

Coosa Lodge, Greater Alabama Council #1
Lodge Rules as Approved 02-04-07

I. MISSION OF THE LODGE

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

II. NAME AND AFFILIATION OF THE LODGE

The name of this Lodge in the Order of the Arrow shall be Coosa Lodge, Wimachtendienk, Wingolauchsik, Witahemui. The Lodge shall be affiliated with the Greater Alabama Council #1, 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. The Coosa Lodge shall consist of Chapters, which should parallel the district structure within the council. Each Lodge member will be a member of the Chapter that corresponds to the District to which he is officially registered in Scouting within the Council.

B. The Lodge Executive Committee (LEC) shall meet at least 4 times per year, with other called meetings as appropriate. The voting members of the LEC shall be the Lodge Officers, and the Immediate Past Lodge Chief, if under age 21. All LEC members are responsible to report to the Lodge Executive Committee on activities under their supervision, as described in Addendum I. The LEC shall consist of the following:

1. Lodge Chief
2. Lodge Vice-Chiefs
3. Immediate Past Lodge Chief
4. Chapter Chiefs
5. Committee Chairmen
6. Lodge Adviser
7. Lodge Staff Adviser
8. Lodge Associate Adviser(s)
9. Lodge Associate Staff Adviser
10. Lodge Vice-Chief Advisers
11. Chapter Advisers
12. Committee Advisers
13. Council Scout Executive (or his designee(s)).

C. The officers of the Lodge shall be the Lodge Chief, the Lodge Vice-Chief of Service, the Lodge Vice-Chief of Fellowship, the Lodge Vice-Chief of Inductions, the Lodge Vice-Chief of Native American Affairs, the Lodge Vice-Chief of Communication, the Lodge Vice-Chief of Administration, the Lodge Northern Vice-Chief and the Lodge Southern Vice-Chief.

D. The duties of the Lodge Officers are described in Addendum I of these Lodge Rules (Duties of the Lodge Officers and Lodge Standing Committees), and shall include the following:

- Lodge Chief: Oversees the entire Lodge program and Chapter Activities and Duties; Responsible for Lodge Training, Lodge History and Lodge Nominations and Recognitions.
- Lodge Vice-Chief - Service: Oversees all Lodge Service, Scoutreach Mentoring Program, Unit Elections, and Camp Promotion.
- Lodge Vice-Chief - Fellowship: Coordinates Lodge Fellowship Planning, Lodge Spirit, Lodge Shows, and Sectional & National Event Contingent preparations.
- Lodge Vice-Chief - Inductions: Oversees all Ordeal and Brotherhood Inductions; Responsible for Elangomat program and Brotherhood Conversion.
- Lodge Vice-Chief - Native American Affairs: Oversees all Lodge and Chapter Dance, Drum, and Ceremony Teams.
- Lodge Vice-Chief - Communication: Coordinates communication for Lodge activities, to include the Lodge Website, Lodge Newsletter, Lodge Planbook, and Lodge “Where To Go Camping” Guidebook; Maintains Lodge Executive Committee Meeting Minutes.
- Lodge Vice-Chief - Administration: Coordinates appropriation of Lodge Funds; Responsible for Lodge budgeting; Reviews and presents requests for funds to the LEC for consideration; Responsible for the inventory of Lodge items; Maintains the Lodge Membership Database.
- Lodge Northern and Southern Vice-Chiefs: Oversees the implementation of the Lodge Program within their assigned chapters; Assists Chapters with Unit Elections, Camp Promotions and service opportunities; Reports to the Lodge Chief.

E. The Lodge Standing Committees shall be approved by the LEC. The specific functions of each committee are described in Addendum I of these Lodge Rules (*Duties of the Lodge Officers and Lodge Standing Committees*). Chapters will have appropriate representation on Lodge Standing Committees. Additional Lodge Operating Committees, (also known as ad-hoc committees) shall be appointed as deemed necessary by the Lodge Chief. Each committee (ad-hoc or standing) shall have a youth member as its chairman, who will be appointed by the Lodge Chief, and shall have an adult as its adviser, who will be appointed by the Lodge Adviser.

F. Each Chapter shall have a Chapter Executive Committee (CEC), which shall consist of the Chapter Chief, Chapter Vice-Chief(s), the OA Troop/Team Representative from each appropriate unit in the chapter, the Chapter Adviser, and the Chapter Staff Adviser. Each CEC will meet as appropriate to carry out the program within its district, and each Chapter will operate according to the current edition of the Coosa Lodge Rules.

IV. ELECTION OF LODGE OFFICERS

A. Election of Coosa Lodge Officers will take place at the General Lodge meeting during the annual Lodge Fellowship Pow-Wow. The election shall be run by a Presiding Officer. The current Lodge Chief shall be the Presiding Officer, unless he is seeking re-election. In that event, the Lodge Chief shall designate another youth member to serve as the Presiding Officer for the election. In no case should the Presiding Officer be running for an office in the election.

B. Each chapter shall have a number of votes equal to the number of youth members present, up to a maximum of 10 votes. The Chapter Chief, or his designee, shall represent the chapter during the voting, and the chapter’s votes may be distributed between the candidates as the chapter’s youth membership deems fit. For the election of the Northern and Southern Vice Chiefs, only the chapters for whom these offices are respectively responsible (as described in Addendum I of these Lodge Rules (*Duties of the Lodge Officers and Lodge Standing Committees*)) may cast votes for these offices. A candidate for office shall be considered elected upon receipt of more than 50% of the cast votes (i.e., in an election with 91 potential votes, a candidate receiving 46

votes would be elected). In the event of a tie, a second round of votes shall be collected for that office. Should a second tie result, the Presiding Officer over the election shall cast the deciding vote.

C. Elected Lodge officers must be under age 21 for their entire term of office, and must be able to participate in the Lodge program for their full term. Newly elected Lodge Officers will assume their offices during that same Fellowship Pow-Wow weekend, after the Induction Ceremony.

D. Nominations of new Lodge Officers shall be approved by the Lodge Officer Nomination Committee, a subcommittee of the Nominations and Recognitions Committee, which shall consist of the Lodge Key Three, the Chairman and Adviser of the Lodge Nominations and Recognitions Committee, and at least three knowledgeable youth members, to be chosen by the Lodge Chief. At no time should a youth member running for Lodge office be a member of this committee. If deemed appropriate, other at-large members may be selected by the Lodge Key Three to serve on this committee. From these nominations, this Committee will select a slate of Lodge Officers, to be voted on by the general membership as stated in B. above. Should the Lodge membership fail to elect the recommended slate of officers, a new committee shall be immediately appointed during the annual Lodge Fellowship Pow-Wow to produce a slate acceptable to the general lodge membership, to be voted upon prior to the completion of the fellowship weekend.

E. Members who are interested in serving as a Lodge Officer shall apply for consideration by submitting a Lodge Officer Nomination Form. These forms may be found at the Lodge website, www.Coosa50.org and in the Lodge Planbook, and must be returned for consideration by the Committee no later than the August Ordeal.

F. Lodge members interested in running for the Northern and Southern Vice Chief offices must be from one of the assigned chapters of that Vice-Chief position and must submit a Lodge Officer Nomination Form in accordance with E. above.

G. Chapter elections shall be held during the individual Chapter meetings at the annual Lodge Fellowship Pow-Wow, or at the next scheduled Chapter meeting, if elections at the annual Fellowship Pow-Wow are not feasible.

V. LODGE INSIGNIA

A. The totem of this Lodge shall be that of a red-shouldered hawk. The official Lodge patch shall be made to fit the BSA uniform pocket flap, and shall be limited in distribution to 2 per dues-paid, member per Lodge event in accordance with B. below. Members must be registered for the event in order to be allowed to purchase the flaps. New Ordeal members may purchase one flap, in addition to the one issued them, at the completion of their Ordeal weekend.

B. The official lodge patch may only be purchased at Lodge events deemed appropriate by the LEC, and may only be worn by active members of this lodge. In the event that the supply of official lodge patches is exhausted during the Lodge year (Fall Fellowship to Fall Fellowship) but is not replenished before the start of the next Lodge year, the Lodge will not make up any missed patches due to the shortage.

C. Any changes to the official patch, or the production of other lodge emblems, may be recommended to the LEC as appropriate by the Lodge Key Three or Lodge Memorabilia Design Committee, and approved by a majority vote of the Lodge Executive Committee, with the consent of the Scout Executive or his designated representative.

D. Current Brotherhood or Vigil Honor Members of this lodge shall be permitted to purchase one official lodge neckerchief each calendar year, at any lodge function where the Lodge Trading Post is operating.

E. Current Brotherhood or Vigil Honor Members of this lodge shall be permitted to purchase one Brotherhood flap per Lodge event, when the Lodge Trading Post is operating.

F. Current Vigil Honor members may purchase one Vigil flap per year, provided that the member attends the annual Vigil Honor induction and Fellowship Breakfast.

G. Each new Vigil Honor member inducted by Coosa Lodge will receive a Coosa Lodge Vigil Honor blanket. Current Coosa Lodge Vigil Honor members not inducted by the Coosa Lodge may purchase one Vigil Honor blanket per life, provided that the member attends the annual Vigil Honor induction and Fellowship Breakfast. It shall be the responsibility of that member to inform the Nominations and Recognitions Committee chairman and/or adviser of his/her desire to purchase the Coosa Vigil Honor blanket, so that one may be made.

H. Chapter patches, or emblems for ritual teams or participants, may be produced only on approval of the LEC, and shall not be of the pocket flap shape, which is reserved for the official Lodge patch. If a Chapter or ritual team wishes to have a patch or emblem, it must first be submitted to the Lodge Memorabilia Design Committee for consideration, and then approved by the LEC.

I. The Universal Arrow Badge, Arrow Lapel Pin, Order of the Arrow Sash, and other official National Order of the Arrow insignia shall be worn as designated in the current edition of the Order of the Arrow Handbook.

VI. ELECTION TO MEMBERSHIP

A. The requirements for election to membership in this Lodge are as stated in the current printing of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.

B. Procedures for the Ordeal shall be as stated in the Order of the Arrow Handbook and Guide to Inductions.

VII. LODGE MEMBERSHIP

Lodge membership may be attained or maintained in the following ways:

1. A member in good standing of Coosa Lodge maintains his/her membership by paying his/her dues by the guidelines set forth by the Lodge Rules.
2. An active (current dues-paid) member of an Order of the Arrow lodge in another council may transfer his/her membership to Coosa Lodge by providing proof of active membership in both Scouting and the Order of the Arrow to the Lodge Vice-Chief of Administration, and paying the current Lodge dues. The decision to accept an applicant's documentation is at the discretion of the Lodge Key Three, and/or Council Scout Executive.
3. An inactive (not current dues-paid) former member of either Coosa Lodge or another Order of the Arrow lodge may become a member in good standing in Coosa Lodge by providing proof of prior membership in the Order of the Arrow and proof of active membership in Scouting to the Lodge Vice-Chief of Administration. Upon acceptance of documentation provided to the Lodge Vice-Chief of Administration, the applicant shall

pay the current year's dues. The decision to accept an applicant's documentation is at the discretion of the Lodge Key Three, and/or Council Scout Executive.

4. A Scout or Scouter may become a member of the Lodge by successfully completing the Ordeal induction, after election to membership as outlined in Section VI. A. above.

VIII. BROTHERHOOD MEMBERSHIP

Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.

IX. VIGIL HONOR MEMBERSHIP

A. Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.

B. Selection of Vigil Honor Candidates will be the responsibility of the Vigil Honor Selection Committee, a subcommittee of the Nominations and Recognitions Committee, which will consist of: the Lodge Key Three; the Lodge Nominations Committee Chairman and Adviser; at least 6 knowledgeable youth members chosen by the Vigil Honor Selection Committee Chairman; and at least three knowledgeable adult members chosen by the Lodge Adviser. The goal in choosing these members will be to ensure that proper consideration shall be given to all eligible Lodge members. The voting members of this committee will be limited to the youth of the committee.

X. FINANCES

A. Dues shall be charged to each Lodge member to cover the cost of Lodge administrative expenses. The amount will be determined by the Lodge Executive Committee and approved by the Scout Executive. Chapters may not charge dues. The fiscal year for dues will run from January 1 to December 31. Members not paying dues by the first Lodge function of the new year shall be considered inactive.

B. All Lodge funds shall be handled through the Council Office, and be subject to all normal accounting procedures used by the Greater Alabama Council.

C. The Lodge Vice-Chief of Administration shall prepare a Lodge budget for the new year, and submit it to the LEC for approval.

D. The Lodge shall maintain a Summer Camp Scholarship Fund, and distribute it according to the established guidelines of the Coosa Lodge Summer Camp Scholarship Program, found on the Lodge website, and in the Lodge Guidebook for Unit Leaders.

E. Major expenditures of the Lodge shall require approval of the Lodge Adviser, Staff Adviser or Council Scout Executive before the commitment of funds. All bills submitted for payment must be accompanied by appropriate receipts and have the endorsement of the Lodge Adviser, Staff Adviser or the Scout Executive.

F. The Lodge shall annually contribute to the Council an amount equal to at least \$1 per registered member, either in financial contribution or as a gift-in-kind contribution.

G. There shall be an induction fee, payable at or before the induction weekend, for which new Ordeal members shall receive:

1. Paid-up dues for the current year, and the following year.
 2. The Ordeal Order of the Arrow Sash and Handbook
 3. A Lodge Membership Card
 4. One current lodge flap
- H. There shall not be a Brotherhood fee. The new Brotherhood member shall receive:
1. A current Brotherhood sash
 2. An updated Lodge membership card
- I. For each new Coosa Lodge Vigil Honor member, the Lodge shall provide the following:
1. A current Vigil Honor sash
 2. The member's Vigil Honor certificate
 3. An updated Lodge membership card
 4. A Coosa Lodge Vigil Honor blanket
 5. Other memorabilia deemed appropriate by the Lodge Nominations and Recognitions Committee.

XI. VOTING

- A. All members of the Lodge under 21 years of age are eligible to vote on matters brought to the General Lodge Meeting, and must be registered and in good standing in Scouting in the Greater Alabama Council.
- B. A quorum of the LEC must be present for the LEC to conduct business. A quorum of the LEC shall be defined as 50% of the LEC's voting membership plus one (i.e., if the complete LEC consists of 7 voting members, then 5 voting members would be required for a quorum). Normal rounding applies.
- C. There shall be at least one General Lodge Meeting per calendar year. This meeting shall take place during the annual Lodge Fall Fellowship Pow-Wow for the purpose of electing Lodge Officers. General Lodge Meetings may only be called by the LEC, or by a request of the general lodge membership, which would require a document containing the signatures of ten (10) percent of the total, active lodge membership to validate the request.

XII. GENERAL

- A. All power, authority, duties and functions of the Lodge and Chapter membership and officers shall be exercised in the strict conformity to the applicable regulations of the Boy Scouts of America.
- B. In the event that any elected officer is unable to fulfill his duties, a letter of resignation shall be submitted to the Lodge Executive Committee, and the Lodge Chief shall appoint a temporary officer to complete the former's term of office, with the approval of the Lodge Executive Committee. All temporary officers shall meet the eligibility requirements for Lodge office as described in Section IV of these Lodge Rules.
- C. If the officer resigning is the Lodge Chief, the Vice-Chief of Service shall assume the position of Lodge Chief, and shall appoint a member to complete his term of office. If the Lodge Vice Chief of Service deems himself unable to assume the duties of Lodge Chief, the Lodge Chief resigning office, in consultation with the Lodge Adviser and Lodge Staff Adviser, shall nominate one of the remaining voting members of the LEC as Lodge Chief. The voting members of the LEC (not including the member nominated to serve as Lodge Chief), shall vote to approve

of the nomination. If the nomination is rejected, the LEC shall enter into Executive Session (only voting members and their advisers, along with the Lodge Key 3 shall be present). The Lodge Chief resigning office shall nominate another voting member of the LEC, subject to the approval vote of the voting members of the LEC. Should this nomination fail to be approved by the voting members of the LEC, the Lodge Chief resigning office, in consultation with the Lodge Adviser and the Lodge Lay Adviser, will have the option of nominating any currently active youth lodge member. This process shall repeat until a new lodge chief is approved by the voting members of the LEC. The new Lodge Chief will appoint any necessary replacement and the resigning Lodge Chief shall immediately become the Immediate Past Lodge Chief.

D. For conduct inappropriate to the office and to Scouting, any elected Lodge or Chapter officer may be removed from office by the Lodge Adviser or Council Scout Executive. The Officer in question shall be informed by written notice. This office shall be filled in accordance with B. and C. above, as required.

E. If any voting member of the Lodge Executive Committee is not present at three (3) consecutive Lodge Executive Committee meetings without an acceptable reason, he shall be removed from his position, and the Lodge Chief shall take action to replace him, in accordance with B. above. The Lodge Key Three may allow exemptions as appropriate.

F. The Lodge Executive Committee is responsible for all interpretations of these Rules.

G. All Lodge Executive Committee meetings and any other business meetings of the Lodge shall be conducted by the most recent edition of Robert's Rules of Order.

H. All Lodge members shall wear an appropriate outfit or BSA uniform, including Order of the Arrow sash, while attending any Lodge induction ceremony, and any regular meetings of the Lodge Executive Committee.

I. The Coosa Lodge Rules shall be available in the Lodge Planbook and on the Lodge Website for review by the entire Lodge membership.

J. If a Lodge Officer is elected Section Chief, he shall resign his Lodge office and the Lodge Chief shall appoint a replacement to complete his term in accordance with B. above. Such replacements shall meet the eligibility requirements for Lodge Office as stated in Section IV, A., above.

XIII. AMENDMENTS TO THE LODGE RULES

A. A proposed amendment to the Lodge Rules must be presented to the LEC for consideration. All such proposals shall be discussed at that LEC meeting, but must be tabled until the next LEC meeting. If the L

B. EC approves the amendment, it shall be posted on the Lodge website at least two (2) weeks before the next regularly scheduled Lodge function, or may be available by mail at the request of any lodge member. The LEC shall call a General Lodge Meeting to be held at this function, for the purpose of ratifying the proposed amendment. Passage of the amendment requires a 2/3 approval of the voting Lodge membership present at that Lodge function.

C. The Lodge Rules shall be reviewed by the Lodge Key Three (or an ad hoc committee appointed by them) at least one time per year, for its application and accuracy, and/or need for additional amendments.