



ARACOMA LODGE
BLACK WARRIOR COUNCIL, BSA



LODGE
PROCEDURES

2016

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Section I. Definition of Notice.

In order to reach the highest number of lodge members, Aracoma shall primarily notify all members through Facebook, Email Blast, and Official Website. Lodge operated Social Media for the year 2015 shall operate only through the following:

- a. Facebook. Aracoma Lodge will operate under the Facebook handle "Aracoma 481". No other Facebook pages, groups, or other social media sites are operated or associated with Aracoma Lodge, and thus we will not be responsible for incorrect or inappropriate information on these pages, groups, or sites.
- b. Email. Aracoma Lodge will operate under the email name aracoma481@yahogroups.com. All email blasts will be sent to all members subscribed to this email group.
- c. Official Website. Aracoma Lodge's official website shall be known as www.aracoma481.org.

Section 2. Special Rules of Order.

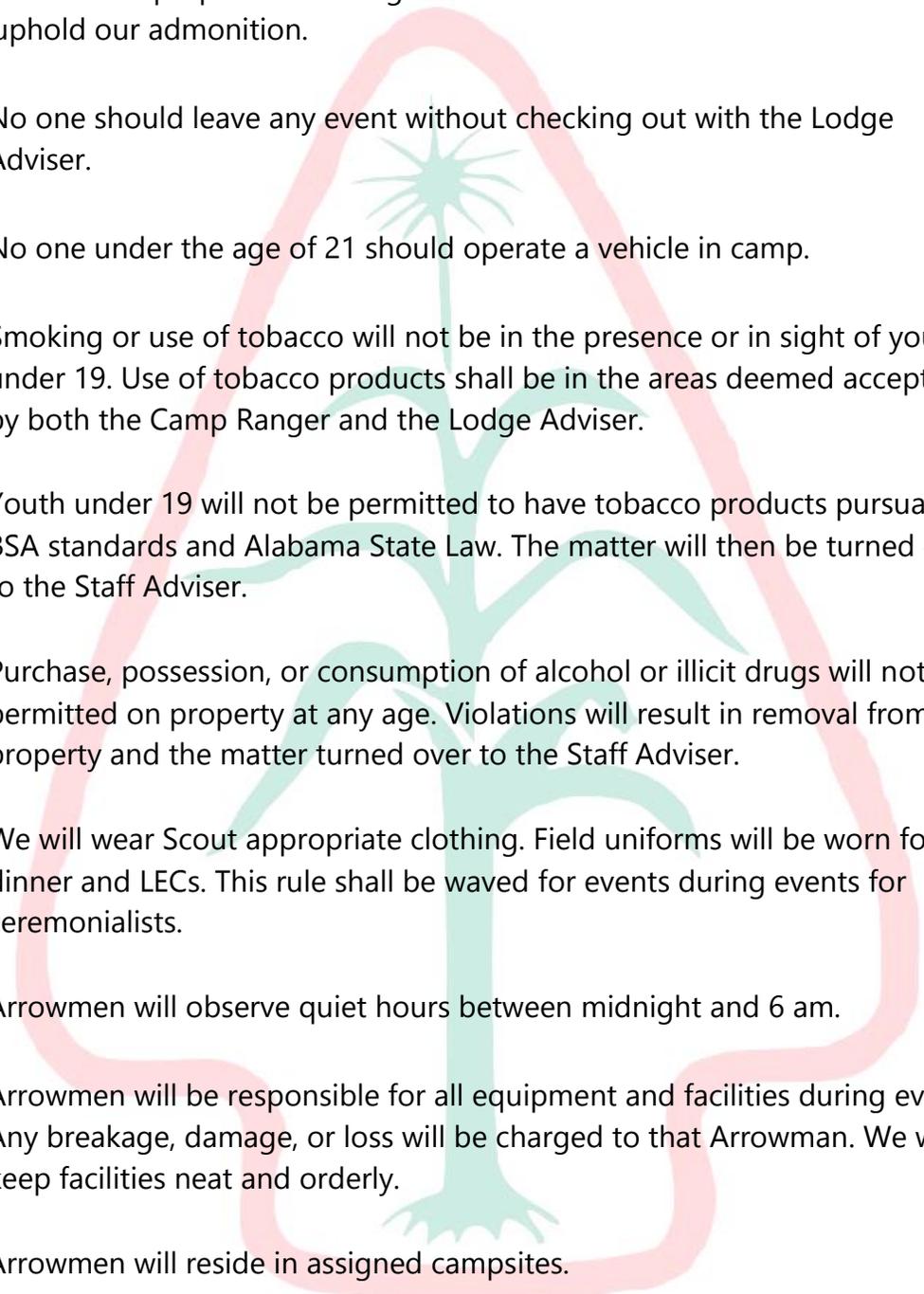
All details on any business appearing before the LEC shall be made available to all LEC members one week prior to the meeting.

LEC members must submit a written report to the Lodge Secretary/Treasurer to be included in the minutes.

Minutes shall be posted on the website for review within ten days after the meeting. These minutes are unapproved until the next LEC and should be treated as such.

Section III. Code of Conduct.

This code is intended to provide a safe environment for all brothers; youth and adult. The purpose of these guidelines is to set a baseline while we seek to uphold our admonition.

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- a. No one should leave any event without checking out with the Lodge Adviser.
 - b. No one under the age of 21 should operate a vehicle in camp.
 - c. Smoking or use of tobacco will not be in the presence or in sight of youth under 19. Use of tobacco products shall be in the areas deemed acceptable by both the Camp Ranger and the Lodge Adviser.
 - d. Youth under 19 will not be permitted to have tobacco products pursuant to BSA standards and Alabama State Law. The matter will then be turned over to the Staff Adviser.
 - e. Purchase, possession, or consumption of alcohol or illicit drugs will not be permitted on property at any age. Violations will result in removal from property and the matter turned over to the Staff Adviser.
 - f. We will wear Scout appropriate clothing. Field uniforms will be worn for dinner and LECs. This rule shall be waved for events during events for ceremonialists.
 - g. Arrowmen will observe quiet hours between midnight and 6 am.
 - h. Arrowmen will be responsible for all equipment and facilities during events. Any breakage, damage, or loss will be charged to that Arrowman. We will keep facilities neat and orderly.
 - i. Arrowmen will reside in assigned campsites.
 - j. Fireworks and firearms are not allowed on property in accordance with Alabama State Law.

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- k. All adults and youth in this lodge will show respect to each other.
 - l. Each arrowman has a right to their personal space, and the right to ask someone to back up if they feel that space has been violated.
 - m. No intimidation, threats, or bullying (including cyber) will be allowed in this lodge.
 - n. No youth or adult shall feel that their viewpoint shall bring a retaliatory response.
 - o. No derogatory comments based on sex, race, age, creed, national origin, sexual orientation or religion will be tolerated.
 - p. The Scout Oath and Law will be our guiding principle.

Section 4. Lodge Visitor/Guest Policy

For the purpose of this policy the following terms and definitions will be used:

Guest- any non-member of our lodge specifically invited to attend a lodge event.

Visitor- any lodge member who is not registered at an event that is present at any time. Fees may apply.

All guests and visitors must check in upon arrival and departure with event registration. All guests and visitors must agree to abide by the Lodge Code of Conduct. Current youth protection guidelines must be followed.

Section 5. Lodge Officer Responsibilities

As the principal leader of the Lodge, the Lodge Chief shall:

- Take the responsibility for conducting the Lodge program to the best of his ability and to the satisfaction of the membership.
- Shall attend all meetings of the Lodge, the Executive Committee and the committees under care of the Lodge Chief.
- Preside over all meetings of the Lodge and the Executive Committee. □
Serve as an ex-officio member of the committees under his care.
- Ensure that the other elected officers fulfill their obligations and responsibilities, and, when an office is vacant, ensure that assigning them to a responsible individual until that office is again filled properly.
- In consultation with the Lodge Adviser and Lodge Staff Adviser, may call special meetings of the Executive Committee of the Lodge, and of the Lodge membership.
- May create and name temporary committees with the knowledge of, or at the direct request of the Lodge Executive Committee.

Shall in conjunction with the Lodge Secretary, interpret and revise the Lodge Rules and Regulations as necessary.

- In conjunction with the Lodge Adviser, Lodge Staff Adviser, and Training Committee shall plan and coordinate the annual Lodge Leadership Development (LLD) Course.
- Have the Vigil Selection, Awards and Recognition, and Drum and Dance committees under his care.
- Represent the Lodge at Section Councils of Chiefs, Conclaves, and at other functions of the Council, Section, Region, or National level

As a leader of the Lodge, the Vice Chief of Administration shall:

- Assist the Lodge Chief in conducting the Lodge Program to the best of his ability and to the satisfaction of the membership.
- Attend all meetings of the Lodge, the Executive Committee, and the committees under his care.
- Under the circumstances designated by the lodge rules or the Lodge Chief, preside over meetings in the Lodge Chief's absence.
- Directly oversee the functioning of the Special Projects/ Construction Committees. Also oversee the Health & Safety Officer.
- Serve as an ex-officio member of the committees under his care.

- Ensure that the chairmen of the committees under his care fulfill their duties and responsibilities.
- Take charge of any committee under his care that is without a chairman, and assist the Lodge Chief in selecting a prospective chairman.
- Perform any other duty as assigned by the Lodge Chief.
- Have the Camping and Training committees under his care.

As a leader of the Lodge, the Vice Chief of Inductions shall:

- Assist the Lodge Chief in conducting the Lodge Program to the best of his ability and to the satisfaction of the membership.
- Attend all meetings of the Lodge, the Executive Committee, and the committees under his care.
- Under the circumstances designated by these rules or the Lodge Chief, preside over meetings in the Vice Chief of Administration's absence.
- Serve as an ex-officio member of the committees under his care.
- Ensure that the chairmen of the committees under his care fulfill their duties and responsibilities.
- Take charge of any committee under his care that is without a chairman, and assist the Lodge Chief in selecting a prospective chairman.
- Coordinate and oversee the processes of Unit Elections through the Brotherhood Ceremony.
- Ensure that elections are held correctly and on time.
- Ensure that call-out ceremonies are coordinated.
- Ensure that the Ordeal experience is positive.
- Encourages members to obtain Brotherhood membership.
- Perform any other duty as assigned by the Lodge Chief
- Have the Ordeal, Brotherhood, and Ceremony committees under his care.

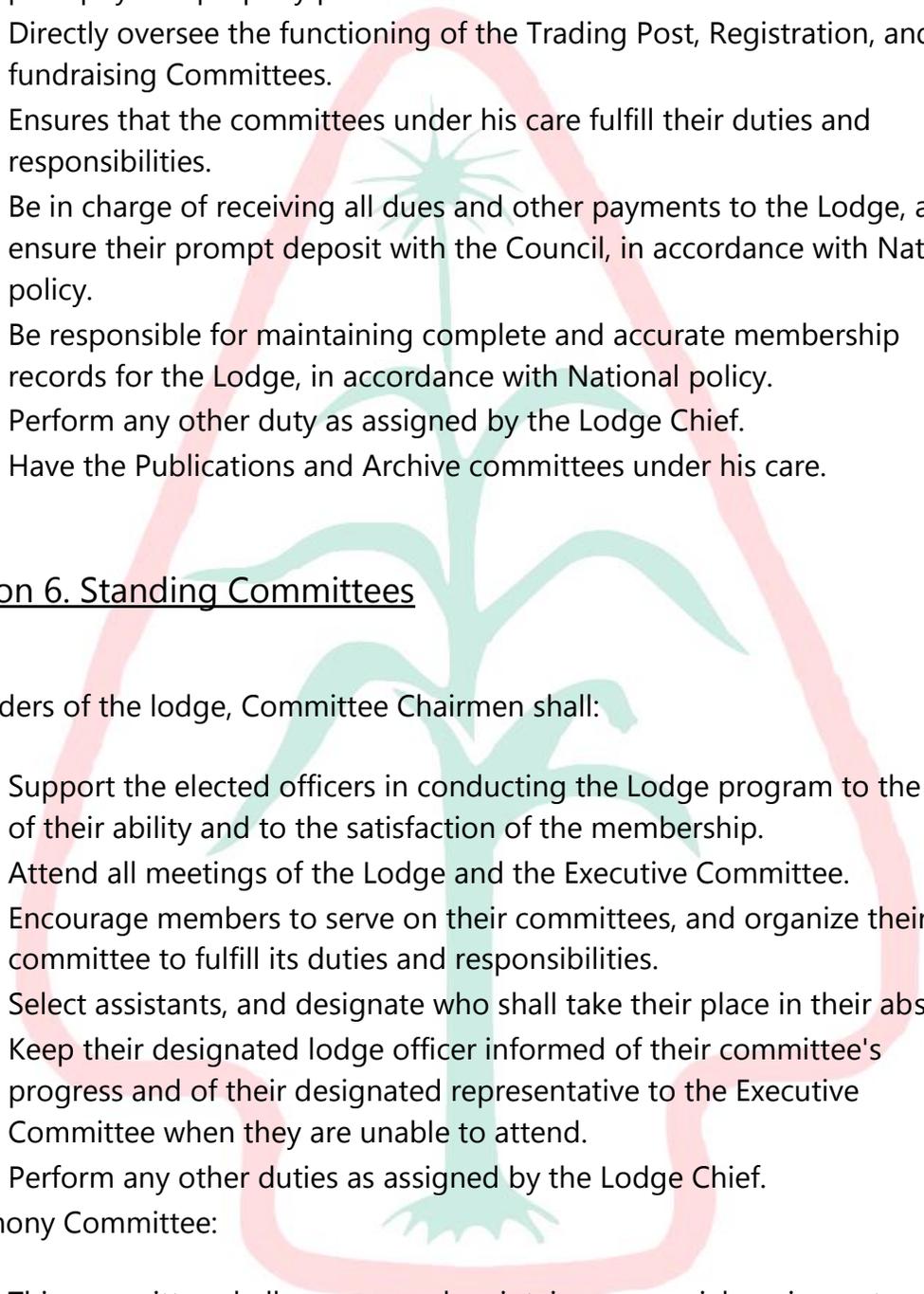
As a leader of the Lodge, the Vice Chief of Program shall:

- Assist the Lodge Chief in conducting the Lodge Program to the best of his ability and to the satisfaction of the membership.

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- Attend all meetings of the Lodge, the Executive Committee, and the committees under his care.
 - Under the circumstances designated by these rules or the Lodge Chief, preside over meetings in the Vice Chief of Induction's absence.
 - Serve as an ex-officio member of the committees under his care.
 - Ensure that the chairmen of the committees under his care fulfill their duties and responsibilities.
 - Take charge of any committee under his care that is without a chairman, and assist the Lodge Chief in selecting a prospective chairman.
 - Coordinate all lodge events.
 - Promote all lodge events.
 - Perform any other duty as assigned by the Lodge Chief.
 - Have the Cooking and Service committees under his care.

As a leader of the Lodge, the Secretary/Treasurer shall:

- Assist the Lodge Chief in conducting the Lodge Program to the best of his ability and to the satisfaction of the membership.
- Attend all meetings of the Lodge, the Executive Committee and the committees under his care.
- Under the circumstances designated by these rules or the Lodge Chief, preside over meetings in the Vice Chief of Induction's absence.
- Record and maintain accurate records of the business conducted at Lodge and Executive Committee meetings, and have these records available for reference at subsequent meetings.
- Directly oversee the functioning of the Publications Committee.
Serve as an ex-officio member of the committees under his care.
- Ensure that the chairmen of the committees under his care fulfill their duties and responsibilities.
- Take charge of any committee under his care that is without a chairman, and assist the Lodge Chief in selecting a prospective chairman.
- Shall insure that The Lodge Rules and Regulations are reviewed for compliance with National and Council guidelines on an annual basis.
- Be responsible for the financial records of the Lodge, in accordance with National Policy.

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- Be responsible for ensuring that all bills and debts of the Lodge are promptly and properly paid.
 - Directly oversee the functioning of the Trading Post, Registration, and any fundraising Committees.
 - Ensures that the committees under his care fulfill their duties and responsibilities.
 - Be in charge of receiving all dues and other payments to the Lodge, and ensure their prompt deposit with the Council, in accordance with National policy.
 - Be responsible for maintaining complete and accurate membership records for the Lodge, in accordance with National policy.
 - Perform any other duty as assigned by the Lodge Chief.
 - Have the Publications and Archive committees under his care.

Section 6. Standing Committees

As leaders of the lodge, Committee Chairmen shall:

- Support the elected officers in conducting the Lodge program to the best of their ability and to the satisfaction of the membership.
- Attend all meetings of the Lodge and the Executive Committee.
- Encourage members to serve on their committees, and organize their committee to fulfill its duties and responsibilities.
- Select assistants, and designate who shall take their place in their absence.
- Keep their designated lodge officer informed of their committee's progress and of their designated representative to the Executive Committee when they are unable to attend.
- Perform any other duties as assigned by the Lodge Chief.

Ceremony Committee:

- This committee shall prepare and maintain ceremonial equipment, including regalia, and prepare the ceremonial grounds.
- It shall encourage members to take parts in ceremonies.
- It shall train and prepare primary and back-up teams for all ceremonies.

- It shall conduct all ceremonies in accordance with the latest printing of the OA Handbook and Ceremonies Guides. □ It shall appoint its own chairman.

Drum and Dance Committee:

- This team shall prepare and present authentic American Indian dances at Lodge Activities, and other events and on other appropriate occasions.
- It shall represent the Lodge and encourage interest in the Order when performing at non-OA events.
- It shall encourage interest in and provide instruction in American Indian Lore.
- It shall appoint its on chairmen

Ordeal Committee:

- Shall recruit an adequate number of Elangomats per Ordeal and have them trained beforehand.
- Shall insure a good Ordeal experience for all candidates.
- Shall work with the Lodge Secretary and Publications Committee to ensure each ordeal candidate receives proper mail outs and instructions prior to ordeal weekend.

Brotherhood Committee:

- Membership on this committee shall be open to only Brotherhood and Vigil Honor members of the Lodge.
- This committee shall invite and encourage all eligible Ordeal members to consider attaining Brotherhood.
- It shall provide for frequent Brotherhood Ceremonies and assist members in the completion of the requirements for Brotherhood, in accordance with the current printing of the OA Handbook.

Cooking Committee:

This committee shall provide for all Lodge events the menu of the weekend.

- It shall ensure that all tables are set up and clean in preparation of meals.

- It shall ensure that the dining hall and all tables are clean at the conclusion of all meals.
- It shall ensure that all cooking utensils and supplies are clean for future use.

Service Committee:

- This committee shall ensure that service project(s) are properly planned in consultation with the Camp Ranger.
- It shall ensure that tools and other supplies are readily available at the location of the service project(s).
- It shall ensure that all service projects start and stop on time.
- It shall develop and present a report of the service project(s) at the next regularly scheduled Executive Committee Meeting. It shall plan the lodge's One Day of Service event.

Publications Committee:

- Shall be responsible for the lodge website and ensure it is updated.
- Shall hold all responsibility for the lodge social media pages and keep them updated.
- Shall be responsible for any lodge mail outs and emails sent to all lodge members.
- Shall keep the members of the lodge informed of matters within the lodge and be responsible for any public notices of the lodge to ensure one message and one goal within the lodge.

Archive Committee:

- Shall be responsible for documenting the lodge's award recipients each time an award is given to a member of the lodge or an award is received by the lodge.
- It shall ensure all memorabilia made by the lodge or donated to the lodge is documented and accounted for.

Training Committee:

- Provides leadership training to all lodge officers and members.

Responsible for planning and carrying out of LLD each January for new lodge leadership.

- Provides training courses at lodge event throughout the year.

Camping/High Adventure Committee:

- This committee shall be responsible for creating and maintaining the Where to Go Camping Guide.
- Promote camping to troops and packs of The Black Warrior Council as well as other troops of the BSA.
- Promote camping within West Alabama.
- Promote OA High Adventure to both Aracoma Lodge and Section SR-9.

Awards and Recognition Committee:

- This committee shall be responsible for all awards and recognition within the lodge to be awarded at the winter banquet.
- It shall work in conjunction with the Vice Chief of Program provide an excellent banquet program.
- It shall be responsible for maintaining the Charlie Walker Donor Awareness program.
- It shall be responsible for maintaining the Founders Award Program.
- It shall be responsible for maintaining the Camp Horne Service Award.
- It shall be responsible for maintaining the James E. West Award.
- It shall be responsible for planning and carrying out the Lodge Winter Banquet.

Vigil Committee:

- Membership on this committee shall be selected from lodge members who are not eligible to receive the Vigil Honor.
- This committee shall consider brotherhood members for the Vigil Honor each year.

Section 7. Other Lodge Personal

Order of the Arrow Camp Counselor:

- Is the lodge's official representative during Summer Camp.
Is a member of the Camp Horne Summer Camp Staff.
- See the OACC Handbook for more information.

Immediate Past Lodge Chief:

- Acts as the Lodge Chief's mentor
- Is an advisor for the whole LEC
- Is a non-voting member of the LEC

