



# **Tschitani Lodge No. 10**

## **Operating Rules and Procedures**

Standard 2026 Edition

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### **Edition:**

Revisions Approved: 11 January 2026

Revision Notes:

- Overhauled formatting for improved reference.
- Adjusted wording of articles for further clarity and transparency.
- Amended articles to fit current Lodge operational needs, primarily concerning:
  - The role of Chapters and Chapter Leadership.
  - The role of various Officers in Lodge operations.
  - The collection of Lodge dues.
  - The procedure for Lodge Executive Committee Meetings.

Editors:

The 2026 Tschitani Lodge Bylaws Committee

Committee Chairs: Daksh Singh and Cody Leaman

Lodge Chief: Drew Carmon

Lodge Vice Chief of Administration: Ian Fagan

## **I. Name and Affiliation of the Lodge**

1. The Name of this Lodge, under the Order of the Arrow, shall be: Tschitani Lodge, Number 10, WWW.
2. The Lodge shall be affiliated with Connecticut Rivers Council, Scouting America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Scout Executive.
3. The totem of the Lodge shall be: two Native Americans silhouetted beside each other, drawing bows.
4. The Scout Executive or their representative shall divide this Lodge into a number of smaller Chapters as they deem necessary.

## **II. Lodge Meetings**

1. The Lodge shall hold a minimum of 4 Lodge Events per calendar year outside of Induction Weekends, Camp Workdays, and Summer Camp Fellowships.
2. The Lodge Executive Committee (LEC) shall hold a minimum of 4 meetings per calendar year.
3. In addition to LEC Meetings, all operating Lodge Committees should meet when determined necessary by their respective chairs.
4. The Lodge Chief may call special meetings of the LEC or the Lodge with the approval of the Lodge Adviser. In the event of an emergency meeting, at least 5 days notice must be given.
5. Each meeting of the Lodge or Chapters shall be opened with the Obligation of the Order of the Arrow and adjourned with the OA Song.
6. Every Lodge Committee must provide a report of their progress at each LEC meeting.
7. The Lodge Adviser, in consultation with the Lodge Chief and Committee Chair, shall appoint Committee Advisers.
8. Each Committee shall have a Lodge Vice Chief and Adult Adviser assigned to oversee all Committee operations. A Committee Chair may be appointed or removed with the approval of the Lodge Chief, Lodge Adviser, and the applicable Lodge Vice Chief.

## **III. Officers**

1. The Officers of this Lodge shall be the Lodge Chief; Lodge Vice Chief of Program; Lodge Vice Chief of Communications; Lodge Vice Chief of Administration; and the Camp Chiefs of June Norcross Webster Scout Reservation, Camp Mattatuck, and Camp Workcoeman. These elected Officers must be under 21 years of age for the entire term of their office and fulfill the applicable responsibilities.

- i. The Lodge Chief:
  - a. Oversees all Lodge operations.
  - b. Runs all Lodge Executive Committee (LEC) Meetings.
  - c. Oversees all members of the LEC.
  - d. On an annual basis, meets with the Supreme Chief of the Fire to discuss Lodge operations and the status of the Lodge.
  - e. Attends the required meetings representing the interests of the Lodge.
- ii. The Lodge Vice Chief of Program Oversees:
  - a. All Lodge Service and Training.
  - b. All Lodge Activities in collaboration with the Lodge Chief.
  - c. Any Lodge Committees on National or Section Events.
  - d. All other Committees designated to Program by the direction of the LEC.
- iii. The Lodge Vice Chief of Communications Oversees:
  - a. Lodge Event and Camping Promotion.
  - b. All Lodge Social Media.
  - c. Notes at Lodge Events.
  - d. All Brotherhood Conversion Operations.
  - e. All other Committees designated to Communications by the direction of the LEC.
- iv. The Lodge Vice Chief of Administration Oversees:
  - a. The Lodge Troop Representative Program.
  - b. All Camp Chiefs.
  - c. All Chapter Operations.
  - d. All Lodge Finances.
  - e. The Lodge Trading Post and Apparel.
  - f. All Vigil Honor Operations.
  - g. All other Committees designated to Administration by the direction of the LEC.
- v. The Camp Chiefs Oversee:
  - a. The annual Induction Weekend held by the Lodge at their respective camp.
  - b. All Lodge Meetings and Events during Summer Camp.
  - c. Any Communications between the Lodge and their Camp.
  - d. Any Promotions of Camp activities and jobs at Lodge and OA Events.
  - e. All Lodge support, whether physical or monetary, to their camp.

2. The chain of command among the Officers shall be: Lodge Chief, Lodge Vice Chief of Program, Lodge Vice Chief of Communications, and Lodge Vice Chief of Administration.
3. The Lodge Executive Committee (LEC) shall be composed of the Lodge Officers, the Lodge Adviser, all Chapter Chiefs, all Chapter Advisers, the Scout Executive, and the Staff Adviser. The Council President, Chair of the Council Camping Committee, and Resident Camp Directors are non-voting, ex-officio members of the LEC.
4. Committees of the Lodge may be added or removed at any time with a Simple Majority vote of the LEC.
5. All youth members of the LEC, or a youth representative appointed in their absence, shall be permitted a single vote. No one representative may hold two voting positions at an LEC meeting.
  - i. A quorum of at least a simple majority of all voting youth members of the LEC, or their selected representative, must be present at any given LEC meeting. If the quorum is not met, motions may not be passed.
  - ii. The Lodge Chief shall be present at all LEC meetings, or at least two Vice Chiefs in their absence. If neither of these conditions are met, a quorum shall not be achieved.
6. The Scout Executive will appoint the Lodge Adviser and Lodge Associate Advisers annually. Chapter Advisers are appointed annually by the Scout Executive in consultation with the Lodge Chief and Lodge Adviser.
7. The youth participants of the Annual Lodge Business Meeting, at a Lodge Event in the Fall as noted on the Lodge Calendar, will make all Nominations for Lodge Officers. All those considered for Nomination must submit a letter or email of recommendation by their Chapter Adviser, Lodge Adviser, or Unit Leader to the current Lodge Adviser no later than a time specified by the Lodge Adviser.
8. All Balloting for Lodge Officers will take place at the Annual Business Meeting.

#### **IV. Voting Procedures**

1. Each Chapter Chief shall poll their delegates during the Annual Business Meeting to determine how their Chapter shall cast its votes.
  - i. Each Chapter Chief may cast up to 10 votes for each office on all Ballots. The Chapter shall cast its votes in proportion to the poll of its delegates.
  - ii. Delegates may choose to Abstain from the Ballot under conventional parliamentary procedure.
2. A Nominee for any Lodge Officer position must receive a Simple Majority of votes cast on a given Ballot to be elected. If a majority is not achieved, the Nominee with the least number of votes is dropped. The election process continues until one Nominee achieves a Simple Majority and is, thereby, declared

elected or until two Ballots in succession result in tie votes, and the Balloting is declared Deadlocked.

- i. In the event a Ballot is declared Deadlocked, attending Lodge Officers who are not on the Deadlocked Ballot will cast sufficient votes for the Nominee of their choice to achieve a Simple Majority and declare them elected.
3. All elected officers shall be sworn in and take office immediately after the conclusion of the Annual Business Meeting, and shall serve a term through the conclusion of the next Annual Business Meeting.
4. The officers of each Chapter of the Lodge shall consist of a Chapter Chief and a select number of Vice Chiefs in which the Chapter sees fit. These elected officers must be under 21 years of age for the entire term of their office.
  - i. All Chapter Officers shall be elected no later than a calendar year after their Chapter's preceding election and shall take office immediately following the election. They shall serve a term from that election until the conclusion of the election the following year.
  - ii. All Arrowman considering office shall submit a letter of approval or recommendation from their Unit Leader or Chapter Adviser to the Chapter Adviser prior to the election.
  - iii. All Nominees shall be declared elected Chapter Officers once receiving a Simple Majority vote. In the event that a majority is not achieved for Chapter Chief, the Nominee with the least number of votes is dropped. The election process continues until one Nominee achieves a Simple Majority and is, thereby, declared elected.
5. At any time a Lodge or Chapter Officer Resigns, the Lodge Chief shall appoint a successor, with Supermajority approval of the LEC.
  - i. Should the Resigning officer be the Lodge Chief, a Lodge Vice Chief shall take over the duties of the Lodge Chief with a Supermajority vote of the LEC.
  - ii. Should the Resigning officer be a Chapter Chief, a Chapter Vice Chief shall take over the duties of Chapter Chief with a Supermajority vote of the Chapter.
  - iii. In the event that a Supermajority is not achieved as outlined under this provision, a special election for the position shall take place following the Rules of Officer Election.
6. The Scout Executive may remove any Lodge or Chapter Officers from their position. The procedure of replacement of both Lodge and Chapter Officers who are removed shall be the same as those who Resign.
7. Following Robert's Rules of Order; To pass a Motion during an LEC meeting, the Motion must receive a Simple Majority of votes cast.

- i. All Motions must be proposed and have a second from different voting members of the LEC.
- ii. The LEC may Motion to Table a discussion for a later time.
- iii. Abstentions shall be excluded from the total of votes cast in accordance with conventional parliamentary procedure.

## **V. Finances**

1. An Induction fee shall be collected from each Ordeal Candidate, the amount of which shall be determined and approved by the Lodge Executive Committee, and any charges in excess of this approved fee must be presented to the Lodge Executive Committee and receive approval prior to the holding of any Induction Weekend.
  - i. For this fee, each Ordeal Candidate, upon becoming a member of the Lodge, shall receive credit for their annual dues, an Ordeal sash, the Lodge Flap, the Handbook of the Order of the Arrow, and any other items deemed appropriate.
  - ii. Each Brotherhood Candidate, upon conversion, shall receive a Brotherhood sash and any other items deemed appropriate.
2. All funds belonging to the Order of the Arrow shall be handled exclusively through the Council Office, which shall ensure that all accounting follows standard financial procedures, and such funds shall be maintained in numbered custodial accounts that may be administered only with the approval of the Lodge.
3. The Finance Committee, with the advice and guidance of the Lodge Adviser, shall prepare and submit a proposed Annual Budget no later than December 1st of each year, which shall then be reviewed by the Lodge Executive Committee, and upon approval or Amendment, this Annual Budget shall allocate sufficient funds from collected dues to enable the Lodge to carry out its operations.
4. All Lodge membership dues shall be collected annually by the Council on behalf of the Lodge, and such dues shall be transferred into the Lodge account in a timely manner to ensure the financial stability of the Lodge.
5. Each Chapter within the Lodge shall receive an annual allotment of funds as defined in the Annual Budget, and this allotment may be increased or adjusted at any time by a Simple Majority vote of the Lodge Executive Committee.
6. Allotments for each Lodge Event shall be defined in the Annual Budget.
7. All purchases made using Chapter funds shall require the approval of both the Chapter Chief and the Chapter Adviser before purchase, in collaboration with the Lodge Finance Committee.
8. All unique Order of the Arrow merchandise representing the Order of the Arrow in the Connecticut Rivers Council shall require the approval of the Lodge Executive Committee prior to production or sale.

9. Any member of the Lodge who has not paid their annual Lodge dues by June 30th of the current year shall be considered inactive, but such members may be restored to active membership upon payment of the current year's dues.

## **VI. Election to Membership**

1. The requirements for membership in this Lodge shall be in accordance with those stated in the most current edition of the Order of the Arrow Handbook.
2. Unit Election procedures shall follow the most current edition of the Order of the Arrow Handbook and the OA Unit Election Handbook, along with any other directives or publications provided by the National Order of the Arrow.
3. All Unit Elections must be overseen through the appropriate Chapter or Lodge elections team.
  - i. Election teams must consist of a minimum of 1 trained youth member, authorised by the applicable Chapter or Lodge Adviser. At least one Adult Adviser is highly recommended.
  - ii. A Lodge Elections Team, under the direction of the respective Camp Chief or their representative, may hold a Unit Election at Summer Camp.
  - iii. Results of any given Unit Election must be entered into Lodgmaster within 5 days after that election.
4. A Unit may only have 1 Unit Election per calendar year unless granted special permission by a Motion in the Lodge Executive Committee. A second election may only be requested on the grounds of a breach in conventional procedure as defined by National Order of the Arrow guidelines.
5. Under no circumstances may a Unit conduct their own Unit Election.

## **VII. Brotherhood Membership**

1. Eligibility for and completion of Brotherhood membership shall be in accordance with the requirements in the most current edition of the Order of the Arrow Handbook.
2. All new Brotherhood members must be updated in Lodgmaster within 10 days of their achievement.

## **VIII. The Vigil Honor**

1. Eligibility for and attainment of the Vigil Honor shall be in accordance with the requirements in the current edition of the Order of the Arrow Handbook.
2. The Lodge Chief shall appoint a lodge Vigil chairperson. Each chapter shall appoint 2 representatives from their chapter to vote at the Lodge Vigil Selection Meeting.
3. Lodge Vigil Selection Meetings shall follow all National Order of the Arrow Guidelines.

4. All Vigil inductions shall only be conducted with the approval of the Lodge Vigil Committee. All Vigil ceremonies must be conducted by the Lodge Vigil Ceremonies Team.

## **IX. Amendments to the Lodge Operation Rules**

1. These Lodge operating rules shall be subject to Amendment at any regular or special meeting of the Lodge, provided such changes have been submitted to the LEC at a meeting prior to the vote for approval.
2. Each Chapter may cast 10 votes to approve the proposed Amendments. The Chapter shall cast its votes in proportion to the poll of its delegates.
3. Proposed Amendments must receive a Supermajority of votes cast to be considered ratified. If a Supermajority is not achieved, the Amendments are defeated.

**– End of Articles –**

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## Parliamentary Procedure Glossary:

### Terms and Definitions

<b>Term</b>	<b>Meaning</b>
Abstain	A vote that doesn't count for or against a motion and is therefore entirely excluded from the final tally.
Adjournment	When a particular session is ended or disbanded.
Amendment	An adjustment or edit of the original document.
Ballot Vote	A closed vote where individuals vote on paper.
Budget	A suggested allocation of total funds or money.
Bylaws	A list of rules and procedures written to be followed by a specific body.
Contention (Points of)	Arguments or ideas that support a particular stance.
Counted Vote	An open vote where individuals provide verbal or visual confirmation of their selection.
Deadlock	When all individuals fail to meet the required threshold for an election.
Decorum	Proper conduct of members during a particular event.
Member	A person who is part of a certain group.
Motion	A formal proposal.
Nomination	When a member suggests another as a candidate for an office or position.
Nominee	The person appointed during an election.
Null	When a motion or action is considered void or canceled.
Out of Order	A motion or action that does not follow the operations outlined in the bylaws.
Point of Order	A claim raised at any point during proceedings that a member or motion has violated the bylaws or decorum of debate.
Point of Information ( <i>POI</i> )	A claim raised during the proceedings of a motion to gain

	more details on a subject.
Point of Clarification ( <i>POC</i> )	A claim raised to gain more insight on the content of the motion.
Quorum	The number of members who must be present in order for a motion or meeting to be considered valid.
Resignation	When an individual gives up their elected or appointed office or role.
Resolution	A large proposal on an important issue; Something more broad or significant than a motion.
Second (A motion)	When a member that did not propose a motion states their support for its consideration.
Simple Majority	When a candidate or motion requires over half ( $\frac{1}{2}$ ) of the total vote.
Supermajority	When a candidate or motion requires over two-thirds ( $\frac{2}{3}$ ) of the total vote.
Tabling (A motion)	To temporarily delay a motion for voting at a later time.
Unanimous	When all members must vote in favor of a motion with no opposition.

**Revisions Log:**

<b>Date</b>	<b>Article #</b>	<b>Description of Change(s)</b>	<b>By</b>
09/07/03		Updated to coincide with National Standards.	Gil Rogers
09/07/03	III.1	Added two Lodge Vice Chiefs with Lodge Operating Committees.	Gil Rogers
09/07/03	III.3	Added Council President, Chairman of the Council Camping Committee and Resident Camp Director as Non-Voting ex officio members of the LEC.	Gil Rogers
09/07/03	III.5	Changed Voting Procedures for Lodge Officers.	Gil Rogers
09/07/03		Changed Procedures for replacing Lodge and Chapter Officers who resign or are removed from office.	Gil Rogers
09/07/03		Re-worded procedures for appointing Lodge Chapter and Committee Advisors.	Gil Rogers
09/07/03		Clarified events held annually by the Lodge.	Gil Rogers
09/07/03		Included the necessity for Operating committees to meet outside the LEC Meetings.	Gil Rogers
09/07/03		Added the requirements of new Ordeal members to receive a new member orientation at the conclusion of their ordeal weekend.	Gil Rogers
09/07/03		Created a procedure for the production of Lodge/Chapter merchandise.	Gil Rogers
09/07/03		Adjusted the structure of the Lodge Vigil Selection Committee.	Gil Rogers
09/23/12	III.1	Changed titles of lodge officers.	Nate Holmy
09/23/12	III.1	Removed lodge treasurer as a lodge officer.	Nate Holmy
09/23/12	III.1	Removed Scoutreach Mentoring committee.	Nate Holmy
09/23/12	III.1	Duties will be spread distributed between the two vice chiefs.	Nate Holmy
09/23/12	III	Procedure for voting requires 51% majority.	Nate Holmy
09/23/12	III.1	A Vice Chief shall become acting lodge chief in case of resignation.	Nate Holmy
09/23/12		A quorum of at least 50% of chapters must be present.	Nate Holmy

09/23/12	II.6	Committees must provide a written progress report at each LEC.	Nate Holmy
09/23/12	II.8	Each committee must have a lodge officer and adult adviser assigned.	Nate Holmy
09/23/12	V.2	Changed trustee account to custodial account.	Nate Holmy
09/23/12	V.4	Removed notification of dues payment to treasurer. Added dues may be paid online.	Nate Holmy
09/23/12		Removed lodge treasurer.	Nate Holmy
09/23/12	V.7	Removed petty cash check.	Nate Holmy
09/23/12		Added a licensed BSA vendor.	Nate Holmy
09/23/12		Removed inactive members must pay one year back dues.	Nate Holmy
09/23/12	VIII.3	Vigil inductions must be approved by Vigil Committee and conducted by approved Lodge Vigil Ceremonies Team.	Nate Holmy
11/2/19	III.1	Changed titles of Vice Chiefs and defined areas they oversee. Removed Lodge Secretary in favor of additional Vice Chief.	Alex Pillis
11/2/19	III.7,8	Removed specific day and event of annual business meeting.	Alex Pillis
11/2/19	II.1	Removed specific names of events Lodge is to hold, replaced with the number of events will be at least 4.	Alex Pillis
11/2/19	All	Updated wording in rules to make gender neutral due to the admission of female youth in the OA.	Alex Pillis
11/2/19	VI.3	Changed unit elections to be cleared by Chapter, not Lodge.	Alex Pillis
4/13/23	All	Overhauled Bylaws to fit the current structure.	Bruce Guadet & Cody Leaman
N/A	All	Overhauled Bylaw formatting for consistency; amended the roles of Lodge officers, dues collection, and chapter structure to align with current operational needs; added clarification on Committee operations and LEC meeting procedures; adjusted sentence structures of several articles for clarity; added table of contents, glossary, and index for easier navigation.	Drew Carmon, Ian Fagan, Cody Leaman, & Daksh Singh