

Lowwapaneu Lodge #191 Order of the Arrow
Northeastern Pennsylvania Council

LOWWAPANEU LODGE RULES

Passed by the General Lodge January 29, 2004

I Name and Affiliation of Lodge

- A. The name of this Lodge of the Order of the Arrow shall be Lowwapaneu Lodge #191.
- B. The Lodge shall be affiliated with the Northeastern Pennsylvania Council, Boy Scouts of America and shall be under the supervision of the Council Camping Committee and the Administrative Authority of the Council Scout Executive.
- C. The Totem of this Lodge shall be the four colored Circle of Life, the colors clockwise from the top are, white, red, yellow, black with a fire at the center. A copy of said Totem is attached hereto, made a part hereof, and marked Appendix "A."

II Statement of Goals and Principles

- A. It shall be the purpose of this Lodge to maintain and further the Goals and Principles as set forth in the Order of the Arrow Handbook. The term Order of the Arrow Handbook shall include both the section for members, and the section for officers, advisers and chairs.
- B. The following shall be the specific Goals and Principles of this Lodge:
 - 1. To always maintain a productive working relationship with the Council so that the Scouts of the Council, for whom the Boy Scouts of America and the Order of the Arrow exist, are able to fully use and enjoy the resources of the Council.
 - 2. To see that any and all camps of the Council are renewed and maintained. That said camps are promoted, both inside and outside the Council, to the best ability of the Lodge, so that all Scouts are afforded the opportunity to have a rewarding Scout camping experience.
 - 3. To promote the principles of Brotherhood, Cheerfulness, and Service, in all activities, functions, and business of this Lodge.
 - 4. To promote a fellowship and understanding between all members of this Lodge so that it will always strive to fulfill its duties and obligations to the Council.

III Lodge Emblems

A. Lodge Flap

1. Viewed from the front, the standard Lodge flap shall consist of the Lodge Totem on a blue background. To the left of the totem shall be three (3) yellow W's. To the right of the totem will be a yellow Boy Scout fleur-de-lis. The Lodge name and number shall be superimposed upon a red arrow pointing to the left, across the top of the flap; the lettering will be silver-gray. The border will be silver-gray.

A copy of the Lodge Flap is attached, made a part hereof, and marked Appendix "B".

2. It shall be the express policy of this Lodge that the standard Lodge Flap, as described in III (A-1), issued by this Lodge shall be unrestricted concerning sale, trade, or barter of the Flap.

B. Lodge Supplies

Lodge supplies shall be defined as any item issued by, the Lodge other than the standard Lodge flap, bearing its name and/or totem.

1. The Lodge Executive Committee must approve the design, purchase, and disbursement of any Lodge supplies. The sale, trade or barter, of any Lodge supply shall be unrestricted. However, the Lodge Executive Committee may place on any supply a participation caveat. Examples of such caveats include, but are not limited to: Dance team neckerchiefs and T-shirts, National Order of the Arrow Conference Flaps, Lodge Officer's Patch, and special supplies created as a recognition for a Lodge member or members.
2. Trading Flaps may be commissioned at a Lodge Executive Committee or General Lodge Business meeting. The Lodge Totem may be used in any Flap commissioned, subject to the approval of the Lodge Executive Committee or General Lodge at said meeting.
3. It shall be the expressed policy of this Lodge that no committee shall issue more than two recognition pieces. All supplies in existence on October 5, 1998 shall be grandfathered.
4. National Supplies
 - Official insignia of the Order of the Arrow shall be worn, only in accordance with the guidelines as allowed by the most current edition of the Order of the Arrow Handbook.

IV Election to Membership

- A. The requirements for membership in this Lodge are as stated in the most current edition of the Order of the Arrow Handbook.

- B. Procedure for the Ordeal shall be as stated in the most current edition of the Order of the Arrow Handbook and the most recent edition of the ceremony for the Ordeal. No form or type of "hazing" of a candidate by anyone will be allowed during an Ordeal. Anyone, who in the judgment of the Lodge Leadership, is participating in this type of behavior, shall be asked to leave the Ordeal.
- C. All elections shall be administered by the Unit Elections Committee of this Lodge according to the most current edition of the Order of the Arrow Handbook.
- D. There shall be an induction fee set by the Lodge Treasurer and the Lodge Financial Advisor with approval of the Lodge Executive Committee. This fee must be paid before the Ordeal weekend. For this fee, each new member shall receive the following:
 - 1. An Order of the Arrow Ordeal Sash.
 - 2. An Order of the Arrow Membership Card.
 - 3. An Order of the Arrow Handbook.
 - 4. Dues paid to December 31, of the next year.
 - 5. Food for the Ordeal Weekend.
 - 6. An information booklet for new members.
 - 7. A copy of the Lodge Rules.
 - 8. Lodge Flap
 - 9. Universal Arrow Ribbon

V Membership

The membership shall consist of currently registered Scouts and Scouters of the Northeastern Pennsylvania Council who have successfully completed the Ordeal. Members are classified as either active or inactive.

- A. An Active member of this Lodge shall be defined as one who has paid their Lodge dues for the current year.
 - 1. Any member who had purchased a lifetime membership in either Amad'ahi, or Acahela Lodge before the formation of this Lodge shall be treated as a lifetime member for the purpose of dues in this Lodge (Note: By action of the Lodge at the Lodge meeting December 1995, life memberships were suspended in accordance with National Policy). Anyone who is treated as a lifetime member of Lowwapaneu Lodge must also be a registered member of the Boy Scouts of America. If said person holding a lifetime Lodge membership is not a registered member of the Boy Scouts of America they will be listed on the Lodge membership roster as an inactive member. Lifetime members may restore their lifetime memberships on confirmation of their re-registration as a member of Boy Scouts of America.
 - 2. Members who have not paid dues for the current year will be dropped from the active roles after January 1st, of the current year.

- B. An Inactive member shall be any member who does not meet the requirements for active membership in this Lodge.
 - 1. Inactive members of this Lodge may be restored to active status by paying the dues for the current year, and must show active registration in the Northeastern Pennsylvania Council, Boy Scouts of America.

VI Brotherhood Membership

- A. Attainment of Brotherhood Membership shall be in accordance with the most current edition of the Order of the Arrow Handbook and the most recent edition of the ceremony for the Brotherhood and shall be conferred upon all eligible Ordeal Members.

VII Vigil Honor

- A. Attainment of the Vigil Honor shall be in accordance with the most recent edition of the Order of the Arrow Handbook and the most recent edition of the ceremony for the Vigil and shall be administered through the Vigil Honor Committee. Voting for the Vigil Honor will be in accordance with ' IX(F) of the Lodge Rules.

VIII Lodge Officers

- A. The Officers of this Lodge shall be the Lodge Chief, Lodge Vice Chief - Program, Lodge Vice Chief - Administration, Lodge Secretary, and Lodge Treasurer. These elected officers shall be active members of this Lodge and must be under twenty-one (21) years of age for their entire term of office. A candidate for office in this Lodge must be an active member of the Lodge, as defined in "V(A) and (B). A candidate for Lodge office must also have been an active member as defined in "V(A) and (B) ninety (90) days prior to the election. The time of ninety days shall not exclude Saturdays, Sundays, or holidays in said count of ninety (90) days. A candidate for Lodge office must also be a member of this Lodge for at least one (1) year prior to running for any Lodge office. The Lodge Officer Candidate must also:
 - 1. Submit to the Lodge Advisor a letter, email, or similar "written statement" informing the Lodge Advisor of his intent to run for office.
 - 2. The receipt of said letter, email, or similar "written statement" shall be accepted by the Lodge Advisor after September 1st prior to the election, and will not be accepted after the Wednesday prior to the election of Lodge Officers.
 - 3. The candidate for office will only be allowed to run for the offices they specify in their letter, email, or similar "written statement," that they provide to the Lodge Advisor.
 - 4. On receipt of the letter, email, or similar "written statement," the Lodge Advisor shall check that the candidate has met the requirements

established for those running for Lodge office as outlined under 'VIII (A).

5. In the case of a special election the Lodge Advisor shall set the dates for submission of the letter, email, or similar "written statement" required for office he then must make sure that the Lodge is informed of such action through Smoke Signals, email, or special Lodge mailing.

- B. The Lodge Officers shall be elected at a General Lodge Meeting to take place in November the Wednesday before Thanksgiving. The term of office shall be from Holiday Banquet to Holiday Banquet. New Officers shall attend the Lodge Leadership Development Conference (LLDC), informing and instructing them of their duties and obligations as Officers of this Lodge. This Lodge Leadership Development Conference (LLDC) shall occur no later than sixty (60) days after the installation of Lodge Officers.

"Note": Lodge Officers elected prior to the approval of this amendment to the Lodge Bylaws, shall serve until the installation of new officers as set forth in this provision, unless said officer(s) achieves the age of twenty-one (21) years prior to the said election. If such an instance occurs the said officer(s) shall serve in their capacity until they attain the age of twenty-one (21) years, the office of said officer(s) shall be vacant until the next Lodge Election. This "Note " shall be deleted from the Lodge Bylaws after January 31st 2004.

- C. A Lodge Officer who lacks in his duties as defined by the Lodge Duty Description Booklet

(titled appendix "C"), or commits acts of malfeasance in office, or misses at least three Lodge meetings, may be removed from office by the Lodge Executive Committee. Officers are also liable to be reprimanded by the Scout Executive or Lodge Advisor for lacking in their duties as defined by Lodge Duty Description Booklet. If a reprimand is given to a Lodge Officer by the Scout Executive or Lodge Advisor, and the officer in question does not make an honest effort to correct the situation as described in his reprimand, the Scout Executive or Lodge Advisor may send a letter suggesting the removal of said Lodge Officer to the Lodge Executive Committee. The procedure outlined in 'VIII (C-1) shall be used to remove a Lodge Officer. Any Lodge Officer that resigns will be replaced in accordance with 'VIII (C-4).

1. A submission of a recommendation for removal must be presented to the Lodge Executive Committee by an active member of the General Lodge This recommendation must be presented to the Lodge Executive Committee at least one meeting prior to that at which an action would be taken. A voting member of the Lodge Executive Committee must make the motion to consider possible removal. That motion must be approved by a two-thirds (2/3)-majority vote of those at the Lodge Executive Committee Meeting, excluding any abstentions, in order for a motion for actual removal to be placed on

the agenda of the following Lodge Executive Committee or General Lodge Meeting.

2. The Officer to be considered for removal is notified in writing of the initial Lodge Executive Committee action.
 3. At the subsequent meeting, a vote on removal is taken. A two-thirds (2/3) majority vote of those at the meeting, excluding any abstentions, is required for passage.
 4. If an Officer is removed or resigns, the Lodge Chief, with the approval of the Lodge and Staff Advisors, will appoint an acting replacement who will serve until the next scheduled General Lodge Meeting. If the officer that is removed or resigns is the Lodge Chief, the Vice-Chief of Program shall become Lodge Chief until a new Lodge Chief is selected at the next available General Lodge Meeting.
 5. The Lodge Chief will propose to the General Lodge a candidate to serve the remainder of the vacated term unless he (the Lodge Chief) is the officer being removed. The candidate must be approved by vote at a General Lodge Meeting.
- D. The Lodge Executive Committee shall be composed of the five elected Lodge Officers and the Immediate Past Lodge Chief, the chairs and advisors of the major Lodge operating committees, the Scout Executive, the Lodge Adviser, the Associate Lodge Adviser(s), the Lodge Financial Advisor, the Staff Adviser and a member of the Council Camping Committee.
- E. The Lodge Adviser is appointed by the Scout Executive in consultation with the Council Camping Chairman. The Lodge Adviser appoints the Lodge operating committee Advisers. The Lodge Adviser shall be the sole, final, and binding interpreter of the Lodge Rules.
- F. The Lodge Chief shall appoint chairs of the major operating committees of the Lodge with the approval of the Lodge and Staff Adviser. Said Major Operating committees shall include:
- Activities
 - Brotherhood
 - Camping
 - Ceremonies
 - Elangomat
 - Food
 - Native American Activities
 - Order of the Arrow Troop Representative
 - Publications
 - Service
 - Unit Elections
 - Ordeal

These committees shall be organized and have duties determined by the Lodge Duty Description Booklet as approved by the Lodge Executive Committee and Lodge Advisor. All chairs must be active members of the Lodge and under twenty-one (21) years of age for their entire term of office.

1. The Lodge Chief shall appoint such committees from time to time as he sees fits to fulfill the needs and obligations of the Lodge, with the approval of the Lodge and Staff Adviser. Such committees shall include, but are not limited to: Nominations, Special Activities, Conclave, and National Order of the Arrow Conference.
2. The Ordeal Functional Team shall consist of the Ordeal Master (Ordeal Committee Chair) and Adviser, the Chairs of the Lodge Operating committees including but not limited to: Activities, Brotherhood, Ceremonies, Elangomat, Food, Native American Activities, Service, Unit Elections, and any others as determined by the Ordeal Master and/or the Lodge Chief.

G. Lodge Officers and chairman elected to be Section Officers must follow National Policy (The Field Operations Guide).

IX Lodge Meetings and Activities

- A. The Lodge shall schedule and conduct at least the following Lodge events:
 1. Spring Ordeal
 2. Fall Ordeal
 3. Lodge Leadership Development Conference (LLDC)
 4. Holiday Banquet
 5. Three General Lodge Meetings (Fall and Spring Ordeal, and one additional meeting)
 6. Camp Service/Fellowship Weekend
- B. The Executive Committee of the Lodge shall hold at least eight (8) meetings a year. These meetings are generally held the fourth (4th) Wednesday of the month at the scout service and training center starting at 7:30 P.M.
- C. The Quorum for a Lodge Executive Committee meeting shall be fifty-one (51) percent of the voting members of the Lodge Executive Committee.
- D. Special meetings of the Lodge Executive Committee may be called by the Lodge Chief with the approval of The Lodge Adviser or the Scout Executive or the Lodge Staff Advisor.

- E. Each meeting of the Lodge and the Lodge Executive committee shall be opened with the Obligation of the Order of the Arrow and closed with the Song of our Order.
- F. Members of the Order of the Arrow twenty-one (21) years of age or older shall, under no circumstances, have any vote in any decisions of this Lodge. Only those members who are defined as active members may vote and attend Lodge functions.
- G. The business of the Lodge is generally conducted according to Robert's Rules of Order.
- H. Voting in absentia maybe authorized under special circumstances by the Lodge Advisor in Lodge Elections.

X Finance

A. Dues

1. Dues of the Lodge shall be collected annually by the Lodge Treasurer and shall be transferred Council Office for deposit.
2. The amount of dues shall be set by the Lodge Treasurer and Lodge Financial Advisor with the approval of the Lodge Executive Committee.
3. The Lodge dues year is January 1st through December 31st of each year.
4. All expenditures of the Lodge shall have prior approval of the Lodge Executive Committee and the Scout Executive.
5. All bills approved shall be paid through the Council Office.

- B. All Order of the Arrow funds shall be handled through normal accounting procedures used by the Council. Under no circumstances may Lodge funds be distributed without prior approval by either the Lodge Executive Committee or the General Lodge. All distributions of Lodge funds must be accompanied by a receipt. Fees and prices for all Lodge Activities and supplies shall be set by the Lodge Treasurer and Lodge Financial Advisor with the approval of the Lodge Executive Committee.

XI Amendments to the Rules

- A. These Rules shall be subject to amendment only by the following procedure:

1. A special Rules Committee must submit any proposed changes to the Lodge Executive Committee at least fifteen (15) days prior to scheduled action by the Lodge Executive Committee on said changes.

2. The Lodge Executive Committee must approve said amendment(s) by a two-thirds (2/3) majority of those members present, excluding any abstentions. The approved amendment(s) are then submitted to the General Lodge Membership at least fifteen days before any action by the General Lodge on the proposed changes.
3. A two-thirds (2/3) majority, excluding any abstentions, of the members present at any regular or special meeting of the Lodge is required for approval.
4. The first meeting of the Rules Committee must be previously announced to all Lodge members, and all meetings of the Rules Committee shall be open to all members.