

**JACCOS TOWNE
LODGE**

PLAN BOOK

**Revised September 17,
2017**

**Effective September 17,
2017**

Forward

“...The Order of the Arrow is a **THING OF THE SPIRIT** rather than of mechanics. Organization, operational procedure, and paraphernalia are necessary in any large and growing movement, but they are not what count in the end. The things of the spirit count:

- BROTHERHOOD...** in a day when there is too much hatred at home and abroad.
- CHEERFULNESS...** in a day when the pessimists have the floor and the cynics are popular.
- SERVICE...** in a day when millions are interested only in getting or grasping rather than giving.

These are of the spirit, blessed of God, the Great Divine Spirit.”

(from the foreword of the Order of the Arrow Handbook)

Dr. E. Urner Goodman
Founder of the Order of the Arrow

These words from the Founder of the Order of the Arrow seem timeless in nature and definitely remain valid at this time. Please return often to these words and try to incorporate their meaning into your spirit.

THE PURPOSE OF THE ORDER OF THE ARROW

As Scouting's National Honor Society, our purpose is to:

- Recognize those who best exemplify the Scout Oath and Law in their daily lives and through that recognition cause others to conduct themselves in a way that warrants similar recognition.
- Promote camping, responsible outdoor adventure, and environmental stewardship as essential components of every Scout's experience, in the unit, year-round, and in summer camp.
- Develop leaders with the willingness, character, spirit and ability to advance the activities of their units, our Brotherhood, Scouting, and ultimately our nation.
- Crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

MISSION OF THE ORDER OF THE ARROW

The mission of the Order of the Arrow is to fulfill its purpose as an integral part of the Boy Scouts of America in the council through positive youth leadership under the guidance of selected capable adults.

LODGE PROGRAM

The program of the Lodge shall follow the general guidelines as set by the National Order of the Arrow Committee. The program shall be a year-round program. It will feature the following annual events and activities.

Camping Promotion (Conducted on Chapter Level)	October through February
Unit Elections (Conducted on Chapter Level)	January through March
Lodge Banquet	November/December
Founder's Award Ceremony	At Lodge Banquet
Lodge Winter Gathering	January
Lodge Vigil Honor Selections	As scheduled
OA/Firecrafter Service Day	As scheduled
Area Ordeals	As scheduled
Lodge Summer Camp Ordeal/Fellowship Program	June through August
Lodge Brotherhood Ceremony	As scheduled
Lodge Fall Ordeal	September/October
Lodge Vigil Honor Ceremony	As scheduled
Lodge Fellowship	As scheduled
Lodge Leadership Development Course	November
Lodge Executive Committee Meetings	As scheduled (min. 4)

These programs and events will be conducted on the Lodge level with full support of the Chapters.

The Lodge will also send representatives to the following Section and National events.

Section Conclave	As decided by Section
National Leadership Seminar	As offered
Developing Youth Leadership Conference	As offered
National OA Conference (held every 3 years)	July/August
Area Leadership Training Conference	As offered

CHAPTER PROGRAM

It is recommended that the following program activities and events be a minimum part of a Chapter's program. It is very important to realize that an Arrowman's prime responsibility is to his unit, and therefore, programming should be kept to a minimum.

Camping Promotion (Supporting Lodge & Council Plan)	October through April
Unit Elections (Support from Lodge)	January through March
Ordeal Candidate Call-Outs	Chapters' Discretion
Brotherhood Ceremonies	Min 1 at Chapters' Discretion
Chapter Fellowship Meetings	Quarterly (Minimum of 3 per year)
Chapter Executive Committee Meetings	Minimum of four (4) per year

Jaccos Towne Lodge
Policies and Procedures

POLICIES AND PROCEDURES OF
Jaccos Towne Lodge
Crossroads of America Council, #160

ARTICLE I
MISSION OF THE LODGE

Section 1 The mission of the Lodge is to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the council through positive youth leadership under the guidance of selected capable adults.

ARTICLE II
DESIGNATION

Section 1 Name

The name of this Lodge shall be Jaccos Towne Lodge, Crossroads of America Council, #160, commonly referred to as Jaccos Towne Lodge.

Section 2 Affiliation

- A. The Lodge shall be affiliated with the Crossroads of America Council, BSA, Inc. #160, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Scout Executive.
- B. The Scout Executive and the Lodge Executive Committee, in consultation with the Lodge Adviser and the Lodge Staff Adviser(s), shall divide the Lodge into any necessary number of Chapters as approved.
- C. Each Chapter shall come under the supervision of the related District Camping Committee(s) and Staff Adviser(s).

Section 3 Totem

Kinohsamia, translated from the Wea language as River Otter.

Section 4 Patches

Any Lodge flap, or patch created to promote the Lodge, or a Chapter of the Lodge, must contain the Lodge Name, initials "BSA" or the Boy Scout fleur-de-lis, as well as the initials "WWW." A membership patch will be created to be given to new ordeal and brotherhood members at induction. This membership patch must contain the items listed above, as well as the totem of the Lodge.

Non-dues paying members of the Lodge are not authorized to wear the Lodge flap patch as part of their official uniform.

Chapters may create their own patches for events, however, they may not be flap shaped. Any Chapter patch, or patch set, that contains the initials "OA," "WWW," or any other reference to the Order of the Arrow, must contain the Lodge name, unless waived by the LEC. Patches sold by Chapters fall under the fundraising requirements as noted in Article VI, Section 6.

The design and selling of any patch or other item which contains the Lodge or Chapter name, or makes reference to the same or the Order of the Arrow in general must receive prior approval from the Lodge Executive Committee (LEC). All aforementioned items must meet national BSA and Council patch requirements in order to be considered for approval.

Before petitioning to have a patch, shirt, or other piece of merchandise approved, a Chapter, or the designer of the item, must first present the item to the Patch Committee with the following information on the form available on the Lodge's website:

- How many units are being made
- How much each unit will cost
- How much each unit will be sold for

The Merchandise Committee shall document this information and present it at the LEC when the item design is presented for approval. If any Chapter or individual should present a piece of merchandise (patch, shirt, etc.) without having first given this information to the Merchandise Committee, then the approval shall be tabled until such time as the information has been given to the Merchandise Committee.

Any Chapter that sells merchandise at a price higher than was reported to the LEC shall be obligated to submit 15 percent of the revenue generated by the higher price to the Lodge. Any merchandise seeking approval after that one shall require documentation of every unit sold and the price at which it was sold so that the Lodge can ensure it is receiving its share of the profits. Any Chapter that continues to sell for a higher price than is approved by the LEC shall be barred from producing any patches, shirts, etc. for a period of two years.

Section 5 OA Sashes

OA sashes are worn at Order of the Arrow functions (i.e. Lodge and Chapter events) and special Scouting activities (i.e. Eagle Courts of Honor for the Eagle recipient), when members need to be identified as Arrowmen rendering special services, as described in the current edition of the Order of the Arrow Handbook.

Section 6 Conformance

All policies, procedures, guidelines, and rules shall be in conformance with all national policies and procedures of the Boy Scouts of America and the Order of the Arrow.

ARTICLE III
MEMBERSHIP

Section 1 Requirements

The requirements for membership in this Lodge are as required in the latest edition of the Guide to Officers and Advisers and the Order of the Arrow Handbook. These requirements apply to both youth and adult members as stated in the two publications.

Section 2 Elections

The Lodge Unit Elections Committee will provide materials and support for all unit election teams.

All unit elections are to be scheduled by the Chapter and held using the election teams provided and trained by the Chapters. The Chapters will turn in the election results to the Lodge Unit Elections Chairman at the next Lodge meeting following the elections.

All unit elections are held generally beginning in January and ending prior to the March LEC. In special circumstances, a unit election can be scheduled at other times, including summer camp, with the approval of the Lodge Key 3; however, adult nominations will not be accepted after the March LEC. If a unit election occurs after the March LEC, an adult may be nominated, but the nomination will be held until the next calendar year. The Unit Elections committee will keep track of these nominations.

Section 3 Inductions

Procedure for Inductions shall be as stated in the latest edition of the Order of the Arrow Handbook, Guide to Inductions, and the Guide to Officers and Advisers.

ARTICLE IV
OFFICERS

Section 1 Lodge Officers

The officers of this Lodge shall be:

1. Lodge Chief
2. Lodge Vice Chief of Administration
3. Lodge Vice Chief of Areas – North
4. Lodge Vice Chief of Areas – South
5. Lodge Vice Chief of Areas – West
6. Lodge Vice Chief of Communications
7. Lodge Secretary/Treasurer

These elected officers must be under twenty-one (21) years of age for their entire term of office.

The order of succession for the Lodge Officers shall be Lodge Chief, Lodge Vice Chief of Administration, Lodge Vice Chief of Areas – North/Lodge Vice Chief of Areas – South/Lodge Vice Chief of Areas – West (by lot), Lodge Vice Chief of Communications, and Lodge Secretary/Treasurer.

The Key Three shall have the authority to change the names of the Vice Chiefs of Areas and to create additional area VC positions or decrease area VC positions as seen fit.

Section 2 Chapter Officers

The officers of the Chapter shall consist of:

1. Chapter Chief
2. Chapter Vice Chief
3. Chapter Secretary/Treasurer

These elected officers must be under twenty-one (21) years of age for their entire term of office.

The order of succession for the Chapter Officers is as they are listed above.

If a Chapter deems it necessary to have additional officers, they may create the offices with the approval of the Chapter Executive Committee.

Section 3 Election of Officers

Lodge officers shall be elected at the Lodge Meeting held at the first Lodge event after the conclusion of the summer camp season. The term of all officers shall be from January 1 following the election to December 31 of that year, shall be installed at the annual Lodge Banquet prior to February 1. The Chapter elections should be held between the Lodge Annual Meeting and the Lodge Leadership Development in November.

Section 4 Eligibility, Nomination, and Selection of Officers

- A. All youth members planning to run for a Lodge Office must complete a Notification of Candidacy form, have it signed by his Chapter Chief, Chapter Adviser, Unit Leader (or assistant), and the Lodge Adviser (or their designee) and turn it in to the Lodge Adviser before lunch on Saturday of the first Lodge event held in the fall.
- B. Candidates for a Lodge office must have attended at least two (2) meetings of the Lodge during the year of the elections. The Lodge Secretary/Treasurer will keep an attendance record of each meeting.
- C. The floor will be open for nominations after lunch on the Saturday of the first Lodge event held in the fall for each position. A nomination can only be made if their Notification of Candidacy form has been turned in. All nominations will require a second followed by a verbal acceptance by the candidate. After a reasonable amount of time for nominations, the floor will be closed for each position until dinner time with a voice vote.
- D. The floor will be reopened for nominations after dinner on the Saturday of the first Lodge event held in the fall for each position. After a reasonable amount of time for nominations the floor will be closed for each position for a final time with a voice vote.
- E. The Lodge will move into the elections after breakfast and appropriate religious services are concluded Sunday morning. At this time no new nominations will be accepted. Starting with Chief, and going down the line of succession, candidates for each office will be given up to two minutes to speak in their order of nomination.
- F. All candidates must be present at the time of nomination/election except with advance permission from the outgoing Lodge Chief and Lodge Adviser.
- G. Any candidate not elected for the position for which they turned in a Notification of Candidacy form, can accept being nominated for another position beneath the one for which they were originally nominated.
- H. At the assigned time the Chapter Chief will caucus with his Chapter and poll his youth membership present to determine how the Chapter shall cast its votes. Such a poll shall be taken before each ballot.
- I. Each Chapter represented may cast ten (10) votes for each office on all ballots. The Chapter shall cast its votes between the nominees in proportion to the poll of its members. Split votes must be in whole numbers.
- J. The first round of voting shall be by vocal poll of all the Chapters in alphabetical order. Any subsequent round(s) of voting, if necessary, will be held by Secret ballot of all the Chapters.
- K. A nominee must receive a majority of the votes cast on a given ballot to be elected. Where a majority is not achieved, the nominee(s) receiving the least number of votes is dropped and another ballot is taken after the candidates are given an additional minute to speak, in the order of their nomination. This procedure continues until one nominee achieves a majority and is declared elected, or until two ballots in succession results in tie votes for all candidates and the balloting is declared deadlocked.
- L. When balloting is deadlocked, the Lodge Chief shall announce to the voting delegates that one more ballot shall be taken to break the tie, and if another tie results the Lodge Chief shall declare the nominee of his choice as elected to the office.

- M. If there are no candidates for an office, the procedure outlined in Article IV, Section 8B, for filling a vacancy, shall then be in effect.
- N. Chapters will use the same pattern for selecting their Chapter Officers at a later date as provided in these rules, except that all approved nominees for Lodge elections who were not selected by the Lodge, are now eligible as candidates for offices in their Chapter. The Chapter elections shall be ruled by a simple majority vote of all members present and voting, using the above pattern for conducting voting.
- O. All Lodge and Chapter Officers may succeed themselves in office.
- P. All Lodge officers and advisers will attend the National Leadership Seminar (NLS) as soon as practicable from the beginning of their term, if they have not attended NLS prior to their election. If they fail to do so, the Lodge Executive Committee has the option to remove them from office.
- Q. All adult advisers appointed to serve with an elected Lodge or Chapter Officer must attend the Developing Youth Leadership Conference (DYLC) either prior to their appointment or in the first year of their appointment. If they fail to do so, the Professional Lodge Staff Adviser, with the concurrence of the Scout Executive has the option to remove them from office.

Section 5

Duties of Elected Officers

- A. Lodge Chief (Netami Sakima)

The Lodge Chief shall preside at business meetings of the Lodge and of the Lodge Executive Committee. He shall counsel with the Council Scout Executive, or his appointed staff representative, and the volunteer Lodge Adviser, (called the Lodge Key 3 hereafter) concerning Lodge operation. He shall be an ex-officio member of all committees. He will work with the Camp Director(s) and Lodge Adviser to recommend to the Camp Director(s) an OA Camp Chief, and assign to him such duties as are necessary for the successful operation of the Lodge at summer camp(s). At the Council Scout Executive's discretion, the Lodge Chief may serve on the Council Board of Directors. The Lodge Executive Committee may assign him special duties.
- B. Lodge Vice Chiefs (Sakima)
 - 1. The Lodge-Vice Chief of Administration reports regularly to the Lodge Chief. He shall appoint, with the advice of the Lodge Chief and the Lodge Adviser, such standing committees and committee chairmen as are called for in these policies and procedures or by special action. He shall be responsible for overseeing the Lodge's operating committees assigned to him in Appendix A. He shall correspond regularly with the committee chairmen. The Lodge Executive Committee may assign him special duties.
 - 2. The Lodge Vice Chiefs of Areas shall assist the Chapter Chiefs in their areas with the structure of Chapter Meetings and Chapter organization, and present Chapter reports in the absence of the Chapter Chief. They shall communicate with all Chapters on a monthly basis. They shall assist with all struggling Chapters as described in this document. They shall assist Chapters in implementing the Troop OA Representative Program. They shall appoint, with the advice of the Lodge Chief and the Lodge Adviser, such standing committees and committee chairmen as are called for in these policies and procedures or by special action. They shall be responsible for overseeing the Lodge's operating committees assigned to them in Appendix A. Other duties as assigned by the Lodge Chief.
 - 3. The Lodge Vice Chief of Communications shall be responsible for communication at the Lodge level. He shall also oversee the Lodge Committees assigned to him in Appendix A. The Lodge Executive Committee may assign him special duties.

- C. Lodge Secretary/Treasurer (Netami Lekhiket)
The Lodge Secretary/Treasurer shall be responsible for the detailed records such as:
1. The minutes, archives, and log books of the Lodge
 2. Creating and monitoring the Lodge's annual budget
 3. Maintaining and updating record of the Lodge history
 4. The policies and procedures of the Lodge
 5. Keeping an attendance record of each Lodge Executive Committee Meeting
 6. Return completed minutes to Lodge Key 3 within one week of the LEC. Must email out one week prior to next LEC.
 7. He shall give due notice to delinquent members of the LEC.
- The Lodge Executive Committee may assign him special duties.

Section 6 Lodge Executive Committee

- A. Voting members. The Lodge Executive Committee shall be composed of the elected Lodge officers, or their appointed replacements, the Elected Chapter Chiefs, or their designee, and the immediate past Lodge Chief (ex-officio)
- B. Non-voting members. Include all Chairmen of Operating and Special Lodge Committees, the Lodge and Chapter Lay and Staff Advisers, the advisers to the Lodge Operating Committees, and special committees, a member of the Council Camping Committee and the Scout Executive or his designee. The Lodge Executive Committee shall be responsible for the general and detailed operation of the Lodge and will be responsible for the audit of all Lodge books and property.

Section 7 Advisers

- A. The Council Scout Executive or his staff designee shall appoint the volunteer Lodge Adviser and any additional Lodge level Advisers to the Lodge operating and special committees as well as each Chapter Adviser.
- B. The Scout Executive shall appoint the Lodge Staff Adviser.
- C. The Lodge Key 3 shall consist of the Lodge Chief, Lodge Adviser, and the Council Scout Executive or his staff designee.
- D. The Chapter Key 3 (consisting of the Chapter Chief, Volunteer Chapter Adviser, and the Staff Adviser(s)), in consultation with the Lodge Key 3, shall appoint the Chapter Operating and Special Committee Advisers.

Section 8 Removal of Lodge Officers

- A. Any registered and dues current Arrowman may discuss with the Lodge Chief and/or Lodge Adviser the need to remove an elected Lodge Officer whom he deems as performing unsatisfactorily the officer's duties as specified in the Lodge Policies and Procedures. If the Lodge Key 3 determines that the complaint has merit, they shall refer the matter to the LEC for disposition.
- B. Any vacancy created by the removal of an officer or by any other means (i.e. moving out of the Lodge, death, no one elected to the office, etc.) shall be filled by appointment of the Lodge Chief. Such appointment must be approved by majority vote of the Lodge Executive Committee. If the Lodge chief is the officer removed, the Lodge Vice Chief for Administration shall become the Lodge Chief, and he will use the aforementioned procedure to fill the vacancy of the office of Lodge Vice Chief for Administration.
- C. Any officer or Chapter chief who will not be in attendance for a meeting/event is to contact the Lodge Key 3. Members of the Lodge Executive Committee not in regular attendance may be considered delinquent, and as such will be susceptible to disciplinary action, up to and including, removal from office.
- D. Chapters shall operate on the same basis.

ARTICLE V
LODGE/CHAPTER MEETINGS

Section 1 Meeting Structure

All meetings shall use as a guide the Roberts Rules of Order unless otherwise stated herein.

Section 2 Executive Committee

The Lodge and Chapter Executive Committees will meet as determined by the Key 3. A minimum of four (4) meetings per year is mandatory. Meetings of the Lodge and Chapters shall be opened with the Obligation of the Order of the Arrow, and closed with the Order of the Arrow Song.

Section 3 Special Meetings

The Lodge Chief or the Lodge Adviser may call special meetings of the Lodge Executive Committee or of the Lodge with the approval of the Council Scout Executive or his designee.

Section 4 Notice of Meetings/Events

- A. The Lodge or Chapter will publish an annual calendar of meetings/events each January.
- B. All meeting dates must be ready for the Council planning calendar and will not conflict with the Council calendar.
- C. The Secretary/Treasurer will notify all LEC or CEC members at least 21 days prior to any special Lodge meeting or event, informing the committee of the purpose of the meeting.
- D. The Secretary/Treasurer will notify all members of the LEC or CEC at least seven days prior to any regular meeting of the LEC or CEC.

Section 5 Quorums

- A. A quorum for any regular meeting of the Lodge Executive Committee shall be deemed to exist when fifty percent (50%) or more of the voting members of the elected Lodge Officers and Chapter Chiefs are present.
- B. Special meetings of the Lodge will operate on the same basis.
- C. The quorum rule may be suspended at any regularly scheduled Lodge Executive Committee meeting by majority vote of the elected Lodge Officers.
- D. A quorum for Chapters shall consist of a majority of elected officers.

Section 6 Voting

- A. A simple majority vote of LEC members present at the meeting shall be necessary for the approval of any action except for the amendment of this document.
- B. Members of the Order of the Arrow twenty-one (21) years of age or over shall have no vote in any decision of the Lodge Executive Committee.

Section 7 Inactive Chapters

When a Chapter becomes inactive (i.e. the Chapter fails to send a representative to at least 2 Lodge Meetings in a year or the Chapter fails to elect or appoint a Chapter Chief or Chapter Adviser), the following steps shall be taken in succession:

- A. The Lodge Vice Chief of Areas responsible shall make visitation with a representative of the Chapter to discern the root of the inactivity

- B. The District Executive and District Key 3 associated with the Inactive Chapter shall be contacted in order to re-establish an active program within the Chapter
- C. If re-establishment of an active program continues to remain implausible, the Chapter's membership and records shall be merged with another Chapter's until such time as the Lodge Executive Committee deems the Chapter able to be reactivated as a single entity.
- D. Reactivation of a previously Inactive Chapter will be granted contingent on the Chapter's ability to elect a Chapter Chief, appoint a Chapter Adviser, and maintain reputable attendance at Lodge functions, as approved by the LEC.

ARTICLE VI **FINANCES**

Section 1 Induction Fee

- A. There shall be a Lodge induction fee payable at the time of induction. The amount of the Fee and materials furnished shall be determined annually by the Lodge Key 3, but must include Ordeal sash, Order of the Arrow Handbook, current membership flap, current year's dues, and membership card.
- B. Chapters may include their own induction fee.

Section 2 Annual Membership Dues

- A. Dues of the Lodge shall be collected in the amount determined by the Lodge Executive Committee prior to the Lodge Leadership Development for the next calendar year. (The amount to be based on the minimum needs of the Lodge and its Chapters.)
- B. There shall be no Chapter dues. Moneys will be allocated for Chapter needs when requested from and approved in advance by the Lodge Executive Committee. Such a request will be in written form with enough detail to allow the Lodge Executive Committee to understand the request.

Section 3 Handling of Funds

- A. The Council shall handle all Order of the Arrow funds through the Council office and go through all normal accounting procedures used. Moneys collected by the Lodge at any Lodge function are to be given to the Lodge Staff Adviser for immediate deposit with the Council office.
- B. In the development of the Lodge annual budget, funds will be allocated for Chapter mailings, activities, and service projects. The Lodge Key 3 will present the Lodge annual budget no later than the January LEC meeting. Chapters may have their expenses approved in advance by presenting an annual budget to the LEC for approval. Chapters must gain approval from the Lodge Executive Committee before incurring all other expenses. The Council office will pay all approved bills. The Lodge Key 3 registration fees shall be waived for any Lodge, Sectional, Regional, or National event.
- C. The Lodge will pay the registration and travel expenses of the Lodge Key 3, or their representative, to attend any Sectional, Regional, or National event at which they will serve as the official Lodge representatives. These events include Section Conclaves, Section Council of Chiefs meetings, National Leadership Seminars, DYLC, National Order of the Arrow Conferences, and any other events pending approval of the Lodge Key 3.
- D. The Chapters can apply for reimbursement for actual expenses not to exceed \$2.00 per active member per year for mailings. Inactive membership mailings will be incurred at the Chapters' expense. Reimbursement will be figured on the number of active members as determined by the Lodge Membership Chairman at the start of the calendar year.

Section 4 Servicemen

Lodge members in the armed forces of the United States on Active Duty are exempt from payment of dues upon notification to the Lodge, but shall resume paying of dues upon leaving the service.

Section 5 B.S.A. Registration

When a member ceases to be registered in the Boy Scouts of America, he forfeits his active membership in the Lodge and the Order of the Arrow, and may only be reinstated by renewing his registration with the Boy Scouts of America and paying dues for the current year.

Section 6 Chapter Fundraising

All Chapter fundraising will be subject to approval by the Lodge Executive Committee. The Lodge will receive 15% of the gross profits from any fundraiser.

Section 7 Lodge Friends of Scouting (FOS) Donation

The Lodge will donate to the Council Friends of Scouting in accordance with the requirements for National Journey to Excellence. All Chapters will support this effort in proportion to their paid membership.

ARTICLE VII
CEREMONIES

Section 1 All ceremonialists to perform in official Jaccos Towne Lodge Inductions ceremonies or the Inductions ceremonies of its subsidiary Chapters are to be trained by the Lodge. Training time(s) and place(s) will be determined by the Inductions Committee and added to the Lodge Calendar. The Lodge shall offer training annually. The LEC will determine how often an individual must be trained.

Section 2 The Lodge shall encourage and support the formation and continuance of a Lodge Drum and Dance Team.

Section 3 Call-Outs

The respective Chapters of the Lodge will set call-out dates. Each Chapter will conduct at least one call-out per district throughout the course of the year. Call-outs must be conducted at unit, district, or council functions.

Section 4 Ordeal

Induction of members and the Ordeal ceremony shall be in accordance with the latest editions of the Order of the Arrow Handbook, Guide to Inductions, Guide to Officers and Advisers, and the Ordeal Ceremony book. These may be conducted by Chapters.

Section 5 Brotherhood

Completion of Brotherhood membership and the Brotherhood ceremony shall be in accordance with the latest editions of the Order of the Arrow Handbook, Guide to Inductions and the Brotherhood Ceremony book. These may be conducted by Chapters.

Section 6 Vigil Honor

Attainment of the Vigil Honor and the Vigil Honor ceremony shall be in accordance with the latest editions of the Order of the Arrow Handbook, Guide to Inductions, Guide to Officers and Advisers, and the Vigil Honor Ceremony book. This may only be conducted by the Lodge at a Lodge event. If after all Lodge events, a Vigil candidate has not attended a ceremony due to extenuating circumstances, he or she must communicate his or her reasons to the Vigil Chief or Vigil Adviser, at which time a committee will make a decision on other possible opportunities.

The committee will consist of the Vigil Chief, Lodge Chief, Vice Chief of Administration, Lodge Adviser, and Vigil Adviser. The Vigil Chief will be the chairman of the committee.

All final decisions are at the discretion of the Council Executive.

Section 7 Webelos Arrow of Light / Crossover Ceremonies

Webelos Arrow of Light and Crossover Ceremonies are to be provided to area Cub Scout Packs upon request by the Pack for such a ceremony. Such ceremonies and their scheduling/coordination shall be handled by the Chapter associated with the inquiring Pack's district. Ceremonial scripts for these ceremonies will be developed by the individual Chapter and submitted to the Lodge Ceremonial Committee for approval.

ARTICLE VIII
AMENDMENTS

Section 1 Local

These policies and procedures shall be subject to amendment at the first event after the conclusion of the summer camp season or the March LEC, provided such amendment has been submitted in writing to the Lodge Executive Committee at the immediate-past LEC. A 50% quorum will be required to vote on amendments, however, a two-thirds supermajority vote shall be required for passage of amendment(s). All ratified amendments become effective immediately upon approval by the Lodge.

Section 2 National

All parts of these policies and procedures shall be in agreement with the policies of the National Council, Boy Scouts of America, the Local Council and the Guide to Safe Scouting. Any amendments in National policy will automatically amend these policies and procedures. Confirming action should be taken at the following meeting of the Lodge Executive Committee.

ARTICLE IX
POLICIES

Section 1 Membership Records

Membership records will be maintained by the Membership Committee on an ongoing basis and will be periodically distributed by said committee.

Section 2 Training Reimbursement for National Leadership Seminar (NLS) and Developing Youth Leadership Conference (DYLC)

The Lodge will reimburse the following members the registration cost for their attendance at NLS and DYLC:

1. Elected Lodge Officers
2. Elected Chapter Chiefs
3. Lodge Advisers appointed to work with Lodge Officers
4. Chapter Advisers appointed to work with the Chapter Chiefs

They will be reimbursed the registration cost in the following manner:

1. Copy of the registration form plus proof of payment and a copy of the NLS or DYLC patch or course certificate to be turned into the Lodge Staff Adviser.

Section 3 Vigil Honor Call-outs

The Lodge has determined that Vigil Call-outs may be a personal call-out done by the Guide selected for the Vigil. This keeps the importance of the elected individual in line with National Inductions Guidelines. Public call-out of a Vigil may be done with the express permission of the elected candidate.

Section 4 Lodge Key 3 Administrative Power

In cases of necessity, an attempt shall be made to communicate with the LEC for input, after which the Lodge Key 3 shall have the power to act in the place of the Lodge Executive Committee. Any such action shall be placed on the agenda of the next regularly-scheduled LEC.

Appendix A:

Lodge Structure

***Lodge Chief**

Line of Succession

Administration, Areas (by lot), Communications

Committees

- A. Lodge Banquet
- B. Journey to Excellence
- C. Vigil/Awards

Lodge Vice Chiefs:

***Administration**

***Areas – North**

***Areas – South**

***Areas – West**

***Communications**

* Denotes Elected Officer

***Lodge Vice Chief of Administration**

- A. NOAC
- B. Section Conclave
- C. Indian Events
 - 1. Ceremonies
 - 2. Dance Team
- D. Service
- E. Membership Committee
- F. Training Committee
- G. Events
 - 1. Winter Gathering
 - 2. Spring Fellowship
 - 3. Lodge Fall Ordeal
 - 4. Lodge Leadership Development

***Lodge Vice Chiefs of Areas**

- A. Area Based OA Troop Rep. Programs
- B. Membership/Brotherhood
- C. Unit Elections
- D. Area Ordeals

VC-North	VC-South	VC-West
KIK	LBH	KPO
QUN	WCH	LOA
WPK	WAP	TAK
		WUN

***Lodge Vice Chief of Communications**

Website
Social Media (Facebook, Etc.)
Newsletter
Camp Promotions

***Secretary/Treasurer**

Minutes
Budget
Historian
Summer Camp Program
Merchandise

* Denotes Elected Officer

Appendix B:

Chapter Structure

***Chapter Chief**

***Chapter Vice Chief**

***Chapter Secretary/Treasurer**

* Denotes Elected Officer