

Governing Documents

Lodge Rules

Official Lodge Rules

Coosa Lodge, Order of the Arrow

I. Mission

It is the mission of Coosa Lodge to achieve the purpose of the Order of the Arrow, as an integral part of the Boy Scouts of America and the Greater Alabama Council, through positive youth leadership under the guidance of selected capable adults.

II. Lodge Name and Affiliation

- a. The name of this Lodge in the Order of the Arrow shall be "Coosa Lodge, Wimachtendienk, Wingolauchsik, Witahemui". Alternately, "Coosa Lodge" or "Coosa Lodge, WWW" may be used.
- b. The Lodge shall serve and be chartered by Greater Alabama Council, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Council Scout Executive.

III. LODGE STRUCTURE AND LEADERSHIP

a. General Guidelines

- i. In order to be eligible for consideration as an officer, a candidate must be a dues-paid member of the lodge, must be in good standing, and must be under the age of twenty-one (21) years during the entire term of the office for which he is seeking consideration.
- ii. If the Lodge Chief or any Chapter Chief is elected to serve as a Section-level officer, he must immediately resign his position within the lodge.
- iii. If any other officer of the Lodge or any of its Chapters is elected to serve as a Section-level officer, he may continue to serve in his local capacity at the discretion of the Lodge Key 3.
- iv. If any elected or appointed officer, committee chairman, or adviser at any level within the lodge misses two or more consecutive official business meetings which he is responsible to attend, regardless of whether a quorum was satisfied at those meetings, he may be removed from that position by the Lodge Key 3.
- v. For conduct unbecoming of Scouting and the Order of the Arrow, any elected or appointed Lodge Officer, Chapter Officer, or Committee Chairman may be removed from office by the Key 3 and given written notification.

b. Chapter Leadership

- i. Each District in the Council shall have a corresponding Chapter within the Lodge.
- ii. Each Chapter shall elect a Chief, one or more Vice Chiefs, and a Secretary or Vice-Chief of Administration. Combined with the Troop/Team OA Representatives from within that chapter, this will form a Chapter Executive Committee (or CEC) in each Chapter, and that committee shall be responsible for carrying out the program of their respective chapters.
- iii. Each Chapter shall have an Adviser and Staff Adviser, and these positions shall be appointed or approved by the Lodge Key 3.
- iv. Additional officers may be elected, or committees established, at the discretion of the Chapter Key 3 (Chief, Adviser, Staff Adviser) and subject to the approval of the Lodge Key 3.

c. Lodge Executive Committee

- i. The Lodge Executive Committee (or "LEC") shall meet no fewer than four (4) times per year.
- ii. All LEC meetings shall be operated under "Robert's Rules of Order".
- iii. The LEC shall consist of the Lodge Chief, six (6) Lodge Vice-Chiefs (Service, Administration, Communications, Inductions, Native American Affairs, and Fellowship), the Immediate Past Lodge Chief, all standing and ad-hoc Committee Chairmen, all Chapter Chiefs, the Lodge Adviser, the Lodge Staff Adviser, all Chapter Advisers, and any Associate Lodge Advisers.
- iv. The voting members of the LEC shall be the Lodge Chief, each of the Lodge Vice-Chiefs., and the Chapter Chiefs. In the absence of any voting member, a representative may not be appointed in his stead.
- v. The Chairman of the meeting must be a normal voting member of the LEC. Under "Robert's Rules of Order", however, the Chair may only vote in order to break a tie.
- vi. Non-voting members under the age of twenty-one (21) may propose new business to the LEC and participate in any discussions, but official business (making a motion, voting on a motion, etc.) may only be conducted by these voting members.
- vii. The duties of each lodge officer shall be defined in Addendum 1 to these rules.
- viii. Each lodge officer will typically have an adviser to assist him in fulfilling his responsibilities. This adviser shall be appointed by the Lodge Key 3.

d. Lodge Committees

- i. The structure, oversight, and specific functions of all standing committees shall be defined in Addendum 1 to these rules.
- ii. Standing committees shall be approved annually by the LEC.
- iii. Ad-hoc committees may be commissioned by the Lodge Key 3 as necessary.
- iv. All committees shall have a youth chairman under the age of twenty-one (21), who is dues-paid and in good standing with the lodge. This chairman shall be appointed by the Lodge Chief.
- v. All committee advisers shall be of or over the age of twenty-one (21) and shall be appointed or approved by the Key 3.

IV. ELECTION OF LODGE OFFICERS

- a. Election of Coosa Lodge officers shall be held during a general lodge business meeting during the annual Fall Fellowship. If a Fall Fellowship is not scheduled or is canceled for any reason, a date and time for this meeting shall be set at an appropriate event by the Lodge Key 3 and with the approval of the Council Scout Executive.
- b. The process of nominating candidates for lodge office shall be defined by the appropriate committee (typically the Nomination & Recognition committee or an appropriate subcommittee therein), approved by the Lodge Executive Committee, and published at least 90 days before the scheduled date of the next general lodge election.
- c. The election shall be conducted by a Presiding Officer. Unless he is seeking re-election, this presiding officer shall be the Lodge Chief. If the Lodge Chief is unable to fulfill this duty, a presiding officer shall be appointed by the Lodge Key 3.
- d. Each Chapter shall be represented in the election process by its Chapter Chief. If the Chapter Chief is not present, he shall appoint a member of that Chapter as its representative. If the Chapter Chief fails to make such an appointment, the Chapter Adviser or Lodge Key 3 shall appoint a representative.
- e. Each Chapter shall have a number of votes for each election equal to ten (10) or the number of youth members (under the age of twenty-one) present from that chapter, whichever number is smaller.
- f. Each Chapter may cast all of its votes for any single candidate, or it may split any fraction of its votes among any number of candidates. Votes must be cast in whole increments (for example, a Chapter with five votes may not give two candidates 2.5 votes each).

- g. If more than ten (10) members are present from any given Chapter, that Chapter Chief or his representative shall make the final decision on how that Chapter's votes are divided.
- h. To win any election, a single candidate must receive a simple majority of the votes cast (for example, if 80 votes are cast in any election, a candidate must receive 41 votes to be declared the winner).
- i. If no single candidate receives a simple majority, the two candidates receiving the most votes shall be reconsidered by the lodge in a run-off. If the runoff results in a tie, the Presiding Officer shall cast the deciding vote.
- j. Any candidate not winning his bid for election shall not be allowed to "drop down" and run for office in a subsequent election.
- k. Newly elected officers will assume their offices following an installation ceremony during the event at which the election was held.
- l. Chapter Officers shall normally be elected at the next Chapter meeting immediately following the general lodge election. Exceptions to this rule shall be granted on a case-by-case basis by the Lodge Key 3.

V. LODGE TOTEM AND INSIGNIA

- a. The official totem of the Lodge shall be the red-shouldered hawk.
- b. The official Lodge patch shall be made to fit the standard BSA uniform pocket flap
- c. Any changes to the official lodge flap and any production of other lodge emblems, including chapter patches or other memorabilia, or any insignia bearing the Coosa Lodge name, totem, or other markings, shall be subject to the approval of the Lodge Executive Committee, the Lodge Key 3, and the Council Scout Executive.
- d. Any insignia produced or issued, and found to bear the Coosa Lodge name, totem or other markings, without the express consent of the Lodge Executive Committee shall be subject to confiscation without reimbursement by the Lodge Key 3 or the Council Scout Executive.
- e. Any submissions of artwork for patch designs or new memorabilia shall be vetted through the appropriate committee (typically the Lodge Memorabilia & Design Committee) before being presented to the Lodge Executive Committee for consideration. If no such committee exists, these submissions shall be submitted to and vetted by the Lodge Key 3.
- f. The official (or "standard issue") lodge flap shall be unrestricted in its distribution. Flaps may be purchased in the trading post at any regular lodge function and in the council service center. Flaps may only be purchased and worn by those members who are currently dues-paid and in good standing with the lodge.
- g. New Ordeal members shall receive one lodge flap in their new Ordeal member packet.

h. Restricted Insignia

- i. Members who have obtained Brotherhood status, are dues-paid, and are in good standing with the lodge shall be allowed to purchase one (1) Brotherhood neckerchief and/or one (1) Brotherhood insignia per calendar year.
- ii. Members who have received the Vigil Honor, are dues-paid, and are in good standing with the lodge shall be allowed to purchase one (1) Vigil Honor insignia per year. This insignia may only be made available at the annual Fall Fellowship event.
- iii. Members who have received the Vigil Honor, are dues-paid, and are in good standing with the lodge shall be allowed to purchase one (1) Vigil Honor blanket per lifetime. This purchase is a special-purchase item and must be coordinated through the Lodge Key 3.
- iv. Restricted lodge items (lodge flaps, Brotherhood neckerchiefs, Vigil Honor insignia, etc.) shall be sold on a first-come, first-serve basis. In the event that these items are sold out or otherwise unavailable at any single event, the Lodge shall not be required to issue any sort of "rain check" or otherwise fulfill the missed opportunities to purchase said items.

VI. ELECTION AND INDUCTION TO MEMBERSHIP

- a. The requirements for election to Coosa Lodge shall be as stated in the current printing of the Order of the Arrow Handbook, the Order of the Arrow Guide for Officers and Advisers, and/or the Order of the Arrow Guide to Inductions.
- b. Procedures for conducting the Ordeal and the rest of the Inductions Process shall be as stated in the Order of the Arrow Handbook, the Order of the Arrow Guide for Officers and Advisers, and/or the Order of the Arrow Guide to Inductions.

VII. LODGE MEMBERSHIP

Lodge membership shall be attained or maintained in one of the following ways:

- a. A Scout or Scouter elected as an Ordeal Candidate by a unit in the Greater Alabama Council shall become a member of Coosa Lodge and the Order of the Arrow upon successful completion of his or her Ordeal.
- b. An active (current, dues-paid) member of Coosa Lodge, who is in good standing, shall be allowed to maintain membership by paying their annual dues.
- c. An active (current, dues-paid) member of another Order of the Arrow lodge may only become a member of Coosa Lodge upon completing all of the following:

- i. Successfully transfer his or her primary Boy Scouts of America registration to a unit located within the jurisdiction of the Greater Alabama Council.
 - ii. Present proof of active membership and good standing in Scouting and the Order of the Arrow to the Lodge Vice-Chief of Administration. The acceptance of this proof shall be at the discretion of the Lodge Key 3 and/or the Council Scout Executive.
 - iii. Pay the current annual dues fee for Coosa Lodge.
- d. An inactive member (not dues-paid) member of any Order of the Arrow lodge may only become a member of Coosa Lodge upon completing all of the following:
 - i. Establish his or her primary Boy Scouts of America registration to a unit located within the jurisdiction of the Greater Alabama Council.
 - ii. Present proof of prior membership in the Order of the Arrow to the Lodge Vice-Chief of Administration. The acceptance of this proof shall be at the discretion of the Lodge Key 3 and/or the Council Scout Executive.
 - iii. Pay the current annual dues fee for Coosa Lodge.

VIII. BROTHERHOOD MEMBERSHIP

Brotherhood status shall be attained in accordance with the requirements set forth in the current printing of the Order of the Arrow Handbook, the Order of the Arrow Guide for Officers and Advisers, and/or the Order of the Arrow Guide to Inductions.

IX. VIGIL HONOR MEMBERSHIP

- a. Vigil Honor status shall be attained in accordance with the requirements set forth in the current printing of the Order of the Arrow Handbook, the Order of the Arrow Guide for Officers and Advisers, and/or Order of the Arrow Guide to Inductions.
- b. The process for determining candidates for the Vigil Honor shall be defined by the appropriate committee (typically the Nomination & Recognitions Committee or an appropriate subcommittee therein), approved by the Lodge Executive Committee, and published at least 90 days before Vigil Honor Selection Committee is set to meet.

X. FINANCES

- a. All lodge funds shall be handled through the Greater Alabama Council office and subject to all normal accounting procedures in use by the Greater Alabama Council.
- b. The Lodge shall maintain an "Arrowman Scholarship" fund to award partial scholarships for Summer Camp, National Leadership Seminar, National Jamboree, World Jamboree, National Order of the Arrow Conference, or other events, as approved by the Key 3. The application

process and selection criteria shall be set by the Key 3 and/or the Council Scout Executive.

- c. Major expenditures shall require the approval of the Lodge Key 3.
- d. Any expenses submitted for reimbursement shall require written approval of the Lodge Key 3 and shall be documented appropriately (receipts, invoices, etc.).
- e. The Lodge shall contribute cash or materials not less than one dollar (\$1) per registered member to the Council on an annual basis.
- f. Annual Dues
 - i. Dues shall be charged to each Lodge member to cover administrative expenses. The amount charged shall be set by the Lodge Executive Committee or the Lodge Key 3 and approved by the Council Scout Executive.
 - ii. Chapters may not charge or collect any dues.
 - iii. The fiscal year for dues shall begin January 1 and end on December 31. Any member not paying their dues for the year at or before the first event for that year shall be considered inactive.
- g. Induction fees and incentives shall be defined in Addendum 2 to these rules.

XI. VOTING

- a. Lodge General Assembly
 - i. All dues-paid members of the lodge, in good standing and under the age of twenty-one (21), shall be eligible to vote on all matters presented to the general lodge meeting.
- b. Lodge Executive Committee Meetings
 - i. A quorum of the Lodge Executive Committee must be present in order to conduct business.
 - ii. A quorum shall be satisfied by a simple majority of the Lodge Chief and Lodge Vice-Chiefs, rounded up (for example, a six- or seven-seat LEC each require four voting members, excluding the meeting chair). Chapter Chiefs, while voting members of the LEC, shall not count against the requirements for a quorum.

XII. REPLACING OFFICERS AND CHAIRMEN

- a. If any officer or chairman at the Chapter level is removed from or resigns from his position, the following procedures shall be followed:

- i. If any Chapter-level officer or adviser resigns or is removed, excluding the Chapter Chief, the Chapter Chief shall appoint a replacement as quickly as possible, subject to the approval of the Chapter Adviser and Chapter Staff Adviser.
 - ii. If the Chapter Chief resigns or is removed, a Chapter Vice-Chief shall immediately be appointed by the Chapter Adviser to succeed him. This appointment shall be subject to the approval of the Lodge Key 3.
 - iii. If no Chapter Vice-Chief is willing or able to fulfill these duties, an interim Chapter Chief may be named by the Chapter Adviser and subject to approval from the Lodge Key 3.
- b. If any officer or chairman at the Lodge level is removed from or resigns from his position, the following procedures shall be followed:
 - i. If any Lodge-level officer or adviser resigns or is removed, excluding the Lodge Chief, the Lodge Chief shall appoint a interim replacement as quickly as possible, subject to approval from the Key 3 or the Lodge Executive Committee.
 - ii. If the Lodge Chief resigns or is removed, the following procedure shall be followed:
 1. The Lodge Vice-Chief of Service shall immediately assume his responsibilities, then appoint an interim Vice-Chief of Service to fill his former position.
 2. If the Lodge Vice-Chief of Service is unwilling or unable to assume the responsibilities of the Lodge Chief, the outgoing Lodge Chief, the Lodge Adviser, and the Lodge Staff Adviser shall nominate an Interim Lodge Chief from the voting members of the Lodge Executive Committee.
 3. The voting members of the LEC, not including the outgoing Chief or the nominated Interim Lodge Chief, shall approve this nomination with a simple majority. Upon approval, the Interim Lodge Chief immediately becomes the Lodge Chief.
 4. If the nomination is not approved by the LEC, the LEC shall immediately enter an executive session (only the voting members of the LEC, their advisers, and the Lodge Key 3 shall be present), wherein the Lodge Key 3 shall select another nominee from the voting officers for approval.
 5. If the second nomination fails to be approved by the LEC, the outgoing Lodge Chief shall select any youth member from the general Lodge membership as a new nominee for Interim Lodge Chief, then the LEC shall vote to approve his nomination. This process shall continue until an Interim Lodge Chief is approved.

6. The position of the Immediate Past Lodge Chief shall remain unchanged.

XIII. GENERAL

- a. The Lodge Executive Committee is responsible for all interpretation of these Rules.
- b. All Lodge members shall wear appropriate attire (ie, ceremonial regalia or full BSA uniform) while attending any induction ceremony or any regular meeting of the Lodge Executive Committee.
- c. These rules shall be published in the Lodge Planbook and on the Lodge Website.
- d. These rules shall be strictly subordinate to, and superseded by, any rules, guidelines, or other edicts set forth by the Greater Alabama Council, the Boy Scouts of America, or the Order of the Arrow.
- e. There shall be at least one general lodge meeting per calendar year. Additional meetings may be set by the Lodge Executive Committee or petitioned by obtaining hand-written signatures of at least ten percent (10%) of the total number of lodge members under the age of twenty-one (21).
- f. These Lodge Rules shall be reviewed at least annually by the Lodge Key 3 (or an ad-hoc committee established by the Lodge Key 3).

XIV. AMENDMENTS TO THESE RULES

- a. Amendments to these Lodge Rules shall be presented to the Lodge Executive Committee, and only by a voting member of the committee, for consideration. Discussion may take place at this time, but all action must be tabled or deferred to the next LEC meeting.
- b. If the LEC approves the amendment (with or without modification), it shall be posted to the Lodge Website for no less than fourteen (14) days before the next regularly scheduled Lodge function. It shall also be available via postal mail to any member who requests a copy through the Lodge Key 3.
- c. At this function (mentioned in XIV-B, above), the LEC shall call a General Lodge Meeting to be held for the purpose of approving the proposed amendments, and such approval shall require a two-thirds majority of the youth members present at that meeting.

Lodge Rules, Addendum 1 – Lodge Structure and Organization

Lodge Rules, Addendum 1

Approved by LEC, 14 January 2017

1. Purpose and Scope
 - a. At all times, this addendum shall be recognized as defining the official organizational structure of Coosa Lodge and its leadership for the 2017 program year.
 - b. This document shall be considered null and void on January 1, 2018.
2. Lodge Key 3
 - a. The Coosa Lodge Key 3 shall consist of the following:
 - i. Lodge Chief
 - ii. Lodge Lay Adviser
 - iii. Lodge Staff Adviser
 - b. If either adviser position is vacated at any point in the year, the Supreme Chief of the Fire or his duly appointed representative shall have the sole authority to appoint a new person to that position.
3. Operating Committees
 - a. The following committees shall be established by the lodge, and each shall be led by a youth chairman under the age of 21.
 - i. Under the oversight of the Lodge Chief:
 1. Nomination and Recognition (Founder’s Award, Vigil Honor, etc.)
 2. Training
 3. New Member Orientation
 4. History
 5. Agents of the Arrow
 - ii. Under the oversight of the Lodge Vice-Chief of Service:
 1. Service Corps
 2. Camping Promotion
 3. Scoutreach Mentoring
 4. Troop/Team OA Representatives
 5. Chaplains
 - iii. Under the oversight of the Lodge Vice-Chief of Administration:
 1. Registration & LodgeMaster
 2. Trading Post
 3. Memorabilia & Design
 4. Finance
 - iv. Under the oversight of the Lodge Vice-Chief of Fellowship:
 1. Contingent Planning
 2. Fall Fellowship
 3. Ordeal Fellowships (Saturday night)
 4. Food Service
 5. Coosa Shows

- v. Under the oversight of the Lodge Vice-Chief of Inductions:
 - 1. Ordeal Master(s)
 - 2. Elangomats and Nimats
 - 3. Brotherhood Conversion
 - 4. Unit Elections
 - vi. Under the oversight of the Lodge Vice-Chief of Native American Affairs:
 - 1. Spring Pow-Wow
 - 2. Drum Teams
 - 3. Dancers & Dance Teams
 - 4. Ceremony Teams
 - vii. Under the oversight of the Lodge Vice-Chief of Communications:
 - 1. Lodge Website
 - 2. Newsletter
 - 3. Annual Publications (Planbook, etc.)
 - 4. Social Media
 - b. All committee chairmen shall be appointed by the Lodge Chief, and their advisers appointed by the Lodge Lay Adviser or Lodge Staff Adviser.
 - c. If at any point during the program year these committee chair positions are vacated, the lodge officer overseeing that committee shall assume the responsibility of chairing that committee until a new chairman can be appointed.
4. Chapter Structure
- a. Chapters shall be allowed to organize themselves as they see fit, including adoption of a Chapter Executive Committee and Chapter Rules. This organization shall be wholly subordinate to, superseded by, and in accordance with the Lodge Rules, the Order of the Arrow Handbook, the Guide for Officers and Advisers, and the Field Operations Guide.
 - b. The following chapters shall designated as follows:
 - i. Nischamawat Chapter (Arrowhead District)
 - ii. Cahaba Chapter (Birmingham District)
 - iii. Cheaha Chapter (Cheaha District)
 - iv. Cherokee Chapter (Cherokee District)
 - v. Achunanchi Chapter (Chocolocco District)
 - vi. Etowah Chapter (Etowah District)
 - vii. Koasati Chapter (Mountain Lake District)
 - viii. Okhatim Manteu Chapter (Mulberry District)
 - ix. Sequoyah Chapter (Sequoyah District)
 - x. Muscogee Chapter (Shelby District)
 - xi. Kaskanampo Chapter (Talakto District)
 - xii. Nacha Sipo Chapter (Three Rivers District)
 - xiii. Nunne Hi Chapter (Vulcan District)
 - xiv. Yuchi Chapter (Westmoreland District)

Lodge Rules, Addendum 2 – Induction Fees and Incentives

Lodge Rules, Addendum 2

Approved by LEC, 14 January 2017

1. Purpose and Scope
 - a. At all times, this addendum shall be recognized as defining the official record of fees and incentives for Ordeal, Brotherhood, and Vigil inductions held by Coosa Lodge and its leadership for the 2017 program year.
 - b. This document shall be considered null and void on January 1, 2018.
2. Ordeal Induction
 - a. Registration Fees and Deadlines
 - i. The standard Ordeal induction fee shall be \$70.
 - ii. The early-bird Ordeal induction fee shall be \$50.
 - iii. Registration deadlines shall be set by the Lodge Key 3 and published no later than April 1, 2017.
 - b. Each Ordeal candidate shall receive the following upon Ordeal completion:
 - i. Coosa Lodge pocket flap
 - ii. Order of the Arrow Handbook
 - iii. Ordeal Sash
 - iv. 2017 dues, paid in full
3. Brotherhood Induction
 - a. The cost of Brotherhood induction shall be \$16.
 - b. New Brotherhood members shall receive a new Brotherhood sash.
4. Vigil Induction
 - a. There shall be no cost for Vigil induction.
 - b. New Vigil Honor recipients shall receive the following:
 - i. Vigil Honor sash
 - ii. Vigil Honor certificate
 - iii. Coosa Lodge Vigil Honor blanket
 - iv. Ceremonial gifts
 - v. Appropriate religious text

About this Planbook

Editorial Responsibility

This planbook is produced by the Coosa Lodge Vice-Chief of Communications. It should be reviewed annually by the Lodge Executive Committee and the Lodge Key 3, then updated as is deemed appropriate or necessary. Several sections of this guide borrow heavily from or directly copy content published by the National Order of the Arrow Committee.

If you find any portion of this planbook that requires updates or corrections, please contact a member of the Vice-Chief of Communications, his adviser, or a member of the Lodge Key 3.

Future Additions

If there is something that you feel should be included in future versions of the planbook, please contact a member of the Vice-Chief of Communications, his adviser, or a member of the Lodge Key 3.