

Tiwahe Lodge, San Diego – Imperial Council, BSA
Order of the Arrow
By Laws
Section I

Lodge Operations

- I. Mission. 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. The Lodge shall be known as Tiwahe Lodge, San Diego-Imperial Council No. 49, Scouting, Boy Scouts of America, and shall be under the supervision of the San Diego-Imperial Council Program Cabinet and the administrative authority of the Scout Executive.
- III. Election to Membership.
 - a. The requirements for membership in Tiwahe 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*.
 - b. District and council Scouters who meet all the Order of the Arrow requirements as outlined in sub-paragraph “a”, with the exception of the First Class Scout rank, may be considered for membership.
 - c. The procedures for the Ordeal shall be as stated in the current printing of the *Order of the Arrow Handbook* and the *Guide to Inductions*.
 - d. All adults nominated must be approved by the Lodge Adviser, Staff Partner, and the Scout executive prior to their being called out and/or going through the Ordeal.
- IV. Officers.
 - a. The officers of Tiwahe Lodge shall be the lodge chief, lodge vice chief(s), and the lodge secretary. These elected officers must be younger than 21 during their entire term of office.
 - b. The lodge executive committee shall be composed of the elected lodge officers, immediate past lodge chief, lodge operating committee chairmen, lodge adviser, one member of the council camping or program committee if appointed by the Scout Executive, chapter chiefs, chapter advisers, chairman advisers, Scout Executive, and Staff Partner.
- V. 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 Advisers*.

VI. The Vigil Honor. Attainment of the Vigil Honor shall be 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 Advisers*.

VII. Finances.

a. This Law covers all dues, lodge activity money, and chapter activity money.

- (1) Only the Lodge Secretary may accept money at the Lodge level.
- (2) When Tiwahe Lodge is service lodge for the Section CONCLAVE, only the lodge secretary, his or her adviser, and the staff partner may accept and handle money.
- (3) Money collected in the council service center shall have a receipt placed in the lodge file, which should be emptied at least weekly by the lodge treasurer or his adviser.
- (4) All monies submitted to the lodge Secretary by chapters shall have a complete list of names, accounts, and activity for which the money was collected. No money shall be collected that is not properly listed and identified.
- (5) All money collected in the name of Tiwahe Lodge, Order of the Arrow, shall be deposited into the appropriate account at the business office of the council. The lodge treasurer shall have at his disposal a 'petty cash' fund of not more than \$50.00.
- (6) No chapter may use or dispose of any money collected for and belonging to the Tiwahe Lodge without written approval of the LEC and the staff adviser or Scout executive.
- (7) Annual budget for lodge activities will be developed at the Annual LLD and subject for approval by the Lodge Executive Committee.
- (8) Lodge activities that take place at council camps are subject to and responsible for payment of camp use fees as established by the San Diego – Imperial Council.

b. Procedures.

- (1) Receipts will be issued for all dues and event money received.
- (2) Once payment for a lodge event has been received, there will be a refund if it is requested, in writing, at least seven (7) days prior to the event. The refund will be in the form of a check following council procedure.
- (3) No refund will be made if requested following the event.
- (4) If a member is unable to attend an event and a patch is issued for the event, the Lodge adviser will receive the patch for distribution and the lodge will have no further responsibility.

c. Member Fees

- (1) A fee shall be charged to each newly elected member who participates in an Ordeal.
- (2) The amount of this fee shall be determined by the LEC.
- (3) The Ordeal fee should cover the cost of the new Ordeal member's sash, *OA Handbook*, and other Ordeal expenses.
- (4) Brotherhood candidates shall not be charged for the cost of their sash.
- (5) Vigil Honor candidates shall not be charged for any costs related to the Vigil Honor ceremony.

d. Annual Dues

- (1) Annual lodge dues are payable commencing on November 1 of the prior year.
- (2) After December 31st, dues are considered delinquent and may be subject to an additional late fee if deemed appropriate by the LEC. Members who have not paid their dues by February 1, shall be considered inactive members of the lodge, and may not participate in any lodge events until dues are paid in full for the year.
- (3) An early bird fee or late fee may be established by the lodge executive committee.
- (4) All prices and deadlines shall be determined by the lodge executive committee or the chapter chairing the event.
- (5) If fees for lodge or chapter events are paid prior to the set deadlines, a discounted price, if any, will be deducted from the event price.
- (6) All members must show evidence of current membership in the Boy Scouts of America.
- (7) Annual dues shall be set annually by the LEC no later than the September LEC meeting.
- (8) Membership cards may be signed by: lodge chief, lodge secretary, chapter chief, or chapter secretary.

VIII. Voting. Arrowmen under the age of 21 who are primarily registered with a unit in the San Diego-Imperial Council and whose primary dues are currently paid in Tiwahe Lodge, may vote in matters of lodge business.

IX. Organization.

- a. Tiwahe lodge shall constitute all members of the Order of the Arrow affiliated with the San Diego-Imperial Council, BSA who are members in good standing.
- b. Tiwahe lodge shall be divided into chapters.
 - 1) Chapters shall be aligned with and work with a zone or area as set forth by the San Diego-Imperial Council and the council Scout executive.
 - 2) There shall be no geographical boundaries for membership in any chapter. Any lodge member shall be allowed membership in any chapter of the lodge.
 - 3) The chapters shall take an American Indian name.
 - 4) The chapters may have insignia to be worn on jackets or temporary patch location on the Scout uniform, but may not issue a right pocket flap patch, as this is reserved for the lodge flap. The insignia must be approved by the lodge executive committee and must be ordered through the San Diego – Imperial Council.
 - 5) All chapters shall not deviate from the official lodge insignia.

X. Insignia.

- a. Sash. The Order of the Arrow sash shall be worn in accordance with the requirements of the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
- b. Totem. The totem of Tiwahe Lodge is the Red-tailed Hawk.
- c. Pocket Flap.
 - 1) The lodge pocket flap shall be made of, and embroidered on, cloth, and must be of a size and shape to cover the right breast pocket flap and not extend beyond the outer edge of the uniform pocket flap. It shall show the lodge name and totem. The design shall be approved by the lodge executive committee (LEC). Exceptions may be made for special issues per paragraph X.c.2 below, upon approval of the LEC.
 - 2) The design of the flap shall not deviate with the exception for National Order of the Arrow Conference (NOAC) contingents, other lodge contingents, the addition of a segment in recognition of a region or national chief, or other landmark occasions. All alterations must be approved by the LEC.
 - 3) The lodge pocket flap will be made available to new lodge members upon attendance at their first chapter or lodge meeting or event.
 - 4) The lodge may make available to Vigil Honor members, an insignia made of chenille. One insignia per life with the name of the Vigil Honor member on back and numbered sequentially may be issued. The patch will be sold at cost and purchase is not required.
 - 5) Lodge flaps may be sold from the council office to members outside of the Tiwahe Lodge, as long as they have an active membership card. The price of the flaps may be at an elevated price as approved by the LEC.

XI. Ceremonial Dress.

- a. There is no official dress for lodge ceremonials. All team members should wear dress of the same type and should research and construct accurate American Indian costumes.
- b. Attire worn by ceremonialists shall consist of the following three options:
 - 1) American Indian attire.
 - 2) The Scout Field Uniform.
 - 3) The alternate ceremonial clothing consisting of black shirt with black pants, O/A Sash, and ceremonial neck medallions.

XII. Lodge Officer Roles and Responsibilities

- a. Lodge Officers
 - 1) Lodge officers shall be lodge chief, lodge vice chief(s), and lodge secretary.
 - 2) The term of lodge officer shall be from January 1 to December 31 of the given year.
 - 3) Lodge officers shall be limited to two terms in the same office.

b. Eligibility for Office

- 1) A nominee for lodge office shall be a member in good standing as determined by Article III above.
- 2) A member will not be eligible to hold lodge office if he holds a chapter position during the period of time referred to by the lodge office.
- 3) These officers shall be under age 21 years of age over their entire term of office.

c. Election Procedures

- 1) The lodge will hold elections at Fall Fellowship, under the guidance of the lodge chief.
- 2) Nominations from youth will be entertained by the lodge secretary, beginning with lodge chief.
- 3) Each chapter will be accorded ten (10) votes to cast amongst nominees for each office. The results shall be recorded and announced by the lodge secretary.
- 4) A nominee must receive a majority (one vote more than fifty percent) of the votes cast on a given ballot to be elected (abstentions do not count as votes cast). 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.
- 5) When balloting is declared deadlocked, the youth conducting the election (Note: This is the lodge chief or a youth appointed by the lodge chief and approved by the lodge adviser) will announce to the voting delegates that one more ballot will be taken to break the tie and, if another tie results, he shall cast sufficient votes for the nominee of his choice to achieve a majority and declare him elected.
- 6) Adult attendance at the elections shall be at the discretion of the lodge chief with the exception of the lodge adviser and staff adviser who will have no say in the nominations or elections.
- 7) Campaigning for lodge office shall not begin more than 30 days prior to the lodge fellowship and be limited to youth members.

d. Duties of Lodge Officers

1). Lodge Chief

- (a) Overall responsible for the administration and operation of Tiwahe Lodge.
- (b) Presides at all lodge functions and LEC Meetings.
- (c) Represents the lodge at all section and/or zone meetings.
- (d) Will conduct and coordinate lodge operations by means of the LEC.
- (e) Directs and oversees the activities of the Lodge Officers and Chairmen.

- (f) Appoints the Lodge Chairmen
- (g) He/she shall chair the “Chapter of the Year”, “Crossed Feather”, “Foundation”, and “Spirit Award” selection committees.
- (h) He/she shall coordinate and host the lodge banquet.
- (i) He shall plan and execute Lodge Leadership Development (LLD).
- (j) He shall be a neutral leader of the lodge with no ties to any one chapter during the entire term of his office.

2) Lodge Vice Chief of Administration

- (a) Will act in the absence of the lodge chief.
- (b) Overseas the Membership and Event Registration Chairman
- (c) Overseas Social Media Chairman.
- (d) Overseas Newsletter Chairman to include production and distribution of the “*Lodger*”.
- (e) Establishes annual goals and objectives for his/her committees.
- (f) Is responsible for recording and reviewing membership throughout his/her term.
- (h) He/she shall be a neutral leader of the lodge with no ties to any one chapter during the entire term of his office.

3) Lodge Vice Chief of Programs

- (a) Will act in the absence of the lodge chief if the Vice Chief of Administration is not present.
- (b) Overseas the Lodge Programs and National Event Chairmen.
- (c) Provides leadership in the planning and execution of Lodge Programs and participation in CONCLAVE and National Events.
- (d) Promotes attendance at National Leadership Seminar and Developing Youth Leadership Training.
- (e) Promotes participation in O/A High Adventure programs.
- (f) Publishes the “*Where to Go Camping*” Guide.
- (g) He/she shall be a neutral leader of the lodge with no ties to any one chapter during the entire term of his office.

4) Lodge Vice Chief of Inductions

- (a) Will act in the absence of the lodge chief if the Vice Chief of Programs is not present.
- (b) Is responsible for the planning and conduct of the Lodge Ordeal.
- (c) Is responsible for the lodge Brotherhood ceremonies.
- (d) Is responsible for coordinating service projects for the Lodge and chapters.
- (e) Is responsible for lodge service and service supporting chapter Ordeals.
- (f) Develops and schedules training for lodge and chapter ceremonial teams.

- (g) Coordinates with the Lodge American Indian Affairs representative to ensure that all Induction Ceremonies are conducted in accordance with OA National Guidelines.
 - (h) He/she shall be a neutral leader of the lodge with no ties to any one chapter during the entire term of his office.
- 5) Lodge Vice Chief of Chapters
- (a) Will act in the absence of the lodge chief if the Vice Chief of Inductions is not present.
 - (b) Provides support and guidance to the Chapter Chiefs.
 - (c) Supports Chapter in the planning and conduct of O/A elections.
 - (d) Overseas the OA Troop Representative Chairman.
 - (e) Overseas the Cub Scout Relations Chairman.
 - (f) He/she shall be a neutral leader of the lodge with no ties to any one chapter during the entire term of his office.
- 6). Lodge Secretary
- (a) Records accurate minutes of all LEC meetings and publishes them for approval at the following LEC meeting.
 - (b) Maintains files of chapter reports.
 - (c) Ensures all forms and necessary paperwork for lodge business and chapter business are available on the lodge website.
 - (d) Responsible for monitoring and reporting Lodge Finances to the LEC.
 - (e) He/she shall be responsible for collection and deposit of all monies collected at lodge and chapter activities.
 - (f) He/she shall be responsible for receiving and recording nominations for lodge officers at the Lodge Fall Fellowship.
 - (g) Shall be responsible for all Lodge supplies and property to include:
 - (1) Conducting annual inventories of lodge supplies (sashes, books, beads,)
 - (2) Conduct an annual inventory of the Lodge Trailer.
 - (h) Compile and present a monthly finance report to the LEC.
 - (i) Shall be responsible for the preparation and presentation of the annual budget for the lodge at Lodge Leadership Development.
- (7) Specific duties of lodge officers may be delegated by the lodge chief to lodge committee chairmen where applicable, if these positions are filled. However, the lodge officer retains overall responsibility for the execution of these specific duties.

XIII. Lodge Executive Committee Roles and Responsibilities

a. Lodge Executive Committee (LEC) is responsible for the administration of the Tiwahe Lodge to include membership sustainment and growth, program planning, and training for the LEC and advisers.

1) Voting members of the LEC shall consist of:

- Lodge Chief
- Lodge Vice Chief Administration
- Lodge Vice Chief of Programs
- Lodge Vice Chief of Inductions
- Lodge Vice Chief of Chapters
- Lodge Secretary
- Chapter chiefs
- Immediate past lodge chief
- Elected sectional, regional, or national officers who are lodge members

2) Each voting member shall be allowed to cast one vote.

3) A LEC quorum shall consist of 50% of the chapter chiefs and 2 lodge officers.

4) The LEC shall meet once a month.

5) The dates of the meetings must be set at the Lodge Leadership Development conference (LLD).

6) Lodge meetings should be held in conjunction with lodge events when possible.

7) The Lodge Chief may hold special meetings if necessary.

b. Lodge Sub Committees

1) Tiwahe Lodge Sub-committees are established as follows:

- (a) Social Media Chair
- (b) Newsletter Chair
- (c) Lodge Event Chair
- (d) National Event Chair
- (e) Training Chair
- (f) Ceremonies Chair
- (g) O/A Troop Liaison
- (h) Cub Scout Relations Chair

2) The lodge chief shall appoint a chairman to each established committee with 2/3 majority approval of the present quorum of the LEC.

3) Appointed committee chairmen shall be under the age of 21 during the entire term of their appointment.

4) Lodge committee chairmen are not voting members of the LEC, however, they are encouraged to bring motions before the LEC and participate in LEC discussions.

c. Duties of the Sub-Committee Chairs are as follows:

- 1) Social Media Chair. Uses media (Instagram, twitter,..) to publish Lodge and Chapter events to O/A membership. Coordinates with the Newsletter Chair to publish the “Lodge”. Works for the Vice Chief of Administration.
- 2) Newsletter Chair. Writes and publishes the monthly “Lodger”. Consolidates Chapter inputs for incorporation. Ensures the “Lodger” is available to all Arrowmen. Works for the Vice Chief of Administration.
- 3) Lodge Event Chair. Develops event schedule for annual lodge events. Coordinates resources (food, Ceremonial Teams, work crews) for Lodge events. Ensures lodge events are published using all social media. Works for the Vice Chief of Programs.
- 4) National Event Chair. Ensures all national programs and training programs are published to all Arrowmen. Coordinates with the Secretary Treasurer to develop an annual budget to support Arrowmen attendance at National Events and Training. Works for the Vice Chief of Programs.
- 5) Training Chair. Develops and annual training schedule to include Elangomat / Nimat training, Drummer, Dancers, and Ceremony Team Training. Coordinates with chapters to ensure there are an adequate number of Arrowmen trained to support scheduled events. Works for the Vice Chief of Inductions.
- 6) Ceremonies Chair. Assists Chapters in recruiting Arrowmen to participate in Ceremony team training and performance. Works with the Training Chair to establish a training schedule. Works for the Vice Chief of Inductions.
- 7) O/A Troop Liaisons. Communicates with troop, crew, and ship OA representatives ensuring they have the resources to be active liaison’s with units. Ensures the OATR’s have access to the “*Where to Go Camping Guide.*” Works for the Vice Chief of Chapters.
- 8) Cub Scout Relations Chair. Primary liaison for the Packs to coordinate with the Lodge Chapters. Works to provide Arrow of Light Ceremonies Teams to support Crossover Ceremonies. Works for the Vice Chief of Chapters.

XIV. Vacant Office

- a. If for any reason the lodge chief cannot finish his term of office, the lodge vice chief will assume his duties, position, and responsibilities. If there are 6 months or more of the term remaining then the lodge executive committee shall elect a new vice chief.
- b. If the lodge vice chief, secretary, or treasurer cannot finish their terms, and providing there are 6 or more months remaining the lodge executive committee shall elect a member to the position.
- c. All special elections shall require a 2/3 affirmative vote by the present quorum.

- d. A lodge officer may be replaced if: a chapter chief or his representative brings a motion before the lodge executive committee. If seconded, the lodge committee will allow one month to pass before the actual vote occurs. At the LEC meeting, each chapter must be represented and at least two lodge officers must be present who are not the subject of replacement. To replace the officer, a full 100% affirmative vote must be recorded.

XV. Advisers

- a. The Lodge adviser shall be appointed by the Scout executive/Chief of the Fire.
- b. The Lodge staff partner shall be appointed by the Scout executive/Chief of the Fire.
- c. Lodge associate advisers and committee advisers shall be appointed by the Lodge adviser.

XVI. Lodge Meetings and Activities

- a. Annual Activities. The lodge shall hold or participate in the following events each year. The dates shall be determined and confirmed by the lodge executive committee. Individual chapters or appointed committees shall be assigned to chair the planning and execution of the events.
 - 1) Lodge banquet. This will be a formal gathering of all lodge members and their families for dinner and a program. The program will include lodge awards, chapter awards, individual awards, Vigil Honor call-out, installation of new lodge officers, and any other special presentations. This will be hosted by the lodge chief.
 - 2) Lodge encampment (Spring event). This will be an informal gathering of the lodge, held at one of the council camps. The purpose of this event is to provide necessary service to a council camp. Additionally, time should be allocated for fellowship activities. A Brotherhood ceremony will normally be held in conjunction with the Spring encampment.
 - 3) Lodge Ordeal. The Lodge shall conduct an Ordeal separate from chapter Ordeals. This Ordeal will be held with the purpose of providing an opportunity for Ordeal candidates, who have missed all of the chapter Ordeals, to participate in an Ordeal the year they were elected.
 - 4) Section CONCLAVE. Also known as the W6W Conclave. This is a gathering of the lodges in the Western Region, Area 6, Section W of which Tiwahe Lodge is a member. The purpose of this gathering is to conduct training, to hold section elections, to participate in sports and Order of the Arrow competitions, and to promote fellowship and good will among the lodges.
 - 5) Lodge fellowship (Fall event). This will be the informal gathering of the lodge. Lodge officer elections will be held. There should be a growth of fellowship through competitions, seminars, training, and general discussions. The lodge chief will chair the Crossed Feathers Award selection committee at this event.

- 6) Lodge Leadership Development (LLD). The lodge will conduct leadership development training for all newly elected lodge and chapter officers annually, in either December or January. All new officers and advisers should attend.
- b. The annual schedule of the Lodge events will be determined at the annual Lodge Leadership and Development (LLD) conference.
- c. National Camp Accreditation Program (NCAP). All Council campgrounds must be in compliance with NCAP standards. Lodge and or chapter sponsored activities conducted on council campgrounds will comply with NCAP Standards. Specifically:
 - 1) Each short-term camping program (1-3 days) will have a certified NCAP short term administrator assigned. Training will comply with Section 400 of staff Qualification and Training Standards.
 - 2) All OA short term camp programs will have a certified medical professional dedicated to the event. Training will comply with Section 400 of staff Qualification and Training Standards.
 - 3) All OA short term camp programs will comply with dietary standards established in section 600 of the NCAP manual.

XVII Lodge Chief Privileges

- a. Each lodge chief shall be provided the opportunity to attend either an Order of the Arrow High Adventure program (Philmont Scout Ranch, Summit Bechtel Reserve, Northern Tier, and Sea Base Ocean Adventures) or National Order of the Arrow Program of Emphasis at the expense of the lodge. This is a one per life gift and must be committed during the term of office. In the event that the year following a chief's term is a NOAC year, and the chief desires to apply his gift to that NOAC, the funds must be committed during the current year, and the Chief must remain active in the lodge for the NOAC year. The maximum amount of lodge money to be provided for this gift may not exceed the cost of registration plus \$500 for travel. Examples:

NOAC Fee:	\$625.00
Travel Expense	\$500.00
Chief Receives	\$1125.00

Trail Crew Fee:	\$325.00
Travel Expense:	\$500.00
Chief Receives:	\$825.00

In the case of a NOAC year, if the lodge NOAC fund provides a contribution with the goal of matching 50% of the Arrowmen registration fee. The chief would also be entitled to that amount, but his total amount received may

not exceed the total cost of the NOAC fee plus the travel expenses. That portion of a NOAC contingent fee that covers any transportation may be covered within the maximum allowed, however that portion of the NOAC contingent fee that covers personal clothing items will not be included.

- b. Each lodge officer, and Committee Chairman, shall be provided the opportunity to attend either an Order of the Arrow High Adventure program (Philmont Scout Ranch, Summit Bechtel Reserve, Northern Tier, and Sea Base Ocean Adventures) or National Order of the Arrow Program of Emphasis at the expense of the lodge. This is a one per life gift and must be committed during the term of office. exceed the cost of registration. Examples:

In order to be eligible for the Lodge Officer gift, the Lodge Officers must have served or be expected to serve in good standing for a minimum of nine months of the year for which he/she is entitled to the award. For example, if the Lodge Officer/Chairman should be elected to a section officer position requiring him to step down as lodge chief in October, he would remain eligible. The individual who replaced him would not be eligible, as his term of office for that year would only be about three months.

XVIII. Constitution or Policy Amendments

- a. Amendments to the Policies or Constitution shall require;
 - 1. That the proposed amendments be read in a regular LEC meeting, and that the chapter chiefs be provided the opportunity to discuss these proposed changes with their chapters, and then be prepared to vote at the next scheduled LEC.
 - 2. A quorum of at least 2/3 of the chapter chiefs and at least three lodge officers must be established.
 - 3. A 75% affirmative vote must be recorded.
- b. Any change to the Constitution or Policies shall require the lodge secretary to publish an updated text to be distributed at the next Lodge Leadership Development.

Tiwahe Lodge, San Diego – Imperial Council, BSA
Order of the Arrow
By Laws
Section II

Chapter Operations

I. Chapter Operations

a. Chapter Officers.

- 1) Officers of the chapters shall be chapter chief, chapter vice chief, chapter secretary, and chapter treasurer.
- 2) These officers must be elected and must be under 21 for the entire term of office.
- 3) The term of office for chapter officers shall be January 1 to December 31 of each year.

b. Eligibility for Office

- 1) A nominee for chapter office must be a member in good standing of the lodge.
- 2) A chapter member may not be eligible for nomination if he holds a lodge or other chapter position during the period of time referred to by the nomination.

c. Election of Chapter Officers

- 1) Chapter elections shall be deferred until after the lodge fellowship if possible, but, in any case, prior to the Lodge Leadership Development.
- 2) Chapter elections shall be by secret ballot with each chapter deriving their own method of election.

d. Duties of Chapter Officers

1) Chapter Chief

- (a) Presides at all chapter meetings and events.
- (b) Attends all LEC Meetings.
- (c) Provides chapter meeting summaries to lodge secretary monthly.
- (d) Attends all lodge activities.
- (e) Has direct responsibility for all chapter activities.
- (f) Will direct his chapter to be active in all lodge and chapter events.
- (g) Submits articles to the lodge secretary for publication in the lodge newsletter.
- (h) Responsible for compiling and presenting the chapter annual report to the lodge chief on time.
- (i) Will conduct and coordinate all chapter operations by means of the chapter executive committee.

2) Chapter Vice Chief

- (a) Acts in the absence of the chapter chief.
- (b) Has direct responsibility for all chapter brotherhood membership and activities.
- (c) Has direct responsibility for all chapter camp promotion and service projects.
- (d) Responsible for analyzing and reviewing any dropped membership as of Feb. 1 of each year.
- (e) Is responsible for informing the chapter of any meetings or events.

3) Chapter Secretary

- (a) Acts in the absence of the chapter chief and vice chief.
- (b) Shall keep accurate minutes for all chapter meetings.
- (c) Shall maintain accurate records of attendance at all chapter events and meetings.
- (d) Provides minutes and chapter reports to the chapter chief for presentation to the LEC.
- (e) Is responsible for registration at all chapter events.
- (f) Shall maintain all necessary forms and applications.
- (g) Shall maintain an accurate membership roster.

4) Chapter Treasurer

- (a) Acts in the absence of the chapter chief, vice chief, and secretary.
- (b) Shall be responsible for collection of all monies at all chapter events.
- (c) Shall maintain the chapter trading post.
- (d) Will maintain an accurate account of all items on consignment from the lodge to the chapter.
- (e) Will monthly provide a balanced deposit to the chapter chief for delivery to the lodge treasurer for deposit.

- 5) Chapter Committees
 - (a) The chapter chief may establish as many committees as may be deemed necessary for the efficient operation of the chapter.
 - (b) Appointed committee chairmen shall be under the age of 21 during the entire term of their appointment.

- 6) Chapter Advisers
 - (a) Chapter advisers shall be chosen by the lodge adviser with the approval of the Scout executive.
 - (b) Chapter associate advisers and committee advisers shall be appointed by the chapter adviser.
 - (c) Chapter advisers shall be members of their district camping committee.
 - (d) All advisers are appointed for one-year terms. Advisers may be re-appointed for subsequent terms, subject to approval of the Scout executive, lodge adviser, or chapter adviser as appropriate. Advisers are strongly encouraged to serve no longer than three years in any specific adviser position. This three-year limit may be waived by the lodge adviser when it is for the good of the lodge or the chapter. When deemed necessary, advisers may be relieved of their duties by the lodge adviser.

- 7) Replacement of Chapter Officers. A lodge officer may be replaced if: a chapter chief or his representative brings a motion before the lodge executive committee. If seconded, the lodge committee will allow one month to pass before the actual vote occurs. At the LEC meeting, each chapter must be represented and at least two lodge officers must be present who are not the subject of replacement. To replace the officer, a full 100% affirmative vote must be recorded.

- 8) Chapter Executive Committee. A chapter executive committee shall consist of:
 - (1) Chapter chief
 - (2) Chapter vice chief
 - (3) Chapter secretary
 - (4) Chapter treasurer
 - (5) Chairmen of operating committees
 - (6) Chapter adviser
 - (7) Chapter operating committee advisers

- 9) Chapters shall be given the option to determine a quorum and voting eligibility.

- 10) Chapter officers may be replaced if the motion is made, and seconded by members of the chapter executive committee and voted on at the

next regularly scheduled meeting. At least 50% of the chapter's active membership must be present with at least a 75% affirmative vote recorded.

II. Chapter Activities

- a. Chapters shall hold at least one ordeal each year.
- b. Chapters shall hold at least one Brotherhood ceremony each year.
- c. All chapter ceremonial teams must be certified by the lodge chief or his designee before conducting any ceremony.

III. Chapter Finances

- a. Chapters may collect money, such as dues, registration fees and ticket sales for lodge, section, and national events, and so forth, in the name of Tiwahe Lodge. All of this money, called here "lodge money," must be deposited into the lodge account. Lodge trading post items are held by a chapter on consignment and must be sold at the price established by the lodge executive committee. Revenue from the sale of these items is not chapter money but is lodge money and shall be transmitted separately from chapter money.
- b. All chapters may earn money, in this policy called "chapter money," through various fundraising efforts. For such money, the chapter shall establish a fund account through the council into which all chapter money shall be deposited apart from a chapter's \$50 petty cash fund. The name of the account shall be in this format: "Order of the Arrow—[chapter name] Chapter." No chapter shall maintain an account at any bank or similar institution. No chapter is to maintain more than **\$50** in cash. Any amount in excess of **\$50** is to be deposited into the chapter's account at council within one week of the excess arising.
- c. The lodge treasurer shall keep a record of all money deposited and withdrawn by the chapter. Only the chapter adviser may withdraw chapter funds. This shall be done in the form of a council check and must be handled according to council policy. Monies collected by the chapter may be used for events, equipment, and supplies for the use of the chapter. The chapter treasurer shall submit a signed monthly report to the LEC, in a form designated by the lodge treasurer, among other things describing the sources of all income and the nature of all disbursements during the reporting period.
- d. All fundraising activities must be approved by the lodge executive committee and by the council. The fundraising efforts must be in accordance with the rules and policies of the council and BSA Activity budget worksheets must be used to account for this money as well as receipts and other records and should be included in the chapter annual report. Money may not be raised by adding a surcharge to the lodge trading post items.

- e. Each chapter chief, shall be provided the opportunity to attend either an Order of the Arrow High Adventure program (Philmont Scout Ranch, Summit Bechtel Reserve, Northern Tier, and Sea Base Ocean Adventures) or National Order of the Arrow Program of Emphasis at the expense of the lodge. This is a one per life gift and must be committed during the term of office.

- f. In order to be eligible for the Chapter Chief gift, the Chapter Chief must have served or be expected to serve in good standing for a minimum of nine months of the year for which he/she is entitled to the award.

