

TATSUHWA LODGE #138

RULES OF OPERATION



EFFECTIVE APRIL 2003

TA TSU HWA #138 **RULES OF OPERATION**

SECTION I

NAME, AFFILIATION, PURPOSE, AND BASIC STRUCTURE OF THE LODGE

A. LODGE NAME

The official name of this Lodge of the Order of the Arrow shall be "Ta Tsu Hwa #138" (hereafter referred to as "the Lodge"). Ta Tsu Hwa, as interpreted from the Cherokee language, translates as "Cardinal" or "Redbird."

B. LODGE AFFILIATION

The lodge shall be affiliated with Indian Nations Council, Boy Scouts of America (hereafter referred to as "the Council"), and shall be under the administrative authority of the Scout Executive of the Council (hereafter referred to as "the Supreme Chief of the Fire"), and under the supervision of the Council Camping or Boy Scout Committee.

C. LODGE DIVISION

The Lodge shall be divided into Chapters. These chapters shall be affiliated with the existing districts of the Council. Chapters may be temporarily combined by the Lodge Executive Committee, with the approval of the Supreme Chief of the Fire.

D. LODGE TOTEM

The Lodge Totem shall be the "Redbird" (as depicted below).



E. LODGE PURPOSE

The purpose of the Lodge shall be as stated in the current printing of the Order of the Arrow Handbook with all functions and activities directed toward the fulfilling of this purpose.

SECTION II

LODGE ADMINISTRATION STRUCTURE

A. LODGE EXECUTIVE COMMITTEE

The Lodge shall be administratively run by the members of the Lodge Executive Committee. While the Meetings of the Lodge Executive Committee are open, the voting members shall be limited to the following dues-paid Arrowmen, who have been elected according to the policies detailed in Section IIC (excluding Chapter Chiefs who are elected according to the policies outlined in Section IIIB) or who meet one of the qualifications listed in Section IIH.

1. Lodge Chief—The Lodge Chief shall serve as the Executive Officer of the Lodge. He shall be responsible for calling and presiding over all meetings of the Lodge (according to the procedure outlined in Section IVA). He shall vote on matters of the Lodge only in the event of a tie. He shall serve as the official representative and voice of the Lodge in meetings of the Council Executive Board, as well as any other Council, Section Region, or National event in which he is in attendance. He shall appoint Chairmen for the various committees in consultation with the Vice-Chief who he has assigned to each committee.
2. Lodge First Vice-Chief—The Lodge First Vice-Chief shall serve as the Executive Officer in the absence of the Lodge Chief. He shall supervise the operation of the committees assigned to him by the Lodge Chief. He shall also perform any other duties delegated to him by the Lodge Chief.
3. Lodge Second Vice-Chief—The Lodge Second Vice-Chief shall supervise the operations of the committees assigned to him by the Lodge Chief. He shall also perform any other duties delegated to him by the Lodge Chief.
4. Lodge Secretary—The Lodge Secretary shall be responsible for recording the minutes of the meetings of the Lodge Executive Committee. He shall be responsible for conducting the registration for all Lodge events (Ordeals, Fellowship, etc.). He shall also perform any other duties delegated to him by the Lodge Chief.
5. Lodge Treasurer—The Lodge Treasurer shall be responsible for keeping track of the financial records of the Lodge and making sure the Lodge Executive Committee is kept abreast of the Lodge's financial situation at each of its meetings. He shall be responsible for the sale of the items in the trading post that

have been approved by the Lodge Executive Committee at the meetings of the Lodge. He shall also perform any other duties delegated to him by the Lodge Chief.

6. Immediate Past Lodge Chief—The immediate Past Lodge Chief shall serve as the special advisor to the Lodge Chief with pertinence to the operations of the Lodge. He is a voting member of the Lodge Executive Committee if he has not reached the age of twenty-one (21).
7. Chapter Chiefs—(Procedure pertaining to this position is covered under Section IIIA.)

A. OFFICER REMOVAL

1. Removal—Any elected officer may be removed for non-attendance, neglect, misconduct in the course of his responsibilities as a Lodge officer, or conduct unbecoming an Arrowman. Removal proceedings may be originated at a Lodge Executive Committee meeting. Removal shall be invoked by a two-thirds (2/3) majority vote of the voting members (detailed in Section IIA) present at the meeting of the accusing body. The accused officer must receive written notice fourteen days before the Lodge Executive Committee meeting where the vote will take place. (Chapter Officer removal is outlined in Section IIIB)
2. Vacancy—In the event of death, resignation, or removal of the Lodge Chief, the First Vice-Chief will fill the vacancy and a new First Vice-Chief will be elected at the next Lodge Executive Committee meeting. In the event of death, resignation, or removal of other Lodge officers, the vacancy shall be filled through election at the next Lodge Executive Committee meeting. Filling the vacancy of the Chapter Chief shall be outlined in Section IIIB.

A. LODGE OFFICER ELECTION PROCEDURE

Lodge officer elections will be held at the Fall Ordeal. The Fall Ordeal Chairman will select an Election Chairman with the approval of the Lodge Chief. The Election Chairman will preside over the election.

Under this procedure, any dues-paid youth Arrowman may nominate any other dues-paid youth Arrowman for office. The nominated Arrowman will then be questioned by the Lodge youth membership. The offices shall be voted on in the same order in which they appear in Section IIA. Arrowmen shall be allowed to run for more than one office, if they choose, until they are elected to a position. These officers shall be installed and their terms shall begin at the conclusion the Lodge Executive Committee meeting held

at the Fall Ordeal. Their terms shall end at the conclusion of the Lodge Executive Committee meeting held at the next annual Fall Ordeal. A formal installation shall take place at the annual Lodge Banquet. Officers must be under the age of twenty-one (21) for their entire term of office. A chapter chief who is elected to a lodge office must resign his chapter chief position within sixty (60) days after his election.

B. LODGE ADVISERS

The Lodge shall be advised by adults (defined as Arrowmen 21 years of age or older) in the following positions:

1. Supreme Chief of the Fire—The Supreme Chief of the Fire is the Council Executive. He possesses administrative control over the Lodge and all its operations.
2. Lodge Staff Adviser—The Lodge Staff Adviser is an employee of the Council, who is appointed by the Supreme Chief of the Fire to serve as his official representative. He shall serve as a representative of the Council in the operation of the Lodge, as well as a liaison between the Council Staff and the Lodge. He shall also serve to interpret National Order of the Arrow Policy, and advise the Lodge Executive Committee in keeping with the guidelines established by the National Office of the Boy Scouts of America.
3. Lodge Adviser—The Lodge Adviser is a volunteer appointed by the Supreme Chief of the Fire. He advises the Lodge Executive Committee and is available for general operations and advice. He serves as the representative of the Lodge Executive Committee in matters which necessitate an adult spokesman. He shall also serve, along with the Lodge Chief, as a representative of the Lodge to the Council Executive Board.
4. Lodge Committee and Office Advisers—The Committee Advisers are appointed by the Lodge Adviser and the Lodge Staff Adviser. These Advisers shall serve to advise the individual Committee Chairmen in whatever capacity they are required. The Office Advisers (such as the Adviser to the Lodge Treasurer) shall serve in the same capacity as a Committee Advisor, but shall apply his/her services to the aid of the individual Lodge Officer.
5. Chapter Advisers—(Procedure pertaining to the position is covered under Section IIIC.)

Associate



A. STANDING COMMITTEES TO THE LODGE EXECUTIVE COMMITTEE

The Lodge Executive Committee shall operate various standing

committees including, but not limited to:

1. **Lodge Camping Promotions Committee**—The Lodge Camping Promotions Committee shall serve to update and improve the Lodge's Camping Promotions programs. The committee shall update and improve the "Where to go Camping" booklet distributed by the Lodge. The committee shall be responsible for working with the Council Camping Committee and responsible for making a yearly report of the current system employed by the Lodge and making recommendations for its improvement.
2. **Lodge Unit Elections**—The Lodge Unit Elections Committee shall serve as an advisory committee to chapters in conducting unit elections. The committee shall also be responsible for reporting the current system employed by the Lodge for unit elections and make recommendations to the Lodge Executive Committee on how to update and improve said system.
3. **Lodge Publications Committee**—The Lodge Publications Committee shall be responsible for distributing the Lodge newsletter, the "Redbird", and the Lodge Web Site. This committee shall be assisted by the Lodge Secretary when needed.
4. **Lodge Ceremonies Committee**—The Lodge Ceremonies Committee shall be responsible for assisting chapters in developing quality ceremony performance groups. The committee shall be responsible for making sure that the ceremony teams show up to Ordeals and Fellowships. The committee shall also be responsible for giving a report on call-out ceremony sites at Council camps and recommendations for their improvement.
5. **Lodge Elangomat Committee**—The Lodge Elangomat Committee shall serve to recruit and train a sufficient number of Elangomats to operate the Ordeals in a smooth fashion. The committee shall also give a report reviewing the Lodge's Elangomat system, and shall also make recommendations to the Lodge Executive Committee about possible improvements in the Elangomat and Clan systems being used. A different Elangomat Master may be appointed for each ordeal.
6. **Lodge Vigil Committee**—The Lodge Vigil Committee shall serve as an outlet for the improvement of the Vigil Honor Candidate selection process. The Lodge Vigil Committee Chairman, who will be a dues-paid youth Vigil Honor member, shall serve as a representative of the Lodge Executive

Committee at the selection meeting by the Vigil membership of the Lodge and the Induction Ceremony.

7. Lodge Ordeal Committee—The Lodge Ordeal Committee shall be responsible for planning and conducting the lodge's Ordeal weekends. A different Ordeal Master may be appointed for each Ordeal. Committees other than those listed above may be created and discontinued at the discretion of the Lodge Chief or the Lodge Executive Committee. Committees listed above may be discontinued only by amending these Rules of Operation.

A. QUORUM OF THE LODGE EXECUTIVE COMMITTEE

A quorum to conduct business at a Lodge Executive Committee meeting shall be a simple majority of the members of the L.E.C. If a position on the L.E.C. is vacant, then it shall not count in the calculation of the quorum.

B. LIMITS ON DISCUSSION

Time limits may be placed on discussion at meetings of the L.E.C. at the discretion of the Lodge Chief or by a simple majority vote of the L.E.C.

C. REPRESENTATIVES OF ABSENT MEMBERS

If a member of the L.E.C. cannot be present at one of its meetings, he may be represented by another dues-paid youth Arrowman if the representative meets one of the following criteria:

1. He is a chapter officer in an absent chapter chief's chapter.
2. He carries a letter of proxy from an absent member of the L.E.C.
3. He has been appointed by the lodge chief after the chief received notification from a member of the L.E.C. that he would not be present.

SECTION III

CHAPTER ADMINISTRATION

A. CHAPTER EXECUTIVE STRUCTURE

The Chapter shall be administratively run by the dues-paid youth members of the Chapter. The Chapter shall be run by the following youth members (elected according to Section III B).

1. Chapter Chief—The Chapter Chief shall serve as the Executive Officer of the Chapter. He shall be responsible for calling and

presiding over all meetings of the Chapter. He shall vote on matters of the Chapter only in the event of a tie. He shall serve as the official representative and voice of the Chapter in meetings of the Lodge. In the absence of the Chapter Chief at one of these meetings, a representative may take his place under the guidelines of Section IIIH

2. Chapter Vice-Chief—The Chapter Vice-Chief shall serve as the Executive Officer in the absence of the Chapter Chief. He shall supervise the operation of the Chapter Committees. He shall also perform any other duties delegated to him by the Chapter Chief.
3. Chapter Secretary—The Chapter Secretary shall be responsible for recording the minutes of the Chapter meeting. He shall also be responsible for any other duties the Chapter Chief delegates.

A. CHAPTER OFFICER ELECTION PROCEDURE

Chapter Officers are nominated by the dues-paid youth members of the Chapter at a regularly scheduled Chapter meeting. The Chapter has the option to elect Chapter Officers in August, September, or October. In the event that a Chapter Officer does not meet his responsibilities he may be removed with an election occurring at the next meeting. Chapter Officers shall begin their term of office as soon as elected and end upon next election.

B. CHAPTER ADVISERS

The Chapter shall be advised by adults (Arrowmen over 21) in the following positions:

1. Chapter Staff Advisor— The Chapter Staff Advisor is an employee of the Council, who is appointed by the Supreme Chief of the Fire to serve as his official representative. He shall serve as a representative of the Council in the operation of the Chapter, as well as a liaison between the Council Staff and the Lodge. He shall also serve to interpret National Order of the Arrow Policy, and advise the Chapter in keeping with the guidelines established.
2. Chapter Adviser—The Chapter Adviser is a volunteer appointed by the Supreme Chief of the Fire. He advises the Chapter Officers and is available for general operations and advice. Along with the Chapter Chief, he shall serve as a representative of the Chapter to the Lodge.
3. Chapter Committee Adviser—The Chapter Committee Advisers are appointed by the Chapter Adviser and the Chapter Staff Adviser. These Advisers shall serve to advise the individual Chapter Committee Chairmen in whatever capacity they require.

SECTION IV

LODGE MEETINGS

A. LODGE MEETINGS

Each year, the Lodge Chief will call a number of general meetings. These meetings shall include, but not be limited to:

1. **Annual Lodge Leadership Development Training Conference**—The Annual Lodge Leadership Development Training Conference will be open to any Arrowman, and the conference's main purpose will be to provide training to the members of the lodge.
2. **Lodge Ordeals**—The Lodge Ordeals shall include at least one Spring Ordeal and one Fall Ordeal. Under the guidance of the Election Chairman, the Lodge Officer elections will take place at the Fall Ordeal.
3. **Lodge Fellowship and Brotherhood Day**—The Lodge Fellowship and Brotherhood Day shall occur in the late summer or early fall.
4. **Annual Banquet**—The Annual Banquet will take place in January. The banquet will serve to facilitate the recognition of services rendered to the Lodge and for the Vigil Call-Out.
5. **Special Meetings of the L.E.C.**—Special meetings of the L.E.C. may be called by the Lodge Chief with the approval of the Lodge Staff Adviser and Lodge Adviser. In order for voting to occur all members must be notified at least one week in advance and a quorum (as outlined in Section IIF) of the voting members must be present.
6. **Special Meetings of the Lodge**—Special Meetings of the Lodge may be called by the Lodge Chief with the approval of the Lodge Staff Adviser and Lodge Adviser.

SECTION V

MEMBERSHIP PROCEDURE

A. ELECTION OF NEW MEMBERS

New members of the Lodge shall be elected according to the National Order of the Arrow policy stated in the current issue of the "Guide for Officers and Advisers". After their official call-out, candidates will be given one year to complete their Ordeal. If there are special circumstances that prevent the candidate from completing the Ordeal within the given year, the Lodge Executive Committee may extend the time allotted for Ordeal completion.

B. MEMBERSHIP TRANSFERAL / RENEWAL

Order of the Arrow members may transfer from another lodge or renew their membership in the Lodge only by being a currently registered Scout / Scouter in the Boy Scouts of America in the Council and paying their dues in the Lodge.

SECTION VI

PROCEDURE FOR ELECTION TO THE VIGIL HONOR SELECTION OF THE FOUNDER'S AWARD RECIPIENTS AND GOLDEN ARROW RECIPIENTS

A. VIGIL HONOR SELECTION

The Vigil Honor selection process will begin with the submission of Vigil Honor nomination forms. The aforementioned forms will be distributed at least one month prior to the submission deadline set by the Lodge Executive Committee at the Annual Lodge Leadership Development Training Conference. The aforementioned forms will be made available at the Council Office during this one monthly period. These forms may be submitted by anyone (they do not have to be in the Order of the Arrow or even Boy Scouts). The selection process shall continue under the Vigil Honor Chairman at the Annual Vigil Meeting. Each year, the Vigil membership will convene to discuss the forms and those other members who are eligible at least one month prior to the Annual Banquet.

B. FOUNDER'S AWARD RECIPIENTS

The Founder's Award Recipient selection will begin with the submission of a nomination form. The nomination forms will be available at least one month prior to the submission deadline which will be established by the Lodge Executive Committee at the Annual Lodge Leadership Development Training Conference. After the submission deadline, the Key Three (Lodge Chief, Lodge Staff Adviser, and Lodge Adviser) will complete the process and make a selection. The Recipient(s) will be recognized at the Annual Banquet.

C. GOLDEN ARROW AWARD

The Golden Arrow Award Recipient selection will parallel the Founder's Award selection process mentioned in Section VIB.

SECTION VII

FINANCES

A. LODGE FINANCES

1. **Accounting for Lodge Funds**—All Expenditures and reimbursements not approved at the Lodge Executive Committee at the Annual Lodge Leadership Development Training Conference must be approved by the Lodge Executive Committee. The Lodge shall keep a custodial account at the Council Office and separate records of said account shall be kept. The Treasurer will be abreast of all Lodge transactions and shall make a report of any peculiarities.
2. **Annual Lodge Budget**—The Lodge Executive Committee shall create an Annual Budget at the Annual Lodge Leadership Development Training Conference. The annual Lodge Budget shall contain provisions for all Lodge expenses for the year.
3. **Annual Lodge Dues**—The Annual Lodge Dues will be established at the Annual Lodge Leadership Development Conference in accordance with the needs of the Annual Lodge Budget.
4. **Induction Fees**—The Induction fees into the Lodge shall be established by the Lodge Executive Committee at the Annual Lodge Leadership Development Training Conference.

A. CHAPTER FINANCES

In accordance with National Order of the Arrow policy, individual chapters may not have separate financial accounts.

SECTION VIII

AMENDMENTS TO THE LODGE RULES OF OPERATION

A. AMENDING THE RULES OF OPERATION

Lodge Rules of Operation may be amended by two-thirds (2/3) majority vote of the Lodge Executive Committee. Amendments to the Lodge Rules of Operation must be introduced in such a way as to allow every chapter the opportunity to review them before a vote.