

# Sikhs Mox Lamonti Lodge #338



## Chapter Operations Guide

June 2014 Revision

## **Forward**

This document is intended to provide direction and guidance for the organization and operation of a Chapter in our Lodge. There is no intent to have any Chapter change programs that are already successful, but we recommend that this guideline be reviewed periodically by all Chapter Chiefs and Advisers to assure themselves that their organization is fulfilling the Purpose and Obligation of the Order of the Arrow.

The Order of the Arrow exists to bring the Spirit of Brotherhood and a love for camping to every Scout in our Council. Our intent is to accomplish that goal at unit level through unit Scouts who are members of the Order. Over the past couple of years, the strategy of the Lodge has been to develop the Elangomat program so that all new members will have someone they can ask questions of, and someone who will take an interest in helping them complete the Induction Process by committing to the Brotherhood. Our hope is that as more Ordeal members stay in the program actively, the better opportunity we have to introduce the Spirit of the Order and camping skills to their unit, through our members in the unit.

We recognize that to be successful in our purpose each Chapter must be functional and effective. The Lodge is the sum total of all the Chapters, and is only as effective as the Chapters. The Lodge leadership has provided you this booklet to help you and your Chapter be successful. Be supportive of the Lodge and follow through on the Leadership you promised.

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## What Does It Take?

That depends on where you're at now. For the sake of this guide let's assume that your Chapter has not been as functional as you would like. For this reason, you need to regroup and reorganize. This is really not a difficult task, as long as you do the right and proven things, and do them one step at a time.

### **Assess where you are, and where you want to go.**

First, contact our LodgeMaster and request an up-to-date roster of all current and former members of your Chapter. Also, ask for a roster of all members who have taken their Ordeal in the past year, and a roster of all candidates who were elected in the past year, but did not take their Ordeals.

1. Meet with your Chapter Advisers, Chapter officers, and any other interested adults and youth. Call or send a special invitation and then call each to confirm they will attend. The purpose of this meeting is to get focused on what you want to accomplish, and to determine what you can accomplish; to assess your strengths, and to set goals for the Chapter. The following is how we recommend this be done:
  - a. Discuss current Lodge goals with the Lodge Chief and identify those you think you can support, and how you can support them.
  - b. Identify the needs of your Chapter. Determine what needs to be done to strengthen it.
  - c. Determine how you can support the Ordeal candidates from your district with Elangomats and Ceremony Teams.
  - d. Review the Quality Chapter requirements and determine what you need to do to be a Quality Chapter.
  - e. Review the Lodge calendar and determine what needs to be done to support participation in Lodge activities: Ordeals, Training, Service Days, Lodge Elections, Lodge Banquet, and Conclave.
  - f. Plan to develop an Elangomat Team (in conjunction with the lodge Elangomat Committee).
  - g. Plan to train, in conjunction with the lodge committees, your Elections and Camping Promotions Teams.
2. Write down every goal you can think of, then go through a process of elimination to narrow your goals down to those you think can be accomplished. Make sure your final list is challenging, but achievable, and that it supports our purpose.

**Make goals that are challenging, supportive, and achievable!**

3. After you have established your goals, assign youth and advisers to have the responsibility to carry each out. Each goal should have an officer who is responsible for it. That officer should, if resources are available, appoint a committee of youth with advisers to assure the successful completion of that goal.
4. Wise leaders will delegate responsibility to those on the team who are most likely to have an interest in the assignment. You will find that almost all of the goals you establish will fall under the responsibility of positions that are already defined (see the lodge rules and operational guidelines; the officers of the chapter are equivalent to the operational committees of the lodge). Do not, however let this stop you from assigning responsibility outside the pre-defined organization.
5. Each goal should have a plan for its achievement. This plan should be developed and carried out by the one who has the responsibility for it. It is important that the plan be developed soon after the Leadership Meeting while the issues are fresh on your mind, and so that the plan can be implemented immediately.

### **Elements of a good plan**

- a. A good plan defines the event or the activity you want to achieve. It says exactly what you want to do, or what you want to achieve.
- b. It breaks the goal down into little tasks, as little as possible so that the plan does not get bogged down in complicated tasks that are difficult to achieve.
- c. It defines when you want to achieve completion of each task and of the overall goal, and it has milestones along the way that provide you a measure of how well you are doing.
- d. It specifies those who have responsibility for action, and what that action is, and when that action is to be done.
- e. It specifies what resources, people or otherwise, are needed, and how those resources will be provided.
- f. It defines the potential problems, and how you intend to overcome those problems.
- g. It is constantly reviewed by the group of people who have tasks to perform in it. In this way problems or barriers can be identified and resolved before they impact the completion of the goal.

6. Finally, document your goals well. Communicate those goals by letter to your chapter membership, announce them at your district roundtable, and review them constantly at your chapter meetings.

## Guide to Choosing Goals

The Order of the Arrow exists to fulfill its purpose, which is to promote camping. We have an obligation to fulfill this purpose which we accomplish through our membership at the unit level first. It stands to reason then that we should try to have members in every unit. Thus, the most important thing we do is conduct Unit Elections. Because of this, the first goal that every Chapter should have is:

**1. Contact every unit in your district and arrange to conduct a Unit election.**

This will be accomplished by developing Unit Elections Teams in your chapter, obtaining a list of units from the district executive, and calling every unit to offer teams that will come to their unit meeting and conduct unit elections (submit contact results to the LEC). While we are there, we also take the opportunity to promote camping, and to promote attendance at Fire Mountain summer camp. For more details, see the lodge Unit Elections Plan or contact the Unit Elections Chairman.

Having Scouts elected into the Order of the Arrow is very important to our success, but not every youth elected goes through his Ordeal. Therefore, a Chapter's second most important goal should be:

**2. Have at least 90% of elected Scouts take their Ordeals.**

This goal can best be accomplished by starting an Elangomat team that has as part of its responsibility to contact elected Scouts and motivate them to take their Ordeal at one of our scheduled Ordeals. A list of the newly elected Scouts is kept by the Lodge, and that list is updated and distributed after every Ordeal. The Elangomat team is also responsible for ensuring that sufficient trained Elangomats are present at the Ordeal to work with the candidates from their district.

After taking their Ordeal, new members of the order often do not complete their induction by taking their Brotherhood. In fact, only about **25 to 30%** of them do. This decreases our chances of performing our Unit obligation, therefore a Chapter's third goal should be:

**3. Convert at least 35% of the new members to Brotherhood.**

Developing the Elangomat program in the Chapter will help assure that this goal is met. If the Chapter has Elangomats to participate in the Ordeals, every new member in the Chapter will be contacted several times after his Ordeal by his Elangomat to see if he is fulfilling his obligation to unit, and will be motivated to complete his Brotherhood. The Elangomat is also responsible for helping the new members from his clan with the requirements for Brotherhood. With this program everyone wins. The Unit program is helped and the new member is kept informed and motivated. The Elangomat gives much needed quality service to the Order, and the Chapter grows in strength. The Chapter Chief and Chapter Adviser should put a lot of effort in making the Elangomat program work.

Promoting the outdoor program of Scouting is perhaps the most challenging yet enjoyable aspect of our purpose. It seems though that many Arrowmen forget that this is our purpose. This is the primary reason we are Arrowmen. There are so many ways to accomplish this task, and the Lodge asks that each Chapter add the following goals to their plan:

4. **Present a camping promotion at every election conducted.**
5. **Perform an important role in the administration or program of each Camporee in your district, and perform a Call-out at the Camporee.**
6. **To be a successful Chapter you need to plan. Conduct an annual Leadership Planning meeting as early as possible.** This is very important, and every Chapter should consider it a MUST.
7. **Submit at least two quality articles for the Octi-Ink.** Communication is vital to successful program. If people don't know what's going on, they won't be there.

The goals we have presented to you so far are critical to the success of the Chapter and the Lodge. These are not really difficult goals to accomplish, but they will require dedication and effort. **If you have been paying attention you will have noticed that these are the first 7 requirements listed on the Quality Chapter Award. All your Chapter needs to do to receive the award is complete these, and at least 2 of the remaining requirements listed.** That's a piece of cake!

To help you complete your goal selection, we have listed below several needs that are very important to the success and health of the Lodge and Chapter. Look these over carefully and use them in your plan if you can:

- Every Chapter should have an Octi-Ink reporter (Chapter Communications Vice-Chief) to provide a minimum of **100-words** every of Chapter information and news to the Lodge Communications Chairman. This member should also be responsible for submitting current chapter information (news, events, meeting place and time, chapter officers, etc.) for the lodge webmaster to use on the Website. It's important to get information about your Chapter and its activities in print so that members have a sense of importance and pride about your Chapter.
- Form committees that will develop promotion and plans to get Chapter membership to attend the Ordeal, LLD, Lodge Banquet, and the Section Conclave. Get them excited, and involved.
- As a Chapter, perform an annual camp service project.
- Perform a Chapter fund raising event in order to sponsor at least one Scout to attend a summer camp.
- Develop a ceremonial team. Without good ceremony teams we cannot have good ceremonies, and the new members' impression of the Order will be diminished.
- Encourage Chapter members to become active ceremonialists.

# Chapter Priorities

**In addition to these monthly priorities, here are some floating goals determined by dates of chapter specific events:**

Begin planning for your district camporee (4 months before)

Begin planning and promotion for the camp work party you host (3 months before)

List by chapter:

Whatcom: September, Fire Mountain

Skagit: November, Fire Mountain

Island: April, Fire Mountain (co-hosted with Tyee)

Tyee: April, Fire Mountain (co-hosted with Island)

Klahaya: September, Fire Mountain

Tillikum: November, Fire Mountain

Puget Sound: April, Fire Mountain

## January Priorities

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- Train Elangomats. Use Guide to Inductions and the Lodge Elangomat Handbook.
- Send a Chapter report on activities conducted last month, and activities planned in the next 3 month period. This report, as well as any other articles requested and a chapter update for the website, should be prepared by your Communications Vice-Chief. Send the report to the Lodge Communications Chairman. The deadline for each Octi-Ink is the LEC in the odd-numbered months.
- Continue conducting Unit Elections and Camping Promotions. Turn in reports to the lodge.
- Schedule weekly practices for your ceremonies team to prepare for the ordeals.
- Have all eligible chapter members attend the LLD.
- Promote section W1-N Conclave in your chapter.

## February Priorities

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- Develop an Elangomat team.
- Contact all of your Chapter members who took their Ordeals last year and motivate them to come to Chapter meetings and to strive for their Brotherhood. All of the new members have, or should have an Elangomat. Ask the members if they have been contacted recently by their Elangomat, and if not, find them an Elangomat to work with them.
- Begin conducting weekly ceremony team practices and start planning for the Spring Ordeal. Keep the Lodge Ceremonies Chairman informed of your activities.
- Continue conducting Unit Elections and Camping Promotions. Turn in reports to the lodge.
- Promote Section W1-N Conclave in your chapter.



## March Priorities

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- Continue conducting weekly ceremony team practices and planning for the Spring Ordeals. Keep the Lodge Ceremonies Chairman informed of your activities.
- Send a Chapter report on activities conducted last month, and activities planned in the next 3 month period. This report, as well as any other articles requested and a chapter update for the website, should be prepared by your Communications Vice-Chief. Send the report to the Lodge Communications Chairman. The deadline for each Octi-Ink is the LEC in the odd-numbered months.
- Make sure all your Chapter candidates have been called and given a schedule for the Spring Ordeal.
- Attend the Spring Ordeal as a chapter.
- Continue conducting Unit Elections and Camping Promotions. Turn in reports to the lodge.
- Promote Section W1-N Conclave in your chapter.

## April Priorities

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- Complete Unit elections and Camping Promotions. Turn in final reports to the Lodge.
- Start planning for participation at the Summer Ordeal. Make sure all your Chapter candidates have been called and given a schedule for the Summer Ordeal. Make sure Elangomats have been contacting members who have already gone through an Ordeal and are working towards Brotherhood.
- Continue conducting weekly ceremony team practices and planning for the Spring Ordeals. Keep the Lodge Ceremonies Chairman informed of your activities.
- Attend / host a work party at one of our council camps (see list above).
- Attend Section W1-N Conclave.
- Review your progress towards Quality Chapter. Take action to finish up any remaining requirements before May. The form must be in by **7:30 Friday evening of the Lodge Business meeting weekend.**
- Start your planning to attend the Banquet and Business meeting in October.
- Call members of your Chapter from the active member list and organize to attend the Lodge Banquet and Business Meeting.
- Complete the quality Chapter forms and send to the **Lodge Chief**. The form is included in this package and must be in by **7:30 Friday evening of the Lodge Business meeting weekend.**

## May Priorities

- Conduct Chapter Elections **if you meet for the month before the Lodge Annual Business Meeting. Submit list of officers and their contact info to the LEC at the Business meeting.**
- Contact all Ordeal members in your Chapter and motivate them to attend the Ordeal and to go through Brotherhood.
- Continue conducting weekly ceremony team practices and planning for the Summer Ordeal. Keep the Lodge Inductions Vice Chief informed of your activities.
- Send a Chapter report on activities conducted last month, and activities planned in the next 3 month period. This report, as well as any other articles requested and a chapter update for the website, should be prepared by your Administrative Vice-Chief. Send the report to the Lodge Administrative Vice Chief. The deadline for each Octi-Ink is the LEC in the odd-numbered months.
- Conduct Chapter Elections **if this is your last meeting before the Lodge Business meeting. Submit list of officers and their contact info to the LEC at the Business meeting.**

## June Priorities

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- Have a great summer and go to camp.
- Conduct a meeting with your Elangomats and review their responsibility for the new Ordeal members. If you can't have a meeting, call them.
- Send out a letter to all Ordeal members who took their Ordeals last year and motivate them to complete their Brotherhood at summer camp or in the fall.
- Encourage Members to attend the Summer Ordeal weekend at Fire Mountain.

## July Priorities

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- Start making a list of Arrowmen to recruit for ceremonies, camping promotions, Elangomats, and elections for next year.
- Send a Chapter report on activities conducted last month, and activities planned in the next 3 month period. This report, as well as any other articles requested and a chapter update for the website, should be prepared by your Administrative Vice-Chief. Send the report to the Lodge Administrative Vice Chief. The deadline for each Octi-Ink is the LEC in the odd-numbered months.
- Help conduct Brotherhoods and Call-Outs at Summer Camp. Ensure that our lodge has a presence at Fire Mountain throughout the summer.

## **August Priorities**

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- Start making a list of Arrowmen to recruit for ceremonies, camping promotions, Elangomats, and elections for next year.

## **September Priorities**

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- Attend / host a work party at our council camp (see list above).
- Review your progress towards Quality Chapter.
- Conduct a meeting with your Elangomats and review their responsibilities for after the Ordeal. If you can't have a meeting, call them.
- Send a Chapter report on activities conducted last month, and activities planned in the next 3 month period. This report, as well as any other articles requested and a chapter update for the website, should be prepared by your Administrative Vice-Chief. Send the report to the Lodge Administrative Vice Chief. The deadline for each Octi-Ink is the LEC in the odd-numbered months.

## **October Priorities**

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- Conduct your annual Leadership Planning session. Develop your goals and your annual plan.
- Review the requirements for Quality Chapter and initiate a plan to qualify. It is suggested to establish a committee to set up your plan.
- Contact your District Chairman and/or Roundtable Commissioner and request opportunity to provide an OA presentation at the Roundtable meeting. Present requirements for elections of youth and adults to our order.
- Initiate contact with Units and make appointments to conduct member elections.

## **November Priorities**

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- Train elections teams. Use the Guide to Inductions and the Lodge Elections Report Form.
- Attend / host a work party at one of our council camps (see list above).
- Contact all members who took their Ordeals this year and motivate them to come to Chapter meetings and to strive for their Brotherhood. Most of the new members have, or should have an Elangomat. Ask the new member if they have been contacted recently by their Elangomat.
- Send a Chapter report on activities conducted last month, and activities planned in the next 3 month period. This report, as well as any other articles requested and a chapter update for the website, should be prepared by your Communications Vice-Chief. Send the report to the Lodge Communications Chairman. The deadline for each Octi-Ink is the LEC in the odd-numbered months.

## **December Priorities**

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- Organize a ceremony team that will begin practicing for the Ordeals. Order ceremonies books from the council office.
- Call members of your Chapter who are not active members. Encourage them to pay their dues and get active.
- Make plans for eligible chapter members to attend the LLD.

## 2014 Quality Chapter Award

To qualify for the Quality Chapter Award a Chapter must complete requirements 1-7 and at least two of a-g prior to the Lodge business meeting each year **(SEE BELOW!)**.

Chapter Name \_\_\_\_\_

Date of Report \_\_\_\_\_

We qualify for this award based on completion of the 8 requirements marked below.

1. Contact every Unit in our district and arrange to conduct a Unit election.
2. Achieve at least 75% of all elected Scouts taking their Ordeal.
3. Convert at least 50% of eligible members to Brotherhood.
4. Present a camping promotion at every election conducted.
5. Promote Camping at two Roundtable meetings.
6. Develop a chapter annual plan and submit plan to be approved by the LEC.
7. Submit at least two (2) quality articles for the Octi-Ink  
PLUS 2 OF THESE-----
  - a. Perform an important role in the administration of each Camporee in your district, and perform a Call out at Camporee.
  - b. Have at least 25% of the dues paid youth chapter membership attend the Cub Scout Stampede.
  - c. Have at least 25% of the dues paid youth chapter membership attend the section conclave.
  - d. Have at least 25% of the dues paid youth chapter membership attend the Lodge Banquet.
  - e. Complete a service project at one of our Council's camps.
  - f. Perform a fund raising project for a camp project, or camp scholarship.
  - g. Have a ceremony team perform at least one of the ceremonies during an Ordeal or brotherhood.

Chapter Chief Signature: \_\_\_\_\_

Send your completed form to the Lodge Chief. It will be reviewed by the Key 3. **This form must be turned in by 7:30 Friday evening of the May Lodge Business meeting weekend. Plan ahead!**

## Appendix I: Chapter Organization

The organization of the chapter in our lodge is based on the lodge rules and operational guidelines. According to the operational guidelines, the chapter chief:

- A. Oversees all chapter officers and committees.
- B. Sets agendas and presides over all chapter meetings.
- C. Provides a presence at all district roundtables and events.
- D. Attends meetings of, and works with, the District Outdoor Program Committee.
- E. Attends all meetings of the Lodge Executive Committee.
- F. Demonstrates leadership by wearing the Scout uniform correctly, living the Scout Oath and Law and the Order of the Arrow Obligation and Admonition. Supports the goal of the Quality Lodge, and the mission of the Order of the Arrow.

The chapter chief has help with his job from the chapter officers, who are determined by the operational guidelines as well:

- A. The elected officers of the chapter shall correspond to the operational committees of the lodge.

According to the lodge rules, article XI, Section 1, the operational committees of the lodge are:

Sub-section A

OA Troop/Team Representative under the direction of the Lodge First Vice-Chief

Sub-section B

Elangomat, Ceremonies, Elections under the direction of the Inductions Vice Chief

Sub-section C

Activities, Camping Promotions and Lodge Leadership Development (LLD) under the direction of the Program Vice Chief

Sub-section D

Secretary, Treasurer, and Communications under the direction of the Administrative Vice Chief.

**What does this all mean?** Well, first of all, this is an outline of what needs to get done in the lodge and how your chapter can help.

The lodge has 11 committees. One is the LEC, or Lodge Executive Committee, which meets every month. This committee is made up of the Lodge Chief, the Immediate Past Lodge Chief, the First Vice-Chief, the Inductions Vice-Chief, the Program Vice-Chief, Administrative Vice-Chief, and all the Chapter Chiefs. If you're the chapter chief, you should go to this meeting every month with a report on your chapter's activities and on how well you are meeting your goals.

The other committees are made up of the Vice-Chiefs from each chapter. For example, each chapter has an Elections Vice-Chief. These vice-chiefs all meet during the

LEC in odd-numbered months in order to discuss the status of unit elections for the year, to turn in elections reports, and to plan how to get the elections done on time. All the other committees work the same way.

**But, it's unlikely that you will start out with 11 youth interested in taking active roles in running the lodge.** Instead, you need a list of priorities when it comes to choosing your vice-chiefs.

First, you need a **chapter chief**. The chapter chief will represent you on the LEC, and will take leadership of your chapter.

Second, you need a **First Vice-Chief**. He sits on the OA Rep. Committee and is responsible for implementing the OA Rep. Program in your district. He takes on the responsibilities of the chapter chief when necessary.

Third, you need a **Secretary**. He sits on the lodge Administrative Committee, the chairman of which is the Lodge Administrative Vice-Chief. This committee is responsible for taking minutes at the LEC, for lodge membership records and the distribution of membership cards, and for other tasks assigned to it by the LEC. This committee is under the authority of the Administrative Vice-Chief.

**It is necessary to have these three positions filled to be a viable chapter, so filling them is your first priority.**

After you have a chief, a first vice-chief, and a secretary, you have some more freedom about filling the other 8 chapter positions. Here's a suggested order and the reasoning behind it:

1. **Elections Vice-Chief:** Your chapter can't grow unless you are inducting new members. The elections vice-chief is responsible for coordinating an election for each troop and team in your district once a year. He schedules the time to conduct the election, ensures that a qualified team is there on time, and is responsible for ensuring that our elections form is used, filled out completely, and turned in to the lodge. He is a member of the lodge elections committee.
2. **Communications Vice-Chief:** It is important that you provide current information on your chapter to the Octi-Link and for the website. Your communications vice-chief sits on the lodge communications committee and is responsible for helping assemble the Octi-Link for publication every other month. He also sends the webmaster frequent updates on chapter meetings and activities. It is also his job to maintain communication with chapter members both through email and over the phone.
3. **Activities Vice-Chief:** Your chapter will quickly fade if you aren't having fun. An activities vice-chief helps plan games and other things to do at chapter meetings. It is also possible to set up a chapter fellowship weekend, and the activities vice-chief would be responsible for the fun and games there. He sits on the activities committee, which helps plan fellowship, fun, and food at lodge events.
4. **Camping Promotions Vice-Chief:** To achieve quality lodge and quality chapter, you must conduct a camping promotion in every unit in your district each year. The camping promotions vice-chief is responsible for this. When your chapter starts out, the elections vice-chief can handle the job, but giving this responsibility to someone else can lighten the load. The camping promotions vice-chief sits on the Camping Promo committee at the lodge. This committee is responsible to track the lodge's progress in conducting camping promotions.
5. **Ceremonies Vice-Chief:** One of the most effective ways to develop your chapter is to start a ceremonies team. The team will need to practice regularly to be successful. Having a ceremonies vice-chief responsible for the team is the best way to make sure it happens. The ceremonies vice-

- chief attends the ceremonies committee meeting every other month. This committee develops ceremonies in the lodge and ensures that enough prepared ceremonies teams are present at each lodge event.
6. **Elangomat Vice-Chief:** The Elangomat vice-chief is key to the operation of the lodge. He works with the rest of the Elangomat committee to provide Elangomats for each ordeal. For more information, see the Sikhs Mox Lamonti Elangomat Handbook.
  7. **Treasurer:** Each year, the LEC provides your chapter with a small budget to pay for chapter activities. The chapter treasurer works with the chapter advisor to manage this money. However, the treasurer also is a part of the lodge Finance Committee, responsible to prepare a monthly report to the LEC on the financial status of the lodge and to help the LEC stick to the lodge budget. For more information, see the Lodge Finance Manual.
  8. **LLD Vice-Chief:** This vice-chief works as a part of the lodge committee to plan and conduct the annual Lodge Leadership Development conference.

If you follow these guidelines, your chapter will be on the right track, and you'll be helping the lodge out as well.



## Appendix II: Lodge Bylaws

Mt. Baker Council

Boy Scouts of America

### **SIKHS MOX LAMONTI LODGE Order of the Arrow**

#### **Lodge Rules**

#### Article I. Name and Affiliation

##### Section 1.

The name of this Lodge of the Order of the Arrow shall be Sikhs Mox Lamonti #338 (S.M.L. #338).

##### Section 2.

The totem of the Lodge shall be the octopus.

##### Section 3.

The Lodge shall be affiliated with the Mount Baker Council Boy Scouts of America, to which it shall be chartered annually. The Lodge shall be under the administrative authority of the Scout Executive.

##### Section 4.

The Lodge shall have one chapter for each district. The boundaries of the chapters shall correspond with the boundaries set by the Council for each of the Districts.

##### Section 5.

The Lodge shall produce for uniform wear a pocket flap, and any other special insignia that is desired and approved by the Lodge Executive Committee (L.E.C.). Only members in good standing (Article III Section 2) may wear insignia of the Lodge.

#### Article II. Membership and Election Procedures

##### Section 1.

Requirements for membership are those stated in the latest available edition of the Order of the Arrow (OA) handbook and the Guide to Inductions (GI).

##### Section 2.

All unit elections must be conducted by a Lodge approved election team and as stated in the latest available edition of the O.A handbook and the G.I.

##### Section 3.

Any election not conducted in the appropriate manner shall be considered void

##### Section 4.

The selection of adults for membership must be as stated in the latest available edition of the O.A handbook and the G.I.

Section 5.

Arrowmen transferring from other Lodges must submit proof of membership in the O.A. Transfer will be complete upon payment of the annual Lodge dues and proof of being a member in good standing of the Mount Baker Council.

Article III. Dues and Induction Fees

Section 1.

Dues are to be collected from each member annually, the amount to be determined by the L.E.C.

Section 2.

Each member must be a registered active member of the Mount Baker Council and current in lodge dues to be considered a member in good standing.

Section 3.

Dues are payable to the Council Service Centers and to authorized Officers and Advisers approved by the L.E.C.

Section 4.

An induction fee, set by the L.E.C., will be collected from each Ordeal and Brotherhood inductee at or before the time of induction.

Section 5.

All funds, including dues and induction fees, shall be handled through the Council Service Center and go through all normal Council accounting procedures.

Section 6.

The L.E.C. Committee shall approve the annual budget within 90 days of the conclusion of the Lodge Annual Business Meeting (L.A.B.M.). The budget shall be administered by the L.E.C. The Lodge Key 3 (Lodge Chief, Lodge Adviser, and Lodge Staff Adviser) shall have the sole authority to make such orders as mandated by the L.E.C.

Article IV. Ordeal

Section 1.

The requirements for Ordeal membership and Inductions shall be in accordance with the latest available edition of the Manual for the Ordeal and the G.I.

Section 2.

Each new member shall receive for their induction fee: a membership card, Ordeal sash, Order of the Arrow Pocket Device, Order of the Arrow

Handbook, Lodge pocket flap, Lodge New Member Handbook and the remainder of the current year plus one full year of lodge dues.

Article V. Brotherhood

Section 1.

Requirements for Brotherhood membership and Inductions shall be those stated in the latest available edition of the O.A. Handbook, Manual for Brotherhood and the G.I.

Section 2.

Each new Brotherhood member shall receive for their induction fee a membership card and a Brotherhood sash.

Article VI. Vigil

Section 1.

Requirements for the Vigil Honor Membership and Inductions shall be those stated in the latest available edition of the O.A. Handbook, Manual for the Vigil and the G.I.

Section 2.

Each new Vigil member shall receive a membership card, Vigil sash, Vigil pin, Vigil card, Framed Vigil Certificate and breakfast at Lodge expense.

Article VII. Lodge Officers

Section 1.

The elected officers of the Lodge shall be: Lodge Chief, Lodge Vice-Chief, Inductions Vice Chief, Program Vice Chief, and Administrative Vice Chief. Duties of the elected Lodge Officers shall be established by the L.E.C.

Section 2.

Any elected Lodge officer may be removed from his office by a vote of two-thirds of the L.E.C. The vote shall be by secret ballot and counted by at least two impartial Advisers.

Section 3.

The Lodge Chief, with approval of the L.E.C., may appoint persons to fill any vacant Lodge office.

Sub-Section A.

In the case of the Lodge Chief, the Scout Executive, upon recommendation of the L.E.C. and the Lodge Adviser, shall appoint a person to fill the remaining term.

Section 4

The L.E.C. shall determine the rights and responsibilities for the officers of the Lodge.

Article VIII. Chapter Operations

Section 1.

The elected officers of the chapter shall be determined by the L.E.C.

Section 2.

The Chapter Chief with the consent of his Adviser may appoint other committee chairmen as needed to carry out the business of the chapter.

Section 3.

The duties and purpose of the chapter are those stated in the latest available edition of the O.A handbook and G.O.A.

Article IX. Election and Installation of Officers

Section 1.

The officers of the Lodge shall be elected at the Lodge Annual Business Meeting (L.A.B.M.). Each officer must be under twenty-one years of age for his entire term of office. The term shall begin at the conclusion of the L.A.B.M.

Section 2.

Officers of the chapter shall be elected prior to the conclusion of the L.A.B.M. Each officer must be youth member in good standing for his entire term of office (Article III Section 2). The term shall begin at the conclusion of the L.A.B.M

Section 3.

Upon leaving office for any reason, any Lodge or Chapter officer, or Lodge or Chapter Adviser, shall immediately relinquish all Lodge property to the L.E.C.

Section 4.

The following Lodge Officer Election procedure will be used:

Sub-section A

After the nominations for a given office are declared closed, the designated chapter youth representative, shall poll his youth members to determine how they will cast their votes. Such a poll shall be taken before each ballot.

Sub-section B

Each chapter may cast one vote per youth member present at the time of the election, up to a maximum of 10 votes, for each office on all ballots. The designated chapter representative must cast his votes in proportion to the poll of the delegates (in whole votes, not fractions). The Lodge Key 3 has final authority to determine delegation eligibility. Telephone, Email, or other electronic votes are not permitted.

Sub-section C

A nominee must receive a majority (one vote more than fifty percent) of the votes cast on a given ballot to be elected (abstentions do not

count as votes cast). Where a majority is not achieved, the nominee(s) receiving the least number of votes is (are) dropped and another ballot is taken. This procedure continues until one nominee achieves a majority and is declared elected, or until two ballots in succession result in tie votes and the balloting is declared deadlocked.

Sub-section D

When balloting is declared deadlocked, the youth conducting the election (Note: This is the lodge chief or a youth appointed by the lodge chief and approved by the lodge adviser) will announce to the voting delegates that one more vote will be taken to break the tie and, if another tie results, he shall cast sufficient votes for the nominee of his choice to achieve a majority and declare him elected.

Article X. Lodge Executive Committee

Section 1. Voting members of the Lodge L.E.C. shall be the elected Lodge officers (excluding the Lodge Chief), the Chapter Chiefs (or a designated chapter representative), and the immediate past Lodge Chief.

Sub-section A

The Lodge Chief may only vote after a decision has ended in a tied vote twice concurrently.

Sub-section B

The Lodge Adviser, Associate Adviser(s), Staff Adviser, and Scout Executive serve as non-voting members of the L.E.C.

Section 2.

L.E.C. meetings shall be presided over by the Lodge Chief. If the Lodge Chief is not able to preside then the order of succession shall be the following: Lodge Vice Chief, Administrative Vice Chief, Program Vice Chief, and Inductions Vice Chief.

Section 3.

The responsibility for conducting all the affairs of the Lodge shall rest with the L.E.C.

Section 4.

Meetings of the L.E.C. shall be held a minimum of six times a year. In addition, the Lodge Chief may call, with the approval of the Lodge Adviser and Staff Adviser, a special meeting at any time.

Section 5.

The quorum for any L.E.C. meeting shall be at least seven voting members and at least two appointed Advisers. A vote to conduct business of the Lodge cannot occur without the quorum.

Section 6

In the absence of a Chapter Chief a youth member may be appointed as a voting representative at L.E.C. meetings.

Section 7

Lodge officers may not appoint a representative to vote on the L.E.C. Meeting in their absence. They may appoint a representative to sit on the L.E.C. as non-voting member in their absence.

Section 8

Each Lodge Officer shall oversee a Lodge Leadership Core that consists of their committees as specified in Article XI Section 1.

Article XI. Committees

Section 1.

The Committees of the Lodge shall be:

Sub-section A

OA Troop/Team Representative under the direction of the Lodge Vice-Chief.

Sub-section B

Elangomat, Ceremonies, Elections under the direction of the Inductions Vice Chief.

Sub-section C

Activities, Camping Promotions and Lodge Leadership Development (LLD) under the direction of the Program Vice Chief.

Sub-section D

Secretary, Finance, and Communications under the direction of the Administrative Vice Chief.

Section 2

The Lodge Chief shall appoint other committees as may be required with the approval of the Lodge Executive Committee. All chairmen shall be under the age of twenty-one and have one Adviser.

Article XII. Special Rules

Section 1. The L.E.C. will approve the Lodge calendar covering 18 months within 90 days of the conclusion of the Lodge Annual Business Meeting.

Sub-section A

The annual Lodge calendar shall include at the minimum the following events:  
Lodge Annual Business Meeting, two ordeals, one fellowship, Lodge Banquet, Vigil Honor Weekend, and Lodge Leadership Development (LLD) Trainings. Other activities may include camp service weekends, summer camp Brotherhoods, Community Service, and other activities approved by the Lodge Executive Committee.

Section 2.

All meetings conducted in the Lodge shall open with the obligation and close with the O.A. song.

Section 3.

This Lodge has selected the regalia of the Pacific Northwest Coast Indians for use in ceremonies, because of our geographical location. Only Lodge owned regalia may be used in any induction ceremony, except when permission has been given by the Lodge Chief, Lodge Adviser, and all participating ceremony team members. The regalia of the Lodge will never be publicly identified as authentic.

Section 4.

These rules may be amended at any meeting of the Lodge; provided the amendment has been submitted to the L.E.C. at least one month prior to the meeting and due notice has been sent to all active members at least fifteen days prior to the meeting. Any amendment requires a majority vote of all members present.

Section 5.

Final dispute over the interpretation of these rules shall rest with the Scout Executive.

Section 6.

All Lodge rules shall be in harmony with the policies of the National Order of the Arrow Committee.

Section 7.

Adult Scouters, age 21 and older, do not have a vote in matters of Lodge business.

Section 8.

Membership records kept by the Lodge Administrative Vice Chief shall be considered the official records of the Lodge.

Section 9.

The Lodge may produce no more than three (3) lodge flap designs per year beyond the standard issue patch. Allowances for all planned patches must be included in the annual budget at the beginning of the Lodge's program and fiscal year. Upon the creation of a new patch, one copy each shall be given to the Fire Mountain Scout Camp museum with the exception of service awards.

Section 10.

All L.E.C. meetings and the L.A.B.M. shall follow parliamentary procedure.

Section 11

The lodge's annual calendar year shall be from the L.A.B.M in May to the L.A.B.M in May of the following year

Adopted: 6/95  
Revised: 6/99  
Revised: 5/00  
Revised: 3/02  
Revised: 1/03  
Revised: 6/07

## Appendix III: Officer Duties

Mt. Baker Council

Boy Scouts of America

### **SIKHS MOX LAMONTI LODGE Order of the Arrow**

#### **Lodge Operational Guidelines**

These Lodge Operational Guidelines are approved by the Lodge Executive Committee under the authority granted by the Lodge Rules. They may be amended at any meeting of the Lodge Executive Committee by a majority vote.

#### I. Duties of Lodge Officers

##### 1. Lodge Chief

- A. Sets the agenda and presides at Lodge Executive Committee meetings.
- B. Oversees all Lodge officers.
- C. Attends meetings of, and works with, the Council Outdoor Program Committee.
- D. Represents the lodge at the section level.
- E. Meets with the key three Lodge adviser and staff adviser as needed. (minimum of 4 times a year)
- F. Oversees the lodge Annual Business Meeting and Lodge Banquet.
- G. Presents an annual report to the Council Executive Committee and the State of the Lodge Address at the Lodge Banquet.
- H. Oversees the creation of the lodge plan book.
- I. Oversees the creation of the Lodge Budget.
- J. Oversees the creation of the Lodge Calendar.
- K. Responsible for Lodge recognitions and awards.
- L. Demonstrates leadership by wearing the Scout uniform correctly, living the Scout Oath and Law and the Order of the Arrow Obligation and Admonition. Supports the goal of the Quality Lodge, and the mission of the Order of the Arrow.

##### 2. First Vice-Chief

- A. Represents the Lodge at Chapter, Council and other functions as designated by the Lodge Chief.
- B. Oversees a committee responsible for the promotion of Conclave, National Order of the Arrow Conference, and other national opportunities.



- C. With the guidance and approval of the LEC, appoints and oversees a committee responsible for the Unit Representative program.
- F. Assumes the duties of the Lodge Chief in his absence.
- G. Other duties as assigned by the Lodge Chief.
- H. Demonstrates leadership by wearing the Scout uniform correctly, living the Scout Oath and Law and the Order of the Arrow Obligation and Admonition. Supports the goal of the Quality Lodge, and the mission of the Order of the Arrow.

3. Administrative Vice-Chief

- A. Oversees the recording of minutes of all meetings of the Lodge and the Lodge Executive Committee.
- B. Oversees collection of dues from members.
- C. Oversees Lodge membership records and production of membership cards.
- D. Oversees Lodge financial records, and reports the Lodge's financial status at each meeting of the Lodge Executive Committee.
- E. Oversees web page and all lodge publications.
- F. With the guidance and approval of the LEC, appoints and oversees committees responsible for treasury, secretary, and communications.
- H. Demonstrates leadership by wearing the Scout uniform correctly, living the Scout Oath and Law and the Order of the Arrow Obligation and Admonition. Supports the goal of the Quality Lodge, and the mission of the Order of the Arrow.

4. Program's Vice Chief

- A. Oversees all Lodge activities.
- B. Oversees Lodge leadership development training for all lodge members.
- C. Oversees camping promotions for all units in lodge. Oversees publication of Where to Go Camping materials.
- D. With the guidance of the LEC, appoints and oversees committees responsible for camping promotions, activities and Lodge Leadership Development.
- E. Demonstrates leadership by wearing the Scout uniform correctly, living the Scout Oath and Law and the Order of the Arrow Obligation and Admonition. Supports the goal of the Quality Lodge, and the mission of the Order of the Arrow.

5. Induction's Vice Chief

- A. Oversees unit elections for all units in lodge.
- B. Oversees lodge ceremonies

- C. Oversees production and maintenance of all ceremonial costuming and equipment.
- D. Oversees extended Elangomat program.
- E. Oversees Lodge brotherhood conversion.
- F. With the guidance and approval of the LEC, appoints and oversees committees responsible for unit elections, lodge ceremonies and Elangomats.
- G. Demonstrates leadership by wearing the Scout uniform correctly, living the Scout Oath and Law and the Order of the Arrow Obligation and Admonition. Supports the goal of the Quality Lodge, and the mission of the Order of the Arrow.

6. Chapter Chief

- G. Oversees all chapter officers and committees.
- H. Sets agendas and presides over all chapter meetings.
- I. Provides a presence at all district roundtables and events.
- J. Attends meetings of, and works with, the District Outdoor Program Committee.
- K. Attends all meetings of the Lodge Executive Committee.
- F. Demonstrates leadership by wearing the Scout uniform correctly, living the Scout Oath and Law and the Order of the Arrow Obligation and Admonition. Supports the goal of the Quality Lodge, and the mission of the Order of the Arrow.

7. Chapter Officers

- A. The elected officers of the chapter shall correspond to the operational committees of the lodge.