

Blue Heron Lodge Rules

I. Name and Application of Lodge

- A. The name of this Lodge shall be Blue Heron Lodge #349, Order of the Arrow, W. W. W.
- B. The Lodge shall be affiliated with the Tidewater Council #596, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Scout Executive.
- C. The totem of this lodge shall be that of the Blue Heron with a fish in its mouth, standing on the edge of a lake.

II. Conditions of Membership

- A. The requirements for membership in this lodge are as stated in the current printing of the Order of the Arrow Handbook.
- B. Procedure for the Ordeal shall be as stated in the Order of the Arrow Handbook and Guide to Inductions.
- C. All unit elections that are to be held must be sanctioned by the Chapter Unit Elections Chairman.
- D. Induction fee for each new Ordeal member shall be established based on the cost of the following at the time of the induction:
 1. Order of the Arrow Ordeal Sash.
 2. Order of the arrow Handbook.
 3. Copy of the current Lodge Rules.
 4. Information to Members Book.
 5. Subsistence during the Ordeal event.
 6. Current year's dues, which shall provide membership until the end of the current lodge year.
- E. Dues shall be collected on the annual calendar year basis in the amount of \$10.00 per member. Payment is due by December 31 and may be submitted to the Chapter or Lodge Membership Chairman, the Council Service Center, or by mail to Blue Heron Lodge. There shall be a one month grace period. Non payment of dues by January 31 will result in a shift to inactive status, which includes removal from the mailing list.
- F. Active membership may be reinstated at the chapter level upon request accompanied by one year's dues and \$2.00 late fee.
- G. Active members transferring from another Lodge into Blue Heron Lodge shall submit a completed membership application (dues form) and pay a transfer fee consisting of the current year's dues without the penalty.

III. Lodge Materials

- A. Lodge Flap
 1. The lodge shall issue a "red border" pocket flap for wear by all Blue Heron Lodge members. The lodge flap design shall include only:
 - a. The lodge totem
 - b. Fluer de lis
 - c. "Blue Heron"
 - d. "349"

- e. "WWW"
 - 2. The lodge shall issue a "white border" pocket flap for wear by any Blue Heron Lodge Brotherhood or Vigil member. The lodge flap design shall include only:
 - a. The lodge totem
 - b. Fluer de lis
 - c. "Blue Heron"
 - d. "349"
 - e. "WWW"
 - 3. Any Blue Heron Flap may be worn at all times.
- B. Lodge Neckerchief
 - 1. The lodge neckerchief shall be white with two red embroidered arrows. The arrows shall point toward the tip of the neckerchief flap, one down each side, pointing to the center of the wearer's back. The focal piece of the neckerchief shall be the Blue Heron Diamond, fully embroidered, sewn centered on the bottom of the tip of the neckerchief.
 - 2. The lodge neckerchief shall be restricted to two per Blue Heron Lodge members in good standing. Individuals' records of purchases will be maintained on a chapter basis.
 - 3. The lodge neckerchief is worn only at Order of the Arrow functions and special Scouting activities, including Courts of Honor and on occasions when members need to be identified as Arrowmen rendering special services.
- C. Ordering Lodge Materials - Ordering of all Blue Heron Lodge materials shall be conducted through the Lodge Treasurer. All original designs shall be approved by the Key Three.
- D. Blue Heron materials, other than the neckerchief, shall not be restricted from any Order of the Arrow member with the exception of the white bordered lodge pocket flap, which is restricted to Blue Heron Brotherhood and Vigil Honor members.

IV. Officers

- A. The elected officers of this Lodge shall be Lodge Chief, Executive-Vice Chief, Vice Chief of Administration, Vice Chief of Operations, and Lodge Secretary/Treasurer. Arrowmen serving as a Lodge (or Chapter) officer or committee chairman must meet the following eligibility requirements:
 - 1. Is currently registered in Tidewater Council.
 - 2. Is a member in good standing in the Lodge.
 - 3. Is younger than 21 years of age for the entire term of office.
- B. Lodge officers will be elected at the annual business meeting.
- C. Lodge officers will be installed at the annual Holiday Banquet and shall serve until the next annual Holiday Banquet.
- D. The Lodge year shall be from one annual Holiday Banquet to the next.
- E. The Lodge Executive Committee, hereafter known as the LEC, of the Lodge consists of the lodge officers (including the last Lodge Chief), lodge standing and ad-hoc committee chairmen, the Staff Adviser, the Lodge Adviser, the Chapter Chiefs, the Chapter Advisers, and a member of the Council Camping Committee. The Lodge Chief may appoint additional youth Arrowmen to the Lodge Executive Committee in accordance with the definition of "Lodge Executive Committee" from the Guide for Officers and Advisers.
- F. Committee chairmen (operating and ad hoc) are appointed by the Lodge Chief and in consultation with the Lodge Adviser and Staff Adviser. Chairmen may pick their own committee members

subject to approval of the Lodge Chief.

G. Duties

1. Lodge Chief

- a. Shall be the executive officer of the lodge.
- b. Shall oversee the annual operations of the lodge and set directives accordingly.
- c. Shall serve as the chairman of the Lodge Executive Committee.
- d. Shall author annually a lodge plan book.

2. Executive Vice-Chief

- a. Assists and advises the Lodge Chief on issues and matters concerning the annual operations of the lodge.
- b. Chairs the Activities Committee and oversees the annual planning of lodge events.
- c. Oversees the Rules and Vigil Committees.
- e. Assumes responsibilities of the Lodge Chief in the Lodge Chief's temporary absence or in the event the Lodge chief resigns, is elected Section Chief, or is otherwise unable to fulfill his term of office.
- d. Assumes other responsibilities as assigned.

3. Vice Chief of Administration

- a. Assists and advises the Lodge Chief on issues and matters concerning internal operations and support services
- b. Takes charge of the Internal Operations division of the LEC by overseeing the following operating committees:
 1. Brotherhood
 2. Drumbeat
 3. Technology
 4. Membership
 5. Historian
- b. Assumes other responsibilities and duties as assigned.

4. Vice Chief of Operations

- a. Assists and advises the Lodge Chief on matters and issues concerning lodge services and external operations.
- b. Takes charge of the External Operations division of the LEC by overseeing the following committees:
 1. Unit Representatives
 2. Service
 3. Unit Elections
 4. Camping Promotions
 5. Ceremonies
- c. Assumes other responsibilities and duties as assigned.

5. Secretary-Treasurer

- a. Shall record the minutes of meetings of the Lodge Executive Committee and all

Lodge business meetings. Duplicates and delivers copies of the minutes to the Lodge Chief and Adviser within 15 days following each meeting.

- b. Maintains a file of the meeting minutes for the past three years. Minutes over 3 years old shall be delivered to the Historian for filing.
- c. Maintains an up-to-date roster of names, addresses, and telephone numbers of the Lodge Executive Committee. Distribution of rosters shall be made to all Lodge Executive Committee members in December and updated as necessary.
- d. Serves as financial officer for the lodge and therefore stays up to date on the lodge budget and gives financial reports as directed.
- e. Takes charge of the Finance bureau of the LEC by Chairing the Finance Committee and overseeing the Custodial Committee.

H. Removal From Office

1. A motion may be made to remove an elected officer at any Lodge Executive Committee meeting. A notice is sent to all members announcing the intent to remove the person from office at the next Lodge Executive Committee meeting.
2. The officer to be removed must be notified in writing of his offense and the date of removal proceedings by the Executive Vice-Chief. Copies are made and sent to the Lodge Key 3 and Scout Executive.
3. At the removal process meeting, the motion is restated and the offenses explained. Discussion may follow, but it shall be limited to two 5-minute speeches per person.
4. A vote is taken. Two-thirds (2/3) of the voting members of the Lodge Executive Committee must be present.
5. A four-fifths (4/5) vote in favor of removal, of the Lodge Executive Committee voting members present, is required to remove the elected officer.

I. Filling Officer Vacancies

1. In the event of a vacancy in the office of Lodge Chief, the Executive Vice-Chief shall become the Lodge Chief and shall vacate his current office.
2. In the event that there is a vacancy in the office of Lodge Chief and Executive Vice Chief, then the next officer in the order enumerated in IV. G. shall become Lodge Chief and shall vacate his current office.
3. Should all of the officer positions be vacant, the Lodge Executive Committee shall elect a lodge chief by simple majority vote.
4. In the event that an elected lodge office other than Lodge Chief becomes vacant, the Lodge Chief shall appoint a replacement subject to the approval of the Lodge Executive Committee.

V. Brotherhood Membership

- A. Completion of the Brotherhood membership shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook.
- B. Each Chapter Chief shall appoint, with the approval of his Adviser, a Chapter Brotherhood Chairman who shall serve on the Lodge Brotherhood Committee.

VI. Vigil Honor

- A. Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook.
- B. Each Chapter Chief shall appoint, with the approval of his Adviser, a Chapter Vigil Chairman.
- C. The membership of the Lodge Vigil Honor Nominating Committee shall be appointed in a manner consistent with the Guide for Officers and Advisers.
- D. Nominations for the Vigil Honor may be submitted to the Lodge Vigil Honor Nominating Committee by any Blue Heron Lodge member.

VII. Finances

- A. All Order of the Arrow funds shall be handled through the council service center and go through all normal council accounting procedures.
- B. The budget year shall coincide with the lodge year and an annual budget shall be approved by the Lodge Executive Committee before the beginning of the year for which the budget is effective.
- C. All expenditures to be undertaken by the Lodge not specifically approved in the annual lodge budget or in a bona fide committee budget approved in accordance to the procedures of the committee must be approved by a two-thirds majority of the Lodge Executive Committee.
- D. All committee expenditures shall be made known in writing to the Lodge Secretary-Treasurer who shall place these records in the monthly financial report.
- E. For purposes of financial rules, each chapter shall be deemed a committee.

VIII. Voting. Adult Scouters, age 21 or older, do not have a vote in matter of Lodge business.

IX. Meetings

- A. The annual business meeting will be held on Sunday at the Fall Fellowship, usually between September 1 and November 10.
- B. Special sessions of the Lodge, Chapter, or Lodge Executive Committee may be called by the Lodge Chief, Chapter Chief (in the case of special Chapter meetings), or Scout Executive.
- C. Lodge and Chapter meetings shall be conducted in accordance with Blue Heron Lodge Guidelines for expediting business.

X. Chapters

- A. This lodge shall be organized into chapters in the same manner as the council is organized into districts. Each Chapter shall cooperate with the district program team. A professional scouter assigned to the District will be designated by the Scout Executive as Staff Adviser to the Chapter.
- B. Chapter Officers
 - 1. Chapters shall elect a Chief, one or more Vice Chiefs, if needed, the number not exceeding the current number of lodge vice chiefs, and a Secretary-Treasurer.
 - 2. They shall be elected within one month after the annual Lodge business meeting.
- C. Chapters shall operate under established chapter policy and may choose to revise such policy under the direction of the chapter chief, so long as it does not conflict with established lodge policy.
- D. In the event that the split or merger of a chapter is imminent, the Lodge Chief shall activate the Realignment Committee composed of the following: the Lodge Key Three, the Chapter Chief(s) and Adviser(s). The implementation of the recommendation of the Realignment Committee for

split or merger shall become effective on the date of split or merger as determined by the District and/or Council.

XI. Operating Committees

- A. The standing committees of this lodge will be:
 1. Camping Promotions
 2. Service
 3. Membership
 4. Brotherhood
 5. Activities
 6. Ceremonies
 7. Drumbeat
 8. Unit Elections
 9. Finance
 10. Vigil
 11. Custodian
 12. Rules
 13. Historian
 14. Technology
 15. Unit Representative
- B. Ad Hoc committees are appointed as needed and on a temporary basis. Examples include, but are not limited to:
 1. Holiday Banquet
 2. National Order of the Arrow Conference (NOAC)
 3. Conclave
 4. Nominating
 5. Fall fellowship
 6. Freeze-o-ree
 7. Ordeals
 8. Founder's award
- C. Operating Committee Chairmen
 1. Drumbeat
 - a. He shall be the executive editor of the lodge newsletter.
 - b. He shall be responsible for publishing not less than four newsletters each lodge year.
 - c. He shall be responsible for the preparation of press releases for outlets such as, but not limited to, the Electronic Knapsack, local newspaper, and Order of the Arrow newsletters.
 2. Historian
 - a. He shall serve as curator of the Blue Heron Lodge museum.
 - b. He shall be provided, upon request, two of each item of Blue Heron

memorabilia, which are to be placed in the Lodge Museum.

- c. He shall be responsible for the safe-keeping of Lodge and other Order of the Arrow items of historical significance.

3. Camping Promotions

- a. He shall be responsible for publishing a "Where To Go Camping Guide" on an annual basis (or every other year with a an 'update' being published in the 'off year.')
- b. He shall, in cooperation with the Chapter Camping Promotions chairmen, supervise the organization and training of all unit visitation teams.
- c. He shall oversee the annual camping promotions program.
- d. The Camping Promotions committee will be comprised of the following subcommittee: OA High Adventure Committee

4. Service

- a. He shall, in cooperation with the different elements of the LEC, organize and supervise all service activities taken on throughout the year.
- b. When requested by the Activities chairman, He shall designate committee members to serve as Service liaisons to the various events, whom will be responsible for leading service projects undertaken at events under the direction of the applicable event chair.
- c. He shall be responsible for collecting and maintaining the list of service projects undertaken by the lodge and chapters.

5. Membership

- a. He shall be responsible for collection of membership dues and arrowmen's personnel history.
- b. He shall maintain accurate membership records and make them available, as requested, to the Lodge Executive Committee.

6. Unit Elections

- a. He shall be responsible for the administering the lodge Unit Elections program, providing guidance and administrative oversight to chapter elections chairmen.
- b. He shall, in cooperation with the chapter Unit Elections committee chairmen, be responsible for the selection and training of all unit election teams and scheduling of unit elections.
- c. He shall be able to set goals and priorities for Unit Elections and will be responsible for communicating election cut-off dates.

7. Ceremonies

- a. He shall maintain a lodge ceremonial team, with representation from each chapter.
- b. He shall schedule frequent practices of the team.
- c. The ceremonial team shall compete in the Section Conclave.
- d. The ceremonies team(s) will be responsible for conducting OA call-outs, ordeal, vigil, brotherhood, and other ceremonies as scheduled or as requested by the Lodge Chief.
- e. Shall be comprised of the following sub-committee: Dance and Drum, Ceremonial Grounds.

8. Brotherhood

- a. He shall develop, in conjunction with the Membership chairman, a list of brothers who have met the time in the service challenge for Brotherhood.
- b. He shall be responsible, in conjunction with the chapter brotherhood chairmen, for evaluation of the fulfillment of the Brotherhood challenges by all Brotherhood candidates.

9. Vigil

- a. In conjunction with the Membership Chairman, he shall develop a list of members eligible for the Vigil Honor.
- b. He shall receive from each Chapter Vigil chairman the Vigil Honor nominees two weeks before the Lodge Vigil Honor Nominating Committee meeting.
- c. He shall serve as chairman of the Lodge Vigil Honor Nominating Committee.

10. Finance

- a. He shall be responsible for maintaining sound financial records - income, expenses, dues, inventory, budget, etc. - in accordance with the procedures of the Local Council Accounting Manual.
- b. He shall prepare financial statements for the Lodge Executive Committee.
- c. Shall detail a Finance committee member to serve as finance liaison to the Activities committee.

11. Technology

- a. He shall serve as webmaster for the official web site of Blue Heron Lodge.
- b. He shall provide expertise or consultation to any lodge units that require the integration of technology or multimedia applications into their program.
- c. Responsible for overseeing current technology assets, and for developing a technology vision for the Lodge.
- d. He shall assist in the production of the Electronic Drumbeat.

12. Rules

- a. Shall answer and attend to any confusions or misunderstanding within the lodge concerning bylaws.
- b. Serves as General Counsel to the Lodge Executive Committee and reports any infringements on National Order of the Arrow or Council policies to the responsible officer.
- c. He shall see that Lodge Rules are kept current and compliant with council and national policy.
- d. Shall serve as Lodge Parliamentarian when called upon.

13. Custodian

- a. He shall be responsible for the sale and supply of Lodge merchandise including, but not limited to, flaps and other Order of the Arrow insignia, patches, neckerchiefs, hats, and shirts.
- b. In regulating the sales of lodge merchandise, he shall distribute inventory reports to the following people: Lodge Chief, Lodge Treasurer, Lodge Adviser, Staff Adviser as required or after major events or sales.

14. Activities

- a. Shall be responsible for the planning and conducting of all lodge events and gatherings.
- b. Shall be comprised of the following event chairmen or commissioners: Fall

Fellowship, August Ordeal, May Ordeal, Holiday Banquet, Lodge Leadership Development Conference, Conclave Delegation, Freeze-o-ree.

- c. These appointees are selected by the Executive Vice-Chief in consultation with the lodge chief.
- d. Membership on the committee will also consist of the chairmen of the following subcommittees: Elangomats, Health and Safety, Food Service.
- e. Shall meet no less than 4 times throughout the lodge year to review progress and continuation of lodge events.

15. Unit Representative

- a. Through the chapters, the chairman shall maintain a list of all Unit Representatives for the purposes of communication and organization.
- b. He shall provide a yearly training session for OA Representatives at the LLDC.
- c. He shall be responsible for implementing the OA representative program according to National syllabus.

D. Operating Subcommittees:

1. Ceremonial Grounds

- a. He shall provide for the maintenance and up-keep of the Lodge's ceremonial grounds.

2. OA High Adventure Promotions

- a. Responsible for the promotion and coordination of the three OA high adventure programs- OA trail crew, Wilderness Explorer, and Ocean Adventure within the lodge.
- b. Any monies or funds donated by the lodge, section, or private individuals for the purposes of OAHA scholarships may be distributed by the committee under the supervision of the LEC.

3. Food Service

- a. He shall organize and run the kitchen staff and Blue Heron *Cook Crew* for all Lodge activities.

4. Elangomat

- a. He shall raise a committee and contingent of Elangomats for Ordeals, with membership from each of the chapters.
- b. He shall maintain, provide, and organize elangomats for Ordeals, and, in conjunction with the Service chairman and Ordealmasters, ensure the organization of clans for service.
- c. He shall provide for the training of these elangomats.

5. Dance and Drum

- a. He shall maintain a lodge dance team, with representation from each chapter.
- b. He shall schedule regular practices of the dance team.
- c. The dance team shall compete in the Section Conclave dance competition.
- d. The dance team shall represent the Lodge at the Council Scout Show.
- e. The chairman shall present a schedule of dance team appearances for approval by the Ceremonies Chairman.
- f. He shall be responsible for ensuring the compliance of Lodge to Native American customs and council and national policy in this area.

6. Health and Safety

- a. He shall maintain a list of those persons willing and qualified to serve as health officers for Blue Heron events.
- b. In conjunction with the event chairman, he shall ensure that appropriate medical staff are present at each event and that they have all necessary supplies.

E. Ad Hoc Committees

1. Nominating Committee

- a. The Nominating committee is appointed by the elected lodge officers and should include a representative from each chapter. The committee shall elect its own chairman. The committee shall be appointed 4 months before the scheduled election.
- b. The Lodge Adviser serves as adviser to the Nominating committee.
- c. The Lodge Chief shall not be a member of the Nominating committee.
- d. All candidates for lodge office nominated by the Nominating committee shall be made known to the Lodge Executive Committee thirty days prior to the annual business meeting, and notice shall be sent to all active members not less than ten days prior to the annual business meeting.
- e. Members who desire to run for lodge office, except those nominated by the nominating committee, must submit to the Lodge Secretary/Treasurer by 6:00 p.m. the day before the annual business meeting, a petition of twenty signatures of active Blue Heron Lodge members.

XII. Amendments

- A. These lodge rules shall be subject to amendment at any regular or special session of the lodge provided that:
 1. The proposed amendment is submitted to the Rules chairman ten (10) days prior to the Lodge Executive Committee meeting at which they will be submitted.
 2. The proposal is submitted to the Lodge Executive Committee meeting, in writing, not less than thirty (30) days prior to the lodge session at which the vote will occur.
 3. Written notice of the lodge session and the proposed amendment(s) is sent to all active members at least ten (10) days prior to the session. Unless directed otherwise by the LEC, notification may be sent via e-mail to those members electing to receive the Electronic Drumbeat.
 4. A two-thirds majority of the voting members present approve them.
 5. Sessions are defined as a business meeting of members at which any and all members are invited and expected to attend.
- B. Unless stated to the contrary in the rule amendment proposal, rule amendments shall become effective upon passage.
- C. The Rules Committee may make "housekeeping updates" as necessary to keep the rules current with changes in the council or Lodge organization. Housekeeping updates are limited to grammatical agreements, changing names of committees, and relocating committees under a different officer. These changes will be approved by the Lodge Executive Committee and do not require the vote of the entire Lodge membership.

XIII.Official Rules

- A. At any time which amendments are added to the bylaws, the Rules chairman, Secretary/Treasurer, Lodge Chief and Lodge Adviser shall inspect the rules for formatting, spelling, or other housekeeping mistakes. They shall correct these as they see necessary.
- B. The official copy of the rules shall be signed and dated by the Rules chairman, Lodge Secretary/Treasurer, and Lodge Chief, and placed in the council service center. These shall be considered the only "official version."

XIV.Date of Adoption

- A. The final item of every proposed "Lodge Rule Amendment Revision" shall include the date and occasion for the lodge meeting at which the voting is intended, i.e., "June 1989 Special Lodge Meeting" or "1996 Fall Fellowship Annual Business Meeting".
- B. Each printing of the Blue Heron Lodge Rules shall include as a final item the date of the adoptions of the basic rules and the date of the adoption of the latest amendment.
- C. In accordance with XIV.B above, this complete revision of the lodge rules was approved at the October 2005 Fall Fellowship Annual Business Meeting.
- D. In accordance with XIV.B above, a revision of the officer and committee sections of the bylaws was approved at the January 2009 Special Lodge Meeting.

Rules Chairman_____

Lodge Secretary/Treasurer_____

Lodge Chief_____