

## Ini-To Lodge W.W.W. #324 Lodge Operating Rules

### Section I. Name and Affiliation

- A. The name of this Lodge of the Order of the Arrow shall be Ini-To Lodge W.W.W. #324.
- B. The Lodge shall be affiliated with the Flint River Council, Boy Scouts of America and come under the supervision of the Council Camping Committee and the Administrative authority of the Scout Executive. The Totem of this Lodge shall be the "Thunderbird."
- C. This Lodge shall be divided into Chapters. Each Chapter shall come under the supervision of the District Camping Committee(s) and the Administrative authority of the District Executive(s).
- D. Each Chapter of the Lodge may develop a set of Chapter rules which shall not conflict with the rules and regulations of the Boy Scouts of America, the Order of the Arrow, Flint River Council or the Operating Rules of this Lodge. All Chapter operating rules must be presented to the Lodge Executive Committee for initial approval.
- E. The number of active chapters in the Lodge shall be defined as the average attendance of the number of Chapters present at the past two Lodge Executive Committee meetings.

### Section II. Membership

- A. The requirements for membership are those set forth in the current printing of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.
- B. The Procedures for conducting the Ordeal shall be as stated in the Order of the Arrow Handbook and Administration Guide for the Ordeal.
- C. 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. 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 Advisers.
- D. The Vigil Election Committee will be appointed no later than January 31 by the Vigil Committee Chairman and his Adviser, with the approval of the Lodge Chief and the Lodge Adviser. The Committee Chairman must be a youth Vigil member. The committee will include all youth Vigil members. All members of the Vigil Committee must be given sufficient notice of the election date.
- E. The number of youth committee members present must be a minimum of 5 to hold the election.
- F. The Vigil Committee Chairman or his designee must be present in order to open and close the election.
- G. Only those active members under age twenty-one shall be eligible to vote on proposed business.

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Section III. Leadership

- A. The officers of this Lodge shall be Chief, Vice Chief of Ceremonies, Vice Chief for Administration, Secretary, and Treasurer. These elected officers must be under twenty-one years of age during their entire term of office.
- B. Each Chapter may elect officers who meet the requirements set forth in Section III, Paragraph A of these operating rules.
- C. The Lodge Advisers and each Chapter Adviser shall be appointed by the Scout Executive in consultation with the Staff Adviser.
- D. The Lodge Chief shall appoint such operating and special committees as may be required with the approval of the Lodge Adviser and the Lodge Staff Adviser. All appointed committee members shall be under twenty-one years of age.
- E. Each Chapter Chief shall appoint such operating and special committees as may be required with the approval of the Chapter Adviser and the Chapter Staff Adviser. All committee members shall be under twenty-one years of age.
- F. The Lodge Chief, in consultation with the Lodge Adviser and the Lodge Staff Adviser appoint an adult member to advise and assist as necessary all operating and special committees.
- G. All Officers and Advisers shall conduct themselves and the business of the Lodge in accordance with the Scout Oath and Law, the Obligation of the Order of the Arrow, and guidelines set forth within the OA handbook, the Guide for Officers and Advisers, and other OA literature and rules.

Section IV. Lodge Executive Committee

- A. The Lodge Executive Committee shall be comprised of the elected Lodge officers, immediate past Lodge Chief, Lodge Operating Committee Chairpersons, Lodge Adviser, Council Camping Committee chairperson, each Chapter Chief, each Chapter Adviser, Scout Executive, and the Lodge Staff Adviser.
- B. The Lodge Executive Committee shall be empowered to conduct the business of the Lodge in the interim between Lodge meetings.
- C. The Lodge Executive Committee shall meet at least six times throughout the year.
- D. Only those members of the Lodge Executive Committee under the age of twenty-one shall be eligible to vote on proposed business.
- E. Special meetings of the Lodge Executive Committee may be called by the Lodge Chief with the approval of the Staff Adviser, or by the Scout Executive.

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Section V. Duties of Officers

A. Lodge Chief

1. The Executive power of the Lodge shall be vested in the Chief of the Lodge.
2. Shall serve as Chairman at all Lodge events and functions.
3. Shall serve as Chairman of the Lodge Executive Committee.
4. Shall have the power to create or establish committees and appoint committee chairmen.
5. Shall report to the Lodge on the state of the Lodge and shall make recommendations concerning such matters as he may consider necessary or expedient.
6. Shall serve as a member of the Council Camping Committee.
7. Will be Chairman of the Annual Klondike Committee.
8. Is responsible for ensuring information received from Section and National meeting is relayed to the membership in a timely fashion.
9. Will maintain contact with the Chapter Chiefs, Committee Chairmen and Chapter Advisers and ensure that all Lodge and Chapter Officers are performing their assigned duties.

B. Lodge Vice Chief of Administration

1. Shall serve as Chief in the absence of the elected Chief.
2. Shall work with the Lodge Treasurer in the development of a Lodge Budget.
3. Shall supervise those committees assigned to by the Chief.
4. Shall serve as the Chairman of the Membership Committee and will work closely with the Lodge Chief and the Lodge Secretary on all administrative functions of the Lodge.
5. Is responsible for all Elangomat training within the Lodge.

C. Lodge Vice Chief of Ceremonies

1. Shall serve as Chief in the absence of the elected Chief and the elected Vice Chief of Administration.
2. Shall be directly responsible for the ceremonial aspects of the Lodge.
3. Shall endeavor to protect and maintain the traditions of the Lodge and the Order of the Arrow.
4. Shall supervise those Committees assigned by the Lodge Chief.
5. Shall ensure that there are a sufficient number of ceremony teams within the Lodge.

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6. Shall conduct ceremony and dance training within the Lodge and ensure the promotion of Lodge ceremony teams within the Council.

D. Lodge Secretary

1. Shall record the minutes of the meetings of the Lodge Executive Committee and of the Lodge.
2. Shall keep the minutes as a record in files of calendar year periods.
3. Shall have on hand, at each Lodge Executive Committee meeting, the files of the official minutes for the past two years.
4. Shall read the minutes of the immediate past meeting.
5. Shall list those persons present as a part of the official minutes.
6. Shall maintain a mailing list of the Lodge active membership, separated by Chapters.
7. Shall be directly responsible for all Lodge record mailings.
8. Shall, in conjunction with the Lodge Treasurer, update the mailing files of the Lodge at the first of each calendar year, or as soon after as practical.
9. Shall be the Chairman of the newsletter committee and set deadlines for publication dates.
10. Shall be responsible for notifying all Lodge and Chapter Officers and Advisers of scheduled Lodge Executive Committee meetings.
11. Shall endeavor to maintain attendance at all Lodge functions by Chapter.
12. Shall maintain liaison with the Chapter Secretaries to ensure accurate and consistent communications take place within the Lodge.
13. Shall ensure that the Lodge History is updated as needed.

E. Lodge Treasurer

1. Shall, with the aid of the Lodge Vice Chief for Administration, develop the Lodge annual budget; including anticipated income and proposed expenditures.
2. Shall be in charge of all finances for the Lodge.
3. Shall collect the membership dues and, with the Lodge Secretary, maintain an accurate mailing list, and shall update this list after the beginning of each calendar year.
4. Shall work closely with the Council office in all financial matters.
5. Shall list and present bills to be approved and paid at each Lodge Executive Committee meeting.
6. The budget shall be presented by the Lodge Treasurer for approval at the Lodge Executive Committee meeting immediately prior to the Spring Fellowship.

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7. Shall, with the Lodge Executive Committee, have the responsibility to see that the Lodge maintains its financial status within the budgeted guidelines.
8. Shall cause a letter to be sent annually to members advising that Lodge dues become payable on 15 November.
9. Shall make available for sale at all Lodge functions items of memorabilia such as T-shirts, Caps, Flaps, etc.

**Section VI. Meetings**

**A. The Lodge shall hold the following annual functions:**

1. Fall Fellowship
2. Spring Fellowship
3. Ordeal
4. Make-up Ordeal
5. Banquet

**B. Other activities may be developed and designated as annual functions.**

**C. Attendance at Lodge functions only, shall entitle members to purchase Lodge pocket flaps.**

**D. Each active member of the Lodge shall be entitled to purchase Lodge pocket flaps at any event where said flaps are sold. Members may purchase flaps at their level or lower only.**

**E. The Lodge Chief shall call special work days, and designate delegations to Area and National Conferences as needed.**

**F. Each meeting of the Lodge and Chapters shall be opened with the sign of the Order of the Arrow and/or the Obligation of the Order of the Arrow.**

**G. Active members of the Order of the Arrow twenty-one years of age or older shall have no vote in any decisions of the Lodge.**

**H. The Lodge shall conduct a training conference within two months of the election of Lodge and Chapter officers. This conference should be supervised by the immediate past Lodge officers.**

**Section VII. Elections**

**A. The Lodge Chief shall preside over and run the election which shall be held at the Fall Fellowship.**

**B. Candidates running for an office must be nominated by someone other than themselves and be less than twenty-one years of age during their entire term of office.**

**C. Voting will be done through a ten vote block system. Each Chapter of the Lodge will have ten votes, providing there are at least ten active voting members present. If a Chapter has less than ten active voting members present, then they will have a total vote equal to the number of active voting members present.**

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- D. The active Chapter members under the age of twenty-one will decide how the Chapter's votes will be distributed.
- E. The election of Lodge officers shall occur in the following order:
  - 1. Lodge Chief
  - 2. Lodge Vice Chief of Administration
  - 3. Lodge Vice Chief of Ceremonies
  - 4. Lodge Secretary
  - 5. Lodge Treasurer
- F. Those who run for an office and are not elected to that office may run for another Lodge office provided they are nominated.
- G. Ballots will be counted by the Lodge Secretary and one representative of each Chapter as soon as the Arrowmen have voted for each Lodge office. The results will immediately be announced to the general membership.
- H. Chapter elections shall coincide with Lodge elections.
- I. Lodge officers shall be installed at the Banquet.
- J. Regular terms of office shall be from 1 January to 31 December.
- K. Any Lodge officer may be removed from office by a three-fourths affirmative vote of the quorum at any regular or special meeting of the Lodge. Any Chapter officer may be removed from office by a three-fourth affirmative at any regular or special meeting of that Chapter.
- L. In case of the Lodge Chief's resignation, removal from office or inability to discharge the duties of the office, the Vice Chief of Administrations shall assume the office of Lodge Chief immediately. In case of a vacancy in any other Lodge office, an election to fill the vacated position will be held at the next regular or special meeting of the Lodge. Written notice must be sent to all active voting members at least ten days prior to the election to fill the vacancy.
- M. In case of a vacancy in any other Lodge office, the Lodge Chief with the approval of the Lodge Executive Committee, may fill the vacated position by temporary appointment until the election by the Lodge. N. In case of a Chapter Chief's resignation, removal from office or inability to discharge the duties of the office, the Vice Chief shall assume the office of Chapter Chief immediately. In case of a vacancy in any other Chapter office, an election to fill the vacated position will be held at the next regular or special meeting of that Chapter.

**Section VIII. Lodge Finances**

- A. There shall be an induction fee set by the Lodge Executive Committee and payable at the time of induction,

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Brotherhood, or Vigil Honor attainment.

- B. For the induction fee, new Ordeal members shall receive:
  - 1. Membership for the current year plus one year.
  - 2. Meals during the Ordeal.
  - 3. One pocket flap for Ini-To Lodge Ordeal level.
  - 4. One Order of the Arrow Sash Ordeal level.
  - 5. One Order of the Arrow Handbook.
- C. Upon completion of the requirements for Brotherhood and following the Brotherhood ceremony, the new Brotherhood member shall receive:
  - 1. One Order of the Arrow Sash Brotherhood level.
  - 2. One pocket flap for Ini-To Lodge Brotherhood level.
- D. Upon election to the Vigil Honor and following the Vigil ceremony, the new Vigil member shall receive:
  - 1. One Order of the Arrow sash Vigil level.
  - 2. One pocket flap for Ini-To Lodge Vigil level.
  - 3. One single bit ax.
  - 4. Meal during the Vigil breakfast.
- E. Dues of the Lodge shall be collected annually by the Lodge Treasurer, the amount of which shall be determined by the Lodge Executive Committee. Dues cover the period from 1 December of the current year until 30 November of the following year.
- F. Dues must be paid by November 15th. On December 1st., all non-renewing members shall be removed from the mailing lists and their records placed in the Inactive Files.
- G. Inactive members may be returned to the active rolls by paying dues for the current year.
- H. Current members in good standing in another Lodge who desire to transfer their membership may do so without cost. If their dues are not current, Section VIII, G applies.
- I. The Lodge Treasurer, in conjunction with the Lodge Vice Chief for Administration, shall develop an annual budget.
- J. All Lodge funds shall be handled through the Scout Office as a custodial account and be subject to the normal accounting procedures used by the council.

**Section IX. Amendments**

- A. These operating rules shall be subject to amendments at any regular or special meeting of this Lodge, provided such amendments have been submitted to the Lodge Executive Committee at least thirty days prior to such meetings.

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- B. Adopting any proposed amendments must be by a two-thirds affirmation of the quorum of the Lodge Executive Committee.
- C. Written notice must be sent to all active voting members at least ten days prior to a meeting at which a vote on amendments is to be taken.

**Section X Ratification**

- A. These operating rules shall not conflict, in any way, with the policies or rules of the National Order of the Arrow, Boy Scouts of America, or the Flint River Council.
- B. In the event of a policy or rule change by the National Order of the Arrow or Boy Scouts of America, the conflicting section(s) of these operating rules shall be declared to conform with the National policy and rules.
- C. A quorum shall be constituted by those active voting members at such meetings.
- D. These operating rules shall become effective when adopted at a Lodge meeting by a three-fourths affirmative vote of the quorum.
- E. These operating rules shall revoke, nullify, and supersede all previous constitutions, by-laws, rules, and regulations adopted by Ini-To Lodge #324, Flint River Council, Boy Scouts of America.

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