

# **JACCOS TOWNE LODGE**

## *PLANBOOK*

Revised TBD  
Effective TBD



## 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:

<b>BROTHERHOOD...</b>	in a day when there is too much hatred at home and abroad.
<b>CHEERFULNESS...</b>	in a day when the pessimists have the floor, and the cynics are popular.
<b>SERVICE...</b>	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.”

Dr. E. Urner Goodman

Founder of the Order of the Arrow

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

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 exemplify the Scout Oath and Law in their daily lives and, through that recognition, cause others to act in the same way.
- Reinforce a life purpose of leadership in cheerful service to others.
- Create and deliver peer-led, adult-guided, advanced leadership experiences for Scouts and Scouters that positively impact their unit, community, and ultimately our nation.
- Be an integral part of Scouting America and encourage participation in all it offers through units, outdoor adventures, and national events to further the Scouting experience.
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## MISSION OF THE ORDER OF THE ARROW

The mission of the Order of the Arrow is to achieve the mission of Scouting America through transformative fellowship that ignites limitless Scouting journeys.



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## 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.

Lodge Executive Committee (LEC) Meetings	As scheduled (min. 4)
Lodge Brotherhood Ceremony	As scheduled
Lodge Banquet	January
Unit Elections (Conducted on Chapter Level)	January through March
Lodge Fellowship	As scheduled
Ordeal Candidate Callout	As scheduled
Lodge Vigil Honor Selections	As scheduled
OA/Firecrafter Service Day	As scheduled
Spring Ordeal	April/May
Lodge Summer Camp Program	June through August
Summer Ordeal	August/September
Lodge Ordeal	September/October
Lodge Vigil Honor Ceremony	As scheduled
Camping Promotion (Conducted on Chapter Level)	October through February
Lodge Leadership Development (LLD)	November/December
Founder's Award Ceremony	As Needed
Lodge Awards Ceremony	As Needed

These programs and events will be conducted on the Lodge level with the 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 (NLS)	As offered
Developing Youth Leadership Conference (DYLC)	As offered
National OA Conference (NOAC)	As offered (every 2 years)
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 their 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
Chapter Meetings	Maximum 8 Per Year
Chapter Activation Event	Min. of 2 Per Year



# **Jaccos Towne Lodge**

## **POLICIES AND PROCEDURES**



## 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 Scouting America in the council through positive youth leadership under the guidance of selected capable adults in the council.

## 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, #160, Scouting America, and shall be under the supervision of the Council Vice President of Activities and the administrative authority of the Scout Executive.
- B. The Lodge will follow the guidance of the Scout Executive and the Council Executive Committee and Board, to align the number of chapters with the council's district structure.
- C. Each Chapter shall come under the supervision of the related District Vice Chair of Activities 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 BSA 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 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 Lodge Executive Committee (LEC).

The designing and selling of any patch, or another item, which contains the Lodge, or Chapter, name or refers to the same, or the Order of the Arrow, in general, must receive prior approval from the LEC. All aforementioned items must meet national BSA and Council patch requirements to be considered for approval.



Before petitioning to have a patch, shirt, or other merchandise approved, a Chapter, or the designer of the item, must first present the item to the Merchandise Committee with the following information on the Chapter Merchandise 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 to 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.

The Merchandise Committee shall set all selling prices and quantities to be ordered. The committee is also responsible for keeping a record of the inventory on-hand of all pieces of merchandise (patch, shirt, handbook, sash, etc.) The Merchandise Committee is authorized to make additional purchases of approved merchandise once the on-hand inventory is below 10% of the previous order, but may not order merchandise quantities above the previous order without LEC, or Key 3, approval.

Any Chapters that sell merchandise are required to turn in the proceeds from those sales to the Lodge, along with quantity sold and the selling price. Approved Chapter merchandise is property of the Lodge and any reorders and/or price changes must be approved by the Merchandise Committee. Any Chapters that fail to follow these procedures are subject to disciplinary action from the Key 3, along with being barred from producing, selling, and/or requesting chapter merchandise for a period of 1-3 years as determined by the LEC, or Key 3.

## 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), or 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 Scouting 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 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 at the next Lodge meeting following the elections.

All unit elections generally begin in January and end prior to the end of the month of march . 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 meeting. If a unit election occurs after the March LEC meeting, an adult may be nominated, but the nomination will be held until the next calendar year. The Lodge Vice Chief of Field Service 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 *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 Operations
4. Lodge Vice Chief of Field Service
5. Lodge Secretary
6. Lodge Director of Communications

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 Operations, Lodge Vice Chief of Field Service, Lodge Secretary, Lodge Director of Communications.

The Key 3 shall have the authority to change the names of the Chapters to create, remove, and/or combine to align with the Council's Structure.

## 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 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 Annual Meeting. The term of all officers shall be from January 1 following the election to December 31 of that year and they 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 (LLD).

## Section 4

Eligibility, Nomination, and Selection of Officers

- A. All youth members planning to run for a Lodge office must complete a Petition for



Inclusion on the Lodge Officers Ballot form, have it signed by their Chapter Adviser, Unit Leader (or assistant), and the Lodge Adviser or Lodge Staff Adviser, and turn it into the Lodge Adviser 30 days prior to the annual business meeting.

- B.
- C. The Lodge will move into the elections after breakfast and appropriate religious services are concluded Sunday morning. At this time, nominations will be accepted, in order of succession. 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 with a voice vote.
- D. All candidates must be present at the time of nomination/election except with advance permission from the outgoing Lodge Chief, and Lodge Adviser.
- E. Starting with Chief, and going down the line of succession, candidates for each office will be given up to two minutes to speak in the order of their nomination.
- F. A candidate who is not elected to a position for which they submitted a Notification of Candidacy may accept nomination for a lower-ranking position.
- G. At the assigned time, the Chapter Chief or a designated liaison will caucus with their Chapter and poll the youth membership present to determine how the Chapter shall cast its votes. Before each round of voting, a poll shall be taken before each vote.
- H. 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.
- I. The first round of voting shall be by a vocal poll of all the Chapters in alphabetical order.
- J. 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 result in tie votes for all candidates, and the ballot is declared deadlocked.
- K. In a ballot with only one candidate, the Chapters will vote in affirmation or no confidence for the candidate. The candidate must still receive a majority of votes cast.
- L. When the ballot 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 their 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 (LEC) has the option to remove them from office. There will be funds set aside in the Lodge



Budget for the purpose of sending Lodge Officers and Advisors to NLS/DYLC if they have never attended.

- 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

The Lodge Chief shall preside at business meetings of the Lodge and of the LEC. They shall counsel with the Council Scout Executive, or their appointed staff representative, and the volunteer Lodge Adviser (called the Lodge Key 3 hereafter) concerning Lodge operation. They shall be an ex-officio member of all committees. They shall work with the Camp Director(s) and Lodge Adviser to recommend to the Camp Director(s) an OA Camp Chief and assign to them 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 LEC may assign them special duties.

#### B. Lodge Vice Chiefs

The Lodge Vice Chiefs report regularly to the Lodge Chief. They shall appoint, with the advice of the Lodge Chief, Lodge Adviser, and Deputy Lodge Adviser(s), such standing committee chairs and vice chairs as are called for in these policies and procedures, or by special action that fall under their responsibility and oversight as defined in Appendix A. They shall be responsible for overseeing the Lodge's standing committees assigned to them in Appendix A. They shall correspond regularly with the committee chairs and vice chairs they provide oversight to. The LEC may assign them special duties.

- C. Lodge Secretary/The Lodge Secretary reports regularly to the Lodge Chief. Appointing standing committee chairs and vice chairs as are called for in these policies and procedures, or by special action that fall under their responsibility and oversight as defined in Appendix A. They shall correspond regularly with those committee chairs and vice chairs they provide oversight to. They shall be responsible for the detailed records such as:

1. The minutes, archives, and logbooks of the Lodge



2. Maintaining and updating record of the Lodge history
3. The policies and procedures of the Lodge
4. Keeping an attendance record of each LEC in LodgeMaster
5. Return completed minutes to Lodge Key 3 within one week of the LEC meeting.  
Must email out one week prior to the next LEC meeting.
6. Shall give due notice to delinquent members of the LEC.

The LEC may assign them special duties.

D. Lodge Director of Communications

The Lodge Director of Communications reports regularly to the Lodge Chief. They shall be responsible for communication at the Lodge level. They shall chair the Lodge Communications Committee, and oversee any Lodge committees assigned to them in Appendix A. The LEC may assign them special duties.

Section 6

Lodge Executive Committee (LEC)

- A. Voting members: Lodge Officers, or their appointed replacements, the Chapter Chiefs, or their designee, all standing committee chairs, and the immediate past Lodge Chief (ex-officio).
- B. Non-voting members: Include all youth Arrowmen, the Lodge and Chapter Lay and Staff Advisers, the advisers to the Lodge Standing Committees and special committees, a member of the Council Camping Committee, and the Scout Executive or their designee.
- C. The LEC 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 shall appoint the Lodge Staff Adviser.
- B. The Council Scout Executive, or Lodge Staff Adviser, shall appoint the Lodge Adviser
- C. The Lodge Adviser, shall appoint any needed Deputy Lodge Adviser(s), Associate Lodge Adviser(s), Standing Committee Advisers, Associate Chapter Advisers, Assistant Lodge Adviser(s), and Associate/Assistant Committee Adviser(s).
- D. The Council Scout Executive, or Lodge Staff Adviser, with counsel from the Lodge Adviser, shall appoint Chapter Advisers and upon request of either party above, a recommendation of persons may be asked of the District Key 3 where the chapter



resides.

- E. The Lodge Key 3 shall consist of the Lodge Chief, Lodge Adviser, and the Council Scout Executive or Lodge Staff Adviser.
- F. The Chapter Key 3 shall consist of the Chapter Chief, Chapter Adviser, and the Council Scout Executive or Lodge Staff Adviser. In consultation with the Lodge Key 3, the above parties 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 Key 3 the need to remove a Lodge Officer whom they deem 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 (minus officer in question and all adults not a member of the Lodge Key 3). If the Officer in question is the Lodge Chief, then the meeting will be between the Lodge Adviser, Lodge Staff Adviser, and Lodge Vice Chief of Administration.
- B. Any vacancy created by the removal of an officer or by any other means (i.e. moving out of the Lodge, health complications, no one elected to the office, etc.) shall be filled by appointment of the Lodge Chief. Such appointments are in an "acting" capacity until approved by a majority vote of the LEC. If the Lodge Chief is the officer removed, the Lodge Vice Chief of Administration shall become the Lodge Chief and they will use the aforementioned procedure to fill the vacancy of the office of Lodge Vice Chief of Administration.
- C. Any Lodge Officer or Chapter Chief who will not be in attendance for a meeting/event is to contact the Lodge Key 3 and Lodge Secretary. Members of the LEC 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 the *Roberts Rules of Order* as a guide unless otherwise stated herein.

### Section 2

#### Executive Committee

The Lodge and Chapter Executive Committees will meet as determined by the respective



Key 3. A minimum of four (4) meetings per year are 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 (LEC), or of the Lodge, with the approval of the Council Scout Executive or Lodge Staff Adviser.

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 will notify all LEC or Chapter Executive Committee (CEC) members at least 21 days prior to any special meeting or event, informing the committee of the purpose of the meeting.
- D. The Secretary will notify all LEC or CEC members at least seven days prior to any regular meeting.

Section 5 Quorums

- A. A quorum for any regular meeting of the LEC shall be deemed to exist when fifty percent (50%) or more of the 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 LEC meeting by majority vote of the 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 LEC.

Section 7 Inactive Chapters

A Chapter becomes inactive when it fails to send a representative to at least two Lodge meetings in a year, or fails to elect a Chapter Chief or appoint a Chapter Adviser. When a Chapter becomes inactive, the following steps shall be taken in succession:

- A. Lodge Vice Chief of Field Service is responsible and 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 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 LEC 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 Lodge Budget Policies

Jaccos Towne Lodge will abide by the financial and budget policies, as written in Budget Procedures.

### Section 2 Induction Fee

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 an Ordeal sash, *Order of the Arrow Handbook*, current Lodge flap, and current year's dues.

### Section 3 Annual Lodge Dues

- A. Dues of the Lodge shall be collected in the amount determined by the Lodge Executive Committee (LEC) prior to the Lodge Leadership Development (LLD) for the next calendar year. The amount is to be based on the minimum needs of the Lodge and Chapters.
- B. There shall be NO Chapter dues. Money will be allocated for Chapter needs when requested from and approved in advance by the LEC. Such a request will be in written form with enough detail to allow the LEC to understand the request.
1. Dues are due yearly prior to attendance of the first event of the calendar year. Failure to pay yearly dues will result in your membership in the Lodge being on hold until the annual dues have been paid.
- C. Annual Lodge Dues will open for the following calendar year by December 1.

### 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. Money collected by the Lodge at any Lodge function is 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 LEC before incurring any other expenses. The Council office will pay all approved expenses.

- C. The Lodge Key 3's registration fees shall be waived and/or covered by the Lodge for any and all Lodge, Sectional, Regional, or National events. Lodge Officers and Lodge Advisers will have their registration fees waived for all Ordeals.
- D. 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, Developing Youth Leaders Conferences, National Order of the Arrow Conferences, and any other events pending approval of the Lodge Key 3.
- E. 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 Chair at the start of the calendar year.

#### Section 4 Servicemember

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 BSA Registration

When a member ceases to be registered in the Scouting America, they forfeit their active membership in the Lodge and the Order of the Arrow and may only be reinstated by renewing their registration with the Scouting America and paying dues for the current year, and a Lodge Registration Fee. The Lodge Registration Fee is defined as the amount of Lodge Dues from the previous year.

#### Section 6 Lodge Friends of Scouting (FOS) Donation

The Lodge will donate to the Council Friends of Scouting (FOS) in accordance with the requirements of the Lodge Performance Measurement Program (PMP).

## 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 AIA Committee and added to the Lodge Calendar. The Lodge shall offer training annually. The Lodge Executive Committee (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

Units may conduct immediate recognition callouts after the election.

The respective Chapters of the Lodge will set public call-out dates. Each Chapter will conduct at least one call-out per district throughout the year. Chapter call-outs must be conducted at district, or council functions. Chapters are welcome to hold call-outs together at 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 *Ordeal Ceremony* book. These may be conducted by the Lodge.

### 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 *Brotherhood Ceremony* books. These may be conducted by the Lodge or a Chapters with approval from the Vice Chief of Operations for Chapter ran Brotherhood Events.

### 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 *Vigil Honor Ceremony* books. 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, they must communicate their reasons to the Vigil Chair or Vigil Adviser, at which time the Vigil committee will decide on other possible opportunities.



The selection committee will consist of the Vigil Chief, Vigil Vice Chief, Lodge Chief, two (2) non Vigil eligible members of each active chapter, Lodge Adviser, Deputy Lodge Advisers, Vigil Adviser(s), and Lodge Staff Adviser. The Vigil Chief will be the chair of the selection committee.

The Vigil Leadership Board will consist of the Vigil Chief, Vigil Vice Chief, Lodge Chief, Vigil Adviser, Lodge Adviser, and Deputy Lodge Advisers. If the Lodge Chief is not a Vigil member, this role should be delegated to a Vigil member.

All final decisions are at the discretion of the Council Scout Executive or the Lodge Staff Adviser.

## 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.

## ARTICLE VIII: AMENDMENTS

### Section 1

#### Local

These policies and procedures shall be subject to amendment no more than twice in a calendar year. Amendments to the policies and procedures are submitted to the LEC in writing at one LEC meeting and voted on at the next. 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. Appendixes can be changed at any time by a simple majority vote of the voting members of the LEC, or by the Lodge Key 3.

### Section 2

#### National

All parts of these policies and procedures shall be in agreement with the policies of the National Council, Scouting 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 LEC.

## ARTICLE IX: POLICIES

### Section 1

#### Membership Records

Membership records will be maintained by the Lodge Registrar on an ongoing basis in LodgeMaster.

### Section 2

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



The Lodge will cover the following members the registration cost for their attendance at NLS and DYLC once per individual:(as budgeted in the yearly Lodge Budget)

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

Section 3 Vigil Honor Call-outs

Vigil Callouts may be public or personal. They will be conducted at the discretion of the Vigil Chief.

Section 4 Lodge Key 3 Administrative Power

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

Section 5 AI Policy

AI may be used for certain editorial or generative tasks when all involved with the creation, voting, and implementation of the AI-generated content are fully aware of the extent to which AI played a role in the project. In this case, the AI platforms used must be properly cited in the final product.

When present, human-made content should be prioritized over AI-generated content.



# Appendix A

## Lodge Structure

*as of January 2023*

### Youth

- \*Lodge Chief
- \*Lodge Vice Chief of Administration
- \*Lodge Vice Chief of Operations
- \*Lodge Vice Chief of Field Services
- \*Lodge Secretary
- \*Lodge Director of Communications

### Adults

- Lodge Adviser
- Deputy Lodge Adviser - Administration
- Deputy Lodge Adviser - Operations
- Deputy Lodge Adviser - Field Services
- Associate Lodge Adviser - Data & Technology
- Associate Lodge Adviser - Communications

### Chapters of the Lodge

- Allogagan (ALO) – Five Creeks District
- Kickapoo (KPO) – Wabash Valley District
- Lobarlewhense (LBH) – Pathfinder District
- Tahkwii Chitaneyo (TCO) - Monon District
- Wahpinachi (WCH) – Bear Creek District
- Wapsuchuppecatt (WAP) - Fall Creek District
- Wapsusipo (WAS) – White River District

## Lodge Standing Committee Structure

### \*Lodge Chief

- Vigil
- Section Conclave
- Admonition

### \*Lodge Vice Chief of Administration

- Awards
- NOAC Program of Emphasis
- Membership
- Fundraising & Budget

### \*Lodge Vice Chief of Operations

- Lodge EventsSpring Fellowship
- Spring Ordeal
- Summer Ordeal
- Webelos encampment
- Lodge Ordeal
- Lodge Leadership Development (LLD)
- Lodge Banquet
- 
- Service
- Brotherhood Conversion
- Summer Camp Program



**\*Lodge Vice Chief of Field Services**

- Unit Visits
- Order of the Arrow Representatives
- Nimat
- 

**\*Lodge Secretary**

- Merchandise
- 

**\*Lodge Director of Communications**

- Newsletter
- 

\* Denotes Elected Officer



## Appendix B

### Chapter Structure

#### Youth   Adults

\*Chapter Chief

\*Chapter Vice Chief

\*Chapter Secretary/Treasurer

Chapter Adviser  
Associate Chapter Adviser

\* Denotes Elected Officer