

Additional Bylaws and Standing Rules Revisions

For January 6, 2024

Text in blue represents edits made 12-29-2023.

1. Section IV, Article A

Current: The Officers of this Lodge shall be Lodge Chief, Vice Chief of Program, Vice Chief of Communication, and Vice Chief of Administration. These elected officers must be younger than 21 years of age during their entire term of office and elected by the youth membership at the pre-announced annual meeting of the lodge.

Proposed Amendment **Version 1:** The Officers of this Lodge shall be Lodge Chief, Vice Chief of Program, Vice Chief of Communication, Vice Chief of Administration, Lodge Secretary, and Lodge Treasurer. These elected officers must be younger than 21 years of age during their entire term of office and elected by the youth membership at the pre-announced annual meeting of the lodge.

Proposed Amendment **Version 2:** The Lodge Officers of this Lodge shall be the Lodge Chief, Vice Chief, Lodge Secretary, and Lodge Treasurer. These elected officers must be younger than 21 years of age during their entire term of office and elected by the youth membership at the pre-announced annual meeting of the lodge.

Explanation **Version 1:** Treasurer and Secretary are two additional roles that would be too much for the current amount of officers to effectively handle, so adding them in addition to the Lodge Chief and 3 Vice Chiefs would be best suitable. We may also choose to put this into effect at Fall Fellowship so this will not affect the current roles of the term, as these individuals were not elected into these positions by the general membership of the lodge, and it would alter the responsibilities of the VC of Admin.

It is required by the HOA that the Treasurer and Secretary are elected officers of the lodge.

Explanation **Version 2**: The role of Secretary will replace the current Vice Chief of Comms in a name change, and the role of Finance will replace the current role of Vice Chief of Admin in a name change. The current VC of Comms will assume the role of Secretary, and the VC of Admin will assume the role of Treasurer. It is required by the HOA that the Treasurer and Secretary are elected officers of the lodge. The current secretary chair role will be replaced in some capacity, such as a Scribe, or removed entirely and its responsibilities will be assumed to be the Secretary (currently VC of comms). We may also choose to put this into effect at Fall Fellowship to this will not affect the current roles of the term, being as these individuals were not elected as those original positions of the lodge (secretary chair responsibilities will fall under Secretary (vc of comms) rather than the treasurer (vc of admin) umbrella). It is required by the HOA that the Treasurer and Secretary are elected officers of the lodge.

2. Section IV, Article A, Clause 2

Current: The Vice Chief of Program shall be responsible for: the planning and coordination of all Lodge events, including the Winter Banquet, Spring and Fall Fellowships, and any other Lodge events, as well as other responsibilities as may be assigned by the Lodge Chief. They shall also work directly with job-specific committee chairmen, as appointed by the Lodge Chief, Lodge Adviser, or Vice Chief of Program.

Proposed **Version 2**: The Lodge Vice Chief shall be responsible for: the planning and coordination of all Lodge events, including the Winter Banquet, Spring and Fall

Fellowships, and any other Lodge events, as well as other responsibilities as may be assigned by the Lodge Chief. They shall also work directly with job-specific committee chairmen, as appointed by the Lodge Chief, Lodge Adviser, or Lodge Vice Chief.

Explanation **Version 2**: VC of Program will adopt the title of Lodge Vice Chief, while keeping the responsibilities the same. This is based on Section IV, Article A **Version 2**.

3. Section IV, Article A, Clause 3

Current: The Vice Chief of Communications shall be responsible for: the recording of all meeting minutes, all Lodge communications, including, but not limited to, a periodic newsletter, website, and social media, as well as other responsibilities as may be assigned by the Lodge Chief. They shall also work directly with job-specific committee chairmen, as appointed by the Lodge Chief, Lodge Adviser, or Vice Chief of Communications.

Proposal **Version 1**: The Vice Chief of Communications shall be responsible for: all Lodge communications, including, but not limited to, a periodic newsletter, website, and social media, as well as other responsibilities as may be assigned by the Lodge Chief. They shall also work directly with job-specific committee chairmen, as appointed by the Lodge Chief, Lodge Adviser, or Vice Chief of Communications.

Proposal **Version 2**: The Lodge Secretary shall be responsible for: the recording of all meeting minutes, all Lodge communications, including, but not limited to, a periodic newsletter, website, and social media, as well as other responsibilities as may be assigned by the Lodge Chief. They shall also work directly with job-specific committee chairmen, as appointed by the Lodge Chief, Lodge Adviser, or Vice Chief of Communications.

Explanation **Version 1**: The Secretary will assume the duties of keeping records of minutes. This is based on Section IV, Article A **Version 1**.

Explanation **Version 2**: VC of Comms will adopt the new title of Secretary, while keeping the responsibilities the same. This is based on Section IV, Article A **Version 2**.

4. Section IV, Article A, Clause 4

Current: The Vice Chief of Administration shall be responsible for the reporting and maintenance of all Lodge finances, membership records, LEC adherence to the Bylaws and the Standing Rules, progress toward the Lodge Performance Measurement Program (PMP), and event registration. They shall also work directly with job-specific committee chairmen, as appointed by the Lodge Chief, Lodge Adviser, or Vice Chief of Administration.

Proposal **Version 1**: The Vice Chief of Administration shall be responsible for the reporting and maintenance of all Lodge membership records, LEC adherence to the Bylaws and the Standing Rules, progress toward the Lodge Performance Measurement Program (PMP), and event registration. They shall also work directly with job-specific committee chairmen, as appointed by the Lodge Chief, Lodge Adviser, or Vice Chief of Administration.

Proposal **Version 2**: The Lodge Treasurer shall be responsible for the reporting and maintenance of all Lodge finances, membership records, LEC adherence to the Bylaws and the Standing Rules, progress toward the Lodge Performance Measurement Program (PMP), and event registration. They shall also work directly with

job-specific committee chairmen, as appointed by the Lodge Chief, Lodge Adviser, or Vice Chief of Administration.

Explanation **Version 1**: Removed Financial Responsibilities as they are being taken by the Treasurer. This is based on Section IV, Article A **Version 1**.

Explanation **Version 2**: The VC of Admin will adopt the title of Treasurer, while keeping all of the responsibilities the same. This is based on Section IV, Article A **Version 2**.

5. Section IV, Article A, Additional Clause

Proposal **Version 1**: The Lodge Secretary shall be responsible for: keeping records and minutes of all Lodge Executive Committee meetings, archiving minutes, and assuring that LEC meetings are conducted according to Robert's Rules of Order. They shall also work directly with job-specific committee chairmen, as appointed by the Lodge Chief, Lodge Adviser, or Secretary.

Explanation **Version 1**: With it being an elected officer of the lodge, the Secretary needs a definition of their responsibilities. This is based on Section IV, Article A **Version 1**.

6. Section IV, Article A, Additional Clause

Proposal **Version 1**: The Lodge Treasurer shall be responsible for: responsible for maintaining, recording, and reporting on our Lodge finances. They shall also work directly with job-specific committee chairmen, as appointed by the Lodge Chief, Lodge Adviser, or Treasurer.

Explanation **Version 1**: With it being an elected officer of the lodge, the Treasurer needs a definition of their responsibilities. This is based on Section IV, Article A **Version 1**.

7. Section VI, Article F, Clause A

Current: A youth or young adult member of Wenasa Quenhotan 23 in good standing.

Proposed Amendment: A youth or young adult member of Wenasa Quenhotan Lodge in good standing.

Explanation: Since the most recent OA restructure, lodge numbers have gone to the wayside. The number “23” has no current official meaning to the lodge, but rather, it is a part of the lodge’s history.

8. Section VI, Article F, Clause H

Current: Chapter elections shall run like officer elections except without the pro-con session.

Proposed Amendment: Chapter elections shall be conducted like officer elections.

Explanation: We are removing the pro-con session from lodge officer elections. Irrelevant to include it for chapter elections.

9. Section VI, Article F, Additional Clause

Proposed Amendment: All candidates must be under 21 years of age for the duration of their term.

Explanation: It is mentioned elsewhere in the bylaws, but when looking for the requirements to run for office, it is good to have this included with this list of requirements.

Additional Standing Rules Revisions

1. Section I, Article A, Additional Clause

Proposed Amendment: Only youth and young adult members of the LEC present at the roll call at the beginning of the meeting shall be eligible to cast a vote during business.

Explanation: Defines who in the quorum may be eligible to vote on issues, and when that roll call is during the meetings.

2. Section I, Article A, Additional Clause

Proposed Amendment Version 1: There shall be no decisions of the lodge requiring a vote of the LEC being made outside of the annual meetings of the lodge, or other special or emergency meetings of the lodge.

Explanation: Outside of these meetings, there is no way to accurately prove who is in attendance, adequate time for discussion, and voting may close before all alec members are made aware of it. The Lodge Chief and Lodge Advisors could be unaware of this too, so no one would be there to preside over discussion and voting.

Proposed Amendment Version 2:

5. In the event an LEC member decides a motion must be brought forward outside of an annual, special, or emergency meeting of the lodge, they must share it with all members of the LEC through the most common communication platform of the Lodge.

i. The motion has 24 hours to receive a second from another youth or young adult member of the LEC.

ii. When a second is given, the Lodge Chief has 24 hours to send out a form accessible to all youth and young adult members of the LEC to collect votes.

iii. This vote collection form must be accessible to submit votes for no more or less than 24 hours.

1. If an amendment to the original motion is deemed necessary, a member has the duration of the voting form (24 hours) to propose an amendment to the original motion

2. This amendment will require a second before the voting form closes.

3. The original form will close, and a new one shall be shared regarding the amendment, and shall be available for 24 hours.

4. Once the amendment is approved or denied, a form will be made available for another 24 hours to collect votes for the motion on the table.

5. All other elements of Robert's Rules of Order, specifically those pertaining to a vote, second, or an objection, must allow exactly 24 hours for a response.

a. While this is and amendments are waiting, the 24 hour time restraint for the motion shall be suspended indefinitely and a 24 hour timer will restart when discussion goes back to the primary piece of business at hand.

iv. The response options for an LEC member shall be to vote in favor, opposed, or to abstain.

v. More than half of the youth and young adult members of the LEC must submit a response to the form while it is available.

vi. If the motion fails to receive responses from more than one half of the youth and young adult members of the LEC, then the motion dies.

Explanation: If a member of the LEC is underprepared for a meeting, or for whatever other reason is unable to or fails to propose a motion during the business of the LEC meeting, this lays out a process to propose a motion and to collect votes while allocating enough time for the Lodge Chief and the LEC to be aware of the motion. It also explains what options there shall be for a member to choose from when voting.