

# Achewon Nimat Lodge Rules

## Effective 10/01/2010

### Mission

- The mission of this lodge is 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 adults. [Required Statement]

### Name and Affiliation of Lodge

- The lodge shall be known as Achewon Nimat Lodge, San Francisco Bay Area Council No. 028, Boy Scouts of America, and shall be under the supervision of the council camping committee and the administrative authority of the Scout Executive. [Required Statement]
- When lodge numbers were not necessarily associated with council numbers, the lodge number for Achewon Nimat Lodge was 282.

### Membership

- **Election to Membership**
  - The requirement for membership in the lodge shall be as stated in the current printing of the *Order of the Arrow Handbook*, *Order of the Arrow Guide for Officers and Advisers*, or other National OA publications. [Required Statement]
  - The procedure for the Ordeal shall be as stated in the current printing of the *Order of the Arrow Handbook*, the *Guide to Inductions*, or other National OA publications. [Required Statement]
- **Brotherhood Membership**
  - Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook*, the *Order of the Arrow Guide for Officers and Advisers*, or other National OA publications. [Required Statement]
- **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*, the *Order of the Arrow Guide for Officers and Advisers*, or other National OA publications. [Required Statement]

## Organizational Structure

- **Villages**

- The lodge shall be divided into geographical groups called Villages (the term of chapter is used in the OA handbook etc.), which shall coincide with the Council's traditional Scouting districts. The Lodge Key-3 (defined on page 6) can waive this if they believe that two or more traditional Scouting districts or parts thereof should operate as one Village.
- OA members without unit or district affiliation shall not be assigned to a Village and may participate in Village activities of their own choosing.

- **Committees**

- **Lodge Operating Committees**

- Committees with ongoing (throughout the lodge year) responsibilities shall be:
  - Achievest
  - Arrow Point
  - Brotherhood
  - Camp Promotions (future)
  - Camporee
  - Ceremonies
  - Cook Team
  - Cub Scouting (future)
  - Dance Team
  - Elangomat (future)
  - Finance
  - Klondike Derby
  - Lodge Banquet
  - Lodge Leadership Development
  - Membership
  - National Events
  - OA Troop/Team Representative (future)
  - Ordeal
  - Plan Book (future)
  - Service Projects (future)
  - Trading Post (future)
  - Unit Elections
  - Website
  - Where to go Camping Book (future)
  - Winter Camp Awareness

- In any year that an activity is not scheduled, (like a lodge hosted Camporee or the next year in the case of National Events) the lodge shall NOT operate with that committee or appoint a chairman. If for any reason that the lodge does NOT have an organized contingent to an OA national event the lodge shall not have a committee chairman for national events.
  - The Key-3 Lodge can suspend, combine, or reinstate the operation of any of Lodge Operating Committees for any Lodge year, if they feel it is necessary or desirable.
- **Lodge Ad Hoc Committees**
    - Committees with one time responsibilities.
      - Conclave (host years only)
      - Vigil Selection
    - The lodge LEC can establish an Ad Hoc committee with a majority vote of the LEC members.

## Officers

- **Elected Lodge Officers**
  - The elected lodge officers shall be; lodge chief, lodge vice chief of activities, lodge vice chief of inductions, lodge vice chief of service, lodge secretary, and lodge treasurer.
  - Elected officers must be younger than 21 during their entire term of office
  - Lodge officers are elected by their fellow youth members (under the age of 21) in good standing of the lodge annually.
  - Elected lodge officers can hold no other office within the lodge.
  - Elected lodge officers can only hold those offices within the section, region, or national OA structure as permitted by the *Order of the Arrow Field Operations Guide (FOG)* and must also have the written consent of the lodge staff adviser or Scout Executive.
  - Elected lodge officers shall not hold any part in the Ordeal or Brotherhood ceremonies team during their term of office.
  - Elected lodge officers must also meet any additional requirements identified within current printing of the *Order of the Arrow Handbook*, the *Order of the Arrow Guide for Officers and Advisers* other National OA publications, and by the *Lodge Operating Guidelines*.
  - The lodge chief can appoint a vice chief, secretary or treasurer for a period not to exceed 90 days if one is not elected by the lodge membership. This appointment must have the approval of the lodge adviser and the staff adviser or Scout Executive. An election must be scheduled and conducted within the 90 day period for any position appointed by this provision.
  - The lodge chief serves as a member of the Lodge Key 3.

- **Elected Village Officers**

- The elected village officers shall be; village chief, village vice chief of inductions and village vice chief of communications
- Elected village officers must be younger than 21 during their entire term of office
- Village officers are elected by their fellow youth members of the village (under the age of 21) in good standing of the lodge.
- Elected village officers must be registered in a unit within the geographical boundaries of the village.
- Elected village officers can hold no other office within the lodge.
- Elected village officers can only hold those offices within the section, region, or national OA structure as permitted by the *Order of the Arrow FOG* and must also have the written consent of the lodge staff adviser or Scout executive.
- Elected village officers must also meet any additional requirements identified within current printing of the *Order of the Arrow Handbook*, the *Order of the Arrow Guide for Officers and Advisers*, other National OA publications, and by the lodge operating guidelines
- The lodge chief can appoint a village chief, or village vice chief for a period not to exceed 90 days if one is not elected by the village membership. This appointment must have the approval of the lodge adviser and the staff adviser or Scout Executive. An election must be scheduled and conducted within the 90 day period for any position appointed by this provision. A village officer appointed by this provision should, but is not required to be a member of that village.

- **Appointed Committee Chairmen**

- The lodge chief shall appoint the youth chairs to the lodge operating committees in consultation with the related elected lodge officer after lodge Key 3.
- The lodge chief shall appoint the chairmen to the lodge ad hoc committees within 90 days of the scheduled completion of their assigned tasks in consultation with the related elected lodge officer and Key 3 lodge.
- Committee chairmen must be younger than 21 during their entire term of office.
- Committee Chairmen can serve as chair to not more than two committees, and only then if the committees do not have scheduled major events within 60 days of one another.
- Committee Chairmen of the Brotherhood, Ceremonies, Elangomat, and Ordeal committees should only chair one of these committees.
- Committee Chairman of the Brotherhood Committee must be a Brotherhood or Vigil member.

- **Schedule of Elections**

- The lodge officer elections shall be scheduled for the Achievest to be held in March or April of each year. The Lodge Key-3 may change, if needed, the date and/or location of the officer elections.
- Notice of lodge elections must be made in writing within 45 days prior to the elections. The notice must be sent to all registered lodge members in good standing via the US mail or by a direct email. Other forms of communication do not meet the notification requirement.
- The village officer elections shall be held within 45 days following the lodge officer elections.

- **Term of Office**

- The term of office for all elected lodge and village officers, and appointed committee chairmen with the exception the National Events chairmen shall be July 1 following the election through June 30 of the next year.
- The term of office for the National Events chairmen shall be July 1 in the year preceding the National Event through the month following the National OA event.

- **Removal of Elected Officer or Appointed Chairman**

- The lodge chief has the responsibility to recommend to the lodge adviser and staff adviser or Scout Executive the removal of any lodge officer, village officer or committee chairman that is not performing their duties.
- The lodge adviser and staff adviser or Scout Executive must approve all recommended officer or committee chairman removals from the lodge chief.
- The staff adviser in his capacity as representing the Scout Executive as the Supreme Chief of the Fire can remove any officer or chairman or advisor youth or adult for any reason.
- Any Arrowman removed from office within this provision must be notified in writing stating the reason for their removal from office or chairmanship.
- Upon the recommendation of the lodge chief and concurrence of the lodge staff adviser and lodge adviser any Arrowman may be removed for the status of "Good standing" for any behavior determined to be "unscout like".

## **Advisers**

- The lodge adviser shall be appointed by the Scout executive or staff adviser.
- All advisers are appointed for a period of 1 year, July 1 through June 30 with the exception the adviser for Nationals events whose appointment shall be July 1 through the month following the National OA event.
- The lodge adviser and the professional staff adviser along with the lodge chief are members of the Lodge Key-3.
- Appointment of one or more associate lodge advisers is a decision of the Scout executive or staff adviser. It is recommended that associate lodge advisers be given explicit responsibilities.
- The village advisers shall be appointed by the Scout Executive or staff adviser.
- The lodge adviser in consultation with the committee chairmen, lodge chief, related lodge vice chief, shall appoint the committee advisers with the approval of the Scout Executive or staff adviser.
- An adviser shall be appointed for each lodge officer, village chief, and committee chairmen.
- Committee advisers should be limited to two committees except for Ceremonies, Elangomat, and Ordeal which should be limited to just one.
- The appointment of an adviser to a family member is discouraged.
- Advisers shall not be appointed for any committee, if that committee shall not be in operation for that lodge year.
- All advisers must be over the age of 21 at the time of their appointment.
- The Scout Executive or staff adviser can remove any adviser at any time.
- The lodge adviser serves as a member of the Council Camping Committee.

## **Lodge Executive Committee (LEC)**

- Members of the LEC shall be; all elected lodge officers, village chiefs or his duly appointed representative, lodge operating committee chairmen, immediate past lodge chief, lodge adviser, associate lodge adviser, lodge staff adviser, Scout Executive, elected lodge officers' advisers, village adviser, and committee advisers.
- Section, region, or national OA officers can NOT be a voting member of the LEC.
- Ad hoc committee chairmen can NOT be a voting member of the LEC.
- Only youth members of the LEC under the age of 21 have a vote in any lodge business.
- No Arrowmen will have more than one vote.
- Proxy voting is NOT permitted.

- A quorum for a LEC meeting is more than 50% of the voting members. Meetings without a quorum shall be called to order, rescheduled and adjourned.
  - Using the last published and distributed list of *Achewon Nimat Order of the Arrow Lodge Contacts*, count the number of different youth holding; an elected lodge office, the office of village chief, the past lodge chief, and the operating committee chairman. If the count is an even number add two(2), if the count is an odd number add one(1), and divide by two(2). The result is the number needed for a quorum.
- A schedule of the LEC meetings shall be included on the lodge calendar.
- Notice of LEC meetings and its agenda must be sent to all LEC members 15 days prior to any scheduled meeting or 3 days for a special LEC meeting called by the Scout Executive or staff adviser. Notice must be distributed in accordance with the *Lodge Operating Procedures Guide*.
- Meeting minutes from LEC meetings shall be distributed to all LEC members within 15 days of each meeting. Minutes must be distributed in accordance with the *Lodge Operating Procedures Guide*.
- LEC meetings shall be conducted in accordance with *Robert's Rules of Order, Simplified*. One of the vice chiefs shall be assigned the duty of parliamentarian for each LEC meeting.
- The LEC meetings are open to all.

### **Lodge Meetings**

- The lodge shall schedule and hold at least one, but not more than three lodge meetings each lodge year (July 1 through June 30).
- Lodge meetings shall be identified as such on the lodge calendar and can be scheduled along with another lodge activity.
- Notice of a lodge meeting and its agenda must be sent through official lodge communication channels to all active lodge members not more than 45 days prior to the meeting, nor less than 30 days prior to the meeting.
- A quorum for a lodge meeting is 10% of the youth membership as shown on the last lodge charter application. Meetings without a quorum shall be called to order, rescheduled and adjourned.
- Lodge members in good standing under the age of 21 may vote on any business at Lodge Meetings
- Proxy voting is not permitted.

### **Finances**

- All Order of the Arrow funds shall be handled through the council service center and go through all normal council accounting procedures. [Required Statement]
- Day to day financial operations of the lodge shall also follow the *Achewon Nimat Lodges Guide to Financial Operations*.
- The lodge treasurer shall provide a monthly lodge financial statement of income and expense to the lodge chief, lodge adviser, and staff adviser.
- The lodge treasurer shall present the most recent financial statement of income and expense to the lodge or lodge executive committee at each meeting.

- The lodge treasurer along with the lodge finance committee shall prepare a lodge operating budget, submit to the LEC, prior to the end of the lodge year, for approval. This submitted budget must be balanced or have the explicit approval of the Scout Executive or staff adviser prior to submission to the LEC.
- The lodge treasurer working with the National Events committee shall submit for approval to the LEC a budget for National Events by November 1 of each year that the lodge shall be participating in the following year National OA event. The submitted budget must not exceed the event income plus the event reserve less one thousand dollars (\$1,000.00).
- The lodge fiscal year shall be Sept. 1 through Aug. 31. Lodge dues in an amount approved by the lodge, as part of the budget process, are payable on Sept. 1 of each year. Arrowmen who have not paid their OA dues shall be considered inactive on Dec. 15 of each year.
- All budgets must contain a contingency of 10% for events plus 10% of the general operating expense budget.
- Any expenditure to be charged to the 10% general operating budget contingency must be explicitly approved by the LEC.
- Only expenditures that exceed the current lodge budget need LEC action prior to payment.

### **Identity Items of the Lodge**

- The totems of the lodge are an Indian Head and a Golden Bear. The Indian head shall appear the left side and the bear on the right side as they are perceived by the viewer.
- All patches, pocket flap, neckerchiefs, Achievest patches, lodge anniversary patches, NOAC patches, issued by the lodge shall carry the lodge totem, lodge number, and a fleur-de-lis. Patches issued by the lodge for an OA Camporee Winter Camp, or Klondike Derby, etc. do not require the lodge totems or lodge number.
- All identity items (patches neckerchiefs etc.) must comply with BSA requirements and standards.
- The standard set of colors for the lodge's formal dress neckerchief shall be half white and half red. Each member of the lodge shall be able to purchase only one (1) of the current issue of the formal dress lodge neckerchief that may not be traded or sold. The patch on the formal neckerchief shall have all qualities indicated above.
- Design and issuance of the lodge identity items to be carried as inventory in the lodge trading post must be approved by the LEC along with the financial impact (expected payback period) to the lodge.
- Lodge event patches, Achievest, Camporee, Klondike, Winter Camp, etc. must be budgeted for and paid for in the current year's event budgets.
- Reordering of stocked trading post items do NOT require a LEC vote, excluding lodge logoed t-shirts, mugs, or hats.

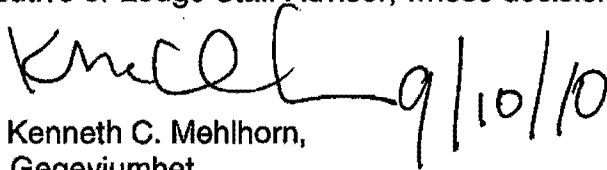


## Changes to the Lodge Rules

- Proposed changes to these rules must be submitted to the lodge in writing at a Lodge LEC meeting, Lodge meeting, or to the lodge staff adviser at the Council office.
- All proposed changes must be reviewed by the lodge staff adviser prior to any action being taken by the lodge. This is to ensure that the proposed change does not create a conflict with SFBAC policies or National BSA policies.
- The proposed change must be distributed to all LEC members with the meeting agenda 15 days prior to the meeting.
- A two-thirds (2/3) majority of the LEC members is required to approve all lodge rule changes.

## Higher Authority

- If there is a conflict between the lodge rules and the current printing of the *Order of the Arrow Handbook*, the *Order of the Arrow Guide for Officers and Advisers*, other National OA publications, SFBAC Council policy, or BSA National policy, the lodge rules must be changed without a vote of the lodge to be in compliance.
- All Lodge rules and procedures are subject to the approval or denial of the SFBAC Scout Executive and Lodge Staff Adviser, including amending or replacement.
- Interpretation or clarification of the Lodge Rules is the responsibility of Scout Executive or Lodge Staff Adviser, whose decision is final and binding.



Approved: Kenneth C. Mehlhorn,  
Gegeyjumhet  
Supreme Chief of the Fire  
Scout Executive/CEO