

Mowogo 243 Lodge Rules

Revised: August 21, 2011

ARTICLE 1
Name and Affiliation of the Lodge

- SECTION 1:** **Mission Statement:** The mission of this lodge is to fulfill the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.
- SECTION 2:** The Lodge shall be affiliated with the Northeast Georgia Council, Incorporated, Boy Scouts of America, and the National Order of the Arrow Committee. Lodge shall be under the supervision of the Council Scouting Committee and the administration of the Scout Executive.
- SECTION 3:** The totem of the lodge shall be a Black Bear on all fours.
- SECTION 4:** This lodge may be divided into chapters in line with the various Scouting district divisions. Each chapter shall be under the supervision of the Scouting Committee of its respective district.
- SECTION 5:** New chapters may be added into the lodge when the council creates a new district. Likewise, chapter membership may be realigned as districts are realigned.
- SECTION 6:** It is not required by this Article that any district organize and maintain a separate chapter.
- SECTION 7:** A chapter shall have the right to choose its own name. A chapter may from time to time change its name, with the approval of two thirds (2/3) of its dues paying members.

ARTICLE 2
Requirements and Procedures for
Election and Membership into the Lodge

- SECTION 1:** The requirements for membership in the lodge shall be as stated in the current edition of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
- SECTION 2:** Election into the lodge must be conducted by the Chapter Unit Elections Committee and must be filed with the Lodge Vice Chief of Membership.
- SECTION 3:** Procedures for the Ordeal shall be as stated in the current edition of the *Order of the Arrow Handbook, Guide to Inductions* and *Ceremony for the Ordeal*.

ARTICLE 3 Officers

SECTION 1: All lodge officers and chapter officers must be less than twenty-one (21) years of age during their entire term of office. Their election may be voided if they do not attend the Lodge Leadership Development Conference. They may be excused from attending the Lodge Leadership Development Conference by the Lodge Adviser in consultation with the Lodge Chief.

SECTION 2: The following are approved lodge officer positions:

- A. Lodge Chief: He is responsible for the administration of the lodge in accordance with the current edition of the *Order of the Arrow Handbook, Guide for Officers and Advisers*, and the current *Lodge Rules*. He is responsible for appointing chairmen of committees and reviewing the action of all lodge committees. Likewise, he is responsible for directing and reviewing the actions of the other lodge officers.
- B. Lodge Vice Chief of Membership: He is responsible for the supervision of elections of new members into the lodge, testing of Brotherhood candidates if necessary, and any other duties assigned to him by the Lodge Chief. He will have standing committees formed by the Chief which will work with him. In the event of the absence of the Lodge Chief, he will assume the duties of the Chief.
- C. Lodge Vice Chief of Indian Affairs: He is responsible for any Ordeal or Brotherhood ceremonies held by the lodge, the activities connected with the lodge dance team or ceremonies team and the Indian engineers group, if any. As well, he is responsible for any Indian related activities conducted by the lodge. Also, he is responsible for any other duties assigned to him by the Lodge Chief.
- D. Lodge Vice Chief of Communications: He is responsible for the completion and publication of the Arrow-Points newsletter at least four times annually. He is responsible for the Lodge's Web activities, including the lodge website. He is responsible for the mailing of function/ dues reminders. He will record and publish minutes of each Executive Committee meeting and each lodge business meeting. Any additional methods of communication the lodge so elects to utilize shall also be under his supervision. Also, he is responsible for any other duties assigned to him by the Lodge Chief.
- E. Lodge Vice Chief of Administration: He is responsible for completion and maintenance of lodge membership rolls and mailing lists. He is responsible for the completion and maintenance of lodge financial records, including the composition of the lodge budget. He is responsible for review of financial records prepared on behalf of the lodge by the Northeast Georgia Council, Inc. He is responsible for the maintaining of a listing and an accounting of the inventory of lodge items. He will provide the Lodge Chief with information as to the status of the lodge supplies at each function for the purposes of maintaining proper levels of supplies. He is responsible for the operations of the Kitchen

and Trading Post. Also, he is responsible for any other duties assigned to him by the Lodge Chief.

- F. Immediate past Lodge Chief: (if under 21 years of age) Acts as an Adviser to the Lodge officers. He may, if he elects, take on special duties to aid the working of the lodge.

SECTION 3: The following are approved chapter officer positions. Each Chapter shall have at minimum a Chapter Chief:

- A. Chapter Chief
- B. Chapter Vice Chief of Membership and/or Elections
- C. Chapter Vice Chief of Programs and/or Indian Affairs
- D. Chapter Vice Chief of Communications
- E. Chapter Vice Chief of Service.

The responsibilities for these officers will be similar to those described for the lodge officers except on a chapter level. Chapter officers will be responsible for working closely with their lodge officer counterpart. Chapters may have multiple positions of the same title as a result of high membership levels, or other necessity, except for the position of Chapter Chief. If multiple positions of the same title are created, their duties must be specifically delineated so as to not overlap.

SECTION 4: The officers of the lodge and chapters shall be elected annually at a regular meeting and shall be installed at the annual Christmas Banquet to take office January 1 with their terms of office ending at the next Christmas banquet or December 31, whichever may come first. Candidates for Lodge office must follow Lodge candidate approval procedures prior to qualifying for election.

SECTION 5: The Lodge Executive Committee shall be made up of the following voting members: Lodge officers, Chapter Chiefs, and the immediate past lodge chief (if under 21). The executive committee shall be made up the following non-voting members: The Council Executive, Lodge Adviser, Lodge Staff Adviser, Chapter Advisers, Committee Chairmen, and all current Section Officers who are current members of Mowogo Lodge. The Lodge Chief shall act as Chairman of the Lodge Executive Committee.

SECTION 6: The Lodge and Chapter Advisers shall be appointed annually in accordance with the procedures contained in the current edition of the *Guide for Officers and Advisers*. The Lodge Adviser shall report to the Scout Executive when any Chapter Adviser is derelict in his duties and appropriate action will be taken.

SECTION 7: The Lodge Executive Committee has the power to remove any lodge or chapter officer from his elected position, who, in their eyes has not performed his duty.

SECTION 8: The Lodge Chief shall appoint such committees as may be required with the approval of the Lodge Adviser. All committee chairmen must be under twenty-one years of age (21). An

Adviser shall be appointed to each committee by the lodge Adviser. The chapter chief and chapter Adviser will do likewise on the chapter level where needed.

SECTION 9: The Lodge Executive Committee shall be the steering committee of the lodge. It shall examine problems and through the lodge committees carry out the business of the lodge. The Lodge Executive Committee shall be ruled by the current edition of *Robert's Rules of Order*.

SECTION 10: A vacancy in any office of the lodge prior to the completion of that term of office will be filled by a designee of the Lodge Chief with the approval of the Lodge Executive Committee, until the next lodge election is held. A new Lodge Chief will be appointed by the Lodge Executive Committee in the event the present Lodge Chief is no longer able to fulfill the duties or obligations of his office.

SECTION 11: A vacancy in any chapter officer position, except that of chapter chief shall be filled by the appointment of the chapter chief with the approval of the Lodge Executive Committee. A vacancy in any chapter chief position shall be filled by appointment of the Lodge Executive committee. Whenever a chapter chief position is to be filled by appointment, the Lodge Executive Committee will receive recommendations from the chapter Adviser for consideration.

ARTICLE 4 **Lodge Meetings**

SECTION 1: The lodge schedule of events will be established annually at the Lodge Leadership Development Conference. Additional activities may be scheduled by the Lodge Executive Committee.

SECTION 2: Special meetings of the Lodge Executive Committee or of the lodge may be called by the Lodge Chief with approval of the Scout executive or the Lodge Adviser.

SECTION 3: Members of the Order of the Arrow twenty-one (21) years of age or older shall not have any vote in any decision of the lodge.

SECTION 4: All Order of the Arrow functions shall be attended in the official scout uniform with the Order of the Arrow sash. In the event that the task at hand is unbecoming of the uniform, this act may be waived.

SECTION 5: All lodge meetings will be conducted by the lodge officers. The Lodge Chief will preside and can appoint non-officers the duties of part of the program.

SECTION 6: All functions of the Lodge and chapter will follow the guidelines published in the most current edition of the BSA Guide to Safe Scouting.

ARTICLE 5

Dues

- SECTION 1:** The Ordeal induction fee shall be established by the Lodge Executive Committee as will the fees for all lodge functions. The Ordeal Induction fee will cover the following: a) Order of the Arrow Handbook, b) Order of the Arrow Sash, c) Order of the Arrow Membership card, d) lodge flap patch, e) lodge dues for calendar year, (f) fellowship expense, (g) lodge planbook distribution.
- SECTION 2:** All lodge funds shall be handled through the Northeast Georgia Council, Inc., BSA. Bills authorized by the Lodge Chief and Finance Chairman which are approved by the Finance Adviser shall be paid by the council office. All reasonable chapter bills authorized by the chapter chief with the approval of the chapter Adviser will be considered as lodge bills. All chapter money will be handled in the Lodge General Fund.
- SECTION 3:** The lodge dues shall be the amount set by the Lodge Executive Committee. The change of the amount of dues will be made only as follows:
- A. Three-fourths (3/4) of a quorum of the Lodge Executive Committee must approve.
 - B. Changes can be made no more often than once a year.
- SECTION 4:** The lodge dues will be apportioned between the lodge and the chapters as follows based on the number of dues paying members of the respective chapters:
- A. \$1.50 of the dues goes to the chapter.
 - B. The remainder of the dues goes to the lodge. Chapters that do not use their apportionment in a year period lose that amount and it is returned to the lodge.
- SECTION 5:**
- A. An additional charge of \$2.00 will be incurred on all dues not paid before January 1 of their applicable year.
 - B. Inactive members are those that have not paid their dues in one year. They may restore their membership by paying no more than the back dues of one (1) year's dues.
- SECTION 6:** Dues may be paid at any time either online, at any lodge function, through the Mowogo Lodge Vice Chief of Administration, or the Northeast Georgia Council Service center.

ARTICLE 6
Brotherhood Membership

SECTION 1: Attainment of Brotherhood membership shall be in accordance with the current edition of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

SECTION 2: Chapters may host Brotherhood Ceremonies outside of the normal Lodge functions. In order to host a Brotherhood Conversion, a Chapter must complete the following:

- A. The Ceremony Team that will perform the ceremony must follow the guidelines outlined by the Lodge Bylaws. Additionally, the team must be successfully evaluated by the Lodge Vice-Chief of Indian Affairs or the Ceremony Chair before the weekend in order to perform the ceremony.
- B. The registration procedures for the Chapter Weekend must be approved by both the Lodge Chief and the Lodge Vice-Chief of Membership. Chapters must present a plan for registration, candidate eligibility, and reporting to the Lodge records.

SECTION 3: If a Chapter holds a Brotherhood Conversion ceremony, a Lodge Officer or the Brotherhood Conversion Chair must be present to observe the Ceremony.

ARTICLE 7
Vigil Honor Membership

SECTION 1: Attainment of the Vigil Honor shall be in accordance with the current edition of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

SECTION 2: The Lodge Chief shall appoint a Vigil Committee and a chairman for the committee. Membership on the committee will be open to any youth lodge member with the exception of any member who would be subject to consideration for Vigil Honor membership. Each chapter shall have at least one member on this committee. An Adviser to the committee will be appointed by the Lodge Adviser.

SECTION 3: The Vigil ceremony will be conducted by persons appointed by the Vigil Committee.

ARTICLE 8
Lodge Neckerchief

- SECTION 1:** This lodge shall have only one official lodge neckerchief.
- SECTION 2:** Each member of this lodge will be eligible to purchase only one official lodge neckerchief and must agree not to trade, resell, give away, or in any other manner transfer this neckerchief for any reason.
- SECTION 3:** In case of wear or damage, this neckerchief can be replaced when deemed necessary by turning in the old neckerchief and purchasing a new neckerchief.
- SECTION 4:** All Lodge Chiefs shall be presented a distinctive lodge neckerchief upon the completion of their term of office. The Lodge Executive Committee shall present the neckerchief.
- SECTION 5:** The Lodge may produce a second neckerchief that may be purchased by all Lodge members without restriction and that is not subject to the restrictions stated in 8.2.

ARTICLE 9
Lodge Patches

- SECTION 1:** The lodge shall have only one (1) official flap patch. The lodge flap patch shall be unrestricted.
- SECTION 2:** The Lodge shall have two restricted lodge flap patches which are as follows:
- A) Membership Flap Patch.
 - B) Service Flap Patch.
- SECTION 3:** An Ordeal member will receive one (1) unrestricted flap patch as stated in Article 5, Section 1. The guidelines for restricted Lodge flap patches are as follows:
- A. Membership flap patch: An Ordeal member shall receive from the Lodge one (1) restricted membership flap patch upon his Brotherhood conversion. Upon a member's brotherhood conversion he may purchase one additional membership flap patch during that conversion function only. Restricted membership flap patches will be made available for purchase to any member upon their completion of three (3) years of consecutive dues paid membership. Members may purchase only one flap patch for every three consecutive years of service. Purchase may only be made at Lodge functions by active members and may be retroactive starting in January 2015.
 - B. Service flap patch: Any active member may purchase annually one (1) restricted Service flap patch upon completion of the following criteria:

1. Registered attendance of four Mowogo lodge functions annually OR;
 2. Twenty four (24) hours of service through any official Order of the Arrow service project. Qualifying functions shall include Lodge service weekends, One Day of service, National Order of the Arrow service projects, OA Trail Crew, OA Wilderness Voyage, OA Ocean Adventure, Jamboree Service Corps, chapter work days, and any other official OA service function as approved by the LEC.
- C. The qualifying start date for the service flap patch shall be July 1, 2011.
- D. The membership flap patch will be immediately available for purchase to any lodge member having a brotherhood date between December 31, 2008 and December 31, 2011.

SECTION 4:

- A. The Lodge Executive Committee shall be empowered to authorize the production of special flaps recognizing Order of the Arrow or lodge achievements, events, dates. These include, but are not limited to:
1. Order of the Arrow anniversaries
 2. Lodge anniversaries
 3. National Order of the Arrow conference
- B. All special flaps authorized by the Lodge Executive Committee must be made available to all currently active members of the lodge for purchase. The definition of “be made available” is:
1. The special flap must be put on sale to the general lodge membership at functions and/or mail order. Lodge members may purchase the flap provided the lodge member has met all requirements set down by the Lodge Executive Committee to purchase the flap.
 2. Special events that the Lodge chooses to produce a special flap for must be open to every active lodge member to register and participate in. The Lodge Executive Committee may limit the sale of these flaps to people who register and attend these special functions to help encourage participation from the lodge membership.

SECTION 5:

The Lodge Executive Committee shall be empowered to authorize the production of official non-uniform flap patches for the purpose of raising funds for special projects. The lodge totem of the black bear on all fours may not appear on the patch, and the border color of this patch shall not be the same color as that of the uniform flaps. The design of the non-uniform flap may be changed from time to time at the discretion of the Lodge Executive Committee. The profits from the sale of this non-uniform patch shall go into the special Mowogo Lodge fund. The Lodge Executive Committee shall once a year, at the Lodge Planning Conference, determine how these funds shall be spent

ARTICLE 10
Election of Officers

- SECTION 1:** Lodge elections shall be held annually at a lodge meeting.
- SECTION 2:** Candidates for office shall have their eligibility certified by the Lodge Vice Chief of Communications.
- SECTION 3:** Eligibility shall be defined as follows:
- A. Less than twenty-one (21) years of age for the entire term of office.
 - B. Current dues paying member of the lodge.
 - C. Current member of a troop or crew or registered with the Boy Scouts of America in some other manner.
 - D. Active in the lodge for the past year (have attended at least three (3) chapter meetings and two (2) lodge functions during the preceding year.
- SECTION 4:** The eligibility requirements may be altered only if the Lodge Executive Committee feels that extenuating circumstances are present beyond the candidate's control.
- SECTION 5:** The election will be presided over by the Lodge Chief and votes will be counted by the Lodge Adviser and one (1) non-voting member from each chapter.
- SECTION 6:** Voting eligibility shall be defined as being less than twenty-one (21) years of age and active in the lodge for the past year.
- SECTION 7:** The Lodge Chief, if he should see the need, may appoint a Nominating Committee at least two weeks prior to elections which will present a complete slate of officers.

ARTICLE 11
Ceremonies and Dance Teams

- SECTION 1:** The lodge will have a ceremonies and dance team on a lodge-wide basis.
- SECTION 2:** The team will consist of two (2) components: ceremony team for Ordeal and Brotherhood ceremonies and a dance team for all lodge activities.
- SECTION 3:** Membership on the ceremonies team is open to any member who learns any one of the parts for the Ordeal or Brotherhood ceremonies to the satisfaction of the Lodge Vice Chief of Indian Affairs.
- SECTION 4:** Membership on the dance team is open to any member who builds a simple dance costume to the satisfaction of the Lodge Vice Chief of Indian Affairs.

SECTION 5: All persons on this team are entitled to wear a token approved by the Lodge Executive Committee and earned under the rules set by the Vice Chief of Ceremonies and Indian Affairs and approved by the Lodge Executive Committee.

SECTION 6: Each chapter shall be entitled to no less than two (2) brothers per year on each of the ceremonies and dance team components.

ARTICLE 12
Amendment of the Lodge Rules

SECTION 1: At any time the Lodge Executive Committee may waive any part of these rules. It will require a two-thirds (2/3) vote of the committee.

SECTION 2: The Lodge Rules shall be subject to amendment at any regular or special meeting of the Lodge Executive Committee provided such amendments have been submitted in writing to the Lodge Executive Committee no less than one (1) month prior to the meeting. A two-thirds (2/3) vote of all of the members of the Lodge Executive Committee shall be required for an amendment to the Lodge Rules to be passed.