

**LODGE RULES - WESTERN LOS ANGELES COUNTY COUNCIL**  
**Scouting America - MALIBU LODGE #566**  
**Order of the Arrow**  
**W.W.W.**  
**Amended on this 24th of March, 2025**

**I. LODGE NAME AND AFFILIATION**

- A. The name of this lodge in the Order of the Arrow shall be Malibu (Mountains to Sea) Lodge No. 566 W.W.W.
- B. Malibu Lodge shall be affiliated with the Western Los Angeles County Council, Scouting America, and shall be under the supervision and the administrative authority of the Scout Executive and their designee (Lodge Staff Adviser).
- C. Malibu Lodge shall be comprised of chapters corresponding to the districts within the council as determined by the Scout Executive. Chapters shall be under the supervision of the District Executive or District Associate assigned to their district.
- D. The names "Tamet" and "Walika", the two Lodges which merged to form Malibu Lodge No. 566, will not be used in (re-)naming the chapters within Malibu Lodge No. 566 or in renaming the Lodge whatsoever.
- E. The slogan of the Malibu Lodge will be "Where the Mountains Meet the Sea" from the meaning of the Chumash words that make the name Malibu, mali and wu.

**II. LODGE INSIGNIA**

- A. The totem of Malibu Lodge shall be the Pacific Blue Shark.
- B. Neckerchief - The Lodge neckerchief shall be approved by the Lodge Executive Committee.
- C. Neckerchief Patch - One neckerchief patch may be purchased by each member upon completion of the Ordeal Ceremony; a second after completion of the Brotherhood Ceremony; and a third after completion of the Vigil Honor Ceremony.
- D. Flap Patch - The Lodge shall have a "trading patch" that will be available for purchase to all members of Malibu Lodge.
  - 1. Sale of the flap patch shall be restricted to lodge members in good standing in quantities not exceeding twenty-five per month and a maximum of three hundred per year. However, in the month prior to a national event, a lodge member may purchase a quantity of up to two hundred flap patches, but the same aggregate maximum of three hundred flaps purchased per year will apply.
- E. To change either the lodge name, totem or Flap Patch the Lodge Executive Committee must unanimously vote for the change.
- F. The use of the lodge name, totem, slogan, or number on any insignia must be approved by the Lodge Executive Committee.
- G. The Lodge Executive Committee shall review and approve of all proposals on the production, purchase, and sale of lodge properties and insignia; all chapter insignia proposals must also be reviewed and approved by the LEC.
- H. Lodge Service Award
  - 1. The Lodge shall have a service award flap patch.
  - 2. For each year the service award is earned, and proper documentation is submitted a youth/adult will receive a service flap.
- I. Neckerchief Patch Replacement
  - 1. If the neckerchief patch or Lodge Service Award is unserviceable, a member has the privilege of purchasing a new one upon surrender of the old one.
  - 2. If a member loses their neckerchief patch or Lodge Service Award they may petition the Lodge Executive Committee for approval to purchase another one.
- \*G. Order of the Arrow Sashes

1. Sashes shall be worn only at Order of the Arrow functions or where discharging Order of the Arrow responsibilities and then only when identification as an Arrowman is required.
2. Only items approved by National may be worn on the Sash (i.e. Anniversary Awards).

**\*III. ORDEAL MEMBERSHIP**

- A. The requirements for membership in this Lodge shall be in accordance with the "Order of the Arrow Handbook".
- B. Procedures for the Ordeal shall be as stated in the "Order of the Arrow Handbook".

**\*IV. BROTHERHOOD MEMBERSHIP**

- A. Completion of the Brotherhood shall be in accordance with the "Order of the Arrow Handbook".

**\*V. VIGIL HONOR**

- A. Attainment of the Vigil Honor shall be in accordance with the "Order of the Arrow Handbook".

**VI. OFFICERS**

- A. Lodge Officers - The officers of this Lodge shall be: Lodge Chief, Lodge First Vice-Chief of Activities, Lodge Second Vice-Chief of Inductions, Lodge Secretary, Lodge Treasurer, and Immediate Past Chief.
- B. Chapter Officers - The officers of the Chapter shall be: Chapter Chief, Immediate Past Chief, and such other officers as the chapter determines necessary to conduct the activities and responsibilities of the chapter. Chapters shall submit to the lodge a written roster showing officer titles, names, and contact information at the first Lodge Executive Committee meeting following any change in officers. Officers shall be under twenty-one years of age for their entire term of office.
- C. Lodge and chapter Operating Committee Chairmen may be appointed by the Lodge Chief or Chapter Chief, as appropriate, in consultation with the appropriate officer, if needed, for the following committees: Camp Promotion, Service, Unit Elections, Membership, Activities, Ceremonies, Indian Lore and any other committee needed.
- D. All Lodge officers must meet the following eligibility requirements:
  - Be a member in good standing of Malibu Lodge.
  - Have the approval of a parent/guardian (if under 18 years of age), the Unit Leader, and their Chapter Adviser.
  - Officers shall be under twenty-one years of age for their entire term of office.

**VII. LODGE EXECUTIVE COMMITTEE**

- A. The Lodge Executive Committee shall be composed of the Lodge Officers, Lodge Adviser, Lodge Associate Advisers, Scout Executive, Lodge Staff Adviser, Lodge Committee Chairmen, Chapter Chiefs and their Advisers, and a member of the Council Camping Committee.
- B. All chapters must have one representative in attendance at each Lodge Executive Committee meeting.
- C. The Lodge Chief presides over the Lodge Executive Committee and therefore is not a voting member.
- D. On all matters, Chapters shall have two votes and Lodge Officers shall have one vote.
  1. The Lodge Chief exercises their vote only to break a tie.
  2. The Immediate Past Chief does not have a vote.
- E. Voting on any subject is not considered valid unless a quorum is present.

1. A quorum consists of 67% of the Votes eligible to be cast by all members of the Lodge Executive Committee.
- F. The Lodge Executive Committee must meet a minimum of four times in a calendar year. There is no limit on how many meetings may be held in a year. Dates and times of meetings are at the discretion of the Lodge Chief with the approval of the Lodge Adviser.
- G. On the occasion that a voting member of the Lodge Executive Committee is unable to attend a meeting they must designate an individual to attend the meeting and vote on their behalf.
- H. Any member in good standing of Malibu Lodge may attend Lodge Executive Committee meetings as an observer.
- I. All members of the Lodge Executive Committee must pay their annual dues prior to the first day of the year.
- J. A notice of at least seven days must be given prior to any meeting of the Lodge Executive Committee.

#### **VIII. VOTING PRIVILEGES**

- \*A. Members of the Order of the Arrow twenty-one years of age and over shall have no vote on any decision of the Lodge or Chapter, except as provided for developmentally handicapped Scouts and Scouters.
- B. Lodge Executive Committee voting privileges are not transferable except by Chapter Chiefs who may send an alternate who can exercise the Chapter vote.
- C. Voting privileges are revoked when:
  1. An individual's current dues are not paid.
  2. An individual is not registered in the Western Los Angeles County Council, Scouting America.

#### **\*IX. ADVISERS**

- A. The Lodge Adviser shall be appointed annually by the Council Scout Executive in consultation with the Council Camping Chairman and Lodge Staff Adviser.
- B. Chapter Advisers shall be appointed annually by the Scout Executive in consultation with the District Camping Committee, Lodge Staff Adviser and Lodge Adviser.
- C. The Adviser to the Conclave Vice Chief shall be appointed by the Lodge Adviser.

#### **X. APPOINTMENTS**

- A. Appointments to fill vacant elected Lodge offices must be approved by the Lodge Executive Committee.

#### **\*XI. LODGE AND CHAPTER FINANCES**

- A. All Order of the Arrow funds shall be handled through the Council office and go through all normal accounting procedures used by the Council.
- B. The cost of Lodge Dues for the following year are to be determined by the Lodge Executive Committee at its October meeting.
- C. The Lodge Treasurer shall give quarterly reports account balances of each chapter and the lodge.
- D. Lodge funds may not be spent without a vote of the Lodge Executive Committee.

**\*XII. PROPERTY**

- A. Ownership of all property and equipment acquired by and in the name of the Order of the Arrow, either by the Lodge or Chapter, is vested in Malibu Lodge, Western Los Angeles County Council, Scouting America.

**XIII. AMENDMENTS**

- A. The Lodge Rules shall be subject to amendment at any regular or special meeting of the Lodge Executive Committee, providing such amendment has been submitted in writing at least one month prior to all members of the Lodge Executive Committee.
- B. A three-fourths vote of all voting members of the Lodge Executive Committee present is required for passage.

**XIV. APPENDIX TO THE LODGE RULES**

- A. An Appendix to the Lodge Rules will be maintained for the purpose of day to day operation of the Lodge.

**XV. AWARDS AND RECOGNITION**

The Malibu Lodge presents the following awards:

- A. Lodge Service Award
- B. Quality Arrowman Award
- C. Founder's Award
- D. Vigil Honor
- E. James E. West Fellowship
- F. Centennial Shark Award (2015 only)
- G. The Centurion Award (2015 only)
- H. Silver Shark Award.
  - This award shall be given In recognition of distinguished and exceptional leadership and service within the Malibu Lodge.

The requirements for each of these awards are determined by the Lodge Executive Committee or the National Order of the Arrow Committee.

- b. Other recognition for service on the Lodge Executive Committee or in the Lodge may be given at the discretion of the Lodge Chief, Lodge Executive Committee, and/or the Lodge Adviser.
- c. The Sammy's Choice Award must be awarded to one chapter each year at the annual Lodge Banquet. The recipient of this award is determined by the Lodge Chief with the consultation of the Lodge Adviser

\*These rules are required by the National Council and cannot be changed by the local Lodge.

**MALIBU LODGE**  
**APPENDIX TO THE LODGE RULES**

**I. ELECTED OFFICERS**

A. Lodge Officers

1. The candidate must be a registered member of the Scouting America in the Western Los Angeles County Council.
2. The candidate's dues in Malibu Lodge must be currently paid.
3. Candidates must be registered members of Malibu Lodge for a minimum of one year prior to election.
4. Lodge Officers must be under twenty-one years of age for their entire term of office, except for developmentally challenged Scouts.
5. Any officer may rerun for another term of office provided they meet all candidate requirements.
6. Election of lodge officers will be held at the annual Lodge Summit.
7. A Lodge Officer may not hold a Chief office at any other level of the Order of the Arrow concurrent to their tenure as a Lodge Officer.

B. Chapter Officers

1. Candidates must be registered members of the Scouting America in Western Los Angeles County Council.
2. The candidate's dues in Malibu Lodge must be currently paid.
3. Chapter Officers must be under twenty-one years of age for their entire term of office, except for developmentally challenged Scouts.
4. Any officer may rerun for another term of office provided they meet all candidate requirements.
5. Election of Chapter Officers will be held annually at least 30 days prior to the term of office.
6. A Chapter Officer may not hold Chief office at any other level of the Order of the Arrow concurrent to their tenure as a Chapter Officer.

**II. TERM OF OFFICE**

- A. After being elected, a Lodge Officer will serve from January 1st to December 31st unless the given officer resigns or is removed from office prior to the end of their term. Refer to Appendix section IV for information on procedure if an office is vacant.

**III. ELECTION PROCEDURES**

- A. The election will be held at the Lodge Summit during a general assembly of the Lodge.
- B. Only members in good standing of Malibu Lodge under the age of 21 may vote in the election.
- C. The Lodge Chief will appoint a Lodge Officer Election Chairman who will conduct the elections. The Election Chairman must be a youth member of the Malibu Lodge and shall not be a candidate for any lodge office. The Lodge Chief may appoint themselves as Election Chairman if they are not running for lodge office.
- D. Candidates for all offices must submit an application for candidacy to the Lodge Adviser prior to the start of nominations.
- E. Nominations from the floor will be permitted until immediately before the election is held for the office.
- F. Each chapter with at least one youth member present will receive a minimum of 10 votes. If a chapter has 10 or less members present they will only receive 10 votes. For each

additional youth member a chapter has in attendance above the initial 10 they will receive an additional vote. A chapter can receive a maximum of 20 votes. If a chapter has more than 20 youth members in attendance they will only receive 20 votes.

- G. A chapter may split their votes if they have more than one youth member present. A chapter may only split their votes in so many ways as they have members present. For example if a chapter has two youth members in attendance they can not split their vote for all three candidates running.
- H. A chapter is required to cast all of their votes.
- I. The chapter chief may nominate any youth member in their chapter, including themselves, to be the chapter's ballot person. The ballot person will write down the vote of their chapter and their chapter's name on a paper. They will then hand the paper to the Election Chairman.
- J. For a candidate to be elected to lodge office, a candidate must receive >50% of the votes. If a candidate for office does not receive >50% of the votes the candidate with the lowest percentage of votes shall be dropped.
- K. In the event of a tie vote, another vote will be held. If the result of the second vote is not different then whichever candidate wins the popular vote wins the election.
- L. Ballot counters shall consist of the appointed Election Chairman, the Lodge Adviser and the Lodge Staff Adviser.
- M. The ballot counters will tally up the votes of the chapters and after confirmation from all three the Election Chairman will call the candidates up before the Lodge and will announce the result of the election. After the announcement the Election Chairman will continue to the next election and the process will continue until all positions are filled.
- N. No candidate for lodge office shall spend in excess of \$50 for campaign or promotional material and such items used during the campaign shall not exceed a material value of the same \$50.
  - 1. Upon request, each candidate for lodge office shall submit an itemized financial report, supported by receipts, no later than the Lodge Executive Committee meeting following the election. This financial statement shall cover all costs incurred by the candidate and by persons acting on their behalf during the campaign.
- O. All campaign material and/or literature in the form of campaign promotion must be submitted for approval to the Lodge Adviser in advance, before distribution can be made.
  - 1. Candidates are responsible for the cleanup of all campaign materials by the end of the Lodge Fellowship weekend.
- P. Campaigning must be conducted in a Scout-like manner, in person and/or by mail.
- Q. Arrangements for chapter visitation must be made before the night of the chapter meeting with the Chapter Chief or their adviser.
- R. Improper practices, as determined by the Lodge Executive Committee, may disqualify a candidate.

#### **IV. VACANCIES IN LODGE AND CHAPTER OFFICE**

- A. In the event of a vacancy in any lodge office other than Lodge Chief, the Lodge Chief shall appoint, subject to the approval of the Lodge Executive Committee, a qualified person to fulfill the unexpired term of that office.
- B. In the event of a vacancy in the office of Lodge Chief, the First Vice Chief of Activities will serve as Acting Lodge Chief until the Chapter Chiefs elect a new Lodge Chief at the next Lodge Executive Committee meeting.
- C. In the event of a vacancy in any Chapter Chief position, the chapter shall hold an election to fill the unexpired term of that office. In the event of a vacancy in any other Chapter office, the Chapter Chief shall appoint a qualified person to fulfill the unexpired term of

that office.

- D. Any lodge officers may be removed from office by a three-fourths majority vote of the Lodge Executive Committee members present after a one month's notice to all voting members of the Lodge Executive Committee.
- E. Any Chapter officer other than the Chapter Chief may be removed from office by a three-fourths majority vote of the remaining Chapter officers. Removal of a Chapter Chief requires a three-fourths majority vote of the Lodge Executive Committee members present after a one month's notice to all voting members of the Lodge Executive Committee.

## **V. LODGE OFFICER RESPONSIBILITIES**

- A. The Lodge Chief shall, no later than the first Lodge Executive Committee meeting of the year, submit to the Lodge Executive Committee a list of the administrative responsibilities of each lodge officer for the year. The responsibilities shall be equitably divided between the officers.
  - 1. The Lodge Chief's responsibilities are to be determined by the Handbook for Officers and Advisers - published by the National Order of the Arrow Committee. The responsibilities shall also include the following.
    - a. Appointing the Lodge Conclave Vice Chief prior to the first Section Council of Chiefs of their term.
    - b. Serve as a member of the Council Executive Board, if invited.
    - c. Work with and meet with the Council President and Scout Executive to find the best ways for the Lodge to serve the council.
    - d. Represent the council and serve as the youth lead at any council event they are asked to.
    - e. Help- and prepare their successor prior to the start of their term.
    - f. Serve as the Immediate Past Lodge Chief for the term of their successor.
    - g. Represent the Lodge, its values, and scouting after their term.
  - 2. The Lodge Vice-Chief of Activities's responsibilities shall include:
    - a. Report regularly to the Lodge Chief on all matters pertaining to the officer's responsibilities
    - b. Serve as an ex officio member of all lodge committees for which the officer is responsible
    - c. Oversee the work of any committee chairmen who are directly responsible to the officer
    - d. This Vice-Chief shall be responsible for the following committees:
      - Lodge Events including Lodge Summit, Lodge Leadership Development, Lodge Banquet, and any other designated Lodge Fellowship events
      - Events in which the Lodge participates
      - Camping Promotion

3. The Lodge Vice-Chief of Induction's responsibilities shall include:
    - a. Report regularly to the Lodge Chief on all matters pertaining to the officer's responsibilities
    - b. Serve as an ex officio member of all lodge committees for which the officer is responsible
    - c. Oversee the work of any committee chairmen who are directly responsible to the officer
    - d. This Vice-Chief shall be responsible for the following committees:
      - e. Order of the Arrow Troop Representative Program
      - f. Induction Weekends
      - g. Brotherhood Conversion
      - h. Elangomat Program
      - i. Unit Elections
      - j. Membership
      - k. Aim High Presentation
      - l. Ceremony Teams
      - m. Cub Scout Relations
  4. The Lodge Secretary's responsibilities shall include:
    - a. Report regularly to the Lodge Chief on all matters pertaining to the officer's responsibilities
    - b. Serve as an ex officio member of all lodge committees for which the officer is responsible
    - c. Oversee the work of any committee chairmen who are directly responsible to the officer
    - d. Maintain a record of all meetings of the Lodge Executive Committee including agendas, minutes, and reports
    - e. Maintain lodge membership records
    - f. Oversee publication of Lodge Newsletter
    - g. Run and operate the lodge's social media and the lodge website.
  5. The Lodge Treasurer's responsibilities shall include:
    - a. Report regularly to the Lodge Chief on all matters pertaining to the officer's responsibilities
    - b. Serve as an ex officio member of all lodge committees for which the officer is responsible
    - c. Oversee the work of any committee chairmen who are directly responsible to the officer
    - d. Maintain current Lodge financial records including a Lodge budget and obtain current Chapter financial records from each Chapter including Chapter budgets
    - e. Give a quarterly report of the Lodge and Chapter finances to the Lodge Executive Committee
    - f. Operate the lodge trading post
      - keep stock of trading post
      - create an electronic list of products and prices of the trading post.
- B. Each lodge officer shall recommend to the Lodge Chief, a qualified person to serve as the chairman of the committees for which the officer is responsible.



## VI. LODGE AND CHAPTER COMMITTEES

- A. The Lodge Chief shall, with the approval of the Lodge Executive Committee, appoint the chairman of such committees as are deemed necessary to fulfill the responsibilities of the lodge.
    1. Committee chairmen shall meet the same qualifications as chapter officers.
    2. Committee chairmen, who are not otherwise entitled to a vote on the Lodge Executive Committee, will not have one.
    3. All appointed positions serve at the Lodge Chief's discretion
    4. Each committee chairman will report to the lodge officer responsible for the work of the committee.
    5. Lodge committees may include:
      - A. **Inductions & Service.** This committee shall oversee Unit Elections, Ordeals, and Brotherhood ceremonies to ensure that they are conducted properly. This committee shall also oversee all service projects and service weekends. This committee shall also administer the Lodge Service Award.
      - B. **Leadership Development.** This committee shall be responsible for the organization and administration of the year-round Lodge Leadership Development program.
      - C. **Outdoor Adventure.** This committee shall be responsible for the promotion of camping and high adventure including the OA High Adventure programs.
      - D. **Newsletter.** This committee shall be responsible for the publication and distribution of at least four lodge newsletters each year.
      - E. **Vigil Honor.** This committee shall be responsible for the selection and recognition of Vigil Honor candidates and the conduct of the Vigil ceremony. This chairman shall be known as the Vigil Chief.
      - F. **Summer Camp Relations.** This committee shall be responsible for the rededication ceremonies, Brotherhood ceremonies, and membership management at Western Los Angeles County Council summer camps that have an "OA Day". This chairman shall be known as the Camp Chief.
      - G. **Social Media and Outreach:** Shall help - oversee and run the lodge social media accounts (Instagram, Facebook, YouTube, etc) by aiding the 3rd vice in the creation of content and postings.
      - H. **Lodge Event Planning Committee:** Shall work with the 1st Vice Chief to oversee the program and planning of, lodge fellowship weekend, other ½ day program/fellowship, Lodge Leadership Development, and other events as assigned.
      - I. **Ceremonies:** Shall oversee the operation of all Pre-Ordeal, Ordeal, & Brotherhood ceremonies to ensure they are run properly. Will keep an accurate record of all ceremonialists within the lodge and aid the chapters in the creation and training of teams. Will ensure proper regalia standards and lastly, will aid in the formation and training of chapter dance teams.
      - J. **Culinary:** Shall oversee the food and cooking for and at all Lodge events. Will be sure dietary restrictions are met, budgeting is done, and cooking takes place. This committee will be a youth and adult committee with members approved by the Lodge Chief and Advisor. The members will work with whichever Lodge Officer is in charge of the event.
6. The Lodge Chief may appoint, with the approval of the Lodge Executive Committee, a chairman for each lodge event as identified by section IX.
  7. The Lodge Adviser shall appoint an adult adviser for each committee chairman appointed by the Lodge Chief.
    - B. The Chapter Chief shall appoint such temporary committees as may be needed with the approval of the chapter officers. All chairmen shall meet the same qualifications as chapter officers.

## VII. LEC VOTING PROCEDURES

- A. At the discretion of the Lodge Chief, the LEC shall use any of the following voting methods for approving a motion.
  - 1. Vote by Acclamation: To be used only when approving minutes or during an election where there is only one candidate nominated.
  - 2. Voice Vote/Show of Hands: Quick voting method to determine a motion.
  - 3. Roll Call: Used when we want to have a record of who voted and how they voted. The secretary would call the roll and record 2 votes for each chapter chief and 1 vote for each officer.
  - 4. Secret Ballot: Used when it is a sensitive issue and there is a concern about peer pressure.

### **VIII. LODGE AND CHAPTER MEETINGS**

- A. Lodge Executive Committee meetings should be held during at least ten months of the year. A calendar of meeting dates shall be reviewed at the beginning of the year.
- B. Chapter meetings should be held at least six (6) times per year.
- C. Special meetings of the Lodge Executive Committee may be called by the Lodge Chief with the approval of the Scout Executive or Lodge Adviser with a one week notice to all members of the Lodge Executive Committee.
- D. Lodge and chapter meetings shall be opened with the Pledge of Allegiance to the Flag of the United States of America, the Obligation of the Order of the Arrow, and in the Ordeal Manner.

### **IX. LODGE EVENTS**

- A. The Lodge shall schedule the following events each year:
  - 1. Lodge Banquet
  - 2. Lodge Leadership Development events
  - 3. Lodge Fellowship
  - 4. Lodge Summit
  - 5. Induction Weekends
  - 6. Brotherhood Ceremonies
  - 7. Vigil Ceremony
  - 8. Service Weekends or Projects
  - 9. Lodge Picnic
  - 10. Other events as determined by the Lodge Executive Committee
- B. The Lodge shall promote participation in section and national events.

### **X. MEMBERSHIP AND DUES**

- A. Ordeal Candidates shall pay a fee determined by the Lodge Executive Committee to cover the following items:
  - 1. A Universal Arrow Ribbon
  - 2. An Order of the Arrow Ordeal Sash
  - 3. An Order of the Arrow Handbook
  - 4. A membership card and dues for the current year as set by the Lodge Budget
  - 5. A set of "Spirit of the Arrow" booklets
  - 6. Food, facility, and program costs for the Ordeal Weekend.
  - 7. A Malibu Lodge flap patch
- B. All active members, currently registered with Malibu Lodge, shall pay dues annually as set by the Lodge Budget.
- C. An inactive member, one who is not currently registered with Malibu Lodge, may be restored to active status by paying the current year's dues as set by the lodge budget, provided they are registered - in the Western Los Angeles County Council, Scouting America.

- D. All Order of the Arrow members transferring into this lodge must provide a letter from the chief of the lodge they are transferring from attesting to them being a member, a valid Order of the Arrow membership card, or, if other documentation is not available, get approval from either the Lodge Adviser or Lodge Staff Adviser.
- E. No person shall be eligible to be a member of Malibu Lodge if they are currently a member of any other Order of the Arrow lodge.

**XI. BUDGETS AND EXPENDITURES**

**A. Lodge Budget**

- 1. An annual Lodge Budget, containing estimated income and expenses, will be prepared by the lodge officers and submitted to the Lodge Executive Committee at the January Lodge Executive Committee meeting.
  - a. Two dollars and fifty cents (\$2.50) of each member's dues shall be allotted for chapter funds.
- 2. Lodge expenditures in excess of the budget shall have potential additional funding sources identified and shall be evaluated by the lodge officers and their advisers prior to submission to the Lodge Executive Committee for approval.
- 3. Each lodge event shall have an event budget approved by the Lodge Executive Committee in advance of the event. A financial statement for the event will be submitted to the Lodge Executive Committee within one month after the event.
- 4. A financial report shall be prepared by the Lodge Treasurer and submitted to the Lodge Executive Committee each month

**B. Chapter Budget**

- 1. Each Chapter will prepare and submit an annual budget to the Lodge Treasurer by the February Lodge Executive Committee meeting. Chapters will not be able to use their funds until the budget has been submitted and approved.
- 2. Chapter expenditures in excess of or not originally included in the annual chapter budget must be submitted in writing to the Lodge Secretary after being approved by the Chapter Chief and their Adviser. The Lodge Treasurer will verify that sufficient funds exist in the chapter's account and recommend action to the Lodge Executive Committee.

**XII. ORDEAL MASTERS**

- A. Ordeal Masters may be appointed by the Lodge Vice Chief of Inductions. Ordeal Advisers may be appointed by the Lodge Associate Adviser of Inductions.

**XIII. AMENDMENTS**

- A. The Appendix to the Lodge Rules may be amended at any regular or special meeting of the Lodge Executive Committee by a vote equal to two-thirds of the votes eligible to be cast by the voting members present.