

# **Lodge Standing Policy**

Revised August 2024



**Lenape Lodge 8  
Order of the Arrow, W.W.W.**

**Garden State Council, #690**

**Scouting America**

As established by the Lodge Rules

# Elected Officers, Duties, and Responsibilities

Per the Lodge Rules, the Officers of the Lodge are as follows. In the absence of the Lodge Chief, or any subsequent officer, the following is also the chain of command:

- Lodge Chief
- Lodge Vice Chief of Program
- Lodge Vice Chief of Administration
- Lodge Secretary
- Lodge Treasurer

The responsibilities of each office are as follows:

## Lodge Chief

- Be responsible for the Lodge Program. The Lodge Chief must not do it all, rather they delegate, supervise and guide those who serve the lodge. The Lodge Chief serves on the Key 3, with the Lodge Adviser, and Staff Adviser.
- Attend all appropriate meetings of Council, Section, Region, and National OA functions, including Lodge Key 3 Meetings (as scheduled by the Key 3) and Section Council of Chief meetings.
- Work with the Lodge Adviser to seek advice and training.
- Provide leadership in the planning and execution of the coming year's lodge events.
- Establish annual goals and objectives for the lodge, including attainment of PMP recognition.
- Recharter the Lodge with the help of the Lodge Adviser.
- Assign Lodge members to operating committees with Lodge Adviser approval.
- Remind Lodge Officers and committee chairmen to attend meetings of Lodge Operating Committees related to their assignments.
- Preside over all Lodge and Lodge Executive Committee meetings. Work from an agenda established by the Key 3. Solicit agenda items from Lodge Officers and committee chairmen.
- Responsible for planning and conducting Lodge activities through Lodge officers and committee chairmen.
- Undertakes Lodge service projects with the approval of the Lodge Adviser.
- Appoints the Vigil Chief and Vigil Selection Committee.
- Assigns Ad Hoc committee chairs as needed.

### Vice Chief of Program

- Responsible for planning and conducting lodge activities through committee chairmen according to the Lodge Structure including Activities/Service, Inductions, Brotherhood, Ceremonies, and Camping Promotion. The Vice Chief of Program must not have to do it all, rather they delegate, supervise and guide those who serve the Lodge.
- Creates the following year's Lodge Calendar with the approval of the LEC.
- Provide leadership in the planning and execution of the coming year's lodge events.
- Works with the Lodge Chief to assign Lodge members to Program operating committees.
- Remind Program Committee chairmen to attend meetings of lodge operating committees related to their assignments.
- Preside over all Lodge and Lodge Executive Committee meetings in the absence of the Lodge Chief.

### Vice Chief of Administration

- Oversees the administrative functions of the Lodge including: Communications/Technology, Elections, Membership, Leadership Development, and Culinary. The Vice Chief of Administration must not have to do everything, rather they delegate, supervise and guide those who serve the lodge.
- Attend all Lodge activities and Lodge Executive Committee meetings.
- Promote attendance and participation of Lodge Officers and Committee Chairmen under his authority.
- Publish the Lodge Rules and Lodge Standing Policy annually.
- Works with the Lodge Chief to assign Lodge members to Administration operating committees.
- Remind Administration Committee chairmen to attend meetings of Lodge Operating Committees related to their assignments.
- Preside over all Lodge and Lodge Executive Committee meetings in the absence of the Lodge Chief and the Lodge Vice Chief of Program.

### Lodge Secretary

- Provide leadership in the planning and execution of the coming year's Lodge events.
- Assist the Lodge Chief with providing potential Lodge Operating Committee Chairmen.
- Work directly with the Lodge Leadership to help them complete their assigned duties.
- Oversees the following committees: Awards, Unit Representatives, Vigil, and any general Ad Hoc Committees.
- Assists in maintaining Lodge Rules and Lodge Standing Policy.
- Assists the Vice Chief of Administration to publish Rules and Standing policy annually.
- Keep accurate records of all Lodge meetings. Minutes will be printed and sent to the LEC and Council Scout Executive within ten (10) business days of any Lodge meeting.
- Maintain the LEC contact list, including address, home phone number and email address of all LEC members. Publish updates as needed and at least every July to reflect incoming Lodge leadership.
- Publish notice of all Lodge meetings.
- Review the calendar to propose event dates for the following calendar year for OA events.
- Ensure all needed supplies are available for fulfilling your role.
- Maintains and promotes the Unit Representative and Unit Representative Adviser roles in the Council.

### Lodge Treasurer

- Work with the Lodge Finance Adviser to seek advice and training.
- Provide leadership in the planning and execution of the coming year's Lodge events.
- Assist the Lodge Chief with providing potential Lodge Operating Committee Chairmen.
- Oversee the Properties and Fundraising Committees.
- Work with the Lodge Leadership to help them complete their assigned duties.
- Provide a financial report at each LEC Meeting and make reports and records available upon request.
- Keeps the LEC apprised of budget progress.

- Collect committee budgets for the coming year to assemble the Lodge budget.
- Approves Lodge expenditures (Checks requests).
- The Lodge fiscal year runs from January 1 through December 31 of the same year. The next year's Lodge budget will be ready for approval no later than the October LEC Meeting.
- Creates a budget for each event to get approved by the LEC.
- Maintains the Finance, Inventory, and Assets modules in OA LodgeMaster.
- The Finance Adviser shall reconcile Lodge financial records the Staff Adviser and Council Controller, and report to the Treasurer.
- Collect money for all Lodge events or oversee the collection of money for Lodge events.
- Work with Membership Committee Chair and Secretary to collect member's dues during and away from Lodge events.
- Process all requests for bill payment, personal reimbursement, or other financial transactions to be undertaken by Lodge funds in a timely manner.
- Oversee the Lodge trading post.
- Ensures all needed supplies are available for fulfilling the role.

#### All Lodge Officers

- Performs duties as assigned by the Lodge Chief.
- Work with their assigned adviser to seek advice and training.
- Be duly elected by the youth membership of the lodge. Lodge Officers must be under 21 years of age for the entire duration of the elected term, and must be a registered member of the BSA and dues paying member of the lodge.
- Attend all appropriate meetings of Council, Section, Region, and National OA functions, including Section Council of Chief meetings in place of the Lodge Chief when unavailable to attend as required by Lodge Standing Policy.
- Attend training to enrich the knowledge and ability to serve as a Lodge Officer including but not limited to Lodge Leadership Development and National Leadership Seminar, and Section Leadership Conference.
- Assist in establishing annual goals and objectives for the lodge, aiding in the attainment of PMP High Achieving level.
- Actively promote attendance by other OA members of Lodge, Council, Section, Region, and National Events, whether through the OA or not.

- Provide the Lodge Chief with agenda items for the LEC Meetings in advance of the LEC Meetings.
- Attend all Lodge activities and Lodge Executive Committee Meetings.
- Promote attendance and participation of Lodge Officers and committee chairmen.
- Follow all proper financial practices including budgeting within all areas of the lodge.
- Enthusiastically promotes the correct wearing of the Scout uniform by personal example.
- Always conduct oneself according to the highest standards of the Scout Oath, Law, and OA Obligation.
- Sets the example at all time.

#### Immediate Past Chief

- Assists and Advises the Lodge Chief.
- Is responsible for the Lodge BBQ.
- Assists the Leadership Development Committee in the planning and execution of Lodge Leadership Development.

#### Adult Advisers

- Make suggestions and offer advice when necessary.
- Take part in the LEC discussion only as needed.
- Recruit Arrowmen for the OA and their committee or area of responsibility
- Aid their officer or committee chairman.
- Enthusiastically promotes the correct wearing of the Scout uniform by personal example.
- Conduct themselves according to the highest standards of the Scout Oath, Law, and OA Obligation.
- Set the example at all times.
- Other duties as requested by youth members.

# LEC Chairmen, Duties, and Responsibilities

The duties and responsibilities of Lodge Committees are as follows.

COMMITTEE	DUTIES
Activities / Service	<ul style="list-style-type: none"> <li>• Plans and develops membership meeting activities for the Lodge each year and carries them out including:               <ul style="list-style-type: none"> <li>• Lodge Banquet</li> <li>• Fellowships</li> <li>• Holiday Bash</li> </ul> </li> <li>• Provides entertainment both nights of ordeal.</li> <li>• Provides entertainment and games at OA events.</li> <li>• Works with the Camp Ranger to provide the Induction Committee service projects for Ordeal Weekends.</li> <li>• Plans and carries out all Beaver Days and service projects.</li> <li>• Reports to the VCP.</li> </ul>
Awards	<ul style="list-style-type: none"> <li>• Collects award forms and nominations for all Lodge Awards.</li> <li>• Orders awards from suppliers.</li> <li>• Facilitates the selection of award recipients as per the selection guidelines of each Lodge Award.</li> <li>• Uploads awards into OA LodgeMaster yearly for the Lodge Banquet.</li> <li>• Records all service hours to award service chenille's.</li> <li>• Reports to the Lodge Secretary.</li> </ul>
Camping Promotion	<ul style="list-style-type: none"> <li>• Develops plans for camping promotion in consultation with the Council Camping Committee.</li> <li>• Administers the Camp Chief Program when requested by the Lodge Chief or LEC.</li> <li>• Adviser sits on the Council Camping Committee.</li> <li>• Provides promotional materials for OA camping weekends.</li> <li>• Reports to the VCP.</li> </ul>
Ceremonies	<ul style="list-style-type: none"> <li>• Prepares trained ceremony teams for Conclave and NOAC.</li> <li>• Recruits and trains ceremonial teams for Ordeal and Brotherhood.</li> <li>• Instructs members on appropriate ceremonial costumes.</li> <li>• Conducts induction weekend ceremonies.</li> <li>• Conducts other Lodge and scout ceremonies when requested.</li> <li>• Maintains ceremonial equipment and regalia.</li> <li>• Maintains the Lodge ceremonial grounds.</li> <li>• Performs call out ceremonies as needed.</li> <li>• Reports to the VCP.</li> </ul>

Brotherhood	<ul style="list-style-type: none"> <li>• Subcommittee of Inductions.</li> <li>• Verify eligibility for Brotherhood conversion.</li> <li>• Perform interviews for brotherhood candidates.</li> <li>• Notifies new candidates of eligibility per the Guide to Induction.</li> <li>• Administers the Brotherhood Hike.</li> <li>• Notifies the membership Committee of new Brotherhood Members.</li> <li>• Reports to the Inductions Chair and VCP.</li> </ul>
Communication/ Technology	<ul style="list-style-type: none"> <li>• Prepares and sends the quarterly Smoke Signals newsletter.</li> <li>• Prepares and approves Lodge communications to Council.</li> <li>• Administers the Lodge website.</li> <li>• Updates Facebook, Instagram, and all social media accounts regularly.</li> <li>• Recommends technology purchases to LEC.</li> <li>• Helps the Finance and Membership Committees with the maintenance of the OA LodgeMaster System.</li> <li>• Reports to the VCA.</li> </ul>
Culinary	<ul style="list-style-type: none"> <li>• Culinary Chair acts as Head Chef of the kitchen at OA events.</li> <li>• Works with the Culinary Adviser to make sure there is a team of youth for setup and cleanup of each meal and cracker-barrel at Lodge functions.</li> <li>• Finds assistant cooks as needed.</li> <li>• Assists the service committee with cracker-barrels at Council Events where the Lodge sponsors one.</li> <li>• Prepares menus for events with budget supplied by LEC.</li> <li>• Recommends and maintains all Lodge kitchen equipment and supplies.</li> <li>• Cooks or prepares all meals for Lodge events.</li> <li>• Purchases food for Lodge events.</li> <li>• Reports to the VCA.</li> </ul>
Elections	<ul style="list-style-type: none"> <li>• Sends out letter annually to all Unit Leaders.</li> <li>• Maintains a schedule for unit election teams.</li> <li>• Trains unit election teams.</li> <li>• Ensures election teams have all necessary equipment.</li> <li>• Records results and uploads election results to OALM.</li> <li>• Sends letters to new candidates to inform and promote induction weekends.</li> <li>• Recruits' members from every Council District.</li> <li>• Reports to the VCA.</li> </ul>

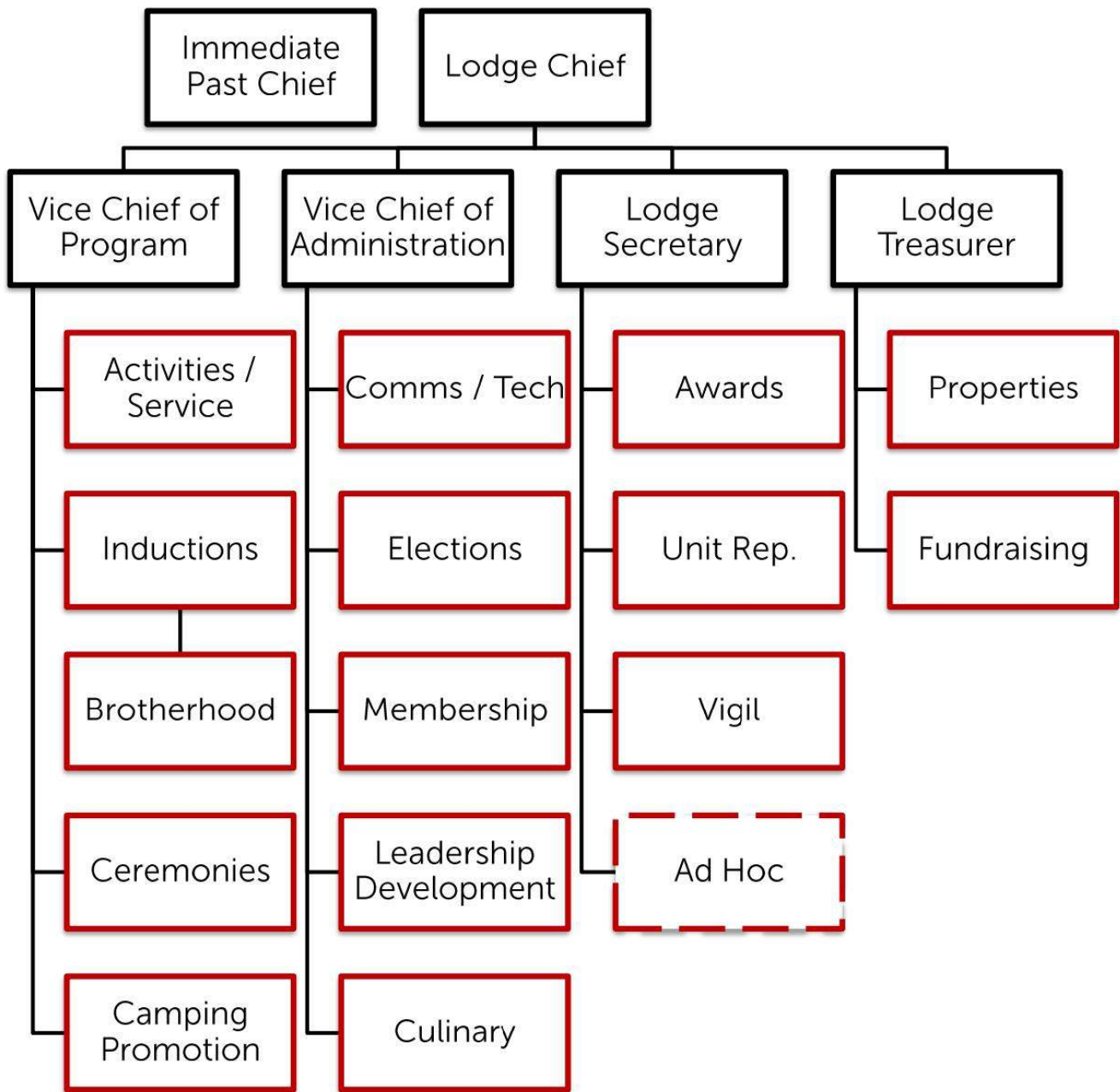


Fundraising	<ul style="list-style-type: none"> <li>• Recommends annual fundraisers to the LEC.</li> <li>• Promotes fundraisers to membership.</li> <li>• Plans and organizes fundraisers.</li> <li>• Fundraises for major events such as NOAC, or for the Lodge in general.</li> <li>• Oversees the collection of money at fundraising events.</li> <li>• Reports to the Lodge Treasurer.</li> </ul>
Inductions	<ul style="list-style-type: none"> <li>• Plans and administers at least 2 induction weekends per year.</li> <li>• Works with Leadership Development to find/train Elangomats.</li> <li>• Conducts Aim High Orientation with the Lodge Officers.</li> <li>• Works with the Activities/Service committee to plan and carry out ordeal weekend service projects.</li> <li>• Chairman acts as the Ordealmaster.</li> <li>• Utilizes the Guide to Inductions.</li> <li>• Utilizes the Induction Weekend Planner.</li> <li>• Reports to the VCP.</li> </ul>
Leadership Development	<ul style="list-style-type: none"> <li>• Is responsible for the planning and execution of an annual LLD.</li> <li>• Coordinates continued leadership training for members such as SLC, NLS, etc...</li> <li>• Finds and trains Elangomats with the assistance of the Inductions Committee.</li> <li>• Assists the election committee in training election teams.</li> <li>• Prepares and runs training sessions at spring and fall fellowships.</li> <li>• Reports to the VCA.</li> </ul>
Membership	<ul style="list-style-type: none"> <li>• Maintains membership database in LodgeMaster.</li> <li>• Collects annual dues and makes deposits checks into Lodge account.</li> <li>• Checks on inactive members and encourages them to go to an event and pay their dues.</li> <li>• Updates member information in LodgeMaster.</li> <li>• Uploads Dues payments spreadsheets from Black Pug to OALM monthly.</li> <li>• Reports to the VCA.</li> </ul>
Properties	<ul style="list-style-type: none"> <li>• Maintains an account of all Lodge properties.</li> <li>• Maintains the Lodge Trading Post, supplies, patches, etc.</li> <li>• Takes an inventory of the trading post at least once per year and input into the square system.</li> <li>• Runs trading post at Lodge Functions.</li> <li>• Maintains the Lodge trailer.</li> <li>• Maintains Lodge equipment and tools for service projects.</li> <li>• Maintains Lekau Lodge and recommends improvements to the LEC.</li> <li>• Reports to the Lodge Treasurer.</li> </ul>

Unit Representative	<ul style="list-style-type: none"> <li>• Administers the Unit Representative Program.</li> <li>• Sends an email once per month to all Unit Representatives with a message to announce to their home units.</li> <li>• Promotes the Unit Representative Program to Unit Leaders and the Council on a whole.</li> <li>• Reports to the Lodge Secretary.</li> </ul>
Vigil	<ul style="list-style-type: none"> <li>• Vigil Chief is appointed by the Lodge Chief annually.</li> <li>• Vigil Chief serves as chair of the Vigil Committee and the Vigil Selection Committee.</li> <li>• The Vigil Selection Committee is appointed by the Lodge Chief annually, with approval from the Lodge Adviser and Scout Executive.</li> <li>• The Vigil Nominating Committee should be comprised of a variety of Ordeal Members, Brotherhood members not eligible for Vigil, and Vigil members.</li> <li>• Collects nomination forms from Lodge membership for vigil</li> <li>• Elects new vigil members.</li> <li>• Facilitates one Vigil Weekend each year to induct new Vigil members.</li> <li>• Reports to the Lodge Secretary.</li> </ul>

All Committee Chairmen:

- Be faithful in attendance upon all sessions and activities of the lodge; attend all Lodge Executive Committee meetings and all other Lodge activities.
- Seek the advice and training of the appointed adviser, taking the initiative and communicating with them regularly.
- Provide an article to the Lodge Smoke Signals for each issue.
- Represent the Lodge according to the Scout Oath and Law at all times.
- Recruit and train an assistant chairman and committee members.
- Submit a written and, if requested, verbal committee report at each LEC meeting.
- Report regularly to the appointed Officer.
- Perform duties as requested by the appropriate Officer or the Lodge Chief.
- Set the example at all times
- Enthusiastically promotes the correct wearing of the Scout uniform.



## **Lodge Executive Committee Meetings**

The Lodge Executive Committee will meet at least bi-monthly (every other month). Notice of meeting dates must be made in writing to each Lodge Executive Committee member at least 2 weeks in advance

## **Dues**

As of January 1<sup>st</sup>, 2024, membership dues shall be \$18. Any increase in dues shall be approved by the November LEC of the previous year. Dues shall not be collected before December 1<sup>st</sup> of the previous year.

Chapters, if established, shall not be able to collect membership dues.

## **Chapters and Chapter Responsibilities**

The Lodge may be operated by chapters at the discretion of the Scout Executive. If established, chapters will be organized so that they correspond to the District Organization of the Council.

If established, Chapters in the Lodge serve as an Arrowman's primary organization unit and have many responsibilities. The chairmen of these committees shall become members of the corresponding Lodge Operating Committees.

If established, Chapters shall create Chapter Standing Policies in order to operate as a Chapter. Initial versions of these Chapter Standing Policies must be approved at a General Chapter Meeting AND Lodge Executive Committee Meeting, in no particular order. Any and all amendments may be changed by simple majority of the Chapter Executive Committee and Lodge Executive Committee.

## **Inductions**

Responsibility for the inductions process in the Lodge is split over both Lodge leadership and chapter leadership (if established).

The Lodge maintains responsibility for the administration of the induction process across all chapters (if established). This includes setting the schedule of induction activities for the Lodge and all chapters, including but not limited to unit elections, tap outs/call outs, and Ordeals.

Chapters (if established) maintain responsibility for the execution of many of the facets of the induction process, including the planning and execution of unit elections, as well as the execution of the Ordeal – staff, food, materials, ceremonies, etc....

## **Lodge Performance Measurement Program**

The Lodge maintains its focus on attaining a High-Performance status each year, for the Lodge as well as each and every chapter. The Lodge leadership, as well as all chapter leadership, shall maintain a focus on its PMP status and meet all PMP benchmarks, unless otherwise directed by the Lodge Key 3.

## **Eagle Scout Ceremonies**

The Lodge is tremendously proud of those members who achieve the rank of Eagle Scout. Due to the high number of members who achieve this honor, the Lodge does not have the resources to meet each and every request the Lodge receives to participate in these ceremonies. The following policy has been written to establish fair and straightforward procedures for these requests.

The Lodge will offer, at its discretion, Eagle Scout ceremonies for dedicated Arrowmen. The following procedure should be followed to apply for an Eagle ceremony:

- Be a dedicated, active, dues paying member of the lodge.
- Submit a written request to the Lodge Chief including the date of the ceremony and the reasons an Order of the Arrow Ceremony is desired.
- Have the Lodge Executive Committee approve the request with a 2/3 vote. If approved, the requester must coordinate with the chapter to schedule the resources needed to conduct the ceremony.

In all cases, even when the Lodge is not able to commit to providing an Eagle Scout ceremony to an Arrowmen, we encourage those Arrowmen who attain the rank of Eagle to request, through the Lodge Secretary, a congratulatory letter from the Lodge.

## **Year-End Report**

It is the duty of the Lodge Chief to submit a year-end report to the Council Executive Board on behalf of the Lodge at the end of each calendar year.

## **Native American Ceremonies and Performances**

The Order of the Arrow has a long tradition of leveraging Native American themes in ceremonies. In addition to induction ceremonies that use these elements, the Lodge also offers Cub Scout cross-over ceremonies and other performances to units within the Council. These ceremonies and performances must be planned and carried out in a manner respectful of the Native American culture, as well as impress and inspire all those watching

## **Officers at Lodge Events**

Lodge officers are required to attend and run all Lodge events throughout the year. For this reason, Lodge Officers are given a fee waiver for all events that officers are planning and running. This does not include outside events such as the Section Conclave or the Lodge Family Banquet. At any time, the Lodge Adviser may suspend the fee waiver policy if officers are not meeting the spirit of the waiver through the fulfillment of their elected responsibilities.

## **Lodge Endowment Fund**

The Lodge maintains an endowment fund with the Council, the proceeds of which are used to give camperships to active Lodge members to attend Order of the Arrow-focused activities, such as OA High Adventure, Section Conclaves, or National Order of the Arrow Conferences (NOACs). The Lodge will donate at least \$7 per Arrowman annually to the Lodge Endowment. This will be done in the name of an outstanding Arrowman in the Council, or to preserve the memory of an Arrowman from the Council that has passed on.

## **Friends of Scouting**

The Lodge will pledge at least \$500 to the Council's Friends of Scouting (FOS) campaign each year.

## **Lodge Awards**

### Silver Feather Award

The Silver Feather Award is presented annually to one youth, and one adult Arrowmen who have exhibited distinguished and outstanding service to the Lodge.

This award is for those who have made great efforts to serve the Lodge, aid its growth, and have helped the Lodge achieve its goals.

Some examples of distinguished and outstanding Lodge service are:

- Serving as a Lodge Officer or Committee Chairman and completely and enthusiastically fulfilling their duties in that position.
- Aiding in the execution of unit elections and/or the participation of unit visits to educate those units about the Order of the Arrow.
- Repeatedly serving as an Elangomat on ordeal weekends to aid in the induction of new Arrowmen.
- Faithfully serving on a Lodge Committee and aiding the committee in the fulfillment of its objectives.

Selection for the Silver Feather is decided by the Lodge Executive Committee and shall be awarded only once in a person's life.

Founders Award

The Lodge participates in distinguishing a very select few of its members with the Founders' Award. This award is the highest national award that a Lodge may bestow upon an Arrowman at the local level.

The Founders' Award was created to honor the Order of the Arrow founders – E. Urner Goodman and Carroll A. Edson. It is given to those Arrowmen who memorialize in their daily lives the spirit of cheerful service to others and the Scout Oath and Law as described by our founders.

The selection committee for this award consists of all active Arrowmen who have been awarded the Founders' Award – youth and adult. The committee is chaired by the youngest Arrowmen who was most recently awarded the Founders' Award. If at all possible, the chairman shall be a youth.



## Chenille Awards

Effective, January 1, 2017, the Lodge will offer two different chenille awards to Arrowmen in the Lodge in good standing for cheerful service they have rendered to the Lodge and to the Council. Service hours are verified and signed for by the Lodge Vice Chief of Administration. The chenille is a very valuable item and a keepsake

The Twenty-Hour Award may only be earned once in a lifetime. These 20 hours must be completed in a single one-year period. The One-Hundred-Hour Award may be earned as many times as desired. These 100 hours must be completed within a five-year period, and, as soon as 100 service hours are completed, an Arrowman may begin working on his or her next One-Hundred-Hour Award

<b>Activity</b>	<b>20-Hour Award</b>	<b>100-Hour Award</b>
Ordeal (One's induction weekend does not count)	Maximum of 8 hours per Activity	Maximum of 8 hours per Activity
Unpaid Camp Staff		Maximum of 24 hours per Award
NOAC Staff		
Council/District Events as approved by the LEC		Maximum of 40 hours per Award
OA Work Days	Hours as Worked	Hours as Worked
Other Lodge service activities as designated by the Lodge Chief	As designated	As designated

## Arrowman Achievement Award

Established in 2016, this award may be earned annually by Arrowmen by completing unit, lodge, and service requirements. All award applications must be received by December 31st of each year. The awards will be presented at the annual banquet and consist of a patch. The form with the requirements and information on how to turn the form in shall be posted on the Lodge Website and should be made accessible to all Arrowmen in good standing.

## **Oaths of Office**

### Lodge Officers:

"I do hereby promise on my honor as a Scout, to faithfully fulfill my duties as [Position Name] Of Lenape Lodge of the Order of the Arrow; to live daily by the Scout Oath and Scout Law; to preserve the traditions and obligation of the Order of the Arrow; to cheerfully provide a positive example for all to see; and to serve others so far as I am able. To this, I pledge my sacred honor."

### Chapter Officers:

"I do hereby promise to uphold the responsibilities and duties of the office of [Position Name] of [Chapter Name] chapter of Lenape Lodge. I will lead and serve my fellow youth in the Wimachtendienk. I shall serve in this capacity as far as I am able, or until a replacement has been appointed. To the fulfillment of these obligations, I pledge my sacred honor."

### LEC Chairmen:

As a committee chairman for Lenape Lodge, I pledge to faithfully serve the Order and to take the initiative to make the Lodge further serve its purpose. I will faithfully complete the tasks assigned to me by the Lodge Chief or my appointed Vice Chief until the end of my term, or until a replacement has been appointed. To the fulfillment of these obligations, I pledge my sacred honor