

## **Lodge By-Laws**

### **Article I: Name and Affiliation**

**Section 1:** The name of this Lodge of the Order of the Arrow shall be Egwa Tawa Dee, W.W.W. #129. The Lodge shall be affiliated with the Atlanta Area Council, Boy Scouts of America, and be under the supervision of the Council Camping Committee and the administrative authority of the Scout Executive. The totem and call of the Lodge shall be that of the broad-wing hawk. The standard set of colors for the Lodge shall be blue and gold.

**Section 2:** This Lodge shall have as many chapters as it deems necessary for its proper execution of its duties as an Order of the Arrow Lodge. Each Chapter shall be under the supervision of the district Camping Committees and the district Scout Executive.

### **Article II: Purpose**

We, the members of Egwa Tawa Dee, Lodge 129 of the Order of the Arrow in the Atlanta Area Council strive to execute the Mission of the Lodge as the duty befalling us as an Order of the Arrow Lodge.

### **Article III: Membership**

**Section 1:** The requirements for membership are as required in the most current edition of the Order of the Arrow Handbook. Procedures for the Ordeal shall be stated in the most current edition of the Order of the Arrow Handbook and be defined by any national guidelines that specifically deal with the Ordeal process.

**Section 2:** Completion of Brotherhood membership shall be in accordance with the most current edition of the Order of the Arrow Handbook or other applicable National guidelines.

**Section 3:** Attainment of the Vigil Honor shall be in accordance with the most current National guidelines. The Lodge may deem necessary to come up with a specific Vigil timeline in order to honor those in an expedient process in accordance with National guidelines.

**Section 4:** For the induction fee, new Ordeal members shall receive membership for the current year, meals during the Ordeal, the Order of the Arrow Handbook, Ordeal sash, pocket flap, and a Lodge Planbook. The induction fee for new Brotherhood members shall include a Brotherhood sash. New Vigil Honor members shall receive a Vigil Sash and Vigil Card.

**Section 5:** Dues for one year shall be determined annually by inclusion in the lodge budget approved by the LEC. Dues must be paid by December 31. All non-renewing members shall be removed from the mailing lists and their records placed in inactive files.

## **Article IV: Officers**

**Section 1:** The Lodge offices that are elected on a year-to-year basis shall be the following: Lodge Chief, Vice Chief of Administration, Vice Chief of Program, Vice Chief of Indian Affairs, Vice Chief of Communications, and Vice Chief of Finance. These officers must be under the age of 21 during the entire length of their term.

**Section 2:** The Lodge officer election procedure shall be as follows:

- a. Candidates must submit a formal nomination form approved by their Chapter Adviser and District Executive prior to the election. The nomination form must be turned in to the Lodge Chief or his designee prior to the election.
- b. Prior to the election, candidates will participate in a forum where they shall be reviewed and questioned by the Lodge Executive Committee.
- c. Voting will be done through a ten block system. Each Chapter shall have ten votes provided that the Chapter has at least ten voting members present. If a Chapter has less than ten voting members present, then the Chapter is allocated a number of votes equal to the number of voting members present under the age of 21. Each Chapter will be given a maximum of a two-minute caucus during the election process to decide how they will cast their votes.
- d. The current lodge chief will preside over and run the entire election.
- e. The election of the Lodge Chief shall be first. A written vote will take place from each Chapter Chief or his representative with results calculated by the Lodge Vice Chief of Communications. The winner will then be announced.
- f. Those who run for a lodge office and lose may not run for another lodge office at the same election for that year, except for the event of a special election for that office.
- g. The election for Vice-Chief of Administration will be held second with the same procedure as stated.
- h. The election of the Vice-Chief of Program will be held third with the same procedure as stated.
- i. The election of the Vice-Chief of Indian Affairs shall be held fourth with the same procedure as stated.
- j. The election for Vice-Chief of Communications shall be held fifth with the same procedure as stated.
- k. The election for Vice-Chief of Finance shall be last with the same procedure as stated.

**Section 3:** Lodge officer elections shall be held yearly at the Fall Fellowship. The newly elected officers will be installed at that Fall Fellowship. Regular terms of office shall be from Fall Fellowship to Fall Fellowship.

**Section 4:** The executive power of the Lodge shall be vested in the Lodge Chief. In case that any elected Lodge officer or Lodge officer-elect are unable to discharge the powers of his office, there shall be a new special election to replace him. From the time the vacancy is known there shall be a nomination period of fifteen days. Following the nomination period there shall be an election to be held within fifteen days. The election shall be held at a Lodge Executive Committee meeting, should the election fall within the

15-day election period. If the Lodge Executive Committee meeting does not fall within the 15-day period, the election shall be done by an efficient ways and means deemed appropriate by the appropriate lodge officer conducting the election. Each Chapter will have one vote. If the vacancy of the Lodge Chief occurs, the Vice-Chief of Administration shall assume the executive powers of the Lodge until the election is complete.

**Section 5:** The officers of each Chapter shall be elected by the Chapter and shall be installed within forty-five days before or after the installment of the Lodge officers. A chapter must, at the minimum, elect a Chapter Chief. Each Chapter shall have any additional officers that it deems necessary and proper for the execution of its duties.

**Section 6:** The Vice-Chief of Communications shall select a Lodge Secretary in consultation with the Lodge Chief. He shall become an officer of the Lodge and shall have the title of Lodge Secretary. He shall, however, have no vote on the Lodge Executive Committee except in the absence of the Vice-Chief of Communications. The Lodge Secretary will assist the Vice-Chief of Communications with the needed paperwork of the Lodge and acting on the Lodge Communications Committee. The duties of the Lodge Secretary may be expanded by action of the Lodge Executive Committee.

**Section 7:** Each Lodge officer shall, at the end of his term, present a written report on what was accomplished under his supervision and duties. The written report should be submitted to the incoming Lodge officers at the time they are elected.

**Section 8:** The order of succession of elected Lodge officers shall be as follows: Lodge Chief, Vice-Chief of Administration, Vice-Chief of Program, Vice-Chief of Indian Affairs, Vice-Chief of Communications, and Vice-Chief of Finance.

## **Article V: Meetings**

**Section 1:** The Lodge shall schedule at least two events per year. The Lodge Executive Committee shall hold at least six meetings per year. Special meetings of the Lodge Executive Committee or of the Lodge may be called by the Lodge Chief, with advice from the Staff Adviser, Scout Executive, or the Lodge Adviser. Each meeting of the Lodge and Chapters shall be opened with the Sign of the Order and/or the Obligation of the Order. Members of the Order 21 years of age or over shall have no vote in any decisions of the Lodge.

**Section 2:** The number of active Chapters of the Lodge shall be defined as the average attendance of the past two Lodge Executive Committee meetings.

**Section 3a:** In order to conduct the business of the Lodge at a Lodge Executive Committee Meeting, a quorum must be present. A quorum shall be defined as one-half of the active Chapters of the Lodge. Matters shall be handled through the Lodge Executive Committee by means of a vote. Each Chapter shall only have one vote. The Chapter's vote shall be cast by the Chapter Chief or a designated representative. All

operations of the Lodge Executive Committee shall be governed according to article VIII of these bylaws.

**Section 3b:** The voting members of the Lodge Executive Committee shall be each Chapter Chief or representative, the elected Lodge officers, and the immediate Past Lodge Chief, provided that he is still under the age of twenty-one. The Lodge Chief shall vote only in the case of a tie. When the Lodge is to host a Section Conclave, the Lodge Chief will appoint all necessary Arrowmen and committees to carry out the responsibilities of a Host Lodge during a Conclave.

**Section 4:** Among the annual Lodge functions shall be Fall Fellowship, the Spring Pow Wow, and Winter Banquet. Other activities may be developed and designated as annual functions by the Lodge or Council. The Lodge shall also schedule workdays at our Council camps and delegations to Area and National conferences as needed. Ordeals shall also be a function of the Lodge.

**Section 5:** The Lodge Chief shall serve as chairman at all Lodge events and functions and at all meetings of the Lodge. He shall have the power to create and establish committees and appoint chairmen. He shall be responsible for operations of the Lodge. He shall, from time to time, report to the Lodge on the state of the Lodge and shall make recommendations concerning such matters as he may consider necessary and expedient.

## **Article VI: Lodge Executive Committee**

**Section 1:** The Lodge Executive Committee shall have the duty of providing general planning for Lodge activities and overall guidance and operation of the Lodge.

**Section 2:** The Lodge Executive Committee shall include all elected Lodge officers, the Chapter Chiefs or designees, the Lodge Secretary, immediate Past Lodge Chief or his representative, Staff Adviser or the designee of the staff adviser, Lodge Adviser, appropriate Associate Lodge Advisers as appointed by the Lodge Adviser, and the Scout Executive.

**Section 3:** The Officer Corps, which shall include all elected Lodge officers, the immediate Past Lodge Chief or his designee, and the Lodge Secretary, shall make recommendations to the Lodge Executive Committee that would constitute any ways and means the Lodge should function as a proper and expedient Order of the Arrow lodge.

**Section 4:** The duties of each elected lodge officer must be defined in the Lodge Planbook as lodge officer responsibilities, and the duties and responsibilities page(s) must be a part of these By-Laws.

## **Article VII: Standing Committees**

**Section 1:** The Lodge Chief shall have the authority to create and abolish committees, except for the permanent committees outlined in Article VII, Section 2. He shall also have the authority to appoint chairman for all Lodge committees.

**Section 2:** The permanent committees of the Lodge shall be as follows: Vigil Honor, OA Troop Representative, Founder's Award, Trading Post, Finance, Communications, and Dance and Drum. The duties of these committees shall be defined by the Lodge Executive Committee and/or Standing Rules and/or By-Laws.

## **Article VIII: Parliamentary Procedure and Standing Rules**

**Section 1:** The Lodge shall follow the most current edition of Robert's Rules of Order in order to conduct the necessary business of the Lodge at all functions, Lodge Executive Committee meetings, and meetings of the lodge standing committees except where otherwise directed by these bylaws or standing rules.

**Section 2:** The lodge may adopt special rules of order that will supersede Robert's Rules of Order whenever applicable. Such rules will be distributed with the bylaws and may be passed or amended by a 2/3 majority of voting representatives present or a majority of all voting representatives at any meeting of the Lodge Executive Committee where quorum is present. Such rules shall only define procedural rules of order for contexts when Article VIII applies and shall not define or supersede other matters of policy.

**Section 3:** A set of Lodge Standing Rules, which incorporate rules and regulations shall, be formed by the Lodge. These rules will be reviewed periodically and updated with the approval of the Lodge Executive Committee by means of a simple majority vote.

**Section 4:** The Lodge Standing Rules may be amended through verbal or written motions at any Lodge Executive Committee meeting with a quorum present as defined in the By-Laws.

## **Article IX: Amendment Procedure**

These By-Laws shall be subject to amendment at any regular or special meeting of this Lodge provided such amendment(s) has been submitted in writing to the Lodge Executive Committee one month prior to such meeting. All active members of the Lodge must be notified of this meeting at least ten days in advance. A two-thirds affirmation vote of the voting members present shall be required to adopt the amendment.

## **Article X: Ratification**

These By-Laws and Standing Rules shall become effectively adopted by a two-thirds majority of the voting members present. These By-Laws and Standing Rules shall always be in accordance with the policies and procedures of the Order of the Arrow and the Boy Scouts of America. If a policy change with the Order of the Arrow or Boy Scouts occurs, then all parts of these By-Laws and Standing Rules which conflict with the policy shall be declared null and void. These By-Laws and Standing Rules shall revoke, nullify, and supersede all previous Constitutions, By-Laws, and Standing Rules adopted by Egwa Tawa Dee Lodge #129, Atlanta Area Council.

### ***Special Rules of Order***

1. All business appearing on the agenda for a meeting of the Lodge Executive Committee must be made available to all voting members before such meeting commenced.

### ***Lodge Standing Rules***

1.
  - a. Lodge Leadership Development (LLD) training shall be made available to every lodge member every year. It shall be possible to complete the full course every calendar year. LLD training shall be offered, at minimum, at Spring Pow Wow, Fall Fellowship, and a standalone LLD course designed for new officers which will occur after officer elections but before the end of the calendar year. It shall always be possible to complete all course requirements during the standalone course.
  - b. LLD training shall be conducted by past and current officers, advisers, and other well-qualified trainers.
  - c. The course requirements shall be determined annually by the LLD chairman and his adviser. These requirements shall be presented to the LEC before the first training opportunity.
  - d. The Lodge Chief and LLD Chairman are responsible for providing and announcing LLD sessions in coordination with the VC of Program and applicable event chairs.
  - e. The course completion petition shall be prepared annually and shall be valid for course completion for one (1) full year from the date of the first cell completed regardless of future changes to the form or requirements. Different course completion reporting procedures may be used for the standalone course at the sole discretion of the LLD chairman.
2. The Lodge shall have a publication to be known as the Quiver. This newsletter shall be regulated by the Lodge Executive Committee, who shall approve a schedule of publication dates. The costs of publication shall be included in the Lodge Annual Budget. The editor of the Quiver shall be the Vice-Chief of Communications, with help from the Lodge Secretary.
3.
  - a. The lodge finances shall be maintained by a budget developed annually after the lodge elections and passed by the Lodge Executive Committee after being tabled for a minimum of 15 days.
  - b. The Vice-Chief of Finance shall develop the lodge annual budget under the advice of the lodge officers, advisers, and committee chairs with assistance from the finance committee.
  - c. The budget shall include a report of all funds on hand, provisions for all income and expected expenses for one calendar year, and estimated account balance at the close of the calendar year.
  - d. The budget may be amended as needed by a simple majority vote of the LEC.

- e. The lodge may not spend funds, including funds spent by individual lodge members under expectation of reimbursement, without approval of the Lodge Executive Committee either by inclusion in or amendment of the annual budget or special authorization by motion of the LEC.
  - f. Between LEC meetings, the lodge officers may temporarily suspend section e and issue special authorization on a per-expense basis by a majority roll-call vote of all officers for urgent or unexpected expenses. The expense and the result of the vote must be submitted to the LEC at the first meeting following the action.
  - g. The only documents that can be used to authorize expenses to the lodge account shall be the current lodge budget or special authorizations pursuant to sections e and f.
  - h. The finance committee under the direction of the Vice-Chief of Finance shall prepare monthly account audits of the lodge account. Such reports will compare budgeted expenses and special authorizations to actual expenses and will show funds currently on hand. These reports shall be submitted to the LEC at the first meeting after their preparation and shall be posted on the lodge website with the minutes.
  - i. The finance committee and trading post committee shall conduct inventories of all lodge merchandise, supplies, and assets at least twice a year. Such inventories shall include quantity, condition, and, where applicable, monetary value of all items inventoried. Inventories shall be published as part of the first monthly account audit performed after the inventory is performed. Inventories of different categories may be conducted individually provided each category is inventoried at least twice a year.
  - j. The LEC or lodge officers may attach additional restrictions or sanctions on the lodge account by a simple majority vote. Such sanctions shall be in effect until removed by the LEC and shall be reviewed every regularly scheduled meeting.
  - k. If the lodge account is ever at risk of becoming in debt, the lodge adviser or staff adviser may impose any restrictions or sanctions necessary to maintain financial status. The lodge adviser and staff adviser may use the provisions of this section to prevent financial trouble through reasonable preventive restrictions or policies.
4. Each chapter shall have Lodge funds in the amount of \$200.00 at its disposal. Chapters must gain approval of the Finance Committee and the Staff Adviser before incurring any expenses. Reimbursements shall be made upon the submission of appropriate receipts or a current, filled out order form ready to be mailed.
  5. Published copies of the Lodge Planbook shall be distributed among the members of the Lodge Executive Committee. Other paper copies may be made that are deemed necessary by the Lodge Executive Committee.
  6.
    - a. The Founder's Award Committee Chairman shall be appointed by the Lodge Chief, Whereas the Committee Adviser will be appointed by the

Lodge Adviser in consultation with the Lodge Chief; both appointments will be made by the May Lodge Executive Committee (LEC) Meeting. The Committee will be made up of the Lodge Chief, Committee Chairman, Committee Advisor, and five voting committee Members. The LEC shall select a pool of at least seven youth Arrowmen to sit on the Founder's Award Committee. Of those seven Arrowmen, there can be no more than one representative from each chapter. From that pool, a vote by secret ballot of the LEC shall be taken to determine the five voting committee members, while the other Arrowmen will become alternates for the committee. This vote shall be taken at the May LEC. The persons in the nomination pool shall be notified individually of their place on the Committee. Each member of the Committee will be unaware of the other committee members until the committee meets. If a member of the committee is nominated, then they must resign and an alternate shall then fill in the committee vacancy. A member of the committee may decline a nomination for the award and stay on the committee.

- b. Petitions for the award shall be made available by the May LEC, and shall be submitted by Friday of Fall Fellowship. All petitions submitted shall be maintained by the committee for two years following the year of nomination and will be part of the petition pool for the selection of recipients unless the nominated individual receives the award or is no longer a dues-paid member of the Lodge.
  - c. The committee shall meet face-to-face between Fall Fellowship and no later than forty-five days before the Award Presentation. The voting members of the committee include the five Arrowmen selected by the LEC, the Lodge Chief, and the Committee Chairman. If a formal vote is taken, then only the youth members shall cast a vote. National Policy determines the number of awards that can be given. If there are any recipients selected, their petition(s) will be signed by the Lodge Chief and Lodge Adviser and then forwarded to the Supreme Chief of the Fire for his approval.
7. The purpose of this standing rule is to define the membership of the Lodge Trading Post Committee and the approval process for merchandise sold in the Lodge Trading Post.
- a. The Lodge Trading Post Committee (herein after referred to as the Committee) shall be comprised of the Lodge's Vice Chief of Finance, three Lodge youth members appointed by the Lodge Chief, and the Lodge Chief. The Lodge's Vice Chief of Finance shall be the Chair of this Committee unless otherwise appointed by the Lodge Chief. Non-voting members of the Committee shall include the Finance Advisor and the Trading Post Advisor, Lodge Adviser, and Staff Adviser.
  - b. All youth members of the Committee will serve from the time of their election or appointment until a replacement is elected or appointed. All adult members of this Committee should serve until their appointment ends. This Committee shall meet at the discretion of the Chair. Any youth member not fulfilling their duties may be removed from the

Committee by the Lodge Chief and any adult member may be removed at anytime by the Lodge Adviser and Staff Adviser, or the Supreme Chief of the Fire. Removed members shall be replaced by the person responsible for their removal.

- c. Only youth members of the Committee are entitled to vote on any issue coming before the Committee for consideration. A quorum for a Committee meeting is at least three youth members and two adults. Electronic meetings must have a quorum of responses received after all members are informed of the vote. Meeting records will be kept by the Vice Chief of Finance and reports will be given to the LEC as appropriate. The Staff Adviser or Lodge Adviser has veto power when acting on behalf of the Supreme Chief of the Fire.
- d. The annual lodge event patches, merchandise representing the lodge contingent at conclaves and NOAC's, and the official lodge flap are not subject to Committee review. These designs shall be collected by the Committee and approved by the LEC by means of a simple majority. Items to accompany the program or delegation of these events such as sportswear, hats, t-shirts, pins, event patches not included in the annual set, and commemorative items do not require LEC approval.
- e. Any item not mentioned in section 4 bearing the name of our lodge and/or official Lodge totem, except those items produced by and intended specifically for the use or sale by the chapters, shall be required to obtain the approval of the Committee. All designs must contain either the universal emblem or BSA and the name of the Lodge. The goal of Committee review is to ensure items sold by the Trading Post are applicable to the needs of the Brothers and/or the Lodge, are of first line quality, and are fairly priced while retaining a reasonable measure of profitability for the Lodge.
- f. All items approved by the Committee must meet the standards of the BSA and the Atlanta Area Council. All items should be ordered through a BSA licensed vender when possible. Designs should contain either the fleur-de-lis or BSA and the name of the Lodge when appropriate.
- g. Chapters of the Lodge may use the Egwa Tawa Dee Lodge name on their letterhead, logos, patches, jackets, and other mementos as long as it is very clear from the design that those are chapter items. Chapters are to follow the same standards as outlined above. Chapters may not use a Lodge approved design without the approval of the Committee.
- h. Submissions for Committee review shall be presented to the Trading Post Committee Chairman by whatever means he designates. The Committee shall present its authorization or denial in an expedient manner, not to exceed six weeks from the date of receipt of the submission except in extreme circumstances. The committee holds the right to revoke authorization if they deem necessary. Submissions for events occur in the future may be held until two months before the event. Submissions that the Committee determines are incomplete, inaccurate, or inappropriate shall be returned to the submitter with explanation for the denial. All

submissions and actions of the Committee shall be reported by the Vice Chief of Finance, or his designee, at the next LEC meeting and will be recorded in the minutes of the LEC.

- i. All designs approved by the Committee become the property of the Lodge whether or not any item is actually produced or sold unless a submission states otherwise. Any reproduction of an approved item does not require a second review by the Committee for reproduction or re-issue. Before reviewing a submission, the Committee must have secure right of use or ownership agreements with the owner of the submission.
  - j. The Key 3 and Lodge Officers under oversight of the LEC and with recommendations from the Trading Post Committee shall have the authority to enforce this standing rule in fair and consistent means up to declaring the offending member in bad standing.
- 8.
- a. The membership of the OA Troop Representative Committee shall be:
    - i. The Lodge Key Three.
    - ii. A chairman appointed annually by the Lodge Chief.
    - iii. An adviser appointed annually by the Lodge Adviser.
    - iv. One youth chapter coordinator from each chapter to be the chapter chief or appointee.
    - v. Only youth members of the committee shall vote on business before the committee.
    - vi. Quorum for this committee shall be five youth members, the chairman, and the adviser.
  - b. Chapter coordinators shall:
    - i. Relay information between their chapter and the lodge.
    - ii. Maintain records of OATR's in the chapter and report them to the committee.
    - iii. Perform OATR training and distribute recognition under the direction of the committee.
    - iv. Be advised by the Chapter Adviser or appointee.
  - c. The responsibilities of the OA Troop Representative Committee shall be:
    - i. Recruit OATR's within the council.
    - ii. Provide training at least twice a year.
    - iii. Provide recognition to encourage training and commitment.
  - d. The committee shall be funded by a line item in the annual lodge budget and shall use those funds to achieve its responsibilities and other tasks relating to the position approved by the committee. All spending must be approved by a majority during a meeting of the committee.