



## **NENTICO LODGE 12**

# **2026 Lodge Leadership Handbook**

Last Updated: March 15th, 2026



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## LODGE LEADERSHIP

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<b>Lodge Vice Chief Program</b>	Austin Snell	Program@nentico.org
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<b>Lodge Vice Chief Inductions</b>	Joe Carloni	Inductions@nentico.org
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<b>Service Adviser</b>	Emory Young	Service@nentico.org

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<b>Communications Adviser</b>	Mike Clark	Communications@nentico.org

<b>Lodge Vice Chief Finance</b>	Tim Clingenpeel	Finance@nentico.org
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## LODGE COMMITTEES

<b>Ceremonies Committee Chair</b>	Talon Jimenez	Ceremonies@nentico.org
<b>Ceremonies Committee Adviser</b>	Dr. Zainab Boone-Kukoyi	Ceremonies@nentico.org
<b>First Year Arrowman Committee Chair</b>	Kaylee Snyder	FirstYearArrowmen@nentico.org
<b>First Year Arrowman Committee Adviser</b>	Eric Stupar	FirstYearArrowmen@nentico.org
<b>History &amp; Museum Committee Chair</b>	VACANT	History@nentico.org
<b>History &amp; Museum Committee Adviser</b>	Ken Brown	History@nentico.org
<b>Logistics Committee Chair</b>	Matthew Gutberlet	Logistics@nentico.org
<b>Logistics Committee Adviser</b>	Health & Safety / Kitchen Teams	Logistics@nentico.org
<b>Membership Committee Chair</b>	Catherine Hite	Membership@nentico.org
<b>Membership Committee Adviser</b>	Ray Payne	Membership@nentico.org
<b>Member Engagement Committee Chair</b>	Trevor Sentner	MemberEngagement@nentico.org
<b>Member Engagement Committee Adviser</b>	Bryce Cary	MemberEngagement@nentico.org
<b>Merchandise Committee Chair</b>	Abby Clark	Merchandise@nentico.org
<b>Merchandise Committee Adviser</b>	Nasirat Kukoyi-Jones	Merchandise@nentico.org

<b>Scouting Outreach Committee Chair</b>	Emma Gutberlet	ScoutingOutreach@nentico.org
<b>Scouting Outreach Committee Adviser</b>	Shawn Sipes	ScoutingOutreach@nentico.org

<b>Special Events (NOAC) Committee Chair</b>	Lily Horning	SpecialEvent@nentico.org
<b>Special Events (NOAC) Committee Chair</b>	Trevor Sentner	SpecialEvent@nentico.org
<b>Special Events (NOAC) Committee Adviser</b>	Mike Clark	SpecialEvent@nentico.org
<b>Special Events (NOAC) Committee Adviser</b>	Katie Carico	SpecialEvent@nentico.org

## CHAPTER LEADERSHIP

### CARROLL

Chapter Chief	Dean Groth	Carroll@nentico.org
Chapter Adviser	Fred Dowell	Carroll@nentico.org

### FORT MCHENRY

Chapter Chief	Sophie Restelli	McHenry@nentico.org
Chapter Adviser	Joe Riely	McHenry@nentico.org

### GUNPOWDER FALLS

Chapter Chief	Will Charlton	GunpowderFalls@nentico.org
Chapter Adviser	Tim Enders	GunpowderFalls@nentico.org

### HARFORD

Chapter Chief	Evan Welch	Harford@nentico.org
Chapter Adviser	Frank LeRoy Sr.	Harford@nentico.org

### NATIONAL PIKE

Chapter Chief	Emma Gutberlet	NationalPike@nentico.org
Chapter Adviser	Matthew Cook	NationalPike@nentico.org

### RIVER HAWK

Chapter Chief	Owen Crum	RiverHawk@nentico.org
Chapter Adviser	Jim Brooks	RiverHawk@nentico.org

## 2026 LODGE CALENDAR

January	1	<i>New Year's Day</i>	
	4	<b>Lodge Banquet</b>	Sparrows Point CC
	10	Section E10 LEAD Conference	Central Presbyterian Church
	26	Lodge Executive Committee Mtg	Council Service Center
February	23	Lodge Executive Committee Mtg	Council Service Center
March	7	<b>Lodge Service Day</b>	Camp Saffran
	23	Lodge Executive Committee Mtg	Council Service Center
April	1-9	<i>Passover</i>	
	5	<i>Easter</i>	
	10-12	<b>Spring Fellowship</b>	Camp Saffran
	12	General Lodge Meeting	Nentico Pavilion
	24-26	<b>Ordeal Weekend 1</b>	Camp Saffran
May	1-3	<b>Ordeal Weekend 2</b>	Camp Saffran
	10	<i>Mother's Day</i>	
	15-17	Section E10 Conclave	Rodney Scout Reservation
	18	Lodge Executive Committee Mtg	Council Service Center
	25	<i>Memorial Day</i>	
June	26-27	Vigil Weekend	Camp Oest
	27	<b>Lodge Picnic</b>	Camp Oest
August	21-23	<b>Ordeal Weekend 3</b>	Camp Saffran
	24	Lodge Executive Committee Mtg	Council Service Center
September	7	<i>Labor Day</i>	
	11-13	<i>Rosh Hashanah</i>	
	18-20	<b>Ordeal Weekend 4</b>	Camp Saffran
	20-21	<i>Yom Kippur</i>	
	25-27	<i>Sukkot</i>	
	28	Lodge Executive Committee Mtg	Council Service Center
October	2-4	<b>Fall Fellowship</b>	Camp Saffran
	4	General Lodge Meeting Election of Lodge Officers	Nentico Pavilion
November	14	LLD – Volunteer Training Summit	Archbishop Curley HS.
	16	Lodge Executive Committee Mtg	Council Service Center
	26	<i>Thanksgiving</i>	
December	TBD	Jingle Bell Beaver Day	Camp Saffran/Oest
	4-12	<i>Chanukah</i>	
	25	<i>Christmas</i>	

## NENTICO LODGE BYLAWS

- I. The name of this lodge of the Order of the Arrow shall be Nentico Lodge No. 12, W. W. W.. Nentico Lodge shall be affiliated with the Baltimore Area Council, Scouting America, and shall be under the administrative authority of the Council Scout Executive as Supreme Chief of the Fire.
- II. Nentico Lodge shall at all times maintain the principles of Scouting America and the Baltimore Area Council as stated in the Charters and Bylaws of said organizations. Current Scouting America and National Order of the Arrow literature shall be the driving force of lodge operations.
- III. Nentico Lodge shall be organized into chapters, each sharing the name and geographical boundaries of its affiliated district within the Baltimore Area Council.
- IV. The term of office for lodge and chapter officers shall be from January 1st through December 31st, to coincide with the lodge's operating year.
- V. The Lodge Executive Committee is the steering committee of the lodge and is charged with planning and executing all facets of its operations. Lodge operations (i.e. all actions of the Lodge Executive Committee and its subordinates) are subject to the approval of the Supreme Chief of the Fire.
- VI. The Lodge Executive Committee shall adopt operating procedures to govern its activities. Conflicts that arise between any operating procedure and these Bylaws shall be resolved in favor of the Bylaws.

# **Chapter 1**

# **General Information**

**Nentico Lodge was founded by E. Urner Goodman and W. Perry Bradley at Camp Linstead in 1922.**

## The Obligation

I do hereby promise on my honor as a Scout, that I will always and faithfully observe and preserve the traditions of the Order of the Arrow, Wimachtendienk, Wingolauchsik, Witahemui. I will always regard the ties of brotherhood in the Order of the Arrow as lasting, and will seek to preserve a cheerful spirit even in the midst of irksome tasks and weighty responsibilities, and will endeavor, so far as in my power lies, to be unselfish in service and devotion to the welfare of others.

## The Purpose of the Order

As Scouting's National Honor Society, we forge lifelong bonds among the leaders in Scouting and:

- Recognize those who exemplify the Scout Oath and Law in their daily lives and, through that recognition, cause others to act in the same way.
- Reinforce a life purpose of leadership in cheerful service to others.
- Create and deliver peer-led, adult-guided, advanced leadership experiences for Scouts and Scouters that positively impact their unit, community, and ultimately our nation.
- Be an integral part of Scouting America and encourage participation in all it offers through units, outdoor adventures, and national events to further the Scouting experience.

## The Mission of the Order

To achieve the mission of Scouting America through transformative fellowship that ignites limitless Scouting journeys.

## The Vision of the Order

To be why Scouts want to stay in Scouting.

## The Founding

Dr. Goodman was the Camp Director of Treasure Island, the Philadelphia Council Scout Camp. He observed that when Scouts came to camp, there were often individuals who either shirked their duties or went about in a grouchy manner. Dr. Goodman was an experienced camper and Scoutmaster, and he knew how this negative attitude reduces a unit's efficiency.

He thus saw a need for more emphasis on the virtues of Cheerfulness and Service in the unit camp. He knew that when each Scout pulled his load, not from outward compulsion, but in a happy and cheerful spirit of his own, the camp would be a successful and profitable experience for everyone.

Yet how could such traits be promoted in camp? It was clear that these virtues could not be instilled by conversation or lecturing alone. It would be necessary to dramatize these principles to the Scouts by giving them living examples of Cheerful Service. The Scouts

would then be able to understand how these otherwise abstract ideals are put into practice.

The founders now faced the problem of locating those who would set the examples which would inspire the Scouts to Cheerful Service. It was obvious that the persons chosen to set such examples would have to be obtained from the Scout units, for only then would the Scouts have examples they could see and appreciate throughout the year.

It was now necessary to identify those individuals in the unit whose examples would actually “speak” to the Scouts and stimulate them to recognize the “greater good in the life of Cheerful Service.” Although the unit leaders were already in this position, it was obvious that a better recognition of this principle would come about if the Scouts could associate these qualities with some of their own companions.

From his experience as a Scoutmaster, Dr. Goodman knew that in every unit there were members who, by virtue of their dedication to the Scout Oath and Law, distinguished themselves in Cheerful Service to the extent that they inspired others to a similar dedication. A Scout whose dedication to the Scout Oath and Law is so great that he is an inspiration to his fellows is an **Inspirational Leader**. This outstanding character trait is not dependent on age, rank, or position in the unit.

To recognize and support inspirational leadership, Dr. Goodman decided to ask the members of each unit to select, for the highest camp honor, those who most inspired the ideals of Scouting; particularly Cheerfulness and Service. He knew this election would help all Scouts in the unit to become aware of these qualities, and encourage those selected to maintain their examples.

The founders now saw that these representatives from the units would be very responsive to further instruction in the ideals for which they had been honored by their units. Advantage could be taken of this fact by developing a character building device and having all the Inspirational Leaders take part in this training. By giving them a tremendous inspiration to continue in Cheerful Service and then returning to their units, it would be possible to transmit the meaning of Cheerful Service to all the Scouts in camp through the example of their own Inspirational Leaders.

In developing the character-building device, some important problems had to be solved. The original desire to avoid obvious “preaching” would be defeated if Scouts were told what they were about to undergo was a character-building program and that they were supposed to be inspired by it. In addition, some incentive for taking the training was required, and the program would have to have an appeal that would keep the attention and interest of all participating.

Realizing that those who adhere to similar ideals tend to band together, the founders saw the solution to these problems in the concept of an induction into a “Brotherhood of Cheerful Service.” The actual character-building devices would be presented as “tests” that the Scout would be told he must complete before being admitted into the “Brotherhood.” The tests would be developed so that they would place the Inspirational Leader in a position to discover the meaning of Brotherhood, Cheerfulness, and Service for himself; to stimulate his

own character development.

As a perfect device for generating appeal and interest, Carroll A. Edson, Assistant Camp Director of Treasure Island, suggested an Indian theme for Dr. Goodman's idea of an "Award for Proficiency in the Spirit of Scouting." Using the Indian traditions of the area around Treasure Island, the founders molded their ideas into the first crude Induction. The "tests" were substantially the same as our present tests of the Ordeal, and the ceremony that followed resembled the present Brotherhood ceremony.

Originally, there was only one major ceremony in the Induction. Later it was felt that the Induction would better accomplish its inspirational purpose if it were split into two parts. The first would introduce the three virtues through the "tests," examples, and symbols. After giving the Scout sufficient time to reflect on this initial inspirational experience, a second ceremony would expand the symbolism to a climax. Thus the character building was to take place over a period of months, and the higher meanings of Brotherhood and Cheerful Service would be introduced as the member's ability to comprehend them grew.

Although the original purpose of the Order was fulfilled when the Inspirational Leaders of the units had completed the Induction and were back in their units, it was realized that such an organization of honor campers could render other distinct services to Scouting. Camping promotion and the developing of camping spirit through a colorful Indian lore program were recognized as ideal projects for the Order. Service to camp and the camping program have become a fundamental purpose of each Order of the Arrow lodge, while the Order has become a perfect vehicle for providing additional leadership opportunities for older Scouts on a district or council level.

# Chapter 2

# Standard Operating Procedures

**Nentico Lodge's first Ordeal Ceremony was held on June 30, 1922 at Linstead's McKellcan Amphitheater.**

**The information in this section, other than the Lodge Operation Overview and the Lodge Organizational Chart, cannot be altered without the approval of the Lodge Executive Committee, as detailed within.**

## Lodge Operation Overview

Nentico Lodge 12 is a relatively large lodge in a relatively large council. We have many units which require elections, camping promotion visitations, and community service promotion. Those elections yield over 500 Ordeal candidates per year, who require many Ordeals. We have several lodge functions which serve to train and inform lodge members about our purpose and our activities. We support certain aspects of our council and district programs. We participate in section activities (Conclave and LEAD Training), regional activities (National Leadership Seminar) and national events (National Order of the Arrow Conference, or NOAC).

To effectively meet our Purpose, and to carry out our Mission, we require a significant amount of organizational structure. There are six officers who lead the lodge in all of its activities and functions. These lodge officers divide the responsibilities of managing the youth leadership of the lodge. The officers determine how to do this shortly after being elected each year. The chart on the next page shows the organization chart for this year.

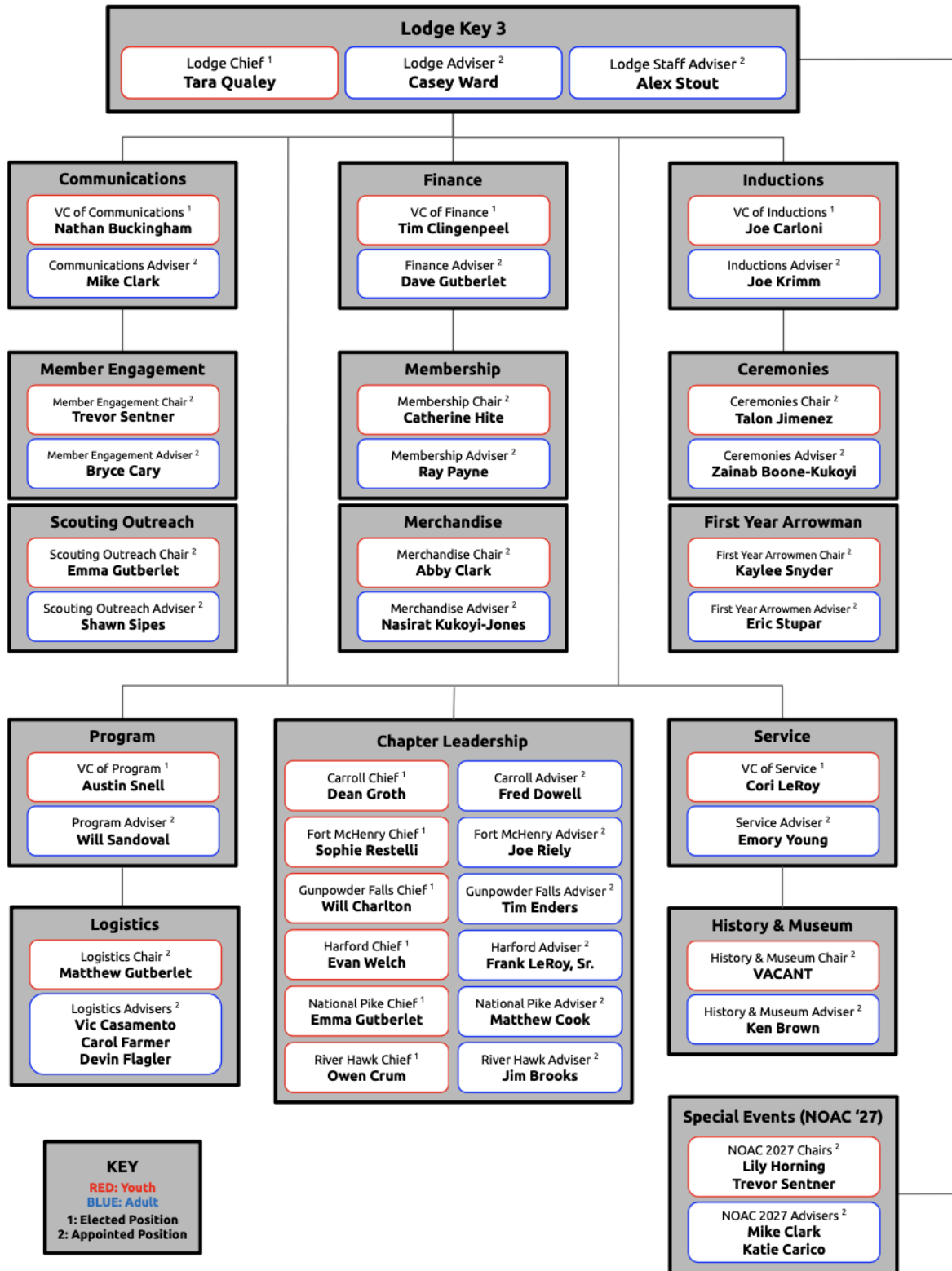
The lodge is divided into chapters, one for each district, which are responsible for all unit-related functions of the Order, including elections, Call-Outs, Ordeals, Brotherhood conversions, camping promotion visits, and support of district program as requested. There are lodge-level committees, some of which serve the chapters in their efforts to manage inductions, camping promotions, and service, while others help with certain centralized functions of the lodge.

The Executive Committee plans and carries out the lodge program. It is chaired by the Lodge Chief. Each lodge officer, chapter chief, and committee chairman is a voting member. Each month the lodge officers plan and distribute an agenda for the monthly Executive Committee meeting. In preparation, they meet with each other and their respective advisers to review progress, discuss program, and address problems. Each month the lodge officers, chapter officers, and lodge committee chairmen attend the Executive Committee meeting and report about activities and their progress toward annual goals, objectives, and tasks. They also meet with their chapters or committees and their advisers beforehand to review progress, discuss chapter or committee program, and address problems, so that they will be prepared for discussion and planning at the Executive Committee meeting.

If done properly, the leadership positions in the OA are slightly more demanding than those at the unit level. They also affect many more people and have farther-reaching, longer-term effects. An important intent of the Order is that there be an adult adviser for every youth leader. This provides for that youth leader the resources and knowledge required to perform their task. It provides consistency from year to year in the performance of our various tasks. It also provides a watchful eye who can make sure that the youth perform the essential elements of the program properly and safely.

# NENTICO LODGE 2026 ORGANIZATIONAL CHART

REV: 3/14/2026



## Lodge Officer Elections

1. Lodge officers shall be elected at the annual Fall General Lodge Meeting, and must be under 21 years old for their entire term of office.
2. Prospective lodge officer candidates must submit the prescribed officer candidacy form, including a petition from 30 youth members in good standing, and receive approval to run from the Lodge Adviser and Lodge Staff Adviser.
3. Neither the presiding officer for the election nor any chapter representative shall be a candidate themselves.
  - a. Where the Lodge Chief is unable to preside over the election due to absence or being a candidate in the election, the Lodge Chief shall appoint a youth to preside with the approval of the Lodge Adviser.
  - b. Where a Chapter Chief is unable to serve as the chapter youth representative due to absence or being a candidate in the election, the Chapter Chief shall appoint a youth to serve as chapter representative with the approval of their Chapter Adviser.
4. The election of lodge officers shall be preceded by a forum, which will provide an opportunity for nominees to present their ideas and respond to questions from members. The forum need not be immediately prior to the election itself.
5. The election of lodge officers shall be executed exactly as follows:
  - a. Chapter representatives can nominate candidates for office when nominations are open. No second is needed. Candidates must be present to accept their nomination. Nominations shall close just before voting for each office.
  - b. Officers are nominated and elected in the following sequence: Lodge Chief, followed by the five Lodge Vice Chiefs en masse.
  - c. After the presiding officer declares nominations for a given office closed, the chapter representatives shall poll their youth delegates to decide votes.
    - i. Each chapter can cast one vote per youth present, up to a maximum of 10 votes per office.
    - ii. Votes must reflect the poll proportionally, using whole numbers only.
    - iii. Telephone, email, and other electronic votes are not permitted.
  - d. A nominee must receive a majority of the votes cast on a given ballot to be elected. Where a majority is not achieved, the nominee(s) receiving the least number of votes is (are) dropped and another ballot is taken.
    - i. This rule is excepted when removal of all tied candidates would leave only one candidate remaining; in this case, the leading candidate and all candidates tied for the position will advance.
    - ii. This procedure continues until one nominee achieves a majority and is declared elected, or until two ballots in succession result in tie votes and the balloting is declared deadlocked.
  - e. When balloting is deadlocked, the presiding officer shall cast sufficient votes for the candidate of their choice to achieve a majority and declare them elected.
6. Leading up to and during officer elections, employing physical campaign materials (e.g., fliers, signs, posters, point papers) and using derogatory language toward incumbents or candidates are strictly prohibited by both candidates and their proxies. Failure to comply with these rules shall be grounds for the Lodge Adviser or Lodge Staff Adviser to disqualify a candidate's candidacy.

7. Vacancies in unexpired terms of lodge officers shall be filled by majority vote of the chapter chiefs/representatives — one vote per chapter — with a quorum of the chapter chiefs/representatives present, at a meeting of the Lodge Executive Committee.
  - a. Elected officers, committee chairs, and the immediate past lodge chief shall not vote.
  - b. The requirement that a candidate submit a petition from 30 youth members in good standing supporting their candidacy is waived.
  - c. The directions above relative to polling chapter delegates do not apply.
  - d. All other requirements and procedures under this title apply.
8. The lodge chief elect, in consultation with the lodge adviser, shall designate which role each lodge vice chief elect will serve in for the upcoming term.

## Order of Succession

1. When there is a vacancy or extended absence in the office of Lodge Chief, the first individual both willing and able to serve, in the order of succession listed below, shall serve as Acting Lodge Chief pending the election of a permanent replacement.
  - Lodge Vice Chief of Communications
  - Lodge Vice Chief of Finance
  - Lodge Vice Chief of Service
  - Lodge Vice Chief of Inductions
  - Lodge Vice Chief of Program
  - Other Youth Arrowman Designated by the Lodge Adviser
  - a. While a Lodge Vice Chief is serving as Acting Lodge Chief, they must appoint a temporary replacement to fill their original position.
2. In their absence, the Lodge Chief may designate an appropriate individual to act on their behalf at a specific lodge event. However, absent such a designation or in the event of an extended absence, the order of succession in Section 1 shall be followed.
  - a. The Lodge Adviser and Lodge Staff Advisor determine when the Lodge Chief's absence has turned into an extended absence.

## Lodge Executive Committee

1. The lodge is governed by the Lodge Executive Committee and shall hold at least four meetings a year. Special Lodge Executive Committee meetings may be called by the Lodge Chief in consultation with the Lodge Adviser or Lodge Staff Advisor.
2. A simple majority of the lodge officers and chapter chiefs/representatives shall constitute a quorum to conduct business at a Lodge Executive Committee meeting.
3. The Lodge Chief has the authority to create committees necessary for lodge operations, as well as appoint the chairs and members of each committee, with the approval of the Lodge Adviser.
4. The Lodge Adviser shall be appointed by the Supreme Chief of the Fire. Lodge Associate Advisers and Chapter Advisers are then appointed by the Lodge Adviser in consultation with the Supreme Chief of the Fire.
5. The voting members of the Lodge Executive Committee are the lodge officers, chapter chiefs/representatives, committee chairs, and the immediate past Lodge Chief if they are under 21.
  - a. The Lodge Chief shall vote only in the event of a tie.

- b. When the same Arrowman holds more than one voting position on the Lodge Executive Committee, they are entitled only one vote.
  - c. When a committee has co-chairs, the committee receives only one vote.
- 6. Unless otherwise specified in these operating procedures, Robert's Rules of Order shall govern parliamentary procedure for Lodge Executive Committee meetings. *Appendix A: Robert's Rules of Order* includes a reference sheet for Robert's Rules of Order.
- 7. Any youth member of the lodge executive committee may be removed for cause – for unsatisfactory performance, conduct unbecoming, or other reprehensible offense – by an affirmative vote of the lodge executive committee.
  - a. To commence proceedings pursuant to this section, at least six voting members of the lodge executive committee shall deliver notice to the lodge adviser indicating their intent to proceed with removal and the basis for their case; the lodge adviser shall in turn deliver notice to the member at least seven calendar days prior to the meeting at which the lodge executive committee will consider their removal.
    - i. The Key 3 must gauge whether the case has merit before it goes to the lodge executive committee. If the lodge chief is the member facing removal, only the lodge adviser and lodge staff adviser will have a say.
    - ii. If the case is found to not have merit, then the proceedings stop there and no action against the named member will be taken. A new case can be submitted for the same member, but there must be additional reasoning for why the member should be removed.
  - b. Should the member facing removal be the lodge chief, a youth appointed by the lodge adviser shall serve as the presiding officer for the duration of proceedings relative to their removal.
  - c. The member facing removal shall have the right to appear at the meeting, speak on their own behalf, and call witnesses to speak on their behalf. The presiding officer may, however, direct the member facing removal to leave the meeting area so the lodge executive committee may deliberate in private in advance of the vote for removal. In no event shall the member facing removal be present during the vote for removal; though, they may announce to the presiding officer their vote on the question of their removal in advance of leaving the meeting area.
    - i. For a removal to take place, at least two-thirds of the present voting members of the lodge executive committee must vote in favor of removal.
    - ii. The vote for removal must be a secret ballot. Members of the lodge executive committee are strongly discouraged from asking others or sharing how they voted after the fact.

## Chapter Governance

1. Each chapter in the lodge shall have a chapter chief and at least one chapter vice chief, and be governed by a Chapter Executive Committee. These officers must be under 21 years old for their entire term of office and be registered in the district with which the chapter is affiliated.

## General Lodge Meetings

1. The lodge shall schedule spring and fall General Lodge Meetings annually. Special General Lodge Meetings may be called by the Lodge Chief in consultation with the Lodge Adviser or Lodge Staff Adviser.
2. A simple majority of the lodge officers and chapter representatives shall constitute a quorum to conduct business at a General Lodge Meeting.
3. Voting items at a General Lodge Meeting shall be determined by a majority vote of the youth members of the lodge in good standing.
  - a. Each chapter may cast one vote per youth member present, up to a maximum of ten votes.
  - b. Chapter votes must reflect the results of the poll proportionally, using whole numbers only.
  - c. Telephone, email, and other electronic votes are not permitted.
  - d. In the event of a tie, the Lodge Chief shall cast the deciding vote.

## Arrowmen Holding Multiple Positions

1. The Lodge Chief shall hold no other elected office in the Order of the Arrow or Scouting, at or above the district level. This excludes the Lodge Chief's service as an ex-officio member of the Council Executive Board.
2. Any lodge officer wishing to serve in any other position (elected or otherwise) within the Order of the Arrow or Scouting, at or above the district level, must discuss their intentions with and receive approval from the Lodge Adviser to do so.
3. Nothing under this title shall prevent any Arrowmen from serving on staff at a council summer camp or high adventure base.

## Finance

1. The Lodge Vice Chief of Finance shall collect annual lodge dues, with the amount determined by the Lodge Executive Committee with the approval of the General Lodge. All collected dues shall be deposited with the Baltimore Area Council office.
2. All lodge and chapter funds shall be handled through the Baltimore Area Council office and go through all normal accounting procedures used by the council. All lodge expenses beyond the limits of a budget must be approved prior to expenditure by the Lodge Adviser or Lodge Associate Adviser of Finance, or their designees, or by action of the Lodge Executive Committee.
3. Lodge money shall be transported off council property only by those insured to do so. Exceptions may be granted by the Council Scout Executive or Lodge Staff Adviser with risk being assumed by the council.
4. For a lodge member to be considered active and in good standing, they must be registered with the Baltimore Area Council, Scouting America, and have paid the current year's dues.

## Merchandise

1. Decision authority for the design, order quantity, and sales price for lodge and chapter merchandise is as follows and is decided by majority vote of the people listed for each item:
  - a. Lodge Flaps
    - i. Design — Lodge Executive Committee
    - ii. Order Quantity — Lodge Executive Committee
    - iii. Sale Price — Lodge Executive Committee
  - b. All Other Lodge Merchandise
    - i. Design — Lodge Chief, Lodge Vice Chief of Finance, Lodge Merchandise Chair
    - ii. Order Quantity — Lodge Chief, Lodge Vice Chief of Finance
    - iii. Sale Price — Lodge Chief, Lodge Vice Chief of Finance
  - c. Chapter Merchandise
    - i. Design — Chapter Leadership; Lodge Chief, Lodge Vice Chief of Finance, Lodge Merchandise Chair,
    - ii. Order Quantity — Chapter Leadership
    - iii. Sale Price — Chapter Leadership
5. At least 10 of each lodge flap or other patch produced shall be reserved for later use determined by the Lodge Key 3 (e.g., auctions, awards, recognitions); one additional will be donated to the Lodge Museum.
6. The Lodge Vice Chief of Finance, with the approval of the Lodge Associate Adviser of Finance, may clearance lodge merchandise that has been available for purchase for over one year.
7. Procedures for operating the Lodge Trading Post may be established by the Lodge Vice Chief of Finance, with the approval of the Lodge Associate Adviser of Finance, and be published in the OA Trading Post building. Anyone operating the Lodge Trading Post shall be trained on these procedures.
8. Pending completion of a Trading Post Key Holder Agreement, keys to access the OA Trading Post building will be distributed to the Lodge Key 3, Lodge Vice Chief of Finance, Lodge Associate Adviser of Finance, and others designated by Lodge Key 3.

## Branding & Insignia

1. The lodge totem shall be a gold eagle with outstretched wings, representative of strength and unity of purpose. The colors of the lodge shall be red, white, and yellow.
2. The lodge standard issue pocket flap shall be a white flap with a red border bearing a gold eagle holding an arrow. The flap shall bear the words "Nentico Lodge 12" and "WWW."
3. Any additional flaps produced by the lodge shall be approved in purpose and design by the Lodge Executive Committee.
4. All lodge flaps are permitted to be worn on the uniform, however Arrowmen shall not wear a flap that ceased to be issued before they were a member.

## Amendments

1. The Lodge Executive Committee is empowered to amend these operating procedures by a simple majority vote. Amendments are in order at any meeting of the Lodge Executive

Committee, provided notice has been sent via email to the Lodge Executive Committee at least 15 days prior to such meeting.

2. The Lodge Chief is authorized to modify the organization chart and committee roles and responsibilities, found in *Chapter 3: Lodge Organization and Leadership* of the Lodge Leadership Handbook.
3. The Lodge Key 3 is authorized to make clerical revisions to these operating procedures — such as formatting, organization, cross references, grammar, and syntax — provided that such revisions maintain their original purpose and intent.

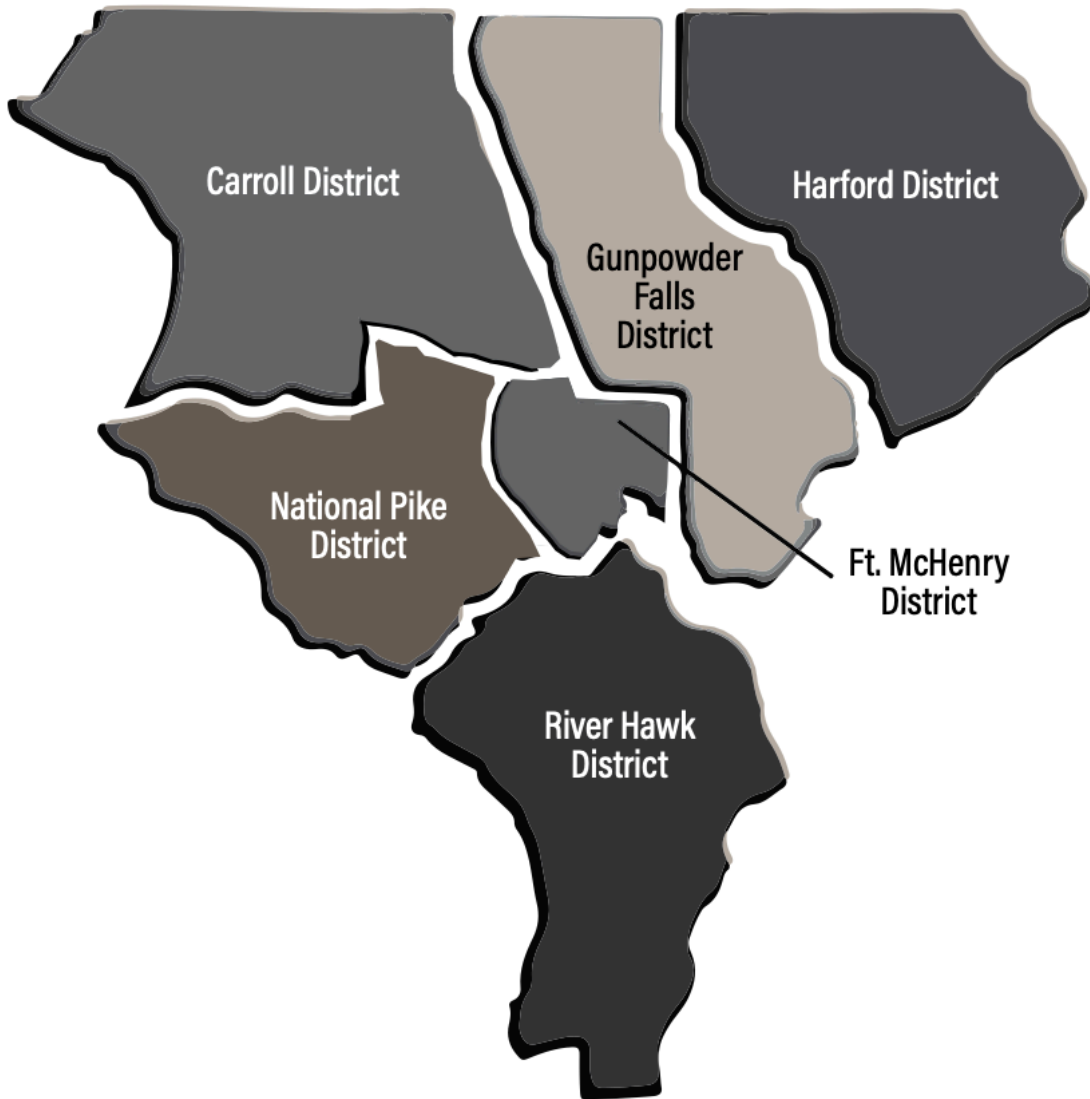
### Appendix A: Robert's Rules of Order

Motion	What to say	Can you interrupt the speaker?	Is a second needed?	Is it debatable?	Is it amendable?	Vote needed
Introduce business	"I move that..."	No	Yes	Yes	Yes	Majority
Amend	"I move that we amend..."	No	Yes	Yes	Yes	Majority
Suspend consideration	"I move that we table..."	No	Yes	No	No	Majority
Adjourn	"I move that we adjourn."	No	Yes	No	No	Majority
Make a complaint	"Point of privilege."	Yes	No	No	No	Chair decides
Postpone consideration	"I move we postpone the matter until..."	No	Yes	Yes	Yes	Majority
End debate	"I move the previous question."	No	Yes	No	No	2/3
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Make objection	"Point of order."	Yes	No	No	No	Chair decides
Request information	"Point of information."	Yes	No	No	No	None
Vote on a ruling by the Chair	"I appeal the Chair's decision."	Yes	Yes	Yes	No	Majority
Retake previously tabled matter	"I move we take from the table..."	Yes	Yes	No	No	Majority
Object to considering a matter	"I object to consideration of this question."	Yes	No	No	No	2/3
Reconsider a matter previously disposed of	"I move we reconsider our action relative to."	Yes	Yes	Depends on whether original motion was debatable	No	Majority
Ask for a vote by count to verify voice vote	"I call for a division of the house."	Must be done before new motion	No	No	No	None, bar objection by someone else
Consider something out of scheduled order	"I move we suspend the rules and consider."	No	Yes	No	No	2/3

# **Chapter 3**

## **Lodge Organization and Leadership**

**Nentico Lodge has had four buildings at Broad Creek Memorial Scout Reservation. The first was on Thunderbird Hill, where the family cabins now stand. Since we gave it back to camp in 1965, it has been used for storage. The second was located in an old Saffran campsite called Deep Run, located between Conowingo and Dan Beard. It was torn down in the early 1980's. The Nentico Pavilion was constructed in 1994, and its fireplace in 1996. The old Saffran Trading Post was renovated for use as a Nentico Lodge Trading Post and storage facility in 2006.**



# Executive Committee Member Responsibilities

## Executive Committee Basics

### A. Areas of Focus for LECs and LOAs:

<b>January</b>	<ul style="list-style-type: none"> <li>• Next Year's Calendar</li> <li>• Lodge Service Day</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Lodge Service Day</li> <li>• Spring Fellowship</li> <li>• Ordeals</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Spring Fellowship</li> <li>• Ordeals</li> <li>• E10 Conclave</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Ordeals</li> <li>• E10 Conclave</li> <li>• Lodge Picnic/Vigil Weekend</li> <li>• NOAC (if applicable)</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Lodge Picnic/Vigil Weekend</li> <li>• NOAC (if applicable)</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Lodge Picnic/Vigil Weekend</li> <li>• NOAC (if applicable)</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>• NOAC (if applicable)</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>• Ordeals</li> <li>• Fall Fellowship</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Ordeals</li> <li>• Fall Fellowship</li> <li>• LLD</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• LLD</li> <li>• Lodge Budget</li> <li>• Lodge Banquet</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Lodge Banquet</li> <li>• Lodge Budget</li> <li>• Dues Lodge Flap</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Lodge Banquet</li> <li>• Lodge Budget</li> <li>• Dues Lodge Flap</li> </ul>

### B. General LEC Rules

1. **Full field uniform with proper OA sash** will be worn to all Executive Committee meetings, unless otherwise stated.
2. Smoking is not permitted in the Scout Service Center. Youth members may

not smoke or vape. Adults may not smoke in the presence of youth members.

3. Basic parliamentary procedure will be followed. Advisers will discuss with their respective youth leaders the subjects on the agenda prior to the meeting. When necessary, there will be time allowed for adviser-youth discussion during the meeting on topics not presented on the agenda or for other reasons as determined by the officers beforehand or the Lodge Chief during the meeting.
4. Advisers are asked to speak only if a youth leader yields the floor to them. The practicality of this depends on good communications between adviser and youth before the meeting.
5. Time will be allotted for each item on the floor. Should time run out when presenting or discussing, the Lodge Chief reserves the right to table the topic and move on.

#### C. LEC Agenda

1. Opening
  - a. Pledge, Obligation, Quorum
2. Previous Month's Minutes
  - a. Motion is put forth to approve the previous LEC's minutes
3. Reports
  - a. Each lodge officer and chapter chief will give a report at each Executive Committee Meeting.
    - i. Committees report to their lodge officer directly. The lodge officer will then include committee business in their report (so only lodge officers and chapter chiefs read reports at the meeting)
    - ii. Committees give a short, verbal report at the LEC that centers around lessons learned, support needed, advice they are seeking, etc. rather than general committee business
  - b. Each person giving a report must file a written or digital copy with the Lodge Vice Chief of Communications by the close of the meeting.
    - i. Reports are requested the Monday before the LEC (one week), due on Wednesday at 9PM, and all collected reports are sent the Thursday before as read-ahead material.
4. Old Business
  - a. Any unresolved business that has been brought to the attention of the Executive Committee at least once before
  - b. Focus on working issues, updates since last LEC, any necessary approvals
5. New Business
  - a. Business on the agenda never brought up before. Any such business must be submitted by 9PM on the Wednesday prior to the meeting.
  - b. Voting
    - i. When discussing any business (old or new) that requires a vote, we listen to the presenter discuss and answer any initial questions, then someone puts forth a motion after being yielded the floor.
    - ii. The motion will be seconded

- iii. The floor is then open for discussion, so members of the LEC will discuss (after being yielded the floor) the vote
  - 1. At any time during discussion, the motion can be amended by saying "I move that we amend..."
- iv. To vote, the chairman of the LEC will close the discussion and ask for a motion
- v. If the discussion is going on too long or the proposal needs significant edits before approval, a motion to table can be presented

6. Closing

- a. Chief, Lodge Adviser, Staff Adviser Minutes

D. Budget and Paperwork

- 1. All activity budgets must be approved by the Lodge Vice Chief of Finance two months prior to the event.
- 2. A financial report must be submitted to the Lodge Vice Chief of Finance after each event.

# Lodge Officer Responsibilities

## Chief

1. Gives leadership to the Lodge in all facets of its program.
2. Is present or represented at all Lodge functions.
3. Reports on Section activities to the Lodge Executive Committee.
4. Is present or represented at all Section functions.
5. Uses the Vice Chiefs to develop good communication between the officers and other members of the Lodge Executive Committee in order to keep informed about all Lodge activities.
6. Develops agendas for all Lodge meetings with other officers and with advice from the Lodge Adviser.
7. Assigns responsibilities to the Lodge officers and committee chairmen as necessary and sees that they follow up on those responsibilities.
8. Sees that the Lodge officers work with the Chapters and committees and provide any needed assistance.
9. Appoints Lodge committee chairmen with the advice and approval of the Lodge Adviser and serves as an ex-officio member of all committees.
10. Chairs Lodge business meetings including Lodge Executive Committee meetings, and the Spring and Fall General Lodge Meetings.
11. Sees to the training of the Lodge Executive Committee.
12. Gives leadership and guidance to the Order of the Arrow Camp Chief with regard to the summer camp, and works with them throughout the summer.
13. Works closely with the Lodge Adviser and Staff Adviser so that the Lodge functions smoothly.
14. Maintains contact with the council by serving as a member of the Council Camping Committee and the Council Executive Board.
15. Works closely with the Vice Chiefs to keep Chapters functioning smoothly. Gives advice as needed.
16. Uses the Vice Chiefs to keep informed on all Chapter activities and to see to it that the responsibilities of the Chapters are carried out.
17. Promotes the Principles and Purpose of the Order to the Executive Committee and the Lodge.
18. Sees that the yearly calendar request for the following year is submitted to the Lodge and Staff Advisers by January 1st.
19. Sees that all policies and programs are fulfilled as stated in the Mission Statement of the Order of the Arrow.
20. Submits names of Service Beads by Fall Fellowship.
21. Maintains close communication with and is responsible for the following Committee:
  - a. Special Events

## Vice Chief

### General

1. Serves as acting chief in the absence of the Chief (see Order of Succession in the Lodge Operating Procedures)
2. Performs duties as assigned by the Lodge Chief and reports to them on all accomplishments and problems.
3. Attends or is represented at all Lodge functions.
4. Sees that the Principles and Purpose of the Order are followed in the areas of their charge.

### Vice Chief of Inductions

1. Maintains close communication with and is responsible for the following Committees:
  - a. Ceremonies
  - b. First Year Arrowmen
2. Responsible for every aspect of inductions, including unit elections, Call-Outs, Ordeals, and Brotherhood, in respective Chapters.

### Vice Chief of Program

1. Maintains close communication with and is responsible for the following Committee:
  - a. Logistics
2. Responsible for the main planning and successful execution of Spring & Fall Fellowship, Lodge Picnic, and Lodge Banquet. They should follow the schedule listed in the Areas of Focus for LECs and LOAs.

### Vice Chief of Service

1. Maintains close communication with and is responsible for the following Committee:
  - a. History & Museum
2. Organizes, coordinates, staffs and conducts Lodge service events as directed by the Executive Committee, including Lodge Service Day.
3. Coordinates between the Lodge Adviser and Chapter Chiefs to establish service projects for Chapter Ordeals.
4. Assists Chapters in planning and conducting Chapter Service weekends.
5. Recommends possible service opportunities to the Executive Committee.
6. If challenged by the Lodge Chief, the Vice Chief of Service will also find, and execute service events that benefit organizations outside of the Lodge, Baltimore Area Council or Scouting America (i.e. community service).

### Vice Chief of Communications

1. Maintains close communication with and is responsible for the following Committees:
  - a. Member Engagement
  - b. Scouting Outreach
2. Sends emails as directed by the Lodge Chief and by the Lodge Executive

Committee.

3. Plan and execute promotional plans for all lodge events encouraging registration.
4. Sends an agenda and the minutes of the previous Executive Committee meeting to all members of the committee at least 3 days prior to each meeting.
5. Keeps minutes of all Executive Committee meetings, officer meetings, General Lodge meetings, and other such official meetings.
6. Responsible for the creation and distribution of *The Arrow of Light* newsletter on a regular schedule.

### **Vice Chief of Finance**

1. Maintains close communication with and is responsible for the following Committees:
  - a. Membership
  - b. Merchandise
2. In cooperation with the Lodge Key 3, develops an annual budget for the Lodge, and submits it for approval to the Lodge Executive Committee at its November or December LEC meeting.
3. Maintains records of all Lodge and chapter income and expenditures. Submits a written report of the Lodge's financial condition monthly to the Lodge Executive Committee, including the amount budgeted and amount spent to date in each category.
4. Maintains budget approval and records for all events of the Lodge and chapters which involve the receipt and/or expenditure of Lodge funds.
5. Submits expense requests not covered in the budget to the Executive Committee for approval.
6. Manages the Lodge salable supplies by:
  - a. Ordering all approved supplies for resale at Lodge events.
  - b. Maintaining an inventory of all supplies.
  - c. Supervising the sale and preparing a report of sales at the end of each event.
  - d. Maintaining the supply of sashes and handbooks.

# Lodge and Staff Advisers

## Lodge Adviser

### A. Qualifications

1. Mature, adult volunteer Scouter with considerable experience in the OA, and no other responsibilities in Scouting, i.e., Scoutmaster, Crew Adviser, or commissioner.
2. Working knowledge of the "OA Handbook" and national Order of the Arrow policies.
3. Appointed by the Scout executive (Supreme Chief of the Fire) annually.

### B. Responsibilities

1. Works closely with the staff adviser and lodge chief to assure successful administration of the lodge in support of national and council programs and policies.
2. Provides coaching and personal counseling to the lodge chief and officers of the lodge.
3. Serves as senior adult leader for all adult members of the lodge to assure meaningful fulfillment of adult obligations to the Boy Scouts of America through the lodge program.
4. Serves as an active member of the council camping committee in order to coordinate lodge activities with other council programs.
5. Assures that the lodge successfully achieves a positive membership growth for the charter period.
6. Serves as a member of the lodge executive committee.
7. Attends or is represented at all lodge meetings and functions.
8. Reviews and recommends approval of lodge rules and policies developed by the executive committee or the general lodge membership to assure compliance with national and local council policies and guidelines.
9. Maintains harmony between all members of the lodge through positive leadership.
10. Provides quality training for lodge officers to assure maximum youth leadership effectiveness.
11. Provides training and resources to assure high quality performance of all ceremonies.
12. Promotes lodge participation in section conclaves, regional training opportunities, and national conferences using appropriate resources.
13. Reviews preparation of annual re-charter information each year to assure lodge re-chartering by December 31.

## Lodge Staff Adviser

### A. Qualifications

1. Professional Scouter over 21 with considerable OA experience and direct links to Scouts in their council.
2. Working knowledge of the OA Handbook and national Order of the Arrow policies.

### B. Responsibilities

1. Works closely with the lodge adviser and officers, maintaining a close relationship to benefit the lodge and council.
2. Monitors the lodge finances and coordinates financial operations with appropriate council personnel.
3. Coordinates lodge activities with the Council and adds them to the Council Calendar.
4. Coordinates OA participation in the council's camping program and its promotion, including summer camp.
5. Serves as liaison with council staff, including the camp rangers, and coordinates use of council office and camp facilities.
6. Advises adults on their role in the Order.
7. Encourages participation in section and national events.

## Lodge Key Three

- A. The Key Three consists of the Lodge Chief, Lodge Adviser, and Lodge Staff Adviser. In addition to their roles above, this group represents the entire lodge as necessary.
- B. Selects the yearly recipient(s) of the George Naylor Award (James E. West Award).

# Lodge Committee Responsibilities

## All Lodge Committee Chairs

- A. Attend **all** Executive Committee meetings and Lodge functions. If for some reason, a chairman is unable to attend, they will see to it that there is a **responsible youth representative** (preferably a chosen vice-chairman) to take their place. The chairman will inform their respective Lodge officer in advance of their absence and their alternate prior to the meeting.
- B. Keep their assigned lodge officer updated and aware of all problems.
- C. Provide monthly written reports to their assigned lodge officer in preparation for LECs.
- D. Provide a verbal report at LECs that cover lessons learned, support needed, advice they are seeking, etc..

## Ceremonies Committee

**Purpose Statement:** Trains a dedicated ceremonies team and puts on ceremonies at all Lodge events where ceremonies are needed. Maintains ceremonial supplies and works to improve ceremonial practices with the Vice Chief of Inductions.

### Responsibilities:

- Sees that all Lodge Ceremonies Teams are properly trained and certified and visits at least one rehearsal of each team prior to the weekend of each Chapter's Ordeal.
- Recruits Ceremonies teams for Lodge events.
- Conducts Ceremonial team competition(s) and certifications at Fellowships.
- Supervises upkeep of the Mystic Circle and its trails.
- Sees that all call-out teams use the approved Lodge script; approves any additions to staging that teams wish to use.
- Serves as a resource for Lodge Ceremonial Teams and maintains a Lodge list of certified ceremonialists.
- Maintains Ceremonial equipment for Lodge Ordeal(s) and Summer Camp, Brotherhood, and Call-out Ceremonies, which includes purchasing new equipment, maintaining a current inventory, and submitting expenses to the Lodge Vice Chief of Finance.
- Assists chapters in obtaining adequate ceremonial equipment for chapter use.
- Makes sure that the Lodge meets the requirements relating to ceremonies in the Quality Lodge Program.
- Is knowledgeable of all ceremonies and familiar with the lines, motions and deeper meanings of all ceremonies.
- Conduct and supervise ceremony team training at all Lodge events and Chapter events if requested.

## First Year Arrowmen Committee

**Purpose Statement:** Helps New Arrowmen get involved in the lodge and complete their Brotherhood, with a special focus on new member activation with the Vice Chief of Inductions.

**Responsibilities:**

- Promotes the Nimat program within the lodge.
- Engages new Ordeal members from election until they complete their Brotherhood conversion.
- Encourages new Arrowmen to complete their Brotherhood conversion.
- Encourages new Arrowmen to earn the First Year Arrowmen Award.
- Encourage new Arrowmen to become active in the lodge immediately following their induction
  - A. As a goal, host at least four First Year Arrowmen activation events per year, with two after the first two Ordeals and two more after the second two Ordeals.
  - B. These events should be lodge-run and span across chapters. The locations should also be scattered around the council to allow for wider reach.

**History & Museum Committee**

**Purpose Statement:** Records and shares the history of Nentico Lodge with the Vice Chief of Service.

**Responsibilities:**

- Maintain the historical memorabilia for Nentico Lodge.
- Designs new exhibits for the Nentico museum.
- Works with the Member Engagement Committee to share aspects of lodge history with members.
- Maintains records of award recipients, past lodge/chapter officers, and other significant historical facts/items
- Be knowledgeable of Nentico history.

**Logistics Committee**

**Purpose Statement:** Ensures basic needs such as food are provided at lodge events. Assists with the coordination and planning of these events with the Vice Chief of Program.

**Responsibilities:**

- Tracks logistical needs leading up to and during lodge events to ensure program runs smoothly
- Runs meetings leading up to events with all stakeholders to review the event schedule and logistical needs
- Provides logistical assistance when necessary and requested to chapters running Ordeals
- Health & Safety
  1. Provides medical assistance when needed at Lodge Events.
  2. Collects and tracks Arrowmen medical forms for Lodge Events.
  3. Maintain records of medical assistance given at Lodge Events.
- Kitchen
  1. Orders food for all chapter functions (Ordeals and service weekends) and coordinates the needs of Chapters.
  2. Provides all food service needs for Lodge Events, such as Spring and Fall

Fellowships, Picnic, and LLD.

3. Keeps an opening and closing inventory of food for all lodge and chapter functions, reordering as necessary; and submitting orders and inventories to the Lodge Vice Chief of Finance.
4. Works with the Lodge officers to plan the menus for all lodge events.

## Member Engagement Committee

**Purpose Statement:** Assists in the promotion of lodge events across lodge platforms and with the sharing of lodge information with the Vice Chief of Communications.

### Responsibilities:

- Creates graphics and branding for lodge events and other events as needed.
- Takes pictures and videos at lodge events.
- Maintains a repository of lodge photos and videos for use in promotions.
- Creates social media posts and videos for event promotion, member engagement, etc.
- Runs the lodge social media during lodge events and events where the lodge is represented.
- Maintains the lodge website with assistance from other relevant committees.
- Assists in creating the lodge newsletter.

## Membership Committee

**Purpose Statement:** Maintains the Lodge database and growth statistics and encourages members to participate in events and maintain your membership in good standing with the Vice Chief of Finance.

### Responsibilities:

- Works with Unit OA Representatives to encourage members to pay their dues.
- Reviews requests for and grants access to LodgeMaster as needed.
- Maintains the lodge membership.
- Assists with registration at lodge and chapter events under the leadership of the Lodge Vice Chief of Finance.
- Keeps current Brotherhood and membership growth statistics and reports on them at each Executive Committee meeting.

## Merchandise Committee

**Purpose Statement:** Designs and maintains lodge merchandise with the Vice Chief of Finance.

### Responsibilities:

- Develops proposals and designs for new merchandise.
- Assists in running the OA Trading Post.
- Tracks the stock of Lodge merchandise.
- Keeps the OA trading post organized and easy to navigate.

## Scouting Outreach Committee

**Purpose Statement:** Works with units, districts, and the council to promote the OA program and give back to Scouting with the Vice Chief of Communications.

**Responsibilities:**

- Assists chapters in coordinating lodge involvement at unit, district, and council events.
- Maintains communication with OA Unit Representatives and Advisers to help support units.
- Ensures chapters are supported in their outreach efforts.
- Encourages chapter participation in Council service projects (like Scouting For Food).

## Special Events Committee

**Purpose Statement:** Coordinates logistics for special lodge events with the Lodge Chief.

**Responsibilities:**

- Coordinates event logistics for special lodge events (Conclave, NOAC, Anniversaries)
- Assists in supporting the appointed leads of special lodge events by communicating with the lodge and council.

# Chapter Responsibilities

## Chapter Chief

- A. Gives leadership to the Chapter in all facets of its program.
- B. Is responsible for adherence to the program and policies of the Order in all activities of the Chapter.
- C. Works closely with their Chapter Adviser, seeking advice and training.
- D. Attends and represents the Chapter at all Lodge Executive Committee Meetings.
- E. In consultation with their Adviser, appoints chairman of the Chapter Committees.
- F. Attends or is represented at all functions of the Chapter.
- G. Presides over all meetings of the Chapter (Chapter business meetings and Chapter Executive Committee meetings).
- H. Is responsible for the planning and execution of all Chapter activities.
- I. Delegates duties to their fellow Chapter officers and Committee chairmen and sees that they carry them out.
- J. Sees that all Chapter activities and the annual Chapter program support the Lodge program.
- K. Maintains close communication with his Adviser, fellow officers, and the designated Lodge Vice Chief.
- L. Promotes the principles of Scouting and the Order not only in Chapter activities but also in the Lodge.
- M. Maintains close contact with the district by serving as a member of its Camping Committee.
- N. Serves as an ex-officio member of all Chapter Committees

## Chapter Vice Chief

- A. Serves as acting Chapter Chief in the Chapter Chief's absence.
- B. Performs duties as assigned by the Chapter Chief and reports on all accomplishments and problems to the Chapter Chief.
- C. Works with the Chapter Committee Chairmen and keeps the Chapter Chief informed of all committee activities.
- D. Works closely with their adviser, seeking advice and training.
- E. Sees that the principles of the Order are followed in their areas of responsibility.
- F. Attends or is represented at all functions of the Chapter.

## Chapter Adviser

- A. Is a member of the District Camping Committee attending and representing the chapter at all of its meetings.
- B. Sees that all Chapter funds are handled through the lodge treasury.
- C. Attends or is represented at all Chapter meetings and functions.
- D. Sees that all responsibilities of the Chapter are fulfilled by providing adequate training to the youth leadership and supporting their efforts to carry them out.
- E. Accompanies their Chapter Chief to all Lodge Executive Committee meetings, assisting with transportation as needed.
- F. Keeps the Lodge Adviser, Staff Adviser, and other Chapter Advisers informed about chapter events and business by maintaining close communication with them.

- G. Understands the adult role in the Order, and trains all other Chapter adults accordingly.
- H. Appoints an adult Scouter to serve as adviser to each Chapter Committee and officer after consultation with the Chapter Chief and Chapter Staff Adviser, and submits a list of his appointments to the Lodge Adviser.
- I. Encourages Chapter Committee Advisers to attend the meetings of their committees.
- J. Trains the Chapter Chief so that they can produce effective agendas for all Chapter meetings.
- K. Sees that the full OA program is being followed in the Chapter they advise.
- L. Assists the Chapter Officers with their planning for Chapter events.
- M. Reports to the Lodge Adviser and works with other Lodge Advisers.
- N. Provides for the development and training of new Chapter Officers and for a smooth transition from one administration to the next.
- O. Keeps Chapter affairs in accordance with the principles of Scouting and the National policies of the Order of the Arrow.

# **Chapter 4**

# **Additional**

# **Resources**

## Awards Resources

Award forms for Nentico Lodge can be found at [nentico.org/awards](https://nentico.org/awards).

## Branding Resources

The national guidelines for branding, as well as branding resources can be found at [oa-bsa.org/resources/branding](https://oa-bsa.org/resources/branding).

Nentico Lodge's branding and promotion resources can be found in the Promotions Google Folder here: [https://drive.google.com/drive/u/0/folders/1RFgfR-bKUU99ZK-GOISIB28c\\_fvTYWHW](https://drive.google.com/drive/u/0/folders/1RFgfR-bKUU99ZK-GOISIB28c_fvTYWHW).

## Inductions Resources

The national Inductions Portal can be found at [oa-bsa.org/resources/inductions](https://oa-bsa.org/resources/inductions). This includes resources for ceremonies, unit elections, inductions training, and more.

JumpStart for new Arrowmen can be found at [oa-bsa.org/jumpstart](https://oa-bsa.org/jumpstart).

Information on the passwords for safeguarded materials can be found at [oa-bsa.org/safeguarded-material](https://oa-bsa.org/safeguarded-material).

Nentico Lodge's Inductions resources can be found in the Inductions Google Folder here: [https://drive.google.com/drive/u/0/folders/1D8OwBfJxHhVD17\\_t4ti63o-3H9LhxKM6](https://drive.google.com/drive/u/0/folders/1D8OwBfJxHhVD17_t4ti63o-3H9LhxKM6).

## National Program Resources

The national calendar can be found at [oa-bsa.org/program/national-calendar](https://oa-bsa.org/program/national-calendar).

Resources related to OA High Adventure can be found at [oa-bsa.org/high-adventure](https://oa-bsa.org/high-adventure).

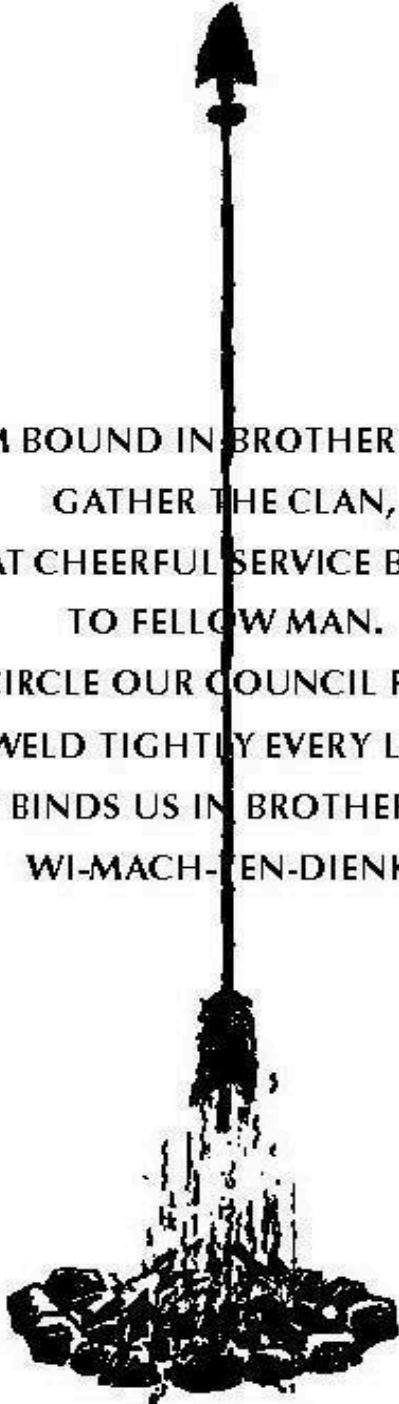
Information on national events can be found at [oa-bsa.org/program/events](https://oa-bsa.org/program/events). That includes NOAC and Operation Arrow.

## Training Resources

Information on NLS (National Leadership Seminar) can be found at [oa-bsa.org/training/national-leadership-seminar-nls](https://oa-bsa.org/training/national-leadership-seminar-nls).

Information on DYLC (Developing Youth Leaders Conference) can be found at [oa-bsa.org/training/developing-youth-leadership-conference-dylc](https://oa-bsa.org/training/developing-youth-leadership-conference-dylc).

National training resources, including training syllabi from past NOACs, LLDs, and other training conferences can be found at [oa-bsa.org/training](https://oa-bsa.org/training).

A vertical spear with a pointed tip and a base of a campfire. The spear is the central vertical element, with a dark, pointed arrowhead at the top and a textured, flame-like base at the bottom. The text is centered around the spear.

FIRM BOUND IN BROTHERHOOD,  
GATHER THE CLAN,  
THAT CHEERFUL SERVICE BRINGS  
TO FELLOW MAN.  
CIRCLE OUR COUNCIL FIRE,  
WELD TIGHTLY EVERY LINK  
THAT BINDS US IN BROTHERHOOD,  
WI-MACH-EN-DIENK.