

AINA TOPA HUTSI WWW #60

LODGE BY-LAWS

Adopted _____

Article 1. Name and Affiliation of Lodge

- A. The name of this lodge of the Order of the Arrow is Aina Topa Hutsi WWW #60 that translates as the "Arrow Head Lodge of the Brotherhood of Cheerful Service."
- B. This lodge shall be affiliated with the Alamo Area Council, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Scout Executive, referred to herein as the Supreme Chief of the Fire.
- C. The Lodge is governed by these by-laws (subject to amendment by the general membership of the Lodge) and by the *Lodge Rules* (subject to amendment by the Lodge Executive Committee (LEC), see Article 3, ¶E).
- D. The Lodge Totem is the Perpetual Burning Fire.
- E. The official printed publication of the Lodge shall be *The Flame*.
- F. Lodge insignia shall be adopted by a simple majority vote of the LEC. The Membership should be notified in advance when a change or creation of insignia is to be considered. Excepting items with associated achievement or recognition requirements, all lodge emblems shall be available to all active members of the Lodge.
- G. Each lodge and chapter meeting shall open with the Obligation of the Order of the Arrow and close with the *Song of the Order of the Arrow*.

Article 2. Membership

- A. References herein to official handbooks and guides shall be understood to imply the most recent printing of those documents.
- B. The youth requirements for Ordeal membership in this lodge are as stated in *The Order of the Arrow Handbook*.
- C. Procedures for the recommendation of adults for Order of the Arrow membership are as stated in *The Guide to Officers and Advisers*.
- D. Procedures for elections and call-outs of candidates shall be overseen by the Unit Elections Committee as directed in the *Lodge Rules*.
- E. Procedures for the Ordeal are as stated in *The Order of the Arrow Handbook* and *The Guide to Inductions*. Where conflicts in document language exist, the language of *The Guide to Inductions* shall prevail.
- F. Brotherhood Membership.
 - 1. Completion of Brotherhood membership shall be in accordance with requirements in *The Order of the Arrow Handbook* and *The Guide to Officers and Advisers*.
 - 2. Procedures for attaining Brotherhood membership shall be overseen by the Brotherhood Committee as directed in the *Lodge Rules*.
- F. Vigil Membership.
 - 1. Attainment of the Vigil Honor shall be in accordance with the requirements in *The Order of the Arrow Handbook* and *The Guide to Officers and Advisers*.
 - 2. Nominating, voting, calling-out, and certifying procedures for Vigil Honor members shall be overseen by the Vigil Honor Committee as directed in the *Lodge Rules*.

Article 3. Organization

- A. Officers.

1. Officers must be active members of the Lodge and under twenty-one years of age during their entire term. Lodge officers must have completed at least nine months of Order of the Arrow membership before taking office. Furthermore, to be eligible for the Lodge Chief position, a youth must be a Brotherhood member. All officers must live within the Council boundaries for their entire term.
 2. The officers of this lodge shall be: the Lodge Chief ("Tier One"); vice chiefs ("Tier Two") including the Vice Chief of Chapters, Vice Chief of Administration, Vice Chief of Programs, and Vice Chief of Inductions, the Secretary, and the Treasurer. The above list of officers, in the order listed, shall chair any meeting that the Lodge Chief cannot attend. All lodge officers are to be elected with the exception of the Lodge Secretary and Lodge Treasurer. These officers shall be appointed by the Lodge Chief in consultation with the Lodge Key Three (the Lodge Chief, Lodge Adviser, and Council Order of the Arrow Staff Adviser (Staff Adviser)) and with the simple majority approval of the LEC. These appointments should be made with the skills required for the job and the need for broad chapter representation in mind.
 3. Each lodge officer and committee chairman shall have a formal job description (approved by the LEC) in the *Lodge Rules*. In addition to stated job duties, each lodge officer and committee chairman shall be provided a list of specific goals and special tasks, created by the Lodge Chief and Lodge Adviser, to be accomplished during his tenure in office.
 4. In the event the office of Lodge Chief becomes vacant, a two-thirds vote of the LEC shall elect his replacement from the remaining Lodge officers (see Article 3, ¶A.2). If any other lodge office becomes vacant, it shall be filled by Lodge Chief appointment with the approval by two-thirds of the LEC. If a lodge committee chairmanship becomes vacant, it shall be filled by Lodge Chief appointment with a simple-majority affirmation by the LEC.
 5. Any lodge officer may be removed from office for cause or misconduct. To remove a lodge officer, an impeachment petition containing the justification for removal must be signed by a majority of chapter chiefs. The Lodge Adviser and Staff Adviser shall review the petition and conduct an inquiry. With their counsel, the Supreme Chief of the Fire shall determine if the impeachment petition is to be put to a vote. If the petition is approved, the Lodge Adviser shall convene a special meeting of the elected lodge officers (see Article 3, ¶A.2) and chapter chiefs within thirty days of notification to the officer in question. At the meeting (which may be attended by the officer in question) the charges shall be read aloud by the Lodge Adviser. The officer in question or his chosen representative shall be given an opportunity to speak in his defense. At the conclusion of the defense, the Lodge Adviser, Staff Adviser, and voting members shall remain in the room (the officer in question and all others shall be excused). The Lodge Adviser shall present the results of the inquiry, respond to questions, and facilitate discussion. The voting members shall vote by confidential ballot and a two-thirds vote shall result in the immediate removal of the officer from his position. The lodge office vacated by this method shall be filled using the process described in these by-laws (see Article 3, ¶A.4).
- B. Election of Officers. The Officers of the Lodge shall be elected by the following procedure:
1. Those active members in good standing who choose to be identified as candidates for lodge offices must declare themselves by letter to the LEC no later than forty-five days before the scheduled election.
 2. These candidates shall be approved by the current Lodge Chief, Lodge Adviser, Supreme Chief of the Fire (or his designee), and the candidate's parents or guardians. This approval or disapproval shall be communicated to the candidate no later than thirty days before the scheduled election.
 3. The Lodge shall publish the names of the approved candidates in *The Flame* or on the lodge website no later than two weeks before the election.
 4. The election of officers shall take place at a general membership event (e.g., the Lodge's Spring Fellowship, a lodge ordeal, etc.) no later than 31 May. This date is

to be determined by a vote of the LEC at the Annual Planning Meeting during the prior year.

5. Elections shall be held in this order: (1) Lodge Chief, (2) Vice Chief of Chapters, (3) Vice Chief of Administration, (4) Vice Chief of Programs, and (5) Vice Chief of Inductions. Any youth member present at the election may nominate (with a second) unsuccessful, pre-approved candidates for each office in succeeding elections. Each candidate shall be permitted a two-minute speech. The speaking order of the candidates shall be determined by random means (e.g., flipping of coins, drawing straws, etc.) Each candidate may have a youth member provide a one-minute nomination speech on his behalf. This youth cannot be another candidate running for election or be a current or former lodge officer. Candidates and their nominators shall not be present while other candidates and their nominators make their speeches or during the time of the comments. Speeches shall be restricted to the qualifications, plans, vision, and ambitions of the candidates. Speakers should refrain from making derogatory remarks about the other candidates.
6. Voting for all lodge officer positions shall be conducted using confidential ballots. Any candidate receiving a simple majority of ballots submitted shall be elected. If there is no clear majority in an election with more than two candidates, the candidates receiving the two greatest vote totals shall be entered into a runoff election. The runoff election shall be executed without additional speeches. The youth member administering the election does not vote in any of the elections except to cast the tie-breaking vote in a runoff. The youth member administering the election shall be the member in attendance presently holding the highest lodge office in the succession described in these by-laws in Article 3, ¶A.2 who is not running for a lodge office in the new term. The election results shall be announced immediately following the counting of ballots.
7. The Lodge Secretary and Lodge Treasurer appointees (appointed by the Lodge Chief-elect) must follow the same pre-approval process as the other lodge officers described in these by-laws (see Article 3, ¶B.1 and 2). These appointments shall require a simple majority confirmation of the new LEC at the Annual Planning Meeting.
8. The new officers shall begin their term of office on 1 September and the term shall end on 31 August of the following year.
9. In the event that there are no candidates for a particular lodge office, the vacancy shall be filled by Lodge Chief-elect appointment. Such appointments shall require a simple majority confirmation of the new LEC at the Annual Planning Meeting.
10. The Lodge Chief-elect and his staff of newly elected officers shall attend the Lodge Leadership Development conference on the date established at the prior year Annual Planning Meeting before taking office.

C. Committees.

1. Lodge committees shall include those for Activities, Brotherhood, Camp Promotion, Ceremonies, Communications, Conference Affairs, Food Service, Health and Safety, Indian Heritage, Membership, Ordeal Operations, Service, Unit Elections, Training, and Vigil Honor.
2. Each committee shall be led by a chairman appointed by the Lodge Chief with the simple-majority affirmation of the LEC. Chairmanship nominees must meet the requirements for Tier Two officers set forth in Article 3, ¶A.2 of these by-laws. The Lodge Chief may remove a chairman for cause with a simple-majority confirmation vote of the LEC. A chairman may also be removed from office for cause without the Lodge Chief's initiative by a three-quarters vote of the LEC.
3. The Lodge Chief may appoint temporary committees as needed.

D. Advisers.

1. The Supreme Chief of the Fire is the highest authority regarding the Order of the Arrow programs in the Alamo Area Council.

2. The Supreme Chief of the Fire shall appoint annually the Lodge Adviser and Staff Adviser.
 3. The Lodge Adviser shall appoint the advisers for the vice chiefs, secretary, and treasurer. Advisers of the lodge officers shall recommend to the Lodge Adviser the names of advisers for the committees for which that officer has responsibility (see *Lodge Rules* for job descriptions of lodge officers and committees). All advisers serve for one year and must be reappointed each year. No adviser shall serve in the same capacity for more than three years except with the approval of the Lodge Key Three and the Supreme Chief of the Fire.
 4. The Lodge Adviser and Supreme Chief of the Fire may remove and replace any of the aforementioned advisers at their discretion.
 5. Chapter Advisers shall be nominated by the District Camping Chairman after consultation with the District Key Three. The Lodge Key Three shall confirm the nominees.
- E. Lodge Administration.
1. Quorums at Lodge, Chapter, and LEC meetings shall be set by the LEC and are to be found in the *Lodge Rules*.
 2. The Lodge Executive Committee (LEC) is the governing body with primary lodge decision-making authority. It is responsible for establishing programs and policies, second to the Supreme Chief of the Fire. It shall be composed of the lodge officers (chief, vice chiefs, secretary, and treasurer) and associated lodge advisers (advisers to the lodge officers), Chapter Chiefs (and their advisers), Lodge Committee Chairmen (and their advisers) of standing committees, immediate past Lodge Chief, a Council Camping Committee representative, Staff Adviser, and Supreme Chief of the Fire. Only members under the age of twenty-one shall have a vote in the LEC.
 3. The LEC shall conduct an Annual Planning Meeting no more than sixty days before the beginning of the lodge term that commences on 1 September. The purpose and goals for the meeting are to be found in the *Lodge Rules*.

Article 4. Finances

- A. All Order of the Arrow funds shall be handled through the Council Service Center and shall go through all normal accounting procedures.
- B. Lodge dues can be changed by simple majority vote of the LEC at the Annual Planning Meeting with the approval of the Supreme Chief of the Fire. The membership must be notified in sixty days in advance when a change in dues is to be considered to allow members opportunity to petition the LEC. If a petition is made against the change, the Supreme Chief of the Fire shall review the petition and a report by the LEC on its rationale for the change. After reviewing the petition and report, he shall notify the LEC and the petitioners of his decision.
- C. At the beginning of every administration, the Lodge Chief-elect, the new Treasurer, Lodge Adviser, Treasurer's adviser, and Staff Adviser shall prepare a budget for the new term by 31 July including all projected revenues and expenses for the Lodge (including committees). The budget must be approved by the LEC at the Annual Planning Meeting. The Supreme Chief of the Fire shall receive the budget for his approval no later than 30 September. Upon his approval the budget shall be the budget for the Lodge.
- D. Expenses for the Lodge shall be incurred only with approval of the Lodge Key Three. Expenses not included in the budget must be approved by the LEC.
- E. Lodge activity fees and prices of lodge materials shall be set by the LEC.
- F. The Treasurer shall keep an accurate set of books detailing the budget, income, and expenses for the Lodge. The Lodge books shall be available to the Lodge Chief, the Lodge Adviser, and the Staff Adviser on request.
- G. Each chapter shall submit a budget request no later than 31 May. Exceptions to this date may be made at the discretion of the Lodge Key Three. The chapter budgets shall be finalized during the annual Lodge budgeting process (see Article 4, ¶C). Allowable

expenses included in the chapter's approved annual budget may be reimbursed to the chapters with the approval of Lodge Key Three.

Article 5. Chapters

- A. Chapters shall be geographically configured according to their associated district boundaries unless modified by the LEC and approved by the Supreme Chief of the Fire. The Chapter Adviser shall appoint additional advisers as needed in consultation with the Lodge Adviser.
- B. Each Chapter shall elect a Chapter Chief, Vice Chief, and a Secretary at a time following the annual lodge election of officers or at a time approved by the LEC. All chapter officers must meet the requirements for Tier Two officers set forth in Article 3, ¶A.2 of these by-laws. A chapter's officers are to serve for one year, 1 September to 31 August, or as directed by the LEC. If the chapter is unable to conduct its officer elections on schedule, the chapter officers from the prior year shall continue to serve until the chapter is able to complete its election process.
- C. Each Chapter shall have the following committees: Activities, Brotherhood, Camp Promotion, Ceremonies, Communications, Indian Heritage, Membership, Ordeal Operations, Service, Training, and Unit Elections. Any other committees formed in a chapter must have the approval of the LEC. All chapter committee chairmen shall be members of the associated lodge committee.
- D. The Chapter Chief shall appoint chapter committee chairmen as needed to serve during his term. He can, in consultation with the Lodge Chief, dismiss these officers for just cause.
- E. The Chapter Executive Council shall consist of elected chapter officers and their advisers and committee chairmen and their advisers. The Council shall meet at least quarterly. The Council shall set policy for the Chapter; however, no policy shall conflict with the policies of the Lodge as found in these by-laws and the *Lodge Rules*.

Article 6. Voting Eligibility, Amendments, and Interpretations

- A. Adult scouters, age twenty-one or older, do not have a vote in any matters of lodge business.
- B. Members must have paid dues for the current year and be currently registered with the Alamo Area Council to have active status. Only active members of the Lodge may participate in lodge programs, vote on lodge business, or wear lodge insignia. Inactive members or transfer members may become active by registering and paying the current year's dues.
- C. Use or possession of any alcoholic beverage or illicit drug at any Order of the Arrow function shall result in a one-year suspension from all lodge and chapter participation (including voting) and dismissal from any lodge or chapter office. This penalty may be enforced immediately by the Lodge Adviser and may be appealed to the Supreme Chief of the Fire.
- D. These by-laws are subject to amendment at any general meeting of the active lodge membership by a two-thirds majority of those present and voting. The active membership must be notified at least thirty days in advance of the vote when an amendment is to be considered.
- E. The *Lodge Rules* may be adopted and amended at any LEC meeting by a two-thirds majority of those present and voting.
- F. These by-laws and the *Lodge Rules* are subject to interpretation by the Lodge Key Three.
- G. Nothing in these by-laws or the *Lodge Rules* shall be interpreted to conflict with the policies of the National Council, the National Committee of the Order of the Arrow, or the Alamo Area Council. Any section of these by-laws or the *Lodge Rules* determined to be in conflict by the Supreme Chief of the Fire shall be considered null and void.