

Lodge Bylaws

(Adopted by Wenasa Quenhotan Lodge January 7, 2023)

I. Name and Affiliation

- A. The name of this Lodge of the Order of the Arrow shall be the Wenasa Quenhotan Lodge #23, W.W.W.
- B. The Lodge shall be affiliated with the W.D. Boyce Council, Boy Scouts of America, and shall stand as an operating committee of the council under the supervision of the council vice-president for program and properties, and the administrative authority of the Scout executive.
- C. The totem of this Lodge shall be an ear of maize.
- D. This Lodge shall be divided into four chapters, corresponding to each district in the council.
- E. The home camp of the Lodge shall be Ingersoll Scout Reservation.

II. Lodge Mission

It is the mission of this Lodge to promote Scout camping, to assist in year-round camp maintenance and improvement, to provide an opportunity for young men and women to develop leadership skills, and for each member to set an example of the high ideals of Scouting and the Order to each of our units.

III. Membership

- A. The requirements for membership in this Lodge are as stated in the current printing of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.
- B. Procedure for the Ordeal shall be as stated in the Order of the Arrow Handbook and Guide to Inductions.

IV. Officers

- A. 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.

1. The Lodge Chief shall be responsible for: Recruiting and presiding over the

Lodge Executive Committee, Managing the Lodge Vice Chiefs, Managing the Chapter Chiefs, developing annual lodge goals, Planning and executing an annual Lodge Leadership Development, Developing a multi-year lodge growth plan, Present a Lodge Annual Report at the annual Winter Banquet, Serve as a lodge representative on the Section Council of Chiefs.

2. 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.
 3. 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.
 4. 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.
- B. The officers of each chapter shall be the Chapter Chief and any Vice Chiefs they decide to appoint. Vice Chapter Chiefs shall report directly to the Chapter Chief.
- C. Lodge and Chapter Officers will be elected at Lodge Fall Fellowship. The chapters will meet and vote for their officers sometime after the Lodge officer elections, but before the Winter Banquet. The term of the Lodge and chapter officers shall be one year. The officers will be installed at the Lodge Fall Fellowship.
- D. The Lodge Executive Committee (LEC) shall be composed of the elected Lodge

officers, immediate past Lodge Chief, Lodge operating committee chairmen, Lodge operating committee advisers, Lodge Adviser, Chapter Chiefs, Chapter Advisers, Scout Executive, and Lodge Staff Adviser.

- E. The Lodge Chief shall appoint such operating committee chairmen as may be required from time to time with the approval of the voting Lodge Executive Committee. All chairmen shall be under 21 years of age.
- F. The Chapter Chiefs may appoint such operating committee chairmen as may be required with the input of the Chapter Adviser. All chairmen must be under 21 years of age. All Chapter Committee chairmen will be members of the respective Lodge committees.
- G. If a Lodge Officer is found unfit for office or cannot complete their duties, the Lodge Chief shall appoint another LEC member to take their place with the approval of the LEC. If a Chapter officer is found unfit for office or cannot complete their duties, the Lodge Chief shall appoint another Lodge member in their place with the approval of the LEC. If the Lodge Chief is found unfit for office or cannot complete their duties, the Vice Chief of Program shall take their place with approval from the LEC. If the Lodge Chief cannot complete their duties they may recommend a replacement with approval from the LEC.

V. Officer Nominations

- A. An Election Chairman shall be appointed by the Lodge Chief to run the Lodge officer's election. Each chapter chief will appoint an election chairperson for their chapter as well, with approval of the Lodge Chief.
- B. Candidates for Lodge Officer positions must have submitted their name to the election chairmen before the election so the chairman can validate their eligibility to run for office. The candidate must then be nominated by another Lodge member.
- C. In the situation where someone that is eligible to run for office and has met all stated requirements or is nominated by the LEC, with regards to Article VI. Section G, and does not want to be up for consideration for office, they only need to state that they are rejecting the nomination at the time of nomination.
- D. The process for nominating Chapter Officers shall be the same as stated in Article V. Sections A, B and C.

- E. The Chapter Election Chairman may review the decisions of the chapter nominations and may recommend reconsideration. The Lodge Chief shall appoint the Chapter Chief if the chapter fails to elect one.

VI. Officer Elections

- A. Elections for Lodge Officers shall be held at **Spring** Fellowship. The election is considered an official Lodge meeting with the Election Chairman presiding as head of this meeting.
- B. The elections shall be held in the following order:
 - a. Lodge Chief
 - b. Lodge Vice Chief of Program
 - c. Lodge Vice Chief of Communication
 - d. Lodge Vice Chief of Administration
- C. No written statement from a candidate is required for them to be elected, although the Lodge Chief and Lodge Adviser retain the option of having a discussion with the candidate before the election to review the candidate's vision for the Lodge and their desired position.
- D. Each candidate will be allowed to give a three-minute speech that should be timed by the Election Chairman. The speeches will be in the order in which the candidates were nominated. Candidates are allowed to have notes during their presentation.
- E. Following each candidate's speech, there will be time for members to ask questions of the candidate, followed by an optional five minute pro-con session after all candidates have left the room, where voting for members of the Lodge can state facts on or voice opinions on each candidate. If needed, there may be a maximum ten-minute discussion on all candidates following the pro-con session.
- F. Requirements to run for a Lodge Officer:
 - a. A youth or young adult member of Wenasa Quenhotan 23 in good standing.
 - b. Have acquired the status of Brotherhood.
 - c. Have been on the Lodge Executive Committee for at least one year.

- G. If no candidate is nominated for a Lodge Officer position, the Lodge Executive Committee shall nominate one.
- H. Chapter elections shall run like officer elections except without the pro-con session.
- I. No slate committee may be created with the purpose of slating candidates for Lodge or Chapter office.

VII. Brotherhood Membership

- * Completion of the 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.

VIII. Awards and Recognition

A. The Vigil Honor

- a. * Conferring 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.
- b. All members shall be polled annually for recommendations of potential Vigil Honor candidates.

B. Founder's Award

1. Committee

- a. The chairman, who is appointed by the Lodge Chief, is the overseer and tiebreaker of the committee, but is a non-voting member.
- b. The committee shall consist of two youth members from each chapter (eight total) appointed by the chairman.
- c. Two adults will be on the committee, both appointed by the Lodge Chief.
- d. All of the above must be current members of the Lodge. e. If a person on the committee is nominated for the award, that person must relinquish their seat. The nominee must be replaced by a person from the same chapter and be approved by the Lodge.

2. Nomination

- a. Must have a form turned in to the Lodge in order to be considered.
- b. Must be a current member of the lodge.
- c. The committee is to convene at the Fall Fellowship.
- d. The committee is to follow the criteria set forth by National

C. James E. West Award

1. A person considered for this award is someone who shows outstanding leadership on the Lodge Executive Committee.
2. The recipient is considered by the same committee as the Founder's Award, with the same committee qualifications and restrictions.
3. Same rules apply as the Founder's Award, except only youth vote.
4. No form is necessary.
5. The LEC shall vote each year to decide if an award will be given.
6. The recipient must be approved by the Lodge Chief, Lodge Adviser, and Supreme Chief of the Fire

D. Lodge Service Award

1. The recipient of this award is someone on the Lodge Executive Committee who goes above and beyond in their duties in the Lodge and has been an outstanding member.
2. Considered by the same committee as the Founders Award.
3. Must be a current member of the Lodge.
4. Only youth on the committee vote.
5. A nomination form must be turned in.

IX. Meetings

A. Lodge and Chapter activities during the year shall include:

- a. Fall Fellowshipwith business meeting
- b. Spring Fellowshipweekend
- c. Winter Banquet

- d. Optional activities might include work weekends, meetings, fellowships, Ordeal Weekends, etc.
- B. The Executive Committee of this Lodge shall hold no less than eight meetings per year. Special Lodge meetings or LEC meetings may be called by the Lodge Chief with the approval of the Lodge Adviser or Scout Executive.
- C. Meetings of the Lodge and Chapters shall be opened with the obligation of the Order of the Arrow, or by some other appropriate ceremony.
- D. One half of the voting membership of the Lodge Executive Committee must be present to constitute a quorum. If a quorum is not present, then the Lodge Executive Committee may not vote on issues.

X. Finance

- A. All Order of the Arrow funds shall be handled through the council service center and go through all normal council accounting procedures.
- B. Funds shall be dispersed only with consent of the Lodge Chief (with the approval of the Lodge Adviser), or Lodge Adviser, or Scout Executive, and after the given consent of the LEC, determined by the majority vote at an LEC's scheduled or special meeting.
- C. An annual budget will be presented to the Lodge Executive Committee during the last quarter of the preceding calendar year and shall be approved by the LEC.
- D. The Lodge shall not spend more money than it takes in during any given year, with the exceptions of spending from the service project fund or NOAC subsidy fund.

XI. Maintaining Membership

- A. Current membership registration with the W.D. Boyce Council, BSA, and paid dues are required to be considered an active member of the Lodge.
- B. A member whose dues have lapsed will be considered an inactive member of the Lodge. Inactive members are not eligible to participate in Lodge or Chapter events or activities or hold office until their current year dues are paid.

XII. Lodge Planbook

Each year the Lodge Chief shall present a Lodge Planbook to the LEC at the first meeting of the calendar year. The Lodge Planbook will discuss the Lodge Executive Committee members and the purpose of the LEC and set goals for the upcoming year.

XIII. Lodge Bylaw Amendments and Lodge Policies

- A. These Bylaws may be amended at any regular or special meeting of the Lodge. A two-thirds vote is required from the youth attending this meeting to amend these Bylaws.
- B. Proposed Bylaw amendments must be submitted to the Lodge Executive Committee and approved prior to being submitted to the Lodge for adoption.
- C. The Lodge Executive Committee is responsible for setting additional Lodge policy beyond these Lodge Bylaws, as described in Article XIII Section D, E, and F. The Bylaws and Standing Rules of this Lodge shall conform to all National policies. In the event National policies change and it is found the Lodge Rules and Regulations or Standing Rules conflict, the Lodge Executive Committee is to modify them to conform without vote or prior notification to the Lodge membership.
- D. The creation of any additional rules or the outlining and description of any project that does not majorly affect the purpose, operation, or structure of the Lodge as a whole

shall be documented in the Lodge's Standing Rules. If the additional rule or program changes a major aspect of the purpose, operation, or structure of the Lodge it is to be added to the Bylaws or a Bylaw shall be amended

- E. In the case of protocols for LEC internal operations that do not affect structure (i.e. LEC voting) shall be documented in the Standing Rules.
- F. The addition or amending of any Standing Rule must be presented to the LEC and approved by a majority of the voting membership present. The new rule or program is then immediately ratified and does not need to be adopted by the Lodge, unlike additions or amendments to the Bylaws.

THE NATIONAL COMMITTEE OF THE ORDER OF THE ARROW REQUIRES RULES MARKED ABOVE WITH AN ASTERISK (*) MUST BE PART OF ALL LODGE RULES. THEY ARE NATIONAL POLICY AND NEITHER THE POLICY NOR THE PROCEDURE TO WHICH THEY REFER MAY BE CHANGED IN ANY MANNER BY THE COUNCIL OR LODGE.