

# BLUE OX LODGE #26 BY LAWS

- I. **NAME AND AFFILIATION OF LODGE (GOA 2)**
  - A. The name of this Order of the Arrow Lodge shall be Blue Ox Lodge #26- W.W.W.
  - B. Blue Ox Lodge #26 shall be affiliated with the Gamehaven Council, Incorporated, #299, Boy Scouts of America and shall be under the supervision of the council camping or Boy Scout committee and the administrative authority of the Scout Executive.
  - C. The official lodge patch shall be the conforming patch with the totem of the Blue Ox with a red background AS REFERENCED IN THE APPENDIX
- II. **MISSION OF THE LODGE (GOA 1)**
  - A. The mission of this lodge is to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the council through the positive youth leadership under the guidance of selected capable adults.
- III. **ELECTION TO MEMBERSHIP (GOA3)**
  - 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. The procedure for the Ordeal shall be as stated in the current printing of the *Order of the Arrow Handbook* and the *Guide to Inductions*.
  - C. A member in good standing of the Blue Ox Lodge, Order of the Arrow shall be:
    - 1. A registered member of the GAMEHAVEN COUNCIL, Boy Scouts of America.
    - 2. One who has received the Ordeal membership as stated in rule III, Part B.
    - 3. One who has paid his/ her dues for the current year.
- IV. **BROTHERHOOD MEMBERSHIP (GOA 5)**
  - A. 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*.
  - B. A member in good standing shall be as stated in Rule III, Part C.
- V. **THE VIGIL HONOR (GOA 6)**
  - A. Attainment 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. A member in good standing shall be as stated in Rule III, Part C.
- VI. **ADULTS**
  - A. Members of the Order of the Arrow who are 21 years of age or older shall be classified as adults and shall have no voting rights at any lodge meetings. (GOA 8)
- VII. **FINANCES (GOA 7)**
  - A. All Order of the Arrow funds shall be handled through the council service center and go through all normal council accounting procedures.
- VIII. **LODGE OFFICERS (GOA 4)**
  - A. The Lodge Officers shall be:
    - 1. Lodge Chief
    - 2. Vice Chief of OA Affairs
    - 3. Vice Chief of BSA Affairs
    - 4. Lodge Secretary/ Treasurer
  - B. Lodge Officers shall be elected at the annual Spring Mawenemen by the general youth membership and will take office on said Spring Mawenemen and installed immediately after elected. All members under the age of 21 shall have one vote. If the Spring Mawenemen is not Scheduled or is canceled for any reason, a date and time for the Elections shall be set at an appropriate event set by the Lodge Key 3 and will be approved by the Chief of the Fire. (GOA 8)

- C. These officers must be under the age of 21 for their entire term of office and be a member in good standing as stated in Rule III, Part C.
- D. The Lodge Chief and the Lodge Adviser shall have the authority to remove an officer from their position if they both feel that he/ she is not fulfilling their position's responsibilities, including attendance of LEC meetings and other lodge functions.
  - 1. Should the Lodge Chief fail to perform their responsibilities, the Lodge Advisor and Chief of the Fire can make an executive decision to remove the Lodge Chief.
- E. Vacancy of Lodge Office
  - 1. In the event that a Lodge Chief position becomes vacant, the Vice Chief of OA, shall become the Lodge Chief for the remainder of the term and shall have all authority that comes under this position.
  - 2. In the event that a lodge position becomes vacant, the Lodge Chief shall have the authority to appoint the replacement to resume any office, except Lodge Chief, for the remainder of the term, with the approval of the Lodge Adviser.
- F. Any member in good standing seeking an elected office shall complete and submit the current nomination form before the LEC prior to the election (exception: A new member in good standing who has just gone through their Ordeal during the Spring Mawenemen may pursue office immediately.)
- G. Expectations for Lodge events – Must attend the Spring Mawenemen, Fall Mawenemen, the Celebration Banquet and 75% of other Lodge level events.

#### **IX. LODGE POSITIONS**

- A. The Committee Chairs shall be appointed as follows by the appropriate officer and approved by the Lodge Chief and Lodge Adviser. These shall be the Lodge Operating Committees. The committees are listed in Appendix A and report to their appropriate officer. All Chairs shall have a vote if they are present at the meeting. Current job descriptions are listed in Appendix B.
- B. Ad Hoc Committees- are temporary committees that only operate for short periods or for special purposes. The Lodge Chief may create an Ad Hoc Committee with the approval of the Lodge Adviser.
  - 1. Ad Hoc Chairmen are appointed by the Lodge Chief and approved by the Lodge Adviser.

#### **X. LODGE EXECUTIVE COMMITTEE (GOA 4)**

- A. The Lodge Executive Committee (LEC) shall consist of the elected Lodge Officers, the Committee Chairmen of all operating committees, Immediate Past Lodge Chief, Lodge Adviser, another member of the Council Camping Committee or Boy Scout Committee, Advisers for all Operating Committee Chairmen, Lodge Staff Adviser, and the Scout Executive.
- B. The LEC shall meet, at least quarterly, to review the business of the Lodge. They shall be responsible for the lodge's day-to-day functions.
- C. A quorum must be achieved to approve all lodge business. A quorum shall consist of at least 6 youth members in good standing, of which, one youth must be an elected Lodge officer and at least two advisers present at the meeting.
- D. Any youth Lodge member in good standing attending an LEC will have one vote.

#### **XI. ADVISERS OF THE LODGE**

- A. The Lodge Adviser shall be appointed yearly by the Supreme Chief of the Fire (Scout Executive)
- B. Advisor s of the Lodge positions should be appointed yearly by the Lodge Adviser and approved by the Supreme Chief of the Fire or their delegate
- C. Adults may act as advisers as appointed in accordance with the definition of the position in the latest edition of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*, and with the approval of the Scout Executive

- D. Expectations for Lodge events – Must attend the Spring Mawenemen, Fall Mawenemen, the Celebration Banquet and 75% of other Lodge level events.
- E. If an advisor of the lodge is not meeting the expectations set for their position, the Lodge Advisor shall be notified, and an appropriate action shall be taken
  - 1. If the Lodge Advisor is not meeting the expectations set for their position, a majority of the advisors of the lodge shall meet to discuss any concerns. Concerns shall be brought to the Chief of the Fire

## **XII. LODGE MEETINGS**

- A. The Lodge shall schedule at least two Mawenemens, one of which in the Spring and one of which in the Fall, a Celebration Banquet, and other events if they deem necessary per year.
  - 1. General Lodge meetings shall occur at the Mawenemens

## **XIII. OTHER POLICIES**

- A. All other policies not stated within this document but are listed in the *Order of the Arrow handbook* or the *Guide to Officers and Advisers* shall be followed. The *Section C-1B Operating Procedures* and the *Order of the Arrow Field Operations Guide*.
- B. The LEC meetings shall be held using the current edition of *Robert's Rules of Order, Newly Revised*.
- C. The Lodge LEC shall vote on the final approval of the next calendar year budget during the December LEC meeting
- D. Membership dues for the following year may be collected starting at the Fall Mawenemen. One person may pay dues for up to 5 years in the future.
  - 1. If a new arrowman goes through the Fall Mawenemen ordeal, their dues shall be covered for the following year.
- E. Attendance and participation at any lodge sponsored activity or event requires member to be in a good standing.
- F. Any purchases not included in the budget must be pre-approved by the LEC before any purchase.

## **XIV. AMENDING THE BY LAWS**

- A. All amendments to the Blue Ox Lodge #26 By Laws must be passed by both of the following in order to take effect:
  - 1. A 2/3 majority of all voting members of the LEC at least 30 days prior to a major lodge event as stated in Rule XII, Part A, Number 1.
  - 2. A 2/3 majority of the membership present at one of the main lodge events.

## **XV. APPENDIX A- LIST OF OFFICERS AND CHAIRMEN**

This appendix can be changed by a simple majority of the LEC

- A. Lodge Chief
- B. Vice Chief of OA Affairs
  - 1. Activities Committee
    - a. Celebration Banquet
    - b. Spring Mawenemen
    - c. Summer Mawenemen
    - d. Fall Mawenemen
    - e. Winter Event
  - 2. Ceremonial Committee
    - a. Ordeal
    - b. Brotherhood
    - c. Vigil
    - d. Crossover
    - e. Dance
  - 3. Service Committee

- C. Vice Chief of BSA Affairs
  - 1. Camp Promotions Committee
  - 2. Training Committee
    - a. LLDC
    - b. Historian
  - 3. Unit Election Committee
  - 4. Troop Representatives
  - 5. Awards Committee
  - 6. Health and Safety Committee

- D. Lodge Secretary/ Treasurer
  - 1. Registration Chairman
  - 2. Membership Chairman
  - 3. Website Chairman
  - 4. Publications Chairman
  - 5. Trading Post Chairman
  - 6. Merit Badge Fair Chairman (ad hoc)

## **XVI. APPENDIX B- LEC POSITION DESCRIPTIONS**

This appendix can be changed by a simple majority of the LEC

- A. Lodge Chief- The Lodge Chief shall preside at business meetings of the Lodge and of the Lodge Executive Committee. He/ She shall appoint such standing committees as are called for in these policies and procedures or by special action. He/ She shall counsel with the Council Scout Executive, or his/ her appointed staff representative, and the Lodge Adviser, (called the Lodge Key 3, hereafter) concerning Lodge operation. He/ She shall be an ex-officio member of all committees. At the Council Scout Executive's discretion, the Lodge Chief may serve on the Council Board of Directors, as well as the Council Camping Committee. The Lodge Executive Committee may assign him/ her special duties.
- B. Vice Chief of OA Affairs- The Lodge-Vice Chief of OA Affairs shall be the executive assistant of the Lodge Chief. He/ She shall be responsible for overseeing the Lodge's operating committees assigned to him/ her in Appendix A. The Lodge Executive Committee may assign him/ her special duties.
- C. Vice Chief of BSA Affairs- The Lodge-Vice Chief of BSA Affairs shall be responsible for coordinating training seminars and conferences and overseeing the Lodge's operating committees assigned to him/ her in Appendix A, including the Lodge Leadership Development Course planning. The Lodge Executive Committee may assign him/ her special duties.
- D. Lodge Secretary/ Treasurer - The Lodge Secretary/ Treasurer shall be responsible for the detailed records such as: The minutes, archives, and log books of the Lodge, Maintaining and updating record of the Lodge history, The record books of the ceremonies, The policies and procedures of the Lodge, Inventory of Lodge property, excluding the Trading Post inventory, and keeping an attendance record of each Lodge Executive Committee Meeting. He/ She shall give due notice to delinquent members of the LEC. The Lodge Secretary/ Treasurer is also responsible for creating the Annual Lodge Budget, with guidance from the Staff and the Lodge Advisers. The budget shall be ready for approval by the December Lodge Executive Committee Meeting. He/ She shall also oversee the Lodge Committees assigned to him/ her in Appendix A. The Lodge Executive Committee may assign him/ her special duties.
- E. Chairmen and Committee Members- shall be responsible for carrying out their duties as assigned for their specific committee.

## **XVII. APPENDIX C- CHAPTERS**

In the event that the Blue Ox Lodge reaches a membership of numbers such that is deemed that the Lodge is too big for the current structure and setup of the Lodge, the Lodge LEC may choose to implement Chapters.

## **CHAPTERS**

- A. The lodge shall be divided into smaller territories called chapters.
  - 1. Chapters shall be in which each district lies in the council. At this time there would be three chapters.
  - 2. Each chapter shall be responsible to the Lodge Executive Committee.
  - 3. Such chapters shall have for their purpose to increase involvement in the Order, create further and better communication with the OA Troop/ Team Representatives, provide service to the communities of the chapter, conduct Order of the Arrow Unit Elections, and promote scout camping.

## **CHAPTER OFFICERS**

- A. The elected and voting officers of each chapter shall be
  - 1. Chapter Chief
- B. Chapter Elections
  - 1. Chapter officers shall be elected by the chapter's general youth membership, following the Lodge Officer elections. Chapter Officers shall be installed at the annual Spring Mawenemen and take office on said Spring Mawenemen and installed immediately after elected.
  - 2. Each chapter shall be represented by one voting member for the LEC, their respective Chapter Chief or his/ her designee
  - 3. These officers must be under the age of 21 for their entire term of office.
  - 4. It is recommended that each chapter also elect a Chapter Vice Chief to serve as the chapter representative in the Chapter Chief's absence.

## **CHAPTER COMMITTEES**

- A. Chairmen of committees shall be appointed by the Chapter Chief with the recommendation and approval of the Chapter Committee and Chapter Adviser
  - 1. The Chapter Chief and Chapter Adviser can create chairs as deemed necessary.
  - 2. Chapter Chairmen shall have a vote on the Chapter Committee.

## **CHAPTER ADVISER**

- A. Chapter Advisers shall be appointed by the Lodge Adviser with approval of the District Executive and Scout Executive.

## **CHAPTER MEETINGS**

- A. The Chapter Committee shall hold at least two meetings per year. General Chapter meetings should be scheduled during the spring and fall events.
- B. All youth members of the chapter in attendance are eligible for voting. (GOA 8)

## **VACANCY OF CHAPTER OFFICE**

- A. In the event that a chapter officer resigns or is removed during his/ her term:
  - 1. If an officer vacates office, the Chapter Chief shall have the authority to appoint the replacement to resume this office for the remainder of the term as well as any other vacated positions in the act of replacement, these appointments must be approved by the CC, Chapter Adviser, and the District Executive.
  - 2. If the Chapter Chief vacates office, the Vice Chief shall become the acting Chapter Chief for the remainder of the term and shall have all authority that comes under this position.

## **CHAPTERS IN THE LODGE EXECUTIVE COMMITTEE**

- A. The Chapter Chiefs and Chapter Advisors shall consist within the LEC

## **CHAPTER LIST OF OFFICERS AND CHAIRMEN UNDER APPENDIX A**

- A. Chapter Chiefs
  - 1. Chapter Vice Chiefs

## **CHAPTER LEC POSITION DESCRIPTIONS UNDER APPENDIX B**

- B. Chapter Chiefs- shall be responsible for the Order of the Arrow program at the chapter level, ensuring that each chapter in his/ her area is running a quality program. He/ She shall oversee the Order of the Arrow Troop/Team Representative, and Cub Camp Promotion programs as the chapter level. The Lodge Executive Committee may assign them special duties.