



Order of the Arrow
Wipala Wiki Lodge #432
Grand Canyon Council, BSA



Lodge Rules

1. Lodge Identity

a. Lodge Name

- i) The Lodge shall be known as Wipala Wiki Lodge #432, herein referred to as “the lodge”, and is affiliated with the Grand Canyon Council No. 10, Boy Scouts of America (BSA), under the supervision of the Council Camping Committee and the administrative authority of the Chief Scout Executive.

b) Lodge Native American Affiliation

- i) The Lodge’s adopted Native American affiliation is with the Hopi Tribe (Antelope Clan).

c) Lodge Totem

- i) The Lodge Totem is the Antelope from the Hopi Antelope Clan, and is represented by the Antelope Kachina, the Antelope, or Antelope Symbol of the Antelope Clan.

d) Lodge Color

- i) The Lodge Color is sky blue.

e) Date of Organization

- i) The official Lodge date of organization is January 1, 1950.

f) Mission

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

2) Lodge Insignia

a) Uniform

- i) Members will wear an appropriate official BSA uniform as described in the current edition of BSA national literature. Uniform policies for specific events are defined in the Lodge Standard Operating Procedures.
- ii) Current members will wear an approved Lodge Flap.
- iii) Current members will wear the Order of the Arrow Sash when representing the Lodge or the Order, at functions approved in the Lodge Standard Operating Procedures.

b) Lodge Flap

- i) Lodge flaps shall include the Lodge Name, Lodge Totem, the Lodge Color, and “WWW”.
- ii) The Lodge Executive Committee will maintain a list of approved Lodge Flaps in accordance with the procedures outlined in the Lodge Standard Operating Procedures.

c) Other Lodge Insignia

- i) The Lodge Executive Committee alone may commission other insignia that represents the identity of the Lodge, in accordance with the





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procedures outlined in the Lodge Standard Operating Procedures. Such insignia must comply with all relevant National OA and BSA policies.

3) Membership

a) Membership Requirements

- i) 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.
- ii) 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.

b) Current Members

- i) A "current" member of the lodge is defined as a member whose dues are paid for the current year, and who is currently registered and in good standing with the Boy Scouts of America.
- ii) Only current members may attend events and be considered for lodge member awards.
- iii) Members may reinstate their membership at any time by paying the current year's lodge dues.
- iv) Lodge dues will be determined annually by the Lodge Executive Committee, in accordance with the procedures outlined in the Lodge Standard Operating Procedures.
- v) Changes to the lodge dues go into effect at the beginning of the calendar year following the one in which they are made. All current members of the lodge must be notified, in writing, of changes to the lodge dues.

c) Brotherhood Membership

- i) Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.

d) Vigil Honor

- i) Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.

4) Lodge Executive Committee

a) Definition

- i) The Lodge Executive Committee, herein referred to as the LEC, shall be the governing body of the lodge.
- ii) 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, associate lodge advisers, chapter chiefs, chapter advisers, Scout executive, and lodge staff adviser.
- iii) The LEC is responsible for maintaining the Lodge Standard Operating Procedures, and ensuring the lodge adheres to its mission, and operates





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in accordance with these Lodge Rules, the Lodge Standard Operating Procedures, and national OA and BSA policy.

b) Officers

- i) 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.
 1. The Lodge Executive Board, herein referred to as the LEB, shall consist of the lodge officers and their advisers.
 2. The LEB meets at the discretion of the Lodge Chief, to discuss and follow up on implementation of the lodge program.
 - ii) The Lodge Vice Chiefs, in order of succession, shall be:
 1. Vice Chief of Chapter Relations
 2. Vice Chief of Events
 3. Vice Chief of Inductions
 4. Vice Chief of Communications
 5. Vice Chief of Membership
 6. Vice Chief of Outreach
 - iii) The Lodge Secretary, and Lodge Treasurer, in that order, follow the Lodge Vice Chiefs in the order of succession.
 - iv) The duties of each officer are detailed in Appendix I of these Lodge Rules.
 - v) Officer elections shall be held annually at the October Induction Weekend and the term of office shall be one year, starting the January 1st following the election, and running through December 31st.
 - (1) The election must be held in conjunction with a regularly scheduled LEC Meeting.
 - (2) The time and date will be determined by the Lodge Key 3 as a part of the lodge annual plan.
 - vi) Procedures for officer elections, filling officer vacancies, resignation, and removal of officers are detailed in Appendix II of these Lodge Rules.
- c) Lodge Operating Committees
- i) Lodge Operating Committees (herein referred to as lodge committees) assist the LEC in governing the Lodge.
 - ii) Each lodge committee is lead by a youth chairman, appointed for the duration of the current lodge officer term of office, by the Lodge Chief with the approval of the Lodge Adviser, and at the recommendation of the relevant Lodge Officer.
 - iii) Each lodge committee reports to a specific lodge officer, as defined in Appendix III of these Lodge Rules.
 - iv) Each lodge committee has specific duties and responsibilities, as defined in Appendix III of these Lodge Rules.





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- v) The LEC may create ad-hoc committees as needed to assist in carrying out the mission of the lodge, in accordance with the procedures outlined in the Lodge Standard Operating Procedures. Rules governing ad-hoc committees are detailed in Appendix III of these Lodge Rules.
- d) Adult Advisers
 - i) Adult Advisers to the LEC are the Lodge Adviser, Lodge Associate Advisers, Immediate Past Lodge Adviser, and Chapter Advisers, and are appointed in accordance with National OA policy.
 - ii) The Council Scout Executive, the council scout executive's designated representative, and the Council Professional Staff Adviser are all ex-officio members of the LEC.
 - iii) Adult Advisers provide guidance to youth members and are responsible for ensuring that the lodge is operated in accordance with National OA and BSA policy, and that the safety and well-being of all members is preserved through such operation. Adult Advisers will only overrule the youth members' decisions with the operation of the lodge when such decisions or operation would result in conflict with National OA or BSA policy or would result in the safety or well-being of any members being threatened.
- e) Meetings
 - i) The LEC shall meet on a schedule approved by the LEC in the prior year, in accordance with Appendix IV of these Lodge Rules, and the procedures outlined in the Lodge Standard Operating Procedures.
 - ii) LEC meetings are open to any current members of the lodge.
 - iii) Details on recording, voting, speaking, the operation of meetings, and calling additional meetings are detailed in Appendix IV of these Lodge Rules.
- 5) Finances
 - a) Annual Budget
 - i) The LEC will approve a Lodge Annual Budget as a part of the Lodge Annual Plan. The contents of, responsibility for, and amendments to the Lodge Annual Budget are detailed in Appendix V of these lodge rules.
 - ii) The fiscal year of the lodge begins on January 1st.
 - b) Event Fees
 - i)
 - ii) Event fees must be published, in writing, in accordance with the procedures outlined in the Lodge Standard Operating Procedures before the beginning of the year they are to take effect.
 - iii) Any changes to event fees must be made at a regularly scheduled LEC meeting prior to the year they are to take effect.
 - c) Handling Lodge Funds





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- i) All Order of the Arrow funds shall be handled through the council service center and go through all normal council accounting procedures.
 - ii) Only authorized persons may draw funds from the Lodge account. All requests for funds must go through an authorized person. The only authorized persons are:
 - 1. The Lodge Finance Adviser
 - 2. The Lodge Adviser
 - 3. The Lodge Staff Adviser
 - iii) Fundraising activities can be carried out by the LEC, Lodge Operating Committees, and Chapters in accordance with BSA fundraising guidelines and the procedures outlined in the Lodge Standard Operating Procedures.
 - iv) Any funds collected by any member of the lodge on behalf of the lodge for any purpose must be submitted to one of the authorized persons, who will place the funds in the appropriate account.
- d) Reporting
- i) After any lodge event or activity is complete, a recap of the budget and expense and earnings report for the event or activity must be submitted to the Lodge Treasurer by the officer or chair responsible for the event or activity. The LEC will adopt policies on the format, method, and time frame of this submission and document them in the Lodge Standard Operating Procedures.
 - ii) The individual responsible for the use of lodge funds must provide a report to the Lodge Finance Committee prior to the start of the next regularly scheduled LEC meeting.
 - 1. All funds drawn from the OA account must be accounted for with dated receipts showing what was purchased and all remaining funds must be returned with the funded receipts in a timely manner. No funds may be redrawn or used for any other purpose without LEC approval.
 - 2. All approved expenses paid for using personal funds will require a dated receipt to be refunded. All such receipts should be submitted prior to the start of the next regularly scheduled LEC meeting.
- (2) The LEC will adopt policies on the format, method, and a more specific time frame for the submissions required in this section, and document them in the Lodge Standard Operating Procedures.
- 6) Chapters
- a) Chapter Names
 - i) Chapters will each be named in accordance with the Lodge Native American affiliation. The chapters of lodges merged into Wipala Wiki Lodge may keep their current names. The LEC must approve chapter names, and any chapter name changes.





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- b) Chapter Insignia
 - i) Chapters will each have a totem in the form of a Hopi Kachina. The LEC must approve chapter totems, and any chapter totem changes.
 - ii) Chapters may commission their own insignia and items that represent the identity of the chapter, in accordance with the Lodge Standard Operating Procedures, and these lodge rules.
 - c) Governance
 - i) Chapter Officers, committees, meetings, and policies are detailed in Article VI of these lodge rules.
 - ii) Chapters will each adopt and maintain a set of Chapter Procedures, in accordance with Article VI of these lodge rules. The current version of the Chapter Procedures will be maintained by the LEC, and any changes must be submitted to the LEC. Only the copy maintained by the LEC will be considered official.
- 7) Governance
- a) Lodge Annual Plan
 - i) The newly elected lodge officers shall produce an Annual Plan prior to the start of their term, in consultation with the outgoing LEC.
 - ii) The contents of the annual plan shall include:
 1. An introduction to the Lodge Chief and Lodge Adviser.
 2. A statement from the Lodge Chief.
 3. The Lodge Chief's vision and supporting strategic goals.
 4. An introduction to each lodge officer and their adviser.
 5. Each of the lodge officers' goals and strategy and plans to fulfil those goals for the year, in support of the lodge strategic goals.
 6. The dates, times, and locations of the annual lodge events for the year.
 7. The annual budget for the lodge.
 - iii) Approval of the Annual Plan must be the first order of business for the LEC at the first regularly scheduled LEC meeting of the term.
 - iv) While the budget is a piece of the annual plan, it must be approved separately and will be the second item of business at the first regularly scheduled LEC meeting of the term.
 - b) Lodge Annual Report
 - i) The outgoing lodge officers shall produce an Annual Report prior to the end of the current term.
 - ii) The contents of the annual report shall include:
 1. A statement on the state of the lodge, and success in or progress towards fulfilling the vision from the Lodge Chief and Lodge Adviser.
 2. A statement on the progress towards or fulfilment of each of the strategic goals of the lodge.





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3. A section from each lodge officer, with a summary of that officer's experience, a statement on the progress towards or fulfillment of each of that officer's goals and execution of their strategy and plans.
 4. Final reports from each lodge event and program, highlighting achievements and making recommendations for the future.
 - iii) Approval of the Annual Report must shall be the first order of business for the LEC at the last regularly scheduled LEC meeting of the current term.
 - c) Lodge Business
 - i) Voting. Only current members under the age of 21 may vote in matters of lodge business.
 - d) Supremacy
 - i) In compliance with the Guide for Officers and Advisers, the Lodge shall follow all policies and procedures set forth by the Boy Scouts of America, and by The Order of the Arrow National Committee in all current editions of the relevant literature.
 - ii) In the event of a conflict with these rules, the relevant National policy shall prevail.
- 8) Lodge Rules
- a) Interpretation
 - i) The Lodge Rules shall be interpreted by the Lodge Executive Board.
 1. In the event of a dispute over these lodge rules, or any of their extensions, the LEB shall interpret the rules in question, and make a ruling. Such a ruling will be the official interpretation, and final.
 2. The LEB will make its determination through a vote of its members under the age of 21 at a regularly scheduled LEC meeting.
 - b) Distribution
 - i) The LEC is responsible for maintaining an official copy of these lodge rules, and all extensions of these lodge rule.
 - ii) These lodge rules, and all extensions to these lodge rules, must be made available to any current members of the lodge, and to the public at all times.
 - c) Amendments
 - i) Amendments to any part of these lodge rules can be made by a 2/3rds vote of the LEC at any regularly scheduled LEC meeting.
 - ii) Proposed amendments must be presented, in writing, to the entire voting body of the LEC at least two regularly scheduled LEC meetings prior to the regularly scheduled LEC meeting at which they are being voted on. These proposed amendments must then be reviewed with the LEC at the next regularly scheduled LEC meeting.
 - iii) Voting on amendments shall follow the procedures outlined in the Lodge Standard Operating Procedures.





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- iv) The LEC shall be responsible for maintaining a record of approved amendments and making such a record available to current lodge members, and members of the public upon request.
- v) The entire membership of the lodge must be notified in writing within 30 days of an approved amendment. Formatting and methods of such notice will be further defined in the Lodge Standard Operating Procedures.
- d) Supremacy
 - i) In the event of a conflict with Council, BSA, or OA National policy, such policy shall prevail, and these lodge rules must immediately be changed by the LEC to remove such conflict.
- 9) Lodge Standard Operating Procedures
 - a) Definition
 - i) The LEC shall maintain a set of Standard Operating Procedures, herein referred to as "the SOPs". These Procedures shall be an official governing document of the lodge and shall be considered the highest authority below these Lodge Rules.
 - ii) The SOPs are responsible for detailing the operational procedures of the lodge and are an extension of these lodge rules.
 - b) Review
 - i) The Standard Operating Procedures must be reviewed annually by an ad-hoc committee appointed and approved by the LEC.
 - ii) The purpose of this review is to ensure the relevance of the procedures, and to form proposed amendments for the LEC to consider in order to increase the relevance and effectiveness of the procedures.
 - iii) Any amendments proposed outside of this review process shall not be considered a replacement or waiver for this review.
 - c) Amendments
 - i) Unless otherwise stated in these lodge rules, amendments to any part of the Standard Operating Procedures can be made by a simple majority vote of those present at any regularly scheduled LEC meeting where quorum is met.
 - ii) Proposed amendments must be presented, in writing, to the entire voting body of the LEC prior to the LEC meeting at which they are being voted on.
 - d) Supremacy
 - i) In the event of a conflict with these lodge rules, these rules shall prevail, and the conflicting procedures must immediately be changed by the LEC to remove such conflict.
- 10) Lodge Documents
 - a) Definition





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- i) The LEC shall maintain a set of official documents of the lodge, herein referred to as the “Lodge Documents”. These documents shall be official publications of the lodge and considered lodge policy.
- ii) The Lodge Documents are responsible for standardizing formats, forms, communications, requests, etc. across the lodge, and are an extension of these lodge rules.
- b) Delegation of Responsibility
 - i) The LEC is responsible for approving, maintaining, distributing, and reviewing Lodge Documents.
 - ii) The LEC may delegate this responsibility to a lodge officer or a lodge operating committee. The designee shall be herein referred to as “the responsible party”.
- c) Amendments
 - i) Unless otherwise stated in these lodge rules, changes to any part of the Lodge Documents can be made at any time by a simple majority vote of the responsible party.
 - ii) The LEC must be notified in writing of any changes made to the Lodge Documents, within 30 days of the change being made. Formatting and methods of such notice will be further defined in the Lodge Standard Operating Procedures.
 - iii) The LEC may veto any change to the Lodge Documents.
- d) Supremacy
 - i) In the event of a conflict with these lodge rules, or the Lodge Standard Operating Procedures, these rules or Lodge Standard Operating Procedures shall prevail, and the conflicting Lodge Documents must immediately be changed by the responsible party to remove such conflict.

Appendix 1 - Lodge Officer Duties

- 1. Duties common to all Lodge Officers
 - a) Sets goals and develops and executes a plan to fulfil those goals related to the area of lodge operation they oversee.
 - b) Appoints a committee chair to each lodge operating committee they oversee, in accordance with these lodge rules. Assumes the responsibilities of any inactive or vacant lodge operating committees they oversee. Becomes an ex-officio member of all lodge operating committees they oversee.
 - c) Represents the committees they oversee when voting. Reports to the LEC and makes motions to the LEC on behalf of the committees they oversee.
 - d) Communicates with their adviser on a regular basis.
 - e) Attends LLR, LLD, and appropriate sectional, regional, and national trainings.
 - f) Ensures the lodge is operated in accordance with applicable national policy.





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- g) Sets the example for lodge members by living up to the ideals of the OA and living by the Scout Oath and Law.
- 2) Lodge Chief
 - a) Defines the overall direction of the lodge for the year and creates a vision and strategic goals for the lodge.
 - b) Oversees the development of the Lodge Annual Plan, in accordance with these lodge rules.
 - c) Works with the LEC to execute the Lodge Annual Plan, delegating tasks to lodge officers, lodge operating committees, and chapters as necessary.
 - d) Chairs and attends all LEC meetings. Ensures an agenda is created for each LEC meeting, and that the meeting adheres to the agenda.
 - e) Represents the Lodge to the Council and OA Section, Region, and National organizations.
 - f) Reports to the LEC on lodge-wide progress towards fulfilling the vision and strategic goals of the lodge, and the status of executing the Lodge Annual Plan.
- 3) Vice Chief of Chapter Relations
 - a) Oversees the administration of chapter programs.
 - b) Appoints committees to oversee various programs carried out on the chapter level. Works with each committee to set goals for these programs in support of the lodge strategic goals and to develop and execute a plan for the programs.
 - c) Coordinates with other Vice Chiefs to ensure that chapter programming supports their strategic goals and plans.
 - d) Helps to train new Chapter Chiefs.
 - e) Coordinates with each Chapter Chiefs to develop their Chapter Annual Plan.
 - f) Coordinates with Chapter Chiefs to conduct chapter visits, for observing and acting as a consultant on their chapter operation and program implementation.
 - g) Reports to the LEC on the state of the chapter program, and the observed needs of the chapters to improve their operation and program.
 - h) Analyzes chapter reports and observations from chapter visits and communications with chapter leadership to make recommendations on improving chapter operations and the administration of the chapter program.
- 4) Vice Chief of Events
 - a) Oversees the planning, execution, and follow up for all lodge events.
 - b) Appoints a committee for each lodge event and works with each committee to set goals for the event in support of the lodge strategic goals and to develop and execute an Event Plan for the event.
 - c) Coordinates with the other Vice Chiefs to develop a component for the focus of each Vice Chief within the event plan that enables the Vice Chief to carry out his duties and supports that Vice Chief's goals.
 - d) Reports to the LEC on each lodge event, including the attendance, budget, success in adhering to the Event Plan, and success in fulfilling the goals set for the event.





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- e) Analyzes the reports from past events to make recommendations on improving the events in future years.
- 5) Vice Chief of Inductions
 - a) Oversees and coordinates the planning and execution of each stage in the inductions process.
 - b) Appoints a committee for each component of the inductions process, including: unit elections, callouts, ordeals, ceremonies, and Elangomats. Works with each committee to set goals for the component in support of the lodge strategic goals and to develop and execute a plan for that component at and between events.
 - c) Oversees ordeals, and ensures the ordeal is conducted in accordance with the Guide to Inductions. Appoints an Ordeal master for each ordeal. Works with the Vice Chief of Events to fit the ordeal plan into the induction weekend plan.
 - d) Oversees brotherhood ceremonies at lodge events and works with the Vice Chief of Events to ensure brotherhood ceremonies are included as a part of the Event Plan.
 - e) Reports to the LEC on each component of the inductions process, and on the progress towards reaching the goals for each, and on the status of executing the plans for each.
 - f) Analyzes the reports from the execution of past inductions components to make recommendations on improving them in future years.
- 6) Vice Chief of Communications
 - a) Oversees and manages the official lodge communications channels.
 - b) Appoints committees to oversee the official lodge communication channels and works with each committee to set goals for the channel's development and usage in support of the lodge strategic goals, and to develop and execute a plan to meet these goals.
 - c) Develops marketing and informational campaigns in support of the lodge strategic goals and coordinates the execution of these campaigns across the official lodge communications channels.
 - d) Coordinates with the other Vice Chiefs to develop content to be published on the communications channels.
 - e) Reports to the LEC on the success and key analytics metrics for each communication channel, and on the progress towards reaching the goals for each, and on the status of executing the plans for each.
 - f) Analyzes the reports and analytics for each communications channel to make recommendations on improving them in future years.
- 7) Vice Chief of Membership
 - a) Oversees the retention of members, and the training and recognition of members.
 - b) Appoints committees to oversee the aspects of membership, including registration, retention, training, and recognition. Works with each committee to





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set goals for these aspects in support of the lodge strategic goals and to develop and execute a plan for the aspects.

- c) Monitors membership growth and retention and guides strategic planning to increase both. Oversees the recognition of members, and training members at lodge events, and works with the Vice Chief of Events to ensure event programming is in support of such strategic planning.
 - d) Coordinates with the other Vice Chiefs to ensure that their plans incorporate components that support the strategic planning to increase membership growth and retention.
 - e) Develops training programs to ensure that lodge members are adequately trained for their positions and duties, and coordinates with the Vice Chief of Events to put on training events and include training components at other lodge events.
 - f) Reports to the LEC on the on the state of the lodge membership growth and retention, and the progress on executing the plans for increasing both.
 - g) Analyzes membership reports, award nominations, and training debriefs and feedback to make recommendations on improving membership growth and retention.
- 8) Vice Chief of Outreach
- a) Oversees the development and administration of joint programs and events with the council with the goal of bettering the scouting community and public.
 - b) Appoints committees to oversee each joint program and event. Works with each committee to set goals for these programs and events in support of the council's and lodge's strategic goals, and to develop and execute a plan for each program and event.
 - c) Coordinates with other Vice Chiefs to ensure that their strategic goals and plans include components that support the joint programs and events with the council.
 - d) Reports to the LEC on each joint event, and the status of each joint program, and the success in fulfilling the strategic goals for each, and the status in implementing the strategic plans for each.
 - e) Analyzes the reports from joint events, and metrics and statistics from joint programs, to make recommendations on improving each.
- 9) Secretary
- a) Supports the LEC in the execution of its duties.
 - b) Maintains a roster of the LEC.
 - c) Works with the Lodge Chief to prepare an agenda for LEC meetings and distributes the agenda to the entire LEC prior to the LEC meeting.
 - d) Coordinates with all members of the LEC to collect written copies of all reports prior to LEC meetings and makes such reports available to the entire LEC prior to the LEC meeting.





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- e) Prepares a packet of the agenda, all reports, supporting documents, and the previous meeting's minutes and makes it available to all LEC members prior to the start of the LEC meeting.
- f) Records notes at LEC meetings and transcribes those notes into official meeting minutes. Sends out the official meeting minutes to the entire LEC.
- g) Maintains all official records on behalf of the LEC, and makes those records available to the LEC, members of the lodge, the scouting community, and the public.
- h) Fields and maintains tools and systems, with the support of the appropriate committees, to support the LEC in the execution of its duties.
- i) Reports to the LEC on report collection and quality, and the status of the tools and systems fielded to support the LEC.
- j) Analyzes collected reports, agendas, and supporting documents, and the status and metrics of fielded tools and systems for LEC support, to make recommendations on improving their quality and ability to support the LEC in the execution of its duties.

10) Treasurer

- a) Maintains the Lodge Annual Budget.
- b) Maintains the Lodge Trading Post.
- c) Maintains all lodge assets.
- d) Works with the authorized persons to maintain the lodge funds.
- e) Sets strategic goals and develops and executes a plan for maintaining and improving the financial health of the lodge.
- f) Oversees all lodge and chapter fundraising efforts, and ensures they comply with applicable policy.
- g) Coordinates with all members of the LEC to ensure that they stay within their budget during the execution of their duties, and that their strategic goals and plans support such.
- h) Reports to the LEC on the financial health of the lodge, and the status of the lodge's finances in relation to the Lodge Annual Budget and the actual income and expenses of previous years.
- i) Analyzes financial reports, fundraising reports, spending and earning patterns, and the status of the lodge funds to make recommendations on how to improve the financial health of the lodge.

Appendix 2 - Lodge Officer Procedures

1) Election of Officers

- a) To be eligible to run for lodge office, the following requirements must be met:
 - i) Be under 21 years of age during the entire term of office.
 - ii) Be a current member of the lodge.
 - iii) Submit a letter to the Lodge Adviser or designee appointed by the Lodge Adviser before the election, in accordance with the Lodge Standard Operating Procedures.





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- iv) Be physically present at the election. Exceptions to this requirement may be made by the Lodge Adviser, or the Lodge Adviser's designee, for circumstances beyond the control of the parties involved.
- b) The current Lodge Chief will be the presiding officer over the elections. In the event the Lodge Chief is running for any office, the presiding officer shall follow the order of succession. The presiding officer may not run for any lodge office in the current elections.
 - i) In the event that all current lodge officers are running for office, then the LEC shall elect a current lodge member to preside over the elections. This member cannot run for any lodge office in the current elections.
- c) Elections will be conducted starting with Lodge Chief, and then proceed in the order of succession.
- d) Each chapter in good standing with the lodge, with at least one current youth member present at the election, will receive one vote for each office on all ballots.
 - i) The chapter members present will caucus to determine how to cast their vote amongst the candidates for the current position being elected.
 - ii) The Chapter Chief is responsible for leading the caucus and reporting the results to the presiding officer. If the Chapter Chief is not present, the Chapter must appoint a designee in writing prior to the first election beginning. If no designee has been appointed, then the chapter members present will determine a designee prior to the first election beginning.
 - iii) Proxy votes are not permitted. Only those physically in attendance may vote. Exceptions may be made by the Lodge Adviser, or the Lodge Adviser's designee, for circumstances beyond the control of the parties involved.
- e) The elections, including the tallying of the votes, will be witnessed by the lodge adviser, and one associate lodge adviser designated by the lodge adviser.
- f) Each election will follow the following format:
 - i) The presiding officer will read the names of the youth present who have submitted letters of intent for the current position being elected.
 - ii) Each candidate will be given a chance to speak to the voters.
 - iii) The chapter chief or designated representative shall caucus with their chapter to determine how to cast their chapter's vote.
 - iv) Chapter chiefs or representatives will submit their vote to the presiding officer.
 - v) Votes will be tallied by the presiding officer.
 - vi) The process, starting on step II and going through step v shall be repeated, with the half of the candidates receiving the least votes being dropped.
 - vii) A candidate is declared the winner when that candidate receives more than 50% of the votes cast.





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- g) In the event of a tie, the presiding officer announces that a tie has been reached, and a second vote is taken. If that vote also results in a tie, the presiding officer declares the vote deadlocked.
 - h) In the event a vote is declared deadlocked, the presiding officer announces that one final vote will be taken to break the tie, and then that vote is taken. If that vote results in a tie, the presiding officer casts sufficient votes for the candidate of his choice to achieve more than 50% of the votes cast, and thus be declared the winner.
 - i) The LEC will adopt procedures further regulating the details of the election process, including the amount of time candidates may speak, the format of their speaking, and the means by which votes will be collected.
 - i) Such procedures will be detailed in the Lodge Standard Operating Procedures.
 - ii) Any changes to such procedures must be approved no later than the last regularly scheduled LEC meeting prior to the elections.
 - iii) Such procedures must apply equally to all candidates in a given election.
 - j) A candidate who wins a lodge office is no longer eligible to run for subsequent lodge offices in the current elections.
 - k) The Lodge Chief cannot simultaneously hold any other elected office in the chapters or lodge.
 - l) A lodge member cannot simultaneously hold multiple elected lodge offices. In the event the lodge member is elected to a new office, he must resign his previous office within 30 days.
 - m) A sitting lodge officer cannot simultaneously hold office as a Chapter Chief. In the event a sitting Chapter Chief is elected to lodge office, he has 30 days to resign as Chapter Chief.
- 2) Resignation and Removal
- a) A Lodge officer may be removed from office under extreme circumstances.
 - i) Removal should be used as an absolute last case, after all other options are exhausted.
 - ii) Any attempted removal of a lodge officer requires a significant amount of evidence documenting:
 - 1. That such a removal is necessary
 - 2. That all alternative options have been attempted
 - 3. The details of all attempts to remedy the situation
 - b) The removal process may begin in one of the following manners:
 - (i) The Lodge Staff Adviser with consultation from the Lodge Adviser requests an officer be considered for removal.
 - (ii) A voting youth LEC member requests the removal of an officer
 - (iii) In the later case, the youth voting member shall make a motion to begin the removal process at a regularly scheduled meeting, and the motion must be passed by a two thirds majority.





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- c) The accused officer retains certain rights, including:
 - i) Be presented with and given an opportunity to review all evidence presented against them.
 - ii) An opportunity to defend their case prior to the vote.
 - d) The defense and vote to remove the lodge officer, herein referred to as “the hearing”, will take place at a regularly scheduled LEC meeting.
 - i) The officer in question may present an alternative date, which may be approved or denied by the LEC.
 - ii) The Lodge Adviser and either Council Executive or Lodge Staff Adviser will be present. No other adults will be permitted to attend.
 - e) The vote to remove the lodge officer will follow the following procedures:
 - i) Every voting member of the LEC will receive a ballot and a vote will be conducted immediately, then the votes will be tallied.
 - ii) Removing an officer requires a $\frac{2}{3}$ vote of the entire voting body of the LEC if the Lodge Staff Adviser has begun the removal process, or a unanimous vote if a youth voting member has begun the removal process.
 - iii) For the duration of the proceedings, the duties of the affected lodge officer shall fall to the Lodge Chief, or to the next officer in the order of succession, if the affected officer is the Lodge Chief.
- 3) Vacancies
- a) Whenever a position is vacant, an election must be held for that position at the next regularly scheduled LEC meeting.
 - i) The election shall be the first order of business on the LEC agenda and will remain so at each successive regularly scheduled LEC meeting until the position is filled.
 - b) The election shall follow the same format as the regular lodge elections, with the following changes:
 - i) Each voting member of the LEC gets one vote.
 - ii) There are no chapter caucuses.

Appendix 3 - Lodge Operating Committees

1) Charter

- a) The formation of a lodge operating committee, herein referred to as a “lodge committee” or a “committee”, requires the LEC to issue a charter for that committee.
 - i) Issuing a charter requires a simple majority vote of those present at an LEC once quorum is met.
 - ii) The charter must include the following (unless otherwise noted here):
 - 1. A purpose statement for the committee
 - 2. A declaration of whether the committee is a standing committee or an ad-hoc committee





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3. The terms upon which the committee will be disbanded (only for ad-hoc committees, and may be a date or a completable objective)
 4. The lodge officer the committee shall report to
 5. Any requirements or restrictions the LEC wishes to place on the committee (so long as such requirements or restrictions do not conflict with these lodge rules, or the Lodge Standard Operating Procedures)
- b) The LEC may, at any time, review the state of a committee and the progress they have made in fulfilling the terms in their charter, and may update the charter, or disband or deactivate a committee by revoking their charter.
- i) Updating or revoking a charter requires a simple majority vote of those present at an LEC once quorum is met.
 - ii) Standing committees must be deactivated if their charter is revoked.
 1. The lodge officer the committee reports to must present and propose at the next regularly scheduled LEC meeting a plan to reactivate the committee in such a way that the terms in its reissued charter are met.
 2. The LEC must vote to reactivate the committee by simple majority, after accepting or amending and then accepting the presented plan.
 3. Reactivating the committee shall be a reoccurring business item on the agenda for every LEC meeting until the committee is reactivated.
 - iii) Ad-hoc committees may be disbanded or deactivated if their charter is revoked.
- c) Charters are considered official lodge documents and must be kept in the Lodge Documents. The requirements described here for issuing, updating, and revoke charters overrule the regular process for amending lodge documents.
- d) Charters for ad-hoc committees automatically expire at the end of the lodge officer term in which they were issued. To continue further, the ad-hoc committee's charter must be renewed at the first regularly scheduled LEC meeting of the new lodge officer term, otherwise the ad-hoc committee must be disbanded.
- e) Charters for standing committees do not expire.
- 2) Structure
- a) Each committee will be led by a committee chair.
 - i) The committee chair is appointed by the lodge officer the committee reports to, with the approval of the LEC.
 - ii) The committee chair must be must be younger than 21 during their entire appointment.
 - iii) The appointment of the committee chair automatically expires at the end of the lodge officer term in which the chair is appointed.
 - b) The committee chair is responsible for ensuring the committee operates in accordance with its charter, these lodge rules, and applicable lodge, OA, and BSA policy.





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- i) The committee chair develops and executes a plan to support such operation.
- ii) The committee chair appoints members to the committee as needed and determines the internal structure of the committee to support such operation.
- c) Each committee chair will have an adviser to work with.
 - i) The adviser to the committee chair is appointed by the adviser to the lodge officer the committee reports to, with the approval of the lodge adviser.
 - ii) The appointment of the adviser automatically expires at the end of the lodge officer term in which the adviser is appointed.
- 3) Responsibilities
 - a) The committee's primary responsibility is in the fulfilment of the terms and purpose in their charter.
- 4) Standing Committees
 - a) All committees listed in this section shall be standing committees. All other committees shall be ad-hoc committees.
 - b) Committees reporting to the Vice Chief of Chapter Relations
 - i) The OA Troop Rep Committee's purpose will be to develop and execute a plan to operate and improve the OA Troop Rep program.
 - ii) The Chapter Programming Committee's purpose will be to work with chapter leadership to develop and implement a chapter program in support of their Chapter Annual Plan.
 - c) Committees Reporting to the Vice Chief of Events
 - i) One ad hoc committee will exist for each annual lodge event. Annual lodge events are defined in the Lodge Standard Operating Procedures.
 - 1. The purpose of these committees will be to plan and execute their respective lodge events in accordance with the Lodge Standard Operating Procedures, and in support of the lodge strategic goals and Lodge Annual Plan.
 - 2. The names of these committees shall be the same name as the respective lodge events they are responsible for.
 - d) Committees reporting to the Vice Chief of Inductions
 - i) The Unit Elections Committee's purpose will be to work with the chapter leadership of each chapter to recruit, train, and manage unit elections teams and to secure parent and unit leader support for having unit elections in their unit.
 - ii) The Ordeal Committee's purpose will be to plan and execute an Ordeal in accordance with the Guide to Inductions, as a part of each induction weekend.
 - iii) The Ceremonies Committee's purpose will be to develop, recruit, train, and manage Pre-Ordeal, Ordeal, and Brotherhood ceremonies teams.





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- iv) The Elangomat Committee's purpose will be to prepare candidates for Ordeal membership, supervise the candidates during the Ordeal, manage work projects during the Ordeal, and prepare Ordeal members for Brotherhood membership, and engage those ordeal members in the lodge program until they complete their Brotherhood membership.
- e) Committees reporting to the Vice Chief of Communications
 - i) Content Committee's purpose will be to work with the lodge leadership to acquire and generate content for publishing on each of the lodge's official channels.
 - ii) The Print Publications Committee's purpose will be to create and distribute paper flyers and pamphlets to distribute to the lodge.
 - iii) The Website Committee's purpose will be to develop and maintain a functioning, professional, and user-friendly website to facilitate the hosting of content, and online interactions between the LEC and the lodge membership, between the lodge and the council, between the lodge and the scouting community, and between the lodge and the public.
 - iv) The Social Media Committee's purpose will be to create and execute a plan to develop and maintain the social media channels of the lodge, as official channels of communication.
 - v) The Newsletter Committee's purpose will be to create and execute a plan to develop and maintain regular newsletters and/or email blasts, along with any associated mailing or contact lists.
- f) Committees reporting to the Vice Chief of Membership
 - i) The Registration Committee's purpose will be to maintain the membership records of the lodge, and setup and support event and program registrations.
 - ii) The Membership Retention Committee's purpose will be to study matters relating to membership growth and retention, create a strategy for retaining members, and coordinate with the lodge and chapter leadership to execute said strategy.
 - iii) The Training Committee's purpose will be to identify gaps in the lodge leadership's and membership's knowledge on topics relevant to the operation of the OA program, communication, and leadership, and develop training programs and materials to address these gaps.
 - iv) The Awards Committee's purpose will be to identify and recognize current lodge members deserving of such recognition, through executing the lodge's award programs as outlined in the Lodge Standard Operating Procedures.
- g) Committees reporting to the Vice Chief of Outreach
 - i) One ad hoc committee will exist for each joint program and event between the lodge and council. Joint programs and events are defined in the Lodge Standard Operating Procedures.





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1. The purpose of these committees will be to plan and execute their respective joint program or event in accordance with the Lodge Standard Operating Procedures, and in support of the lodge and council strategic goals and the Lodge Annual Plan.
 2. The names of these committees shall be the same name as the respective joint program or event they are responsible for.
 - ii) The Service Committee's purpose will be to develop and execute a plan to incorporate lodge-wide service projects into the lodge program, in support of the lodge annual plan and lodge strategic goals.
 - iii) The Native American Affairs committee's purpose will be to develop and execute a plan to incorporate program elements focusing on Native American culture into the lodge program, in support of the lodge annual plan and lodge strategic goals.
 - h) Committees reporting to the Secretary
 - i) The Records Committee's purpose will be to develop and execute a plan to acquire and preserve artifacts and records of interest to the lodge history.
 - ii) The Lodge Accounts Committee's purpose will be to create and execute a plan to maintain and improve the utility of the lodge's email and collaboration accounts.
 - i) Committees reporting to the Treasurer
 - i) The Finance Committee's purpose will be to distribute and collect lodge funds, maintain the lodge accounts consistent with council policy, and maintain and update the Lodge Annual Budget.
 - ii) The Trading Post Committee's purpose will be to create and execute a plan to develop and maintain the profitability of the lodge trading post.
 - iii) The Patch Committee's purpose will be to create and execute a plan to collaborate with other lodge committees and officers to design and produce patches and patch sets at the direction of the LEC.
- 5) Records
- a) The LEC must maintain a list of all ad-hoc committees.
 - b) The LEC must maintain the following for each lodge operating committee:
 - i) Charter
 - ii) Roster
 - iii) Goals
 - iv) Plan
 - v) Meeting minutes

Appendix 4 - Lodge Executive Committee Meetings

1) Schedule





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- a) The lodge shall hold at least 10 regularly scheduled LEC meetings in a term of office. These meetings will have a date and location set by the LEC prior to the beginning of the term the meetings are to take place in.
 - b) Changes to the time, date, or location of a regularly scheduled LEC meeting must be made no later than the close of the regularly scheduled LEC meeting preceding the one to be changed. The entire body of the LEC must be notified, in writing, of such changes at least two weeks before the changed LEC meeting.
- 2) Procedures
- a) Robert's Rules of Order shall be used to conduct LEC meetings and shall be considered the official default procedures of the LEC. In the event of a conflict between a rule or procedure as detailed in these lodge rules or the Lodge Standard Operating Procedures, then these lodge rules and Lodge Standard Operating Procedures shall prevail.
 - b) The Lodge Chief acts as the chair and presides over LEC meetings. In the event of the Lodge Chief's absence, the presiding officer shall be determined by the order of succession as defined in these lodge rules.
- 3) Agenda
- a) LEC Meetings shall follow an agenda set by the Lodge Chief, in advance of the LEC meeting.
 - i) The agenda must be sent out, in writing, to the entire body of the LEC at least one week prior to the LEC meeting.
 - ii) If the LEC meeting is called within a week of taking place, the agenda must be sent out when the meeting is called.
 - b) The agenda must be approved by a simple majority vote of the LEC before proceeding with any business items.
 - i) Once the agenda is approved, it becomes public record, and must be made available to anyone upon request.
 - ii) The LEC is responsible for maintaining a record of all past LEC meeting agendas.
 - c) Any items requiring a vote of the LEC that are not on the agenda must be added to the agenda as an amendment at the beginning of the LEC meeting, prior to the LEC adopting the agenda. Each such item requires a majority vote of the LEC to be added.
- 4) Voting
- a) The voting members of the LEC are the lodge officers, and chapter chiefs. Lodge Operating Committee chairmen and all adult advisers to the LEC are non-voting members.
 - i) Lodge Officers may appoint one of the lodge operating committee chairman whom report to them as their designated representative to take their place as the voting member for an LEC meeting in the event of their absence, in accordance with the procedures outlined in the Lodge Standard Operating Procedures.





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- ii) Chapter Chiefs may appoint a youth current member from their chapter as their designated representative to take their place as the voting member for an LEC meeting in the event of their absence, in accordance with the procedures outlined in the Lodge Standard Operating Procedures.
 - b) Each voting member of the LEC will only get one vote, regardless of multiple offices or positions held that would each otherwise be entitled to a vote. The Lodge Chief may only vote in the case of a tie.
 - c) Voting members of the LEC must also be current members of the lodge to receive their vote.
 - d) Quorum
 - i) Quorum must be achieved for lodge business to be voted on. Quorum for all matters, unless otherwise noted in these Lodge Rules, is defined as the combination of 50% or more lodge officers, and 30% or more chapter chiefs.
 - ii) To count towards quorum, a voting member of the LEC, or their appointed representative, must either be physically present, or otherwise capable of remotely participating in the meeting. Acceptable means of remote participation are determined by the LEC and maintained in accordance with the procedures outlined in the Lodge Standard Operating Procedures.
 - iii) Anytime a vote of the LEC is specified, after quorum is met, a simple majority of those present at the LEC is needed for the vote to pass, unless specified otherwise. A vote of the entire voting body requires that all voting members of the LEC vote, as opposed to just a quorum of the members.
- 5) Speaking
- a) Any current members of the lodge may speak at LEC meetings.
 - b) Non-members of the lodge may speak at the invitation of the Lodge Chief.
 - c) The Lodge Chief may revoke the speaking privileges of anyone who is not a current voting member, or designated voting representative of a current voting member of the LEC.
 - i) The LEC may vote to restore the speaking privileges once revoked.
 - ii) Speaking privileges cannot be revoked again during the current meeting after they are restored.
- 6) Minutes
- a) All LEC meetings must have minutes recorded.
 - i) The minutes must be sent out, in writing, to the entire body of the LEC within one week of the meeting.
 - b) The minutes for an LEC meeting must be approved by a vote of the LEC at the beginning of the next regularly scheduled LEC meeting.





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- i) Once the minutes are approved, they become public record, and must be made available to anyone upon request.
 - ii) The LEC is responsible for maintaining a record of all past LEC meeting minutes.
- 7) Calling Additional Meetings
 - a) The Lodge Chief, or a majority vote of the LEC, may call for additional LEC meetings as necessary.
 - i) Such meetings are considered LEC meetings but are not considered regularly scheduled LEC meetings for the purposes of exercising these lodge rules.
 - ii) Any business that can be conducted at a regularly scheduled LEC meeting may be conducted at such meetings, unless otherwise required in these lodge rules.
 - b) The LEC may place a limit on the number of additional meetings the Lodge Chief can call. Such a limit must be detailed in the Lodge Standard Operating Procedures, if one is set.
- 8) Handling Business Between Meetings
 - a) The Lodge Chief may permit business to be conducted between LEC meetings in one of two ways:
 - i) The Lodge Chief may make an executive decision, unless the matter explicitly requires a vote of the LEC as stated in these lodge rules, or the Lodge Standard Operating Procedures.
 - 1. Such a decision is considered as equally binding as if the LEC had voted on the matter.
 - 2. Such a decision is subject to review at the next LEC meeting and may be overturned by a simple majority vote of the LEC.
 - ii) The Lodge Chief may conduct an electronic discussion and vote, consistent with the procedures detailed in the Lodge Standard Operating Procedures, and using tools approved by the LEC.
 - 1. Such votes and discussion cannot be on matters reserved for regularly scheduled LEC meetings by these lodge rules.
 - 2. Quorum for such votes is the same as quorum would be for regularly scheduled LEC meetings, and presence to count for quorum is determined by the receipt of a vote within the voting timeframe set by the LEC in the Lodge Standard Operating Procedures.
 - 3. The LEC may place limits on what business can be conducted between LEC meetings.

Appendix 5 - Lodge Annual Budget

1) Authority

- a) The LEC is responsible for the lodge annual budget, herein referred to as "the budget".





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- b) Only the LEC may approve of the budget or make changes to the line items on the budget.
 - c) Each lodge officer is responsible for their own section the budget.
- 2) Accounting
- a) The LEC must allocate funds for each section and subsection in the budget.
 - i) The LEC may choose to delegate the authority for allocating funds within a subsection to the committee responsible for that subsection.
 - ii) In the event the LEC does so, the committee responsible for that subsection may reallocate funds among the line items within the subsection, so long as the total expenses do not exceed the limit set for the subsection by the LEC.
 - 1. The committee must notify the LEC of any such reallocation, within the policies defined in the Lodge Standard Operating Procedures.
 - 2. If such reallocation would increase the total expenditures beyond the limit for the subsection set by the LEC, then the budget must be amended per the requirements set in these lodge rules.
 - b) No expense may be reimbursed beyond the limit set by the line item under which the expense falls in the budget.
 - i) The LEC must raise the limit for the line item by amending the budget via the process detailed in these lodge rules, before such an expense may be reimbursed.
 - c) No expense that is not covered under an existing budget line item may be reimbursed.
 - i) The LEC must create a new line item for the expense to fall under, with an amount greater than the expense, before the expense can be reimbursed.
- 3) Contents
- a) The budget will be broken up into sections, with one section for each lodge officer.
 - i) Each section must include a line item to cover the costs of the officer carrying out their duties.
 - b) Within each section, each lodge operating committee will be given a sub section.
 - i) All line items within the budget must fall under a committee sub section unless explicitly specified otherwise in these lodge rules.
 - c) Allocations in the budget must be made, so that
 - i) recipients of any lodge awards shall not pay the costs for the award.
- 4) Amendments
- a) Amendments to any part of the budget can be made by a 2/3rds vote of the LEC at any regularly scheduled LEC meeting
 - b) Proposed amendments must be presented, in writing, to the entire voting body of the LEC at least two regularly scheduled LEC meetings prior to the regularly scheduled LEC meeting at which they are being voted on. These proposed





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amendments must then be reviewed with the LEC at the next regularly scheduled LEC meeting

Appendix 6 - Chapter Rules

1) Definition

- a) Chapters are defined by the Council Scout Executive, in consultation with the lodge officers and their advisers.

2) Officers

- a) The officers of each chapter shall be chapter chief, chapter vice chief(s), chapter secretary, and chapter treasurer. These elected officers must be younger than 21 during their entire term of office.
- b) The Chapter Vice Chiefs, in order of succession, and their duties, shall be the same as the Lodge Vice Chiefs, scaled to within the chapter. Each chapter shall have a chapter Executive Vice Chief, and any additional Vice Chiefs it deems necessary for the execution of its program.
- c) Officer elections shall be held annually within a month of the annual Lodge Officer Elections, and the term of office shall be one year, with starting and ending dates defined in the Chapter Procedures.
- d) Officer elections shall be held at a regularly scheduled chapter meeting and will be decided by a simple majority of youth present after quorum is met, if the chapter has set a quorum.
- e) Procedures filling officer vacancies, resignation, and removal of officers shall be the same as their equivalents for the lodge.

3) Committees

- a) The chapter shall have whatever operating committees it deems necessary for the execution of its program.
- b) Chapters may form ad-hoc committees as needed to assist in carrying out the chapter program. The procedures for forming such ad-hoc committees shall be detailed by the chapter in the Chapter Procedures.

4) Chapter Annual Plan

- a) The chapter shall produce a Chapter Annual Plan, to support the Lodge Annual Plan and strategic goals. Such a plan should mirror the Lodge Annual Plan in its contents, appropriately adjusted for the chapter level.
- b) Chapter activities will not conflict with Lodge activities.

5) Chapter Procedures

a) Definition

- i. Chapters will adopt a set of Chapter Procedures. These Chapter Procedures shall be the official governing document of the chapter and shall be considered the highest authority within the chapter.
- ii. The Chapter Procedures are responsible for detailing the operational procedures of the chapter and are an extension of these lodge rules and the Lodge Standard Operating Procedures.





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- iii. The Chapter Officers are responsible for the maintenance of the Chapter Procedures.
- b. Review
 - . The Chapter Procedures must be reviewed annually by an ad-hoc committee appointed and approved by the LEC.
 - i. The purpose of this review is to ensure the relevance of the procedures, and to form proposed amendments for the chapter officers to consider in order to increase the relevance and effectiveness of the procedures.
 - ii. Any amendments proposed outside of this review process shall not be considered a replacement or waiver for this review.
- c. Amendments
 - . Amendments to any part of the Chapter Procedures can be made by a simple majority vote of all youth present once a quorum is met at any regularly scheduled chapter meeting.
 - i. Chapters may define their own quorum. In the case no quorum is defined by the chapter, it shall be 50% of the average youth attendance at the regularly scheduled chapter meetings over the previous 12 months.
- d. Supremacy
 - . In the event of a conflict with these lodge rules, or the Lodge Standard Operating Procedures, these rules or Lodge Standard Operating Procedures shall prevail, and the conflicting Chapter Procedures must immediately be changed by the chapter officers.

