

Section A: Authority

These rules shall replace all previous Ho-De-No-Sau-Nee Lodge #159 rules.

Section B: The Lodge

1. The name of this Lodge shall be Ho-De-No-Sau-Nee #159, WWW and hereafter shall be referred to as “The Lodge”. The Lodge shall be affiliated with the Greater Niagara Frontier Council #380, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Scout Executive.
2. The totem of the Lodge shall be an Iroquois Longhouse, with six smokestacks representing the six nations of the Iroquois. It is not to be used without sanction of the Lodge Executive Committee (LEC).
3. The official Lodge neckerchief, approved by the LEC, shall be decorated with the Lodge totem.
 - a. The Lodge neckerchief shall be available only to those who have sealed their membership in the Order through the Brotherhood ceremony.
 - b. Each Brotherhood member may purchase as many neckerchiefs as they want. They can only be sold to a member of our Lodge.

Section C: Mission of the Lodge

It is the mission of the Lodge to achieve the goals of the Order of the Arrow as an integral part of the Boy Scouts of America. They will be achieved in the council through positive youth leadership, and under the guidance of selected capable adults.

Section D: Voting

Adult Scouters, age 21 or older, do not have a vote in matters of Lodge business.

Section E: Elections and 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. Procedure for the Ordeal shall be as stated in the Order of the Arrow Handbook and Administrative Guide for the Ordeal.
3. Unit Elections:
 - a. Any eligible unit may have an election once per calendar year beginning each January 1st to April 30th. A 15 day grace period may be granted if voted upon and passed by the LEC.
 - b. Each candidate will have one year from his/her date of election in which to be inducted.

Section F: Lodge Organization

1. Advisers

- a. The Scout executive appoints the Lodge Adviser and Lodge Staff Adviser. The Lodge Adviser shall then appoint one Associate Lodge Adviser responsible for each chapter's administration, and three Associate Lodge Advisers with the following responsibilities: one assisting the Lodge Adviser, one responsible for Lodge administration, and one responsible for Lodge program.
- b. The Scout Executive is the final authority on the Order within the Council and holds the title of Supreme Chief of the Fire, with the responsibility to assure that the Lodge adheres to national and council policies.
- c. Each year the Scout Executive appoints a volunteer Lodge Adviser (Deputy Supreme Chief of the Fire), who serves as a member of the Council Camping Committee and assists the Scout Executive in guiding the operation of the Lodge program.
- d. The Scout Executive appoints a career staff member as the Lodge Staff Adviser, who acts on behalf of the Scout Executive in giving guidance to the Lodge.
- e. Advisers, should be Scouters with considerable experience in the OA, who support council programming by working closely with council volunteers and professional Scouters while giving active leadership in support of the purpose of the Order. It must be remembered at all times, that the Order is an integral part of Scouting rather than a separate program.

2. Lodge Officers

- a. The elected officers of the Lodge are the Lodge Chief, a Lodge Vice-Chief of Service, a Lodge Vice-Chief of Program, a Lodge Secretary, a Lodge Treasurer, and one Chapter Chief in charge of each Chapter's Administration. Arrowmen desiring to serve as Lodge Officers must meet the following eligibility requirements:
 - i. Be currently registered in the Greater Niagara Frontier Council.
 - ii. Be a member in good standing in the Lodge.
 - iii. Be younger than 21 years of age throughout the office term.
- b. Officers serve a one year term, commencing at the beginning of the June LEC, and running through the beginning of the following years June LEC. An officer may hold only one position in the Lodge at a time. Any officer who meets the eligibility requirements may be re-elected.
- c. A Lodge Chief, who is elected to be Section Chief, while in office, must resign the office of Lodge Chief within 30 days after elections to Section Chief. If this situation occurs, a nomination committee will be formed to select an Arrowman to carry out the interim office of Lodge Chief.
- d. Only Lodge members younger than 21 are eligible to vote.
- e. If an elected Lodge officer cannot fulfill his duties during his term, a nomination committee will be formed to select an Arrowman to carry out the duties of his office.
- f. Officer training will be offered annually by the Lodge.

3. Lodge Executive Committee

- a. The Executive Committee of the Lodge –a key group- includes the youth serving as Lodge Officers (2.a), the past Lodge Chief, Lodge Operating committee chairpersons , the Staff Adviser, the Lodge Adviser, the Associate Advisers, the Scout Executive, and a member of the camping committee.

- b. The Lodge Chief is chairman and presides over the meeting. He is expected to prepare agendas in advance of the meeting and send them to committee members with the meeting announcements. He also will have the final decision concerning all points of order.
- c. Although all members of the Executive Committee may participate in discussion, only youth officers and committee Chairpersons may vote.
- d. Lodge members are welcome to attend Executive Committee meetings as observers only.
- e. The Executive Committee is the steering committee, and carries on the business of the Lodge, coordinating the work of officers and operating committees, and reports its recommendations to General Membership for action.
- f. Voting will be an oral yea/nay by each officer and committee chairperson present. The Lodge Chief votes only in the case of a tie.
- g. A defined calendar of Executive Committee meetings will be established prior to the start of the Lodge year. The Lodge Chief or the Scout Executive may, at their discretion, call a special meeting of the committee as the need arises.
- h. The general Lodge membership should receive reports of all major decisions and projects being planned.
- i. Members of the Executive Committee who are summer camp staff members may serve on the OA camp council to facilitate the Order's business during camp. The Lodge Chief appoints an Arrowman to serve as Camp Chief if he is not in camp.
- j. Only those eligible members present may vote.

Section G: Operating and Ad Hoc Committees

1. Committee Chairpersons are appointed by the Lodge Chief in consultation with the Lodge Adviser, and are to be approved by the elected Lodge Officers. While serving in the "position", they shall become members of the Executive Committee and may select their own committee members, subject to the approval of the Lodge Chief. All committees should include at least one member from each Chapter. Ad hoc committees are sometimes appointed on a temporary basis to carry out a specific assignment. Arrowmen desiring to serve as committee Chairs must meet the following eligibility requirements:
 - a. Be currently registered in the Greater Niagara Frontier Council.
 - b. Be a member in good standing in the Lodge.
 - c. Be younger than 21 years of age throughout the office term.
 - d. In the event a Committee Chairperson is unable to fulfill his duties for any reason, the Lodge Chief, in consultation with the Lodge Adviser, shall appoint a new chairperson, who must be approved by the elected Lodge Officers
2. General guidelines for the operation of committees can be found in the Guide for Officers and Advisers and Field Operation Guide.

Section H: Lodge Nomination and Voting Procedures for Lodge Officers

1. Formation of the Nominations Committee
 - a. The nominations committee shall form 60 days prior to election at the Lodge Banquet.

- b. A nominating committee shall be composed of two delegates from each chapter, appointed by the Chapter Chief, and a chairman appointed by the Lodge Chief.
 - c. No member of the nominating committee shall be a current elected Lodge Officer or a candidate for office.
 - d. The nominating committee shall choose its own Secretary.
2. Duties of the Nomination Committee
- a. To conduct fair and impartial elections.
 - b. To encourage at least two candidates to run for each office.
 - c. To thoroughly discuss with each candidate the responsibilities of his intended office.
 - d. Notification of a Lodge Election must be forwarded to the Lodge's general membership 30 days prior to the election.
3. Interviewing the Candidates
- a. Each candidate must submit a nomination form to the nominating committee 30 days prior to the Lodge Banquet. Advance signatures of the scout's parent (if under 18) and the appropriate Associate Lodge Advisers responsible for Chapter administration, are required to establish the candidate's qualifications to run for office.
 - b. No nominations may be accepted from the floor unless a position is vacant and with no one running for the position.
 - c. In order to run, each candidate must be present at the Lodge Banquet or in communication by telephone, must reside in the Lodge, and must be under 21 for his entire term.
 - d. The Nominating committee shall review with each candidate the requirements of his office, as listed in the Lodge Manual for Administration.
 - e. The committee shall then discuss with each candidate such factors as: necessary time commitment, possible effects on the candidate's election on his chapter, etc.
 - f. Members of the nominating committee may ask questions about each candidate's proposed policies in order to better discuss their impressions of that candidate with their chapter. However, the nominating committee shall not pass judgment on the relative merits of each candidate's policies, only on his basic fitness to serve.
4. Election Procedures for Lodge Chief, Vice-Chief of Service, Vice-Chief of Program, Lodge Secretary, and Lodge Treasurer
- a. Election shall occur at the Lodge business meeting at the Lodge Banquet.
 - b. The current Lodge Chief shall turn the chair over to the chairman of the nominating committee to conduct the elections. Current Lodge Officers shall take no further part in the running of the election, unless a deadlock occurs.
 - c. The Secretary of the nominating committee shall read aloud the election procedures:
 - i. The Secretary shall then call roll of chapters represented by youth.
 - ii. Each chapter shall get 10 votes, which may be split, in whole numbers. The number of votes needed for election is one vote more than 50% of votes cast on a given ballot.
 - iii. The election for Lodge Chief shall be held first, then election for Lodge Vice-Chief of Service, then the Lodge Vice-Chief of Program, then the Lodge Secretary, and Lodge Treasurer. For Each election:
 - iv. The Secretary shall read aloud the responsibilities of that office.

- v. The Secretary shall place the names of reviewed candidates into nomination.
- vi. Each candidate shall be given 3 minutes to speak. The candidate must speak on his own behalf; no one may speak for the candidate.
- vii. No questions for the candidates shall be taken from the floor.
- viii. Election shall be by secret ballot. All members of the nomination committee shall count each ballot, and the results announced by the chairman.
- ix. If no candidate receives a majority on a given ballot, the candidate(s) with the lowest number of votes shall be dropped and another ballot taken. This process shall continue until a majority is achieved, or until two successive tie votes result.
- x. No candidate shall be declared the winner with less than a majority. However, if two successive tie votes occur, the chairman shall announce that one more ballot will be taken to break the deadlock. If another tie results, the Chair of the Nominating Committee shall cast sufficient votes to elect the candidate of his choice.
- xi. Candidates not elected Lodge Chief may run for Lodge Vice-Chief of Service, and candidates not elected Lodge Vice-Chief of Service may run for Lodge Vice-Chief of Program, and a candidate not elected Lodge Vice-Chief of Program may run for Lodge Secretary. A candidate not elected for Lodge Secretary may run for Lodge Treasurer. A candidate not elected for Lodge Treasurer may run for Chapter Chief of his appropriate chapter. Names of such candidates desiring to run shall be placed into nomination by the Secretary.
- xii. Elections are final. New officers take over at the beginning of the June LEC.

5. Election Procedures for Chapter Chiefs

- a. Election shall occur at the Lodge business meeting at the Lodge Banquet
- b. The current Lodge Chief shall turn the chair over to the chairman of the nominating committee to conduct the elections. Current Lodge Officers shall take no further part in the running of the election, unless a deadlock occurs.
- c. The Secretary of the nominating committee shall read aloud the election procedures:
 - i. Each member of a chapter shall get 1 vote. The number of votes needed for election is one vote more than 50% of votes cast on a given ballot.
 - ii. The election for Chapter Chiefs shall follow the Lodge Treasurer election.
 - iii. The Secretary shall read aloud the responsibilities of that office.
 - iv. The Secretary shall place the names of reviewed candidates into nomination.
 - v. Each candidate shall be given 3 minutes to speak. The candidate must speak on his own behalf; no one may speak for the candidate.
 - vi. No questions for the candidates shall be taken from the floor.
 - vii. Election shall be by secret ballot. All members of the nominating committee shall count each ballot, and the results announced by the chairman.
 - viii. If no candidate receives a majority on a given ballot, the candidate(s) with the lowest number of votes shall be dropped and another ballot taken. This process shall continue until a majority is achieved, or until two successive tie votes result.
 - ix. No candidate shall be declared the winner with less than a majority. However, if two successive tie votes occur, the chairman shall announce that one more ballot

will be taken to break the deadlock. If another tie results, the Chair of the Nominating Committee shall cast sufficient votes to elect the candidate of his choice.

- x. Elections are final. New officers take over at the beginning of the June LEC Meeting.

6. Interim Vacancies

- a. Vacancies in unexpired terms of Lodge officers shall be filled by the majority vote of the LEC. The committee shall use the same procedures as in regular election with the following changes:
 - i. The LEC itself will serve as the nominating committee, and the highest ranking current Lodge Officer, who is not a candidate for the office in question, shall serve as chairman. The Lodge Secretary will normally serve as Secretary for the election. Nomination forms are due at the LEC meeting.
 - ii. Each Chapter will get one vote, not 10, and this vote may not be split.

Section I Lodge Meetings

1. A simple majority of Officers or Committee Chairpersons shall constitute a quorum required to conduct the business of the Lodge.
2. Special meetings of the Lodge or its Executive committee may be called by the Lodge Chief or the scout executive, provided a ten-day advance notice is given to the appropriate group.
3. Minimum activities to be held by the Lodge annually are:
 - a. A Lodge Banquet or General Lodge meeting.
 - b. Fellowship Event.
 - c. Training session for all officers and chairmen.
 - d. Service weekends in the Fall and Spring.

Section J: Summer Camp

All OA activities at Summer Camp require sanction of the LEC.

Section K: Finances

1. All payments (cash, check, or electronic) for Order of the Arrow events, registration, etc. must be made at the Council Service Center or through a Council Approved electronic payment system (e.g., Doubleknot). Payments may be mailed. All checks must be payable to the Greater Niagara Frontier Council. The person's name, address, unit #, phone number, and purpose of the payment must be submitted, or the payment will not be accepted. All monies will be placed in the OA custodial account. Monies may not be sent to any place other than the Council Service Center.
2. All monies collected in the field, must be documented on an official (consecutively numbered) GNFC Field Receipt signed by the individual collecting the money. These receipts will be issued and this person will be responsible for a full accounting of receipts and related cash.

3. All receipts and monies must be turned in at the next LEC meeting. Anyone holding money for longer than 15 days will be in violation of this policy and will be removed from membership in the Order of the Arrow.
4. An Order of the Arrow "Event and Budget Sheet" must be submitted to the Lodge Chief 60 days prior to any proposed Lodge and Chapter activity, whether or not fees are required. All activities must be approved by the Vice-Chief for that Chapter, Lodge Chief, Associate Lodge Adviser for the Chapter, Lodge Adviser, Staff Adviser, and the Director of Program. The budget must be closed out within 30 days after the event or activity, and all receipts for expenses and income must be attached.
5. Income and expenses must be segregated, with income deposited in the OA custodial account. A cash advance to cover anticipated expenses should be requested two weeks in advance. Receipts and money totaling the cash flow must be submitted with the completed budget.
6. The Council will maintain the Lodge funds in a custodial account for use by the Lodge. It is the responsibility of the Lodge Treasurer and his Adviser to monitor all income and expense, chapter balances, and budgets.
7. Lodge Dues
 - a. The annual Lodge dues will be based upon the annual budget as approved by the LEC and the Supreme Chief of the Fire, payable by March 1st of that year.
 - b. Members who have not been active for the previous year are required to pay only the current years dues in order to become a member in good standing.

Section L: 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 Officers and Adviser.

Section M: Vigil Honor

1. 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.
2. Each Vice-Chief and the Adviser for Chapter Administration shall be responsible for nominating candidates for their Chapter: all nominations must be reviewed with the Council Executive and the District Executive for their chapter, prior to selection.
3. The candidates will be inducted at the annual Fall weekend or designated weekend, within that year's nomination.

Section N: Lodge Flap

1. Lodge Flaps will no longer be given to any recently admonished Ordeal member at the weekend in which their ordeal is made.
2. Lodge Flaps may be purchased one per member at any Lodge or Chapter sponsored events. Such event include, but are not limited to, Chapter Meetings, LEC Meetings, Lodge Bowling, Lodge Broomball, Lodge Fellowship Weekends, and Lodge Service projects.

3. If any event is in question, the decision of whether or not patches are to be sold is up to the Lodge Chief or Chapter Chief in charge of the chapter run event.

Section O: Amendments

1. These rules can be amended at any general or special meeting of the Lodge provided that the amendment has been submitted to the LEC in writing. After approval by the LEC and the Supreme Chief of the Fire, notice of a general Lodge meeting to discuss and vote on proposed changes to the current rules shall be sent to all active youth members of the Lodge at least 10 days prior to the Lodge meeting. Approval requires a two thirds majority of the voting members present.
2. These rules shall be automatically amended to comply with the most recent National OA committee policy, Council policy, and the OA Handbook.