



# TKäen DōD 30

## POLICIES AND PROCEDURES

1-8-2007

### **I. NAME AND AFFILIATION OF THE LODGE**

- A. The name of the Lodge is TKäen DōD (Ta-Koon-Dode) 30.
- B. The Lodge is affiliated with Five Rivers Council, Boy Scouts of America, and shall be under the supervision and the administrative authority of the Scout Executive.
- C. The Lodge will establish Chapters, which will follow the boundaries of the four districts of Five Rivers Council.

### **II. MEMBERSHIP**

- A. The requirements for membership in this Lodge are as stated in the current printing of the Order of the Arrow handbook.
- B. Procedure for the ordeal shall be as stated in the Order of the Arrow handbook and manual for the ordeal.
- C. Elections must be under the supervision of the Lodge unit Elections committee.
- D. No unit can conduct their own election unless they have the approval or permission of the Chief.
- E. Dues will be \$10.00 if paid by December 31<sup>st</sup>. After January 1 dues will be \$12.00.
- F. Yearly dues will be payable through December 31<sup>st</sup>. A mail in "coupon" will be printed in the 3<sup>rd</sup> and 4<sup>th</sup> quarter newsletter. A late fee of two additional dollars will be required for all dues paid after December 31<sup>st</sup>.
- G. Inactive member – membership lapses when dues are unpaid for a period of 1 year. To be reinstated, a lapsed member must pay a reinstatement of \$10.00 and the current year's dues.

### **III. OFFICERS**

- A. The officers of this Lodge shall be: Lodge Chief, No more than two Lodge Vice-Chiefs, Lodge Secretary, and Lodge

Treasurer. These elected officers must be under the age of 21 during their entire term.

- B. The Executive Committee (Sagamore Council) shall be composed of the elected Lodge officers, Lodge Chief-elect, immediate past Lodge Chief, Lodge Adviser, Chapter Chiefs, and Advisers to each Chapter (where applicable), Scout Executive, and Lodge Staff Adviser.
- C. After being elected all officers will sign a contract explaining their duties and responsibilities and agreeing to the following remediation plan for a lack of performance:
  - i. Written / Verbal notification of deviation from Lodge Staff Adviser and Lodge Adviser.
  - ii. Face to Face meeting with Lodge Adviser and Lodge Staff Adviser to discuss job performance and determine corrective action.
  - iii. Mandatory resignation.
- D. Nominations and Elections
  - 1. The Chief shall appoint the Nominating Committee in November.
  - 2. The Nominations Committee shall oversee and certify the nomination and election of officers.
  - 3. Nominations may be made from the floor provided the person being nominated is present.
  - 4. A simple majority of votes is necessary to elect an officer. The Chief may vote only in the event of a tie.
  - 5. There shall be a quorum of 25% or 30 of the lodge's registered youth membership to hold an election. After a year and a half since the last election held, the quorum does not apply. The quorum of 25% or 30 does not apply for chapters who must have a quorum of 10 chapter members.
  - 6. Officers, when elected and through their entire term, must remain active in the Lodge and in the Boy Scouts of America.
  - 7. The Lodge Chief must be a Brotherhood or Vigil member at the time of the election.
  - 8. There shall not be more than two Lodge officers from the same unit.
  - 9. The election shall be held at the Fall Fellowship or at the closest Lodge/Council event thereafter.
  - 10. All rules that apply to lodge elections apply to Chapter elections, unless approved by the Chief or agreement at the Sagamore.
- E. Elections will be by secret ballot.

- F. All vacancies or resignations of office, except for Chief, shall be filled by appointment by the Chief with approval from the Lodge Advisor and Staff Advisor (Resignations will be made in writing to the Lodge Executive Committee.)
- G. In the case of resignation of the Chief, the Lodge Executive Vice-Chief will assume position and responsibility.

#### IV. **DUTIES OF THE OFFICERS**

- A. Chief
  - i. Presides over all meetings of the Lodge.
  - ii. Attends all Section Council of Chiefs Meetings and serves as the designated council youth representative in all Section matters.
  - iii. Works with the other Lodge Youth officers and Adult Advisers to plan the program of the Lodge.
  - iv. If appointed, serves as the Lodge's youth designee to the Council Executive Board.
  - v. Attends all events of the Lodge and serves as the ultimately responsible youth at said events unless properly excused or relieved of his duties by a more appropriate officer.
  - vi. Serves as an ideal of the Boy Scouts of America, Order of the Arrow and conducts himself in a manner appropriate to his position.
- B. Vice-Chief(s)
  - i. In the absence of the Lodge Chief, assumes all duties and responsibilities assigned to that position, unless said duty has been specifically delegated to another appropriate officer.
  - ii. Serves as the main organizer and overseer of the Unit Election teams and the Unit Election program.
  - iii. Serves as the primary organizer of all OA Troop Representatives in the Lodge.
  - iv. Establishes and maintains a positive working relationship with all Council Units through Unit Elections, Camp Promotions, and Troop Representatives.
  - v. Works with Chapter Chiefs to ensure success of all Chapter activities and workings within the Chapters.
  - vi. Works with the Lodge Chief as the primary developer of Lodge programming.

- vii. Serves as the main authority on Section Conclave Responsibilities in coordination with the Lodge Chief and other officers / chairmen appointed.
- viii. Oversees the development and progress of Special projects to be undertaken by the Lodge and those the Lodge is presently committed to.
- ix. Works to promote all events undertaken by the Lodge in close coordination with the Lodge Secretary.
- x. Performs any duties assigned to him by the Lodge Chief within reason of his office.
- xi. Attends all events and meetings of the Lodge carrying out all duties assigned to him and reporting on his activities.
- xii. Serves as an ideal of the Boy Scouts of America, Order of the Arrow and conducts himself in a manner appropriate to his position.

#### C. Secretary

- i. Takes the minutes of the Lodge at all meetings. Within fourteen (14) days following a meeting, the minutes will be sent to appropriate members of the Lodge Executive Board.
- ii. Works with the Lodge Chief and Program Vice Chief to produce promotional materials for events as deemed necessary and appropriate by the Lodge Chief, Lodge Adviser, and Lodge Staff Adviser.
- iii. Produces a minimum of four (4) Lodge newsletters a year giving event information, Lodge news, and other requested information.
- iv. Maintains an up-to-date roster of Lodge members and adds new members following Ordeals and as new dues paid members are identified.
- v. Oversees the maintenance of content on the Lodge's website.
- vi. Performs any duties assigned to him by the Lodge Chief within reason of his office.
- vii. Attends all events and meetings of the Lodge carrying out all duties assigned to him and reporting on his activities.
- viii. Serves as an ideal of the Boy Scouts of America, Order of the Arrow and conducts himself in a manner appropriate to his position.

#### D. Treasurer

- i. In close coordination with the Lodge Staff Adviser, keeps a close eye on the Lodge's financial situation

- and reports on the Lodge's finances at all meetings of the Lodge.
- ii. Charts progress of any financial goals set by the lodge for either special projects or general Lodge finance.
  - iii. Assumes responsibility for all monies collected at Lodge events and by the Lodge in fundraising efforts.
  - iv. Makes recommendations to the Lodge Executive Committee on any decisions involving the use of Lodge finances with regard to financial stability.
  - v. Performs any duties assigned to him by the Lodge Chief within reason of his office.
  - vi. Attends all events and meetings of the Lodge carrying out all duties assigned to him and reporting on his activities.
  - vii. Serves as an ideal of the Boy Scouts of America, Order of the Arrow and conducts himself in a manner appropriate to his position.

## **V. COMMITTEES**

- A. The Lodge Advisor in consultation with the Lodge Staff Advisor appoints committee adult advisors.
- B. Standing committees will include: Camp promotions and unit elections, Finance, Ceremonial and Activities, Publications, and Membership.
- C. Adhoc Committees will include: Nominations Committee, Vigil, Conclave, NOAC, Founders Award, and Annual Banquet.
- D. Lodge Officers will make a report of what their respective committees have done since the last Sagamore.
- E. Other committees may be formed as needed by the Lodge Chief with the approval of the Lodge Advisor, Staff Advisor and a majority vote of those in attendance at the Sagamore.
- F. Every active member of the Lodge must belong to at least one committee. All participants at Lodge ordeals must sign up for at least one committee and should be informed of what is in the by-laws of the Lodge and what the committee's functions are.

## **VI. SCHEDULE**

- A. The Lodge meetings shall be held at least one per month from August through June.
- B. Chapter meetings will be held six times a year.

- C. The Lodge shall publish a yearly plan book which must include a contract made out from the officers with their plan for the year which was approved by the Sagamore Council. This contract lists all of the year's activities and goals.

## **VII. MISCELLANEOUS LODGE ITEMS**

- A. The Chief may appoint a Quartermaster. He will be responsible to maintain and keep track of the Ceremonial Regalia and equipment owned by the Lodge. He needs to work close with the Treasure and Ceremonial and Activities Chairman.
- B. The Quartermaster is responsible for all ceremonial regalia and any corresponding items and records.
- C. Lodge flaps – Members may purchase any number of Lodge flaps, except when the supply low, at which time each member may only purchase one flap per event. Any member who owes more than one year's dues, must remove his Lodge flap from his uniform.

## **VIII. QUALITY CHAPTER**

- A. In order for a Chapter to receive Quality Chapter status they must increase their number of members at a chapter meeting by 1/3 at least 5 months out of the Lodge year.
- B. 50% of active members that attend Chapter meetings must participate in at least 50% of Lodge fundraisers.
- C. 50% of active members that attend Chapter meetings must participate in 50% of the yearly ordeals.
- D. One member must participate in the Elangomat program.
- E. A Chapter reaching Quality Chapter status will receive a patch (a new one every 2 years) and \$50 for refreshments to be used at their Chapter meetings.

## **IX. AMENDMENTS**

- A. Amendments to the rules of the Lodge Policies and Procedures must be submitted in writing, and approved by the Sagamore Council and then the Lodge by a 2/3 vote of the youth active members.

Approved 1-8-2007