

BYLAWS OF THE ORDER OF THE ARROW

MAHICANTUCK # 15

PREAMBLE:

It is the vision of this Lodge to be a member of Scouting's National Honor Society and an integral part of our council. Our service, activities, adventures, and training for youth and adults are models of quality leadership and development, programming that enriches, supports, and helps extend Scouting to the youth of the Greater Hudson Valley Council, the local community, and America. This document has been reviewed and approved at the LEC meeting conducted on the 27th of March 2022. The Bylaws of the Order of the Arrow Mahicantuck 15 will become effective immediately after the Membership of the Lodge approves them.

A copy of the Bylaws will be available at the Greater Hudson Valley Office. In addition, the file will be available for review in the Mahicantuck section of the Greater Hudson Valley Council website (www.ghvbsa.org). Note: Any section of these bylaws that is in contradiction of National Policy shall be null and void.

SECTION 1: NAME AND AFFILIATION OF THE LODGE

The name of the Order of the Arrow Lodge shall be as follows: Mahicantuck #15, Wimachtendienk, Wingolauchsik, Witahemui.

1.02 The lodge shall be affiliated with the Greater Hudson Valley Council of the Boy Scouts of America. It shall be under the supervision of the Council Camping Committee and under the administrative authority of the Scout Executive and/or their delegate.

1.03 The totem of the Lodge shall be a Mastodon.

1.04 The Lodge shall be divided into Chapters to coincide and align with any of the district borders, so long as the Chapter shares a common border, of the Greater Hudson Valley Council, BSA #388. Unit district registration shall determine the membership of a chapter.

1.05 If at any time the Lodge Executive Committee (LEC) desires to implement, change, merge or alter chapters into or out of Mahicantuck, it shall be done so in accordance with the Greater Hudson Valley Council policy, the latest Order of the Arrow Handbook, published Order of the Arrow National Policy and it shall be done by a vote of the members of the chapter(s) that are affected.

SECTION 2: STATEMENT OF PRINCIPLES

2.01 It shall be the purpose of the Lodge to recognize those members of the Greater Hudson Valley Council, BSA, who best exemplify the Scout Oath and Law in their everyday lives and serve as honor campers in their units while setting an example of leadership and cheerful service in not only the Scouting community, but also the local, national, and international communities of our fellow Scouts and Scouters.

2.02 It shall be the purpose of the Lodge to develop and maintain the camping traditions set down by our founding fathers E. Urner Goodman and Carroll A. Edson, and the spirit of the Original Order of the Arrow members, by promoting Scouting's camping programs at the camps of Curtis S. Read, Bullowa, and Durland.

2.03 The Lodge shall strive to achieve all national awards set down by the national committee, including achieving every criterion for honor Lodge, and will strive to attend all National, Regional, and Section activities including, but not limited to, NOAC, Conclave, Sectional Training(s), and National Leadership Seminars.

2.04 The Lodge's Executive Committee (LEC) will compile and approve an Annual Plan at the first LEC meeting of the year. This Plan will consist of goals and plans to improve the lodge throughout the calendar year. Each item on the list shall be completed at the end of the year, if it is not, then the item shall be carried over into the next calendar year. An item may be removed from the Annual Plan, at any time, by a two-thirds majority vote of the LEC. This plan will be available for review on the Mahicantuck Webpage.

2.05 The Lodge shall not only participate in Scouting functions but also activities within the non-Scouting communities where service from the Lodge is needed or desired.

2.06 The Lodge shall provide Scouts with leadership opportunities and training beyond those offered by their own unit.

2.07 The Lodge shall operate and promote the program of the Order of the Arrow, as directed by the National Order of the Arrow Committee, and as approved by the National Boy Scout Committee.

SECTION 3: LODGE OFFICERS

3.01 There shall be seven (7) elected Lodge officers, each being a youth (under 18 years of age) or young adult (18-20 years of age) member of the Lodge and shall be accompanied by a corresponding and dedicated adult (21+ years of age) adviser. All must be registered members of the Lodge. They must also not hold any position in Section, Region, or National OA. These

officers shall be (in order of seniority); the Lodge Chief, Vice Chief of Program, Vice Chief of Operations, Vice Chief of Communications, Vice Chief of Service, Treasurer, and Secretary. The hierarchy is significant only in deciding who should lead in the stead of the Lodge Chief, should he/she be unavailable, and should otherwise not affect the operation of the Lodge.

(i) All elected officers, except for the Chapter Vice Chiefs and Secretaries, are voting members of the LEC.

(ii) All elected officers must be under the age of twenty-one (21) for their entire term of office.

3.02 There shall be one (1) elected Chapter Chief, Chapter Vice Chief, and Chapter Secretary, and shall be accompanied by a corresponding and dedicated adult (21+ years of age) adviser, for each of the designated and approved chapters, elected to lead their corresponding chapter of membership.

3.03 The Chapter Officers will be elected at annual Chapter meetings which must take place in a margin of no more than two (2) weeks prior to or after the annual meeting electing the Lodge Officers (Section 3.1).

3.04 The term of office for all Lodge Officers shall commence on June 15th. The term of office for all previous Lodge Officers shall conclude at the same time, providing a turnover of office at that time.

3.05 The Annual Lodge Election shall be conducted at a General Lodge Meeting no later than June 10th.

3.06 Annual Lodge Election Process

(i) A slate of eligible candidates for each Lodge office shall be presented to the Lodge at the Annual Meeting by the Nominations Chair. The slate of candidates shall be compiled and the election conducted using the following procedure:

(ii) The Lodge Executive Committee shall issue an announcement to the general youth membership in March of each year advising that the Nominations Committee Chair will begin accepting statements of intent to seek Lodge Office in April, also provided at that time the name of and email contact information for the appointed Nominations Chair.

(iii) Any youth member in good standing interested in running for any of the elected Lodge Officer positions shall submit a statement of that intent in writing, via email, to the current Nominations chair. The statement of intent shall include the office(s) being sought. All statements of intent shall be submitted to the Chair no later than two (2) weeks prior to the scheduled election.

(iv) The Nominations Chair shall submit all statements of intent as they are received to the Lodge Key 3 for determination of eligibility status. If there are eligibility issues that can be rectified prior to the election, the Lodge Key 3 will advise the member immediately, and once rectified, eligibility will be reconsidered. If there are eligibility issues that cannot be rectified prior to the election, the Lodge Key 3 will also advise the member immediately. All members considered eligible will be deemed candidates for election at the annual lodge meeting.

(v) The slate of names of all candidates and the office(s) for which they are running shall be announced to the general youth membership at least one week prior to the election.

(vi) The Nominating Chair shall facilitate the election. In the event the Nominating Chair decides to run, a new one shall be found.

(vii) All candidates for election shall have the opportunity to address the lodge at the meeting.

(viii) Election shall be by a majority of votes cast. If no candidate receives a majority of the votes, a runoff election shall immediately be held between the two candidates receiving the most votes. Multiple rounds may be conducted, each time eliminating the candidate with the least votes until one candidate receives a simple majority.

3.07 All candidates for election, if present at the election, shall have the opportunity to accept or decline the nomination, which must be announced by a fellow member of the Lodge. If they accept, they shall have an opportunity to address the Lodge.

3.08 Election shall be by a majority of votes cast. If no candidate receives a majority of votes, a runoff election shall immediately be held between the two candidates receiving the most votes. Multiple rounds can be conducted, each time eliminating the candidate with the least votes until one candidate receives a simple majority.

3.09 In the event that an office is vacated before the end of the term a special election amongst the Lodge, or Chapter, shall be held to fill the vacancies. A blast email will be sent out to all Lodge members announcing the vacancy. The members will have 2 weeks to send in a letter of intent. An election will be held within 2 weeks after.

3.10 The duties of the Lodge and Chapter Officers and Committees are in Articles 4.11-20. The duties and assignments of the Lodge and Chapter Officers and Committee Chairmen are determined by the LEC.

3.11 At the Discretion of the LEC, a Summer Vice Chief shall be appointed. The Summer Vice Chief shall be as follows:

(i) The Summer Vice-Chief shall be appointed from the youth, any member under the age of 21, summer camp staff of the Greater Hudson Valley Council #388, and must be an active member of Mahicantuck Lodge #15.

(ii) The summer Vice Chief shall be responsible for the program of the Lodge at Curtis S. Read Scout Reservation and all other relevant summer programs. The exact nature of the program shall be determined by the Summer Vice Chief with LEC approval. The program must also be approved by the Camp Management.

3.12 The Lodge Adviser shall be as follows:

(i) The Lodge Adviser shall be a volunteer appointed annually by the Council Scout Executive. Their term of office shall be from January 1st for one (1) year.

(ii) The advisers to the Lodge Officers and Committees shall be appointed annually by the Lodge Adviser in consultation with the Lodge Chief and the Lodge Staff Adviser. These Advisers shall be appointed for periods of time not greater than one (1) year.

3.13 The Lodge Staff Adviser shall be appointed by the Council Scout Executive from the professional staff of the council.

SECTION 4: LODGE EXECUTIVE COMMITTEE

4.01 The voting members of the Lodge Executive Committee shall be composed of the elected Lodge Officers, all designated Committee Chairs (See 5.04), Chapter Chiefs, and the immediate past Lodge Chief (until they turn twenty-one [21]). Other voting members of the committee may be appointed only by the unanimous decision of the Lodge Executive Committee, and their term of office must be specified at the time of appointment and may not pass their twenty-first birthday.

(i) The non-voting members of this committee shall include the Lodge Adviser and Lodge Staff Adviser.

4.02 The Lodge Executive Committee shall meet regularly at least six (6) times a year

4.03 Each meeting of the LEC shall be opened with the Obligation of the Order of the Arrow and be closed with the official song of the Order of the Arrow

4.04 The LEC meeting shall be open to all members of the Lodge, and to the professional staff of the council.

4.05 The Lodge Chief shall serve as the chair of the LEC.

4.06 Each youth member designated as approved by an election as described in Section Four (4) Article 4.01 of this document shall have one (1) vote in deciding Lodge Business. The Chair does not vote except in the event of a tie. If a LEC Member holds 2 positions, they shall get only one vote.

4.07 The agenda for Lodge Meetings and LEC meetings shall be submitted to all committee members by its chair at least five (5) days prior to the date of the meeting. The date and venue of all LEC meetings shall be made public to the Lodge.

4.08 The meeting minutes for Lodge Meetings and LEC meetings shall be submitted to the Lodge permanent record via the Lodge Chief and/or Lodge Adviser no later than five (5) days after the date of the meeting.

4.09 The Lodge Executive Committee shall make all decisions and conduct all business of the Lodge.

4.10 The LEC shall use Robert's Rules of Order when appropriate, as determined by the LEC

4.11 The duties of the Lodge Chief shall include:

- (i) Presiding over all functions of the Lodge;
- (ii) Representing the Lodge at Section and National meetings;
- (iii) Being a member ex officio of all Lodge and Chapter Committees, except the Vigil Honor Nominations Committee;
- (iv) Responsibility for carrying out a program in keeping with the purpose and principles of the Order of the Arrow;
- (v) Creating as many committees as deemed necessary for the operation of the Lodge with the approval of the Lodge Executive Committee;
- (vi) Responsibility for carrying out all other duties as may be required of the top officer of such an organization as the Order of the Arrow;
- (vii) Serving as a leader and an example to aspire to, as dictated by the Scout Oath, Law, the OA Obligation, and current BSA national standards;
- (viii) Serving as the Chair of the Lodge Executive Committee;

4.12 The duties of the Lodge Vice Chief of Program shall include:

- (i) Responsibility for the creation, planning, and execution of the program at all Lodge events unless otherwise specified in the By-Laws or approved by the LEC;
- (ii) Keeping the Lodge Chief and Lodge Adviser informed on the planning of upcoming Lodge events;
- (iii) Executing the plans created for upcoming Lodge events, as specified in Section 4, Article 4.12 (ii);
- (iv) Serving as a leader and an example to aspire to, as dictated by the Scout Oath, Law, the OA Obligation, and current BSA national standards;
- (v) Sending out the finished and finalized plans for the events planned to all relevant parties no later than fifteen (15) days before the start date of the event;

(vi) Oversight of the following standing and/or ad hoc committees: Leadership Training, Ceremonies, Brotherhood, Dance, Banquet, NOAC, Conclave;

4.13 The duties of the Lodge Vice Chief of Operations shall include:

(i) Oversight of the following Committees: Camp Promotions and Unit Elections, and Historical;

(ii) Responsibility for coordinating the Unit Elections of all Troops/Crews/Ships in the Greater Hudson Valley Council #388 in collaboration with and through the Operations Committee and all Chapter Chiefs;

(iii) Responsibility for keeping track of all those elected in Unit Elections and providing them all relevant and appropriate information on the Lodge and its induction process;

(iv) Serving as a leader and an example to aspire to, as dictated by the Scout Oath, Law, the OA Obligation, and current BSA national standards;

4.14 The duties of the Lodge Vice Chief of Communications shall include:

(i) Oversight of the Design Committee;

(ii) Coordinating the creation of four (4) quarterly Lodge newsletters per year (“year” is defined as a roughly 365-day period starting on the date of election to Vice Chief of Communications, and ending at the following election), one of which is to be sent to the entirety of the Lodge every three (3) months. This coordination includes the gathering of all pertinent information regarding the creation of the newsletter and its content;

(iii) Responsibility for sending out regular communications to the Lodge regarding upcoming events, activities, and updates. These communications should be sent out no later than fifteen (15) days before the date of the event;

(iv) Each newsletter must include: [1] The Lodge Totem. [2] The Lodge Name and Number. [3]. WWW. [4] The contact information for all Lodge Officers shown clearly and in an organized fashion, as is determined by the Key Three (3). [5] Information regarding any Lodge and Chapter events happening in the next three (3) months. [6] Any other pertinent Lodge information or updates as determined by the Key Three (3) or their designees;

(v) Is the chair of the OA Unit Representatives Committee.

(vi) Serving as a leader and an example to aspire to, as dictated by the Scout Oath, Law, the OA Obligation, and current BSA national standards

4.15 The duties of the Lodge Vice Chief of Service shall include:

(i) Oversight of the Induction and Elangomat Committees;

(ii) Finding service projects for the Lodge to participate in or complete both in and outside of Boy Scouts of America-owned camps. There must be at least one (1) opportunity for service every four

(4) months or at least three (3) opportunities per year. ("year" is defined as a roughly 365-day period starting on the date of election to Vice Chief of Service and ending at the following election) Induction weekends count toward the four (4) annual opportunities;

(iii) Serving as a leader and an example to aspire to, as dictated by the Scout Oath, Law, the OA Obligation, and current BSA national standards;

(iv) Coordinating with the Ordeal Master of the next upcoming induction weekend, the Service Committee, and the appropriate camp ranger to secure service projects for the upcoming induction weekend;

4.16 The duties of the Lodge Secretary shall be as follows:

(i) Coordinating with the Lodge Chief to send out the LEC and Lodge Meeting agendas to the LEC no later than ten (10) calendar days before the date of the meeting;

(ii) Attending and taking notes at all LEC and Lodge Meetings;

(iii) Sending out finished and finalized meeting minutes no later than five (5) days after the date of the meeting;

(iv) Serving as a leader and an example to aspire to, as dictated by the Scout Oath, Law, the OA Obligation, and current BSA national standards;

(v) Maintaining permanent records of all minutes and correspondence;

(vi) Lodge emailing system;

(vii) Distributes LEC Member reports with agendas before LEC. If there is no meeting that month, they shall be distributed on the 3rd day of the Month they are received.

(viii) Other duties as directed by the Lodge Chief;

4.17 The duties of the Lodge Treasurer shall be as follows:

(i) Keeping the Lodge Ledger in good order;

(ii) Supplying financial reports at all LEC meetings;

(iii) Supplying financial information to any Lodge Member in good standing upon request within ten (10) calendar days of the request;

(iv) Serving as a leader and an example to aspire to, as dictated by the Scout Oath, Law, the OA Obligation, and current BSA national standards;

(v) Preparation and maintenance of an annual Lodge budget;

(vi) Maintaining financial records of the Lodge;

(vii) Maintaining financial records of specific Lodge activities;

(viii) Providing monthly financial reports;

In the event the Treasurer or Treasurer Adviser sees a charge in the account that is outgoing, and is not approved by the LEC, they must bring it to the Key-3 (three) and inform the LEC.

- (ix) Review of annual chapter requests;
- (x) Oversight of the Trading Post Committee;
- (xi) any other financial requirements of the Lodge;

4.18 The duties of the Chapter Chiefs shall be as follows:

- (i) Preside overall functions of their Chapter;
- (ii) Represent the Chapter at all Lodge meetings;
- (iii) Be responsible for carrying out a program in keeping with the Order of the Arrow's purposes and principles;
- (iv) Be responsible for carrying out other duties as may be required by the top officer in such an organization;
- (v) Be responsible to the various Lodge officers in their area of responsibility including: [1] Camp Promotion. [2] Unit Elections. [3] Chapter records and input to the Lodge. [4] Ceremony Teams. [5] Calling out ceremonies. [6] Lodge Newsletter articles. [7] Other assigned responsibilities for Lodge activities;
- (vi) Serve as a leader and an example to aspire to, as dictated by the Scout Oath, Law, the OA Obligation, and current BSA national standards;

4.19 The duties of the Chapter Vice Chiefs shall be as follows:

- (i) Assume the responsibilities of the Chapter Chief in his/her absence;
- (ii) Work closely with the Chapter Chief in all duties and responsibilities, and take on roles and responsibilities as is necessary or requested by the Chapter Chief or any Lodge Officer;
- (iii) Serve as a leader and an example to aspire to, as dictated by the Scout Oath, Law, the OA Obligation, and current BSA national standards;

4.20 The duties of the Chapter Secretary shall be as follows:

- (i) Assume the responsibilities of the Chapter Chief in the absence of both Chapter Chief and Vice Chief;
- (ii) Maintain and provide meeting minutes of all Chapter meetings no later than ten (10) calendar days after the date of the meeting;
- (iii) Maintain permanent records of all minutes and correspondence of the Chapter;
- (iv) Conduct all Chapter correspondence;
- (v) Compile and chronicle a record of the Chapter and its happenings;

(vi) Perform other duties as directed by the Chapter Chief;

(vii) Serve as a leader and an example to aspire to, as dictated by the Scout Oath, Law, the OA Obligation, and current BSA national standards;

4.23 The Lodge Key Three (3) shall be composed of the Lodge Chief, Lodge Adviser, and Lodge Staff Adviser.

4.24 The Lodge Chief reserves the right to open a vote to all youth members of the Lodge in good standing at any official meeting.

SECTION 5: LODGE COMMITTEES

5.01 All Lodge Committees shall be established by the Lodge Chief under the advisement of the Lodge Adviser.

5.02 All Lodge Committee Chairmen shall be established by the Lodge Chief under advisement from the Lodge Adviser, with the exceptions of the committees specified in Articles 4.11(viii), 4.12(vii), 4.13(ii), 4.14(ii), 4.15(ii), 4.17(ix), and 5.04(i-iv), which shall be chaired by their corresponding Vice Chief or Lodge Officer.

5.03 All Lodge Committee Advisers shall be established by the Lodge Adviser with the advisement of the Lodge Chief.

5.04 The recommended standing committees of Mahicantuck Lodge shall be as follows:

(i) Strategic Planning Committee – Chaired by the Lodge Chief;

(ii) Trading Post and Design Committee (maintain inventory, advise lodge adviser when additional inventory is needed; operate trading post at induction weekends and other lodge events, provide all monetary proceeds from sales to the treasurer, responsible for designing any and all items needed or wanted by the lodge such as patches, flaps, shirts, hats, neckerchiefs, etc)

(iii) OA Unit Representatives Committee (encourage each unit to elect an OA Representative, maintain a list of and contact with same to encourage and promote participation). This is chaired by the Vice Chief of Communications.

(iv) Camp Promotions and Unit Elections Committee (provide annual election training to the election teams, oversee and encourage unit elections within the chapters, assure prompt reporting of election results by the chapters, keep up to date on and promote camping opportunities to the units). This is chaired by the Vice Chief of Operations

(v) Ceremonies Committee (provide ceremonialists for all Ordeal and Brotherhood induction ceremonies, train and practice for ceremonies, care for regalia).

(vi) Dance Committee (care for regalia, practice routines, perform at both Scouting and no-Scouting oriented events; donations for performances are to be split one-half to the dance team to be used for regalia and competition/training events and one-half to the council campership fund);

(vii) Historical Committee (gather lodge information and memorabilia for safe-keeping; publish an updated history of the lodge; set up displays at Lodge, Scouting, and non-Scouting events);

(viii) Leadership Training Committee (oversee all training within the lodge such as LLD, and encourage all officers to participate in regional/section training events);

(ix) Inductions Committee (oversee planning for the induction weekends including ascertaining that there is an ordeal master, sufficient elangomats for the number of ordeal candidates registered, a ceremonies team, and a kitchen crew/cook team; coordinate service projects with the vice-chair of service and the camp ranger);

(x) Brotherhood Committee (promote Brotherhood among Ordeal members to seal their membership in the OA; oversee the planning of Brotherhood Quests and ceremonies);

(xi) Elangomat Committee (provide training for Elangomats and ensure available Elangomats for each induction weekend; promote the Extended Elangomat Program);

5.05 The Lodge Chief reserves the right to create and dissolve Ad Hoc committees as they deem necessary for the efficient operation of the Lodge. The recommended recurrent Ad Hoc committees of Mahicantuck Lodge are:

(i) NOAC Organizational Committee (promote and encourage Lodge participation in NOAC; act as youth chair for the lodge NOAC contingent; should be a youth planning to attend NOAC)

(ii) Conclave Organizational Committee (act as chair and liaison to the Section when Mahicantuck is host/service lodge)

(iii) Awards Committee (see Section 14)

(iv) Vigil Honor Selection Committee (see 9.04(ii))

(v) Nomination Committee (see 3.06)

(vi) Any additional ad hoc committee as may be deemed necessary by the Lodge Chief.

5.06 The chairman of any committees created per Article 5.04 are voting members of the LEC.e

5.07 All ceremonies and inductions committees and practices should be in keeping with the current National Order of the Arrow guidelines.

5.08 Any committees and committee chairs not specified as being or reporting to a specific Vice Chief in Articles 4.11-4.17 will report directly to the Lodge Chief or his/her designee.

5.09 The chairs of Ad Hoc committees (Article 5.05) are not voting members of the LEC unless they are a Vice Chief.

SECTION 6: CHAPTERS OF THE LODGE

6.01 The Lodge shall be divided into Chapters to coincide and align with any of the district borders, so long as the Chapter shares a common border. (See 1.04)

6.02 Each Chapter shall hold annual elections for Chapter Chief, Chapter Vice Chief, and Chapter Secretary, as specified in Articles 3.03 and 3.05.

6.03 Each Chapter Chief shall adhere to the responsibilities outlined in 4.18.

6.04 Each Chapter Vice Chief shall adhere to the responsibilities outlined in 4.19

6.05 Each Chapter Secretary shall adhere to the responsibilities outlined in 4.20

6.06 Each of the Chapter Officers is subject to removal as outlined in Section 12

6.07 The term of office for Chapter Officers shall start at the earliest on June 15th, at the latest June 29th. The term of office shall end when turnover can occur.

6.08 See Section 1.05

SECTION 7: MEETINGS OF THE LODGE

7.01 A Lodge meeting shall be defined as a gathering of Lodge Youth to which the entire Lodge is invited and wherein any youth member of the Lodge may bring business to the floor.

7.02 When votes are held on business, a simple majority of youth members present shall determine the decision. An exception to the rule of quorum is only allowed by the unanimous vote of the elected Lodge Officers, in consultation with the Lodge Adviser and Staff Adviser.

7.03 The Lodge shall hold at least one (1) meeting per year.

7.04 Each Lodge meeting will open with the official Obligation of the Order of the Arrow and be closed with the official Order of the Arrow Song.

7.05 A special meeting of the Lodge may be called by the Lodge Chief with the approval of the LEC. A notice of the special meeting will go out via email, or some other form of communication to each Member in good standing not later than fifteen (15) days prior to the date of the special meeting.

7.06 Should there be only one Lodge meeting in an operational year, it must take place on the schedule outlined in Article 3.05 and must adhere to the guidelines outlined in Articles 3.01-3.08.

7.07 Should there be multiple Lodge meetings in an operational year, one must take place on the schedule outlined in Article 3.05 and must adhere to the guidelines outlined in Articles 3.01-3.08, while the other(s) may be scheduled for any time of the year and follow any meeting format.

7.08 The Lodge shall schedule and run an annual Lodge Banquet, in addition to and not being considered the minimum one (1) annual Lodge meeting.

7.09 A special meeting of the LEC may be called by the Key Three (3). A notice of the special meeting will go out via email to all Lodge Members in Good Standing no later than 48 hours before the meeting.

7.10 The Lodge Executive Committee shall meet as scheduled by the Key Three (3) or by a simple majority vote of the LEC.

7.11 All adults appointed as Advisers should attend all LEC meetings and are considered non-voting members.

7.12 All officers and advisers will be required to submit in writing either in an electronic version a monthly report to the Lodge Secretary, due no later than the first (1st) of the following month of the report. Or at least two (2) days before the scheduled LEC or Lodge Meeting taking place in the month following the month being reported on, should there be a meeting scheduled.

7.13 Lodge members twenty-one (21) years of age or older shall have no vote in any decision of the Lodge or its committees, nor shall they make a motion or nomination, save for those nominations for awards.

SECTION 8: FINANCES

8.01 The Lodge Treasurer will be the Chief Financial Officer of the Lodge.

8.02 There will be a fee at the time of induction. For the fee, a new Brother shall receive the following: an Ordeal membership sash, an Order of the Arrow Handbook, a Lodge Pocket Flap, remaining dues of the year they pass the Ordeal, and the next year.

8.03. (i)*All Order of the Arrow funds shall be handled through the Council Office and shall go through all Order of the Arrow and Council accounting procedures. All Lodge funds shall be maintained in a custodial account held by the Greater Hudson Valley Council #388 in accordance with current national policy and in accordance with the specification of Article 8.04.

(ii) There shall be strict oversight of all funds leaving the account by the Treasurer and Treasurer Adviser

8.04 The fiscal year of the Lodge shall be the calendar year conforming with the Greater Hudson Valley Council #388 Fiscal Year.

8.05 Brothers who have not paid their current dues shall be considered delinquent and not in good standing by the Lodge.

(i) A member of the Lodge who is considered delinquent shall have their membership converted to an inactive status.

(ii) Inactive members will be restored to active status immediately by meeting the requirements of an active member of the Lodge.

(iii) An inactive member of the Lodge may not hold an office, be allowed to vote, or attend a Lodge function.

8.06 The cost of dues shall be set by the LEC and collected annually.

8.07 The payment of all expenses must be approved first by the LEC, then Lodge Key Three (3).

8.08 Dues shall be collected and deposited in the Lodge bank account as per Article 8.04.

8.09 There shall be an induction fee charged from each new Brotherhood Member for the following Order of the Arrow materials to be given upon the completion of their "Brotherhood Quest:"

(i) Brotherhood Sash

(ii) A Bolo or Neckerchief. This shall not be included in the fee.

8.10 The Lodge shall pay the induction fee for each new Vigil Honor Member for the following materials:

(i) Vigil Honor Membership Card.

(ii) Vigil Honor Pin.

(iii) Vigil Honor Sash.

(iv) Framed Vigil Honor Certificate.

SECTION 9: LEVELS OF MEMBERSHIP

9.01 The requirements for membership in the Lodge are as stated in the current edition of the Order of the Arrow Handbook and Guide for Officers and Advisors. Any discrepancies in the election process shall be decided by the Lodge Key Three (3). In no case shall honorary or non-traditional memberships be given. There are two ways to gain membership into Mahicantuck #15. The first is to complete the Ordeal and have the Scout's or Scouter's dedication to the high ideals of scouting tested. The second is to have already passed the Ordeal in another Lodge and to have their membership info transferred over to Mahicantuck Lodge #15.

(i)*Ordeal Membership: Procedure for the Ordeal shall be as stated in the Order of the Arrow Handbook and the Administrative Guide for Conducting the Ordeal.

(ii)*Brotherhood Membership: Completion of Brotherhood membership shall be in accordance with the requirements in the current edition of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisors.

(iii)*Vigil Honor: Attainment of the Vigil Honor shall be in accordance with the requirements in the current edition of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisors. Only members in good standing shall be considered for Vigil Honor. The Vigil Honor is not

“earned” as a rank, but it is given to those who exemplify the Obligation of the Order of the Arrow and have given exceptional service above and beyond their immediate responsibilities to their unit, their community, and Lodge.

9.02 A minimum of two (2) Induction Weekends following the guidelines specified in Article 9.01 shall be carried out per operational year.

9.03 A member in good standing is a member whose current dues are paid, and who is currently registered as a member of the Greater Hudson Valley Council #388. Only registered members of this council are eligible members of Mahicantuck #15.

9.04 The nomination process for the Vigil Honor is as follows:

(i) All members who have been Brotherhood for at least two (2) years and are current with regard to both BSA registration and lodge dues will be considered eligible for Vigil Honor. This information will be confirmed by review of the membership records and a Vigil Honor Eligibility list will be provided to the Vigil Chairman.

(ii) The Vigil Chairman will create a committee that consists of two (2) members of each chapter who are appointed by their respective chapter chief and are not vigil eligible. These two members can be of any honor level. These twelve (12) members are the only committee members allowed to vote. The Vigil Chairman can vote only in the case of a tie. The committee shall meet on November 16th or any day within 1 week of November 16th.

(iii) The Vigil Chairman will send out the Vigil Eligible list to the Lodge Membership on September 1st. The List shall include people who would be eligible up until November 15th of the same year. The Lodge members will have 30 days to respond to the petition. The petition will contain a mandatory description section and an optional name section. The Vigil Adviser shall try their best to identify the people who are described in a petition should there be no name

(iv) The maximum number of Vigil Honor Nominations shall be determined based on national policy. At least 50% of all nominations must be youth below the age of 21 during the nomination. The committee does not have to fill all the nominations.

(v) Any Vigil Honor Member can sit on the committee as a non-voting member. They can provide input on a candidate. They shall be notified at least 10 days before the meeting of when and where the meeting will be.

(vi) The petitions must be submitted to the National Order of the Arrow no later than 45 days before the banquet.

SECTION 10: UNIT ELECTIONS

10.01 The Lodge effort to conduct unit elections shall be led by the Vice Chief of Operations.

10.02 The Lodge and Vice Chief of Operations shall strive to schedule and perform a unit election for every Scouts BSA Troop, Venturing Crew, and Sea Scouting Ship within the Greater Hudson Valley Council #388.

10.03 The Camp Promotions and Unit Elections committee in conjunction with the Chapters and Vice Chief of Operations may be delegated by the Lodge Executive Committee to carry out the elections in communication with Unit Leaders.

10.04 The Vice Chief of Operations, with assistance as requested from other members of the LEC, shall establish procedures for conducting unit elections consistent with the National Order of the Arrow guidelines.

10.05 Unit elections are recommended to be conducted, and their paperwork is received between September First (1st) and May Thirty-First (31st) of each operational year.

10.06 Each Chapter must be provided with a list of every troop, crew, and ship within their chapter which holds the date of the last election and whether or not they are eligible for an election in the current calendar year.

10.07 All elections shall be held by a trained elections team of the Lodge, or by a member of the LEC.

10.08 The party responsible for conducting an election is responsible to see that the results are properly delivered to the appropriate levels of the Lodge.

10.09 Any unit elections that violate these rules in any way are considered null and void.

10.10 At the time of each election, the election team will confirm current contact information (email address and cell phone number if appropriate) for existing OA members in the unit.

10.11 At least one youth member conducting the election must be from another unit.

10.12 Elections can be held virtually

SECTION 11: FINAL AUTHORITY

11.01 All matters not specifically covered by these rules shall be governed by the current printing of the Order of the Arrow Handbook, by the Guide for Officers and Advisers, and by national directives.

11.02 Should there be a discrepancy as to the interpretation of these rules, the discrepancy shall be resolved by a consensus of the Key Three (3), subject to the supervision and authority as dictated in Article 1.2.

11.03 The Supreme Chief of the Fire or their designee is the local persona who has the final say in all Lodge matters.

11.04 Should anything herein be in conflict with any written policy of the National Council of the Boy Scouts of America or the National Order of the Arrow Committee, then the national policies shall take precedence. If a conflict has been found, the bylaws should be updated immediately to rectify the issue. It will be effective as of the date of the change in National and/or Council Policy.

SECTION 12: REMOVAL PROCEDURES FOR OFFICERS OF THE LODGE

12.01 Additional/Restated reasons for removing a LEC member, Chapter Officer, or Committee chairman, to be reviewed on a case by case basis by LEC:

- (i) Dereliction of Duty
- (ii) Theft, dishonesty, or dishonest acts.
- (iii) Bringing dishonor to the Lodge, Order of the Arrow, or the Boy Scouts of America
- (iv) Making false accusations of a serious nature against other Scouts or Scouters.
- (v) Campaigning for office using tactics that attempt to damage the reputation of another member.
- (vi) Flagrant insubordination of the LEC

12.02 Counseling with the Key-Three (3)

(i) Before the removal process begins, the person bringing up the charge should consult with the Key-Three (3) and the Supreme Chief of the Fire. In the event the Lodge Chief is the subject of the charge, then the Lodge Chief will not be present.

(ii) In the event the Key Three (3) determines that something has happened, but isn't severe enough to warrant going to 12.03, the Key Three (3) shall have counseling with the member in question with the first offense. They shall issue a written warning on the second offense. On the third offense, 12.03 will be automatically used.

12.03 Steps in the removal process of a LEC member:

- (i) A private meeting with the LEC shall be held, excluding the member in question
75% of the LEC, excluding the member in question, shall be present
- (ii) The meeting will go over what said member has been charged with
- (iii) Evidence shall be presented to back the charges. In the case where witness evidence is used and the witness fears retaliation, there will be strong steps taken to ensure that the witness' personal info will not be released to the member in question.
- (iv) The member in question will have a chance to defend themselves

The Lodge Adviser and Staff Adviser can step in at any time if there is a private/personal reason if a LEC member is charged with a violation of 12.1

- (v) The LEC will then deliberate if the member is guilty
- (vi) A 2/3s majority will be needed to find the member in question guilty

(vii) The member is found guilty, the remedy will be as follows:

Expulsion from the LEC

(a)(1) Barring from holding any position of authority within the Lodge. This can only be used for reasons ii-vi if the LEC decides to apply this.

Recommend expulsion from the Lodge to the Supreme Chief of the Fire

SECTION 13: LODGE KEY THREE

13.01 The Lodge Key Three (3) shall propose the Lodge calendar and present it to the LEC for approval.

13.02 The Lodge Key Three (3) and its authority has been defined in sections 4.23, 7.09, 7.10, 8.07, 9.01, 11.2, 12.02, 12.03(iv) (a), and this section

13.03 The Lodge Key Three (3) have the authority to make decisions on behalf of the LEC should it be impossible to call a meeting before the decision needs to be made.

SECTION 14: AWARDS

14.1 The Awards committee, as created under Article 5.05(iii), shall be charged with determining the recipients for the following awards:

(i) Founders' Award

(ii) Additional awards and honors as the committee and the LEC see fit

14.2 The nomination process for Founders Award:

(i) The Lodge Chief shall appoint a youth to head the Founder's Award Ad-Hoc Committee with LEC Approval. The Lodge Adviser will then appoint an adult adviser for the committee.

(ii) The Chairmen shall send out the following petition to all members on September First (1st) with a return date of September thirtieth (30th):

The following description of the Founders Award: Introduced at the 1981 National Order of the Arrow Conference, the Founder's Award recognizes Arrowmen who have given outstanding service to their lodge. The award is reserved for an Arrowman who demonstrates that he or she personifies the spirit of selfless service, as advocated by founder E. Urner Goodman and cofounder Carroll A. Edson.

A line asking for the member's name

A section for a brief description of why this member is worthy of the founder's award

The ability to add a second person

The requirement that if an Adult is nominated, a youth must also be nominated

(iii) The Chapter Chief shall then appoint one representative to sit on the committee. If the representative has been nominated, another representative will need to be chosen. In the event the Chairman or the Advisor has been nominated, a new one will need to be found.

(iv) The Committee will then discuss the youth nominations and then vote. In the event of there being an extra nomination and at least 1 youth member has been nominated, the committee will then discuss adult nominations and vote.

(v) Once the nomination is complete, the Chairmen will then fill out the full petition and submit it to the Lodge Chief, the Lodge Adviser, and the Supreme Chief of the fire.

(vi) The Lodge will cover all costs

(vii) The Petition(s) must be sent to National Order of the Arrow 50 days before the Banquet

(viii) The Award will be presented at the Banquet

14.3 All awards with common standards for nomination and administration administered by the National Order of the Arrow, or Mahicantuck Lodge #15, shall follow those standards and protocols.

SECTION 15: Bylaw Changes

15.1 The bylaws shall be subject to amendment at any regular or special meeting of the Lodge provided the following requirements have been met.

(i) Any voting member of the Lodge may propose amendments to the Lodge By-Laws using the procedure outlined in this section.

(ii) Proposed amendments shall be presented in writing to the Lodge Executive Committee for approval. A simple majority is required for approval.

(iii) A copy of the approved amendments shall be made available to each voting member no later than fifteen [15] days prior to a vote on the amendment.

(iv) The amendment shall be presented at a General Lodge Meeting. Adoption of the amendment shall require a two-thirds (2/3) vote of those voting members present.

(v) Unless specified otherwise, amendments shall take effect immediately upon adoption.