



## Cahuilla Lodge Rules

### SECTION I. NAME AND AFFILIATION

1. The name of this Lodge of the Order of the Arrow shall be the Cahuilla Lodge - #127 W.W.W.
2. The lodge shall be affiliated with the California Inland Empire Council, Boy Scouts of America.
3. The lodge shall be under the administrative authority of the Council Scout Executive.
4. The lodge shall be under the supervision of the Council Camping Committee.

### SECTION II. LODGE PATCH, NECKERCHIEF AND TOTEM

1. The Lodge shall maintain one unrestricted pocket flap.
2. The Lodge shall maintain one unrestricted neckerchief.
3. The Lodge Totem shall be Rattlesnake.

### SECTION III. CHAPTERS

1. The Lodge shall be divided into Chapters, one associated with each Council District. Chapters may be redistributed under the supervision of the Key-3 if an occasion arises.
2. Each Chapter shall be under the administrative authority of the District Executive. The District Executive shall be inducted into the Order, if need be, at the Ordeal immediately following his/her acceptance of the position. That person will act as the Council representative of the Key-3.
3. The Chapter names shall be decided by the Chapters.
4. Chapters shall not deviate from official insignia, the Lodge rules, nor the latest edition of the official O.A. Handbook.
5. Each Chapter may have a Chapter shirt, hat or some other accessory, approved by the Lodge Chief.
6. Each Chapter may adopt a Chapter totem, approved by the Lodge Chief, providing it does not deviate from Lodge insignia.
7. Each Chapter must make a monthly statement to the Chief's Council, written on the official Lodge Chapter Monthly Report.
8. Each Chapter must make an annual report to the Chief's Council, by September, on the official Lodge Chapter Year-End Report.

### SECTION IV. LODGE MEMBERSHIP

1. The requirements for Lodge membership are as required in the latest edition of the official OA Handbook.
2. All members shall be currently registered in the California Inland Empire Council.
3. All members shall keep their dues in a current status (active member), or shall be placed on an inactive list and must update their dues in accordance with the latest edition of the official OA Handbook to register for any Lodge function.

#### SECTION V. LODGE OFFICERS

1. The officers of the Lodge shall be the Chief, First Vice-Chief, Second Vice-Chief, Recording Secretary, Membership Secretary, and Treasurer.
2. The term of office for the Lodge Officers shall be from their installation to the installation of the next year's officers.
3. The officers must comply with all requirements specified in the latest edition of the OA Handbook.
4. No Lodge Officer shall hold any other elected Lodge position or any elected chapter position.

#### SECTION VI. OFFICER ELECTIONS

1. Lodge Officer elections shall be held at the Fall Fellowship.
2. Nominations may be made by any active youth Lodge member from the floor at the monthly Chief's Council. Nominations will be open at the May meeting and close at the Fall Fellowship campfire, just prior to elections.
3. The nominee must accept in person or in writing (to the Lodge Chief) and be an active member (current dues paid).
4. The election process will proceed as follows:
  - a). Only youth members (under 21 years of age) and the Lodge Adviser or designee and the Lodge Staff Adviser or designee, may be present.
  - b). Each Chapter represented will receive a block of 10 votes to distribute to any of the candidates for each office based on their chapter caucus. c). The order of voting will begin with the Lodge Chief position and continue in progression--First Vice-Chief, Second Vice-Chief, Recording Secretary, Membership Secretary, Treasurer. Any candidate not elected may submit their name for consideration for the next office as per the progression above.
  - d). Voting will be tallied by the Recording Secretary and witnessed by the Lodge Chief and the results will be announced after all chapters present have submitted their votes.

## SECTION VII. LODGE OFFICER DUTIES AND RESPONSIBILITIES

### 1. Lodge Chief

a. Presides at all Lodge functions and Chief's Councils. b. Represents Cahuilla at all Section, Area, Region and National functions. c. Shall conduct and coordinate all Lodge operations by means of the Chief's Council and the Key-3. d. Shall be responsible for appointing all Lodge Committee Chairmen by the November Chief's Council meeting. e. Shall hold an annual Lodge and Chapter Officer training session, recommended at the beginning of his term.

### 2. First Vice Chief

a. Acts in the absence of the Lodge Chief. b. Shall organize and direct the activities of the Lodge. c. Promote Lodge spirit. d. Compile a Lodge book and present it at the Section Conclave. e. Shall have direct authority over all Lodge Committees. f. Shall be responsible to put together a Lodge Camp Promotion booth at the Conclave. g. Shall be responsible for administrating the Lodge Excellence Program (CEP).

### 3. Second Vice-Chief

a. Oversees the election of new members for the entire Lodge. b. Shall see that all elections are conducted in accordance with the latest edition of the OA Handbook. c. Shall preside over the Lodge Ordeals and has direct authority over them.

### 4. Recording Secretary

a. Shall keep and record accurate minutes of all Lodge meetings. b. Shall work with and aid the Second Vice-Chief in the Unit Election process. c. Shall be responsible for registration at all Lodge functions.

### 5. Membership Secretary

a. Shall keep an accurate list of Lodge Membership. b. Shall check all persons signed up for Lodge functions and all youth running for Lodge positions as to their dues status and eligibility to participate.

### 6. Treasurer

a. Shall handle all monetary transactions of the Lodge in coordination with the Lodge Staff Adviser and an appointed Lodge Adviser to the Treasurer. b. Shall be responsible for the Lodge Trading Post at all Lodge functions. c. Shall make a monthly financial report to the Chief's Council. d. Shall issue membership cards in response to payment of dues.

## SECTION VII. LODGE COMMITTEES AND COMMITTEE CHAIRMEN

### 1. Awards Committee

a. Responsible for the administration of all Lodge wards programs. b. Shall oversee all ad hoc

committees responsible for individual awards.

## 2. Brotherhood Attainment Committee

a. Shall oversee the entire Lodge Brotherhood program. b. Shall see that the Elangomat program is run to its potential and that it increases active membership in the Lodge.

## 3. Camping Promotion Committee

a. Shall be responsible for the execution of the Lodge Camping Promotion program. b. Shall be responsible for updating and publishing the Lodge "Where To Go Camping" guide.

## 4. Indian Affairs Committee

a. Shall have direct authority over all Lodge and Chapter Indian Affairs programs. b. Shall administrate the Lodge dance team. c. Shall keep an accurate inventory of all ceremonial clothing and equipment once every six months.

## 5. Publications Committee

a. Shall be responsible for publishing and distributing the "Call of the Cahuilla". b. Shall have direct authority over all Chapter publications.

## 6. Service Committee

a. Shall be responsible for executing the Lodge service program. b. Shall plan and execute long-term projects at Camp Helendade and Emerson.

7. All Committee Chairmen must make a monthly statement to the Chief's Council, both orally and written on the official Lodge Committee Monthly report.

8. The Lodge Chief may form any other committee he deems necessary, provided that he has consulted the Lodge Adviser and Chief's Council.

## SECTION IX. LODGE ADVISERS

1. Lodge Adviser shall be appointed by the Council Scout Executive and the Lodge Chief in accordance with the latest edition of the OA Handbook.

2. The Lodge Staff Adviser shall be appointed by the Council Scout Executive in accordance with the latest edition of the OA Handbook.

3. All other Associate Advisers shall be appointed by the Lodge Adviser and confirmed by the Key-3.

4. All Advisers are to act in an advisory position only, in accordance with the latest edition of the O.A. Handbook.

5. Each committee may have an Adviser, to be appointed by the Key-3 and approved by the Chairman.

6. The Key-3 may remove any Lodge Associate Adviser for any reason in accordance with the latest edition of the O.A. Handbook and Lodge rules.

7. The Council Executive may remove the Lodge Adviser in accordance with the latest edition of the O.A. Handbook.

#### SECTION X. KEY-3

1. The Key-3 shall consist of the Lodge Chief, Lodge Adviser and the Lodge Staff Adviser (Lodge Associate Adviser may attend as needed).

2. The Key-3 shall meet at least once a month prior to discuss the Chief's Council.

3. The purpose of the Key-3 shall be to discuss the state of the Lodge, any upcoming events and to maintain the flow of information within the Lodge.

#### SECTION XI. CHAPTER OFFICERS

1. The Officers of each chapter shall be the Chapter Chief, Vice-Chief, and Secretary.

2. All Chapter Officers must comply with the requirements specified in the latest edition of the O.A. Handbook.

3. The term of office for each chapter officer shall be from the Chapter's September chapter meeting to the September chapter meeting of the next year (1 year).

4. Chapters may hold their elections at the time of their choice.

5. Chapters may add Vice Chiefs as they deem necessary with the approval of the Lodge Chief and in accordance with the latest edition of the O.A. Handbook.

6. All Chapter Officers should attend a training session.

#### SECTION XII. CHAPTER COMMITTEES AND COMMITTEE CHAIRMEN

1. All Chapter Committees shall be appointed by the Chapter Chief.

2. Recommended Chapter Committees are, but not limited to: Elections, Camp Promotion, Elangomat Program and Ceremonial Teams.

a. Any of these positions may be turned into Chapter Vice-Chief positions as occasions arise, in accordance with SECTION XI. CHAPTER OFFICERS (Item #5).

3. The Chapter Chief shall from any other Committee he deems necessary.

### SECTION XIII. LODGE INDIAN AFFAIRS PROGRAMS

1. Chapters shall be responsible for their own ceremonial teams. The Lodge will field a dance team but will not field a ceremony team. In cases of Conclave, there shall be a competition, as needed, to determine which Chapter(s) will represent our Lodge at the Conclave.
2. In accordance with National policy, Cahuilla Lodge has adopted its own policy for face paint. The use of face paint is banned at all Section, Area, Region, or National events. Appropriate face paint for ceremony teams shall be used only on the face. Colors that are admissible are yellow, blue, green, red, white, and brown. No black is to be used.

### SECTION XIV. ORDEAL ADMINISTRATION

1. No Ordeal Master shall carry any other extenuating responsibilities to the Ordeal other than the Ordeal Master position. He shall not be a member of any ceremony team performing that weekend.
2. No Elangomat shall carry any other extenuating responsibilities to the Ordeal other than the Elangomat position. They may not attain their Brotherhood or participate on any ceremony team at that Ordeal.

### SECTION XV. CHAPTER ADVISERS

1. The Chapter Adviser shall be chosen by the District Executive and the Key-3 and approved by the Chapter Chief in accordance with the latest edition of the O.A. Handbook.
2. All other Chapter Associate Advisers shall be appointed by the Chapter Adviser and approved by the Chapter Chief.
3. The Key-3 may remove a Chapter Adviser for any reason in accordance with the latest edition of the O.A. Handbook and the Lodge rules.

### SECTION XVI. CHIEF'S COUNCIL

1. The Chief's Council shall meet once a month on the fourth Thursday of every month except for the month of December. Meeting times and places for July and August shall be determined by the June Chief's Council .
2. Any member of the Lodge may attend a Chief's Council.
3. The voting members of the Chief's Council shall be: all Elected Lodge Officers, all Elected Chapter Chiefs or an appointed representative (appointment must be in writing from the Chapter Chief and an appointment can only be made if the Chief is absent from the meeting), the Lodge Committee Chairmen, the immediate past Lodge Chief (if under 21), any selected Section, Area, or National Officer who is an active member of Cahuilla Lodge. All voting members must be active (current dues paid).
4. The purpose of the Chief's Council shall be to plan Lodge functions and set Lodge policies.

5. The Lodge Chief may call a special Lodge meeting at any given time but must provide the Lodge with at least 24 hours notice.

## SECTION XVII. VACANCY OF OFFICE

1. If for any reason the Lodge Chief is unable to finish his term, he must write a formal letter of resignation which is to be presented to the Chief's Council. The First Vice-Chief shall assume his position. A new First Vice-Chief shall be elected by the Chief's Council.

2. If for any reason any of the other Lodge Officers are unable to finish their term of office, the Chief's Council shall elect an active member of the Lodge in accordance with SECTION XIX. VOTING PROCEDURES to assume his new position.

3. The Lodge Staff Adviser may remove any Lodge or Chapter Officer with the written approval from the Council Executive.

## SECTION XVIII. LODGE FUNCTIONS

1. The Lodge hosted functions are, but not limited to: Annual Fall Fellowship, Annual Lodge Banquet, and the Annual Lodge Ordeals. Dates, times, and places shall be determined by the Planning Coordinator for each event.

## SECTION XIX. VOTING PROCEDURES

1. All voting of the Chief's Council can only be conducted if a quorum exists. Two/Thirds (2/3) or more of all eligible voting members must be present for a quorum to exist (a quorum must include half of the Lodge officers).

2. All procedural votes of the Chief's Council shall be conducted by a simple majority of the voting members (51%).

3. Voting members of the Chief's Council must be active youth members of the Lodge (dues paid).

4. Each voting member of the Council is allowed only one vote regardless of the number of positions he holds (i.e.: a chapter chief is the Editor of the Call).

5. All elections of Lodge and Chapter Officers must be a simple majority of all active members eligible to vote (see SECTION VI. OFFICER ELECTIONS).

6. All election of new members to the Lodge must follow the requirements of the latest edition of the O.A. Handbook.

## SECTION XX. AMENDMENTS

1. Amendments to these rules must be submitted in writing to the Chief's Council and be passed by a three fourths (3/4) majority of a quorum.

2. Amendments to these rules take effect immediately and must be placed in the rules immediately

by the Lodge Chief.

## SECTION XXI. LODGE PLAN AND RULES BOOK

1. The Lodge Chief must write a new plan book at the beginning of his term. The book must outline that year's goals, objectives, Lodge improvements, and contain a copy of the Lodge Rules for reference.
2. The plan book must be presented to the Chief's Council at the November meeting for any recommendations, but it does not have to be approved by the Chief's Council.
3. These Lodge Rules are absolute and must be in accordance with the latest edition of the O.A. Handbook.
4. It is the responsibility of the Lodge Chief to uphold and safeguard these rules.
5. These rules are open for all members of the Lodge to read and possess.

