

Aina Topa Hutsi #60

Order of the Arrow – Boys Scouts of America

Alamo Area Council

Lodge Rules and Operations Manual

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Accepted By:

Scout Executive and Supreme Chief of the Fire for Aina Topa Hutsi #60

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The signed copy will be held and maintained by the OA Staff Adviser.

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Lodge Rules

I. Mission and Purpose.

A. The mission of this lodge is to fulfill the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected, capable adults.

B. Purpose of the Order ¹

1. Recognize those who best exemplify the Scout Oath and Law in their daily lives and through that recognition cause others to conduct themselves in a way that warrants similar recognition.
2. Promote camping, responsible outdoor adventure, and environmental stewardship as essential components of every Scout's experience, in the unit, year-round, and in summer camp.
3. Develop leaders with the willingness, character, spirit and ability to advance the activities of their units, our Brotherhood, Scouting, and ultimately our nation.
4. Crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

II. Name and affiliation of lodge.

The lodge shall be known as: **Aina Topa Hutsi #60 (ATH #60)** Lodge, **Alamo Area** Council No. **583**, Boy Scouts of America, and shall be under the supervision of the council **Outdoor Adventures** committee and the administrative authority of the Scout executive.

A. **Aina Topa Hutsi #60 Lodge shall be referred to as ATH.**

B. **The Order of the Arrow shall be referred to as OA.**

C. **Aina Topa Hutsi #60 translates as the "Arrow Head Lodge of the Brotherhood of Cheerful Service."**

D. **The Lodge Totem is the Perpetual Burning Fire.**

E. **Lodge insignia shall be adopted by a simple majority vote of the LEC. The Membership should be notified in advance when a change or creation of insignia is to be considered. Excepting items with associated achievement or recognition requirements, all lodge emblems shall be available to all active members of the Lodge.**

F. **Each lodge and chapter meeting shall open with the Obligation of the Order of the Arrow and close with the *Song of the Order of the Arrow*.**

III. Election to membership.

A. The requirements for membership in this lodge are as stated in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide* for Officers and Advisers.

B. The procedure for the Ordeal shall be as stated in the current printing of the *Order of the Arrow Handbook* and the *Guide to Inductions*. **Where conflicts in document language exist, the language of *The Guide to Inductions* shall prevail.**

¹ This whole section was inserted locally. While sections I.B.1-4 were written by the Order of the Arrow National Committee and cannot be changed. Section I.B can be removed in its entirety.

C. Procedures for elections and call-outs of candidates shall be overseen by the Unit Elections Committee as directed in Lodge Committee Operating Policies and Procedures Section XIX Procedures for the Unit Elections Committee.

IV. Officers.

A. The officers of this lodge shall be lodge chief, lodge vice chief(s) (Vice Chief of Chapters, Vice Chief of Administration, Vice Chief of Programs, Vice Chief of Inductions), lodge secretary, and lodge treasurer. These elected officers must be younger than 21 during their entire term of office. The above list of officers, in the order listed, shall chair any meeting that the Lodge Chief cannot attend. Lodge officers must have completed at least nine months of Order of the Arrow membership before taking office. Furthermore, to be eligible for the Lodge Chief position, a youth must be a Brotherhood or Vigil member. All officers must live and reside² within the Council boundaries for their entire term. The officers of the lodge shall not concurrently hold a section, region or national position with the Order of the Arrow.

B. The lodge executive committee (LEC) shall be composed of the elected lodge officers, immediate past lodge chief, lodge operating committee chairmen, lodge adviser, another member of the council Outdoor Adventures committee, chapter chiefs, chapter advisers (where applicable), Scout executive, and lodge staff adviser.

C. Each lodge officer and committee chairman shall have a formal job description (approved by the LEC) in the *Lodge Rules and Operations Manual*. In addition to stated job duties, each lodge officer and committee chairman may be provided a list of specific goals and special tasks, created by the Lodge Chief and Lodge Adviser, to be accomplished during his tenure in office.

D. In the event the office of Lodge Chief becomes vacant, a two-thirds vote of the LEC shall elect his replacement from the remaining Lodge officers (see Lodge Rules Section IV Paragraph 3). If any other lodge office becomes vacant, it shall be filled by Lodge Chief appointment with the approval by two-thirds of the LEC. If a lodge committee chairmanship becomes vacant, it shall be filled by Lodge Chief appointment with a simple-majority affirmation by the LEC.

E. Lodge Officers or Committee Chairs may be removed for cause or misconduct.

1. An Officer or Committee Chair in the lodge may be removed from office on the following grounds:

- a. Failure to perform duties of the office as stated in the Order of the Arrow Guide to Officers and Advisors and/or the Lodge Rules and Operations Manual.
- b. Failure to remain a lodge member in good standing, as defined as:
 - 1) Maintaining registration in the council.
 - 2) Maintaining dues paid status in the lodge.
- c. Failure to conduct them self in accordance with the Scout Oath, Law and the Order of the Arrow Obligation.

2. The procedure for removal from office shall be as follows:

- a. A letter signed by at least one voting member of the LEC must be submitted to the Lodge Adviser and Staff Adviser stating the complaint against that Officer.

² Clarification of the phrase "live and Reside". Students in Secondary and Post-Secondary schools that live in On-Campus residences outside of the council would be in violation of this rule. Any Off-Campus residences for students of Post-Secondary schools occupied during the school session would need to be inside the council boundaries or the Officer would be in violation of this rule.

- b. The Lodge Adviser and the appropriate Adult Adviser shall meet to discuss the complaint.
- c. The Lodge Adviser and Staff Adviser may initiate the immediate removal process through the Scout Executive if circumstances warrant and both agree after reviewing the complaint.
- d. The Lodge Adviser and one appropriate Adult Adviser shall meet to counsel the Officer, Chapter Officer, or Committee Chair regarding the complaint and to develop a plan of corrective action or determine whether a resignation is in order.
- e. During the performance of the plan of corrective action, the Lodge Adviser and appropriate Adult Adviser will provide an informational meeting to the initiator(s) of the complaint and status of corrective actions.
- f. Upon the completion of the plan of corrective action, a counseling session will occur with the Officer, Chapter Officer, or Committee Chair with the Lodge Adviser and one appropriate Adult Adviser to determine if complaint resolution was successful or not.
- g. Upon successful resolution, no further action is required.
- h. Upon unsuccessful resolution, the Officer, Chapter Officer, or Committee Chair will be offered the opportunity to resign or a request for removal will be forwarded to the Scout Executive / Supreme Chief of the Fire.
- i. If the Officer, Chapter Officer or Committee Chair is to be removed, replace the Officer following Lodge Rules IV Officer Paragraph D.

V. Brotherhood membership.

- A. Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the Order of the Arrow Guide for Officers and Advisers.
- B. Procedures for attaining Brotherhood membership shall be overseen by the Brotherhood Committee as directed in the Lodge Committee Operating Policies and Procedures Section XIV Procedures for the Brotherhood Committee.

VI. The Vigil Honor.

- A. Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the Order of the Arrow Guide for Officers and Advisers.
- B. Nominating, voting, calling-out, and certifying procedures for Vigil Honor members shall be overseen by the Vigil Honor Committee as directed in the Lodge Committee Operating Policies and Procedures Section XX Procedures for the Vigil Committee.

VII. Finances.

All Order of the Arrow funds shall be handled through the council service center and go through all normal council accounting procedures.

VIII. Voting.

Arrowmen under the age of 21 may vote in matters of lodge business.

IX. Preemption of Rules.

No Lodge rule, policy, or procedure may deviate from or change in any manner a requirement in the current printing of any of the Order's Literature.

Lodge Job Descriptions

Lodge Officers

I. Key 3³ (Lodge Chief, Lodge Adviser & Lodge Staff Adviser / Supreme Chief of the Fire) as a team:

- A. Meets prior to each lodge executive committee meeting and reviews all operations of the lodge and prepares agenda items for the LEC.
- B. Meets at other times as needed.
- C. Coordinates and facilitates the planning, approval, and execution of the lodge annual plan.
- D. Ensures lodge administrative tasks are completed properly and timely (e.g., charter renewal, Journey to Excellence program, annual budget, national program registrations, etc.).
- E. For the lodge to be a success, it starts right here!

II. The Lodge Chief⁴

A youth (20 years old or younger during his entire term of office) elected from the youth membership of the lodge.

- A. Is responsible to the Scout executive through the lodge adviser and staff adviser for performance of duties. Becomes a member of the council camping or Boy Scout committee.
- B. Is responsible for adherence to the program and policies of the lodge. Attends appropriate council, section, regional, and national OA functions.
- C. Works closely with the lodge adviser, seeking advice and training. He does not wait for his adviser to call, but calls the adviser often. Establishes annual goals and objectives for the lodge including attainment of a minimum of bronze level in the Journey to Excellence recognition.
- D. Attends all lodge activities and lodge executive committee meetings. Promotes attendance and participation of lodge officers and committee chairmen.
- E. Appoints lodge operating committee chairmen in consultation with the lodge adviser and lodge staff adviser.
- F. Assigns lodge members to operating committees.
- G. Ensures that the other elected officers fulfill their obligations and responsibilities, and, when an office is vacant, ensures that the vital duties of that office are properly discharged according to the procedures contained in the Lodge Rules.
- H. Reminds lodge officers and committee chairmen to attend meetings of lodge operating committees related to their assignments.
- I. Presides over all lodge and lodge executive committee meetings. Works from an agenda established by the Key 3. Solicits agenda items from lodge officers and committee chairmen.
- J. Is Responsible for planning and conducting lodge activities.
- K. Delegates his duties to fellow lodge officers and committee chairmen.

³ This Job Description is from the Lodge Adviser's Handbook

⁴ This Job Description is from the Lodge Adviser's Handbook

III. Lodge Adviser⁵

An adult (21 years old or older) appointed annually by the Scout Executive.

Becomes a member of the council [Outdoor Adventures Committee](#) and may be elected to the council executive board. Attends all meetings of that council committee and knows the camping situation in each unit. Knows from chapter reports which units need camping promotion and training.

- A. Understands the policies and principles of the OA and sees that they are followed in the lodge. Sees that all lodge funds are handled properly. Attends all lodge functions. Attends appropriate council, section, regional, and national OA functions.
- B. Sees that the lodge officers get the job done by providing them with the tools, opportunities, and necessary transportation. Knows the adult role in the Order of the Arrow and does not wait for the lodge chief to call but is self-motivated and offers help. Assists in establishing goals and objectives, including attainment of a minimum of bronze level in the Journey to Excellence recognition.
- C. Makes sure that the lodge chief conducts the lodge executive committee meetings. Attends and sits with the lodge chief at all meetings and activities.
- D. Appoints an adult adviser to each lodge officer and committee chairman, in consultation with the lodge chief and staff adviser.
- E. Helps every adult Arrowman in the lodge to be a functioning adviser, either as a unit leader or an adult adviser to a lodge or chapter committee or project. There are no honorary adult positions in the Order, the lodge, or the chapter.
- F. Reminds adult lodge committee advisers to attend the meetings of the lodge operating committees related to their assignments. Ensures the lodge charter renewal application is processed and mailed on time.
- G. Aids the lodge chief in producing effective agendas for these meetings. Promotes attendance of appointed adult advisers. Encourages work with officers and committee chairmen prior to the meetings.
- H. Limits annual lodge activities to four exciting events scheduled each year that involve the entire lodge membership. These activities should be well planned and provide opportunities for the Arrowmen to learn more about the Order and how to provide effective service. Clears all dates with the staff adviser.
- I. Helps the lodge chief delegate the full burden of the lodge program so that it is shared with the other lodge officers and committee chairmen.
- J. Understands that the chapter (when so organized) is a division of the lodge for carrying out the lodge program. Understands that the chapter is not a super unit unto itself, but is a camping promotion aid for units. Every youth in the chapter is a member of a unit and has unit responsibilities. Each chapter activity should result in an enriched program for units. Frequently reviews the goals with officers to see that the Order of the Arrow program is being actively followed in each district.
- K. Clears all lodge service projects with the staff adviser. Knows that the Arrowman is primarily a member of a unit and that Order of the Arrow projects must NOT remove a youth from his unit too often. The lodge service projects undertaken should be directly related to camping, the council Cub Scout and Boy Scout programs, and/or the community.
- L. Appoints an adviser to the Vigil Honor nominating committee.
- M. Sets the example for youth and adult Arrowmen by correctly wearing the Scout uniform with the proper badges and insignia correctly placed.

⁵ This Job Description is from the Lodge Adviser's Handbo

N. Provides lodge officers and committee chairmen with district rosters of the units so that proper contact can be made for unit elections, camping promotion, etc. As the lodge adviser, maintains constant and regular contact with the staff adviser so that person can quickly relay any unit personnel changes, etc.

IV. Lodge Staff Adviser ⁶

A professional Scouter 21 years or older assigned by the Scout executive with extensive Order of the Arrow experience.

- A. Is appointed annually by the Scout executive. If not a member when appointed, participates in the first available Ordeal. Consults with the Scout executive on annual performance and appointment of the lodge adviser.
- B. Understands the policies and principles of the Boy Scouts of America and the Order of the Arrow. Communicates and ensures their application to OA functions. Ensures funds are properly budgeted, receipted, disbursed, and transmitted according to council procedures and the accounting manual of the BSA. Attends all lodge functions and other appropriate OA activities.
- C. Provides council, regional, and national information, literature, and correspondence to lodge advisers and appropriate committees. Orders materials and supplies from the national office and Supply Group.
- D. Works with the lodge adviser to help the lodge chief conduct lodge executive committee meetings. Attends and sits with the lodge adviser and lodge chief.
- E. Recommends and attains Scout executive approval of prospective adult advisers.
- F. Encourages appropriate adult participation and support to committees and activities. Informs professional staff associates of OA activities, program, and correspondence.
- G. Works with the lodge adviser to ensure appropriate adult participation in meetings of lodge operating committees related to their assignments. With the lodge adviser, ensures the lodge charter renewal application is processed and mailed on time.
- H. Recommends agenda items. Ensures that financial and activity reports required from the council office are printed with timely information. Works with advisers to the lodge treasurer and other committees concerning the information in the reports.
- I. Represents the OA at the council annual planning conference, coordinating dates with council, region, section, and national dates. Makes appropriate reservations for council facilities. Works with office staff to ensure timely communications to the membership and units, as well as accurate member records and mailing list. Involves the OA in council programs. Ensures lodge representation at national and section OA functions.
- J. Monitors the delegation of responsibilities and assists the lodge adviser and lodge chief in evaluation, assignments, and follow-up.
- K. Recommends to the Scout executive the appointment of chapter staff advisers. Communicates with chapter staff advisers and ensures appropriate council services to the chapter system. Evaluates and makes suggestions for chapter programs.
- L. Keeps the Scout executive informed on all OA projects. Recommends potential service projects for OA consideration. Coordinates with the camp ranger on Ordeal and other OA projects at camp.
- M. Administratively supports the functions of the Vigil Honor nominating committee.
- N. Sets the example for youth and adult Arrowmen by correctly wearing the Scout uniform with proper badges and insignia correctly placed.
- O. Secures rosters and reports required by the OA in a timely manner for their use.

⁶ This Job Description is from the Lodge Adviser's Handbook

V. Lodge Vice Chief of Chapters

As a leader of the Lodge, the Vice Chief of Chapters:

- A. Assists the Lodge Chief in conducting the Lodge Operations to the best of his ability and to the satisfaction of the membership.
- B. Attends all meetings of the Lodge and the Lodge Executive Committee.
- C. Periodically attends meetings of various lodge chapters.
- D. Under the circumstances designated by the Lodge Chief, presides over meetings in the Lodge Chief's absence.
- E. Acts as liaison between the Lodge Chief and the Chapter Chiefs.
- F. Ensures that the officers of the active Chapters fulfill their duties and responsibilities.
- G. Takes charge of any Chapter that is without any elected officers and assists in getting new officers properly elected.
- H. Assists the Lodge Chief and other officials in organizing new chapters, where appropriate.

VI. Associate Lodge Adviser to the Vice Chief of Chapters

The Associate Lodge Adviser Works Closely with the Vice Chief of Chapters to maintain a healthy chapter system to the benefit of the Units, Chapters, and Lodge.

General Duties⁷

- A. As directed, supports and assists the lodge adviser in carrying out the operations of the lodge.
- B. Assumes other responsibilities and duties as assigned.
- C. Promotes participation in section, region, and national OA and Scouting events.
- D. Interprets OA policy in consultation with the lodge adviser.
- E. Serves as an example of the ideals of the BSA and the Order of the Arrow.
- F. Wears the Scout uniform correctly.
- G. Attends meetings as directed by the lodge adviser.
- H. Functions as an adviser to the youth members.

The Associate Lodge Adviser may be asked to assist the Vice Chief:

- A. Assist the Lodge Chief in conducting the Lodge Operations to the best of his ability and to the satisfaction of the membership.
- B. Attend all meetings of the Lodge and the Lodge Executive Committee.
- C. Periodically attend meetings of various lodge chapters.
- D. Act as liaison between the Lodge Chief and the Chapter Chiefs.
- E. Ensure that the officers of the active Chapters fulfill their duties and responsibilities.
- F. Take charge of any Chapter that is without a Chapter Adviser and assist in getting a new Chapter Adviser selected.
- G. Assist the Lodge Chief and other officials in organizing new chapters, where appropriate.

⁷ The General Duties of the Associate Adviser are "Duties of the Associate Lodge Adviser" From the Lodge Adviser's Handbook

VII. Lodge Vice Chief of Administration

As a leader of the Lodge, the Vice Chief of Administration:

- A. Assists the Lodge Chief in conducting the Lodge Operations to the best of his ability and to the satisfaction of the membership.
- B. Attends all meetings of the Lodge, the Lodge Executive Committee, and the committees under his care.
- C. Under the circumstances designated by the Lodge Chief, presides over meetings in the Lodge Chief's and Vice Chief of Chapters' absence.
- D. Directly oversees the functioning of the Membership, Food Services, Health and Safety, and Training committees,
- E. Serves as an ex-officio member of the committees under his care.
- F. Ensures that the chairmen of the Committees under his care fulfill their duties and responsibilities.
- G. Takes charge of any committee under his care that is without a chairman and assists the Lodge Chief in selecting prospective committee chairmen.
- H. Operates the Lodge bead recognition program at all Lodge meetings and events.

VIII. Associate Adviser to the Vice Chief of Administration

The Associate Lodge Adviser Works Closely with the Vice Chief of Administration to maintain operations of the Lodge.

General Duties⁸

- A. As directed, supports and assists the lodge adviser in carrying out the operations of the lodge.
- B. Assumes other responsibilities and duties as assigned.
- C. Promotes participation in section, region, and national OA and Scouting events.
- D. Interprets OA policy in consultation with the lodge adviser.
- E. Serves as an example of the ideals of the BSA and the Order of the Arrow.
- F. Wears the Scout uniform correctly.
- G. Attends meetings as directed by the lodge adviser.
- H. Functions as an adviser to the youth members.

The Associate Lodge Adviser may be asked to:

- A. Assist the Lodge Chief in conducting the Lodge Operations to the best of his ability and to the satisfaction of the membership.
- B. Attend all meetings of the Lodge, the Lodge Executive Committee, and the committees under his care.
- C. Directly oversee the functioning of the Membership, Food Services, Health and Safety, and Training committees,
- D. Serve as an ex-officio adviser of the committees under his care.
- E. Ensure that the chairmen of the Committees under his care fulfill their duties and responsibilities.
- F. Operate the Lodge bead recognition program at all Lodge meetings and events.

⁸ The General Duties of the Associate Adviser are "Duties of the Associate Lodge Adviser" From the Lodge Adviser's Handbook

IX. Lodge Vice Chief of Programs

As a leader of the Lodge, the Vice Chief of Programs:

- A. Assists the Lodge Chief in conducting the Lodge Programs to the best of his ability and to the satisfaction of the membership,
- B. Attends all meetings of the Lodge, the Lodge Executive Committee, and the committees under his care.
- C. Directly oversees the functioning of the Activities, Conference Affairs, Camp Promotion, Indian Heritage, and Service committees.
- D. Serves as an ex-officio member of the Committees under his care.
- E. Ensures that the Chairmen of the committees under his care fulfill their duties and responsibilities,
- F. Takes charge of any committee under his care that is without a chairman and assists the Lodge Chief in selecting prospective committee chairmen.

X. Associate Adviser to the Vice Chief of Programs

The Associate Lodge Adviser Works Closely with the Vice Chief of Programs to maintain the Activities and Programs of the Lodge.

General Duties⁹

- A. As directed, supports and assists the lodge adviser in carrying out the operations of the lodge.
- B. Assumes other responsibilities and duties as assigned.
- C. Promotes participation in section, region, and national OA and Scouting events.
- D. Interprets OA policy in consultation with the lodge adviser.
- E. Serves as an example of the ideals of the BSA and the Order of the Arrow.
- F. Wears the Scout uniform correctly.
- G. Attends meetings as directed by the lodge adviser.
- H. Functions as an adviser to the youth members.

The Associate Lodge Adviser may be asked to:

- I. Assist the Lodge Chief in conducting the Lodge Programs to the best of his ability and to the satisfaction of the membership,
- J. Attend all meetings of the Lodge, the Lodge Executive Committee, and the committees under his care.
- K. Directly oversee the functioning of the Activities, Conference Affairs, Camp Promotion, Indian Heritage, and Service committees.
- L. Serve as an ex-officio adviser of the Committees under his care.
- M. Ensure that the Chairmen of the committees under his care fulfill their duties and responsibilities,

⁹ The General Duties of the Associate Adviser are “Duties of the Associate Lodge Adviser” From the Lodge Adviser’s Handbook

XI. Lodge Vice Chief of Inductions

As a leader of the Lodge, the Vice Chief of Inductions:

- A. Assists the Lodge Chief in conducting the Lodge Operations to the best of his ability and to the satisfaction of the membership.
- B. Attends all meetings of the Lodge, the Lodge Executive Committee, and the Committees under his care.
- C. Directly oversees the functioning of the Brotherhood, Unit Elections, Ceremonies, Ordeal Operations, and Vigil Honor committees.
- D. Serves as an ex-officio member of the Committees under his care.
- E. Ensures that the Chairmen of the committees under his care fulfill their duties and responsibilities.
- F. Takes charge of any committee under his care that is without a chairman and assists the Lodge Chief in selecting prospective committee chairmen.

XII. Associate Adviser to the Vice Chief of Inductions

The Associate Lodge Adviser Works Closely with the Vice Chief of Inductions to induct and promote advancement within the lodge.

General Duties¹⁰

- A. As directed, supports and assists the lodge adviser in carrying out the operations of the lodge.
- B. Assumes other responsibilities and duties as assigned.
- C. Promotes participation in section, region, and national OA and Scouting events.
- D. Interprets OA policy in consultation with the lodge adviser.
- E. Serves as an example of the ideals of the BSA and the Order of the Arrow.
- F. Wears the Scout uniform correctly.
- G. Attends meetings as directed by the lodge adviser.
- H. Functions as an adviser to the youth members.

The Associate Lodge Adviser may be asked to:

- I. Assist the Lodge Chief in conducting the Lodge Operations to the best of his ability and to the satisfaction of the membership.
- J. Attend all meetings of the Lodge, the Lodge Executive Committee, and the Committees under his care.
- K. Directly oversee the functioning of the Brotherhood, Unit Elections, Ceremonies, Ordeal Operations, and Vigil Honor committees.
- L. Serve as an ex-officio adviser of the Committees under his care.
- M. Ensure that the Chairmen of the committees under his care fulfill their duties and responsibilities.

¹⁰ The General Duties of the Associate Adviser are “Duties of the Associate Lodge Adviser” From the Lodge Adviser’s Handbook

XIII. Lodge Secretary ¹¹

A youth (20 years old or younger during his entire term of office) elected from the youth membership of the lodge.

- A. Keeps a record of all the proceedings of the lodge executive committee and general membership meetings.
- B. Keeps on file all committee reports.
- C. Keeps the lodge's official membership records.
- D. Writes articles for the council newsletter and the lodge bulletin.
- E. Makes the minutes and other records available to members upon reasonable request.
- F. Notifies officers, committee members, and other members of their election or appointment.
- G. Signs all certified copies of acts of the lodge, unless otherwise specified in the lodge rules.
- H. Maintains records of the lodge rules and minutes and has these available at every meeting.
- I. Sends out notice of meetings to the membership.
- J. Conducts the general correspondence of the lodge.

¹¹ This Job Description is from the Lodge Adviser's Handbook

XIV. Associate Lodge Adviser to the Lodge Secretary

The Associate Lodge Adviser Works Closely with the Lodge Secretary and the Communications Committee to establish and maintain proper and timely communications and record keeping.

General Duties¹²

- A. As directed, supports and assists the lodge adviser in carrying out the operations of the lodge.
- B. Assumes other responsibilities and duties as assigned.
- C. Promotes participation in section, region, and national OA and Scouting events.
- D. Interprets OA policy in consultation with the lodge adviser.
- E. Serves as an example of the ideals of the BSA and the Order of the Arrow.
- F. Wears the Scout uniform correctly.
- G. Attends meetings as directed by the lodge adviser.
- H. Functions as an adviser to the youth members.

The Associate Lodge Adviser may be asked to:

- I. Keep a record of all the proceedings of the lodge executive committee and general membership meetings.
- J. Keep on file all committee reports.
- K. Keep the lodge's official membership records.
- L. Write articles for the council newsletter and the lodge bulletin.
- M. Make the minutes and other records available to members upon reasonable request.
- N. Notify officers, committee members, and other members of their election or appointment.
- O. Sign all certified copies of acts of the lodge, unless otherwise specified in the lodge rules.
- P. Maintain records of the lodge rules and minutes and has these available at every meeting.
- Q. Send out notice of meetings to the membership.
- R. Conduct the general correspondence of the lodge.

¹² The General Duties of the Associate Adviser are "Duties of the Associate Lodge Adviser" From the Lodge Adviser's Handbook

XV. Lodge Treasurer¹³

The lodge treasurer is the elected lodge officer who is responsible for maintaining sound lodge financial records – income, expense, dues, inventory, budget, etc. He works closely with the council service center accounting specialist in matters relating to income, expenses, inventory and auditing. He supervises receipt of all income from lodge members, activities, and events and deposits receipts in the council OA account (through the council service center). In addition he:

- A. Chairs the lodge finance committee and supervises preparation of the annual lodge budget;
- B. Works closely with the lodge financial adviser and members of the lodge finance committee;
- C. Works with lodge secretary and membership committee on collection of lodge dues;
- D. Sets up and maintains the lodge financial record book;
- E. Prepares financial statements for the lodge executive committee; and
- F. Keeps the lodge executive committee aware of their adherence to the lodge budget.

¹³ This Job Description is from the Lodge Finance Manual

XVI. Lodge Financial Adviser¹⁴

The lodge financial adviser works closely with the lodge treasurer and the lodge finance committee to establish and maintain proper accounting techniques and procedures. The financial adviser meets with the lodge treasurer, Scout executive, staff adviser, and council accounting specialist as often as required to maintain adequate records.

General Duties¹⁵

- A. As directed, supports and assists the lodge adviser in carrying out the operations of the lodge.
- B. Assumes other responsibilities and duties as assigned.
- C. Promotes participation in section, region, and national OA and Scouting events.
- D. Interprets OA policy in consultation with the lodge adviser.
- E. Serves as an example of the ideals of the BSA and the Order of the Arrow.
- F. Wears the Scout uniform correctly.
- G. Attends meetings as directed by the lodge adviser.
- H. Functions as an adviser to the youth members.

The Lodge Financial adviser may be asked to:

- I. Advise the lodge finance committee and supervise preparation of the annual lodge budget;
- J. Work closely with the members of the lodge finance committee;
- K. Work with lodge secretary and membership committee on collection of lodge dues;
- L. Set up and maintains the lodge financial record book;
- M. Prepare financial statements for the lodge executive committee; and
- N. Keep the lodge executive committee aware of their adherence to the lodge budget

¹⁴ This Job Description is from the Lodge Finance Manual

¹⁵ The General Duties of the Associate Adviser are "Duties of the Associate Lodge Adviser" From the Lodge Adviser's Handbook

Lodge Committee Chairperson

I. Duties of All Committee Chairmen

As leaders of the Lodge, they shall:

- A. Support the elected officers in conducting the Lodge Operations to the best of their ability and to the satisfaction of the membership.
- B. Attend all meetings of the Lodge and the Lodge Executive Committee.
- C. Encourage members to serve on their committees and organize their committee to fulfill its duties and responsibilities.
- D. Shall coordinate activities of their committee with chairmen of Committees with related activities.
- E. Select assistants and designate who shall take their place in their absence,
- F. Keep their designated Lodge officer informed of their committee's progress and of their designated representative to the Lodge Executive Committee when they are unable to attend.

II. Administration Committees

A. Food Service Committee

1. This committee shall provide for all Lodge events the menu of the weekend, apart from the Winter Banquet,
2. It shall ensure the preparation of meals according to the established menu for the event.
3. It shall ensure that the food preparation areas are properly cleaned.
4. It shall ensure that the dining hall and all tables are clean after all meals.
5. It shall ensure that all cooking equipment, utensils, and supplies are clean for future use,
6. It shall report to the Vice Chief of Administration,

B. Health and Safety Committee

1. This committee ensures that adequate medical staff is on hand to perform all first aid for any candidate or member at any Lodge function.
2. It shall conduct and rehearse emergency procedures at Lodge events.
3. It shall have an up-to-date and fully stocked first aid kit that is readily available,
4. It shall perform medical checks at Event Registration,
5. It shall distribute lodge health forms to all lodge members.
6. It shall report to the Vice Chief of Administration.

C. Membership Committee

1. This committee shall be responsible for maintaining Lodge membership records.
2. It shall be responsible for membership information contained in the Lodgemaster.
3. It shall be responsible for distributing data in electronic form to chapter advisers for developing chapter sign-in sheets, mailing labels, e-mail distributions, and Brotherhood eligibility lists.
4. It shall report to the Vice Chief of Administration.

D. Training Committee

1. This committee shall ensure that chapter, committee, and Lodge training programs of high quality are conducted throughout the year covering all operating areas of the Lodge.
2. It shall promote training by making members aware of all training opportunities.
3. It shall conduct the Lodge Leadership Development Conference that shall be conducted after officer elections, but before new officers take office.
4. It shall develop training courses (content and materials) to be used by the Lodge and its chapters to ensure quality, consistency, and thoroughness.
5. It shall maintain records indicating each member's successful completion of Chapter, Lodge, sectional, regional, and national training courses.
6. It shall assist any committee or chapter conducting training as requested.
7. The chairman of the committee shall serve as the Lodge parliamentarian and meeting facilitator.
8. It shall report to the Vice Chief of Administration.

III. Programs Committees

A. Activities Committee

This committee shall promote lodge events to all Lodge members throughout the year.

1. It shall plan and carry out the Lodge's Spring and Fall Fellowships each year.
2. It shall be responsible for planning and carrying out the Lodge's Winter Banquet each year.
3. It shall plan the program and menu, reserve facilities, prepare and decorate the banquet hall, and engage caterers and entertainment,
4. It shall report to the Vice Chief of Programs.

B. Camp Promotion Committee

1. Bi-annually, this committee shall update the Where To Go Camping webpage on the Lodge website.
2. It shall be a source of current information on High Adventure Camping programs offered by the Boy Scouts of America and promote the Order of the Arrow High Adventure Camping programs to Arrowmen.
3. It shall coordinate all formal camp promotion/marketing programs with the Council. It shall encourage and coordinate camp promotion activities with the Lodge's chapters,
4. It shall oversee the Lodge in its assistance to the Council in the Webelos to Scout transition.
5. It shall report to the Vice Chief of Programs.

C. Conference Affairs Committee

1. This committee shall plan, coordinate, and arrange the Lodge's annual Section Conclave trip.
2. It shall plan, coordinate, and arrange the Lodge's periodic trips to NOAC, NLS, WLE, NCLS, and other regular national or regional gatherings.
3. It shall report to the Vice Chief of Programs.

D. American Indian Affairs / Indian Heritage Committee

1. This committee shall prepare and present authentic American Indian dances at Lodge events and on other appropriate occasions.
2. It shall represent the Lodge and encourage interest in the Order when performing at non - OA events.
3. It shall encourage interest in and provide instruction in Native American lore and history.
4. Its dance teams shall represent the Lodge at various OA-sponsored Native American dance competitions.
5. It shall report to the Vice Chief of Programs,

E. Service Committee

1. It shall develop, promote, organize, and carry out lodge service projects.
2. It shall record service hours and prepare reports on completed service projects.
3. It shall report to the Vice Chief of Programs.

IV. Inductions Committees

A. Brotherhood Committee

Membership on this committee shall be open to all Brotherhood and Vigil Honor members of the Lodge.

1. This committee shall invite and encourage all eligible Ordeal members to attain Brotherhood.
2. It shall provide for frequent Brotherhood Ceremonies and assist members in the completion of the requirements for Brotherhood, in accordance with the current printing of the Order of the Arrow Handbook,
3. It shall provide reports of all Brotherhood conversions to the Membership Committee to ensure that Lodge records remain accurate. It shall report to the Vice Chief of Inductions.

B. Ceremonies Committee

1. This committee shall prepare and maintain ceremonial equipment, including regalia, and prepare the ceremonial grounds.
2. It shall encourage members to take parts in ceremonies.
3. It shall ensure that chapters train and prepare primary and back-up teams for all Ceremonies,
4. It shall provide the methods and means for judging the quality of the various ceremony teams,
5. It shall conduct all ceremonies in accordance with the latest printing of the Order of the Arrow Handbook and Ceremonies Guides.
6. It shall report to the Vice Chief of Inductions.

C. Gathering Operations Committee

1. This committee shall oversee all procedures for the Gathering,
2. It shall ensure that Gathering service projects are properly planned in consultation with the Camp Ranger,
3. This committee shall be responsible for providing sufficient trained Elangomats for all Gatherings.
4. It shall coordinate Elangomat training with the Training Committee and Lodge chapters.
5. It shall organize the candidates into clans for the Gathering weekend. Clans shall be organized by chapter where possible. Elangomats shall be assigned to the clans by chapter where possible.
6. It shall recruit youth and adults to serve in the various leadership positions needed to operate an Gathering Weekend.
7. It shall ensure that tools and other supplies are readily available at the location of all service projects during the Gathering.
8. It shall provide to the Lodge membership at the event a schedule of the Gathering that can be found in the Lodge Rules.
9. It shall ensure that all events on the schedule happen on time the start and stop times of service projects and meal times.
10. It shall develop and present a report of the weekend at the next regularly scheduled Lodge Executive Committee meeting,
11. It shall report to the Vice Chief of Inductions,

D. Unit Elections Committee

1. This committee shall promote the Order of the Arrow by encouraging all units to request the holding of an OA election in their unit,
2. Ensures all Order of the Arrow elections must be in compliance with current National Guidelines for unit elections.
3. Ensures chapters train and provide teams to conduct elections in any unit that requests that an election be held.
4. Confirms properly held unit elections as final step of election process,
5. It shall develop the Lodge Election Report,
6. It shall report to the Vice Chief of Inductions.

E. Vigil Honor Committee

1. This committee shall be responsible for carrying out the selection of vigil honor candidates each year.
2. It shall conduct ceremonies for the induction of vigil candidates.
3. It shall report to the Vice Chief of Inductions.

V. Secretary's Committees

A. Communications Committee

1. This committee shall provide for the printing of all Lodge publications and other printed materials,
2. This committee shall prepare, at least 24 times per year, a newsletter that shall be distributed to all active members and to others as deemed appropriate.
3. This committee shall maintain the Lodge website, complying with all national and council website guidelines and policies.
4. This committee shall publish the annual Lodge calendar and other important information.
5. This committee shall report to the Lodge Secretary.

Chapter Officers

I. Chapter Chief¹⁶

- A. Meets monthly with the chapter officers and advisers.
- B. Attends all chapter meetings and events.
- C. Carries out well-planned and effective chapter meetings and activities.
- D. Supervises unit elections in the chapter.
- E. Attends requested meetings to represent the chapter.
- F. Is responsible to ensure all chapter assignments are completed.
- G. Organizes a unit election team, crossover ceremony team(s), and ceremony teams for chapter Ordeal inductions and Brotherhood inductions, if so delegated by the lodge.
- H. Attends lodge events, including training sessions (e.g., LLD).
- I. Represents chapter at all lodge executive committee meetings.
- J. Serves as a positive example of leadership and represents the OA well.
- K. Supports the lodge in promoting all OA events to chapter members.
- L. Is responsible for constant communication with chapter members.
- M. Wears the uniform Properly

II. Chapter Vice Chief¹⁷

- A. Assists the chapter chief in administering the program of the chapter.
- B. Helps to supervise unit elections and camping promotion visits by the chapter.
- C. Assists with event promotion and getting people to meetings.
- D. Serves as the chapter chief when the chief is not present.
- E. Assists in planning meetings and chapter activities for the year.
- F. Attends all chapter meetings and events.
- G. Attends lodge events, including training sessions.
- H. Wears the Scout uniform correctly.
- I. Performs other duties as assigned by the chapter chief.

¹⁶ This Job Description is from the Chapter Operations Guide

¹⁷ This Job Description is from the Chapter Operations Guide

III. Chapter Secretary¹⁸

- A. Keeps minutes at all meetings.
- B. Keeps track of attendance at chapter events.
- C. Reports to the chapter chief on chapter event attendance.
- D. Attends all chapter meetings and events.
- E. Attends lodge events, including training sessions.
- F. Maintains an updated version of chapter roster and membership statistics for reference (working with the lodge secretary and lodge membership committee).
- G. Sends meeting and event reminders to OA troop/team representatives and other chapter members.
- H. Contributes to the lodge newsletter and website.
- I. Wears the Scout uniform correctly.
- J. Performs other duties as assigned by the chapter chief.

IV. Chapter Adviser¹⁹

- A. Meets monthly with the chapter officers and advisers.
- B. Serves as the mentor, coach, and trainer of the officers and associate advisers.
- C. Works with youth leaders and chapter chief to ensure the chapter's success and development of the youth.
- D. Assures that the chapter is operating according to the lodge rules and national Order of the Arrow policies.
- E. Reports to the lodge adviser and district executive on a regular basis.
- F. Appoints other adults to serve in consultation with the lodge adviser and district executive.
- G. Encourages participation in chapter and lodge events.
- H. Attends all chapter and lodge executive committee meetings.
- I. Communicates regularly with district leaders and is engaged in the happenings of the district.
- J. Wears the Scout uniform correctly.

V. Associate Chapter Adviser²⁰

- A. Supports and assists the chapter adviser to carry out the operations of the chapter.
- B. Assumes other duties and responsibilities as assigned.
- C. Encourages participation in chapter and lodge events.
- D. Attends all chapter meetings.
- E. Wears the Scout uniform correctly.

¹⁸ This Job Description is from the Chapter Operations Guide

¹⁹ This Job Description is from the Chapter Operations Guide

²⁰ This Job Description is from the Chapter Operations Guide

VI. Chapter Staff Adviser (Scout Service Executive)²¹

- A. Advises the Scout executive on possible nominees for service as chapter adviser.
- B. Serves as liaison between the chapter leaders and the Scout executive.
- C. Maintains a close working relationship with chapter officers and advisers.
- D. Oversees the chapter finances.
- E. Encourages participation in chapter and lodge events.
- F. Meets and communicates with the chapter chief and chapter adviser on a regular basis.
- G. Wears the Scout uniform correctly.

²¹ This Job Description is from the Chapter Operations Guide

Lodge Operating Policies or Procedures

I. Rules of Order

A. **These rules are derived from the Democratic Rules of Order**

B. **Fairness** (equal rights of members) and good order are the underlying principles.

C. **The final authority** is a majority of voting members in attendance, provided a quorum is present, subject always to any applicable higher law (a law of the land, a constitution, a Lodge Rule, or an existing standing rule).

D. **At formal meetings**, the chair guides impartially without taking part in discussion. At informal meetings, the chair participates as an equal member.

E. **A motion** should be worded affirmatively and must not conflict with any higher law. Each motion requires a seconder before discussion.

F. **The mover's privilege** allows the mover to reword or withdraw the motion.

G. **Amendments** to motions can delete, substitute, or add words to a motion on the floor but must not negate it or change its topic. An amendment cannot be amended.

H. **Postpone, refer**: A motion can be postponed to an indefinite or a specific future occasion or referred to a committee for further study.

I. **Voting**: Common voting methods include voting by ballot, standing, show of hands, show of voting cards, and voice. For a motion to pass, a quorum must be present, and more than half the votes cast must be affirmative.

J. **Informal discussion**: A motion to informally discuss some topic, without an objection, allows members to consider an idea without the formality of a motion.

K. **Rescind, reconsider**: A previous decision can be rescinded or reconsidered by the members at any appropriate time.

L. **Ratify a previous decision**: A decision exceeding the authority of a member, committee or meeting can be ratified at a later meeting.

M. **Good Order**: Members should discuss only one motion at a time. A member must not take more than a fair share of floor time nor interrupt another member except as allowed with a point of order.

N. **Point of order**: A member who believes that a law or the meeting's good order is being breached may rise immediately and say, "point of order." The chair should allow the member to explain and, if necessary, should call for a vote for a decision.

II. Procedure for the Election of Officers

The Officers of the Lodge shall be elected by the following procedure:

- A. Candidates for lodge offices must declare themselves by letter or email to the Lodge Adviser and Staff Adviser no later than three weeks before the scheduled election.
- B. These candidates shall be approved by the current Lodge Adviser, Supreme Chief of the Fire (or his designee), and the candidate's parents/guardians. This approval or disapproval shall be communicated to the candidate no later than one week after his declaration.
- C. The Lodge shall notify all members of the Lodge no later than two weeks before the election.
- D. The election of officers shall take place at an annual business meeting, **no later than 31 May**. This election will be conducted following the Lodge Elections Script in Appendix III.
- E. Elections shall be held in this order: (1) Lodge Chief, (2) Vice Chief of Chapters, (3) Vice Chief of Administration, (4) Vice Chief of Programs, (5) Vice Chief of Inductions, Lodge Secretary (6), and Lodge Treasurer (7). Any youth member present at the election may nominate (with a second) unsuccessful, pre-approved candidates for each office in succeeding elections. Each candidate shall be permitted a five-minute speech. The speaking order of the candidates shall be determined by random means (e.g., flipping of coins, drawing straws, etc.) Each candidate may have a youth member provide a five-minute nomination speech on his behalf. This youth cannot be another candidate running for election or be a current or former lodge officer. Candidates or their representative shall not be present while the other candidates or their representatives make their speeches.
- F. **To maintain equality between chapters, each Chapter shall have up to 10 votes per officer election based on attendance at the elections. (One vote per chapter member in attendance up to a maximum of 10). The Chapter Chief will cast the votes based on the popular vote within the chapter. Votes shall be cast in whole numbers. The Chapter Chief shall turn in the results to the Election Administrator. In the absence of the Chapter Chief, the Vice Chief or a youth representative shall turn in the votes. The candidate who receives the most votes will be elected. If there is a tie in an election with more than two candidates, the candidates in the tie shall be entered in a runoff election. The runoff election shall be executed without additional speeches. The youth member administering the election does not vote in any of the elections except to cast the tie-breaking vote in a runoff. The youth member administering the election shall be the member in attendance presently holding the highest lodge office in the succession described in the Lodge Rules Section IV Paragraph 3 who is not running for a lodge office in the new term. The election results shall be announced immediately following the counting of ballots.**
- G. The new officers shall begin their term of office at the Lodge's Annual Business Meeting (held during August) and the term shall end at the Lodge's Annual Business meeting of the following year.
- H. If there are no candidates for a lodge office, the vacancy shall be filled by Lodge Chief-elect appointment. Such appointments shall require a simple majority confirmation of the new LEC before the beginning of their term
- I. The Lodge Chief-elect and his staff of newly elected officers shall attend the Lodge Leadership Development conference on the date established at the prior year Annual Planning Meeting before taking office.

III. Procedure For the modification of Lodge Rules

A. Spelling, Grammar, and Syntax

1. Upon notification of a spelling, grammar or syntax error, the LEC will discuss the issue and propose the corrected language.
2. At the Following LEC, The Committee will review the language and proposed modification. The Revision will be accepted with a simple majority.

B. Revisions to a rule.

1. A Lodge Rules Committee (LRC) will be formed inviting 2 youth members and 1 adult from each chapter.
2. The LRC will meet until the rule changes or amendments are complete.
3. The LRC will post the proposed rule changes not less than 30 days before a regular or special Lodge business meeting. Lodge Members can submit comments and questions during this time.
4. At the Lodge business meeting, the LRC will take questions and comments. The LRC will attempt to answer questions to the best of their ability.
5. A vote of Lodge Members qualified to vote under Lodge Rule VIII will be taken. The Amendment's or changes will be passed with a two-thirds majority of those present.

C. Revisions to multiple rules.

1. A Lodge Rules Committee (LRC) will be formed inviting 2 youth members and 1 adult from each chapter.
2. The LRC will meet until the rules changes or amendments are complete.
3. The LRC will post the proposed rules changes not less than 30 days before a regular or special Lodge business meeting. Lodge Members can submit comments and questions during this time.
4. At the Lodge business meeting, the LRC will take questions and comments. The LRC will attempt to answer questions to the best of their ability and take notes for possible changes.
5. After the Lodge business meeting, the LRC will meet and discuss the comments and concerns of the lodge members. They can modify the proposed Rules if they feel it is necessary.
6. The LRC will again post the proposed rules for 30 days before a scheduled Lodge business meeting.
7. At the second presentation of the Rules, a vote of Lodge Members qualified to vote under Lodge Rule VIII will be taken. The Amendment's or changes will be passed with a two-thirds majority of those present.

IV. Procedure for the modification of Lodge Job Descriptions and Lodge Operating Procedures or Policies

1. A Lodge Rules Committee (LRC) will be formed inviting 2 youth members and 1 adult from each chapter.
2. The LRC will meet until the procedures or policies changes or amendments are complete.
3. The LRC will post the proposed procedures or policies changes not less than 30 days before a regular or special Lodge business meeting. Lodge Members can submit comments and questions during this time.
4. At the Lodge business meeting, the LRC will take questions and comments. The LRC will attempt to answer questions to the best of their ability.

5. A vote of Lodge Members qualified to vote under Lodge Rule VIII will be taken. The procedure or policy amendment's or changes will be passed with a two-thirds majority of those present.

V. Procedure for the modification of Lodge Committee Operating Procedures or Policies

- A. This procedure will be used to modify the operations or procedures for any of the standing lodge Committees.
- B. The Committee chairman will have control of their operating policies or procedures.
- C. The Committee chairman will submit any changes annually between the Lodge Elections and Lodge's Annual Business meeting.

VI. Procedure for the Appointment of Associate Lodge and Chapter Advisers

There has been an identified need for this procedure and it is under development for 2019.

VII. Procedure for the Selection of Annual Lodge and OA Awards recipients

There has been an identified need for this procedure and it is under development for 2019.

Lodge Committee Operating Policies and Procedures

I. Procedures for the Activities Committee

Waiting for the committee to submit their procedures.

II. Procedures for the Brotherhood Committee

Waiting for the committee to submit their procedures.

III. Procedures for the Camp Promotion Committee

Waiting for the committee to submit their procedures.

IV. Procedures for the Ceremonies Committee

Waiting for the committee to submit their procedures.

V. Procedures for the Communications Committee

This may also be referred to as the Lodge Communication Plan.

A. Audience Types

These are types or categories of people we as ATH want to reach. One person can be in multiple audience types.

1. Youth

Members that range in age from 11 to 18. These members are highly likely to only use social media or infrequently check email or utilize a parent's email.

2. Youth Plus

Members that range from 18 to 20. These members utilize Social Media and are more likely than youth to utilize email. This audience has low participation rates due to out of area colleges and busy lives as they begin their work lives.

3. Adult

Members 21 and older. These members are highly likely to use email as a primary medium but may also use social media. Older members of this group are less likely to use some forms of social media.

4. Candidates

These are members that have not participated in their Gathering or Ordeal. They have not been introduced to the lodge communication methods. The most reliable method to communicate with them would be U.S. Postal Service, email or word of mouth. They are also most likely to also be in the Youth and Adult Audiences.

5. Ordeal

These are most likely to be new members in the Order but may include older member that never felt comfortable reviewing/testing for brotherhood. Members in this audience may have been Candidates just days ago.

6. Brotherhood

These are members that have committed to the order by reviewing what occurred in their ordeal (10 or more months ago). This is also known as testing for brotherhood.

7. Vigil

These are members that have been elected for Vigil honor. They would be older youth, youth plus or adult members. A few times per year they will have unique communication requirements dealing with the vigil honor.

8. LEC

These are youth or youth plus members and their advisors that have been elected or appointed to Chief, Vice chief or Committee Chair positions.

9. Past Members

These are Members that have not paid their lodge dues in 1 or more years. We are trying to encourage these members to pay or bring current their dues.

B. Media types

1. Email (LodgeMaster)

Used for text-based Emails at targeted audience, contact information may be outdated.

2. Spark (MailChimp Email Campaigns)

Used for Graphic / Text bi-monthly Newsletter style campaigns with analytics.

3. Facebook

Popular social media platform for adults and some youth. Youth can be “driven” to Facebook from other social media. The Post format in Facebook allows for articles to be written. Facebook age demographic is primarily 20-29 and declines in older age groups. Roughly 8% of users are 13-19.

4. Twitter

Uses text messaging of 140 characters or less. The age demographic is primarily 18-29 and declines to 5% being 65+.

5. Instagram

Photo / video social media platform. Instagram can be linked to other social media.

6. U.S. Postal Service

The mail or postal service is a system for physically transporting documents and other small packages, as well as a term for the postcards, letters, and parcels themselves.

7. Slack

Slack is a cloud-based team collaboration tool. The name is an acronym, which means, "Searchable Log of All Conversation and Knowledge". Slack is used by the LEC and Advisers.

8. Website

The Lodge website provides resources for the Lodge, chapters and units and should include:

- Calendar of events
- Forms
- Contact information
- Information on the Order of the Arrow.

<http://alamoareabsa.org/OA>

C. Communication Guidelines

The following are general guidelines. Individuals may use discretion for each event.

1. The Spark

While the spark is generally considered a media to communicate information, the following should be noted here. The Spark is intended to be a twice monthly publication. The scheduling of the spark will be based around the Monthly LEC Meeting. One edition will be the week before the LEC and another edition will be the week after the LEC. (This will normally mean the 1st and 3rd weekends of the month.) In some special cases, a special edition of the Spark may be added for holidays at the discretion of the communications committee and advisers or as mentioned below for distribution of a member’s memorial information.

The Spark will consist of Meeting information, Event information, Memorial information, Other information as deemed fit by the committee, editor, and advisers. (Please see below for memorial information.) The first edition of the month will have the agenda for the upcoming meeting and the last edition of the month will have the minutes of that meeting.

2. LEC Meetings

Meetings scheduled on OA calendar on web site.

Communications Team sends out a reminder through the Spark roughly 1 week in advance. The Spark includes calendar of upcoming events and other Articles
The Communications team will Send out a Summary of the LEC through the Spark roughly 1 week after the LEC.

3.

Lodge Events

The Secretary will use the Spark, social and other medias appropriate to send the following communications:

Non-BSA Site

Registration:	8 to 12 weeks prior
Reminder:	6 and 4 weeks prior
Registration Closing:	2 weeks prior

BSA Venue

Registration:	8 to 12 weeks prior
Reminder:	6 and 4 weeks prior
Registration Closing:	2 weeks prior

4. Committee Meetings

The committee chair will send a meeting reminder with agenda 1 week prior to the meeting.
The committee chair will post the meeting minutes to Slack no later than 7 days after the meeting.

5. Treasury / Trading Post

The treasurer will send quarterly updates on the trading post and account balances via the LEC.

6. Memorial Information

The lodge feels it is important to forward information of a members passing to the general membership. The following information is requested to determine the type and scheduling of the notification. The lack of any of this information will delay the information

- Member Name, Status, and Vigil Name
- Date of passing
- Date, time, and location of memorial ceremonies.

The Memorial information will be passed using the following guidelines.

1. Do we have the memorial information? If not, the information will be added to the next Spark.
2. If the memorial is after the next scheduled Spark, the information will be added to the next Spark.
3. If the memorial is before the next Spark. A memorial edition of the Spark will be sent out.
4. If the memorial information has been sent out in an edition of the Spark, any updates will be sent using lodge master's email function.

Last updated: 1/3/2016

Updated by: Job Keith, Secretary

VI. Procedures for the Conference Affairs Committee

Waiting for the committee to submit their procedures.

VII. Procedures for the Unit Elections Committee

Waiting for the committee to submit their procedures.

VIII. Procedures for the Vigil Committee

Waiting for the committee to submit their procedures.

Appendices

I. Definitions

- A. Quorum – 50% +1 of the committee members
- B. ATH - Aina Topa Hutsi #60 Lodge shall be referred to as ATH.
- C. OA - The Order of the Arrow shall be referred to as OA.
- D. Aina Topa Hutsi #60 translates as the “Arrow Head Lodge of the Brotherhood of Cheerful Service.”

II. Formatting of the Lodge Rules.

The Lodge Rules contain information and wording that has been created by the National Committee for the Order of the Arrow and locally in the Aina Topa Hutsi #60 Lodge. Please use the following formatting to assist in the interpretations of the Lodge Rules.

- A. Use **Black** Text to designate words and phrases copied directly from National documentation. Information created at the National level cannot be edited by the Lodge. This is especially true of Lodge Rules I through IX.
- B. Use **Green** Text to designate words and phrases created at the local lodge level.
- C. Use **Red** Text to designate words and phrases to be modified according to the modification procedures.
- D. Use **Blue** Text to designate words and phrases supplied to the lodge and committee by the Scout Executive. It will require the Scout Executive’s Permission to modify this text.

III. Lodge Officer Election Script Outline

A. Voting Procedures (10 Vote Rule)

1. Each Chapter is given up to 10 votes, 1 vote per chapter member up to the Maximum of 10.
2. When the Vote is called the Chapter Chief or Youth Representative polls a popular vote of the chapter members in attendance.
3. The Chapter Chief or Representative portions the popular vote into whole vote portions.
4. When that Chapter's vote is called the Chapter Chief or Representative calls out the chapter's vote. For Example: "3 votes for John and 7 votes for Tim. "
5. The Election Administrator will then tally the chapters' votes and return the results.

B. Lodge Chief

1. Lodge Chief Job Description
2. Candidates

C. Lodge Vice Chief of Chapters

1. Lodge Vice Chief of Chapters Job Description
2. Candidates

D. Lodge Vice Chief of Administration

1. Lodge Vice Chief of Administration Job Description
2. Candidates

E. Lodge Vice Chief of Programs

1. Lodge Vice Chief Job of Programs Description
2. Candidates

F. Lodge Vice Chief of Inductions

1. Lodge Vice Chief Job of Inductions Description
2. Candidates

G. Lodge Secretary

1. Lodge Secretary Job Description
2. Candidates

H. Lodge Treasurer

1. Lodge Treasurer Job Description
2. Candidates

IV. Revision History

- A. The Lodge Rules were rewritten from several source documents to comply with national directives in the Guide for Officers and Advisers in the 2017-2018 program year.

