Ajapeu Lodge #33
Order of the Arrow
Operating Procedures

Section I. Organization

Article A. The name of this lodge of the Order of the Arrow shall be Ajapeu Lodge #33, W.W.W., as stated in the Council By-Laws. Ajapeu is the Indian name for Running Buck.

Article B. The lodge shall be governed by these rules, which must conform with the Council By-Laws, and may not be contrary to national Order of the Arrow policy.

Article C. The lodge shall be affiliated with the Bucks County Council, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and administrative authority of the Scout Executive.

Article D. Ajapeu Lodge, for organizational purposes, shall constitute all members of the Order of the Arrow with a relationship to the Bucks County Council, Boy Scouts of America, registered in Scouting, Exploring program, and Varsity Scouting who have kept their dues in current status.

Clause 1. This lodge shall be divided into chapters; which correspond to the districts established by the Bucks County Council, Boy Scouts of America.

Clause 2. Unit and district registration shall determine membership of a chapter. Multiple registrations shall require the member to indicate his/her preference of a chapter to the Lodge Secretary.

Article E. These rules shall be subject to amendment at any regular or special meetings of this lodge providing such amendment has been submitted in writing to the Lodge Executive Board at least one (1) month prior to such meetings, and that due notice has been sent to all active members at least ten (10) days prior to such meeting. A 2/3rds vote of the Lodge Executive Board shall be required to present an amendment to the Lodge. A simple majority of members present at the lodge meeting shall be required to pass an amendment.

Article F. All meetings of the lodge shall follow parliamentary procedures.

Section II. Mission & Purpose

Article A. It is the mission of Ajapeu Lodge to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in Bucks County Council through positive youth leadership under the guidance of selected capable adults.

Article B. The purpose of Ajapeu Lodge of the Order of the Arrow is set as follows:

Clause 1. To recognize those who best exemplify the Scout Oath and Law in their daily lives and through that recognition cause others to conduct themselves in a way that warrants similar recognition

Clause 2. Promote camping, responsible outdoor adventure, and environmental stewardship as essential components of every Scout's experience, in the unit, year-round, and in summer camp.

Clause 3. Develop leaders with the willingness, character, spirit and ability to advance the activities of their units, our Brotherhood, Scouting, and ultimately our nation.

Clause 4. Crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

Section III. Membership

Article A. Election to Membership

Clause 1. The requirements for membership in this lodge are as required in the current edition of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

Clause 2. Procedure for the Ordeal shall be as stated in the *Order of the Arrow Handbook* and the *Administrative Guide for the Ordeal*.

Clause 3. All elections shall be administered through the lodge inductions and membership committee.

Article B. Lodge Member in good standing

Clause 1. A member of this lodge shall be considered a member in good standing so long as he/she meets the following requirements:

A. He/she has fulfilled all the requisitions of Section III, Article A.

B. He/she shall be currently registered in the Boy Scouts of America.

C. He/she shall keep his/her dues in current status.

D. His/her conduct shall be in accordance with the precepts of the Boy Scouts of America and the Order of the Arrow.

Clause 2. In the event that the conduct of a member, both adult and youth, is not in keeping with the precepts of the Boy Scouts of America and the Order of the Arrow, he/she may be asked to present an explanation to the Lodge Executive Board and/or the Scout Executive, and if revocation is appropriate, he/she may be dropped from the rolls of Ajapeu Lodge.

Article C. Ajapeu Lodge shall conduct at least two (2) lodge meetings a year, one at each of the Ordeal Weekends.

Article D. A special lodge meeting may be called at the discretion of the Lodge Chief or the Lodge Adviser, with due notice of thirty (30) days given to the membership.

Article E. Voting

Clause 1. Members under the age of 21 will have a vote in lodge business.

Clause 2. It is the obligation of all Arrowmen under the age of 21 to attend and participate at all lodge meetings, and exercise his vote.

Section IV. Brotherhood Membership

Article A. Completion of Brotherhood Membership shall be in accordance with the latest edition of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

Section V. Vigil Membership

Article A. Attainment of the Vigil Honor shall be in accordance with the latest edition of the *Order of the Arrow Handbook* and the *Guide for Officers and Advisers*.

Section VI. Lodge Officers

Article A. The officers of this lodge shall be the Lodge Chief, First Vice Chief, Second Vice Chief, the Lodge Secretary, and the Lodge Treasurer.

Article B. Eligibility for office

Clause 1. All officers of this lodge must be under 21 years of age during their entire term of office.

Clause 2. All officers shall be members in good standing.

Clause 3. No lodge member may have two voting positions on the Lodge Executive Board at the same time. A lodge member may hold two positions, but will only have one vote.

Clause 4. All officers must be available to serve for their full term of office.

Clause 5. No chapter may have more than two (2) elected lodge officers in one year.

Article C. Elections and resignations.

Clause 1. Nominations and elections committee- the Lodge Chief, shall appoint a nominations and election committee chairman and one (1) member at large. Each Chapter Chief shall appoint one representative of his chapter to the committee. Only the appointment of the committee chairman shall require the approval of the Lodge Executive Board.

Clause 2. The nominations and elections committee shall submit a slate of candidates for each lodge office.

A. A slate of candidates shall consist of at least two candidates for each lodge office. Members of the Nominations and Elections Committee shall base their decision on the availability of qualified candidates for that office.

B. Nominations for lodge offices will also be accepted from the floor at the Spring Ordeal Weekend.

Clause 3. Lodge Elections shall be held at the Spring Ordeal Weekend or at special meetings of the lodge and the newly elected Lodge Officers shall be installed at the Fall Ordeal Weekend.

Clause 4. Lodge Officers shall serve for a period of one year from their installation at the Lodge Meeting held at the Fall Ordeal Weekend.

A. Training for Lodge and Chapter officers shall take place before the first Executive Board Meeting after their installation.

Clause 5. An officer who feels that he can no longer continue to serve may, of his own will, resign from his office. Such a resignation must be submitted to the Lodge Adviser and to the Lodge Chief in writing. In the event that the resigning officer is the Lodge Chief, he will submit his letter to the Lodge First Vice Chief. Such letters of resignation shall be submitted to the Lodge Executive Board by the receiving officer, for action at the regular or special meeting of the Lodge Executive Board or the lodge, next occurring after resignation.

Clause 6. In the event that an officer inadequately performs his duties, the Lodge Executive Board may declare that office vacant, by two-thirds vote of its entire membership. The Lodge Executive Board may move to fill this vacancy by the same two-thirds vote, except in the case of accession to the office of Lodge Chief or Lodge Vice Chief, which are elsewhere provided.

Section VI. Lodge Officers (continued)

Clause 7. In the case of a vacancy in the office of Lodge Chief, that office shall be filled by the Lodge First Vice Chief and the office of Lodge First Vice Chief shall be filled by the Lodge Second Vice Chief. Should both the Vice Chiefs decline the office of Lodge Chief or for some other reason do not serve, the Lodge Secretary shall assume that office and the Lodge Treasurer shall be considered next in line.

Clause 8. For whatever reason it may be necessary to replace a Lodge Vice-Chief, such a replacement shall be made from the present voting membership of the Lodge Executive Board. The offices of Lodge Secretary and Lodge Treasurer shall be filled from the total membership of the lodge. All such replacements require a two-thirds vote of the Lodge Executive Board's entire voting membership.

Article D. Duties of the Lodge Offices.

Clause 1. The Lodge Chief shall preside at all meetings of the Lodge and the Lodge Executive Board. He shall appoint all committee chairmen. He shall make such appointments with the advice of the Lodge Adviser, Staff Adviser, and the consent of the Executive Board. He shall be a member (with vote) of all committees, providing that in no case shall he serve as a chairman except as may be authorized by the lodge rules.

Clause 2. The Lodge First Vice Chief shall preside at the meeting of the Lodge and the Lodge Executive Board in the absence of the Chief. Both Vice Chiefs shall perform such duties as assigned to them by the Lodge Chief.

Clause 3. The Lodge Secretary shall be responsible for the storage and distribution of the following records: Membership, minutes of the Lodge Executive Board meetings, rules of the lodge, operation manuals, and dues payment. He shall issue all membership cards and keep accurate records of membership in the lodge.

Clause 4. The Lodge Treasurer shall be responsible for seeing that all moneys of the lodge are held in the council depository and subject to council regulations and auditing procedures. He shall also be responsible for purchasing items for lodge use and the purchase and sale of lodge properties, with approval of the lodge chief and lodge adviser. He shall secure such records as deemed necessary by the lodge finance committee for its operation. He shall serve as a member of the finance committee, but may not be its chairman.

Section VII. Lodge Advisers

Article A. The Scout Executive in consultation with the Council Camping Committee Chairman and the Lodge Chief shall appoint the Lodge Adviser.

Article B. The Scout Executive shall appoint the Staff Adviser.

Article C. The Scout Executive in consultation with the Lodge Adviser and Lodge Chief shall appoint the Associate Adviser(s) of the Lodge.

Section VIII. Chapter Officers

Article A. Each chapter shall have an Executive Committee that consists of the elected officers of the chapter. The elected Chapter Officers shall be Chapter Chief, First Vice Chief, Second Vice Chief, and Chapter Secretary.

Article B. Eligibility for office: any Chapter Officer within this lodge must be under 21 years of age throughout their entire term.

Article C. No chapter shall have more than 2 elected officers from the same troop, post, or team, unless no other person is willing to accept the position of office.

Article D. Elections and resignations- The Chapter Officers shall be elected at the Spring Ordeal Weekend and serve for a period of one year, beginning with their installation at the Chapter Meetings held at the Fall Ordeal Weekend.

Clause 1. A Chapter Officer may resign if he fells that he can no longer continue in office. He must submit his resignation to the Chapter Adviser who will present it at the next regular or special chapter meeting.

Clause 2. In the event that an officer in not performing his duty, the Chapter Executive Committee may vote to vacate the office of the individual.

Clause 3. When an office becomes vacant, the Chapter Executive Committee shall move to fill the vacancy except that the 1st vice chief shall assume the office of Chapter Chief.

Article E. Duties of the Chapter Officers

Clause 1. The Chapter Chief shall preside at all meetings of the chapter and the Chapter Executive Board. He shall attend all meeting of the Lodge Executive Board or send a representative to act in his behalf. He shall be a member, with vote of all chapter committees.

Clause 2. The Chapter 1st Vice Chief presides at the chapter meetings and Chapter Executive Board meetings in the absence of the Chapter Chief. He shall perform such duties as assigned to him by the Chapter Chief. He shall assume the office of Chapter Chief should that office become vacant. In the absence of the Chapter Chief, he is a voting member of, and should attend the Lodge Executive Board meetings.

Clause 3. The Chapter Secretary shall be responsible for all chapter membership records, minutes of the chapter and Chapter Executive Committee meetings.

Section IX. Chapter Advisers

Article A. The Chapter Advisers shall be appointed by the Scout Executive in consultation with the Lodge Chief, Lodge Adviser, Staff Adviser, District Camping Chairman, the District Executive, and District Chairman.

Section X. The Executive Board

Article A. The central policy making body of the lodge shall be the Lodge Executive Board.

Article B. Membership

Clause 1. Voting Members (all in this category must be under 21.)

A. The elected Lodge Officers are:

Section X. The Executive Board (continued)

(1) The Lodge Chief
(2) The First Vice Chief
(3) The Second Vice Chief
(4) The Lodge Secretary
(5) The Lodge Treasurer

B. The Chapter Chiefs
C. The Standing Committee Chairmen
D. The immediate past Lodge Chief

Clause 2. Non-voting members (all in this category are over 21 years of age.)

A. The Council Executive
B. The Lodge Adviser
C. The Associate Lodge Adviser(s)
D. The Staff Adviser
E. The Chapter Advisers
F. The Council Camping Committee Chairman

Article C. Rules

Clause 1. One more than half the total voting membership of the current Lodge Executive Board shall constitute a quorum to do business.

Clause 2. All motions must be passed by a majority of the voting members present, unless otherwise required by these Lodge Operating Procedures.

Article D. Committees-The Lodge Executive Board shall carry out the program of the Lodge through the use of committees. Each committee shall have a chairman who shall be a voting member of the Lodge Executive Board.

Clause 1. The Standing Committees are:

A. Lodge Activities & Camp Promotion
B. Lodge Inductions and Conversions
C. Lodge American Indian Affairs
D. Lodge Vigil
E. Other such committees as the Lodge Executive Board may deem necessary

Clause 2. The Committee Chairmen

A. Each chairman must be appointed by the Lodge Chief in consultation with his advisers and with the Lodge Executive Board
B. Each committee chairman is free to choose his committee members with the approval of the Lodge Chief, except as may otherwise be required by these lodge rules.

Article E. The Lodge Executive Board shall meet on a monthly basis from September to May with one additional interim summer meeting to be declared at the discretion of the Lodge Executive Board. Special meetings may be called at the discretion of the Lodge Chief or the Lodge Adviser, with due notice of ten days given to the Lodge Executive Board members.

Section XI. Insignia

Article A. The totem of this lodge shall be that of the buck.

Section XII. Finance

Article A. There shall be annual membership dues to be determined by the Lodge Executive Board.

Article B. All funds of the lodge shall be subject to all normal accounting procedures of the Council.

Article C. Each new member will receive the following items at the time of induction:

1. Order of the Arrow Sash
2. Order of the Arrow Handbook
3. A membership card for the present year
4. A lodge pocket flap
5. A copy of the Ajapeu Lodge #33 Operating Procedures

Article D. Inactive members currently registered in Scouting may be returned to active membership by paying a reinstatement of two times the current dues plus the current years dues.

Article E. Dues are payable to the Lodge Treasurer or such persons authorized by the Lodge Chief to collect dues.

Article F. Payment of dues for more than one year shall not be permitted.

Article G. Funds shall be made available for chapter mailings, activities and service projects. Chapters must gain approval from the Lodge Treasurer, Lodge Chief, and Lodge Adviser before incurring any expense. All approved bills will be paid through normal council accounting procedures.

Article H. Lodge spending will be outlined in an annually produced lodge budget.