

## Lodge Rules

### I. NAME AND AFFILIATION

- A. **Name and Totem** - The name of this lodge of the Order of the Arrow shall be Migisi Opawgan and the lodge number shall be 162. The totem of the lodge shall be an eagle with a peace pipe.
- B. **Affiliation** - The lodge shall be affiliated with the Detroit Area Council, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Scout Executive.

### II. MEMBERSHIP

- A. **Election to Membership** - The requirements for membership in this lodge as well as the procedure of the conclave shall be as stated in the current printing of the Order of the Arrow (OA) Handbook.
- B. **Brotherhood Membership** - Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the OA Handbook.
- C. **The Vigil Honor** - Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the OA Handbook.
- D. **Active Membership** - An active member shall be a registered member of the Detroit Area Council, BSA who has been inducted into Ordeal membership and who has paid the annual lodge dues.
- E. **Voting Members** - Active members under the age of 21 are Voting Members. Only Voting Members may vote in matters of Lodge business.

### III. ORGANIZATION

- A. **Subdivisions** - The lodge shall be divided into chapters as decided by the Supreme Chief of the Fire.
- B. **Officers**
1. *Lodge Officers* - The officers of this lodge shall be: lodge chief, lodge executive vice chief, lodge vice chief of activities, lodge secretary, and lodge treasurer. The powers and duties of these officers are stated in lodge procedure OFF-1.

2. *Chapter Officers* - Chapter officers shall be: chapter chief, chapter vice chief(s), chapter secretary, and chapter treasurer. The powers and duties of these officers are stated in lodge procedure OFF-2.

3. *Term of Office* - The term for the officers shall be from installation at the Annual Meeting until the new officers are installed at the following Annual Meeting.

4. *Requirements for Office* - All officers and committee chairmen must be voting members during the entire duration of their term in office.

5. *Removal from Office* - Any officer unable to fully accomplish his duties, as outlined in the designated procedures OFF-1 and OFF-2, for a period of two months, may be removed by a unanimous vote of the remaining officers at his level. If he is unable to accomplish his duties for a period of three months, his office shall automatically be declared vacant.

6. *Filling Vacancies* - Any vacancy shall be filled by a majority vote of the remaining officers at its level.

C. **Advisers** - All non-professional advisers must be active members but not voting members at the time of their appointment. Advisers will be appointed in accordance with Procedure ADV-1.

D. **Appointees** - All appointees serve at the pleasure of the appointer.

## IV. ANNUAL MEETING AND ELECTIONS

### A. Lodge Elections

1. *How to get nominated* – The Lodge Chief shall open the floor for nominations for any lodge offices at the August Executive Committee meeting. Any eligible member may be nominated for lodge office only by another youth member who is present at the Executive Committee meeting. The floor will also be opened for lodge officer nominations at the Fall Fellowship event.

Any eligible member may also be nominated for lodge office by a petition. The petition must contain the signatures of 25 voting members from at least two chapters and must be presented to the lodge secretary at least two weeks prior to the October executive meeting.

2. *Announcement of Candidates* – The Lodge Chief will announce all qualifying candidates at the Fall Fellowship. Each candidate will be given up to two minutes to make a statement.

3. *Voting* – If there is more than one candidate for any office, the secretary will prepare a written ballot. Voting shall take place in the order the offices are listed in Rule III section B, subsection 1.
4. *Roll Down* – Any nominee who is not elected for the office for which he is a candidate shall be offered the chance to become a candidate for the next office. Candidates must not be seconded to roll down to a different office. If a candidate chooses not to roll down, he shall retain the option to roll down to later offices.
5. *Ballot Counting* – The lodge adviser will appoint and advise a committee to count the ballots. The committee should be composed of past Lodge Chiefs if possible.
6. *Installation* – Formal installation ceremonies will be conducted at the lodge annual meeting.

## **B. Chapter Elections**

1. *Time* – Chapter Elections shall take place at the chapter meeting immediately prior to the lodge annual meeting. Time and place of these elections shall be announced prior to the election.
2. *Nominations* – It is recommended that the chapters operate in a manner similar to the lodge nominating procedures. Nominations from the floor at the election meeting shall be permitted if the nominee has given his consent.
3. *Voting* – Voting shall be done by secret ballot. If there is only one candidate for an office a motion to cast a unanimous ballot by voice will be in order.
4. *Reporting* – The result of the elections shall be reported in writing within 7 days to the lodge adviser using form LR-3 if available.
5. *Installation* – Chapter officers will be formally installed at the lodge annual meeting.

## **V. COMMITTEES**

### **A. Lodge Executive Committee**

1. *Membership* - The Lodge Executive Committee shall be composed of the lodge officers, immediate past Lodge Chief, lodge operating committee chairmen and their advisers, lodge advisers, council camping committee representative, chapter chiefs and one chapter vice chief from each chapter or their representatives, chapter advisers, scout executive, and the lodge staff adviser.

2. *Quorum* - The quorum necessary to conduct business shall be a simple majority of the voting members holding elective offices.
3. *Powers and Duties* - This committee shall have all powers and duties necessary to the achievement of the objectives of the lodge which are not specifically delegated to others by these rules or the OA Handbook. This shall specifically include the approving of appointments made by the Lodge Chief, the annual budget, and the calendar.
4. *Meeting Dates* - The Lodge Executive Committee will meet every month excluding July. The Lodge Chief, with the approval of the lodge adviser, may call special Lodge Executive Committee meetings or change the date of a regular meeting by giving two weeks prior notice.

#### **B. Lodge Leadership Committee**

1. *Membership* - The lodge officers, immediate past chief and the lodge advisers shall form the lodge leadership committee.
2. *Powers and Duties* - This committee prepares the agenda for the Lodge Executive Committee meeting, formulates lodge procedures, approves the establishment of special lodge committees, sets fees, and approves chapter fund raising projects.
3. *Quorum* - The quorum necessary to conduct business shall be a simple majority of the voting members.
4. *Meeting Dates* - This committee should meet monthly at a time and place of their discretion.

**C. Lodge Operating Committees** - The operating committees of the lodge shall be: Awards, Brotherhood, Camp Promotion, Ceremony and Dance, Communications, Unit Services, Service, and Extended Elangomat. Each committee shall have a chairman appointed by the Lodge Chief and an adviser appointed by the lodge adviser. The duties of these committees are stated in lodge procedure COM-1.

**D. Chapter Committees** – Chapters should have the same operating committees as the Lodge. The duties of these committees are stated in lodge procedure COM-2. Each committee shall have a chairman appointed by the chapter chief and an adviser appointed by the chapter adviser.

**E. Special Committees** - The Lodge Chief may appoint, with the approval of the lodge leadership committee, such special committees as may be required to conduct the business of the lodge. Chapter chiefs may appoint special committees necessary to conduct the business of the chapter.

## VI. FINANCES

- A. **Handling Funds** - All Order of the Arrow funds shall be handled through the council service center and go through all normal accounting procedures.
- B. **Dues** - Annual dues of the lodge shall be \$10.00. Chapter treasurers should begin collecting dues for the next fiscal year on October 1.
- C. **Fiscal Year** - The lodge fiscal year shall run from January 1 through December 31.
- D. **Ceremony Re-imbursement** – A chapter will receive \$25.00 in its chapter fund only for the following ceremonies conducted during a fiscal year: Pre-Ordeal, Ordeal, Brotherhood, Pre-Vigil, and Vigil. The Pre-Vigil ceremony, regardless of the number of Vigil Candidates, will be counted as one ceremony. All other ceremonies may be done more than once so as to follow National guidelines of no more than 50 candidates per ceremony. Any monies, obtained from ceremonies, remaining at the end of a fiscal year will NOT roll over into the new fiscal year.
- E. **Chapter Funds** - The lodge treasurer shall maintain a separate fund for each chapter. Annually on January 1, \$2.50 per active member as of December 31 of the prior year, shall be transferred to the fund of each chapter. Chapters may also obtain funds from fund raising activities approved by the lodge leadership committee and from donations.

## VII. AUTHORITIES

- A. **Operating Authorities** - The lodge shall be governed by the current printing of the O-A Handbook, the current printing of the ceremonial pamphlets, and these lodge rules and procedures.
- B. **Parliamentary Authority** - Lodge and chapter meetings shall be guided by Robert's Rules of Order, Newly Revised, when not in conflict with these rules.

## VIII. LODGE OPERATING PROCEDURES

- A. **Adoption** - The lodge leadership committee may adopt or amend lodge operating procedures at any of its regular meetings by a majority vote of those present. Procedures must be consistent with these rules. Any procedures adopted must be presented in writing at the lodge executive meeting.
- B. **Suspending Effect** - The Lodge Executive Committee may suspend the effect of a lodge procedure or portion thereof by a majority vote of those present.

C. **Re-adoption** - The lodge leadership committee may re-adopt the procedure in a form that they feel appropriate, with a majority vote of those present. The procedure must then be represented to the Lodge Executive Committee.

## IX. AMENDMENTS

A. Proposals - Amendments to these rules may be proposed by any voting member at any Lodge Executive Committee meeting or by mail at least 20 days prior to the meeting at which the proposal will be considered. The proposal must be in writing with enough copies for all committee members. The proposal must include three elements:

1. The current text of the rule or rules exactly as printed today.
2. The new text exactly as it would appear in the rules if the proposal is enacted.
3. A written rationale for the change including a statement of the intended effect of the change.

B. **Adoption** - A vote on the proposed amendment shall be taken at the next executive committee meeting. A majority vote of the voting members present shall be required for adoption.

C. **Publication** - If the Lodge rules are changed the Lodge Secretary shall ensure that changes are made available to the members of the Lodge within one month of the change