

Lodge Rules

Adopted by the General Membership on May 16, 2010

I. Mission

The mission of this lodge is to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the council through positive youth leadership under the guidance of selected capable adults.

II. Name and Affiliation of Lodge

A. Name — This lodge shall be known as Cuwe Lodge 218.

B. Affiliation — This lodge shall be affiliated with the Tall Pine Council 264 of the Boy Scouts of America, and shall be under the supervision of the council camping committee and the administrative authority of the Scout executive.

C. Authorities — The Scout executive, the current printing of *The Order of the Arrow Handbook*, the current printing of ceremonial guides, and these lodge rules, when not in conflict with the above; shall govern the activities of the lodge.

D. Rules — The rules of the lodge will be in effect until such time as they are properly amended or nullified.

III. Election to membership

A. The requirements for 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. The procedure for the Ordeal shall be as stated in the current printing of the *Order of the Handbook* and the *Guide to Inductions*.

IV. 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*.

V. The Vigil Honor

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*.

VI. The Cabinet: The Lodge Elected Officers

Elected Officers — The elected officers of this lodge shall be lodge chief, lodge vice chief of administration, lodge vice chief of chapters, lodge secretary, and lodge treasurer. All candidates for office must be under twenty-one (21) for the entire term of office for which they seek. The election of officers shall be conducted using the following procedure:

1. Nominations — The lodge chief shall, at appropriate times during the Fall Conclave, open nominations for elected offices. Nominations shall take place in the following order: lodge chief, lodge vice chief of administration, lodge vice chief of chapters, lodge secretary, lodge treasurer. Candidates for any elected office must receive a nomination and a second. Any member of the lodge under twenty-one (21) years of age may nominate or second. At any given moment, no person shall be a candidate for more than one lodge office. Final nominations for lodge office will be opened just prior to the election for that office. Note: Each candidate must talk over, with either the lodge chief or lodge advisor, his intentions for running for an office before he may be nominated. If a candidate is under the age of eighteen (18), he must have written parental permission.

2. Speeches — Each candidate for lodge chief shall be given three (3) minutes to speak before the youth membership of the lodge. Candidates for all other offices shall be given two (2) minutes to speak before the youth membership of the lodge. These speech times can be changed, but only if there is a unanimous agreement by all present to change the time of the speech to be given.

3. Chapter Caucus — After the nominations for a given office have been declared closed, and speeches have been given, each chapter chief shall poll the members of his

chapter, under the age of twenty-one (21) to determine how the chapter shall cast its votes. Such a poll shall be taken before each ballot. In the event that there is only one candidate running for a position, that candidate may be elected by “General Acclimation” before caucusing. Such procedures would require a motion and a second by youth members of the lodge, followed by a voice vote. If a significant majority is not evident by a voice vote for general acclimation, then the caucus and vote proceeds as normal.

4. Voting — Each chapter shall have ten (10) votes to cast in the election for each office, regardless of the number of members present. The chapter shall cast votes in proportion to the poll of its members in terms of votes for a candidate or abstentions, provided that no fraction of a vote is cast in any election.

5. Votes Required to Win — To win an election; a candidate must receive a simple majority (one half plus one) of the votes possible.

6. If No Candidate Wins — When a majority is not achieved by any one candidate, the two shall face each other in a run-off election. If neither candidate in the run-off election receives a majority, the lodge chief shall announce to voting members that one more ballot will be taken to decide the election, and if another deadlock occurs, the lodge chief shall cast sufficient ballots to elect the candidate of his choice.

7. Position Descriptions

A. Lodge Chief

1. Keeps record of all lodge operations and activities.
2. Conducts lodge executive committee meetings and attends Section C-2A Council of Chiefs' meetings.
3. May serve as a voting member of the council executive board, as youth representative for all the youth members of the council.
4. Appoints committee chairmen, with the vice chief of administration.
5. Represents the lodge at outside events.
6. Is responsible for the proper operation of all lodge functions, committees, and chapters.
7. Supervises the activities of the cabinet.
8. Appoints ad hoc committees as needed.
9. Responsible for making sure that each lodge executive board member is accomplishing goals, has the needed resources, and is fulfilling his obligations.
10. Is a “spark plug” for membership.

B. Lodge Vice Chief of Administration

1. Ex-officio of all committees.
2. Assumes the leadership and responsibilities of the lodge chief in his absence.
3. Is directly responsible for the function of each committee.
4. Assists the lodge chief in selection of committee chairmen.
5. Judges and awards the Committee of the Year.
6. Serves as chairman of the Founder's Award committee.
 - a. Appoints an ineligible youth to preside over the youth portion, if he himself is eligible.
7. Reports to the lodge chief

C. Lodge Vice Chief of Chapters

1. Assumes the responsibilities of the vice chief of administration in his absence.
2. Supervises the function of the chapters.
 - a. Gives leadership to the lodge council of chiefs (CoC)
 - 1) Presides over regular meetings, as decided by the CoC

2) By a vote of chapter chiefs, supervises the distribution of the funds of the Charlie Hart Memorial Campership Fund. This CoC is held in May of each year, following Spring Conclave.

3) Judges and awards the Chapter of the Year.

3. Reports to the lodge chief

D. Lodge Secretary

1. Assumes the responsibilities of the vice chief of chapters in his absence.

2. Responsible for lodge correspondence.

a. Sends notification to all lodge executive board members for each lodge executive committee meeting, at least a week in advance.

b. Publishes an agenda and minutes for all meetings.

c. Responsible for duplication of needed materials.

3. Reports to the lodge chief

E. Lodge Treasurer

1. Assumes the responsibilities of the lodge secretary in his absence.

2. Keeps and inventory of lodge properties and handles the sale of insignias and supplies at lodge events (trading post).

3. Supervises lodge finance.

a. Prepares a monthly financial statement and detailed quarterly budget.

b. Responsible for the distribution of all lodge funds, with the approval of the lodge staff adviser (including the acceptance of all receipts).

c. Keeps record of all income and expenditures in the lodge ledger.

d. Prepares an annual financial statement for the lodge executive committee.

e. Supervises the preparation of the annual lodge budget.

4. Reports to the lodge chief.

8. Term of Office — Lodge officers shall be elected at the close of the Fall Conclave and be inducted immediately after the election. The term of office shall be one year, ending at the close of the following Fall Conclave.

9. Absence of the Lodge Chief— In the absence of the lodge chief, the lodge vice chief of administration shall act in the place of the lodge chief. The chain of command is lodge chief, lodge vice chief of administration, lodge vice chief of chapters, lodge secretary, and lodge treasurer.

10. Resignation of an Elected Officer — If any elected officer resigns, the lodge elected officers may choose a qualified lodge member to complete the term of office. If it is so decided, one or more officers may “step up” to fill the gap left by the resigning officer. The cabinet may then elect a qualified lodge member to fill the open position for the remainder of the term.

11. Removal of an Elected Officer— If any elected officer fails to perform the duties and responsibility stated in the lodge rules; the COC may decide to remove them from office or take other action. If the VCOC is the officer who is not performing, the chapter chief of the chapter of the year shall run the COC.

12. Appointment of the Lodge Adviser — The lodge adviser is appointed annually by the Scout executive.

13. Lodge Program — The cabinet is responsible for recruiting and appointing youth to plan and organize lodge events. Events may include the Lodge Annual Banquet, Service Days, Fall Conclave, Spring Conclave, and Lock-In. The lodge chief shall appoint the chairman, on the advice of the cabinet.

VII. The Lodge Executive Committee

A. Lodge Executive Committee Membership — The lodge executive committee shall be composed of the five elected officers, the immediate past lodge chief, the chapter chiefs and advisers and the committee chairman and advisers, a member of the council camping committee, the Scout executive, the lodge staff adviser, and the lodge adviser. A designated substitute of any lodge executive committee members may be made to represent them at any meeting.

B. Lodge Executive Committee Composition — The members shall be:

Voting Members:

- Lodge Chief *
- Lodge Vice Chief of Administration
- Lodge Vice Chief of Chapters
- Lodge Secretary
- Lodge Treasurer
- Committee Chairmen
- Chapter Chiefs

* The Lodge Chief only votes if there is a tie.

C. Chapter Chiefs and Committee Chairmen — Both chapter chiefs and committee chairmen must be under the age of twenty-one (21) the entire term of office. The lodge adviser may select one or more adults to adviser chapters and committees at his/her discretion.

1. Chapter Chiefs — All chapter chiefs shall be elected by the youth members in his respective chapter. Chapter chief nominees must be from the chapter of which they are running. Chapters shall be free to develop their own method for electing a chief, so long as the only voting members are youth. Terms of office for chapter officers are the same as those of the lodge elected officers.

2. Committee Chairmen — The lodge chief shall appoint, under the advisement of the lodge vice chief of administration, all committee chairmen. A chairman may be considered replaced at such time as the lodge chief, again under the advisement of the lodge vice chief of administration, deems it necessary.

3. Advisers — An adviser of a committee or chapter may be considered replaced at such time as the Lodge Adviser, under advisement of the lodge staff adviser, deems it necessary.

D. Lodge Executive Committee Voting Privileges — Only members of the lodge executive committee under the age of twenty-one (21) (as outlined in “lodge executive committee composition”) shall have the power to move, second, and vote on motions at the lodge executive committee meetings. A majority vote of the voting lodge executive committee members present shall be required for the carrying of any motion, provided that a quorum is present. In order to have a quorum, a simple majority (one-half plus one) of the voting executive committee members must be in attendance at the meeting. If a quorum is not present, no voting may take place.

E. Lodge Executive Committee Responsibilities — The lodge executive committee shall supervise the activities of the lodge. Specifically, it shall be responsible for the following: 1) Approving all lodge expenditures over \$100.00 (one hundred) and any amount a chapter wishes to spend beyond its current available funds. 2) Providing a fill slate of officers for election at the spring conclave 3) Approving a lodge budget and calendar for each year.

F. Annually, at the annual Fall Conclave business meeting, a resolution will be passed naming the twelve standing committees for the upcoming lodge year running from Fall Conclave to Fall Conclave.

VIII. Lodge Meetings and Events

A. Official Decisions — Official decisions of the lodge shall be made at lodge general membership meetings, lodge executive committee meetings, and lodge cabinet meetings. Any lodge member is welcome at any lodge meeting.

B. General Membership Meetings — The lodge shall hold at least one general membership meeting each year. Such a meeting can be called at any time.

C. Lodge Executive Board Meetings — The lodge executive committee shall meet monthly unless otherwise decided by the lodge executive committee and cabinet.

D. Special Meetings — Special meetings of the lodge executive committee or the general membership may be called at any time by the lodge chief or Scout executive. Members shall be informed at least ten days in advance of any such meeting.

E. Age Requirement for Voting — In any decision of the lodge, including those made by committees, only members under the age of twenty-one (21) shall have the power to move, second, or vote on any motion.

IX. Clarifications and Rulings

A. Drug and Alcohol Ruling — The purpose of this rule is to promote the ideals of Scouting and to eradicate any responsibility the lodge might have due to the actions of individuals. It will be in effect at all lodge and chapter infractions and will be used when a situation involves intoxicants, drugs, or tobacco products.

Any lodge officer under the influence of or in possession of a controlled substance and/or alcohol will be immediately removed from office. He will be replaced as stated in "Resignation of an Elected Officer." (II,10)

There will be no refund of fees or dues to the offender.

If a minor is found to be under the influence of or in possession of a controlled substance or alcohol: (note: minor as specified under state law)

1. For the first offense, the boy's parents will be notified, he will be sent home, and suspended from the lodge for six weeks. The lodge cabinet will then decide what is to be done.
2. After this, the matter will be taken before the lodge executive committee to decide what is to be done.

If an adult is found to be under the influence of or in possession of a controlled substance or alcohol:

3. For the first offense, he will be kept under observation until it is safe for him/her to travel. He/she will then be asked to leave.
4. After the second offense, the adult shall face immediate expulsion from the lodge.
5. The Scout executive shall be notified within 48 hours on all offenses.

B. Smoking Clarification

Smoking is strictly prohibited for minors (minors provided by state law).

If a minor is found to be under the influence of or in possession of tobacco products, the boy's parents will be notified and he will be sent home.

Adults are asked to refrain from smoking within any vehicle when there are any youth in the vehicle. This is for any lodge or chapter event.

Smoking in buildings on any Boy Scout facility is strictly prohibited.

There will be designated smoking areas at all events.

In road trips lasting more than one hour, a smoker may request that a stop be made once every hour. The smoker may then smoke at this stop, as long as the above rules are met.

C. Hazing Ruling — Hazing is defined as the subjugation of a new candidate to humiliating and/or embarrassing ordeals, and even beatings. Any person caught hazing will be put before the lodge executive committee facing expulsion from the Order of the Arrow. These bodies will hear evidence concerning the incident and make a judgment based on the evidence. Not only is hazing illegal, it is also mean and un-Scout like.

D. Breaking Lodge Rules - Any youth member of this lodge accused of breaking any lodge rule is entitled to a hearing upon request. The request for hearing must be made by or on behalf of

the accused member within 10 days of his being notified that he has been accused, by informing the lodge adviser or lodge staff adviser either verbally or in writing. When requested, a special hearing board will be convened as soon as possible but not more than 30 days after the request is made. When circumstances allow, the hearing board may be convened immediately. The special hearing board will meet under the direction of the lodge chief and shall consist of the lodge Chief plus four (4) additional youth members of the executive committee who were not involved in the alleged infraction. In the event that the lodge chief was involved in the infraction, leadership of the hearing board shall pass through the regular chain of command. If no cabinet member is eligible or available to chair the hearing, the lodge advisor shall appoint a chair. The lodge adviser and the lodge staff adviser, or their respective delegates shall be present in an advisory capacity at any and all meetings of the hearing board. One youth member of the committee shall be designated as secretary for the purpose of providing a written report of the proceedings to the lodge executive committee. The sole purpose of the special hearing board shall serve to establish the facts surrounding the alleged infraction and to determine the guilt or innocence of the accused member. The committee may hear witnesses called by the accused or the accuser or both, upon such rules as it establishes upon convening. At the conclusion of the hearing, youth members of the committee will vote by secret ballot, after taking such time as they require to caucus. Four of five votes are required to establish guilt. If a lodge member is found guilty, punishment in accordance with the lodge by-laws shall follow. If found innocent, any actions taken previously or at the time of the alleged infraction shall be immediately vacated.

X. Funds

A. Dues Rate — Dues of the lodge shall be collected annually at the Scout Service Center. The dues rate shall be established annually by the lodge executive committee.

B. Dues Deadline — Dues shall be collected by December 31 for that year. Members who have not paid their dues shall be dropped from the membership list. To return to active membership, members shall pay the current dues, plus a reinstatement fee decided upon by the lodge executive committee. Arrowmen transferring to Cuwe Lodge from another lodge are paid for the year that they transfer. Starting the following year, they pay their dues just like any other lodge member would.

C. Ordeal Fee — The fee charged a candidate for membership shall be established by the lodge executive committee. Each new member shall receive *The Order of the Arrow Handbook*, a lodge flap, a membership card, and an information packet about the lodge. In addition, the dues of the candidate shall be considered paid for the year they are inducted.

D. Accounting Procedure — All Order of the Arrow funds shall be handled through the Scout Service Center and shall go through the normal accounting procedure of the council.

XI. Amendments to the Lodge Rules

A. Proposing Amendments — Any lodge member under the age of twenty-one (21) may propose amendments to these lodge rules. The proposed amendment must be signed and submitted to the lodge executive committee.

B. Preliminary Approval — The proposed amendments shall first be considered by the lodge executive committee and the Scout executive. If the Scout executive and a majority of the lodge executive committee approve the amendments, they shall be submitted to the general membership for final approval.

C. Final Approval — Final approval of the proposed amendments shall be considered at a lodge general membership meeting. The general membership shall be notified in a mailing at least ten days before the vote. All members under the age of twenty-one (21) shall be eligible to vote. A majority shall be necessary to pass the amendments.