

Ohkwaliha-Ká Lodge #34 By-Laws



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Section I

General Standards

- A. The name of this Lodge of the Order of the Arrow shall be Ohkwaliha·Ká Lodge #34 W.W.W.
- B. The totem of this Lodge shall be The Black Bear.
- C. The purpose of this Lodge shall be in accordance with the statements of the purpose set forth in the Order of the Arrow:
 - 1. *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.*
 - 2. *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.*
 - 3. *Develop leaders with the willingness, character, spirit and ability to advance the activities of their units, our Brotherhood, Scouting, and ultimately our nation.*
 - 4. *Crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.*
- D. This Lodge is affiliated with the Leatherstocking Council, Boy Scouts of America (BSA) (Council #400) and shall be under the administrative authority of its Scout Executive and his appointed Staff Adviser. The Lodge may consist of Chapters as deemed necessary by the Lodge Executive Committee and shall not exceed the number of districts of the Leatherstocking Council.
- E. Current registration as a member of the Boy Scouts of America shall be a prerequisite for membership in this Lodge.
- F. Uniforms and Sashes shall be worn in accordance with the printing of the latest Order of the Arrow Handbook and the current regulations of the BSA.

Section II

Requirements and Procedures for Membership

- A. Open to all current and past members of the Order of the Arrow, who are currently registered with the BSA.
- B. The requirements and procedures for election to membership shall be as stated in the official Order of the Arrow Guide to Officers and Advisers.
- C. Procedures of elections:
 - a. Elections shall be held once per unit, per calendar year.
 - b. Elections will be conducted under the supervision of a trained member(s) of the Lodge. It is recommended that the members conducting the election are not registered to the unit that is having an election.
 - c. The Unit Elections Committee Chairman shall be notified of all Unit election dates in advance.
 - d. Adult nomination forms from Units must be submitted to the lodge adviser before the end of the election season.
 - e. The Lodge Adult Selection committee will review the adult candidate applications.

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- f. Copies of successful Unit elections must be filed with the Unit Elections Chairman prior to a formal Call Out ceremony.
 - g. Candidate letters are to include the time and place for the Ordeals, a list of needed equipment and other necessary information, will be given to the Candidate after the Call Out ceremony. If the Candidate is unable to attend the Call Out ceremony, the information will be sent to the Candidate by 1st Class Mail in advance of the Induction Weekend.
- D. Preparation for Elections:
- a. All units registered within the Leatherstocking Council shall be contacted annually via mail prior to the election season to have the opportunity to schedule an election. This letter will be sent to all Unit Leaders by the Lodge Chief explaining the principles and purpose of the Order of the Arrow and instructing them as to the election procedure.
- E. Transferring Membership
- a. Any Order of the Arrow member transferring in from another Lodge currently registered in their former Lodge will be charged the current year's dues.

Section III

Officers and Advisers

- A. The Officers of this Lodge shall be: Lodge Chief, Lodge Vice Chief, Chapter Chief(s) (One per District/Chapter), Lodge Secretary, and Lodge Treasurer. These Officers must be under 21 years of age during the full term of that office. All Lodge Officer and Chapter Officer Elections will be conducted at the Annual Lodge Business Meeting or an announced General Lodge meeting.
- B. In the event that any Lodge Officer becomes incapable of service or fails to fulfill his duties, a replacement may be appointed by the remaining Officers, in consultation with the Lodge and Staff Advisers. Removal from office shall be by vote of the active Executive Board members upon recommendations of the Lodge Advisers.
- C. Lodge Officers shall be elected at the Annual Business Meeting or the next General Lodge Meeting. The term of all Officers shall begin immediately after the conclusion of the Annual Business Meeting or General Lodge Meeting in which the election took place.
- D. All youth interested in running for a lodge officer position must submit a letter of intent to the lodge adviser prior to the election. All candidates must receive a nomination prior to being put up for election.
- E. If no letters of intent are received by the lodge for an officer position, the lodge may choose to open the floor to open nominations.
- F. At the close of nominations, each nominee will be given a chance to speak for two (2) minutes.
- G. A candidate must receive a majority of the vote. If this is not achieved a run off shall occur between the top two candidates.
- H. In the case of a tie vote the current LEC excluding officers who are tied in the election shall caucus immediately to cast the deciding vote.
- I. This procedure will be followed for each office.
- J. Chapter Chiefs shall be elected by the majority vote of all the members of their Chapter members present.
- K. The Lodge Executive Board shall be composed of the elected Officers, Lodge Committee Chairmen, the immediate past Lodge Chief, OA Troop Representatives, the Lodge Adviser, the Associate Lodge Adviser(s), the Scout Executive and the Staff Adviser.

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- L. The Lodge Chief shall appoint such committee as may be required with the approval of the Lodge Adviser and Staff Adviser.
- M. Associate Advisers shall be appointed by the Lodge Adviser in consultation and approval of the Lodge Key 3.
- N. All Advisers must be over 21 years of age.

Section IV

Lodge Events

- A. One (1) Annual Business Meeting in spring of each year. The lodge may conduct other business meetings throughout the year as needed.
- B. Three (3) Induction Weekends:
 - a. Spring Induction Weekend
 - b. Fall Induction Weekend
 - c. Brotherhood Induction Weekend
- C. A Winter Banquet or Fellowship Weekend.
- D. An Officer Training Conference or Lodge Leadership Development (LLD) to be held at least once per calendar year.
- E. Special meetings of the Executive Board of the Lodge can be called at any time at the discretion of the Lodge Chief, Lodge Adviser, Staff Adviser or Scout Executive.
- F. Each meeting of the Lodge or any of its committees shall be opened with the recitation of the Obligation of the Order of the Arrow.
- G. There shall be an estimated Budget of income and expenses completed by the committee in charge of the specific event in at least a month prior to the event date. This budget shall be reviewed and approved by the Lodge Key 3 and lodge treasurer. No legal binding contract or agreement shall be entered into, before these contracts have been reviewed by the Lodge Key 3 and treasurer.
- H. The Lodge Adviser or their designee shall be responsible for the organization and presentation of the Annual Officer Training Conference.
- I. Members of the Order of the Arrow older than 21 years of age shall have no vote in any decisions of the Lodge. Members of the Lodge Key 3 may veto actions of the Lodge for the safety of its members.
- J. Other Lodge Events can be created at the discretion of the Lodge Key 3 and the LEC.

Section V

Dues and Fees

- A. The Induction fee of the Lodge shall include:
 - a. 1 Ordeal Sash
 - b. 1 Lodge Flap
 - c. 1 Order of the Arrow Handbook
 - d. Dues for the remainder of the current calendar year
 - e. Membership Card
 - f. Ordeal Totems

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- B. Dues of the Lodge shall be determined annually by the LEC, effective January 1st and reviewed annually by the Lodge Executive Board.
- C. Members who fail to renew their annual dues will be placed on the inactive list and may not receive future Lodge mailings.
- D. Members will be given the opportunity to pay their dues at all lodge functions. Membership cards will be issued semi-annually to members who pay their dues.
- E. At least twice a year, the Lodge Treasurer will notify those members of their dues status and that are being dropped from the Lodge's active member listing due to pending receipt of membership dues. Only active members will receive the Lodge Newsletter and notification of events coming up via 1st class mail.
- F. Inactive members will be restored to active status by payment of dues for the current calendar year.
- G. Dues can be sent to the Leatherstocking Council office or paid at any Lodge activity. Make checks payable to LEATHERSTOCKING COUNCIL.
- H. In the development of the Lodge Annual Budget, funds will be made available for activities and service projects. All approved bills will be paid for through the Leatherstocking Council Office.
- I. All Order of the Arrow funds shall be handled by the Leatherstocking Council Inc. office and shall go through all normal accounting procedures used by the Council.
- J. All bills must be approved by the Lodge Executive Board prior to payment being made by the Council.
- K. The Lodge Treasurer or an approved designee will deposit all monies to the Scout Service Center within ten (10) days of receipt.

Section VI

Brotherhood Membership

- A. The attainment of Brotherhood membership shall be in accordance with the latest nationally published materials of the Order of the Arrow.
- B. Upon attainment of Brotherhood membership a Brother shall be given:
 - a. 1 Brotherhood Sash
 - b. 1 Brotherhood Totem

Section VII

The Vigil Honor

- A. The attainment of the Vigil Honor membership shall be in accordance with the latest nationally published materials of the Order of the Arrow.
- B. Any member of the lodge may nominate another member to be worthy of the Vigil Honor to the Lodge Selection Committee.
- C. Vigil nominations will be conducted and reviewed by the Lodge Selection Committee.
- D. Call outs for Vigil Nominations are to take place at a Lodge General Meeting or other lodge event of the Selection Committee discretion.
- E. The ceremony for the Vigil Honor is to take place at a Vigil Induction weekend.

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- F. Upon attainment of the Vigil Honor, the Brother shall be given:
 - a. 1 Vigil Sash
 - b. 1 Vigil Certificate
 - c. 1 Vigil Honor Card
 - d. 1 Vigil Honor Totem

Section VIII

Ceremonies

- A. Ceremonies shall be conducted in accordance with the latest publication of the National Committee Order of the Arrow.
- B. Ceremonies shall be conducted in accordance with the latest publication of the Guide to Safe Scouting and the BSA Youth Protection Standards.

Section IX

Lodge Organization

Governing Bodies:

- A. Key 3
 - a. Lodge Chief
 - b. Lodge Adviser
 - c. Staff Adviser
- B. Executive Board
 - a. Key 3
 - b. Lodge Vice Chief
 - c. Associate Advisers
 - d. Committee Advisers
 - e. Immediate Past Lodge Chief
 - f. Chapter Chief(s)
 - g. Secretary
 - h. Treasurer
 - i. Committee Chairmen
 - j. OA Troop Representatives
- C. Standing Committees
 - a. Camp Promotions
 - b. Service
 - c. Unit Elections
 - d. Activities
 - e. Ceremony

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- f. Dance Team
- g. Membership
- h. Communications
- i. Elangomat
- j. Training
- k. Selection

Section X

Responsibilities and Duties

All elected officers are responsible for providing training and support to their succeeding officers at Lodge LLD events.

LODGE CHIEF

- a. Chairman of the Lodge Executive Board
- b. Member of the Key 3
- c. Oversees all Lodge operations
- d. Casts deciding vote on all committee ties
- e. Appoints Chairmen for all committees with the approval of the Key 3
- f. Responsible for all actions of the Lodge, its committees and its members
- g. Ad-Hoc member of all committees
- h. Serves as a member of the Leatherstocking Council Executive Board

LODGE VICE CHIEF

- a. Fills in for the Lodge Chief when he is unable to attend meetings or events
- b. Member of the Lodge Executive Board
- c. Manages OA Troop Representative Program
- d. Performs other duties as designated by the Lodge Chief

CHAPTER CHIEF(S)

- a. Member of the Lodge Executive Board
- b. Assists and advises the committees under his direction
- c. Performs other duties designated by the Lodge Chief
- d. Responsible for Unit Elections in his Chapter
- e. Promotes the Order of the Arrow in his Chapter
- f. Oversees Chapter operations
- g. Performs other duties as designated by the Lodge Chief

SECRETARY

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- a. Member of the Lodge Executive Board
- b. Take and maintain neatly the minutes of all Lodge meetings and read the minutes for approval at the next Lodge meeting.
- c. If the Secretary is unable to attend a meeting, he must find a substitute for that meeting to take notes.
- d. Maintain all past Lodge minutes and records
- e. The minutes shall contain the names of all Officers and Advisers in attendance at each meeting along with the starting and ending times
- f. Editor in Chief of the Lodge Newsletter(s)
- g. Responsible for all committees under his direction
 - a. Oversees the Lodge Webpage
 - b. Manages Lodge Social Media accounts
- h. Send approved copy of the minutes to all Lodge Executive Board members, and Advisers.
- i. Performs other duties as designated by the Lodge Chief

TREASURER

- a. Member of the Lodge Executive Board
- b. Submits requests to the Council Service Center for checks to be issued at the behest of the Executive Board
- c. Records and maintains all financial records of the Lodge
- d. Oversees the Trading Post and Lodge inventory
- e. Presents annual Lodge budget to the Executive Board for review.
- f. Reviews budgets for Lodge events and approves them with the Key 3
- g. Plans, submits for approval, and oversees all fundraising events for the Lodge
- h. Performs other duties as designated by the Lodge Chief

COMMITTEE CHAIRMEN

- a. Member of the Lodge Executive Board
- b. Plans and conducts regular committee meetings
- c. Oversees the training and operations of his committee
- d. Reports to Lodge Executive Board regularly
- e. Responsible for all actions of his committee
- f. Appoints a Deputy Chairman to work in his absence
- g. Performs other duties as designated by the Lodge Chief

LODGE ADVISER

- a. Member of the Key 3 and Lodge Executive Board
- b. Serves as Lodge Adult representative on the Council Camping and Properties Committee
- c. Advises Lodge Chief and Lodge Executive Board on Lodge operations and policy decisions
- d. Ensures that Order of the Arrow program is carried out according to National and Lodge guidelines
- e. Serves as Adviser to the Lodge Selection Committee
- f. Appoints committee Advisers, with the approval of the Key 3

ASSOCIATE LODGE ADVISER(S)

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- a. Fills in for the Lodge Adviser when they cannot attend meetings or events.
- b. Performs other duties at the request of the Key 3

STAFF ADVISER

- a. Represents the Lodge at Council Staff Meetings
- b. Acts as liaison to the Scout Executive, professional staff and service center staff
- c. Member of the Key 3 and Lodge Executive Board
- d. Advises Lodge Adviser and Lodge Executive Board on Lodge operations and policy decisions
- e. Ensures that Council and B.S.A. policies are carried out properly

COMMITTEE ADVISERS

- a. Advises and supports his committee Chairman
- b. Provides expertise to their committee
- c. Ensures committee operations are carried out according to Lodge policy and established procedures

EXECUTIVE BOARD

- a. Meets regularly to consider and vote on all matters of policy and planning
- b. Only dues paid members under the age of 21 may vote
- c. The Lodge Chief or his designee and 25% of the Lodge Executive Board youth must be present before any valid vote can take place

STANDING COMMITTEES:

All standing committees operate based on active youth involvement and are overseen by the Key 3 and the Lodge Executive Board. Committees can be adjusted by the Lodge Key 3 as program needs occur.

- a. **CAMPING PROMOTIONS**
 - 1. Promotes the Council summer camps with the consent of Council and the Camping and Properties Committee
 - 2. Visit each Unit in the Council and show camp promotion materials
 - 3. Be responsible for the distribution of any camping related material
 - 4. Promote National and Local camping awards.
 - 5. Procure or produce pamphlets that promote the Council Camps in general and special types of camping and camping skills
- b. **SERVICE**
 - 1. Plan, organize, and carry out work projects; includes Council Beaver Weekends, Lodge Induction weekends, and Council projects in the community
- c. **UNIT ELECTIONS**
 - 1. Schedule Unit elections with each unit.
 - 2. Trains and deploys election
 - 3. Maintains Ordeal candidate file until Induction
 - 4. There shall be one (1) opportunity for election per calendar year per Unit.
- d. **ACTIVITIES**
 - 1. Plans the Lodge calendar of events

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2. Delegates various event duties to appropriate committees
 3. Oversees event planning, coordinates other committee actions
 4. Formulates and presents for approval all event budgets
- e. CEREMONY
1. Perform the ceremonies at all Ordeal, Brotherhood, and Vigil inductions in accordance with the latest edition of the National Ceremonial Booklets
 2. Perform Unit functions when requested
 3. Maintain and produce ceremonial outfits for use in the Induction ceremonies
- f. DANCE TEAM
1. Study, promote and maintain the traditions of the Native American
 2. Perform Native American dances (NON RELIGIOUS) for Scouting events and other interested organizations
 3. Promote Native American events at Lodge functions and Section Conclave
- g. MEMBERSHIP
1. Maintains and updates the membership database
 2. Issues membership cards with the signature of the Lodge Secretary
 3. Provides membership listings when requested
 4. Record the names of Ordeal, Brotherhood, and Vigil candidates inducted into the database.
- h. COMMUNICATIONS
1. Publishes the newsletter
 2. Publishes information to the digital newsletter and social media accounts
 3. Submits articles to the Council
 4. Submits articles to the local news media
 5. Promotes Lodge activities
 6. Publishes Lodge mailings and flyers and mailing labels when needed
 7. Oversees the Lodge Webpage
- i. ELANGOMAT
1. Coordinate clans on Inductions and work weekends.
 2. Train Brothers to guide Candidates through the Ordeal
 3. Contact Ordeal candidates prior to their Ordeal to answer any questions
 4. Guide new members on the path to Brotherhood
- j. TRAINING
1. Responsible for planning and implementing Lodge Leadership Development (LLD) events
 2. Responsible for planning and implementing Training at Lodge Events
 3. Works with Council and District Training Committees to help with other Scout Training Events
- k. SELECTION
1. Comprised of experienced Arrowmen, youth and adult
 2. Responsible for review of Adult Candidate Nomination Forms
 3. Responsible for the selection of Local and National Awards and Endowments
 4. Reviews petitions for the Vigil Honor
 5. All selections of this committee are subject to the approval of the Key 3

Section XI

Removal of Officers, Chairmen, and Committee Advisers

Any Officer, Chairman or Committee Adviser who without a valid excuse for absence or failure to complete duties, may be removed from office. The Lodge Executive Board, prior to the removal of said person, shall afford the person being removed from an office a hearing. He shall be notified of his removal from an office by a written letter with the signatures of the Key 3. All removals from office must be unanimous with the Lodge Key 3.

Section XII

Filling of Vacancies

The vacancy of any office or chairmanship position shall be filled by a majority vote of the Lodge Executive Board at a regular or special meeting. Appointment to that position shall be for the remainder of the term of the vacancy.

Section XIII

Payment of Reservations

To attend any Lodge function (Inductions, Fellowships, Banquets, Conclave, NOAC, ETC.) you should be preregistered by the set deadline. This fee may be transferred for the same event but not refunded. Walk-ins will be accepted at a higher event cost than a pre-registered member. Anyone who makes reservations for a Lodge event and does not attend is responsible for any expense incurred by the Lodge as a result of said reservation. If payment is not made or arrangements to do so, that Lodge member may be suspended from the Lodge and all of its functions until such payment has been received.

Section XIV

Amendments To These Bylaws

These by-laws shall be subject to Amendment at any regular or special meeting of the LEC. The Lodge Key 3 must review and approve all changes for adherence to national guidelines prior to the amendment vote. Amendments may be proposed by a member in the lodge to the Lodge LEC. At least $\frac{2}{3}$ of active LEC youth and elected officers must be present in any LEC meeting to conduct a valid vote on an amendment of a bylaw. $\frac{2}{3}$ of voting youth must be in agreement with an amendment to put it into effect.