

Lodge Rules
Nisqually Lodge, #155-Order of the Arrow

Rule 1: Name, Affiliation, and Insignia

Section 1: The name of this Lodge shall be Nisqually #155, as registered and chartered with the National Order of the Arrow Committee.

Section 2: The Nisqually Lodge shall be affiliated with the Pacific Harbors Council #612 of the Boy Scouts of America, and shall be under the general supervision of the Council Camping Committee and the administrative authority of the Scout Executive.

Section 3: The Nisqually Lodge shall adhere to and follow all the rules of the National Order of the Arrow Committee. Any rules contrary to the National Committee's policies shall not be valid.

Section 4: The Lodge totem shall be the Raven. Use of the Lodge name, number, and totem shall be under the guidelines called forth in Rule 8.

Rule 2: Lodge Membership

Section 1: Nisqually Lodge Membership

A: Lodge membership must meet all requirements of membership as stated in the current printing of the OA Handbook.

B: Requirements to be a member *in good standing* in the Nisqually Lodge shall be as follows: One who is a registered Scout or Scouter in the Pacific Harbors Council; One who has paid his/her/their annual dues, and is registered in the Nisqually Lodge, and who is active in the Nisqually Lodge.

C: Requirements to be a member of the Nisqually Lodge shall be as follows: One who is a registered Scout or Scouter in the Pacific Harbors Council; One who has paid his/her/their annual dues, and is then registered in the Nisqually Lodge.

Section 2: Ordeal Membership in the Nisqually Lodge shall be described in the current printing of the OA Handbook; or otherwise indicated by the National Order of the Arrow Committee.

Section 3: Members of the Nisqually Lodge Unit Elections Committee shall conduct all Unit Elections, or as directed by the Lodge Executive Committee, with all reports recorded by the Unit Elections Committee and submitted to the Lodge Secretary.

Section 4: The induction procedure for the Ordeal shall be as established by the National Order of the Arrow Committee.

Section 5: Brotherhood Membership completion shall be in accordance with the current printing of the OA Handbook or as indicated by the National Order of the Arrow Committee.

Section 6: Attainment of the Vigil Honor shall be in accordance with the current printing of the OA Handbook, as indicated by the National Order of the Arrow Committee, and the committee rules as put forth by the Lodge Chief and LEC.

Rule 3: Chapter Organization and Administration:

Section 1: The Nisqually Lodge shall be organized into Chapters, the boundaries of which shall correspond with those of the Districts of the Pacific Harbors Council.

Section 2: The Chapter members will elect the officers of their respective Chapters annually prior to the completion of October to represent the Chapter to the Lodge Executive Committee.

Rule 4: Officers and Elections

Section 1: The elected Officers of the Nisqually Lodge shall be: Lodge Chief, Lodge Vice Chief of Program, Lodge Vice Chief of Administration, Lodge Vice Chief of Inductions, and Lodge Secretary/Treasurer. Each Officer must be under twenty-one (21) of age for his/her/their entire term in office and a member in good standing with the Nisqually Lodge.

Section 2: Elected Chapter Officers of the Nisqually Lodge shall be: Chapter Chief, Chapter Vice Chief(s), and Chapter Secretary. Each officer must be under the age of twenty-one (21) for his/her/their entire term of office.

Section 3: Election of Lodge Officers shall take place at the Fall General Membership Meeting. Each officer shall take office on January 1st and serve his/her/their term until December 31st. The following election procedures shall be used:

- A: After the nominations for a given office are declared closed, the Lodge Chief shall poll his/her/their delegates who are under twenty-one (21) years of age to determine how the lodge shall cast its votes. Such a poll shall be taken before each ballot.
- B: Each chapter represented by at least one youth member may cast ten votes for each office on all ballots. The chapter shall cast its ten votes in proportion to the poll of its delegates (in whole numbers, not fractions). The Lodge Chief in consultation with the Lodge Adviser and/or Scout Executive has final authority to determine the questions about whether a delegation is officially representing a chapter at the election. The Chapter Adviser or Staff Adviser of the chapter in question shall base such judgments on competent authority, such as written or verbal certification. In no case shall adults vote or cast ballots for the chapter.
- C: 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/are dropped and another ballot is taken. This procedure continues until one nominee achieves a majority and is declared elected, or until two ballots in succession result in tie votes and the balloting is declared deadlocked.
- D: When balloting is declared deadlocked, the Lodge Chief will announce to the voting delegates, that one ballot will be taken to break the tie, and if another tie results, he/she/they shall cast the sufficient votes for the nominee of his/her/their choice to achieve the majority and declare him/her/them elected
- E: To guarantee that persons running for Lodge Chief seek to improve Nisqually Lodge, a person must submit a signed letter of intent prior to the beginning of the General Lodge Membership meeting where elections are taking place.

Section 4: Election of Chapter Officers shall take place at a Fall General Membership Meeting. Each officer shall take office on January 1st and serve his/her/their term until December 31st. Each Officer shall be elected by simple majority of the general membership present, specific to that chapter.

Section 5: The Scout Executive or his/her/their representative shall appoint the Lodge and Chapter Advisers. Qualifications are stated in the current printing of the OA Handbook or the current printing of the Guide for Officers and Advisers.

Section 6: The purpose of the Lodge Executive Committee is to act on behalf of the Lodge, in the best interest of the Lodge membership, and to fulfill the purposes of the Order of the Arrow. The members of the Lodge Executive Committee shall be the Lodge Chief, Lodge Vice Chief of Program, Lodge Vice Chief of Administration, Lodge Vice Chief of Inductions, Lodge Secretary/Treasurer, the Chapter Chiefs, Lodge Operating Committee Chairs, Lodge Adviser, Lodge Staff Adviser, Council Scout Executive, and the appointed Advisers of the Lodge. Only members under the age of twenty-one (21) may vote in any matter that is brought before the Committee and the Lodge Adviser and Lodge Staff Adviser do have veto power.

Section 7: The duties of the elected Lodge Officers and Lodge Advisers shall be as written below:

A: The duties of the elected Lodge Officers shall be written as below

Lodge Chief

- Chair all meetings of the Lodge Executive Committee
- Chair all meetings of the Lodge General Membership
- Publish a Lodge Plan Book annually
- See that Lodge Officers and Chapter Chiefs are faithfully executing the duties of their office
- Appoint chairs for all operating Lodge committees
- Annually appoint chair and members to the Vigil Nominating Committee
- Appoint temporary ad-hoc committees as needed
- Ensures an annual Lodge Leadership Development Program is offered.
- In consultation with Lodge Adviser and Staff Adviser act on behalf of the Lodge as needed between meetings of the Lodge General Membership and the Executive Committee
- Represent Nisqually Lodge at all the of the Council of Chiefs meetings of Section G15
- Work closely with the Lodge Adviser, seeking advice and training

Vice Chief of Program

- Assume the duties of the Lodge Chief in his/her/their absence or inability to serve
- Monitor activities of the Service Committee.
- Monitor activities of the Publications Committee
- Monitor activities of the Training Committee
- Monitor activities of the Camping Promotions Committee
- Monitor activities of ad-hoc committees assigned to him/her/them by the Lodge Chief
- Attend all meetings of Nisqually Lodge Executive Committee or informs the Lodge Chief in advance of his/her/their absence
- Deliver a report at each Lodge Executive Committee meeting and provide a written report when unable to attend.
- Oversee all lodge events to ensure their success.
- Work closely with Lodge Adviser, seeking advice and Training

Vice Chief of Administration

- Monitor activities of the Membership Committee
- Monitor activities of the Sales and Marketing Committee
- Monitor activities of ad-hoc committees assigned to him/her/them by the Lodge Chief
- Attend all meetings of Nisqually Lodge Executive Committee or inform the Lodge Chief in advance of his/her/their absence.

- Deliver a report at each Lodge Executive Committee meeting and provide a written report when unable to attend.
- Monitor and Report Quality Lodge efforts in conjunction with the Key 3.
- Work closely with Lodge Adviser, seeking advice and training

Vice Chief of Inductions

- Monitor activities of the Unit Elections Committee
- Monitor activities of the Ceremonial Committee
- Monitor activities of Call-Out Ceremonies, Lodge Ordeals, Brotherhood Attainment and Vigil Nominations
- Monitor activities of ad-hoc committees assigned to him/her/them by the Lodge Chief
- Attend all meetings of Nisqually Lodge Executive Committee or informs the Lodge Chief in advance of his/her/their absence.
- Deliver a report at each Lodge Executive Committee meeting and provide a written report when unable to attend.
- Work closely with the Lodge Adviser, seeking advice and training

Secretary/Treasurer

- Takes minutes at all Lodge Executive Committee and Lodge General Membership Meetings
- Maintain a record of all resolutions adopted by the Lodge Executive Committee
- Carry out all necessary correspondence of the Lodge
- Maintain Lodge Financial Records
- Keep the Lodge Executive Council apprised of the financial status of the Lodge
- Encourage Lodge members to stay current with their lodge dues
- Oversee the sale and distribution of Lodge supplies and property
- Maintain Lodge Financial Records and provide a report at each Lodge Executive Committee meeting.
- Distribute membership cards to all Lodge members who are current with their Lodge dues.
- Work Closely with the Key 3 to Prepare an Annual Budget for the Lodge.
- Attend all meetings of Nisqually Lodge Executive Committee or inform the Lodge Chief in advance of his/her/their absence.
- Work closely with the Lodge Adviser, seeking advice and training

Section 8: The duties of the elected Chapter officers shall be as written below:

Chapter Chief:

- Chair all meeting of the Chapter Executive Committee
- Chair all meetings of the Chapter General Membership
- See that Chapter Officers are faithfully executing the duties of their office
- Appoint chairman for all operating Chapter committees
- Appoint temporary ad-hoc committees as needed
- In consultation with the Chapter Adviser and Staff Adviser act on behalf of the Chapter as needed between meetings of the Chapter general membership and Executive Committee
- Represent their respective chapters at all meetings of the Nisqually Lodge Executive Committee as a voting member.
- Responsible for compiling a year-end Chapter Book
- Work closely with the Chapter Adviser, seeking advice and help

Deputy Chapter Chief of Unit Relations:

- Responsible for Unit Elections and Camping Promotion Unit Visitations
- Work together with guidance from the Chapter Chief to visit units and make them aware of the Order of the Arrow and what it does – in assigned area.
- Recruit elangomats and Ordeal staff

- Represent their respective chapters at all meetings of the Nisqually Lodge Executive Committee as a voting member
- Work closely with the Chapter Adviser, seeking advice and help

Deputy Chapter Chief of OA Representatives:

- Chair all meeting of the OA Representative Meetings
- Maintain an Active Corps of OA Unit Representatives
- Work together with guidance from the Chapter Chief to visit units and make them aware of the Order of the Arrow and what it does – in the assigned area.
- Recruit Elangomats and Ordeal Staff
- Represent their respective chapters at all meetings of the Nisqually Lodge Executive Committee as a voting member.
- Work closely with the Chapter Adviser, seeking advice and help

Chapter Vice Chief of Program

- Assume the duties of the Chapter Chief in his/her/their absence or inability to serve
- Work closely with the Lodge Vice Chief of Program and facilitate the Lodge’s Chapter Assistance Program.
- Chair and run a Chapter Program Planning meeting at the beginning of each program year
- Work closely with the Chapter Chief in compiling a year-end Chapter book.
- Those duties as assigned by the Chapter Chief and Chapter Executive Committee
- Work closely with the Chapter Adviser, seeking advice and training

Chapter Vice Chief of Ceremonies

- Responsible for providing quality ceremonies for the Arrow Light Crossovers and to maintain quality Chapter Ceremony team(s) that are practiced and well rehearsed in the ceremonies of the Order of the Arrow (Ordeal, Brotherhood and Vigil).
- Those duties as assigned by the Chapter Chief and Chapter Executive Committee
- Work closely with the Chapter Adviser, seeking advice and training

Secretary:

- Take minutes at all meeting of the Chapter Executive Committee and of the Chapter general membership
- Maintain a record of all resolutions adopted by the Chapter Executive Committee
- Carry out all necessary correspondence of the Chapter
- Work closely with the Chapter Adviser, seeking advise and training

Section 9: If an elected Officer is found to not be fulfilling his/her obligations to the Lodge, it shall be the duty of the Key 3 to inform the officer that his/her/their performance is not satisfactory. He/She/They shall be required to meet with the Key 3 to be informed of his/her/their shortcomings and issued a warning. The Key 3 and offending Officer shall discuss ways to work out the problems that have been occurring. If there continues to be a problem with the aforementioned officer, the Key 3 shall inform him/her/them that he/she/they is hereby faced to impeachment. The Nisqually Lodge Executive Committee will be informed of the impeachment trial and charges at the next regularly scheduled LEC meeting. The offending Officer will be allowed to defend himself/herself/themself. The Lodge Chief will then call for a vote on whether to remove the officer and a 2/3 vote shall decide whether the Officer is retained or not. If the Lodge Chief is the offending Officer, the Vice Chief of Program shall assume the duties of the Lodge Chief in the Key 3, for that matter only, and shall be the one to call for vote to the next LEC meeting in the case of an impeachment, but may not vote himself/herself/themself.

Section 10: If an elected Chapter officer is not performing the duties of his/her/their office, then the Chapter is to adapt Rule 4, Section 9 of the Nisqually Lodge Rules for the chapter level.

Section 11:

- A. The names of each chapter are to be named by the Chapter's membership, using no prior chapter names. The name must then be presented to the LEC for approval.
- B. Meeting places and the number of meeting places are up to the Chapter leadership but must follow a set of guidelines set and approved by the LEC.

Rule 5: Operating Lodge Committees

Section 1: The operating Lodge committees shall be the Service Committee, Unit Elections Committee, Ceremonial Committee, Membership Committee, Publications Committee, and Training Committee

Section 2: The duties of the operating Lodge committees shall be as written below and as assigned and explained in Lodge Committee Descriptions Publication COMM I:

Service Committee:

- Prepare a list of service projects for the Lodge to complete the Ordeals and service weekends
- Prepare a list of major service projects for the Lodge to complete every year that would improve the camp above and beyond an Ordeal weekend
- Develop an Arrowmen Service Corp. to fill service requests
- Other duties as enumerated in the current printing of the OA Handbook and those assigned by the Lodge Executive Committee

Unit Elections Committee:

- Train members of the Elections Committee to conduct quality Unit Elections.
- Successfully provide Unit Elections to all units in the Council
- Keep close records of candidates elected, and provide information to the Lodge Secretary
- Other duties as enumerated in the current printing of the OA Handbook and those assigned by the Lodge Executive Committee

Ceremonial Committee

- Train and prepare teams to perform the Ordeal, Brotherhood, and Vigil ceremonies at Ordeals and/or competitions
- Train and prepare teams to perform other ceremonies such as Arrow of Light, Webelos Crossover, Call-Out and Eagle Ceremonies
- Research and prepare dances, similar to those of the Pacific Northwest Coast Native Americans
- Compile other research on these tribes as a resource for summer camp and Scout Units
- Be available to perform these dances and ceremonies, as needed
- Maintain, repair, and create Lodge ceremonial and dance equipment
- Maintain and improve the Lodge's ceremony sites at Council camps
- Other duties as enumerated in the current printing of the OA Handbook and those assigned by the Lodge Executive Committee

Membership Committee:

- Maintain accurate records on each Lodge member
- Assist Lodge Secretary in his/her/their duties, as needed
- Encourage membership growth and members to stay current with dues
- Promote Brotherhood attainment
- Other duties as enumerated in the current printing of the OA Handbook and those assigned by the Lodge Executive Committee

Publications Committee:

- Publish, bi-monthly, the Lodge Newsletter. Proofs of the newsletter must be approved by the Lodge Key 3
- Work with Lodge Chief to publish a Lodge Plan Book annually
- Work with Camping Promotions Committee to annually update the Where to Go Camping book
- Communicate with the Lodge General Membership through any other means deemed appropriate by the Lodge Executive Committee.
- Other duties as enumerated in the current printing of the OA Handbook and those assigned by the Lodge Executive Committee

Training Committee:

- Plan and perform the Lodge Leadership Development event each year that is to take place before the new officers take office
- Help perform other training classes that the Lodge performs for its members
- Work with the Council to enhance the Pacific Harbor Council's training
- Other duties as enumerated in the current printing of the OA Handbook and those assigned by the Lodge Executive Committee

Camping Promotions Committee:

- Work with the Council to promote summer camp to all units in the Council
- Annually update the "Where to Go Camping" book
- Visit every unit in the Council to promote camping and summer camp
- Promote the earning of the National Camping Award
- Assist new units in building a year-round camping program
- Other duties as enumerated in the current printing of the OA Handbook and those assigned by the Lodge Executive Committee

Sales and Marketing Committee:

- Develop Materials for the promotions of the Order of the Arrow as the Honor Society of Scouting
- Maintain, update, and run the Lodge trading post at Lodge events
- Develop Lodge memorabilia to be sold in the Lodge trading post and their proposals for Lodge approval
- Design Lodge Flaps and proposals for Lodge approval
- Other duties as enumerated in the current printing of the OA Handbook and those assigned by the Lodge Executive Committee

Rule 6: Lodge Meetings and Activities

Section 1: The Nisqually Lodge shall have a training session for all the elected Lodge and Chapter Officers, operating committee chairmen and Advisers before December 1st. (LLDC – lodge leadership development course)

Section 2: The Nisqually Lodge shall hold two General Membership Meetings per year for all members of the Lodge. One shall be the annual banquet; the other an elections meeting.

Section 3: The Chapters of the Nisqually Lodge shall have at least two activities for the benefit of the Lodge and Council. One shall be a Fellowship, and the other shall be a combination Ordeal/Work weekend. These activities and others shall always be planned with considerations of the purposes of the Order of the Arrow.

Section 4: The Lodge Executive Committee shall have at least six, (6) meetings a year, on dates predetermined. All Chapters shall have meetings set within the Chapter, preferably once a month.

Section 5: Special meetings of the Lodge Executive Committee may be called only by the Lodge Chief, Lodge Adviser, Lodge Staff Adviser, or Council Scout Executive.

Section 6: The Lodge Executive Committee shall fill all vacancies in any elected office by system of direct succession, or by the direct appointment by the Lodge Chief with the approval of the Lodge Executive Committee.

Section 7: At each Lodge Executive Committee meeting, there must be a quorum of fifty percent (50%) of the elected Officers of the Executive Committee in order to proceed with the business of the meeting. If there is no quorum, the only order of business would be discussion and/or planning for the next meeting. No voting may take place without quorum.

Rule 7: Finances

Section 1: Lodge dues, in the amount decided upon by the Lodge Executive Committee, shall be collected by the Lodge Secretary/Treasurer, or his representative, prior to November 1st of each year. The Lodge Executive Committee shall not use the collection of dues as the principal means of raising funds for the Lodge.

Section 2: All funds collected by the Nisqually Lodge shall be deposited with the Pacific Harbors Council. All Lodge funds and expenses shall be handled through the Council office and be subject to the normal accounting procedures used by the Council.

Section 3: All projects for fund raising and all projects needing funds must be submitted to the Lodge Secretary/Treasurer in writing, prior to the Lodge Executive Committee Meeting. The Secretary/Treasurer will then individually submit all requests for funding to the Executive Committee. The Lodge Shall not be required to reimburse individuals for funds spent without the prior approval of the LEC.

Section 4: A written budget for all Lodge events must be submitted to the Lodge Executive Committee at least one month prior to said event, for approval. Included in the budget must be a detailed list of projected costs and expected income, and be based on trends in attendance to similar past events.

Section 5:

- A. All Expenditures, including reimbursement, of the Lodge funds shall be verified by the Key 3. Before the Lodge spends any money, it is required that the scouting professional handling the transaction, verify that prior approval has been given for the expenditure by the LEC or Key 3. The Key 3 would verify these expenditures by a phone call or other verbal confirmation. These would be verified by double-checking the LEC minutes, so the intent of the LEC is fully understood before funds are spent.
- B. The only allowed exception would permit the Key 3 to spend a maximum of \$100 for Lodge administrative purposes, such as preparing for Lodge business meetings. Any other expenditure would require approval under Section 5, Subsection A.

Rule 8: Merchandise

Section 1: Nisqually Lodge pocket flaps shall have no restrictions placed upon them and are therefore tradable.

Section 2: The Nisqually Lodge shall create a Lodge flap and any other insignia/merchandise unique to the Nisqually Lodge, the design and distribution of said items shall be determined by the Lodge Executive Committee.

Section 3: It is the intent of this section to establish policies, procedures and guidelines for the authorized use of the Nisqually Lodge totem, number and name.

- All Members acknowledge that all rights to the Nisqually Lodge totem, number and name are the exclusive property of Nisqually Lodge and Pacific Harbors Council, and all goodwill, funds or credit resulting from any use of the Nisqually Lodge totem, number and name will be transferred to the benefit of Nisqually Lodge and/or Pacific Harbors Council.
- The policies and program of the Lodge shall be binding on all members and Chapters, and no member or Chapter shall use the Nisqually Lodge totem, number and name to oppose such policies or program.

Approved Uses

- The Nisqually Lodge totem, number and name may only be used as authorized by the Council Executive, the LEC and/or the Key 3.
- The Nisqually Lodge Executive Council and/or the Key 3 reserve the right to revoke permission for a Chapter or individual to use Nisqually Lodge totem, number and name.
- Patches, pins, flaps or other items to be worn by members are to be purchasable only from the lodge or it's approved designate.
- It shall be permissible for members to use the Nisqually Lodge totem, number and name on business cards, letterhead and other documents consistent with their position, committee, or function

Disapproved Uses

- In every use, the integrity of the Nisqually Lodge totem, number and name must be preserved. For example:
- Only the complete, official Nisqually Lodge totem, number and name may be used. (Hand drawn or deformed versions are not permitted.)
- The Nisqually Lodge totem, number and name should not be used frivolously.
- You may not display the Nisqually Lodge totem, number and name in a manner in which would reflect negatively on the Lodge, Chapter or any Member.
- The Nisqually Lodge totem, number and name may not be imitated, or used as a design feature in any manner.

Violations

- Violation of the use of the Nisqually Lodge totem, number and name, alterations to existing products or misrepresentation by an individual or group to obtain authorized products for personal use shall result in any or all of the following:
 - a. Disciplinary action as deemed appropriate by the LEC, Key 3 or Council Executive
 - b. Removal from participation in a committee or Lodge leadership position for one year
 - c. Suspension from all Lodge sponsored activities for one year
 - d. Expulsion from membership

Rule 9: Amendments

Section 1: Any member in good standing of the Nisqually Lodge may propose amendments to these rules. All such amendments will be submitted in writing showing both the purposed text and the existing text to be altered or omitted.

Section 2: Amendments to these rules may be approved by a 2/3 majority of the members of the Lodge Executive Committee, or a simple majority at any General Membership meeting

Section 3: Only the General Membership, not by the Lodge Executive Committee itself, may approve any amendment regarding the size, composition or function of the Lodge Executive Committee.

Section 4: The Rule Committee may correct the spelling and grammar of the Lodge Rules, providing it does not change the intent of the rule. Grammar changes to the Lodge Rules require LEC review. The Rules Committee shall submit to such a review by recording the proposed changes in writing for review at the next duly scheduled Lodge Executive Committee meeting.

