

# Lodge Bylaws

BLACK HAWK LODGE  
ORDER OF THE ARROW  
MISSISSIPPI VALLEY COUNCIL #141  
BOY SCOUTS OF AMERICA

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## Black Hawk Lodge

### I. **Name and Affiliation**

- a. The name of this organization, a local Lodge of the National Order of the Arrow program of the Boy Scouts of America, shall be Black Hawk Lodge.
- b. The Lodge shall be affiliated with the Mississippi Valley Council no. 141, Boy Scouts of America, and shall be under the supervision of Council camping committee and the administrative authority of the Scout Executive.
- c. The Lodge Bylaws must comply with the structure, policies, and procedures of Council and the structure, policies and procedures mandated for local Order of the Arrow Lodges by the National Order of the Arrow Committee.
- d. Official Order of the Arrow and Boy Scouts of America literature shall be used to define terminology and procedures used in these Bylaws that are not defined in these Rules.

### II. **Lodge Mission**

- a. It is the mission of the Lodge 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.

### III. **Totem and Insignia**

- a. The totem of the Lodge will be a black hawk.
- b. All Lodge memorabilia containing Black Hawk Lodge and/or the black hawk must be approved by the LEC.

### IV. **Registered Members**

- a. A person will be classified as a registered member of the Lodge (also known as a, "member in good standing of the Lodge") if all four of the following requirements are satisfied:
  1. Have completed all requirements for Ordeal Membership in the Order of the Arrow.
  2. Be a registered member of the Boy Scouts of America through the Council.
  3. Have paid dues for the current or forthcoming calendar year.
  4. Not be a member in good standing of any other Order of the Arrow Lodge.

### V. **Rights and Privileges**

- a. Registered members of the Lodge are entitled to certain rights and privileges. These rights and privileges include but are not limited to:
  1. Voting (if under the age of 21).
  2. Holding an elected or appointed office or position in the Lodge (if under 21 during entire term of office).
  3. A subscription to the Lodge newsletter.
  4. Attending Lodge functions.
  5. Induction as a Brotherhood or Vigil Honor Member of the Order of the Arrow.
  6. Purchasing and wearing the Lodge insignia.
  7. Representing the Lodge at Section, Region, and National Order of the Arrow events.
  8. Serving on a Lodge committee or participating in a committee activity.

9. Recognition as a Lodge member of/for service to/in behalf of the Lodge

VI. **\*Election to Membership**

- a. The requirements for membership in the Lodge are stated in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officer and Advisers*, unless otherwise specified by the National Order of the Arrow Committee.

VII. **\*Membership**

- a. Ordeal
  1. Procedure for the Ordeal shall be as stated in the *Order of the Arrow Handbook* and *Administration Guide for the Ordeal*, unless otherwise specified by the National Order of the Arrow Committee. All candidates for induction into the Order of Arrow must participate in the Pre-Ordeal Ceremony, the Ordeal, and the Ordeal Ceremony.
- b. Brotherhood
  1. Completion of Brotherhood membership 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*, unless otherwise specified by the National Order of the Arrow Committee.
- c. Vigil Honor
  1. 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*
  2. The Lodge is responsible for selecting its Vigil Honor Candidates in accordance with national OA policies.

VIII. **Elected Lodge Officials**

- a. The Officers of the Lodge shall be a Lodge Chief, a Lodge Vice Chief of Program, a Lodge Vice Chief of Operations, a Lodge Secretary, and a Lodge Treasurer.
- b. Each of the three chapters (Eagle Ridge, River Valley, Shoquoquon) shall be represented by an elected Chapter Chief.
- c. The term of office for each Lodge Officer will be one year beginning on the first day of the month following Fall Reunion, but will be installed once they have been sworn in.
- d. To be eligible for nomination, election, and service as a Lodge Officer, an individual must be
  1. A member in good standing with the Lodge;
  2. Under the age of 21 for the entire term of office;
  3. Each candidate must meet with the current Lodge Adviser to discuss the time commitment, and receive a job description.
- e. An individual elected to serve as a Lodge officer will be known as a Lodge Officer Elect from the time of his election until the beginning of his term of office.

**IX. Lodge Adviser**

- a. The Scout Executive will annually appoint a volunteer Scouter to serve as the Lodge Adviser.
- b. If the Scout Executive does not choose to serve as the Staff Adviser, he will appoint a professional Scouter or a Council Employee to serve as the Staff Adviser.
- c. For the entire term of appointment, the Lodge Adviser and the Staff Adviser must be at least 21 years of age and a member in good standing with the Lodge.

**X. Award Procedures**

- a. Selection Committee
  1. The Selection Committee shall be responsible for selecting the Vigil Honor candidates, Founder's Award recipients and any Golden Arrow Award recipients.
  2. The Selection Committee consists of the Recognition Chairman, 2 representatives from each chapter selected by the Recognition Chairman, Lodge Adviser, Lodge Staff Adviser, and the Recognition Adviser.
- b. Vigil Honor
  1. Vigil Honor candidates shall be selected by the Selection Committee.
  2. The Recognition Chairman is appointed by the Lodge Chief and is responsible for planning and executing the Vigil Conclave.
- c. Golden Arrow Award
  1. Golden Arrow Award recipients shall be selected by the Selection Committee.
- d. Founder's Award
  1. Founder's Award recipients shall be selected by the Selection Committee.
  2. \*Founder's Award procedures must be in accordance with national policy.

**XI. Parliamentary Procedure**

- a. LEC meetings shall be governed by the Lodge's parliamentary authority.

**XII. \*Finances**

- a. All Order of the Arrow funds shall be handled through the Council service center and go through all normal Council accounting procedures.
- b. The Lodge shall pay the national charter renewal fee.
- c. A specific purpose must be designated for each monetary gift by the Lodge to Council.
- d. All disbursements of Lodge funds for purposes other than normal operating expenses must be approved by the LEC.
- e. The LEC must approve a budget for each calendar year no later than December 31<sup>st</sup> of the previous calendar year.

**XIII. Committees**

- a. The duties and responsibilities of the committees must be completely specified in the "Lodge officers and chairmen duties handbook".

- b. The Lodge Chief may appoint ad-hoc committees to manage special activities or projects.
- c. A chairman for each ad-hoc committee will be appointed by the Lodge Chief and approved by the Lodge Adviser.
  - 1. Whether the ad-hoc committee chairman has a vote is determined by the Lodge Chief.
- d. An Adviser for each committee will be appointed by the Lodge Adviser.
- e. The duties, responsibilities and term of the ad-hoc committee must be completely specified.
- f. If a chairman holds more than one position on the LEC he shall only have one vote.

**XIV. Lodge Executive Committee**

- a. The Lodge Executive Committee (LEC) shall be the governing body of the Lodge.
- b. The members of the LEC will be the Lodge Officers, the three Chapter Chiefs, the Immediate Past Lodge Chief, the committee chairmen, the Lodge Adviser, Committee Advisers, the Staff Adviser, and any other associate advisers.
- c. The voting members of the LEC will be the Lodge Vice-Chief, Lodge Secretary, Lodge Treasurer, each of the three Chapter Chiefs, and the committee chairmen.
- d. The Lodge Chief shall only vote in the case of a tie.
- e. The quorum for all meetings of the LEC will be one-half of all voting members of the LEC.
- f. The LEC shall meet no less than six times during each calendar year.
- g. A special meeting of the LEC may be called by the Lodge Chief to consider a fixed agenda of business items. The special meeting must be approved by the Lodge Adviser.
- h. The duties and responsibilities of the LEC shall be specified in the “Lodge officers and chairmen duties handbook”.

**XV. Vacancies on the Lodge Executive Committee**

- a. The LEC may hold a vote to remove an individual from his elected position after that individual has been seen unfit to fulfill his duties.
  - 1. The Lodge Chief shall determine whether the individual is unfit.
  - 2. This absence/dismissal must be approved by the Lodge Adviser.
  - 3. The LEC’s vote must be two-thirds of voting members on the LEC.
  - 4. A replacement must be pre-arranged for said position.
- b. Committee chairmen are at the discretion of the Lodge Chief.
- c. A vacancy in the office of Lodge Chief will be filled by the Lodge Vice Chief of Program.
  - 1. The newly made Lodge Chief will appoint a new Lodge Vice Chief of Program. The appointment must be approved by the LEC and the Lodge Adviser.
- d. The unexpired term of a vacant Lodge office other than that of Lodge Chief will be filled by a person appointed by the Lodge Chief. The appointment must be approved by the LEC and the Lodge Adviser.

**XVI. Lodge Officer Elections Procedures**

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- a. Lodge Officers and the three Chapter Chiefs will be elected annually at the Fall Reunion.
- b. Lodge Officers and the three Chapter Chiefs will be elected by a secret ballot.
- c. Ballots shall be counted by the Election Committee.
  1. The Election Committee will be appointed by the Lodge Chief.
  2. The Lodge Adviser and Staff Adviser are automatically on the Election Committee.
- d. The election shall be held in the following order, Lodge Chief, Lodge Vice Chief of Program, Lodge Vice Chief of Operations Lodge Secretary, Lodge Treasurer, Eagle Ridge Chapter Chief, River Valley Chapter Chief, Shoquoquon Chapter Chief.
  1. Only members of each chapter may vote on their Chapter Chief.
- e. The Lodge Chief will act as the Master of Ceremonies until the new Lodge Chief is elected.
  1. Once the new Lodge Chief is elected, he is the acting Master of Ceremonies.
- f. Anyone running for elected office must fill out and turn in the “Lodge Elected Official Application” by a date to be determined by the LEC.
- g. Each candidate must give a speech about why they want to run for said office.
- h. If only one candidate applies for a position, that candidate must still give the speech, but no ballot shall be held. The candidate wins by acclamation.
- i. If no candidates apply for a position, the newly elected Lodge Chief will open the floor for nominations and will accept candidates once the following has been done.
  1. A candidate(s) must be nominated by another Lodge member.
  2. A different Lodge member must provide a second to the nomination.
  3. The candidate(s) can either accept or deny.
  4. The candidate(s) must then give the speech.
- j. After the election, the newly elected officers and Chapter Chiefs will meet and discuss filling the chairmen positions.
  1. Chairmen should be picked before October 1<sup>st</sup>.
- k. The new officers shall officially take their positions on the first day of the month following Fall Reunion, but will be installed once they have been sworn in.

### **XVII. Policies and Procedures**

- a. Operating rules may be adopted by the LEC to:
  1. Provide detailed procedures needed to carry out the provisions of these Rules.
  2. Ensure continuity of the Lodge program and administration from year-to-year.
- b. An operating rule may be adopted or amended by the LEC at a regular or special meeting of the LEC by completing in numerical order the actions specified below.
  1. Each member of the LEC present at the meeting must receive a written copy of the proposed rule or amendment.

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2. The proposed rule or amendment must be approved by a two-thirds majority of the voting members of the LEC present at the meeting.

**XVIII. Lodge Business Meeting**

- a. Two-thirds of the voting members of the LEC present must vote in favor of taking a matter of policy before the entire Lodge membership and holding a Lodge Business Meeting.
- b. If a Lodge Business Meeting is to be held, the Lodge membership shall be informed of the date, time, location, and choices at least fourteen days prior to the vote.

**XIX. Amending the Lodge Rules**

- a. These Rules may be amended by using the following procedure:
  1. Amendments must be submitted in writing to the LEC at least 30 days prior to the LEC meeting that the amendment will be voted on.
  2. The LEC must receive a two-thirds majority vote on the amendment.

**XX. Revisions**

- a. These Rules must be annually revised by the newly elected Lodge Executive Council, no later than December 31<sup>st</sup>.

Accepted at the Lodge Business Meeting on 4/23/16