



The following operating procedures are created under Section VII of the Lodge *Rules and Regulations* and will be enforced as equally as the *Rules and Regulations*. The items included here are procedures that the Lodge Executive Committee has created to help the LEC define how to run the lodge. These *Operating Procedures* can be changed by a vote of the Lodge Executive Committee or by order of the Lodge Adviser in consultation with the Lodge Staff Adviser and/or the Scout Executive.

In no way are the *Operating Procedures of Pocumtuc Lodge* meant to be in conflict with the Rules and Regulations of the National Committee Order of the Arrow or the *Rules and Regulations of Pocumtuc Lodge*. Whenever the *Operating Procedures of Pocumtuc Lodge* are found to be in conflict with the Rules and Regulations of the National Committee Order of the Arrow or the *Rules and Regulations of Pocumtuc Lodge*, the National Rules and Regulations or the *Rules and Regulations of Pocumtuc Lodge* shall take precedence over the *Operating Procedures of Pocumtuc Lodge*.

1. Lodge Insignia & Paraphernalia

- A. The patch designs of Allogagan Lodge #83, Memsochet Lodge #507, the pair of moccasins patch designs, the winding trail patch designs as well as all past patch designs authorized by Allogagan Lodge #83 and all its predecessors or Memsochet Lodge #507 and all its predecessors are the trademark property of Pocumtuc Lodge, Western Massachusetts Council #234 and may not be used on any item without the express written consent of the Lodge Executive Committee.
- B. The Lodge Executive Committee has authority over the authorization, design, and production of all Lodge insignia including flaps, patches, neckerchiefs, and other insignia or paraphernalia. Pursuant to the Lodge *Rules and Regulations*, the Lodge Executive Committee may authorize the Lodge Adviser and/or Lodge Staff Adviser to finalize the design and to have produced any Lodge flap, patch, neckerchief, or any other insignia or paraphernalia.

2. Officers

- A. Pursuant to the Lodge Rules and Regulations, the following elections rules have been adopted:
 1. Elections will be held at the regularly scheduled Lodge meeting in spring of each year.
 2. Elections for all offices will be conducted by the current Lodge Chief. If the Lodge Chief is a candidate for an office, then the election for that office shall be conducted by (1) the Chairman of the Nominating Committee or (2) another officer or member in good standing, any of which are not a candidate for that particular office, appointed by the Lodge Adviser.
 3. Eligible voters will be members in good standing under the age of 21.
 4. Members in Good Standing may have their name placed in nomination from the floor provided the member has given the Lodge Adviser a completed intent to run for office form.
 5. If there are no names placed in nomination from the floor, then the entire slate shall be voted on together.
 6. Whenever more than two nominees for an office are put before the Lodge, voting will be as follows:
 - a) Voting will be by secret ballot.
 - b) The elections will proceed in the following sequence: Lodge Chief, Vice Lodge Chief, Lodge Secretary and Lodge Treasurer.
 - c) All ballots are to be counted by the current Lodge Chief and the current Vice Lodge Chief with the Lodge Adviser acting as an observer. In the event either the current Lodge Chief or the current Vice Lodge Chief is one of the candidates for the election,

then the Lodge Adviser shall appoint a replacement from the current officers or other members in good standing for the counting of the votes.

- d) A nominee must receive a majority (one vote more than fifty percent) of the votes cast on a given ballot to be elected. Abstentions do not count as a vote cast.
 - e) Where a majority is not achieved, the nominee(s) receiving the least number of votes is (are) dropped and another ballot is taken. This procedure continues until one nominee achieves a majority and is declared elected, or until there is a tie vote, in which case the balloting is declared deadlocked. When balloting is declared deadlocked, the officer conducting the election will announce to the voting members that one more vote by will be taken. If there is still a tie vote after this vote, the current officers shall immediately caucus to cast the deciding vote. In the event that one or both of the current officers is one of the candidates when the election is deadlock, then the Lodge Adviser shall appoint, as necessary to insure an odd number, a replacement(s) from the current committee chairmen for the caucus.
7. In the event that there are no candidates for an office, the office will be filled by Executive Appointment. See 2-B.
- B. Executive Appointments: When there are no candidates for election to an office or there is a vacancy due to resignation or removal, the Lodge Chief shall appoint a qualified Arrowman to fill the vacancy and the confirmation of a majority of the Lodge Executive Committee shall be required at its next regular meeting. In the event of a vacancy in the position of Lodge Chief, the Lodge Vice-chief will assume the vacancy
 - C. Elected and appointed Lodge Officers and Chairmen are expected to attend all Lodge Executive Committee meetings unless excused by the Lodge Chief or Lodge Adviser.
 - D. Elected and appointed Lodge Officers and Chairmen are expected to attend the Lodge Leader Development event (LLD) held following his election or appointment.
 - E. Removal of Officers:
 1. Causes: An elected officer may be removed from office for continued failure to perform his responsibilities, for misconduct in the course of his responsibilities as a Lodge officer, or for nonattendance at Lodge or Executive Committee meetings (i.e. absent from two Executive Committee or Lodge meetings without a reason acceptable to the Lodge Executive Committee).
 2. Procedure: A two-thirds vote in the affirmative by the Lodge Executive Committee in attendance shall be required for an elected officer's removal from office. An approved resolution will be effective immediately. The remaining term of the vacated office shall be filled by Executive Appointment per section 2-B.
 - F. Duties:
 1. Lodge Chief
 - ◆ Attend all Lodge events, all Lodge Executive Committee meetings, and all appropriate Section events.
 - ◆ Preside at all Lodge and Lodge Executive Committee meetings.
 - ◆ Serves as the Chairman of the Lodge Executive Committee.
 - ◆ Represent the Lodge at Section Council of Chiefs meetings.
 - ◆ Attend, as appropriate, Council Executive Committee meetings.
 - ◆ Appoint, in consultation with the lodge adviser, chairmen for all the operating and temporary committees of the lodge. He shall be an ex-officio member of all lodge committees.
 - ◆ Coordinate the functions and duties of all lodge officers and all other operating committee chairmen, temporary chairmen, and all component parts of the lodge.

2. Lodge Vice-chief
 - ◆ Attend all Lodge events, all Lodge Executive Committee meetings, and all appropriate Section events.
 - ◆ Presides at Lodge functions in the absence of the Lodge Chief.
 - ◆ Represent the Lodge at Section Council of Chiefs meetings.
 - ◆ Serves as the Chairman of the Activities and Service Committee,
 - ◆ Presents a written report of activities of the committees under his charge at each Lodge Executive Committee meeting.
 - ◆ Assumes all duties assigned to him by the Lodge Chief.
 - ◆ Serve as a member of the Lodge Executive Committee.
3. Lodge Secretary
 - ◆ Attend all Lodge events, all Lodge Executive Committee meetings, and all appropriate Section events.
 - ◆ Keep an accurate and permanent record of all lodge business transacted at executive and business meetings and shall prepare minutes of all such meetings in writing.
 - ◆ Present minutes of the previous meeting at each Lodge Executive Board meeting.
 - ◆ Carries on the correspondence of the lodge.
 - ◆ Assumes all duties assigned to him by the Lodge Chief.
 - ◆ Serve as a member of the Lodge Executive Committee.
 - ◆ Represent the Lodge, as appropriate, at Section Council of Chiefs meetings.
4. Lodge Treasurer
 - ◆ Attend all Lodge events, all Lodge Executive Committee meetings, and all appropriate Section events.
 - ◆ Provide a financial report at executive and Lodge meetings.
 - ◆ Submit check requests to the Lodge Staff Adviser for disbursement of Lodge funds.
 - ◆ Serves as a member of the finance committee.
 - ◆ Is responsible for the maintenance and secure storage of all Lodge property, historical and memorabilia items.
 - ◆ Assumes all duties assigned to him by the Lodge Chief.
 - ◆ Serve as a member of the Lodge Executive Committee.
 - ◆ Represent the Lodge, as appropriate, at Section Council of Chiefs meetings.

3. Dues

- A. In setting the dues the following items should be considered:
 1. Mailings for newsletter and events, including First Class postage, labels, and printing / photocopying.
 2. National fees
 3. Council donations (see current National Quality Lodge requirements).
 4. Lodge expenses (LLD, Vigil expenses, Ceremony Team expenses (books, regalia, etc.), Executive Board expenses, Travel expenses, etc).
 5. Other Lodge income.
- B. The annual dues for Pocumtuc Lodge shall be \$10.00.
 1. Ordeal Candidates completing their Ordeal shall be considered to have their dues paid for the current dues year.
 2. Ordeal Candidates completing their Ordeal in September shall also be considered to have their dues paid for the following dues year.
- C. The reinstatement fee for Members not in Good Standing shall be \$5.00.

- D. The Lodge Adviser in consultation with the Staff Adviser can waive the reinstatement fee when in his judgment waiving said fee benefits the Lodge.

4. Meetings

- A. Pursuant to the Lodge Rules and Regulations, the following meetings of the Lodge shall be scheduled:
 - 1. At least one (1) Lodge business meeting in the spring.
 - 2. Ordeal: The Lodge Executive Committee will schedule as needed, with at least one in the spring and one in the fall.
 - 3. Brotherhood Ceremony Opportunity: The Lodge Executive Committee will schedule as needed, with at least one in the spring and one in the fall.
 - 4. Fall Fellowship. This may or may not be scheduled to coincide with the Fall Ordeal.
 - 5. Winter Fellowship
 - 6. Spring Fellowship. This may or may not be scheduled to coincide with the Spring Ordeal.
 - 7. Lodge Banquet
 - 8. Lodge Leadership Development (LLD): To be schedule in the fall and to be conducted by the Training Committee.

5. Committees

- A. The Lodge Chief shall appoint all Lodge operating committee chairmen in consultation with the Lodge Adviser and Lodge Staff Adviser.
- B. The Lodge Adviser shall appoint all Lodge operating committee advisers in consultation with the Lodge Chief and Lodge Staff Adviser and the Lodge Adviser may, at his discretion and in consultation with the Lodge Chief and Lodge Staff Adviser, appoint an associate committee adviser to any operating committee.
- C. The Lodge shall have the following operating committees and temporary committees:
 - 1. **District Representative Committee:** The Lodge Chief shall appoint one Lodge member from each of the districts that comprise the Western Massachusetts Council to be the Lodge Representative to that district. Each District Rep is to attend as appropriate, the District Committee meeting and/or Roundtable.
 - 2. **Camping Promotions Committee:** Responsible for the “Where to Go Camping” guide. Also responsible for the coordination of Lodge camping promotions. The Chairman of the Camping Promotions committee shall attend, as appropriate, Council Camping Committee meetings.
 - 3. **Unit Elections Committee:** Responsible for contacting each Scout Troop to set up an OA election.
 - 4. **Activities and Service Committee:** Responsible for the planning and successful execution of all Lodge functions and service projects such as Fellowships, and Annual Banquet. The Lodge Vice-Chief chairs this committee.
 - 5. **Nominating:** Responsible for developing a slate of officers to be presented at the annual Lodge election and conducting the election.
 - 6. **Training:** Responsible for the annual LLD and other Lodge training.
 - 7. **Ordeal Administration Committee:** Responsible for all aspects of the Ordeal, except ceremonies. Recruits Elangomats and oversees the discharge of their duties. Responsible for preparing the candidates for full Lodge Membership; supports and encourages all new Arrowmen through the Brotherhood. Administers the Extended Elangomat program. (See Conducting the Ordeal below)

8. **Ceremonial Team:** Responsible for all Lodge ceremonies. This includes site selection and preparation, training of characters, and proper execution of the ceremonies as set forth in ceremonial books and pamphlets. This should be done in such a way as to uphold the true meanings of the ceremonies.
9. **Membership Committee:** Responsible for the records of each member of the Lodge and all registrations for Lodge functions. The committee updates the membership records and prepares the information for the Lodge charter renewal in December.
10. **Vigil Honor Selection:** See Section 8
11. **Founder's Award Selection:** See Section 9
12. **Publications/Communications:** Responsible for the editing and publishing of the Lodge newsletter, the Lodge Planbook, Lodge website, and other Lodge publications as necessary.
13. **Kitchen Team:** Prepares meals for all Lodge functions as needed. Coordinates all kitchen and dining activities.
14. **Special Committees:** These committees are created for special short term needs. Some of these committees are Vigil, Conclave Promotion and NOAC Promotion. Other committees may be formed as needed. The Lodge Chief appoints these committees.

6. Lodge Weekends

- A. After a member of the Lodge arrives at a Lodge Weekend he is not to leave camp property until the weekend is over without checking out with the Lodge Adviser or his designate.
- B. The use or possession of illegal substances is prohibited at all Lodge functions and will result in the person having their membership in the lodge revoked.
- C. Full Scout uniforms with sash are encouraged for wear during the Ordeal, Brotherhood, and Vigil Honor ceremonies.
- D. Each member must have an up to date Class 1 medical form and media release on file with the Lodge. This form is to be updated in the fall at the beginning of the new Lodge year.

7. Conducting the Ordeal

- A. Ordeal Chief:
 1. Under 21 years or age.
 2. Chairman of the Ordeal Administration Committee.
 3. Appointed by the Lodge Chief with the advice of the Lodge Adviser. He will have charge of the planning and execution of the entire Ordeal.
 4. Has charge of candidates throughout the Ordeal.
 5. Recruits and trains Elangomats. Should not, if possible, personally serve as an Elangomat for a specific clan.
 6. Assigns candidates to clans.
 7. Assigns projects to clans
- C. Clans:
 1. At each Ordeal conducted by the Pocumtuc Lodge, candidates will be divided into approximately equal groups. Each group to be called a clan and given a Native American tribal name. The Lodge Executive Committee shall make a list of Clan Names that are to be used on a recurring basis.
 2. Clans are to be tracked by the Ordeal Committee and the Clan's Elangomat
- D. Each Candidate must fully understand the symbolism of the pre-ordeal ceremony and the reason for all Ordeal tests. He should know why he spent the night alone, why he was silent and why he spent the day working.
- E. Hazing:

1. Hazing of any kind will not be tolerated.
2. No member shall tease or tempt a candidate to break his pledge of silence or to eat more food than officially authorized by the Elangomat Chief.

8. Vigil Honor Selection

- A. Not later than sixty (60) days before the Lodge Banquet, the Lodge Chief, in consultation with the Lodge Adviser, shall appoint a Vigil Honor member in good standing of the Lodge under the age of 21 (not himself) as chairman of the Vigil Honor Selection Committee.
- B. Not later than sixty (60) days before the Lodge Banquet, the Lodge Adviser shall appoint a Vigil Honor member in good standing of the Lodge over the age of 21 (not himself) as adviser of the Vigil Honor Selection Committee.
- C. The Vigil Honor Selection Committee shall consist of the chairman and six (6) other youth members. The Vigil Honor Selection Committee Chairman, in consultation with the Lodge Adviser, shall appoint one Member in Good Standing under the age of 21 from each of the districts which comprise the Western Massachusetts Council plus one at large member. Of the seven youth members of the Vigil Honor Selection committee, at least three (3) must be Vigil Honor members. The four (4) remaining members may be Vigil Honor members or Brotherhood members or Ordeal members. Every effort is to be made to appoint only qualified Vigil Honor or Brotherhood members, but no more than two (2) Ordeal members may serve on the Vigil Honor Selection Committee when it is necessary to use Ordeal members. No one eligible for the Vigil Honor may serve on the Vigil Honor Selection Committee.
- D. Not later than thirty (30) days before the Lodge Banquet, the Vigil Honor Selection Committee shall meet. The selection of the Vigil Honor nominees shall be in accordance with the latest publications of the National Order of the Arrow.
- E. The Lodge Secretary, in consultation with the Lodge Adviser and Lodge Staff Adviser, shall prepare a list of Brotherhood members eligible for the Vigil Honor and this list shall be distributed to all Members in Good Standing no later than two weeks before the Vigil Honor Selection Committee meets or forty-five (45) days before the Lodge Banquet, whichever is earlier. It is the responsibility of the Chairman of the Vigil Honor Selection Committee to communicate to the Lodge Secretary the date of the Selection Committee's meeting in sufficient time for the Secretary to prepare the list.
- F. Any member in good standing may submit an eligible Brotherhood member's name for consideration by the Vigil Honor Selection Committee. All nominations must be submitted in writing on the official nomination form prior to the first meeting of the committee. Nominations submitted after the first meeting will not be considered.
- G. Only members and advisers of the Vigil Honor Selection Committee may attend meetings of the Vigil Honor Selection Committee. The Lodge Adviser and the Lodge Staff Adviser may attend meetings in an advisory role in order to answer questions for the committee.
- H. Only the members of the Vigil Honor Selection Committee may discuss and deliberate the Vigil Honor nominations and only the seven youth members may vote on the Vigil Honor nominations. The Vigil Honor Selection Committee shall vote in executive session.
- I. The Vigil Honor Selection Committee Chairman shall provide the Lodge Adviser a written list of all Vigil Honor candidates selected along with their suggested Vigil name and English translation. All suggested Vigil names are subject to approval of the Lodge Adviser and Lodge Staff Adviser in consultation. Vigil selections and Vigil names are not to be disclosed by anyone other than the Chairman of the Vigil Honor Selection Committee as specified in "Section 8J" below.
- J. Vigil Honor candidates are to be publicly called out and recognized at the Lodge Banquet. It is the duty of the Vigil Honor Selection Committee Chairman, in consultation with the Lodge Adviser and the selection committee Adviser, to notify each Vigil Honor candidate of their selection and to notify them they will be called out at the Lodge Banquet.

9. Founder's Award Selection

- A. Not later than sixty (60) days before the Lodge Banquet, the Lodge Chief shall appoint a member in good standing of the Lodge under the age of 21 (not himself) as chairman of the Founder's Award Selection Committee.
- B. Not later than sixty (60) days before the Lodge Banquet, the Lodge Adviser shall appoint a member in good standing of the Lodge over the age of 21 (not himself) as adviser of the Founder's Award Selection Committee.
- C. The Founder's Award Selection Committee shall consist of the chairman and six (6) other youth members. The Founder's Award Selection Committee Chairman shall appoint, in consultation with the Lodge Adviser, one Member in Good Standing under the age of 21 from each of the districts which comprise the Western Massachusetts Council plus one at large member. Of the seven members of the Founder's Award Selection committee, a minimum of four (4) must hold the Founder's Award.
- D. Not later than thirty (30) days before the Lodge Banquet, the Founder's Award Selection Committee shall meet. The Founder's Award will be given in accordance with the standards set forth by the National Order of the Arrow Committee.
- E. Any member in good standing may make a written nomination for the Founder's Award prior to the first meeting of the committee. Nominations submitted after the first meeting will not be considered. Members of the Founder's Award Selection Committee may make verbal nominations during the first meeting of the selection committee.
- F. Only members of the Founder's Award Selection Committee may attend meetings of the Founder's Award Selection Committee. The Lodge Adviser and the Lodge Staff Adviser may attend meetings in an advisory role in order to answer questions for the committee.
- G. Only the members of the Founder's Award Selection Committee may discuss and deliberate the Founder's Award nominations and only the seven youth members may vote on the Founder's Award nominations. The Founder's Award Selection Committee shall vote in executive session. Founder's Award selections are not to be disclosed by anyone other than the Chairman of the Founder's Award Selection Committee as specified in "Section 9H" below.
- H. Founder's Award nominees are to be publicly called out and recognized at the Lodge Banquet. It is the duty of the Founder's Award Selection Committee Chairman, in consultation with the Lodge Adviser and the selection committee Adviser, to notify each Founder's Award nominee of their selection and to notify them they will be called out at the Lodge Banquet.

Adopted: September 28, 2008