

# Nguttitehen Lodge 205 Bylaws

## I. Mission, Name and Affiliation of Lodge.

\*A. 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.

\*B. Name and affiliation of lodge. The lodge shall be known as: Nguttitehen Lodge, Lincoln Heritage Council #205, 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.

## II. Membership.

\*A. The requirements for membership in this Lodge are as stated in the current printing of the "Order of the Arrow Handbook" and the "Order of the Arrow Guide for Officers and Advisers".

\*B. The procedure for the Ordeal shall be as stated in the current printing of the "Order of the Arrow Handbook" and the "Guide to Inductions".

C. Ordeal and Brotherhood weekends shall be scheduled at such times as deemed appropriate and necessary by the Lodge Executive Committee. At a minimum, there should be four (4) Ordeal and Brotherhood weekends per calendar year that are separate from all other Lodge Events.

\*D. Brotherhood Membership. Completion of Brotherhood membership shall be in accordance with the requirements in the current printings of the "Order of the Arrow Handbook" and the "Order of the Arrow Guide for Officers and Advisers".

E. Additional Brotherhood ceremonies shall be scheduled as deemed appropriate and necessary by the Brotherhood Committee in conjunction with the Lodge Executive Committee.

\*F. The Vigil Honor. 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 "Order of the Arrow Guide for Officers and Advisers".

## III. Officers and Executive Committee

A. The Lodge Executive Committee shall be the governing body of the Lodge.

\*B. The lodge executive committee shall be composed of the elected lodge officers, immediate past lodge chief, lodge operating committee chairmen, lodge adviser, another member of the council camping or Boy Scout committee, chapter chiefs, chapter advisers (where applicable), Scout executive, and lodge staff adviser.

Additional members shall be the advisers for each of the above named youth.

- \*C. The elected officers of the Lodge shall be the Lodge Chief, the Lodge Vice Chief(s) the Lodge Secretary, and the Lodge Treasurer. These elected officers must be younger than 21 during their entire term of office.
- D. The Lodge Vice Chief of Administration shall act as Lodge Chief in the Lodge Chief's absence or serve as Lodge Chief upon a vacancy in that office until the vacancy is filled.
- E. No person shall hold the same Lodge office for more than two (2) consecutive terms or any part thereof. Furthermore there shall be no more than three (3) lodge officers from any one (1) council service area and no more than two (2) lodge officers from any one (1) chapter.
- F. In the event of any vacancy of any Lodge office, the Lodge Executive Committee shall solicit nominations for that office, and shall vote among those nominees as to who shall fill the vacancy at the next regularly scheduled Executive Committee meeting.
- G. The Lodge Operating Committees shall be as set forth in Appendix A of these Bylaws.
- H. Each member of the Lodge shall belong to the Chapter that represents the District(s) where the member's primary Scouting registration is held. The quantity and composition of Lodge Chapters shall be determined by the Lodge Key Three.
- I. Associate Lodge Advisers are defined as each Lodge Officer Adviser. The Lodge Adviser may appoint additional Associate Lodge Advisers as he sees appropriate with the approval of the Scout Executive or his designee.
- J. The chairman of each operating committee shall be appointed by the Lodge Chief in consultation with the Lodge Adviser and the Lodge Staff Adviser. The Adviser of each operating committee shall be appointed by the Lodge Adviser with approval by the Scout Executive or his designee.
- K. The Lodge Chief in consultation with the Lodge Adviser and the Lodge Staff Adviser may provide for such special committees as are needed for the efficient operation of the Lodge. A written job description and term of existence shall be provided at the time the committee is established. The chairman of each special committee shall be appointed by the Lodge Chief in consultation with the Lodge Adviser and the Staff Adviser and the Adviser of each special committee shall be appointed by the Lodge Adviser in consultation with the Lodge Chief and the Lodge Staff Adviser and with the approval of the Scout Executive or his designee; however, said chairman shall not be a voting member of the Lodge Executive Committee.
- L. Attendance and participation is necessary for the Lodge to operate effectively. Each youth member of the Executive Committee is required to attend Executive Committee meetings and Lodge Events. If there is an emergency (death in family, illness, etc.), an Executive Committee member must contact any member of the Key Three at least two (2) hours before the meeting or event is scheduled to begin. Failure to contact a member of the Key Three prior the specified time may result in an unexcused absence. After two (2) unexcused absences, a warning letter will be sent by the Lodge Chief. After three (3) unexcused absences, the member will be automatically removed from his position. Once removed, a member may appeal to the Executive Committee to be reinstated. He must submit a written statement of his intent and reasons why he was absent at the next regularly scheduled meeting. The Executive Committee must vote a 2/3 majority for the member to be reinstated.

- M. Any youth member of the Executive Committee may be removed from his position for cause, shown by a 2/3 majority vote of the Executive Committee at any regularly schedule Executive Committee meeting.
- N. The election of Lodge Officers shall be held at the Fall Business Meeting. Lodge and Chapter Officers-Elect shall take office on January 1 of the following year. Their term of office shall expire on December 31 of that year.
- O. Job Descriptions for each Lodge Officer, Operating Committee Chairman and Chapter Chief shall be adopted by the Lodge Executive Committee and published in an Appendix to these Bylaws.

#### IV. Meetings.

- A. The official membership meetings of the Lodge shall be a Spring Business Meeting to be held at the conclusion of the Spring Ordeal Weekend, a Fall Meeting to be held at the conclusion of the Fall Fellowship Weekend; and a meeting to be held at the Winter Banquet.
- B. The Executive Committee shall, prior to the Spring Business Meeting, prepare a Lodge calendar for the following year, to be presented to the membership at that meeting.
- C. A scheduled Lodge Executive Committee meeting may be changed only by approval of the Executive Committee at an Executive Committee meeting two months in advance of said meeting. All members of the Executive Committee shall receive written notice of said change in schedule at least 30 days prior to the rescheduled meeting from the Lodge Secretary.
- D. The Lodge Chief or Scout Executive shall have the authority to call for a Special Executive Committee Meeting at any time. All Executive Committee members shall be notified of the time and place of the meeting at least seven (7) days in advance.

#### VII. Finances.

- \*A. Finances. All Order of the Arrow funds, including, Lodge, chapters, and committees, shall be handled through the council service center and go through all normal council accounting procedures.
- B. Dues and event fees shall be reviewed each year by the Treasurer and Treasurer's Adviser and set by the Executive Committee with approval by the Scout Executive.

#### VIII. Voting.

- \*A. Voting. Arrowmen under the age of 21 may vote in matters of lodge business.

#### IX. Order of the Arrow and Lodge Insignia / Merchandise.

All patches, shirts, hats, jackets, mugs etc, that contain any mention or depiction of the Order or the Lodge or any division thereof, that is to be distributed by any means by the Lodge or any division thereof must first be approved by the Lodge Executive Committee. It will then be ordered by the Lodge Adviser or their designee and upon receipt be inventoried and distributed by the Trading Post Committee or the designee in consultation with the Lodge Adviser.

X. Quorum, amendment of rules and procedure.

- A. The youth members present at any scheduled Business Meeting of Lodge shall constitute a quorum.
- B. A quorum shall exist at a Lodge Executive Committee Meeting when 25% or more youth members are present.
- C. All rules may be amended only at a scheduled membership meeting of the Lodge and only after the Executive Committee has approved the change. Each member of the Lodge shall be given thirty (30) days notice through the Lodge newsletter or other mailing or electronic distribution before the vote takes place.
- D. Any question of procedure that arises that is not covered by these rules shall be governed by, *Robert's Rules of Order, Newly Revised, 10<sup>th</sup> Edition or later*.

XI. Entire Lodge Rules

These rules and regulations shall replace all previous versions and be effective upon adoption.