RULE I -- Name and Affiliation

a. The lodge shall be known as Papago Lodge 494, Catalina Council No. 11, Boy Scouts of America, and shall be under the supervision of the council camping or Boy Scout committee and the administrative authority of the Scout Executive.

b. The Lodge's adopted Indian affiliation shall be that of the Hohokam Indian.

c. The totem of the Lodge shall be the Hohokam conception of the Gambel's Quail.

RULE II -- Lodge Emblems

a. Any and all Lodge memorabilia shall bear the Lodge's totem.

b. The Lodge shall maintain one unrestricted pocket flap.

c. The Lodge may commission an additional flap or series of flaps for special purposes and events such as National Order of the Arrow Conferences (NOACs) Anniversaries, and Lodge Chief Gifts as determined by the Lodge Executive Committee (LEC), with the approval of the Council Executive.

d. The LEC shall set the price of all Lodge merchandise.

RULE III -- Lodge Membership

a. The requirements for new membership in this Lodge shall be in accordance with the latest National policy as found in the current printing of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.

b. The election period shall be from January 1 and March 31.

c. The only valid elections will be those that have an official unit election report signed by the election team and the unit.

d. Each unit may nominate Adult Scouters (age 21 or older) in accordance with the latest National policy.
e. To become a member, a candidate elected into the Order of the Arrow must, within one year from his or her election or nomination, successfully complete the Ordeal.

f. The procedure for the Ordeal shall be as stated in the current printing of the Order of the Arrow Handbook and Guide to Inductions.

g. Any member who fails to pay his or her dues or ceases to be registered with a unit or with the council shall be considered inactive and lose the right to vote, participate on a committee, receive mail, and wear OA insignia.

h. Inactive members may be restored to active status by paying current dues and/or registering with a unit or the council.

i. Arrowmen under the age of 21 shall have the right to vote in matters of Lodge business.

j. The Professional Scouters of the Catalina Council, that are members of the Order of the Arrow, are ex-officio members of Papago Lodge. As such, they are not required to pay dues.

RULE IV -- Brotherhood Membership

a. Completion of the Brotherhood membership shall be in accordance with the latest requirements in the current printing of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.

b. The Lodge shall be responsible for holding at least two Brotherhood ceremonies per year.

RULE V -- Vigil Membership

a. Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.

b. The Lodge shall hold, if any Vigil nominations that year, at least one Vigil Induction Weekend.

RULE VI -- Lodge Officers

a. The officers of the Lodge shall be the Lodge Chief, Vice Chief of Activities, Vice Chief of Inductions, Lodge Secretary, and Lodge Treasurer.
b. These elected officers must be younger than 21 during their entire term.

c. A youth wishing to run for a Lodge Office must submit a letter of intent to the Lodge Adviser at least one week prior to the election.

d. If no letters are submitted for a position, the slot will not be filled. When the LEC meets following the election, it will elect a youth to the vacant slot.

e. The election of the Lodge Officers shall be held at the Fellowship. Only youth members are eligible to vote in the election.

f. A Lodge Officer, other than the Lodge Chief, may simultaneously hold a Section office, except for that of the Section Chief.

g. A Chapter Officer, other than the Chapter Chief, may simultaneously hold a Lodge office, except for that of the Lodge Chief.

h. Any Lodge Officer may be removed by a three-fourths vote of the LEC or by the Council Executive.

i. The LEC shall make appointments to a vacant Lodge Office with the approval of the Lodge and Staff Advisers.

j. The term for all Lodge Officers shall be from Jan 1 to Dec 30.

k. Each Lodge Officer shall attend the Lodge Leadership Development Training during his term.

RULE VII -- Lodge Officer Duties and Responsibilities

a. Lodge Chief
   1. Presides at all Lodge functions and LEC meetings.
   2. Shall organize and direct the activities of the Lodge.
   3. Represents Papago Lodge at all Section, Area, Region and National functions.
   4. Shall conduct and coordinate all Lodge operations by means of the LEC and the Key-3.
   5. Shall be responsible for appointing all Lodge Committee Chairs.
   6. Shall hold an annual Lodge & Chapter Officer Training Session (Lodge Leadership Development).

b. Vice Chief of Activities
   1. Acts in the absence of the Chief.
2. Shall organize and direct the activities of the Lodge in assistance to the Lodge Chief.
3. Shall have direct authority over all Lodge Committees dealing with Program. These include Indian Affairs, NOAC, and Activities.

c. Vice Chief of Inductions
   1. Shall organize and direct the activities of the Lodge in assistance to the Chief.
   2. Shall organize and run the Lodge Ordeals.
   3. Shall oversee the Lodge election process and work with Chapters in conducting elections.
   4. Shall have direct authority over the Lodge Unit Elections, Ceremonies, and Ordeal Committees.
   5. Shall review and maintain the Lodge Inductions Guide.

d. Secretary
   1. Shall keep and record minutes at all Lodge Meetings.
   2. Shall be responsible for registration at all Lodge Functions.
   3. Shall keep an accurate list of Lodge Membership in coordination with the Adviser to the Secretary.
   4. Shall oversee the Publications and Membership Committees.
   5. Shall issue membership cards in response to the payment of dues.

e. Treasurer
   1. Shall handle all monetary transactions of the Lodge in coordination with the LEC, Staff Adviser, and the Adviser to the Treasurer.
   2. Shall be responsible for the Lodge Trading Post at all Lodge Functions.
   3. Shall make a monthly financial report to the LEC.
   4. Shall oversee the Finance Committee.

RULE VIII -- Lodge Committees

a. All Standing Committee Chairmen shall be appointed by the Lodge Chief with the approval of the Lodge Adviser.

b. A Committee Chairmen may be removed by a three-fourths vote of the LEC or by the Council Executive.

c. Finance Committee: Shall be responsible for the running of the Trading Post, inventories, invoices, the Lodge Budget and the handling of the payment of dues.

d. Publications Committee: Shall be responsible for the publication of the Lodge Newsletter, The Hohogram.
e. Membership Committee: Shall be responsible for keeping an accurate membership list of the Lodge.

f. Unit Elections Committee: Shall be responsible for the elections of new members into the Order.

g. National Events Committee: Shall be responsible for organizing the Lodge in preparations to attend any National event. This includes NOAC and any other National Order of the Arrow event.

h. Ordeals Committee: Shall be responsible for the Lodge's Ordeals.

i. Ceremonies Committee: Shall be responsible for the performance of the various ceremonies involved in the induction process. Shall also be responsible for the maintenance and storage of all ceremony equipment.

j. Indian Affairs Committee: Shall be responsible for organizing Dance Teams and coordinating activities.

k. Vigil Committee: Shall be in charge of the Vigil nomination process and the Vigil Weekend.

l. Camping Promotions Committee: Shall supervise and conduct camping promotions, the primary purpose of the Order, in the units and at other levels.

m. Activities Committee: Shall be responsible for all Lodge Activities other than regular meetings and Ordeals. These include Fellowships, Conclave, Banquet, etc.

n. OA Troop Representative Committee: Shall oversee the Troop Representative Program.

**RULE IX -- Lodge Executive Committee**

a. The LEC shall be composed of the elected lodge officers, the Immediate Past Lodge Chief, Lodge Operating Committee Chairmen, the Lodge Adviser, another member of the Council Camping or Boy Scout Committee, Chapter Chiefs, Chapter Advisers, the Scout Executive, and Lodge Staff Adviser.

b. The LEC shall meet at least once a month to conduct business. Each Chapter will host three LEC meetings a year.
c. The LEC shall operate and meet under the guidelines of Robert’s Rules of Order.

d. Only elected Lodge Officers, the Immediate Past Lodge Chief, and Chapter Chiefs have a vote on the LEC. Operating Committee Chairmen are given the opportunity to give reports and speak on matters of the Lodge but are not allowed to vote.

   a. A proxy may be used if the Officer that is absent gives written consent of the proxy to the Lodge Chief prior to the meeting. Any proxy may be rejected by the Lodge Chief.

   b. An Officer may teleconference to an LEC meeting and count towards quorum. A proxy may not be used in the case of teleconferencing.

e. The Immediate Past Lodge Chief, if under the age of 21 and holds no other position in the Lodge, has a vote on the LEC for the term immediately following his term.

f. For the LEC to vote on matters of the Lodge, a quorum must be met. Quorum will be a minimum attendance of two-thirds of the voting members of the LEC (Without the Immediate Past Chief, quorum is 6 members. With the Immediate Past Chief quorum is 7 members).

g. For a motion to carry it must receive a 50% plus one majority vote.

h. Any Arrowman may attend the meetings of the LEC and voice their opinion.

i. Matters of the Lodge that are tabled will be reintroduced as Old Business at the next meeting of the LEC.

**RULE X -- Chapters**

   a. The Lodge shall be divided into Chapters, one associated with each Council District. Each Chapter shall be under the administrative authority of the Council District Executive.

   b. Chapters shall abide by the same rules and policies as the Lodge.

   c. Each Chapter may have a Chapter shirt, hat or other accessory, if approved by the LEC.

**RULE XI -- Advisers**
a. All members of the Lodge over the age of 21 are Advisers, and as such do not have the right to vote, but the authority to advise.

b. Each Lodge Office and Committee shall have an Adviser who shall be appointed by the Lodge Adviser with the approval of the Council Executive.

c. Each Chapter shall have an Adviser and an Associate Adviser that the Scout Executive annually appoints the Chapter Adviser

RULE XII -- Lodge 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 amount of dues shall be set by the LEC. The dues shall run from January 1 until December 31.

c. The induction fee of the Ordeal candidate shall be the current Lodge price for the following: a membership card, an Ordeal Sash, an Order of the Arrow Handbook, an official Lodge flap, the price of food, and insurance.

d. The Brotherhood fee shall be the cost of the sash. Food and insurance shall be charged separately.

e. The LEC shall approve all Lodge expenditures.

f. The Lodge Treasurer, with the support of the finance committee, shall submit for approval to the LEC the annual Lodge Budget. The annual Lodge Budget shall include all projected incomes and expenditures for the up-coming year.

g. The Lodge Fiscal year shall follow that of Catalina Council’s fiscal year.

RULE XIII -- Lodge Key-3

a. The Key-3 shall consist of the Lodge Chief, Lodge Adviser, and the Staff Adviser. It shall meet at least once a month to discuss the state of the Lodge, any upcoming events, and to maintain the flow of information in the Lodge.

RULE XIV -- Lodge Activities

a. The Lodge shall publish the Lodge’s Newsletter, The Hohogram, at least four times per year.
b. The Lodge shall hold three Ordeals a year for the purpose of aiding the Council Camps, inducting new members, and advancing Brotherhood.

c. The Lodge shall hold a Fellowship.

d. The Lodge shall host a yearly banquet.

e. The Lodge shall hold any other activities deemed necessary by the LEC.

RULE XV -- Amendments

a. The Rules of Papago Lodge shall be subject to amendment or change at any regular or special meeting of the Lodge. This requires that written notice is given to the LEC at least one month in advance and that notice is given in the Hohogram to the membership at least ten days in advance. A two-thirds vote of the active youth members present shall be required to pass the amendment.

b. The Rules of Papago Lodge must conform to National Policy. In the case that National Policy changes and a conflict is found in the Lodge Rules, the LEC will immediately act in accordance with National Policy and create an amendment removing the conflict.