

# ARACOMA 481 LODGE RULES



ADOPTED: OCTOBER 25, 2014

*"He who serves his fellows, is of all, his fellows Greatest!"*

## Sections.

Article I. Mission.....	3
Article II. Name and Affiliation of Lodge.....	3
Article III. Membership.....	3
Article IV. Officers.....	4
Article V. Lodge General Meetings.....	7
Article VI. Lodge Executive Committee.....	7
Article VII. Operating Committees.....	8
Article VIII. Finance.....	9
Article IX. Parliamentary Procedure and Lodge Operating Procedure.....	9
Article X. Amendment Procedures.....	10
Article XI. Ratification.....	10
Article XII. Transition.....	11

## Article I. Mission.

The mission of Aracoma Lodge is to fulfill the purpose of the Order of the Arrow as integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.

## Article II. Name and Affiliation.

Section 1. The lodge shall be known as Aracoma Lodge, Black Warrior Council # 006, Boy Scouts of America, and shall be under the supervision of the council camping committee and the administrative authority of the Scout Executive.

Section 2. The totem of the Lodge shall be that of the cornstalk. The standard set of colors for the Lodge shall be Aracoma Green and Scouting Red.

## Article III. Membership.

### Section 1. 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 to Officers and Advisors.
- b. The procedure for the Ordeal shall be as stated in the current printing of the Order of the Arrow Handbook and the Guide to Inductions.

### Section 2. General Membership

- a. 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 to Officers and Advisors.
- b. 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 to Officers and Advisors.

## Article IV. Officers.

Section 1. The Officers of this lodge, in order of succession, shall be Lodge Chief, Vice-Chief of Administration, Vice Chief of Inductions, Vice Chief of Program, and Lodge Secretary/Treasurer.

Section 2. Arrowmen desiring to serve as a Lodge Officer must meet the following eligibility requirements:

- a. Be currently registered in scouting in the Black Warrior Council #006.
- b. Be a current lodge dues paid member.
- c. Be younger than the age of twenty-one for the entire term of office.
- d. Must have a completed nomination form signed by their parent(s) (if under eighteen), their primary unit leader, and the Lodge Adviser.

Section 3. Lodge Officer terms are from January 1 to December 31.

Section 4. Lodge Officers may not hold another elected office in the Lodge.

Section 5. Lodge Officers who are elected to a section office must resign their lodge office within 30 days of obtaining the section office.

Section 6. Lodge Officer elections shall be held annually.

- a. Lodge Officers shall be elected at a general meeting held after August 1.
- b. Each Officer nominee shall participate in a forum where they will be reviewed and questioned by the voting membership.
- c. The current Lodge Secretary/Treasurer or his designee shall chair the debate and election process. The elections process must be chaired by an individual who is not seeking election to an office.
- d. Separate elections shall be held for each office in the order of succession.
- e. Eligibility to vote shall be described in Article V. Section 3.

- f. In order to be elected, a nominee for office must receive a simple majority of votes cast. Should no nominee receive a majority on the first vote, all but the two nominees with the most votes shall be dropped from the ballot and a new vote taken. If this vote results in a tie, the chair will announce to the members that it has resulted in a tie. He will announce that a new ballot will be taken to break the tie. If another tie results, then a new vote shall be taken and the chair shall abstain from voting.
- g. An Officer candidate, if unelected to the first declared office, may drop down to an election for another office; provided the office is declared on the nomination form and is approved by the Lodge Adviser.
- h. No member of the lodge age twenty-one or over may participate in campaigning in any form for any candidate. All adults shall remain impartial during the election process.

Section 7. Lodge Officers may be impeached for cause or misconduct.

- a. An Officer of the lodge may be removed from office on the following grounds
  - 1. Failure to perform duties of the office as stated in the Order of the Arrow Guide to Officers and Advisors, these Lodge Rules, or the Lodge Operating Procedures.
  - 2. Failure to maintain registration in the council.
  - 3. Failure to maintain in good standing status in the lodge.
  - 4. Failure to conduct himself in accordance with the Scout Oath, Law, and the Order of the Arrow Obligation.
- b. The procedure for removal from office shall be as follows.
  - 1. A letter signed by three voting members of the lodge must be submitted to the Lodge Adviser and Staff Adviser stating the complaint against that Officer.
  - 2. The Lodge Adviser and Staff Adviser may initiate the removal process if both are in agreement after reviewing the complaint.

3. The Lodge Adviser and Staff Adviser shall meet with the Officer to discuss the complaint.
4. They should then decide if the complaint has merit. If the complaint has merit, the procedure will be referred to the Lodge Executive Committee for action.
5. The Lodge Adviser shall call a special Lodge Executive Committee meeting to discuss the proposed action. Notice of the meeting must be given to all members of the Lodge Executive Committee at least 2 weeks prior to the meeting.
6. The Lodge Advisor shall then present the complaint against the Officer. The Officer shall then have a chance to refute those facts and mitigate the circumstances for removal. The officer shall be allowed an adult advocate as witness.
7. Removal of the Officer shall require a 2/3s majority of the voting members of the Lodge Executive Committee.

Section 8. In case of an elected officer vacancy, resignation, or impeachment the vacancy shall be filled.

- a. A vacancy in the office of Lodge Chief, due to removal or resignation, shall be filled by the next officer in succession.
- b. A vacancy in any other elected office shall be filled through temporary appointment by the Lodge Chief. The appointment may be made permanent with approval of two thirds of the voting members of the Lodge Executive Committee in attendance at a regularly scheduled meeting of the Lodge Executive Committee. The appointee must meet the established requirements in Article 4. Section 2.

Section 9. Whenever the Lodge Chief transmits to the Lodge Executive Committee his written declaration that he is temporarily unable to discharge the powers and duties of his office, and until he transmits to them a written document to the contrary, such powers and duties shall be discharged by the Vice Chief of Administration acting as Lodge Chief. The Lodge Adviser and Staff Adviser must approve this transmittal of power.

Section 10. The Lodge Chief may transmit to the Lodge Executive Committee his written declaration that he is unable to discharge the powers and duties of his office and thus is resigning from it. The procedure for filling the office of Lodge Chief is outlined in Article 4. Section 9a.

Section 11. The Vice Chief of Administration, the Vice Chief of Inductions or, the

Lodge Secretary/Treasurer may transmit to the Lodge Executive Committee his written declaration that he is unable to discharge the powers and duties of his office and thus is resigning from it. The procedure for filling his office is outlined in Article 4. Section 9b.

## Article V. Lodge General Meetings

Section 1. The Lodge shall hold at least one general meeting for the purpose of Lodge Officer elections.

Section 2. General meetings must be held to adopt Lodge Rules amendments and to conduct Lodge Officer elections.

Section 3. Each Lodge member under the age of twenty-one shall have a vote at Lodge General meetings.

Section 4. The Lodge Chief shall chair these meetings unless otherwise specified in these rules.

Section 5. Adults shall speak only after recognition from the chair during a General Meeting.

Section 6. The Lodge Chief in consultation with the Lodge Adviser may call Special General meetings to consider business throughout the year. He shall give all voting members at least 10 days notice of this meeting.

## Article VI. Lodge Executive Committee

Section 1. The Lodge Executive Committee shall have the duty of providing general planning for Lodge activities and overall guidance and operation of the Lodge.

Section 2. The Lodge Executive Committee shall be composed of the elected Lodge Officers, Immediate Past Lodge Chief, Lodge operating committee chairman, Lodge Adviser, Scout Executive, and Lodge Staff Adviser.

Section 3. The voting members of the Lodge Executive committee shall be the elected Lodge Officers. Each voting member shall only hold one vote with no proxy voting allowed.

Section 4. Quorum shall be defined as 3 of the active voting members. Officers undergoing the impeachment process shall be deemed inactive and shall have no vote.

Section 5. A motion requires a minimum of 3 votes of approval to pass.

Section 6. The Lodge Chief shall have the power to act upon matters of business in the best interest of the lodge, if said business cannot be delayed until the next scheduled meeting of the Lodge Executive Committee. All such actions are subject to approval of the Lodge Adviser and Staff Adviser.

### Article VII. Operating Committees

Section 1. Ceremony, Drum and Dance, Ordeal, Brotherhood, Vigil Selection, Awards and Recognition, Service, Publication, and Camping/High Adventure Committee shall be standing committees of the Lodge.

Section 3. Other standing committees may be established in the Lodge Operating Procedures through the process outlined in Article 9. Section 4.

Section 4. The responsibilities of all committees shall be defined in the Lodge Operating Procedures.

Section 5. The Lodge Chief, in consultation with the Lodge Advisor, shall appoint all chairmen unless otherwise specified in these Lodge Rules or the Lodge Operating Procedures.

Section 6. The Lodge Chief, in consultation with the Lodge Advisor, shall establish Ad- Hoc committees he deems essential to the operations of the Lodge.

Section 7. The Lodge Advisor, in consultation with the Lodge Chief, shall appoint Committee Advisors.



Section 8. The Lodge Chief, in consultation with the Lodge Advisor, holds the ability to remove any chairmen from his position, unless otherwise specified in these Lodge Rules or the Lodge Operating Procedures.

Section 9. The Lodge Advisor, in consultation with the Lodge Chief, holds the power to remove Committee Advisors from their position.

Committee Chairs or Advisors may transmit to the Lodge Executive Committee his or her written declaration that he or she is unable to discharge the powers and duties of his or her office and thus is resigning from it. The Lodge Adviser and Staff Adviser must approve this resignation of power. The procedure for filling his or her office is outlined in Article 7. Section 5/7 (respectively).

### Article VIII. Finance

Section 1. The Black Warrior Council, and the lodge shall keep up to date financial records. These records shall be available for review by any member of lodge.

### Article IX. Parliamentary Procedure and Lodge Operating Procedures

Section 1. The Lodge shall follow the most current edition of *Robert's Rules of Order* in order to conduct the necessary business of the Lodge: Lodge Executive Committee meetings, General Meetings of the Lodge, and lodge operating committee meetings except where otherwise specified by *the Order of the Arrow Handbook, the Order of the Arrow Guide to Officers and Advisors, these Lodge Rules* or the *Lodge Operating Procedures*.

Section 2. The lodge may adopt special rules of order that will supersede Robert's Rules of Order whenever applicable. Such rules will be included within the Lodge Operating Procedures, and may be passed or amended by a 2/3 majority of all voting representatives present at any meeting of the Lodge Executive Committee, where quorum is present. These are not to be used to define policy, only procedural rules of order.

Section 3. The Lodge shall form a set of Lodge Operating Procedures, which incorporate rules and regulations. These Lodge Operating Procedures will be reviewed by the Lodge Executive Committee and adopted for that year of operation with the approval of the Lodge Executive Committee every January by means of a simple majority vote. If the LEC does not adopt a set of procedures by January 31 then the previous year's procedures shall be used.

Section 4. The Lodge Operating Procedures may be amended through written motions at any Lodge Executive Committee meeting with a quorum present as defined in Article VI. Section 5.

Section 5. Lodge members shall be notified of changes.

## Article X. Amendment Procedure

Section 1. The Lodge Executive Committee will review the Lodge Rules every January for compliance and germaneness.

Section 2. A technical amendment to these rules may be enacted by approval of the Scout Executive or his designee and 2/3's of voting members at a Lodge Executive Committee in attendance. Notice shall be given to all members of the update. A technical amendment is one that changes unclear wording or misspelling, or is required by a change in council or national policy.

Section 3. A voting member may submit a non-technical amendment at any Lodge Executive Committee meeting.

- a. The committee shall discuss the merits and vote it up or down with a 2/3 majority.
- b. If passed, the motion is then sent to the lodge membership and given a deadline of a vote at a lodge general meeting.
- c. The general meeting must take place at least 30 days after the placement on the agenda by the Lodge Executive Committee. A notice shall be given at least 10 days before the meeting.
- d. The Lodge Chief may choose to call a special general meeting or wait until the next regularly scheduled meeting.
- e. The General meeting must adopt the amendment with 2/3s approval of all voting members present.

## Article XI. Ratification

These Lodge Rules shall become effective when adopted by a two-thirds majority of the voting members present at a general meeting. These Lodge Rules shall always be in accordance with the policies and procedures of the Order of the Arrow and the Boy Scouts of America. If a policy change with the Order of the Arrow or Boy Scouts occurs, then all parts of these Lodge Rules, which conflict with the policy shall be declared null and void and the matter referred to the LEC. These Lodge Rules shall revoke, nullify, and supersede all previous Constitutions, Bylaws, and Standing Rules of Aracoma Lodge, Black Warrior Council #006.

## Article XII. Transition

The current Officers of this lodge shall remain Officers under the new Lodge Rules until January 1, 2015, where the Officers elected at Fall Fellowship 2014 will assume office. The Lodge Chief will retain his position. The Vice-Chief of Administration absorbs the position of VC of Development and Service. The Lodge Secretary/Treasurer shall absorb the Secretary and Treasurer tasks under the VC of Administration. This article will become null and void at the conclusion of the January 2015 Lodge Executive Committee Meeting.