

# Egwa Tawa Dee Lodge Rules

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Ratified: December 7, 2013



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Last Amended: February 11, 2017



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## **Article I. Mission**

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

## **Article II. Name and Affiliation of Lodge**

**Section 1.** The lodge shall be known as Egwa Tawa Dee Lodge, Atlanta Area Council # 092, Boy Scouts of America, and shall be under the supervision of the council camping committee and the administrative authority of the Scout Executive.

**Section 2.** The totem of the Lodge shall be that of the broad-wing hawk. The standard set of colors for the Lodge shall be blue and gold.

## **Article III. Membership**

### **Section 1. Election to Membership**

- a. 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 to Officers and Advisors*.
- b. 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*.

### **Section 2. General Membership**

- a. 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 to Officers and Advisors*.
- b. 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 to Officers and Advisors*.

## **Article IV. Officers**

**Section 1.** The Officers of this lodge, in order of succession, shall be Lodge Chief, Executive Vice-Chief, Vice-Chief of Program, Vice-Chief of Inductions, Treasurer,



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and Secretary.

**Section 2.** Arrowmen desiring to serve as a Lodge Officer must meet the following eligibility requirements:

- a. Be currently registered in scouting in the Atlanta Area Council #092.
- b. Be a current lodge dues paid member.
- c. Be younger than the age of twenty-one for the entire term of office.
- d. Must have a completed nomination form signed by their parent(s) (if under eighteen), their Chapter Adviser, their primary unit leader, and the Lodge Adviser. The form is due the Saturday of Fall Fellowship one hour prior to officer candidate forum to the Lodge Advisor or his designee.

**Section 3.** Lodge Officer terms are from Winter Banquet to Winter Banquet.

**Section 4.** Lodge Officers may not hold another elected office in the Lodge, serve as a Chapter Chief, or serve as any chapter officer. This requirement may be waived with the consent of the Lodge Key Three.

**Section 5.** Lodge Officers who are elected to a section office must resign their lodge office within 30 days of obtaining the section office.

**Section 6.** Lodge Officer elections shall be held annually.

- a. Lodge Officers shall be elected at a general meeting held at Fall Fellowship. A notice must be given at least 30 days before the meeting is called to order.
- b. Each Officer nominee shall participate in a forum where they will be reviewed and questioned by the voting membership. Questions should be submitted beforehand to the youth chairing the election. The youth chairing the election, Lodge Adviser, and Lodge Staff adviser should select the questions to be asked from those submitted. Each office should be asked a minimum of five questions. If five reasonable questions are not submitted, the youth chair of the election, lodge adviser, and staff adviser should decide on questions bringing the total number to five.
- c. The current Lodge Chief shall chair the election process. In event that the Lodge Chief is on the ballot, the Lodge Chief shall relinquish the chair to the next Officer, in the order of succession, not on the ballot. If all Officers are on the ballot, the Lodge Chief, with the approval of the Lodge Adviser, shall appoint a youth to chair the election process.
- d. The Lodge Chief and Executive Vice-Chief shall run and be elected as a slate. Separate elections shall not be held for either Lodge Chief or Executive Vice-Chief. Separate elections shall be held for each remaining office in the order of



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succession.

- e. Eligibility to vote shall be described in Article V. Section 3. Each chapter shall be entitled to a maximum of ten votes. If they do not have ten votes represented in the meeting, they shall be entitled to the number of votes equal to the number of voting members present.
- f. In order to be elected, a nominee for office must receive a simple majority of the votes cast, with voting be conducted by a public chapter roll call ballot. If running unopposed, the officer is automatically elected with the approval of the Lodge Key Three and incoming Lodge Chief. Should no nominee receive a majority of the first vote, the nominee with the lowest number of votes shall be dropped from contention. If multiple candidates share the lowest spot, they all should be dropped unless this only leaves one candidate in contention. If only one candidate is left in contention, then the vote is repeated until multiple candidates are left in contention. This process is repeated until a nominee receives a simple majority of the vote. If a tie results between the final two nominees, the chair will announce a tie has occurred. Another ballot should be taken to break the tie. If another tie occurs, the election is declared deadlocked. The election shall then continue under one vote per chapter rules. If two more ties occur, the election is declared hopelessly deadlocked. The chair will then invoke Article IV. Section 9. to fill the vacancy.
- g. An Officer candidate, if unelected to the primary declared office, may drop down to one other office; provided this second choice is declared on the nomination form and is approved by the Lodge Adviser.
- h. No member of the lodge age twenty-one or over may participate in campaigning in any form for any candidate. All adults shall remain impartial during the election process.

**Section 7.** The newly elected Officers will be installed at the following Winter Banquet.

**Section 8.** Lodge Officers may be impeached for cause or misconduct.

- a. An Officer of the lodge may be removed from office on the following grounds
  1. Failure to perform duties of the office as stated in the *Order of the Arrow Guide to Officers and Advisors*, these *Lodge Rules*, or the *Lodge Operating Procedures*.
  2. Failure to maintain registration in the council.
  3. Failure to maintain dues paid status in the lodge.
  4. Failure to conduct himself in accordance with the Scout Oath, Law, and the Order of the Arrow Obligation.
- b. The procedure for removal from office shall be as follows.



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1. A letter signed by three voting members of the Lodge Executive Committee must be submitted to the Lodge Adviser and Staff Adviser stating the complaint against that Officer.
2. The Lodge Adviser and Staff Adviser may initiate the removal process if both are in agreement after reviewing the complaint.
3. The Lodge Adviser and Staff Adviser shall meet with the Officer to discuss the complaint.
4. They should then decide if the complaint has merit. If the complaint has merit, the procedure will be referred to the Lodge Executive Committee for action.
5. The Lodge Adviser shall call a special Lodge Executive Committee meeting to discuss the proposed action. Notice of the meeting must be given to all members of the Lodge Executive Committee at least 2 weeks prior to the meeting. This may be overridden by the Lodge Key Three if a regularly scheduled LEC will be held before two weeks have elapsed.
6. If the Lodge Chief is being considered for removal, he shall relinquish the chair to the next Officer in succession.
7. The Lodge Adviser shall then present the complaint against the Officer. The Officer shall then have a chance to refute those facts and mitigate the circumstances for removal.
8. Removal of the Officer shall require a 2/3s majority of the voting members of the Lodge Executive Committee in attendance at the meeting.

**Section 9.** In the case of an elected officer or officer-elect vacancy, resignation, or impeachment the vacancy shall be filled.

- a. A vacancy in the office of Lodge Chief shall be filled by a Lodge Officer chosen by the Lodge Executive Board. They may also select the Immediate Past Lodge Chief provided the Lodge Chief meets the eligibility requirements for Lodge Office. The Lodge Executive Board shall then present the candidate to the Lodge Executive Committee for a 2/3 majority affirmation.
- b. A vacancy in any other elected office shall be filled by appointment by the Lodge Chief, with approval of two-thirds of the voting members of the Lodge Executive Committee in attendance at a Lodge Executive Committee meeting. The appointee must meet the established requirements in Article 4. Section 2.
- c. A vacancy in the Lodge Chief-elect shall be filled by another Lodge Officer-elect selected by the Lodge Executive Board. The Lodge Executive Board may also select the Immediate Past Lodge Chief provided he meets the eligibility requirements for Lodge Officer. The selected officer should be presented to the



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LEC for a 2/3 majority affirmation vote.

- d. A vacancy in any other officer-elect position shall be filled by appointment by the Lodge Chief- elect. The appointee should be presented to the LEC for a 2/3 affirmative confirmation vote at any Lodge Executive Committee meeting.
- e. All vacancies filled in accordance with Article IV. Section 9 must have the consent of the Lodge Adviser and Lodge Staff Adviser.

**Section 10.** Whenever the Lodge Chief transmits to the Lodge Executive Committee his written declaration that he is unable to discharge the powers and duties of his office, and until he transmits to them a written document to the contrary, such powers and duties shall be discharged by the Executive Vice-Chief acting as Lodge Chief. The Lodge Adviser and Staff Adviser must approve this transmittal of power.

**Section 11.** The Officers of each Chapter shall be elected by the Chapter and shall be elected within thirty days after the Lodge Officer elections. Chapter Officers shall be installed at Winter Banquet following the Lodge Officer installation. A chapter must, at the minimum, elect a Chapter Chief. Each Chapter shall have any additional Officers that it deems necessary and proper for the execution of its duties. If a chapter fails to elect a Chapter Chief, they shall be declared an inactive chapter by the Lodge Adviser until they do so.

### **Article V. Lodge General Meetings**

**Section 1.** The Lodge shall hold at least one general meeting of the lodge a year for the purpose of conducting Lodge Officer Elections.

**Section 2.** General meetings must be held to adopt *Lodge Rules* amendments and to conduct Lodge Officer elections.

**Section 3.** Each Lodge member under the age of twenty-one shall have a vote at Lodge General meetings.

- a. Lodge Officer elections shall differ in that each chapter is entitled a maximum of ten votes as specified in Article IV. Section. 6. e.

**Section 4.** The Lodge Chief shall chair these meetings unless otherwise specified in these rules.

**Section 5.** The Lodge Chief in consultation with the Lodge Adviser and Lodge Executive Board may call Special General meetings to consider business throughout



the year. He shall give all voting members at least 10 days notice of this meeting.

## **Article VI. Lodge Executive Committee**

**Section 1.** The Lodge Executive Committee shall have the duty of providing general planning for Lodge activities and overall guidance and operation of the Lodge.

**Section 2.** The Lodge Executive Committee shall be composed of the elected Lodge Officers, immediate past Lodge Chief, lodge operating committee chairman, Lodge Adviser, the Council Camping Chairman or designee, Chapter Chiefs or designee, Chapter Advisers, Scout Executive, and Lodge Staff Adviser.

- a. In his absence, a Chapter Chief must declare his voting designee to the Lodge Chief before the Lodge Executive Committee commences.

**Section 3.** The Lodge Executive Board will be made up of all the elected Lodge Officers.

**Section 4.** The voting members of the Lodge Executive committee shall be the elected Lodge Officers and the Chapter Chiefs or their declared designee. Each voting member shall only hold one vote with no proxy voting allowed. The Lodge Chief shall only vote in the case of a tie.

**Section 5.** A quorum shall be defined as 50% +1 of the voting members deemed active by the Lodge Adviser. Voting members deemed inactive shall have no vote.

**Section 6.** The Lodge Chief shall have the power to act upon matters of business in the best interest of the lodge if said business cannot be delayed until the next scheduled meeting of the Lodge Executive Committee. This section includes the authority to temporarily override Lodge Operating Procedures if extenuating circumstances exist. All such actions require the approval of the Lodge Adviser and Staff Adviser. Any invocation of this section must be reported to the voting members of the Lodge Executive Committee at the next scheduled LEC meeting.

**Section 7.** The Lodge Key 3 may call Special LEC's provided that a one-week notice is given to the Lodge.

## **Article VII. Operating Committees**

**Section 1.** The Special Committees of the Lodge shall be Vigil Selection, Founder's





Award, and *Lodge Rules*. These committees shall operate under direct supervision of the Lodge Chief.

**Section 2.** The standing committees of the Lodge are Service, Lodge Leadership Development, Camping Promotion, and Membership.

**Section 3.** Other committees may be established in the Lodge Operating Procedures.

**Section 4.** The responsibilities of all committees shall be defined in the Lodge Operating Procedures.

**Section 5.** The Lodge Chief, in consultation with the Lodge Advisor, shall appoint all chairmen unless otherwise specified in these *Lodge Rules* or the *Lodge Operating Procedures*.

**Section 6.** The Lodge Chief, in consultation with the Lodge Advisor, shall establish Ad- Hoc committees he deems essential to the operations of the Lodge. The Lodge Chief must present operating procedures to the LEC within 2 LEC meetings after the establishment of the committee.

## **Article VIII. Finance**

**Section 1.** All Order of the Arrow Funds shall be handled through the Atlanta Area Council Service Center and go through all normal council operating procedure.

## **Article IX. Parliamentary Procedure and Lodge Operating Procedures**

**Section 1.** The Lodge shall follow the most current edition of *Robert's Rules of Order – Simplified* in order to conduct the necessary business of the Lodge: at all functions, Lodge Executive Committee meetings, General Meetings of the Lodge, and lodge operating committee meetings except where otherwise specified by the *Order of the Arrow Handbook*, the *Order of the Arrow Guide to Officers and Advisors*, these *Lodge Rules* or the *Lodge Operating Procedures*.

**Section 2.** The lodge may adopt special rules of order that will supersede *Robert's Rules of Order* whenever applicable. Such rules will be included within the Lodge Rules, and may be passed or amended by a 2/3 majority of all voting representatives present at any meeting of the Lodge Executive Committee, where a quorum is present. These are not to be used to define policy, only procedural rules of order.



**Section 3.** A set of Lodge Operating Procedures, which incorporate rules and regulations shall be formed by the Lodge. These Lodge Operating Procedures will be reviewed by the Lodge Executive Board and updated with the approval of the Lodge Executive Committee at each January LEC by means of a simple majority vote.

**Section 4.** The Lodge Operating Procedures may be amended through written motions at any Lodge Executive Committee meeting with a quorum present as defined in Article VI. Section 5.

**Section 5.** Definition of what constitutes notice for the purpose of informing Lodge members of proposed actions shall be described in the *Lodge Operating Procedures*.

## **Article X. Amendment Procedure**

**Section 1:** The Lodge Rules Committee shall be selected as follows:

- a. At each January LEC, nominations will be taken from the floor for members of the Lodge Rules Committee.
- b. The LEC will vote among the nominations to select six members and two alternates containing no more than one from each chapter.
- c. The ballots shall be sealed in an envelope, signed on the back by the presiding officer, and given to the Lodge Advisor, and not be counted until activation of the amendment procedure at which time the individual members will be notified.
- d. The Lodge Chief, upon activation of the committee, will select the chairman of the committee.

**Section 2.** The *Lodge Rules* committee will review the *Lodge Rules* every Fall for compliance, functionality, and germaneness. They will submit recommendations for any amendments to the December LEC for approval.

**Section 3.** A technical amendment to these rules may be enacted by approval of the Scout Executive or his designee and 2/3's of voting members at a Lodge Executive Committee in attendance. Notice shall be given to all members of the update. A technical amendment is one that changes unclear wording or misspelling, or is required by a change in council or national policy.

**Section 4.** A non-technical amendment may be submitted at any Lodge Executive Committee meeting by a voting member. It shall then be automatically referred to the *Lodge Rules* committee. The Lodge Rules Committee is activated at this point.

- a. The committee shall discuss the merits and must approve it with a 2/3 majority.  
The committee may also provide recommendations to the LEC for other



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changes to the Lodge Rules if approved by the Lodge Key 3. These recommendations must also be approved by a 2/3 affirmative vote.

- b. If passed, the motion and any recommendations are then sent back to the Lodge Executive Committee and voted upon where it must receive a majority vote to be placed on the agenda at the next lodge general meeting.
- c. The general meeting must take place at least 30 days after the placement on the agenda by the Lodge Executive Committee. A notice shall be given at least 10 days before the meeting.
- d. The Lodge Chief may choose to call a special general meeting or wait until the next regularly scheduled meeting.
- e. The General meeting must adopt the amendment with a 2/3s approval of all voting members present.

### **Article XI. Ratification**

These *Lodge Rules* shall become effective when adopted by a two-thirds majority of the voting members present at a general meeting. These *Lodge Rules* and *Lodge Operating Procedures* shall always be in accordance with the policies and procedures of the Order of the Arrow and the Boy Scouts of America. If a policy change with the Order of the Arrow or Boy Scouts occurs, then all parts of these *Lodge Rules* and *Lodge Operating Procedures* which conflict with the policy shall be declared null and void by the Lodge Key 3 and the matter referred to the *Lodge Rules* committee. These *Lodge Rules* and *Lodge Operating Procedures* shall revoke, nullify, and supersede all previous Constitutions, Bylaws, and Standing Rules adopted by Egwa Tawa Dee Lodge, Atlanta Area Council #092.



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### Ratified in the presence of:

Name	Lodge Position	Signature
Ben Milner	Lodge Chief	<i>Ben Milner</i>
Christian Goerner	Vice-Chief of Administration	<i>Christian Goerner</i>
Christopher Gecowets	Vice-Chief of Indian Affairs	<i>Christopher Gecowets</i>
Joey Kilpatrick	Vice-Chief of Communications	<i>Joey Kilpatrick</i>
Alex Leach	Vice-Chief of Finance	<i>Alex Leach</i>

Name	Chief of Chapter	Signature
Mark Owens	TQB	<i>Mark Owens</i>
William Cox	Etowah	<i>William Cox</i>
Brandt Webster	Achewon Woapalanne	<i>Brandt Webster</i>
Trey Bodenhammer	Watchesu Chuppecats	<i>Trey Bodenhammer</i>
Daniel Croshaw	Cvmpe Vekiwv	<i>Daniel Croshaw</i>
Austin Hibbard	Seven Springs	<i>Austin Hibbard</i>
Jack Brinson III	Wesadicha	<i>Jack Brinson III</i>
Thomas Cowan	Thennethlofkee	<i>Thomas Cowan</i>
James Deaton	Lowanne Nimat	<i>James Deaton</i>
Sam Porter	Echota	<i>Sam Porter</i>
Jimmy Greenwich	Nagatamen	<i>Jimmy Greenwich</i>
John Smith	Quiniguisi	<i>John Smith</i>

*Scott Filipek*, Lodge Advisor



*Bion Jones*, Staff Advisor

## Record of Amendments

Article IV. Section 4.	02/11/2017
Article IV. Section 6.b.	02/11/2017
Article IV. Section 6.d.	02/11/2017
Article IV. Section 6.f.	02/11/2017
Article IV. Section 8.b.5.	02/11/2017
Article IV. Section 9.a.	02/11/2017
Article IV. Section 9.c.	02/11/2017
Article IV. Section 9.d.	02/11/2017
Article IV. Section 9.e.	02/11/2017
Article V. Section 1.	02/11/2017
Article VI. Section 6.	02/11/2017
Article VI. Section 7.	02/11/2017
Article VII. Section 2.	02/11/2017
Article VII. Section 6.	02/11/2017
Article IX. Section 1.	02/11/2017
Article X. Section 2.	02/11/2017
Article X. Section 4.	02/11/2017
Article X. Section 4.a.	02/11/2017
Article X. Section 4.b.	02/11/2017
Article XII.	02/11/2017