

Allohak Menewi Lodge 57

Manual of Administration

Approved 13 November 2016

Table of Contents

Section One- General

Section Two- Lodge Leadership

Section Three- Committees

Section Four- Executive Committee and Key Three

Section Five- Chapters

Section Six - Meetings of the Lodge

Section Seven – Insignia

Section Eight – Finances

Section Nine – Awards

Section Ten – Amendment Process

1) Section One – General

A) Name and Purpose

- 1) The Lodge shall be known as Allohak Menewi (meaning “Strong Altogether” in Lenni Lenape) Order of the Arrow Lodge 57 W.W.W. and be affiliated with the Laurel Highlands Council, BSA (#527).
- 2) The Mission of the Lodge Shall be to fulfill the purpose of the Order of the Arrow, being an integral part of the Boy Scout of America through positive youth leadership under the guidance of selected capable adults:
 - a. Encouraging youth to take positions of leadership
 - b. Recognizing those who best live up to the Scout Oath and Law
 - c. Solidify the scouting spirit of helpfulness by promoting cheerful service

B) Membership

- 1) The requirements for membership in this Lodge shall be as outlined in the latest edition of the Order of the Arrow Handbook.
- 2) The election procedures that the Lodge shall follow shall be the latest edition outlined in the appropriate Order of the Arrow publications.
- 3) Active membership shall be defined as being a current, dues paid member in Allohak Menewi Lodge.

- 4) Only Active Lodge Members shall be eligible to attend any Lodge event or Chapter event and only active members may buy any paraphernalia of the lodge, unless the items are designated for sale to non-members.

C) Dues

- 1) There shall be an induction fee at the time of initial membership that will include dues for the remainder of the calendar year.
- 2) Dues shall be determined by the EC and payable for each calendar year.

D) Symbols

- 1) The Lodge Totem shall be a Mountain Lion.
- 2) The number of the lodge shall be 57, kept as a tradition only and not recognized by National.
- 3) Any paraphernalia made by the lodge for the lodge shall either have the symbol of the mountain lion in some form and/or the number 57

E) Code of Conduct

- 1) The Scout Oath, Scout Law and the Order of the Arrow Obligation shall be observed at all times.
- 2) The possession or consumption of alcoholic beverages or illegal drugs/substances is prohibited at lodge events/activities. This shall apply to all participants.
- 3) All participants are prohibited from having firearms and weapons in their possession at lodge events/activities.
- 4) Violation of this code may result in expulsion from the event/activity at the participants own expenses. Serious/repeated violations of the code may result in dismissal from the lodge.
- 5) The Supreme Chief of the Fire, Lodge Staff Adviser and Lodge Adviser will administer any disciplinary actions.

2) Section Two – Lodge Leadership

A) Positions and Duties (Youth)

- 1) Lodge officers need to be under 21 years of age for the duration of their term and their general responsibilities shall be as designated in the National Order guidance with additional responsibilities as may be assigned or noted below.
- 2) Elected Lodge Officer Positions shall include:
 - a. Lodge Chief
 - b. Executive Vice Chief
 - i. Oversees chapter activities.
 - ii. Fills in any time the Lodge Chief is not present at any OA function:
 - c. Vice Chief of Program
 - d. Vice Chief of Administration

- 3) The following Lodge Officer positions shall be appointed by the newly Elected Lodge officers:
 - a. Lodge Secretary
 - i. Maintains Committee Chart
 - b. Lodge Treasurer

B) Positions and Duties (Adults)

- 1) Lodge Advisers shall serve at the discretion of the Supreme Chief of the Fire (current Scout Executive of the Laurel Highlands Council). The primary adult advisers will include:
 - a. Lodge Adviser – volunteer
 - b. Lodge Staff Adviser – scouting professional staff
 - c. The Lodge Adviser and Lodge Staff Adviser shall designate an adviser for each youth officer, committee chair or other youth leadership position, as may be needed.
- 2) Advisers shall refer to National Order guidance as to responsibility and guidance in their positions.

C) Voting Process

- 1) The elected lodge leadership positions shall include: Lodge Chief, Executive Vice Chief, Vice Chief of Program and Vice Chief of Administration.
- 2) These positions shall be voted on prior to the end of each term, unless given special permission by a majority vote of the EC.
- 3) All registered Lodge youth members shall be able to participate in the vote.
- 4) Each position shall require a majority vote (over fifty percent) to be elected.
- 5) If a clear majority is not determined, the one with the least votes shall be eliminated. Another vote will be held with the remaining candidates. This process will continue until a clear majority is determined.
- 6) The election of these officers shall take place at a Lodge event as determined by the Executive Committee.

D) Terms

- 1) The term for each youth position will be defined as one year, starting from the first day of January going until the last day of December.

E) Resigning/Termination of Officers

- 1) Any officer that wishes to resign will write a letter of resignation and submit it to the secretary.
- 2) If an officer proves inefficient or delinquent in the performance of his duties, he may be dismissed from office by a two-thirds (2/3) vote of a proper quorum of the Lodge Executive Committee.

3) Section Three - Committees

A) Lodge Committee Chart

- 1) A list of Lodge Committees for the upcoming year and Chairmen and Advisers, as possible, (the "Lodge Committee Chart") shall be reviewed at the start of each year by the Key 3 and presented to the Lodge at the Lodge Winter Social.
- 2) The Lodge Committee Chart shall list all currently active Lodge Officers, Chapter Chiefs and willing chairmen for each committee.
- 3) The Lodge Committee Chart can be updated at any time at an EC meeting or Key 3 meeting.
- 4) The Secretary of the Lodge shall oversee the Lodge Committee Chart.
- 5) The Lodge Committee Chart shall contain all updated contact information (As given by each committee chairmen) .
- 6) The Committee Chart shall be distributed to the Key Three each time it is updated.
- 7) The Key Three may add new committees to the Committee Chart at any time, upon approval with the EC.

B) Committee Responsibilities

- 1) Committee Chairs shall run their Committee with the guidance of the appropriate adviser.
- 2) Only Committee Chairs or their representative may speak of their event at an EC meeting.
- 3) Each Committee shall be responsible for updating the EC at each meeting with any news that the Committee has.

C) Ad-Hoc Committees

- 1) Ad-Hoc committees may be created and dissolved at the digression of the Key Three in approval with the EC.
- 2) Ad-Hoc committees shall be confirmed at least annually with the creation of Committee Chart each January.
- 3) Ad-hoc committees shall be defined as any duty that is needed to be filled that does not fall under any other committee that is not a continual duty.

4) Section Four – Executive Committee and Key Three

A) Lodge Executive Committee (the EC)

- 1) The Lodge Executive Committee shall be the primary governance committee of the Lodge and shall be organized and operated in accordance with National Order of the Arrow literature.

- 2) Membership on the EC shall include the Lodge Chief, Lodge Vice Chiefs, Lodge Secretary, Lodge Treasurer, Chapter Chiefs or their representatives and active Lodge committee chairmen.
- 3) Advisers for the voting youth EC members shall be members of the EC but have no vote.

B) Key Three

- 1) The Lodge Key Three shall provide direction for the Lodge as provided for in current National literature, making appropriate executive decisions for the Lodge.
- 2) The Lodge Key Three shall consist of the Lodge Chief, Lodge Adviser and the Lodge Staff Adviser.

5) Section 5 – Chapters

A) Structure

- 1) Each Chapter shall be able to determine its leadership structure and likely include at a minimum, a Chapter Chief, Chapter Vice Chief and Chapter Secretary.
- 2) Each Chapter shall be overseen by its designated Chapter adviser.

B) Powers

- 1) Each Chapter shall have one vote on the EC, which shall be represented by the Chapter Chief or his representative.
- 2) A Chapter's powers shall include, but not be limited to:
 - a. Hosting a Lodge Weekend
 - b. Hosting Chapter weekend
 - c. Hosting Chapter Events
 - d. Making Chapter patches
 - e. Creating other Chapter paraphernalia
- 3) The EC shall have the power to "Not Allow" any chapter function/paraphernalia.
- 4) Other rights not listed shall be provided to the chapter, and can only be "turned down" by the EC.

6) Section Six – Meetings of the Lodge

A) Executive Committee meetings

- 1) The Executive Committee shall meet in person at least four times per year and is encouraged to meet more often.
- 2) The EC meetings shall be run using Robert's Rules of Order.
- 3) An Agenda shall be made available to all those who hold a spot on the EC prior to the meeting.
- 4) The EC meetings shall require a quorum for any voting movements.
- 5) A quorum for the EC shall be considered as: at least 2 of the 4 elected youth officer positions and 5 other active members of the EC being present.

- 6) The Key Three shall have the power to call an emergency EC meeting for anything needing immediate action.
- 7) Any dues paid youth member of the lodge present at the meeting will have the power to vote.

B) Key Three Meetings

- 1) The Key Three shall meet at least three times a year, separate from the EC meetings.
- 2) Once in the year, the key three meeting shall include a meeting with the Supreme Chief of the Fire to review the Lodge activities and discuss the goals for the Lodge.

C) Chapter meetings

- 1) Chapters are encouraged to meet in person at least four times per year.
- 2) The Chapters shall refer to this Lodge Manual for guidance in their operations.
- 3) The Lodge Executive Vice Chief shall have an invitation to each Chapter meeting.
- 4) The Chapters shall have the power to vote on any matter pertaining specifically to the entire Chapter.

D) Special Meetings

- 1) Special meetings may be called at the discretion of the Lodge Key 3.
- 2) A quorum must be present at any special meeting to vote on a matter before the committee.
- 3) Meetings may be held by conference call or other telephonic or video method available to the committee members.

7) Section Seven – Insignia

A) Insignia Rules

- 4) All Lodge Flaps shall adhere to OA rules and policies.
- 5) All pocket flaps for the Lodge shall include the Lodge name, Allohak Menewi, the number “57”, WWW, and the fleur de lis.
- 6) Any additional flaps produced by the Lodge for other purposes shall be approved as to purpose and design by the Lodge EC.
- 7) Distribution of event patches will be given out on the first day of the event.

8) Section Eight – Finances

A) Handling

- 1) Lodge funds shall be handled through the Laurel Highlands Council and the normal council accounting procedures.
- 2) Chapter finances shall be handled through the Lodge in accordance with current National literature.

9) Section Nine – Awards

A) The Lodge can award national awards at its discretion (Founder’s Award, etc.).

B) Lodge created awards:

- 1) The EC shall be permitted to establish recognition for attendance at Lodge, Chapter and other OA events and filling Leadership positions.
- 2) The EC shall be permitted to establish an annual Lodge award to recognize outstanding service to the Lodge.

10) Section Ten – Amendment Process

A) Amendment Process

- 1) This Manual is subject to amendment at any regular or special meeting of the Lodge, provided such amendment has been submitted in writing to the Lodge EC at least 30 days prior to such EC meeting, the EC approves the amendment to be presented to the Lodge and notice is given to the Lodge at least 30 day prior to the Lodge meeting.