



Article I. 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 through positive youth leadership under the guidance of selected capable adults."

Article II. Name and Affiliation

- A. The name of this Lodge of the Order of the Arrow shall be Cahuilla Lodge # 127.
- B. The Lodge shall be affiliated with the California Inland Empire Council # 45, Boy Scouts of America.
- C. The Lodge shall be under the administrative authority of the **Council Scout Executive**, known as the *Supreme Chief of the Fire*.
- D. The Lodge shall be under the supervision of the council camping and outdoor program committee.

Article III. Totem, Insignia, and Memorabilia

- A. The totem of Cahuilla Lodge # 127 shall be the rattlesnake.
- B. The Lodge shall maintain one unrestricted pocket flap.
- C. The Lodge Executive Committee (LEC) must approve all production, reproduction, or representation of the Lodge totem, insignia, or memorabilia.

Article IV. Lodge Membership

- A. The requirements for membership are stated in the latest edition of the Order of the Arrow Handbook.
- B. All members shall be registered in California Inland Empire Council # 45.
- C. All members must keep their annual dues current to be considered an active member. Those who lapse their membership will be placed on an inactive list and can be reactivated once their annual dues are renewed.

Article V. Lodge Executive Committee

- A. The Lodge Executive Committee (LEC) is the decision-making body of Cahuilla Lodge # 127.
- B. Voting members of the Lodge Executive Committee (LEC) shall be all Lodge officers, chapter chiefs (or their appointed representatives), the immediate Past Lodge Chief (if considered a youth voting member), any section, region, or national officers from our Lodge, and all committee chairmen.
- C. Each voting Lodge or Chapter officer will have a corresponding adviser on the Lodge Executive Committee (LEC).
- D. The Lodge Chief is the chairman of the Lodge Executive Committee (LEC).
- E. The Lodge Chief will maintain the Lodge Executive Committee (LEC) in accordance with *Robert's Rules of Order*, whereas it is not conflicting with other rules and regulations of the Lodge.
- F. Cahuilla Lodge # 127 shall hold a meeting of the Lodge Executive Committee (LEC) monthly, in accordance with the Council calendar.
- G. Any active member may attend a meeting of the Lodge Executive Committee (LEC).

Article VI. Lodge Executive Committee Voting Procedures

- A. The Lodge Chief is responsible for conducting the Lodge Executive Committee (LEC) meeting in a professional and well-organized manner.
- B. A voting quorum consisting of two-thirds (2/3) of the Lodge Executive Committee (LEC) must be met for any proposal or motion to be voted on.
- C. The Lodge Executive Committee (LEC) shall make procedural decisions by a simple majority of voting officers. The Lodge Chief shall ask for a motion and a second to the motion to vote. Any voting member of the Lodge Executive Committee (LEC) may call for a vote of hands or secret ballot.
- D. If the motion is tied, the Lodge Chief may cast the deciding vote on any motion.



Article VII. Lodge Key-3

- A. The Key-3 shall be comprised of the Lodge Chief, Lodge Adviser, and Lodge Staff Adviser.
- B. The Key-3 shall meet at least quarterly.
- C. In the absence of a voting quorum, the Key-3 shall be granted emergency powers to make operation and procedural decisions for the Lodge Executive Committee (LEC). The Key-3 may not amend or deviate from the lodge rules at any time. All decisions by emergency power by the Key-3 shall be voted on once a voting quorum can be established.

Article VIII. Lodge Officers and Responsibilities

1. All Lodge officers are responsible for promoting Lodge Spirit and encouraging participation in Lodge events.
 2. Submit a list of goals in writing to the Lodge Executive Committee (LEC) after being elected but before being sworn in.
 3. All Lodge officers will submit, at the end of their term, a report to the Lodge Executive Committee (LEC). The report should recap the term of office and offer critiques, suggestions, and ideas.
- A. Lodge Chief
1. Presides at all activities and events of Cahuilla Lodge # 127, including the Lodge Executive Committee (LEC) meetings.
 2. Represents Cahuilla Lodge # 127 at all Section, Area, Region, and National functions, where appropriate.
 3. Conducts and coordinate the operations of Cahuilla Lodge # 127 by means of the Lodge Executive Committee (LEC) and Key-3.
 4. Conducts and administrates a Lodge Leadership Development (LLD) Conference, after being elected, (but before being sworn in.)
 5. Submits a Lodge Plan book with long-term and short-term goals, formulated by the Lodge Executive Committee (LEC), by the December Lodge Executive Committee (LEC) meeting, after being elected, (but before being sworn in).
 6. Prepares a written annual report to the Council Executive Board, in consultation with the Lodge Adviser.
 7. Is responsible to delegate all responsibilities within the Lodge, not covered in Article VIII. Lodge Officer Duties and Responsibilities.
- B. First Vice-Chief
1. Acts as Chief in the absence of the Lodge Chief
 2. Is responsible for Cahuilla Lodge # 127's participation in the Lodge Performance Measurement Program.
 3. Is responsible for Cahuilla Lodge # 127's participation in the Section Performance Measurement Program in Section G18S.
 4. Organizes and directs the activities and events of Cahuilla Lodge # 127.
 5. Nominates capable youth to chair activities and events, with the approval of the Lodge Chief, ninety (90) days prior to the event.
 - 6.
 7. Is responsible for promoting and reporting the service projects of Cahuilla Lodge # 127, and is required to plan and organize at least one eight-hour (8 hour) community service project for the Lodge.
 8. Is responsible for administering all awards and recognition programs of Cahuilla Lodge # 127, and nominates capable youth to carry out these responsibilities, when necessary, with the approval of the Lodge Chief.
- C. Second Vice-Chief
1. Shall be responsible for administering the induction cycle of Cahuilla Lodge # 127, from candidacy to Brotherhood Membership.
 2. Is responsible for organizing and administrating unit membership elections, in strict accordance with the latest edition of the Order of the Arrow Handbook.
 3. Recruits and encourages Elangomats, in accordance with the principles of the Extended Elangomat Program.
 4. Encourages Ordeal members to complete the induction cycle and seal their ties of Brotherhood.
 5. Organizes the ordeals of Cahuilla Lodge # 127, nominating Ordeal-masters and Task-masters, with the approval of the Lodge Chief, ninety (90) days prior to the event. Is also responsible for recruiting ceremonial teams to perform at each ordeal.
 6. Is responsible for promoting chapters to organize and train members to join ceremonial teams as an effective way to interest our members in the Order of the Arrow.

- D. Third Vice-Chief



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1. Organizes the camping promotion, communications, and Native American affairs programs for Cahuilla Lodge # 127.
2. Is responsible for the promotion of the Order of the Arrow's Unit Representative program as an integral communication tool. Facilitates communication with the Units representatives via a Lodgemaster and/ or phone committee.
3. Is responsible for the formulation, design, and publication of Cahuilla Lodge # 127's official newsletter, the Call of the Cahuilla. The newsletter should be published quarterly, with at least four (4) issues distributed annually.
4. Is responsible for the direction of Cahuilla Lodge's marketing efforts on the internet, including Cahuilla Lodge # 127's official website, <http://www.snakepower.org>, and Lodgemaster. He also updates the site regularly.
5. Is responsible for directing the camping promotion program for Cahuilla Lodge # 127. Will formulate, plan, and distribute a chapter camping promotion plan to each chapter by the February Lodge Executive Committee (LEC) meeting.
6. Responsible for establishing a camping promotion booth representing Cahuilla Lodge # 127 at all Council or Order of the Arrow events, where applicable. Shall keep a "Where To Go Camping Guide" updated annually, with a revision issued at least every three (3) years.
7. Promotes Native American singing and dancing as an effective way to interest our members in the Order of the Arrow.

E. Secretary

1. Shall keep an accurate list of the membership of Cahuilla Lodge # 127. This list should include both active and inactive members of our Lodge.
2. Shall consult with the Lodge Chief to produce agendas for all meetings of the Lodge Executive Committee (LEC). These agendas should be made available to all LEC members seven (7) calendar days before the meeting.
3. Shall record and keep accurate minutes of all meetings of the Lodge Executive Committee (LEC). These minutes should be distributed within fourteen (14) days after the meeting.
4. Shall be responsible for registration at all events and activities of Cahuilla Lodge # 127.
5. Shall be empowered to check the dues status of all persons attending meetings and events of Cahuilla Lodge # 127. Shall be responsible for organizing the Cahuilla Lodge # 127 annual dues drive.
6. Shall issue Order of the Arrow membership cards in response to payment of dues.

F. Treasurer

1. Handles all monetary transactions of Cahuilla Lodge # 127 in coordination with the Lodge Staff Adviser and an appointed adviser to the treasurer.
2. Is responsible for the Lodge trading post at all meetings, events, and activities, of Cahuilla Lodge # 127.
3. Shall make a monthly financial report to the Lodge Executive Committee (LEC).
4. Shall keep an accurate inventory of products in the Lodge trading post.

Article IX. Ad Hoc and Special Purpose Committees

- A. The Lodge Chief may appoint capable youth to chair an ad hoc or special purpose committee should the need exist.
- B. The Lodge Chief must approve all nominations for ad hoc and special purpose committee chairmen by other lodge officers.
- C. Some of the special purpose committees that are normally selected include:
 1. Vigil Honor Chairperson
 2. Founder's Award Chairman
 3. Summer Camp Chief
 4. Ordealmaster (with assistants)
 5. Event or activity chairman (Lodge Banquet, G18S Conclave, Fall Fellowship, etc.)

Article X. Lodge Officer Election Procedures

- A. Elections of lodge officers shall be held at the annual Fall Fellowship. In the event this cannot happen, the elections shall be held at the next Lodge Executive Committee (LEC). The newly elected officers shall take office on January 1st of the following year and their terms shall expire at the end of the year.
- B. Any active youth member may make nominations for a capable candidate for office.



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- C. Nominations shall be opened by the Lodge Executive Committee (LEC) at the August Lodge Executive Committee (LEC) meeting and shall be closed at the LEC prior to the elections.
- D. The nominee must accept in person or in writing and be an active member as described in **Article IV. Lodge Membership** of this document and the latest edition of the Order of the Arrow Handbook.
- E. All nominees must provide the Lodge Adviser with a letter of recommendation from their Unit Leader and Chapter Adviser before he can run for office.
- F. The outgoing Lodge Chief shall conduct the officer elections. Should the outgoing Lodge Chief be a candidate for office, the Key-3 shall designate a capable youth not a nominee for office that will conduct the office elections.
- G. Only youth members, the Lodge Adviser, Lodge Staff Adviser, and Supreme Chief of the Fire, may attend the officer elections.
- H. Each chapter in the Lodge may cast one vote per youth member present at the time of the election, up to a maximum of 10 votes, for each office on all ballots.
- I. The order of voting will begin with the Lodge Chief and shall continue in progression: First Vice-Chief, Second Vice-Chief, Third Vice-Chief, Secretary, and Treasurer.
- J. Voting will be tallied by the Secretary and witnessed by the Lodge Chief or designated facilitator of the elections, Lodge Adviser, and Lodge Staff Adviser. Should the outgoing Secretary be a candidate for office, the Key-3 shall designate a capable youth not a nominee for office that will conduct the office elections.
- K. To be elected, the successful candidate must receive a majority (one vote more than fifty percent) of the votes cast on a given ballot to be elected (abstentions do not count as votes cast). Should no candidate receive a majority of votes, the Lodge Chief or designated facilitator of the elections will indicate a majority was not reached and eliminate the candidate with the least number of votes and conduct another vote. This procedure continues until one nominee achieves a majority and is declared elected, or until two ballots in succession result in tie votes and the balloting is declared deadlocked.
- L. When balloting is declared deadlocked, the youth conducting the election (Note: This is the Lodge Chief or a youth appointed by the Lodge Chief and approved by the Lodge Adviser) will announce to the voting delegates that one more ballot will be taken to break the tie and, if another tie results, he shall cast sufficient votes for the nominee of his choice to achieve a majority and declare him elected.
- M. A nominee that is not elected to office may become a candidate for a succeeding position. The Lodge Chief or designated facilitator of the elections will give each candidate not elected the option of doing so twice. After two “drop-downs,” a candidate must be nominated for the new position.

Article XI. Vacancy of Office and Special Elections

- A. If the Lodge Chief finds he/she is unable to finish his/her term, the Chief must write a letter of resignation to the Lodge Executive Committee (LEC). The First Vice-Chief will immediately assume the position of Chief and a special election for First Vice shall be conducted by the Lodge Executive Committee (LEC).
- B. If any other lodge officer finds they are unable to finish their term, they must write a letter of resignation to the Lodge Executive Committee (LEC). A special election shall then be conducted by the Lodge Executive Committee (LEC) for that position.
- C. A special election may only be conducted with a voting quorum present. If there is a need, the Key-3 shall appoint a temporary youth to chair any open position if a quorum is not met. That person shall serve until a new officer is elected by the Lodge Executive Committee (LEC).
 - 1. The Lodge Chief shall conduct the special election. Only youth members, the Lodge Adviser, Lodge Staff Adviser, and Supreme Chief of the Fire, may attend the special election.
 - 2. Each nominee must meet the same eligibility requirements outlined in **Article X. Lodge Officer Election Procedures**, items D and E.
 - 3. The successful candidate shall be elected by majority vote (as defined above) of the council of chiefs (one vote per chapter). Elected officers and the immediate past Lodge Chief shall not vote. Should a majority not be reached, the Lodge Chief shall eliminate the candidate with the least number of votes and another ballot taken. This procedure continues until one nominee achieves a majority and is declared elected, or until two ballots in succession result in tie votes and the balloting is declared deadlocked.
 - 4. Deadlocks, as defined above, will be decided by the youth conducting the election, after one additional tie. Replacement lodge officers must meet the same eligibility and approval requirements as defined in **Article X items D and E**.



- D. The Lodge Chief may make appointments to special positions with the approval of the council of chiefs. Such appointments shall have not vote in the council of chiefs.

Article XII. Lodge Budgetary and Financial Procedures

- A. The Lodge Executive Committee (LEC) must prepare and ratify an annual budget at the beginning of their term.
- B. The Lodge Executive Committee (LEC) must approve a budget for each event at least ninety (90) days in advance.
- C. An inventory of products shall be taken after every event and activity. The Treasurer (or his designee,) the Treasurer Adviser, and the Lodge Staff Adviser shall sign a copy of the latest revision of the Lodge Inventory Report form.
- D. All petty cash reimbursements must be signed by the requestor, approved by the Lodge Staff Adviser, and reconciled by the Treasurer and Treasurer Adviser on the latest revision of the Lodge Petty Cash Reimbursement form.

Article XIII. Lodge Activities and Events

- A. The Lodge shall plan and execute activities and events for its members throughout the year.
- B. The activities and events include, but are not limited to: Annual Fall Fellowship, Annual Lodge Banquet, and Annual Lodge Ordeals.
- C. Dates, times, and locations of events shall be made available to all members through the Council Calendar and Lodge website (www.snakepower.org).
- D. The Lodge Chief shall approve a nominated youth to lead each activity at least one hundred twenty (120) days in advance.
- E. The Lodge Adviser shall approve an adviser to guide the youth that is leading each event or activity.
- F. All events must be planned, executed, and evaluated to the highest standards possible. Evaluations by the lead youth should be completed on the latest revision of the Activity Evaluation Form.

Article XIV. Chapters

- A. The Lodge shall be divided into chapters, normally one associated with each council district. The Key-3 may redistribute a chapter(s) if the need arises.
- B. The chapters shall decide the chapter names.
- C. Chapters shall not deviate from official insignia, Lodge Rules, or the latest edition of the Order of the Arrow Handbook.
- D. Each chapter may adopt a chapter totem, shirt, or other item, approved by the Lodge Executive Committee (LEC).
- E. Each chapter chief shall be a member of the Lodge Executive Committee (LEC) and is responsible to report to the Lodge First Vice-Chief.
- F. Each chapter is responsible to communicate with each of its active members on a regular basis.
- G. Each chapter is required to make a monthly report to the Lodge Executive Committee (LEC) using the latest revision of the Monthly Chapter Report form.
- H. Each chapter is required to make an annual report to the Lodge Executive Committee (LEC) using the latest revision of the Annual Chapter Report form.

Article XV. Chapter Officers

- A. The chapters shall decide the chapter officers, having at least a Chief and a Secretary. Other positions and committees may be created as needed.
- B. All chapter officers must comply with the Lodge Rules and the latest edition of the Order of the Arrow Handbook.
- C. All chapter officers should attend the Lodge Leadership Development (LLD) Conference.
- D. Chapters cannot hold their annual officer elections before Cahuilla Lodge # 127 conducts Lodge Officer elections.

Article XVI. Lodge PMP

- A. The Lodge Performance Measurement Program is designed to give each chapter a program designed to reward effective efforts and give a basis for chapters to make goals and evaluate their performance.
- B. The goal of each chapter is to induct new members and encourage participation in Chapter and Lodge events

Article XVII. Induction of New Members

- A. Cahuilla Lodge # 127 is responsible for seeing that the induction of new members is consistent with the latest edition of the Order of the Arrow Handbook.
- B. All lodge ordeals must follow the ten (10) induction principles.
- C. All candidates must be treated and referred to in a respectful manner. Hazing is not tolerated under any circumstance and will result in immediate expulsion of the aggressor from the event.



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- D. The Ordealmaster, Taskmaster, or Elangomat, may not have another responsibility at the Ordeal.
- E. The Lodge Chief, Second Vice-Chief, and Ordealmaster are responsible for enforcing these policies.

Article XVIII. Ceremonial Events

- A. Youth members shall conduct all ceremonial events. Capable adults shall guide youth members.
- B. Principles or characters in all ceremonial events shall memorize their corresponding part to the best of their ability.
- C. All Pre-Ordeal, Ordeal, and Brotherhood, ceremonies shall be evaluated using the latest version of the Ceremony Evaluation Form. The form shall be provided to the chapter conducting the ceremony.
- D. Active members shall be encouraged to support our ceremonial teams by attending ceremonial events.
- E. No ceremony shall be conducted with over twenty-five (25) candidates.
- F. The Second Vice-Chief is responsible for enforcing these policies.

Article XIX. Lodge Native American Affairs Programs

- A. To be consistent with policies at Section, Area, Regional, or National events, Cahuilla Lodge # 127 will not permit the use of face or body paint in any ceremonial event or Native American performance.
- B. The Lodge shall be responsible for fielding dance, drum, and singing teams. Capable and knowledgeable adults should guide youth performers.

Article XX. Service Hours

- A. Each chapter in Cahuilla Lodge # 127 shall be responsible for tracking its individual service projects and hours. Those service hours are to be recorded in Lodgemaster and reported in the latest revision of the Monthly Chapter Report.
- B. The First Vice-Chief, organized by chapter, shall track service hours for Cahuilla Lodge # 127.
- C. Policies for service hours shall be contained herein unless the National Order of the Arrow Committee sets its own policy.
- D. A service hour is defined as one hour of meaningful service by one active member.
- E. A service hour is:
 - 1. Any service event where members are providing a service to the Boy Scouts of America or the community.
 - 2. Ordeal candidates performing service at their ordeal weekend.
 - 3. Those who serve as full-time volunteers (i.e.; council training event, summer camp staff) shall count no more than forty (40) service hours in one given week.
 - 4. Those who serve as part-time volunteers (i.e.; camporee, event staffing) shall count no more than eight (8) service hours in one given day.
 - 5. A ceremonial event performed as a service to the community or Boy Scouts of America (i.e.; arrow of light ceremony).
 - 6. A Native American dancing or singing performance to the community or Boy Scouts of America.
- F. A service hour is not:
 - 1. Ceremonial events performed at an Ordeal activity or Order of the Arrow event.
 - 2. Ceremonial event practices.
 - 3. An event where the Order of the Arrow or Boy Scouts of America is being compensated financially to perform or be present.
 - 4. An event where service hours are being claimed by another program of the Boy Scouts of America (questions about this item should be brought to the attention of the First Vice-Chief).
 - 5. Summer camp staff members who are financially compensated for their work.
- G. The First Vice-Chief is responsible for enforcing these policies. He/she reserves the right to reject a claimed service project that violates or is not in the spirit of these policies.
- H. A Chapter has the option of appealing that policy decision to the Lodge Executive Committee (LEC) should it not agree with the decision of the First Vice-Chief.

Article XXI. Camping Promotion

- A. Each chapter in Cahuilla Lodge # 127 shall be responsible for tracking its unit visitations. Those visitations are to be recorded in Lodgemaster and be reported in the latest revision of the Monthly Chapter Report.
- B. The period for reporting camping promotion visitations is from December 1 to November 30.
- C. Each chapter should work closely with the Third Vice-Chief to insure visitations are completed.
- D. The Lodge will publish a "Where To Go Camping" guide annually, with a new version available once every three



(3) years. This guide will be made available to every unit/team in the council.

- E. A visitation is defined as one visit by the Order of the Arrow to a unit or representative where the goal was to promote camping, summer camp, a special site, or camping tips or ideas.
- F. The Third Vice-Chief should provide chapters with a summary of their visitation percentage and performance at every Lodge Executive Committee (LEC) meeting.
- G. Every unit leader should be given the opportunity to evaluate the quality of the visitation in the latest revision of the Unit Visitation Evaluation form.

Article XXII. Fire Policy

- A. To protect our members and observe local, state, and federal rules and regulations, the following policy has been enacted:
 - 1. Fires shall be used in a safe manner.
 - 2. Fires will be handled in accordance with all pertinent rules and regulations.
 - 3. No coffee or number ten (# 10) cans may be filled with fuel.
 - 4. The use of hand-held fires or tiki torches is prohibited.
 - 5. Acceptable fire or lighting sources include properly lit campfires, candles in a container, backpacker lanterns, flashlights, or sterno-type smudge pots.
- B. Interpretation and enforcement of this policy should be directed to the Key-3.

Article XXIII. Awards and Recognition

- A. Cahuilla Lodge # 127 shall be responsible for administrating the following awards and recognitions in accordance with policies in the Lodge Rules and the latest edition of the Order of the Arrow Handbook.
 - 1. Vigil Honor
 - 2. National Founder's Award
 - 3. Elangomat Award
 - 4. Ted Green Arrowperson of the Year
 - 5. John Mulkern Award
 - 6. James E. West
 - 7. Soaring Eagle
 - 8. Ceremony Expert
 - 9. 1st Year Arrowman Award
- B. Cahuilla Lodge # 127 can recognize chapters that excel through the following awards:
 - 1. Negami Award
 - 2. Spirit Award

Article XXIV. Enforcement and Absolution of Rules

- A. The Cahuilla Lodge Rules are absolute and must be in accordance with the latest edition of the Order of the Arrow Handbook.
- B. It is the responsibility of the Lodge Executive Committee (LEC) to enforce and uphold the Cahuilla Lodge Rules.
- C. The Cahuilla Lodge Rules are free for any active member to read, review, or possess.
- D. In the event of any case where the Cahuilla Lodge Rules are not followed, it is the duty of any active member to notify the Key-3. The Key-3 is responsible for acting anytime there is a report of a violation.

Article XXV. Amendments

- A. Proposed amendments to the Lodge Rules must be submitted in writing by a youth voting member of the Lodge Executive Committee (LEC).
- B. Copies of the proposed amendments should be made available to all members of the Lodge Executive Committee (LEC). It must include explicit text to be placed in the rules, which can be changed by the LEC.
- C. The Lodge Executive Committee (LEC) must open discussion of the amendment. A vote to the proposed amendment may not occur at the same meeting it is submitted.
- D. A proposal to amend the Lodge Rules will take effect once it is passed by a three-fourths (3/4) majority of a quorum.
- E. Amendments to the Lodge Rules will take effect immediately and must be immediately placed in the rules.
- F. The Lodge Executive Committee (LEC) shall annually review and audit the Lodge Rules to insure that all updates in the last twelve (12) months have been added.