

TSCHITANI LODGE #10 OPERATING RULES Rev 9/2012

1. Name and Affiliation of the Lodge

- a. The Name of this Lodge, of the Order of the Arrow shall be: Tschitani Lodge, Number 10, WWW.
- b. This Lodge shall be affiliated with **Connecticut Rivers Council**, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the Administrative Authority of the Scout Executive.
- c. The totem of this Lodge shall be: two Indians silhouetted beside each other, drawing bows.
- d. The Scout Executive or his Representative shall divide this Lodge into Chapters as deemed necessary.

2. Election to Membership

- a. The requirements for membership in this Lodge are as stated in the most current printing of the Order of the Arrow Handbook.
- b. Procedures for the Ordeal Administration shall be as stated in the most current printing of the Order of the Arrow Handbook and National Guide to Inductions.
- c. All unit elections must be cleared through the Chapter Unit Elections Committee, with a copy of the Elections Report being forwarded to the Lodge Secretary within ten days before the Ordeal. The results of the Ordeal weekend, with a list of new Ordeal Members shall be submitted within 10 days after the Ordeal to the Lodge Secretary.

3. Officers

- a. The Officers of this Lodge shall be the Lodge Chief, Lodge Vice Chief, Lodge Vice Chief and Secretary. These elected Officers must be under 21 years of age for the entire term of their office.
 - i. Vice Chiefs oversee:
 1. Troop/Team Rep Program
 2. Ceremonies
 - a. Ordeal Ceremonies Teams
 - b. Brotherhood Teams
 - c. Arrow of Light and Crossover Teams
 - d. Eagle Scout Ceremonies
 3. Awards and Recognitions
 4. Ordeal Administration
 5. Chapter Administration
 6. Lodge Service Chairman
 7. Lodge Camping Promotion Chairman
 - a. Cub Camping
 - b. Webelos Camping
 - c. Resident Camping
 - d. High Adventure Camping

8. Lodge Activities Chairman
 9. Lodge Brotherhood Chairman
 10. Camp Chiefs
 11. National/Section Events Youth Chairman
 12. Lodge Vigil Chairman
- ii. Committees of the Lodge can be added or removed at any time the Lodge Executive Committee sees necessary.
 - iii. During an election, all the obligations of the Vice Chiefs position will be read to the nominees, and after the election, we will distribute the responsibilities between the two Vice Chiefs.
- b. The Executive Committee of the Lodge shall be composed of the Lodge Officers, the immediate past Lodge Chief and the Lodge Adviser, the Chapter Chiefs, and the Chapter Lodge Representatives, and the Advisers to each Chapter, the Scout Executive, and the Staff Adviser. The Council President, Chairmen of the Council Camping Committee and Resident Camp Directors are non-voting, ex officio members of the Lodge Executive Committee.
 - c. All youth members of the Lodge Executive Committee, or duly appointed representative in the place of the member described above, shall be permitted to vote. A motion submitted by one of the voting representatives of a Chapter may not receive a second from another voting representative of that Chapter.
 - d. The participants of the annual Lodge Business Meeting, held Sunday morning of the annual Lodge Fellowship each year, will make all nominations for Lodge Officers. All those considered for nomination must submit a letter of permission by his chapter adviser, lodge adviser or scoutmaster to the Lodge Chief no later than Friday of the weekend of the Lodge Business Meeting.
 - e. Actual balloting will take place at the Annual Business Meeting, which will be held at the Annual Lodge Fellowship.

Procedure for Voting

- i. Each Chapter Chief shall poll his delegates to determine how the Chapter shall cast its votes.
 - ii. Each Chapter Chief may cast ten (10) votes for each office, on all ballots. The Chapter shall cast its votes in proportion to the poll of its delegates.
 - iii. A nominee must receive a majority (51+) of votes cast on a given ballot to be elected. If a majority is not achieved, the nominee(s) receiving the least number of votes is/are dropped and another ballot is taken. This procedure continues until one nominee achieves a majority and is declared elected or until two ballots in succession result in tie votes, and the balloting is declared deadlocked.
 - iv. When balloting is declared deadlocked, the Lodge Chief will cast sufficient votes for the nominee of his choice to achieve a majority and declare him elected.
 - v. In the event of only one nominee for a given office, the Lodge Secretary shall cast a single approving vote.
 - vi. These officers shall take office immediately after the conclusion of the Annual Business Meeting, and shall service a term through the next Annual Business Meeting.
- f. The officers of each chapter of this lodge shall consist of a chapter chief, chapter vice-chief, chapter lodge representative, chapter secretary and chapter treasurer. These elected officers must be under 21 years of the entire term of their officers.

- g. The chapter officers shall be elected in the fall of each year and they shall take immediately after the election and will serve a term from that fall election to the next fall election. Each Scout considering office shall submit a letter of approval/recommendation from his unit leader prior to election.
- h. The chapter chief shall appoint committee chairmen to serve on the lodge operating committees as may be required from time to time with the approval of the chapter adviser. All chairmen must be under 21 years of age for the entire term of their office.
- i. At such time any lodge or chapter office shall resign, the lodge chief shall appoint a successor, which shall be approved by 2/3's of the LEC.
 - i. If the officer to resign shall be the lodge chief, a lodge vice chief shall take over the duties of the lodge chief with 2/3's approval of the LEC.
 - ii. If the officer to resign shall be the chapter chief, the chapter vice chief shall take over the duties of chapter chief with 2/3's approval of the chapter executive committee.
 - iii. In the event that 2/3's majority is not met, a special election for the position shall take place following the rules of officer election.
- j. At such time any lodge or chapter officer shall prove unable to perform his duties, the Scout Executive may be petitioned by the lodge chief to remove him from his elected office with 2/3's approval of the LEC. The procedure of replacement of both lodge and chapter officers who are removed shall be the same as those who resign.
- k. The Scout Executive will appoint the lodge adviser and lodge associate advisers annually. Chapter advisers are appointed annually by the Scout Executive in consultation with the lodge chief and lodge adviser.
- l. The lodge adviser in consultation with the lodge chief and committee chairmen appoints committee advisers.

4. Lodge Meetings

- a. The lodge shall schedule at least one more lodge event per year outside of the annual lodge banquet, fall fellowship, winter fellowship, Section Conclave and Lodge Leadership Development Conference.
- b. The Lodge Executive Committee shall hold at least four (4) meetings per year.
- c. In addition to lodge executive meetings, operating committees should meet when necessary to track their status and performance.
- d. The lodge chief may call special meetings of the Lodge Executive Committee, or of the lodge, with the approval of the Scout Executive or his representative. At least ten day's notice shall be given.
- e. Each meeting of the lodge shall be opened with the obligation of the Order of the Arrow.
- f. Members of the lodge that are 21 years of age or older have no vote in any decisions of the lodge.
- g. Whenever a vote is held at a LEC, there must be a quorum of at least 50% of the chapters. Each chapter will have one vote. The lodge chief does not get a vote, unless there is a tie.
- h. Every committee must provide a written report of their progress at each Lodge Executive Committee meeting.
- i. Every committee must have a lodge officer and adult adviser assigned to the committee.

5. Induction Fees, Membership Dues and Terms, Fund Accounts and Budgets

- a. An induction fee shall be collected from each Ordeal and Brotherhood Candidate, the amount of which shall be approved by the Lodge Executive Committee. Charges in excess of the amount recommended by the Lodge Executive Committee must be substantiated in writing to the Lodge Executive Committee, and approved before the weekend.
 - i. For this fee, each Ordeal Candidate, then new Ordeal member will receive; credit for dues paid, a membership card, an Ordeal sash, the lodge flap, the Handbook of the Order of the Arrow, receive a new member orientation at some point throughout the weekend, food for the weekend and a schedule of chapter, lodge & section events for the year.
 - ii. For this fee, each Brotherhood Candidate, then new Brotherhood member will receive; a Brotherhood membership card, a Brotherhood sash and food for the weekend.
- b. The council shall handle all Order of the Arrow funds through the council office, and go through the normal accounting procedures. The funds shall be held in numbered custodial accounts to be administered by the chapters with lodge approval.
- c. The lodge chief, with the help and guidance of the lodge adviser and staff adviser, shall submit a proposed budget no later than January 31st of each year. The Lodge Executive Committee will accept or amend this budget and will allocate sufficient funds from dues to operate the lodge. Control of the lodge account will rest with the Lodge Executive Committee, lodge adviser and staff adviser.
- d. The chapter treasurer in an amount approved by the Lodge Executive Committee shall collect dues of the lodge annually. Said amount is to remain unchanged during the course of the year. Individual dues for the following year are payable by December 31st. Dues may be paid online at the official council website.
- e. Transfer of lodge dues from the chapter to the lodge will take place by March 1st of the current year. The remaining funds from dues will remain in the chapter accounts for their operating needs.
- f. By December 31st of each year, each chapter shall submit a projected budget to the Lodge Executive Committee. These budgets will reflect all inventories, proposed income and proposed expenses for the year.
- g. Prior to scheduled activities, an event budget will be submitted to the staff adviser.
- h. Purchases using chapter funds shall be done by the regalia requisition / purchase order with the following approvals required: chapter executive committee, chapter adviser, lodge adviser and Scout Executive (or staff adviser).
- i. Chapters may receive cash advances from the lodge account or from their chapter account, in amounts not to exceed an amount determined by the Lodge Executive Committee. This money may be used to finance its activities, with repayment to be made immediately after the completion of the activity.
- j. The Lodge Executive Committee must approve all unique Order of the Arrow merchandise representing the Order of the Arrow in Connecticut Rivers Council. All National Order of the Arrow regalia shall be purchased through the lodge. A licensed Boy Scouts of America vendor must be used.
- k. Inactive members shall be those who have not made payment by June 30th of the current year. Inactive members may be restored to active membership by payment of the current year's dues. Members in active military service or enrolled in college shall be carried on the lodge active roll, provided the chapter provides annual written notification of the lodge.

6. Brotherhood Membership

- a. Eligibility for and completion of Brotherhood membership shall be in accordance with the requirements in the most current printing of the Order of the Arrow Handbook.

- b. A list of new Brotherhood members shall be submitted to the lodge secretary within ten (10) days of having achieved this honor.

7. The Vigil Honor

- a. Eligibility for and attainment of the Vigil Honor shall be in accordance with the requirements in the most current printing of the Order of the Arrow Handbook.
- b. The lodge chief shall appoint a lodge Vigil chairman. Each chapter shall appoint a representative from their chapter to vote at the Lodge Vigil Selection Meeting.
- c. All Vigil inductions shall only be conducted with the approval of the Lodge Vigil Committee. All Vigil ceremonies must be conducted by the Lodge Vigil Ceremonies Team.

8. Amendments to the Lodge Operation Rules

- a. These lodge operating rules shall be subject to amendment at any regular or special meeting of the lodge, provided such change(s) have been submitted in writing to the Lodge Executive Committee at least one (1) month prior to such meeting and due notice has been sent out to all active members at least ten days prior to such meeting.
- b. Each chapter may cast ten (10) votes for each change on all ballots. The chapter shall cast its votes in proportion to the poll of its delegates.
- c. A change must receive a 2/3's majority of votes cast on the ballot to be accepted. If a majority is not achieved, the change is defeated.

****** END OF ARTICLES******

Date First Voted: September 17, 1995 at June Norcross Webster Scout Reservation

Revised: September 7, 2003 at Camp Mattatuck

Revised: September 23, 2012 at Camp Workcoeman

REVISION LOG

Revision Date	Article #	Description of Change(s)	By	Page
09/07/03	2.B.	. Updated to coincide with National Standards	Gil Rogers	1
09/07/03	3.A.	Added two Lodge Vice Chiefs with Lodge Operating Committees	Gil Rogers	1-2
09/07/03	3.B.	Added Council President, Chairman of the Council Camping Committee and Resident Camp Director as Non-Voting ex officio members of the LEC	Gil Rogers	2
09/07/03	3.C.	Changed Voting Procedures for Lodge Officers	Gil Rogers	2-3
09/07/03		Changed Procedures for replacing Lodge and Chapter Officers who resign or are removed from office	Gil Rogers	3
09/07/03		Re-worded procedures for appointing Lodge Chapter and Committee Advisors	Gil Rogers	3
09/07/03		Clarified events held annually by the Lodge	Gil Rogers	3
09/07/03		Included the necessity for Operating committees to meet outside the LEC. Meetings	Gil Rogers	3
09/07/03		Added the requirements of new Ordeal members to receive a new member orientation at the conclusion of their ordeal weekend	Gil Rogers	3
09/07/03		Created a procedure for the production of Lodge / Chapter merchandise	Gil Rogers	3
09/07/03		Adjusted the structure of the Lodge Vigil Selection Committee	Gil Rogers	3
09/23/12	3.A.	Changed titles of lodge officers.	Nate Holmy	1
09/23/12	3.A.	Removed lodge treasurer as a lodge officer.	Nate Holmy	1
09/23/12	3.A.3.	Removed Scoutreach Mentoring committee	Nate Holmy	1
09/23/12	3.A.3.	Duties will be spread distributed between the two vice chiefs.	Nate Holmy	1
09/23/12	3	Procedure for voting requires 51% majority.	Nate Holmy	3
09/23/12	3.I.i	A vice chief shall become acting lodge chief in case of resignation	Nate Holmy	3
09/23/12	4.g.	A quorum of at least 50% of chapters must be present.	Nate Holmy	3
09/23/12	4.h.	Committees must provide a written progress report at each LEC.	Nate Holmy	3
09/23/12	4.i	Each committee must have a lodge officer and adult adviser assigned.	Nate Holmy	3
09/23/12	5.b.	Changed trustee account to custodial account.	Nate Holmy	4
09/23/12	5.d.	Removed notification of dues payment to treasurer. Added dues may be paid online.	Nate Holmy	4
09/23/12	5.g.	Removed lodge treasurer.	Nate Holmy	4
09/23/12	5.h.	Removed petty cash check.	Nate Holmy	4
09/23/12	5.j.	Added a licensed BSA vendor.	Nate Holmy	4
09/23/12	5.k.	Removed inactive members must pay one year back dues.	Nate Holmy	4
09/23/12	7.c.	Vigil inductions must be approved by Vigil Committee and conducted by approved Lodge Vigil Ceremonies Team.	Nate Holmy	5

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