

Otyokwa Lodge #337 Rules

Revised January 2, 1999

I. NAME AND AFFILIATION OF LODGE

- A. The name of this lodge of the Order of the Arrow shall be Otyokwa Lodge #337 - W.W.W.
- B. The Otyokwa Lodge shall be affiliated with the Chippewa Valley Council, Incorporated, #637, Boy Scouts of America and shall be under the supervision of the Council Camping Committee and the Administrative authority of the Scout Executive.
- C. The symbol of this lodge shall be that of the Flying Eagle.
- D. The totem of this lodge shall be the leather thong with beaded arrow.
- E. The official lodge patch shall be of any design selected by the Lodge. It shall incorporate the symbol of the Flying Eagle in its design.
- F. The design of the official lodge neckerchief shall be of any design passed by the Executive Committee.
- G. This lodge shall be divided into chapters. Each chapter shall come under the supervision of the Lodge Chief, the related District Camping Committee and the District Scout Executive separated by district lines, having at least two (2) chapters.

II. ELECTION TO MEMBERSHIP

- A. The requirements for membership in this lodge are as stated in the Order of the Arrow handbook.
- B. The procedure for the Ordeal shall be as stated in the Order of the Arrow handbook.
- C. All elections must clear the Executive Committee, or appropriate subcommittee.
- D. A member in good standing (active) of Otyokwa Lodge, Order of the Arrow is:
 - (1) A registered member of the Boy Scouts of America.
 - (2) One who has received the Ordeal membership as prescribed in Rule II, Part B.
 - (3) One who has paid his/her dues for the current year.

III. OFFICERS

- A. The officers of this lodge shall be:
- (1) Lodge Chief to serve as Netami Sakima
 - (2) Administrative Vice-Lodge Chief
 - (3) Activities Vice-Lodge Chief
 - (4) Lodge Secretary
 - (5) Lodge Treasurer
 - (6) Chapter Chief(s) see section 1G
 - (7) Chapter Vice Chief(s) see section 1G
 - (8) Chapter Secretary(s) see section 1G

These officers must be under 21 years of age for their entire term of office.

- B. Lodge officers shall be elected at the annual fall fellowship and shall be installed at the completion of a training program scheduled by the incoming Lodge Chief. The term of all officers shall be from October 1st of that year to September 30th of the following year.
- C. The Lodge and Chapter Lay Advisors shall be appointed by the Scout Executive of the Chippewa Valley Council upon the recommendation and approval of the Lodge Chief in consultation with the related Camping Committee Chairman.

IV. COMMITTEES

- A. The Executive Committee shall be composed of the five elected lodge officers; the chapter officers and advisors; the immediate past lodge chief; the chairmen of the lodge committees; the lodge advisor(s), a member of the Camping Committee; the Scout Executive; and the council camp Reservation Program Director.
- B. The standing committees shall be:
- (1) Executive Committee-Lodge Chief, chairman
 - (2) Membership Committee-Lodge Secretary, chairman
 - (3) Finance Committee-Lodge Treasurer, chairman
 - (4) Activities Committee-Activities Lodge Vice Chief, chairman
 - (5) Ordeal Committee-Appointed
 - (6) Brotherhood Committee-Appointed
 - (7) Ceremonies Committee-Appointed
 - (8) Publications Committee-Appointed
- C. The lodge shall appoint committees as may be required for the operation of the Lodge. The chairman is to be appointed by the Lodge Chief with the recommendation and approval of the Executive Committee. The chairman of the committee shall have a vote at Executive Committee

meetings and shall count in obtaining a quorum at such meetings; all chairmen must be youth members in good standing as defined in Section II, Part D.

- D. The Lodge Chief shall appoint special committees as may be required from time to time. The chairman of a special committee shall not have a vote at Executive Committee meetings and shall not count in obtaining a quorum at such meetings; all chairmen must be youth members in good standing as defined in Section II, Part D.

V. LODGE MEETINGS

- A. The lodge shall schedule events as listed: Spring Conclave, Fall Fellowship, Winter Banquet and Winter Fest.
- B. A general lodge meeting shall be held biannually at the Spring Conclave and at the Fall Fellowship.
- C. The Executive Committee of the Lodge shall hold at least six meetings a year with at least ten (10) days notice given to all members concerned.
- D. Special meetings of the Lodge Executive Committee or the Lodge may be called by the Lodge Chief with the approval of the Scout Executive or by the Scout Executive. A notice of the special meeting must be sent to all members concerned at least ten (10) days in advance.
- E. At any meeting of the general membership of the lodge, the number set as a quorum for conducting any business shall be 15% of the active voting members.
- F. The quorum for an Executive Committee meeting shall be 50% plus one of the Committee.
- G. Each meeting of the Lodge shall be opened with the Scout Oath to remind us all of our strong ties to scouting as well as the Obligation of our Order.

VI. CHAPTER MEETINGS

- A. Chapters will meet at least four(4) times per year. Dates are to be determined by the chapter executive committee and chapter lay advisors with at least ten (10) days notice given to all members concerned.
- B. Chapter meetings are to be governed by these by-laws as well as the Scout Oath and Law and the Obligation of our Order.
- C. Each meeting of the Lodge shall be opened with the Scout Oath to remind us all of our strong ties to scouting as well as the Obligation of our Order.

VII. ADULTS

- A. Members of the Order of the Arrow who are 21 years of age or older shall be classified as adults and shall not have voting rights at any lodge or chapter meetings.
- B. Adults may act as advisors as appointed in accordance with the definition of the position in the latest edition of the Order of the Arrow handbook or the national Order of the Arrow Bulletin.

- C. Committee advisors shall be appointed by the Lodge Chief with the approval of the Lodge Advisor and the Scout Executive.
- D. Adults may be members of one or more committees but may not compose more than 50% of the committee members. As adults, they shall not vote on any committee decisions.

VIII. DUES

- A. There shall be an induction fee, determined by the Executive Committee, that shall be paid before induction into the Order of the Arrow. Each new Ordeal member who has paid the induction fee, shall receive an official Otyokwa Lodge Flap, a members hip card with dues paid to September 30th of the next year, an Order of the Arrow "Ordeal" sash, and an Order of the Arrow handbook.
- B. Dues of this lodge shall be collected by the Lodge Treasurer. The dues collected by the Treasurer shall be deposited with the Council Service Center to be deposited in the account of Otyokwa Lodge #337.
- C. In the development of the lodge annual budget, funds will be made available for lodge and chapter mailings, activities service projects and phone calls. Chapters must gain approval of the Executive Committee before incurring expenses. All expenditures must be documented and sent to the Lodge Treasurer and Lodge Chief for reimbursement.
- E. All Order of the Arrow funds shall be handled by the Lodge Treasurer through the Council Service Center and go through all normal accounting procedures used by the Council.

IX. BROTHERHOOD MEMBERSHIP

- A. Completion of the Brotherhood membership shall be in accordance with the Order of the Arrow handbook and the Ceremony for Brotherhood.

X. VIGIL HONORS

- A. Attainment of the Vigil Honors shall be in accordance with the Order of the Arrow handbook and the Ceremony for Vigil Honor.

XI. OTHER RULES

- A. Robert's Rules of Order shall be followed on all points not covered by this document. Parliamentary Procedure shall be followed at all meetings of the members of this Lodge.
- B. The National Order of the Arrow handbook is to be a guide for all things not covered in this document, Robert's Rules of Order and the Lodge Handbook.
- C. The Lodge Handbook shall be a guide for all matters of Ritual and Tradition to be carried in this Lodge.
- D. The Scout Oath and Law shall be the guide at all gatherings of this Lodge.

XII. MAKING AMMENDMENTS TO THE RULES

- A. These rules shall be subject to amendment at any regular or special meeting of this lodge, provided such amendments have been submitted in writing to the Executive Committee and approved at least one month prior to such meeting and that due notice has been sent to all active members at least ten (10) days prior to such a meeting.
- B. Upon approval by the Executive Committee, amendments to these rules, which have been submitted in writing to the Executive Committee, are subject to the approval of the membership by a mailed ballot. Ballots will be accepted that are postmarked on or before fourteen (14) days following the mailing of the ballots to the members.
- C. A two-thirds (2/3) majority vote of the members shall be required to pass an amendment.
- D. The Scout Executive of the Chippewa Valley Council shall possess the right to exercise veto power over any acts or intentions of this lodge, its officers and committees, should he/she deem such acts or intentions to be contrary to the best interests of Scouting, the council, and/or the Order of the Arrow.
- E. All parts of these rules shall be in alignment with National policies and any changes in National policies that will conflict with these rules will automatically amend these rules.

XIII. OFFICER ELECTION PROCEDURE

- A. Lodge officers shall be nominated and elected on the Sunday morning of the annual Fall Fellowship. New ordeal members who have just completed their Ordeal that weekend shall have the same voting privileges as any other voting member.
- B. Chapter officers shall be nominated and elected at a separate chapter meeting following the Lodge elections at Fall Fellowship. The same manner of election procedure shall be followed as in Section XIII, Parts C-G.
- C. The current Lodge Chief at the time of the Fall Fellowship shall preside over the entire election process.
- D. The Lodge Chief shall open the floor to nominations for each office separately. After all the nominations have been made and the Lodge Chief has asked for any further nominations three (3) times without reply, they shall declare the nominations closed. Motions shall not be necessary to either open or close the nominations.
- E. After the nominations have been closed, each candidate shall have three (3) minutes to speak for themselves or give a portion of their time to anyone else to speak for or against them. At any point, the candidate may forfeit his remaining time. The order in which the candidates were nominated shall be the order in which they speak.

- F. After the candidates' speaking times are concluded, the Lodge Chief shall call for a vote to determine who will serve in the office for the upcoming term by secret ballot. Nominations for other offices cannot be opened until the vote on the previous office has provided a winner.
- G. For a candidate to win an election, they must obtain 50% plus one of the votes cast. In the event of a two person race ending in a tie, the vote shall be retaken. In the event of a race of more than two people ending in a tie, the candidate with the least amount of votes shall be removed and the vote retaken. If the second vote also results in a tie in either case, the Lodge Chief shall decide the winner. If the Lodge Chief is one of the candidates, the next highest official who is not a candidate shall decide the winner. The following order shall be followed in deciding the next highest official:
 - (1) Lodge Administrative Vice-Chief
 - (2) Lodge Activities Vice-Chief
 - (3) Lodge Secretary
 - (4) Lodge Treasurer
 - (5) Committee Chairman selected by the Lodge Advisor
- H. The results of an officer election shall be announced immediately after a winner is known.

XIV. REMOVAL OF OFFICERS

- A. In the event that a Lodge or Chapter Officer does not fulfill the obligations of their position as described in the National Officer's Guide they may be removed from office in the following manner.
 - (1) Motion made by the Executive Committee to remove this officer must unanimously carry. The officer in question shall not vote if present at the time of the motion.
 - (2) Lodge/Chapter members shall be notified of the impending removal and asked to vote on the matter. They shall be given two (2) weeks from mailing of the notification to reply. Letters must be postmarked on or before this date.
 - (3) The results of the responses shall be announced at the next Executive Committee meeting following the reply deadline. If two-thirds (2/3) of the responses support the Committee's motion, the officer is removed.
- B. After an officer has been removed, the Lodge Chief shall have the authority to appoint someone to resume this office for the remainder of the term as well as any others vacated in the act of replacement.
- C. If the Lodge Chief has been removed, the Administrative Vice-Lodge Chief shall become the acting Lodge Chief for the remainder of the term and shall have the authority to fill vacated offices in the same manner as previously stated. All appointments shall be subject to the approval of the Executive Committee, Lodge Advisor and Scout Executive.
- D. If a Chapter Chief has been removed, that Chapter Vice-Chief shall become the acting Chapter Chief for the remainder of his term.
- E. In the event that a Lodge Officer resigns or dies during his term, the office shall be filled by the same procedure as stated in Section XIV, part B-D.