



RULES, POLICIES AND PROCEDURES
OF THE
LO LA' QAM GEELA LODGE
CRATER LAKE COUNCIL



REVISED 11/2019  LO LA' QAM GEELA LODGE
ORDER OF THE ARROW

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As adopted October 2019.

To ensure this is the current version, please contact the current Lodge Chief or Adviser.

As adopted November 2019.



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In order for any organization to achieve its goals, provide for the common welfare of its members, and fully conform to the desires and directives of its parent bodies, it is necessary to have certain Rights, Privileges, and Obligations of the organization and its members.

To serve this purpose, the following Rules, Policies, and Procedures (“Rules”) have been established by this Lodge of the Order of the Arrow, Boy Scouts of America.

Article I. Mission of the Lodge

- Section 1 Purpose: The purpose of the Lodge shall be to promote the purpose of the Order of the Arrow in the Council, in accordance with the mission statement of the Order of the Arrow.
- Section 2 Mission: 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.

Article II. Definitions

- Section 1 Lodge: Lo La'Qam Geela
- Section 2 OA Handbook: Current printing of the National Order of the Arrow Handbook
- Section 3 Council: Crater Lake Council No. 491
- Section 4 District: Specific geographical area of Scouting as defined by the Crater Lake Council.
- Section 5 Chapter: Lodge Administrative District.
- Section 6 Adult: 21 years or older, registered with the Boy Scouts of America.
- Section 7 Youth: Under age of 21 years, registered with the Boy Scouts of America
- Section 8 LEC: Lodge Executive Committee responsible for management of Lodge.
- Section 9 Ad-Hoc Committee: Temporary Committee appointed to carry out assigned and specific set of tasks.

Article III. Name and Affiliation of the Lodge

- Section 1 Affiliation: The Lodge shall be known as Lo La'Qam Geela Lodge, Crater Lake Council No. 491, Boy Scouts of America (referred to herein as the “Lodge”), and shall be under the supervision of the Council Camping Committee and the administrative authority of the Crater Lake Council Scout Executive.
- Section 2 Operations: The Lodge shall operate as a lodge in accordance with the rules and regulations of the National Order of the Arrow Committee.
- Section 3 Totem: The totem of the Lodge shall be the Firebird.
- Section 4 Pocket Flap: The Lodge Pocket Flap will show the Lodge Totem, Lodge Name, a minimum of one symbol of the Order of the Arrow, and a minimum of one fleur-de-lis. Any modification to this rule must be approved by two-thirds vote of the LEC.
- Section 5 Availability of Lodge Insignia
- (A) The current Lodge pocket flaps will be provided (one each) to newly inducted members by active Lodge members after their induction.
 - (B) Order of the Arrow members transferring into the Lodge shall be permitted to purchase the Lodge flap following payment of dues.
 - (C) Lodge memorabilia will only be sold to dues paid Lodge members, with the exception of any memorabilia voted on and approved by two-thirds of the LEC.



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(D) All Lodge memorabilia must be voted on a by a majority of the LEC

Article IV. Membership

Section 1 Requirements

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

Section 2 Levels of Membership

(A) Ordeal membership in the Lodge shall be in accordance with the requirements in the current printing of the *OA Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

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

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

Section 3 Election to Membership and Call Out

(A) All unit elections must be conducted by an Order of the Arrow team and must follow the *OA Guide to Inductions*.

(B) Election months shall be determined by the Lodge Executive Committee.

(C) Calling out ceremonies or recognition shall be conducted at a Camporee, Court of Honor, or other Scouting gatherings.

Section 4 Induction Weekend

(A) The Procedure for the induction of an Ordeal member shall be as stated in the *OA Handbook* and *Guide to Inductions*.

(B) Upon arrival at the site of the induction, new member candidates shall pay the Ordeal Induction Fee established by the Lodge Executive Committee.

(C) After completion of the Ordeal induction the new member shall receive Membership Card, Lodge Pocket Flap, Order of the Arrow Sash, and Order of the Arrow Handbook.

Section 5 Membership Transfer: Order of the Arrow members who apply for transfer from another lodge shall pay membership dues based on pro-rated (on a monthly basis) Lodge dues from January 1st.

Section 6 Type of Membership:

(A) Active Membership – Dues paid for current year and registered in an active capacity with the Council.

(B) Inactive Membership – Dues not paid by December 31st of the previous year and/or failure to reregister with the Council.

Section 7 Reinstatement: Inactive members may reinstate their membership by paying the current year's Lodge dues and showing proof of registration with the Council.

Article V. Finance

Section 1 Finances: All OA funds shall be handled through the Council service center and go through all normal Council accounting procedures.

Section 2 All Order of the Arrow funds belong to the Lodge and are to be deposited into the Council's Order of the Arrow custodial account. Chapters are not permitted to have funds separate from the Lodge account.

Article VI. Awards of the Lodge



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- Section 1 Lodge Arrow of Honor Award
- (A) The official annual Lodge award will be the “Arrow of Honor.”
 - (B) There will be two recipients of the award each year, either two Youth or one Youth and one adult.
- Section 2 Recognition of Cheerful Service
- (A) There will be two recipients of the award each year, either two Youth or one Youth and one adult.
- Section 3 Keeper of the Flame
- (A) There will be up to six recipients of the award each year, either six Youth or three Youth and three adults.
- Section 4 Other Lodge Awards
- (A) The LEC may establish such other awards as the LEC deems appropriate.

Article VII. Officers, Nominations, and Lodge Officer Elections

- Section 1 Officers: The officers of this Lodge shall be Lodge Chief, Lodge Vice Chiefs, and Lodge Treasurer. These elected officers must be younger than 21 years of age during their entire term of office. Officers must be active members of the Lodge, as defined above.
- Section 2 Vice Chiefs: The Vice Chiefs of the Lodge shall be Membership Vice Chief, Administration Vice Chief, Program Vice Chief, and Activities Vice Chief.
- Section 3 Nominations: Nominations for Lodge Officers will be made from the Lodge membership at large and will be made by the members at the Lodge Fall Fellowship or at a time designated by the Lodge Executive Committee. The Lodge Adviser must receive approval from the nominated Youth’s parent and unit leader, along with acknowledgement by the Youth to commit to the powers and responsibilities of the position for which nominated.
- Section 4 Campaigning:
- (A) Campaigning for office shall be an accepted practice. All campaigns must be tasteful and under the direct supervision of the Lodge and/or Chapter Adviser.
 - (B) Scouters may not endorse or campaign for any candidate.
- Section 5 Elections:
- (A) The election of officers shall be the last order of business at the Lodge Fall Fellowship or at a time designated by the Lodge Executive Committee. Only Youth members may be present at time of elections along with the Lodge Adviser, Lodge Staff Adviser and Council Executive.
 - (B) Only Youth members of the Lodge may vote.
 - (C) No proxy votes will be accepted.
 - (D) The results will be announced following secret balloting.
 - (E) A simple majority of ballots cast by all Youth members present will be all that is required to be elected.
 - (F) Lodge officers will be elected in following order: Lodge Chief, Lodge Vice Chief of Membership, Lodge Vice Chief of Administration, Lodge Treasurer, Lodge Vice Chief of Program, and Lodge Vice Chief of Activities.
- Section 6 Election process for each position shall be:
- (A) Read the powers and responsibilities for the position.
 - (B) Open the floor for nominations and accept nominations.



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- (C) Entertain a motion and second to close the floor for nominations.
- (D) All nominees may speak in the order in which they were nominated, maximum length decided by the Chair, but is recommended to be in 2 minutes in length.
- (E) If there is more than one person running for election, half of the nominees (rounded to the lowest whole number), based upon those with the lowest number of votes, will be dropped for another round of balloting and speeches (or questions).

Section 7 Term of office: The term of the Lodge Officer shall run from the close of Annual Fall Fellowship to the close of the Annual Fall Fellowship of the next year.

Section 8 Lodge Leadership Development (LLD): No later than one month after the election, the previous Lodge Chief will schedule a Lodge Leadership Development event (LLD) to be held prior to the end of the current year. All Lodge and Chapter officers shall be required to attend.

- (A) At this meeting, the LEC will approve the Lodge Calendar, establish goals for the upcoming year, and run the LLD program as needed.

Section 9 Chapter Elections: At or within 30 days of the Lodge Fall Fellowship, it is suggested that each Chapter elect new Chapter Officers.

Section 10 Lodge Officer Tenure: No officer of the Lodge may hold office for more than two consecutive years in the same position. If no youth runs for an officer position, an officer may run for a third term.

Section 11 Lodge Officer Position: No officer of the Lodge may hold more than one office unless approved by the Lodge Adviser.

Article VIII. Chapters

Section 1 Geographic Area

- (A) The Lodge shall be divided into geographic areas called Chapters that coincide with the Council's districts. These shall be as follows:
 - i. Hyas Lamonte shall serve the Fremont district
 - ii. Pi-Ahi Ola Pits-Ki Chuck shall serve the Wild Rivers district
 - iii. Klamath – shall serve the Klamath district
 - iv. Mow-A-Toc – shall serve the Pacific Rivers district

Section 2 Meetings

- (A) Each Chapter is required to hold at least bi-monthly meetings, may adopt rules as needed, and shall conduct elections for Chapter officers. In general, Chapter administration should be loosely patterned after the Lodge administration.

Section 3 Officers

- (A) The Chapter officers are nominated and elected by Youth who are members in the Chapter in the same way that Lodge Officers are elected.
- (B) No Arrowman shall be allowed to serve as a Chapter officer in multiple Chapters.
- (C) All officers must be registered in a unit within the Chapter, and must be an active Youth member in the Lodge, as defined above. The only Youth not eligible to be a Chapter officer are those who hold one of the following positions:
 - 1. Lodge Chief
 - 2. Section Chief
 - 3. Region Chief
 - 4. National Vice Chief



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5. National Chief

Section 4 Finances

- (A) All Chapter finances must be handled and managed by the Lodge Treasurer, in accordance with these Rules.

Section 5 Representatives

- (A) The primary representative shall be the Chapter Chief.
(B) If the Chapter Chief is unable to attend the meeting a Chapter Vice Chief will take his place to represent the Chapter at the LEC.
(C) If the Chapter Vice Chief is unable to attend the meeting the Chapter Secretary will take his place to represent the Chapter at the LEC.
(D) If the Chapter Secretary is unable to attend the meeting a Chapter member approved by the Chapter Chief and Chapter Adviser shall represent the Chapter at the LEC.

Section 6 Unit Elections

- (A) Chapters shall compile and turn in all unit election forms for units to the Vice Chief of Administration and submit into any electronic system.

Article IX. Administration

Section 1 Meetings: No meetings of any kind may be held by the Lodge, Committees, or Chapters without the presence of an Adviser. Minutes must be kept for all meetings. A copy of all minutes shall be kept and turned in with the Chapter Chief report at the next LEC.

Section 2 Powers: The Lodge Chief shall have vested in him all of the executive power of the Lodge. He shall preside at all Lodge meetings and shall be the Chairman of the LEC. He shall call the meetings of the LEC as required to carry out the business of the Lodge and the promotion of programs and policy. Should it become necessary for the Lodge Chief to make an emergency decision when a meeting of the LEC is not possible, he may do so with the advice and consent of the Lodge Adviser and Staff Adviser. He must report this action to the LEC within seven days following his action.

Section 3 Meeting Procedures: Lodge, Chapter, or Committee, shall be conducted using accepted parliamentary procedure. Chairmen may appoint a skilled parliamentarian to assist in the conduct of the meeting. Meetings may be held by conference call.

Section 4 Meeting Schedule:

- (A) The Lodge must meet twice a year, once in the spring, once in the fall.
(B) The LEC decides the date, time, and locations of each meeting at least 6 months prior to the meeting.
(C) The Lodge Chief may schedule or upon a majority vote of the LEC there will be scheduled additional Lodge meetings.
(D) The general Lodge membership must be contacted at least 30 days in advance with the date, time, and location of any Lodge meetings.
(E) Only current Youth members shall have voting privileges.

Article X. Vacancy of Office

Section 1 Vacancy: In the event a Lodge Office is vacant, by resignation or otherwise, the Lodge Chief with approval by Lodge Adviser shall appoint a replacement pro-tem to hold the office until the next Lodge meeting, at which time the office will be declared vacant and an election shall take place, with nominations from the floor. In the event that the Lodge Chief officer position is vacant the



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Lodge Adviser and Council Executive may appoint a pro-tem from the LEC until an election can be held.

Section 2 Duties: If any officer of the Lodge does not carry out his duties as required in the OA Handbook, these Bylaws, other rules of the Lodge, or, through his department, discredits the Order of the Arrow, the Lodge Adviser, following consultation with the Council Executive, may declare the office vacant and have the Lodge Chief appoint a member pro-tem until the next Lodge meeting. With the approval of a two-thirds vote of the Lodge Key 3, an Officer may be asked to vacate his position, and the Lodge Chief in consultation and consent of the Lodge Adviser may appoint a replacement until an election can be held.

Section 3 Recall: Any member of the Lodge may ask for a vote to recall a Lodge Officer at any Lodge Meeting. A simple majority of all active members present at the Lodge meeting are required for recall.

Article XI. Casting of Votes

Section 1 Vote: Each member present shall be entitled to a single vote and absent members shall not be entitled to vote by proxy.

Section 2 Lodge Chief: The Lodge Chief shall have one vote. This vote may be used to break a tie, to make a tie vote, or to vote with the majority as a sign of support. The Lodge Chief must abstain on all matters directly affecting the Lodge Chief.

Section 3 Type of Voting: All voting is on “people” or “policy.” Voting on “people” shall always be by secret ballot, counted by an Ad Hoc Committee. Voting on “policy” shall always be by oral vote at the discretion of the Lodge Chief. Any member may request a recount if the Voting is close. The Ad Hoc Committee Adviser will destroy all secret ballots following the announcement of results that are not challenged. If challenged, ballots will be destroyed following a recount. Members of the Ad Hoc Committees are expected to not divulge the votes cast at secret elections.

Section 4 Majority: A simple majority of the votes cast at any Lodge Meeting is all that is required to approve or reject. Also, the vote of a simple majority of all active Youth Lodge members present is required to amend the Rules of the Lodge.

Article XII. Lodge Dues

Section 1 Dues: Regular Lodge dues will be determined by the LEC each year.

Section 2 Following Year: Lodge dues for the following year will be published at fall fellowship to allow for members to pay dues for following year.

Article XIII. Article XIII. Designee

Section 1 Designee: If an Officer of the Lodge is unable to attend a meeting, or otherwise is unable to perform duties assigned to him at a Lodge function, he may designate in writing another Lodge Officer to act for him with full power. This representative must be approved by the Lodge Adviser in advance of the meeting or function.

Article XIV. Duties of Lodge Officers

Section 1 **Lodge Chief**

(A) The Lodge Chief will be responsible for all of the applicable duties previously outlined in these Rules.



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- (B) He will, by example, encourage Arrowmen to be active in the Lodge and live up to the ideals of Scouting and Order of the Arrow obligation and the Scout Oath and Law in everyday life.
- (C) He will take initiative to administer the Lodge according to these Rules to the best of his abilities.
- (D) He will oversee all Lodge events.
- (E) He will attend appropriate Council, Section, Regional and National OA functions.
- (F) He will serve as the chair of all LEC meetings and general Lodge meetings.
- (G) He will develop agendas for Lodge meetings including LEC meetings at least one week prior to the meeting.
- (H) He will appoint ad hoc Committees as necessary.
- (I) He will appoint Lodge Committee Chairmen, with the approval of the LEC, and the consent of the Lodge Adviser.
- (J) He will assign Lodge members to Lodge Committees, with the approval of the LEC.
- (K) He will communicate with all Lodge Officers, Chapter Chiefs and Lodge Committee Chairmen to remind them of Lodge Activities.
- (L) He will work closely with the Lodge Adviser to resolve situations not covered by these Rules or National Policy.
- (M) Upon appointment by the Council Executive, the Lodge Chief shall participate as a member of the Council Executive Board.
- (N) He shall hold no other position in the Order of the Arrow, and must resign from all other Order of the Arrow positions or resign as Lodge Chief within 30 days after election.

Section 2 **Lodge Membership Vice Chief**

- (A) The Lodge Membership Vice Chief will be responsible for all of the applicable duties previously outlined in these Rules.
- (B) He will, by example, encourage Arrowmen to be active in the Lodge and live up to the ideals of Scouting and Order of the Arrow obligation and the Scout Oath and Law in everyday life.
- (C) He will work closely with his Adviser.
- (D) He will report to and work with the Lodge Chief.
- (E) He will issue, each year, membership cards to all Active members of the Lodge.
- (F) He shall notify all Ordeal candidates of the induction weekends and shall work closely with the Chapter Chiefs to ensure the best possible attendance by Ordeal candidates at induction weekends.
- (G) He will maintain a complete file of all past and present members of the Lodge using Lodgemaster, including:
 - (1) Active Lodge members
 - (2) Inactive Lodge Members
 - (3) Ordeal Members eligible for Brotherhood
- (H) Upon receipt of member registration forms from the Council he will update Lodgemaster.
- (I) He is responsible for producing and mailing (electronically or otherwise) the Lodge publication (the *Firebird*). The *Firebird* shall be published at least once per year



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(recommended quarterly) and more often as the Lodge Chief and the Lodge Adviser shall direct.

- (J) He will see to it that Brotherhood Letters are mailed out to all eligible Ordeal members before the month of May of the current year.
- (K) He will be responsible for creating Ordeal candidate packets, to be provided to new members, at every induction weekend.

Section 3 **Lodge Administration Vice Chief**

- (A) The Lodge Administration Vice Chief will be responsible for all of the applicable duties previously outlined in these Rules.
- (B) He will, by example, encourage Arrowmen to be active in the Lodge and live up to the ideals of Scouting and Order of the Arrow obligation and the Scout Oath and Law in everyday life.
- (C) He will work closely with his Adviser.
- (D) He will report to and work with the Lodge Chief.
- (E) He shall work closely with Chapter Chiefs in ensuring that unit elections are conducted by each Chapter.
- (F) He shall assemble all unit elections forms and input incoming candidates into unit election tracking system and Lodgemaster.
- (G) He will take minutes at all Lodge and LEC meetings and make certain that these minutes are provided to the LEC within seven (7) days after the meeting.
- (H) He will carefully maintain an up-to-date history of the Lodge, while maintaining a collection of memorandums to record the events of the Lodge.
- (I) He will be responsible for registration at Lodge events, including the creation of registration sites and forms, and input registration information into Lodgemaster and assist the Lodge Treasurer in collection of registration fees.

Section 4 **Lodge Treasurer**

- (A) The Lodge Treasurer will be responsible for all of the applicable duties previously outlined in these Rules.
- (B) He will, by example, encourage Arrowmen to be active in the Lodge and live up to the ideals of Scouting and Order of the Arrow obligation and the Scout Oath and Law in everyday life.
- (C) He will work closely with his Adviser.
- (D) He will report to and work with the Lodge Chief.
- (E) He will provide the Lodge's financial status at all Lodge meetings.
- (F) He will attend all Lodge functions where the Trading Post is requested and if he is not available, he will appoint a designee.
- (G) He will keep an accurate record of all Lodge expenditures and receipts, and maintain up to date information in Lodgemaster.
- (H) He will deposit all moneys collected by the Lodge with the Council Service Center as soon as practicable. He will safeguard all receipts for said moneys until turned in to the Council.



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- (I) Chapters are forbidden to maintain bank accounts. The Lodge Treasurer shall maintain a book subaccount for each Chapter, which subaccount shall rollover from year to year. Funds available to each Chapter will be reflected in such subaccount.
- (J) He will act as Chairman for Lodge Finance Committee. This Committee will prepare the annual Lodge Budget for approval by the LEC prior to the Lodge Banquet. He will work closely with the Chapter Chiefs to determine their fiscal requirements for the year.
- (K) He shall keep an accurate up-to-date records of Lodge inventory and other property.
- (L) He or his appointee shall control all sales at all Lodge functions.
- (M) He shall place all orders for Lodge inventory through the Lodge Staff Adviser.
- (N) All new inventory will be sold at the price determined by the LEC. In the event the Treasurer determines that a price adjustment of existing inventory should be made, he shall obtain the consent of his Adviser and the Lodge Chief or Lodge Adviser.
- (O) All receipts and records shall be maintained for a minimum of seven (7) years.

Section 5 Lodge Programs Vice Chief

- (A) The Lodge Programs Vice Chief will be responsible for all of the applicable duties previously outlined in these Rules.
- (B) He will, by example, encourage Arrowmen to be active in the Lodge and live up to the ideals of Scouting and Order of the Arrow obligation and the Scout Oath and Law in everyday life.
- (C) He will work closely with his Adviser.
- (D) He will report to and work with the Lodge Chief.
- (E) He shall work closely with the Camp Promotion Committee. He will make sure that all information presented by the Lodge members concerning the Scout Camps and Camping is up-to-date and is correct.
- (F) He shall oversee production of the Where to Go Camping Book.
- (G) He shall oversee all Lodge Service Projects, including schedule, menu, procurement of food, and meal preparation.
- (H) He shall oversee the implementation of the OA Troop Representative Program.
- (I) He shall appoint an Ordealmaster at least three months prior to an induction event.
- (J) He shall appoint and train all Elangomats needed for the induction weekend at least two months in advance of the applicable induction event.
- (K) He shall coordinate service projects at induction events and any other Lodge events at which service will be done.

Section 6 Lodge Activities Vice Chief

- (A) The Lodge Activities Vice Chief will be responsible for all of the applicable duties previously outlined in these Rules.
- (B) He will, by example, encourage Arrowmen to be active in the Lodge and live up to the ideals of Scouting and Order of the Arrow obligation and the Scout Oath and Law in everyday life.
- (C) He will work closely with his Adviser.
- (D) He will report to and work with the Lodge Chief.



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- (E) He shall organize all Lodge Events (where not delegated to the Lodge Programs Vice Chief), including Lodge Fellowship(s) and Lodge Banquet. He will work closely with the Lodge Chief and Lodge Adviser in the planning of these events, including schedule, menu, procurement of food, and meal preparation.
- (F) He shall have overall responsibility for planning and carrying out successful Lodge induction events, including schedule, menu, procurement of food, and meal preparation. He will work closely with Lodge Vice Chief of Programs with respect to the Lodge Vice Chief of Programs' responsibilities for induction events.
- (G) He shall work closely with the Lodge Chief and Lodge Adviser to organize and register the Lodge Contingent for any National and Section OA events.
- (H) He will chair the Dance Team Committee, if such committee exists.
- (I) He will organize ceremonies teams for all induction events and other events where ceremonies teams are desirable or will appoint a committee chairman to oversee ceremonies.



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Article XV. Rechartering

Section 1 The Lodge Chief, Lodge Adviser, and Lodge Staff Adviser will make an appointment with the Council Executive in a timely manner for the purpose of rechartering the Lodge.

Section 2 They will bring to the meeting with the Council Executive all information required to accurately and promptly complete the recharter process.

Article XVI. Lodge Executive Committee

Section 1 Governing Body: The LEC is the governing body that will make financial, program and administrative decisions on behalf of the members of the Lodge or Lodge operations.

Section 2 Positions: The LEC shall be composed of the elected Lodge Officers, including Chapter Chiefs, immediate past Lodge Chief, Lodge Adviser, associate Lodge Advisers, immediate past Lodge Adviser, Chapter Chiefs, Chapter Advisers, Scout Executive, and the Lodge Staff Adviser.

Section 3 Votes: Each Youth member of the LEC will have one vote. All other members of the LEC may not vote on the Executive Committee.

(A) No person may have more than one vote on the LEC. Should a Youth hold more than one position on the LEC he shall only be entitled to one vote and shall only be counted as one member for the purpose of establishing a quorum.

(B) Veto: The Lodge Adviser has the power of veto, subject to being overridden by the Supreme Chief of the Fire after an appeal by the Lodge Chief based upon a majority vote of the LEC requesting that the Lodge Adviser's veto be overridden.

Section 4 Meetings: The LEC will meet on a scheduled basis, which will be set during the LLD. They may meet at other times as may be necessary.

Section 5 The quorum for any LEC meeting shall be fifty percent plus one of the voting body of the LEC.

(A) If the LEC does not have a quorum at any meeting, the meeting may be called to order, however it must immediately adjourn due to lack of quorum.

Section 6 Duties: The LEC will perform all duties as outlined in the OA Handbook.

Section 7 Jurisdiction: The following matter is beyond the jurisdiction of the LEC and requires the vote of the Lodge membership:

(A) Amendments to these Rules.

Article XVII. Lodge Key Three

Section 1 The Lodge Key Three shall be the Lodge Chief, the Lodge Adviser, and the Lodge Staff Adviser.

Section 2 The Lodge Key Three is the main source of communication between the Lodge and the Council.

Section 3 The Lodge Key Three represents the Lodge to the Council.

Section 4 The Lodge Key Three shall be responsible for Journey to Excellence and Lodge Recharter.

Article XVIII. Regalia

Section 1 Regalia: No member may take part in any Lodge ceremony without having appropriate regalia, to be determined by the Lodge Activities Vice Chief.

Section 2 Wear: A member may wear any part of Native American regalia without restrictions except for headdresses as established by the Lodge Activities Vice Chief. The Lodge strongly urges all members to attend all ceremonies in Native American regalia, even if not involved in the Ceremonies Team.

Article XIX. Distribution of Rules, Regulations, and Policies

Section 1 Copies: Any member of the Lodge who asks will be furnished with a copy of these Rules.



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Section 2 Governing: The rules contained in *Robert's Rules of Order Newly Revised* shall govern all meetings within the Lodge (both general and LEC meetings) where there is no conflict with these Rules, or any other governing documents of the Lodge.

Article XX. Amendments to Lodge Rules, Regulations, and Policies

Section 1 Conflicts: The Council operating procedures shall take precedence over any conflicting provision in these Rules.

Section 2 Amendments: Proposed amendments will be submitted to the LEC by any Youth member of the Lodge.

Section 3 Proposal: Amendments to these Rules shall be submitted to the Lodge membership only upon obtaining a vote of two-thirds (2/3) of the LEC.

Section 4 After obtaining the requisite vote of the LEC proposed amendments to these rules shall be submitted to Lodge membership at least 30 days prior to any scheduled meeting of the Lodge membership.

Section 5 Publishing: If the amendment is recommended by the LEC, the amendment will be published in the Firebird and/or on the Lodge website for a minimum of thirty (30) days prior to vote. A simple majority vote of all active Lodge Youth members present will be required for passage.

Section 6 Notifications: The general Lodge membership shall be notified on the result of any amendments adopted by the Lodge as set forth above.

Article XXI. Role of Advisers

Section 1 Guidelines: Adult advisers should follow the guidelines as outlined in the current edition of the *Order of the Arrow Handbook*, *Order of the Arrow Guide for Officers and Advisers*, and National Order of the Arrow *Lodge Leadership Development* curriculum. In addition, the following responsibilities should be followed as Adult Adviser to any Youth officer:

- (A) Appointed annually by the Lodge Adviser, in consultation with the Lodge Chief and Staff Adviser.
- (B) Responsible to Lodge Key 3 for performance of duties.
- (C) Understand the policies and principles of the OA and sees that the Officer/Committee, utilizing appropriate OA publications where available, follows them.
- (D) See that the Lodge Officer/Chairman is provided with the tools, opportunities, and necessary transportation to successfully complete his duties.
- (E) Knows the adult role in the Order of the Arrow and does not wait for the Officer/Chairman to call, but is self-motivated and offers help.
- (F) Assists in establishing goals and objectives.
- (G) Aid the Officer/Chairman in producing effective agendas for meetings.
- (H) Encourage work with officers and committee chairmen prior to the meetings.
- (I) Set the example for Youth and adult Arrowmen by correctly wearing the Scout uniform in conformance with National Guidelines and Standards.
- (J) Attend all Lodge activities and LEC meetings.

Article XXII. Lodge Procedures

Section 1 Procedures: The Lodge procedures ("Procedures") shall supplement the foregoing Rules, and give further explanation of committees, task forces, and events.

Section 2 Amendment: A two-thirds (2/3) vote of the LEC is required to modify, ratify, or suspend portions of these Lodge procedures.



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Section 3 Notifications: 30-day notice must be given before voting to amend the Lodge procedures.

Section 4 Amendments: Whenever the procedures are amended, an annotation of the date on which the amendment is adopted shall be placed at the end of “as amended:” in the noted amendment to the article of the procedures.

Article XXIII. Lodge Documents

Section 1 Documents: The documents that are appended to the Procedures are official documents of the Lodge, any document that is not included here shall not be considered an official document of the Lodge.

Section 2 Revisions: All documents shall have a noted “Last Revised” date, only those documents that have matching dates to those appended to the current copy of Rules are considered to be official documents of the Lodge.

Section 3 Approval: For any official Lodge document to be added, deleted or amended a simple majority of the LEC shall be required.



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PROCEDURES OF THE LO LA 'QAM GEELA LODGE, ORDER OF THE ARROW

Article I. Events

Section 1 Lodge Banquet and c

- (A) The Lodge will hold an annual event that will comprise the Lodge Banquet and general Lodge Fellowship.
- (B) The Banquet will consist of recognition of Arrowmen who have been selected for Vigil honor for the current year, Founders' Award recipients, Lodge Arrow of Honor recipients and any Chapter level recognition.
- (C) The fellowship will consist of fun activities that all Arrowmen can participate in.
- (D) The LEC will decide the schedule for the fellowship and banquet.

Section 2 Lodge Leadership Development (LLD) and Retreat

- (A) The Lodge Leadership Development, herein referred to as LLD, shall be held over a weekend decided by the LEC, and will be mandatory for all members of the LEC, unless excused by the Lodge Key 3.
- (B) The LLD shall consist of two parts, the first being the actual LLD training and the second, a retreat for all members of the LEC.
- (C) The LEC, based on the current National Order of the Arrow Committee's Lodge ha
- (D) LLD must include, but is not limited to, training on *Robert's Rules of Order Newly Revised* and the Rules of the Lodge.
- (E) At this event every member of the LEC will get a binder containing:
 - (i) A current copy of the *Rules of the Lo La 'Qam Geela Lodge, Order of the Arrow*.
 - (ii) A summary of the *Robert's Rules of Order Newly Revised*, which includes the ranking of motions and explanation of motions.
 - (iii) The current Lodge Plan Book.
 - (iv) Paper to take notes.
 - (v) A copy of the current Lodge Calendar.
 - (vi) Minutes from the Last Lodge program year, both LEC and Lodge, and newsletters.
 - (vii) The vital statistics of the Lodge for the last two calendar years.
 - (viii) A description of the job for which that Arrowmen has been elected or volunteered.
- (F) The retreat shall consist of any program elements the current Lodge officers wish to include, and a LEC meeting.
- (G) This event must happen within 2 months (recommended 1 month) of the election of new Lodge officers.
- (H) A LEC meeting shall take place to approve the following items:
 - (i) Lodge Program calendar with assignments, dates, and locations.
 - (ii) The appointed positions of the Lodge.
 - (iii) Committee members.
 - (iv) Adoption of a budget.

Section 3 Induction Events

- (A) Induction Events shall be held over weekends decided by the LEC, and shall be attended by members of the Lodge and eligible candidates and will be mandatory for all members of the LEC, unless excused by the Lodge Key 3.



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- (B) The Induction event shall be considered as a retreat for members of the Lodge for providing service to the Council or community with an induction ceremony at the conclusion of the event.
- (C) The Induction event has the following roles to fulfill its purpose including: Ordealmaster, and Elangomats.
- (D) The Induction event has a specific budget that is contained in the Lodge Budget.
- (E) The timeline for the Induction event has the following responsibilities prior to the event:
 - (i) 6 Months Prior to the Induction event:
 - 1) Date and facility reservation confirmed
 - 2) Ceremonies team(s) assigned
 - 3) Registration sites and forms (members/candidates) determined
 - 4) Gather service project information
 - (ii) 3 Months Prior to the induction weekend
 - 1) Ordealmaster is identified
 - 2) Ordeal Candidates are contacted and encouraged to attend an Induction event.
 - 3) Cook team has been identified
 - 4) Service projects and equipment lists are readied
 - 5) Post induction/ new member activities begin development
 - 6) All trading post items (national supply, lodge/chapter) are accurately inventoried and orders placed to ensure an adequate supply are on hand
 - (iii) 2 Months Prior to the induction weekend
 - 1) Ordeal Master should contact all chairmen/coordinators
 - 2) Backup plans and personnel commitments rechecked
 - 3) Elangomats are recruited and training dates are set up
 - 4) Ordeal packets are produced
 - 5) Spirit of Arrow booklets are produced
 - 6) Service project confirmed
 - (iv) Last few weeks before induction weekend
 - 1) Registration spreadsheets are distributed
 - (v) After the induction weekend
 - 1) Hold a critique meeting with the key people involved in the Ordeal induction so that problems that occurred can be prevented next time and so that the good things can be written down and repeated. Each Ordeal induction should be a learning experience for the next and over time should improve the overall quality the Lodge provides.

Section 4 Section Events

- (A) The Lodge belongs to an Order of the Arrow section that hosts events throughout the year. The Lodge Key 3 shall represent the Lodge in the planning process of the events.
- (B) The Lodge shall send a contingent to the Section's annual conclave.

Section 5 National Events

- (A) The LEC shall do everything in its power to ensure a Lodge contingent participates in all events put on by the National Order of the Arrow Committee.

Section 6 National Leadership Seminar



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- (A) It is the strong recommendation that all Lodge Officers, Chapter Officers and Advisers participate in the National Leadership Seminar.
- (B) At the request of a Lodge or Chapter officer, the LEC can decide to subsidize the cost of the National Leadership Seminar.

Section 7 Ad-Hoc Committees

- (A) The following is the procedure that must be followed in order to form an ad-hoc committee:
 - (i) Approval of concept, name and Committee Chair by LEC.
 - (ii) Appointment of Committee Adviser by Lodge Adviser.
 - (iii) Formation and approval (by LEC) of Committee Goals, and dissolution.
 - (iv) Approval of members or members assigned by LEC
 - (v) Committee meetings, decisions, planning, etc.
 - (vi) Completion of Committee goals, final report, and dissolution.
- (B) Unless otherwise noted in the formation of the committee, at the end of the Lodge Officer term, all Ad-Hoc committees must be dissolved.
- (C) All Ad-Hoc Committees shall report directly to the Lodge Chief.
- (D) At every Lodge Meeting and LEC, the Lodge Chief must announce any Ad-Hoc committee in existence.
- (E) Any suggestions made by committees must be approved by the LEC.
- (F) The LEC can dissolve a committee without notification by the approval of two-thirds of the LEC voting body.

Article II. Lodge Meetings

- Section 1 All meetings shall open with the Order of the Arrow obligation, and close with the Order of the Arrow song.
- Section 2 The basic agenda for all Lodge meetings shall be the following:
 - (A) Call to order
 - (B) Ensure quorum is met
 - (C) Approval of minutes
 - (D) Review of actions of the LEC since last Lodge meeting
 - (E) Old Business
 - (F) New Business
 - (G) Adjourn
- Section 3 Agenda of all meetings will be drafted by the Lodge Chief, and distributed to all members of the LEC at least one week prior to the meeting.
- Section 4 All meeting minutes will be completed by the Lodge Administration Vice Chief and distributed to the general Lodge membership within one week after the meeting. The minutes are to be approved at the next LEC meeting.

Article III. LEC Meetings

- Section 1 All meetings shall open with the Order of the Arrow obligation, and close with the Order of the Arrow song.
- Section 2 The basic agenda for all LEC meetings shall be the following:
 - (A) Call to order
 - (B) Attendance



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- (C) Approval of previous minutes
- (D) Officer Reports
- (E) Standing Committee Reports
- (F) Ad-Hoc Committee Reports
- (G) Chapter Reports
- (H) Business
- (I) Announcements
- (J) Adjourn

- Section 3 Agenda of all meetings will be drafted by the Lodge Chief, and distributed to all members of the Committee at least one week prior to the meeting.
- Section 4 When the meeting is called to order, the LEC must approve or amend the business items on the agenda prior to starting the meeting.
- Section 5 All meeting minutes will be completed by the Lodge Administration Vice Chief and distributed to all members of the LEC within two weeks after the meeting.
- Section 6 After the LEC approves any minutes of a LEC meeting, the Lodge Administration Vice Chief shall distribute the minutes to the general membership.

Article IV. Noted amendments to these procedures

- Section 1 Adopted: November 2017



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DOCUMENTS OF THE LO LA 'QAM GEELA LODGE, ORDER OF THE ARROW

These are the official documents of the Lo La 'Qam Geela Lodge, Order of the Arrow. All documents will have a noted "Last Revised" date in the lower right-hand corner. Any copies of these documents that do not have a date that matches the document in the current copy of the *Rules, Procedures and Documents of the Lo La 'Qam Geela Lodge, Order of the Arrow*, shall not be considered an official document. These documents may not be changed or modified except by the process outlined in Article XXIII of the Lodge Bylaws. For sections that are noted by brackets ([]), no vote is required to adjust these to fit current state of the Lodge. All of these documents shall be considered the official opinion of the Lodge and the LEC.

Letter to Troop/Team Leaders About Elections	TBA
Pre-Election Form	TBA
Eligibility Guidelines for Youth Membership	TBA
Unit Adult Candidate Nomination Form	TBA
Nominees for Election Form	TBA
Unit Election Form	TBA
Letter to Candidates	TBA
Letter to Candidates' Parents	TBA
Four Months After Ordeal Letter	TBA
Brotherhood Eligible Letter	TBA
Committee Sign-up Form	TBA
Sample LEC Agenda	TBA
Sample Officer/Chapter/Committee Report	TBA
Sample General Lodge Meeting Agenda	TBA
Sample Meeting Minutes	TBA
Lodge Organizational Chart	TBA
Suggested Chapter Organizational Chart	TBA
Request for Reimbursement Form	TBA
Journey to Excellent Petition	TBA
Summary of Robert's Rules of Order	TBA

TBA- To Be Added at a later date