

BLUE OX LODGE #26 BY LAWS

2010 Proposed Changes to be voted on at the May 2010 Conclave.

- I. **NAME AND AFFILIATION OF LODGE (GOA 2)**
 - A. The name of this Order of the Arrow Lodge shall be Blue Ox Lodge #26- W.W.W.
 - B. Blue Ox Lodge #26 shall be affiliated with the Gamehaven Council, Incorporated, #299, Boy Scouts of America and shall be under the supervision of the council camping or Boy Scout committee and the administrative authority of the Scout Executive.
 - C. The official lodge patch shall be the non-conforming patch with the totem of the Blue Ox with a red background.
- II. **MISSION OF THE LODGE (GOA 1)**
 - A. It shall be the mission of this lodge is to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the council through the positive youth leadership under the guidance of selected capable adults.
- III. **ELECTION TO MEMBERSHIP (GOA3)**
 - A. The requirements for membership in this lodge are as stated in the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
 - B. The procedure for the Ordeal shall be as stated in the *Order of the Arrow Handbook* and the *Guide to Inductions*.
 - C. A member in good standing of the Blue Ox Lodge, Order of the Arrow shall be:
 1. A registered member of the Boy Scouts of America.
 2. One who has received the Ordeal membership as stated in rule III, Part B.
 3. One who has paid his/ her dues for the current year.
- IV. **BROTHERHOOD MEMBERSHIP (GOA 5)**
 - A. Completion of the Brotherhood membership shall be in accordance with the requirements in the current printing of the *Order of the Arrow Guide for Officers and Advisers*.
 - B. A member in good standing shall be as stated in Rule III, Part C.
- V. **THE VIGIL HONOR (GOA 6)**
 - A. Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
 - B. A member in good standing shall be as stated in Rule III, Part C.
- VI. **ADULTS/ ADVISERS**
 - A. Members of the Order of the Arrow who are 21 years of age or older shall be classified as adults and shall have no voting rights at any lodge meetings. (GOA 8)
 - B. Adults may act as advisers as appointed in accordance with the definition of the position in the latest edition of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*, and with the approval of the Scout Executive
- VII. **FINANCES (GOA 7)**
 - A. All Order of the Arrow funds shall be handled through the council service center and go through all normal council accounting procedures.
 - B. **Membership dues for the following year shall be collected between the fall event and the winter banquet. This will allow for the annual Lodge Recharter to be presented.**
- VIII. **LODGE OFFICERS (GOA 4)**
 - A. The Lodge Officers shall be:
 1. Lodge Chief
 2. Vice Chief of BSA Affairs
 3. Vice Chief of OA Affairs
 4. Lodge Secretary
 5. Lodge Treasurer

- B. Lodge Officers shall be elected at the annual ~~Spring Conclave~~ **Fall Event** by the general youth membership and will take office on the 1st of ~~the next month~~ **January**. **Officers will be installed at the annual Winter Banquet. All members under the age of 21 shall have one vote. (GOA 8)**
- C. These officers must be under the age of 21 for their entire term of office and be a member in good standing as stated in Rule III, Part C.
- D. The Lodge Chief and the Lodge Adviser shall have the authority to remove an officer from his position if they both feel that he is not fulfilling his position's responsibilities, including attendance of LEC meetings and other lodge functions.
- E. Vacancy of Lodge Office
 - 1. In the event that a Lodge Chief position becomes vacant, one of the Vice Chiefs, chosen by the Lodge Adviser, shall become the Lodge Chief for the remainder of the term and shall have all authority that comes under this position.
 - 2. In the event that a lodge position becomes vacant, the Lodge Chief shall have the authority to appoint the replacement to resume any office, except Lodge Chief, for the remainder of the term, with the approval of the Lodge Adviser.

IX. LODGE POSITIONS

- A. The Committee Chairs shall be appointed as follows by the appropriate Vice Chief and approved by the Lodge Chief and Lodge Adviser. These shall be the Lodge Operating Committees. The committees are listed in Appendix A, Letter A, Part 1, and report to their appropriate Vice Chief. All Chairs shall have a vote if they are present at the meeting. Current job descriptions are listed in Appendix A, Letter B, Part 1.
- B. The Lodge Chief and Lodge Adviser shall have the authority to remove a chairman from his position if they feel that he is not fulfilling his position's responsibilities, including attendance of LEC meetings and other Lodge functions.
- C. Ad Hoc Committees- are temporary committees that only operate for short periods or for special purposes. The Lodge Chief may create an Ad Hoc Committee with the approval of the Lodge Adviser.
 - 1. Ad Hoc Chairmen are appointed by the Lodge Chief and approved by the Lodge Adviser.

X. LODGE EXECUTIVE COMMITTEE

- A. The Lodge Executive Committee (LEC) shall consist of the Lodge Officers, the Committee Chairmen of all operating committees, the Chapter Chiefs, Immediate Past Lodge Chief, Lodge Adviser, another member of the Council Camping Committee or Boy Scout Committee, Advisers for all Operating Committee Chairmen, Chapter Advisers, Lodge Staff Adviser, and the Scout Executive.
- B. The LEC shall meet, at least quarterly, to review the business of the Lodge. They shall be responsible for the lodge's day-to-day functions.
- C. A quorum must be achieved to approve all lodge business. A quorum shall be a simple majority of all Lodge positions filled on the LEC, and at least ~~three~~ **two** advisers present at the meeting.

XI. LODGE ADVISER

- A. The Lodge Adviser shall be appointed yearly by the Supreme Chief of the Fire (Scout Executive)

XII. LODGE MEETINGS

- A. The Lodge shall schedule at least two conclaves and other events if they deem necessary.
 - 1. General Lodge meetings shall occur at the conclaves

XIII. CHAPTERS

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

service to the communities of the chapter, conduct Order of the Arrow Unit Elections, and promote scout camping.

XIV. CHAPTER OFFICERS

- A. The elected and voting officers of each chapter shall be
 - 1. Chapter Chief
 - 2. Vice Chief
 - 3. ~~Secretary~~
- B. Chapter Elections
 - 1. Chapter officers shall be elected ~~and installed~~ at the ~~Spring Conclave~~ **Fall Event** by the chapter's general youth membership, **following the Lodge Officer elections. Chapter Officers shall be installed at the annual Winter Banquet and take office the 1st of January.**
 - 2. Each chapter shall be represented by one voting member for the LEC, their respective Chapter Chief or his designee
 - 3. These officers must be under the age of 21 for their entire term of office.

XV. CHAPTER COMMITTEES

- A. Chairmen of committees shall be appointed by the Chapter Chief with the recommendation and approval of the Chapter Committee and Chapter Adviser
 - 1. The Chapter Chief and Chapter Adviser can create chairs as ~~desired~~ **deemed** necessary.
 - 2. Chapter Chairmen **shall** have ~~no~~ **a** vote on the Chapter Committee.
 - 3. ~~The Chapter Committee Chair will report to the Lodge Committee Chair if it so exists. If there is no Lodge Committee Chair, then the Chapter Committee Chair shall report to the Chapter Chief.~~

XVI. CHAPTER ADVISER

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

XVII. CHAPTER MEETINGS

- A. The Chapter Committee shall hold at least ~~four~~ **two** meetings per year, ~~a general chapter meeting shall be held at the Fall Conclave and a general meeting shall be held at the Spring Conclave.~~ **General Chapter meetings should be scheduled during the spring and fall events.**
- B. ~~The quorum for a chapter committee shall be a simple majority of the eligible voting members of the chapter committee.~~ **All youth members of the chapter in attendance are eligible for voting. (GOA 8)**

XVIII. VACANCY OF CHAPTER OFFICE

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

XIX. OTHER POLICIES

- A. All other policies not stated within this document but are listed in the *Order of the Arrow handbook* or the *Guide to Officers and Advisers* shall be followed.
- B. The LEC **meetings** shall be held using the current edition of *Robert's Rules of Order, Newly Revised*.

XX. REMOVAL OF OFFICERS

- A. For the removal of a lodge officer, whose positions that are voted on, they must be voted out by a 2/3 majority of the LEC and a dismissal by the Lodge Adviser.
- B. For the removal of a chair, whose positions that are appointed, they must be voted out by a 2/3 majority of the LEC.

XXI. AMENDING THE BY LAWS

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

XXII. APPENDIX A

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

~~A. LEC Positions~~

~~1. Lodge Chief~~

- ~~a. Vice Chief of Chapters
 - ~~i. Chapter Chiefs~~~~
- ~~b. Vice Chief of Committees
 - ~~i. Awards Chair~~
 - ~~ii. Activities Chair~~
 - ~~iii. Brotherhood Chair~~
 - ~~iv. Event Promotion Chair~~
 - ~~v. Training Chair~~
 - ~~vi. Vigil Chair~~~~
- ~~e. Vice Chief of Communications
 - ~~i. Historian Chair~~
 - ~~ii. Publications Chair~~
 - ~~iii. Website Chair~~~~
- ~~d. Vice Chief of Events
 - ~~i. Banquet Chair~~
 - ~~ii. Camp Promotions Chair~~
 - ~~iii. Ceremonies Chair~~
 - ~~iv. Conclave Chair~~
 - ~~v. Dance Team Chair~~
 - ~~vi. Elangomat Chair~~
 - ~~vii. Shows Chair~~~~
- ~~e. Vice Chief of Finance
 - ~~i. Membership Chair~~
 - ~~ii. Trading Post Chair~~~~

1. Lodge Chief

- a. Vice Chief of BSA Affairs
 - a. Camp Promotions Committee
 - b. Training Committee
 - i. LLDC
 - ii. Historian
 - c. Unit Election Committee
 - d. Awards Committee
- b. Vice Chief of OA Affairs
 - a. Activities Committee
 - i. Winter Banquet
 - ii. Spring Event

- iii. Summer Event
 - iv. Fall Event
 - v. Winter Event
 - b. Ceremonial Committee
 - i. Ordeal
 - ii. Brotherhood
 - iii. Vigil
 - iv. Crossover
 - v. Dance
 - c. Service Committee
- c. Lodge Secretary
 - a. Registration Chairman
 - b. Membership Chairman
 - c. Website Chairman
 - d. Publications Chairman
- d. Lodge Treasurer
 - a. Trading Post Chairman
 - b. Merit Badge Fair Chairman (ad hoc)
- e. Chapter Chiefs
 - a. Chapter Vice Chiefs
 - b. Troop Representatives

B. LEC Position Descriptions

All LEC Members are responsible to:

- Attend all meetings and be a productive member of the LEC
- Wear the uniform correctly
- Live by the Scout Oath and Law in your daily lives.
- Officers and Chairman are encouraged to participate in all lodge events

1. Lodge Chief

- Presides at all lodge functions, and represents the lodge at all scout functions
- Runs and calls all LEC meetings
- Appoints committee chairmen
- Sits on the Council Executive Board when asked

~~a. Vice Chief of Chapters~~

- ~~○ Coordinates the unit elections for the council~~
- ~~○ Coordinates and maintains a list of Troop Representatives~~
- ~~○ Communicates between troops and LEC~~

~~i. Chapter Chiefs~~

- ~~○ Responsible for calling and running chapter meetings~~
- ~~○ Appoints committee chairmen~~
- ~~○ Develops a chapter program~~
- ~~○ Conducts Unit Elections~~

~~ii. Unit Elections Chair~~

- ~~○ Sends out information to the unit leaders regarding membership election procedures~~
- ~~○ Organizes and trains election teams~~
- ~~○ Works with Troop reps to visit each troop~~
- ~~○ Schedules visits of election teams to units~~
- ~~○ Records results of elections~~

b. ~~Vice Chief of Committees~~

- ~~○ Coordinates the camp promotion program~~
- ~~○ Contacts all candidates eligible for membership of upcoming ordeals~~
- ~~○ Contacts all candidates eligible for brotherhood membership~~
- ~~○ Conducts brotherhood reviews~~

i. ~~Awards Chair~~

- ~~○ Reviews nominations for all Lodge and national awards~~
 - ~~● Golden Fiscars Service Award~~
 - ~~● Golden Ox Award~~
 - ~~● Nechochwen Award~~
 - ~~● Chapter Service Award~~
 - ~~● Ox's Hoof Award~~
 - ~~● Distinguished Arrowman Award~~
 - ~~● Founder's Award~~
 - ~~● National Service Award~~

ii. ~~Activities Chair~~

- ~~○ Develops plans for 2-3 membership meeting activities for the lodge each year and is responsible for carrying them out~~

iii. ~~Brotherhood Chair~~

- ~~○ Host brotherhood classes at events~~
- ~~○ Work to convert 30% or more of eligible members to brotherhood~~
- ~~○ Lead brotherhood hikes~~

iv. ~~Event Promotion Chair~~

- ~~○ Yet to be determined~~

v. ~~Training Chair~~

- ~~○ Plans an annual conference to build members leadership and job specific skills~~
- ~~○ coordinates continued leadership training throughout the year based on current lodge needs~~

vi. ~~Vigil Chair~~

- ~~○ Oversees Vigil nominating committee~~
- ~~○ Reviews all nominations for Vigil Honor~~
- ~~○ Helps to select new Vigil members each year~~
- ~~○ Helps choose Vigil names for new candidates~~
- ~~○ Sends Vigil request forms to National Office~~
- ~~○ Acts as Vigil Chief during ceremony~~

e. ~~Vice Chief of Communications~~

- ~~○ Responsible for recording the minutes of each lodge meeting~~
- ~~○ Interprets the by laws of the lodge~~
- ~~○ Responsible for keeping current membership records~~
- ~~○ Handles all member transfers~~
- ~~○ Coordinates all communication to the members of the lodge~~
- ~~○ Sends out membership cards~~
- ~~○ Prepares lodge newsletters,~~
- ~~○ Develops and maintains web site~~
- ~~○ Organizes and operates the network of OA reps to keep units informed~~
- ~~○ Promotes participation in OA events and activities~~

i. ~~Historian Chair~~

- ~~○ Preserves any Lodge patch and information about the Lodge~~
- ~~○ Maintains an accurate history of the lodge presence~~

- ~~Maintains a record of all lodge, section, and national events~~
- ~~Records lodge events through photos, videos, and scrapbooks~~
- ii. ~~Publications Chair~~
 - ~~Produce at least four Wulamoos per year~~
 - ~~Set article due dates~~
 - ~~Produce Ordeal candidacy letters~~
 - ~~Produce Brotherhood eligibility letters~~
- iii. ~~Website Chair~~
 - ~~Keep website updated with most current events~~
 - ~~Suggest information to put onto website to LEC~~
- d. ~~Vice Chief of Events~~
 - ~~Responsible for planning and running all Lodge events~~
 - ~~Develops event budgets for approval~~
 - ~~Schedules and promotes all Lodge events~~
 - ~~Designs, approves, and has ordered the annual activity patches~~
 - ~~Sets up and supervises all work projects~~
 - ~~Manages the menu, purchases and kitchen staff for Lodge events~~
 - i. ~~Banquet Chair~~
 - ~~Yet to be determined~~
 - ii. ~~Camp Promotions Chair~~
 - ~~Develops plans for camping promotion in consultation with the council camping committee~~
 - ~~Develops promotion helps such as “where to go camping” booklets, visual aids, slides, and movies~~
 - ~~The council camping committee representative usually serves as the adviser.~~
 - iii. ~~Ceremonies Chair~~
 - ~~Recruits and trains ceremonial teams,~~
 - ~~Instructs members on appropriate ceremonial costumes,~~
 - ~~Keeps ceremony ground in good condition,~~
 - ~~Conducts lodge and scout unit ceremonies when requested.~~
 - ~~Organizes crossover ceremonies~~
 - iv. ~~Conclave Chair~~
 - ~~Yet to be determined~~
 - v. ~~Dance Team Chair~~
 - ~~Recruits and trains dance teams,~~
 - ~~Instructs members on appropriate dance costumes,~~
 - ~~Keeps powwow grounds in good condition,~~
 - ~~Conducts lodge and scout unit dance ceremonies when requested.~~
 - ~~Works with local Native American groups to incorporate different styles of dancing into lodge program~~
 - vi. ~~Elangomat Chair~~
 - ~~Recruit and train elangomats~~
 - ~~Be prepared at conclaves and have all necessary tools and equipment ready to use~~
 - ~~Work with Service Chair to organize and complete work projects~~
 - ~~Camp ranger~~
 - ~~LEC~~
 - ~~Committee members~~
 - ~~Special projects adviser~~

- vii. ~~Service Chair~~
 - ~~○ Suggests a yearly schedule of service projects,~~
 - ~~○ Gets lodge approval, and makes complete plans for getting the work done~~
- viii. ~~Shows Chair~~
 - ~~○ Yet to be determined~~
- e. ~~Vice Chief of Finance~~
 - ~~○ Collects, records, and budgets the Lodge funds~~
 - ~~○ Motions for approval all reimbursement requests~~
 - ~~○ Orders, inventories, and sells the Lodge trading post~~
 - ~~○ Develops and annual operating budget for approval~~
 - ~~○ Draws up an annual budget based on administrative and program needs,~~
 - ~~○ Obtains information from the council and issues regular finance reports~~
 - ~~○ Responsible for the financial status of the lodge~~
- i. ~~Registration Chair~~
 - ~~○ Updates records at each event~~
 - ~~○ Maintains accurate records of members attending each event~~
 - ~~○ Keeps records of current members based on their dues paid~~
- ii. ~~Membership Chair~~
 - ~~○ Checks on inactive members and maintains membership record~~
 - ~~○ Sends out letters each year to identify active members and checks address changes~~
 - ~~○ Sends letters to Ordeal members eligible for Brotherhood.~~
- iii. ~~Trading Post Chair~~
 - ~~○ Inventories trading post items~~
 - ~~○ Orders all products required for events~~
 - ~~○ Suggests new products to sell~~