

# Rules and Standing Policies

## Woapalanne Lodge 43

Order of the Arrow  
Patriots' Path Council  
Boy Scouts of America



**WOAPALANNE LODGE**

Adopted 4/8/21?

# **Table of Contents**

## **Woapalanne Lodge Rules**

Mission Statement

Section 1 – Name and Affiliation

Section 2 – Election and Nomination to Membership

Section 3 – Officers and Advisers

Section 3.2 – Election and Term of Office

Section 3.3 – Duties of the Officers

Section 3.4 – Vacancy and Removal of Office

Section 4 – Finances

Section 5 – Lodge Executive Committee

Section 6 – Voting

Section 7 – Chapters

Section 8 – Financial Policy and Lodge Dues

Section 9 – Program of the Lodge

Section 10 – Amendments to Lodge Rules

## **Woapalanne Lodge Standing Policies**

Policy 1 – Creation, Revision, and Review of the Standing Policies

Policy 2 - Chapter Organization

Policy 3 – Lodge Meetings & Events

Policy 4 – Lodge Dues

Policy 5 – Lodge Committees

Policy 6 – Financial Management

Policy 7 – Ordeal Administration

Policy 8 – Lodge Property

Policy 9 – Lodge Awards

# Woapalanne Lodge Rules

We, the members of Woapalanne Lodge 43, W.W.W (the “Lodge”), do hereby set forth this set of rules to govern the proper operation of the Lodge.

## Mission Statement

The mission of Woapalanne Lodge 43 is to achieve the purposes of the Order of the Arrow (OA) as an integral part of the Boy Scouts of America in the Patriots’ Path Council #358 through positive youth leadership under the guidance of selected, capable adults.

## Section 1 – Lodge Affiliation and Name

- I. Lodge Affiliation
  - A. The Scout Executive of Patriots’ Path Council will serve as the Supreme Chief of the Fire.
  - B. The Supreme Chief of the Fire reserves all authority. The Supreme Chief of the Fire shall appoint a volunteer to serve as Lodge Adviser and a member of the Council professional staff to serve as Lodge Staff Adviser.
    1. The Lodge Adviser, Lodge Staff Adviser, and Lodge Chief shall serve as the Lodge Key 3.
- II. Lodge Name
  - A. The name of the Lodge of the Order of the Arrow will be Woapalanne Lodge 43, W.W.W. The Lodge will be affiliated with the Patriots’ Path Council of the Boy Scouts of America. The Lodge will be represented on the Council Program Committee and under the administrative authority of the Supreme Chief of the Fire.
- III. Lodge Totem
  - A. The totem of the Lodge will be the Bald Eagle. Neither the Lodge totem nor the Lodge name will be used on any manufactured item without the approval of the Lodge Executive Committee and/or the Lodge Key 3.
- IV. Lodge Flaps and Sashes
  - A. Lodge flaps may only be worn by dues-paid members of Woapalanne Lodge.
  - B. Sashes shall be worn only when representing the Order of the Arrow. The sash is worn with the official BSA field uniform or in such other instances as approved by the Lodge Chief or Lodge Adviser.
- V. National Policy
  - A. Woapalanne Lodge shall follow all policies set forth by the National Order of the Arrow Committee of the Boy Scouts of America. To the extent the Rules and Standing Policies of Woapalanne Lodge conflict with National Order of the Arrow Policy, the National Policy including without limitation those included in, *The Order of the Arrow Handbook*, *The Order of the Arrow Guide to Officers and Advisers*, and the *Order of the Arrow Guide to Inductions* shall govern.\*

## Section 2 – Election and Nomination to Membership

- I. 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*. \*
- II. Procedures for Inductions will be as stated in the current printing of the *Order of the Arrow Handbook* and *Guide to Inductions*. \*
- III. Completion of Brotherhood membership will be in accordance with the requirements in the current printing of the *Order of the Arrow Guide for Officers and Advisers*. \*
- IV. Attainment of the Vigil Honor will 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*. \*

\*Resources can be found at <https://oa-bsa.org/resources/publications>

## Section 3 – Officers and Advisers

- I. Lodge Officers
  - A. The officers of the Lodge will be Lodge Chief, Lodge Vice Chief of Program, Lodge Vice Chief of Administration, Lodge Vice Chief of Lore, Lodge Secretary, Lodge Treasurer, Chapter Chiefs, and the Immediate Past Lodge

- Chief.
- B. Officers of the Lodge and chapters must be under 21 years of age for their entire terms of office.
- II. Lodge Advisers
  - A. The Lodge Adviser will be appointed by the Supreme Chief of the Fire.
  - B. Lodge Associate Advisers and Chapter Advisers will be appointed by the Lodge Adviser, with the approval of the Supreme Chief of the Fire.
- III. Elections and Length of Terms
  - A. Candidate Eligibility
    - 1. All candidates for lodge office must:
      - a) Be under the age of 21 for the entirety of their term;
      - b) Receive Lodge Adviser approval no less than two weeks before the election date, or another date the Lodge Adviser communicates to the Lodge membership
      - c) Be a lodge member in good standing.
  - B. Lodge Election Procedures
    - 1. All Lodge Officers will be elected during the Annual Business Meeting, which is to be held during the first induction weekend of the year \*\*
      - a) In the event that the first induction weekend does not take place, the Lodge Key 3 will decide a new date for the Lodge Business Meeting, and communicate the decision to all Lodge members.
    - 2. All program-eligible members present are eligible to vote.
      - a) Candidates do not need to be present to run for office, but they are only eligible to vote during the meeting if they are physically present unless the Key 3 has deemed the entire election to be held virtually.
    - 3. During speeches and voting, adults, with the exception of the Lodge Adviser, Lodge Staff Adviser and Lodge Associate Adviser(s), are to sit separately from the voting members.
    - 4. After all present program eligible members are gathered, election procedures commence
    - 5. Election procedures are as follows:
      - a) The Business Meeting will be chaired by the sitting Lodge Chief.
        - (1) If the Lodge Chief has received candidacy approval, they must appoint another program-eligible youth to oversee procedures, who does not intend to run for office.
      - b) The chair is to read the responsibilities of each lodge office, as written in Section 3.D before opening the floor for nominations.
      - c) Nominations will be taken from any youth program eligible member and must be accepted by the candidate in order to be considered.
      - d) Once the chair closes the floor for nominations, candidates will be given 2 minutes for remarks in the opposite order of nomination.
      - e) A round of written ballots will be cast by all voters and counted by the chair in accordance with the Lodge Adviser and Associate Adviser(s).
      - f) If at any time during the election a majority of ballots cast are received, the winner is declared
      - g) In the case that a majority of ballots are not received for a single candidate, the candidate with the least amount of votes shall be dropped from the ballot and another round of votes shall be cast immediately. This procedure shall be repeated until a majority of votes are received by one candidate.
      - h) In the case of a vacancy of an office at the end of the Business Meeting, another election is to be held at the next Lodge gathering following the same procedures.
      - i) Unopposed candidates will be given 2 minutes to give remarks and the sitting Lodge Secretary, or other officers in case of an absence, will cast a vote on behalf of the Lodge members.
      - j) In the case of a virtual election, the Lodge Key 3 will set forth election procedures that are consistent with the intent of those written in Section 3, but work with the virtual platform.
- IV. Lodge Officer Swear-Ins
  - A. Lodge Officers elected at the first induction weekend of the year are to be sworn within 8 weeks of the election at a Lodge gathering decided by the Lodge Adviser.
  - B. Officers elected during special elections shall be sworn-in immediately following their election.
- V. Duties of Officers
  - A. All Officers
    - 1. Work closely with their adviser, seeking advice and training.
    - 2. Promote the correct wearing of the Scout Uniform by personal example.
    - 3. Works with the committee chairs of the committees assigned to the office on a regular basis. Serves as a

- committee chair if none is appointed.
  - 4. Attends all meetings and events of the Lodge.
  - 5. Serves as a voting member of the Lodge Executive Committee (LEC)
  - 6. Attends all Lodge functions to the best of their ability
- B. Lodge Chief
- 1. Serves as the leader of Woapalanne Lodge 43. Represents the Lodge as a non-voting member on the Council Executive Board.
  - 2. Is responsible for adherence to the program and policies of the Lodge. Attends appropriate OA functions beyond the Lodge level.
  - 3. Establishes annual goals and objectives for the Lodge including which align with the attainment of a High Performing level in the Performance Measurement Program.
  - 4. Presides over all Lodge and LEC meetings using an approval created in accordance with the Lodge Key 3.
  - 5. Sees that the chapter program gives complete support to the Lodge program.
  - 6. Organizes Lodge committees
    - a) Appoints the Chairs, and the members of the committees in accordance with the Lodge Standing Policies, and is an ex-officio member of all Lodge committees.
- C. Lodge Vice Chief of Program
- 1. Assumes the duties of the Lodge Chief in the absence of the Lodge Chief.
  - 2. Oversees the preparation and execution of all lodge events and service projects
  - 3. Performs any duties assigned by the Lodge Chief.
- D. Lodge Vice Chief of Administration
- 1. Serves as interim Lodge Chief in the absence of the Lodge Chief and Vice Chief of Program.
  - 2. Oversees communication and elections with all units in accordance with the Chapter Vice Chiefs of Membership.
  - 3. Works with their adviser to maintain up to date unit contact information.
  - 4. Performs any duties assigned by the Lodge Chief.
- E. Lodge Vice Chief of Lore
- 1. Serves as interim Lodge Chief in the absence of the Lodge Chief , Vice Chief of Program and Vice Chief of Administration.
  - 2. Oversees all Lodge ceremonies, in accordance with the Chapter Vice Chiefs of Lore.
  - 3. Performs any duties assigned by the Lodge Chief.
- F. Lodge Treasurer
- 1. Maintains records of all Lodge finances.
  - 2. Responsible for ordering trading post supplies and ensuring that appropriate supplies are available at all Lodge Functions.
  - 3. Will recommend an annual budget to the LEC no later than the January LEC meeting.
  - 4. Performs any duties assigned by the Lodge Chief.
- G. Lodge Secretary
- 1. Records the minutes of all Lodge Officer and LEC meetings.
  - 2. Maintains records of the Lodge membership in good order.
  - 3. Oversees check-in at all lodge events.
  - 4. Oversees the updating of the lodge website.
  - 5. Performs any other duties assigned by the Lodge Chief.
- H. Chapter Chief
- 1. Serves as the leader of their respective Chapter.
  - 2. Is responsible for adherence to the program and policies of the Lodge. Attends appropriate OA functions as a representative of their chapter.
  - 3. Establishes annual goals and objectives for the chapter including attainment of a minimum of thriving level in the Performance Measurement Program.
  - 4. Presides over all Chapter meetings using an approval created in accordance with the Chapter Key 3.
  - 5. Works with the adviser in providing their Chapter officers and Chairs with unit contact information.
  - 6. Organizes Chapter committees, appoints the Chairs, appoints the members of the committees in accordance with the Lodge Standing Policies, and is an ex-officio member of all Chapter committees.
- I. Immediate Past Lodge Chief
- 1. After the Oath of Office is administered to the incoming Lodge Chief, the outgoing Lodge Chief immediately assumes the duties of Immediate Past Lodge Chief. If the Immediate Past Lodge Chief is not under the age of 21 they will serve in only an advisory capacity and not be a voting member of the

LEC.

2. Provides guidance and counsel to the Lodge Officer team.

#### VI. Vacancy and Removal

##### A. Vacancy of Lodge Chief

1. Vacancy in the office of Lodge Chief will be temporarily filled by the next highest-ranking officer. The succession of Lodge Office is as follows: (I) Lodge Chief, (II) Vice Chief of Program, (III) Vice Chief of Administration, (IV) Vice Chief of Lore, (V) Lodge Treasurer, (VI) Lodge Secretary, (VII) Immediate Past Lodge Chief.
2. A special election, in the case of a vacancy, is to be held at the next Lodge gathering and follow Lodge Election Procedures.

##### B. Vacancy of a Lodge Officer (excluding the Lodge Chief)

1. Vacancy in a Lodge Officer position, excluding Lodge Chief, will result in the Lodge Chief, in accordance with the Lodge Adviser, appointing an eligible member to serve in that position temporarily until a special election can be held.
2. A special election, in the case of a vacancy, is to be held at the next Lodge gathering and follow Lodge Election Procedures.

##### C. Removal of a Lodge Officer

1. A Lodge Officer may be removed from office if they have two or more consecutive unexcused absences from LEC Meetings. A two-thirds vote of the LEC is necessary for this removal, as well as the approval of the vote from the Lodge Adviser or Supreme Chief of the Fire.
2. The Lodge Adviser can recommend removing a Lodge Officer at any time. In order for the motion to pass, at least two-thirds of the total Lodge Officers must vote in favor of removal.
3. The Supreme Chief of the Fire can remove an officer at any time.

\*\*Chapter Election Procedures are to be overseen by the Chapter Leadership

### Section 4 – Finances

- I. All Woapalanne Lodge funds will be handled through the Patriots' Path Council service center and go through all normal council accounting procedures as applicable.

### Section 5 – Lodge Executive Committee

- I. The LEC will establish and direct the program of the Lodge. Through the Lodge officers, Lodge Committees, and chapters, it will carry out the business of the Lodge. The LEC will also establish and modify Lodge Standing Policies, with the approval of 2/3rds of the voting members of the LEC in attendance, and other Lodge Policies as needed for the operation of the Lodge.
- II. The LEC will consist of all Lodge Officers, the Immediate Past Lodge Chief, Lodge Committee Chairs, and Chapter Chiefs.
  - A. Only members of the LEC who are under the age of 21 will have a vote in matters of the LEC. A member of the LEC must be present in order to vote on any matter brought before the LEC. No member will be entitled to more than one vote.
- III. Lodge Committee Chairs will be appointed by the Lodge Chief to chair the committees listed in the current Lodge Standing Policies, as well as any ad hoc committees, and will serve at the pleasure of the Lodge Chief.
  - A. For the LEC to conduct business, a quorum consisting of a majority of all voting members must be present.
  - B. In meetings held during a Lodge event, pertaining solely to matters of that weekend, a quorum consisting of a majority of Lodge officers and chapter chiefs, or the chapter chiefs' designees, must be present for the LEC to conduct business.
  - C. Unless otherwise specified in the Lodge Rules or Lodge Standing Policies, the LEC will operate in accordance with *Robert's Rules of Order Newly Revised*.
- IV. The LEC will meet regularly on the second Thursday of each month. In the case of a LEC meeting change, the Lodge Key 3 can approve and communicate a new date to all voting members. A minimum of one week's written notice will be provided for all meetings.

### Section 6 – Voting

- I. Lodge Executive Committee Meetings
  - A. The Lodge Chief shall act as chair of every voting body meeting. In the Lodge Chief's absence, the Vice Chief of

Program shall take over as chair. If the Vice Chief of Program is absent the Vice Chief of Administration shall act as chair. In the absence of the Vice Chief of Administration, the Vice Chief of Lore shall be acting chair. If the Lodge Chief and all three Vice Chiefs are absent, no business may be acted upon.

- B. Advisers and other adults, with the exception of the Lodge Adviser and Lodge Staff Adviser, may only speak during the voting body meeting if they are recognized by the Lodge Chief or acting chair.
- C. Adults, other than the Supreme Chief of the Fire, Lodge Adviser, Associate Adviser(s), and Staff Adviser, may be required to leave the voting body meeting, in part or in whole, at the request of the Lodge Key 3 or acting chair.

## II. Lodge Business Approval

- A. For any business to be acted upon, a voting member of the voting body with the exception of the Lodge Chief or acting chair must make a formal motion and another voting member must second the motion. If this transpires voting may commence:
- B. All Officers with the exception of the Lodge Chief or acting chair have exactly one vote which cannot be given to anyone.
- C. All committee chairs have exactly one vote which cannot be given to anyone.
- D. For any motion to pass, a simple majority of the voting body must vote in favor. In the case of a tie vote, the Lodge Chief or acting chair will cast the deciding vote.
- E. Formal minutes shall be kept at all voting body meetings by the Lodge Secretary.
- F. The voting body meeting will be opened with the Order of the Arrow Obligation and Pledge of Allegiance and closed with the Order of the Arrow song.
- G. All votes must be cast live, but can be cast virtually.

## Section 7 – Chapters

### I. Chapter Affiliation

- A. The Lodge will be divided into chapters. Each chapter will be represented on the associated District Committee and will be under the administrative authority of the associated District Executive.
- B. Chapters of Woapalanne will follow all guidelines as described in in the *Woapalanne Lodge Standing Policy*

## Section 8 – Financial Policy and Lodge Dues

- I. Lodge financial policy will be established by the LEC in the Lodge Standing Policies.
- II. Lodge dues policy will be established by the LEC in the Lodge Standing Policies. Dues will be collected for no more than one year in advance, except for special cases chosen by the Lodge Chief and Lodge Adviser.
- III. Lodge dues will be set annually by the Lodge Key 3, and included in the annual budget with the approval of the Lodge Executive Committee
- IV. The LEC will approve a balanced budget.

## Section 9 – Program of the Lodge

- I. Each meeting of the Lodge, of a chapter, or of the LEC, will open with the Obligation of the Order of the Arrow and close with the Order of the Arrow Song.
- II. All regularly scheduled Lodge weekends and chapter Ordeals will be held on property owned by the Patriots' Path Council, B.S.A. unless permission otherwise is granted by the Supreme Chief of the Fire and the Lodge Key 3.
- III. At a minimum the following meetings of the Lodge will be held each year:
  - A. Three Inductions Weekends;
  - B. One Awards Banquet; and
  - C. One Lodge Leader Training Seminar
- IV. All Inductions will utilize the Elangomat system and Spirit of the Arrow Booklets. All Elangomats used in Woapalanne Lodge will be trained by the Lodge.
- V. The Lodge will provide an opportunity for brotherhood counseling and a brotherhood ceremony at all Lodge Induction Weekends.

## Section 10 – Amendments to Lodge Rules

- I. Any amendments to these rules may be enacted by the approval of two-thirds of the voting members of the LEC and a super

majority (two thirds) of the Lodge Officers.

- A. The proposed amendment must be submitted in writing to the LEC at least 10 days prior to the LEC meeting, and approval may be obtained at any regular or special meeting of the LEC.



# Woapalanne Lodge Standing Policies

In the interest of maintaining a flexible compilation of the traditions and methods of Woapalanne Lodge, we, the Lodge Executive Committee (the "LEC"), in accordance with the Woapalanne Lodge Rules, do hereby set forth these standing policies. The Lodge Standing Policies are designed to codify those aspects of Lodge administration, which are not specified in the Lodge Rules. These standing policies will enable the LEC to make enlightened improvements to existing procedures.

Whereas the Lodge Rules may only be amended by a vote of the Lodge LEC, the Standing Policies may be amended by a unanimous vote of all Lodge Officers, the Lodge Adviser, and the Lodge Associate Adviser(s). While respecting the preeminence of the Lodge Rules, the Lodge Standing Policies are meant to complement those rules.

It is the sincere intent of the LEC that these policies will provide adaptive and viable guidelines that will continue to grow as our Lodge grows while maintaining the integrity of our traditions.

## Policy 1 – Creation, Revision, and Review of the Standing Policies

- I. Creation or Revision of a Standing Policy
  - A. A revision of these policies will be made using one of the following methods:
    1. The proposed revision will be submitted in writing to all Lodge Officers at least one week prior to any vote. Approval may be obtained at any time after one week of review. The approval of all Lodge Officers are necessary in order for the edit to pass.
  - B. Upon adoption, the standing policy will take effect immediately unless otherwise stated in the policy. Written notice of all changes to the Standing Policies will be provided to all members of the LEC.
- II. Review of the Rules & Standing Policies
  - A. After Lodge Elections, the newly installed Lodge Officers and their duly-appointed advisers will review the Lodge Rules and Standing Policies prior to the first Lodge Executive Committee Meeting (or another time as determined by the Lodge Chief).

## Policy 2 – Chapter Organization

- A. The Chapter shall be aligned with geographic districts in the following manner
  1. Wulihan- Sussex District and Black River District
  2. Wulamoc- Fishawack District and Watchung Mountain District
  3. Aihamikwen- Munsee District and Raritan Valley District
- II. Chapter Officers
  - A. The Chapter Officers shall be (I) Chapter Chief, (II) Chapter Vice Chief of Membership, (III) Chapter Vice Chief of Service, and (IV) Chapter Vice Chief of Lore
  - B. Chapter Officer Responsibilities
    1. Chapter Chief
      - a) Serves as a Lodge Officer;
      - b) Organizes and oversees all chapter operations and reports to the Lodge Chief; and
      - c) Chairs all chapter meetings
    2. Chapter Vice Chief of Membership
      - a) Coordinates unit elections in their respective districts in order to achieve a high performing Performance Measurement Program level;
      - b) Temporarily assumes the duties of Chapter Chief, in case of a vacancy, until a special election can be held; and
      - c) Will serve on the unit elections committee
      - d) Guided by the Lodge Vice Chief of Administration
    3. Chapter Vice Chief of Service
      - a) Organizes and oversees all district-level service projects and events;
      - b) Promotes lodge events to the chapter members; and
      - c) Guided by the Lodge Vice Chief of Program.
    4. Chapter Vice Chief of Lore
      - a) Recruits chapter members to the chapter ceremonies committee;
      - b) Serves as a member of the Lodge Ceremony Committee; and

c) Guided by the Lodge Vice Chief of Lore.

- III. Chapter Operations
  - A. Meetings
    - 1. Will hold at least 4 meetings per year, with locations alternating between each district in the chapter.
  - B. Unit Visitations/Elections
    - 1. Responsible for all unit visitations/elections in the geographic area.
    - 2. Responsible for communication to all unit representatives within the chapter.
  - C. Service Projects
    - 1. Will plan and execute at least 2 service projects per year with a minimum of 1 in each district comprising the chapter..
  - D. Ceremonies
    - 1. Will have a ceremonies team made up of chapter members.
    - 2. Members will serve on the lodge team when asked.
  - E. Unit/Member Relations
    - 1. Will provide leadership opportunities for all chapter members.
    - 2. Serve as a communications link between the lodge and the units.
  - F. Chapter Officer Elections
    - 1. Chapter Officer elections must be held after the Annual Business Meeting, the time and date of elections will be decided and communicated, in advance, by the Chapter Chief and Chapter Adviser
  - G. Finance
    - 1. All chapter funds will be deposited and disbursed through the Lodge account at the council service center.

### Policy 3 – Lodge Meetings & Events

- IV. The Lodge will hold five regular events each year as listed in the Lodge Rules (Section 9, Article 3):
  - A. A minimum of 3 Induction and Brotherhood Weekends, 2 of which must be held before summer camp, primarily for the purpose of preparing camp, electing, and swearing-in Lodge Officers.
  - B. A Lodge Leadership Development Program will be held annually for the purpose of providing intensive training to Lodge and chapter officers, LEC chairs, and Advisers.
  - C. A Lodge Banquet will be held annually for the purpose of recognizing achievements of the Lodge, Chapters, and Members.
- V. The Lodge Chief, in accordance with the Lodge Adviser, will appoint an Event Chair in advance of each event. The Lodge Adviser should appoint an Event Adviser for each event in tandem with the selection of the Event Chair.
- VI. All Lodge Weekend dates should be established in coordination with Council Camp leadership as early as possible. No Lodge event may take place during any Section event or National Event held in Section boundaries. Other events such as inductions, the Lodge Banquet, and service events should be scheduled as early as reasonably possible by the Event Chairman, Lodge Key Three, and location members.
- VII. Weekend Event Location and Food Service
  - A. All regularly scheduled Lodge Inductions will be held on property owned by the Patriots' Path Council, B.S.A. unless permission to camp elsewhere is granted by the Supreme Chief of the Fire and by 2/3 of the voting members present at a meeting of the LEC.
- VIII. Lodge Event Planning
  - A. The Event Chair & Event Adviser (as chosen in Policy A) will be responsible for the planning, execution, & closeout of their appropriate events.
  - B. Each Lodge Event Chair will report directly to the Lodge Vice Chief of Program, who will support the planning and execution of the event.
  - C. Lodge Event reports should be made regularly at LEC meetings prior to the event by the Event Chair.
- IX. Lodge Executive Committee Meetings
  - A. The LEC will meet approximately once per month (as established in Section 5, Article IV of the Lodge Rules), as set forth in the Lodge calendar, in order to handle the business of the Lodge.

### Policy 4 – Lodge Dues

- I. General Administration
  - A. Dues will follow the calendar year, expiring on December 31<sup>st</sup> each year.

- B. The amount of dues is set in the Lodge Rules and will be referred to as DUES FEE in this policy c. Dues may not be paid more than one year in advance
- C. In order to make Lodge membership as affordable as possible, it will be the policy of Woapalanne Lodge to maintain dues at the lowest level necessary to carry out the programs of the Lodge
- D. A member's dues must be current to participate in any Lodge, Chapter, or National Order of the Arrow Event.
- II. Dues Payment
  - A. Dues payments will be taken online, or at an event, if the trading post allows.
- III. Dues for New Arrowmen
  - A. Dues fees for all new Arrowmen (for the remainder of the year that they are inducted) will be included in the price of their induction weekend.
- IV. Dues for Transferring Arrowmen
  - A. The Arrowman must provide proof of membership from their former Lodge.
  - B. If the Arrowman transfers into the Lodge before the end of the Lodge Banquet, the Arrowman must pay the DUES FEE. The Arrowman will then be current for the remainder of the year.

## Policy 5 – Lodge Committees

- I. Brotherhood Conversions
  - A. Will coordinate the Brotherhood process at Lodge Weekends and assist chapters as needed for Induction Weekends.
  - B. Plan and execute all brotherhood conversion events.
  - C. Oversee all brotherhood testing.
  - D. Chair reports to the Vice Chief of Program.
- II. Camping
  - A. Will serve as a OA representative on the Council Camping Committee.
  - B. Will coordinate with the Council Camping Committee to promote year-round camping, summer camp, and OA High Adventure.
  - C. Chair reports to the Vice Chief of Program.
- III. Ceremonies
  - A. Will conduct training for Ordeal and Brotherhood Ceremony teams.
  - B. Will coordinate Ordeal and Brotherhood Ceremonies.
  - C. Will maintain the Lodge ceremonial ring and the supplies associated with the ceremonies.
  - D. Will coordinate all Blue and Gold and Arrow of Light Ceremonies.
  - E. Will serve as a member of the ordeal weekend staff.
  - F. Will be chaired by the Vice Chief of Lore.
- IV. Elangomats
  - A. Will conduct at least 1 Elangomat Training per year before the Spring Ordeals.
  - B. Oversee the execution of the 12-Week Extended Elangomat Plan.
  - C. Oversee promotion and registration for all elangomats.
  - D. Oversees all ordeal service projects.
  - E. Serves as a member of the ordeal weekend staff.
  - F. Will report to the Vice Chief of Program.
- V. Health and Safety
  - A. Assist in the process of medical check-in at all lodge events.
  - B. Assist weekend medical officers when asked.
  - C. Will report to the Lodge Chief.
- VI. Higher Awards
  - A. Will be responsible for soliciting and accepting nominations for the Vigil Honor.
  - B. Will conduct an annual meeting in accordance with the National Policies to determine those who will receive the Vigil Honor.
  - C. Will conduct all ceremonies of the Vigil Honor. Ceremonies will be conducted by Vigil Honor members of the committee.
  - D. Will consist of the Vigil Honor Chairman and Adviser and a diverse group of non-eligible Arrowmen.
  - E. Will report to the Lodge Chief.
- VII. Service
  - A. Will oversee all council-level service opportunities.
  - B. Will provide guidance to the Chapter Vice Chiefs of Service.

- C. Will report to the Vice Chief of Program.
- VIII. Trading Post
  - A. Oversee the inventory of all trading post items..
  - B. Oversee and maintain the trading post at lodge events.
  - C. Will maintain a portable trading post.
  - D. Will report to the Lodge Treasurer.
- IX. Unit Elections
  - A. Oversee all unit elections within the Lodge.
  - B. Provide guidance to the Chapter Vice Chiefs of Membership.
  - C. Will be led by the Lodge Vice Chief of Administration or another youth delegate, approved by the Lodge Chief and Lodge Adviser, in the form of a Unit Elections Chairman.
- X. Website
  - A. Keep the lodge website updated with all events, dues information, and unit elections information.
  - B. Keep an up-to-date list of the LEC Chairs and Advisers and their contact information.
  - C. Will report to the Lodge Secretary.
- XI. Event Chairs
  - A. Will oversee the planning and execution of events such as the Inductions, LLD, Annual Banquet, and any event approved by the Lodge Key 3.
  - B. Will report to the Vice Chief of Program.
- XII. Summer Chairs
  - A. Will oversee the OA Service Project and OA Cracker Barrel at each of the Council Summer Camps.
  - B. Will report to the Vice Chief of Program.
- XIII. Ad-Hoc
  - A. Will be created and dissolved by the Lodge Chief as needed for short-term projects, including representation at Section and National Events (Conclave, NOAC, National Jamboree).
  - B. Will have a chairman and Adviser who will not be voting members of the LEC throughout the duration of the committee.
  - C. Will consist of members appointed by the Lodge Chief and Lodge Adviser.

## Policy 6 – Financial Management

- I. Lodge Budget
  - A. The Lodge Treasurer, along with their Adviser and the Lodge Staff Adviser, will propose a budget to the That budget will be presented to the LEC no later than the January meeting.
  - B. The annual budget of Woapalanne Lodge will be followed and adhered to by the lodge officers, committees, members, and Advisers. The indicated amounts of total expenses approved for each budgeted item will not be exceeded without the prior approval of the LEC. Proposed changes to the approved annual budget will be submitted and will be considered for approval by the LEC. If these changes are approved, the budget will be amended to implement the changes.
    - 1. Exceptions for unexpected situations may be authorized by unanimous approval of the Lodge Key 3.
- II. Lodge Activity Reports
  - A. At the completion of any lodge event, the lodge treasurer, with the supervision of the Lodge Staff Adviser or designee, the event will prepare a final financial report. The activity report should include:
    - 1. income
    - 2. expenses
    - 3. net financial outcome
    - 4. number of participants
- III. Financial Review
  - A. An independent examination of the Lodge Financial Records may be conducted, at the discretion of the Lodge Key 3.
- IV. Registration Fees
  - A. All Registration fees paid to the lodge will be transferable to another lodge account unless the lodge has incurred expenses or obligations with respect to registration fees.

## Policy 7 – Induction Administration

- I. Management of Inductions

- A. Each chapter will conduct an Induction each program year. The lodge may hold additional Induction, as determined by the LEC.
- II. Inductions Membership Reports
  - A. At the conclusion of an induction event, the following information is to be updated in Lodgmaster by the Lodge Administration and Lodge Adviser:
    - 1. Complete roster of new members, including full name, address, city, state, zip code, telephone number with area code, date of birth, troop number or district/council position, district, and chapter.
    - 2. Complete roster of new Brotherhood members, including full name, phone number, date of birth, and dues expiration date.
- III. New Members Supplies
  - A. Each new Arrowmen will receive the following upon the completion of their induction:
    - 1. Ordeal sash;
    - 2. Lodge flap;
    - 3. *Order of the Arrow Handbook*; and
    - 4. Membership Card.
  - B. Each Spirit of the Arrow (SOA) booklet are to be utilized during the induction process for all Ordeal candidates of Woapalanne Lodge
  - C. The Lodge will provide the Ordeal sash, Ordeal flap, and Order of the Arrow Handbook for the new members utilizing the candidate's registration fee

## Policy 8 – Property of the Lodge

- I. Lodge Trading Post
  - A. The Lodge Trading Post and associated inventory/supplies will be properties of the Lodge.
  - B. Will be maintained by the Lodge Treasurer and the Lodge Treasurer Adviser.
  - C. Will be open at all annual Lodge events.
- II. Lodge Regalia
  - A. All ceremony and equipment will belong to the Lodge
  - B. Lodge Chief insignia, including Lodge Chief sashes and bonnets, will be owned by the Lodge
- III. Lodge Patch and Memorabilia Collection
  - A. The Lodge will own one of each patch, neckerchief, pin, insignia, and any other memorabilia the lodge or chapter produces.
  - B. Any Lodge flags, signs, or other large spirit items or insignia will be the property of the Lodge and used at any Lodge, Section, National, or Council event deemed necessary by the Lodge Chief or a designee.
- IV. Program Equipment
  - A. All program equipment purchased by Woapalanne Lodge or Patriots' Path Council to aid in the execution of Lodge Program or functions

## Policy 9 – Lodge Awards

- I. Founder's Award
  - A. Selected by: Lodge Key 3
  - B. Eligibility: All dues-paid members of Woapalanne Lodge.
  - C. Presentation: Lodge Banquet
  - D. Criteria: Special recognition awarded annually for continuous outstanding service over a long period of time.
- II. Russ Jenkins Adult Service Award
  - A. Selected by: Lodge Adviser
  - B. Eligibility: All dues-paid members of Woapalanne Lodge, including previous recipients of the award.
  - C. Selection method: Recipient is chosen by the Lodge Adviser in accordance with other key adult volunteers and Lodge Key 3
  - D. Presentation: Lodge Banquet
  - E. Criteria: Outstanding, high-quality service during the past year.
- III. Vigil Honor
  - A. Selected by: Higher Awards Committee.
  - B. Eligibility: In accordance with national guidelines.
  - C. Selection method: Determined by V.H.C., traditionally by a two-thirds vote, with nominations solicited from the Lodge membership.

- D. Presentation: Annual Banquet
  - E. Criteria: In accordance with national guidelines.
- IV. James E. West Fellowship Award
- A. Selected by: Lodge Key 3
  - B. Eligibility: All dues paid youth members of the Lodge.
  - C. Selection Method: The Lodge Key 3 will decide the number of youth to be recognized as a James E. West Fellow
  - D. Presentation: Lodge Banquet
  - E. Criteria: The recipient of this award should be a youth Arrowmen who had demonstrated a sincere and fruitful effort in developing their fellow youth leaders of Woapalanne Lodge over the past program year.
- V. Lodge Adviser Challenge Coin
- A. Selected by: Lodge Adviser
  - B. Eligibility: All dues paid members of a Lodge
  - C. Selection Method: The Lodge Adviser will decide a number of youth and adults to receive the award
  - D. Presentation: Lodge Banquet
  - E. Criteria: The recipient of this award should be a youth or an adult who has demonstrated a dedication and will continue to work in the Order of the Arrow and Scouting.