

Order of the Arrow Lodge Rules

I. Lodge Name

1. The name of this Order of the Arrow Lodge shall be the Mitigwa Lodge W.W.W. The #450 can still be used as a historical reference.

II. Structure

1. The Lodge shall be affiliated with the Mid-Iowa Council #177 Scouting America. The Lodge shall be under the direction of the Outdoor Adventure Committee and the administrative authority of the Scout Executive.
2. The Lodge shall be divided into Chapters each existing within the boundaries of each District within the Council. Each Chapter shall come under the direction of the related District Camping Committee and the District Executive. The name of each Chapter will be that of its District.
3. The Lodge fiscal year will begin at the conclusion of the Fall Fellowship.
4. All powers not specified in the Lodge Rules rest with the Lodge Executive Committee.

III. Objectives of the Lodge

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.

IV. Membership

I.1 Qualifications for Membership

1. 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*.
2. All elections must be held in accordance with approved National and Lodge policies.
3. Elections will be held between the dates of Winter Banquet and Spring Conclave of any given year. Chapters may complete troop elections between Spring Conclave and a Troops arrival at Summer Camp at their discretion. Camping Promotions may be conducted separately on an

earlier date where need is determined. In-Camp elections will not be permitted during Summer Camp. All Elections and Promotions will be conducted by trained Chapter and Lodge Team members. All Elections and Promotions materials will be supplied and delivered by the Elections and Promotions team on the night of the troop camp promotions and/or Order of the Arrow Elections.

4. Membership may be transferred to the Mitigwa Lodge from another Order of the Arrow Lodge by paying current year's dues and giving appropriate membership records from the previous Lodge to the Lodge Vice Chief of Membership. A copy of the Lodge Rules is available upon request.

I.2 Stages of the Order of the Arrow Membership

1. The stages of membership shall be stated in the Order of the Arrow Handbook: Ordeal, Brotherhood, and Vigil Honor.
2. Responsibility for Induction to stages and times offered:
 - a. Ordeal: At the Fall Fellowship, Spring Conclave, and Nationally Accredited Summer Camp within the Mid-Iowa Council, or at other times set forth and approved by the LECM.
 - b. Brotherhood: Qualifications set by the Order of the Arrow Handbook and Lodge Executive Committee offered as least twice per year.
 - c. Vigil Honor: Set by the Vigil Honor Committee and National Rules at least annually.

I.3 Categories for Membership

1. Active members are defined as those members who have paid all dues and fees associated with their stage of membership (Ordeal, Brotherhood, Vigil Honor) through the end of the current calendar year. Inactive members may reactivate their membership by paying the current year's dues. They may not advance to a new stage of membership until they have been reactivated.

I.4 Requirements for Membership

1. Requirements for Ordeal Membership are stated in the current edition of the *Order of the Arrow Handbook*. The Ordeal must be completed at Summer Camp, Fall Fellowship, or Spring Conclave within 18 months following election.
2. Requirements for Brotherhood Membership are stated in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*. A Brotherhood Scorecard will be included in Ordeal packers. Unit leaders must approve unit participation and a Lodge member will certify participation in a work weekend at one Lodge event or one Chapter event in order to qualify for Brotherhood.
3. 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*.

V. Officers

I.1 Terms of Office

1. Lodge Officers will be elected at the annual Fall Fellowship Business Meeting. The term of office commences upon election at Fall Fellowship and concludes following the election of a successor at the next Fall Fellowship. The new officers will be officially installed at the annual Lodge Winter Banquet. Any active member under 21 years of age for the entire term of office may stand as a candidate for election. Officers may be re-elected. The outgoing officers will make themselves available at the request of the new officers for guidance and assistance until Installation. The outgoing officers need not be under 21 for the entire duration of time between Fall Fellowship and Installation.
2. Chapters will elect officers within one calendar month of Fall Fellowship, and to the extent possible, their service shall be for the same period of time as that for Lodge Officers. The same qualifications and provisions for Lodge Officers also exist for Chapter Officers (Article V, Section I). If Chapter Elections are not held within the aforementioned time limits, it will be the responsibility of the Lodge Officers to appoint Chapter members to all vacant Chapter Offices.

I.2 Selection Procedures

1. A nominating committee shall be appointed to review Lodge Officer candidates. Candidates may be nominated by either the Nominating Committee or from the floor at the meetings. All candidates for each office shall be included on the first ballot for that office.
 - a. Each Chapter in the Lodge, in good standing with the Lodge, may for each ballot, cast one vote per active youth member, up to a maximum of 10 votes. The Chapter representatives must cast the votes in proportion to the poll of the Chapter (in whole numbers, not fractions). Telephone, email, or other electronic votes are not permitted. The Lodge will utilize the Chapter caucus system for counting and recording the votes.
 - b. Fifty percent plus one vote of those voting shall be required to elect a candidate for Lodge officer. If no candidate receives a majority, another ballot will be taken with the candidate (or candidates in the event of a tie) receiving the least number of votes being dropped from the ballot. This process will continue until one candidate has a majority, at which time they shall be declared elected.
 - c. If a motion to close nominations is approved with only one candidate being nominated, the Lodge Chief shall declare the candidate elected without the need for a caucus or final vote.
 - d. When balloting is declared deadlocked, the youth conducting the election will announce to the voting delegates that one more ballot will be taken to break the tie, and if another tie results, they shall cast sufficient votes for the nominee of their choice to achieve a majority and declare them elected.

2. Lodge and Chapter Advisers (21 years of age and over) are appointed by the Scout Executive in consultation with the District Committee, for terms of one year from September 1st to August 31st and may be reappointed.

I.3 Lodge Officers and their Responsibilities

1. **Lodge Chief** shall be a leader of the Lodge. Their responsibilities include appointment of Committee Chairmen, Chairing the Lodge Executive Committee (LEC) and regular Lodge meetings, be responsible for all Lodge function and policies, and represent the Lodge at Lodge, Council, Sectional, Regional, and National events. They present a report on the status of the Lodge at the Winter Banquet. Upon their election, they will conduct an election for a Lodge Vice Chief to serve in his absence. All Lodge Officers shall vote in this selection. The selection must have the approval of the Lodge and Staff Advisers.
2. **Lodge Vice Chief of Ceremonies** shall be responsible for all Lodge outfitting, inductions, and ceremonies. They will be responsible for other duties assigned by the Lodge Chief.
3. **Lodge Vice Chief of Elections and Promotions** shall be responsible for all Order of the Arrow unit elections and camping promotions. They will be responsible for other duties assigned by the Lodge Chief.
4. **Lodge Vice Chief of Communications** shall be responsible for keeping notes at all Lodge Executive Committee and Lodge meetings. They will be responsible for reading the minutes of the previous meeting. They serve as Editor of all official publications of the Lodge. They will be responsible for other duties assigned by the Lodge Chief.
5. **Lodge Vice Chief of Membership** shall be responsible for all Lodge financial records, membership records, keeping the mailing list current, and serving as the quartermaster for all Lodge supplies as directed by the Lodge Executive Committee. They will give a financial report at the Lodge Executive Committee meeting. They will be responsible for other duties assigned by the Lodge Chief.
6. **Lodge Advisor** shall advise adults on their role in the Order and setting a good example, coordinating Lodge activities with the Council program, encouraging participation in Unit, District, Chapter, Lodge, Council, Sectional, Regional, and National events, coaching Lodge Officers on their responsibilities, interpreting the Lodge Rules, and will advise the Lodge on National policies and procedures. This person will serve as a member of the Outdoor Adventure Committee. The Lodge Advisor may suspend the rules when safety of the membership is in question or when following the rules may not be in the best interest of the Lodge Membership.
7. **Lodge Staff Advisor** shall work closely with Lodge Officers and Advisors, maintaining a close relationship to benefit the Lodge and Council, is accountable for the Lodge finances and coordinates financial operations with appropriate Council personnel, coordinates Lodge activities

and puts them on the Council activity calendars, coordinates Order of the Arrow summer camping promotion, serves a liaison with the Council Executive Staff, including the Camp Ranger and coordinates use of Council facilities, advice adults on their roles in the Order of the Arrow and encourages participation in Unit, District, Chapter, Council, Lodge, Sectional, Regional, and National events.

8. **Scout Executive** shall serve as the Supreme Chief of the Fire and has the final authority in all matters involving Lodge procedures or programs.

I.4 Chapter Officers and their Duties

1. **Chapter Chief** shall be responsible for the appointment of Chapter Committee Chairmen, chairing all Chapter meetings, being responsible for all Chapter functions, and representing the Chapter at all Chapter, Lodge, District, Council, Sectional, Regional, and National events. Upon their election, they will conduct an election for a Chapter Vice Chief to serve in their absence. All Chapter Officers shall vote in this selection. The selection must have the approval of the Chapter Adviser.
2. **Chapter Vice Chief of Ceremonies** shall be responsible for Chapter outfitting and ceremonies. They will be responsible for other duties assigned by the Chapter Chief.
3. **Chapter Vice Chief of Elections and Promotions** shall be responsible for Chapter unit elections and camping promotions. They will be responsible for other duties assigned by the Chapter Chief.
4. **Chapter Vice Chief of Communications** shall keep notes at all Chapter meetings and forward all information to the Lodge Vice Chief of Communications. They will be responsible for other duties assigned by the Chapter Chief.
5. **Chapter Vice Chief of Membership** shall be responsible for all Chapter financial records, membership records, keeping the mailing list current, and serving as the quartermaster for all Chapter supplies. They will give a financial report at Chapter meetings. They will be responsible for other duties assigned by the Chapter Chief.
6. **Chapter Adviser's** duties shall parallel those of the Lodge Advisor in dealing with the Chapter matters.
7. **Chapter Staff Advisor's** duties shall parallel those of the Lodge Staff Advisor in dealing with Chapter matters.
8. Chapters may elect Chapter Officers at a Chapter Meeting within a month prior to Fall Fellowship where notification to all members was given at least 15 days in advance or during Fall Fellowship (without notice). The election will be from among the Chapter membership present at the election and eligible to vote. Where the Chapter Chief and Chapter Advisor determine a need, multiple

officers (except Chief) may be elected to serve geographical areas within the Chapter or Chapter Vice Chiefs may appoint chairmen to handle the duties of that position. However, one Officer will be responsible for the duties within the entire Chapter. When deemed necessary, and with the approval of the Lodge Advisor and Lodge Chief, chapters may elect additional Officers with specific assigned duties.

VI. The Lodge Executive Committee

I.1 Members of the Lodge Executive Committee

1. Selection of the Lodge Executive Committee Members shall be in accordance with the appropriate sections of these Lodge Rules and the current printing of the Order of the Arrow Handbook.
2. The voting members of the Lodge Executive Committee consist of all Chapter Chiefs plus a second Chapter Officer designated by said Chapter, the Lodge Officers, and the Immediate Past Lodge Chief (if under 21 years of age). The Lodge Chief shall only vote in the event of a tie and will serve as the tie breaker. Each voting member shall have one (1) vote per person. In the absence of a Lodge Chief, on one may vote in their place. In the absence of a Chapter Chief or Vice Chief, a chapter may provide another member to vote in either place.
3. The non-voting members of the Lodge Executive Committee shall be all Chapter Vice Chiefs (unless they are serving as a voting member as outlined in Article VI, Section I.1. 2) all appointed Lodge Committee Chairmen, the Lodge and Chapter Advisors, Committee Advisors, and Lodge and Chapter Staff Advisors.

I.2 Duties of the Lodge Executive Committee

1. This group decides on most Lodge and Chapter operating procedures including approving the Lodge Calendar, Budget, fees for Lodge events, setting policies on all Lodge memorabilia including patches, sets job descriptions for Lodge Committees, and is responsible for setting the time and location of the Spring Conclave, Snowflake PowWow, Fall Fellowship, and Winter Banquet, with approval of the Lodge and Staff Advisors.
2. The Lodge Executive Committee shall also be responsible for the recommendation of one or more Arrowmen to serve as Order of the Arrow Camp Chief for any or all camps within the Mid-Iowa Council. The Order of the Arrow Camp Chief shall be responsible for all Order of the Arrow merchandise and overseeing the induction process at summer camp. Their selection shall be contingent upon the submission of their Seasonal Staff Application to the Mid-Iowa Council and approval of the Lodge Advisor, Lodge Staff Advisor, and Lodge Chief.

VII. Meetings and Activities

I.1 Regular Lodge Meetings

1. Regularly scheduled Lodge meetings for the purpose of electing new Lodge Officers shall be held at Fall Fellowship.
2. At least four (4) regularly scheduled Lodge Executive Committee Meetings (LECM) will be held each year.

I.2 Special Lodge Meetings

1. Special meetings of the Lodge may be called at any time by the Lodge Chief with the approval of the Lodge and Staff Advisors. The Lodge Executive Committee and others may also schedule events beyond those called for in Article VII Section I.1. Any special meetings of the Lodge Executive Committee for the Lodge must be notified at least 15 days in advance of the special meeting, stating the time, date, location, and reason for the meeting.
2. Any special meeting of the Lodge for the purpose of changing the Rules shall have a prior announcement as provided in Article XIII.

VIII. Committees

I.1 Standing Committees

1. The Lodge shall have a number of standing committees, Those include Communications, Ceremonies, Elections and Promotions, Membership, Vigil Honor, Elangomat, and Event Committees.

I.2 Special Committees

1. The Lodge Chief shall have the power to create any special committee to help carry out the goals of the Lodge and help with any Lodge event.

I.3 Committee Operations

1. Any committee created by the Lodge Chief must have at least one member from each Chapter unless the Lodge Chief specifically requests that the LEC approve a smaller size committee for a specific purpose. The appointment of Committee Chairmen is contingent on the approval of the LEC.
2. The jurisdiction or life of a committee and the appointment of its Chairmen is considered to end at the conclusion of the term of office of the Lodge Chief who created the committee and

appointed the Chairman with the exception of the Vigil Honor Committee which will end at the conclusion of the Vigil Honor Weekend and the Winter Banquet Committee which will end at the conclusion of the Winter Banquet.

3. The Lodge Chief may request committee reports at any time and each Committee Chairman will be expected to prepare a report to be given at the Fall Fellowship Business Meeting.
4. The Lodge Advisor will appoint advisors to serve each committee and are subject to the ending of the committee appointment at the conclusion of the term of the Lodge Chief.

IX. The Lodge Flap

I.1 Parts of the Official Lodge Flap

1. The Official Lodge Flap shall be the same size and shape as the pocket flap of the current Scouts BSA uniform shirt. The Flap will contain the requirements outlined in the current printing of the *Order of the Arrow Handbook*.
2. Any change in an Official Lodge Flap must be made by the Lodge Executive Committee.
3. The Lodge Executive Committee will determine the primary Lodge Flap that will be provided to new Ordeal members.

X. Quorum

1. A quorum shall be the members present from at least 60% of the voting members of the LEC. These same requirements shall be in effect for meetings of the LEC.

XI. Officer Responsibility

I.1 Removal of Officers

1. Any Officer of the Lodge or a Chapter Chief may be removed by a $\frac{2}{3}$ majority vote of those present and voting at the LECM if they have been negligent of their duties or other reasons with the approval of the Scout Executive and Lodge Advisor and at the request of the Officer leading the Lodge. This Officer is the Vice Chief appointed to serve in the absence of the Lodge Chief in case the Lodge Chief is being removed.
2. Chapter Vice Chiefs may be removed by a $\frac{2}{3}$ majority vote of those present and voting at a Chapter Meeting if they have been negligent of their duties or other reasons with the approval of the Chapter Chief and Chapter Advisor.

I.2 Replacement of Officers

1. In case of removal or resignation of the Lodge Chief from office, the Vice Chief appointed to serve in the absence of the Lodge Chief shall immediately become the Lodge Chief. When there is a vacancy in any other Lodge office, a special election shall be held at the next LECM to fill the vacancy.

XII. Parliamentary Procedure

1. The authority on parliamentary procedure for the Lodge shall be the most current edition of *Robert's Rules of Order*.

XIII. Amending of Lodge Rules

I.1 Advance Notice

1. It shall be the responsibility of the Officers of the Lodge and the Lodge Advisers to notify all active members of the Lodge of any plans to amend the Lodge Rules.
 - a. Such notification will be made in writing and will be given a public notification at least 30 days prior to the meeting at which the amendment will be presented to the LECM. All proposed changes will be posted to the Lodge website. Any member wishing to propose an amendment to the rules should submit it in writing to the Lodge Officers at least 60 days prior to the LECM at which the amendment will be presented.
 - b. In the event that the above advanced notice provision is not met, a written amendment can be brought to the floor of the Lodge Business Meeting in one of two ways:
 - i. Approval for discussion by the Lodge Chief, Lodge Adviser, and Lodge Staff Adviser, with an explanation of why the notice was not sent.
 - ii. A 2/3 vote of the voting members at the Lodge Business Meeting in favor of discussion.
2. The bylaws may be amended in the following ways.
 - a. Following discussion at the Lodge Business Meeting, any amendment to the Lodge Rules must receive a 2/3 vote of those voting members present in favor to become a part of the Lodge Rules.
 - b. Approval by a 2/3 vote in favor, of those voting members at two consecutive regularly scheduled LECM's.
 - i. Notification of proposed changes must follow the notification guidelines outlined in Article XIII Section I.1 of the Lodge Rules.
 - ii. Following discussion at regularly scheduled LECM. The proposed amendment must receive a 2/3 vote of those voting members present, at each of the consecutive LECM in order to be ratified.
3. Any changes to the Lodge Rules will become effective immediately upon ratification.