

COLONNEH LODGE RULES

Article I - General Information

Sec 1. Mission

The mission of this lodge is to fulfill the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.

Sec 2. Name, affiliation, and Emblems

- A. The lodge shall be known as Colonneh Lodge, Sam Houston Area Council No. 576, Boy Scouts of America, and shall be under the supervision of the council camping committee and the administrative authority of the Scout executive.
- B. The totem of this lodge shall be the Raven.
- C. The logo of the Lodge shall be the thunderbird form of the Raven with the text "Colonneh Lodge, 137, WWW" inscribed in it. The guidelines set forth in the *Colonneh Lodge Branding and Style Guide* shall be adhered to.

Sec 3. Purpose

Purpose. The purpose of Colonneh Lodge shall be the purpose of the Order of the Arrow:

- Recognize those who best exemplify the Scout Oath and Law in their daily lives and through that recognition cause others to conduct themselves in a way that warrants similar recognition.
- Promote camping, responsible outdoor adventure, and environmental stewardship as essential components of every Scout's experience, in the unit, year-round, and in summer camp.
- Develop leaders with the willingness, character, spirit and ability to advance the activities of their units, our Brotherhood, Scouting, and ultimately our nation.
- Crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

Sec 4. Membership

- A. The requirements for membership in this lodge are as stated in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
- B. The procedure for the Ordeal shall be as stated in the current printing of the *Order of the*

Arrow Handbook and the Guide to Inductions and the Colonneh Lodge Ordeal Manual.

- C. The requirements for Brotherhood membership shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
- D. Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
- E. To remain active, members must pay annual lodge dues, as set by the LEC. Inactive members may be restored to active status by paying their dues for the current year.
- F. Members of other Order of the Arrow lodges may transfer their membership to Colonneh Lodge after registering as a member of Boy Scouts of America - Sam Houston Area Council, completing a transfer form, and paying the current year's dues.

Article II - Organization

Sec 1. Lodge Officers

- A. The requirements for Lodge Officers shall be in accordance with the requirements set in the current printing of *Order of the Arrow Guide for Officers and Advisers*.
- B. The officers of the Lodge shall be the
 - 1. Lodge Chief
 - 2. Lodge Vice Chief of Program
 - 3. Lodge Vice Chief of Membership
 - 4. Lodge Vice Chief of Service
 - 5. Lodge Vice Chief of Chapter Operations
 - 6. Lodge Vice Chief of Administration
- C. Lodge officers may hold no other position in the lodge.
- D. The term of office for all Lodge Officers shall be one year, from January 1st through December 31st.
- E. The procedure for election to lodge office shall be as follows:
 - 1. Lodge Chief shall be elected by a majority vote held annually at Fall Pow Wow.
 - 2. The five Lodge Vice Chiefs shall be elected by the five largest pluralities of votes cast during elections at Fall Pow Wow.
 - 3. All members running as candidates for a lodge office shall file with the Lodge Adviser or his designee by the candidate meeting on the day preceding the lodge officer

elections. All candidates' names and the positions they are seeking shall be posted by breakfast of the day of the election.

4. All "active" members under twenty-one years of age present at Fall Pow Wow shall have the right to vote.
 5. Voting shall be by secret ballot. The ballots shall be counted by the election committee appointed by the Lodge Adviser.
- F. The succession policy for lodge office shall be as follows:
1. Any lodge officer may be removed from office for neglect or misconduct, **as defined by the Lodge Key 3**, in the course of his responsibilities as a lodge officer. He may be impeached by a majority vote of the Advisory Committee and removed from office by a two-thirds vote of the Executive Committee. The Scout Executive or his designee shall preside at any such meetings. The officer shall have the right to speak at the meetings the Steering Committee and the Executive Committee.
 2. In the event of death, resignation, dismissal, or election to section chief of the lodge chief, the lodge vice chiefs shall select a new chief from among themselves, with the approval the Lodge Adviser and Lodge Staff Adviser. If no eligible lodge vice chief wishes to accept the position of Lodge Chief, then the Executive Committee shall elect a Lodge Chief from the membership of the lodge by a simple majority vote with the approval of the Lodge Advise
 3. In the event of death, resignation, dismissal, or election to section chief of a lodge vice chief, the lodge chief shall appoint a new officer to fill that position with the approval of the Lodge Staff Adviser and the Lodge Adviser. The new lodge vice chief shall be deemed to have been elected to the office for purposes of succession.

Sec 2. Area Chiefs

- A. The chapters of the lodge will be divided into areas as decided by the Lodge Key 3.
- B. Each area of the Lodge shall be represented by an Area Chief from that area. No other officers of the area shall exist.
- C. The Area Chief shall oversee and assist with the operations chapters within his area.
- D. The Area Chief shall hold no other position in the lodge.
- E. The Area Chief shall conduct at least two Area Executive Committee Meetings and two Area Events per year.
- F. The term of the Area Chief shall coincide with the term for Lodge Officers.

- G. The procedure for election to Area Chief shall be as follows:
1. Area Chief shall be elected by a majority vote of the allocated votes for each chapter in the area.
 2. All members running as candidates for Area Chief shall file with the Lodge Adviser or his designee by the candidate meeting on the day preceding the Area Chief elections.
 3. All active members under twenty-one years of age present at Fall Pow Wow shall have the right to vote. Members will only be able to vote for the chief for the area in which they are registered.
 4. Each chapter in the area shall be allocated a number of votes equal to the number of members in the chapter voting, up to a maximum of 10 votes, in the election of the Area Chief.
 5. If a chapter has more than 10 voting members, then their 10 allocated votes will be split proportionally to the actual votes of their members, rounded to the nearest 1/100th.
 6. Voting shall be by secret ballot. The ballots shall be counted by the election committee appointed by the Lodge Adviser.
- H. The succession policy for Area Chief shall be as follows:
1. An Area Chief may be removed from office for neglect or misconduct, as defined by the Lodge Key 3, in the course of his responsibilities as Area Chief. He may be impeached by a majority vote of the Advisory Committee and removed from office by a two-thirds vote of the Executive Committee. The Scout Executive or his designee shall preside at any such meetings. The Area Chief shall have the right to speak at the meetings the Steering Committee and the Executive Committee.
 2. In the event of death, resignation, dismissal, or election to a Lodge Office of an Area Chief, the lodge chief shall appoint a new chief from within the area to fill that position with the approval of the Lodge Staff Adviser and the Lodge Adviser. The new Area Chief shall be deemed to have been elected to the office for purposes of succession.

Sec 3. Lodge Committee Chairmen

- A. The requirements for Lodge Committee Chairman shall be in accordance with the requirements set in the current printing of *Order of the Arrow Guide for Officers and Advisers*.
- B. The Lodge Key 3 shall determine the committees necessary to conduct lodge business.
- C. The selection of lodge committee chairmen and advisers shall be in accordance with the policies set in the current printing of *Order of the Arrow Guide for Officers and Advisers*.
- D. Any lodge committee chairman may be removed from office by the lodge key 3 for neglect or misconduct.

Sec 4. Chapter Organization

- A. Colonneh Lodge shall be divided into one chapter for each council district. Each Chapter shall come under the supervision of the related District Camping Committee and the District Executive.
- B. The requirements for Chapter Officers shall be in accordance with the requirements set in the current printing of *Order of the Arrow Guide for Officers and Advisers*.
- C. The Chapter Officers and committees shall correspond with those of the lodge.
- D. All monies acquired by a chapter shall be deposited with the lodge.

Sec 4.5. Lodge Executive Committee

- A. The membership of the Executive Committee shall be in accordance with policies set in the current printing of *Order of the Arrow Guide for Officers and Advisers*.
- B. The Executive Committee shall vote on all matters regarding the lodge budget, the lodge calendar, and the lodge rules and regulations.
- C. Only members of the Lodge Executive Committee under 21 years of age may vote on matters brought before the Executive Committee. Adults may offer advice and suggestions after being acknowledged by the Chair.
- D. The Executive Committee shall vote by voice. Any voting member's request to vote by show of hands, by roll call, or by ballot shall be granted.
- E. A majority of voting members present is required for a motion to carry.
- F. A quorum of one-third of voting members is required for a motion to carry on any matter brought before the Executive Committee. It shall be assumed a quorum is present unless a count is requested. Any member may request a count.
- G. The Executive Committee shall meet at least 4 times a year. The Lodge Chief or his designee must notify the members of a meeting at least one month in advance.
- H. The Executive Committee may vote by online form. The Lodge Adviser shall have the ability to view the results. The Executive Committee shall be given at least 72 hours to vote.

Sec 6. Lodge Steering Committee

- A. The Steering Committee shall consist of:

1. The Lodge officers
 2. The Immediate Past Lodge Chief
 3. The Lodge Adviser
 4. The Lodge Staff Adviser
 5. The Assistant Lodge Advisers
 6. The Associate Lodge Advisers
 7. The Area Chiefs
 8. The Area Advisers
 9. Any member requested by the Lodge Chief
- B. Members of the Lodge Executive Committee under 21 years of age may vote on matters brought before the Advisory Committee. Adults may offer advice and suggestions.
- C. The Advisory Committee shall vote by voice. Any voting member's request to vote by show roll call shall be granted.
- D. A majority of voting members present is required for a motion to carry.
- E. A quorum of 50 percent of voting members is required for a motion to carry on any matter brought before the Steering Committee.
- I. The Steering Committee shall meet at least once a month. The Lodge Chief or his designee must notify the members of a meeting at least one week in advance

Article III – Lodge Finances

Sec 1. Lodge Funds

All lodge funds shall be handled by the local council in accordance with the normal accounting procedures of the council.

Sec 2. Authorization of Revenue and Expenses

No revenues or expenses may be credited or charged to the lodge accounts unless authorized by the lodge staff adviser, lodge adviser, lodge finance adviser, lodge chief or persons specifically designated by them in writing.

Sec 3. Lodge Budget

The annual Lodge Budget shall be approved by the scout executive and the lodge executive committee. The steering committee shall approve additional or unbudgeted expenses.

Article IV – Amendment Procedure

Sec 1. Lodge Rules Amendment Procedure

The Amendment Procedure for the Lodge Rules shall be as follows:

- A. Any youth member of the lodge may propose amendment(s) to the Lodge Rules by submitting them to the Lodge Chief at least 30 days before the next scheduled meeting of the Executive Committee.
- B. The Lodge Chief shall provide the Executive Committee with the text of the proposed amendment(s) at least 14 days before the Executive Committee meeting. He shall also notify them of the date, time, and location of the meeting.
- C. Two-thirds of the voting members of the Executive Committee present shall be required to amend the Lodge Rules

Sec 2. Lodge Regulations Amendment Procedure

The Amendment procedure for the Lodge Regulations shall be as follows:

- A. Any youth member of the lodge may propose amendment(s) to the Lodge Regulations by submitting them to the Lodge Chief at least 14 days before the next scheduled meeting of the Executive Committee.
- B. The Lodge Chief shall provide the Executive Committee with the text of the proposed amendment(s) at least 7 days before the Executive Committee meeting. He shall also notify them of the date, time, and location of the meeting.
- C. A majority of the voting members of the Executive Committee present shall be required to amend the Lodge Regulations.

Article V - Adoption and Enforcement

Sec 1. Lodge Rules and Regulations Adoption

The Lodge Rules and Lodge Regulations shall become effective upon approval by the Executive Committee. After this, all previous versions of the Lodge Rules or Lodge Regulations shall be considered null and void.

Sec 2. Conflict with National Policies

Any Rules or Regulations conflicting with the policies of the Boy Scouts of America or the Order of the Arrow shall be considered null and void.

Sec 3. Adherence to Lodge Rules and Regulations

The Lodge Rules and Lodge Regulations shall be observed adhered to in all cases. They shall be enforced by the Lodge Key 3.

Revised, May 1977
Revised January, 1979
Revised April, 1979
Revised September, 1979
Revised September, 1980
Revised January, 2004
Revised October 2005
Revised December 2008
Revised May 2009
Revised February 2013
Revised January 2015
Revised January 2016
Revised October 2016
Revised January 2017

COLONNEH LODGE REGULATIONS

Article I - Emblems

Sec 1. Lodge Neckerchief

- A. Each member shall have the opportunity to receive only one Lodge neckerchief.
- B. A lost or damaged Lodge neckerchief may be replaced with the approval of the Executive Committee.

Sec 2. Lodge Flap

- A. The Lodge flap shall be approved by the Executive Committee.
- B. All "active" members may purchase the Lodge flap.
- C. The Lodge flap shall have no restrictions.

Sec 3. Lodge Backpatch

- A. The Lodge Backpatch shall be approved by the Executive Committee.
- B. All "active" members may purchase the Lodge back patch.
- C. The Lodge backpatch shall have no restriction

Sec 4.

Upon induction each new member shall receive an Ordeal sash, the current Order of the Arrow Handbook, a membership card, one Lodge flap, one Lodge neckerchief, and such other items as may be deemed necessary by the Advisory Committee.

Sec 5.

The individual Chapters of the Lodge shall not have patches or neckerchiefs designating a certain Chapter and the Chapters shall use only the Lodge neckerchief and patches.

Article II - Responsibilities of Lodge Personnel

Sec 1. Supreme Chief of the Fire (Scout Executive)

- A. He shall appoint a volunteer Scouter as Lodge Advisor or deputy Supreme Chief of the Fire. This appointment shall be made in consultation with the Council Camping Committee Chairman.

- B. He shall appoint Chapter Advisors in consultation with the related District Camping Committee Chairmen.
- C. He may call special meetings of the Lodge as a whole or the Executive Committee.
- D. He shall set the date for the annual Lodge calendar of events to be submitted to the council office.

Sec 2. Chief of the Fire (Staff Advisor)

- A. He shall assume the responsibility for maintaining the Order of the Arrow in its proper relationship with all other segments of the council program.
- B. He shall advise the Lodge Officers on the national procedures and policies of the Order of the Arrow, and thereby help maintain harmony within the Lodge.
- C. He shall keep the members of the local council staff informed and advised on activities of the Lodge and seek their understanding and support.
- D. He shall make arrangements with the council office for the clerical services needed by the Lodge.
- E. He shall coordinate the Order of the Arrow program in the summer camp and work with the Camp Directors in stressing the need for corporation between Arrowmen and the camp staff.
- F. He shall bring to the attention of the Executive Committee the names of non-unit Scouters who should be considered for election to the membership in the Order of the Arrow.

Sec 3 Deputy Supreme Chief of the Fire (Lodge Advisor)

- A. He shall be a member of the Council Camping Committee and act as official representative to the council in coordinating the affairs of the Lodge.
- B. He shall appoint the Lodge Associate Advisor, the Lodge Medicine Council, and the Lodge Committee Advisors.
- C. He shall give direct guidance to the Lodge Chief and other Lodge Officers.
- D. He shall provide for the training of the new officers and a smooth transition from one administration to the next.
- E. He shall promote participation of the Lodge on Section Conclaves, National Leadership Seminars, and National Conferences.

Sec 4. Lodge Officers

A. Lodge Chief

1. He shall be the principal officer of the Lodge and therefore responsible for the Lodge program.
2. He shall preside at all Lodge meetings, Executive Committee meetings, Advisory Committee meetings, and shall be an ex-officio member of all committees.
3. He shall at all times consult the Chief of the Fire and the Deputy Supreme Chief of the Fire on any program, activity, or meeting item.
4. He may call special meetings of the Lodge as a whole or the Executive Committee with the approval of the Supreme Chief of the Fire.
5. He may remove inefficient or otherwise inappropriate appointed officers or Committee Chairman with the approval of the Advisory Committee.
6. He shall act as the key youth communicator between the Lodge and the Chapter Chiefs.
7. He shall appoint the following committees:
 - a. The Lodge Vigil Honor Nominating Committee, with the approval of the Supreme Chief of the Fire and the Deputy Supreme Chief of the Fire.
 - b. The Lodge Recognitions Committee, with the Approval of the Advisory Committee. This committee will be responsible for the Chapter of the Year Award, and any and all other recognitions.
 - c. The Pow Wow Election Committee, which shall count the ballots at the annual Lodge Officer's election.
 - d. Special committees needed from time to time, with the approval of the Advisory Committee.

B. Lodge Vice Chief of Program

1. He shall be responsible for the accomplishments of all the duties assigned to the Lodge Program Committees and for all Lodge Events.
2. He shall submit a report on the accomplishments of each of the Lodge Committees to the Executive Committee at each of its meetings.
3. He shall organize, with the aid of the Deputy Supreme Chief of the Fire, the David Hinds memorial training Conference.
4. He shall assume all duties assigned to him by the Lodge Chief.

C. Lodge Vice Chief of Membership

1. He shall be responsible for the accomplishments of all the duties assigned to the Lodge Membership Committees and for all Lodge Inductions.
2. He shall submit a report on the accomplishments of each of the Membership Committees to the Executive Committee at each of its meetings.
3. He shall act as the key youth coordinator to ensure the smooth transition of the Lodge Induction process for Unit Election, Ordeal, and Brotherhood.
4. He shall assume all duties assigned to him by the Lodge Chief.

D. Lodge Vice Chief of Service

1. He shall be responsible for the accomplishments of all the duties assigned to the Lodge Service Committees and for all Lodge Service Projects.
2. He shall submit a report on the accomplishments of each of the Service Committees to the Executive Committee at each of its meetings.
3. He shall act as the key youth coordinator for all Lodge Service.
4. He shall assume all duties assigned to him by the Lodge Chief.

E. Lodge Vice Chief of Chapter Operations

1. He shall be responsible for the accomplishments of all the duties assigned to the Lodge Chapter Operations Committees and for all Lodge Chapters.
2. He shall submit a report on the accomplishments of each of the Chapter Operations Committees to the Executive Committee at each of its meetings.
3. He shall oversee and support all operations and programs of Colonneh Lodge Chapters.
4. He shall assume all duties assigned to him by the Lodge Chief.

F. Lodge Vice Chief of Administration

1. He shall be responsible for the accomplishments of all the duties assigned to the Lodge Administration Committees and for all Lodge Administration.
2. He shall submit a report on the accomplishments of each of the Lodge Administration Committees to the Executive Committee at each of its meetings.
3. He shall record the minutes of all meetings and functions of the Lodge and the Executive and Advisory Communications

4. He shall oversee all lodge communications.
5. He shall handle registration for new members and for lodge events.
6. He shall assume all duties assigned to him by the Lodge Chief.

Article III - Responsibilities of the Executive and Advisory Committees

Sec 1. The Executive Committee

- A. It shall carry on the business of the Lodge, coordinating the work being done by the Lodge Officers and Lodge Committees.
- B. It shall set the amount of the Lodge dues, the fee for each Lodge function, and the fee for the induction of new members.
- C. It shall elect non-unit and non-professional Scouters into the Order of the Arrow under special conditions, with the approval of the Chief of the Fire and the Deputy Supreme Chief of the Fire.
- D. It shall present, discuss, and vote on problems or plans from the Advisory Committee.

Sec 2. The Advisory Committee

- A. It shall review and discuss any problems within the Lodge or Chapter operations that may be obstacles in achieving the Lodge or Chapter Goals. If deemed necessary, it shall make recommendation to the Executive Committee for action.
- B. It shall discuss major matters of importance before submitting them to the Executive Committee.
- C. It shall establish the Lodge goals for the year.

Article IV - Election Campaigning

Sec 1. Campaign Materials

- A. Each Candidate shall be allowed only the following:
 1. Two banners not to exceed 3' x 20'
- B. One sign shall be printed on it a list of the candidate's qualifications.
- C. All Banners and signs shall be located in areas designated at the opening session.
- D. All Banners and signs shall be removed and disposed of one hour before the business meeting.

Sec 2.

Each candidate shall be held responsible for, and should be aware of all promotional help he receives.

Sec 3.

Any deviation from the above guidelines shall be subject to review by the members of the Advisory Committee who are not running for office.

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