

## **Rules of Sakima Lodge #573**

Serving LaSalle Council #165

### **I) Mission**

- 1) (\*) The mission of this lodge is to fulfill the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.

### **II) Name and Affiliation of the Lodge**

- 1) (\*\*) The name of the Lodge of the Order of the Arrow shall be Sakima #573.
- 2) (\*) The Lodge shall be affiliated with the LaSalle Council #165, Boy Scouts of America, and shall be under the supervision of the council camping chair and shall be under the administrative authority of the Scout Executive.
- 3) The Lodge Totem shall be the Chief.
- 4) The Lodge shall be divided into Chapters at District boundaries. Each Chapter shall be under the administrative authority of the District Executive. Chapter names shall be as follows: Dunes Moraine District – Wulihan Chapter, Potawatomi District – Sauk Chapter, Algonquian District – White Beaver Chapter, and Pioneer Trails District – Papakitchie Chapter.

### **III) Ordeal Membership**

- 1) (\*) The requirements for membership in this Lodge are as stated in the current printing of the Order of the Arrow Handbook and Guide for Officers and Advisers.
- 2) (\*) Procedure for the Ordeal shall be as stated in the Order of the Arrow Handbook and Guide to Inductions.
- 3) There shall be an induction fee payable at the time of Ordeal induction. For this fee, each new Ordeal member shall receive at a minimum:
  - a) Membership dues, current and following year.
  - b) Membership card.
  - c) Ordeal Sash
  - d) Order of the Arrow Handbook
  - e) Lodge Flap Patch

### **IV) Brotherhood Honor**

- 1) (\*) Completion of the Brotherhood 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.
- 2) There shall be a Brotherhood Honor fee. For this fee, each new Brotherhood member shall receive at a minimum:
  - a) Brotherhood Sash
  - b) Lodge Flap Patch
  - c) Updated Membership Card

### **V) Vigil Honor**

- 1) (\*) 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.

- 2) Upon conferring of the Vigil Honor, a Vigil Honor sash, a Lodge Flap Patch and Vigil Honor Membership Card will be presented to the new Vigil Honor member at no charge.

#### **VI) Voting**

- 1) Only youth members, under the age of 21, with current membership dues paid may be allowed to vote in matters of Lodge and Chapter business, subject to the Sakima Lodge Rules.
- 2) (\*) Adult Scouters, age 21 or over, do not have a vote in matters of Lodge and Chapter business.

#### **VII) Chapter Officers and Committees**

- 1) Each chapter shall decide what elected officers it will have. However, at the minimum, there will be one Chapter Chief and Vice Chief. If there is more than one Vice Chief in a Chapter, one must be designated as the ranking Vice Chief. The ranking Vice Chief, referred to as the Vice Chief for the rest of the Sakima Lodge Rules, is the only one who may vote in the absence of the Chapter Chief at Lodge Executive Committee meetings. The term of office for all chapter officers will be set by the Chapter, but will be no longer than one calendar year.
- 2) The Immediate Past Chapter Chief is the only non-elected Chapter Officer of the current year. The Immediate Past Chapter Chief must be under 21 years of age during their entire term of office. If the Immediate Past Chapter Chief will not be under 21 years of age for the entire term, he shall serve in the position until his 21<sup>st</sup> birthday, at which time he will forfeit his position. The position will remain unfilled until the next Chapter officer election.
- 3) The Chapter Chief may appoint the following Chapter Standing Committee Chairmen: Activities, Camping Promotion, Ceremonies, Membership, Finance, Training, and Unit Elections with the approval of the Chapter Adviser and the District Executive. All standing committee chairs must be under 21 years old during their term of office. The term of office for all chapter standing committee chairs will be the same as elected chapter officers.
- 4) The Chapter Chief may create additional Chapter Committees. The Chapter Chief shall appoint Chapter Committee Chairs, with approval of the Chapter Executive Committee, Chapter Adviser and the District Executive. Additional chapter committee chairs must be under the age of 21 years of age for their entire term of office. The term of office for all additional chapter committee chairs shall will be the same as elected chapter officers.
- 5) The Chapter Chief may create Ad-hoc Committees. The Chapter Chief shall appoint Ad-hoc Committee Chairs, with approval of the Chapter Executive Committee, Chapter Adviser and the District Executive. Ad-hoc committee chairs must be under the age of 21 for the duration of the business the ad-hoc committee was created for.
- 6) The Chapter Chief may not hold any other office or chair position in the Chapters, Lodge, Section or National without the prior approval of the Lodge Chief. The Chapter Vice Chief, Chapter Secretary and Chapter Treasurer may not hold any other lodge office or chair positions in either the Lodge or the Chapters without the prior approval of the Chapter Chief.
- 7) The District Chair or his/her designee shall appoint the Chapter Adviser with the approval of the Scout Executive. The appointment is for one year and must be renewed

annually. The Chapter Adviser, and the District Executive shall appoint Advisers to the Chapter Officers and Chapter Committee Chairs. These appointments are for one year and must be renewed annually.

- 8) The Chapter Key 3 consists of the Chapter Chief, Chapter Adviser and the District Executive. The Chapter Key 3 shall meet a minimum of (4) times per year to review recent meetings and events and to plan for future meetings and events.

#### **VIII) Chapter Executive Committee**

- 1) The Chapter Executive Committee shall be composed of the Elected Chapter Officers, Immediate Past Chapter Chief, Chapter Standing Committee Chairs, additional Chapter Committee Chairs, Chapter Ad-hoc Committee Chairs, the Chapter Adviser, Chapter Committee Advisers, the District Executive and the Lodge Adviser. The elected Chapter Officers, Immediate Past Chapter Chief, and the Chapter Standing Committee Chairs are the only voting members of the Chapter Executive Committee. Additional Chapter Committee Chairs, Chapter Ad-hoc Committee Chairs, and those 21 years of age or older are non-voting members of the Chapter Executive Committee.
- 2) The Chapter Chief shall schedule a minimum of (4) Chapter Executive Committee meetings per year. Chapter meetings where the Chapter Executive Committee has been scheduled to handle business count towards the minimum of (4) Chapter Executive Meetings per year. The schedule for these meetings shall be approved by the Chapter Adviser and the District Executive. A quorum shall be present at a Chapter Executive Committee meeting in order to conduct business. Chapter Executive Committee meetings are considered to have met quorum as long as either the Chapter Chief or Chapter Vice Chief is present. In the event neither the Chapter Chief nor Chapter Vice Chief can be present, the Chapter Chief may designate another chapter officer to fill his role and meet quorum. Proxy attendance and/or voting are not allowed. Youth must be present to vote. An action is approved when a majority of voting members in attendance concurs, except where stated otherwise by the Sakima Lodge Rules.
- 3) Any Chapter Officer or Chapter Committee Chair may be removed from office if 2/3 of the voting members of the Chapter Executive Committee, the Chapter Adviser and the District Executive agree that he is not completing his duties to their satisfaction. The Chapter Adviser and the District Executive will inform the removed officer or chair of his removal. If the Chapter Executive Committee votes to remove the Chapter Chief, the Chapter Vice Chief will assume the role of Chapter Chief.
- 4) The Vice Chief of a Chapter will assume the role of Chapter Chief, if the Chapter Chief resigns or leaves office for any reason.
- 5) A vacancy in any Chapter Office, other than the office of Chapter Chief, shall be filled by appointment of the Chapter Chief with approval of the voting members of the Chapter Executive Committee, the Chapter Adviser and the District Executive.

#### **IX) Lodge Officers and Lodge Committees**

- 1) The elected Lodge Officers of Sakima Lodge shall be; Lodge Chief, Lodge Vice Chief of Administration, Lodge Vice Chief of Program, Lodge Secretary and Lodge Treasurer. These elected officers must be under 21 years of age during the entire term of office. The term of office for all lodge officers shall run from January 1<sup>st</sup> to December 31<sup>st</sup>. Lodge officers shall be elected at by the last lodge event of the prior calendar year. The Lodge

membership must be informed of the date of lodge officer elections at least thirty days in advance.

- 2) The Immediate Past Lodge Chief is the only non-elected Lodge Officer of the current year. The Immediate Past Lodge Chief must be under 21 years of age during their entire term of office. If the Immediate Past Lodge Chief will not be under 21 years of age for the entire term, he shall serve in the position until his 21<sup>st</sup> birthday, at which time he will forfeit his position. The position will remain unfilled thru Dec 31<sup>st</sup> of the current year.
- 3) The Lodge Chief shall appoint the following Lodge Standing Committee Chairs, with the approval of the Lodge Adviser and Scout Executive; Activities, Camping Promotion, Ceremonies, Membership, Finance, Training, Unit Elections, and Vigil Honor Selection. All standing committee chairs must be under the age of 21 years of age for their entire term of office. The term of office for all lodge standing committee chairs shall run from January 1<sup>st</sup> to December 31<sup>st</sup>.
- 4) The Lodge Chief may create additional Lodge Committees. The Lodge Chief shall appoint Lodge Committee Chairs, with approval of the Lodge Executive Committee, Lodge Adviser and Scout Executive. Additional lodge committee chairs must be under the age of 21 years of age for their entire term of office. The term of office for all additional lodge committee chairs shall run from January 1<sup>st</sup> to December 31<sup>st</sup>.
- 5) The Lodge Chief may create Ad-hoc Committees. The Lodge Chief shall appoint Ad-hoc Committee Chairs, with approval of the Lodge Executive Committee, Lodge Adviser and Scout Executive. Ad-hoc committee chairs must be under the age of 21 for the duration of the business the ad-hoc committee was created for.
- 6) The Lodge Chief may not hold any other office or chair position in the Chapters, Lodge, or National, with the exception of Section Committees. The Lodge Chief may hold any Section office provided he has the prior approval of the Lodge Adviser, Staff Adviser, and Scout Executive. The other Lodge officers may not hold any other office in the Lodge. They may, however, hold another office or chair position in the Chapters. They may also hold committee chair positions in the Lodge.
- 7) The Scout Executive or his/her designee shall appoint the Lodge Adviser. The appointment is for one year and must be renewed annually. The Lodge Adviser, Staff Adviser and Scout Executive shall appoint Advisers to the Lodge Officers and Lodge Committee Chairs. These appointments are for one year and must be renewed annually.
- 8) The Lodge Key 3 consists of the Lodge Chief, Lodge Adviser and the Staff Adviser. The Lodge Key 3 shall meet a minimum of (6) times per year to review recent meetings and events and to plan for future meetings and events.

**X) Lodge Executive Committee**

- 1) The Lodge Executive Committee shall be composed of the elected Lodge Officers, Immediate Past Lodge Chief, Lodge Standing Committee Chairs, Lodge Committee Chairs, Lodge Ad-hoc Committee Chairs, Chapter Chiefs (or elected Chapter Vice Chief if the Chief is not able to attend), the Lodge Adviser, Lodge Committee Advisers, Lodge Ad-hoc Committee Advisers, the Chapter Advisers, Chapter Committee Advisers, the Staff Advisor and the Scout Executive. Additional Lodge Committee Chairs, Lodge Ad-hoc Committee Chairs, and those 21 years of age or older are non-voting members of the Lodge Executive Committee

- 2) The Lodge Vice Chief of Program shall be responsible to oversee the following Chapters and Lodge Committees; Wulihan Chapter, Sauk Chapter, Activities, Camping Promotion, Ceremonies, and Vigil Honor Selection Committees.
- 3) The Lodge Vice Chief of Administration shall be responsible to oversee the following Chapters and Lodge Committees: White Beaver Chapter, Papakitchie Chapter, Membership, Finance, Training and Unit Elections.
- 4) The Lodge Chief shall schedule a minimum of (6) Lodge Executive Committee meeting per year. The schedule for these meetings shall be approved by the Lodge Adviser, Staff Adviser and the Scout Executive. A quorum shall be present at a Lodge Executive Committee meeting in order to conduct business. A quorum consists of at least (3) elected Lodge Officers and at least (2) elected Chapter Chiefs (or elected Chapter Vice Chief if the Chief is not able to attend) are present at the meeting. Proxy attendance and/or voting are not allowed at regularly scheduled meetings of the Lodge Executive Committee. Youth must be present to vote. An action is approved when a majority of voting members in attendance concurs, except where stated otherwise by the Sakima Lodge Rules. Actions involving expenses must follow Article XI of the Sakima Lodge Rules.
- 5) In lieu of a quorum at a regularly scheduled Lodge Executive Committee meeting, an action must be approved by unanimous agreement of the voting members in attendance, provided at least the Lodge Chief or one of the Vice Chiefs and two other voting members of the Lodge Executive Committee are present. Proxy attendance and/or voting is not allowed at regularly scheduled meetings of the Lodge Executive Committee. Youth must be present to vote. The action must then approved by the Lodge Adviser and finally by the Scout Executive. Actions involving expenses must follow Article XI of the Sakima Lodge Rules.
- 6) Any Lodge Officer or Lodge Committee Chair may be removed from office if 2/3 of the voting members of the Lodge Executive Committee, the Lodge Adviser, the Staff Adviser and the Scout Executive agree that he is not completing his duties to their satisfaction. The Lodge Adviser and the Staff Adviser will inform the removed officer or chair of his removal. If the Lodge Executive Committee votes to remove the Lodge Chief, the Lodge Vice Chief of Administration will assume the role of Lodge Chief. If the Lodge Vice Chief of Administration is unable to assume the role of Lodge Chief, the Lodge Vice Chief of Program will assume the role of Lodge Chief.
- 7) The Lodge Vice Chief of a Administration will assume the role of Lodge Chief, if the Lodge Chief resigns or leaves office for any reason.
- 8) A vacancy in any Lodge Office, other than the office of Lodge Chief, shall be filled by appointment of the Lodge Chief with approval of the voting members of the Lodge Executive Committee, the Lodge Adviser and the Staff Adviser.

**XI) Meetings and Activities**

- 1) The Lodge shall schedule events as follows: At least two Ordeal Induction Opportunities, Lodge Leadership Development, Lodge Winter Banquet/Annual Business Meeting and other events as determined by the Lodge Executive Committee, the Lodge Adviser, and the Staff Adviser.
- 2) A chapter may schedule events as determined by the Chapter Executive Committee, subject to the approval of the Chapter Key 3 and the Lodge Adviser. Chapters may not

perform Ordeal or Vigil Honor ceremonies. Chapters may perform Brotherhood Honor ceremonies, if approved by the Lodge Executive Committee, and will be under the direct supervision of the Lodge Ceremonies Chair and Adviser. Diligent records must be kept.

- 3) Only members with current membership dues paid shall be allowed to attend Lodge or Chapter activities.

## **XII) Finances**

- 1) (\*) All Order of the Arrow funds shall be handled through the LaSalle Council Service Center and go through the normal council accounting procedures.
- 2) The Lodge or Chapters must gain the approval of 2/3 of present, voting members of the Lodge Executive Committee and the Lodge Advisor before incurring any expenses.
- 3) All Lodge Officers, Lodge Committee Chairmen, and Chapter Chiefs are expected to submit an annual budget for proposal to be approved by the Lodge Executive Committee, then the Lodge Advisor, then the Scout Executive. Expenses for which a budget was not submitted may be approved on an individual basis, subject to Article XI, Paragraph 2 of the Sakima Lodge Rules.
- 4) Membership dues shall be paid annually at the Council Service Center in the amount set by the Lodge Executive Committee. Annual Dues shall be from January 1<sup>st</sup> thru December 31<sup>st</sup>. The deadline to pay dues for a given year is October 31<sup>st</sup> of the previous year.
- 5) (\*) Life Membership is not allowed by National O/A Policy.
- 6) The Scout Executive has the responsibility to maintain the lodge funds, and as such, has final authority over the lodge budget, income and expenses, exercised thru the Lodge Advisor and Staff Adviser. All disbursement of funds is subject to the approval of the Scout Executive.

## **XIII) Insignia**

- 1) The Lodge shall have an embroidered pocket flap patch (Flap Patch) designed to fit the shape of the right pocket flap of the Official Scout Uniform shirt. The design must include Lodge name, number and totem. It must also include one of the following words; "Scouting USA", "BSA", or a Fleur-de-lis. This is subject to the current BSA Licensing and Branding policies.
- 2) The Lodge flap patch design may be changed, subject to the above limitations with the approval of the Lodge Executive Committee.
- 3) The Lodge Executive Committee may authorize temporary patches and special Lodge flap patch designs for events and special occasions.
- 4) All purchasing and sales of Lodge or Chapter insignia or memorabilia shall be in accordance with LaSalle Council purchasing and sales guidelines.
- 5) Chapters may have memorabilia such as special event patches, identification patches, neckerchiefs, etc. All designs and purchasing of Chapter insignia or memorabilia must be approved by the Lodge Executive Committee. All purchasing and sales of Chapter insignia or memorabilia shall be under the authority of the Lodge Executive Committee and in accordance with LaSalle Council guidelines. Chapters may not issue a flap shaped patch.
- 6) All Lodge and/or Chapter insignia or memorabilia shall be available for purchase by any member of this lodge, provided their annual membership dues are paid.

- 7) This Lodge or any of its Chapters may issue memorabilia as recognition for completing certain requirements. Requirements will be readily obtainable by any member of the lodge and not exclusive to any Chapter, Committee or other grouping of members. The Lodge Executive Committee shall approve the issue of any recognition memorabilia and the requirements necessary to obtain such recognition in advance.

**XIV) Inventory**

- 1) All inventory in the possession of this lodge or its chapters are the property of LaSalle Council #165.
- 2) All items purchased by this lodge are the property of LaSalle Council #165.
- 3) All items purchased by chapters of this lodge are the property of LaSalle Council #165.

**XV) Vigil Honor Selection**

- 1) To be considered for selection for the Vigil Honor, a Brotherhood Member must be in good standing with Lodge Annual Dues and have obtained the Brotherhood Honor at least 2 years prior to the date the Vigil Honor Selection Committee convenes to make their selection.
- 2) The Vigil Honor Selection Committee Chair and the members of the Vigil Honor Selection Committee must be in good standing with Lodge Annual Dues, be approved by the Lodge Adviser, and be approved by the Scout Executive.
- 3) The Vigil Honor Selection Committee is made up of (2) youth representatives from each chapter of Sakima Lodge, the Vigil Honor Selection Committee Chair and the Vigil Honor Selection Committee Adviser. (1) of the (2) chapter representatives is selected by the Chapter Key-3. The Vigil Honor Selection Committee Chair may select the other chapter representative for each chapter or he may ask the Chapter Key-3 to make the selections.
- 4) The Vigil Honor Selection Committee Chair may serve up to 2 years total as the chair of this committee. A chapter representative may serve up to 2 years total as a chapter representative on this committee. A youth may serve up to 3 years total on this committee, a combination of chapter representative and the chair.
- 5) The Vigil Honor Selection Committee shall determine the criteria for selection, as long as it complies with Article IV, Paragraph 1 of the Sakima Lodge Rules.
- 6) The Vigil Honor Selection Committee Chair has no vote in the selection, unless to break a tie.
- 7) Only youth who are not currently eligible to be selected for the Vigil Honor may serve on the selection committee.

**XVI) Miscellaneous**

- 1) The Lodge Key 3 and the Scout Executive shall seek guidance in the Guide for Officers and Advisers, the Field Operations Guide, the Section Leadership, the National Order of the Arrow office and the National Order of the Arrow Committee for issues that are not specifically addressed in the Sakima Lodge Rules.
- 2) The Founders Award selection process shall be in accordance with current National O/A Policy. The Founders Committee shall meet annually to consider award recipients. The committee shall consist of at least four previous youth recipients of the award and the Lodge Adviser and Staff Adviser. In the event there are not enough youth recipients

of the award available, other youth shall be asked to be on the selection committee. The Lodge Adviser will select additional youth to reach the minimum of four committee members.

- 3) When resulting fractions of people or fractions of votes are required to act because of any part of these lodge rules, the fraction shall always be rounded up.

## **XVII) Amendments to the Lodge Rules**

- 1) These rules may be amended, using the following procedure:
  - a) A proposed amendment must be submitted in writing to the Lodge Executive Committee at a regularly scheduled Lodge Executive Committee meeting. A quorum must be present. The proposed amendment must be approved by 3/4 of the voting members present. If a 3/4 majority is not attained, the proposal dies.
  - b) The Lodge Adviser shall approve the proposed amendment. If the Lodge Adviser denies the proposal, the proposal dies.
  - c) The Lodge Chief and Lodge Adviser shall then present the proposed amendment to the Scout Executive for his or her approval. If the Scout Executive denies the proposal, the proposal dies.
  - d) Written notice of the proposed change must be mailed thru the US Postal service at least 30 days prior to a vote of the general lodge membership at the regularly scheduled Annual Business Meeting at the Lodge Winter Banquet. Electronic distribution (email, website, social media) of this notice is not acceptable. The notice must include the existing wording of the lodge rule in question, the proposed amendment to the lodge rule, pros and cons for the proposed amendment, and the date and location of the voting. The vote must take place at the Annual Business Meeting of the Lodge, held at the Annual Winter Banquet.
  - e) All youth present at the Annual Business Meeting of the Lodge may vote on the proposed amendment, provided they are in good standing in the lodge with their annual membership dues paid. Youth must be present to vote. Proxy voting is not allowed. The approval of 3/4 of the voting members in attendance is required for passage of the amendment. If less than 3/4 of the youth members present approve the proposal, the proposal dies.
- 2) These lodge rules are supervised and under the direct authority of the Scout Executive of LaSalle Council #165. As such, the Scout Executive may at his or her discretion alter, revise or suspend any part or all these rules, if the lodge becomes unable to function under the current rules. Due to matters requiring confidentiality, the Scout Executive is under no obligation to offer an explanation to the Lodge Executive Committee, Advisers or general membership of the Lodge for his or her actions concerning these rules.

### **Notes:**

- 1) Sections of the Lodge rules preceded by an asterisk (\*) are required by the National Order of the Arrow Committee and may not be amended or omitted except to match the revisions shown in the current editions of the Order of the Arrow Handbook.
- 2) Sections of the Lodge rules preceded by a double asterisk (\*\*) may only be changed by the National Order of the Arrow committee as outlined in the current printing of the Guide for Officers and Advisers.



Revision List:

- **2002:** Annual Business Meeting at the Winter Banquet – Conversion of “Life Memberships” to “dues paid thru 2010”. Note: Life Memberships are not allowed under current National O/A Policy.
- **2003:** Annual Business Meeting at the Winter Banquet – Modifications to the Vigil Selection procedure.
- **2008:** Annual Business Meeting at the Winter Banquet – Change in Lodge Officer Titles from Vice Chief East and Vice Chief West to Vice Chief of Administration and Vice Chief of Program. Change the definition of a quorum.
- **2012:** Annual Business Meeting at the Winter Banquet - Change in Membership Dues amount from \$10 to \$15 per year.
- **2015:** Revised multiple aspects of the Lodge Rules.