

Agaming Maangogwan Lodge 804



Lodge Rules

Order of the Arrow

Scouting's National Honor Society

**Water and Woods
Field Service Council**

**Michigan Cross Roads
Coordinating Council**

Agaming Maangogwan Lodge Rules

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Agaming Maangogwan Lodge

ORDER OF THE ARROW - LODGE RULES

Adopted 2012

I. 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 capable adults.

II. NAME, AFFILIATION, AND AUTHORITIES

- A. **Name and Totem:** The name of this lodge shall be Agaming Maangogwan, translated as "Loon Feather by the Shore"(Ojibwa). The totem of this lodge shall be a Loon. The lodge number of this lodge shall be 804, signifying the date of the creation of this lodge, August 4, 2012.
- B. **Affiliation:** The lodge shall be affiliated with the Water and Woods Field Council, Boy Scouts of America, and shall be under the supervision of the Michigan Crossroads Council of the Boy Scouts of America, the Field Council Executive Board and the administrative authority of the Field Council Scout Executive.
- C. **Authorities:** The Water and Woods Field Council Scout Executive, who acts as Supreme Chief of the Fire, the current printing of the Order of the Arrow Handbook, the current printing of ceremonial guides, and these lodge rules, when not in conflict with the above, shall govern the activities of this lodge.
- D. **Rules:** The rules of this lodge will be in effect until they are properly amended or nullified. (See Section X.)

III. MEMBERSHIP REQUIREMENTS

- A. **Ordeal, Brotherhood, and Vigil:** The requirements of the Ordeal, Brotherhood, and Vigil membership in this lodge shall be as stated in the last edition of the Order of the Arrow Handbook and Guide for Officers and Advisers.
- B. **Induction:** The procedure for the Ordeal, Brotherhood, and Vigil shall be as stated in the latest editions of the *Order of the Arrow Handbook*, the *Guide to Inductions* and the ceremony booklets.

- C. **Lodge Membership:** A lodge member must be a registered member of the Boy Scouts of America, who holds Ordeal, Brotherhood, or Vigil membership and has paid current lodge dues.
- D. **Unit Elections:** The procedure for conducting unit elections shall be as stated in the *Guide to Inductions* and the *Guide to Officers and Advisers*.
- E. **Membership Expiration:** At December 31st of the calendar year, all active members from the previous year are considered inactive until they fulfill the requirements explained in Section III-C.

IV. **INSIGNIA**

The totem of this Lodge shall be the Loon and may be displayed on any insignia officially approved by the Lodge Executive Committee and procured by the Lodge for distribution and sale. All such approved insignia and other properties shall be under the management of the Lodge Administrative Vice-Chief and his committees. No merchandise shall be created with the lodge name or totem without approval of the Lodge Executive Committee.

V. **LODGE ORGANIZATION**

The central governing body shall be the Lodge Executive Committee (LEC). It shall make all lodge policies and procedures. The decisions are subject to approval by the Field Service Executive (Supreme Chief of the Fire).

A. Membership:

- 1. Voting membership (All in this category must be under 21 years of age for their full term of office.)

The Six (6) Executive (elected) Officers:

- a. The Lodge Chief
- b. The Lodge Executive Vice-Chief
- c. The Lodge Administrative Vice Chief
- d. The Lodge Program Vice-Chief
- e. The Lodge Service Vice-Chief
- f. The Lodge Communication Vice Chief

The Chapter Chiefs or their designee from the Chapter Officers.

The immediate past Lodge Chief (who shall be the Lodge Chief in office immediately preceding the current Lodge year so long as he remains under 21 years of age).

2. Non-voting membership
 - a. The Lodge Adviser
 - b. The Lodge Staff Adviser
 - c. The Lodge Associate Advisers (if any)
 - d. The Standing Committee Advisers
 - e. The Chapter Advisers
 - f. The Council Camping Chairman
 - g. The Council Scout Executive (Supreme Chief of the Fire)

B. Voting:

1. All motions must be passed by a majority of voting members present unless, otherwise required by these rules and procedures. There is one vote permitted for each person on the Lodge Executive Committee, no matter how many positions he may hold. The presiding officer shall not vote except in the occasion of a tie vote, in which case his vote shall decide the issue.
2. Majority is defined as 50% plus ½.
3. Between regular scheduled meetings of the Lodge Executive Committee, the Lodge Chief, in consultation with the Lodge Officers and Advisers, may make decisions for the Lodge using his own judgment. These decisions, however, are subject to review by the Lodge Executive Committee as a whole if deemed necessary.
4. The presiding officer shall be the Lodge Chief, followed by the Lodge Executive Vice-Chief when the Lodge Chief is absent. The succession/rank order of the elected officers is the order as presented in Section V-F –11.
5. In order to have a quorum, a simple majority of the voting executive committee members must be in attendance at the meeting. If a quorum is not present, no voting may take place.

C. Committees: The Lodge Executive Committee shall carry out the program of the Lodge through the use of committees. Each committee shall have a chairman who is a non-voting member of the Lodge Executive Committee. He is encouraged to attend Lodge Executive Committee Meetings. Each committee shall have an adviser.

1. The Lodge Chief in consultation with the Lodge Adviser and the Lodge Vice-Chief under whose supervision the respective Lodge Committee falls appoints each Committee Chairman.
2. The Lodge Chief with the approval of the Lodge Adviser may set up temporary committees to fulfill a special function or task as necessary.

D. Meetings: The Lodge Executive Committee shall meet a minimum of four (4) times a year on a quarterly basis. The Lodge Chief and/or Lodge Adviser may call special meetings.

1. All lodge Executive Committee meetings are open to all Lodge members. Any Lodge member may voice his opinion or address the Lodge Executive Committee, when recognized.
2. Whenever possible, the officers and key advisers shall meet between Lodge Executive Committee meetings to discuss the agenda, analyze the operation of the Lodge, and discuss proposals before or coming before the Lodge Executive Committee.

E. Eligibility for Office:

1. All officers of the Lodge must be under 21 years of age during their entire term.
2. All officers must be members in good standing (dues paid) of this lodge.
3. No member of the Lodge may simultaneously be an elected officer of the Lodge and one of its Chapter Chiefs.
4. All officers shall be available to serve their entire term of office (one year).
5. No Lodge Chief may simultaneously be a Section officer.
6. Each candidate is asked to review the responsibilities with the lodge chief and/or lodge adviser prior to running for an office.
7. The Lodge Key Four, in consultation with the Supreme Chief of the Fire, may establish other necessary criterion.

F. Nominations, Elections, Resignations, and Succession:

1. The Immediate Past Lodge Chief will preside over the nominations and elections for Lodge officers. This duty can be performed even if the Immediate Past Lodge Chief is over 21 years of age.
2. Nominations and elections for Lodge Officers occur at the Fall Fellowship.
3. Chapter caucus shall make the election. Each chapter will be allotted ten votes for each lodge officer to be elected. If there are less than ten members under 21 years of age present, each member has one vote. No fractional votes will be allowed. Votes may be split among candidates. Candidates must receive a simple majority of the vote to win.
4. If there are insufficient votes to reach a simple majority, the nominee with the fewest votes will be eliminated. The process of reducing the lowest vote nominee, remaining nominee's speech and Chapter caucus/voting will continue until a simple majority is achieved.

5. The results of the election shall be announced (without reference to actual vote numbers) at the election event.
6. Nominees for office can be removed from the ballot if judged by the Lodge Adviser and Lodge Staff Adviser that they have violated the Code of Campaign Ethics.
 - a. *The Code of Campaign Ethics:*
 - i. A candidate may speak or debate at any forum set up by the Lodge. An equal opportunity for all candidates for that same office to speak and rebut must be followed.
 - ii. Candidates are forbidden the use of defamatory statements, slander, and libel.
 - iii. All campaign materials such as posters, etc. must be in good taste and in accordance with the Scout Oath & Law.
7. The Lodge Officers shall be formally installed on the Sunday of the Fall Fellowship.
8. A Lodge Officer who believes he can no longer continue to serve may resign from that Office. Such a resignation must be submitted to the Lodge Adviser and the Lodge Chief in writing. In the event that the resigning officer is the Lodge Chief, he will submit his letter of resignation to the Lodge Executive Vice-Chief and the Lodge Adviser. Such letters shall be submitted to the Lodge Executive Committee, by the receiving Officer, for action at the next regular or a special meeting of the Lodge Executive Committee occurring after the resignation.
9. In the event that an officer inadequately performs his duties, the Lodge Adviser with consultation of the Staff Adviser and Lodge Chief may move to vacate the Office of the individual. If it is the Lodge Chief that is in question, then the Lodge Adviser, in consultation with the Staff Adviser and the Supreme Chief of the Fire, may move to vacate the Office of the Lodge Chief.
10. For whatever reason that it may be necessary to fill the position of a Lodge Executive Officer, the vacancy can be filled by a majority vote of the current Lodge Executive Committee.
11. In the case of a vacancy in the office of Lodge Chief, the order of succession is the Lodge Executive Vice-Chief, the Lodge Program Vice-Chief, the Lodge Service Vice-Chief, the Lodge Administrative Vice-Chief, followed by the Lodge Communication Vice-Chief.

G. Duties of the Lodge Officers: Duties of the Lodge Officers are included in Addendum 1.

H. Advisers:

1. The Field Service Council Scout Executive (Supreme Chief of the Fire) appoints the Lodge Adviser.
2. The Field Service Council Scout Executive (Supreme Chief of the Fire) appoints the Lodge Staff Adviser
3. The Lodge Adviser with the approval of the Lodge Staff Adviser appoints all other Advisers of the Lodge.

VI. Chapter Organization: The central governing body of a Chapter shall be the Chapter Executive Committee. Its decisions maybe subject to approval by the Lodge Chief, the Lodge Executive Committee, and the Council Scout Executive (Supreme Chief of the Fire).

A. Membership:

Voting membership (All in this category must be under 21 years of age for their full term of office.)

1. The six (6) Chapter Executive (elected) Officers:
 - a. The Chapter Chief
 - b. The Chapter Executive Vice-Chief
 - c. The Chapter Program Vice-Chief
 - d. The Chapter Service Vice-Chief
 - e. The Chapter Administrative Vice-Chief
 - f. The Chapter Communication Vice-Chief
 - g. Other elected Chapter officers may be added as the chapter deems necessary.
2. Non-voting membership
 - a. The Chapter Adviser
 - b. The Chapter Associate Advisers (if any)
 - c. The Chapter Standing Committee Advisers
 - d. The Chapter Standing Chairman

B. Voting: All motions must be passed by a majority of voting members present unless, otherwise required by these rules and procedures. There is one vote permitted for each person on the Chapter Executive Committee, no matter how many positions he may hold. The presiding officer shall not vote except in the occasion of a tie vote, in which case his vote shall decide the issue.

C. Committees: The Chapter Executive Committee shall carry out the program of the Chapter through the use of committees. Each committee shall have a chairman who is a non-voting member of the Chapter Executive Committee. Each committee shall have an adviser who shall be a non-voting member of the Chapter Executive Committee.

D. Meetings: The Chapter Executive Committee shall meet a minimum of four (4) times year. The Chapter Chief and/or Chapter Adviser may call special meetings.

1. All Chapter Executive Committee meetings are open to all Lodge members. Any Lodge member may voice his opinions or address the Chapter Executive Committee, when recognized.
2. Whenever possible, the officers and key advisers shall meet between Chapter Executive committee meetings to discuss the agenda, analyze the operation of the Chapter, and discuss proposals before or coming before the Chapter Executive Committee.

E. Eligibility for Office: All the officers of this Chapter must be under 21 years of age during their entire term.

1. All officers must be members in good standing (lodge dues paid) of this chapter in the lodge.
2. No member of the Chapter may simultaneously be an elected officer of the Lodge and a Chapter Chief.
3. All officers shall be available to serve their entire term of office (one year).

F. Elections, Resignations, and Succession:

1. The Chapter Chief and Chapter Vice-Chiefs shall be elected for a term of one year beginning at the Fall Fellowship.
2. A Chapter Officer may resign if he feels that he can no longer continue in that office. He must submit his resignation to the Chapter Adviser who will present it at the next regular or special Chapter meeting.
3. In the event that a Chapter Officer is not performing his duties, the Chapter Adviser with consultation of the Chapter Chief may move to vacate the Office of the individual. If it is the Chapter Chief that is in question, then the Chapter Adviser, in consultation with the Lodge Chief and Lodge Adviser, may move to vacate the Office of the Chapter Chief.
4. When a Chapter Office becomes vacant, the Chapter Membership shall move to fill that vacancy.
5. In the case of a vacancy in the office of Chapter Chief, the order of succession is the Chapter Executive Vice-Chief, the Program Vice-Chief, the Service Vice-Chief, the Administrative Vice-Chief, followed by the Communications Vice Chief.

G. Duties of the Chapter Officers: Chapter Officer Duties are included in Addendum 3.

H. Chapter Advisers: The Lodge Adviser, in consultation with the Lodge Staff Adviser, shall appoint the Chapter Adviser.

VII. LODGE/CHAPTER MEETINGS

A. Lodge Executive Meetings:

1. The Lodge Executive Committee will consist of the six lodge officers, the immediate past Lodge Chief, the Lodge Standing Committee Chairman, the Lodge Adviser, the Lodge Staff Adviser, and the Chapter Chiefs and Chapter Advisers from each Chapter.
2. Each meeting's opening shall include the Obligation of the Order of the Arrow and closing shall include the Order of the Arrow song.
3. Voting members of the Lodge Executive Committee shall be: the six lodge officers, the immediate past Lodge Chief, and the Chapter Chiefs.
4. One-half of all voting members of the Lodge Executive Committee constitute a quorum. A majority of voting members present can conduct business.
5. The Lodge Chief may only vote to break a tie.
6. The Lodge Executive Committee will have at least four meetings a year.
7. The Lodge Chief and/or Lodge Adviser may call special meetings of the Lodge Executive Committee.
8. All Lodge Executive Committee meetings are open to all Lodge members. Any Lodge member may voice his opinions or address the Lodge Executive Committee, when recognized.
9. Yearly Calendar
 - a) The Lodge Executive Committee will submit an annual calendar of events to the Field Scout Executive by April 1 of calendar year. All Lodge and Section events must be included.
 - b) A majority vote of the Lodge Executive Committee if required to change the present year's calendar.
 - c) The Lodge will schedule a Spring Induction, Fall Induction, Fall Fellowship, Winter Banquet/Fellowship, Lodge Officers Training, and other such events as approved by the Lodge Executive Committee.

B. Chapter Executive Meetings:

1. The Chapter Executive Committee will consist of the six Chapter officers, the immediate past Chapter Chief, the Chapter Standing Committee Chairman, and Chapter Adviser.
2. Each meeting's opening shall include the Obligation of the Order of the Arrow and closing shall include the Order of the Arrow song.
3. Voting members of the Chapter Executive Committee shall be: the six Chapter officers and the immediate past Chapter Chief.

4. One-half of all voting members of the Chapter Executive Committee constitute a quorum. A majority of voting members present can conduct business.
5. The Chapter Chief may only vote to break a tie.
6. The Chapter Executive Committee will have at least four meetings / activities a year.
7. The Chapter Chief or Adviser may call a special meeting of the chapter.
8. All Chapter Executive Committee meetings are open to all Chapter members. Any Chapter member may voice his opinions or address the Chapter Executive Committee, when recognized.

VIII. DUES

- A. Dues will be collected at the Field Service Centers, at a lodge event, or paid on-line. A copy of the dues payment will then be given to the Lodge Administrative Vice-Chief for database entry. A copy of names will be kept by all of the aforementioned people.
- B. Members may be restored to active status by paying dues for the current year.
- C. Annual dues are set at the fall meeting of the Lodge Executive Committee for the following year.

IX. FINANCE

- A. The Field Service Office will handle all Order of the Arrow funds. Normal accounting procedures will be followed.
- B. The Lodge Executive Committee will approve all lodge budgets.
- C. In the development of the annual budget, funds will be made available for chapter mailings, activities, and service projects.
- D. The Lodge Executive Committee must approve any unbudgeted expenditures.
- E. The Lodge Executive Committee must approve budgets for each Lodge Event.
- F. The Lodge Executive Committee will approve all lodge and chapter fundraising.
- G. The Lodge Administrative Vice-Chief will present a yearly budget at the Lodge Executive Meeting in January for the calendar year.
- H. Chapter Administrative Vice-Chiefs should submit information to the Lodge Administrative Vice-Chief by December 15 to be included in the overall budget.
- I. The fiscal year of the lodge is January 1 to December 31. This period serves as the term of Lodge dues.

X. AMENDMENTS TO THE LODGE RULES

- A. The Lodge Officers Descriptions and Duties, Lodge Committee Descriptions and Duties, and Chapter Officers Job Descriptions (Addendum 1, Addendum 2, and Addendum 3) may be amended at a Lodge Executive Committee meeting when all executive board members have received written description of the changes and written notification of the vote at least thirty days in advance, and changes are accepted by a majority of the voting members of the Lodge Executive Committee.
- B. These rules will be subject to amendment at any regular or special meeting of the Lodge provided that such amendment is submitted in writing to the Lodge Executive Committee at least one month prior to the meeting, and that due notice has been sent to all active members at least ten days prior to the membership meeting.
- C. Notice must be given to all members of the Lodge that a vote to change the rules will take place. In the event that the notice for these proposed changes do not correspond with a regular Lodge mailing, a posting on the Lodge website shall be considered sufficient. The notice, whether by mail or by web posting, must be made at least ten (10) days prior to the planned vote. A simple majority vote of the voting members present shall be required for approval.

XI. REFERENCES

- A. Order of the Arrow Handbook, Boy Scouts of America, latest publication.
- B. Guide for Officers and Advisors, Boy Scouts of America, latest publication.
- C. Chapter Operations Guide, Boy Scout of America, latest publication.
- D. Guide to Inductions, Boy Scouts of America, latest publication.
- E. Ceremony for the Ordeal, Boy Scouts of America, latest publication.
- F. Ceremony for the Brotherhood, Boy Scouts of America, latest publication.
- G. Ceremony for the Vigil Honor, Boy Scouts of America, latest publication.
- H. National Order of the Arrow Bulletin, Boy Scouts of America, all publications proceeding the most recent editions of the Order of the Arrow Handbook, Order of the Arrow Guide for Officers and Advisors, Manual for the Ordeal, Brotherhood Ceremony Pamphlet, and Vigil Honor Ceremony Pamphlet.
- I. National Order of the Arrow Operation Updates, Boy Scouts of America, all publications proceeding the most recent editions of the Order of the Arrow Handbook, Order of the Arrow Guide for Officers and Advisors, Manual for the Ordeal, Brotherhood Ceremony Pamphlet, and Vigil Honor Ceremony Pamphlet.

ADDENDUM 1

LODGE POSITION DESCRIPTIONS AND DUTIES

POSITION DESCRIPTION AND DUTIES OF THE LODGE OFFICERS

LODGE CHIEF

The Lodge Chief is the chief Executive Officer of the Lodge. He is the primary representative of the Lodge at all Order of the Arrow and other Scouting events. He is responsible for:

1. Presiding at all meetings of the Lodge and the Lodge Executive Committee.
2. The functions of each youth member of the Lodge Executive Committee.
3. Attending and voting on the Field Service Council Executive Board.
(If excused absences are necessary, he will arrange for an alternate Vice-Chief to attend.)
4. Preparing meeting agendas for Lodge Executive Committee meetings.
5. Re-chartering and completing the Journey to Excellence program for the lodge at the end of the fiscal year.
6. Responsible for calling and conducting Key Three meetings.
7. Attending the Section Council of Chief meetings and encourage the participation of other Vice-Chiefs and interested Lodge members. He presents a summary of these meeting at the Lodge Executive Committee meetings.
8. Communicating and conveying information concerning other lodges, Section C2 Leadership, and the Central Region leadership including but not limited to, invitation to applicable lodge events.
9. Representing the lodge at external events.
10. Proper and upstanding operation of all lodge functions, committees and chapters.
11. Appointing committee chairmen for all committees including other Ad-Hoc committees when deemed necessary.
12. Adhering to the program and policies of the lodge. He will utilize the Guide to Officers and Advisers and all other National and Regional publications and revisions.
13. Emphasizing that duties are completed on timely manner, such as a Lodge calendar, budgets, communications, and event mailings to name a few.
14. Developing and maintaining a list of short and long-term goals for the lodge.
15. Calling a meeting within 30 days to elect his replacement IF elected Section Chief.
16. Acting as Ex-officio of all committees (Committee assignments may be split with the Lodge Executive Vice-Chief.)
17. Writing articles for lodge newsletter and website.
18. Promoting the correct wearing of the Scout uniform.

POSITION DESCRIPTION AND DUTIES OF THE LODGE OFFICERS

LODGE EXECUTIVE VICE-CHIEF

The Lodge Executive Vice-Chief is the second in command and is responsible to fill-in for the Lodge Chief when he is unable to attend. He is responsible for:

1. Reporting to the Lodge Chief.
2. Developing regular communications (monthly) with the chapters and assisting them with their roles and responsibilities.
3. The functioning of the chapters and the chapter officers.
4. The functioning of all committees under his supervision including: Chapter Bridge Chairman.
5. Assisting other lodge officers / chairmen of the Lodge Executive Committee per the Lodge Chief's request.
6. Planning and implementing an annual Lodge Leadership Development (LLD) Program.
7. Filling positions on Ad-Hoc Committees at the Lodge Chief's request.
8. Acting as Ex-officio of all committees and committee assignments may be split with the Lodge Chief.
9. Assuming the leadership and responsibilities of the Lodge Chief in his absence.
10. Collecting and presenting a complete set of all documentation generated throughout the term archiving purposes including all chapter assistance.
11. Attending Section meetings and events when appropriate.
12. Promoting the correct wearing of the Scout uniform.
13. Writing articles for the lodge newsletter and website.
14. Attending all meetings of the Lodge

POSITION DESCRIPTION AND DUTIES OF THE LODGE OFFICERS

LODGE PROGRAM VICE-CHIEF

The Lodge Program Vice-Chief shall supervise the organization of the Induction Weekends, Lodge Fellowships, and External Events. He is responsible for:

1. Reporting to the Lodge Chief.
2. Planning lodge fellowship events including: Winter Fellowship/Banquet Weekend and Fall Fellowship.
3. The functioning of all committee under his supervision including: External Affairs and Ceremonies.
4. Coordinating planning, logistics, and finances with the corresponding Vice-Chiefs and Chairmen to assure staff, materials, cash, and supplies are on hand for planned activities.
5. Promoting lodge events and Induction Weekends through flyers, the newsletter, website and Face Book.
6. Attending all Lodge Executive Committee (LEC) meetings and presenting a written and verbal report regarding the state of his responsibilities.
7. Coordinating the Induction Weekends between the lodge and the chapters.
8. Promoting Order of the Arrow High Adventure programs.
9. Collecting and presenting a complete set of all documentation generated throughout the term archiving purposes including all program events of the lodge.
10. Attending Section meetings and events when appropriate.
11. Promoting the correct wearing of the Scout uniform.
12. Writing articles for the lodge newsletter and website.
13. Attending all meetings of the Lodge

POSITION DESCRIPTION AND DUTIES OF THE LODGE OFFICERS

LODGE SERVICE VICE-CHIEF

The Lodge Service Vice-Chief shall supervise the organization of Camp Promotions, Service to all camp properties, and Service for the community. He is responsible for:

1. Reporting to the Lodge Chief.
2. Implementing camping promotions as developed by the Coordinating and Field Service councils, their appropriate committees (i.e. Commissioners, Program, etc.), and the lodge.
3. Implementing camp service programs as developed by the Coordinating and Field Service councils, their appropriate committees, the camp and its ranger and the lodge.
4. Updating the lodge's Camping Promotions Manual.
5. Training the chapter's camping promotions teams.
6. The functions of all committee under his supervision including: Camp Service.
7. Attending all Lodge Executive Committee (LEC) meetings and presenting a written and verbal report regarding the state of his responsibilities.
8. Coordinating planning, logistics, and finances with the corresponding Vice-Chiefs and Chairmen to assure staff, materials, cash, and supplies are on hand for planned promotions and projects.
9. Keeping track of service hours for Charter, JTE, Decourcy, and other awards programs.
10. Promoting camp and lodge service projects through flyers, the newsletter, website and Face Book.
11. Attending Field Service Council Camping Promotions / Properties Committee meetings and of presenting a summary at the Lodge Executive Committee (LEC) meetings.
12. Developing and presenting the George R. Decourcy award presentation at the Section meeting.
13. Collecting and presenting a complete set of all documentation generated throughout the term archiving purposes including as service aspects of the lodge.
14. Attending Section meetings and events when appropriate.
15. Promoting the correct wearing of the Scout uniform.
16. Writing articles for the lodge newsletter and website.
17. Attending all meetings of the Lodge.

POSITION DESCRIPTION AND DUTIES OF THE LODGE OFFICERS LODGE ADMINISTRATIVE VICE-CHIEF

The Lodge Administrative Vice-Chief shall supervise Unit Elections, Membership & Awards, and Lodge Finances. He is responsible for:

1. Reporting to the Lodge Chief.
2. Implementing Unit Elections as determined & guided by the national lodge.
3. Updating the Unit Elections manual and training chapter unit election teams.
4. The functions of the committees under his supervision including: Fund Raising, Recognition, and Sales.
5. Attending all Lodge Executive Committee (LEC) meetings and presenting a written and verbal report regarding the state of his responsibilities.
6. Coordinating planning and logistics with the corresponding Vice-Chiefs and Chairmen to assure staff, materials, and supplies are on hand for Unit Elections and Induction weekends (i.e. Ordeal and Brotherhood).
7. The Function of the Summer Camp Chief(s).
8. Promoting Induction Weekends and Brotherhood Conversions as well as dues payments.
9. Coordinating planning, logistics, and updating with the corresponding Vice-Chiefs and Chairmen the Membership Records and Data Base.
10. Providing regular Membership reports to lodge and chapter officers & advisers. Such reports may include historical database, event attendance, etc.
11. Coordinating planning and merchandise with the Sales Committee.
12. Coordinating planning logistics with the Fund Raising Committee.
13. Coordinating planning and selection of arrowmen by the Recognitions Committee (i.e. Vigil, Founders' and James E. West).
14. Preparing and supervising a yearly budget by providing regular updates as well as the dispersing of all funds.
15. Collecting and presenting a complete set of all documentation generated throughout the term.
16. Attending Section meetings and events when appropriate.
17. Promoting the correct wearing of the Scout uniform.
18. Writing articles for the lodge newsletter and website.
19. Attending all meetings of the Lodge.

POSITION DESCRIPTION AND DUTIES OF THE LODGE OFFICERS

LODGE COMMUNICATION VICE-CHIEF#

The Lodge Communication Vice-Chief shall handle all official Lodge and Lodge Executive Committee correspondence and communication. He is responsible for:

1. Reporting to the Lodge Chief.
2. All lodge correspondence.
3. Publishing agendas and minutes for all meetings.
4. Notification to all lodge executive committee members of meetings and events.
5. The function of the committees under his supervision including: Newsletter, Website and Face Book.
6. Coordinating planning and editing of the lodge newsletter on a quarterly basis with the Newsletter Committee.
7. Coordinating regular updates with the Website and Face Book committees.
8. Assisting other Vice-Chiefs and Chapter Chiefs with flyers, communications, website posting, etc. about events, service projects, membership, chapter activities, etc.
9. Collecting and presenting a complete set of all documentation generated throughout the term.
10. Taking pictures at lodge events and inductions and creating yearly picture history / power point.
11. Attending Section meetings and events when appropriate.
12. Promoting the correct wearing of the Scout uniform.
13. Writing articles for the lodge newsletter and website.
14. Attending all meetings of the Lodge.

ADDENDUM 2

LODGE COMMITTEE CHAIRMEN POSITIONS AND DUTIES

CHAPTER BRIDGE

- *Assists chapters with implementation of their programs, including, but not limited to: chapter meetings and events, unit elections, and camping promotions*
- *Assists chapters with promotion of Order of the Arrow events.*

EXTERNAL AFFAIRS

- *Assists the lodge with completing awards such as: Journey to Excellence, National Service Award, National Service Grant, E. Urner Goodman Camping Award, Section Decourcy Award, etc.*
- *Assists the lodge with promoting national events such as high adventure, jamboree, NOAC, etc.*

CEREMONIES

- *Provides the lodge with a unified call-out ceremony.*
- *Trains ceremonial teams*
- *Provides with lodge with Pre-Ordeal, Ordeal, Brotherhood, and Vigil ceremonies.*
- *Develops a lodge drum, dance, and flute team.*
- *Tracks of lodge regalia.*

CAMP SERVICE

- *Coordinates service projects for Induction Weekends and Service Weekends*
- *Coordinates Long-term service project*

RECOGNITIONS

- *Ensure notification of selection meetings*
- *Coordinate selection committees (Vigil, Founders', and James E. West)*
- *Coordinates award presentation of honorees*

FUNDRAISING

- *Oversees MSU Seatback fundraiser*
- *Coordinates Silver Trails Trading Post fundraiser*
- *Develops other fundraisers as appropriate*

SALES

- *Orders, Inventory and Sells merchandise for the lodge trading post*
- *Suggests new trading post items*
- *Designs event memorabilia and other trading post items*

NEWSLETTER

- *Seeks out articles for the lodge newsletter*
- *Publishes a quarterly newsletter*

WEBSITE

- *Updates the website on a monthly basis*
- *Coordinates information with the Field Service and Coordinating Council*

FACE BOOK

- *Updates the lodge Face Book page on a monthly basis*
- *Coordinates information with the Field Service and Coordinating Council*
- *Sends out notices about lodge happenings and events*

ADDENDUM 3

CHAPTER POSITION DESCRIPTIONS AND DUTIES

CHAPTER CHIEF

The Chapter Chief is the chief Executive Officer of the Chapter. He is the primary representative of the Chapter at all Order of the Arrow and other Scouting events. He is responsible for:

1. Presiding at all meetings of the Chapter.
2. The functions of each youth member of the Chapter Executive Committee.
3. Attending and voting on the Lodge Executive Committee. He presents a summary of what has been happening in the chapter.
4. Preparing meeting agendas for Chapter Executive Committee meetings.
5. Communicating and conveying information concerning other chapter and lodge events at chapter meetings.
6. Representing the chapter at other events.
7. Proper and upstanding operation of all chapter functions and committees.
8. Appointing committee chairmen for all committees.
9. Adhering to the program and policies of the lodge. He will utilize the *Guide to Officers and Advisers* and all other National and Regional publications and revisions.
10. Emphasizing that duties are completed on timely manner, such as Unit Election and Camping Promotions.
11. Developing and maintaining a list of short and long-term goals for the chapter.
12. Writing articles for the lodge newsletter and website.
13. Promoting the correct wearing of the Scout uniform.

CHAPTER EXECUTIVE VICE-CHIEF

The Chapter Executive Vice-Chief is the second in command and is responsible to fill-in for the Chapter Chief when he is unable to attend. He is responsible for:

1. Reporting to the Chapter Chief.
2. Assuming the leadership and responsibilities of the Chapter Chief in his absence.
3. Developing regular communications with the Boy Scout troops.
4. Assisting other chapter officers per the Chapter Chief's request.
5. Assisting with Unit Elections and Camping Promotions.
6. Collecting and presenting a complete set of all documentation generated throughout the term archiving purposes including all chapter assistance.
7. Attending lodge meetings when appropriate.
8. Promoting the correct wearing of the Scout uniform.
9. Writing articles for the lodge newsletter and website when appropriate.
10. Attending all functions of the Chapter.

CHAPTER PROGRAM VICE-CHIEF

The Chapter Program Vice-Chief shall assist the organization of the Induction Weekends and help the Chapter Chief with Chapter meetings and events. He is responsible for:

1. Reporting to the Chapter Chief.
2. Assisting in the planning of lodge Induction Weekends.
3. Promoting chapter and lodge events and Induction Weekends through flyers, the lodge newsletter, website and Face Book.
4. Attending all Chapter Executive Committee (LEC) meetings and presenting a written and verbal report regarding the state of his responsibilities.
5. Promoting Order of the Arrow High Adventure programs.
6. Collecting and presenting a complete set of all documentation generated throughout the term.
7. Attending lodge meetings and events when appropriate.
8. Promoting the correct wearing of the Scout uniform.
9. Attending all functions of the Chapter.

CHAPTER SERVICE VICE-CHIEF

The Chapter Service Vice-Chief shall organization and conduct Unit Camp Promotions. He will assist the lodge in camp and community service projects. He is responsible for:

1. Reporting to the Chapter Chief.
2. Contacting and conducting unit camping promotions.
3. Assisting with camp and community service programs as developed by the Coordinating and Field Service councils, their appropriate committees, the camp and its ranger and the lodge.
4. Attending the lodge chapter's Camping Promotions training.
5. Asking other Arrowmen to serve on the chapter Camping Promotions team.
6. Attending all Chapter Executive Committee (LEC) meetings and presenting a written and verbal report regarding the state of his responsibilities.
7. Keeping track of chapter service hours for Charter, JTE, Decourcy, and other awards programs.
8. Promoting chapter and lodge service projects at meetings.
9. Collecting and presenting a complete set of all documentation generated throughout the term.
10. Attending lodge meetings and events when appropriate.
11. Promoting the correct wearing of the Scout uniform.
12. Attending all functions of the Chapter.

CHAPTER ADMINISTRATIVE VICE-CHIEF

The Chapter Administrative Vice-Chief shall supervise Unit Elections and Membership records. He is responsible for:

1. Reporting to the Chapter Chief.
2. Contacting and conducting Unit Elections.
3. Attending the lodge Unit Elections training.
4. Asking other Arrowmen to serve on the chapter unit election team.
5. Attending all Chapter Executive Committee (LEC) meetings and presenting a written and verbal report regarding the state of his responsibilities.

6. Coordinating plans with other lodge Vice-Chiefs.
7. Promoting Induction Weekends, Brotherhood Conversions and dues payments.
8. Updating membership records with the appropriate lodge Vice-Chief / Chairmen.
9. Providing regular membership reports to chapter (from the lodge).
10. Coordinating planning and merchandise with the Sales Committee.
11. Collecting and presenting a complete set of all documentation generated throughout the term.
12. Attending lodge meetings and events when appropriate.
13. Promoting the correct wearing of the Scout uniform.
14. Attending all functions of the Chapter.

CHAPTER COMMUNICATION VICE-CHIEF

The Chapter Communication Vice-Chief shall handle all official Chapter correspondence and communication. He is responsible for:

1. Reporting to the Chapter Chief.
2. All chapter correspondence.
3. Publishing notices for all meetings.
4. Notifying all Chapter members of meetings and events.
5. Coordinating regular updates with the lodge Newsletter, Website and Face Book committees.
6. Assisting other officers with flyers, communications, website posting, etc.
7. Promoting all chapter and lodge events.
8. Collecting and presenting a complete set of all documentation generated throughout the term.
9. Attending lodge meetings and events when appropriate.
10. Promoting the correct wearing of the Scout uniform.
11. Writing articles for the lodge newsletter and website when appropriate.
12. Attending all functions of the Chapter.

