

Existing paragraph:

IV. Officers

- a. The officers of this lodge shall be Lodge Chief, Administrative Vice Chief, Program Vice Chief, Lodge Secretary, and Lodge Treasurer. Other officers may be appointed to fill specific functions upon the approval of the Key3. These officers must be younger than 21 during their entire term of office.
 - i. Elected officers may not hold any other elected office in a lodge or chapter.
 - ii. A candidate for office must receive at least 50% of the votes cast in order to be elected. In the case of a plurality result, a second round of voting with the top two vote getters will be held. In the event of a tie, candidates will be given 5 minutes to speak to the lodge, following which another vote will be held.
 - iii. Elections for lodge office shall be held at the summer conclave of each year. Officers shall be installed at the conclusion of said conclave (Saturday evening or Sunday morning). Their term of office shall begin at the conclusion of the summer conclave.

Paragraph IV.a.iii shall be modified as follows;

iii. Elections for lodge officers shall be held at the Summer OA Weekend of each year and the incoming Lodge Officers shall then be installed at the Winter Banquet. Between the events, Lodge Election and Winter Banquet, the incoming officers shall have the opportunity become fully knowledgeable of lodge operations by working alongside the outgoing officers, participate in a Lodge Officer Lodge Leadership Development course (LLD) to be held each September, attend all Lodge Executive Committee meetings (LEC), and any other scheduled Lodge meetings. Their term of office shall then begin at the conclusion of the formal "Passing of the Bonnets Ceremony" held at the annual Lodge Winter Banquet.

Paragraph IV.a to be changed as noted:

IV. Officers

- a. The officers of this lodge shall be Lodge Chief, **Vice Chief Administration (Lodge Secretary), Vice Chief Program, Vice Chief Service, and Vice Chief of Finance (Lodge Treasurer)**. Other officers may be appointed to fill specific functions upon the approval of the Key3. These officers must be younger than 21 during their entire term of office.

Paragraph IV.b to be changed as noted;

- b. Responsibilities of Lodge Officers shall be as follows:

- i. Lodge Chief

- I. Attend and chair all meetings of the lodge, including the LEC.
- II. Attend the National Leadership Seminar of his choosing
- III. Be trained at the annual Lodge Leadership Development conference.
- IV. Preside at all lodge functions.
- V. Appoint committee chairmen (with the advice and consent of the Key3).
- VI. Ensure the successful carrying out of all lodge functions and meetings.
- VII. Advise the lodge officers in the proper carrying out of their functions, and assisting them as needed.

- ii. Vice-Chief Administration (Lodge Secretary)

- I. Attend all meetings of the lodge, including LEC.
- II. Preside in the absence of the Lodge Chief.
- III. Oversee the proper administrative functions of the Lodge.
- IV. Is responsible for creation of the minutes of each Lodge Executive Committee meeting and to provide timely notice of upcoming meetings.
- V. Provide copies of meeting minutes in a timely manner to the Lodge leadership as needed.
- VI. Oversee the Lodge Annual recharter process.
- VII. Oversee and provide regular progress reports to the LEC for the ongoing Lodge Journey to Excellence (JTE).
- VIII. Advise and assist assigned committees as defined in the Lodge 97 Committee Guide Book.

- iii. Vice-Chief Program

- I. Attend all meetings of the lodge, including LEC.
- II. Should attend the National Leadership Seminar of his choosing.
- III. Be trained at the annual Lodge Leadership Development conference.
- IV. Responsible for the successful planning and carrying out of all lodge activities.
- V. Advise and assist assigned committees as defined in the Lodge 97 Committee Guide Book.

- iv. Vice-Chief Service

- I. Attend all meetings of the lodge, including LEC.
- II. Should attend the National Leadership Seminar of his choosing.
- III. Be trained at the annual Lodge Leadership Development conference.
- IV. Responsible for the planning of lodge service during all Induction/Ordeal weekends.
- V. Establish a Service Corps to broaden the service range of the Camp Trails Committee.

- VI. Apply for the National Service Grant
- VII. Work with the chapters to
- VIII. Advise and assist assigned committees as defined in the Lodge 97 Committee Guide Book.

- v. Vice-Chief Finance (Lodge Treasurer)
 - I. Attend all meetings of the lodge, including LEC.
 - II. Should attend the National Leadership Seminar of his choosing.
 - III. Be trained at the annual Lodge Leadership Development conference.
 - IV. Responsible for the planning of the annual lodge budget, and income and expense reports for the meetings of the LEC.
 - V. Provides advice for the budgets and financial planning of all lodge events.
 - VI. Advise and assist assigned committees as defined in the Lodge 97 Committee Guide Book.

Paragraph V.a.ii. to change as noted;

V. Advisers

- a. Requirements to Serve
 - i. All advisers shall meet current adviser guidelines as set forth in the most current printing of the *Guide for Officers and Advisers* or other current Order of the Arrow publications.
 - ii. Lodge Associate Advisers shall consist of the following, with the Lodge officer they advise:
 - I. Lodge Adviser (Co Advisers): Lodge Chief
 - II. **Associate Lodge Adviser for Administration: Vice-Chief Administration**
 - III. **Associate Lodge Adviser for Program: Vice-Chief Program**
 - IV. **Associate Lodge Adviser for Service: Vice-Chief Service**
 - V. **Associate Lodge Adviser for Finance: Vice-Chief Finance**