

# Order of the Arrow

## Portage Lodge #619

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## Rules and Regulations of Portage Lodge 619, Order of the Arrow

### Section I – Mission, Name, and Affiliation of the Lodge

- A. It is the mission of our lodge to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the Heart of Ohio Council through positive youth leadership under the guidance of selected capable leaders.
- B. The name of this lodge of the Order of the Arrow shall be Portage Lodge 619
- C. The lodge shall be affiliated with the Heart of Ohio Council, Boy Scouts of America, and shall be under the supervision of the council camping committee and the administrative authority of the Council Scout Executive.
- D. The totem of this lodge shall be the Indian silhouette.
- E. Lodge flaps, patches, and other Order of the Arrow insignia shall be issued and worn under the direction of the lodge executive committee.
- F. The Order of the Arrow sash is to be worn as directed by the current printing of the *Order of the Arrow Handbook*.
  - 1. All sashes are to be worn over the right shoulder with the arrow pointing up.
  - 2. OA sashes may not be altered in any way, and no other badges are to be attached to them, with the exception of awards designated for this use by the National Order of the Arrow Committee.
- G. This lodge shall be affiliated and participate with the section designated to us by the National Order of the Arrow Committee.

### Section II - Requirements for Membership

- A. The requirements for membership in this lodge are as stated in the current printing of the *Order of the Arrow Handbook*, the *Order of the Arrow Guide for Officers and Advisors*, *Operations Updates*, or other relevant literature produced by the National Order of the Arrow Committee.
- B. The procedure for the Ordeal shall be as stated in the *Order of the Arrow Handbook*, *Guide to Inductions*, *Operations Updates*, or other relevant literature produced by the National Order of the Arrow Committee.
- C. All elections for membership must be cleared and conducted through the lodge Unit Elections committee.
- D. After a candidate has been notified of their election into the OA, the candidate shall have one year from the date of call-out to attend and complete an Ordeal. If the candidate has not fulfilled this requirement in the stated time frame, the candidate must be re-elected by his or her troop to be eligible for OA membership.
- E. A person shall be considered an active member of this lodge if he or she pays the lodge's annual dues and continues in good standing as a registered member of the Boy Scouts of America.
- F. Dues
  - 1. The dues of this lodge shall be determined by the Lodge Executive Committee. These shall be collected by the lodge treasurer, secretary, or approved designee. at lodge functions or by mailing the required amount to a Council Service Center in an envelope clearly marked "Lodge Dues".
  - 2. Dues must be paid by the first business day of February each year to retain active membership status.
  - 3. Inactive members may regain active membership status by paying their dues for the current year.
  - 4. Ordeal candidates becoming members of this lodge will be recognized as having their dues paid until the first business day in February following their Ordeal.

### **Section III - Lodge Chapters**

- A. All chapters of the lodge shall be established by the lodge executive committee. Division and merger of chapters shall be at the discretion of the lodge executive committee and will require a 2/3 majority vote of all youth members present in favor of the division or merger. Notice of the proposed division or merger must be sent to all active youth members of the lodge at least 30 days prior to the scheduled meeting date.
- B. Elected officers of each chapter shall include but not be limited to the following: Chapter Chief, Chapter Vice-Chief, and Chapter Secretary.
- C. Chapters may request the establishment of subcommittees under an existing lodge committee or may create a new committee through a motion presented to the lodge executive committee. A subcommittee created in this way will be responsible for the functions of its parent committee within the chapter, and will be overseen by the lodge committee chair or Chapter Chief, as designated by the lodge executive committee in the creation of the subcommittee.
- D. Chapter subcommittee chairmen shall be appointed or removed by the Chapter Chief with the approval of the Chapter Advisor.
- E. Elected chapter positions vacated in mid-term shall be filled by an election of the chapter. The Chapter Vice-Chief shall succeed a vacancy of the Chapter Chief until an election can be held.
- F. Chapters may schedule activities and events with the approval of the lodge executive committee. No chapter activity or event shall be scheduled at the same time as a lodge activity or event. Chapters must notify the lodge executive committee at least 21 days prior to schedule a chapter event.
- G. All elected and appointed chapter officers MUST be under the age of 21 throughout their entire term of office and must be active members of the lodge.

### **Section IV - Lodge Officers**

- A. The elected officers of this lodge shall be: Lodge Chief, Lodge Vice-Chief of Administration, Lodge Vice-Chief of Program, Lodge Secretary, and Lodge Treasurer.
- B. The basic duties and responsibilities of the lodge officers shall be found in the document titled 'Basic Duties of Portage Lodge Officers.' This shall be reviewed and modified by the LEC annually and presented to candidates for office during the Lodge elections. Temporary changes and additions to these shall be determined by the Lodge Chief and Lodge Advisor and must be submitted in writing to each officer at the annual Lodge Officer's Training Conference.
- C. All elected and appointed officers of the lodge MUST be under the age of 21 throughout their entire term of office and must be active members of the lodge.
- D. The Lodge officers, including the advisor, have to create a budget outline for the year.
- E. Emergency spending on un-budgeted items outside an executive committee meeting requires the approval of the Lodge Chief, Lodge Treasurer, Lodge Advisor, and Lodge Finance Adviser.
- F. The Lodge Executive Committee cannot budget to spend more money than it anticipates to collect in revenue, even if there is a surplus of funds in the Lodge account.

### **Section V - Lodge Committees**

- A. The standing committees of this lodge shall be: Salable Goods, Membership/Conversion, Ceremonies, Camp Promotion, Communications and Unit Elections. Each of these committees shall exercise one vote within the lodge executive committee.
- B. The Lodge Chief or lodge executive committee may name special, temporary committees in addition to its standing committees. These special committees do not exercise a vote within the lodge executive committee.

- C. All standing committee chairmen shall be appointed by the Lodge Chief with the approval of the Lodge Advisor and majority vote of the members of the lodge executive committee if a quorum exists. The Lodge Chief, with the approval of the Lodge Advisor, shall appoint all special committee chairmen.
- D. The duties of the committees shall be determined by the Basic Duties of Portage Lodge Officers. This manual shall be updated at the annual Lodge Leadership Conference to ensure that new chairmen know the job they are appointed to.
- E. The term of office for standing committee chair positions shall last from January 1 to Dec 31. Special committee chair positions last as long as the committee is in existence.
- F. The Lodge Advisor shall appoint at least one adult advisor to each committee.

## **Section VI - Lodge Executive Committee**

- A. Composition of the Lodge Executive Committee
  - 1. The executive committee of this lodge shall be comprised of all elected lodge officers, all chapter chiefs, and all standing committee chairmen.
  - 2. The Lodge Advisor, chapter advisors, appointed committee advisors, and the Council Scout Executive or his representative shall serve in a non-voting, counseling capacity.
- B. Adult Scouters, age 21 or older, do not have a vote in matters of lodge business.
- C. The lodge executive committee shall be responsible for the operation of this lodge.
- D. The Lodge Chief shall be the presiding officer at all lodge executive committee meetings and shall only vote to break tie votes. All other lodge executive committee members shall exercise one vote within the lodge executive committee.
- E. All committee chairmen and Chapter chiefs can delegate a representative to vote in the LEC through a written letter that has been approved by their advisor.
- F. All Order of the Arrow funds shall be handled through the council service center and go through all normal council accounting procedures. Exceptions include Section, Area or National events where the funds are paid directly to the organizing group.
- G. All lodge officers, chapter officers, and committee chairmen are subject to recall. A motion for recall may be proposed by any member of the lodge executive committee, which must then be approved by a simple majority vote of all youth members present in favor of the recall. The grounds for recall must be stated in the motion, and must be submitted in writing to the officer in question within one week of the motion. At the next meeting of the executive committee, a vote shall be held to determine if the officer in question will be removed from office if at least 10% of the active youth members of the lodge are present. A 2/3 majority vote of all youth members present, in favor of recall, is required complete the recall procedure and remove the officer from their position.
- H. Grounds for recall are: violations of National, Council, or Lodge policy, failure to fulfill those duties required of a lodge officer or committee chair position as defined by the Lodge Chief in the document submitted to each officer at the annual Lodge Officer's Training Conference, or missing three unexcused lodge or chapter activities.
  - 1. Activities of this lodge include: All lodge executive committee meetings, lodge or chapter meetings, Ordeals, lodge banquet, fellowships, and any other function sponsored by the lodge. The following are not required attendance for Officers: Section Conclaves, National Leadership Seminars, National Order of the Arrow Conferences, and other events outside the Lodge.
  - 2. Excusal
    - a. To be excused from a lodge or chapter function, the officer must notify the Lodge Chief or Chapter Chief of his intended absence in writing or through an e-mail or phone call with a written follow-up at least three days prior to the event. All written notices of absence shall be filed with the Lodge or Chapter Advisor.

- b. In the case of a meeting of the lodge executive committee, the officer must send a representative with a written report. Lodge standing committee chairmen must send a representative from their committee with a written report on the current activities of the committee; this representative may exercise the committee's vote within the lodge executive committee with the written approval of the committee chairman.
  - c. In the case of an absence of the Lodge Chief or Chapter Chief, notification must be given to the Vice-Chief of Administration or the Chapter Vice-Chief, respectively, to be excused from the function.
  - d. In the case of an absence of the Lodge Chief from a meeting of the lodge executive committee, the Vice-Chief of Administration shall preside over the committee. In the case of the absence of both the Lodge Chief and the Lodge Vice-Chief of Administration, the Vice-Chief of Program shall preside over the committee. This progression shall continue through the Secretary and the Treasurer. If none of the elected lodge officers are present at a meeting of the lodge executive committee, the meeting shall be considered void and shall be rescheduled as a special session of the lodge executive committee.
- I. Standing committee chair positions vacated in mid-term shall be filled by the Lodge Chief through appointment, with the approval of the lodge executive committee. Special committee chair positions vacated in mid-term shall be filled by the Lodge Chief through appointment, with the approval of the Lodge Advisor
  - J. The lodge executive committee shall hold a meeting bimonthly that can be attended by any member of the Order of the Arrow.
  - K. The Lodge Secretary shall keep the minutes of all lodge executive committee meetings and shall send a copy to each member of the lodge executive committee (LEC) via mail or e-mail at least 14 days of the conclusion of a LEC meeting for any additions. The Lodge Secretary shall send a copy of the final minutes to each member of the LEC via mail or e-mail at least 14 days prior to the next scheduled LEC Meeting.
  - L. Special sessions of the lodge executive committee may be called by the Lodge Chief, with the approval of the Lodge Advisor. Members of the lodge executive committee must be given at least a 21 day written notice of such sessions.
  - M. The immediate past Lodge Chief and any member of this lodge serving in a Section, Region, or National office is considered a member of the lodge executive committee, provided that the individual is an active youth member of Portage Lodge 619. These members are not subject to recall, and shall exercise one vote within the lodge executive committee.

## **Section VII - Lodge Events**

- A. The Lodge Leadership Development shall be held within three months after the election.
- B. Any arrowman who attends a Lodge function and has not paid dues for that current year, will be assessed an additional charge for the event equal to the current yearly dues of the lodge. At which time, the arrowman will be credited for payment of that current year's dues
- C. The annual Lodge Fellowship Banquet shall be held between October 1 and December 1 of the current term of office.
- D. All meetings of the lodge executive committee, excluding special sessions of the lodge, shall be scheduled at least 30 days prior to the planned meeting date. Notice of the meeting date and time must be sent to all members of the lodge executive committee via mail or e-mail at least 20 days prior to the planned meeting date.
- E. The lodge executive committee shall schedule all other lodge events.

- F. The lodge shall sponsor the position of Summer Camp Order of the Arrow Representative in the Heart of Ohio Council.
  - 1. The Lodge Chief, with the approval of the Lodge Advisor and the Council Camp Director, shall fill this position through appointment.
  - 2. The arrowman appointed to this position must be an active youth member of the lodge and be currently serving the council as a part of the summer camp staff.
  - 3. Financial remuneration above their standard pay for the fulfillment of the duties assigned to this position shall be paid in full by the lodge for services rendered during staff week and all subsequent weeks of Boy Scout summer camp, the amount being at the discretion of the lodge executive committee, which shall not be less than \$25.00 per week.

### **Section VIII - Lodge Elections**

- A. Each candidate running for an elected lodge office **MUST** be an active youth member of Portage Lodge 619 and **MUST** be under the age of 21 for the entire term of office sought.
- B. The election of lodge officers shall take place at the Lodge Banquet or any other lodge event. All active youth members of the Lodge must be sent notice of this election via mail or e-mail at least 20 days prior to the scheduled election date.
- C. The election of chapter officers shall take place yearly at a meeting determined by the chapter. All active youth members of the chapter must be sent notice of this election via mail or e-mail at least 20 days prior to the scheduled election date.
- D. Each elected term of office shall begin immediately after election. All elected lodge and chapter positions shall be held for a term of one year, or until another election can be reasonably held. There is no limit to the number of times a member may be elected to the same office.
- E. If there are any open officer positions after elections, they shall be filled during an election at the next LEC meeting. Until that time, an interim officer may be appointed by the Lodge Chief, with approval of the Lodge Adviser and Professional Adviser.

### **Section IX - 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*, the *Order of the Arrow Guide for Officers and Advisors*, *Guide to Inductions*, *Operations Updates*, or other relevant literature produced by the National Order of the Arrow Committee.

### **Section X - Vigil Membership**

- A. Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of *Order of the Arrow Handbook*, the *Order of the Arrow Guide for Officers and Advisors*, *Operations Updates*, or other relevant literature produced by the National Order of the Arrow Committee.
- B. A Vigil Nominating Committee shall be appointed by the Lodge Chief with the approval of the Lodge Advisor. The Vigil Nominating Committee shall be comprised of no less than four and no more than twelve members, excluding the chairman, and all chapters shall be represented as equally as possible. Members of the committee should be at least Brotherhood Members and active in the Lodge, but must not be eligible for the honor. It is preferred that members of the Committee hold the Vigil Honor, but it is not required. If the Lodge Chief is eligible for Vigil, his duty shall fall to the highest Lodge Officer or most experienced Chapter Chief who is not eligible.

## **Section XI – Amendments**

- A. These rules shall be subject to amendment at any regular or special session of this lodge, provided such amendment has been submitted in writing to the lodge executive committee at least one month prior to such a session, and that due notice has been sent to all active members of the lodge at least 20 days prior to such a session. A 2/3 majority vote of all active youth members present shall be required to adopt such amendments. All amendments adopted in this way are put into effect immediately.
- B. This lodge shall operate using Robert's Rules of Order. If there is a conflict between Robert's Rules and National or Council Policy, then National or Council Policy shall prevail.

**Last Revised: 11/12/2011**