

Ashokwahta Lodge #339

Bylaws

Respectfully submitted December, 2019

Ratified January 4, 2020

Preamble

From the Order of the Arrow *Guide for Officers and Advisers*:

Each Lodge should develop and formally approve a written set of Lodge rules to govern its operations. These rules should be reviewed annually and should cover topics like insignia, Officers and Advisers, Officer election and replacement, meetings, activities, and dues. [...] *No Lodge rule, policy, or procedure may deviate from or change in any manner a requirement in the current printing of any of the Order's literature* (19).

Table of Contents

Preamble	2
Table of Contents	3
I. Name and Affiliation of the Lodge	5
<i>A. Insignia</i>	5
<i>B. Activities</i>	5
II. Mission and Purpose	5
III. Election to Membership	5
<i>A. Membership Requirements</i>	5
1. Election Period	6
2. Elections Committee	6
3. Elections Teams	6
<i>B. Induction to Ordeal Membership</i>	6
<i>C. Membership</i>	6
1. All Members Equal	6
IV. Officers and Voting Policies	7
<i>A. Voting Eligibility</i>	7
<i>B. Lodge Officers</i>	7
1. Lodge Officer Responsibilities.....	7
2. Officer Term of Service	8
3. Officer Election Policies	8
4. Removal of Officers	9
5. Vacancies Other Than Lodge Chief.....	10
6. Vacancy of Lodge Chief	10
7. Disqualification and Forfeiture	11
V. Lodge Administration	11
<i>A. Lodge Executive Committee</i>	11
1. Lodge Executive Committee Defined.....	11
2. Meetings Open to Members	11
3. Role	11
4. Authority Over Other Committees.....	11

<i>B. Adult Advisers</i>	11
1. Role	11
2. Appointment.....	12
3. Term of Service	12
<i>C. The Key 3</i>	12
1. Key 3 Defined	12
2. Role	12
VI. Brotherhood Membership	13
VII. The Vigil Honor	13
VIII. Finances	13
<i>A. Dues</i>	13
<i>B. Fees</i>	14
<i>C. Lodge Financial Policies</i>	14
<i>D. Intent for Patch Auction Proceeds</i>	14
IX. Lodge Property	14
<i>A. Storage</i>	14
<i>B. Inventory</i>	14
<i>C. Borrowing</i>	14
<i>D. Liability for Borrowed Property</i>	14
<i>E. Replacement and Repair</i>	15
<i>F. Intangible Property</i>	15
References	16

I. Name and Affiliation of the Lodge

The Lodge shall be known as Ashokwahta Lodge #339, Iroquois Trail Council #376, Boy Scouts of America, and shall be under the supervision of the council camping or Boy Scout committee and the administrative authority of the Scout Executive of the council.

A. Insignia

The Lodge Totem shall be the Peace Pipe.

B. Activities

The Lodge shall convene on at least three occasions annually: the Spring Fellowship, the Fall Fellowship, and the Winter Banquet, but additionally at any time deemed necessary by the Lodge Executive Committee or Key 3.

II. Mission and Purpose

The Mission of this 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 (National Website).

The Purpose of the Order of the Arrow is fourfold:

- Recognize those who best exemplify the Scout Oath and Law in their daily lives and through that recognition cause others to conduct themselves in a way that warrants similar recognition.
- Promote camping, responsible outdoor adventure, and environmental stewardship as essential components of every Scout's experience, in the unit, year-round, and in summer camp.
- Develop leaders with the willingness, character, spirit, and ability to advance the activities of their units, our Brotherhood, Scouting, and ultimately our nation.
- Crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

III. Election to Membership

A. Membership Requirements

The requirements for membership in this Lodge are as stated in the current printing of the *Order of the Arrow Handbook* and the *Guide for Officers and Advisers* (18-19).

1. Election Period

The normal election period of Ashokwahta Lodge shall coincide with the typical school year calendar for Western New York (August - June); however, should a unit desire it, elections occurring outside of this period are allowed so long as written notice is given to the Key 3 at least three days prior to the election.

2. Elections Committee

At least one Elections Committee shall be appointed by the Lodge Vice Chief of Administration in consultation with the Lodge Chief.

3. Elections Teams

While it is strongly preferred that two or three youth Lodge Members conduct the election (*Guide for Officers and Advisers*, 24), an individual member may conduct the election provided that it is in accordance with the current BSA Youth Protection Policy: for example, a youth member may not perform an election with an adult member one-on-one, and a registered female adult leader must be present for any activity involving female youth. Following the election, it is the election team's responsibility to ensure that a signed Unit Election Report (*Guide to Unit Elections*, 34) is returned to the Lodge Vice Chief of Administration as soon as possible.

B. Induction to Ordeal Membership

The procedure for the Ordeal shall be as stated in the current printing of the *Order of the Arrow Handbook*, the *Guide to Inductions*, and conducted according to the current printing of the *Ceremony for the Ordeal*.

C. Membership

1. All Members Equal

Once inducted, all members of the Lodge shall enjoy all rights and privileges of a member of the Order of the Arrow, including the right to attend Lodge Executive Committee meetings as an observer, the right to vote in Lodge elections (if under 21), and the privilege of attending any service and social functions of the Lodge (*Guide for Officers and Advisers*, 27).

IV. Officers and Voting Policies

A. Voting Eligibility

Only Arrowmen under the age of 21 who are primarily registered with a unit in Iroquois Trail Council and whose dues are current may vote in matters of Lodge business (*Guide for Officers and Advisers*, 5).

B. Lodge Officers

The Lodge Officers will consist of a Lodge Chief, Lodge Vice Chief of Administration, Lodge Vice Chief of Program, Lodge Secretary, Lodge Treasurer, and any other Officers deemed necessary and approved by the Lodge Executive Committee, to take effect in the next election.

The Officers of this Lodge must be younger than 21 during their entire term of Office (*Guide for Officers and Advisers*, 4).

1. Lodge Officer Responsibilities

- i. **Lodge Chief** – The Lodge Chief is responsible for the overall function of the Lodge. If deemed essential for the Lodge to function, the Lodge Chief shall have the authority to temporarily appoint any member in good standing to any Officer position. The Lodge Chief shall have the authority to appoint emergency or temporary Committees and Committee Chairs as needed.
- ii. **Lodge Vice Chief** - There are two Lodge Vice Chief positions: the Lodge Vice Chief of Administration and the Lodge Vice Chief of Program. During Officer Elections, if only one member runs for the Office of Vice Chief, that member shall assume the responsibilities of both positions. Otherwise, members will run for their first choice of Vice Chief position.
 - a. **Lodge Vice Chief of Administration** - The Lodge Vice Chief of Administration shall oversee the induction of new members to the Lodge. If the Lodge Chief is unable to perform their duties to the Lodge, and with the approval of the Lodge Adviser and the Lodge Staff Adviser, The Lodge Vice Chief of Administration shall assume the position of Lodge Chief.
 - b. **Lodge Vice Chief of Program** - The Lodge Vice Chief of Program shall oversee events of the Lodge, including but not limited to the Fellowship weekends, Banquet, and other

Lodge functions. If the Lodge Vice Chief of Administration vacates the position, then with the approval of the Lodge Adviser and the Lodge Staff Adviser, the Lodge Vice Chief of Program shall assume the position of Lodge Vice Chief. The Lodge Chief may then appoint an additional Lodge Vice Chief to serve until they can be either elected by the Lodge or replaced by an elected member.

- iii. **Conclave Vice Chief** - The Conclave Vice Chief shall act as a representative between the Lodge and the Section to assist in planning and development for Conclave. The Conclave Vice Chief is not in line to become the Lodge Chief.
- iv. **Lodge Secretary** - The Lodge Secretary shall keep the minutes of Lodge Executive Committee Meetings. The Lodge Secretary shall review the minutes of the previous meeting at each Executive Committee meeting.
- v. **Lodge Treasurer** - The Lodge Treasurer shall track, calculate, and report the Lodge's finances. The Lodge Treasurer shall review the finance report at each Executive Committee Meeting.

2. Officer Term of Service

After being elected at the Spring Fellowship, new Lodge Officers shall take Office at the June Lodge Executive Committee Meeting for a term of one year (*Guide for Officers and Advisers*, 4).

- i. The previous Officers shall also turn over any and all responsibilities of their position to the newly elected Officers.
- ii. Before or at the June Lodge Executive Committee Meeting, the previous Officers shall surrender any and all Lodge property, including but not limited to E-mail addresses, passwords, records, and totems, to the newly elected Officers.

3. Officer Election Policies

- i. Lodge Officers must be elected by a majority vote of the youth present at the Spring Fellowship.
- ii. A letter of intent from each candidate for Lodge Office, as well as a recommendation from the candidate's unit leader, must be provided by the candidate to the Lodge Executive Committee at least one day before the election takes place. However, in cases of extreme need, the Key 3 may waive or alter this requirement. Officer candidates

must be present at the election or submit a written explanation for why they are not in attendance.

- iii. The Elections of Officers will take place at the convention of the Lodge at the Spring Fellowship. Candidates running for Lodge Chief will be allowed an opportunity to address the convened Lodge immediately prior to the election. The current Lodge Chief will appoint a chair and up to two others to an Elections Commission that is responsible to oversee the election being held, conduct the vote, and count the ballots. The candidate receiving the majority of the votes for each Office will become the Lodge Officer.
- iv. The election will follow a ‘waterfall–style’ format: The elections will start with the Lodge Chief and continue in the order of Lodge Vice Chief of Administration, Lodge Vice Chief of Program, Conclave Vice Chief, Lodge Secretary, Lodge Treasurer, and any additional Offices in an order prescribed by the Executive Committee. Those individuals not elected to a higher position may run for a lower position if they so choose.

4. Removal of Officers

A Lodge Officer shall be removed from Office if any of the following conditions are met:

- i. The Officer resigns the Office.
 - a. Upon resignation, the former Officer must surrender all Lodge property entrusted to the care of the Office, including intangible property such as Lodge E-mail accounts and passwords, to the Key 3.
- ii. The Officer leaves the Lodge.
 - a. A person who is not registered with a BSA unit or other qualifying BSA position cannot be a registered member of the Order of the Arrow (*Guide for Officers and Advisers*, 13).
 - b. A person who transfers primary membership to a unit outside of Iroquois Trail Council cannot be a member of Ashokwahta Lodge (*Guide for Officers and Advisers*, 13-14).
 - c. Officers who voluntarily withdraw their Lodge membership during the registration term will be held to have resigned their Offices; however, because dues are paid per annum and cannot be pro-rated or refunded, the former Officers will be

continued as members of the Lodge until the end of either the dues term or the BSA registration period, whichever comes first.

- iii. The Officer is unable to perform the duties of the Office.
 - a. In cases of illness or incapacitation, judgments of inability to perform shall be left to the Key 3 or the Council Scout Executive.
- iv. The Officer is unwilling to perform the duties of the Office.
 - a. Unwillingness may be determined by a failure to perform the duties of the Office or to attend necessary Lodge events or Executive Committee Meetings, either by passive non-attendance or by active refusal to carry out the responsibility. Judgments of unwillingness, including allowable thresholds for non-performance or non-attendance, shall be left to the Key 3 or the Council Scout Executive.

5. Vacancies Other Than Lodge Chief

If a Lodge Officer other than the Lodge Chief resigns or is removed from Office, then the Lodge Chief shall appoint a qualified member of the Lodge to fill the vacant Office temporarily. The appointee shall exercise the duties of the Office until the Lodge Executive Committee can vote to confirm the appointment. For this purpose, the aforementioned recommendation requirement may be waived.

- i. Upon confirmation, the appointee shall immediately assume all duties and responsibilities of the Office as a permanent Officer for the remainder of the term.
- ii. If the temporary appointee is not confirmed, then the Lodge Chief must appoint another qualified member of the Lodge to temporarily fill the vacant Office until such time that a confirmation vote can be achieved or an Officer Election is held.

6. Vacancy of Lodge Chief

If the Lodge Chief resigns or is removed from Office, then the Vice Chief of Administration, or Lodge Vice Chief if there is only one, will immediately assume the position, duties, and responsibilities of the Lodge Chief until the following Spring election.

7. Disqualification and Forfeiture

Removal or resignation from Office shall not constitute disqualification or forfeiture to run for future Office: i.e., a former Officer may run for Office again in a future election.

V. Lodge Administration

A. Lodge Executive Committee

1. Lodge Executive Committee Defined

The Lodge Executive Committee shall consist of the youth serving as Lodge Officers, the Staff Adviser, the Lodge Adviser, the Scout Executive, and such other members as the Executive Committee may choose to appoint.

2. Meetings Open to Members

Any Lodge member is welcome to attend Executive Committee meetings as an observer (*Guide for Officers and Advisers*, 5).

3. Role

The Lodge Executive Committee is the steering committee of the Lodge. It faces the problems, studies possible solutions, and then, through the Lodge, acts. It carries out the business of the Lodge, coordinating the work being done by Officers and operating committees. Regardless of any Executive Committee decision or undertaking, the Lodge must operate within the policies established by the national Order of the Arrow Committee, without variation or modification. The Lodge Chief is chair and should preside over meetings (*Guide for Officers and Advisers*, 5).

4. Authority Over Other Committees

The Lodge Executive Committee will have the full authority to create committees as it deems necessary to the completion of the Purpose and Mission, and in doing so delegate authority to such committees to accomplish their respective tasks.

B. Adult Advisers

1. Role

The Lodge Adviser assists the Lodge Officers by providing tools, opportunities, necessary transportation, and Associate Advisers to each Officer and operating committee chair. All Advisers carry out additional

responsibilities listed and explained in the *Guide for Officers and Advisers* (20-22).

2. Appointment

The Council Scout Executive shall appoint the Lodge Adviser and Staff Adviser. The Lodge Adviser, in consultation with the Council Scout Executive and Staff Adviser, may appoint Associate Advisers, as stated in the *Guide for Officers and Advisers* (4).

3. Term of Service

Lodge Advisers and Staff Advisers shall be appointed annually (*Guide for Officers and Advisers*, 20).

C. The Key 3

1. Key 3 Defined

- i. The Key 3 shall consist of the Lodge Chief, the Lodge Adviser, and the Lodge Staff Adviser (*Guide for Officers and Advisers*, 5).

2. Role

- i. The Key 3 shall have the authority to settle disputes between members in all cases arising under these rules and by-laws, and the policies of the Ashokwahta Lodge #339.
- ii. The Key 3 shall have the authority to pass final judgement on the actions of the Lodge Executive Committee.
- iii. On extraordinary occasions, the Key 3 may call special conventions of the Lodge or meetings of the Lodge Executive Committee.
- iv. The Key 3 is responsible to appoint a Vigil Honor Adviser who will oversee the conferring of the Vigil Honor.
- v. The Key 3 is responsible for bestowing any other awards and recognitions that require their approval in accordance with the policies and guidelines of the Boy Scouts of America, and which include, but are not limited to, the Vigil Honor and the Founders' Award.

VI. 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 *Guide for Officers and Advisers*, and conducted according to the current printing of the *Ceremony for the Brotherhood*.

VII. The Vigil Honor

- A.** Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Guide for Officers and Advisers*, and conducted according to the current printing of the *Ceremony for the Vigil Honor*.
- B.** The Lodge Key 3 shall convene annually a Vigil Honor Nominating Committee under the supervision of the Vigil Honor Adviser and Lodge Staff Adviser. The members of the Vigil Honor Nominating Committee, in good conscience and in accordance with the *Guide for Officers and Advisers* (29), will nominate those eligible members to candidacy for the Vigil Honor that it deems worthy.
- C.** The Lodge Key 3 shall review and approve the nominations for the Vigil Honor. If a member of the Lodge Key 3 is not a Vigil Honor Member, the remainder of the Key 3 shall take care to maintain mystery pertaining to signing the applications for new Vigil candidates. If, in this case, the Key 3 member refuses to sign unless the mystery is revealed, then it should be revealed without prejudice.
- D.** The Lodge Key 3 shall, for each Spring Fellowship that candidates for the Vigil Honor exist, grant authority to the Lodge Vigil Honor Adviser to form a Lodge Vigil Honor Ceremonies Team responsible for conducting the Vigil Honor Ceremony in accordance with the *Ceremony for the Vigil Honor* and other traditions and precedents as the Vigil Honor Adviser determines and approves.

VIII. Finances

All Order of the Arrow funds shall be handled through the Iroquois Trail Council Service Center and shall go through all normal council accounting procedures (*Guide for Officers and Advisers*, 14).

A. Dues

Annual dues will be set at an amount to be determined by the Lodge Executive Committee. Dues may be collected at any Lodge event so that members may remain in good standing with the Lodge. Those members on the inactive dues list may regain good standing without penalty by paying the current year's dues (*Guide for Officers and Advisers*, 14).

B. Fees

Fees for Lodge events will be set at amounts to be determined by the Lodge Executive Committee. Fees are intended to defray costs incurred by or on behalf of participants at these events, such as insignia, *Order of the Arrow Handbooks*, and food (*Guide for Officers and Advisers*, 13).

C. Lodge Financial Policies

The Lodge Chief shall have the authority, with the approval of the Lodge Executive Committee or the Key 3, to pay all debts incurred by the Lodge, and shall approve all monies to be paid out of the Treasury of the Lodge.

D. Intent for Patch Auction Proceeds

The proceeds collected from the annual Patch Auction, so long as it exists, will be used solely for the purpose of improving the Council-owned resident camps as deemed appropriate by the Lodge Executive Committee.

IX. Lodge Property

A. Storage

All Lodge Property shall be stored on Iroquois Trail Council grounds unless deemed otherwise necessary by the Lodge Executive Committee.

B. Inventory

The Lodge Executive Committee shall perform an annual inventory and review of all Lodge property.

C. Borrowing

The Lodge Executive Committee shall keep a sign-out sheet to record the name, date, and a description of any property borrowed from the Lodge, and should remain aware of the property's whereabouts until its return.

D. Liability for Borrowed Property

When any Lodge property is borrowed for any purpose, the borrower assumes all liability for the replacement of that property if it is not returned in the same condition as it was lent out.

E. Replacement and Repair

Replacement and repairs of Lodge Property shall be at the discretion of the Lodge Executive Committee. For this purpose, the Lodge Executive Committee is free to seek consultation and advice from interested parties, such as, for example, the Ceremonies Chair and Adviser for Ceremonies regalia.

F. Intangible Property

Intangible Lodge property, such as E-mail addresses and passwords, shall be provided by and returned to the Key 3. This property shall only be provided to Officers and must be returned at the end of a term or upon demand by the Key 3.

References

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