

Kiskakon Lodge Bylaws

1. NAME AND AFFILIATION

- A. The name of this lodge of the Order of the Arrow shall be KISKAKON LODGE #75.
- B. This lodge shall be affiliated with the Anthony Wayne Area Council, Boy Scouts of America. The lodge shall fall under the supervision of the administrative authority of the Scout Executive.
- C. The Totem and call of and by this lodge shall be the STANDING BEAR
- D. This lodge shall be divided into one chapter per council district. Supervision and administrative authority shall be in Item B above.

2. MEMBERSHIP

- A. The requirements for membership in this lodge are as stated in the current Order of the Arrow Handbook.
- B. Procedure for Ordeal shall be as stated in the current Order of the Arrow Handbook.
- C. This lodge shall employ the use of the *Spirit of the Arrow* concept as set forth by the National executive board.
- D. Procedure for Brotherhood shall be as stated in the current Order of the Arrow Handbook.
- E. Attainment of Vigil Honor shall be as stated in the current Order of the Arrow Handbook.
- F. Registered active membership
 - I. Attend at least one lodge function per year.
 - II. Registered Scout or Scouter.
 - III. Current dues PAID in the Order of the Arrow, Kiskakon Lodge #75.
- G. Only those under the age of 21 shall be eligible to vote on matters concerning the lodge and chapters.

3. LODGE OFFICERS

All officers shall realize their responsibility to the over-all success of the lodge and to this end will establish priorities accordingly.

- A. Officers shall be elected at the Annual Spring Fellowships.
 - I. For election, a simple majority of youth members present is required.
 - II. One Chief shall be elected from those nominated.
 - III. Two Vice-Chiefs shall be elected from those nominated.
 - IV. One Secretary shall be elected from those nominated.
 - V. One Treasurer shall be elected from those nominated.
 - VI. Only registered SCOUT Arrowmen shall vote. (SCOUT is any member UNDER 21 years of age)
- B. Any Scout member of the lodge is eligible for nominations and elections.
- C. All officers must be under the age of 21 for the entire term of office.
- D. Officers shall be installed at the Annual Fall Fellowship.
- E. Officers serve a one-year term from the Fall Fellowship through the following year's Fall Fellowship. Officers may be re-elected for any number of terms.
- F. In the event where an officer cannot or will not server his office, the Executive Board with approval of their advisors, may appoint an Arrowman to fill his office for the remaining term.

4. DUTIES OF LODGE OFFICERS

- A. Duties of the Lodge Chief, both Vice-Chiefs, Secretary, and Treasurer shall be those outlined and set forth by the Kiskakon Leadership Guide.
- B. The Kiskakon Leadership Guide shall be written by the Secretary and submitted to the Lodge Executive board for approval, as often as it needs updated.



5. CHAPTER OFFICERS

The officers of each chapter must consist of:

- A. One Chapter Chief
- B. Up to two Chapter Vice-Chiefs.
- C. One Chapter Secretary

The duties of each officer shall be determined by the Chapter Chief and the Chapter Advisor.

6. LODGE EXECUTIVE BOARD

The Executive Board will be composed of the elected lodge officers, Chapter Chiefs, and the immediate past Lodge Chief. Advisors seating with the Executive Board will be the Lodge Advisor, Chapter Advisors, Staff Advisor, and the Scout Executive.

Voting members consist of the Lodge officers, the Previous Lodge Chief, plus the Chapter Chief or his appointed representative. ONLY SCOUT MEMEBERS OF THE EXECUTIVE BOARD HAVE A VOTE. (Scouts younger than 21 years of age)

- A. The Lodge Advisor and Chapter advisors shall be appointed by the Council Scout Executive or otherwise designated persons.
- B. The objective of the board is to represent the lodge and Arrowmen of the lodge so to vote on business not required by the entire lodge.
- C. The board shall meet at least seven times a year.
- D. Special meetings may be called by the Lodge chief, Lodge Advisor, or any four members of the Executive Board, providing that such an announcement is made in WRITING one week prior to such meeting. It is also understood that the Scout Executive and the Staff Advisor retain this privilege.
- E. At least half of the lodge officers and at least half of the chapter representatives must be present to conduct business at an Executive Board Meeting.
- F. A representative from each Chapter must be present at the Lodge Executive Board meetings, and if there is no representative for two consecutive meetings in the course of his term, the Chapter Chief may be asked to resign.
- G. Lodge Officers will be present at all Lodge Executive Board meetings and if he is absent from two consecutive meeting or three in his term the Lodge Executive Board may replace the Lodge Officer.
- H. The Kiskakon Leadership Guide requires a 2/3 vote of those present at the Lodge Executive Board to change.

7. LODGE OPERATING COMMITTEES

Membership in any of the following committees is open to all registered Scout members of the lodge. It is established that the committees are permanent institutions within the lodge, although others may be established as deemed necessary by the Lodge Chief.

- A. Finance Committee
 - I. Chairman is the Lodge Treasurer.
 - II. It shall establish a yearly budget.
 - III. It shall be the advisory committee for the Executive Board concerning matters of financial expenditures.
- B. Publications Committee
 - I. Chairman is the Lodge Secretary.
 - II. It works in conjunction with the "Bear Facts" editor and staff.



- III. It shall be the duty of this committee to keep the registered members informed of all lodge and chapter program and news via the “Bear Facts” publication and the Council newsletter.
- IV. It shall be the responsibility of these committees to keep lodge materials of printed nature current and available to the public.
- C. Ceremonies Committee
 - I. Chairman is the Lodge Vice-Chief of Programs.
 - II. This committee is responsible for all Ordeal and Brotherhood ceremonies put on by the lodge.
 - III. It shall maintain all lodge outfits
 - IV. Assure that all teams are to be well organized and rehearsed.
 - V. Set up and maintain all ceremonial rings.
- D. Camp Promotion and Unit Elections Committee
 - I. Chairman is the Lodge Vice-Chief of Membership.
 - II. It is responsible for camp promotions and unit elections within the lodge.
 - III. Assure that current election procedures are followed.
- E. Ad Hoc Committee
 - I. Lodge Chief declares need and appoints chairman.
- F. Vigil Committee
 - I. This committee is open to all Vigils of the lodge.
 - II. The chairman shall be a Vigil Scout.
 - III. The Vigil Committee shall be formed in accordance to the National Order of the Arrow Standards. All shall be under 21 years of age.
 - IV. Committee shall use the requirements stated in the current Order of the Arrow Handbook in naming their selections.
 - V. This committee shall be in charge of the annual Vigil Ceremony.
- G. Chapter Operating Committee
 - I. Chapter committees and chairmen will be the responsibility of the Chapter Chiefs and Advisors.
 - II. Each Chapter is expected to have an organization capable or handling effectively the unit elections, in conjunction with the district camp promotions, ceremonies, and any other chapter activities.

8. DUES

- A. Lodge dues will stay the same unless changed by the Lodge Executive Board for the next year, and will be set before the fall fellowship of the preceding year.
- B. All Order of the arrow funds will be handled through the council office and go through normal accounting procedures of the council.
- C. Council office will keep advisor and Lodge Treasurer informed as to the amount of monies in the Order of the Arrow funds.
- D. Chapters may use Order of the Arrow funds for chapter activities, mailings, and service projects upon approval of the Lodge Chief and Lodge advisor.
- E. New Ordeal members’ induction fee and Brotherhood fees shall be established by the Executive Board.

9. MEETINGS

This lodge shall conduct at least three full lodge meetings a year – Spring Fellowship, fall Fellowship, and the Lodge Annual Meeting.

10. AMENDMENTS

- A. Amendments to these operating policies will be submitted to the Lodge Executive Board for review and approval.



- B. They will then be presented to the lodge members at the next FULL meeting of the lodge, or the individual chapters, for final vote. There must be at least 1/3 of registered membership present.
- C. Amendments require a 2/3 vote to pass.

11. RULES OF ORDER

Roberts Rules of Order shall be used in conducting proceedings not outlined in the Rules and Regulations of the lodge.

