

## KLAHICAN LODGE BYLAWS

### **ARTICLE I.**

#### Name and Affiliation of the Lodge

SECTION A. The name of this Lodge of the Order of the Arrow shall be Klahican Lodge, #331.

SECTION B. The Lodge shall be affiliated with the Cape Fear Council, BSA, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Scout Executive.

SECTION C. The totem of this Lodge shall be the Venus Fly Trap, and the call shall be "Caaa!"

### **ARTICLE II.**

#### Lodge Paraphernalia and Requirements

SECTION A. Upon successful completion of the Ordeal, the Lodge shall provide each new Ordeal member with the following:

1. Ordeal sash (given during ceremony)
2. OA handbook
3. Lodge pocket flap
4. OA membership card showing dues paid through the remainder of the Lodge year.

SECTION B. Upon successful completion of the Brotherhood, the Lodge shall provide each new Brotherhood member with the following:

1. Brotherhood sash (given during the ceremony)
2. Lodge pocket flap
3. OA Membership card showing the member is now Brotherhood (dues date will remain the same.)

SECTION C. Upon successful completion of Vigil, the Lodge shall provide each new Vigil member with the following:

1. Vigil sash (given during the ceremony)
2. Lodge pocket flap
3. OA membership card showing the member is now Vigil (dues date will remain the same)

SECTION D. Lodge Pocket Flap

1. The Lodge Pocket Flap will be a fully embroidered emblem approved by the Executive Committee of the Lodge showing the name and totem of the Lodge. The flap is not restricted. Each member may purchase additional flaps from the Lodge Treasurer.

SECTION E. Lodge Service Patch

1. The Lodge Service Patch shall be available to those members who have cheerfully contributed fifteen (15) hours of service on a project pre-approved by the Lodge Chief and Advisors.

2. The Lodge Secretary will maintain a file of hours, patches earned, and patches purchased (by name).
3. Service Patches will be made available to Lodge members at a cost determined by the Executive Committee. Service Patches will NOT be available for purchase at the Council Service Center.

SECTION F. The totem of the Lodge shall be the Venus Flytrap. The Lodge Executive Committee must approve use of the Venus Flytrap, its likeness, Klahican, 331 or reference to the Lodge Chapters on patches or any other item. Chapter patches must be submitted to the Lodge Executive Committee for approval.

### **ARTICLE III.**

#### Election to Membership

SECTION A. The requirements for membership in this Lodge are as required in the Order of the Arrow Handbook.

SECTION B. Procedure for the Ordeal shall be as stated in the Order of the Arrow Handbook.

SECTION C. The Lodge Executive Committee, consistent with the National Order of the Arrow guidelines, shall establish procedures for the conducting of elections in the units. Unit Election Committees of the Lodge/Chapter may be delegated by the Lodge Executive Committee to carry out the elections in accordance with the Unit Leaders.

### **ARTICLE IV.**

#### Lodge Structure and Offices

SECTION A. The officers of this Lodge shall be Lodge Chief, Vice-Chief of Administration, Vice-Chief of Activities, Vice-Chief of Inductions, Vice-Chief of Indian Affairs, Treasurer and Secretary. Should an officer's 21<sup>st</sup> birthday fall during his term, they are not eligible for election into that office.

SECTION B. The Lodge shall be divided into chapters by the Lodge Executive Committee.

SECTION C. The offices of each Chapter shall be Chapter Chief, Chapter Vice-Chief, and Chapter Secretary. These chapter officers must abide by the same age restrictions as the lodge officers.

SECTION D. The Lodge Executive Committee shall be composed of the elected Lodge officers, the immediate past Lodge Chief, the Lodge Standing Committee Chairman, the Chapter Chiefs, and Special Committee Chairman appointed by the Lodge Chief, all of which are voting members. The following non-voting members will be on the Committees: Lodge Advisor, Professional Advisor, Scout Executive, Chapter Advisors, Officer Advisors, and Committee Advisors.

SECTION E. The Lodge Advisor and Chapter Advisors shall be appointed by the Scout Executive for a term of one year to coincide with the Lodge year.

SECTION F. The Lodge Chief, in consultation with the Lodge and Professional Advisors, shall appoint such Committee Chairmen as needed to run the Lodge. All Committee Chairmen shall be under 21 and active, registered members of Klahican Lodge.

SECTION G. The Chapter Chief, in consultation with the Chapter and Professional Advisors, shall appoint committees similar to the Lodge level as needed.

SECTION H. The Lodge Advisor, in consultation with the Professional Advisor, shall appoint advisors to the various Lodge Officers and Committees as necessary. The Chapter Advisors may do the same on the Chapter Level.

#### **ARTICLE V.**

##### Lodge and Chapter Elections

SECTION A. Election of all Lodge Officers shall be held at the Spring Fellowship each year. The election shall be held on the Saturday of the Spring Fellowship and if there is an ordeal should be held prior to any new members receiving the Obligation. The installation [date] of the officers shall be **the Saturday evening of the Summer Fellowship**. The term of the Lodge Officers shall continue until the installation date of the subsequent year.

1. Anyone interested in running for a Lodge position may turn his name in to the (Lodge Chief or Lodge Adviser) at least 45 days prior to the election but without requiring a second.
2. Nominations will be accepted from the floor on the day of the election but require a second.
3. Nominees or candidates for Lodge/Chapter offices must be present at the election to be elected unless otherwise approved by the Lodge Advisors prior to the election.
4. The presiding officer, prior to the vote, shall ask each nominee:

**"IF ELECTED, WOULD YOU ACTIVELY SERVE FOR THE COMING YEAR IN THE CAPACITY FOR WHICH YOU HAVE BEEN NOMINATED?"**

5. Should the nominee be absent they should respond in writing prior to the election.

SECTION C. Election of all Chapter Officers shall be held in accordance to the requirements of Lodge Officers elections.

SECTION D. Only active, registered members of Klahican Lodge may run for any office.

**ARTICLE VI.**

Lodge Meetings

SECTION A. Each meeting of the Lodge shall be opened with the Obligation of OA and closed with the OA Song.

SECTION B. Special Business meetings of the Lodge may be scheduled on approval of the Executive Committee and the Scout Executive.

SECTION C. The Executive committee will meet at least four times per year and at such times as may be deemed necessary by the Lodge Chief and the Lodge Advisors.

SECTION D. Members of the Order of the Arrow under 21 years of age who are active, registered members of Klahican Lodge may vote in any Lodge decisions. Those 21 and over and those who are listed as inactive shall not vote.

SECTION E. All meetings should be run according to Roberts Rules of Order.

SECTION F. Absence at three consecutive Lodge Executive Committee meetings by a Lodge Executive Committee member will constitute abandonment of position and may be replaced by the Lodge Executive Committee.

**ARTICLE VII.**

Finances

SECTION A. The amount of annual dues shall be set by the Executive Committee (see Attachment 1.) Dues are payable **January 1** of each year and are good through **December 31** of the following year. All membership cards will expire on **December 31** of the upcoming year (exceptions: Lifetime membership and new ordeal members inducted at the Summer or Fall Ordeal).

SECTION B. Dues shall be collected annually by the Lodge Treasurer. Upon collecting dues, the Treasurer will immediately prepare a membership card and present it to the member or mail it to the member within seven (7) days. Dues may also be paid at the Council Service Center.

SECTION C. The Treasurer shall maintain records listing who is currently registered with the Lodge and those members whose membership have lapsed. These records should be available for inspection at all Lodge Functions.

SECTION D. Members whose dues are not paid by **December 31** of each year shall be declared inactive and therefore void of all Lodge Rights and Privileges including:

1. Attending Lodge functions
2. Receiving Brotherhood or Vigil
3. Voting, holding office, or serving on a committee
4. Wearing the Lodge Pocket Flap

Inactive members may be restored to active membership status through payment of current dues. No prorated, or discount may be given or penalty charged for re-registering after membership status has lapsed or for registering in the middle of the year.

SECTION E. The Treasurer will advise the Chapter Secretaries by **February** of each year of active and inactive members.

SECTION F. All expenses, including chapter expenses, must have the approval of the Lodge Executive Committee and the Scout Executive. Approved bills will be paid by the Council Service Center.

SECTION G. Lifetime Membership.

For members choosing to do so, a member may pay a onetime fee of ten (10) times the current dues to receive a lifetime membership in Klahican Lodge. The money will then be placed in a trust fund with only the interest used by the Lodge for its operating expenses. The member need not pay dues to the Lodge but must remain registered with the BSA in the Cape Fear Council and thereafter has full rights as an active member in the Lodge.\* The member is responsible to insure his name and current address is correct on the Lodge membership books. A Lifetime member may receive a new membership card as the need arises. *(This amendment effective 01/20/2008)*

\*To be registered in the Lodge a member must already be a registered scout or scouter with the Cape Fear Council. Lifetime membership does not cover the annual cost of dues to BSA.

SECTION H. All Lodge funds will be deposited in the Council Service Center. All funds shall be handled through Council Service Center and go through all normal accounting procedures used by the Council.

#### **ARTICLE VIII.**

##### Duties of the Lodge Officers

SECTION A. Lodge Chief shall:

1. Be responsible for executing the TOTAL Lodge program.
2. Preside at all Lodge and Executive Committee meetings.
3. Appoint all Lodge Committee Chairmen.
4. Call any special meetings of the Lodge or Executive Committee.
5. Ensure other Lodge Officers fulfill their job responsibilities.

SECTION B. Lodge Vice Chief of Administration shall:

1. Assist the Chief and in his absence assume his position.
2. Coordinate and oversee the Camping Promotions program, the "Where to Go Camping booklet", the Lodge planbook, the New Arrowman Achievement Award and any other duties assigned by the Chief.
3. Maintain the Lodge membership records
4. Oversee and publish reports to the executive committee on lodge PMP statistics
5. Directly oversee the following standing committees:
  - a) Camping Promotions

SECTION C. Lodge Vice Chief of Activities shall:

1. Assist the Chief, and in the absences of both the Chief and Vice Chief of Administration, assume the position of Chief.
2. Coordinate and oversee Lodge Fellowships and trainings
3. Plan and carry out all Lodge Activities and Functions.
4. Directly oversee the following standing committees
  - a) Activities;
  - b) Cheerful Service.

SECTION D. Lodge Vice Chief of Inductions shall:

1. Assist the Chief and in the absence of the Chief, Vice Chief of Administration, and the Vice Chief of Activities, assume the position of Chief
2. Oversee and assess membership from election through brotherhood conversion
3. Plan and carry out all lodge ordeals and brotherhood conversions
4. Oversee and facilitate the training of elangomats and nimats as deemed necessary
5. Directly oversee the following standing committees:
  - a) Unit Election;
  - b) Ordeal;
  - c) Brotherhood Conversion.

\*The Vice Chief of Inductions must have achieved brotherhood membership prior to running for office

SECTION E. Treasurer shall:

1. Maintain the Lodge financial records, and Lodge Inventory.
2. Periodically inventory Lodge merchandise and inform the Executive Committee of any items in short supply.
3. Audit all Lodge financial records quarterly and represent it to the Executive Committee.
4. Collect all Lodge dues annually.
5. Coordinate and oversee the Lodge Trading Post, and Lodge budget.

SECTION F. Vice-Chief of Indian Affairs shall:

1. Coordinate and oversee all ceremonies, dance team, and Lodge Indian Affairs at Conclave
2. Keep a working list and maintain the Lodge regalia and ensure that they are collected and properly stored after use.
3. Directly oversee the following standing committees:
  - a) Ceremonies.

SECTION G. Secretary shall:

1. Record, distribute, and store the minutes of all Lodge and Executive Committee Meetings.
2. Keep the Lodge history and scrapbook
3. Coordinate all Lodge Publications except the Camping booklet and Planbook.

**ARTICLE IX.**

Lodge Committees

Section A. Committees Generally.

1. Types of Committees. All Lodge committees shall be established as one of the following:
  - a. Standing Committees. Lodge Standing Committees are each tasked with a function of lodge administration. Committees that fall under this group accomplish a vital duty to running the lodge. These committee chairs are required to be filled by the lodge chief in a timely manner after taking office.
  - b. Select Committees. Lodge Select Committees can be created and filled as the Lodge Chief sees fit. Committees that fall under this group accomplish a specific task relating to a goal or initiative. These committee chairs can be appointed at any point in a Lodge Chiefs term and will be dissolved at the end of each term. View Article IX, Section C. for examples of such committees.
  - c. Special Committees. Lodge Special Committees are tasked with accomplish a specific core function of the lodge. These committees have a specific objective. Once accomplished, the committee is dissolved for the remainder of the lodge year.
2. Committee Chairs. The Lodge Chief shall appoint one lodge member to serve as chair of each committee. No officer shall appoint or remove any chair under their purview unless approved by the Lodge Chief.
3. Duties of Committee Chairs. All Lodge Committee Chairs shall:
  - a. be responsible for working with officers to accomplish committee responsibilities;
  - b. as needed, prepare and deliver reports -verbal or written- to the Lodge Executive Committee;
  - c. recruit additional committee members at their discretion to accomplish committee responsibilities

Section B. Lodge Standing Committees.

The following committees shall have chairs appointed by the lodge chief and be overseen by their respective officer:

1. Activities. The Activities Committee shall be responsible for the planning and executive of all fellowship program elements. This committee is directly overseen by the Vice-Chief of Activities.
2. Service. The Service Committee shall be responsible for planning or coordinating all lodge service for fellowships, ordeal, or the lodge one day of service. This committee is directly overseen by the Vice-Chief of Activities.
3. Camping Promotion. The Camping Promotion Committee shall be responsible for creating new initiatives to support the council camping program and shall promote the council camp to units as they see fit. This committee is directly overseen by the Vice-Chief of Administration.
4. Lodge Promotion. The Lodge Promotion Committee shall be responsible for creating lodge branding, event promotion, and shall maintain lodge social media. This committee is directly overseen by the Lodge Secretary.
5. Unit Elections. The Unit Elections Committee shall be responsible for working with the chapter chiefs to ensure that election teams are trained, all units are contacted, resources are made available to units and election teams. This committee is directly overseen by the Vice-Chief of Induction.
6. Ordeal. The Ordeal Committee shall be composed of an ordeal master, and any number of elangomats required to hold lodge ordeal. The ordeal master shall coordinate with the service committee for candidate service assignments. Additionally, the ordeal master shall be responsible for the training of elangomats. This committee is directly overseen by the Vice-Chief of Induction.
7. Brotherhood Conversion. The Brotherhood Conversion Committee shall be responsible for the counseling of lodge members to prepare them to undergo their brotherhood conversion. The Chair shall be responsible for training brotherhood nimats to assist in the counseling process. This committee is directly overseen by the Vice-Chief of Induction.
8. Ceremonies. The Ceremonies Committee shall be responsible for coordinating all lodge ceremonies. The chair shall be required to maintain a record of ceremony team members, and the principles they portray. This committee is directly overseen by the Vice-Chief of Indian Affairs

Section C. Lodge Select Committees.

The following committees may be formed by the Lodge Chief, along with any number of other select committees:

1. Conclave Promotions;
2. Where to Go Camping Booklet;
3. Membership;



4. Lodge Planbook;
5. Trading Post Team;
6. Fund Raising;
7. Dance Team;
8. Sing Team;
9. Regalia Craft;
10. Museum;
11. Nendawen;
12. Lodge History.

#### Section D. Lodge Special Committees.

The following committees serve a specific purpose

1. Vigil Honor Selection. The Vigil Honor Selection Committee shall be responsible for reviewing nominations and selecting Vigil Honor candidates for the lodge year. This committee shall be chaired by the Lodge Chief or their representative. Membership shall be composed of 2 youth members from each Chapter in the Lodge.
2. Founders Award Selection. The Founders Award Slection Committee shall be responsible for reviewing nominations and selecting Founders Award recipients for the lodge year. This committee shall be chaired by the Lodge Chief or their representative. Membership shall be composed of 2 youth members from each Chapter in the Lodge.
3. Recognitions. The Recognitions Committee shall be responsible for choosing awards to recognize lodge members for outstanding service to the lodge to be awarded at the lodge banquet. This committee shall be chaired by the Lodge Chief or their representative. Membership shall be composed of 1 youth member from each Chapter in the Lodge.

### **ARTICLE X.**

#### Amendments to the Bylaws

SECTION A. These bylaws shall be subject to amendment at any regular or special meeting of this Lodge provided such amendment has been submitted in writing to the Executive committee at least fourteen (14) days prior to the meeting.

SECTION B. Attachments may be added to the bylaws at any regular or special meeting of the Executive Committee and are binding for the remainder of that Lodge year, after which, the attachments must be re-approved or deleted from the Bylaws. Attachments are temporary guidelines and rules that are subject to change (ie: Lodge dues).

SECTION C. These Bylaws supersede all previous rules or bylaws of Klahican Lodge and are effective as of August 31, 1988.