

SIWINIS LODGE  
#252  
STANDING RULES



LOS ANGELES AREA COUNCIL

## **SIWINIS LODGE STANDING RULES**

### **PREAMBLE**

The purpose of the Order of the Arrow and of this Lodge of the Order of the Arrow is to recognize those campers – Scouts and Scouters – who best exemplify the Scout Oath and Law in their daily lives, and by such recognition cause other campers to conduct themselves in such a manner as to warrant recognition.

To promote Scout camping;

To instill in the members of this Lodge a spirit of service and true leadership that they may carry back to their respective units; and

To serve and promote in all ways possible the Scout movement in the Los Angeles Area Council.

### **ARTICLE I - NAME AND AFFILIATION**

- A. The name of this Lodge of the Order of the Arrow shall be Siwinis Lodge, #252, W.W.W.
- B. The Lodge shall be affiliated with the Los Angeles Area Council, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Scout Executive. Siwinis Lodge is governed by the bylaws of Los Angeles Area Council, Boy Scouts of America.
- C. The totem of Siwinis Lodge shall be the green pine tree.
- D. The standard set of colors for the Lodge Neckerchief shall be red and white.
- E. The Lodge flap patch is the official patch for the Lodge. Chapters may develop a Chapter pin. All items bearing the Lodge name and / or totem must be approved by the Lodge Executive Committee.
- F. The Totem shall be the official newsletter of Siwinis Lodge.
- G. The Lodge shall be divided by districts into Chapters. Each Chapter shall come under the supervision of the related District Camping Committee and the administrative authority of the District Scout Executive.

H. The affiliation and names of the Chapters of the Siwinis Lodge shall be:

Pacifica District – Lakota Chapter  
North Star District – Pawnee Chapter  
Thunderbird District – Hopi Chapter  
San Antonio District – Serrano Chapter  
Frontier District – Wappo Chapter  
Rio Hondo District – Wiyot Chapter

## **ARTICLE II - MEMBERSHIP**

### **Section 1 - Youth Election to Membership**

- A. The requirements for membership in Siwinis Lodge are as required in the current printing of the Order of the Arrow Handbook and the OA Guide for Officers and Advisers.
- B. Procedure for the Ordeal shall be as stated in the current printing of the Order of the Arrow Handbook and the OA Guide for Officers and Advisers.
- C. All election must be cleared by the Chapter unit election committee chairman.
- D. Additional enrollment forms must be completed by the Chapter after each Ordeal and immediately sent to the Council office with appropriate fees.

### **Section 2 - Adult Nomination to Membership**

- A. The requirements for adult nomination to membership in Siwinis Lodge are as required in the current printing of the Order of the Arrow Handbook and the OA Guide for Officers and Advisers.
- B. The Chapter Adviser forwards the application to the Lodge with the Chapter's approval or disapproval.
- C. The Lodge Adult Selection Committee makes final determination of acceptance or rejection of all adult applications.
- D. Applications to the Lodge must use the current printing of the adult nomination form and must have Lodge approval before call out.

### **Section 3 - Brotherhood Membership**

- A. Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook and the OA Guide for Officers and Advisers.

- B. Brotherhood advancement forms must be completed by the Chapter following the Brotherhood ceremony and immediately sent to the Council Office.

#### **Section 4 - Vigil Honor Membership**

- A. Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook and the OA Guide for Officers and Advisers.
- B. The quota of Vigil candidates for a Chapter shall be obtained by using the number of members the Chapter re-affiliated with the Quota Table in the current printing of the Order of the Arrow Handbook and the OA Guide for Officers and Advisers.
- C. No more than one-half (1/2) of a Chapter's Vigil candidates may be adult (twenty-one years of age or older) unless the Chapter's quota is one. In that event, either a youth or an adult may be submitted as long as it does not affect the Lodge adult / youth percentages.
- D. A Chapter may submit an alternate candidate(s) over their quota in case of an opening in their Chapter quota occurs. Those submitted as alternates must so be identified.
- E. A Chapter may submit less than its quota of Vigil candidates.
- F. Any Chapter not re-affiliated by December 1st will be denied their Vigil quota. However, that Chapter may submit candidates in case an opening in the Lodge quota occurs.
- G. All completed Vigil nomination forms must be submitted to the Lodge Vigil Committee by the April Lodge meeting. Any form received after that date will not be accepted and will be returned to the Chapter that submitted it. Nominations that are not approved by the Lodge Vigil Committee will be returned to the Chapter after the final selection of candidates.
- H. Candidates for the Vigil Honor must be inducted during the year of their selection.
- I. Adult Vigil nominations must be reviewed by the Lodge Adult Vigil Review Committee.

#### **Section 5 - Membership Dues**

- A. Lodge annual dues for each member must be paid by November 1st or as dictated by the Lodge Executive Committee. Lodge Due will be collected by the Chapters only and will be deposited with the Lodge.
- B. Chapters may charge annual dues as needed for covering administrative costs.

- C. Inactive members (over one year) may be restored to active status by paying one year's back dues plus the current year's dues.
- D. Any member of the Order of the Arrow who is in the military service and maintains his registration with the Council shall continue to be recognized as a member of both his Chapter and the Lodge without the payment of his Chapter or Lodge dues.
- E. All Order of the Arrow funds shall be handled through the Council Office and go through all the normal procedures used by the Council.
- F. All additional enrollment of new Ordeal members shall have their annual Lodge dues pro-rated as stated in Article VII - Executive Committee Standing Rules.

### **ARTICLE III - OFFICERS**

#### **Section 1 - Lodge Organization**

- A. The officers of Siwinis Lodge shall be Chief, Executive Vice Chief, Service Vice Chief, Membership Vice Chief, Promotions Vice Chief, and Secretary.
- B. Eligibility for these offices shall be in accordance with the current printing of the OA Guide for Officers and Advisers. All nominees for Lodge office must also obtain the written approval of their Chapter Adviser or their designee. No voting member of the Lodge Executive Committee may hold two concurrent voting positions on the Lodge Executive Committee. Anyone elected / appointed to two must resign from one within 30 days of their election / appointment.
- C. The Vigil Chief shall be appointed by the Lodge Chief and must be approved by the Lodge Executive Committee. He may be twenty-one years of age or older.
- D. The Lodge Lay Adviser and the Chapter Adviser shall be appointed by the Scout Executive in consultation with the related Camping chairman.

#### **Section 2 - Responsibilities**

- A. Chief
  - a. Serves as executive officer of the Lodge
  - b. Responsible for the planning and execution of the Lodge program
  - c. Serves as chairman of the Lodge Executive Committee
  - d. Prepares and distributes agendas for Lodge Executive Committee meetings
  - e. Appoints Lodge operating committees

- f. Represents the OA at council and district events
- g. Enforces Lodge and national policies at all times
- h. Represents the Lodge at section, area, region and national events
- i. Takes on additional duties as warranted

#### B. Executive Vice Chief

- a. Serves as vice chairman of the Lodge Executive Committee
- b. Responsible for the planning and execution of the Lodge Potlatch
- c. Serves as chairman of the Potlatch Committee
- d. Responsible for Lodge activities at council and section events
- e. Takes on additional duties as assigned by the Lodge Chief
- f. Responsible to the Lodge Chief

#### C. Service Vice Chief

- a. Responsible for the planning and execution of the Lodge Service Weekend
- b. Responsible for the planning and execution of Ordeals in the Lodge
- c. Responsible for training of Elangomats and Ordeal staff
- d. Responsible for planning and execution of Lodge service projects
- e. Serves as chairman of the Ordeal Committee
- f. Oversees Elangomats prior to and at Ordeal
- g. Takes on additional duties as assigned by the Lodge Chief
- h. Responsible to the Lodge Chief

#### D. Membership Vice Chief

- a. Responsible for all membership records and re-affiliation for the Lodge
- b. Serves as chairman of the Brotherhood Committee
- c. Works with Service Vice Chief to train Elangomats
- d. Oversees continuing Elangomats after Ordeal
- e. Responsible for planning and execution of the Lodge dinner
- f. Responsible for all Brotherhood ceremonies in the Lodge
- g. Takes on additional duties as assigned by the Lodge Chief
- h. Responsible to the Lodge Chief

E. Promotions Vice Chief

- a. Serves as chairman of the Unit Representative Committee, and oversees and coordinates unit visitations including, but not limited to, camping promotion and unit elections
- b. Responsible for promotion of the Boy Scouts of America, the Order of the Arrow and the Lodge at council events
- c. Takes on additional duties as assigned by the Lodge Chief
- d. Responsible to the Lodge Chief

F. Secretary

- a. Acts as the secretary for the Lodge Executive Committee
- b. Takes accurate minutes and distributes them to all LEC members within 15 days
- c. Responsible for all Lodge mailings, including, but not limited to, newsletters, registration forms and other notices
- d. Serves as chairman of the Lodge Publications Committee
- e. Responsible for planning and execution of the Lodge trading post and fund raisers
- f. Takes on additional duties as assigned by the Lodge Chief
- g. Responsible to the Lodge Chief

G. Vigil Chief

- a. Coordinates Vigil activities and ceremonies throughout the Lodge
- b. Serves as chairman of the Vigil Committee
- c. Reports to the Lodge Chief
- d. Responsible to the Lodge Key 3

H. Immediate Past Lodge Chief

- a. Takes on duties as assigned by the Lodge Chief
- b. Responsible to the Lodge Chief

### **Section 3 - Lodge Officer Elections and Terms**

- A. Candidates for Lodge office must be nominated and seconded any time between the annual Lodge Potlatch, to be held in September, or the September Lodge meeting and the November Lodge meeting.
- B. Nominations must be in writing and contain the signatures of two Chapter Chiefs, the nominee's Scoutmaster (if the candidate is under 18 years of age) and the nominee.
- C. The election of Lodge officers shall take place at the meeting one month prior to the annual Lodge Recognition Dinner. The newly elected officers shall be sworn in at the annual Lodge Recognition Dinner to be held in December.
- D. Each Chapter may cast ten (10) votes for each office. Each Lodge Officer may cast two (2) votes for each office except the Lodge Chief who will vote only in the case of a tie vote. Election shall be by majority of votes cast. If no nominee has a majority of votes a runoff will occur between the top 2 vote getters.
- E. The term of Lodge officers shall be from January 1st to December 31st, with one additional month immediately following in an advisory capacity.

### **Section 4 - Removal of a Lodge Officer**

- A. If it becomes apparent that a Lodge officer can no longer fulfill the duties of his office, the Chief, with the approval of three-fourths (3/4) of the Lodge Executive Committee, and the approval of the Staff Adviser and the Lodge Lay Adviser shall declare the office vacant.
- B. If a vacancy occurs in a Lodge office other than that of Chief, the Chief shall appoint a member of the Lodge to fill out the term of office. The appointment must be approved by three-fourths (3/4) of the Lodge Executive Committee, the Lodge Staff Adviser and the Lodge Lay Adviser.
- C. If a vacancy occurs in the office of Lodge Chief, the Executive Vice Chief shall succeed to the office of Chief. The vacancy in the office of Executive Vice Chief shall be filled as directed by Article III, Section 4, Paragraph B.

### **Section 5 - Chapter Officers**

- A. The officers of each Chapter shall include a Chief, Vice Chief(s), Medicine Man, Secretary and Treasurer (the last two officers may be combined by the Chapter Executive Committee). All Chapter officers must be under twenty-one (21) years of age for their entire term of office. The term of

office shall be twelve (12) consecutive months as determined by the Chapter Executive Committee.

- B. The Lodge officers may accept the responsibilities of the Chapter officers if a Chapter is not functioning effectively until such time as the Chapter functions effectively or new Chapter officers are elected.

## **ARTICLE IV - LODGE EXECUTIVE COMMITTEE**

### **Section 1 - Organization**

- A. The Lodge Executive Committee of Siwinis Lodge shall be composed of the Lodge Officers, immediate past Lodge Chief, Lodge Lay Adviser, Chapter Chief and Chapter Adviser of each Chapter, the Scout Executive and Lodge Staff Adviser.
- B. If the Lodge Chief is absent from a meeting of the Lodge Executive Committee, the officer present who is first in the following sequence shall be acting chairman of the committee: Executive Vice Chief, Service Vice Chief, Membership Vice Chief, Promotions Vice Chief, Secretary.
- C. The Lodge Executive Committee shall set prices for trading post merchandise and any event fees.
- D. An annual Lodge budget shall be adopted and approved by the Lodge Executive Committee. The Lodge Executive Committee shall authorize all expenditures of Lodge funds within the Lodge yearly budget.

### **Section 2 - Lodge Executive Committee Meetings**

- A. Lodge Executive Committee Quorum shall consist of 50% of the Chapters, the Lodge Chief or acting chairman, two other Lodge officers, and the Lodge Lay Adviser or designee.
- B. The Lodge Executive Committee shall hold at least four (4) meetings a year. Each meeting shall be opened with the Obligation of the Order of the Arrow and closed with the Order of the Arrow Official Song.
- C. Special meeting of the Lodge Executive Committee may be called by either the Lodge Chief, the Lodge Lay Adviser, the Lodge Staff Adviser or the Scout Executive.
- D. Members of the Order of the Arrow, twenty-one (21) years of age or over, shall have no vote in any decisions of the Lodge. Adult Order of the Arrow members shall serve as advisers and coaches to officer and committee members. However, the Scout Executive shall have the power to veto any action of the Lodge Executive Committee.

- E. Under such extraordinary circumstances when the full Lodge Executive Committee cannot be convened, the Lodge Chief, one other voting member of the committee, the Lodge Lay Adviser and an authorized representative of the Los Angeles Area Council shall have the authority to take any action deemed necessary to assure the well-being of the Lodge.

## **ARTICLE V - OPERATING COMMITTEES**

- A. The Lodge Chief shall appoint such committees as may be required with the approval of the Lodge Executive Committee.
- B. The Chapter Chief shall appoint such committees as may be required with the approval of the Chapter Executive Committee.
- C. All committee chairmen must meet the eligibility requirements defined by the current printing of the OA Guide for Officers and Advisers.
- D. Any committee chairman who fails to fulfill his duties may be removed from the chairmanship by his respective Chief with the approval of the respective Executive Committee.
- E. The standing operating committees of Siwinis Lodge shall be: Brotherhood, Ceremonies, Elangomats, Ordeal, Potlatch, Publications, Unit Representative and Vigil.

## **ARTICLE VI - AMENDMENTS**

- A. These rules shall be subject to amendment at any regular or special meeting of the Lodge Executive Committee, provided such amendment has been submitted in writing to that committee at least one month prior to such meeting. A two-thirds vote of the Chapters and Lodge Officers shall be required for passage. The Scout Executive has final review of any proposed amendment to these rules.
- B. All Lodge rules must be in harmony with the national policies of the Order of the Arrow as set forth in the current printing of the Order of the Arrow Handbook and the OA Guide for Officers and Advisers.

Amended - 12/28/90

Amended - 2/26/92

Amended - 1/22/97

Amended - 11/26/97

Amended - 1/28/98

Amended - 2/25/98

Amended - 10/28/98

Amended - 5/26/99

Amended - 9/25/99

Amended - 4/23/03

Amended - 11/26/03

Amended - 1/28/04

**ARTICLE VII - LODGE EXECUTIVE COMMITTEE STANDING RULES**

**Section 1 - Lodge Executive Committee Standing rule**

**Organization**

- A. Lodge Executive Committee Standing Rules consist of any Lodge fees and Lodge Executive Committee meeting operating rules.
- B. Article VII can be amended by a two-thirds (2/3) vote of the Lodge Executive Committee members in attendance at any regular or special meeting of the Lodge Executive Committee.
- C. Lodge Executive Committee Standing rules must not conflict with any of the above articles, with the exception of Article VII, Section 1, Paragraph B.

**Section 2 - Lodge Annual Dues**

- A. Annual Dues shall be five dollars (\$5.00) and must be paid by the date stated in Article II, Section 5, Paragraph A.
- B. Late dues shall be six dollars (\$6.00) after the date stated in Article II, Section 5, Paragraph A.
- C. New Ordeal member dues shall be at the Annual Dues Rate and must be paid at the time of their induction.

**Section 3 - Trading Post Sales**

	<b><u>Price @</u></b>	<b><u>Price @</u></b>
	<b><u>Lodge Event</u></b>	<b><u>LAAC Office</u></b>
Standard Lodge Flap:	\$3.50	<u>\$5.00</u>
Lodge Hat:	\$12.50	

Amended 2/25/98

Amended 9/25/99

Amended 1/23/02

Amended 9/24/02