

Saklan Lodge Rules

Article I: Name and Affiliation

- A. The name of this Lodge shall be Saklan Lodge with the number designation of 970, and shall operate under all rules, regulations and policies of the National Order of the Arrow Committee, Operational Updates, and Order of the Arrow publications: Wimachtendienk, Wingolauchsik, Witahemui.
- B. The Lodge shall be affiliated with the Silicon Valley Monterey Bay Council, Inc. (SVMBC), Boy Scouts of America #55, and shall be under the supervision of the Council Executive Committee and the administrative authority of its Council Scout Executive.
- C. The Totem of the Lodge shall be the Banana Slug, *Ariolimax*.

Article II: Requirements for Membership

- A. The requirements for membership in the Saklan Lodge shall be current payment of annual dues and as required in the current printing of the ***Order of the Arrow Handbook*** and the ***Order of the Arrow Guide to Officers and Advisers***.
- B. Procedures of the Ordeal shall be in accordance with the ***Order of the Arrow Handbook***, and the ***Guide to Inductions***.

Article III: Organization

- A. The Lodge Executive Committee (LEC) shall be the decision making body of the Lodge. The LEC shall meet monthly and at the discretion of the Lodge Chief with the advice of the Lodge Key Three (Lodge Chief, Lodge Adviser, and Staff Adviser). It shall be led by the Lodge Chief under the ***Executive Committee Operating Procedures Policy***.
- B. The voting members of the LEC shall be: The Lodge Officers, Lodge Vice-Chiefs, Chapter Chiefs, and Immediate Past Lodge Chief (if under the age of 21). No member of the LEC shall hold more than one vote.
- C. The non-voting members of the LEC shall be: Lodge Committee Chairmen, Lodge Sub-Committee Chairmen, Lodge Ad-hoc Committee Chairmen, Lodge Advisers, Staff Adviser, Chapter Advisers, a Council Committee Representative, Lodge Standing Committee Advisers, Lodge Sub-Committee Advisers, Lodge Ad-hoc Committee Advisers, Immediate Past Chief (if over the age of 21), Section Representatives, and Council Scout Executive.
- D. The LEC quorum shall be one more than half of the voting members of the committee. Open LEC positions do not count towards the quorum total.
- E. The Lodge shall be comprised of Chapters corresponding to the districts of the council. Each chapter shall come under the supervision of the Chapter Key Three (Chapter Chief, Chapter Adviser, and District Executive) and the administrative authority of the LEC.

- F. The elected officers of the Lodge shall be the Chief, Program Vice-Chief, Inductions Vice-Chief, Administrative Vice-Chief, Communications Vice-Chief, and Finance Vice-Chief.
- G. The elected officers of the chapter shall be the Chapter Chief and any other officers approved by the Chapter Key Three. They shall be elected in accordance with the **Election Policy**.
- H. The Lodge and Chapter Officers shall be elected by the Lodge Youth membership. All elected members of the Lodge and Chapter must be under the age of 21 during their entire term of office. Elections shall be conducted according to the **Election Policy**. Any officer may be removed for cause according to the **Election Policy**.
- I. The Council Scout Executive shall appoint the Lodge, Chapter, and Staff Advisers annually. The Lodge Adviser shall appoint the Lodge Committee Advisers.
- J. In the event of resignation by or vacancy of office of a Lodge Officer, a new officer shall be appointed according to the **Election Policy**.
- K. In the event of resignation by or vacancy of the office of Chapter Chief, the Lodge Chief shall appoint the officer with approval from the LEC according to the **Election Policy**.
- L. The Lodge Key Three may define Standing and Ad-hoc Committees of the Lodge according to the Committees Policy. The Lodge Chief shall appoint a youth chairman and the Lodge Adviser shall appoint an adult adviser to the committee. The Lodge Key Three shall be ex-officio members of all Lodge Committees. Committees shall be formed and operate under the **Committees Policy**.
- M. Lodge Committees may author Policies at the direction of the Lodge Chief. Policies shall be subject to approval by the LEC. Approved Policies shall be recorded by the Lodge Communications Vice-Chief and shall be published and kept with other Lodge Policies.
- N. Lodge decisions may be made by consensus. When decisions are made by vote, adult Scouters, age 21 and older, do not have a vote in matters of Lodge business.
- O. The Lodge shall meet at the Lodge Banquet/Annual Meeting and at events designated by the LEC.

Article IV: Financial Operation

- A. The Budget Committee shall submit to the Lodge Executive Committee, no later than the October LEC meeting, a proposed Lodge Budget for the following year. A budget must be approved by the end of November by a majority of a LEC quorum.
- B. All Order of the Arrow Lodge funds shall be handled through the Council Service Center under normal Council accounting procedures and the **Finance Policy** and the **Budget Policy**. The Lodge Finance Vice-Chief shall be responsible for accounting for all Lodge funds and shall make a report of current balance, income, expenditure, and all outstanding bills at each LEC Meeting.

- C. All Lodge expenditures, assets and properties, memorabilia and patches, retail operations, and fundraising must be budgeted and managed according to the **Finance Policy** and appropriate individual policies.
- D. All Lodge assets shall be tracked according to the **Inventory Policy**.
- E. All Lodge Retail shall be managed according to the **Retail Inventory Policy**.
- F. Lodge Memorabilia and Patches shall be administered according to the **Memorabilia Policy**.
- G. Fundraising shall happen in accordance to the **Fundraising Policy**.

Article V: Brotherhood and Vigil

- A. Completion of Brotherhood Honor shall be in accordance with the current printing of the **Order of the Arrow Handbook**, the **Order of the Arrow Guide for Officers and Advisers**, and the **Guide to Inductions**.
- B. Attainment of Vigil Honor shall be in accordance with the latest editions of the **Order of the Arrow Handbook** and the **Order of the Arrow Guide for Officers and Advisers**. Vigil Honor Candidates selection shall be held according to the **Vigil Policy**.

Article VI: Amendments

- A. All discrepancies between the Lodge Rules and Lodge Policies shall defer to the Lodge Rules.
- B. Proposed amendments and updates to the Lodge Rules must have Lodge-Wide Notification according to the **Executive Committee Operating Procedures Policy** after they have been proposed to the LEC before they can be ratified.
- C To pass, an amendment or update to the Lodge Rules must receive at least two-thirds majority vote of the LEC.
- D The amendments shall be recorded by the Lodge Communications Vice-Chief and notice published in the *Saklan Lodge Newsletter*.
- E These rules and related policies shall be reviewed when necessary by an appointed committee or the LEC.

Budget Policy

- I. The Finance Vice-Chief (FVC) shall Chair a Budget Committee whose members will include the Lodge Key Three as well as members of the LEC, interested parties and others selected by the FVC.
- II. The purpose of the Budget Committee shall be to form a budget for the next fiscal year of the Lodge.
- III. The Budget Committee shall be an Ad-hoc committee and dissolve after the Lodge Budget is approved. However, the FVC may convene the committee at any time to assess the current budget.
- IV. The Lodge Budget shall be submitted in October and approved in November by a majority vote of the Lodge Executive Committee quorum.
- V. The Lodge Budget shall be balanced, adding to the reserve if possible.
- VI. There shall be one exploratory budget meeting and at least one follow-up meeting of the Budget Committee before the October submittal.
- VII. The purpose of the exploratory budget meeting will be to have each chairman or chief present his budget with advisers initial and justification as well as any request for rollover of funds.
- VIII. The purpose of the aforementioned follow-up meetings will be for the Budget Committee to weigh all budget requests and to form a balanced budget.
- IX. Individual line item budgets may be changed with the prior notification of the FVC or Lodge Chief and a majority vote of the Lodge LEC.
- X. The Lodge budget may be amended with a majority vote of the Lodge Executive Committee.

Capital Spending Policy

- I. Capital items shall be those that have lasting physical value or those items that shall not be consumed.
- II. Capital expense requests shall be made at any point during the Lodge fiscal year as the need arises. Such funds will come from the Lodge reserve funds.
 - A. Any committee or chapter may request capital allocations.
 - B. Submission of capital requests must be in writing with the advisement of the committee/chapter adviser.
- III. All Capital funds will be approved by the LEC by a 2/3-majority vote and recorded as reserve expenses.
- IV. Capital items will be administered as per the ***Inventory Policy***.

Committees Policy

- I. Committees shall be formed to aid in the administration of programs of the Lodge.
- II. A chairman will administer each committee with advice from a committee adviser. The Lodge Chief shall appoint the above-mentioned chairman annually with consultation from the Lodge Vice-Chief to which that committee reports. The Lodge Adviser shall appoint committee advisers. All appointments are in concurrence with the ***Order of the Arrow Guide for Officers and Advisers***.
- III. In the event of a vacancy of a Vice-Chief or Committee Chairman position, the Lodge Chief shall appoint a replacement. In the event of a vacancy of a Committee Adviser position the Lodge Adviser shall appoint a new adviser.
- IV. A standing committee shall be one that is in existence all year round and sustains general membership as members of the committee. Ad-hoc committees shall be made to accomplish specific goals or tasks and shall disband at the completion of said tasks.
- V. Standing committees and Ad Hoc committees shall be recommended by the Lodge Key Three and subject to approval by the LEC.
- VI. All committees shall make a report at all LEC meetings as necessary.
- VII. Sub-Committees shall be formed on recommendation from the Committee Chairman and the approval from the Lodge Chief.

Election Policy

I. Elected positions of the Lodge

- A. The elected positions of the Lodge shall consist of the Lodge Chief, Lodge Program Vice-Chief, Inductions Vice-Chief, Administrative Vice-Chief, Communications Vice-Chief, Finance Vice-Chief, and Chapter Chiefs.
- B. Chapter Chiefs are elected by their respective Chapters no later than the Lodge Annual Banquet. Chapter Vice-Chiefs will be elected by their respective Chapters no later than the Lodge Annual Banquet.

II. Candidates

- A. Must be currently registered in Scouting, in the Council that charters the Lodge.
- B. Be in good standing in the Lodge – dues paid for the current year.
- C. Be younger than 21 years of age for the entire term of office.
- D. Must be member of the geographic area for the office (i.e. Chapter or Lodge).
- E. Be approved by the Lodge and Staff Advisers.

III. Nominations

- A. All nominations will be entertained at the annual Lodge election during the Lodge Banquet or at an earlier designated date.
- B. A nomination by a youth member and seconded by another youth member, both in good standing is required for candidacy.
- C. Prospective candidate must accept or decline the nomination.

IV. Election Dates

- A. Primary election shall happen at or before the annual Lodge Banquet for all elected positions.
- B. Should a position remain vacant after the primary election, a secondary election shall be held at the Spring Ordeal or another event designated by the LEC.

V. Process of election

- A. The election shall be conducted by a youth member in good standing of the Lodge. This youth member shall not be a candidate for an elected position.
- B. The Lodge election shall be witnessed by the Lodge and/or Staff Adviser. Chapter elections shall be witnessed by the Chapter or the Lodge and/or Staff Adviser if the Chapter Adviser is not available.
- C. Ballots shall be made available to all members of the Lodge for Lodge elections or Chapter for Chapter elections.
- D. Absentee ballots must be mailed into the Scout Service Center or designated address prior to the election date. Online ballot option may be made available at the discretion of the LEC.
- E. Ballots shall be counted by the youth conducting the election and the Lodge and/or Staff Adviser witnessing the election.
- F. All ballots shall be kept by the Lodge Adviser until all elected positions have been installed.

VI. Installation of elected positions

- A. Installation of the Lodge Chief shall be performed by the outgoing Lodge Chief. If the outgoing Lodge Chief is not available to perform this duty, a Section or National Officer will be asked to perform the duty if available or by any past Saklan Lodge Chief.
- B. Installation of all remaining elected and appointed positions shall be performed by the newly installed Lodge Chief.
- C. Installation of elected positions will happen at the annual Lodge Banquet or no later than the end of the Spring Ordeal (to be held no later than the first half of June).
- D. The Lodge Chief will install appointed or newly created positions at the Lodge Executive Committee Meeting (LEC).

VII. Removal of elected position

- A. A motion to remove an elected position can be made by of a member in good standing of the LEC. Another member in good standing of the LEC must second this. If present, the elected official under question must be given the right of rebuttal.
- B. The vote of the LEC must be a reported vote. A reported vote is counted by the youth Lodge Officer in charge and recorded by the acting secretary who will announce the results.

- C. For removal of an elected position, a 2/3-majority vote of the LEC quorum is required.
- D. If an elected officer is removed, he will have 30 days to hand over all documents and information to his successor or the Lodge Chief.

VIII. **Vacancy of elected position**

- A. If an elected position becomes vacant during a term of office, the Lodge Chief shall appoint a replacement. This appointment shall meet all of the candidacy requirements set forth in this policy. This appointment must be ratified by a majority vote of the LEC.
- B. If the position of the Lodge Chief becomes vacant, the Program Vice-Chief shall assume the role of Lodge Chief until the next LEC. At this LEC a new Lodge Chief will be elected by the LEC to complete this term of office. Further succession of Lodge Chief responsibilities is based on tenure of the Lodge Vice-Chiefs.
- C. If the position of a Chapter Chief becomes vacant, the Chapter Program Vice-Chief of that respective Chapter shall assume the role of Chapter Chief until the next chapter meeting where a new Chapter Chief will be elected or, if no decision is reached, the next LEC meeting where a replacement will be appointed by the Lodge Chief and approved by the LEC.

IX. **The Lodge Key Three shall interpret this policy.**

Executive Committee Operating Procedures Policy

I. Process of the Lodge Meetings

- A. The Lodge Meetings shall be run by the Lodge Chief and shall follow the agenda he provides.
- B. The Lodge Meetings shall be run according to Lodge Robert's Rules of Order.
- C. The Lodge Robert's Rules (simplified version) will be made by the Lodge Chief and approved by the LEC.
- D. Printing in the Saklan Lodge Newsletter a separate mailing, and an e-mail broadcast shall constitute Lodge-Wide Notification.

Finance Policy

- I. The Fiscal year of Saklan Lodge 970 will follow the council's fiscal year, namely January 1st to December 31st.
- II. Before spending any moneys, a committee or chapter must have an approved budget filed with the Finance Vice-Chief (FVC) in the annual Lodge Budget and an approved Purchase Order.
- III. All Purchase Orders must be submitted to the FVC at the LEC or Finance Adviser at least two weeks before they are needed. All check requests must be submitted to the FVC or Finance Adviser at least 4 weeks ahead of the time needed.
- IV. No later than 2 weeks after the event all receipts must be given to the FVC or Finance Adviser.
- V. No later than 2 weeks after the event an actual vs. budget report must be sent to the FVC.
- VI. Purchase Order Processes:
 - A. A Purchase Order must be filled out and signed by the Chief/Chairman and initialed by his Adviser.
 - B. It is then submitted to the FVC for approval and signatures of the FVC and Lodge Finance Adviser.
- VII. The FVC will make and keep for the Lodge records a copy of all receipts, POs, and Check requests.
- VIII. All moneys must be turned in to the FVC or the Finance Adviser with an activity report no later than two weeks after the event.
- IX. At all Lodge Executive Committee meetings, the FVC shall make a report consisting of a current standing report including Lodge Income and Expense Report, reserve balance, and, if possible, a budgetary variance report.
- X. All budgeted moneys at the end of the year will not rollover to the next unless at the exploratory budget meeting a request is presented with a report detailing the use of the rolled over moneys.
- XI. All financial matters must be presented at least one Lodge Executive Committee Meeting before they are to be voted upon. This includes non-budgeted expenditures and reserve requests. The Lodge Key Three may waive this time limit.
- XII. Note: The Key Three in consultation with the Finance Adviser and the relevant advisers will reserve a veto authority, but not a decision-making authority, overall financial matters.

Fundraising Policy

- I. Any committee or chapter wanting to do a fundraiser must submit a fundraising proposal to the Finance Vice-Chief (FVC) for approval.
- II. After FVC approval the fundraiser must be presented as a report to the LEC.
- III. After the fundraiser a closing report must be submitted to the FVC.

Inventory Policy

- I. January 1st any member, committee, or chapter in possession of Lodge property must submit an inventory to the Finance Vice-Chief (FVC).
- II. This inventory will include item, quantity, condition, estimated value, and replacement value. This will not include Lodge Trading Post inventory.
- III. When the inventory changes, the changes must be submitted to the FVC at or before the next Lodge Executive Committee Meeting.

Memorabilia Policy

- I. Lodge memorabilia is defined as any custom designed item approved for production by the Lodge Executive Committee, and manufactured for use by the Saklan Lodge 970, Order of the Arrow, Silicon Valley Monterey Bay Council, Inc. (SVMBC), Boy Scouts of America. This includes such items as patches, Lodge flaps, T-shirts, polo shirts, jackets, mugs, neckerchiefs, and other such items that might fall into this category.
- II. Lodge flaps are defined as patches that identify the specific Order of the Arrow lodge intended to be worn on the right pocket flap of an official Boy Scouts of America uniform. In Saklan Lodge, such Lodge flaps shall be the Standard Lodge Flaps (worn by all members), Lodge Fellowship Flaps (this includes the two-part National Order of the Arrow Conference flap set, event advance-registration flaps, Lodge anniversary flap, Jamboree flaps, etc.), the LEC Flaps, and the Elangomat-Nimat Flaps. To be a Lodge flap, the patch must be shaped to fit the pocket flap of the official Boy Scout uniform. The exact size and shape of the flap is based on the design submitted or the patch manufactures standard die cuts for flaps.
- III. The Lodge may also issue other patches. This might include activity patches. Additionally, this would include the lower pocket portion of what is a part of the two-part NOAC or Jamboree flap sets. The lower portion of the NOAC or Jamboree flap sets is the shape of the pocket of the Boy Scout uniform and fits below the pocket flap. The exact size and shape of the lower portion is based on the design submitted or the patch manufactures standard die cuts.
- IV. Required elements on all Lodge flaps shall include: the "WWW, Saklan Lodge 970," a red arrow, a banana slug, a fleur-de-lis or "BSA." Other Lodge flaps and patches might require additional items such as "National Order of the Arrow Conference" or "NOAC," year (20XX), anniversary information, items may be added with LEC recommendation or approval.
- V. Production of Lodge flaps for any standard calendar year shall be the Standard Lodge Flap, the LEC Flap, the Elangomat-Nimat Flap, and no more than three Fellowship Flaps. The borders of the flaps shall be red for the Standard Lodge Flap, gold for the LEC Flap, green for the Elangomat-Nimat Flap, and various colors as designated by the design for the Fellowship Flaps.
- VI. The price and distribution of the all Lodge Flaps is designated by the LEC. The price for all Lodge flaps will be reasonable and based upon the production costs. They will not be used as fund-raisers with an exception for NOAC patches to raise funds to send a Lodge contingent to the National Order of the Arrow Conference. The LEC may also approve a special exemption with a 2/3-majority vote of the LEC quorum to create a standard Lodge flap with special border color to be used as a fund raiser for a specified purpose or project. For distribution, all Lodge Flaps are sold only through the Lodge at the above-mentioned reasonable price and are available to all Lodge members as stated here. For Standard Lodge Flaps, distribution is limited to purchase by currently registered members of the Order of the Arrow. For the LEC Flaps, distribution is limited to purchase or first-time gratis distribution to LEC members as designated by the LEC Policy. For the Elangomat-Nimat Flap, distribution shall be in accordance to the Elangomat-Nimat Policy. For Fellowship Flaps, distribution shall be in accordance to the motion passed by

the LEC at the time the flap is approved for production. Event advance-registration flaps require registration by event deadline and attendance at the event.

- VII. All other Lodge memorabilia items shall be approved at the LEC meeting by motion.
- VIII. 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. Profits from the sale of chapter memorabilia items shall be allocated as chapter reserve money and shall fall subject to Lodge Finance Policies.
- IX. The Lodge will not endorse any memorabilia not produced in accordance with the Lodge ***Memorabilia Policy***.

Retail Inventory Policy

- I. The Trading Post Chairman will be responsible for maintaining the retail inventory for the Lodge, be responsible for the Lodge Trading Post at events, coordinate chapter inventories and keep them stocked, alert the Lodge Executive Committee when items need to be purchased. The Trading Post Chairman will report Lodge Trading Post activity during the Finance report at the Lodge Executive Committee Meetings (LEC), and will submit a yearly final report with recommendations at the end of the fiscal year.
- II. The Chapter Finance Vice-Chief will coordinate chapter trading post boxes with the Lodge Trading Post Chairman and will report activities and recommendations at the LEC Meetings. Chapter boxes are to be brought to the LEC meeting for restocking.
- III. The Trading Post Chairman will assess merchandise used for the Ordeal and will purchase merchandise out of the Lodge Trading Post Budget. Committees will purchase merchandise from the Trading Post at Lodge retail price. Any leftover inventories shall be sold as retail items in the Lodge Trading Post.
- IV. The Trading Post Chairman sets retail prices with the approval of the Finance Vice-Chief and advisement from the Lodge Finance Adviser. Note: Patch prices are set per the ***Memorabilia Policy***.
- V. Profits of chapter trading posts from the sale of National or Lodge retail items will be allotted to the lodge. Profits from the sale of Chapter items are subject to the ***Memorabilia Policy***.

Vigil Policy

- I. Attainment of Vigil Honor shall be in accordance with the latest editions of the ***Order of the Arrow Handbook*** and the ***Order of the Arrow Guide for Officers and Advisers***.
- II. The Vigil Committee shall meet annually for the selection of candidates for the Vigil Honor no later than mid-February. They shall meet as many times as necessary to complete their task, but finish no later than mid-March (in order to submit applications to the National Order of the Arrow in a timely manner for approval before the Lodge Banquet).
- III. The Vigil Selection Committee will consist of all interested Vigil Honor members of the Lodge, two youth members from each chapter consisting of Ordeal, non-eligible Brotherhood and/or Vigil Honor members appointed by the Chapter Chief. Brotherhood members eligible for Vigil Honor may make presentation(s) for prospective Vigil candidates but must depart the meeting after presentation and discussion of presentation. Eligible for Vigil Honor Brotherhood members will forfeit their Vigil Honor eligibility for the current year if they remain in the meeting after the presentation and for the voting.
- IV. Selection of Vigil Honor candidates shall be made by consensus of all member of the committee.
- V. Vigil Honor candidates will be called out at the Annual Lodge Banquet. Candidates not in attendance shall be called out at a future Lodge event or meeting.
- VI. The Vigil Honor Ceremony will be conducted during the Vigil Weekend as scheduled in the Lodge calendar. Candidates not in attendance will be inducted at some future date at the discretion of the Vigil Committee.