

Passaconaway Lodge, Order of the Arrow

Rules and Regulations

Effective: May 21, 2017

Article I: Name and Affiliation

- Section 1: The lodge shall be known as Passaconaway Lodge, Daniel Webster Council No. 330, Boy Scouts of America (the “Lodge”), and shall be under the organizational auspices of the Council Outdoor Program Committee and operate under the authority of the Scout Executive (“Supreme Chief of the Fire”).
- Section 2. No such rule, policy of procedure of the Lodge shall conflict or deviate from the national policies of the Boy Scouts of America, or the national policies of the Order of the Arrow, or the policies of the Daniel Webster Council.
- Section 3: 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.
- Section 4: The totem and the call of this Lodge shall be that of the bear.
- Section 5. The insignia of the Lodge shall be governed by the Passaconaway Lodge Insignia Control Guide which is incorporated into these Rules and Regulations (“Rules”) as though they were set forth herein.
- Section 6: This Lodge shall be divided into chapters which shall share the same geographic bounds and names of the districts of Daniel Webster Council as may exist from time to time. Each chapter shall come under the supervision of the respective District Committees and the Scout Executives.

Article II: Membership

- Section 1: The requirements for membership in this Lodge are stated in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
- Section 2: 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*.
- Section 3: The Executive Board of the Lodge shall, from time to time, set the procedures for elections including, but not limited to, the filing of completed election forms and reports.

Article III: Officers

- Section 1: The officers of this Lodge shall be a Lodge Chief, two Lodge Vice Chiefs, a Lodge Secretary and a Lodge Treasurer. The Lodge may also elect an Assistant Lodge Secretary and/or an Assistant Lodge Treasurer. These officers must be under twenty-one years of age during their entire term of office. During his term, a Lodge officer may not hold the position of Chapter Chief.
- Section 2: The officers of each chapter of this Lodge shall be a Chapter Chief, Chapter Vice Chief, and Chapter Secretary. Chapters may elect an additional Chapter Vice Chief and/or an assistant Chapter Secretary. These officers must be under twenty-one years of age during the entire term of office.
- Section 3: Lodge officers will be elected at the Spring Business Meeting each year. The term of office for lodge officers shall begin on July 1 of that year and expire on June 30 of the following year.
- Section 4: Chapter officers shall be elected between the end of Spring Business Meeting and the beginning of the Fall Business meeting. The results of said election shall be made known to the Lodge Secretary by the Chapter Secretary prior to the business meeting to be held at the Fall Fellowship of the year of election. The term of office for chapter officers shall begin on September 15 of that year and expire on September 14 of the following year.
- Section 5: The Nominating Committee of the Lodge shall, from time to time, set the procedures for elections.
- Section 6: The Executive Board of this Lodge shall be comprised of the Lodge officers, Lodge Operating Committee Chairmen and Advisers, the Lodge Lay Adviser, the Lodge Staff Adviser, a member of the Council Outdoor Program Committee, the Chapter Chiefs and Advisers, and members at large appointed with the approval of the Lodge Executive Board. The Executive Board shall act on behalf of the Lodge in between the Spring and Fall Business Meetings.
- Section 7: The Executive Committee of this Lodge shall be comprised of the Lodge Officers, Lodge Lay Adviser, Associate Lodge Lay Advisers, and the Lodge Staff Adviser. The Executive Committee provides guidance and leadership for the Executive Board. The Chapter Executive Committees shall be comprised of the same officers and advisers but from the respective chapters.

Section 8: Adult Advisers shall be appointed as follows:

- A. Each year the Scout executive appoints a registered volunteer Scouter to serve as Lodge Lay Adviser. As Deputy Supreme Chief of the Fire, the Lodge Lay Adviser assists the Scout executive in guiding the operation of the Lodge program.
- B. The Scout Executive may serve as Lodge Staff Adviser but may also appoint a member of the professional staff to that position. The Staff Adviser, as Chief of the Fire, acts on behalf of the Scout Executive in giving guidance to the lodge.
- C. Chapter Advisers and Chapter Staff Advisers are appointed annually by the Scout Executive (or his designee) to support the purpose of the Order and give active leadership to that purpose.
- D. Optionally, with the prior approval of the Scout Executive, the Lodge Lay Adviser may appoint Associate Lodge Adviser(s) or an Associate Chapter Adviser(s) annually to help fulfill the mission of the Lodge; including at least one associate adviser at the chapter level.

Section 9: The Lodge Chief shall appoint such operating committees as may be required from time to time with the approval of the Lodge Executive Board. All Chairmen shall be under twenty-one years of age during the entire term of office. A list of the current operating committees is incorporated by reference as though it was set forth herein.

Section 10: The Chapter Chief shall appoint from time to time such operating committees as may be required with the approval of the Chapter Executive Committee. All Chairmen shall be under twenty-one years of age during the entire term of office.

Section 11: Upon receipt of a letter of resignation of any Lodge officer or Lodge Committee Chairman by the Lodge Chief or Adviser, the Lodge Executive Board at its next meeting shall appoint a replacement to serve out the unexpired term.

Section 12: With the advice of the Nominating Committee, the Executive Board shall have the right to fill any Lodge Officer vacancy after the Spring Meeting.

Article IV: Lodge Meetings

- Section 1: At a minimum, the Lodge shall schedule the events listed:
- A. Spring Fellowship;
 - B. Fall Fellowship;
 - C. Lodge Leadership Development event for Lodge and Chapter Officers and Advisers;
 - D. A Lodge Training Conference; and
 - E. The Lodge may schedule other such events during the programming year as the Lodge Executive Board deems prudent including, but not limited to, a family banquet and/or Fun Weekend.
- Section 2: The Lodge shall hold two business meetings each year, one at the Spring Fellowship and one at the Fall Fellowship.
- Section 3: The Executive Board of this Lodge shall hold at least four meetings a year.
- Section 4: Special meetings of the Executive Board may be called by the Lodge Chief with the approval of the Scout Executive or Staff Adviser. Written notice to all members of the Executive Board shall precede said meeting by ten days.
- Section 5: Each meeting of the Lodge and the Executive Board shall be opened with the Obligation of the Order of the Arrow, and shall be closed with the Order of the Arrow song.
- Section 6: Members of the Order twenty-one years of age or older have no vote in any decision on the Lodge or Chapter matters and affairs.
- Section 7: Each eligible member in good standing present at a Lodge or Chapter meeting is entitled to vote on those matters put forth for a vote. Such member in good standing's vote shall not be diminished by apportionment or reduction and shall be counted equally with all other such members' vote.
- Section 8: A simple majority vote (50% plus 1) of those eligible members present is required to pass any motion made from the floor including, but not limited to, a motion to vote on a pending motion or election of an Lodge Officer by secret ballot. In the event of a deadlock, the Lodge Chief may cast the deciding vote.
- Section 9: A copy of these Rules and Regulations must be available for review for the entire duration of all Lodge functions to any Lodge member on request.
- Section 10: Lodge and Executive Board meetings shall be run with decorum and in a manner that creates a clear record of the Lodge and Executive Board's business and permits for procedural due process. To the extent that these principles might be

in doubt, a simple majority vote of the Lodge or the Executive Board may require the remainder of any such meeting to proceed according to rules contained in the Robert's Rule of Order Newly Revised (11th Ed.) to the extent that they are not inconsistent with these Rules and any special rules of order the Lodge may adopt.

Section 11: One-tenth of the total youth (under 21) membership shall constitute a quorum at any Lodge business meeting.

Section 12: One-quarter of the youth members of the Lodge Executive Board shall constitute a quorum at any meeting of the Lodge Executive Board.

Section 13: Any eligible member shall have the right to demand a quorum call for a Lodge business meeting. And any eligible member of the Lodge Executive Board shall have the right to demand a quorum call.

Article V: Finances

Section 1: There shall be an induction fee, the amount to be determined by the Lodge Executive Board annually, payable at the time of induction. For such fee, each new member will receive:

- A. A membership card, with dues paid for the remainder of the membership year;
- B. An Order of the Arrow Ordeal sash;
- C. An *Order of the Arrow Handbook*; and
- D. The Lodge flap of Passaconaway Lodge (formerly known as the "Trading Flap").
- E. At the time of their Brotherhood ceremony each such member shall then receive:
 - i. An Order of the Arrow Brotherhood Sash;
 - ii. An updated Order of the Arrow membership card; and
 - iii. The Lodge flap of Passaconaway Lodge (formerly known as the "Brotherhood Flap").

Section 2: Dues for this Lodge (for the year beginning January 1st and ending December 31st) shall be collected by the Lodge Treasurer in the amount to be determined annually by the Lodge Chief, Lodge Adviser and Lodge Staff Adviser with the approval of the Lodge Executive Board. Dues must be paid prior to the commencement of the next dues year. After the dues year commences, a notice of unpaid dues shall be sent to any member whose dues remain unpaid. Dues not paid prior to the commencement of the dues year will be subject to a late fee of \$1.00. A member who fails to pay that year's dues and the late fee by the end of the dues year becomes an Inactive Member.

- Section 3: All Order of the Arrow funds shall be handled through the Daniel Webster Council service center in accordance with applicable council accounting procedures.
- Section 4: In the development of the Lodge Annual Budget, funds will be made available for chapter mailings, activities, and service projects. Chapters must obtain approval from the Lodge Treasurer and Associate Lodge Adviser of Finance before incurring any expenses. All approved bills will be paid for by the Council office.
- Section 5: Inactive members may be restored to active status by paying the current dues plus \$1.00 for each year of dues not previously paid. The Lodge Lay Adviser may suspend all (or a portion) of the reinstatement fee for good cause shown.
- Section 6: As an alternative to the payment of annual dues described in Section 2 above, the Lodge may authorize the payment of dues for a five year period. Payment of dues in advance does not absolve a member from meeting all other membership requirements for a given dues year.
- Section 7: The Lodge budget shall run on a calendar year and shall be presented to the Lodge for an annual vote at the Fall Business Meeting.
- Section 8: The Passaconaway Lodge Finance Manual is incorporated into these Rules as though it was set forth herein.

Article VI: Brotherhood Membership

- Section 1: Completion of the 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*.

Article VII: The Vigil Honor

- Section 1: 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*.

Article VIII: Enforcement

- Section 1: Any infractions of this constitution, its rules or amendments, should be brought before the Lodge Chief and Lodge Advisers for appropriate action.
- Section 2: Nothing in these Rules shall prohibit the Supreme Chief of the Fire, Deputy Supreme Chief of the Fire and/or the Chief of the Fire from taking any action to protect the health, safety or welfare of the Lodge or its members; or taking any action for which they have authority.

Article IX: Amendments

Section 1: These Rules and Regulations shall be subject to amendment at any regular or special meeting of this Lodge, provided such amendment has been submitted in writing to the Lodge Executive Board at least one month prior to such meeting and that due notice has been sent to active members at least ten days prior to such meeting. A two-thirds vote of the members present at a meeting where a quorum prevails shall be required for passage.

Section 2: Notwithstanding Section 1 of this Article IX, four years after the passage of these Rules, the Lodge Executive Committee shall appoint members of a Bylaws Committee. That committee shall be charged with reviewing these Rules and making recommendations and/amendments, if any, for changes to these Rules. Every fifth year, these Rules shall be affirmed or amended at a Lodge business meeting.

Article X: Severability

Section 1: The provisions of these Bylaws are severable, and if any provision shall be held invalid or unenforceable, that invalidity or unenforceability shall attach only to that provision and shall not in any manner affect or render invalid or unenforceable any other provision of these Bylaws, and these Bylaws shall be carried out as if the invalid or unenforceable provision were not contained herein.