1. LODGE RULES

1.1 NAME AND AFFILIATION OF THE LODGE

The name of this Lodge shall be AMANGAMEK-WIPIT LODGE #470, W.W.W.

This Lodge shall be affiliated with the National Capital Area Council, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Council Scout Executive.

This lodge shall conform to all rules and decisions of the Boy Scouts of America and the National Order of the Arrow Committee and shall abide by all regulations stated in the current printing of the *Order of the Arrow Handbook* and *Guide for Officers and Advisers*.

1.2 INSIGNIA AND PUBLICATIONS

The totem of the Lodge shall be an arrow and a representation of the Washington Monument superimposed on a shark's tooth. The Monument shall stand vertically in the center of the tooth. Facing the tooth, the arrow shall bisect the Monument at an angle pointing upward from right to left.

The standard for the flag of the Lodge shall be that of an orange rectangle with the Lodge totem on a half red-half blue diamond in the center.

The design of Lodge patches, neckerchiefs, and any other tokens of Lodge membership and the handling of such, shall be determined by the Lodge Executive Committee under the authority of the Council Scout Executive or his designee.

The sale of Lodge and Chapter materials and insignia shall be limited to active (dues paid) members of this Lodge.

Lodge neckerchiefs and Order of the Arrow sashes shall be worn only at Order of the Arrow functions or when representing the Order of the Arrow or the Lodge. They are not to be altered in any way, and only those patches authorized by the National Order of the Arrow Committee may be worn on the sash.

The official Lodge newsletter shall be named the *Shark's Tooth*.

1.3 REQUIREMENTS AND PROCEDURES FOR ELECTIONS TO MEMBERSHIP

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

Unit elections may be held at any time between November 1st and June 1st. Units may hold only one election during this seven-month period. An Ordeal candidate shall remain eligible for induction for one year after the date of election.

All unit elections must have the prior approval of the Chapter Unit Elections Committee and must be conducted by one or more active (dues paid) members of this Lodge who are not members of the unit.

Selection of an adult Scouter should take place only when the adult's job in Boy Scouting will make Order of the Arrow membership more meaningful in the lives of the youth membership. Unit adult leaders must meet all the requirements and conditions for membership; District/Council Scouters must meet the same requirements, with the exception of the camping requirement, which may be waived by the Lodge Adviser, Lodge Chief, and the Council Scout Executive.

For unit adult recommendations, each District shall form an adult selection committee of the District Scout Executive, Chapter Adviser, and District Vice Chairman for Program to review and select the candidates for membership. For District/Council recommendations, an adult selection committee of the

Lodge Adviser, Lodge Staff Adviser, and Council Camping Committee Chairman shall review and select the candidates for membership. The work of these committees is subject to the approval of the Council Scout Executive. Adults may be proposed for membership only one time per year as either unit Scouters or District/Council Scouters, but not both. How they are proposed depends on where they maintain their primary registration. Any election not held in accordance with these rules shall be invalid.

1.4 OFFICERS

1.4.1 LODGE OFFICERS

The officers of this Lodge shall be the Lodge Chief, Lodge Vice Chief for Operations, Lodge Secretary, Lodge Treasurer, and Area Chiefs. The Lodge Secretary shall be known as the Lodge Vice Chief for Administration & Communications. The Lodge Treasurer shall be known as the Lodge Vice Chief for Finance & Membership. There shall be an Area Chief for each NCAC field service area, who must be a member of a Chapter in the field service area. These elected officers must be under 21 years of age during their entire terms of office.

1. Lodge officers shall be elected at the annual Lodge Fellowship or equivalent event. They shall be installed at the first Lodge Executive Committee meeting following their election. Procedures for elections, transition, and installation are set by the Lodge Chief after consulting with the Lodge Executive Committee
2. Lodge officers shall be elected by the Lodge membership except each Lodge Area Chiefs, who shall be elected by the members of those Chapters in his field service area.
3. In all Lodge general elections, each Chapter shall receive one vote per member present up to a maximum of five (5) votes per Chapter. Delegates shall be determined according to the procedures adopted by each Chapter's Executive Committee. All candidates for Lodge offices must receive greater than 50% of those votes cast to be elected. Votes of abstention shall not be counted in the final total of votes cast. In the event that no candidate receives greater than 50% of the votes cast, a run-off election of the top two vote-getters shall be held. If this run-off election should end in a tie, the Lodge Chief shall cast the deciding vote.
4. Candidates for office are excluded from directing elections for that office. The Chair for General or Lodge Executive Committee Elections shall be the first qualified individual from the following list: Lodge Chief, Lodge Vice Chief for operations, Lodge Vice Chief for Administration & Communications, Lodge Vice Chief for Finance & Membership, Lodge Area Chiefs in alphabetical order of their service areas, or an appointed designee by the Lodge Chief.
5. Upon missing two (2) consecutive or three (3) non-consecutive Lodge Executive Committee meetings, Lodge Key Three meetings, or Area Executive Committee meetings without excuse during his term, the Lodge Chief, Vice chief for operations, Vice Chief for Administration & Communications, or Vice Chief for Finance & Membership may be removed from office by a two-thirds (2/3) vote of the Lodge Executive Committee; similarly, an Area Chief may be removed from office by a two-thirds (2/3) vote of the Chapter Chiefs in his field service area, a quorum of which shall be fifty percent plus one.
6. In the event a Lodge officer must be replaced, his successor shall be elected by a majority vote of the Lodge Executive Committee. However, a replacement for an Area Chief shall be elected by a majority vote of the Chapter Chiefs from his field service area. The Lodge Chief shall appoint a temporary replacement to serve until the next Lodge Executive Committee meeting. In the event that the Lodge Chief must be replaced, the Lodge Vice chief for operations shall serve until the next Lodge Executive Committee meeting.
7. Training for present and aspiring Lodge and Chapter officers, as well as Lodge and Chapter operating committee chairmen, shall be held at least twice each calendar year. Once at the Lodge Leadership Development event and at the Area Leadership Development events.
8. The Lodge Chief shall create such operating committees and appoint their chairmen as may occasionally be needed. All chairmen must be under 21 years of age for their entire terms of office.

9. The Lodge Adviser shall be appointed by the Council Scout Executive. Advisers to the Area Chiefs shall be nominated by the respective Field Service Directors and appointed by the Council Scout Executive, with the concurrence of the Lodge Adviser. All other Lodge officer and committee advisers are appointed by the Lodge Adviser with the concurrence of the Council Scout Executive.
10. The Executive Committee shall be composed of the elected Lodge officers, immediate past Lodge Chief, Lodge operating committee chairmen and their advisers, Lodge Adviser, a Council Camping Committee member, Chapter Chiefs, Chapter Advisers, Council Scout Executive, and Lodge Staff Adviser.

1.4.2 CHAPTER OFFICERS

1. The officers of each Chapter shall be the Chapter Chief, a minimum of one Vice Chief, and a Secretary. These elected officers must be under 21 years of age for their entire terms of office.
2. Chapter officers shall be elected during the spring. At the discretion of the Chapter Executive Committee, their terms of office shall start at a Chapter Spring function or June 1st. The Lodge Chief or his designee shall install the officers at an appropriate Chapter function. Elected and aspiring Chapter officers shall attend available Lodge training.
3. In the event a Chapter officer must be replaced, his successor shall be elected by a majority vote of the Chapter Executive Committee. The Chapter Chief shall appoint a temporary replacement to serve until the next Chapter Executive Committee meeting. In the event that the Chapter Chief must be replaced, the Chapter Vice Chief shall serve until the next Chapter general election and shall appoint a replacement for the office of Chapter Vice Chief to serve until the next Chapter Executive Committee meeting, at which time a permanent replacement shall be elected by a majority vote of the Chapter Executive Committee.
4. The Chapter Chief shall create such operating committees and appoint their chairmen as may be required for Chapter operation. All chairmen must be under 21 years of age for their entire terms of office.
5. The Chapter Adviser shall be nominated by the District Scout Executive in consultation with senior District officials and appointed by the Council Scout Executive with the concurrence of the Lodge Adviser. Other Chapter officer and committee advisers are appointed by the Chapter Adviser with the concurrence of the District Scout Executive.
6. The Chapter Executive Committee shall consist of the elected officers, Chapter operating committee chairmen and their advisers, the immediate past Chapter Chief, the Chapter Adviser, and the District Scout Executive.

1.5 LODGE MEETINGS AND ACTIVITIES

The Lodge shall schedule at least two (2) Lodge events (meetings or activities) each calendar year.

The Lodge Executive Committee shall meet at least three (3) times each calendar year.

Special meetings of the Lodge Executive Committee or the entire Lodge may be-called by the Lodge Chief, with the approval of the Council Scout Executive (or his designee). Such meetings may also be called by the Council Scout Executive (or his designee) alone.

Adult Scouters, age 21 or older, do not have a vote in matters of Lodge business.

1.6 DUES AND FINANCES

The Lodge fiscal year shall run from January 1st through December 31st.

The Lodge dues shall be determined by majority vote of the Lodge Executive Committee. All dues shall be paid directly to the Council Service Center by each member or through consignment trading posts at Lodge and Chapter functions. Inactive members may be restored to active status by paying dues for the current year.

In the development of the annual Lodge budget, funds shall be made available for Lodge and Chapter

mailings, activities, service projects, and any other projects that will support the Lodge or Chapter. Prior to incurring any budgeted expense, approval must be gained from the Lodge Vice Chief for Finance & Membership, Lodge Adviser, and Lodge Staff Adviser. All approved orders shall be processed through the Council Service Center. The budget shall be approved by a majority vote of the Lodge Executive Committee, and subject to the approval of the Council Scout Executive.

All Order of the Arrow funds shall be handled through the Council Service Center and go through all normal Council accounting procedures. All Lodge and Chapter functions involving finances must go through normal Council accounting procedures.

No Chapter of the Lodge may maintain a treasury, bank account, or similar pooling of finances. All properties in the possession of the Chapters shall be considered to be properties of the Lodge.

1.7 ORDEAL MEMBERSHIP

Procedures for the Ordeal shall be as stated in the current printing of the *Order of the Arrow Handbook* and *Guide for Inductions*.

At the time of induction, each new member shall receive the following items:

A. A membership card.

B. An Order of the Arrow sash.

C. An *Order of the Arrow Handbook*.

D. A standard Lodge pocket flap

1.8 BROTHERHOOD MEMBERSHIP

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

1.9 VIGIL HONOR

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

1.10 LODGE OPERATING PROCEDURES

The Lodge Executive Committee shall, by majority vote, establish~~es~~ Operating Procedures as may be required to conduct routine Lodge operations.

Each Lodge committee may establish Operating Procedures to govern its activities. Such procedures shall be approved by a majority vote of the Lodge Executive Committee, and copies shall be kept with the Lodge Vice Chief for Administration & Communications.

1.11 CHAPTER RULES AND OPERATING PROCEDURES

All Chapters shall be governed by the Lodge Rules and Operating Procedures.

Any questions concerning a Chapter's operation shall be presented to the Lodge Chief and Lodge Adviser for clarification. If the Lodge Chief feels that the case merits the attention of the Lodge, he shall present the case and his decision at the next Lodge Executive Committee meeting. Such decisions are not subject to the Committee's approval.

1.12 AMENDMENTS

These Rules shall be subject to amendment at any regular or special meeting of the Lodge Executive Committee, provided that such amendment has been submitted in writing to the Committee at least thirty

(30) days in advance of such meeting. A two-thirds (2/3) majority vote of the Committee members present shall be required to pass the amendment.

These Rules may also be amended by a mail vote of the active members of the Lodge. In such case, a two-thirds (2/3) majority vote of the members responding shall be required to pass the amendment.

In either of the above cases, any approved amendments shall be presented to the members of the Lodge in the next edition of the Lodge Operating Procedures. 4. In a unique situation, a majority vote of the Lodge Executive Committee may temporarily authorize deviation from these Rules, provided written notification of such action is sent to all active members after being passed by the Committee.

1.13 DECISION APPROVALS

Any and all decisions of the Lodge Executive Committee or members thereof are subject to the approval of the Council Scout Executive (or his designee).