



# ETERNAL FLAME LODGE ORDER OF THE ARROW

## **I. NAME AND AFFILIATION OF THE LODGE**

- A. The name of the Lodge is Eternal Flame.
- B. The Lodge shall be affiliated with Great Falls Council, Boy Scouts of America, and shall be under the supervision of the Council Program Committee and the administrative authority of the Scout Executive and the appointed Lodge Advisor serving as their Designee.
- C. The Lodge will establish Chapters, which will be designed to best support the lodge and its members.
- D. The totem of this lodge shall be a Phoenix.
- E. The Eternal Flame lodge will have no number designation, The Eternal Flame lodge will also not be referred to by any of its legacy lodge number designations.

## **II. MEMBERSHIP**

- A. The requirements for membership in this Lodge are as stated in the current printing of the Order of the Arrow handbook and require current registration in the Great Falls Council, Boy Scouts of America.
- B. Procedure for the ordeal shall be as stated in the Order of the Arrow handbook and manual for the ordeal.
- C. Elections must be under the supervision of the Lodge Unit Elections committee and will be held Jan. 1 till May 31.
- D. No unit can conduct their own election unless they have the approval or permission of the Chief.
- E. \$15 dues until the lodge banquet and add a \$10 surcharge (\$25) for the remainder of the dues collection year.
- G. Inactive membership – The Eternal Flame Lodge will not be collecting back dues for membership credit. If someone was to insist, The Eternal Flame Lodge would accept payment as a donation to the lodge but not count towards prior membership years.

## **III. OFFICERS**

- A. The elected officers of this Lodge shall be: Lodge Chief, Lodge Vice-Chief of Administration, Lodge Vice-Chief of Program, and Lodge Secretary. These elected officers must be under the age of 21 during their entire term.
- B. If Chapters are being utilized by the direction of the Supreme Chief of the Fire the elected officers of each chapter shall be Chapter Chief, and up to one Chapter Vice Chief. These officers must be under the age of 21 during their entire term.



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- C. The Lodge Executive Committee shall be composed of the elected Lodge officers, Lodge Chief-elect, immediate past Lodge Chief, Lodge Adviser, Chapter Chiefs, and Advisers to each Chapter (where applicable), Scout Executive, and Lodge Staff Adviser.
- D. Prior to being elected all officers will sign an annual duties and responsibilities agreement (See Yearly Plan Book) explaining their duties and responsibilities and agreeing to the following remediation plan for a lack of performance:
  - i. Written / Verbal notification of deviation from Lodge Staff Adviser and Lodge Adviser.
  - ii. Face to Face meeting with Lodge Adviser and Lodge Staff Adviser to discuss job performance and determine corrective action.
  - iii. If corrective action is not carried out as agreed upon, the position will be officially vacated.

#### **IV. Nominations and Elections**

- A. The Chief shall appoint the Nominating Committee in August.
- B. The Nominations Committee shall oversee and certify the nomination and election of officers.
- C. Nominations may be made from the floor provided the person being nominated is present.
- D. A simple majority of votes is necessary to elect an officer. The Chief may vote only in the event of a tie.
- E. The order of Elections shall be: Chief, Vice-Chief of Administration, Vice-Chief of Program, Secretary, and then the Chapter Chiefs.
- F. There shall be a quorum of the lesser of 25% or 15 of the lodge's registered youth membership to hold an election. After a year and a half since the last election held, the quorum does not apply. For the election of chapter officers, there shall be a quorum of the lesser of 25% or 15 of each chapter's registered youth membership to hold an election. After a year and a half since the last election held, the quorum does not apply
- G. Officers, when elected and through their entire term, must remain active in the Lodge and registered in the Boy Scouts of America.
- H. The election shall be held at the LLD or at the closest Lodge/Council event thereafter.
- I. All rules that apply to lodge elections apply to Chapter elections, unless approved by the Chief or by written agreement.
- J. Elections will be by secret ballot.



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- K. All vacancies or resignations of office, except for Chief, shall be filled by appointment by the Chief with approval from the Lodge Advisor and Staff Advisor (Resignations will be made in writing to the Lodge Executive Committee.)
- L. In the case of resignation or removal of the Chief, the Lodge Vice-Chief of Administration will assume position and responsibility. In the case that the Lodge Vice-Chief of Administration is unable or unwilling to accept the position and responsibility the position shall be advertised for election at least two weeks prior to the next Lodge Executive Committee meeting by popular vote of those attending.
  - I. An Officer of the Lodge or Chapter may be removed by a 2/3 majority vote of those present and voting at an LEC Meeting, or Chapter Meeting, if they have been negligent of their duties, or for other reasons, with the approval of the Scout Executive and Lodge Advisor and at the request of the Officer leading the Lodge. The Vice Chief of Administration would be appointed to serve as the Lodge Chief, in the situation of the sitting lodge chief being removed.
  - II. The Supreme Chief of the Fire has the ability to remove any member or officer for violations of Boy Scouts of America policy.

### V. DUTIES OF THE OFFICERS

#### A. Lodge Chief

- i. Presides over all meetings of the Lodge.
- ii. Attends all Section Council of Chiefs Meetings and serves as the designated council youth representative in all Section matters.
- iii. Oversees the conclave committee and Conclave Vice Chief (CVC) position.
- iv. Works with the other Lodge Youth officers and Adult Advisers to plan the program of the Lodge.
- v. If appointed, serves as the Lodge's youth designee to the Council Executive Board.
- vi. Attends all events of the Lodge and serves as the ultimately responsible youth at said events unless properly excused or relieved of their duties by a more appropriate officer.
- vii. Live the Scout Oath and Law and abide by the Order of the Arrow Obligation.



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**B. Lodge Vice-Chief of Administration**

- i. Assist the Chief in any duties
- ii. Attend any meetings that the Chief would like you to attend
- iii. Take over for the Lodge Chief if the Lodge Chief is absent.
- iv. Works with Chapter Chiefs to ensure success of all Chapter activities and workings within the Chapters.
- v. Helps coordinate unit elections with the Chapter Chief.
- vi. Be present at the Lodge Executive Committee Meetings.
- vii. Live the Scout Oath and Law and abide by the Order of the Arrow Obligation.

**C. Lodge Vice-Chief of Program**

- i. Assist the Chief in any duties
- ii. Attend any meetings that the Chief would like you to attend
- iii. Help oversee all committees and works to ensure the program is successful.
- iv. Be present at the Lodge Executive Committee Meetings.
- v. Live the Scout Oath and Law and abide by the Order of the Arrow Obligation.

**D. Lodge Secretary**

- i. Takes Minutes at the Lodge Executive Committee meetings.
- ii. Takes the minutes of the Lodge at all meetings. Within fourteen (14) days following a meeting, the minutes will be sent to appropriate members of the Lodge Executive Board.
- iii. Works with the Lodge Chief and Vice Chief of Administration to produce promotional materials for events as deemed necessary and appropriate by the Lodge Chief, Lodge Adviser, and Lodge Staff Adviser.
- iv. Lead organizer to produce regular Lodge newsletters each year giving event information, Lodge news, and other requested information.
- v. Oversees the maintenance of content on the Lodge's website and social media.
- vi. Be present at the Lodge Executive Committee Meetings.
- vii. Live the Scout Oath and Law and abide by the Order of the Arrow Obligation.



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**E. Chapter Chief(s)**

- i. If there is not a chapter vice chief elected then the chapter chief will absorb all of their duties.
- ii. Ensures agendas are prepared and presides over all meetings of the Chapter.
- iii. Attends all Lodge Executive Committee Meetings and serves as the designated Chapter youth representative in all Lodge matters.
- iv. Works with the other Lodge Youth officers and Adult Advisers to plan the program of the Chapter.
- v. Attends all events of the Chapter and serves as the ultimately responsible youth at said events unless properly excused or relieved of their duties by a more appropriate officer.
- vi. Works with the Lodge Vice-Chief of Administration to prepare a Chapter Calendar and Chapter Goals.
- vii. Live the Scout Oath and Law and abide by the Order of the Arrow Obligation.

**F. Chapter Vice-Chief (Optional)**

- i. In the absence of the Chapter Chief, assumes all duties and responsibilities assigned to that position, unless said duty has been specifically delegated to another appropriate officer.
- ii. Serves as the main organizer and overseer of the Unit Election teams and the Unit Election program in the chapter and coordinates the scheduling for all units for an election.
- iii. Serves as the primary organizer of all OA Troop Representatives in the Chapter in coordination with the Lodge Vice Chief Administration and the elections chair.
- iv. Establishes and maintains a positive working relationship with all District Units through Unit Elections, Camp Promotions, and Troop Representatives.
- v. Performs any duties assigned to them by the Chapter Chief within reason of their office.
- vi. Attends all events and meetings of the Chapter carrying out all duties assigned to them and reporting on their activities.
- vii. Live the Scout Oath and Law and abide by the Order of the Arrow Obligation.



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## VI. COMMITTEES

- A. The Lodge Adviser in consultation with the Lodge Staff Adviser appoints committee adult advisors.
- B. Standing committees may include: Unit elections, Conclave and Conclave Vice Chief Committee, Ceremonies, Program, Communications, Membership, Nominations, Merchandise, Training, and Unit Representatives.
- C. Adhoc Committees may include: National Order of the Arrow Event Committee, and Annual Banquet, and any others as needed.
- D. Lodge Officers will make a report of what their respective committees have done since the last LEC.
- E. Other committees may be formed as needed by the Lodge Chief with the approval of the Lodge Advisor, Staff Advisor and a majority vote of those in attendance at the LEC.
- F. Every active member of the Lodge is encouraged to belong to at least one committee. All participants at Lodge ordeals are encouraged to sign up for at least one committee and should be informed of what is in the by-laws of the Lodge and what the committee's functions are.

## VII. SCHEDULE

- A. The Lodge meetings shall be held at least one per month from August through June.
- B. Chapter meetings will be held at least six times a year.
- C. The Lodge shall publish a yearly plan book which must include a contract made out from the officers with their plan for the year which was approved by the LEC. This contract lists all of the year's activities and goals.

## VIII. AMENDMENTS

- A. Amendments to the rules of the Lodge Policies and Procedures must be submitted in writing, and approved by the LEC at least 30 days prior to going before the entire Lodge.
- B. Any changes should be provided in a format that can easily show the original wording and the new by highlighting or bolding new passages and striking through proposed deletions.
- C. To be ratified an amendment must pass by a quorum of the lesser of 25% or 15 of the lodge's registered youth membership.