

AWAXAAWE AWACHIA 535 W.W.W.

LODGE RULES

I. NAME & AFFILIATION of the LODGE

A. The name of this lodge of the Order of the Arrow shall be AWAXAAWE AWACHIA LODGE 535 WWW

B. The AWAXAAWE AWACHIA LODGE shall be affiliated with the TRAPPERTRAILS COUNCIL 589, Boy Scouts of America, and shall be under the supervision of the Vice President of Program, and the administrative authority of the Scout executive.

C. The totem of this lodge is the Badger.

II. THE MISSION OF THE LODGE

The mission of our lodge is to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults. To help strengthen the scouting program in the Trapper Trials Council by providing sound leadership and promoting the spirit of camping while exemplifying the ideals of scouting and building strong character. To provide the example of the Scout Oath, Law and the obligations we have taken.

III. ELECTION to MEMBERSHIP

A. The requirements for membership in this lodge are as stated in the current printing of the *Guide for Officers and Advisers* and the *Order of the Arrow Handbook*.

B. Procedure for the Ordeal shall be as stated in the *Order of the Arrow Handbook* and the *Administrative Guide for the Ordeal*.

C. To be a member of good standing in the lodge, an Arrowman must:

1. Be currently registered with the BSA.
2. Have paid lodge dues for the current year.

IV. LODGE OFFICERS

A. The elected lodge officers are as follows:

1. Lodge Chief
2. Two At-Large Vice-Chiefs
3. Four Band Vice-Chiefs

The six Lodge Vice Chiefs are responsible to oversee the following committees:

- a. Ceremonies
- b. Inductions
- c. Awards and Recognition
- d. Native American Culture
- e. Finance
- f. Service and Outdoor
- g. Lodge Leadership Development Course
- h. Unit Election, Camp Promotion, Troop/Team Representatives, and Service

B. The appointed lodge officers are as follows:

1. Secretary, responsible for the Communications committee
2. Chairs of the following committees and Sub-Committees:
 - a. Inductions –
 - Elections
 - Chapter and Band Service
 - Brotherhood attainment

- b. Service and Outdoors
 - 5. Camp Promotion
 - 6. Service Projects
 - 7. Leave No Trace
 - 8. Scout-o-Rama
 - 9. OA Scoutreach Mentoring
- c. Awards and Recognition
 - Lodge and Chapter Awards
 - Patches
 - Quality Chapters
 - Youth Patch Auction
 - Vigil
- d. Ceremonies
 - Ceremony Competition
 - Elangomat / Nimat
 - Camp or Ordeal Ceremony Sites
 - Ceremony Certification
- e. Native American Culture
 - Pow Wows
 - Regalia
 - Drumming
 - Dance Performances
 - Painted Shield Seminar
- f. Other committees as approved by the LEC

C. The Lodge Chief, At-Large Vice Chiefs, shall be elected annually by popular vote. Band Vice Chiefs, shall be elected annually by popular vote in each of their own Bands. Secretaries and committee chairs shall be appointed annually by the Lodge Chief. The Chief may re-appoint chairs and secretaries to consecutive terms. All officers must be under the age of 21 during their entire term of office, be registered with the BSA and be a lodge member in good standing.

D. To be eligible for office, candidates for lodge chief must be interviewed by the lodge adviser concerning the requirements of the office. Each candidate for elected lodge office must submit an “intent to run form” on or before the date selected for each election.

E. A popular vote shall be conducted at the annual lodge business meeting held at the Founder’s Festival normally held in January. Each lodge member, under age 21, has one vote for each elected officer.

F. Lodge terms begin immediately upon election or appointment.

G. Should the lodge chief vacate his office during the term, the lodge executive committee (LEC) shall meet to fill this vacancy by electing a current elected lodge officer as the Lodge Chief. The Lodge Chief in consultation with the Lodge Adviser and the Lodge Staff Adviser will appoint a new Vice Chief.

H. Should the Lodge Chief fail to perform his duties or is consistently absent from lodge meetings, he shall be notified and counseled by the Lodge Adviser. If substantial improvement is not made, the lodge adviser, in consultation with the Scout Executive and the Lodge Staff Adviser, shall remove the

Chief from office. The lodge executive committee will elect a new Chief as outlined in paragraph G.

I. Elected Lodge and chapter officers may not serve in the capacity as both an elected Lodge and elected Chapter officer. Elected Lodge and chapter officers may serve on multiple lodge and/or chapter committees.

J. An elected officer who does not abide by the Scout Oath and Law may be removed from office by the

Scout Executive. An appointed officer may be removed from office by the Lodge Adviser. A new Lodge Chief shall be elected as outlined in paragraph G, Vice Chiefs and appointed officers shall be selected by the Lodge Chief in consultation with the Lodge Adviser and the Lodge Staff Adviser.

K. The Lodge Adviser shall be appointed annually by the Scout Executive. The Scout Executive shall appoint a Staff Adviser to the lodge. The Lodge Adviser, after consultation with the Staff Adviser and Lodge Chief, may appoint Associate Lodge Advisers and Committee Advisers as needed.

L. All lodge officers and advisers must be registered with the BSA and be lodge members in good standing.

IV. LODGE ORGANIZATION

A. The Lodge Chief oversees all the programs of the lodge and supervises the Vice Chiefs to ensure that the programs are effective. After consultation with the vice chiefs, the Lodge Chief may assign each Vice Chief to committees and programs. He supervises the chairs of the NOAC, Lodge Special Planning and Ad Hoc Program committees.

V. LODGE EXECUTIVE COMMITTEE (LEC)

A. The lodge executive committee is the steering committee of the lodge. It carries on the business of the lodge, coordinating the work of the officers and operating committees.

B. Committee member include:

1. Lodge chief
2. Lodge vice chiefs
3. Chairs of lodge committees
4. Lodge secretaries
5. Immediate past lodge chief
6. Chapter chief or representatives
7. Scout Executive
8. Staff adviser
9. Lodge adviser
10. Associate lodge advisers
11. Chapter advisers

C. Rules of Order. The following shall be the rules of order for the lodge executive committee meetings (LECM):

1. Meetings of the LEC will start precisely at the appointed time, whether a quorum is present or not

2. The chair is the lodge chief or his designee
3. Only committee members, under 21, may vote
4. No one may have the floor or speak unless recognized by the chair or listed on the agenda
5. Speakers must deal with the subject on the floor
6. Motion, tabling and seconds may only be done by voting members
7. Consultation may be made between members if it does not interfere with the business of the meeting
8. Violators of rules may be expelled from the meeting, after 1 warning from the chair

9. The chair may overrule motions that are not in harmony with policies of the BSA, Order of the Arrow or the lodge
10. These rules may be amended by a 2/3 vote of the voting members
11. Only the Scout executive may veto a decision of the LEC

VI. LODGE EVENTS

The lodge shall schedule the following events each year:

- A. Lodge Fellowship/Business Meeting/Elections - normally in early winter
- B. Lodge Banquet - normally between January to March
- C. Lodge Leadership Development Conference
- D. Ceremony and dance competitions to be included in one of the above events
- E. At least 4 Lodge Officer Meetings
- F. At least 4 Ordeals
- G. At least 5 LEC meetings

VII. CHAPTER OFFICERS AND ORGANIZATION

A. Chapter officers are:

1. Chapter Chief
2. Chapter Vice Chiefs or designee of:
 - a. Camping/ Activities
 - b. Elections
 - c. Ceremonies
 - d. Service
 - e. Indian Activities
 - f. Administration and Membership

B. The chapter chief shall be elected annually, normally in the fall, by popular vote of chapter members. The chapter vice chiefs may be elected by popular vote or selected by the chapter chief, as the chapter membership may decide. Chapter terms begin immediately upon election.

C. The chapter key 3, with the approval of the lodge key 3, may create additional committees and chapter vice chiefs.

D. Should the chapter chief vacate his office during the term, the chapter adviser, after notifying the lodge adviser, shall appoint a new chief. Should a chapter vice chief vacate his office during the term, the chapter chief, in consultation with the chapter adviser, shall appoint a new vice chief.

E. If a chapter chief fails to perform his duties or is consistently absent from chapter and lodge meetings, he shall be notified and counseled by the chapter adviser. If substantial improvement is not made, the chapter adviser, after notifying the lodge adviser, shall remove the officer and appoint a new chief.

F. The Scout executive, in consultation with the lodge adviser and district executive, shall appoint the chapter adviser. The chapter adviser, in consultation with the lodge adviser, may appoint associate chapter advisers as needed.

G. The chapter chief is responsible for the program and operation of the chapter. He supervises the vice chiefs and ensures they conduct the programs for which they are responsible. In consultation with the chapter adviser, he may remove a vice chief who fails to perform his duties.

H. The Vice Chief -- Camping and Activities is responsible to plan, organize and conduct:

1. Camp promotions for all unit leaders, to include serving as a member of the lodge Camp Promotion committee.
2. Camping and outdoor activities of the chapter.

I. The vice Chief -- Elections is responsible to plan, organize and oversee:

1. Training of unit election teams
2. Coordinating team visits to units
3. Reporting results of elections to the chairman of the lodge Elections committee.
4. Ensure candidates are notified of Ordeals

5. Serve as a member of the lodge Elections committee.
- J. The Vice Chief -- Ceremonies is responsible to plan, organize and supervise:
1. Recruiting ceremony team members
 2. Organizing 1 or more call-out teams
 3. Organizing a Brotherhood team
 4. Organizing Pre-Ordeal and Ordeal teams (as needed)
 5. Serve as a member of the lodge Ceremonies committee
 6. Scheduling of chapter ceremonies
 7. Serving as ceremony chief for a lodge ordeal (as needed)
- K. The Vice Chief -- Service is responsible to plan, organize and coordinate:
1. Chapter service projects
 2. Chapter involvement in district, council and lodge service projects
 3. Record service hours of chapter members and the chapter hours
 4. Ensure that qualified individuals are recommended for the OA Service Award
 5. Coordinate Arrow of Light and Eagle Courts of Honor ceremonies with the Vice Chief - - Indian Activities
 6. Serve as a member of the lodge Service committee
- L. The Vice Chief -- Indian Activities is responsible to plan, organize and coordinate:
1. All chapter Indian activities
 2. Chapter involvement in district, council and lodge Indian activities
 3. Serve as a member of the lodge Indian Activities committee
- M. The Vice Chief -- Administration and Membership is responsible to organize:
1. Chapter administration to include maintaining records
 2. Membership data of the chapter, to include updating data with the lodge membership secretary
 3. Submission, to the lodge newsletter and Website, articles and information about the chapter
 4. Developing the chapter phone tree
 5. Developing chapter information sources (webpage and newsletter)
 6. Submitting monthly reports to the lodge
 7. Serving as registrar at lodge events (as needed)

VIII. BROTHERHOOD MEMBERSHIP

- A. 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*.
- B. Chapters may conduct Brotherhood ceremonies when:
1. The ceremonies have been approved and calendared by the LEC
 2. A lodge officer is present at the ceremony

IX. THE VIGIL HONOR

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*.

X. 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. The lodge comptroller, in consultation with the staff adviser and lodge adviser, will develop an annual budget and manage the lodge account.
- C. The comptroller will provide quarterly and annual financial reports to the LEC
- D. Membership Dues
1. The LEC shall determine the amount of the annual dues
 2. Annual membership dues extend from 1 January through 31 December
 3. Individuals may pay dues for 2 consecutive years
 4. The LEC may approve allotting a portion of each individual's dues to his chapter's sub-account

5. Reactivated members or those transferring from another lodge shall pay the full year's dues.

E. Sub-accounts shall be established with the lodge account for each of the following:

1. Each chapter of the lodge
2. Council endowment fund
3. Scout campership fund
4. Scholarship fund for lodge members for OA activities
5. Council camp development fund

F. Chapter accounts

1. All funds earned by a chapter will be deposited in that chapter's sub-account
2. Chapters may use their funds only to pay for chapter projects and events. To withdraw funds, the chapter adviser must notify the lodge adviser or comptroller at least 2 weeks prior to the need.
3. Only council purchase orders or checks may be used to pay for chapter expenses.

G. Council Endowment

The lodge shall contribute funds to the council endowment fund. Each time the account reaches \$1000, the LEC will authorize the contribution and may designate a lodge member to be a James E. West Fellow.

H. Camperships

Annually, to the limit of the funds in the campership account, the lodge shall authorize camperships for Scouts within the council. The selected Scouts need not be members of the lodge.

I. Scholarships

The LEC may authorize scholarships to sectional, regional and national OA activities, for youth lodge members in good standing.

J. Camp Development

Annually the lodge may contribute funds to a council camp, to the limit of the funds in the camp development account.

K. Friend of Scouting

Annually the lodge shall contribute \$1 per registered member to the council Friends of Scouting campaign.

L. Money making

1. Chapter moneymaking activities must be approved by the district executive.
2. Lodge moneymaking programs must be approved by the Scout executive.
3. All funds earned through moneymaking activities must be deposited in the lodge account.

Chapters may not establish bank accounts or keep "slush funds".

M. Fees and reimbursements

1. The LEC may authorize the elimination or reduction of fees for lodge officers attending lodge events.
2. The LEC may pre-authorize limited reimbursements for out-of-pocket expenses incurred by lodge officers and advisers. Individuals must provide receipts of expenses to be eligible.

XI. VOTING

Adult Scouters, age 21 and over, do not have a vote in matters of lodge business.

XII. AMENDING LODGE RULES

Any voting member of the Lodge Executive Committee or a member of the Lodge Key 3 may submit, in writing, a proposal to amend the Lodge Rules. The proposed amendments should be submitted to the Lodge Chief.

The proposal must be presented in a Lodge LEC Meeting where the LEC will prepare a final draft of the proposed amendment. The final draft will be sent to each chapter for review and discussion. At the next scheduled LEC Meeting, a vote will be taken. Any proposal receiving a majority of the voting LEC members present shall pass.