



Constitution and Bylaws

Of The

I-Tsu-La Lodge, Order of the Arrow

Date of Revision
14 SEP 2024

Record of Changes

11 September 2018 [LEC Action]

- Renamed several Officer positions (SVC, VCM, VCA)
- Defined Chapter Officers
- Defined recommended Committees
- Lodge-specific details overhaul

10 September 2018 [ABM action]

- Redefined Vice Chief of the Vigil Honor selection
- Redefined Officer locality requirements

14 September 2019 [ABM action]

- Defined required Officer positions
- Spelling and grammar corrections
- Clarification on pronouns

6 February 2021 [LEC action]

- Redefined required Officer Positions
- Redefined Lodge Executive Committee quorum requirements

7 May 2022 [LEC action]

- Defined Special Election procedure
- Redefined Senior Vice Chief duties
- Expanded Impeachment process to include the Lodge Chief
- Defined requirements for Officer Resignation
- Spelling and grammar corrections

14 Sep 2024 [Update and consolidation]

- Changes the dates of office terms
- Combined sections of the constitution and bylaws to remove duplicates
- Updated the Mission, Purpose, Dues, Fee, and Assessments section
- Rearranged sections for better grouping
- Updated Lodge number

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Definitions

- **Active Member** – a member of the Order of the Arrow who:
 - Is registered in the BSA, Coastal Georgia Council, and I-Tsu-La Lodge.
 - Takes an active role in Scouting and the Order of the Arrow.
 - Has his Lodge dues paid.
- **Youth Member** – a member of I-Tsu-La Lodge who is under twenty-one (21) years of age. Active youth members will be the only voting members of the lodge.
- **Adult Member** – a member of I-Tsu-La Lodge who is at least twenty-one (21) years of age.
- **Elected Officer** – a youth member who is elected to a lodge or chapter position by the lodge or chapter membership.
- **Appointed Officer** – a youth member who is appointed to a position by the lodge or chapter chief.
- **Executive Committee** – as used in this booklet will refer to the Lodge Executive Committee, made up of the elected lodge officials, lodge committee chairmen, Chapter Chiefs, and the advisers of these members.
- **Key 3** – leading lodge body; made up of the Lodge Chief, Lodge Adviser, and Lodge Staff Adviser.

Clarifications

- All pronouns contained in this document are to be read as gender-neutral

I. Mission

The mission of the I-Tsu-La Lodge, as set forth by the National Order of the Arrow, is “to be the why Scouts want to stay in Scouting” and “to achieve the mission of Scouting America through transformative fellowship that ignites limitless Scouting journeys.”

II. Purpose

The Lodge is recognized as the organization providing service and effective camp promotion for the Coastal Georgia Council. We are committed to quality youth leadership development through a youth-led program and to bringing our Ideals, Traditions, and Spirit to every unit through an active membership at the unit level. All of this we shall accomplish in a spirit of brotherhood and cheerful service.

To achieve this we incorporate the purpose of the Order of the Arrow as an integral part of the Coastal Georgia Council through positive youth leadership under the guidance of selected capable adults.

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 be an integral part of Scouting America and encourage participation in all it offers through units, outdoor adventures, and national events to further the Scouting experience.

To promote Scout camping, which reaches its greatest effectiveness as a part of the unit's camping program, both year-round and in the summer camp, as directed by the Council Camping Committee.

To reinforce a life purpose of leadership in cheerful service to others.

III. Lodge History

I-Tsu-La Lodge is chartered through the Coastal Georgia Council #99 of the Boy Scouts of America, and is headquartered in Savannah, Georgia.

The Coastal Empire Council, Boy Scouts of America and the Okefenokee Area Council, Boy Scouts of America announced a merger to form a new Coastal Georgia Council in late 2013.

The Coastal Georgia Council now serves 22 counties and boasts two fully operational camps, Black Creek Scout Reservation in Screven County and Camp Tolochee in Glynn County. The merger was unanimously approved Feb. 25, 2014 by the executive boards of the two councils.

On May 10, 2014, two youths from Tomo Chi-Chi lodge 119 and two youths from Pilthlako Lodge 229 came together to decide the name of the combined new Lodge. The name of the new lodge emerged as I-Tsu-La and is pronounced “it-chula”, it means “togetherness”. The totem of the Lodge is the Loggerhead Sea Turtle.

In December 2003 the national Order of the Arrow committee unanimously decided to discontinue using lodge numbers for national reporting and registration purposes. Instead, lodges would be

identified by lodge name, and council number.” So the new Lodge would be identified as follows: I-Tsu-La Lodge 119, Coastal Georgia Council #99, BSA.

The Order of the Arrow’s Tomo Chi-Chi Lodge 119 was named after the Creek Indian chief, Tomo Chi-Chi, who was befriended by General James Edward Oglethorpe upon his arrival in 1733 to form a new English settlement (Savannah) along the Savannah River near Yamacraw, Tomo Chi-Chi’s village. The Lodge totem was the Great Blue Heron.

Tomo Chi-Chi Lodge 119, the Coastal Empire Council’s Order of the Arrow organization, was formed in May 1938 with the assistance of Bobwhite Lodge 87 from Augusta, Georgia. Bobwhite Lodge conducted an Ordeal and an induction ceremony at Camp Strachan for eighteen Ordeal candidates. These eighteen Ordeal members and one Brotherhood member (the lodge’s professional adviser) who transferred his membership from another lodge became the charter members of Tomo Chi-Chi Lodge 119.

In June 1938, Tomo Chi-Chi Lodge 119 conducted its first Ordeal. Eight additional members were inducted into the lodge. Also, one Brotherhood member moved his membership to the lodge. Now, the membership of the lodge consisted of twenty-six Ordeal members and two Brotherhood members and started the long tradition of cheerful service that continued until the merger in 2014 by Brothers of Tomo Chi-Chi Lodge 119.

Pilthlako Lodge 229 was chartered on January 2nd, 1943, as the Chippewa Lodge, at a ceremony at Camp Chippewa in Waycross, Georgia. The sponsoring Lodge was the Tomo-Chi-Chi Lodge 119 of Savannah, Georgia. On February 4th of the same year, the name was changed to Chawtaw Lodge. The present-day name of Pilthlako (Creek Indian for “Dark Waters”) was adopted in January 1950.

Pilthlako Lodge 229 was the Order of the Arrow Lodge for the Okefenokee Area Council, composed of the ten counties in extreme southeast Georgia. The Lodge Totem is the Pine Tree, often expressed as a trio of pine trees with an arrow and the three W’s for Wimachtendienk, Wingolauchsik, Witahemui.

Pilthlako Lodge 229 had been in service to Camp Chippewa from 1943 to 1944, Camp Blythe Island from 1945 to 1953, and Camp Tolochee from 1954 to 2014. The Okefenokee Area Council’s Camp Tolochee totally occupies Little Blythe Island, in the scenic “Marshes of Glynn” near Brunswick, Georgia. Pilthlako Lodge 229 occupied its own island on the north end of Camp Tolochee, consisting of ceremony areas and a lodge built in 1966.

IV. Lodge Structure

-The Key 3

The Lodge Key 3 will consist of the Lodge Chief, Lodge Adviser, and Staff Adviser. This group serves as the administrative center of the lodge. Its primary function is to plan agendas for lodge meetings, but it also reviews and advises on the actions of the Executive Committee. It is often necessary to get approval from a member of the Key 3 before major actions or expenditures of the lodge can take place.

-The Lodge Executive Committee (LEC)

The Lodge Executive Committee is made up of all lodge officers along with the immediate past

Lodge Chief, Lodge Operating Committee Chair, Lodge Adviser, one member of the council camping committee or program committee (if appointed by the Scout Executive), Chapter Advisers, Staff Adviser, and Scout Executive.

This committee serves as the steering mechanism of the lodge and its purpose is to govern the lodge and deal with all business brought before it. The committee will schedule meetings at certain lodge OA events. However, it may be necessary to call additional meetings. All meetings of the lodge and chapters shall be conducted in accordance with Robert's Rules of Order (see Bylaws Appendix 2). A quorum must be present at all meetings that require voting. The Lodge Executive Committee requires a quorum of one half of the voting members, plus one additional voting member to conduct the business of the lodge at any regularly scheduled or special meeting. The annual or any special meetings of the lodge requires a quorum of twenty-one voting members to conduct business.

Any active lodge member may attend an Executive Committee meeting, but only the youth members of the committee will be permitted to vote. Preceding each Executive Committee meeting, a meeting of the Lodge Key 3, as well as the Lodge Officers, will take place. At this meeting, the agenda will be set and lodge operations reviewed.

-The Lodge Budget

I-Tsu-La Lodge runs off of a yearly budget following the calendar year beginning on January 1st and ending on December 31st. This budget is planned and approved by the Lodge Executive Committee prior to the last event of the year. The budget approved by the Executive Committee is then presented for the approval of the lodge membership at Annual Banquet. The elected officers of I-Tsu-La Lodge reserve the right to alter the operating budget approved by the membership of the lodge at any time throughout the year, especially at the start of a new term. The alterations may only relocate up to 15% of the budgeted funds without additional approval of the Lodge Executive Committee and the Lodge Membership.

-The Role of the Chapter

I-Tsu-La Lodge is divided up into four chapters and are in place to help strengthen and unify the Lodge. The majority of the lodge's functions take place on the chapter level – elections, camp promotions, service projects, training, fun, and fellowship. Not only is the chapter where the Order is most visible to non-members, it is also the place for new members to get involved. The chapter structure is quite similar to that of the lodge, with officers, committee chairmen, committee members, advisers, and members. The chapter also has the opportunity to establish their own Executive Committee or Key 3 to help them accomplish its responsibilities.

-Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern I-Tsu-La Lodge in all cases to which they are applicable and in which they are not inconsistent with these Policies and Tradition.

V. Lodge Membership

(For complete membership requirements of the Order of the Arrow, see the Guide for Officers and Advisers).

Registered members in good standing of I-Tsu-La Lodge must:

- have been inducted into the Order of the Arrow;
- be a registered member of Scouting America and the Coastal Georgia Council; and

-have paid lodge dues for the current year.

Individuals not meeting requirements #2 and #3 above will be classified as inactive until both requirements are again met. Only members whose dues are current are authorized to wear the lodge flap. As a courtesy, members whose dues are in arrears should remove the lodge flap from their uniform but may continue to wear the National OA hanging device.

-Ordeal Membership: Requirements for candidate membership are contained in the current Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.

Procedures for Ordeal candidate selection, recognition, induction, and ceremonies will be conducted in accordance with national guidelines.

All elections must be conducted by a Lodge or Chapter Election Team.

Candidates must complete the Ordeal induction within 18 months of their election or selection as a candidate.

-Brotherhood Membership: Requirements for sealing Brotherhood membership are contained in the current Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.

Procedures for Brotherhood membership, recognition, induction, and ceremonies will be conducted in accordance with national guidelines.

The Lodge will facilitate Brotherhood attainment by conducting classes during Ordeals and other specified functions.

-Vigil Honor: Selection to the Vigil Honor will be in accordance with the current Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.

Selection, recognition, induction, and ceremonies will be conducted in accordance with national guidelines.

The Vigil Committee is responsible for the selection, recognition and induction of members to the Vigil Honor (see the Vigil Committee).

-Membership Transfer Policy: Members of the Order of the Arrow may be official, dues-paying members of only one lodge. Upon transfer from another Council to the Coastal Georgia Council, OA members are encouraged to transfer lodge membership upon payment of dues. Transferring Vigil members will be interviewed by the Lodge Adviser; Brotherhood and Ordeal members may continue with their honor level provided they have proof of membership, or it is obtainable through their prior lodge affiliation. In unusual circumstances, the Key Three has the authority to use its own discretion to determine acceptable evidence of prior membership.

VI. Officers

These officers must be younger than 21 years old during their entire term of office. Because of their immediate responsibilities to the Coastal Georgia Council, their permanent residence must

be located within the geographic borders of the Coastal Georgia Council. These officers make up the Lodge Executive Committee (LEC). Optional Vice Chiefs may be implemented at the discretion of the Key 3

Positions: The elected officers of the I-Tsu-La Lodge shall be:

Lodge Chief

Lodge Senior Vice Chief

Lodge Treasurer

Lodge Secretary

Vice Chief of American Indian Affairs (Special Election)

Chapter Chiefs (4)

The appointed officers of the I-Tsu-La Lodge Shall be:

Vice Chief of the Vigil Honor (if the Lodge Chief is not a Vigil Member)

Optional officers of the I-Tsu-La Lodge may be:

Vice Chief of Service

Vice Chief of Program

Vice Chief of Chapters

-General Duties of ALL Elected Officers:

Attend all scheduled Lodge events.

Attend the Lodge Leadership Development.

Attend each Lodge Executive Committee meeting.

By the following September LEC meeting, submits a written report including accomplishments, suggestions for successor, and updated job responsibilities.

Construct a calendar, throughout his term, to be used as a guide by his successor.

Meet with the elected officers, Lodge Adviser, and Lodge Staff Adviser prior to each Executive Committee meeting to set the agenda and discuss any pending business.

Attend the Lodge Officers' Training Seminar to help orient the new officer to his position.

Offers assistance to his successor.

-Lodge Chief:

The Lodge Chief is a member of the Council Executive Board as the official representative of the lodge. He is a member of the Lodge Key Three. He attends and chairs all Lodge Executive Committee (LEC) meetings. He may not hold any other chapter or lodge position.

Duties and Responsibilities:

Attends all Lodge and Section events

Attends National Leadership Seminar (NLS) before or during his term.

Creates the Annual Calendar

Creates Lodge goals, objectives, and Program Plan Book

Oversees all operations of the lodge.

Presides over all Lodge meetings and LEC meetings.

Plans the agendas for all LEC meetings.

Supervises the other elected lodge officers.

Ensures the completion of LEC responsibilities.

Appoints and supervises the Lodge Officer Nominating Chairman when Fall Conference is being planned (or takes this responsibility himself).

Appoints a Section Conclave Chairman each year to plan for I-Tsu-La's role in the Section Conclave.

Appoints and supervises all other Ad-hoc committee chairmen.

Appoint members to vacant positions.

Helps committee chairmen succeed in their duties.

Sees that all new members are properly oriented to the Order of the Arrow, I-Tsu-La Lodge, and its Policies and Traditions.

Represents I-Tsu-La at all Section Council of Chiefs meetings to plan the Section Conclave and other section business.

Works with the Lodge Staff Adviser and Lodge Advisor on the annual renewal of the lodge's charter.

Organizes the National Order of the Arrow Conference business.

Completes any other National Conference correspondence.

Maintains all items entrusted to him and passes them on to the next Lodge Chief (the Chief's Bonnet, records, files, keys, etc.).

Promotes through the Loggerhead newsletter and at lodge and chapter meetings.

Assures that the lodge makes the reservation deadline for section events and requirements.

Oversees continuous updates to the I-Tsu-La Website. Updates will be discussed at each meeting of the LEC and will be published as soon as possible.

Represents I-Tsu-La as a member of the Council Outdoor Camping Committee.

Removes from office (with approval from, Staff Adviser and Lodge Advisor) any lodge officers, who fails to fulfill their responsibilities and assists in orienting the replacement to his new position.

-Lodge Senior Vice-Chief:

He attends LEC meetings as a voting member. He serves as the link between the Lodge Chief and his Vice Chiefs. In the event the Lodge Chief is absent or unable to fulfill his duties, he assumes the duties and responsibilities of the position and will serve as Acting Lodge Chief until such time when a new Lodge Chief is elected. He may not hold any other lodge or chapter positions. In the event that any other Vice Chief is unable to fulfill their duties, the Senior Vice Chief shall assist with those duties to ensure all lodge needs are met. He is expected to attend all lodge and section events. For responsibilities see Lodge Chief's above and carries out special assignments made by the Lodge Chief.

-Lodge Treasurer:

He attends LEC meetings as a voting member. He handles correspondence as directed by the Lodge Chief. He is the standing Chairman of the Finance Committee. He is responsible for:

Maintains accurate records of income from membership fees and sale of OA supplies along with the Lodge Chief and Staff Adviser.

Maintains inventory of lodge merchandise making supply recommendations to LEC.

Fundraising and managing the Lodge Trading Post.

Promoting sales, keeps supplies secure, and sells merchandise at appropriate functions. He promotes lodge, section, and national OA events.

Turn over all lodge records to new officers at the end of their term of office.

Carries out special assignments made by the Lodge Chief.

-Lodge Secretary:

He attends LEC meetings as a voting member. He handles correspondence as directed by the Lodge Chief. Manages all aspects of lodge record keeping and communications. Acts as

recording secretary for the Lodge Executive Committee. He records and maintains meeting minutes with a concise record of attendance, motions, amendments, and other business. He receives reports of unit elections from the chapters and is responsible for:

All lodge Publications (see XII. Publications section of the document)

Tracking membership dues and registrations, "active" attendance of members at lodge events

Submits a written year-end membership report.
Supervises the following LEC chairman: Editor of the Loggerhead Newsletter, Membership Chairman, and Planbook / Publications Chairman and helps them succeed in their duties.
Promotes lodge, section, and national OA events.
Ensures the completion of Administrative Committee responsibilities.
Attends committee meetings as he sees fit to ensure the completion of duties.
Asks committee chairmen who are not performing their duties to resign.
Recommends a replacement to the Lodge Chief.
Orients the new Committee Chairman to his position.
Carries out special assignments made by the Lodge Chief.

-Lodge Vice-Chief of American Indian Affairs:

He attends LEC meetings as a voting member and coordinates with the Ceremonies and Dance teams. He is elected by members of the AIA and ICE teams and is responsible for:
Coordinate Ceremonies (Pre-Ordeal, Ordeal, and Brotherhood)
Coordinate practice for ceremonies.
Dance Team
Drum Team
Recruit new members for Ceremonies, Dance, and Drum Teams
Maintains schedule of events for the Ceremonies, Dance and Drum teams
Ensures that the American Indian Outfits (regalia) meet the below criteria.
Carries out special assignments made by the Lodge Chief

American Indian Outfits

The wearing of Native American outfits or regalia is encouraged when worn properly, and in accordance with national OA rules. The Dance and Ceremony Teams will determine the appropriateness of regalia worn by their members. The Vice-Chiefs and Advisers of the two teams will determine the appropriateness of other outfits or regalia at Lodge functions, with the LEC having final disposition on any questions. The use of face paint, body paint, and wigs by are not allowed. No feathers, talons, or other parts from protected species of birds may be worn in Order of Arrow dance competitions or used in demonstrations, displays, workshops, or ceremonies. Nearly every bird species is protected, except resident state game birds and domestic fowl such as turkey and chicken. The same might be true regarding animal or reptile parts; if so, they are equally forbidden. Check with the U.S. Department of Interior, Fish and Wildlife Service for details. Within the guidelines found in the U.S. Code pertaining to the American flag, flags are not to be worn as apparel. No type of U.S. flag can be worn as part of ceremony or dance attire. Flag motifs in quillwork and beadwork are acceptable.

-Lodge Vice Chief of the Vigil Honor:

Traditionally the current Lodge Chief. If appointed, due to the Lodge Chief not being a Vigil member, it is first offered to the immediate past Lodge Chief. He is a member of and attends LEC meetings as a non-voting member. He must be under the age of 21 for his entire term and be of Vigil Honor status. He is responsible for:
Coordinating Vigil Honor nominations.
Vigil Honor elections.
Vigil Honor inductions and ceremonies to include any prep work that is needed.
Carries out special assignments made by the Lodge Chief

-Chapter Officers:

Chapter Chiefs lead all chapter activities and attends LEC meetings as a voting member. All other positions will mirror the lodge. He carries out special assignments made by the Lodge Chief

Meeting Rules/Quorum

All meetings of the Lodge and chapters shall be conducted in accordance with Robert's Rules of Order, Newly Revised (see By Laws Appendix 2).

Quorum

For LEC meetings unless otherwise provided herein, the Lodge Executive Committee requires a quorum of one half of the voting members plus one additional voting member to conduct the business of the lodge at any regularly scheduled or special meeting, except that fewer may adjourn until a specific time.

For Lodge meetings unless otherwise provided herein, the annual or any special meetings of the Lodge requires a quorum of twenty-one voting members to conduct business, except that fewer may adjourn until a specific time.

VII. Election of Officers

Regular Elections are conducted during the annual business meeting held during the Fall Fellowship each year. The term of office for all lodge and chapter officers, committee chairmen, and other appointments is from immediately following elections at Fall Fellowship until elections at the next Fall Fellowship. The current Chief and the newly elected Chief are encouraged to work together to provide a smooth transition in leadership for the lodge. Any youth member in good standing is eligible for any elected office of the lodge or chapter, provided that they will not attain the age of 21 during their term of office. A particular honor level of membership is not a requirement for any elected or appointed position, except for the Vice Chief of the Vigil Honor.

Only registered lodge members under the age of 21 have the right to vote in any decisions of the lodge. Absentee or proxy voting is prohibited. No adult will have voting privileges in this lodge.

Nominations for regular elections must be in writing, submitted to the Lodge Adviser (or Chapter Adviser for Chapter elections) or their designee. All nominees for Lodge Chief and Lodge Senior Vice Chief are required to have a letter of recommendation from their Unit Leader, except for those already holding Lodge office. A nominee must be willing to fulfill the duties of the position and attend the annual Lodge Leadership Development Class(es).

Members may be self-nominated or nominated by another youth member in good standing. No second is required for any nomination. However, it is customary to personally ask the person before placing their name in nomination for any position. A member need not be present at the meeting in order to be nominated or elected but must have informed the Lodge or Chapter Adviser that they are willing to accept the position. The nominating form requires the approval of the nominee's unit leader, Chapter, or Lodge Adviser. A sample nominating form is included as Appendix 1 and shall be posted on the Lodge website.

The nominating meeting will be chaired by a neutral individual who is not seeking an elected lodge (or chapter) position. Nominations will be accepted first for Chief, and the election for that position

will be conducted immediately after nominations for that position are closed. Nominees (or their designee) will be given the opportunity to give a short statement prior to each balloting. Nominations and elections of the Vice-Chiefs will be conducted in the same manner.

If there is no nomination for a position, it will be passed over and the Lodge Chief may fill the position by appointment, with the concurrence of the Lodge Adviser.

Regular Election Procedure/Voting: The following voting procedures shall be used for Lodge Officers:

Those who have successfully gained the approval of the Lodge Chief and Lodge Adviser will automatically be placed on the ballot. The elections shall take place during the annual Meeting/Fellowship in the Fall. A business meeting will be called during this Fellowship to hear speeches and cast votes for candidates.

When all youth members at the current event are present, the current Lodge Chief will call the meeting to order. He will then choose a method that is fair and equitable to determine the order in which speeches will be given. Each candidate is entitled to a two-minute speech, which may be followed by a brief question and answer period. All other candidates for that office are escorted out of earshot of the other candidate's speech, so as not to build off of or influence it. Only youth will be present along with the Lodge Adviser during this vote.

Voting will take place in descending order, according to Article VI, "Officers". If any candidate so desires, he may run down to a lower office in the event that he loses in his race.

Each youth member is entitled to one ballot, which will list the candidates and the number of candidates he may vote for. Any ballot that exceeds the specified number of votes may be discredited at the discretion of the Lodge Chief and Lodge Adviser. Voting will take place immediately after speeches have been heard from all the candidates running for each office. The Lodge Chief, Lodge Adviser, and one appointed lodge adult member will tally votes.

If the Lodge Chief is running for reelection, he is to be treated as any other candidate and the Lodge Adviser must appoint a youth proxy to perform the Election Chairman duties, so as to avoid a conflict of interest in the tallying process.

Special Elections are conducted during regularly scheduled lodge events in the event of any vacancies in officer positions. All Special Elections will be conducted in the same manner as the Regular Elections. The Elections Chairman, Lodge Adviser, and one appointed lodge adult member will tally votes. A voting quorum is not required for special elections if the special election is publicized at least 15 days before the event.

Impeachment/Removal:

The following three step procedure shall be used in the removal of an officer: elected or appointed.

1. Petition for removal:

Any lodge member may petition the LEC to remove any elected officer. This petition must be submitted in writing to the Key 3 prior to the next LEC meeting. The petition must cite specific

examples of the officer's misconduct or a greater failing in his duties.

After this petition has been received, the Key 3 will meet to determine the legitimacy of the charges. In the event that the petition requests the removal of the Lodge Chief, the petition must be submitted to the Lodge Advisor, Staff Advisor, and Scout Executive. The Lodge Advisor, Staff Advisor, and Scout Executive will review the petition and timely notify the Lodge Chief.

2. Preliminary Hearing:

If the Key 3 determines the petition valid, the LEC will hold a hearing before their vote. At this time, the Petitioner may make or explain any comments, and the officer in question may speak for their actions or refute accusations.

3. LEC Vote:

After the Preliminary Hearing, the LEC will take a vote to impeach the officer in question. This vote may take place immediately after the hearing. To impeach an officer, a 2/3 majority vote of the remaining Lodge Officers is required.

In the event of impeachment, the Lodge Chief may appoint an interim officer until the next lodge event, where a special election will be held. If the Lodge Chief is the impeached officer the Lodge Senior Vice Chief will assume the role as Lodge Chief.

The Scout Executive of the Coastal Georgia Council retains the right to remove any lodge officer at any time.

Resignation:

In the event that any elected officer is unable to fulfil his duties and responsibilities, he shall submit in writing a resignation letter providing at least 15 days' notice of his resignation. Upon notification of the resignation, the LEC shall meet during said 15 days to determine when the special election for said position shall occur and discuss all other business associated therewith.

VIII. Committees

"Every Arrowman should serve on one or more committees. In this way, all members share responsibility for lodge activities and projects. Lodge officers should not be burdened with all the details of committee meetings and related projects." (Guide to Officers and Advisers)

Committees of the lodge and chapters are specified and described by this document.

IX. Dues, Fees, and Assessments

Annual Membership Dues are established in the annual budget, payable by December 31 of each year. The membership year begins January 1 of each year.

One dollar is credited annually to the various chapter budgets (when submitted) for each member in good standing of the chapter.

A dues renewal notice will be communicated to each member prior to December 1. A member whose dues are not paid by the Annual Banquet will be considered delinquent, and such delinquent members retain no rights of membership until dues are paid. A delinquent dues notice will be sent to each delinquent member following the Annual banquet.

Dues increases must first be proposed by the Lodge Key Three and approved by a two-thirds affirmative vote of the Lodge Executive Committee and may take effect no earlier than December 31st.

Ordeal Induction Fees cover the cost of food, a Lodge Flap, Ordeal Sash, BSA Insurance, OA Hand Book, and Lodge dues paid through December 31st.

Brotherhood Induction Fees cover the Brotherhood Sash.

Vigil Induction Fees, by virtue of the honor bestowed upon the member, are paid by the Lodge and include the Vigil Sash, card, certificate, and medallion.

Event Fees are established in the annual budget.

Fast-Pass fee is established in the annual budget. This is a way for lodge members to prepay for all of the annual lodge events scheduled during the year at a discounted rate. The Fast-Pass does not give the member any other privileges and the member must still register for the event.

LEC Members are required to pay the annual dues as set by the annual budget. However, they are only required to pay for the lodge events that they do not attend.

X. Lodge Meetings

The Lodge shall schedule events and meetings in order to provide the best program for its membership and to meet its goals and obligations to the Council. They shall include, but are not limited to the following events:

- Annual Banquet
- Ordeals
- Fellowships
- Section Gatherings
- Lodge Leadership Development Course (LLD)
- Special Council and OA Activities

All Lodge events will be included in the Council's Annual Planning Calendar, and care will be taken to avoid conflict with other council, area, regional and national events. Activities may be scheduled, rescheduled, or canceled by the LEC.

XI. Lodge, Chapter and Committee Advisers

Each youth holding a leadership position in the Lodge or Chapter should have an adult adviser assigned who is to provide them with advice, direction, and encouragement within the specifics of their position function or as directed by higher authority. They are appointed by the Lodge Adviser with the approval of the Scout Executive, and report to the Chapter or Lodge Adviser, as their position dictates. All appointments are for a calendar year, expiring December 31 and may be renewed from year to year.

Although the Order of the Arrow is a youth-run organization, the role of the adult is extremely

important. Without adult Arrowmen (those 21 years of age and older), the OA could not exist. Adults provide service to the unit, the district, and the council. They serve as resources, making possible many things that could not be without them. Examples include providing transportation, operating dangerous equipment, and using their career and hobby skills to help enhance programs. They often serve as trainers and provide important continuity at all levels of the Order. However, one of the most crucial ways for an adult to serve the OA is as an adviser.

Because of their immediate responsibilities to the Coastal Georgia Council and the I-Tsu-La Lodge, their permanent residence must be located within the geographic borders of the Coastal Georgia Council

-Role of the Adult Arrowman:

Helps bring about and maintain effective lodge administration to assure the successful operation of the lodge.

Keeps the leadership of the lodge in the hands of the elected officers.

Guides young men and helps them develop leadership abilities.

Supports the purpose of, and gives active leadership to, the OA.

Works behind the scenes to help the youth accomplish their duties.

Guides and inspires the youth to carry out their roles in the OA.

Sets an example for boys to follow.

Ensures communication between themselves and the youth officers.

Has no vote, but guides the youth who have votes, to use them wisely.

The Lodge Adviser will evaluate the effectiveness of all adult advisers prior to the end of each year and will discuss the evaluations with the Staff Adviser and Scout Executive during their annual recommendation for appointment process.

-Lodge Adviser:

The Lodge Adviser is appointed by the Scout Executive on an annual basis and serves as a member of the Council Executive Board.

He is responsible for:

Submitting a lodge budget each year.

Interpret Order of the Arrow policy for the Lodge in consultation with the Section Adviser, Area Chairman, and the Lodge Staff Adviser, as needed.

Advises the lodge officers and LEC in planning and conducting lodge and council events and works with the Staff Adviser to ensure successful events. He works "behind the scenes" through the Lodge Chief and the LEC.

Holds no other primary or associate adviser position in the Order of the Arrow during their term.

Aids in the organization and operations of new chapters, or in the reorganization of merged, dropped, or inactive chapters within the Lodge as requested by the LEC, Key Three, or the Council Scout Executive.

Assures that the Lodge is operating according to the rules as approved by the Lodge, the Council Board of Directors, and the National OA Committee.

Reports to the Scout Executive on a regular basis.

Meets and communicates with the Lodge Chief and Lodge Staff Adviser (the Key Three) on a regular basis.

Meets and communicates with each Chapter Adviser in the Lodge on a regular basis.

-Chapter Advisers:

Chapter Advisers are appointed by the Lodge Adviser with the concurrence of the Scout Executive, and serve for a calendar year term, expiring December 31 of each year, which may be renewed from year to year.

They are responsible for:

Submitting a chapter budget each year.

Advise the chapter officers in planning and conducting chapter, lodge and council events and works with the Chapter Chief and District Executive to ensure successful events. They work "behind the scenes" through the Chapter Chief and the other chapter officers and advisers.

Aid in the organization and operations of the Chapter, and may provide assistance to other chapters within the Lodge as requested by the LEC, Key Three, or the Council Scout Executive.

Assure that the Chapter is operating according to the rules as approved by the Lodge, the Council Board of Directors, and the National OA Committee.

Report to the Lodge Adviser on a regular basis.

Meet and communicate with the Chapter Chief and District Executive (the Chapter Key Three) on a regular basis, holding Key Three Meetings at least quarterly.

Meet and communicate with the various chapter and committee advisers on a regular basis.

-Associate Lodge Advisers, Chapter and Committee Advisers:

The Lodge Adviser, with the concurrence of the Scout Executive, may appoint Associate Advisers, committee, and other advisers as necessary for the proper operation of the Lodge. Their duties are assigned by, and they report to the Lodge Adviser, or other appropriate adviser as assigned.

-Chapter Advisers, with the concurrence of the Lodge Adviser and Scout Executive may appoint Associate Advisers and committee advisers as necessary for the proper operation of the Chapter. Their duties are assigned by, and they report to the Chapter Adviser, or other appropriate adviser as assigned.

Tenure, Removal, and Succession Plan for Adult Advisers

All adult advisers are appointed by the Lodge Adviser and approved by the Lodge Key 3 and Scout Executive. The tenure of service will be from January 1 until December 31 of a physical year. The Lodge Adviser can re-appoint an adult in position at his discretion each year. These appointments should be made each year at the Fall Fellowship for the next year. The Lodge Adviser is under no obligation to appoint the same adults to the same positions each year and may use his discretion for all appointments. The Lodge Adviser can make these appointments himself or form a nominating committee to bring back recommendations for his approval.

The Scout executive is the final authority of the Order within the council and, because of this, holds the title of Supreme Chief of the Fire. It is the Scout executive's job to see that the lodge adheres to national policy. The Lodge Adviser serves at the discretion of the Camping Committee Chairman and Scout Executive. As Deputy Supreme Chief of the Fire, the lodge adviser assists the Scout executive in guiding the operation of the lodge program. A Lodge Adviser can be removed by the Scout Executive for the betterment of the Order at any time during the adviser's tenure.

The Lodge Adviser can remove any adult from an appointed position without due cause for the harmony and function of the Lodge. He may ask adult advisers who are not performing their duties to resign. The Lodge Adviser will consult with the Lodge Key 3 and Scout Executive in the removal of any adult from their appointed position.

All adult appointees to a Lodge position and with the Lodge Advisers approval should designate an adult Lodge member in good standing as a successor to that position. This can be chosen by the appointed adult member or the Lodge Adviser. A succession plan is best practice and should be included in all positions.

XII. Publications

Newsletter: The Lodge shall publish a newsletter at least five times each year (prior to lodge activities), and at other times as may become necessary. The name of this newsletter will be "Loggerhead News." Its purpose is to communicate with the membership about upcoming events and will contain a list of officers and advisers, informative articles, membership and registration information, solicitation of officers' nominations, and other information as appropriate. Newsletters must be published on or before the following dates:

February 1st

March 1st

May 1st

August 15th (summer edition)

November 1st

Plan Book: The Lodge Executive Committee is responsible for publishing a Lodge Plan Book annually. This is to be published by incoming officers by the E6 Indian Winter.

Where to Go Camping Guide: The Lodge will publish a Where to Go Camping Book, or a supplement to an existing publication. This publication may be in paper, CD, or electronic format, and will be distributed annually with other camp promotion information to all units within the council.

Lodge website: The lodge will maintain a website in accordance with BSA and OA standards and rules. Its purpose is to allow easier access to information about the OA in general, and the Lodge, in particular.

XIII. Lodge Insignia/Memorabilia

Lodge memorabilia includes such items as patches, Lodge flaps, T-shirts, polo shirts, sweatshirts, jackets, mugs, neckerchiefs, and other such items that might fall into this category. The representation of the I-Tsu-La Lodge shall be as follows:

-Standard Lodge Flap - The I-Tsu-La Lodge flap must be shaped to fit the pocket flap of the Official Uniform under the scouting program and containing the following elements:
I-Tsu-La, Totem (Loggerhead Sea Turtle), A fleur-de-lis or "BSA.", WWW.

-Commemorative Patches - On occasion the Lodge shall issue special patches and memorabilia, such as Lodge Flaps, Council Shoulder Patches, Lodge two-piece flaps, Back Patches, Neckerchief, etc. 2-piece pocket shaped patches must fit the pocket flap of the Official Uniform under the scouting program. There are no specific appearance criteria for this type of patch. This would include any patches that are designed as two-piece patches like those developed for NOAC. The lower portion of the NOAC flap set fits below the pocket flap. A 2-piece pocket patch can be made for any official I-Tsu-La event to include: NOAC, Conclaves, Fundraisers, etc.

-Activity/Event Patches: They can be any shape and do not have to include the Lodge totem but must include the other aforementioned items (see Standard Lodge Flap). Patch examples include Fall Fellowship, Annual Banquet, Spring Fellowship, Summer Ordeal, and Fall Fellowship, Winter Ordeal, Section Events, etc. National events such as national service projects, and National Order of the Arrow Conference (NOAC).

-Approval - All Lodge memorabilia items shall be approved at the LEC meeting by motion or delegated to appropriate committee by motion and with concurrence of the Lodge Adviser. Any memorabilia not produced in accordance with the Lodge Memorabilia Policy will not be endorsed by the Lodge. All memorabilia must comply with the BSA requirements for such patches. Any artwork for non-Order of the Arrow purposes is strictly forbidden without permission of the LEC.

- Dissemination - Lodge flaps and patches may be worn by any member of the Lodge in good standing. Members may only wear the Lodge pocket flap of the Lodge of where their dues are paid. Lodge members may purchase an unlimited number of general-issue lodge flaps. Special patches and flaps for service and awards may be limited by the LEC for specific purposes (e.g. the annual attendance flaps). Special event patches and flaps (e.g. NOAC, Jamboree, etc.) may have a restricted release to non-contingent members. Pricing, discounts, and specials for all patches, flaps, and other trading post items are established by the Trading Post Adviser, in consultation with the LEC. The price and distribution of memorabilia shall be as designated by the LEC or delegated to an appropriate committee.

- Patch Restrictions - Certain restrictions can be applied by the LEC as to the issuance of limited flaps and or patches, and the remainder destroyed as to keep the issuance restricted for that particular event. Specific event patches and flaps may only be worn by contingent members or those in attendance at the event. Contingent members may be offered special discounted rates on specific event patches, flaps, and other memorabilia.

-Chapter Memorabilia - Chapters may also create their own memorabilia items with the exception of Lodge flap type patches. Chapter items shall be approved by the general chapter membership at a regular chapter meeting and with concurrence of the Lodge Adviser. Profits from the sale of chapter memorabilia items shall be allocated as chapter reserve money and shall fall subject to Lodge Finance Policies.

XIV. Lodge Committees:

Awards Committee:

Normally chaired by the immediate past Lodge Chief, the committee will meet at the Fall Fellowship to help establish the awards and program for the Annual Banquet. Committee is responsible for reviewing lodge membership rolls annually to select eligible members for nomination for the Founder's Award. Selection will be in accordance with the current guidelines of the Order of the Arrow, contained in the Order of the Arrow Handbook, and Order of the Arrow Guide for Officers and Advisers, including any revisions by the national office. The Committee will be responsible for a budget for which the estimate should be within \$500.00 of breaking even.

Finance Committee:

Recommends an annual budget, which is due prior to December 31st of each year. As per the National Lodge Budget and Financial Records booklet, the committee should:
Request estimates and forecasts for events, committees, and chapter needs.

Draft a Budget

Obtain a Key Three review

Obtain LEC approval

Create a record book for the next fiscal year

Budget Addendums may be made through the Finance Committee or Key Three. The Lodge, chapters, and committees are to submit budget items to this committee no later than the Fall Fellowship. This committee also issues regular finance reports and is headed by the Lodge Vice-Chief of Administration; the Lodge Adviser will appoint the Committee Adviser. Others may be appointed as necessary by the Key Three.

Membership Committee:

They meet annually at the first Ordeal of the year for training, election information, and Elangomat assignments. The committee also meets before each Ordeal to send out letters to Ordeal and Brotherhood candidates. The Unit Elections Committee is also part of this Committee.

Service Committee:

Suggests projects, obtains necessary approval, and makes complete plans for getting the work done. This committee works with the Council Camping Committee, Property Committee, Camp Ranger and Camp Director. One project of this committee is the Where to Go Camping Guide / CD annual update. This committee is made up of chapter service Vice-Chiefs and members at large. The committee is chaired by the Lodge Senior Vice-Chief who also coordinates with the Food Service Committee, Ceremonies Vice-Chief and Dance Team Vice-Chief.

Lodge Heritage and Memorabilia Committee:

Chaired by the Lodge Historian (if appointed). Teaches scouts and scouters the history and heritage of the Lodge, and about the hobby of collecting. They are the “keepers of the flame” for Lodge history and memorabilia. Maintains and updates the lodge history books. This committee has the task of tracking all past officers, Founder’s Award recipients, and Vigil members; maintaining those records up-to-date in the Lodge Planning Book each year. Maintains a binder of all Lodge and National publications. Keeps a binder of the minutes of executive committee. This committee will also help in creating a photo album at the end of each year. This committee will be responsible for maintaining a Lodge scrapbook put together by the Publications committee. This committee will ensure that after the issue of any and all Lodge flaps, patches, neckerchiefs, memorabilia, etc. two (2) true mint copies of each item will be set aside for the Lodge history. These items will be kept in a secure location by the Lodge Adviser and passed down after each Adviser’s tenure. The Lodge Adviser can appointment someone to this task. A true report will be included and ledger kept as to these patches and memorabilia to include date of issue, number of patches bought and how many issued, designer of patch, event patch was made for, etc. These items need to be secured and archived in a proper way to insure they do not become damaged.

Ceremony and Dance Teams:

Open to all lodge members, these teams are a primary arm in promoting the Lodge within the Council through Crossover Ceremonies, Arrow of Light Ceremonies, Dances, and Eagle Ceremonies. The teams meet regularly and have other functions such as competitions and Ordeal/Brotherhood ceremonies.

Food Service Committee:

Helps at each lodge event and assists youth in learning to create menus, procure food and produce, and prepare great food for large gatherings. They will design duty rosters for each Lodge

event in regard to kitchen staff/help and clean up after each meal.

Publications Committee:

Publicizes the LEC notes in the Loggerhead News before each lodge event, and other letters or mailings of information as may become necessary. The Publications Committee will work to provide photographs, articles, interviews, and promotions that are newsworthy for the Lodge membership. The photographs collected will be used at the annual banquet and then given to the Lodge Heritage and Memorabilia Committee for possible inclusion in a Lodge scrapbook. This committee prepares newsletters, maintains the official Lodge website, organizes and operates the network of OA Troop/Team Representative to keep units informed. This committee meets 5 times a year, one month before each lodge event, to prepare the mailings.

Vigil Committee:

The chairman of the vigil committee is the Vice Chief of Vigil Honor. The Vigil Committee will function in accordance with the current rules of the Order of the Arrow, contained in the Order of the Arrow Handbook, and Order of the Arrow Guide for Officers and Advisers, including any revisions by the national office. The committee is responsible for the nomination and election of members to the Vigil Honor and will oversee all Vigil ceremonies. The committee is responsible for maintaining the historical list of Vigil Honor members for the lodge and providing that information to the Lodge Historical Committee.

XV. Awards

Eagle Feather Award:

The Lodge will present an appropriate award to Arrowmen who attend all Lodge events during a calendar year.

Annual Banquet

Summer Ordeal

Winter Ordeal

Spring Fellowship

Fall Fellowship

An Arrowman attending a national, section, or regional event during the year, may substitute it for no more than one of the five lodge events. The award will be in the form of a certificate notating the year and will be known as the "Eagle Feather" award. The Eagle Feather Award serves as recognition of continued contribution to the council and/or lodge and attendance at Lodge events. Presentation of this award will be at the Annual Banquet.

Friend of I-Tsu-La Award:

The Friend of I-Tsu-La Award recognizes business contributions to the lodge or council. The Lodge may select up to three each year, but if no service was given during that year then an award is not to be given. Each chapter is expected to bring nominations to the November Executive Committee meeting, where the nominees will be discussed and voted upon. Voting will be done by secret ballot. Each voting Executive Committee member may vote for up to the maximum number of awards. This award is for non-OA members as a recognition of service to the I-Tsu-La Lodge. The nominations should include a description of the candidate's contributions to Scouting and the Order. Presentation of this award will be at the Winter Banquet.

Turtleman of the Year Award:

The Turtleman of the Year Award serves as a recognition for those Arrowman who consistently

give their time and energy to the Order of the Arrow. One may not receive this award if they have in the past. One will be awarded yearly for a youth recipient. Recipients of this award must be an active Brotherhood or Vigil Honor member of I-Tsu-La Lodge. Presentation of this award will also be made at the Winter Banquet. After a brief discussion of the nominees by the LEC, voting will ensue by secret ballot.

Loggerhead of the Year Award:

The Loggerhead of the Year Award serves as a recognition for those Arrowman who consistently give their time and energy to the Order of the Arrow. One may not receive this award if they have in the past. One will be awarded yearly for an adult recipient. Recipients of this award must be an active Brotherhood or Vigil Honor member of I-Tsu-La Lodge. Presentation of this award will also be made at the Winter Banquet. After a brief discussion of the nominees by the LEC, voting will ensue by secret ballot.

National OA Awards:

Each year the Lodge will accept nominations for National OA awards from the Lodge membership. The Awards Committee will submit these nominations to the LEC for their consideration and vote after discussion. It is the sole discretion of the Key 3, and LEC if the merits of the award are founded. If they deem that the perquisites of the issuance of a National OA award is present, they will send these facts to the appropriate National issuing facility. All guidelines from National Order of the Arrow will be followed for any and all awards.

OA Founders Award:

Recognizes Arrowmen who have given outstanding service to their lodge and he personifies the spirit of selfless service. I-Tsu-La Lodge may petition the national Order of the Arrow committee to present between two and four awards annually, depending on the number of members in the lodge. If the lodge presents more than one award, at least one must be awarded to a youth under the age of 21. This award will be voted on by those that have already received it.

Quality Chapter Award:

The Quality Chapter Award shall be awarded to recognize a chapter that meet a certain standard of excellence. The Lodge Executive Committee must approve the criteria established by the Lodge Vice Chief of Chapters yearly at Fall Fellowship for the next year. The period of judging will last from January 1 until the Fall Fellowship. Chapter Chiefs are asked to submit reports to the Lodge Vice Chief of Chapters before the Fall Fellowship so that he can determine if the criteria were met and present the appropriate recognition.

XVI. Finance Policies for the Lodge:

The Lodge and Chapters will use the national form, Lodge Money Earning Application, for any fundraising outside of normal Trading Post activities and will use the national Lodge Budget Worksheet for its annual report to the Council Executive Board.

The Lodge Treasurer will maintain an inventory of all lodge and chapter properties, using the Inventory of Lodge Property form, which will also be a part of the annual report to the Council Executive Board. All property is owned by the legal entity, Coastal Georgia Council, Inc., a Georgia corporation, and its use is at the sole discretion of the Council.

The Lodge Treasurer, in conjunction with the Finance Committee, will keep a record of annual income and expenditures (see the Lodge Budget and Financial Records booklet) and provide a

report of the lodge custodial account balance at all LEC meetings.

Council Financial Support:

The Order of the Arrow urges its membership to support the financial goals of the Boy Scouts of America, as well as the Coastal Georgia Council. There are many opportunities for giving, both individually and as an organization.

James E. West Endowment:

The I-Tsu-La Lodge will provide a James E. West Endowment in the name of the outgoing Lodge Chief, or other deserving individual(s).

Friends of Scouting:

Lodge members are encouraged to give to the Friends of Scouting Campaign. \$5.00 per dues paying member, based on membership at the time of Friends of Scouting campaign.

Gifts in kind:

The Lodge members are encouraged to provide gifts in kind to the Lodge for the proper maintenance and stability of the order.

XVII. Amendments

Automatic Changes to the Bylaws: The Lodge shall be subject to the National Standard Constitution and Bylaws of the Order of the Arrow, Boy Scouts of America, and nothing here within shall be contrary with the same, and this Constitution and Bylaws shall be automatically amended to any changes made in the National Standard Constitution and Bylaws of the Order of the Arrow or the Boy Scouts of America.

In addition, nominal spelling and grammatical errors may be automatically updated in this document, provided the update is accompanied by a notification to the LEC. This change will be nullified if an objection by an officer occurs during the notification process.

This document may be amended by a three-quarters affirmative vote of the Lodge Executive Committee, provided that the amendment had been submitted, in writing; or, they may be amended by a two-thirds affirmative vote of the general membership at the annual business meeting, provided that the amendment was submitted to the LEC, in writing, and in sufficient time for notice to be published in the preceding issue of the Loggerhead News.

XVIII. Severability and Authority

Nothing in this Constitution and By Laws may conflict with the national policy of the Boy Scouts of America or the Order of the Arrow. In any such event, national policy automatically supersedes.

This Constitution is adopted under authority granted by the charter issued by the Boy Scouts of America and the National Order of the Arrow Committee.

In the event of documentation contradictions, this document serves as the final authority for Lodge procedures.

***** END OF DOCUMENT *****

Appendix 1: Nominating Petition

Official Nominating Petition	
<p>This is the official nominating petition for I-Tsu-La Lodge, and must be completed and submitted for the approval of the Lodge Adviser or their designee prior to nomination for office (or Chapter Adviser for Chapter officers). Nominating petitions may be submitted beginning August 1 of each year. The Adviser may require an interview to ascertain the qualifications of the nominee.</p> <p>This petition may be submitted by a candidate or any other member in good standing in the Lodge. If submitted by a member other than the candidate, the petition must be countersigned by the candidate to acknowledge his agreement to serve in the position.</p>	
<p>Nomination</p> <p>I nominate _____ as a candidate for the position(s) indicated below in I-Tsu-La Lodge or the Chapter indicated.</p> <p style="text-align: right;">Date _____</p> <p>Name of Arrowman submitting this nomination _____</p> <p>Check each position for which you are submitting a nomination for this member.</p> <p><input type="checkbox"/> Lodge Chief</p> <p><input type="checkbox"/> Lodge Vice-Chief of Administration</p> <p><input type="checkbox"/> Lodge Vice-Chief of Membership</p> <p><input type="checkbox"/> Lodge Vice-Chief of Service</p> <p><input type="checkbox"/> Lodge Vice-Chief of Chapters</p> <p><input type="checkbox"/> Chapter Chief of the _____ Chapter</p> <p><input type="checkbox"/> Chapter Vice-Chief of Administration</p> <p><input type="checkbox"/> Chapter Vice-Chief of Membership</p> <p><input type="checkbox"/> Chapter Vice-Chief of Service</p>	
<p>Nominee's Acceptance</p> <p>I accept nomination to the position(s) marked above in the belief that I am willing and able to make the commitment in order to satisfactorily discharge the duties of the office should I be elected to it. I have read the duties and discussed any questions with the appropriate adviser.</p> <p style="text-align: right;"> _____ Nominee's Signature _____ Date </p>	
<p>Approval</p> <p>I attest that the Arrowman nominated for the position(s) above sets a good example of a youth leader, living up to the Scout Oath and Law in his everyday life. They have my support to serve as an officer of the Order of the Arrow.</p> <p style="text-align: right;"> _____ Signature of Unit Leader, Chapter or Lodge Adviser _____ Date </p>	
<p>Lodge or Chapter Review</p> <p>I certify that the above Scout meets all of the requirements for holding office in the Lodge or Chapter positions for which he was nominated. I am satisfied that the nominee is fully aware of the responsibilities of the position he seeks and will serve well in that capacity.</p> <p style="text-align: right;"> _____ Signature of the Chapter or Lodge Adviser _____ Date </p>	

Appendix 2: Quick Guide to Parliamentary Procedure for Meetings

To Do This:	You Say This:	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be Amended	What vote is needed?	Can it be Reconsidered?
Adjourn the meeting	I move that we adjourn	N	Y	N	N	Majority	N
Call for an intermission	I move that we recess for...	N	Y	N	Y	Majority	N
Complain about heat, noise, etc.	I rise to a question of privilege	Y	N	N	N	No Vote	N (usually)
Suspend further consideration of an issue	I move to table the motion	N	Y	N	N	Majority	N
End debate and amendments	I move the previous question	N	Y	N	N	2/3	N
Postpone discussion for a certain time	I move to postpone the discussion until...	N	Y	Y	Y	Majority	Y
Give closer study of something	I move to refer the matter to committee	N	Y	Y	Y	Majority	Y
Amend a motion	I move to amend the motion by...	N	Y	Y	Y	Majority	Y
Introduce business (make a motion)	I move that...	N	Y	Y	Y	Majority	Y
Protest a breach of rules or conduct	I rise to a point of Order	Y	N	N	N	No Vote	N
Suspend rules temporarily	I move to suspend the rules so that...	N	Y	N	N	2/3	N
Avoid considering an improper matter	I object to consideration of this motion	Y	N	N	N	2/3	~
Request information	Point of Information	Y	N	N	N	No Vote	N
Take up a matter previously tabled	I move to take from the table...	N	Y	N	N	Majority	N
Reconsider an action already taken	I move to reconsider the vote on...	Y	Y	~	N	Majority	N

* This is intended as a quick reference guide and is not intended to replace *Robert's Rules of Order (Newly Revised)*, which should be used for more information.



CODE OF CONDUCT

1. All participants must register with the Council and pay the appropriate fees for all events.
2. Unless otherwise authorized by the Lodge Adviser, all youth members will camp in the designated campsite with their chapter, or the area specified by their elangomat.
3. All members will attend the ceremonies appropriate for their honor level unless excused for reason, i.e. kitchen duty, etc. Appropriate Native American outfits are encouraged if you have them.
4. All members will observe ordeal candidate rules when in the vicinity of candidates.
5. All members and candidates will be treated with dignity and respect at all times.
6. The field uniform with OA sash will be worn for all meals except during activities or work projects.
7. All members are expected to attend flag ceremonies. During Ordeal, Saturday morning's ceremony will be conducted in silence since candidates will be present.
8. Vehicles are restricted to the designated parking areas except for loading and unloading. Private vehicles may be allowed in other areas of the camp for work projects only as directed by those assigning the projects.
9. All members are expected to work during work or service projects. Meet in the dining hall after the ordeal flag ceremony for assignments.
10. No firearms (except ceremonial), tobacco products, illegal drugs or alcohol are allowed at BSA functions or on BSA property.
11. All members are expected to live up to the ideals of the Scout Oath and Law at all times.
12. It is the duty of all Arrowmen to take corrective action if any of these rules are not being followed or candidates are not observing candidate rules.
13. Everyone needs adequate rest so please observe quiet hours beginning at midnight or other designated hours.
14. Dogs and pets are not allowed in camp. If parents, or those providing transportation, bring a dog or dogs, they must remain QUIETLY in the vehicle, not on a leash outside. Please help us comply.
15. Violation of this Code of Conduct may result in expulsion.