

Operating Rules for Kola Lodge 464

- I. Name and Affiliation of Lodge and Chapters:
- A. The name of this Lodge of the Order of the Arrow is Kola Lodge #464, W.W.W.
 - B. The Lodge is affiliated with the Longs Peak Council #062, Boy Scouts of America, and will be under the supervision of the Council Camping Committee and the administrative authority of the Council Scout Executive.
 - C. Kola Lodge is divided into eight chapters. Each chapter comes under the supervision of the related District Scouting Committee and the District Scout Executive. Primary towns and chapters names are as follows:
 - 1. Minnicojous Chapter (Those who plant beside the stream) Greeley, Windsor, Ft. Lupton
 - 2. Sisseton Chapter (Lake Village) Ft. Collins, Loveland, Estes Park, Berthoud, Wellington, Walden
 - 3. Chy-Kola Chapter (Cheyenne area friends) Cheyenne, Eastern Laramie County.
 - 4. Sno-Kola Chapter (Snowy area friends) Laramie
 - 5. Achpateuny Chapter (East Wind) Ft. Morgan, Sterling, Wray, Yuma, Idalia, Brush, Julesburg, and Holyoke.
 - 6. Cha-Pa-Ha Chapter (Beaver Hills), Chadron, Gordon, Crawford, Hay Springs
 - 7. Wahpeton Chapter (Village in the Willows), Boulder, Longmont, Lafayette, Louisville, Broomfield's LDS units
 - 8. Wiyaka-Luta Chapter (Scarlet Quill) Scottsbluff, Gering, Wheatland, Torrington, Alliance, Sydney, Oshkosh, Bridgeport
 - D. The Council Scout Executive, in conjunction with the District Camping Committee will determine a Chapter's effectiveness to that particular area. Should they determine a Chapter to be ineffective in the area it serves, and that leadership for the Chapter is unavailable, they will present the problem to the Lodge Executive Committee. The Lodge Executive Committee, after thoroughly reviewing the problem, will determine the course of action to be taken.
- II. Lodge Totem, Neckerchief and Pocket Patch:
- A. The totem of this Lodge is the Fire of Friendship centered in a gray arrowhead with a red feather in the background.
 - B. The standard set of colors for the Kola Lodge neckerchief is red and white (candy) stripe. The Kola Lodge neckerchief patch, as described below, will be worn on the back of the neckerchief, and the neckerchief will not, at any time, be worn without the neckerchief patch

1. Description of neckerchief patch:
 - a. It has a light blue background and a border of navy blue.
 - b. There will be an arc stretching across the top of the patch, and in it will be the words "Longs Peak" in white, the "Kola Lodge 464" in red, then the word "Council" in white, there will be a red fleur-de-lis at each end of the arc There will be a navy blue arc underneath the Longs Peak and Kola Lodge. This is to identify the name and affiliation of our Lodge.
 - c. There will be fire in the bottom center of the patch. The fire is the Fire of Friendship. Orange and red flames of the fire form the letter "W" signifying the first of the "Ws" in the name of our Order. The four navy blue logs from which the fire springs signify the ceremonial officers of our Order.
 - d. There is white smoke winding upward from the Fire of Friendship to the top center of the patch to remind us of Meteu's opening prayer in the Ordeal Ceremony, and it also form two letter "Ws" signifying the last two words in the name of our Order.
 - e. There is a scarlet colored quill between the last two-letter "Ws" of the white smoke to signify the merging of Wiyaka-Luta Lodge into Kola Lodge; the scarlet quill was the totem of Wiyaka-Luta Lodge.
 - f. Spaced in an arc above the fire, from one side of the patch to the other, eight white tepees, with blue doors, signifying the eight original Chapters of our Lodge.
 - g. A green field from the bottom center of the patch to the base of the mountains on which the fire, tepees and part of the smoke are superimposed. This signifies the basis of our Order, the Scouting movement.
 - h. There is an arc of Blue Mountains with white snowcaps from one side of the patch to the other. The white snowcaps define the number "5" above the first and second tepees from the left and the number "1" above the tepee at the far right. These numbers form the number "51" which signifies the year that our Lodge was founded, 1951, and the number of candidates who were originally inducted into the Order to form Kola Lodge. The mountains also represent the natural background of our area.
 - i. There scattered above and behind the mountains red, orange, and gold clouds, representing the beautiful Rocky Mountain sunsets, spaced upon the light blue background of the patch.

- j. The patch will be a quarter circle measuring approximately 5" radius.
- C. The official Kola Lodge pocket patch is worn on the right chest pocket of the Scout uniform, or otherwise determined by the National Committee of the Order of the Arrow.
 - 1. Description of pocket patch:
 - a. The Kola Lodge pocket patch dimensions are five inches by two and one-fourth inches. Covering the pocket-flap of the official BSA field uniform.
 - b. It has a royal blue background and a border of navy blue.
 - c. There is a gold fleur-de-lis in the upper left corner of the patch.
 - d. A silver arrowhead in the bottom center of the patch with the Fire of Friendship inside in the arrowhead.
 - e. The four logs of the Fire of Friendship are navy blue; the inside flame gold, the outer flame red.
 - f. Crossing behind the Fire of Friendship is scarlet-colored quill.
 - g. In the center of the patch, running from upper-left to lower right and crossing behind the Fire of Friendship and the scarlet quill, is a silver and orange peace pipe.
 - h. Across the top of the patch the letters "W.W.W." written in navy blue. On the left side of the patch is the Lodge name, "Kola" and on the right side of the Lodge number "464" both in navy blue.
 - i. Below the letters "W.W.W.", running from the right to left is a red arrow, the symbol of our Order.
 - 2. Special and commemorative Kola Lodge pocket flap patches may be designed and sold for wear with the approval of the Lodge Executive Committee.
- D. Purchase and Wear of Neckerchief, Pocket Patch and Sash
 - 1. Each Kola Lodge member will be allowed to purchase only one official Kola Lodge neckerchief, which is not to be sold or traded. A record of this purchase is recorded in the Lodge Finance Vice chief Neckerchief Log Book. In order to purchase a new neckerchief, a member must turn in his old one. The old neckerchief will then be destroyed.
 - 2. The official Kola Lodge pocket patch is to be purchased and worn only by current members of Kola Lodge. Any number of pocket patches may be purchased.
 - 3. The Lodge neckerchief and Order of the Arrow sashes are worn only at Order of the Arrow functions or at special Scout functions such as courts of honor when members need to be identified for rendering special services.

- E. Any changes in the design, color, size, or display of either the Kola Lodge pocket patch or neckerchief must be done by approval by the Lodge Executive Committee and the General Membership of the Lodge.
- III. Ordeal Membership:
- A. The requirements and procedures for election to membership in the Lodge are specified in the latest edition of the Order of the Arrow Handbook or as amended by National policy.
 - B. At least one Ordeal per year will be held at a Longs Peak Council Scout Camp, as determined by the Lodge Executive Committee, in consultation with a representative of the Council Camping Committee. The Lodge Ceremonies Committee shall assign various Chapters the responsibility of performing the Ordeal Ceremonies.
- IV. Brotherhood Membership:
- A. Completion of the Brotherhood Membership will be in accordance with the current Order of the Arrow Handbook.
- V. The Vigil Honor:
- A. Attainment of the Vigil Honor will be in accordance with the current Order of the Arrow Handbook.
- VI. Appointment of the Lodge/Chapter Adviser:
- A. The Lodge Adviser is an appointed position in the Lodge by the Council Scout Executive (Supreme Chief of Fire), with input from the Chairman of the Council Camping Committee, and Lodge Staff Adviser.
 - B. The Lodge Associate Advisers are appointed by the Lodge Adviser with approval from the Lodge Staff Adviser, and serve at the will of the Lodge Adviser for a year term renewable at the Lodge Fall Fellowship of every year.
 - C. The Council Scout Executive or his designee appoints the Chapter Adviser with input from the Chairman of the District Camping Committee, Lodge Adviser, and the District Executive.
 - D. The Chapter Associate Advisers are appointed by the Chapter Adviser with approval from the District Staff Adviser, and serve at the will of the Chapter Adviser for a year term renewable at the Lodge Fall Fellowship of every year.
- VII. Lodge Executive Committee (LEC):
- A. The Lodge Executive Committee is constituted of all Elected Lodge Officers, Appointed Vice chief, and Chapter Chiefs and to include the past Lodge Chief.
 - B. Only elected Lodge Positions, appointed Lodge Vice chiefs, Section/Region/National Officer from Kola Lodge, and Chapter Chiefs have voting rights on this Committee. The past Lodge Chief has a vote for one

year after his term if he still qualifies as a youth per the Order of the Arrow rules.

VIII. Lodge Officers:

- A. Lodge Officers are elected at the first Spring Ordeal and serve a full one year term from the second spring service to the second spring service of the following year. In the case that there is only one spring service, the elections will be held at that spring service and the officers will take office immediately.
 1. Lodge Officers, and Chairmen must be under 21 years of age for the duration of the term To be eligible to run for office the candidate must submit a Letter of Intent to run, received by the Lodge Vice Chief of Administration (Lodge Secretary) 14 days before the date of the elections.
 2. The Candidate must also have his Chapter Adviser's signature on the Letter of Intent to seek Lodge office.
 3. If a candidate is under 18 years of age he also needs a letter of approval from his parents or legal guardian.
- B. The Elected positions are Lodge Chief, Sr. Vice Chief Program, Sr Vice chief Membership, and Sr. Vice chief Administration.
- C. Appointed Vice Chief positions are Camp Service and Promotion, Ceremonies, Dance, Elangomat, Nimat, Publication, Finance, Training, and Historian.
- D. If a position is unfilled it will be filled by appointment of the Lodge Chief, with approval of the Lodge Executive Committee and Lodge Adviser.

IX. Election of Lodge Officers.

- A. The elections of Lodge Officers shall be done under the direction of the Lodge Sr. Vice-Chief of Administration (Lodge Secretary).
- B. A simple majority will elect Lodge Officers.
 1. Rules for Election.
 - a. In the case where a single person does not get at least 51% of the vote a runoff of the top 2 vote getter will take place to determine a winner.
 - b. To be eligible to vote , a person must be current with his membership in Boy Scouts of America; Kola Lodge Order of the Arrow membership dues must be fully paid; must be under 21 years of age, and be affiliated with a certified Chapter in Kola Lodge.
 - c. Having an elected Chapter Chief, Chapter Adviser and having the Chapter represented at 3 out of the past 5 Lodge Executive Committee at certifies a chapter.
 - d. All Chapters are eligible to have a maximum of 10 votes and can choose on how the votes are allocated.

- i. To be eligible to have votes a Chapter must have the Chapter Chief, or Chapter officer, present with Letter of Proxy from the Chapter Chief.
- ii. A minimum of 2 votes is allowed and additional votes will be allocated for every eligible youth member over 3 that are present at the start time of the elections.

X. Resignations, Removal and Succession from Office For Lodge Officers

A. Resignations

1. Once a person resigns from a position, he then forfeits any right or privileges that go along with that position.
2. A person must submit his resignation to the Lodge Chief, Lodge Adviser, Lodge Staff Adviser and the officer's Adviser by letter (an electronic mail) or in person.
3. If a person does not renew his membership in Boy Scouts of America or Kola Lodge Order of the Arrow it constitutes a resignation from his office.
4. If a member of the Lodge Executive Committee has 2 unexcused absences from Lodge Executive Committee meetings during his term, it constitutes a resignation from his position. An excused absence is allowed by approval of both the Lodge Advisor, and Lodge Chief.

B. Removal from Office.

1. A person can be removed from office if it has been determined that he is not eligible to be a member of the Boy Scouts of America or a member of the Order of the Arrow.
2. A person can also be removed from office if a member of Kola Lodge submits a written complaint to the Lodge Executive Committee and the Lodge Executive Committee, as constituted, votes with a 2/3 majority to remove

C. Succession

1. The succession of officers, in the event that any officer resigns or is removed from office is as follows:
 Lodge Chief: The Lodge Vice Chief of Program will assume all responsibilities as acting Lodge Chief upon approval by the LEC;
 Vice Chief of Program: The Lodge Vice Chief of Administration will assume all responsibilities as acting Vice Chief of Program upon approval by the LEC;
 Lodge Vice Chief of Administration: The Lodge Vice Chief of Membership will assume all responsibilities as acting Vice Chief of Administration upon approval of LEC;
 All other Lodge Officials: The Lodge Chief will appoint any replacements for vacancies that occur, subject to approval of the LEC.

In the event that an officer is acting in a position of succession, he will retain current duties until approved in the new position by the LEC.

2. If the officer is not approved by the LEC, he retains current office, and the position is filled by a member of the LEC with approval of the LEC

XI. Committee Positions.

- A. These positions are appointed by the Lodge Chief are at pleasure positions and are for the term of the Lodge Chief or until the end of the event.
- B. There are no voting rights associated with the positions.
- C. The positions will have the authority to direct the needs of the area he is put in charge of.

XII. Conducting Lodge Executive meetings.

- A. All meetings shall be conducted by using Robert's Rules of Order.
- B. A Quorum shall constitute 50% of the voting members of the Lodge Executive Committee.
- C. All motions and actions shall be passed with a simple majority.
- D. Any actions are subject to Council approval.

XIII. Dues and Funds:

- A. All decisions about how the funds are spent and the distribution of the funds must be passed by a 2/3 majority of all voting members present.
- B. The Lodge Executive Committee sets dues and the amounts are to be reviewed on an annual basis to make sure that there are sufficient funds to operate the Lodge.
- C. The Lodge Executive Committee has the ability to distribute surplus funds, over the operating needs to help the Chapters or Council needs.

XIV. Uniform and Conduct:

- A. The uniform for all official functions in the Order of the Arrow is the official BSA Field Uniform, and pocket patch.
- B. While performing work for the Lodge Service weekend proper work attire is acceptable.

XV. Amendment of the Rules:

- A. Lodge Executive Committee has to approve the amendment by a 2/3 majority of the members present.
- B. Amendment has to be published and made available to all lodge members 45 days prior to the next Lodge General Business Meeting.
- C. General Body of the Lodge has to pass the amendment by a 2/3 majority of the members present.