

Tu-Cubin-Noonie Lodge 508

LODGE RULES

Revised July 6, 2011

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I. MISSION

MISSION OF THE LODGE

The mission of the 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.

CHALLENGE TO THE CHAPTERS

The challenge to the chapters is to help the lodge achieve the purpose of the Order of the Arrow through:

- Becoming an integral part of the scouting program in both the district(s) and the units that they serve.
- Assist the lodge, council, and district in their goals, programs, and activities.
- Actively maintain interest and activity among the members.
- Aid in the attainment and retention of members while providing quality leadership experiences for the youth under the guidance of selected and capable adults.

II. NAME AND AFFILIATION OF THE LODGE

The name of this lodge of the Order of the Arrow shall be the Tu-Cubin-Noonie Lodge 508. The Tu-Cubin-Noonie Lodge shall be affiliated with the Utah National Parks Council, Boy Scouts of America, and shall be under the administrative authority of the council's Scout Executive.

The totem of this lodge is the Cougar.

The Lodge newsletter shall be titled the Cry of the Cougar.

III. ELECTION TO MEMBERSHIP

The requirements for membership in this lodge are the same as those stated in the current printing of the Guide for Officers and Advisers. Procedures for the Ordeal are as stated in the Ceremony for the Ordeal, Administration for the Ordeal, and the Order of the Arrow Handbook. The results of all unit elections shall be reported to the Lodge Membership Secretary within 30 days after the election.

IV. LODGE ORGANIZATION

A. LODGE

i. STRUCTURE

The Lodge Executive Board (LEB) shall be composed of:

- Elected lodge officers (Chief, Vice Chief Administration, Vice Chief Finance, Sector Vice Chiefs)
- Immediate past Lodge Chief
- Lodge Advisor
- Assistant Lodge Advisor
- Associate Lodge Advisors
- Sector Advisors
- Lodge Staff Advisor who represents the Scout Executive

This is the steering committee of the lodge. It faces problems, studies possible solutions, and then advises the lodge officers to act. The Lodge Executive Board organizational chart (page 3) and its operation are set forth on the following pages. The Lodge Chief is the Lodge Executive Board Chairman and presides over board meetings.

The Lodge Executive Committee (LEC) will consist of the above Lodge Executive Board with the addition of:

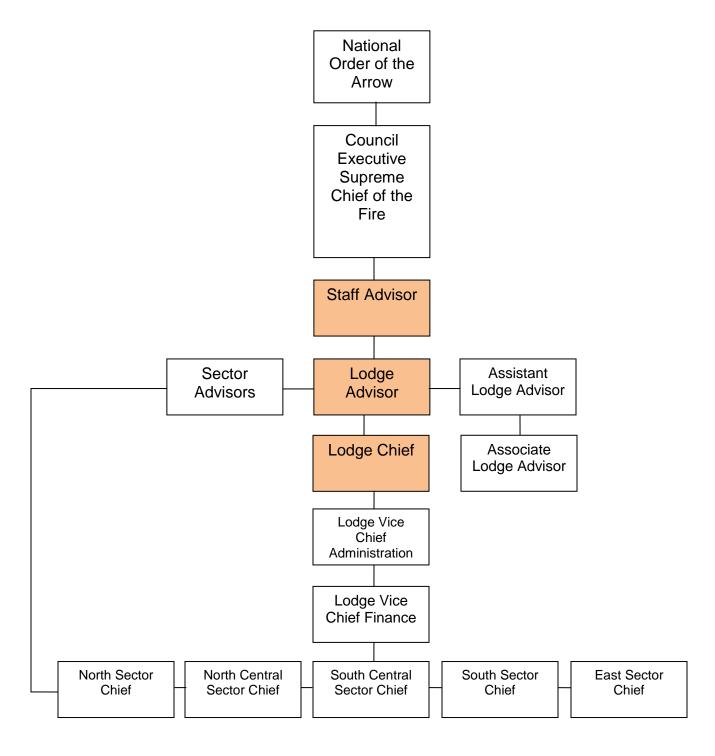
- Lodge Committee members
- Chapter Chiefs
- Chapter Advisors

Substitutes and Voting

Lodge Executive Committee members may send substitutes to LEC meetings in their place if they cannot be present. If a chapter's chief is not present at a meeting of the Lodge Executive Committee and he has not appointed a representative to vote in his place, chapter members who are present may appoint a representative to cast votes in place of their absent Chapter Chief.

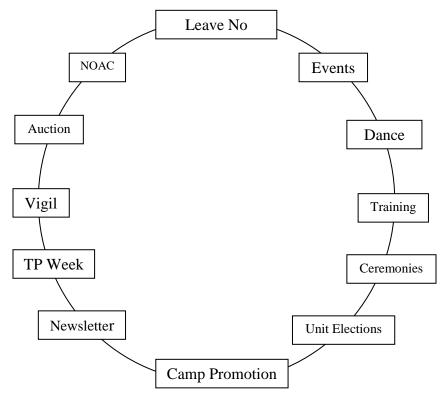
Lodge and Chapter Officers shall have one vote in all decisions that come before the Lodge Executive Committee. Approval of issues before Chapter and Lodge Executive Committees will come after a majority vote in favor by those authorized.

Voting may be done by voice, raise of hands, or secret ballot. It is understood that National OA policy grants official decision-making authority to the elected lodge or chapter officers.



Shaded boxes make up the Lodge Key 3

Sample of committees that can be formed



The Order of Authority

The Order of Authority will be as follows:

- Lodge Chief
- Lodge Vice Chief of Administration
- Lodge Vice Chief of Finance

The elected positions of the Lodge include Lodge Chief, Lodge Vice Chief Administration, Lodge Vice Chief Finance and 5 Sector Chiefs (Sector Chiefs are elected by the members of each Sector).

The newly elected Lodge Chief, following the Lodge guidelines for appointment, will appoint Committee Chairmen as needed. These Committee Chairmen must be under the age of 21 during the entire term of office.

The Lodge Advisor will appoint all Associate Lodge Advisors and Committee Advisors. The Lodge Key Three (Lodge Chief, Lodge Advisor and Staff Advisor) may also appoint a "Lodge Advisory Board", consisting of past Lodge Officers, Advisors, or knowledgeable members, as a resource to the Lodge Executive Board.

ii. POSITION DESCRIPTIONS

LODGE CHIEF

The Lodge Chief shall be responsible for overall operations and activity of the Lodge. More specifically the Lodge Chief is responsible for:

- coordinating all major activities
- representing the Lodge to the Council
- representing the Lodge at the Section level
- representing the Lodge on the Council Camp Committee
- general administration
- coordinate all training programs within the Lodge
 - Lodge Leadership Development Courses
- Coordinate and assist with each Chapter Chief's responsibilities and any training needed

He serves as chairman of the Lodge Executive Board and will appoint chairmen with the approval of the Lodge Advisor. He is also responsible for approving all lodge youth committee member appointments with the approval of the Lodge Advisor. He is also authorized to form a group of personal assistants to aid him in carrying out his responsibilities.

LODGE VICE CHIEF ADMINISTRATION

The Lodge Secretary is responsible for overseeing and coordinating the administrative efforts in the lodge. More specifically he oversees:

- · the registration of events of the lodge
- Communication, Newsletter, Public Relations, and Membership Committees
- the Brotherhood eligibility of the lodge
 - create a committee from members of the chapters that will approve all brotherhood applications to the lodge
 - reports his progress to the Lodge Chief

He is authorized to form his own committee to assist him if needed. He is also to assist the Lodge Chief in any other responsibilities as assigned.

LODGE VICE CHIEF FINANCE

The Lodge Treasurer is responsible to see the financial aspects of the Lodge. He oversees Memorabilia, Lodge store, Lodge Auction and Finance Committees. His tasks include, but are not limited to:

- developing a Lodge budget
- coordinating the committees that he oversees
- reporting progress to the Lodge Chief

He is authorized to form committees as needed. He is to assist the Lodge Chief in any other responsibilities as assigned.

SECTOR CHIEFS

The Lodge Sector Chiefs are responsible for assisting the Lodge Chief in all operations of the Lodge. More specifically they are responsible for:

- coordinating the chapters in each sector to have sector fellowships, unit elections, increase in Ordeal and Brotherhood membership
- Provide service to council camps
- Checking monthly with each chapter to see what needs they may have and report back to the Lodge Chief
- be a resource for the chapters and assist them in getting the help they need They are also authorized to form their own committee to assist in carrying out these responsibilities if needed. Sector Chiefs should also assist the Lodge Chief in any other responsibilities as assigned which may include being a committee chairman.

iii. MEETINGS

This lodge shall schedule the following events each year:

- Lodge TePee Week
- Lodge Conference
- Awards Banquet
- Lodge Auction
- at least three Lodge Executive Committee meetings
- four Lodge Executive Board meetings
- other activities as needed

It is the responsibility of the newly elected Lodge Chief and specific appointed committee chairmen to develop and approve a lodge program plan, which outlines the date, location, and purpose of each of the activities of the Lodge for the upcoming year.

iv. LODGE ELECTIONS, APPOINTMENTS, AND REPLACEMENTS

The Scout Executive and Council President shall appoint the Lodge Advisor annually. Lodge Officers shall be elected at a gathering of the lodge, usually TePee Week. Each lodge member in attendance under age 21 may cast one vote for each lodge officer which includes:

- Lodge Chief
- Lodge Vice Chief Administration
- Lodge Vice Chief Finance
- (5) Sector Chiefs (will be elected by the members of each sector)

The election process itself is up to the discretion of the Lodge Advisor. To be a candidate for a lodge office one must submit a letter of intent and have an interview with the Lodge Advisor prior to the published date in the Cry of the Cougar.

Lodge officers will be installed when their term begins. The term of all lodge officers shall be Lodge Conference to Lodge Conference. The period of time between elections shall be used as a training/transition period in which the outgoing officers shall train the new officers.

The Lodge Chief will assign other chairman positions. The newly elected Lodge Chief is to appoint the Committee Chairmen of the Lodge.

Replacing Officers

No person may hold two elected offices at the same time.

Lodge Officers who are elected to a Section or other elected position while in office must resign their current position within 30 days of the election.

Any officer that is not present at two consecutive meetings (in person or phone), without prior excuse from the Lodge Chief or Lodge Adviser (Lodge Chief must contact Lodge Adviser prior to meeting) for sufficient cause, is considered to have resigned from office and the vacated office will be filled as provided for in the Lodge rules. This includes all and any LEB officers.

If any lodge office is vacated during a term, the LEB shall appoint a new officer for the office. If the Lodge Chief's office is vacated, the remaining LEB members shall appoint a new chief. (Following same guidelines as election for approval by Lodge Adviser)

Any member of the Lodge may suggest to the Lodge Executive Board the removal of any lodge officer who is not fulfilling his responsibilities. The person suggesting the removal must provide a written explanation describing the reasons for removal. After the suggestion has been made, the Lodge Key 3 will meet with the officer in question and discuss the situation. If this problem cannot be resolved in this conference the problem will be referred to the Lodge Executive Board. If the LEB approves the proposed removal of the officer by a majority vote the proposal will be referred to the Lodge Executive Committee for ratification.

A written letter explaining the proposal will be sent to each voting member of the LEC with a ballot for a yea or nay vote on the proposal to remove the officer. Each ballot returned within 30 days from the time the letter was postmarked will be counted. A majority vote will be required for removal of the officer.

If the officer is removed the resulting vacancy will be filled as directed above for the appointment of chairmen. The positions of the chairmen are assigned by the Lodge Chief and Lodge Advisor and may be replaced as needed by both the Lodge Chief and Lodge Advisor agreeing on the change.

In the event that any office is not filled in an election, because no one ran or majority of vote was not received (50% of voting youth present), the newly elected Lodge Chief will appoint the new officer.

B. CHAPTERS

i. STRUCTURE

This lodge shall have chapters that will be organized in generally the same manner as the Lodge. The Chapter Executive Board shall be composed of the

- elected chapter chief
- immediate past Chapter Chief
- all chapter vice-chiefs
- other youth chapter officers
- Chapter Advisor

These Lodge Rules will apply to Chapters and functions as well as to the Lodge functions. For example, when it states "Lodge Chief" or "Lodge Officers", you will insert "Chapter Chief" or Chapter Officers". Chapters may have fewer committees if membership numbers are insufficient to fully staff the Chapter. The chapter is also authorized to establish its own Chapter Administrative Handbook provided it is based on the Lodge Administrative Handbook and Lodge Rules.

ii. POSITION DESCRIPTIONS

The position descriptions provided in the Lodge Rules shall be the same descriptions for the chapter officers. The exception is if the Chapter has established its own Chapter Administrative Handbook or has had to combine positions due to limited membership.

iii. MEETINGS

It is suggested that the chapter hold:

- Chapter Key Three meetings every three months
- Chapter Executive Board Meetings every month
- A chapter activity every month

The chapter is also responsible for holding fellowships to induct new members. The chapter should develop a chapter program plan based around the lodge program plan and the interests of the members of the chapter. The program plan should include:

- date
- location
- purpose of each activity

iv. CHAPTER ELECTIONS, APPOINTMENTS, AND REPLACEMENTS

Chapter officers will be elected by Lodge Conference each year. The term of the elected chapter officers will be from January to January the following year. The Chapter Advisor, past Chapter Chief, lodge officer, or Lodge Advisor may install chapter officers as soon as they take office.

No person may hold two elected offices at the same time. Chapter Officers who are elected to a lodge or section position while in office must resign their current position within 30 days after election.

The newly elected Chapter Chief is to appoint the chairmen of the chapter.

The removal process is the same as it is on the lodge level with the exception that the chapter members will vote concerning whether or not an officer will be removed from office.

V. 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 Advisors. All Brotherhood candidates will need to be approved by the lodge brotherhood eligibility committee to ensure that requirements and national guidelines are being followed. This committee will consist of the Lodge Secretary and chapter secretaries.

VI. AWARDS AND RECOGNITION GUIDELINES

Awards and Recognition within the lodge shall be coordinated through the Lodge Chief. The standards awards that will be given by the lodge include:

- Silver Arrowhead Award
- Vigil Honor
- Founder's Award

VIGIL HONOR

The OA HANDBOOK gives a complete explanation of the qualifications for Vigil Honor membership. A committee is assigned each year by the lodge to review ALL current members who may qualify. Vigil Honor recommendations may be made by any lodge member by filling out the Awards and Recognition Petition form.

Prior to submission, the nominee's dues must be paid and petition must be signed by the nominee's Chapter Advisor. All forms must be received in the Utah National Parks Council office on or before January 15th of each year.

Nominations will be reviewed by the Vigil Committee to ensure that they meet eligibility requirements. All nominations shall be reviewed by the Lodge Key 3 which consists of the Lodge Staff Advisor, Lodge Advisor, and Lodge Chief.

The Key 3 may confer and provide names of individuals of high worth that may have been omitted in the written nomination process. In addition, the Key 3 may also remove candidates whose names have been submitted, if the candidate's worth for Vigil Honor is questioned by the Key 3 as a whole. The Key 3 retain this right, because it is their signatures that vouch for each Vigil application submitted to the National Order of the Arrow Committee.

FOUNDER'S AWARD

The OA HANDBOOK gives a complete explanation of the qualifications for the Founder's Award. A committee is assigned each year by the lodge to review ALL current members who may qualify and make recommendations to the Lodge Advisor, who will make the final decision. Founder's Award recommendations may be made by any lodge member by filling out the Awards and Recognition Petition form. The deadline for returning completed petitions will be set by Lodge Advisor.

SILVER ARROWHEAD AWARD

The Silver Arrowhead Award's purpose is to recognize outstanding youth and adult Arrowmen. Seven of these awards will be given each year. Silver Arrowhead Award recommendations may be made by any lodge member by filling out the Awards and Recognition Petition form. The deadline for returning completed petitions will be set by the Awards and Recognition Committee. The Lodge Advisor will decide the final recipients of this award.

OTHER AWARDS

The Lodge may distribute other awards as they see fit. On occasion the lodge will allow recommendations from the general lodge membership for these awards. In this event all members may make recommendations by filling out any appropriate forms. The deadline for returning completed petitions will be set by the Lodge Chief.

VII. FINANCES

Dues

Lodge Dues are currently \$10. Dues will be used in the following ways:

- National fees
- Council donation
- Administrative expenses
- Lodge newsletter

New Ordeal members that are inducted after July 1st of each year will only need to pay \$7 for the current year.

Lodge Dues may change as needed by the LEB according to the National assessment, administrative fee for cards, postage, envelopes, etc.

Because our lodge continues to increase in membership throughout the year, the registration fees and dues are based on the number of registered members as of November 31st of the current year.

During the month of November the Lodge Advisor and the Chapter Advisors will determine the number of members in good standing.

The statistical information for membership retention and Vigil Honor petitions is based on the registration information submitted to National by December 31st.

Registration and dues will be due by November 30th each year.

Dues paid from chapter funds may be done with a Funds Transfer form found on the lodge website (http://www.tu-cubin-noonie.org). Also on the lodge website, individual dues can be paid or a hard copy can be printed and mailed to Lodge Membership Secretary/Advisor at:

Tu-Cubin-Noonie Lodge 508 Lodge Dues 748 N.1340 W. Orem, UT 84057

Dues can also be paid at any Council Service Center.

The Lodge Secretary/Advisor will issue a membership card to lodge members reported by their Chapter Advisor as active. The lodge secretary will print membership cards within 30 days of the beginning of each quarter of the year (i.e. January, April, July and October).

Emeritus Status

A member reaching the age of 70 years will be accepted for Emeritus status beginning the year following their 70th birthday. They must however be certified as active by their Chapter Advisor. NOTE: All members of the Lodge must be registered as a Member of the Boy Scouts of America and the Membership Advisor is required to verify this.

Budgets

The Lodge Key 3 must approve budgets for each lodge event. The Lodge Chief, Lodge Vice Chief Administration and Advisors must approve budgets for regular expenses, such as newsletters, and phone bills. The Lodge Vice Chief Administration, with his committee, will oversee collection and expenditure of all lodge funds according to current BSA guidelines as directed by the Scout Executive. All expenditures over \$100 must bear two signatures of Lodge Executive Board members with at least one being an adult's.

VIII. VOTING

As a general guideline, when a vote is held all in attendance who are active members (meaning dues paid) of the lodge under the age of 21 will be allowed to vote. Those who are older than 21 do not have a vote; but may advise the youth in making decisions.

IX. AMENDING LODGE RULES

Any member of the Tu-Cubin-Noonie Lodge who wishes to suggest that the lodge amend its rules may submit in writing to the Lodge Chief the amendment he desires to make and the reason for it (them). The LEB will then consider such proposals, make the appropriate decision(s), and submit a list of amendments and their accompanying explanations to members of the Lodge Executive Committee at the next regularly scheduled meeting where they will be explained and discussed. Suggestions for changes to the Lodge Administrative Handbook should be sent to the Lodge Chief. These suggestions will be considered by the Lodge Executive Board and need only their approval to amend it into the Administrative Handbook. The Administrative Handbook merely serves as a guide for chapters to follow whereas the Lodge Rules are guidelines for lodge operation and are to be strictly adhered to.