

Tipisa Lodge Rules

We, the members of Tipisa Lodge 326, W.W.W. (the "Lodge"), do hereby set forth this set of rules to govern the proper operation of the Lodge.

I. Mission of the Lodge. 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 council through positive youth leadership under the guidance of selected capable adults.

II. Name and Affiliation

- A. The name of this lodge of the Order of the Arrow shall be Tipisa Lodge 326, W.W.W. It shall be affiliated with the Central Florida Council of the Boy Scouts of America. The Lodge shall be represented on the Council Program Committee and shall be under the administrative authority of the Scout Executive.
- B. The red tipi shall be the totem of the Lodge. (Tipisa is Lakota for "red tipi".) Neither the Lodge totem nor the Lodge name shall be used on any manufactured item without the approval of the Lodge Chief and either the Lodge Advisor or the Lodge Staff Advisor.
- C. Flaps and Neckerchiefs
 - 1. The Lodge neckerchief and flap shall contain the Lodge totem and shall include the colors red, white, and black. Any change in the standard flap or neckerchief design shall require approval of 2/3 of the members in attendance at a regular meeting of the Lodge.
 - 2. The number of standard flaps and neckerchiefs that may be purchased shall not be limited.
- D. The Lodge shall be divided into chapters. Each chapter shall be represented on the associated District Committee(s) and shall be under the administrative authority of the associated District Executive(s).

***III. Election to membership**

- A. 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 Advisors*.
- B. Procedure for the Ordeal shall be as stated in the *Order of the Arrow Handbook* and *Administration Guide for the Ordeal*.

IV. Officers

- A. The officers of the Lodge shall be Lodge Chief, Lodge First Vice Chief, Lodge Second Vice Chief, Lodge Secretary, Lodge Treasurer, and Lodge Historian.
- B. Officers and chairmen of the Lodge and chapters must be under 21 years of age for their entire terms of office.

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C. Election and Term of Office

1. Lodge officers shall be elected at the annual Service Weekend.
2. In order to be elected, a candidate for office must receive a majority of the votes cast, with voting conducted by secret vote. This requirement shall not preclude an election conducted by forming a circle facing outward and voting with hands behind the back.
3. For the offices of Lodge First Vice Chief and Lodge Second Vice Chief, two separate elections shall be held, with nominations for each office being accepted immediately prior to the election for that office.
4. Officers shall be installed at the Sunday morning Lodge meeting at the Service Weekend and shall serve until their replacements are installed, which shall occur at the following Service Weekend unless no one is elected to an office.

D. Duties of the Officers

1. Lodge Chief
 - a. Organizes Lodge committees, appoints the chairmen, appoints the members of the committees in accordance with the Lodge Standing Policies, and is an ex-officio member of all Lodge committees.
2. Lodge First Vice Chief
 - a. Assumes the duties of the Lodge Chief in the absence of the Lodge Chief.
 - b. Assumes the office of Lodge Chief in case of vacancy in that office.
 - c. Performs any duties assigned by the Lodge Chief.
3. Lodge Second Vice Chief
 - a. Assumes the duties of the Lodge Chief in the absence of the Lodge Chief and Lodge First Vice Chief.
 - b. Assumes the office of Lodge First Vice Chief in case of vacancy in that office.
 - c. Performs any duties assigned by the Lodge Chief.
4. Lodge Secretary
 - a. Records and transmits the minutes of all Lodge and LEC meetings.
 - b. Maintains records of the Lodge membership in good order.
 - c. Collects and records Lodge dues, and issues dues cards to all active members.
 - d. Mails notices for LEC meetings.
 - e. Performs any other duties assigned by the Lodge Chief.

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5. Lodge Treasurer
 - a. Maintains records of Lodge finances.
 - b. Reports the Lodge's financial status at each Lodge and LEC meeting.
 - c. Maintains the Lodge Box, ordering supplies and ensuring that appropriate supplies are available at all Lodge functions.
 - d. Performs any other duties assigned by the Lodge Chief.

 6. Lodge Historian
 - a. Maintains a Lodge history, including scrapbooks, to be displayed at all Lodge functions.
 - b. Provides a historical display when deemed necessary by the LEC or the Lodge as a whole.
 - c. Coordinates the Lodge's historical presentation at the Section Conference.
 - d. Oversees the King's Cup competition among the chapters.
 - e. Performs any other duties assigned by the Lodge Chief.

 - E. Vacancy in the office of Lodge Chief shall be filled by the Lodge First Vice Chief. In the event the Lodge First Vice Chief is unable to serve, the office of the Lodge Chief shall be filled by the Lodge Second Vice Chief. Vacancy in the office of Lodge First Vice Chief shall be filled by the Lodge Second Vice Chief. Vacancy in any other Lodge office shall be filled by an appointment by the Lodge Chief, with approval of 2/3 of the voting members of the LEC in attendance.
 - F. In order to remove an officer of the Lodge, written notice of the intent to discuss such removal shall be provided by the Lodge Chief, Lodge Adviser, or Staff Adviser to all members of the LEC at least two weeks prior to the removal vote. Removal of the officer shall require approval of ¾ of all voting members of the LEC, regardless of the number of voting members in attendance at the meeting.
 - G. All candidates for the office of Lodge Chief shall submit a letter to the Lodge Adviser (or his designee) by midnight Friday of the Service Weekend. This letter, addressed to the Lodge, shall state, at a minimum, His intention to run for Lodge Chief, and shall be posted for review by the Lodge.
 - H. The Lodge Advisor and chapter advisors shall be appointed by the Scout Executive. The Scout Executive shall also have the sole authority to appoint Lodge and chapter associate advisors, who will also become members of the LEC. Lodge committee advisors shall be appointed by the Lodge Advisor and approved by the Scout Executive.
- V. ***Brotherhood membership.** Completion of 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*

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Officers and Advisors.

VI. *The Vigil Honor. 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 Advisors*

VII. Finances. All Order of the Arrow funds shall be handled through the council service center and go through all normal council accounting procedures.

VIII. *Voting. Adult Scouters, age 21 or older, do not have a vote in matters of lodge business.

IX. Lodge Executive Committee

A. The LEC shall establish and direct the program of the Lodge. Through the Lodge officers, Lodge committees, and chapters, it shall carry out the business of the Lodge. The LEC shall also establish and modify Lodge Standing Policies, with approval of 2/3 of the voting members of the LEC in attendance, and other Lodge policies as needed for operation of the Lodge.

B. The LEC shall consist of all Lodge officers and their appointed advisors, the immediate past Lodge Chief, Lodge committee chairmen and their appointed advisors, chapter chiefs and their appointed advisors, the Scout Executive, and the Vice President of Program.

C. All members of the LEC who are under the age of 21 shall have a vote in matters of the LEC. If a chapter chief appoints a member of his chapter under the age of 21 to substitute for him at a meeting, that representative shall be entitled to vote in the chapter chief's place. Otherwise, a member of the LEC must be present in order to vote on any matter brought before the LEC. No member shall be entitled to more than one vote.

D. Lodge Committee Chairmen shall 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 shall serve at the pleasure of the Lodge Chief.

E. For the LEC to conduct business, a quorum consisting of a majority of all voting members must be present.

F. In meetings held during a Lodge weekend, 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.

G. Unless otherwise specified in the Lodge Rules or Lodge Standing Policies, the LEC shall operate in accordance with *Robert's Rules of Order Newly Revised*.

H. The LEC shall meet at least quarterly, and as set forth in the Lodge Standing Policies. Special meetings of the LEC may be called by any

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two members of the Lodge Key 3 (Lodge Chief, Lodge Advisor, and Lodge Staff Advisor). A minimum of one week's written notice shall be provided for a special meeting.

X. Chapter Organization

- A. Each chapter shall have a Chapter Chief, Chapter Vice Chief(s), Chapter Secretary, and Chapter Historian. The chapter may elect additional officers.
- B. Each chapter shall have chapter committees and committee chairmen as determined and appointed by the chapter chief.
- C. In order to be elected, a candidate for chapter office must receive a majority of the votes cast, with voting conducted by secret vote. This requirement shall not preclude an election conducted by forming a circle facing outward and voting with hands behind the back. Chapter Chief elections shall be held within one month of the Service Weekend.
- D. All chapter funds shall be deposited and disbursed through the Lodge account at the council service center.

XI. Financial Policy and Lodge Dues

- A. Lodge financial policy shall be established by the LEC in the Lodge Standing Policies.
- B. Lodge dues policy shall be established by the LEC in the Lodge Standing Policies. Dues shall be collected for no more than one year in advance.
- C. Lodge dues shall be \$9.00 per year.
- D. The LEC shall approve a balanced budget.

XII. Program of the Lodge

- A. Each meeting of the Lodge, of a chapter, or of the LEC, shall open with the Obligation of the Order of the Arrow and close with the Order of the Arrow song.
- B. All regularly scheduled Lodge weekends and chapter Ordeals shall be held on property owned by the Central Florida Council, B.S.A., unless permission otherwise is granted by the Scout Executive and/or the LEC.
- C. The following meetings of the Lodge shall be held each year :
 - 1. Two fellowship weekends.
 - 2. One service weekend.
 - 3. One awards banquet.
 - 4. One Lodge training seminar.
- D. All Ordeals shall utilize the Elangomat system and Spirit of the Arrow booklets. All Elangomats used in Tipisa Lodge shall be trained by the Lodge.
- E. The Lodge shall provide an opportunity for Brotherhood counseling and a Brotherhood ceremony at all Lodge weekends.

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XIII. Amendments to Lodge Rules.

- A. A technical amendment to these rules may be enacted by approval of the Scout Executive and approval of 90% of the voting members of the LEC in attendance. Written notice shall be given to all active members of the Lodge following approval of the amendment. A technical amendment is one that changes unclear wording or misspelling, or is required by a change in council or national policy.
- B. A non-technical amendment to these rules shall be made in the following manner: The proposed amendment must be submitted in writing to the LEC at least 30 days prior to the LEC meeting, and approval may be obtained at any regular or special meeting of the LEC. Upon the approval by the LEC, written notification of the proposed amendment and vote date must be given to all active members of the Lodge at least 30 days prior to the meeting of the Lodge. The LEC must designate one of the following methods for obtaining approval of the Lodge membership:
 - 1. The proposed amendment must be submitted to the Lodge membership at a regular meeting of the Lodge. The approval of at least 2/3 of the voting members of the Lodge in attendance is required for passage of the amendment. OR
 - 2. The proposed amendment must be submitted to the chapter membership of each chapter at a regularly scheduled chapter meeting. The approval of 2/3 of the voting chapter members in attendance is required for passage of the amendment by the chapter. Passage of the amendment by 2/3 of the chapters in the Lodge is required for passage of the amendment.

An asterisk (*) denotes national policy, and neither the policy nor the procedure to which it refers may be changed in any manner by the Lodge.

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