

Orca Lodge Rules

I. NAME AND AFFILIATION

- A. The name of the Redwood Empire Council #41 Order of the Arrow Lodge shall be Orca Lodge #194, which in the language of the Tlingit Native American tribe means killer whale.
- B. Orca Lodge #194 shall be affiliated with the Redwood Empire Council #41, Boy Scouts of America, under the administrative authority of the Scout Executive. The Lodge will also be under the supervision of the Council Camping Committee and the National Committee of the Order of the Arrow. Further, the Lodge will be subject to all regulations as contained in the current printing of the Order of the Arrow Handbook and Guide for Officers and Advisers.
- C. The totem of Orca Lodge #194 shall be the killer whale.

II. STATEMENT OF PURPOSE

We, of the Orca Lodge #194, Order of the Arrow W.W.W., in order to recognize those campers who best exemplify the Scout Oath and Law in their daily lives and by such recognition cause other campers to conduct themselves as to warrant such recognition; to develop and maintain camping traditions and spirit; to promote Scout camping, which reaches its greatest effectiveness as part of the unit's camping program, both year-round and in the summer camp as directed by the Council Camping Committee; and to crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others, do hereby ordain and establish these Lodge Rules for the Orca Lodge #194, Order of the Arrow, W.W.W.

III. LODGE MEETINGS AND ACTIVITIES

- A. The Lodge may schedule the following events:
 1. Lodge Officer Retreat
 2. Lodge Fellowship
 3. Vigil Weekend
 4. Annual Lodge Banquet
 5. Lodge Ordeals
 6. Other events to support the scouting program
- B. All events must be pre-registered through the Council Office.
- C. The Lodge Executive Committee may schedule Lodge General Membership meetings as necessary. Each youth member of the lodge shall have a vote of matters brought before a Lodge General Membership meeting.
- D. This Lodge shall participate in the Section that is assigned by National and the Region.
- E. The Lodge Executive Committee of Orca Lodge shall hold at least four meetings annually.
- F. Each meeting shall be opened with the Obligation of the Order of the Arrow and closed with the Order of the Arrow Song.
- G. Members of the Order 21 years and older shall have no vote in any decisions of the Lodge.
- H. Each Chapter may hold its own ordeals with the approval of the Lodge Executive Committee.

IV. MEMBERSHIP

- A. The requirements for membership in the Order of the Arrow shall be followed as required in the current printing of the Order of the Arrow Handbook.
- B. Procedures for the Ordeal, Brotherhood eligibility and membership, and attainment of the Vigil Honor shall be followed as specified in the current printing of the Order of the Arrow Handbook.
- C. There shall be two classes of membership.

1. Active Membership: An active member of the Orca Lodge shall be defined as one whose dues are paid for the current year and who is registered in an active capacity with the Boy Scouts of America.
 2. Inactive Membership: If the annual dues are not paid, a member is considered to be inactive.
- D. All Pre-ordeal, Ordeal, Brotherhood, and Vigil Honor ceremonies shall be followed as printed in the current printing of the Ceremonies Pamphlet for each ceremony.

V. OFFICERS, ELECTIONS AND APPOINTMENT

- A. The officers of this Lodge shall be the Lodge Chief, Lodge Vice-Chief, Lodge Secretary, and Lodge Treasurer. All Lodge officers must be under twenty-one (21) years old during their entire term in office.
- B. The term of office shall run from their election to the next election. The officers may be installed at the Lodge Dinner.
- C. Nominations of the Lodge Officers:
 1. Nominations shall be taken from the active membership of the Lodge until nominations are closed for the offices during the election procedure. Only Active members present at the meeting may run for office.
 2. Nominations may come from the floor for the candidates of Lodge office at the Lodge meeting prior to the annual Lodge dinner.
 3. Nominations from the floor shall be closed and all the candidates will have a chance to complete their election address.
- E. Election of Lodge Officers
 1. The Lodge Chief shall preside over the elections except those offices for which he has been nominated, in which case the order of succession shall dictate which junior officer shall preside over that office's election.
 2. Lodge officers shall be elected at the Lodge Dinner.
 3. Voting will be done using the step-down method, beginning with Lodge Chief then Lodge Vice-Chief, Lodge Secretary, and finally Lodge Treasurer.
 4. Votes shall be cast by secret ballot.
 5. Only active youth members are allowed to vote.
 6. The ballots shall be counted immediately after the election by the Lodge Chief (or in the event of his candidacy, his designee,) the Lodge Adviser, and the Lodge Staff Adviser or a responsible adult appointed by the Lodge Adviser.
 7. Candidates shall be informed of the results as soon as possible by the Lodge Chief or his designee. Public announcement shall not be made until all candidates are informed as to the results.
- F. All Chapter officers shall be elected in the same procedure.
- G. The Lodge Executive Committee shall be empowered to remove from office, with a two-thirds (2/3) majority vote, any Lodge Officer who does not carry out his duties and to appoint another person to serve out the remainder of the unexpired term. Only the Lodge Adviser and the Lodge Staff Adviser are empowered to over-rule this vote.
- H. If any Lodge office should be vacated for any reason, the Lodge Executive Committee shall appoint a replacement to serve out the unexpired term.
- I. The Lodge Adviser shall be appointed by the Scout Executive.
- J. The Lodge Adviser shall appoint all Lodge Associate Advisers to the Lodge committees, Chapters, and Clans with the approval of the Scout Executive.

VI. VOTING

- A. Arrowmen under the age of 21, or any Arrowman who is classified as a youth member of a troop, regardless of age, will be considered a youth (voting) member, and may vote in matters of lodge business.

VII. CHAPTERS

- A. The Lodge may establish within each District a Chapter to further the purpose of the Order of the Arrow, The Boy Scouts of America, and the Lodge.
- B. There may be no more Chapters than Districts in the Council.
- C. Each Chapter shall be identified by a name selected by the Chapter with the approval of the Lodge Executive Committee.
- D. The officers of each Chapter shall be Chapter Chief, Chapter Vice Chief, and Chapter Secretary. These elected Officers shall serve from January 1 to Dec. 31 and shall be under twenty-one (21) during their entire term.
- E. The Chapter Adviser shall be appointed annually by the Lodge Adviser with the approval of the Scout Executive, in consultation with the Lodge Chief. The Chapter Adviser will serve as a Lodge Associate Adviser. They will perform all duties described in the Order of the Arrow Handbook as directed by the Lodge Adviser.
- F. Chapters shall act as a branch of the Lodge
- G. A Chapter Chief and Chapter Adviser are required to maintain the active status of a Chapter

VIII. DUTIES OF LODGE AND CHAPTER OFFICERS

- A. Lodge Chief
 - 1. The Lodge Chief will direct the administration of the Lodge in consultation with the Lodge Adviser and the Lodge Staff Adviser.
 - 2. He will, with the approval of the Lodge Executive Committee, appoint chairmen for the Lodge Committees and other activities as needed.
 - 3. He will see to it that all Chapters are running according to the Order of the Arrow and Orca Lodge Rules.
 - 4. He will be part of the council camping committee.
 - 5. He will attend the Section Meetings For the OA Section that the Lodge has been assigned.
 - 6. He will encourage Arrowmen to be active in the Lodge and live up to the ideals of Scouting, and will himself be an example of the principles of the Order of the Arrow.
- B. Lodge Vice Chief
 - 1. He will be assigned specific Lodge committees to oversee and duties to perform.
 - 2. In case of absence of the Lodge Chief, he will act on Lodge matters with the assistance of the Lodge Adviser. The order of succession shall proceed from the Lodge Vice Chief to the Lodge Secretary to the Lodge Treasurer.
 - 3. In all Lodge matters he will work closely with the Lodge Chief and the Lodge Adviser.
- C. Lodge Secretary
 - 1. The Lodge Secretary will take the minutes of all regular and special meetings of the Executive Committee and will be responsible for sending copies to the Executive Committee.
 - 2. He will take care of such correspondence as the Lodge Chief or Lodge Adviser may direct.
 - 3. He will, in conjunction with the Lodge Treasurer, issue membership cards.
 - 4. He will be responsible for the production of the Lodge newsletter.
- D. Lodge Treasurer
 - 1. The Lodge Treasurer will collect the dues of the Lodge.
 - 2. He will oversee the budget and inform the Executive Committee of the financial status of the Lodge.
 - 3. He will follow the normal accounting procedures of the Council office and will work with the Council office in the handling of the Order of the Arrow funds.
 - 4. He will inventory regularly the Lodge Supplies and oversee the sale of Lodge supplies.
- E. Chapter Chiefs
 - 1. The Chapter Chief will direct the administration of the Chapter in consultation with the Chapter Adviser.
 - 2. He will, with the approval of the Chapter Executive Committee, appoint chairmen for the Chapter Committees and other activities as needed.
 - 3. He will see that all Clans in his Chapter, if any, are running according to the Order of the Arrow Handbook and the Orca Lodge Rules.

4. He will supply the Lodge Executive Committee with proposed budgets for all Chapter events.
 5. He will be an example of leadership and responsibility in his Chapter.
- F. Chapter Vice Chiefs
1. Shall be directly under the direction of the Chapter Chief.
 2. He will be responsible for the planning of the Chapter ordeals. The Chapter Vice Chief has the power to delegate the ordeals to an ordeal master approved by the Chapter Executive Committee, if he wishes to do so.
- G. Chapter Secretaries
1. He will have the same responsibilities as the Lodge Secretary on behalf of the Chapter.

IX. LODGE EXECUTIVE COMMITTEE

- A. The Lodge Executive Committee shall consist of the Lodge Officers, immediate past Lodge Chief, Chapter Chiefs, Lodge Adviser, Lodge Staff Adviser, and Lodge Associate Advisers.
- B. In the Executive Committee, all voting members will have one vote, except for the Lodge Chief who only votes in the case of a tie.
- C. Additional or special meetings of the Lodge Executive Committee may be called by the Lodge Chief with the approval of the Lodge Adviser.
- D. A simple majority shall be required of the voting members of the Lodge Executive Committee to pass any motion brought before the Committee, except as specified otherwise in these rules.
- E. The Lodge Quorum shall include the following:
 - Lodge Chief or Lodge Vice-Chief
 - A Chapter Designee from each active Chapter
 - One (1) others from the Lodge Executive Committee
 To hold a Lodge Executive Committee meeting or make any Lodge Executive Committee decision, a quorum must be present.

X. LODGE FINANCES

- A. All expenses incurred during the performance of a Lodge duty assigned to a Lodge Officer or Chapter Officer are subject to reimbursement by the Lodge, with the approval of the Executive Committee.
- B. All expenses by the Lodge will be budgeted and pre-approved by the Executive Committee.
- C. All Orca Lodge funds shall be handled by the Council office and shall go through the normal accounting procedures used by the Council.
- D. The Lodge Executive Committee shall set the annual dues as part of the yearly budget process.
- E. Inactive members may be restored to active status by payment of the current year's dues.
- F. The Chapters will be under the budget of the Lodge and will have a budget set by the Lodge Executive Committee at the beginning of each year.
- G. All expenses by the Chapter will be budgeted and pre-approved by the Lodge Executive Committee.

XI. OPERATING PROCEDURES

- A. The Lodge Executive Committee may establish operating procedures as may be required to conduct activities. Such procedures shall become part of the records of the Lodge.
- B. Each Lodge/Chapter Committee may establish operating procedures as may be required to conduct its activities. Such procedures must be approved by the Lodge Executive Committee and become part of the records of the Lodge.
- C. The Lodge Key Three can make any executive decision in matters pertaining to the Lodge.
- D. All Chapters shall be governed by these Lodge Rules and operating procedures.
- E. Lodge Flaps and other Lodge merchandise may be purchased by dues-paying members of the Orca Lodge only, or past Orca Lodge alumni who are currently registered with another Lodge, and will be sold only by a Lodge officer except as otherwise approved by the Lodge Executive Committee.

XII. AMENDMENTS TO THE LODGE RULES

- A. The procedure for amending these rules shall be as follows:
 1. The amendment(s) is first proposed at a Lodge Executive Committee meeting and will receive a majority vote by the Lodge Executive Committee.
 2. Such amendment(s) shall be disclosed to all active members of the Lodge by mail or electronically mailed at least thirty (30) days before the next Lodge General Membership Meeting.
 3. The amendment(s) shall be voted on at the Lodge General Membership Meeting and must pass by at least a two-thirds (2/3) majority of those eligible voting members present.

As amended and approved November 17, 2012