chapter Chief will serve as chair of the election meeting, unless he is a candidate for office. In this case the Chapter Adviser shall appoint an experienced youth member of the Order, preferably a Lodge officer or past Chapter officer, to serve as chair of the election meeting. This youth member of the Order may be a member of any Chapter within this Lodge.
 - (2) A separate election will be held for each office, in the following order:
 - (a) Chapter Chief
 - (b) Chapter Vice
 - (c) Chapter Secretary
 - (3) After each election, the elected candidate will be declared. Unsuccessful candidates may choose to run for other offices.
 - (4) A candidate must receive a majority (one vote more than fifty percent) of the votes cast on a given ballot to be elected (abstentions do not count as votes cast). Where a majority is not achieved, the nominee(s) receiving the least number of votes is (are) dropped and another ballot is taken. This procedure continues until one nominee achieves a majority and is declared elected, or

until two ballots in succession result in tie votes and the balloting is declared deadlocked.

- (5) When balloting is declared deadlocked, the youth conducting the election will announce to the voting members that one more ballot will be taken to break the tie and, if another tie results, he shall cast sufficient votes for the nominee of his choice to achieve a majority and declare him elected.
- (6) In the event Chapter Officer Elections do not occur by November 30th, the election may be held in the month of December with the approval of the Lodge Executive Committee.
- (7) In the event Chapter Officer Elections are not held by December 31st, the Chapter Officer posts will be declared vacant on January 1st and the vacant posts will be filled according to the procedures of Article XIII.

F. The installation of Officers shall be at the Lodge Dinner in the month of January.

Article IX. Lodge Executive Committee.

- A. The Lodge Executive Committee shall work to guide the operations, functions and successful administration of the Lodge.
- B. The Lodge Executive Committee handles the Lodge business between Lodge meetings.
- C. The Lodge Executive Committee approves and adopts the annual Lodge Calendar.
- D. Membership

(1) The voting members of the Lodge Executive Committee shall be the following:

- (a) Lodge Chief
- (b) Lodge Vice Chief of Chapter Operations
- (c) Lodge Vice Chief of Service
- (d) Lodge Vice Chief of Program
- (e) Lodge Recording Secretary
- (f) Lodge Membership Secretary
- (g) Lodge Treasurer
- (h) Chapter Chiefs
- (i) Immediate past Lodge Chief

(2) Non-voting members of the Lodge Executive Committee shall be the following

- (a) Council Scout Executive
- (b) Lodge Adviser
- (c) Associate Lodge Adviser(s)
- (d) Lodge Staff Adviser
- (e) Lodge Vice Chief of Chapter Operations Adviser
- (f) Lodge Vice Chief of Service Adviser
- (g) Lodge Vice Chief of Program Adviser
- (h) Lodge Recording Secretary Adviser

- (i) Lodge Membership Secretary Adviser
 - (j) Lodge Treasurer Adviser
 - (k) Chapter Advisers
 - (l) A Representative of the Council Camping Committee, as appointed by the Council Vice President of Camping
- E.** A quorum of five voting members is required to conduct business at a meeting of the Lodge Executive Committee.
- F.** The Lodge Executive Committee shall have scheduled meetings at a minimum frequency of quarterly, but no more often than monthly. These meetings shall be scheduled on the annual Lodge Calendar – refer to Article XVII.
- G.** Lodge Executive Committee meetings conducted via video or phone conference shall be considered the same as a meeting with all members present at one location.
- H.** Issues may arise that require the attention of the Lodge Executive Committee before their next schedule meeting. These issues may be dealt with by one of the following methods:
- (1) The Lodge Chief may call a special meeting of the Lodge Executive Committee by giving a minimum 10 days notice to all members of the Lodge Executive Committee.
 - (2) The Lodge Chief may solicit the position of the voting members of the Lodge Executive Committee on the issue via electronic means, including, but not limited to the following: email, online voting, and chat rooms. The Lodge Chief shall maintain printed documentation of the electronic communication. The issue and the action taken shall be presented at the next meeting of the Lodge Executive Committee and recorded in the minutes of that meeting. The printed documentation of the electronic communication shall be attached to the meeting minutes.

Article X. Committees

- A.** The Standing Committees of this Lodge and their duties shall be as follows:
- (1) Program
 - (a) Chaired by Lodge Vice Chief of Program
 - (b) Coordinates all Lodge Picnics, Dinners, Fellowship weekends, and other social events
 - (c) May form subcommittees to handle specific events
 - (2) History
 - (a) Reports to Lodge Vice Chief of Program
 - (b) Records and Preserves Lodge History
 - (c) Maintains Lodge collection of pictures, articles, etc.
 - (3) Newsletter
 - (a) Reports to Lodge Vice Chief of Program
 - (b) Responsible for all editions of the Lodge Newsletter
 - (c) Assists with providing content for the Lodge Webpage

- (4) Projects
 - (a) Chaired by Lodge Vice Chief of Service
 - (b) Works with council staff to identify service projects at council properties
 - (c) Identifies and plans Lodge service projects
 - (d) Responsible for maintaining the camp trails by repainting trail markers and keeping trails free of hazards such as fallen timber, etc.
 - (e) May form subcommittees to handle specific projects or facilities
- (5) Elangomat
 - (a) Reports to Lodge Vice Chief of Service
 - (b) Recruits quality elangomats for all ordeals
 - (c) Trains elangomats
 - (d) Coordinates elangomat recognition program
 - (e) Coordinates Spirit of the Arrow booklet program, during and after the ordeal weekend
- (6) Brotherhood
 - (a) Reports to Lodge Vice Chief of Service
 - (b) Ensures eligible Ordeal members have the opportunity to convert to Brotherhood
 - (c) Obtains list of Ordeal members eligible for Brotherhood from Lodge Membership Secretary
 - (d) Notifies Ordeal members who are eligible for Brotherhood of scheduled Brotherhood ceremonies
 - (e) Assists with registration at events where a Brotherhood Ceremony will be preformed
 - (f) Organizes and directs a panel of Brotherhood and Vigil members who will act as Brotherhood Candidate Counselors
 - (g) Assists with the Brotherhood Ceremony as requested by the Ceremonies Team.
 - (h) Forwards a list of the new Brotherhood members to the Lodge Membership Secretary after each Brotherhood Ceremony
- (7) Vigil Selection
 - (a) Reports to Lodge Chief
 - (b) Obtains names of eligible candidates from the Membership Secretary
 - (c) Chooses candidates in accordance with national policy and forwards petitions and fees to Scout Executive for approval
 - (d) Chooses and/or approves Vigil names for selected candidates
 - (e) Coordinates the Vigil Ceremonies
 - (f) Coordinates Vigil Candidates and their guides
- (8) Founders Award
 - (a) Reports to Lodge Chief
 - (b) Solicits nominations for the award from the Lodge
 - (c) Selects recipients in accordance with national policy
 - (d) If no nominations are received, the committee may select a deserving recipient or recipients.

- (e) Researches recipient record for presentation at Lodge Dinner
 - (9) Camp Promotions
 - (a) Reports to Lodge Chief
 - (b) Develops plans for camping promotion in consultation with the council camping committee.
 - (c) Develops promotion helps such as “Where to Go Camping” booklets, visual aids, color slides, and movies or videos of camping activities.
 - (10) Leadership Development
 - (a) Reports to Lodge Chief
 - (b) Plans an annual conference to build members’ leadership and job-specific skills.
 - (c) Coordinates continued leadership training throughout the year based on current lodge needs.
 - (11) Merchandise
 - (a) Reports to Lodge Chief
 - (b) Makes recommendation to Lodge Executive Committee on special edition lodge flaps and event patches
 - (c) Coordinates completion of artwork for all special edition and event patches
- B.** The Lodge Chief, in consultation with the Lodge Adviser, shall appoint Ad hoc Committees as deemed necessary and appropriate for the operation of the Lodge.
- C.** Except where an elected Lodge Officer is named as the Committee Chairman above, the Lodge Chief shall appoint a youth member of the Lodge as a Committee Chairman. The Lodge Executive Committee shall confirm all appointments by majority vote.
- D.** Committee Advisers shall be appointed as follows:
- (1) Where an elected Lodge Officer is named as the Committee Chairman above, the Adviser of the elected Officer shall serve as Committee Adviser
 - (2) For all other committees, the Lodge Adviser shall appoint an adult member of the Lodge as a Committee Adviser.
- E.** Youth and Adult members of the Lodge may serve on committees. Only youth members have voting privileges, unless otherwise authorized by the Scout Executive. (This is to allow for the appointment of all adult committees when special circumstances require such action.)
- F.** Membership of Committees:
- (1) Any Lodge member may join the committee by contacting the Committee Chairman or Adviser. The Committee Chairman approves members to serve on the committee in consultation with the Lodge Chief. The Committee Chairman and Adviser shall maintain a list of active committee members.

- (2) The Lodge Chief reserves the right to appoint the youth members of a committee and the Lodge Adviser reserves the right to appoint adult members of a committee.

G. Chairman and Advisers of all committees shall be reappointed each year.

Article XI. Teams

A. The Teams of this Lodge and their duties shall be as follows:

- (1) Dance Team
 - (a) Reports to Lodge Vice Chief of Program
 - (b) Offers members opportunities to learn and perform Native American dances
 - (c) When available, performs on behalf of the Lodge at Lodge, Council, District, and Unit events if requested
 - i. The Dance Team is not to charge a specific fee for performances but may suggest a donation which shall be turned into the Lodge treasury.
- (2) Ceremonies Team
 - (a) Reports to the Lodge Vice Chief of Service
 - (b) Responsible for performing all Ordeal and Brotherhood Ceremonies
 - (c) Responsible for performing Call Out Ceremonies at Lodge events
 - (d) Responsible to provide Chapters with a simplified Call Out Ceremony Script and offer annual training to Chapters to assist the Chapters in conducting Call Out Ceremonies at District, Chapter and Unit events

B. Each team shall elect at Team Officers as follows:

- (1) Team Chief
- (2) Team Vice Chief
- (3) Team elections shall take place between October 1st and November 30th
- (4) Elected Lodge and Chapter Officers may not serve as Team Officers

C. The Lodge Adviser shall appoint an adult member of the Lodge as a Team Adviser.

D. There shall be only one Team of each type listed above in the Lodge

- (1) With approval of the Lodge Executive Committee, each team may create geographical subgroups for the purpose of allowing members to attend practices at convenient locations.

Article XII. Removal of Officers and Advisers

A. If an Elected Officer does not fulfill his duties, he shall be removed from Office by the following procedure:

- (1) The Lodge Chief shall notify the delinquent Elected Officer of his negligence of his duties through written notice, outlining what must be done to correct the problem.

- (2) If the delinquent Officer does not meet his obligations within thirty (30) days of notice from the Lodge Chief, the Lodge Adviser notifies him of possible removal from Office.
 - (3) A delinquent Elected Officer may be removed by the “Key 3” (Lodge Chief, Lodge Adviser, and Lodge Staff Adviser) with the approval of the Council Scout Executive for continued failure to meet obligations after notification from the Lodge Adviser.
 - (4) If the Elected Officer is the Lodge Chief, the Lodge Adviser shall notify the delinquent Lodge Chief of his negligence of his duties through written notice, outlining what must be done to correct the problem. The Lodge Chief has thirty (30) days to meet his obligations.
 - (5) A delinquent Lodge Chief may be removed by the “Key 3” less the Lodge Chief (Lodge Adviser and Lodge Staff Adviser) with the approval of the Council Scout Executive, if the Lodge Chief fails to meet his obligations once given thirty (30) day notice by the Lodge Adviser.
- B.** If a Committee Chairman, Team Chief, or other Appointed Officer does not fulfill his duties, he shall be removed from office by the following procedure:
- (1) The Lodge Chief shall notify the delinquent Chairman, Team Chief or Appointed Officer of his negligence of his duties through written notice, outlining what must be done to correct the problem.
 - (2) If the delinquent Chairman, Team Chief or Appointed Officer does not meet his obligations within thirty (30) days, the Lodge Adviser notifies him of possible removal from Office
 - (3) The Lodge Chief having given due notice and consulting with the Lodge Adviser may then remove the Chairman, Team Chief or Appointed Officer from his position thirty (30) days after notification by the Lodge Adviser.
- C.** If an Adult Adviser does not fulfill his duties, he shall be removed from his/her position by the following procedure:
- (1) The Lodge Adviser shall notify the delinquent Adviser of his/her negligence of his/her duties through written notice, outlining what must be done to correct the problem.
 - (2) The Lodge Adviser having given due notice of thirty (30) days and consulting with the Lodge Staff Adviser and/or Council Scout Executive may then remove the Adviser from his/her position.
 - (3) Upon the resignation or removal of an Adult Adviser, the Lodge Adviser shall appoint a new Adviser as promptly as possible to allow the uninterrupted administration of Lodge affairs.

Article XIII. Lodge Leadership Progression and the Filling of Vacant Offices.

- A.** In the temporary absence of any particular Officer, the line of Progression shall be:

- (1) Lodge Chief
 - (2) Lodge Vice Chief of Chapter Operations
 - (3) Lodge Vice Chief of Service
 - (4) Lodge Vice Chief of Program
 - (5) Lodge Recording Secretary
 - (6) Lodge Membership Secretary
 - (7) Lodge Treasurer
 - (8) Chapter Chiefs, in alphabetical order by chapter name
- B.** In the event of the resignation or removal of an elected Lodge or Chapter Officer, Chairman, Team Chief or Appointed Officer with the exception of office of Lodge Chief, the vacancy shall be filled as follows:
- (1) The Lodge Chief shall immediately appoint a member to fill the vacant post on an interim basis
 - (2) At the next meeting of the Lodge Executive Committee, the Lodge Chief will present a nominee (who may or may not be the member who filled the post on an interim basis) to fill the vacant post for the remainder of the term of office. The nominee must be eligible for election to the office.
 - (3) The Lodge Executive Committee will vote to confirm this appointment. If the LEC does not confirm the appointment, the Lodge Chief shall present another nominee.
- C.** In the event of the resignation or removal of the Lodge Chief, the vacancy shall be filled as follows:
- (1) The Lodge Vice Chief of Chapter Operations shall succeed as the Lodge Chief for the remainder of the current term.
 - (2) The office of the Lodge Vice Chief of Chapter Operations will be declared vacant, and will be filled using the procedure above.

Article XIV. Finances

- A.** All Order of the Arrow funds shall be handled through the Council Service Center and go through all normal Council accounting procedures.
- B.** Fees for Lodge Events, merchandise and Honor Inductions shall be set by the Lodge Executive Committee.
- C.** The fees for Lodge Events shall be waived for the Lodge Chief; this does not include Section, Region, or National Order of the Arrow events.

Article XV. Dues

- A.** Lodge dues shall be payable each year in an amount as established by the Lodge Executive Committee.

- B. Lodge dues shall be due January 31st.
- C. Chapters are prohibited from charging dues.

Article XVI. Budget

- A. The annual Lodge Budget shall be prepared by a budget committee consisting of the Lodge Key 3, Lodge Treasurer, and Lodge Treasurer Advisor.
- B. The budget shall be approved and adopted by the Lodge Executive Committee.

Article XVII. Calendar

- A. The annual Lodge Calendar shall be prepared by the Lodge Key 3 in accordance with the schedule set for the Council calendar.
- B. The calendar shall be approved and adopted by the Lodge Executive Committee.
- C. The calendar shall contain quarterly Lodge meetings.
- D. The calendar shall contain the dates for all Lodge Executive Committee meetings.
- E. The calendar shall contain publication dates of the Lodge Newsletter, and deadlines for submissions for each edition.
- F. The calendar shall reflect all areas of the Order's endeavor to include Service, Fellowship, and Lodge business.
- G. The calendar shall be published on the Lodge Website and in the Lodge Newsletter

Article XVIII. Newsletter

- A. The newsletter may be published in print or electronic format.
- B. When published solely in electronic format
 - (1) Members shall be notified by postcard that the new edition has been published.
 - (2) Members may request to be notified by email in lieu of a postcard
 - (3) Members may request a print version be mailed to them

Article XIX. Lodge Insignia

- A. Official Lodge Flap. The Lodge shall issue an official Lodge pocket flap.
- B. Special Edition Lodge Flaps. The Lodge is authorized to issue other such pocket flaps as desired. Such additional flaps may be unrestricted or may carry a restriction.
- C. Event Patches. The Lodge is authorized to issue event patches as desired. Such patches may be unrestricted or may carry a restriction.
- D. Merchandise.
 - (1) The Lodge shall be authorized to sell Lodge and National Order of the Arrow merchandise at any and all Lodge events and functions.

- (2) The Lodge shall authorize the Council Service Center Scout Shop and/or Camp Trading Posts to sell any Order of the Arrow merchandise as approved Lodge Executive Committee to current registered Order of the Arrow members.

Article XX. Amendments to Rules of the Lodge

- A. These Rules of the Lodge may be amended at any regular or special meeting of the Lodge, provided that such amendment has been submitted in writing to the Lodge Executive Committee at least one (1) month prior to such Lodge meeting and provided that due notice has been given of any amendment to all active Lodge members at least ten (10) days prior to such Lodge meeting.
- B. A two-thirds ($2/3$) vote of those in attendance at a regular or special meeting of the Lodge is required to amend the Rules of the Lodge.

Article XXI. Effective Date

- A. These Rules of the Lodge are effective upon the adoption by $2/3$ of the combined membership of the predecessor Tuckahoe and Susquehannock Lodges in attendance at the consolidation meeting.