

Nentego Lodge Del-Mar-Va Council No. 081



Lodge Rules

Section 1. Name and Affiliation

- 1. The lodge shall be known as: Nentego Lodge, Del-Mar-Va Council No. 081, Boy Scouts of America, and shall be under the supervision of the council camping or Boy Scout committee and the administrative authority of the Scout executive. The name Nentego means, "people from across the water."**
- 2. The totem of this Lodge shall be the rockfish. (Properly the Rock Bass, *Ambloplites rupestris*.) It is representative of the Chesapeake Bay.**
- 3. The colors of this Lodge shall be gray and blue, gray for the Chesapeake Bay and blue for the skies above it.**
- 4. The historic number designation for Nentego Lodge is "20," originally assigned on June 22, 1957.**

Section 2. Membership

- 1. 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.**
- 2. 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.**
- 3. Membership in this Lodge shall not be granted to members of other Order of the Arrow lodges unless that member is transferring his registration to this Lodge and Council. This section is automatically void if national Order of the Arrow guidelines concerning this matter are revised.**
- 4. Membership recognition shall be in the form of membership cards, insignia, and signs as designated by the several honors in the Order and this lodge.**

Section 3. Dues and Fees

- 1. In order to maintain an active membership in this Lodge, each member shall pay annual dues in an amount set by the Lodge Executive Committee not to exceed the amount charged by the Boy Scouts of America for annual youth registration.**
- 2. Lodge dues shall be paid prior to December 15 of each year for membership in the following calendar year. Dues paid after that date shall be subject to the additional late fee equal to twenty percent of the annual dues, rounded off to the nearest dollar. The Lodge Chief or Lodge Secretary may waive this late fee, upon demonstration by the individual member that reasonable circumstances prevented timely payment of the annual dues. Ordeal members inducted at the Fall Weekend shall be considered to have paid their dues for the following calendar year.**
- 3. Members of other Lodges transferring into this Lodge shall pay a transfer fee equal to twice the amount of the annual dues. Transfer members shall be entitled to the appropriate official insignia of the Lodge upon payment of this fee. This fee is considered to include the current year's dues. Payment of a transfer fee at or after the Fall Weekend shall be considered to have paid their dues for the following calendar year.**
- 4. A former member (i.e., a member who has not paid his dues for two or more years) of this Lodge may reinstate his membership upon payment of a reinstatement fee equal to twice the annual dues.**
- 5. A former member shall not be entitled to additional official insignia of this Lodge upon payment of the above fees. This section does not preclude the reinstated member from petitioning the Lodge Executive Committee to grant the provision of such insignia to replace lost or damaged insignia if they are satisfied that the reinstated member shall not come to presently own more official insignia by such a replacement than the member would otherwise be entitled to. The Lodge Executive Committee shall make the assumption that "a Scout is Trustworthy."**
- 6. The Lodge shall charge induction and Brotherhood fees of a sufficient amount to cover the cost of the supplies and insignia due each new Ordeal member or Brotherhood member respectively. The fee for a new Ordeal member shall also include an amount equal to the annual dues. A fee shall not be charged for a new Vigil member.**

For these fees, members shall be provided with:

- A new member shall be provided with an Ordeal sash, a copy of the latest edition available of The Order of the Arrow Handbook and one official lodge flap upon completion of the Ordeal and its appropriate procedures and ceremonies.**

- A new Brotherhood member shall be provided with a Brotherhood sash and one official Lodge flap upon completion of the appropriate procedures and ceremonies.

The above items will be distributed by the Lodge Secretary or his designee immediately preceding the Lodge Executive Committee meeting on Sundays of Lodge Weekends. The Lodge Secretary is authorized to allow exceptions to this rule if some compelling reason exists that a member must leave the weekend early.

- A new Vigil member shall be provided with a Vigil sash, a Vigil Certificate, and card upon completion of the Vigil and its appropriate ceremonies and procedures.
7. The Lodge shall charge fees for Inductions weekends, Lodge officer training sessions, the Lodge Banquet, and other such functions in sufficient amount to cover the costs of such functions, including the insurance surcharge. Such fees are due one week prior to the event. Late registration for Lodge events will be permitted where space is available and upon payment of the appropriate fees plus a surcharge of twenty percent of the event fee, rounded off to the nearest dollar. The Lodge Executive Committee may designate any Lodge event as not eligible for late registration when situations dictate. The registration fee for any event covers either the partial or complete attendance by a member of that event. The fee shall not be reduced for partial attendance of any event. This shall mean that a member desiring only to attend one meal or portion of an event for example the annual patch auction, must pay the fee for the full event: in the example of the patch auction, the whole weekend fee must be paid in order to attend the auction.
 8. All Order of the Arrow funds shall be handled through the Council Service Center and go through all normal Council accounting procedures.

Section 4. Insignia

- 1. Only current registered members of the Boy Scouts of America and the Order may wear the insignia of the Order of the Arrow. Wear of insignia should be consistent with the Boy Scouts of America's Guide to Awards and Insignia and as described in the most recent Order of the Arrow Handbook.**
- 2. All Lodge insignia is to bear the historical name and number "Nentego Lodge 20".**
- 3. The Lodge Executive Committee shall designate a flap design, which will function as the official insignia of the Lodge. A flap of this design will be issued to each Lodge member upon the successful completion of the Ordeal and upon his attainment of the Brotherhood.**

These official insignia may not be traded or sold.

Replacement of soiled or damaged official insignia is permitted upon presentation (and subsequent destruction) of the item to be replaced and payment of a fee equal to the actual cost to the Lodge of the item.

- 4. The Lodge Executive Committee may designate a flap design to serve as a trading or fundraising insignia for the Lodge. Members of the Order shall be permitted to purchase this insignia at Lodge functions, council camps, or the council office.**
- 5. The Lodge Executive Committee may designate flap designs to commemorate Lodge anniversaries, national activities or anniversaries, or as part of an incentive program. Only members of this Lodge will be permitted to purchase or obtain such insignia and such insignia will only be available at Lodge functions.**
- 6. Any Lodge flap produced by the Lodge may be worn upon the official Scout uniform.**
- 7. The Lodge Executive Committee may authorize the issuance of other insignia items as they deem appropriate.**
- 8. Only by action of the Lodge Executive Committee or the Lodge as a whole may any of the following items or similar items to be issued with the name, number, or totem of the lodge: insignia, flaps, medals, pins, patches, mugs or other collectable items.**

The Lodge reserves the right to take appropriate action against any individual or group of individuals who violate the letter or spirit of this section.

The section shall not be construed as to limit section, region, or national insignia that may contain this Lodge's name, number, or totem as part of some larger design.

Section 5. Elections (of new members), Ceremonies, and other Procedures

- 1. 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.**
- 2. 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.**
- 3. The Lodge Chief, the acting chief, or his designee may choose to make temporary and reasonable deviations from the ceremonies and procedures as outlined in the ten principles of the Ordeal.**
- 4. Unit elections shall be the responsibility of the various chapters or of the Camp Coordinator.**

In the event that no chapter exists or if the chapter is unable to fulfill the needs of units desiring an election, the Lodge Chief is authorized to appoint an election team and direct that they complete the election.

Section 6. Lodge Officers

- 1. The officers of this lodge shall be lodge chief, lodge vice chief(s), lodge secretary, and lodge treasurer. These elected officers must be younger than 21 during their entire term of office.**

- 2. The Lodge shall annually elect members to fill the following**
 - Lodge Chief**
 - Lodge Vice-Chief (Inductions)**
 - Lodge Vice-Chief (Service)**
 - Lodge Vice-Chief (Program)**
 - Lodge Secretary**
 - Lodge Treasurer**

This list shall function as the line of succession and order of prominence of the offices. The Lodge Chief or his successor shall be the officer conducting the election.

Elections shall be held at the Fall Lodge Weekend as part of the Lodge Business Meeting. The term of office is one year.

- 3. Arrowmen desiring to serve as a lodge officer or committee chairman must meet the eligibility requirements listed in the current Guide for Officers and Advisers.**

- 4. The Lodge Secretary shall validate the voting in the election and count ballots cast in the election. Only active members under the age of 21 years may participate in the election. Lodge Advisers may identify procedural errors. Correction of such errors shall be the responsibility of the officer conducting the election.**

- 5. In order to be nominated for the position of Lodge Chief, a member must be an active member of the Lodge in good standing and must have previously been a member of the Lodge Executive Committee of Nentego Lodge or of another Lodge in the Order of the Arrow. The only exception to this rule shall be that a member from a District of the Del-Mar-Va Council without an active Order of the Arrow Chapter may be declared by the Lodge Executive Committee to be eligible for nomination for Lodge Chief. This may be done by declaring that individual a Chapter Chief for the purpose of the election process only.**

- 6. Elections shall be by Chapter vote. Each Chapter will be given ten (10) votes to cast as long as there are 10 eligible members (must be under 21 years old) present at the**

election. If a Chapter does not have at least 10 members present, the number of votes cast will be determined by the number of eligible members present. Each Chapter will be called upon to cast their votes. If only one nominee for a particular position exists, the officer directing shall direct the Lodge Secretary to cast one ballot for the lone nominee and that nominee shall be declared elected.

7. A vacancy in any office except Lodge Chief shall be filled by appointment of the Lodge Chief with the approval of the Lodge Executive Committee. A vacancy of the Lodge Chief shall result in a special election at the next regularly scheduled Lodge Executive Committee meeting. Nominees must be present members of the Lodge Executive Committee. The election shall be conducted by the Lodge Secretary. The resulting vacancy shall be filled as indicated above.
8. Officers may be removed for cause by an affirmative vote of three-fourths of the Lodge Executive Committee at a regularly scheduled meeting. The officer facing a removal vote shall be afforded the following courtesies: 1. He shall be notified of the intent to vote for his removal at least seven calendar days prior to the vote. 2. He shall have the right to appear at the meeting and speak on his own behalf. 3. He may call witnesses to appear and speak on his behalf. 4. He does not forfeit his vote as a member of the Lodge Executive Committee on the matter of his own removal.

Failure of the Lodge Executive Committee to follow these procedures shall cause the vote to be null and void. Such an occurrence shall not preclude a subsequent removal of that same officer if the procedure is properly conducted.

9. Lodge officers shall be installed into office by an appropriate ceremony at the Fall Lodge Weekend after the elections are completed.

Section 7. Duties of Officers

1. The Lodge Chief shall fulfill the duties and responsibilities as listed in the current Lodge Adviser's Handbook. The Lodge Chief:

- **Is responsible to the Scout executive through the lodge adviser and staff adviser for performance of duties. Becomes a member of the council camping or Boy Scout committee.**
- **Is responsible for adherence to the program and policies of the lodge. Attends appropriate council, section, regional, and national OA functions.**
- **Works closely with the lodge adviser, seeking advice and training. He does not wait for his adviser to call, but calls the adviser often. Establishes annual goals and objectives for the lodge including attainment of a minimum of bronze level in the Journey to Excellence recognition.**
- **Attends all lodge activities and lodge executive committee meetings. Promotes attendance and participation of lodge officers and committee chairmen.**
- **Appoints lodge operating committee chairmen in consultation with the lodge adviser and lodge staff adviser.**
- **Assigns lodge members to operating committees.**
- **Reminds lodge officers and committee chairmen to attend meetings of lodge operating committees related to their assignments.**
- **Presides over all lodge and lodge executive committee meetings. Works from an agenda established by the Key 3. Solicits agenda items from lodge officers and committee chairmen.**
- **Is Responsible for planning and conducting lodge activities.**
- **Delegates his duties to fellow lodge officers and committee chairmen.**
- **Sees that the chapter program gives complete support to the lodge program.**
- **Undertakes lodge service projects with the advice and approval of his adviser.**
- **Appoints the Vigil Honor nominating committee.**
- **Promotes the correct wearing of the Scout uniform by personal example and special lodge education programs.**
- **Works with the adviser in providing his lodge officers and chairmen with unit contact information.**

Responsibilities:

- **Adheres to the program and policies of the lodge.**
- **Works closely with the lodge adviser, seeking advice and training.**
- **Attends all lodge executive committee meetings.**
- **Appoints chairman of the lodge operating committees.**
- **Assigns lodge members to operating committees.**

- **Attends lodge Key 3 meetings.**
 - **Communicates with lodge officers and committee chairmen.**
 - **Presides over all meetings of the lodge executive committees.**
 - **Is responsible for the planning and conducting of lodge activities.**
 - **Delegates his responsibilities to fellow lodge officers and committee chairmen when not present at the event.**
 - **Is responsible for chapter programs supporting the lodge program.**
 - **Undertakes lodge service projects with concurrence of Key 3.**
 - **Appoints the Vigil Honor nominating chairman.**
 - **Promotes the correct wearing of the scout uniform.**
 - **Provides unit election teams with unit contact information.**
 - **Sets the example all of the time.**
2. **The Lodge Vice-Chief (Inductions) shall recruit and train the ceremonies chair, the Ordeal chair, the Brotherhood committee chair, and the Honors committee chair. He shall be responsible for conducting inductions training weekends. He shall assume the chair in the absence of the Lodge Chief. He shall ensure that communications to candidates and prospective brotherhood conversion candidates are done in a timely manner.**
 3. **The Lodge Vice-Chief (Service) shall recruit and train a lodge Physical Arrangements committee chair, a lodge Health & Safety committee chair, a lodge cook crew chair, and lodge chaplain. He shall coordinate all service projects for the Lodge inductions weekends utilizing the camp rangers' input and advice. He shall recruit member project leaders and identify needed resources. He is responsible for the maintenance of the Lodge ceremony sites and buildings. He shall assume the chair in the absence of both the Lodge Chief and the Lodge Vice-Chief (Inductions).**
 4. **The Lodge Vice-Chief (Program) shall recruit and train a lodge Special Operations committee chair, a lodge Historic Trails committee chair, and a lodge Camp Promotions committee chair. He shall coordinate all special events on the section or national level. He shall assume the chair in the absence of the Lodge Chief, the Lodge Vice-Chief (Inductions), and the Lodge Vice-Chief (Service).**
 5. **The Lodge Secretary shall fulfill the duties and responsibilities as listed in the current Lodge Adviser's Handbook. The Lodge Secretary:**
 1. **Keeps a record of all the proceedings of the lodge executive committee and general membership meetings.**

- He shall maintain a lodge resolution book archive and have it at all meetings.
- 2. Keeps on file all committee reports.
- 3. Keeps the lodge's official membership records.
 - He shall conduct the registration at all Lodge events and weekends.
 - He shall sign and distribute Lodge membership cards.
- 4. Writes articles for the council newsletter and the lodge bulletin.
- 5. Makes the minutes and other records available to members upon reasonable request.
 - He shall prepare and distribute minutes of these meetings to members of the Lodge Executive Committee within two weeks of the meeting.
 - He shall prepare a synopsis of the minutes and forward it to the Nendawen editor, the Lodge Chief, and the Lodge Adviser.
- 6. Notifies officers, committee members, and other members of their election or appointment.
- 7. Signs all certified copies of acts of the lodge, unless otherwise specified in the lodge rules.
- 8. Maintains records of the lodge rules and minutes and has these available at every meeting.
- 9. Sends out notice of meetings to the membership.
- 10. Conducts the general correspondence of the lodge.
 - He shall maintain the inventory of Lodge stationery items.
 - He is responsible for the preparation, duplication, and mailing of the announcements for the various lodge events and, remembering that these mailings must be in the council office two weeks prior to the scheduled mailing date.
 - He shall cause an annual mailing announcing that annual dues are to be paid by December 15th.

Additionally, the Lodge Secretary shall recruit and train a lodge Membership committee chair and a lodge Communications committee chair.

6. **The Lodge Treasurer shall fulfill the duties and responsibilities as listed in the current Lodge Adviser's Handbook.**

The lodge treasurer is the elected lodge officer who is responsible for maintaining sound lodge financial records — income, expense, dues, inventory, budget, etc. He works closely with the council service center accounting specialist in matters

relating to income, expenses, inventory and auditing. He supervises receipt of all income from lodge members, activities, and events and deposits receipts in the council OA account (through the council service center). In addition he:

- Chairs the lodge finance committee and supervises preparation of the annual lodge budget.
- Works closely with the lodge financial adviser and members of the lodge finance committee.
- Works with the lodge secretary and membership committee on collection of lodge dues.
- Sets up and maintains the lodge financial record book.
- Prepares financial statements for the lodge executive committee.
- Keeps the lodge executive committee aware of their adherence to the lodge budget.

Additionally, the Lodge Treasurer shall:

- be responsible for accounting for all the Lodge's funds and inventories.
- maintain the Lodge's financial records.
- conduct the sale of Lodge and Order of the Arrow items at all Lodge events.
- prepare requisitions for the ordering of Lodge and Order of the Arrow merchandise.
- assist with the registration at all Lodge events, ensuring that proper fees have been paid and collecting any amounts due from members or guests as appropriate.

Section 8. Committees

1. Operating Committees

Committee chairmen are appointed annually by the lodge chief with the approval of the lodge adviser. They become members of the executive committee and may pick their own committee members subject to the approval of the lodge chief. . The lodge adviser appoints the committee advisers with approval of the council Scout executive. The following standing operating committees shall function under the oversight of the specified officer:

Vice-Chief (Inductions)

- **Brotherhood committee**
- **Ceremonial committee**
- **Honors committee**
- **Ordeal committee**

Vice-Chief (Service)

- **Chaplain**
- **Cook Crew**
- **Health & Safety committee**
- **Physical Arrangements committee**

Vice-Chief (Program)

- **Camping Promotion committee**
- **Historic Trails committee**
- **Special Operations committee**

Secretary

- **Communications committee**
- **Membership committee**

Treasurer

- **Finance committee**

- 2. The Lodge Chief may appoint subject to the approval of the Lodge Executive Committee other committees as may be required to accomplish the goals of the Lodge.**

Section 9. Chapters

- 1. At the leisure of its Scout Executive, each district within Del-Mar-Va Council shall be chartered a corresponding chapter.**
- 2. Chapter Advisers and staff advisers are appointed annually by the Scout Executive to support the purpose of the Order and give active leadership to that purpose.**
- 3. With the prior approval of the Scout Executive, the Chapter Adviser may appoint an Associate Chapter Adviser annually to help fulfill the mission of the lodge. No more than one associate should be appointed for the chapter.**
- 4. Chapters conduct chapter membership meetings monthly or once every other month to deliver the Order of the Arrow program to the membership, foster communication, and organize the lodge's effort to serve the council.**
- 5. The Order of the Arrow Chapter Operations Guide shall govern all chapter organization, program, and planning.**
- 6. Chapter elections are to be held annually for the elected positions of Chapter Chief, Chapter Vice Chief, and Chapter Secretary. It is recommended that chapter elections be held following the annual lodge officer elections.**

Section 10. Lodge Executive Committee

- 1. The executive committee is the steering committee of the lodge. Its duties are to carry out and administer the lodge program, functions, and meetings as outlined in the Order of the Arrow Handbok, the Guide for Officers and Advisers, the Order of the Arrow Guide to Inductions, the Lodge Finance Manual, and these Lodge Rules.**
- 2. The lodge executive committee shall be composed of the elected lodge officers, immediate past lodge chief, lodge operating committee chairmen, lodge adviser, another member of the council camping or Boy Scout committee, chapter chiefs, chapter advisers (where applicable), Scout executive, and lodge staff adviser.**
- 3. The Lodge Executive Committee shall hold a minimum of six meetings during the year. Two of these are to be held as part of Lodge weekends.**
- 4. The lodge chief is chairman and presides over meetings. He is expected to prepare agendas and share them with the lodge and staff adviser before sending them to committee members with the meeting announcement.**
- 5. A quorum for a lodge executive committee meeting shall be determined by having a simple majority of the total number of voting members present, casting a vote in writing, or via telephone during the meeting.**
- 6. Voting. Arrowmen under the age of 21 may vote in matters of lodge business.**
- 7. Voting members of the Lodge Executive Committee include Lodge Vice-Chiefs, Lodge Secretary, Lodge Treasurer, and Chapter Chiefs. As the chair, The Lodge Chief shall vote on an item under consideration only in the event of a tie vote by those attending the meeting.**
- 8. A chapter member appointed by a Chapter Chief may represent the Chapter Chief should he be unable to attend an executive committee meeting.**
- 9. Any lodge member is welcome to attend executive committee meetings as an observer.**
- 10. The order of Lodge Executive Committee meetings is as follows:**
 - Call to Order**
 - Obligation**
 - Reports of Officers**
 - Reports of Chapters**
 - Reports of Committees**
 - Election of Officers**
 - Old Business**
 - Installation of New Officers**
 - New Business**
 - Items for the good of the Order**

- **Elections for the good of the Order**
- **Lodge Chief's minute**
- **Staff Adviser's minute**
- **Lodge Adviser's minute**
- **Closing — OA song**

- 11. In matters before the Lodge Executive Committee, only active youth members that are actual voting members of the Executive Committee have both voice and vote. All other active members shall have voice only at such meetings, adults at the recognition of the chair of the meeting or by the invitation of a youth member after that youth is recognized by the chair**
- 12. Where these rules are silent, actions of this Lodge are governed by the Scout Oath and Law and by Robert's Rules of Parliamentary Procedure.**
- 13. The entire membership of the lodge should hear a report of all major decisions and projects being planned.**
- 14. It is understood that the Lodge Chief or Scout executive is privileged to call a special meeting of the committee if the need arises.**

Section 11. Lodge Events

- 1. The Lodge shall schedule and hold the following functions annually:**
 - **Lodge Banquet**
 - **Spring Lodge Weekend**
 - **Summer Lodge Weekend**
 - **Fall Lodge Weekend**
 - **Lodge Leadership Development Conference (LLDC)**
- 2. The Lodge shall hold at least one Lodge Meeting during the year. If one is held, it shall be held as part of the Fall Lodge Weekend.**

Section 12. Amendments

- 1. Proposed amendments to the Lodge Rules shall be presented in written form.**
- 2. Amendments to the Lodge Rules may be adopted by an affirmative vote of two-thirds (2/3) of the youth members representing the quorum at any scheduled Lodge Executive Committee meeting.**
- 3. Upon approval of amendments to the Lodge Rules, the revised Lodge Rules shall be published and made available to the Lodge membership with the reprinted date and description listed at the end of the document. All previous versions of the Lodge Rules will be declared null and void.**

