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# NETOPALIS SIPO SCHIPINACHK LODGE

“WARRIORS OF THE RIVER  
WITH OUTSRETCHED ARMS”

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LODGE GOVERNING RULES 2017 REVISION

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# **Netopalis Sipo Schipinachk**

**Lodge Governing Rules of the Netopalis Sipo Schipinachk Lodge #209, W.W.W.**

**\*\*First Edition, Finalized August 29, 2003, Ratified September, 2003\*\***

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## Article I. Name, Association and Emblems of the Lodge

### Section 1: Name

- (A) The name of this Order of the Arrow (OA) Lodge shall be Netopolis Sipo Schipinachk Lodge #209, W.W.W. ("Lodge").
- (B) The name of the Lodge is derived from the language of the Lenni Lenape and is interpreted to mean "Warriors of the river with outstretched arms." This name signifies the ties of brotherhood between the brothers who make their home along the Brazos Del Dios River.

### Section 2: Association and Authority

- (A) The Lodge shall be associated with the Longhorn Council #662, Boy Scouts of America ("Council") and derives its authority from the National Order of the Arrow Committee, Order of the Arrow, W.W.W.

### Section 3: Totem and Emblems

- (A) The totem of the Lodge shall be a warrior on horseback.
- (B) The totem is the official symbol of the Lodge and shall be displayed prominently on all official Lodge items. The Lodge totem, name and number may only be used conspicuously with the permission of the Lodge Executive Committee.
- (C) The power to authorize production of Lodge memorabilia rests solely with the Lodge Executive Committee (LEC).
- (D) A chapter is not to produce any memorabilia without first obtaining permission from the LEC.
- (E) The only flap to be worn by active members of the Lodge shall be an official issue of the Netopolis Sipo Schipinachk Lodge.
- (F) Official OA sashes are only to be worn on the official Scout uniform with the arrowhead pointing toward the right shoulder, while at an Order of the Arrow function or while representing the Lodge.

## Article II. Membership

### Section 1: Membership Status

- (A) Candidate
  - Individual who is not a member of the Lodge but has met the eligibility requirements set forth by the OA Handbook, Guide for Officers and Advisers and Guide to Inductions.
  - Candidates are only eligible to attend an Ordeal for one year from the day of their election by their troop or team. Only under extenuating circumstances may the LEC extend this period for an individual.
- (B) Ordeal
  - Individual who has completed the procedure for induction as set forth by the National Order of the Arrow Committee and conducted by an authorized Lodge representative.
- (C) Brotherhood
  - All Ordeal members shall have the opportunity to seal their membership in the Lodge by completing the requirements for the Brotherhood Honor as set forth by the National Order of the Arrow Committee during a ceremony conducted by an authorized Lodge representative.
- (D) Vigil
  - Vigil Honor members shall be selected and inducted according to the policies and procedures set forth by the National Order of the Arrow Committee and these Governing Rules.

### Section 2: Active and Inactive Members

- (A) Active members
  - Individuals who are Ordeal, Brotherhood, or Vigil members with dues paid for the current calendar year and who are currently registered members of the Boy Scouts of America in the Longhorn Council #662.
  - Only active members may wear an official flap of the Lodge on their uniforms.
- (B) Inactive members
  - All individuals who have allowed their membership to lapse in either the Council or the Lodge shall be considered inactive members.
  - Individuals wearing the flap of another lodge shall be considered inactive members.
- (C) Rights of active members

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Active members are the only persons entitled to participate in Lodge or chapter functions and to receive Lodge publications. Only active youth members may hold Lodge or chapter offices and vote in Lodge or chapter elections.

(D) Restoring inactive members

There shall be no penalty (monetary or otherwise) to restore membership to "active" in the lodge.

(E) Transfer memberships

To transfer membership from an outside lodge, an individual must be first registered in the Longhorn Council, complete a membership form and pay dues for the current year.

(F) Voting privileges

The only persons entitled to vote in any matter (Lodge or chapter) are those active youth members who are under twenty-one (21) years of age at the time of the vote.

## Article III. Lodge Administration

### Section 1: Lodge Executive Committee

(A) Voting members

These members consist of the:

Lodge Vice Chief of Administration,  
Lodge Secretary,  
Lodge Vice Chief of Inductions,  
Lodge Vice Chief of Program,  
Lodge Vice Chief of Ceremonies and Dance,  
Chapter Chiefs (one per recognized chapter) and  
Lodge Chief (only in the event of a tie vote).

(B) Non-voting members

These members consist of the:

Lodge Chief (except in the event of a tie vote),  
Ordeal Masters,  
Committee Chairmen,  
Ad hoc Committee Chairmen,  
Lodge Adviser,  
Lodge Associate Advisers and  
Chapter Advisers.

(C) Meetings

The LEC shall meet every month on an agreed upon date and time during a Lodge Executive Committee Meeting (LECM).

The date of the LECM shall be consistent from month to month (e.g., 1st Monday of the month).

At each LECM parliamentary procedure shall be followed.

At an LECM, a majority of voting members must be present to meet the quorum.

### Section 2: Officers

(A) Lodge Chief

Is the primary youth representative of the Lodge and of the Council.

Serves as an ad hoc member of all Lodge committees, chapters and chapter committees.

Coordinates the activities of the Lodge to achieve the goals of the Order of the Arrow.

Represents the Lodge to the Section, Region and National leadership.

Oversees the youth chairman for the summertime national event, when applicable.

Calls and chairs the LECM and is responsible for notifying the LEC one week prior to the meeting.

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Sets the Lodge's program calendar for the next program year.

Appoints assigned committee chairmen and oversees their progress, with the counsel of the assigned adviser.

Lives by the Scout Oath and Law at all times.

## (B) Lodge Vice Chief of Administration

Assumes the responsibilities of the Lodge Chief in the absence of the Lodge Chief.

Communicates Lodge programs to the chapter officers.

Coordinates attendance of the Lodge officers (including himself) to meetings of the Lodge's various chapters.

Appoints assigned committee chairmen and oversees their progress, with the counsel of the assigned adviser.

Lives by the Scout Oath and Law at all times.

## (C) Lodge Secretary

Assumes the responsibilities of the Lodge Chief in the absence of the Lodge Chief and Lodge Vice Chief of Administration.

Responsible for taking minutes during each LECM and distributing those minutes within a week of the meeting.

Is considered a Lodge Vice Chief where Lodge Vice Chief(s) are referenced in this document.

Appoints assigned committee chairmen and oversees their progress, with the counsel of the assigned adviser.

Lives by the Scout Oath and Law at all times.

## (D) Lodge Vice Chief of Inductions

Assumes the responsibilities of the Lodge Chief in the absence of the Lodge Chief, Lodge Vice Chief of Administration and Lodge Secretary.

Ensures that the Lodge follows the induction guidelines set forth by the National Order of the Arrow Committee throughout the entire induction process.

Trains unit election teams on the current requirements for membership and procedures for unit elections.

With the assistance of the Lodge Secretary, informs all Ordeal candidates of their last Ordeal opportunity.

Works closely with the Lodge Vice Chief of Ceremonies and Dance to ensure that enough ceremony teams are available at the Ordeal to make the ceremonies personal for those attending.

Appoints assigned committee chairmen and oversees their progress, with the counsel of the assigned adviser.

Lives by the Scout Oath and Law at all times.

## (E) Lodge Vice Chief of Program

Assumes the responsibilities of the Lodge Chief in the absence of the Lodge Chief, Lodge Vice Chief of Administration, Lodge Secretary and Lodge Vice Chief of Inductions.

Appoints assigned committee chairmen and oversees their progress, with the counsel of the assigned adviser.

Lives by the Scout Oath and Law at all times.

## (F) Lodge Vice Chief of Ceremonies and Dance

Assumes the responsibilities of the Lodge Chief in the absence of the Lodge Chief, Lodge Vice Chief of Administration, Lodge Secretary, Lodge Vice Chief of Inductions and Lodge Vice Chief of Program.

Encourages chapters to form ceremony teams for Webelos Crossovers, Arrow of Light, OA Callout, Eagle Scout, Pre-Ordeal, Ordeal and Brotherhood ceremonies.

Encourages chapters to form dance teams or to have individuals learn PowWow dances.

Provides training and resources, as available, for chapters and individuals.

Maintains records of all active ceremonialists, dancers and regalia.

Works closely with the Lodge Vice Chief of Inductions to ensure that enough ceremony teams are available at the Ordeal to make the ceremonies personal for those attending.

Appoints assigned committee chairmen and oversees their progress, with the counsel of the assigned adviser.

Lives by the Scout Oath and Law at all times.

## Section 3: Committees Reporting to the Lodge Chief

### (A) Vigil Selection

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Conducts the annual Vigil elections with one non-eligible representative per chapter. This meeting is conducted if 75% of the Lodge's chapters are in attendance.

Seeks approval for elected Vigil Honor candidates from the Lodge Chief, Lodge Adviser and Supreme Chief of the Fire.

Sees that each approved Vigil Honor candidate is called out during the program year.

Sees that each called out Vigil Honor candidate is able to go through the Vigil ceremony, if he wishes to do so.

Maintains the Lodge's Vigil Honor traditions.

(B) Lodge Leadership Development

Conducts the annual Lodge Leadership Development course.

## **Section 4: Committees Reporting to the Lodge Vice Chief of Administration**

(A) Chapter Active and Chapter of the Year

Creates and monitors the criteria for Chapter Active and Chapter of the Year.

Monitors the criteria for the current National recognition programs.

(B) Finance Committee

Oversees Lodge finances.

Keeps and processes records of all Lodge transactions, both external and internal.

Delivers quarterly financial reports at LECMs.

Works with the Lodge officers to create an Annual Operating Budget.

Works with the Ordeal Masters (Ordeal Planning) Committee to create Ordeal event budgets.

Works with the Fellowship Committee to create event budgets.

(C) OA Troop/Team Representative

Collects information about troop/team representatives from the council's units and encourages units without a representative to appoint one.

Distributes information about lodge programs to the unit representatives so that the information can be given to Arrowmen in the units.

Encourages units to earn the Order of the Arrow Unit of Excellence Award.

## **Section 5: Committees Reporting to the Lodge Secretary**

(A) Newsletter

Delivers at least four newsletters annually containing articles that are of interest to Lodge members.

(B) Online Communications

Ensures that the Lodge has a presence on the Internet with up-to-date and relevant information that is pertinent to Lodge members.

(C) Membership

Collects dues and updates Lodge membership records.

Encourages members to stay current on their dues so as to remain active members.

(D) Unit Elections

Ensures that every troop and team in the Council has the opportunity for a unit election.

Collects the completed unit election forms and, at Ordeals, ensures that every candidate has been properly elected.

## **Section 6: Committees Reporting to the Lodge Vice Chief of Inductions**

(A) Ordeal Masters (Ordeal Planning)

Chaired by the Ordeal Master, who is appointed by the Lodge Vice Chief of Inductions for each Ordeal

Oversees all functions and activities of the Ordeal.

Assembles a team of qualified individuals, each of whom may be assigned a specific aspect of the Ordeal, and assists in the planning and execution of the Ordeal.

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Appoints assigned subcommittee chairmen and oversees their progress, with the counsel of the assigned adviser. Subcommittee chairmen should include, but are not limited to: Registration Chairman, Ceremony Chairman, Service Chairman, OA 101 Chairman and Elangomat Chairman.

Sets the schedule for the Ordeal weekend.

(B) Brotherhood Warrior

Oversees all Brotherhood opportunities and ceremonies for the Lodge.

(C) Camping Promotion

Assembles and updates a "Where to Go Camping" publication for distribution to units in the Council.

Distributes information about the Council's summer camp and weekend programs to units in the Council and other interested individuals at the Section Conclave.

## Section 7: Committees Reporting to the Lodge Vice Chief of Program

(A) Fellowship Events

Responsible for planning and the execution of a Lodge Fellowship that encourages active participation of the Lodge membership.

Responsible for planning and the execution of a Lodge Banquet that encourages active participation of the Lodge membership.

Responsible for planning and the execution of other fellowship events as assigned that encourage active participation of the Lodge membership.

(B) Lodge History

Preserves the history of the Lodge through the collection of papers, patches and other memorabilia.

Also does the same for other OA and honor societies within the Council boundaries and in the present and past council properties.

(C) Awards

Oversees the administration of all Lodge awards and honors in accordance with National standards.

(D) OA Camp Chief

Works on summer camp staff and promotes the OA to the campers and staff.

Organizes events and activities at summer camp that allow Arrowmen to be seen as a part of Scouting's Honor Society. Organizes and supervises weekly callout ceremonies.

(E) Trading Post

Ensures that Lodge merchandise is available for purchase at all Lodge functions. Recommends new items for sale that promote a positive image of the Lodge.

## Section 8: Committees Reporting to the Lodge Vice Chief of Ceremonies and Dance

(A) Ceremonies

Encourages chapters to form ceremony teams that will perform quality ceremonies at Ordeals and at the request of the LEC.

Keeps an up-to-date roster of all ceremony teams in the Lodge.

Assists in training of ceremony teams as needed.

(B) Dance

Encourages chapters to form dance teams that will perform dances at Ordeals and at the request of the LEC.

Keeps an up-to-date roster of all dancers and dance teams in the Lodge.

Assists in training of dancers and dance teams as needed.

## Section 9: Ordeal Committees (suggested)

(A) Registration

Collects and organizes registration information.

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Assembles a group of individuals to conduct the registration process at Ordeals.

Enters in all data from the Ordeal, under the supervision of the Lodge Secretary.

Assembles and distributes any memorabilia or supplies that will be given to Ordeal candidates, Brotherhood candidates and/or members.

## (B) Ceremony

Works closely with the Lodge Vice Chief of Ceremonies and Dance to have adequate ceremony teams at the Ordeal weekend.

Determines where ceremony teams perform and which candidate clans attend each site.

Checks to ensure that each ceremony team is performing to the best of their ability and making a lasting impact on those in attendance.

## (C) Service

Communicates with the camp ranger, at least two weeks before each Ordeal, to plan meaningful projects that will have a lasting impact on the camp and on those participating in the projects.

Ensures that all candidates and members are working throughout the day to have a full day of labor.

Arranges for all tools and equipment to be available to the work crews in a timely manner.

Reports back to the LEC and the camp ranger the status of each work project at the end of the Ordeal weekend.

## (D) Elangomat

Recruits appropriate members to serve as Elangomats throughout the entire Ordeal weekend.

Provides insightful training to Elangomats prior to or at the Ordeal weekend.

Encourages and counsels the Elangomats on their duties by visiting each clan throughout the weekend.

Assists the Service Chairman in tracking the location of each clan and making sure each has plenty of work.

Works with the Registration Chairman to ensure that clan sizes are manageable.

## (E) OA 101

Organizes a program that explains the Ordeal, Order of the Arrow and Lodge to the Ordeal candidates in an exciting and thought provoking way.

Plans fellowship activities to welcome new Ordeal members into the Lodge.

Introduces candidates to the Order of the Arrow Jumpstart website.

Introduces candidates to their respective chapters.

## Section 10: Ad-hoc Committees

### (A) Creation

Created by the Lodge Chief to perform specific tasks.

Ad hoc committees may be assigned to be supervised by a Lodge Vice Chief or may be supervised by the Lodge Chief himself.

### (B) Duration

The ad hoc committee exists for the length of time necessary to perform its specific tasks, at the discretion of the Lodge Chief.

Ad hoc committees are dissolved at the end of the Lodge Chief's term unless the incoming Lodge Chief retains the committee.

## Section 11: Advisers

### (A) Lodge Adviser

The Lodge Adviser is appointed by the Scout Executive to aid and advise the Lodge Chief and Lodge Executive Committee in carrying out the affairs of the Lodge. The Lodge Adviser must be an active Arrowman over the age of 21.

### (B) Associate Advisers

Associate Advisers are appointed by the Lodge Adviser in his duties with the approval of the Scout Executive. These may include Associate Lodge Advisers and Committee Advisers.

### (C) Lodge Staff Advisers



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The Lodge Staff Adviser is appointed by the Scout Executive from the Council Professional Staff and represents him to the Lodge. The Lodge Staff Adviser acts as a liaison between the Council and the Lodge and advises the Lodge of Council and National policies. The Scout Executive may delegate some or all of his responsibilities to the Lodge Staff Adviser.

(D) Supreme Chief of the Fire

The Scout Executive of the Council is ultimately responsible for all actions of the Lodge, therefore he has the power to make any decisions regarding Lodge policies, procedures and actions if and when he sees fit.

(E) Chapter Advisers

Each chapter shall have a primary adult adviser from within the chapter assigned by the Lodge Adviser and Supreme Chief of the Fire to work with the chapter officers. Associate Chapter Advisers may be assigned as needed by the Lodge Adviser with consultation of the Chapter Adviser and approval of the Supreme Chief of the Fire.

## Section 12: Procedures for Election and Removal of Officers

(A) Terms of office

The terms of office for Lodge officers shall begin on September 1 and end on August 31 of the following year.

(B) Eligibility

Must be under twenty-one (21) years of age for the entire length of the term.

Must be an active Arrowman, as previously described.

Have on file a petition to run for Lodge office with the Lodge Chief and Adviser before being nominated.

Must not hold a chapter office. If one is held and election is won, the officer must resign from the chapter position within thirty (30) days.

Must live by the Scout Oath and Law at all times.

Must have the approval of the Supreme Chief of the Fire.

(C) Nomination

Arrowman must meet all eligibility requirements and be nominated by another active youth Arrowman to become a candidate for Lodge office.

Nominations do not require a second by another youth Arrowman.

Nominations may include, but do not require, a brief statement of the candidates' qualifications.

(D) Election

The order of election of Lodge officers shall be the order by which they are enumerated in Article III, Section 2 of this document.

In the event that only one candidate for any office is nominated, voting by ballot shall not be required. If there is no objection, the candidate shall be elected by acclamation. Otherwise, the following procedures shall be followed.

Active youth Arrowmen will vote by secret ballot.

Each active registered youth member present at the time of election casts a ballot for one candidate in each round of voting.

Officers shall be elected by a simple majority (50% plus 1 vote).

Should no candidate receive a majority, a runoff election is in order. The candidates with the largest plurality of votes will advance to the runoff election ballot. Only half the number of candidates on the previous ballot may advance to the runoff election. If the halved number is not a whole number, the election facilitators must round the number up to the nearest integer (e.g., 3 candidates must proceed to a runoff if 5 candidates are listed for that position). The above runoff process will repeat until a singular candidate receives a majority.

(E) Removal of an officer

A Lodge officer may be removed from office for neglect or misconduct in the course of his responsibilities as a Lodge officer.

Any voting member of the LEC may call an officer's actions into question.

The burden of proof rests with the plaintiff.

The officer in question shall be given at least two weeks' notice to prepare his defense.

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After two weeks' notice, a motion may be put before the LEC to remove the officer in question in which he presents his defense, if present. This motion must carry by a two-thirds (2/3) majority of the entire voting body of the LEC for the officer to be removed.

The Supreme Chief of the Fire must be informed of all these steps and approve the actions of the LEC before the officer is finally removed.

(F) Filling a vacancy for the office of Lodge Chief

The Arrowman being elected to fill the vacancy must meet all eligibility requirements as if being elected.

In the event of death, resignation, unavailability, or dismissal of the present Lodge Chief, the eligible Lodge Vice Chiefs shall select a new chief from among themselves, with the approval of the Lodge Executive Committee and approval of the Supreme Chief of the Fire.

If no one of the Lodge Vice Chiefs wishes to accept the position of Lodge Chief then the Lodge Executive Committee shall elect a Lodge Chief from the membership of the Lodge by a simple majority vote of those present and approval of the Supreme Chief of the Fire.

(G) Filling a vacancy for an office other than Lodge Chief

The Arrowman to fill the vacancy must meet all eligibility requirements as if being elected to the position.

In the event of death, resignation, unavailability, or dismissal of a present Lodge officer, other than the Lodge Chief, the Lodge Chief shall appoint a new officer to fill that position with the approval of the Lodge Executive Committee and the Supreme Chief of the Fire or his designee.

## Section 13: Chapter Organization

- (A) The Lodge shall be divided into one chapter for each Council district. Each chapter shall operate under the indirect supervision of the related District Camping Committee and the District Executive.
- (B) All chapter officers and chapter committee chairmen must be active members and under twenty-one years of age throughout their term of office.
- (C) Any materials in the hands of the chapters shall be Lodge property and must be considered in their custody only. It must be emphasized that a chapter must not be a program unto itself.
- (D) No chapter shall have a Chapter Treasurer. All monies acquired by a chapter shall be deposited with the Lodge and placed in funds according to predetermined allotments for specific committees and/or projects and shall be controlled by the chapter officers and chapter advisers with the approval of Lodge Chief, Lodge Vice Chief of Administration and their advisers.
- (E) All chapters shall elect their chapter officers within thirty (30) days of the Lodge officer elections.

## Article IV. Lodge Finances

### Section 1: Dues

- (A) The LEC alone has the power to set the amount of the annual dues, and the amount must be uniform throughout the Lodge.
- (B) Dues expire on the thirty-first of December of each year. Dues may be paid one year in advance, so long as the member is also registered with the Longhorn Council.
- (C) Money collected from dues must be deposited in the Lodge's account.

### Section 2: Accounts

- (A) All money belonging to the Lodge must be kept in an account on file with the Council. No outside accounts may be used.
- (B) The Lodge may have several accounts on record with the Council to facilitate easier administration of the Lodge's money.
- (C) The LEC alone has the power to spend the money in the Lodge's custodial account.

### Section 3: Fiscal Year

- (A) The Lodge fiscal year shall begin on January 1 of each year and end on December 31 of that same year.
- (B) The Lodge Annual Operating Budget shall be approved by the LEC at least 30 days before the beginning of the fiscal year.

## Article V. Lodge Calendar and Events

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## **Section 1: Calendar Publication**

- (A) The Lodge's calendar should be determined one year in advance.
- (B) The Lodge's calendar shall be published and be on file with the Council.

## **Section 2: Program Year**

- (A) The Lodge's program year shall begin on January 1 of each year and end on December 31 of that same year.

## **Section 3: Dues Year**

- (A) The Lodge's dues year shall begin on January 1 of each year and end on December 31 of that same year.

## **Section 4: Ordeals**

- (A) The Lodge shall have sufficient Ordeal weekend opportunities to provide every candidate a chance to become a member.
- (B) Ordeal weekends shall be held at the Council's camp properties for the purpose of maintaining the camps and preparing them for the summer camp season.

## **Section 5: Fellowship**

- (A) A weekend event shall be held at least once a year so that members may enjoy the brotherhood that comes from being a member in the Order.
- (B) The location of these weekends should be fair for all members to attend and should rotate between the Council's camp facilities.

## **Section 6: Business Meeting**

- (A) Annually the Lodge shall have a general membership meeting to elect officers and to conduct business that is brought before the entire Lodge.
- (B) The location of this meeting should be fair for the Lodge's voting members and, if possible, coincide with another Lodge event.

## **Article VI. Amendments**

### **Section 1: Timing**

- (A) Motions to amend this document must be made at a Lodge wide business meeting that has been on the calendar for at least sixty days.
- (B) Motions to amend this document must be made to the LEC at least forty-five days before the Lodge wide business meeting where the motion is to be brought before the membership.
- (C) Motions to amend this document must be distributed to the Lodge's chapters and individual members at least thirty days before the Lodge wide business meeting where the motion is to be brought before the membership.

### **Section 2: Process**

- (A) To propose an amendment to this document, a motion with the section or sections to be amended as well as a statement of intention must be presented at an LECM.
- (B) A second is required for the motion to be considered. During voting a one-third (1/3) plurality of the LEC is required for the motion to be distributed to the Lodge and voted on at a business meeting.
- (C) To amend this document, a motion with the changes should be presented at the business meeting following the timing procedures as previously listed.
- (D) A second is required for the motion to be considered. During voting a simple majority (50%+1) is required to pass the amendment.