

**By-laws of Kuskitanees Lodge #168**

**10/8/2006**

**Preamble**

We do hereby promise and adopt the following rules and regulations for the organization and operation of the Kuskitanees Lodge #168, Order of the Arrow W.W.W. (Wimachtendienk, Wingolauchsick, Witahemui), for the following purposes:

1. To recognize those campers (Scouts and Scouters) who best exemplify the Scout promise and law in their daily lives and by such recognition cause other campers to conduct themselves in such a manner as to warrant recognition.
2. To develop and maintain camping traditions and spirit.
3. To promote Scout camping, which reaches its greatest effectiveness as a part of the unit's camping program.
4. To help strengthen the district and council camping program both year-round and in the summer camp as directed by the camping committee of the council.
5. To crystalize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

**ARTICLE ONE -- NAME AND AFFILIATION**

Sec. 1. The name of this lodge in the Order of the Arrow, shall be Kuskitanees Lodge #168 W.W.W.

Sec. 2. The lodge is affiliated with Moraine Trails Council of the Boy Scouts of America and is under the administrative authority of the Scout Executive and the council camping committee.

**ARTICLE TWO --TOTEM EMBLEM**

Sec. 1. The totem of the lodge shall be the brook trout.

Sec. 2. All items bearing the lodge name or totem must be approved by the lodge executive committee.

**ARTICLE THREE -- MEMBERSHIP**

Sec. 1. Membership in the lodge is open to currently registered members of Moraine Trails Council, B.S.A, on the basis of the latest printing of the Order of the Arrow Handbook.

Sec. 2. Dues - Annual dues will be required to register with the lodge for a year and should be paid by November 15. Any member not paid by January 1 will be removed from the roster of active members. The dues year will be from January 1 to December 31.

Sec. 3. Election to membership -- Procedures for the election and induction of ordeal candidates will be in accordance with the latest printing of the Order of the Arrow Handbook.

Sub. Sec. 1. All unit elections must be cleared through the lodge chief or his designee.

Sub. Sec. 2. Adult Scouters -- A letter of nomination must be submitted by the Scouter's unit, district, or council committee. Each nomination must be accompanied with full details as the reason for such recommendation and must be approved by the lodge executive committee.

Sec. 4. Transfers -- A member of the Order of the Arrow from another lodge who is registered in the council may apply for transfer in the lodge by presenting proof of membership in former lodge. The current year's dues will be required of all members wishing to transfer into the lodge

Sec. 5. Special Elections -- Adults registered in a council or district position who do not meet the camping requirements may be elected to the lodge by the lodge executive committee.

Sec. 6. Inactive members may be restored to active membership by paying one year's back dues and the current year's dues (ref Article 3 Sec 2).

#### ARTICLE FOUR -- CEREMONIAL HONORS

Sec. 1. The only honors of the lodge shall be those recognized by the National Order of the Arrow committee and are as follows: Ordeal Honor, Brotherhood Honor, and Vigil Honor. All members have equal status regardless of honor.

Sec. 2. Attainment of the Brotherhood membership or the Vigil Honor shall be in accordance with the requirements in the latest printing of the Order of the Arrow Handbook.

#### ARTICLE FIVE -- OFFICERS

Sec. 1. The permanent officers of the lodge shall be the Supreme Chief of the Fire (Scout Executive or his designate) and the Camp Chief of the Fire (Summer Camp Director).

Sec. 2. The elected officers shall be the lodge chief, lodge vice chief(s), lodge secretary(ies) and the lodge treasurer. They shall be elected in the order found in the manual of administration.

Sec. 3. A training session for the lodge officers and committee chairman shall be held at a time determined by the lodge chief and the advisers.

Sec. 4. All elected officers with the exception of those specifically designated by these by-laws and the national Order of the Arrow committee shall be youth members for their entire term of office.

Sec. 5. The term of office shall be from election to election

Sec. 6. The appointed officers of the lodge shall be the staff adviser, appointed by the scout executive, and the lay adviser(s), who shall be appointed for no more than one three year term, by the Scout Executive in consultation with the council camping committee. Committee chairmen, meeting the same eligibility requirements as the elected offers, shall be appointed by the lodge chief after consulting with the lodge adviser (Ref. Article 6 Sec. 3 Sub.2).

### ARTICLE SIX -- ELECTION OF OFFICERS

Sec. 1. The lodge officers shall be elected annually. The date shall be established and announced by the executive committee at least 60 days prior the election.

Sec. 2. Only dues paid youth members shall be entitled to vote at the annual election or be eligible for any office.

#### Sec. 3. ELECTION PROCEDURES

Sub. Sec. 1. An active member wishing to run for office(s) must make his intentions known to the lodge chief or his designate in writing, care of the council service center, at least 30 days prior to the election.

Sub. Sec. 2. After proper examination of his qualifications and the approval of the Scout Executive or his designate, his name shall be placed in nomination.

Sub. Sec. 3. Election shall be by ballot. A slate of eligible candidates will be provided by lodge chief or his designate. The ballots will be distributed, collected and counted by the lodge chief or his designate.

Sub. Sec. 4. If there is no candidate for a particular office, that office will be filled by an appointment made by the lodge chief with the approval of the lodge executive committee within thirty days. he must meet the same eligibility requirements as the other officers.

Sec. 4. The lodge shall have a manual of administration that specifies the duties of the lodge officers, appointed chairmen and adult advisers. The manual of administration may be revised by the lodge chief, but must be approved by majority vote of the elected lodge officers and the lodge staff adviser. The lodge chief still retains the right to establish ad-hoc committees without revising the manual of administration provided that the committee exists no longer than four months.

## ARTICLE SEVEN -- VACANCY OF OFFICE

Sec. 1. In the event of a vacancy in an elected office during the term of office, the office shall be filled as provided for in Article Six, Section 2, Sub Sec. 4, unless otherwise provided in these by-laws or the manual of administration.

## ARTICLE EIGHT -- REMOVAL FROM OFFICE

Sec. 1. Any officer who is not present at two consecutive executive committee and/or regularly scheduled meetings, without prior excuse from the lodge chief or an adviser for sufficient cause, is considered to have resigned from office and the vacant office will be filled as provided for in these by-laws.

Sec. 2. Any officer may be removed from office for failing to fulfill the duties of his office or for conduct unbecoming a Scout.

Sec. 3. Notice of the executive committee's intended action must be served upon the officer charged in writing, informing him of the time and place of the intended action and of his right to be present to answer the allegations. He has no vote in this matter.

Sec. 4. Any committee chairman who fails to fulfill his duties may be removed from the chairmanship by the chief after consultation with the lodge adviser(s) or the Scout Executive.

## ARTICLE NINE -- THE EXECUTIVE COMMITTEE

Sec. 1. The executive committee of the lodge shall be composed of the lodge chief and all elected or appointed officers of the lodge, the lodge advisers and the Scout Executive or his designate.

Sec. 2. A quorum shall consist of 5 voting members of the executive committee of which two must be elected officers and one lodge adviser.

Sec. 3. Only youth members of the executive committee shall have vote in matters before the committee (under 21).

Sec. 4. The lodge chief has no vote except to break a tie.

Sec. 5. The executive committee shall hold at least four meetings a year and has the power to act in all matters between lodge meetings.

Sec. 6. Notice of any executive committee meeting must be given to all members of the executive committee.

Sec. 7. The executive committee shall take no actions or establish any policies or procedures which are contradictory to the of Moraine Trails Council, the Order of the Arrow, of the Boy Scouts of America.

#### ARTICLE TEN -- LODGE MEETINGS

Sec. 1. The lodge's functions and activities shall be of a nature consistent with the high principals, purposes and aims of the Order of the Arrow and the Boy Scouts of America.

Sec. 2. There shall be at least four (4) lodge meetings per year.

Sec. 3. The lodge shall publish a bulletin to inform the membership of the lodge of the activities and meetings.

Sec. 4. Special meetings of the lodge may be called by the lodge chief and staff and/or lay advisers.

Sec. 5. All meetings will be governed by Robert's Rules of Order, Revised

Sec. 6. Voting- Adult Scouters, age 21 or older, do not have a vote in matters of lodge business(Ref Art. 6, Sec. 2).

#### ARTICLE ELEVEN -- FINANCE

Sec. 1. All lodge funds shall be handled through the council service center and shall be subject to the council's normal accounting and auditing procedures.

Sec. 2. All fees will be established by the lodge executive committee.

Sec. 3. An annual budget will be adopted and approved by the lodge executive committee.

#### ARTICLE TWELVE -- AWARDS

Sec. 1. To maintain the proper ratio of youth to adult for any award given by the lodge, at least half of the recipients must be youth members. in case of only one award in a given category, it must be presented to a youth member.

Sec. 2. Awards of this lodge shall be:

**Kuskitannee Camping Award** given annually to Scout troops in the council which best fulfills the requirements set forth by the Lodge executive committee.

**Silver Chief Award** given annually to two lodge members, one youth and one adult, who have rendered noteworthy service of exceptional quality to the lodge. This is the highest

award given by the lodge. The recipients will be selected by youth members that have received this award.

**Founder's Award** is given to one youth and one adult per year. This is a National Award. The selection process will follow current National Policy for selection candidates for this award. The recipients will be selected by youth members that have received this award.

**Other awards** as determined by the national Order of the Arrow committee or the lodge executive committee.

#### ARTICLE THIRTEEN -- VETO POWER

Sec. 1. The scout Executive or his designate shall have full veto power in all matters before the lodge or lodge executive committee.

#### ARTICLE FOURTEEN -- AMENDMENTS

Sec. 1. These rules and regulations shall be subject to amendment at any regular or special meeting of the lodge, provided such amendments have been submitted in writing to the lodge membership at least two weeks prior to the meeting; and said amendments have been previously been approved by the lodge executive committee and the Scout Executive or his designate.

Sec. 2. A two-thirds vote of those voting members present shall be required to pass an amendment.

Sec. 3. Any Changes in national Order of the Arrow policy shall take effect immediately in this lodge and will be so provided for in these rules in future printings.