

# Aquehongian Lodge No. 112 - Order of the Arrow - W. W. W.

## Lodge Bylaws

### I. Preamble - Order of the Arrow Obligation

I do hereby promise on my honor as a Scout, that I will always and faithfully observe and preserve the traditions of the Order of the Arrow, Wimachtendienk, Wingolauchsik, Witahemui.

I will always regard the ties of brotherhood in the Order of the Arrow as lasting, and will seek to preserve a cheerful spirit, even in the midst of irksome tasks and weighty responsibilities, and will endeavor, so far as my power lies, to be unselfish in service and devotion to others.

### II. Lodge Bylaws

#### A. Name, Totem and Insignia

1. The name of this organization shall be Aquehongian Lodge No. 112, Order of the Arrow, W. W. W., hereinafter referred to as the Lodge.
2. The Lodge totem shall be the upright, rough-hewn arrowhead.
3. Each member will receive only one (1) official Lodge neckerchief at his/her Brotherhood ceremony, which may not be resold or traded, and may be worn at any Scout function.
4. Sashes will only be worn at all Order of the Arrow functions and other Scout functions as determined by the Lodge Executive Committee in accordance with National Policy.

#### B. Purpose of the Lodge

1. To recognize those Scouts and Scouters who best exemplify the Scout Oath and Law in their daily lives and by such recognition causes other Scouts and Scouters to conduct themselves in such manner as to warrant recognition.
2. To develop and maintain camping traditions and spirit.
3. To promote Scout camping, which reaches its greatest effectiveness as a part of the unit's camping program, both year-round and in the summer camp, as directed by the camping committee of the council.
4. Enrich, support, and help extend Scouting to America's youth.
5. To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

#### C. Mission of the Lodge

1. 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.

#### D. Membership

1. Eligibility for Election into The Order of the Arrow
  - a. In order to be eligible for election to candidacy for membership in the Lodge a scout needs to be a registered Boy Scout, have obtained the rank of First Class and have spent fifteen (15) days/nights camping within two years including only one (1) five (5) night long-term camping trip. Adults must also be registered leaders with the Boy Scouts of America and fulfill the same camping requirements as the youth. Adults should be selected for their ability to make the program more meaningful for the youth and not as an award or form of personal recognition.
2. Ordeal Membership

- a. After election one is considered a candidate until completion of the Ordeal of the Order. If the candidate successfully completes the Ordeal he/she will be accepted as a member in a traditional ceremony.

#### 3. Brotherhood Membership

- a. One can enter the Circle of Brotherhood after completing The Challenges of Brotherhood Membership. A Brotherhood ceremony will be held to complete one's trail to brotherhood.

#### 4. Vigil Membership

- a. Any member of the Order of the Arrow registered in Scouting and in good standing in a regularly chartered lodge is eligible for recommendation to the national Order of the Arrow Committee for elevation to the Vigil Honor, provided that, at the time of the recommendation, the individual has been a Brotherhood member for a minimum of 2 years. Members of the Order can be inducted into the Vigil Honor only with the written approval of the national Order of the Arrow committee.
- b. The slate of Vigil Honor candidates submitted to the Vigil Nominating Committee shall include all active members that meet the requirements for eligibility on the day of the Vigil selection.
- c. The Vigil Nominating Committee shall submit their selections of candidates for the Vigil Honor to the Executive Board of the Lodge for its approval of eligibility no later than the last day of March.

#### 5. Privileges of Active Membership

- a. The privilege of voting (limited to those under 21 years of age.)
- b. The privilege of holding office (limited to those under 21 years of age.)
- c. The privilege of further recognition (Brotherhood and Vigil.)
- d. The privilege of serving as an Advisor (limited to those 21 years of age or older.)

#### 6. Requirements for Active Membership

- a. Be currently registered with the Staten Island Council of The Boy Scouts of America and the Lodge.
- b. Pay dues annually. Dues are payable in September of each year.
- c. All members must agree and abide to The Order of the Arrow's Obligation, The Scout Law, The Scout Oath and the lodge's bylaws.

#### 7. Cause for loss of Active Membership

- a. A Brother shall be deemed as inactive when in violation of the requirements for active membership. No inactive member shall enjoy any of the privileges of Active membership.
- b. Inactive members may be reinstated as an active member by paying one (1) year's back dues plus the current year's dues.

#### 8. Golden Alumni

- a. Membership in the Golden Alumni of the Lodge shall be approved by the Lodge Executive Committee. Membership is limited to those adult past members of the Lodge who are no longer active in Scouting. Membership entitles alumnus to receive mail and

publications and to be invited to anniversary celebrations of the Lodge.

9. Transferring Membership

- a. One can transfer their membership if they meet the requirements for active membership in the Lodge.

**E. Lodge Officers**

1. The Lodge Officers shall be:

- a. The Chief of the Lodge
- b. Vice Chief of the Lodge Administration
- c. Vice Chief of the Lodge Operations
- d. The Secretary of the Lodge
- e. The Treasurer of the Lodge

2. The method for electing Lodge Officers:

- a. The Chief shall appoint a Nominating Committee of at least five (5) members with the assistance of the Lodge Advisor and the Lodge Staff Advisor. It shall be comprised of a minimum of two (2) Ordeal Members and two (2) Brotherhood Members and, if possible, one (1) Vigil Honor Member. This committee shall present a proposed slate of officers at the March Lodge nominating meeting. The slate should only offer one candidate for each office.
- b. These candidates shall be interviewed by the committee in advance of their nomination to determine their qualifications, attitude and availability.
- c. Qualifications for a Lodge Officer shall include previous Scout Leadership experience and an ability to demonstrate an understanding of the purpose of the Order of the Arrow and the Lodge Rules.
- d. Additional nominations will be accepted from the floor at the nominations meeting. These candidates shall be interviewed by the committee for eligibility prior to the Lodge election meeting.
- e. One may be nominated for more than one position but will be dropped from the other ballots if he successfully wins an election.
- f. Elections shall be held at the June meeting each year. Elected officers will assume office at the Annual meeting in the fall of the same year.
- g. The order of elections will follow the order named in Article E1 of the Lodge Bylaws.
- h. An officer that is not running for office should conduct the elections. The officer will be selected in accordance with the order named in Article E1 of the Lodge Bylaws. If no officer meets these requirements a youth member shall be selected by the Lodge Advisor and approved by a majority vote of the Lodge Executive Committee.
- i. A quorum, as specified in Article I1b, is necessary to conduct the elections. A quorum in this situation is defined as 15% of the Active, voting membership.
- j. A nominee 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). Where a majority is not achieved, the nominee(s) receiving the least number of votes is (are) dropped and another ballot is taken. This procedure continues until one nominee achieves a majority and is declared elected, or until two (2) ballots in succession result in tie votes and the balloting is declared deadlocked.
- k. When balloting is declared deadlocked, the officer conducting the election 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.

3. Lodge Officers' Duties and Responsibilities

- a. Each Lodge Officer will act in accordance with the duties and responsibilities as listed in the most recent official Order of the Arrow Publications.

4. The method of removing an elected Lodge Officer

- a. Any Officer may be suspended by a two-thirds (2/3) vote of the Lodge Executive Committee or by a two-thirds (2/3) petition of the active membership or the action of the Lodge Advisor in conjunction with the Lodge Staff Advisor or the Supreme Chief of the Fire acting alone. An Action taken by the Supreme Chief of the Fire is deemed final and immediate and the remainder of this section does not apply.
- b. The suspended officer has the right to an open hearing at the next official Lodge meeting. The members of the Lodge then present and voting at that meeting shall be empowered to remove an officer by a two-thirds (2/3) vote in favor of the action.
- c. The suspended officer will not be finally removed from his office in any case, without the final approval of the Lodge Advisor and the Lodge Staff Advisor.

5. The method for replacing an elected Lodge Officer:

- a. In the event of the resignation, removal or demise of an elected officer, except the Chief, a replacement shall be elected by a majority vote of the Lodge Executive Committee.
- b. In the event of the resignation, removal or demise of the Lodge Chief, the succession to the office of Chief shall be from the group of remaining elected officers in the order named in Article E1 of the Lodge Bylaws.

**F. Committees**

1. The Operating Committees shall be:

- a. Elections
- b. Camp Promotions
- c. Membership
- d. Commissary
- e. Service
- f. R.I.T.
- g. Dance Team
- h. Publications

2. The Special Committees shall be:

- a. Vigil
- b. Brotherhood
- c. Nominating
- d. Any other committee deemed necessary for the administration of the Lodge

3. Unless otherwise provided for by the Chief with the consent of the Lodge Executive Committee the Special and Operating committees will report as follows:

- a. Reporting to the Chief shall be:
  1. Nominating
  2. Any Special Committee
  3. Honors Master
  4. Activities Master
- b. Reporting to the Honors Master shall be:
  1. Elections
  2. R.I.T.
  3. Dance Team
  4. Elangomat / Niamat
  5. Brotherhood
  6. Ceremonial Ring
- c. Reporting to the Activities Master shall be:
  1. Service
  2. Camp Promotions

3. Commissary
4. Quartermaster
5. NOAC
6. Honor Guard
- d. Reporting to the Secretary shall be:
  1. Membership
  2. Publications
  3. World Wide Web Committee
  4. O.A. Troop Representative
- e. Reporting to the Treasurer shall be:
  1. Fundraising
  2. Trunk
  3. Herb Harkins
- f. Reporting to the Vice Chiefs shall be:
  1. Memorial Garden
  2. Patch
  3. Vigil Honor
  4. Health and Safety
  5. Pioneer Service
  6. Conclave
  7. Anniversary
  8. Sunshine
  9. Historian
  10. Founder's Award
  11. ASK Coordinator
  12. Historic Trails Committee
4. Selection of Committee Chairmen
  - a. All Chairmen of the Operating Committees, the Chairmen of the Special Committees, the Honors Master and the Activities Master shall be appointed by the Lodge Chief under whom they will serve, subject to the approval of the Lodge Advisor and the Lodge Staff Advisor.

#### **G. The Lodge Executive Committee**

1. The Lodge Executive Committee shall consist of voting, special and advisory members.
  - a. Voting members of the Lodge Executive Committee shall be the elected officers, and the chairmen of the Operating Committees and the Chairmen of any special committees, Honors Master and Activities Master.
  - b. Advisory members of the Lodge Executive Committee shall be the Lodge Advisor, the Lodge Staff Advisor, Specially appointed advisors, and the immediate past Chief.
  - c. One-half (1/2) of the voting members of the Lodge Executive Committee shall constitute a quorum.
  - d. A majority vote of those present shall be necessary to pass any motion except when dealing with Parliamentary Procedure.
  - e. Each voting member of the Lodge Executive Committee will be entitled to one (1) vote regardless of the number of positions held.
2. The duties of the Lodge Executive Committee
  - a. Conduct all business of the Lodge between regular meetings.
  - b. Conduct one (1) LEC meeting at least every other month.
  - c. Develop, propose, implement and maintain the operating procedures of the Lodge.
  - d. All such procedures must be in harmony with these Rules and Regulations and with the policy of the National Council.
  - e. A regular meeting of the Lodge shall approve Lodge Operating procedure.

#### **H. Financial Policy**

1. Dues
  - a. The Lodge Executive Committee, subject to the approval of the Lodge members, shall set the amount of Annual Dues.
  - b. Dues will be \$8 per fiscal year (October 1 through September 30). One can only pay dues for a maximum of two (2) years.
  - c. Members delinquent less than one (1) year's dues will continue to receive mailings but will not enjoy the privileges of membership.
  - d. Members delinquent more than one (1) year's dues will be considered lapsed and will no longer receive mailing from the lodge.
2. Accounting Procedure
  - a. Lodge funds shall be handled through Greater New York Councils BSA (GNYC) normal accounting procedures.
  - b. The Chief, Lodge Advisor, and the Treasurer shall receive a monthly financial statement to inform the Lodge Executive Committee of the Lodge's financial status in the GNYC account.
  - c. The Treasurer shall submit a monthly report to the Chief, Lodge Advisor and the Lodge Executive Committee.
  - d. Each Operating or Special Committee requesting the expenditure of Lodge funds must submit an operating budget to the Lodge Executive Committee for approval.
  - e. A discretionary fund in the amount of \$100.00 will be put at the disposal of the Chief with the approval of the Lodge Advisor.
  - f. All authorized charges submitted to the Lodge, will be paid upon presentation of a valid receipt only, which shall be placed in the Treasurer's files.
3. Money-Earning Projects
  - a. The Lodge Executive Committee and the Scout Executive must approve the project including the dates and methods.
  - b. The project cannot compete with money-raising programs and policies of The Greater New York Councils.
  - c. The plan must be in harmony with local ordinances, free from any stigma of gambling, and consistent with the ideals and purposes of the Boy Scouts of America and the Order.
  - d. If a commercial product is to be sold, it must be sold on its own merits and not on the basis of helping Scouting or the Order.
  - e. If tickets are sold for any function other than a Scouting event, they must be sold by Arrowmen as individuals, without depending on the goodwill of Scouting to make this sale possible.
  - f. People who need work or business will not lose it as a result of the Lodge's plans.
  - g. The plan must protect the name and goodwill of the Boy Scouts of America and the Order, and prevent it from being capitalized upon by promoters of shows, benefits, or sales campaigns.
  - h. If any contracts are to be signed by the Lodge, they must be reviewed by the Scout Executive and signed by the appropriate authority specified by the Scout Executive.
4. Transportation
  - a. Reimbursement will be made to active Lodge members, the Lodge Advisor and the delegates who attend Council and/or Section meetings. The amount is to be approved by the Lodge Executive Committee.

## **I. Procedures**

1. Parliamentary Procedures as defined in *Robert's Rules of Order* shall be followed at all meetings.
  - a. A designated Vice Chief will serve as Parliamentarian, using *Robert's Rules of Order* as a guideline.
  - b. The quorum necessary to conduct business at a Lodge meeting shall be 15% of the Active, voting membership.
2. The Lodge Calendar
  - a. Tenure of office, committee reports, and financial matters will be based on a Lodge calendar running from September 1 through August 31.
  - b. There must be at least (4) Lodge meetings during the year.
    1. September (annual) meeting: newly elected officers will be installed after the report of the past year's activities will be given by the outgoing Chief.
    2. A March nominations meeting
    3. A June meeting for the purpose of electing lodge officers.
    4. At least one (1) additional meeting must be held during the year.
3. All meeting notices must be mailed at least two (2) weeks before the meeting is held.
4. Special Meetings
  - a. The Chief may call a special meeting of the Lodge when he and the Lodge Advisor deem it in the best interest of the Lodge. Notices of such meetings shall be mailed to all Lodge members at least two (2) weeks before the scheduled date of such special meeting. Such notices shall state the reason(s) that such meeting has been called and who called the meeting.
  - b. At the request of five (5) voting members of the Lodge Executive Committee with approval of the Lodge Advisor or fifteen (15) active members of the Lodge, with the approval of the Lodge Staff Advisor, the Chief shall cause a special meeting to be called, but such request must be made in writing at least three (3) weeks before the requested date.
  - c. No other business but that specified in the notice may be transacted at such special meeting, without the unanimous consent of all present at such meeting.

## **J. Newsletter**

1. The lodge must publish a newsletter quarterly, which shall include all meeting dates and other information of interest to the membership.

## **K. Amendments**

1. These Rules and Regulations may be amended at any regular Lodge meeting.
  - a. Proposed amendments must be presented one (1) meeting prior to the voting meeting and notice of the voting meeting must contain a statement that the Lodge Bylaws shall be voted upon at the meeting.
  - b. These Bylaws shall be amended when a quorum being present and two-thirds (2/3) of those voting shall approve.
2. Any Rule or Regulation that is discovered to be in contravention to National Policy will be amended to comply with said policy.

- a. Notice of the problem will be made at the next regular meeting of the Lodge Executive Committee.
- b. The Lodge Executive Committee will propose a change to the offending rule or regulation to bring it into compliance with National Policy.
- c. A notice of the change will be published in the next regular edition of the Lodge Publication.

## **L. General**

1. The Supreme Chief of the Fire
  - a. The Supreme Chief of the Fire shall be the final authority in all Lodge matters.
2. Titles and Headings
  - a. All titles and headings in this document are included for ease of reference. No other purpose is implied.
3. Severability
  - a. If any part of these Rules and Regulations is found to be in conflict with National or Local Policy, it shall have no effect on the remaining portions of these Bylaws.
4. Interpretation
  - a. In the event that any part of these Bylaws requires interpretation, the decision of the Supreme Chief of the Fire shall be the official interpretation.