



Ajapeu Lodge #2

Order of the Arrow

Operating Procedures

Section I. Organization

Article A. The name of this Lodge of the Order of the Arrow shall be the Ajapeu Lodge #2, W.W.W., as stated in the Council By-Laws. Ajapeu is the Lenni Lenape name for Running Buck.

Article B. The Lodge shall be governed by these rules, which must conform with the Council By-Laws, and may not be contrary to National Order of the Arrow policy.

Article C. The Lodge shall be affiliated with the Washington Crossing Council, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and administrative authority of the Scout Executive.

Article D. Ajapeu Lodge, for organizational purposes, shall constitute all members of the Order of the Arrow with a relationship to the Washington Crossing Council, Boy Scouts of America, registered in Boy Scouts of America who have kept their dues in current status.

Clause 1. This Lodge shall be divided into Chapters; which correspond to the Districts established by Washington Crossing Council, Boy Scouts of America.

Clause 2. Unit and District primary registration shall determine membership of a Chapter. If the Arrowmen has multiple registrations they shall be allowed to indicate their preference of a Chapter from one of the Units they are registered with to the Lodge Secretary (This preference can not be decided during the twenty (20) days prior to any election process).

Article E. All meetings of the Lodge shall follow parliamentary procedures at the discretion of the Lodge Chief, Lodge Adviser, and Staff Adviser.

Section II. Mission & Purpose

Ajapeu Lodge #2 Operating Procedures

Article A. It is the mission of Ajapeu Lodge to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in Washington Crossing Council through positive youth leadership under the guidance of selected capable adults.

Article B. The purpose of Ajapeu Lodge of the Order of the Arrow is set as follows:

Clause 1. To recognize those Scouts and Scouters who best exemplify the Scout Oath and Law in their daily lives and by such recognition cause other campers to conduct themselves in such a manner as to warrant recognition.

Clause 2. To develop and maintain camping tradition and spirit.

Clause 3. To promote Scout camping, which reaches its greatest effectiveness as a part of the Unit's camping program, both year-round and in the summer camp, as directed by the camping committee of the Council.

Clause 4. To crystalize the Scout habit of helpfulness into a life purpose of leadership and cheerful service to others.

Section III. Membership

Article A. Election to Membership:

Clause 1. The requirements for membership in this Lodge are as required in the current edition of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

Clause 2. Procedure for the Ordeal shall be as stated in the *Order of the Arrow Handbook* and the *Administration Guide for the Ordeal*.

Article B. Lodge Member in good standing:

Clause 1. A member of this Lodge shall be considered a member in good standing so long as they meet the following requirements:

A. They have fulfilled all the requisitions of Section III, Article A.

Ajapeu Lodge #2 Operating Procedures

- B. They shall be currently registered in the Washington Crossing Council, Boy Scouts of America.
- C. The Arrowman shall keep their dues paid for the current year.
- D. Their conduct shall be in accordance with the precepts of the Boy Scouts of America and the Order of the Arrow.
- E. In the event, the conduct of a member, both adult and youth, is not in keeping with the precepts of the Boy Scouts of America and the Order of the Arrow they may be asked to present an explanation to the Lodge Executive Committee and/or the Scout Executive, and if a revocation is appropriate, they may be dropped from the rolls of Ajapeu Lodge.

Article C. Lodge Meetings

- Clause 1.* Ajapeu Lodge shall conduct at least three (3) Lodge meetings a year. Lodge meetings can occur at Ordeal Weekends (one [1] per Ordeal), other determined Lodge events, and/or one (1) at the Fall Fellowship Weekend.
- Clause 2.* A quorum of thirty (30) voting members must be present at a Lodge Meeting to conduct business.
- Clause 3.* The procedure for calling additional Lodge Meetings shall be as follows:
 - A. The Lodge Executive Committee may call additional meetings by providing written notice to Lodge membership at least ten (10) calendar days prior to the meeting.
 - B. The membership may petition for an additional meeting by submitting a petition signed by thirty (30) voting members.
- Clause 4.* The Lodge Adviser, Staff Adviser, Supreme Chief of the Fire, or an adult appointed by the Supreme Chief of the Fire must be present before a meeting may be held at which business is conducted.
 - A. A Special Lodge meeting may be called at the discretion of the Lodge Chief or the Lodge Adviser, with due notice of thirty (30) days given to the membership

Ajapeu Lodge #2 Operating Procedures

Article D. Voting

- A.* Members under the age of twenty-one (21) in good standing will have a vote in Lodge business.
- B.* It is the obligation of all Arrowmen under the age of twenty-one (21) to attend and participate at all Lodge meetings, to exercise their vote.

Section IV. Brotherhood Membership

Article A. Completion of Brotherhood Membership shall be in accordance with the latest edition of the *Order of the Arrow Handbook* and the *Order of The Arrow Guide for Officers and Advisers*.

Section V. Vigil Membership

Article A. Attainment of the Vigil Honor shall be in accordance with the latest edition of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

Section VI. Lodge Officers

Article A. The Officers of this Lodge shall be the Lodge Chief, Vice Chief of Program, Lodge Vice Chief of the North, Lodge Vice Chief of the South, the Lodge Secretary, and the Lodge Treasurer.

Article B. Eligibility for Office and Voting Process

Clause 1. All officers of this Lodge must be under twenty-one (21) years of age during their entire term of office.

Clause 2. All Officers shall be members in good standing.

Ajapeu Lodge #2 Operating Procedures

Clause 3. No Lodge member may have two (2) voting positions on the Lodge Executive Committee at the same time. A Lodge member may hold two (2) positions, but will only have one (1) vote.

Clause 4. All Officers must be available to serve for their full term of office.

Clause 5. No chapter may have more than two (2) elected Lodge Officers in one (1) year, unless no other Lodge member from another Chapter is on the ballot.

Clause 6. Elections and resignations.

A. Arrowmen wishing to run for Lodge Chief or Vice Chief of Program shall petition to the Lodge Secretary which must be submitted not later than 10 days in advance of the election. This petition shall consist of a form verifying each candidate's eligibility, a brief statement indicating why the candidate wishes to run, ten signatures of endorsement from active lodge members under the age of 21, a sign off that the candidate has discussed running with their Scoutmaster, and, if a candidate is under 18, verification that the candidate's parents approve of the candidate serving.

A. Arrowmen wishing to run for all other offices shall submit a similar petition in the same timeframe but shall not be required to solicit signatures from the lodge membership.

A. Prior to the election, the Lodge Secretary shall provide to the Supreme Chief of the Fire or their designee a list of all Candidates.

B. Lodge Elections shall be held at the Fall Fellowship Weekend or at special meetings of the lodge and the newly elected Lodge Officers shall be installed at the end of the Fall Fellowship Weekend.

C. Voting shall be performed in the following order and manner:

1. Lodge Chief

a. Each Candidate shall have the opportunity to address the voting members prior to voting

b. The names of all approved Candidates shall be made available.

- D.* An Officer who feels that they can no longer continue to serve may, of their own will, resign from their office. Such resignation must be submitted to Lodge Adviser and to the Lodge Chief in writing. In the event that the resigning officer is the Lodge Chief, they will submit their letter to the Lodge Vice Chief of Program. Such letters of resignation shall be submitted to the Lodge Executive Committee by the receiving Officer, for action at the regular or special meeting of the Lodge Executive Committee of the Lodge, next occurring after resignation.
- E.* In the event that an Officer inadequately performs their duties, the Lodge Executive Committee may declare that office vacant, by two-thirds ($\frac{2}{3}$) vote of its entire membership. The Lodge Executive Committee may move to fill this vacancy by the same two-thirds ($\frac{2}{3}$) vote, except in the case of accession to the office of Lodge Chief or Lodge Vice Chief of Program, which are elsewhere provided.
- F.* For whatever reason it may be necessary to replace the office of Lodge Chief, that office shall be filled by the Lodge Vice Chief of Program and the office of the Lodge Vice Chief Program shall be filled by the Lodge Vice Chief of the North or Lodge Vice Chief of the South determined by one (1) coin flip from the Lodge Treasurer at a Lodge Executive Committee. The position of the vacant Vice Chief shall be:
1. Filled by an election between the two Chapter Chiefs (or a Chapter designee Chosen by the Chapter Chief), Secretary and Treasurer (with the appropriate eligibility as described above) determined by the voting membership of Lodge Executive committee at a Lodge Executive Meeting, or Special Lodge Executive Meeting. All such replacements require a two-thirds ($\frac{2}{3}$) vote of the Lodge Executive Committee's entire voting membership.
- G.* For whatever reason it may be necessary to replace the position(s) of Lodge Vice Chief, Lodge Vice Chief of the North, Lodge Vice Chief of the South: follow the procedures described in Section I, Clause 6.
- H.* For whatever reason, it may be necessary to replace the Lodge Secretary, or Lodge Treasurer, such a replacement shall be made from the present voting membership of the Lodge Executive Committee. They shall be filled from the Candidates coming from the Lodge

Ajapeu Lodge #2 Operating Procedures

Executive Committee. All such replacements require a two-thirds ($\frac{2}{3}$) vote of the Lodge Executive Committee's entire voting membership.

- I. Announcement of any and all vacancies that need to be voted on shall be made to the Lodge Executive Committee at a Lodge Executive Meeting providing notice of all positions that will be voted on, along with any possible open positions being voted on, at one (1) Lodge Executive Meeting so that all vacancies will be filled back to back. Notice of this meeting must be made twenty (20) days prior.
- J. In the event that a position is not wished to be filled by any of the Lodge Officers or Lodge Executive Committee members, the Lodge Chief shall appoint that position in consultation with their Adviser
- K. After any vacancies are filled, an email directed to the entirety of the Lodge shall be sent to inform the Lodge of the new Officers and their positions.

Article C. Duties of the Lodge Office

- Clause 1.* The Lodge Chief shall preside at all meetings of the Lodge and the Lodge Executive Committee. They shall appoint all committee Chairs. They shall make such appointments with the advice of the Lodge Adviser, Staff Adviser, and the consent of the Executive Committee. They shall be a member (with vote) of all committees, providing that in no case shall he serve as a Chair except as may be authorized by the Lodge rules. They will also oversee the Chair put under their management as listed in "Section X. The Executive Committee."
- Clause 2.* The Lodge Vice Chief of Program shall preside at the meeting of the Lodge and the Lodge Executive Committee in the absence of the Chief. They will plan and organize the Ordeal weekends by working with the appropriate committees. They will also oversee the Chair put under their management as listed in "Section X. The Executive Committee."
- Clause 3.* The Lodge Vice Chief of the North shall be responsible for overseeing one (1) of the two (2) Chair groups put under their management as listed in "Section X. The Executive Committee" that is decided by the Lodge Chief in consultation with their Adviser. They will also be responsible for overseeing the Tohickon and Pahaquarra Chapters. They shall attend their meetings at the discretion of the Lodge Chief

Ajapeu Lodge #2 Operating Procedures

and will support the Chapter Chiefs with planning, promotion, and conduction of Chapter events, unit elections, and meetings.

- Clause 4.* The Lodge Vice Chief of the South shall be responsible for overseeing one (1) of the two (2) Chair groups put under their management as listed in "Section X. The Executive Committee" that is decided by the Lodge Chief in consultation with their Adviser. They will also be responsible for overseeing the Tukwsit and Sanhican Chapters. They shall attend their meetings at the discretion of the Lodge Chief and will directly support the Chapter Chiefs with planning, promotion, and conduction of Chapter events, Unit elections, and meetings.
- Clause 5.* The Lodge Secretary shall be responsible for the storage and distribution of the following records: Membership, minutes of the Lodge Executive Committee meetings, rules of the Lodge, Operation Manuals, and dues payment. They shall issue all membership cards and keep accurate records of the membership in the Lodge. They will also oversee the Chairs put under their management as listed in "Section X. The Executive Committee."
- Clause 6.* The Lodge Treasurer shall be responsible for seeing that all money of the Lodge is held in the Council depository and subject to Council regulations and auditing procedures. They shall also be responsible for the overseeing purchasing of items for Lodge use and the purchase and sale of Lodge properties, with approval of the Lodge Chief and Lodge Adviser. They will also oversee the Chair put under their management as listed in "Section X. The Executive Committee."

Section IX Chapter Officers

- Article A.* Each Chapter shall have an Executive Committee that consists of the elected Officers of the Chapter. The elected Chapter Officers shall be Chapter Chief, First Vice Chief, Second Vice Chief, and Chapter Secretary.
- Article B.* Eligibility for office: any Chapter Officer within this Lodge must be under twenty-one (21) years of age throughout their entire term.
- Article C.* No Chapter shall have more than 2 elected officers from the same Unit, unless no other person is willing to accept the position of office.

Ajapeu Lodge #2 Operating Procedures

Article D. Chapter Officers shall serve for a period of one (1) year starting from their installation.

Article E. Filling vacancies for Chapter Officers will be handled in the same manner as for Lodge Officers, except that vacancies shall be filled at the next meeting of the Chapter, the present voting members of the Chapter are eligible for and shall fill all vacancies of the Vice Chiefs or Secretary and that a two-thirds ($\frac{2}{3}$) majority of the present voting membership of the Chapter shall be required to fill a vacancy.

Article F. The removal of any Chapter Officer shall be handled the same as Lodge Officers with the addition of consulting the Chapter Adviser.

Article G. Duties of the Chapter Officers

Clause 1. The Chapter Chief shall preside at all meetings of the Chapter and the Chapter Executive Committee. They shall attend all meetings of the Lodge Executive Committee or send a representative to act on their behalf. They shall be a member, with a vote, of all Chapter committees.

Clause 2. The Chapter 1st Vice Chief presides at the Chapter meetings and Chapter Executive Committee meetings in the absence of the Chapter Chief. They shall perform such duties as assigned to them by the Chapter Chief. They shall assume the office of Chapter Chief should that office become vacant. In the absence of the Chapter Chief, they are a voting member of and should attend the Lodge Executive Committee meetings.

Clause 3. The Chapter Secretary shall be responsible for all Chapter membership records and minutes of the Chapter and Chapter Executive Committee meetings.

Section X: Lodge and Chapter Advisers

Article A. The Supreme Chief of the Fire shall appoint the Lodge Adviser and the Staff Adviser.

Article B. The Supreme Chief of the Fire, in consultation with the Lodge Adviser and Lodge Chief, shall appoint the Associate Adviser(s) of the Lodge.

Ajapeu Lodge #2 Operating Procedures

Article C. The Chapter Advisers shall be appointed by the Supreme Chief of the Fire in consultation with the Lodge Chief, Lodge Advisers, Staff Adviser, the District Executive, and District Chair.

Section XI. The Lodge Executive Committee

Article A. The central policy-making body of the Lodge shall be the Lodge Executive Committee.

Article B. Membership

Clause 1. Voting members

A. The elected Lodge Officers are:

1. The Lodge Chief
2. The Vice Chief of Program
3. The Vice Chief of the North
4. The Vice Chief of the South
5. The Lodge Secretary
6. The Lodge Treasurer

B. The Chapter Chiefs or their designees

C. The Standing Committee Chairs

D. The Immediate Past Lodge Chief (if under twenty-one [21])

1. The Immediate Past Lodge Chief may revoke their voting privileges at any point, therefore, removing their count towards quorum and this cannot be undone.

Clause 2. Non-voting members

A. The Council Executive

B. The Lodge Adviser

C. The Associate Lodge Adviser(s)

Ajapeu Lodge #2 Operating Procedures

- D. The Staff Adviser
- E. The Chapter Advisers
- F. The Council Camping Committee Chair
- G. The Committee Advisor(s)

Article C. Rules

- Clause 1.* One (1) more than half (½) the total voting membership of the current Lodge Executive Committee shall constitute a quorum to do business. Empty positions shall not count towards the requirements of a quorum.
- Clause 2.* All motions must be passed by a majority of the voting members present unless otherwise required by these Lodge Operating Procedures.

Article D. Committees - The Lodge Executive Committee shall carry out the program of the Lodge through the use of committees. Each committee shall have a Chair who shall be a voting member of the Lodge Executive Committee.

- Clause 1.* All Committees shall fall under the responsibilities of one (1) of the six (6) elected officers.
- Clause 2.* The Standing Committee(s) under the Lodge Chief are:
 - A. Conclave - Shall be responsible for organizing and conducting Conclave when Ajapeu 2 is hosting. During all other years, responsibilities of promoting and organizing the contingent attending Conclave shall fall under the Committee of Events as a Sub-Committee.
 - B. Other such Committees as the Lodge Executive Committee may deem necessary.
- Clause 3.* The Standing Committees under the Lodge Vice Chief of Program are:
 - A. Elangomat - Shall be responsible for recruiting and training Elangomats for the Ordeals (in coordination with the Training Committee) and maintaining the “Extended Elangomat Program.”

Ajapeu Lodge #2 Operating Procedures

- B.* Native American Affairs - Shall be responsible for conducting Native American events and performing at the discretion of the Lodge Chief. Shall also be responsible for all Lodge Regalia and Ceremonial Arrows.
- C.* NOAC - Shall be responsible for organizing and conducting the Ajapeu 2 Contingent in attendance to that year's NOAC. This committee exists only when the Lodge Chief and Adviser deem necessary for an upcoming NOAC.
- D.* Sukamek (Cook) - Shall be responsible for promoting and organizing a youth staff to coordinate with the adult kitchen staff to help prep the dining hall for meals during events.
- E.* Vigil - Shall be responsible for organizing and conducting the Vigil selection process, notifying the Candidates, and organizing and conducting the ceremonies.
- F.* Other such committees as the Lodge Executive Committee may deem necessary.

Clause 4. The Standing Committees under either Lodge Vice Chief of the North or Lodge Vice Chief of the South (as per the decision of the Lodge Chief and Adviser):

- A.* Group 1
 - 1. Elections - Shall be responsible for organizing and promoting Candidate elections in coordination with the Chapter Chiefs. Shall also ensure that the Lodge's Election status is up to the standards set by National OA.
 - 2. Events - Shall be responsible for organizing and conducting major Lodge events including but not limited to the Fall Fellowship Weekend and the annual Banquet. This excludes Ordeals and NOACs.
 - 3. Summer Camp - Shall be responsible for promoting summer camping at Ockanickon Scout Reservation (OSR) and will work in consultation with the OSR Staff OA Coordinator to help out with their OA events.

4. Other such Committees as the Lodge Executive Committee may deem necessary.

B. Group 2

1. Cub Scout Relations - Shall be responsible for all Lodge programs that interface with the Cub Scout program in the Council.
2. Service - Shall be responsible for organizing and conducting service and maintenance events for the Council (i.e. Camp Builders). The Service Committee shall also seek out and conduct appropriate community service projects outside of Council events and properties.
3. Training Chair - Shall be responsible for organizing and conducting all Lodge Training such as Lodge Leadership Development, Elangomat Trainings (in coordination with the Elangomat Committee), etc. They will also be responsible for the promotion of training from above Lodge levels.
4. Other such committees as the Lodge Executive Committee may deem necessary.

Clause 5. The Standing Committee(s) under the Lodge Secretary are:

- A.* Communications - Shall be responsible for creating *Buck Tales* and gathering information for the website. They shall also be responsible for all promotions via social media, emails, and any other form of communication deemed necessary to promote camping, service, and Lodge events.
- B.* Other such committees as the Lodge Executive Committee may deem necessary.

Clause 6. The Standing Committee(s) under the Lodge Treasurer are:

- A.* Merchandise - Shall be responsible for creating and promoting new and existing Lodge merchandise such as patches and jackets to sell to members to help fund Lodge functions. They are also responsible for working with the Treasure to collect items for auctions held at major Lodge Events such as Ordeals and Banquet.

Ajapeu Lodge #2 Operating Procedures

- B. Other such committees as the Lodge Executive Committee may deem necessary.

Clause 7. The Committee Chair

- A. Each Chair must be appointed by the Lodge Chief in consultation with their Advisers and with the Lodge Executive Committee.
- B. Each Committee Chair is free to choose their Committee members with the approval of the Lodge Chief, except as may otherwise be required by these Lodge rules.
- C. The Committee Chair's responsibilities include but are not limited to what is described in Clauses 2 - 7 as decided by Lodge Chief and Adviser.

Article E. The Lodge Executive Committee shall meet on a monthly basis from August to May with one additional interim summer meeting to be declared at the discretion of the Lodge Executive Committee. Special meetings may be called at the discretion of the Lodge Chief or the Lodge Adviser, with due notice of ten (10) days given to the Lodge Executive Committee members.

Section XII. Insignia

Article A. The totem of this Lodge shall be that of the buck.

Section XIII. Finance

Article A. There shall be annual membership dues to be determined by the Lodge Executive Committee

Article B. All funds of the Lodge shall be subject to all normal accounting procedures of the Council.

Article C. Inactive members currently registered in Scouting may be returned to active membership by paying the current year's dues.

Article D. Dues are payable to the Lodge Treasurer or such persons authorized by the Lodge Chief to collect dues.

Ajapeu Lodge #2 Operating Procedures

Article E. Funds shall be made available for Chapter activities and service projects, Chapters must gain approval from the Lodge Treasurer, Lodge Chief, and Lodge Adviser before incurring any expense. All approved bills will be paid through normal Council accounting procedures.

Article F. Lodge spending will be outlined in an annually produced Lodge budget.

Section XIV. Amendments

Article A. Any part or parts of the Operating Procedures found to conflict with the policies of the National Committee of the Order of the Arrow and the Boy Scouts of America are void.

Article B. All amendments to the Operating Procedures must be approved at a Lodge Meeting.

Article C. Other amendments to these Operating Procedures may be proposed by a youth member by the following procedure in order:

Clause 1. All amendments will be referred to the Lodge Executive Committee for study.

Clause 2. Notice of the proposed amendment(s) and access to the text of the amendment(s) shall be provided to all members of the Lodge at least ten (10) days prior to the Lodge Meeting where voting shall occur.

Clause 3. A vote on the amendment(s) shall be held. A two-thirds ($\frac{2}{3}$) affirmative vote by the voting members present will be necessary to enact amendment(s).

Clause 4. Any amendment that is defeated may not be introduced again until a new Lodge Executive Committee has been selected.

Article D. In January the Lodge Chief shall appoint a committee to review the Operating Procedures and suggest amendments if appropriate. The Lodge Adviser and Staff Adviser shall serve as Advisers to the committee and may appoint additional Advisers at their discretion. These proposed amendments, if any, shall be considered using the same procedures as all other amendments.

Ajapeu Lodge #2 Operating Procedures

Note to Readers: This Version of the Operating Procedures has been transcribed to Google Docs from PDF over the Summer of 2021 which included changing the font and some indenting resulting in a small change in the format structure of this document.