

Allohak Menewi Lodge 57

Manual of Administration

2021 Amendment/Revision

Table of Contents

Section One- General

Section Two- Lodge Leadership

Section Three- Committees

Section Four- Executive Committee and Key Three

Section Five- Chapters

Section Six - Meetings of the Lodge

Section Seven – Insignia and Regalia

Section Eight – Finances

Section Nine – Awards

Section Ten – Amendment Process

1) Section One -- General

A) Name and Purpose

- 1) The Lodge shall be known as Allohak Menewi (meaning “Strong Altogether” in Lenni Lenape) Order of the Arrow Lodge 57 W.W.W. and be affiliated with the Laurel Highlands Council, BSA (#527).
- 2) The Mission of the Lodge Shall be to fulfill the purpose of the Order of the Arrow, being an integral part of the Boy Scout of America through positive youth leadership under the guidance of selected capable adults:
 - a. Encouraging youth to take positions of leadership
 - b. Recognizing those who best live up to the Scout Oath and Law
 - c. Solidify the scouting spirit of helpfulness by promoting cheerful service

B) Membership

- 1) The requirements for membership in this Lodge shall be as outlined in the latest edition of the Order of the Arrow Handbook.
- 2) The election procedures that the Lodge shall follow shall be the latest edition outlined in the appropriate Order of the Arrow publications.
- 3) Active membership shall be defined as being a current, dues paid member in Allohak Menewi Lodge.
- 4) Only Active Lodge Members shall be eligible to attend any Lodge event or Chapter event and only active members may buy any paraphernalia of the lodge, unless the items are designated for sale to non-members.

C) Dues

- 1) There shall be an induction fee at the time of initial membership that will include dues for the remainder of the calendar year.
- 2) Dues shall be determined by the EC and payable for each calendar year.

CI) Symbols

- 1) The Lodge Totem shall be a Mountain Lion.
- 2) The number of the lodge shall be 57, kept as a tradition only and not recognized by National.
- 3) Any paraphernalia made by the lodge for the lodge shall either have the symbol of the mountain lion in some form and/or the number 57

CII) Code of Conduct

- 1) The Scout Oath, Scout Law and the Order of the Arrow Obligation shall be observed at all Times.
 - 2) The possession or consumption of alcoholic beverages or illegal drugs/substances is prohibited at lodge events/activities. This shall apply to all participants.
 - 3) All participants are prohibited from having firearms and/or other weapons in their possession at lodge events/activities.
 - 4) Violation of this code may result in expulsion from the event/activity at the participants own expenses. Serious/repeated violations of the code may result in dismissal from the lodge.
 - 5) The Supreme Chief of the Fire, Lodge Staff Adviser and Lodge Adviser will administer any disciplinary actions.
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2) Section Two -- Lodge Leadership

A) Positions and Duties (Youth)

- 1) Lodge officers need to be under 21 years of age for the duration of their term and their general responsibilities shall be as designated in the National Order guidance with additional responsibilities as may be assigned or noted below.
- 2) Elected Lodge Officer Positions shall include:
 1. Lodge Chief
 - a. Presides over all functions of the lodge.
 - b. Represents the lodge at appropriate council, section, region, and national functions.

- c. Responsible for carrying out a program in keeping with the purpose and principles of the Order of the Arrow.
 - d. Responsible for carrying out a program in keeping with the mission of the lodge.
 - e. Responsible for carrying out a program in keeping with all Allohak Menewi Lodge MoA Guidelines
 - f. Creates as many committees as deemed necessary for the operation of the lodge with the approval of the Lodge Executive Committee.
 - g. Responsible for setting the EC meeting agenda in conjunction with the other Lodge/Chapter officers.
 - h. Responsible for carrying out all other duties as may be required of the leading officer of the organization.
 - i. Appoints all unfilled Lodge Officer Positions
2. Executive Vice Chief
- a. Works closely with the Lodge Chief in order to be completely informed of all phases of lodge operation.
 - b. Responsible to the Lodge Chief for conducting the various programs throughout the lodge.
 - c. Responsible for coordinating with the chapters including any necessary training:
 - i. Responsible for constant communication with Chapters
 - ii. Is the point of contact for Chapter Chiefs/Official
 - iii. Assists Chapters with their operations
 - d. Oversees the lodge OA Troop Rep program in conjunction with Chapter Officers
 - e. Represents the Lodge at Section CoC meetings
 - f. Reports to the Lodge Chief
 - g. Assists with event promotion and getting people to meetings.
 - h. Attends all lodge meetings and events.
 - i. Wears the Scout uniform correctly.
 - j. Fills in any time the Lodge Chief is not present at any OA function
 - k. Performs other duties as assigned by the Lodge Chief.
3. Vice Chief of Program
- a. Planning/coordinating all ceremonies.
 - b. Appoints and oversees chairpersons to all program committees. These are to include but not limited to..... ceremonies, Dance and Drum team, Inductions/Elangomats, Conclave, NOAC, Puma Games, Winterfest, and Banquet.

- c. Serves as the chairman for any Program Committee in place of an absent chairman.
- d. Other duties as directed by the Lodge Chief.
- e. Functions as Lodge Chief in the absence of Lodge Chief and Executive Vice Chief.

4. Vice Chief of Administration

- a. Planning and coordinating Training/LLD
- b. Appoint and Oversees chairpersons to all administrative committees - these are to include but not limited to Training/LLD, Awards/Vigil, Elections/Camp Promotions, Banquet, and Trading Post committees.
- c. Serves as the chairman for any Administrative Committee in place of an absent chairman.
- d. Maintains this Manual of Administration along with facilitating the amendment process.
- e. Other duties as directed by the Lodge Chief.
- f. Functions as Lodge Chief in the absence of Lodge Chief, Executive Vice Chief, and Vice Chief of Program.

5. Scribe/Secretary

- a. Takes Minutes of all Lodge Executive Committee meetings.
- b. Maintaining permanent records of all minutes.
- c. Responsible for maintaining/updating the Lodge Committee Roster.
- d. Makes meeting minutes available to all members of the Lodge (website, newsletter, or monthly email).
- e. Responsible for Lodge Newsletter.
- f. Other duties as directed by the Lodge Chief.

5. Treasurer

- a. Preparation and maintenance of an Annual Lodge Budget.
- b. Financial records of the Lodge.
- c. Presents Finance Report at each Executive Committee meeting.
- d. Review of chapter proposals/requests.
- e. Responsible for the Finance Committee.
- f. Any other financial requirements of the Lodge.
- g. Other duties as directed by the Lodge Chief.

B) Positions and Duties (Adults)

- 1) Lodge Advisers shall serve at the discretion of the Supreme Chief of the Fire (current Scout Executive of the Laurel Highlands Council). The primary adult advisers will include:
 - a. Lodge Adviser – volunteer
 - b. Lodge Staff Adviser – scouting professional staff
 - c. The Lodge Adviser and Lodge Staff Adviser shall designate an adviser for each youth officer, committee chair or other youth leadership position, as may be needed.
- 2) Advisers shall refer to National Order guidance as to responsibility and guidance in their positions.

C) Voting Process

- 1) The elected lodge leadership positions shall include: Lodge Chief, Executive Vice Chief, Vice Chief of Program and Vice Chief of Administration.
- 2) These positions shall be voted on prior to the end of each term, unless given special permission by a majority vote of the EC.
- 3) All registered Lodge youth members shall be able to participate in the vote.
- 4) Each position shall require a majority vote (over fifty percent) to be elected.
- 5) If a clear majority is not determined, the one with the least votes shall be eliminated. Another vote will be held with the remaining candidates. This process will continue until a clear majority is determined.
- 6) The election of these officers shall take place at a Lodge event as determined by the Executive Committee.

D) Terms

- 1) The term for each youth position will be defined as one year, starting from the first day of January going until the last day of December.

D) Resignation/Termination of Officers

- 1) Any officer that wishes to resign will write a letter of resignation and submit it to the secretary.
- 2) If an officer proves inefficient or delinquent in the performance of his duties, he may be dismissed from office by a two-thirds (2/3) vote of a proper quorum of the Lodge Executive Committee.

3) Section Three -- Committees

A) Lodge Committee Chart

- 1) A list of Lodge Committees for the upcoming year and Chairmen and Advisers, as possible, (the "Lodge Committee Chart") shall be reviewed at the start of each year by the Key 3 and presented to the Lodge at the Lodge Winter Social.
- 2) The Lodge Committee Chart shall list all currently active Lodge Officers, Chapter Chiefs and willing chairmen for each committee.
- 3) The Lodge Committee Chart can be updated at any time at an EC meeting or Key 3 meeting.
- 4) The Secretary of the Lodge shall oversee the Lodge Committee Chart.
- 5) The Lodge Committee Chart shall contain all updated contact information (As given by each committee chairmen).
- 6) The Committee Chart shall be distributed to the Key Three each time it is updated.
- 7) The Key Three may add new committees to the Committee Chart at any time, upon approval with the EC.

B) Committee Chair Responsibilities

- 1) Committee Chairs shall run their Committee with the guidance of the appropriate adviser.
- 2) Only Committee Chairs or their representative may speak of their event at an EC meeting.
- 3) Each Committee Chair or their representative shall be responsible for updating the EC in writing at each meeting with any news that the Committee has.

C) Ad-Hoc Committees

- 1) Ad-Hoc committees may be created and dissolved at the digression of the Key Three in approval with the EC.
 - 2) Ad-Hoc committees shall be reconfirmed annually with the creation of the Lodge Committee Chart each January.
 - 3) Ad-hoc committees shall be defined as any duty that is needed to be filled that does not fall under any other committee that is not a continual duty.
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4) Section Four -- Executive Committee and Key Three

A) Lodge Executive Committee (the EC)

- 1) The Lodge Executive Committee shall be the primary governance committee of the Lodge and shall be organized and operated in accordance with National Order of the Arrow literature.
- 2) Membership on the EC shall include the Lodge Chief, Lodge Vice Chiefs, Lodge Secretary, Lodge Treasurer, Chapter Chiefs or their representatives and Lodge committee chairmen.
- 3) Advisers for the voting youth EC members shall be members of the EC but have no vote.

B) Key Three

- 1) The Lodge Key Three shall provide direction for the Lodge as provided for in current National literature, making appropriate executive decisions for the Lodge.
 - 2) The Lodge Key Three shall consist of the Lodge Chief, Lodge Adviser and the Lodge Staff Adviser.
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5) Section Five -- Chapters

A) Structure

- 1) Each Chapter shall be able to determine its leadership structure and likely include a Chapter Chief, Chapter Vice Chief and Chapter Secretary.
- 2) The number and service-territory of Chapters are determined by the Supreme Chief of the Fire, with the input of the Lodge Key Three.

B) Officer Duties

- 1) Chapter Chief
 - a. Presides over all functions of the chapter.
 - b. Represents the chapter at all lodge functions.
 - c. Responsible for carrying out a program in keeping with the Order of the Arrow's purposes and principles.

- d. Assigns chapter officers and members as operating chairmen of the chapter committees.
- e. Creates as many committees as deemed necessary for operation of the chapter with the approval of the Chapter Executive Committee.
- f. The Chapter Chief and Chapter officers are responsible for:
 - i. Camp Promotion.
 - ii. Unit Elections.
 - iii. Chapter records and input to the lodge.
 - iv. Financial records and required lodge input.
 - v. Ceremony Teams.
 - vi. Call-Out Ceremonies.
 - vii. Hosting Lodge Service/Induction Weekends.
 - viii. Service projects.
 - ix. Lodge newsletter articles.
 - x. Chapter program.
 - xi. Troop OA Rep. Program
 - xii. Any other assigned responsibilities for lodge activities.
 - xiii. Appoints all unfilled Chapter Officer Positions.

2) Each Chapter shall be overseen by its designated Chapter adviser.

C) Powers

1) Each Chapter shall have one vote on the EC, which shall be represented by the Chapter Chief or his representative.

2) A Chapter's powers shall include, but not be limited to:

- a. Choosing a name and totem to be approved by the EC. Once approved, the Chapter is free to use as seen fit.
- b. Hosting Lodge and Chapter Service/Social weekends
- c. Hosting Chapter Events
 - i. (a non-overnight activity that relies mostly on the Chapter for planning, participation, and program.)
- d. Making Chapter patches and other Chapter paraphernalia

- i. (Patches and/or paraphernalia that may feature/provide: approved chapter name and totems, fundraising efforts, or event recognition for the chapter that exercises this power.)
 - e. Delegation of Chapter Responsibilities
 - i. Deciding the Duties and Powers of appointed Chapter Officers
 - f. Forming Chapter Committees
 - i. Creation of Committees to work on specific tasks.
 - g. Building Connections with Troops
 - i. Utilizing the Troop Rep. Program and reaching out to troop leadership with helpful information.
 - h. Working/planning with Host Districts
 - i. Volunteering service to district events and taking on local responsibilities/service projects
- 3) The EC shall have the power to “Turn Down” any chapter function/paraphernalia by a majority vote of an EC meeting.
- 4) Other rights not listed shall be provided to the chapter.
- 5) The exercise of rights of chapters may be turned down by a 2/3 vote of a proper quorum of the EC.
- 6) The removal of a Chapter Officer is to follow the same removal requirements for the Lodge.
- 7) The EC’s decision to “Turn Down” Chapter actions is to be decided based upon whether the action falls outside of or is in violation of The Manual of Administration for the Allohak Menewi Lodge, or calendar conflicts at the local district or council level.
- 8) Lodge and Chapter Activities/Events must be planned in accordance with current council event approval, planning, and close-out procedures.
- 9) All decisions of the Lodge are subject to the interests/goals of the Supreme Chief of the Fire.
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6) Section Six -- Meetings of the Lodge

A) Executive Committee Meetings

- 1) The Executive Committee shall meet at least four times per year and is encouraged to meet more often.
- 2) The EC meetings shall be run using Robert's Rules of Order.
- 3) An Agenda shall be made available to all those who hold a spot on the EC prior to the meeting.
- 4) The EC meetings shall require a quorum for any voting movements.
- 5) A quorum for the EC shall be considered as: at least 2 of the 4 elected chief and vice chief positions and 5 other active members of the EC being present.
- 6) The Key Three shall have the power to call an emergency EC meeting for anything needing immediate action.
- 7) Assuming his/her dues are paid, any youth member of the lodge present at the meeting will have the power to vote.

B) EC Meeting Agendas and Proposals

- 1) EC meeting Agendas must be published at least 2 weeks prior to the date on which the meeting is scheduled to occur.
- 2) Lodge Proposals must be received by the Lodge Chief(s) at least 4 weeks prior to the EC meeting (See ***Section Eight -- Finances*** for more information regarding Lodge and Chapter proposals).
- 3) Any lodge member can propose a chapter or lodge project with approval of the appropriate advisor

C) Key Three Meetings

- 1) The Key Three shall meet at least three times a year, separate from the EC meetings.
- 2) Each year, the key three shall meet at least once with the Supreme Chief of the Fire to review the Lodge activities and discuss the goals for the Lodge.

D) Chapter Meetings

- 1) Chapters are encouraged to meet at least four times per year.
- 2) The Chapters shall refer to this Lodge Manual for guidance in their operations.
- 3) The Lodge Executive Vice Chief shall have an invitation to each Chapter meeting.
- 4) The Chapters shall have the power to vote on any matter pertaining specifically to the entire Chapter.

E) Special Meetings

- 1) Special meetings may be called at the discretion of the Lodge Key 3.
 - 2) A quorum must be present at any special meeting to vote on a matter before the committee.
 - 3) Meetings may be held by conference call or other telephonic or video method available to the committee members.
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7) Section Seven -- Insignia and Regalia

A) Insignia

- 1) All Lodge Flaps shall adhere to OA rules and policies.
- 2a) All pocket flaps for the Lodge shall include the Lodge name, Allohak Menewi, the number "57", WWW, and the fleur de lis.
- 2b) Any additional flaps produced by the Lodge shall be approved as to its purpose and design by the Lodge EC.
- 3) Distribution of event patches will be given out on the first day of the event.
- 4) Chapter Patches must have "57" and/or "Allohak Menewi."

B) Regalia

- 1) All ceremonies must be performed in ceremonial outfits.
 - 2) Ceremonial outfits must be approved by the Lodge and should follow current National Order of the Arrow guidance.
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8) Section Eight -- Finances

A) Handling

- 1) Lodge funds shall be handled through the Laurel Highlands Council and the normal council accounting procedures.
- 2) Chapter finances shall be handled through the Lodge in accordance with current National literature.

B) General Financial Operations of the Lodge

- a. Allohak Menewi Lodge has a custodial account managed by Council in accordance to the rules set forth by the BSA. The Lodge currently has seven accounts each with a specific focus.
- b. Dues and the Trading Post compose the majority of Lodge funds and are what primarily fund the overall Lodge Budget.

- i. Events typically only generate a small amount as a whole (some lose money, some make money).
 - ii. Fundraisers generate some funds toward a specific purpose.
- c. All funds collected for registration or for trading post sales (less trading post petty cash) must be turned in immediately following the event to be deposited into the proper lodge accounts.
- d. The Staff Advisor, Treasury Committee Advisor, Youth Treasurer, and authorized Council Staff can request a report of Lodge accounts from the Council at any time.
 - i. No one person should be able to modify/alter the account at any given time by themselves.
- e. Any spending should be approved at minimum by members of the Key 3.
 - i. Review and approval by the Treasurer/Treasury Adviser and a member of the Key 3 is preferred.
 - ii. They should not have to wait for full EC approval unless they deem it necessary related to what is being requested. Waiting for full EC approval of routine expenditures will greatly delay paying of bills various times throughout the year.
 - iii. At the end of the calendar year/beginning of the new year, the treasurer, treasury adviser, and lodge staff adviser should audit the accounts and prepare appropriate adjustments to begin the new year.
- f. All lodge/chapter events must have an approved budget based on council accounting/event budgeting procedures before any funds will be issued or the event registration is set up.
 - i. This budget should include all anticipated costs (food, patches, program supplies, etc.) and anticipated attendance. The event price needs to be set so as to at least break even based on anticipated attendance.
 - ii. Once the event budget is approved, the chapter adviser can request a cash advance through the lodge staff adviser as needed to purchase food, program supplies, etc.
 - iii. Advances must be requested at least 30 days ahead. The advance, including any remaining funds, and all event receipts must be submitted no later than 30 days following the event.

C) Order of Operation Regarding Chapter Camp/Service Projects

- 1) A Youth proposes a project to his/her Chapter Chief.
- 2) The Chapter chief takes the proposal to the Youth Treasurer.

- 3) The Treasury Committee should approve the proposal at least 6 weeks prior to the EC meeting.
 - 4) If approved, the plan is then brought to the Lodge Chief(s) for review at least 4 weeks prior to the EC meeting in which it will be voted on.
 - 5) Whether a chapter will be required to fundraise for a camp/chapter-specific project will have been determined by the Treasury Committee.
 - 6) The amount of money allotted to a Chapter regarding service and/or camp projects must be voted on and approved by the EC.
 - 7) After EC approval, following our council operating policies, any project valued less than \$5000 must be approved by the Ranger responsible for the property.
 - 8) Projects valued over \$5000 must be presented to and approved by the Council's Asset Management Committee.
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9) Section Nine -- Awards

A) The Lodge can award national awards at its discretion (Founder's Award, etc.).

B) Lodge created awards:

- 1) The EC shall be permitted to establish recognition for attendance at Lodge, Chapter and other OA events and filling Leadership positions.
 - 2) The EC shall be permitted to establish an annual Lodge award to recognize outstanding service to the Lodge.
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10) Section Ten -- Amendment Process

A) This Manual is subject to amendment following the procedure outlined below.

- 1) Amendment(s) must be submitted in writing to the Vice Chief of Administration.
- 2) The Vice Chief of Administration must present the amendment to the Lodge within 14 days.
- 3) The EC must hold a vote minimum of 14 days after the presentation to the Lodge; not to exceed 30 days after the announcement.
- 4) The EC must approve the amendment by 2/3rds vote.
 - a) Each member of the EC will be required to vote on this amendment by proxy, mail-in, or in person.