

Witauchsoman Lodge #44 Bylaws

as of 12-21-2022

The official bylaws and rules of the
Witauchsoman Lodge #44, Order of the Arrow
of the
Minsi Trails Council #502, Boy Scouts of America

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ARTICLE I: Organization

Section 1: The name of this Lodge of the Order of the Arrow shall be Witauchsoman Lodge #44, WWW; and shall be chartered through the National Order of the Arrow Committee, Boy Scouts of America. The word “Witauchsoman” is taken from the Lenni Lenape language, meaning “to be in fellowship with somebody” or “fellowship together.”

Section 2: The Lodge shall be affiliated with the Minsi Trails Council #502, Boy Scouts of America; shall be under the supervision of the Lodge Chief (youth - under 21) and Lodge Adviser (adult - 21 or older); and the administrative authority of the Council Scout Executive (Supreme Chief of the Fire). All liability and legal contracts shall be through the Minsi Trails Council.

Section 3: Witauchsoman Lodge #44 shall constitute all members of the Order of the Arrow registered with the Minsi Trails Council, Boy Scouts of America and who have kept their dues at current status.

Section 4: The Lodge shall consist of five Chapters, which correspond to the Council’s five Districts.

Clause A: The Chapter name and correspondence of each District shall be as follows: Ahtuwi-Kana Chapter – Monroe District, Hakahteyo Osakame Chapter – Carbon/Luzerne District, Lechauweki Chapter – Lehigh District, Nimat Gamink Chapter – Warren District, and Takhone Chapter – Northampton District.

Clause B: Unit and District registration shall determine membership of a Chapter.

Clause C: In the event that a member is only registered on the Council level, he shall be a member of the Chapter that corresponds with the District of his residence.

Clause D: Each Chapter shall come under the supervision of the Chapter Chief (youth - under 21) and Chapter Adviser (adult - 21 or older).

Clause E: Each Chapter shall have a Chapter Executive Committee with an Officer and Committee structure similar to the Lodge Executive Committee. Elections, rules, and procedures shall follow in the same manner as the Lodge and these bylaws.

Section 5: The Lodge operating year shall run from the close of the Spring Lodge Meeting to the close of the following year’s Spring Lodge Meeting. This period shall serve as the term of all the Lodge Officers and voting Lodge Executive Committee Members.

ARTICLE II: Insignia

Section 1: The totem of Witauchsoman Lodge #44 shall be a bow with three drawn peace pipes (three peace pipes pulled back into the string of a bow). The three peace pipes pulled back into the string of a bow symbolize the union of three to become one with unity of purpose. Each peace pipe represents each of the three (Pohopoco #44, Ah’Pace #58, Tunkhannock #476) Lodges that merged in 1969 to form Witauchsoman Lodge #44. The peace pipes being pulled back into the string of a bow represents the three Lodges merging into one Lodge. This was the first tri-merger of lodges in the history of the Order of the Arrow.

Section 2: Any and all Minsi Trails Council Order of the Arrow insignia or properties representing the Lodge or its Chapters must have the following elements: Lodge name, Lodge number, Lodge totem, WWW, fleur-de-lis, and Chapter name (if applicable).

Section 3: Any and all Minsi Trails Council Order of the Arrow insignia or properties displaying the National Order of the Arrow symbol and/or the Lodge totem, name, or number must be approved by the majority of the Lodge Executive Committee. All such approved insignia and properties shall be under the management of the Lodge Treasurer.

Section 4: Chapter insignia or properties must be approved by the majority of the Chapter Executive

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Committee and then the majority of the Lodge Executive Committee. All such approved insignia and properties shall be under the management of the Lodge Treasurer.

Clause A: The word “Chapter” must appear after their Chapter name on all insignia or properties.

ARTICLE III: Definitions and Bylaw Changes

Section 1: A mandated rule refers to any provision in this document that is policy or procedure mandated by the National Order of the Arrow Committee.

Clause A: It shall be understood that any referral to the current printing of the Order of the Arrow Handbook or any appropriate literature, implies adherence to mandated provision changes and/or additions communicated by the National Order of the Arrow Committee.

Clause B: Recommendations of policy and procedure made by the National Order of the Arrow Committee are not considered to be mandated rule(s).

Clause C: Mandated provisions in this document will be identified by the word “MANDATED” in parenthesis following such provisions.

Section 2: A local rule refers to any provision in this document that is policy or procedure not specifically mandated by the National Order of the Arrow Committee; and therefore has been included within the Witauchsoman Lodge #44, WWW.

Clause A: All local provisions in this document are those not identified by the word “MANDATED” in parenthesis following such provisions.

Section 3: These bylaws shall be subject to change at a regular or special meeting of the Lodge provided that the changes have been approved first by the two-thirds majority of the Lodge Executive Committee and then by the two-thirds majority of the Lodge active youth membership who attend the regular or special meeting where the updated bylaws are voted on. Notice of the proposed changes and a planned Lodge active youth membership meeting vote must be made via e-mailing or Lodge web site posting at least ten days prior to the meeting.

Clause A: Changes to Article X and Article XI require the approval of the majority of the Lodge Executive Committee but do not require the approval of the majority of the Lodge membership.

Clause B: Spelling or grammatical changes found throughout this entire document do not require approval of the Lodge Executive Committee or Lodge membership.

Clause C: Changes or updates due to changes to the policy or procedure mandated by the National Order of the Arrow Committee do not require approval of the Lodge Executive Committee or Lodge membership.

Clause D: Changes or updates due to changes to the restructuring, policy, or procedure mandated by the Minsi Trails Council require the approval of the majority of the Lodge Executive Committee but do not require the approval of the majority of the Lodge membership.

ARTICLE IV: Membership

Section 1: Election to membership

Clause A: The requirements for membership in Witauchsoman Lodge #44, WWW are as stated in the current printing of the Order of the Arrow Handbook. (MANDATED)

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Clause B: Units may hold one election per year. This election shall be held during a period of time to be determined by the Lodge Executive Committee upon the recommendation of the Lodge Unit Relations & Elections Committee. A Scout may run in only one election per year.

Clause C: The Chapter Unit Relations & Elections Committee shall schedule Unit Elections for all Units in their Chapter. Elections are only to be carried out by trained Unit Elections Teams. A Unit may not hold their own election. In the event a Unit holds their own election, the results of the election will be considered null and void.

Clause D: Annually, adults may be nominated for election into this Lodge. The adult must meet all requirements as stated in the current printing of the Order of the Arrow Handbook. (MANDATED) The adult must have the approval from the Unit's Scoutmaster and Committee Chairman, as well as the Lodge Adviser, Council Scout Executive, and the majority of the Lodge Executive Committee.

Clause E: A candidate to this Lodge has a period of candidacy in accordance with the current printing of the Order of the Arrow Handbook and Guide to Unit Elections. If the candidate does not complete his Induction by the end of the allotted time, he is removed from candidacy and must be elected again in order to complete his Induction. (MANDATED)

Section 2: Procedure for the Induction for Ordeal membership

Clause A: Procedure for the Induction for Ordeal membership shall be as stated in the current printing of the Order of the Arrow Handbook and Guide to Inductions. (MANDATED)

Section 3: Active Membership

Clause A: To be an active member, who is in good standing, one must have paid the current year's OA Lodge dues and be a current registered member of the Minsi Trails Council, Boy Scouts of America. (MANDATED)

Clause B: An Arrowmen who attained membership in a lodge other than Witauchsoman Lodge #44, WWW may become a member of this Lodge by registering with Minsi Trails Council; paying the current year's OA Lodge dues; and supplying Honor dates in previous lodge. Membership in any other Lodge must be terminated. Proof of OA honor is required.

Clause C: Active members in this Lodge are permitted to wear the Order of the Arrow sash and Witauchsoman Lodge #44 flap on their Scout uniform(s).

Section 4: Inactive Membership

Clause A: An inactive member is one who has been an active member of this Lodge, but has not paid the current year's OA Lodge dues and/or has not maintained registration with the Minsi Trails Council.

Clause B: An inactive member may not participate in any Lodge or Chapter events or meetings. If an inactive member would like to attend an event, they must fulfill the requirements in Article IV, Section 3, Clause A.

Clause C: An inactive member does not receive Lodge newsletters, event mailings or notices, or any other privileges granted to active OA Lodge members.

Clause D: Inactive members in this Lodge are not permitted to wear the Order of the Arrow sash or Witauchsoman Lodge #44 flap on their uniform(s).

Section 5: Brotherhood Honor

Clause A: Completion of Brotherhood honor shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook. (MANDATED)

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Section 6: Vigil Honor

Clause A: Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook. (MANDATED)

Clause B: Nomination for the Vigil Honor must be made in writing to the Lodge Vigil Chairman by the published deadline and following the published process.

Clause C: The Lodge Vigil Chairman shall hold a meeting of the Vigil selection committee to discuss and vote on nominated and eligible Vigil candidates.

Clause D: A secret ballot election will be held and lead by the Lodge Vigil Chairman. The results will not be announced and should be considered secret until the Vigil callout.

Clause E: The voting members of the Vigil selection committee shall consist of all active youth (under the age of twenty-one) Vigil members of the Lodge. The Vigil Chairman is not a voting member; however he casts a single vote in the event of a tie.

Clause F: The non-voting members of the Vigil selection committee shall consist of the Lodge Adviser, Lodge Vigil Adviser, Associate Lodge Advisers, and any active adult (twenty-one years of age or older) Vigil member of the Lodge that is invited by the Lodge Vigil Chairman, with approval by the Lodge Vigil Adviser.

Clause G: Those elected to the Vigil Honor in this Lodge have two opportunities from the date of the Vigil Callout to attend an OctoberFest Weekend to go through their Vigil. If, after fourteen months, a Vigil candidate does not attend an OctoberFest Weekend to go through their Vigil, their certificate is returned to the National Office and they are removed from the Vigil list. The candidate may be elected again.

ARTICLE V: Lodge Officers and Advisers

Section 1: The elected Officers of this Lodge shall be the Lodge Chief, Lodge First Vice-Chief, Lodge Second Vice-Chief, Lodge Treasurer, and Lodge Secretary.

Section 2: The Lodge Chief

Clause A: Specific responsibilities can be found in Article X, Section 2.

Clause B: He is not a voting member of the Lodge Executive Committee; however, he casts a single vote in the event of a tie.

Clause C: After being inducted into the office of Lodge Chief and before the August Lodge Executive Committee Meeting, he shall appoint all chairmen of the operating committees of the Lodge Executive Committee. All appointments require approval of the Lodge Adviser.

Clause D: If a chairmanship of an operating committee of the Lodge is vacant, he, or designated Lodge Officer, assumes all responsibilities for the operation of that committee until an appointment is made.

Clause E: He can create ad hoc committees of the Lodge Executive Committee as specific needs or events arise. See Article VI, Section 3 for specific details on ad hoc committees. Chairman appointments to these committees shall follow Article V, Section 2, Clause C and Clause D.

Clause F: He presides over all Lodge meetings and Lodge functions.

Section 3: The Lodge First Vice-Chief

Clause A: Specific responsibilities can be found in Article X, Section 3.

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Clause B: He assumes the responsibilities and authority of the Lodge Chief, in his absence, until the Lodge Chief returns.

Section 4: The Lodge Second Vice-Chief

Clause A: Specific responsibilities can be found in Article X, Section 4.

Clause B: He assumes the responsibilities and authority of the Lodge First Vice-Chief, in his absence, until the Lodge First Vice-Chief returns.

Clause C: He assumes the responsibilities and authority of the Lodge Chief, in his absence combined with the absence of the Lodge First Vice-Chief, until the Lodge Chief or Lodge First Vice-Chief returns.

Section 5: The Lodge Treasurer

Clause A: Specific responsibilities can be found in Article X, Section 5.

Clause B: He assumes the responsibilities and authority of the Lodge Second Vice-Chief, in his absence, until the Lodge Second Vice-Chief returns.

Clause C: He assumes the responsibilities and authority of the Lodge First Vice-Chief, in his absence combined with the absence of the Lodge Second Vice-Chief, until the Lodge First Vice-Chief or Lodge Second Vice-Chief returns.

Clause D: He assumes the responsibilities and authority of the Lodge Chief, in his absence combined with the absence of the Lodge First Vice-Chief and Lodge Second Vice-Chief, until the Lodge Chief, Lodge First Vice-Chief, or Lodge Second Vice-Chief returns.

Section 6: The Lodge Secretary

Clause A: Specific responsibilities can be found in Article X, Section 6.

Clause B: He assumes the responsibilities and authority of the Lodge Treasurer, in his absence, until the Lodge Treasurer returns.

Clause C: He assumes the responsibilities and authority of the Lodge Second Vice-Chief, in his absence combined with the absence of the Lodge Treasurer, until the Lodge Second Vice-Chief or Lodge Treasurer returns.

Clause D: He assumes the responsibilities and authority of the Lodge First Vice-Chief, in his absence combined with the absence of the Lodge Second Vice-Chief and Lodge Treasurer, until the Lodge First Vice-Chief, Lodge Second Vice-Chief, or Lodge Treasurer returns.

Clause E: He assumes the responsibilities and authority of the Lodge Chief, in his absence combined with the absence of the Lodge First Vice-Chief, Lodge Second Vice-Chief, and Lodge Treasurer, until the Lodge Chief, Lodge First Vice-Chief, Lodge Second Vice-Chief, or Lodge Treasurer returns.

Section 7: Order of Succession

Clause A: The intent of these provisions is to maintain responsible operation of the Lodge, should any of the elected offices become vacated during a term. Elected offices may be declared vacated by the two-thirds majority of the Lodge Executive Committee in the event of:

1. The resignation of an elected Officer
2. Illness or accident that renders an Officer unable to perform the responsibilities of his office for an extended period of time
3. Failure to attend the Lodge Leadership Development course
4. Failure to attend the National Leadership Seminar within ten months of office

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5. It is determined after following the procedure in Article V, Section 11, Clause B that the Lodge Executive Committee feels it is in the best interest of the Lodge that the Officer be removed from office due to gross negligence to the duties and responsibilities.

Clause B: Should the office of Lodge Chief become vacant during a term of office, the Lodge First Vice-Chief shall become the Lodge Chief, and the Lodge Second Vice-Chief shall become the Lodge First Vice-Chief. The new Lodge Chief shall then appoint an Arrowman to fill the remaining term of the Lodge Second Vice-Chief. This appointment requires the approval of the Lodge Adviser, as well as the two-thirds majority of the Lodge Executive Committee.

Clause C: Should the office of Lodge First Vice-Chief become vacant during a term of office, the Lodge Second Vice-Chief shall become the Lodge First Vice-Chief. The Lodge Chief shall then appoint an Arrowman to fill the remaining term of the Lodge Second Vice-Chief. This appointment requires the approval of the Lodge Adviser, as well as the two-thirds majority of the Lodge Executive Committee.

Clause D: Should the office of Lodge Second Vice-Chief become vacant during a term of office, the Lodge Chief shall then appoint an Arrowman to fill the remaining term of the Lodge Second Vice-Chief. This appointment requires the approval of the Lodge Adviser, as well as the two-thirds majority of the Lodge Executive Committee.

Clause E: Should the office of Lodge Treasurer become vacant during a term of office, the Lodge Chief shall then appoint an Arrowman to fill the remaining term of the Lodge Treasurer. This appointment requires the approval of the Lodge Adviser, as well as the two-thirds majority of the Lodge Executive Committee.

Clause F: Should the office of Lodge Secretary become vacant during a term of office, the Lodge Chief shall then appoint an Arrowman to fill the remaining term of the Lodge Secretary. This appointment requires the approval of the Lodge Adviser, as well as the two-thirds majority of the Lodge Executive Committee.

Section 8: Term of Office

Clause A: The term of office for each Officer shall be for one year, beginning at the induction of Officers at the Lodge Spring Business Meeting and ending with induction of the new Officers at the following year's Lodge Spring Business Meeting.

Section 9: Officer Eligibility Requirements

Clause A: Arrowmen desiring to serve as a Lodge Officer must meet the eligibility requirements as states in the current printing of the Order of the Arrow Handbook. (MANDATED)

Clause B: All nominees shall be under the age of twenty-one for the entire length of the term of office for which they are nominated. (MANDATED)

Clause C: All nominees must agree to attend the Lodge Leadership Development course at OctoberFest Weekend and National Leadership Seminar within ten months of taking office.

Clause D: All candidates must meet individually with the Lodge Adviser and Associate Lodge Adviser(s) (if any exist) prior to nomination to ensure he meets the eligibility requirements and discuss responsibilities and expectations of that office. The candidate must receive the approval of the Lodge Adviser in order to run for office.

Section 10: Lodge Officer Election Procedure

Clause A: The Lodge Chief runs the Lodge Officer nomination and election procedures in conjunction with the Lodge Adviser. In the event that the Lodge Chief is running for reelection,

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the order of succession (Article V, Section 7) takes into effect and the highest Lodge Officer not running for any position runs the nomination and election procedure in conjunction with the Lodge Adviser.

Clause B: Nominations for all Lodge Offices shall be declared open at Dinner of the Lodge Spring Fellowship Weekend, and remain open until the Lodge Spring Business Meeting when a motion is passed to close nominations for that office and begin voting for that office. At the close of Dinner, nominations are suspended until the start of the Lodge Spring Business Meeting the following day. Each office's nomination period is closed separate from one another and only after the previous office's voting has taken place.

Clause C: The election of Lodge Officers occurs during the Lodge Spring Business Meeting in the order of the Lodge Chief, then the Lodge First Vice-Chief, then the Lodge Second Vice-Chief, then the Lodge Treasurer, then the Lodge Secretary.

Clause D: Each nominee must be nominated and that nomination must be seconded by different active youth members of the Lodge. An Arrowman cannot nominate himself.

Clause E: Only active OA Lodge youth (under the age of twenty-one) members (MANDATED), and members of the Lodge for more than five months, shall be allowed to vote in the Lodge Officer elections.

Clause F: A secret ballot election shall be held for each office after the motion passes to close nominations for that office and each nominee has had a maximum of two minutes to address the Lodge membership. The order of addresses is in the order in which the nominees were nominated.

Clause G: The secret ballots shall be counted twice in private by a committee formed of: the Lodge Adviser, Lodge Associate Adviser(s) (if any exist), and one adult appointed by the Lodge Adviser.

Clause H: The nominee with 50% majority of the votes shall be immediately announced to the Lodge and be inducted into that office before the close of the Lodge Spring business meeting. If no nominee receives 50% majority, the nominee with the lowest votes is removed and a revote is done. This process is repeated until a nominee receives the required votes.

Clause I: In the event that a youth runs unopposed for any office, he only requires approval of the majority of the Lodge Executive Committee to be declared the winner. The Lodge membership does not need to vote.

Clause J: Campaigning for a Lodge Office shall not interfere with the Induction/Ordeal, and shall only take place after nominations for Lodge Office have opened. Any candidate found campaigning before nominations have opened forfeits his nomination and cannot run for any office.

Section 11: Officer Resignation or Removal

Clause A: If a Lodge Officer wishes to resign from office, he must submit a written letter of resignation to the Lodge Executive Committee and Lodge Adviser. If the resignation is approved by two-thirds majority of the Lodge Executive Committee, he is removed from office immediately and the order of succession takes place as per Article V, Section 7.

Clause B: If any youth member feels a Lodge Officer should be removed from office, he must submit a written letter to the Lodge Executive Committee, Lodge Chief, and Lodge Adviser. If the letter for removal receives approval of the Lodge Adviser as well as two-thirds majority of the Lodge Executive Committee, he is removed from office immediately and the order of succession takes place as per Article V, Section 7.

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Section 12: Lodge Adviser

Clause A: The Lodge Adviser is appointed by the Council Scout Executive after he has consulted with the current Lodge Chief and Lodge Adviser. In the event that there is no current Lodge Chief and/or Lodge Adviser, the Council Scout Executive must consult with the Immediate Past Lodge Chief and/or Immediate Past Lodge Adviser.

Clause B: The Council Scout Executive sets the term length of appointment. In most cases, the term length is one year and begins January first and ends December thirty-first. An adult may be reappointed any number of times.

Clause C: In the absence of the Lodge Adviser, the Associate Lodge Adviser(s) shall assume all responsibilities and authority until the Lodge Adviser returns. In the event the Associate Lodge Adviser(s) is absent or non-existent, the Chapter Adviser of the Chapter with the most youth membership shall assume all responsibilities and authority until the Lodge Adviser or Associate Lodge Adviser(s) returns.

Clause D: The order of succession (similar to Article V, Section 7, Clause A) for the Lodge Adviser shall fall to the Associate Lodge Adviser(s) who shall become the Acting Lodge Adviser. The order shall follow first as the Associate Lodge Adviser of First Vice-Chief, then Associate Lodge Adviser of Second Vice-Chief, then Associate Lodge Adviser of Treasurer, then Associate Lodge Adviser of Secretary, then Associate Lodge Adviser of Chapters. In the event there is no Associate Lodge Adviser, the Chapter Adviser of the Chapter with the most youth membership shall become the Acting Lodge Adviser. This adult becomes the Acting Lodge Adviser until the Council Scout Executive appoints a new Lodge Adviser.

Clause E: If any youth or adult member feels the Lodge Adviser should be removed from appointment, he must submit a written letter to the Lodge Executive Committee, Lodge Chief, Lodge Adviser, and Council Scout Executive. If the letter for removal receives approval from two-thirds majority of the Lodge Executive Committee, approval from the Lodge Chief, and approval from the Council Scout Executive, he is removed from appointment immediately and the order of succession is followed as per Article V, Section 12, Clause D.

Section 13: Advisers

Clause A: All Advisers and Associate Advisers are appointed by the Lodge Adviser after consultation with the Lodge Chief. The Lodge Adviser shall appoint at least one adult Adviser to each Operating Committee, Ad hoc Committee, and Chapter.

Clause B: The Lodge Adviser sets the term length of appointment. In most cases, the term length is one year and begins January first and ends December thirty-first. An adult may be reappointed any number of times.

Clause C: Specific responsibilities can be found in Article X under each Office/Chapter/Committee.

Clause D: If any youth or adult member feels that an Adviser (other than the Lodge Adviser) should be removed from appointment, he must submit a written letter to the Lodge Adviser and Lodge Chief. Should the Lodge Adviser, after consultation with the Lodge Chief, decide to remove an Adviser from his appointment, he will do so immediately.

ARTICLE VI: Lodge Executive Committee (LEC)

Section 1: The Lodge Executive Committee has the authority over all matters not specifically addressed in these Lodge rules and not specifically limited by the Order of the Arrow Handbook or the National

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Order of the Arrow Committee. The Lodge Executive Committee carries on the business of the Lodge and acts on all business that does not require the approval of the general Lodge membership.

Clause A: Voting members of the Lodge Executive Committee are the:

1. Lodge Chief (only votes in the case of a tie)
2. Lodge First Vice-Chief
3. Lodge Second Vice-Chief
4. Lodge Treasurer
5. Lodge Secretary
6. Chapter Chiefs
7. Lodge Operating Committee Chairmen
8. Lodge Ad hoc Committee Chairmen
9. Immediate past Lodge Chief (so long as he remains under the age of twenty-one)

Clause B: Non-voting members of the Lodge Executive Committee are the:

1. Lodge Adviser
2. Associate Lodge Adviser(s)
3. Lodge Staff Adviser
4. Chapter Advisers
5. Associate Chapter Advisers
6. Lodge Operating Committee Advisers
7. Lodge Ad hoc Committee Advisers
8. Council Scout Executive (Supreme Chief of the Fire)
9. Appointed members at large by the Lodge Chief or Lodge Adviser
10. Invited guests by the Lodge Chief or Lodge Adviser

Clause C: A youth or adult member of the LEC may hold only one position on the LEC at the same time except with the approval of the Lodge Adviser.

Clause D: The LEC shall meet on a monthly basis throughout the year, except for June and July where the LEC does not meet those two months. Normally, the LEC meets on the fourth Wednesday of every month, except for November and December where it meets on the third Wednesday of those two months. Location of LEC meetings is the Minsi Trails Council office.

Clause E: The Lodge Chief shall hold Lodge Officer meetings on a monthly basis throughout the year. The June and July Officer meetings shall focus on preparing for the upcoming year, creating Lodge goals, filling Lodge Chairmen positions, and training of Lodge Officers.

Clause F: The Lodge Chief or Lodge Adviser may call special meetings of the LEC. All voting and non-voting LEC members must be notified prior to the special meeting occurring.

Clause G: A quorum must be present in order to conduct business at a LEC meeting. A quorum shall consist of at least ten youth voting members of the LEC.

Clause H: Only LEC members under the age of twenty-one shall vote on matters.

Clause I: In the event that a voting member cannot attend a Lodge Executive Committee meeting, he may send a representative of his Chapter (if he is a Chapter Chief) or Committee (if he is a Committee Chairman) to fill in for him and cast a vote on behalf of him in all voting matters.

Clause J: When voting, all motions must be passed by a majority of voting members present unless otherwise required by these bylaws.

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Clause K: Lodge Executive Committee meetings are closed sessions to only those in Article VI, Clause A and B. Youth or Adult Arrowmen may attend as a non-voting member after receiving prior approval of the Lodge Chief and Lodge Adviser.

Section 2: Operating Committees

Clause A: Each Operating Committee has specific responsibilities as outlined in Article X. Committees have the authority to make decisions and plans as necessary to complete assigned tasks. Each Committee shall have one Chairman as appointed in Article V, Section 2, Clause C.

Clause B: The following are Operating Committees of this Lodge:

1. Activities & Camp Promotions
2. Awards
3. Ceremonies
4. Food Service
5. Membership
6. National & Section Events
7. Ordeal & Brotherhood
8. Service
9. Unit Relations & Elections
10. Vigil
11. Web & Social Media

Clause C: Except for the Vigil Committee, membership in the Operating Committees is open to all Arrowmen in good standing. Committee members must be under the age of twenty-one to vote in committee decisions.

Section 3: Ad hoc Committees

Clause A: The Lodge Chief may establish ad hoc committees after approval of the Lodge Adviser as the needs of the Lodge dictates. All ad hoc committees shall have a predetermined time of dissolution set at the time of its formation. The Lodge Chief may restrict membership of an ad hoc committee.

Clause B: A Conclave ad hoc committee shall be created at least twelve months prior to this Lodge beginning to serve as the Service Lodge for its Section. The committee shall carry out all business of preparing and carrying out an effective Conclave. The committee will dissolve at the close of the Section Council of Chiefs meeting which follows the Conclave. A youth Chairman shall be appointed by the Lodge Chief after approval of the Lodge Adviser. An adult Adviser shall be appointed by the Lodge Adviser after consultation with the Lodge Chief. Their term lasts for the same period of time as the ad hoc committee.

ARTICLE VII: Finances, Dues, and Fees

Section 1: Finances

Clause A: All Order of the Arrow funds shall be handled through the Minsi Trails Council Office and go through all normal Minsi Trails Council accounting procedures. (MANDATED)

Clause B: The Lodge annual budget is prepared by the Lodge Treasurer and must be approved by the majority of the Lodge Executive Committee at the LEC meeting preceding the start of the budget year.

Clause C: The Lodge Adviser must approve all purchases, expenses, or reimbursements.

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Clause D: Neither the Council Scout Executive nor any Council professional has any authority to approve the use of Lodge funds without the prior approval of the majority of the Lodge Executive Committee and Lodge Adviser.

Section 2: Dues

Clause A: Annual OA Lodge dues amount shall be determined by the Lodge Executive Committee and set annually by the August LEC meeting of the previous year.

Clause B: Dues shall be payable for one calendar year.

Clause C: Dues may not be paid years in advance and may only be paid during the dues payment period.

Clause D: Dues for the calendar year may be paid during the dues payment period which starts December first of the prior year and ends November 30th of the dues year being paid. (Example: Dues for the year 2000 are payable between December 1, 1999 to November 30, 2000)

Clause E: A member that does not pay his dues by the close of the dues payment period becomes an inactive member of the Lodge as per Article IV, Section 4. A member may be restored to active status by paying the current year's OA dues.

Clause F: All members' dues expire on the thirty-first day of December each year, regardless as to when they became members of the Lodge.

Section 3: Fees

Clause A: There will be a suitable induction fee payable upon registration for induction, for which each new member will receive the following: an Order of the Arrow sash, an Order of the Arrow Handbook, dues payment for the remaining of the current year, an Order of the Arrow membership card, Lodge flap, Lodge information literature, and food.

Clause B: There shall be no additional (in addition to event fees) fee payable upon registration for Brotherhood member conversion. Each new Brotherhood member will receive an Order of the Arrow Brotherhood Sash and new Order of the Arrow membership card.

Clause C: Fees for Lodge activities and events shall be set annually by the Lodge Executive Committee by the August LEC meeting of the previous year.

Clause D: Fees and payments to the Lodge shall be non-refundable and non-transferable.

ARTICLE VIII: Lodge Meetings and Activities

Section 1: Scheduled Lodge Meetings

Clause A: There shall be at least four scheduled meetings of the Lodge each year as follows: Winter Lodge meeting to be held at the Lodge Banquet, Spring Lodge meeting to be held at the Lodge Spring Fellowship Weekend, Fall Lodge meeting to be held at the Lodge Fall Fellowship Weekend, and a second Fall Lodge meeting to be held at the Lodge OctoberFest Weekend.

Clause B: The Winter Lodge meeting shall consist of the presentation of Lodge and Chapter awards and recognition. The Lodge Chief shall also present the Annual Report, which will review the previous year's accomplishments and membership statistics, and any other business decided upon by the Lodge Chief.

Clause C: The Spring Lodge meeting shall consist of the elections and inductions of the new Officers, and any other business decided upon by the newly inducted Lodge Chief.

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Clause D: The Fall Lodge meeting shall consist of a brief Lodge update given to the general membership, and any other business decided upon by the Lodge Chief.

Clause D: The second Fall Lodge meeting shall consist of a brief Lodge update given to the general membership, and any other business decided upon by the Lodge Chief.

Section 2: Special Lodge Meetings

Clause A: At the request of the Lodge Chief or Council Scout Executive, special meetings may be called. All active members must be notified via mailing, e-mailing, or web site posting of time, place, and purpose of such special meetings at least thirty days in advance of the meeting.

Section 3: Dates and locations of Lodge Events

Clause A: The Lodge Banquet shall be held the first Saturday of January, unless that date falls too close to New Years, then it shall be held the second Saturday of January. The location shall receive approval from the majority of the Lodge Executive Committee.

Clause B: The Lodge Spring Fellowship Weekend shall be held the weekend after Memorial Day. The location shall be at Minsi Trails Council's camp.

Clause C: The Lodge Fall Fellowship Weekend shall be held the weekend after Labor Day. The location shall be at Minsi Trails Council's camp.

Clause D: The Lodge OctoberFest Weekend shall be held the weekend of the first Saturday in October. The location shall be at Minsi Trails Council's camp.

Clause E: On rare occasions, the Lodge Executive Committee has the authority to alter the schedule or location of Lodge events for the current and/or upcoming year only.

ARTICLE IX: Awards and Recognition

Section 1: This Lodge shall have the following Lodge Awards: Below Zero Award, Service Award, Chapter Awards, and the Purple Arrow Award.

Clause A: The Below Zero and Service Award requirements are set by the Lodge Executive Committee at recommendation of the Lodge Awards Committee.

Clause B: Chapter Award requirements and distribution are decided by the Chapter Executive Committee at the recommendation of the Chapter Awards Committee.

Clause C: The Purple Arrow Award is awarded to any non-Scouter or Scout who is not a member of the Witauchsoman Lodge #44, whom the Lodge Executive Committee feels has given outstanding service or support to the Witauchsoman Lodge #44. The LEC votes at the November LEC meeting on nominees and awards the individual and/or corporation who receives the most votes. The Lodge may award one Purple Arrow Award to an individual per year and one Purple Arrow Award to a corporation per year. The award itself is an engraved plaque that is presented at the Lodge Banquet.

Section 2: The Founder's Award

Clause A: The Lodge may award the Founder's Award to individuals in accordance with the requirements in the current printing of the Order of the Arrow Handbook. (MANDATED)

Clause B: Nominations for the Founder's Award shall be made in writing and submitted by October fifteenth of the current year to the Lodge Founder's Committee who shall distribute all submissions to its members and discuss each nominee in detail and vote.

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Clause C: The Lodge Founder's Committee shall consist of all active youth and adult Lodge members that are past recipients of the Founder's Award. Each committee member, regardless of age, has a vote in the Committee's decision on whom to bestow the award.

Clause D: A representative on behalf of the Committee presents the Founder's Award to the recipient(s) whom the Committee has decided best demonstrate to his fellow Arrowmen that he memorializes in his everyday life the spirit of achievement as described by founder E. Urner Goodman and cofounder Carroll A. Edson. The award is presented at the Lodge Banquet.

Clause E: The recipient(s) must have approval of the Lodge Chief, Lodge Adviser, and Minsi Trails Council Scout Executive.

Clause F: The Committee may decide not to award any Arrowmen in any given year.

ARTICLE X: Lodge Officers, Chapter Chiefs, Committees, and Advisers Responsibilities

Section 1: The responsibilities listed in this article are the responsibilities expected of the given Office, Chapter Chief, or Committee. Advisers shall also consider these to be their responsibilities. The Lodge Chief shall review and update each position's responsibilities by the August Lodge Executive Committee meeting of each year. Refer to Article III, Section 3, Clause A for approval of changes to this article.

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Section 2: Lodge Chief

Clause A: All Officers, Chapter Chiefs, and Advisers:

1. Attend all Lodge events
2. Talk to respective Adviser at least once a month outside of the LEC meeting
3. Attend and have an active role at all meetings of the Lodge Executive Committee
4. Have a written report at the Lodge Executive Committee meetings (typed and emailed to the Lodge Secretary, Lodge Chief, and respective Adviser prior to each meeting)
5. Create and manage a budget
6. Turn in expenses with a receipt to the Lodge Treasurer
7. Focus on and work to ensure completion of Lodge Goals and achieve High Performing level of National's Performance Measurement Program.
8. Create yearly goals with monthly action plan
9. Attend the National Leadership Seminar (NLS) within 10 months of office
10. Attend the Lodge Leadership Development course at OctoberFest
11. Pass on all materials to successor, save all files to appropriate folders in Google Drive
12. Be an example in leadership and cheerful service
13. Promote the Order of the Arrow
14. Work to increase member participation
15. Follow Ten Inductions Principles
16. Promote Scout camping
17. Wear the uniform correctly at all OA events and meetings
18. Safety of all participants involved
19. Clean Facilities after use
20. Evaluate for improvement

Clause B: Specific to position:

1. Responsible for the effective administration of the Lodge
2. Heads the Lodge Executive Committee
3. Arranges Lodge Executive Committee meeting, place, time, and agenda
4. Plans and executes a productive and effective New Lodge Officer Summit (NLOS) for newly inducted lodge officers in June and July (can be virtual).
5. Plans and executes a productive and effective Lodge Leadership Development course at OctoberFest Weekend
6. Oversees all Chapter Chiefs and Committee Chairmen
7. Directly responsible for those Chapters or Committees on assigned pillar of the LEC organizational chart
8. Is responsible for the Lodge's Goals
9. Attends all Section Council of Chiefs meetings and gives a written report of the Lodge
10. Is the youth representative of the Minsi Trails Council Executive Board
11. Meets with the Lodge Key 3 on a regular basis
12. Meets with the Council Scout Executive at least once per year
13. Last to leave all Lodge events to ensure proper cleanup
14. Presents Lodge Annual Report to the Lodge membership, Council Scout Executive, and Council Executive Board at the Lodge Banquet and Council Annual Dinner.
15. Responsible for the Lodge's Performance Measurement Program progress tracking, planning, monthly status reporting, and goal setting towards achieving a high level.

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Section 3: Lodge First Vice-Chief

Clause A: All Officers, Chapter Chiefs, and Advisers:

1. Attend all Lodge events
2. Talk to respective Adviser at least once a month outside of the LEC meeting
3. Attend and have an active role at all meetings of the Lodge Executive Committee
4. Have a written report at the Lodge Executive Committee meetings (typed and emailed to the Lodge Secretary, Lodge Chief, and respective Adviser prior to each meeting)
5. Create and manage a budget
6. Turn in expenses with a receipt to the Lodge Treasurer
7. Focus on and work to ensure completion of Lodge Goals and achieve High Performing level of National's Performance Measurement Program.
8. Create yearly goals with monthly action plan
9. Attend the National Leadership Seminar (NLS) within 10 months of office
10. Attend the Lodge Leadership Development course at OctoberFest
11. Pass on all materials to successor, save all files to appropriate folders in Google Drive
12. Be an example in leadership and cheerful service
13. Promote the Order of the Arrow
14. Work to increase member participation
15. Follow Ten Inductions Principles
16. Promote Scout camping
17. Wear the uniform correctly at all OA events and meetings
18. Safety of all participants involved
19. Clean Facilities after use
20. Evaluate for improvement
21. Performs all other duties as assigned by the Lodge Chief

Clause B: Specific to position:

1. Assists the Lodge Chief in running the Lodge on a monthly basis
2. Directly responsible for those Committees on assigned pillar of the LEC organizational chart
3. Stays in constant communication with his assigned committees of the Lodge Executive Committee
4. Assists the Lodge Chief in planning and executing a productive and effective Lodge Leadership Development course
5. Manages the Lodge Troop Representative program
6. Attends New Lodge Officer Summit (NLOS)

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Section 4: Lodge Second Vice-Chief

Clause A: All Officers, Chapter Chiefs, and Advisers:

1. Attend all Lodge events
2. Talk to respective Adviser at least once a month outside of the LEC meeting
3. Attend and have an active role at all meetings of the Lodge Executive Committee
4. Have a written report at the Lodge Executive Committee meetings (typed and emailed to the Lodge Secretary, Lodge Chief, and respective Adviser prior to each meeting)
5. Create and manage a budget
6. Turn in expenses with a receipt to the Lodge Treasurer
7. Focus on and work to ensure completion of Lodge Goals and achieve High Performing level of National's Performance Measurement Program.
8. Create yearly goals with monthly action plan
9. Attend the National Leadership Seminar (NLS) within 10 months of office
10. Attend the Lodge Leadership Development course at OctoberFest
11. Pass on all materials to successor, save all files to appropriate folders in Google Drive
12. Be an example in leadership and cheerful service
13. Promote the Order of the Arrow
14. Work to increase member participation
15. Follow Ten Inductions Principles
16. Promote Scout camping
17. Wear the uniform correctly at all OA events and meetings
18. Safety of all participants involved
19. Clean Facilities after use
20. Evaluate for improvement
21. Performs all other duties as assigned by the Lodge Chief

Clause B: Specific to position:

1. Assists the Lodge Chief in running the Lodge on a monthly basis
2. Directly responsible for those Committees on assigned pillar of the LEC organizational chart
3. Stays in constant communication with his assigned committees of the Lodge Executive Committee
4. Assists the Lodge Chief in planning and executing a productive and effective Lodge Leadership Development course
5. Manages the Lodge OA at Summer Camp program
6. Attends New Lodge Officer Summit (NLOS)

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Section 5: Lodge Treasurer

Clause A: All Officers, Chapter Chiefs, and Advisers:

1. Attend all Lodge events
2. Talk to respective Adviser at least once a month outside of the LEC meeting
3. Attend and have an active role at all meetings of the Lodge Executive Committee
4. Have a written report at the Lodge Executive Committee meetings (typed and emailed to the Lodge Secretary, Lodge Chief, and respective Adviser prior to each meeting)
5. Create and manage a budget
6. Turn in expenses with a receipt to the Lodge Treasurer
7. Focus on and work to ensure completion of Lodge Goals and achieve High Performing level of National's Performance Measurement Program.
8. Create yearly goals with monthly action plan
9. Attend the National Leadership Seminar (NLS) within 10 months of office
10. Attend the Lodge Leadership Development course at OctoberFest
11. Pass on all materials to successor, save all files to appropriate folders in Google Drive
12. Be an example in leadership and cheerful service
13. Promote the Order of the Arrow
14. Work to increase member participation
15. Follow Ten Inductions Principles
16. Promote Scout camping
17. Wear the uniform correctly at all OA events and meetings
18. Safety of all participants involved
19. Clean Facilities after use
20. Evaluate for improvement
21. Performs all other duties as assigned by the Lodge Chief

Clause B: Specific to position:

1. Directly responsible for those Committees on assigned pillar of the LEC organizational chart
2. Stays in constant communication with his assigned committees of the Lodge Executive Committee
3. Prepares monthly financial reports of the Lodge
4. Develops and manages the Lodge annual budget
5. Approves expenses before reimbursement
6. Files paperwork for approved reimbursements
7. Presents Lodge budget at the December LEC meeting for approval by the LEC
8. Run W-Mart (Lodge Store) and have it open at all Lodge events and additional events
9. Order supplies and merchandise
10. Keeps an accurate electronic inventory of all merchandise
11. Create creative new Lodge merchandise
12. Ensure we maintain a profit on each item sold to achieve yearly budgeted profit target
13. Provide a W-Mart income report of each event at each LEC meeting
14. Attends Summer camp preparation meetings hosted by Ceremonies Committee
15. Attends New Lodge Officer Summit (NLOS)

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Section 6: Lodge Secretary

Clause A: All Officers, Chapter Chiefs, and Advisers:

1. Attend all Lodge events
2. Talk to respective Adviser at least once a month outside of the LEC meeting
3. Attend and have an active role at all meetings of the Lodge Executive Committee
4. Have a written report at the Lodge Executive Committee meetings (typed and emailed to the Lodge Secretary, Lodge Chief, and respective Adviser prior to each meeting)
5. Create and manage a budget
6. Turn in expenses with a receipt to the Lodge Treasurer
7. Focus on and work to ensure completion of Lodge Goals and achieve High Performing level of National's Performance Measurement Program.
8. Create yearly goals with monthly action plan
9. Attend the National Leadership Seminar (NLS) within 10 months of office
10. Attend the Lodge Leadership Development course at OctoberFest
11. Pass on all materials to successor, save all files to appropriate folders in Google Drive
12. Be an example in leadership and cheerful service
13. Promote the Order of the Arrow
14. Work to increase member participation
15. Follow Ten Inductions Principles
16. Promote Scout camping
17. Wear the uniform correctly at all OA events and meetings
18. Safety of all participants involved
19. Clean Facilities after use
20. Evaluate for improvement
21. Performs all other duties as assigned by the Lodge Chief

Clause B: Specific to position:

1. Directly responsible for those Committees on assigned pillar of the LEC organizational chart
2. Stays in constant communication with his assigned committees of the Lodge Executive Committee
3. Takes minutes at all meetings of the Lodge Executive Committee
4. Posts the minutes to the LEC no more than two weeks after the meeting
5. Maintains and updates Lodge Executive Committee Contact List and posts updated file to all members of the Lodge Executive Committee
6. Maintains and updates Lodge Executive Committee Calendar and posts updated file to all members of the Lodge Executive Committee
7. Maintains and updates Chapter Contact Lists from Chapter Chiefs and e-mails updated file to all members of the Lodge Executive Committee
8. Publish monthly *Peace Pipe e-news* (Lodge newsletter) and updates on website
9. Sets deadlines for publications
10. Responsible for any lodge paper mailings/newsletters
11. Write and gather articles from chapters and committees
12. Take pictures at all Lodge events (Web & Social Media committee)
13. Publish article in "The Minsi e-news" (Council e-newsletter)
14. Updates and hands out Lodge information pamphlets, supply to Council Office
15. Responsible for printing Lodge Banquet program
16. Attends New Lodge Officer Summit (NLOS)

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Section 7: Chapter Chiefs (and Chapter Advisers)

Clause A: All Officers, Chapter Chiefs, and Advisers:

1. Attend all Lodge events
2. Talk to respective Adviser at least once a month outside of the LEC meeting
3. Attend and have an active role at all meetings of the Lodge Executive Committee
4. Have a written report at the Lodge Executive Committee meetings (typed and emailed to the Lodge Secretary, Lodge Chief, and respective Adviser prior to each meeting)
5. Create and manage a budget
6. Turn in expenses with a receipt to the Lodge Treasurer
7. Focus on and work to ensure completion of Lodge Goals and achieve High Performing level of National's Performance Measurement Program.
8. Create yearly goals with monthly action plan
9. Attend the National Leadership Seminar (NLS) within 10 months of office
10. Attend the Lodge Leadership Development course at OctoberFest
11. Pass on all materials to successor, save all files to appropriate folders in Google Drive
12. Be an example in leadership and cheerful service
13. Promote the Order of the Arrow
14. Work to increase member participation
15. Follow Ten Inductions Principles
16. Promote Scout camping
17. Wear the uniform correctly at all OA events and meetings
18. Safety of all participants involved
19. Clean Facilities after use
20. Evaluate for improvement
21. Performs all other duties as assigned by the Lodge Chief

Clause B: Specific to position:

1. Responsible for the effective administration of the Chapter
2. Brings all information back to the Chapter
3. Insures Chapter committees are structured to support the Lodge committee structure
4. Represents their Chapter on the Lodge Executive Committee
5. Arranges Chapter meeting, place, time, and agenda
6. Works to complete Chapter goals with monthly action plan
7. Attends District rechartering days and hands out OA Chapter information
8. Ensures the Chapter has an active role in District events
9. Is the OA/youth representative at the District committee and District Roundtables
10. Attends District committee meetings and District Roundtables and provides an OA update
11. Maintains and updates Chapter Contact Lists and posts updated file to Lodge Secretary

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Section 8: Activities & Camp Promotions Committee

Clause A: All Committee Chairmen and Advisers:

1. Hold regular committee meetings
2. Promote Committee and recruit Committee members
3. Manage any Committee inventory
4. Attend all Lodge events
5. Talk to respective Adviser at least once a month outside of the LEC meeting
6. Attend and have an active role at all meetings of the Lodge Executive Committee
7. Have a written report at the Lodge Executive Committee meetings (typed and emailed to the Lodge Secretary, Lodge Chief, and respective Adviser prior to each meeting)
8. Create and manage a budget
9. Turn in expenses with a receipt to the Lodge Treasurer
10. Focus on and work to ensure completion of Lodge Goals and achieve High Performing level of National's Performance Measurement Program.
11. Create yearly goals with monthly action plan
12. Attend the Lodge Leadership Development course at OctoberFest
13. Pass on all materials to successor, save all files to appropriate folders in Google Drive
14. Be an example in leadership and cheerful service
15. Promote the Order of the Arrow
16. Work to increase member participation
17. Follow Ten Inductions Principles
18. Promote Scout camping
19. Wear the uniform correctly at all OA events and meetings
20. Safety of all participants involved
21. Clean Facilities after use
22. Evaluate for improvement
23. Performs all other duties as assigned by the Lodge Chief

Clause B: Specific to position:

1. Assist Membership Committee with check-in at all Lodge events
2. Creates schedule of the program at Lodge events
3. Coordinates religious service and Catholic Priest at Lodge events
4. Secure health officer for each Lodge event
5. Conduct Colors at all Lodge events
6. Secure location and facilities for all Lodge events
7. Oversees parking at all Lodge Events
8. Responsible for all aspects of planning and organizing NMOP (New Members Only Party) at the Lodge Spring and Fall Fellowship Weekends
9. Responsible for Lodge Banquet and secure door prizes
10. Organizes and cleans up locations for Lodge Executive Committee meetings
11. Creates and posts signage at all Lodge Events
12. Responsible for Lodge assigned activities at Section Conclaves (while working with the National & Section Events Chairman/Adviser)
13. Update each Feb., maintain, and distribute the Lodge's Where To Go Camping guide
14. Responsible for Troop camp promotion visitations materials and getting to Chapters
15. Promote year round camping at all Lodge and Council events
16. Promote high adventure programs at all Lodge and Council events
17. Promote camping awards (Below Zero, Camping Award ribbon at Summer Camp)
18. Works with Lodge Awards Committee to present National Camping Award ribbons to Troops and updates/maintains requirements for award
19. OA/Youth representative to the Minsi Trails Council Activities Committee
20. Attend Minsi Trails Council Activities Committee meetings
21. OA/Youth representative to the Minsi Trails Council Camping Committee
22. Attend Minsi Trails Council Camping Committee meetings
23. OA/Youth representative to the Minsi Trails Council JAMBO Committee
24. Attends Minsi Trails Council JAMBO meetings and represents the Lodge
25. Coordinates Lodge involvement in Council JAMBO event

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Section 9: Awards Committee

Clause A: All Committee Chairmen and Advisers:

1. Hold regular committee meetings
2. Promote Committee and recruit Committee members
3. Manage any Committee inventory
4. Attend all Lodge events
5. Talk to respective Adviser at least once a month outside of the LEC meeting
6. Attend and have an active role at all meetings of the Lodge Executive Committee
7. Have a written report at the Lodge Executive Committee meetings (typed and emailed to the Lodge Secretary, Lodge Chief, and respective Adviser prior to each meeting)
8. Create and manage a budget
9. Turn in expenses with a receipt to the Lodge Treasurer
10. Focus on and work to ensure completion of Lodge Goals and achieve High Performing level of National's Performance Measurement Program.
11. Create yearly goals with monthly action plan
12. Attend the Lodge Leadership Development course at OctoberFest
13. Pass on all materials to successor, save all files to appropriate folders in Google Drive
14. Be an example in leadership and cheerful service
15. Promote the Order of the Arrow
16. Work to increase member participation
17. Follow Ten Inductions Principles
18. Promote Scout camping
19. Wear the uniform correctly at all OA events and meetings
20. Safety of all participants involved
21. Clean Facilities after use
22. Evaluate for improvement
23. Performs all other duties as assigned by the Lodge Chief

Clause B: Specific to position:

1. Distribute all Lodge and National award forms
2. Promotes award opportunities and makes forms available at all Lodge events
3. Responsible for all Lodge awards and recognition (Lodge Below Zero Award, Lodge Service Award, Lodge Trained Award, Lodge Purple Arrow Award, National Camping Award to Troops, Elangomat recognition award at weekends)
4. Responsible for National E. Urner Goodman Camping Award and National Service Award application submission (in coordination with the Lodge Camp Promotions Committee and Lodge Service Committee)
5. Responsible for the Unit of Excellence Award for units (a National OA program)
6. Collection of completed award forms
7. Ordering (in coordination through the Lodge Treasurer) and storage/inventory of all Lodge and National awards (Lodge certificates, patches, ribbons, etc.)
8. Presentation of awards
9. Updates all Lodge award applications

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Section 10: Ceremonies Committee

Clause A: All Committee Chairmen and Advisers:

1. Hold regular committee meetings
2. Promote Committee and recruit Committee members
3. Manage any Committee inventory
4. Attend all Lodge events
5. Talk to respective Adviser at least once a month outside of the LEC meeting
6. Attend and have an active role at all meetings of the Lodge Executive Committee
7. Have a written report at the Lodge Executive Committee meetings (typed and emailed to the Lodge Secretary, Lodge Chief, and respective Adviser prior to each meeting)
8. Create and manage a budget
9. Turn in expenses with a receipt to the Lodge Treasurer
10. Focus on and work to ensure completion of Lodge Goals and achieve High Performing level of National's Performance Measurement Program.
11. Create yearly goals with monthly action plan
12. Attend the Lodge Leadership Development course at OctoberFest
13. Pass on all materials to successor, save all files to appropriate folders in Google Drive
14. Be an example in leadership and cheerful service
15. Promote the Order of the Arrow
16. Work to increase member participation
17. Follow Ten Inductions Principles
18. Promote Scout camping
19. Wear the uniform correctly at all OA events and meetings
20. Safety of all participants involved
21. Clean Facilities after use
22. Evaluate for improvement
23. Performs all other duties as assigned by the Lodge Chief

Clause B: Specific to position:

1. Oversees all Ceremonies Teams
2. Ensure all ceremonies teams are trained
3. Responsible for the creation and maintenance of props
4. Circle maintenance – repair/build/maintain
5. Approves all OA Callout ceremony scripts
6. Responsible for special event participation
7. Organizes Summer camp preparation meetings in April to ensure the Lodge is well coordinated with each camp and their OA program

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Section 11: Food Service Committee

Clause A: All Committee Chairmen and Advisers:

1. Hold regular committee meetings
2. Promote Committee and recruit Committee members
3. Manage any Committee inventory
4. Attend all Lodge events
5. Talk to respective Adviser at least once a month outside of the LEC meeting
6. Attend and have an active role at all meetings of the Lodge Executive Committee
7. Have a written report at the Lodge Executive Committee meetings (typed and emailed to the Lodge Secretary, Lodge Chief, and respective Adviser prior to each meeting)
8. Create and manage a budget
9. Turn in expenses with a receipt to the Lodge Treasurer
10. Focus on and work to ensure completion of Lodge Goals and achieve High Performing level of National's Performance Measurement Program.
11. Create yearly goals with monthly action plan
12. Attend the Lodge Leadership Development course at OctoberFest
13. Pass on all materials to successor, save all files to appropriate folders in Google Drive
14. Be an example in leadership and cheerful service
15. Promote the Order of the Arrow
16. Work to increase member participation
17. Follow Ten Inductions Principles
18. Promote Scout camping
19. Wear the uniform correctly at all OA events and meetings
20. Safety of all participants involved
21. Clean Facilities after use
22. Evaluate for improvement
23. Performs all other duties as assigned by the Lodge Chief

Clause B: Specific to position:

1. Plan, prepare, cook, and clean up all meals at all Lodge Events (except Lodge Banquet)
2. Order food and supplies after securing Purchase Orders from the Lodge Treasurer
3. Establish menus with creative meals and get approval from the Lodge Chief and Lodge Adviser
4. Present menu to LEC at least 2 months prior to each Lodge Weekend
5. Coordinate kitchen staff
6. Ensures all kitchen equipment and materials are ready for each event
7. Ensures good, quality food is served
8. Follow all ServSafe guidelines for food handling
9. Oversees and prepares dining facilities for use
10. Provides dining hall steward
11. Last to leave kitchen at all Lodge events in order to make sure it is clean and inspected by the Lodge Chief and Lodge Adviser
12. Attends Summer camp preparation meetings hosted by Ceremonies Committee

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Section 12: Membership Committee

Clause A: All Committee Chairmen and Advisers:

1. Hold regular committee meetings
2. Promote Committee and recruit Committee members
3. Manage any Committee inventory
4. Attend all Lodge events
5. Talk to respective Adviser at least once a month outside of the LEC meeting
6. Attend and have an active role at all meetings of the Lodge Executive Committee
7. Have a written report at the Lodge Executive Committee meetings (typed and emailed to the Lodge Secretary, Lodge Chief, and respective Adviser prior to each meeting)
8. Create and manage a budget
9. Turn in expenses with a receipt to the Lodge Treasurer
10. Focus on and work to ensure completion of Lodge Goals and achieve High Performing level of National's Performance Measurement Program.
11. Create yearly goals with monthly action plan
12. Attend the Lodge Leadership Development course at OctoberFest
13. Pass on all materials to successor, save all files to appropriate folders in Google Drive
14. Be an example in leadership and cheerful service
15. Promote the Order of the Arrow
16. Work to increase member participation
17. Follow Ten Inductions Principles
18. Promote Scout camping
19. Wear the uniform correctly at all OA events and meetings
20. Safety of all participants involved
21. Clean Facilities after use
22. Evaluate for improvement
23. Performs all other duties as assigned by the Lodge Chief

Clause B: Specific to position:

1. Responsible for online OA Lodge Dues collection
2. Yearly dues e-mail reminder sent to members
3. Responsible for printing and distributing OA membership cards to all dues paid members at all Lodge events
4. Responsible for registration and check-in at all Lodge events
5. Maintains and updates OA Lodge Master (OALM)
6. Update records: Ordeal/Brotherhood/Vigil, address changes, e-mail, phone, BSA registered, etc.
7. Process all transfer members and ensure our new members get a membership card
8. Maintains Lodge membership laptops
9. Provides Brotherhood eligible lists

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Section 13: National & Sectional Events Committee

Clause A: All Committee Chairmen and Advisers:

1. Hold regular committee meetings
2. Promote Committee and recruit Committee members
3. Manage any Committee inventory
4. Attend all Lodge events
5. Talk to respective Adviser at least once a month outside of the LEC meeting
6. Attend and have an active role at all meetings of the Lodge Executive Committee
7. Have a written report at the Lodge Executive Committee meetings (typed and emailed to the Lodge Secretary, Lodge Chief, and respective Adviser prior to each meeting)
8. Create and manage a budget
9. Turn in expenses with a receipt to the Lodge Treasurer
10. Focus on and work to ensure completion of Lodge Goals and achieve High Performing level of National's Performance Measurement Program.
11. Create yearly goals with monthly action plan
12. Attend the Lodge Leadership Development course at OctoberFest
13. Pass on all materials to successor, save all files to appropriate folders in Google Drive
14. Be an example in leadership and cheerful service
15. Promote the Order of the Arrow
16. Work to increase member participation
17. Follow Ten Inductions Principles
18. Promote Scout camping
19. Wear the uniform correctly at all OA events and meetings
20. Safety of all participants involved
21. Clean Facilities after use
22. Evaluate for improvement
23. Performs all other duties as assigned by the Lodge Chief

Clause B: Specific to position:

1. Acts as liaison between the Section and Lodge for Conclave (unless we are hosting)
2. Appoints and oversees chairmen for Lodge involvement in Conclave (unless we are hosting)
3. Carry out all business of preparing and carrying out an effective NOAC Contingent
4. Acts as liaison between National and the Lodge for NOAC
5. Appointments and oversees chairmen for Lodge involvement for NOAC
6. Handles involvement in all other National and Section Events
7. Responsible for National and Section event "contingent list" and informing all members of each event's contingent on the details of the event

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Section 14: Ordeal & Brotherhood Committee

Clause A: All Committee Chairmen and Advisers:

1. Hold regular committee meetings
2. Promote Committee and recruit Committee members
3. Manage any Committee inventory
4. Attend all Lodge events
5. Talk to respective Adviser at least once a month outside of the LEC meeting
6. Attend and have an active role at all meetings of the Lodge Executive Committee
7. Have a written report at the Lodge Executive Committee meetings (typed and emailed to the Lodge Secretary, Lodge Chief, and respective Adviser prior to each meeting)
8. Create and manage a budget
9. Turn in expenses with a receipt to the Lodge Treasurer
10. Focus on and work to ensure completion of Lodge Goals and achieve High Performing level of National's Performance Measurement Program.
11. Create yearly goals with monthly action plan
12. Attend the Lodge Leadership Development course at OctoberFest
13. Pass on all materials to successor, save all files to appropriate folders in Google Drive
14. Be an example in leadership and cheerful service
15. Promote the Order of the Arrow
16. Work to increase member participation
17. Follow Ten Inductions Principles
18. Promote Scout camping
19. Wear the uniform correctly at all OA events and meetings
20. Safety of all participants involved
21. Clean Facilities after use
22. Evaluate for improvement
23. Performs all other duties as assigned by the Lodge Chief

Clause B: Specific to position:

1. Ensures safety of Induction/Ordeal candidates
2. Knows location of all clans and candidates at all times
3. Coordinates the entire Ordeal Induction experience (from arrival at camp to departure)
4. Updates and produces Ordeal pamphlets/booklets and materials
5. Responsible for ordering OA sashes and OA handbooks in coordination through the Lodge Treasurer
6. Responsible for recruiting, training, and recognizing Elangomats
7. Maintains yellow Elangomat sashes and Elangomat bags and supplies
8. Responsible for carrying out the promotion, Brotherhood conversations, letter collection, and review for the Brotherhood conversion

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Section 15: Service Committee

Clause A: All Committee Chairmen and Advisers:

1. Hold regular committee meetings
2. Promote Committee and recruit Committee members
3. Manage any Committee inventory
4. Attend all Lodge events
5. Talk to respective Adviser at least once a month outside of the LEC meeting
6. Attend and have an active role at all meetings of the Lodge Executive Committee
7. Have a written report at the Lodge Executive Committee meetings (typed and emailed to the Lodge Secretary, Lodge Chief, and respective Adviser prior to each meeting)
8. Create and manage a budget
9. Turn in expenses with a receipt to the Lodge Treasurer
10. Focus on and work to ensure completion of Lodge Goals and achieve High Performing level of National's Performance Measurement Program.
11. Create yearly goals with monthly action plan
12. Attend the Lodge Leadership Development course at OctoberFest
13. Pass on all materials to successor, save all files to appropriate folders in Google Drive
14. Be an example in leadership and cheerful service
15. Promote the Order of the Arrow
16. Work to increase member participation
17. Follow Ten Inductions Principles
18. Promote Scout camping
19. Wear the uniform correctly at all OA events and meetings
20. Safety of all participants involved
21. Clean Facilities after use
22. Evaluate for improvement
23. Performs all other duties as assigned by the Lodge Chief

Clause B: Specific to position:

1. Create a project list – meaningful (crews), create and publish (before event), request tools from members prior to event
2. Maintains any tools/equipment owned by the Lodge
3. Ensure proper required supervision or skill present at projects
4. Talk to Camp Ranger and Camp Director prior and during service events
5. Creates OA capital project ideas
6. Maintain special skills list
7. Organize special service weekends at council camps
8. Responsible for maintaining a log of service hours from the Lodge throughout the entire year and presenting an electronic report in November LEC meeting
9. Promotes Lodge service award and presents to recipients at Lodge Banquet
10. Attends Summer camp preparation meetings hosted by Ceremonies Committee
11. OA/Youth representative to the Minsi Trails Council Properties Committee
12. Attend Minsi Trails Council Properties Committee meetings

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Section 16: Unit Relations & Elections Committee

Clause A: All Committee Chairmen and Advisers:

1. Hold regular committee meetings
2. Promote Committee and recruit Committee members
3. Manage any Committee inventory
4. Attend all Lodge events
5. Talk to respective Adviser at least once a month outside of the LEC meeting
6. Attend and have an active role at all meetings of the Lodge Executive Committee
7. Have a written report at the Lodge Executive Committee meetings (typed and emailed to the Lodge Secretary, Lodge Chief, and respective Adviser prior to each meeting)
8. Create and manage a budget
9. Turn in expenses with a receipt to the Lodge Treasurer
10. Focus on and work to ensure completion of Lodge Goals and achieve High Performing level of National's Performance Measurement Program.
11. Create yearly goals with monthly action plan
12. Attend the Lodge Leadership Development course at OctoberFest
13. Pass on all materials to successor, save all files to appropriate folders in Google Drive
14. Be an example in leadership and cheerful service
15. Promote the Order of the Arrow
16. Work to increase member participation
17. Follow Ten Inductions Principles
18. Promote Scout camping
19. Wear the uniform correctly at all OA events and meetings
20. Safety of all participants involved
21. Clean Facilities after use
22. Evaluate for improvement
23. Performs all other duties as assigned by the Lodge Chief

Clause B: Specific to position:

1. Holds Lodge Unit Elections training before beginning of Unit Elections period
2. Creates and posts to Google Drive folder all Chapter Unit Elections materials
3. Scoutmaster / Committee Chairman letter/mailling/e-mail
4. Utilize resources for OA information
5. Coordinate info with Troop Representative
6. Gets approved adult nomination list from Lodge Adviser
7. Responsible to ensure all elections are completed by April 1st
8. Handles any and all Unit Elections issues in coordination with Adviser
9. Sets up and configures each year's Inductions Module in OA LodgeMaster
10. Manages units in the Inductions Module of OALM and monitors/approves elections submitted by Chapters
11. Provides unit elections status report monthly to LEC from December to May each year
12. E-mails Induction candidates list to Summer camp Call-out Coordinator, Lodge Chief, Lodge Adviser, and Camp Director
13. Responsible for the OA Troop Representative program
14. Acts as liaison between Lodge and Units, while working with Chapter Chiefs and Advisers
15. Work with Cub Packs to provide assistance at Blue & Gold banquets
16. Runs adult/unit leader training session at Lodge Leadership Development and Council's University of Scouting

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Section 17: Vigil Committee

Clause A: All Committee Chairmen and Advisers:

1. Hold regular committee meetings
2. Promote Committee and recruit Committee members
3. Manage any Committee inventory
4. Attend all Lodge events
5. Talk to respective Adviser at least once a month outside of the LEC meeting
6. Attend and have an active role at all meetings of the Lodge Executive Committee
7. Have a written report at the Lodge Executive Committee meetings (typed and emailed to the Lodge Secretary, Lodge Chief, and respective Adviser prior to each meeting)
8. Create and manage a budget
9. Turn in expenses with a receipt to the Lodge Treasurer
10. Focus on and work to ensure completion of Lodge Goals and achieve High Performing level of National's Performance Measurement Program.
11. Create yearly goals with monthly action plan
12. Attend the Lodge Leadership Development course at OctoberFest
13. Pass on all materials to successor, save all files to appropriate folders in Google Drive
14. Be an example in leadership and cheerful service
15. Promote the Order of the Arrow
16. Work to increase member participation
17. Follow Ten Inductions Principles
18. Promote Scout camping
19. Wear the uniform correctly at all OA events and meetings
20. Safety of all participants involved
21. Clean Facilities after use
22. Evaluate for improvement
23. Performs all other duties as assigned by the Lodge Chief

Clause B: Specific to position:

1. Ensures and advertises Vigil nomination online form is available at all Lodge Events (responsible for updating form when necessary)
2. Responsible for maintaining Vigil regalia and headdress
3. Run Vigil election on Saturday night of Lodge Spring Fellowship Weekend and ensure results are kept secret
4. Secures and assigns Vigil guides to each candidate
5. Responsible for the Vigil Callout of candidates on Friday night of Lodge Fall Fellowship Weekend
6. Responsible for the Lenni Lenape naming of candidates on Friday night of Lodge Fall Fellowship Weekend
7. Submit all National Vigil petition forms to National Office by July 31st
8. Orders (in coordination through the Lodge Treasurer) Vigil sashes
9. Prints ceremonies books for Vigil
10. Conducts the Vigil and organizes every aspect of the Vigil at Lodge OctoberFest Weekend
11. Creates and distributes various Vigil schedules for OctoberFest Weekend
12. Ensures each candidate is present for the Vigil at the Lodge OctoberFest Weekend

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Section 18: Web & Social Media Committee

Clause A: All Committee Chairmen and Advisers:

1. Hold regular committee meetings
2. Promote Committee and recruit Committee members
3. Manage any Committee inventory
4. Attend all Lodge events
5. Talk to respective Adviser at least once a month outside of the LEC meeting
6. Attend and have an active role at all meetings of the Lodge Executive Committee
7. Have a written report at the Lodge Executive Committee meetings (typed and emailed to the Lodge Secretary, Lodge Chief, and respective Adviser prior to each meeting)
8. Create and manage a budget
9. Turn in expenses with a receipt to the Lodge Treasurer
10. Focus on and work to ensure completion of Lodge Goals and achieve High Performing level of National's Performance Measurement Program.
11. Create yearly goals with monthly action plan
12. Attend the Lodge Leadership Development course at OctoberFest
13. Pass on all materials to successor, save all files to appropriate folders in Google Drive
14. Be an example in leadership and cheerful service
15. Promote the Order of the Arrow
16. Work to increase member participation
17. Follow Ten Inductions Principles
18. Promote Scout camping
19. Wear the uniform correctly at all OA events and meetings
20. Safety of all participants involved
21. Clean Facilities after use
22. Evaluate for improvement
23. Performs all other duties as assigned by the Lodge Chief

Clause B: Specific to position:

1. Update, maintain, and innovate the Lodge's website and social media platforms on a weekly basis
2. Maintains web hosting service
3. Maintains domain name registration
4. Update and maintain all pages on lodge website, including Lodge Calendar
5. Post e-news from Lodge Secretary
6. Broken link check
7. Advertise the web address to members
8. Responsible for updating LEC Google group e-mail distribution list
9. Responsible for updating Officer/Chapter/Committee lodge e-mail address forwards
10. Responsible for Lodge Witauchso-Texts (text messaging system)

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ARTICLE XI: OA at Summer Camp

Section 1: This Lodge shall have an active role in the summer camp program of Minsi Trails Council's Camp Minsi. The Lodge Chief shall appoint an OA Summer Camp Coordinator which is a member of Camp Minsi's summer camp staff and contracted by the Council. His salary is paid out of the summer camp budget, not by the Lodge. The OA Summer Camp Coordinator must be an active member of the Witauchsoman Lodge #44 and under the age of twenty-one. Refer to Article III, Section 3, Clause A for approval of changes to this article.

Section 2: OA Summer Camp Coordinator

Clause A: Specific responsibilities to the position:

1. Directly responsible to the Camp Program Director, Camp Director, and Lodge Chief
2. All duties are performed at the camp for which he is on the staff
3. Safety
4. Attends summer camp preparation meetings hosted by Ceremonies Committee
5. Coordinates all Order of the Arrow and Lodge activities at summer camp
6. Coordinates and presides over all call-out ceremonies and Order of the Arrow campfires
7. Ensures only those elected and eligible to be called-out are called-out
8. Ensures only active Order of the Arrow members are members of the call-out team
9. Follow Ten Inductions Principles
10. Be present at Lodge Executive Committee meeting pertaining to the summer camp program
11. Must present a written report to the Lodge Executive Committee at the August LEC meeting
12. Promotes the Lodge and Order of the Arrow program to all troops at camp
13. Encourages Lodge members at camp to continue their involvement in the Lodge and Order of the Arrow program
14. Responsible for representing the Brotherhood of Cheerful Service attitude in camp
15. Must understand Lodge program and calendar of events
16. Works closely with the ceremonies team to develop and present a call-out ceremony
17. Obtain Lodge Ceremonies Committee approval on any ceremony that represents the Order of the Arrow
18. Work with Camp Ranger and Lodge Service Committee to create small service projects to be done on Wednesday "OA Day" by all OA members in camp
19. Coordinates with Lodge Treasurer and Camp Trading Post to ensure Lodge merchandise is available in the Trading Post and restocked.
20. Clean facilities after use
21. Coordinates OA cracker barrel at summer camp with camp cook
22. Coordinates fuel with Camp Ranger (Ranger is responsible for fuel)
23. Returns all borrowed equipment and regalia to appropriate owners
24. Promotes OA Troop Camp Participation Award and presents Troops with award/ribbon at Friday closing campfire
25. Performs all other duties as assigned by the Lodge Chief