

LODGE RULES

Version 2.0: Adopted May 3, 2015

LENAPE LODGE #8
ORDER OF THE ARROW, W.W.W.

GARDEN STATE COUNCIL, #690
BOY SCOUTS OF AMERICA

I. MISSION

- A. *The mission of this lodge is to fulfill 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.

II. NAME AND AFFILIATION

- A. The name and number of this lodge of the Order of the Arrow shall be Lenape Lodge #8, W.W.W.
- B. The lodge shall be affiliated with the Garden State Council #690, Boy Scouts of America, and shall be under the supervision of the council program committee and the administrative authority of the Scout executive.

III. MEMBERSHIP AND ELECTION THERETO

- A. *The requirements for membership in this lodge are as stated in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
- B. The terms **member in good standing** and **active member** as used in these rules refers to a person that meets the membership requirements as stated in Section III.A and who is dues paid through the current year. All active members, and only active members, shall be recorded on the annual lodge charter renewal application.
- C. *The procedure for the Ordeal shall be as stated in the current printing of the *Order of the Arrow Handbook* and the *Guide to Inductions*.

IV. LODGE OFFICERS

- A. The officers of this lodge shall be, in order of succession, lodge chief, vice chief of program, vice chief of inductions, vice chief of administration, and vice chief of membership. The responsibilities of each officer shall be as stated in the latest edition of the *Order of the Arrow Guide for Officers and Advisers*, these *Lodge Rules*, and the *Lodge Standing Policy*.
- B. Arrowmen desiring to serve as a lodge officer must meet the following eligibility requirements:
 - a. *Be currently registered in Scouting, in the council that charters the lodge.
 - b. *Be a member in good standing in the lodge.
 - c. *Be younger than 21 for the entire term of office.

- d. Candidates for lodge office must have the prior written approval of the lodge adviser before being nominated for an office. The approval process, in its entirety, is at the discretion of the lodge adviser. The candidate may appeal the decision of the lodge adviser through the lodge staff adviser.
- C. Lodge officers serve a one-year term. The term of office shall be January 1 through December 31.
- D. Lodge officers may not hold another office in the lodge, other than unit representative, to allow each officer to devote his entire effort to the successful performance of the duties and responsibilities of his office.
- E. *A lodge chief who is elected to be chief of a section, while in office, must resign from the position of lodge chief within 30 days after election as section chief.
- F. Election Procedures
- a. Lodge officers shall be elected at a general lodge meeting held no earlier than 120 days prior to the start of the new term. The LEC shall set the date on the annual lodge calendar. Written notice of the meeting must be distributed to all lodge members at least 14 days prior to the meeting.
 - b. The lodge chief shall chair the election process. In the event that the lodge chief is on the ballot, the lodge chief shall relinquish the chair to the next lodge officer, in the order of succession, not on the ballot. Should all officers be on the ballot, the lodge chief, with the approval of the lodge adviser, shall appoint a youth to chair the election process.
 - c. Separate elections shall be held for each office in the order of lodge chief, vice chief of program, vice chief of inductions, vice chief of administration, and vice chief of membership. Nominations for each office will be accepted until immediately prior to the vote for that office. Each nominee will be given three minutes to address the lodge before the balloting begins. A committee of 3-5 youth and adults appointed by the lodge chief and approved by the lodge adviser shall count the ballots.
 - d. Eligibility to vote shall be as described in Section X. The chair shall not cast a ballot, except to break a tie as described below.
 - e. In order to be elected, a nominee for office must receive a simple majority of the votes cast, with voting conducted by secret paper ballot. Should no nominee receive a majority on the first vote, all but the two nominees with the most votes shall be dropped from the ballot and a new vote taken. If this vote results in a tie, the chair will announce to the voting members that another ballot will be taken to break the tie and, if another tie results, the chair shall

vote for the nominee of his choice to break the tie.

- f. Officers shall be ceremonially installed immediately following the election.

G. Removal From Office

- a. An officer of the lodge may be removed from office for cause. Grounds for removal shall be any of the following:
 - i. Failure to perform the duties of the office as stated in the *Order of the Arrow Guide for Officers and Advisers*, these *Lodge Rules*, or the *Lodge Standing Policy*.
 - ii. Failure to maintain registration in the council.
 - iii. Failure to maintain good standing in the lodge.
 - iv. Failure to conduct himself in accordance with the Scout Oath and Law and Order of the Arrow obligation.
- b. The procedure for removal from office shall be as follows:
 - i. The lodge adviser and lodge staff adviser shall meet with the individual to discuss the reasons for removal.
 - ii. The lodge adviser shall call an LEC meeting to discuss the proposed action. Written notice of the meeting and the proposed action must be sent to all members of the LEC at least 2 weeks prior to the meeting.
 - iii. If the lodge chief is the individual being considered for removal, he shall relinquish the chair to the next lodge officer in succession.
 - iv. The individual shall be given the opportunity to present facts or circumstances mitigating the proposed action.
 - v. Removal of the officer shall require approval of three-fourths of the voting members of the LEC in attendance at the meeting.
 - vi. An affirmative vote by the LEC to remove an officer must be reviewed and approved by the Scout executive.

H. Replacement of Vacant Officers

- a. A vacancy in the office of lodge chief due to resignation or removal shall be filled by the vice chief of program.
 - b. A vacancy in any other elected office shall be filled by an appointment by the lodge chief, with approval of two-thirds of the voting members of the LEC in attendance at a regularly scheduled meeting of the LEC. The appointee must meet the same requirements as stated in Section IV.A.2, above.
- I. The lodge chief shall have the power to act upon matters of business in the best interest of the lodge, if said business cannot be delayed until the next scheduled Lodge Executive Committee meeting, subject to the approval of the lodge adviser.

- J. Whenever the lodge chief transmits to the Lodge Executive Committee his written declaration that he is unable to discharge the powers and duties of his office, and until he transmits to them a written document to the contrary, such powers and duties shall be discharged by the vice chief of program acting as lodge chief.



V. LODGE EXECUTIVE COMMITTEE

- A. The Lodge Executive Committee (LEC) shall be composed of the elected lodge officers, immediate past lodge chief, lodge operating committee chairmen and their appointed advisers, lodge-trained unit representatives, appointed at-large members, lodge adviser, the council vice president of program, chapter chiefs, chapter advisers, Scout executive, and lodge staff adviser.
- B. The lodge chief, with the approval of the lodge adviser, shall appoint a committee chairman for each operating committee listed in the current *Lodge Standing Policy*, as well as for any required ad hoc committees. Lodge committee chairmen serve at the pleasure of the lodge chief.
- C. The lodge chief, in consultation with the lodge adviser, may also appoint at-large members to the LEC. Any lodge member is welcome to attend executive committee meetings as an observer.
- D. *Arrowmen desiring to serve as a committee chairman must meet the following eligibility requirements:
 - a. *Be currently registered in Scouting, in the council that charters the lodge.
 - b. *Be a member in good standing in the lodge.
 - c. *Be younger than 21 for the entire term of office.
- E. For the LEC to conduct business, a quorum consisting of a majority of the youth serving on the LEC - excluding unit representatives serving only in that capacity - must be present. Additionally, the lodge adviser, Scout executive, or his appointee must be present.
- F. Through the lodge officers and lodge committees, the LEC shall establish and direct the program of the lodge. The LEC shall operate according to the policies and procedures in the *Order of the Arrow Handbook*, the *Order of the Arrow Guide for Officers and Advisers*, these *Lodge Rules*, and the *Lodge Standing Policy*.
- G. Unless otherwise specified in the *Order of the Arrow Handbook*, the *Order of the Arrow Guide for Officers and Advisers*, or the *Lodge Standing Policies*, the LEC shall operate in accordance with latest edition of Robert's Rules of Order.

- H. All members of the LEC who are members of the lodge in good standing and are younger than 21 shall have a vote in matters of the LEC. No member shall be entitled to more than one vote.
- I. A member of the LEC must be present in order to vote on any matter brought before the LEC, except in the following circumstances:
 - a. If a chapter chief appoints either the chapter vice chief or chapter secretary to substitute for him at a meeting and communicates that substitution in writing to the lodge chief prior to the LEC meeting, that representative shall be entitled to vote in the chapter chief's place.
 - b. If a committee chairman appoints a member of his committee under the age of 21 to substitute for him at a meeting and communicates that substitution in writing to the lodge chief prior to the LEC, that representative shall be entitled to vote in the committee chairman's place.
- J. The LEC shall meet at least six times a year, and as set forth in the *Lodge Standing Policy*. Any two members of the Lodge Key 3 (Lodge Chief, Lodge Adviser, and Lodge Staff Adviser) may call a special meeting of the LEC. A minimum of two weeks written notice of such meeting shall be provided to all members of the LEC.



VI. CHAPTER STRUCTURE AND LEADERSHIP

- A. Each chapter shall elect a chapter chief, chapter vice chief, and chapter secretary. The responsibilities of each officer shall be as stated in the latest edition of the *Order of the Arrow Guide for Officers and Advisers*, the *Order of the Arrow Chapter Operations Guide*, and the *Lodge Standing Policy*.
- B. Arrowmen desiring to serve as a chapter officer or committee chairman must meet the following eligibility requirements:
 - a. *Be currently registered in Scouting, in the council that charters the lodge.
 - b. *Be a member in good standing in the lodge.
 - c. *Be younger than 21 for the entire term of office.
 - d. Candidates for chapter office must have the prior written approval of the chapter adviser before being nominated for an office.
- C. Chapter officers serve a one-year term. The term of office shall be the same as lodge officers.
- D. A chapter chief who is elected to lodge office, while in office, must resign the chapter chief position within 30 days after election. Additionally, a chapter chief may not serve as a lodge committee chairman.
- E. Election Procedures

- a. Chapter officers shall be elected during the chapter breakout at the general lodge meeting lodge officer elections take place as referenced in IV.F.a.
 - b. The chapter chief shall chair the breakout. In the event that the chapter chief is on the ballot, the chapter chief shall relinquish the chair to the next chapter officer not on the ballot. In the event that all officers are on the ballot, the chapter chief may appoint, with the approval of the chapter adviser, a chapter member to chair the election.
 - c. Separate elections shall be held for each office in the order of Chapter Chief, Chapter Vice Chief, and Chapter Secretary. Nominations for each office will be accepted until immediately prior to the vote for that office. Each nominee will be given three minutes to address the chapter before the balloting begins. A committee of 3-5 youth and adults appointed by the chapter chief and approved by the chapter adviser shall count ballots.
 - d. Eligibility to vote shall be as described in Section VIII. The chair shall not cast a ballot, except to break a tie as described below.
 - e. In order to be elected, a nominee for office must receive a simple majority of the votes cast, with voting conducted by secret paper ballot. Should no nominee receive a majority on the first vote, all but the two nominees with the most votes shall be dropped from the ballot and a new vote taken. If this vote results in a tie, the chair will announce to the voting members that another ballot will be taken to break the tie and, if another tie results, the chair shall vote for the nominee of his choice to break the tie.
 - f. Chapter officers shall be ceremonially installed immediately following the election.
- F. Removal From Office
- a. An officer of the chapter may be removed from office for cause. Grounds for removal shall be any of the following:
 - i. Failure to perform the duties of the office as stated in the *Order of the Arrow Guide for Officers and Advisers*, the *Order of the Arrow Chapter Operations Guide*, the *Lodge Rules*, or the *Lodge Standing Policy*.
 - ii. Failure to maintain registration in the council.
 - iii. Failure to maintain active membership in the lodge.
 - iv. Failure to conduct himself in accordance with the Scout Oath and Law.
 - b. The procedure for removal from office shall be as follows:
 - i. The chapter adviser, chapter staff adviser, lodge adviser, and lodge staff adviser shall meet with the individual to discuss the reasons for removal.
 - ii. The lodge adviser shall call a meeting of the lodge officers and all other chapter officers to discuss the proposed action. Written notice

of the meeting and the proposed action must be sent to all to these individuals at least 2 weeks prior to the meeting.

- iii. The individual shall be given the opportunity to present facts or circumstances mitigating the proposed action.
- iv. Removal of the chapter officer shall require approval of three-fourths of these individuals in attendance at the meeting.
- v. An affirmative vote by this group to remove a chapter officer must be reviewed and approved by the Lodge Adviser or Scout Executive.

G. Replacement of Vacant Officers

- a. A vacancy in the office of Chapter Chief due to resignation or removal shall be filled by the Chapter Vice Chief.
- b. A vacancy in any other elected office shall be filled by an appointment by the Chapter Chief, in consultation with the Chapter Adviser, and with approval of two-thirds of the voting members of the LEC in attendance at a regularly scheduled meeting of the LEC. The appointee must meet the same requirements as stated in Section IV.A.2, above.

H. The chapter chief shall have the power to act upon matters of business in the best interest of the chapter, if said business cannot be delayed until the next scheduled meeting of the chapter, subject to the approval of the chapter adviser.

I. Whenever a chapter chief transmits to the Lodge Executive Committee his written declaration that he is unable to discharge the powers and duties of his office, and until he transmits to them a written document to the contrary, such powers and duties shall be discharged by the chapter's vice chief acting as the chapter chief.

VII. 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*.

VIII. THE VIGIL HONOR

- A. *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*.

IX. 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. Dues may be charged to the members of the lodge for the purpose of covering administrative expenses.
 - a. The Lodge dues year shall be from January 1 to December 31.
 - b. The LEC shall set the dues amount for the following dues year no later than September 15 of the current year.
 - c. Dues shall be collected for no more than one year in advance.
 - d. Dues shall not be pro-rated for partial year payments.
 - e. A member whose dues lapse will be considered inactive and not in good standing. The member may be restored to good standing and active membership by paying the dues of the current year plus the dues from the previous year, regardless of how long a member has been inactive.
 - f. Active members transferring from another lodge may become an active member of this lodge in good standing by paying dues for the current year. Inactive members requesting a transfer from another lodge into this lodge must pay the dues of the current year plus the dues from the previous year.
- C. The LEC shall approve a balanced budget for each calendar year.
- D. All Lodge activities must have a balanced budget that is approved in advance by the LEC.
- E. All non-budgeted expenditures must be approved in advance by the LEC.
- F. All other lodge financial policies shall be as established by the LEC in the *Lodge Standing Policy*.

X. VOTING

- A. *Adult Scouters, age 21 or older, do not have a vote in matters of lodge business.
- B. A member must be in good standing to be eligible to vote.

XI. LODGE PROGRAM

- A. To sustain leadership, program continuity, and abide by the Youth Protection guidelines of the BSA, at least two adult leaders who are registered in Scouting shall be present all lodge activities. One adult member must be at least 21 years of age. All Arrowmen 18 to 20 years of age are considered adults except for voting and holding office, in which case they are considered youths.
- B. The LEC shall schedule, at a minimum, the following lodge events each year:

- a. Spring Fellowship
- b. Fall Fellowship
- c. Lodge Leadership Development (LLD)
- d. Family Banquet

XII. LODGE BUSINESS MEETINGS

- A. The LEC shall schedule, at a minimum, general lodge business meetings at the following events:
 - a. Spring Fellowship
 - b. Fall Fellowship
- B. All lodge business meetings and LEC meetings shall open with the Order of the Arrow Obligation and close with the Order of the Arrow Song.
- C. A quorum at a general lodge business meeting, which is required for any voting to be conducted, shall consist of ten percent of the eligible voting members of the lodge. The vice chief of membership or his designee shall certify each member's eligibility to vote and the presence of a quorum. A member must be present to vote.
- D. The lodge adviser, lodge staff adviser, Scout executive, or an adult appointed by the Scout executive must be present at any meeting at which business is conducted.

XIII. ADVISERS

- A. *Each year, the Scout executive shall appoint a volunteer to serve as lodge adviser. As Deputy Supreme Chief of the Fire, the lodge adviser assists the Scout executive in guiding the operation of the lodge program.
- B. *Each year, the Scout executive shall appoint a member of the professional staff to serve as the lodge staff adviser. The staff adviser, as Chief of the Fire, acts on behalf of the Scout executive in giving guidance to the lodge.
- C. *The title of Camp Chief of the Fire is used to designate the Boy Scout resident camp director.
- D. *Each year, the Scout executive shall appoint a volunteer for each chapter to serve as the chapter adviser. Each year, the Scout executive shall also appoint a member of the professional staff to serve as the chapter staff adviser. These positions support the purpose of the Order and give active leadership to that purpose.
- E. *With the prior approval of the Scout executive, the lodge or chapter adviser may appoint an associate lodge adviser or associate chapter adviser annually to help

fulfill the mission of the lodge.

- F. Advisers for lodge officers and lodge committee chairmen shall be appointed by the lodge adviser annually in consultation with the lodge chief and with the approval of the Scout executive. These appointed advisers serve at the pleasure of the lodge adviser.
- G. Advisers for chapter officers and chapter committee chairmen shall be appointed by the chapter adviser in consultation with the chapter chief and with the approval of the lodge adviser. These appointed advisers serve at the pleasure of the chapter adviser.

XIV. COUNCIL RESPONSIBILITIES

- A. The lodge adviser and lodge chief serve as members of the council program committee.
- B. The chapter adviser and chapter chief serve on the district committee.
- C. The lodge chief serves as a youth representative on the council executive board.

XV. LODGE TOTEM AND INSIGNIA

- A. The totem and call of the lodge shall be that of a red-tailed hawk. Neither the lodge totem nor the lodge name shall be used on any manufactured item without the approval of the Lodge Executive Committee **and** both the lodge adviser and the lodge staff adviser.
- B. Lodge Pocket Flaps
 - a. The standard lodge flap shall:
 - i. Contain the lodge totem, name, and number.
 - ii. Meet the requirements for lodge pocket flaps as set forth in the current printing of the *Order of the Arrow Handbook*.
 - iii. Have a black or white border.
 - b. The design of the standard lodge flap shall be determined by the LEC.
 - c. The standard lodge flap may only be purchased by active members of the Order. Presentation of a current membership card may be required as proof of active membership.
 - d. The number of standard flaps that may be purchased by an active member of the Order shall not be limited.

- e. The standard lodge flap shall be made available for purchase at the council service center(s).
 - f. Each new member inducted into the Order by the lodge shall receive one standard lodge flap.
 - g. The following variations to the standard lodge flap are authorized, to be presented at the discretion of the lodge chief for youth members and the lodge adviser for adult members:
 - i. Blue borders for lodge members that have completed training at an LLD, NLS, Section Conclave, or NOAC.
 - ii. Gold Mylar-bordered flaps for members of the Lodge Executive Committee.
- C. Other lodge flaps, patches, and paraphernalia for recognition items, activity patches, and fundraisers may only be authorized by a majority vote of the Lodge Executive Committee. The Lodge Executive Committee shall set the requirements for selling and/or awarding all such items.
- D. Order of the Arrow and lodge insignia may only be worn by active members of the lodge in a manner consistent with the policy described in the *Order of the Arrow Handbook*.

XVI. Publications

- A. The lodge shall publish a newsletter, titled *Smoke Signals*, that is communicated to all active members at least quarterly.

XVII. Lodge Standing Policies

- A. The LEC shall establish written *Lodge Standing Policies* to govern the operation of the Lodge. This document shall contain all Lodge job descriptions and operating policies not covered by these *Lodge Rules*.
- B. The *Lodge Standing Policies* may be modified by the approval of two-thirds of the voting members of the LEC in attendance at a regularly scheduled meeting of the LEC.

XVII. Awards and Recognitions

- A. Founder's Award – The LEC shall establish a written policy in the *Lodge Standing Policies* governing the selection of recipients for the Founder's Award.
- B. Lodge Service Awards (chenille patches) – The LEC shall establish a written policy in the *Lodge Standing Policies* governing the requirements for earning lodge service

awards.

- C. The LEC may establish other lodge awards and recognitions by amendment to the *Lodge Standing Policies*.
- D. With approval of the Lodge Executive Committee, individual chapters may establish chapter-level awards as described in the *Lodge Standing Policies*.

XIX. Camp Chief

- A. In the event that the lodge chief chooses not to serve on summer camp staff in the capacity of camp chief, he may elect to appoint a lodge youth member to serve as camp chief. The appointment of camp chief is subject to the approval of the lodge adviser, lodge staff adviser, and camp director (Camp Chief of the Fire).
- B. The Camp Chief will be responsible for all Order of the Arrow activities during summer camp as delegated to him by the lodge chief, camp chief of the fire, and the *Lodge Standing Policy*.

XX. Amendments to Lodge Rules.

- A. A technical amendment to these rules may be enacted by approval of the Scout executive and approval of three-fourths of the voting members of the LEC in attendance. Written notice shall be given to all active members of the lodge following approval of the amendment. A technical amendment is one that changes unclear wording or misspelling, or is required by a change in council or national policy.
- B. A non-technical amendment to these rules shall be made in the following manner: The proposed amendment must be submitted in writing to the LEC at least 30 days prior to the LEC meeting, and approval may be obtained at any regular or special meeting of the LEC. Upon the approval by the LEC, by simple majority, written notification of the proposed amendment and vote date must be given to all active members of the lodge at least two weeks prior to the meeting of the lodge. The proposed amendment must be submitted to the lodge membership at a regular meeting of the lodge. The approval of two-thirds of the voting members of the lodge in attendance is required for passage of the amendment.
- C. These lodge rules shall be reprinted after every amendment and a dated copy shall be communicated to every active lodge member.

An asterisk () denotes national policy, and the Lodge may change neither the policy nor the procedure to which it refers in any manner.*

These rules take effect immediately upon approval by the lodge membership at a general lodge meeting using the then current Lodge Rules. Upon approval, these Lodge Rules supersede all previous versions in their entirety.

History:

Version 1.0: Original version adopted at the general lodge meeting on October 5, 2013.

Version 1.1: Revisions to IV.F.a and VI.E.a regarding the timeframe of officer elections and the notice period were adopted at the general lodge meeting on January 18, 2015. Document information was added to the header and footer for ease of reading.

Version 2.0: Revisions to IV. C. change the term of office to January 1-December 31. Additional revisions were made to V.H., V.I., and V.J. to clarify voting rights of LEC members, and to explicitly make provisions for the chapter chief to delegate his voting authority to the chapter vice chief or chapter secretary. Both amendments were adopted simultaneously at the general lodge meeting on May 3, 2015.