

Lo La'Qam Geela W.W.W. Crater Lake Council

Revised on the 8th of March, 2012

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

To serve this purpose, the following rules have been established by this Lodge of the Order of the Arrow, Boy Scouts of America.

- Article I. Mission of the Lodge – It is the mission of our lodge 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. Affiliation of the lodge. The lodge shall be affiliated with the Crater Lake Council, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Scout Executive.
- Article III.* Election to membership.
- A. The requirements for membership in this lodge are stated in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide to Officers and Advisors*.
 - B. Procedure for the Ordeal shall be as stated in the *Order of the Arrow Handbook* and *Administration Guide for the Ordeal*.
- Article IV.* 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 the *Order of the Arrow Guide for Officers and Advisors*.
- Article V.* The 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 the *Order of the Arrow Guide for Officers and Advisors*.
- Article VI.* Finance. All Order of the Arrow funds shall be handled through the council service center and go through all normal council accounting Procedures.
- Article VII.* Voting. Adult Scouters, age 21 years of age and older, do not have a vote in matters of the lodge.
- Article VIII. Definitions.
- A. OA Handbook- Current printing of the National Order of the Arrow Handbook.

- B. District- Specific geographical area of Scouting as defined by the Crater Lake Council.
- C. Chapter- Lodge Administrative District (See Article XII).
- D. Scouter- Adult over the age of 21 years, registered with the Boy Scout of America.
- E. Ad Hoc Committee- Temporary Committee appointed to carry out a specific task.

Article IX. Name, Insignia, and Awards of the Lodge

- A. The name of the lodge shall be Lo La'Qam Geela W.W.W.
- B. The Lodge number shall be the same as the council number.
- C. The Totem of the lodge shall be the Firebird.
- D. The Lodge Pocket Flap will show the Lodge Totem, Lodge Name, a minimum of one symbol of the Order of the Arrow, and a minimum of lone fleur-de-lis.
- E. Availability of Lodge Insignia
 - i. Lodge pocket flaps will be given (one each) to newly inducted members by active lodge members at their ordeal.
 - ii. Order of the Arrow members transferring into the Lo La'Qam Geela Lodge W.W.W. shall be permitted to purchase the Lodge Flap following payment of dues as explained in Article X, F.
- F. Lodge Award
 - i. The official annual Lodge award will be the "Arrow of Honor"
 - ii. There will be two recipients of the award each year, either two youth or one youth and one adult.

Article X. Membership

- A. Membership in the lodge shall be defined in the OA Handbook.
- B. Election months shall be determined by the Lodge Executive Committee
- C. Calling Out Ceremonies shall be conducted at Camporees, Court's of Honor, or other Scouting Gatherings.
- D. Order of the Arrow members who apply for transfer from another lodge shall be subjected for membership dues based on pro-rated fees from January first.
- E. All unit elections must be conducted by an Order of the Arrow team from another unit. The Lodge Programs Vice Chief may waive this rule upon application by chapter.
- F. Classes of Membership:
 - i. Active Membership – Dues paid for current year. Registered in an active capacity with Crater Lake Council, Boy Scouts of America.
 - ii. Inactive Membership – Dues not paid by December 31st of the previous year. Failure to reregister with Crater Lake Council, Boy Scouts of America.
 - a. Inactive members may reinstate their membership by paying the current years lodge dues and showing proof of registration with the Crater Lake Council.

Article XI. Officers, Nominations, and Elections.

- A. The officers of this lodge shall be Lodge Chief, Lodge Vice-Chiefs, Lodge Secretary, and Lodge Treasurer. These elected officers must be younger than 21 years of age during their entire term of office.
- B. The Vice Chiefs of the lodge shall be Program Vice Chief, Activities Vice Chief and Ceremonies Vice Chief.
- C. Nominations from the lodge at large will be made from the members at fellowship. The Lodge Advisor must obtain approval from the nominating youth's parent and unit leader.
- D. Campaigning for office shall be an accepted procedure. All campaigns must be tasteful and under the direct supervision of the Lodge and/or Chapter Advisor.
- E. Scouter members of the Lodge may not endorse or campaign for any candidate.
- F. The election of officers shall be the last order of business at the lodge fellowship. Only active members of the Lodge may vote. The results will be announced following secret balloting. A simple majority of ballots cast from all youth members present will be all that is required to be elected.
- G. Within one month of the election, the previous Lodge Chief will schedule a Lodge Leadership Development event (LLD). All lodge and chapter officers (newly elected) shall be required to attend.
 - i. At this meeting, the Lodge Executive Committee will approve the Lodge Calendar, establish goals for the upcoming year, and run the LLD program as needed. Members of this committee shall be as requires in the OA Handbook and Article XIX.
 - ii. Also, at this meeting, the new Lodge Chief shall appoint chairman for the Lodge Standing (Operating) Committees as required in the OA Handbook. These Committee Chairmen shall be approved prior to appointment by the Lodge Advisor.
- H. At or within 30 days of the Lodge Fellowship, it is suggested that each chapter elect new Chapter Officers.
- I. No officer of the Lodge may hold office for more than two consecutive years in the same position.
- J. No officer of the lodge may hold more than one office per approval of the Lodge Advisor.

Article XII. Administration

- A. The lodge shall be divided into seven Chapters. The Chapter borders shall be those determined by the Lodge Executive Committee. These shall be as follows:
 - i. Hvas Lamonte
 - ii. Da-gel-Ma
 - iii. Klamath
 - iv. Big Pines
 - v. Siskiyou
 - vi. Warner Mountain

vii. Mow-A-Toc

- B. Each Chapter shall select an appropriate Native America name.
- C. Each Chapter is required to hold at least bimonthly meetings, may form rules as needed, and shall conduct elections for Chapter Officers. In general, chapter administration should be loosely patterned after the lodge administration.
- D. No meetings of any sort or kind may be held by the Lodge, Committees, or Chapters without the presence of an advisor. Minutes must be kept for all meetings. A copy of all minutes shall be kept and turned in with the chapter chief report at the next Lodge Executive Committee.
- E. The Lodge Chief shall have invested in him all of the Executive power of the Lodge. He shall preside at all Lodge meetings and shall be the chairman of the Lodge Executive Committee. He shall call the meetings of the Lodge Executive Committee as required to carry out the decisions of the Lodge and the promotion of programs and policy. Should it become necessary for the Lodge Chief to make an emergency decision when a general meeting of the Lodge Executive Committee is not possible, he may do so with the advice and consent of the Lodge Advisor and Staff Advisor. He must report this action to the Executive Committee within 7 days following.
- F. All meetings- Lodge, Chapter, or Committee, shall be conducted using accepted parliamentary procedure. Chairmen may appoint a skill parliamentarian to assist in the conduct of the meeting.

Article XIII. Vacancy of Office

- A. In the event a Lodge Officer resigns, either orally or in writing, the Lodge Chief shall appoint a replacement pro-tem to hold the office until the next Lodge meeting, at which time the office will be declared vacant and election take place, with nominations from the floor,
- B. If any officer of the Lodge does not carry out his duties as required in the OA Handbook, the rules of the Lodge, or, through his department, discredits the Order of the Arrow, the Lodge Advisor, following consultation with the Council Executive, may declare the office vacant and have the Lodge Chief appoint a member pro-tem until the next Lodge meeting.
- C. Any member of the Lodge may ask for a vote to recall a Lodge Officer at any Lodge Meeting. A simple majority of all active members present at the Lodge meeting are required for recall.

Article XIV. Casting of Votes

- A. The Chapter has the same amount of votes as the amount of members present. Prior to voting any Chapter may call for a caucus. The Lodge Chief may limit the caucus period to a specific time or number of questions. At the conclusion of the caucus, the Chapter Chief, or his designate, may announce the Chapter vote. The Chapter vote may be split as the Chapter may choose; however, no abstention will be permitted.

- B. The Lodge Chief shall have one vote. This vote may be used to break a tie, to make a tie vote, or to vote with the majority as a sign of support. The Lodge Chief may not use his vote on a personal issue.
- C. All voting is on “people” or “policy.” Voting on “people” shall always be by secret ballot, counted by an Ad Hoc Committee. Voting on “policy” shall always be by oral vote at the discretion of the Lodge Chief. Any member may request a recount if the Voting is close. The Ad Hoc Committee advisor will destroy all secret ballots following the announcement of results that are not challenged. If challenged, ballots will be destroyed following a recount. Members of the Ad Hoc Committees are expected to not divulge the division of voting on secret elections.
- D. A simple majority of the votes cast at a calendared Lodge Meeting is all that is required to elect or reject. Also, a simple majority of all active youth lodge members present is required to amend the Rules and Regulations of the Lodge.
- E. Following Unit Elections and the Calling Out Ceremony, candidates for election to membership in the Lodge must successfully pass the test required in the OA Handbook and Ceremonial Pamphlet. After this successful completion, each new member will be presented the following items:
 - i. Membership Card
 - ii. Lodge Pocket Flap
 - iii. Order of the Arrow Sash
 - iv. Order of the Arrow Handbook
- F. Upon arrival at the site of his or her Ordeal, new member candidates shall pay the Ceremonial Fee established by the Lodge Executive Committee.

Article XVI. Lodge Dues

- A. Regular Lodge dues will be determined by the Lodge Executive Committee each year.
- B. The Lodge Secretary may send Inactive Members notice of back dues for the period of three months. No further notices will be sent, and the status of the member will be inactive.

Article XVII. Proxy

- A. If an officer of the lodge is unable to attend a meeting, or otherwise is unable to perform duties assigned to him at some simple Lodge function, he may designate in writing another Lodge Officer to act for him with full power. This representative must be approved by the Lodge Advisor in advance of the meeting or function.

Article XVIII. Duties of Lodge Officers

- A. Lodge Chief
 - i. The Lodge Chief will be responsible for all of the duties previously outlined in the Rules, Regulations, and Policy.

- ii. He will, by example, encourage Arrowmen to be active in the Lodge and live up to the ideals of Scouting.
 - iii. He will take initiative to administer the Lodge according to the Rule, Regulations, and Policy to the best of his abilities.
 - iv. He will work closely with the Lodge Advisor to be certain that situations not covered by the Rules or National Policy are resolved.
 - v. Upon appointment by the Council Executive, the Lodge Chief shall participate as a member of the Council Executive Board.
- B. Lodge Secretary
- i. He will take minutes of all Lodge and Executive Committee meetings and make certain that these minutes are mailed to each Chapter Chief within seven (7) days of the meeting.
 - ii. He will issue, each year, membership cards to all Active members of the Lodge.
 - iii. He will carefully maintain an up-to-date history of the Lodge, while maintaining a collection of memorandum to record the events of the Lodge.
 - iv. He will take place of all correspondence as directed by the Lodge Chief and Lodge Advisor.
 - v. He will maintain a complete file of all past and present members of the lodge using lodge database system. The system must have rosters for:
 - a. Active Lodge members
 - b. Incoming Candidates
 - c. Inactive Lodge Members
 - d. Ordeal Members eligible for Brotherhood
 - vi. He will maintain a record of members in the lodge who are not yet Brotherhood.
 - vii. He will see to it that Brotherhood Letters are mailed out to all Ordeal members before the month of May of the current year.
- C. Lodge Treasurer
- i. He will collect all lodge dues and forward to the Lodge Secretary all registrations.
 - ii. He will keep an accurate record of all Lodge expenditures and receipts, with an accounting available at any time he is requested by the Lodge Chief, Lodge Advisor, Council Executive, or Lodge executive Committee.
 - iii. He will deposit all moneys collected by the Lodge with the Council Service Center within two working days of the collection. He will safeguard all receipts for said moneys when turned in to the Council.
 - iv. Chapters are expressly forbidden to maintain bank accounts. Upon receipt of any moneys from Chapters, he will issue to the Chapter a receipt for funds turned over to him.
 - v. He will act as Chairman for Lodge Finance Committee. This Committee will prepare the annual Lodge Budget for approval by the Lodge Executive Committee prior to the Lodge Banquet. He will work closely with the Chapter Chief's to determine their requirements for the year.
 - vi. He shall keep accurate, up-to-date accessible inventory of Lodge property.

- vii. He shall keep an accurate record of all Lodge supplies purchase for re-sale and keep accurate records of all transactions.
 - viii. He or his representative shall control all sales at all Lodge Functions.
 - ix. He may not refund any purchases.
 - x. He shall place all orders for Lodge supplies needed through the Lodge Staff Advisor.
 - xi. All supplies will be sold at the price determined by the National Office. Exemptions of this policy are subject to the approval of the Lodge Executive Committee.
 - xii. All receipts and record shall be maintained for a minimum of seven (7) years.
- D. Lodge Programs Vice Chief
- i. He shall work closely with the Camp Promotion Committee. He will make sure that all information presented by the Order of the Arrow concerning the Scout Camps and Camping is up-to-date and is correct.
 - ii. He shall oversee production of the Where to Go Camping Book.
 - iii. He shall oversee all Lodge Service Projects.
 - iv. He shall work closely with the Lodge Chief and Lodge Adviser to organize and register the Lodge Contingent for any National OA Event.
 - v. He shall oversee the implementation of the OA Troop Representative Program.
- E. Lodge Activities Vice Chief
- i. He shall organize all Lodge Events (where not covered by Lodge Programs Vice Chief), and will work closely with the Lodge Chief and Lodge Adviser in the planning of these functions.
 - ii. He shall be in charge of planning the Lodge Fellowship(s) and Lodge Banquet and will work closely with the Lodge Chief and Lodge Adviser.
 - iii. He shall work closely with the Lodge Chief and Lodge Adviser to plan and carry out successful Ordeals.
 - iv. He shall appoint an Ordeal-master at least 40 days prior to the event.
 - v. He shall appoint and train all Elangomats needed for the Ordeal at least three (3) weeks in advance.
- F. Lodge ceremonies Vice Chief
- i. He shall be chairman of both the Lodge Ceremonies Committee and Lodge Dance Committee.
 - ii. He shall schedule, after consultation with the Lodge Ceremonies Advisor, which Ceremonies and which Dance Team shall appear at any function.
 - iii. He shall be in charge of all Ceremonies and all functions of the Dance Team.
 - iv. He shall be chairman of the Unit Elections Committee and will work closely with the Unit Elections Committee, Membership Committee, and Vice Chief of Programs, mailing out ordeal forms and information as needed in a timely manner.
- G. Lodge Chief, Lodge Secretary, Lodge Treasurer, Lodge Staff Advisor
- i. These three officers will make an appointment with the Council Executive in a timely manner for the purpose of rechartering the Lodge.

- ii. They will bring with them, to this meeting with the Council Executive, all information required to accurately and speedily complete the recharter process.

Article XIX: Lodge Executive Committee

- A. The Executive Committee shall be composed of the elected officers including chapter chiefs, immediate past lodge chief, lodge operating committee chairmen, staff advisor, lodge adviser, Scout Executive, and another member of the Council Camping Committee or Boy Scout Committee.
- B. Each elected youth member of the Executive Committee will have one vote. The Council Executive, Lodge Adviser, Chapter Advisors, and other Scouters may not vote on the Executive Committee or lodge matters as set forth in article VII.
- C. The Lodge Adviser has the power of veto.
- D. The lodge executive committee will meet on a scheduled basis, which will be set during the Lodge Leadership Development Course. They may meet at other times as may be necessary.
- E. The Lodge Executive Committee will perform all duties as outlined in the OA Handbook.

Article XX: Lodge Operating Committee

- A. The Lodge operating Committee will perform duties that are outlined in the OA Handbook.

Article XXI: Regalia

- A. No member may take part in any lodge ceremony without having appropriate regalia, to be determined by the Ceremonies team.
- B. A member may wear any part of Native American regalia without restrictions except for headdress as noted in the following:
 - i. Double Trailer War Bonnet: Reserved for Allowat Sakima, Netami Sakima, Nacheneyit Gegeyjumet, all members who have previously held these parts, and all Vigil Members.
 - ii. Horned Single Trailer Bonnet: Reserved for Meteu, all members who have held Lodge Offices, all members who have previously held this part, and all Vigil Honor Members.
 - iii. War Bonnet without trailers: Reserved for Nutiket, Kitchkinet, all members who have previously held this part, and all Vigil Members.
- C. Lo La 'Qam Geela W.W.W. strongly urges all members to attend all ceremonies in Native American costumes, even if not involved in the Ceremonies Team.

Article XXII: Lodge Publication

- A. The Official publication of the lodge shall be called "The Firebird"

- B. The Firebird shall be published quarterly
- C. All costs for the publication shall be borne by the lodge.
- D. The lodge chief shall designate the editor of the Firebird with approval of the Lodge Advisor
- E. The editor may call upon any member to assist in the publication of the Firebird
- F. Any lodge member may, in a timely manner, send the editor news, information or letters to be published in time for printing deadlines.
- G. The lodge advisor shall appoint an adult to advise the editor of the Firebird.

Article XXIII: Distribution of Rules, regulations, and Policies

- A. Any member of the Lodge who asks will be furnished with a copy of the Lodge Rules, Regulations, and Policies.

Article XXIV: Amendments to Lodge Rules, Regulations, and Policies

- A. Proposed amendments will be submitted first to the Lodge Executive Committee by any youth member of the Lodge.
- B. If recommended by the Executive Committee, the amendment will be published in the Firebird and/or on the website for a minimum of thirty (30) days prior to vote. The amendment will be voted on at the next Lodge Meeting. A simple majority vote of all active youth members present will be required for passage.

Those articles shown with an asterisk (*) are national policy and neither the policy nor the procedure to which they refer may be changed *in any manner* by the council or lodge.