

ORDER OF THE ARROW
SEMIALACHEE LODGE

Suwannee River Area Council, B.S.A.

LODGE RULES

As of December 1, 2006

I. Lodge Name and Affiliation

- A. *The name of the lodge of the Order of the arrow shall be Semialachee Lodge, W.W.W.
- B. *Semialachee Lodge shall be affiliated with the Suwannee River Area Council, Boy Scouts of America and shall be under supervision of the Council Camping Committee and the Administrative authority of the council Executive.

II. Lodge Insignia

- A. The totem of Semialachee Lodge shall be the Seminole Indians.
- B. The Standard Lodge flap patch shall show a Seminole Indian in a crawling position facing west. The Lodge Flap patch shall be unrestricted to all members of Semialachee Lodge that are in good standing.
- C. The Lodge Executive Committee must approve all patch orders at least one week prior to placing the order. Only the lodge staff advisor may place an order or commit the lodge to any contractual agreement concerning lodge flap patches. Any other persons ordering patches will not receive payment from the lodge.
- D. No members of the lodge other than a current officer, the current lay advisor, or the current Staff Adviser may take lodge patches on consignment. When taking patches on consignment, one must count the patches and sign a receipt stating exactly what is being taken. Any other members wishing to acquire patches must pay for them first.
- E. A patch may be designed for anything deemed necessary by the Lodge Executive Committee. The design must be from a youth member of the lodge and the design approved by the by the Lodge Executive Committee. Every patch must contain the Lodge name and number, event name, and the initials B.S.A. or the Fleur-de-lis. All patches must comply with BSA standards.
- F. *The Order of the Arrow sash and flap will be worn in accordance of National Order of the Arrow standards.
 - i. Only items approved by the Nation Committee of the Order of the Arrow shall be worn on the sash.

III. Ordeal Membership

- A. *The requirements of membership shall be in accordance with the current printing of the Order of the Arrow Handbook.

- B. *Procedure for the Ordeal shall be in accordance with the current printing of the Order of the Arrow Handbook.

IV. Brotherhood Membership

- A. *The requirements of membership shall be in accordance with the current printing of the Order of the Arrow Handbook.
- B. *Procedures for the Brotherhood Ceremony shall be in accordance with the current printing of the Order of the Arrow Handbook.

V. Vigil honor Membership

- A. *Attainment of the Vigil Honor shall be in accordance with the current printing of the Order of the Arrow Handbook.
- B. *Procedures for the Vigil Honor Ceremony shall be in accordance with the current printing of the Vigil Honor Ceremony Manual.

VI. Officers of the Lodge

- A. The elected officers of Semialachee lodge shall be Lodge Chief, Lodge Vice Chief – Inductions, Lodge Vice Chief – Program, Lodge Vice Chief – Service, Lodge Secretary, Lodge Treasurer, and Lodge Historian.
 - i. The term of office for all elected Lodge officers shall be from the first day of the month after the election to the last day of the month of the following election.
 - ii. *No member shall be permitted to serve more than one elected office at a time. This is at the Lodge, Section, Region, and National levels.
 - iii. Any officer of the lodge may run for subsequent terms of office, providing he meets all the candidate requirements.
- B. Requirements for Lodge Officers
 - i. A candidate must be a member in good standing.
 - ii. A candidate for the office of Lodge Chief must have served on the Lodge Executive Committee for one (1) year.
 - iii. *A candidate must be under the age of twenty-one (21) for the entire term of office.
 - iv. Unit Leaders reserve the right to object in writing to any Lodge appointment within thirty days of the youth assuming office. The Key 3 shall review the objection, and the Key 3 shall make any decisions concerning removal of a youth from office because of the objection.

C. Nomination for Candidates

- i. Nominations from the floor can be made by any lodge member that is in good standing under the age of twenty-one (21).

D. Ballots and Voting

- i. All members in good standing under the age of twenty-one (21) shall be eligible to vote for all elected officers.
- ii. The Ballots shall be supplied to all eligible members.
- iii. Voting shall be by secret written ballot.
- iv. Ballots shall be deposited with the Lodge Secretary or appointee and appropriate advisor
- v. Eligible lodge members must be present at the election to vote.
- vi. Tabulation of the votes shall be certified by the Lodge Secretary, Lodge Chief, and Lodge Advisor.
- vii. Election results will be announced by the Lodge Chief at the designated time.

E. Lodge Committees

- i. *All Lodge committee Chairman shall be appointed by the lodge chief with the approval of the Lodge Advisor.
- ii. The Lodge Chief may create ad hock committees, as needed with the approval of the Lodge executive Committee.
- iii. The Lodge Operating Committees shall be:
 1. Activities
 2. Camp Promotion
 3. Ceremonies
 4. Membership
 5. Communications
 6. Service
 7. Unit Elections
 8. Finance
- iv. The Lodge Executive Committee shall maintain and review all Lodge Operating Committee responsibilities annually.

F. Advisers

- i. *The Council Executive is the Supreme Chief of the Fire in the Order of the Arrow. He is the final authority for the Lodge and shall interpret local application of national policy for the Lodge.

- ii. *The Lodge advisor is appointed annually by the Council Executive. The advisor assist the Council Executive in guiding the operation of the lodge program and serves as a member of the Council Camping Committee. The Lodge Advisor is the deputy Supreme Chief of the Fire and may act for the Supreme Chief of the Fire.
- iii. *The Lodge Staff Adviser is appointed by the Council Executive and is a member of his staff. The Staff Adviser, who is appointed to fill the Role of Chief of the Fire and Acts on behalf of the Council Executive in giving guidance.
- iv. The Lodge Associate Adviser is appointed by the Lodge Adviser in consultation with the Council Executive.
- v. Lodge Operating or Ad hoc Committee Advisers shall be appointed by the Lodge Adviser, in consultation with the Staff Adviser or Council Executive, and the Lodge chief.

G. Lodge Executive Committee

- i. *The Lodge Executive Committee shall be composed of the elected officers, immediate past chief, lodge operating committee Chairmen, Lodge Adviser, Lodge Associate Adviser, Staff Adviser, a representative from the Council Camping Committee, and the Council Executive.
- ii. The Lodge Executive Committee shall be the administrative body of the Lodge and shall be responsible for the establishment of policies, program, and management of the Lodge in keeping with the aims and purposes of the Order of the Arrow and the Suwannee River Area Council, Boy Scouts of America.
- iii. All lodge officers (elected or Appointed) shall be entitled to vote. The vote is non-transferable. The Lodge Chief may vote only in case of a tie.
- iv. Voting on any subject shall not be considered valid unless a quorum is present. Two-thirds (2/3) of the voting membership of the Lodge executive Committee constitutes a quorum. The vote may be considered valid without a quorum if it is unanimous and deemed both necessary and urgent by the Chief after consultation with the advisers.
- v. Operating committee responsibilities may be combined with the duties of elected members of the Lodge Executive Committee.

H. Vacancies

- i. Appointments: in the event of a vacancy in any Lodge Office, the Lodge Chief will appoint a qualified person to fill the remainder, of the term of office. Appointments are in consultation with the Lodge and Staff advisers and subject to the approval of the Lodge Executive Committee.
- ii. Removal From Office: Elected lodge officers may be removed form office by a three—quarters (3/4) vote of the present members of the Lodge Executive Committee. Notice of intent to remove from office must be mailed to all Lodge Executive members two (2) weeks prior to vote.

VII. Lodge Activities and Meetings

A. The Lodge executive Committee should schedule the events listed below:

1. LLDC
2. National leadership Seminars
3. Section Seminars
4. Fall Fellowship
5. Vigil honor Ceremony
6. Lodge Banquet
7. Spring Fellowship
8. Section Conference
9. Summer Camp Call-Outs
10. National Order of the Arrow conference
11. Ordeal Weekend
12. Other Events deemed necessary

B. The Lodge shall have the following meetings and procedures:

- i. The Lodge Executive Committee meetings shall be every month.
- ii. Special meetings of the Lodge Executive Committee may be called by the Lodge Chief, Lodge or Staff Adviser, and the Council executive as needed.
- iii. An annual Lodge Meeting shall be held each year as determined by the Lodge executive Committee.
- iv. All lodge meetings shall be opened with the Pledge of Allegiance, the obligation, and the Ordeal manner.
- v. All lodge meetings shall require full scout uniform unless and informal meeting is specifically approved.

VIII. Dues

A. Induction Fees

- i. There shall be a fee set by the Lodge Executive Committee to cover the cost of the following items for each Ordeal Candidate:
 1. Order of the Arrow Sash
 2. Order of the Arrow handbook
 3. Membership Card
 4. One-half (1/2) of the annual dues plus dues for the following year
 5. One Semialachee Lodge Flap patch
 6. Ordeal food cost

7. Insurance
8. Spirit of the Arrow booklets

B. Active Member (Good Standing)

- i. Dues of the Lodge shall be ten dollars (\$10) for youth members under the age of 21 and twelve dollars (\$12) for adult members age 21 or older to be paid annually. Dues may be submitted to the Lodge Treasurer or through the council Service Center.
 1. Dues are payable August 1 and late January 1.
- ii. A registered member of the Suwannee River Area Council, Boy Scouts of America.
- iii. Members serving in the armed forces and unable to be present for registration shall be considered registered by the Lodge at no cost to the member until such time as the member is honorably discharged.
- iv. Any arrowman in good standing with the lodge and council who is in need of financial aid will not be turned down for membership.

C. Inactive Membership

- i. Any arrowman who has not paid the annual Lodge dues by February 1, and/or is not registered in the Suwannee River Area Council, Boy Scouts of America, shall be considered inactive.
- ii. Inactive members may be restored to active membership by paying the current year's annual dues and must be registered within the Suwannee River Council, Boy Scouts of America.

D. Transfers

- i. Order of the Arrow members transferring into Semialachee Lodge must provide a valid Order of the Arrow Membership card and previous Order of the Arrow records or a letter from his former lodge attesting to his being a member in good standing in that lodge.
- ii. Transferring arrowmen must pay the current annual lodge dues, but is not subject to any penalty fees. The arrowman must also be a member of the Suwannee River Area Council.

IX. Voting Privileges

- A. Members of the Order of the Arrow, twenty-one (21) years of age or older shall have no vote on any decision of the Lodge.
- B. Voting privileges are non-transferable.

C. Voting privileges will be revoked for non-payment of dues or failing to be registered in the Suwannee River Area Council, Boy Scouts of America.

X. Finances

A. All Lodge funds shall be handled through the council Service Center and go through the normal accounting procedures of the Council.

B. Lodge Budget

- i. An annual lodge budget containing estimated income and expenses will be prepared by the Lodge Treasurer and his Adviser to be submitted to the Lodge Executive Committee for approval at the November meeting of the Committee.
 1. Funds shall be allocated for mailing, activities, national dues, ceremonial items and maintenance, service projects, and Lodge Officer expenses.
 2. A portion of each member's dues will be allocated to the leadership fund for Lodge Officer's training at the Lodge, Section, Regional, or National levels. This shall include funds for half of the registration fees for the Lodge Chief at Section and National level.

C. Lodge Expenditures

- i. Expenses exceeding budgeted amounts will not be incurred without the approval of the Lodge executive Committee.

D. Financial Statements

- i. The Lodge Treasurer shall present and submit complete financial statements to the Lodge Executive Committee at each of its meetings prepared by the council.
- ii. An event budget must be prepared and approved 60 days prior to the event.
- iii. The Lodge Treasurer will complete and submit a financial statement for each Lodge event at the next Lodge Executive Committee meeting.

XI. Lodge Property

A. Property and Equipment

- i. Ownership of all property and equipment by or vested in the name of Semialachee Lodge, W.W.W. shall belong to the Semialachee Lodge, Suwannee River Area Council, Boy Scouts of America.

B. Inventory

- i. There shall be a proper inventory of all property owned by Semialachee Lodge taken after each lodge event and a report presented to the Lodge Executive Committee following that event, with copies of the annual inventory submitted to the Lodge Executive Committee.

XII. Ordealmaster

- A. *The Ordealmaster shall be appointed by the Lodge Chief with the advice of the Lodge Adviser.
- B. *The Ordealmaster will have charge over the candidates during the Pre-Ordeal and Ordeal and will have the authority to make changes in the Ordeal procedures to meet varying situations (i.e., severe weather, candidates' physical condition).
- C. *The Ordealmaster must conduct the Ordeal on a high standard with NO HAZING.
- D. *The Ordealmaster should report all violations of the spirit of the Ordeal to the Lodge Adviser, who may wish to discuss the violations privately with the candidates involved.
- E. The Ordealmaster will distribute the Sprit of the Arrow booklets to the candidates at the appropriate times.

XIII. Amendments

- A. These Lodge Rules shall be subject to amendment at any regular or special meeting of the Lodge Executive Committee, provided such amendment has been submitted, in writing at least one month prior to all members of the Lodge Executive Committee.
- B. A three-quarters (3/4) vote of all voting members of the Lodge Executive Committee present is required for passage.

* National Policy - - may only be changed by the National Order of the Arrow Committee.