

# By-Laws of Wewanoma Lodge, 272 Order of the Arrow

## I. NAME, NUMBER, AFFILIATION, AND TOTEM OF THE LODGE

This organization shall derive its authority from the National Committee, Order Of the Arrow, as authorized by the National Council, Boy Scouts of America, and as approved annually by the Rio Grande Council, Inc. during the Lodge's re-charter.

- A. The name and number of this Lodge of the Order of the Arrow shall be Wewanoma Lodge 272.
- B. Wewanoma Lodge 272 shall be affiliated with Rio Grande Council, #775 of the Boy Scouts of America. It shall be under the supervision of the Scout Executive, and all decisions are under the discretion of the Scout Executive.
- C. The totem of Wewanoma Lodge 272 shall be the Whitewing Dove.
- D. The official domain name of Wewanoma Lodge 272 shall be <http://www.rgvtechs.com/wewanoma/>
- E. The Official Publication of the Lodge shall be the Whitewing.

## II. CHAPTERS

- A. Each Council district shall have a corresponding Lodge chapter. The chapters shall serve the identical geographic locations and scouting units as their corresponding Council district.
- B. The purpose and goals of the chapters shall be to enhance communication with its members at the unit and district level, and to promote service within the chapter.
- C. Chapter Officers.
  - 1. The chapters will elect its officers in August of every year.
  - 2. Each chapter will elect a Chief, two (2) Vice Chiefs, one (1) Vice Chief of Service, one (1) Vice Chief of Ceremonies and a Secretary every year.
  - 3. Chapters will conduct elections as stated in the Lodge elections section.
  - 4. Chapter chiefs will appoint, with the consent of the Lodge Chief, a Chapter Historian
- D. Each chapter shall have one vote on the Lodge Executive Committee. The vote shall be cast by the Chapter Chief when present, or a Chapter Vice

Chief in his absence.

### **III. PURPOSE AND OBJECTIVE**

It is the mission of Wewanoma Lodge 272 to achieve the goals of the Order of the Arrow as an integral part of the Boy Scouts of America in the Rio Grande Council, Inc. through positive youth leadership under the guidance of selected capable adults. Those goals include:

- A. To recognize those Scout campers who best exemplify the Scout Oath and Law in their daily lives.
- B. To develop and maintain camping traditions and spirit.
- C. To promote Scout camping.
- D. To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

### **IV. MEMBERSHIP**

- A. Election and Levels
  - 1. The requirements for membership in Wewanoma Lodge 272 are to be based upon the most current edition of the Order of the Arrow Handbook, as amended the National Order of the Arrow Committee.
  - 2. All Candidates for Ordeal Membership must be elected by their unit at an election conducted by a election team approved by the Wewanoma Lodge 272 LEC.
  - 3. The requirements for advancement to Brotherhood and Vigil Honor are to be based upon the most current editions of National Order of the Arrow published guidelines.
- B. Classes of Membership: Active and Inactive
  - 1. An active member is one who has paid the dues for the current year.
  - 2. An inactive member is anyone who has not paid the dues for the current year. To become an active member an inactive member must pay the dues for the current year as well as such additional fees as the Lodge Executive Committee may determine.
- C. In addition to SECTION IV. A and SECTION IV. B. 1 above, to be an active member in Wewanoma Lodge 272, registration each year with the Boy Scouts of America is required. Failure to maintain registration in the Boy Scouts of America will automatically terminate active membership in Wewanoma Lodge 272.
- D. A member's conduct must at all times be in keeping with the principles

and precepts of the Scouting movement. The Lodge Executive Board, on a two-thirds (2/3) majority vote may recommend to the Scout Executive that a member be removed for conduct unbecoming a Boy Scout or Scouter.

## **V. FINANCES**

### **A. Finances**

1. All Order of the Arrow funds shall be maintained and processed through the Rio Grande Council, Inc. in accordance with Council accounting procedures.

### **B. Dues:**

1. It will be the duty of the Lodge Treasurer, or his delegate, to collect Lodge dues and to issue receipts for those dues collected. He will transmit those dues received in this manner to the Rio Grande Council, Inc within five business days.
2. Annual dues will be set by the Lodge Executive Committee as part of the approval of the annual Lodge budget.

### **C. Funds.**

1. All checks shall be issued by the Rio Grande Council, Inc. to persons who have filed an approved check request or are pre-approved by the Executive Committee and by the Scout Executive or Staff Adviser to spend money within a specific defined budget. Committee Chairman are considered to have been pre-approved within the limits of their specific committee budget authorized as part of the annual budget approval process.
2. All check requests must be signed by either the Lodge Chief or Lodge Treasurer, and then must be countersigned by the Lodge Adviser or Staff Adviser.
3. The funds of Wewanoma Lodge 272 shall be kept by the Council in such custodial accounts as the Lodge may require. The Lodge Treasurer shall request a monthly summary of Wewanoma Lodge 272's account status and shall report that status at the Lodge Executive Committee meeting.
4. All Wewanoma Lodge 272 money received by any Wewanoma Lodge 272 member must be turned into the Rio Grande Council, Inc. within five business days.

### **D. Budget:**

1. The fiscal year of Wewanoma Lodge 272 shall run from September 1 to August 31.

2. Upon election, the Treasurer, with the guidance of the Lodge Chief and Staff and Lodge advisers, chooses members for the Lodge Budget Committee.
3. The Treasurer and his committee shall prepare an annual budget proposal consistent with existing Lodge funds and anticipated income. The proposed budget shall be reviewed by and approved by the Lodge Executive Committee and then presented to the Lodge at a Lodge Meeting. In the event the Budget is not approved, interim provisions may be made by the Lodge Chief, with the approvals of the Lodge and Staff Advisers.

## **VI. GENERAL LODGE MEETINGS**

- A. Regular Wewanoma Lodge 272 meetings shall be held as set by the Lodge Executive Committee in the yearly calendar.
- B. The procedure for calling additional meetings shall be as follows:
  1. By the Lodge Executive Committee: The Lodge Executive Committee may call additional meetings of Wewanoma Lodge 272, as long as written notice of the meeting and its purpose are mailed to active members postmarked at least ten (10) working days prior to the meeting.
  2. By Members of Wewanoma Lodge 272: The membership may petition for an additional meeting by submitting a petition signed by one-fourth (1/4) of the active Wewanoma Lodge 272 membership. The Executive Committee will schedule a meeting to be held within twenty (20) working days and will send notices to all active members as in Section VI.B.1 above.
- C. A quorum of twenty (20) active members, eligible to vote, is necessary to conduct business.
- D. An active member under the age of 21 has one (1) vote.
- E. The Lodge Adviser or the Staff Adviser or the Scout Executive or an adult appointed by the Scout Executive must be present before a meeting may be held at which business is conducted.
- F. The Lodge meeting shall operate under the direction of the Lodge Chief.
- G. All members will be expected to wear the proper Scout uniform and sashes.
- H. Members are not permitted to smoke during Lodge Meetings, Lodge Executive Committee Meetings, Ceremonies, or in front of any youth.

## **VII. OFFICERS AND ADVISERS**

#### A. Appointed Advisers

1. Appointed advisers as determined by the Supreme Chief of the Fire - Scout Executive (or alternate) - shall consist of:
  - a. Deputy Supreme Chief of the Fire - Lodge Adviser
  - b. Chief of the Fire - Staff Adviser
  - c. Camp Chief of the Fire - Camp Director
  - d. Chapter Advisers
2. Appointed advisers as determined by the Lodge Adviser shall consist of:
  - a. Lodge Associate Advisers
  - b. Committee Advisers
  - c. Associate Committee advisers
3. Appointed officers as determined by the Lodge Chief shall consist of:
  - a. Lodge Historian
  - b. Lodge Chaplin

#### B. Elected officers shall consist of:

- a. Lodge Chief
- b. Vice Chief of Service
- c. Vice Chief of Ceremonies
- d. Treasurer
- e. Secretary

#### C. Election of Officers

1. The Lodge Chief and Immediate Past Lodge Chief will run as a slate.
2. All elected positions will be by voice on the floor, and seconded, at the time and place of the election.
3. Each nominee must be present and if under the age of eighteen (18) must certify that he has notified his Scoutmaster of his running for Lodge office.
4. The Lodge Secretary must verify that the candidate is eligible for office.
5. The procedure for conducting elections shall be as follows:
  - a. The names of the candidates for election will be listed for view by the voting members.
  - b. Each candidate may make a brief speech describing their scouting background and why they should be considered for the office.
  - c. Voting will be done by a show of hands by active membership under 21 years of age.
  - d. Election to an office is by simple majority of the voting members present.

- e. If a candidate has not received a majority, all but the two with the most votes shall be dropped and a new vote taken. If that vote is tied, the Lodge Chief will conduct one more vote to break the tie. If it remains tied after the final ballot, the Lodge Chief shall then cast the deciding vote for the candidate of his choice.

7. An officer's term is from the date of his election for one year thence.

D .Duties of Elected Officers:

1. Lodge Chief - Is the Chief Executive Officer of Wewanoma Lodge 272, responsible for all agendas and presides at all Lodge and Executive Committee meetings.
2. Vice Chief of Ceremonies- Is responsible for the organizing, planning, preparation, and stage rehearsals of the Ceremonies Teams. It is his responsibility to ensure all members of the team have a script, and the appropriate regalia for his performance.
3. Vice Chief of Service- Is responsible for the organizing, contact, planning, preparation, and closeout reports for any and all service projects conducted by the Lodge. It is also the responsibility of the V.C. of Service to plan the service projects for the Ordeal Weekends. Other responsibilities include National One Day, keeping records of all service projects and hours, and over-seeing Chapter V.C. of Service.
4. Secretary - Is responsible for the minutes of all meetings, mailings and correspondence.
5. Treasurer - Is responsible for the lodge budget and the trading post.
6. All officers shall carry out any other duties as directed by the Lodge Chief.
7. It is the responsibility of all elected officers to attend Lodge Executive Committee Meetings, Lodge/Chapter meetings (as required), and Lodge Activities as chosen by the L.E.C.
8. Any Elected Lodge or Chapter officer will be considered in breach of his office responsibilities after missing two (2) meetings or activities.

E. Removal of officers:

1. Elected Officer:

- a. The Executive Committee, after written notice, may vote to remove an officer if they deem necessary. An explanation of the reason for removal must be presented at a Lodge Executive Committee meeting. The officer is then given a chance to respond. After discussion, a vote may be taken.

Removal requires two-thirds (2/3) vote of the entire Lodge Executive Committee and review and approval by the Scout Executive.

- b. The members of Wewanoma Lodge 272 can petition the Executive Committee to vote to remove a youth officer. This petition must be signed by one-fourth (1/4) of the active lodge youth membership.
  1. Appointed Executive Committee Officer, youth: May be removed by the Lodge Chief with the consent of his advisers.
  2. Appointed Executive Committee Officer, adult: May be removed by the Scout Executive or the Staff Adviser. Committee Advisers may also be removed by the Lodge Adviser with agreement from the Staff Adviser.
  3. If an officer is removed, a letter of explanation will be sent to him no more than ten (10) days following the action.

### **VIII. LODGE EXECUTIVE COMMITTEE**

- A. The Lodge Executive Committee will consist of voting and non-voting members.
  1. Voting members (under the age of twenty-one)
    - a. Lodge Chief
    - b. Vice Chief of Service
    - c. Vice Chief of Ceremonies
    - d. Treasurer
    - e. Secretary
    - f. The Chapter Chiefs, or in their absence, one of their Chapter Vice Chiefs.
    - g. Standing Committee Chairmen, or in their absence, their Vice Chairman.
    - h. The immediate past Lodge Chief.
  2. The non-voting members:
    - a. Scout Executive
    - b. Staff Adviser
    - c. Lodge Adviser
    - d. Associate Lodge Adviser
    - e. Chapter Adviser(s)
    - f. Standing Committee Advisers.
- B. Lodge Executive Committee Meetings: Discussions shall be lead by the Lodge Chief under the guidance of his advisers.
- C. The meetings shall be conducted in accordance with Robert's Rules of Order.

## **IX. COMMITTEES**

- A. The Standing Committees of the Lodge shall be the following:
1. Brotherhood- Shall be responsible for maintaining the proper ordeal conversion rate to meet the quality lodge requirements.
  2. Camp Promotions- Shall be responsible for annual "Where To Go Camping" booklet, and to promote summer and weekend camping.
  3. Ceremonies- Shall be responsible for conducting all ceremonies and performing at the discretion of the Lodge Chief.
  4. Dance Team- Shall be responsible for conducting all Native American events and performing at the discretion of the Lodge Chief.
  5. Elangomat- Shall be responsible for recruiting and training elangomats for the ordeals and maintaining the "Extended Elangomat Program".
  6. Lodge Leadership Development- Shall be responsible for conducting training at Lodge functions.
  7. Membership Committee- Shall be responsible for maintaining the membership records of the Lodge.
  8. Ordeal- Shall be responsible for organizing and conducting successful ordeals at the Council's camp properties.
  9. Service- Shall be responsible for maintaining a strong relationship with the Council's Camping committee, and with the Council Vice President of Program. The committee shall organize and conduct maintenance events at the Council's properties.
  10. Troop/Team Representatives- Shall be responsible for recruiting and training of unit representatives to the Lodge.
  11. Unit Elections- Shall be responsible for organizing and conducting unit elections to the Order of the Arrow.
  12. The Lodge Executive Committee may establish committees as it deems necessary. These committees' charters shall automatically expire on August 31st of the lodge year in which they were formed. The Lodge Chief shall appoint chairmen to these committees, who shall be nonvoting members of the Lodge Executive Committee.

## **X. CALENDAR**

Each year the Lodge Chief of Wewanoma Lodge 272 shall prepare a prospective calendar of Lodge events for the upcoming year to be submitted to the Lodge Executive Committee for approval and transmitted to the council.

## **XI. POLICES AND PROCEDURES**

Those policies and procedures necessary for the orderly operation of Wewanoma Lodge 272 may be placed in effect by a simple majority of the Lodge Executive Committee members at any regular or special Lodge Executive Committee meeting. Such policy or procedure must have the approval of the Staff Adviser and Lodge Adviser, and must be in keeping with the Order of the Arrow handbook and the Guide for Officers and Advisers or any other known National policies.

## **XII. AMENDMENTS**

- A. Any part of the By-Laws of Wewanoma Lodge 272 that conflict with the polices of the National Committee of the Order of the Arrow are considered to be automatically amended. The By-Laws shall be amended by the Lodge Chief, or his designee, at the direction of the Lodge Executive Committee.
- B. Other amendments to the By-Laws of Wewanoma Lodge 272 proposed by a youth member of Wewanoma Lodge 272 must go through the following process:
  - 1. All amendments will be referred to the Lodge Executive Committee for study.
  - 2. Notice of the proposed Amendment, and the text of the Amendment, will be mailed to all active members as part of the announcement of the meeting.
  - 3. Notice of the meeting will be mailed to all active members postmarked not less than ten (10) days before the meeting.
  - 4. The Lodge Executive Committee will present the Amendment along with its recommendations. A period of discussion will follow.
  - 5. A vote on the Amendment will be taken. A two-thirds (2/3) affirmative vote by the voting members present will be necessary to enact the amendment.
  - 6. Any amendment that is defeated may not be introduced for two (2) years.

### C. Amendment Committee:

In January of every odd calendar year the Lodge Chief will appoint a committee to review the By-Laws of Wewanoma Lodge 272 and suggest amendments. The Lodge Adviser and Staff Adviser shall serve as Advisers to the committee. Any amendment, addition or deletion recommended by the committee may be adopted under the provisions and procedures of section **XII, B**, above.