

BYLAWS OF THE ORDER OF THE ARROW

NACHA NIMAT #86

Modified May 15,2016

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 enrich, support, and help extend Scouting to the youth of the Hudson Valley and America. This document reflects all the modifications that have been reviewed and approved at the LEC meeting conducted on 15th May 2016. *Note: The modifications to the Bylaws of the Order of the Arrow Nacha Nimat 86 will become effective after the September 2016 Ordeal.*

A copy of the revised Bylaws will be available at the Hudson Valley Council Office in Newburgh. In addition, the file will be available for review in the Nacha Nimat section of the Hudson Valley Council website (www.hudsonvalleyscouting.org). Note, those articles marked by an asterisk (*) may not be changed by the local lodge as per National Order of the Arrow Committee Regulations.

SECTION 1: NAME AND AFFILIATION OF THE LODGE

- 1.1 The name of the Order of the Arrow Lodge shall be as follows: Nacha Nimat #86, Wimachtendienk, Wingolauchsik, Witahemui.
- 1.2 *The Lodge shall be affiliated with the Hudson Valley Council of the Boy Scouts of America. It shall be under the supervision of the Council Camping Committee and under the administration authority of the Scout Executive.
- 1.3 The totem of the Lodge shall be the black bear.
- 1.4 The Lodge shall be divided into Chapters to coincide and align with the district organization of the Hudson Valley Council, BSA #374. Unit district registration shall determine membership of a chapter.
- 1.5 If at any time the Lodge Executive Committee (LEC) desire to implement, change, merge or alter chapters into or out of Nacha Nimat, it shall be done so in accordance with Hudson Valley Council policy, the latest Order of the Arrow Handbook and published Order of the Arrow National Policy.

SECTION 2: STATEMENT OF PRINCIPLES

- 2.1 It shall be purpose of the Lodge to recognize those members of the 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.
- 2.2 It shall be the purpose of the Lodge to develop and maintain the camping traditions set down by our founding fathers Dr. E. Umer 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 Bullowa, and Nooteming.
- 2.3 The Lodge shall strive to achieve all national awards set down by the national committee, including achieving every criteria for honor Lodge, and will strive to attend all National, Regional, and Section activities including NOAC, Conclave, Sectional Training(s), and National Leadership Seminars.
- 2.4 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 through 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 in the Nacha Nimat section of the Hudson Valley Council website (www.hudsonvalleyscouting.org).

- 2.5 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.

SECTION 3: MEMBERSHIP

- 3.1 *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 3 .
- 3.2 A member in good standing is a member whose current dues are paid, and who is currently registered as member of the Hudson Valley Council, Boy Scouts of America. Only registered members of the Hudson Valley Council, BSA, are eligible for membership in the Lodge.
- 3.3 In no case shall honorary memberships be given.
- 3.4 The only way to gain membership into the Lodge is to complete the ordeal and have the Scouts or Scouters dedication to the high ideals of Scouting tested.
- (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.
- 3.7 Vigil Selection Process: The Lodge Chief appoints a Vigil Honor nominating committee composed of youths who have been approved by the Lodge Advisor and Scout Executive. The lodge advisor appoints an adult advisor in consultation with the Lodge Chief and Staff Advisor. The committee should be composed of at least three Vigil Honor members, however, any youth member of the Lodge may be selected to serve of the committee. The Vigil Honor nomination selection shall take place during the period after the due date for Lodge dues or as directed by the Lodge Key 3 . Vigil Honor selection guidelines will be written by a vigil committee and held by the Lodge Advisor
- 3.8 A member of the Order of the Arrow who moves into the area and satisfies the requirements for membership as stated above, shall be accepted into the Nacha Nimat Lodge after receipt of appropriate transfer documentation from his or her prior lodge and dues for the current year as per Addendum 3.

SECTION 4: OFFICERS AND ADVISORS OF THE LODGE

- 4.1 The elected officers of the Lodge shall be the Lodge Chief; Lodge Vice Chief; Lodge Secretary; Lodge Treasurer and a Chapter Chief, a Chapter Vice Chief and a Chapter Secretary from each district within the council. Any youth member may be elected an officer; however he must be under twenty-one (21) years of age for the entire term of office.
- (i) All elected officers, except for the Chapter Vice Chiefs and Secretaries are voting members of the LEC.
- 4.2 *A voting member in the Lodge is defined as any Brother in good standing under the age twenty-one [21]. Adult Scouters, age twenty-one [21] or older, do not vote in matters of Lodge business.
- 4.3 The term of office for all Lodge Officers shall commence immediately upon election and shall extend until the next election.
- 4.4 The Annual Lodge Election shall be conducted at a General Lodge Meeting. The Annual Lodge Election shall take place between the final spring ordeal weekend, and before the expiration of the final fall weekend.
- 4.5 A slate of candidates for Lodge Officers shall be submitted to the Lodge Executive Committee (LEC) by the Rules, By-laws, and Nominations Committee at the Executive Committee meeting immediately prior to the Annual Lodge Election. Additional nominations for elected Lodge Officers shall be entertained on the day of the election; they shall require the signatures of ten (10) youth members in good standing present at the Annual Lodge Election . A youth brother appointed by the Lodge Key 3 shall facilitate the Annual Lodge Election.

- 4.6 All candidates for election, if present at the election, shall have the opportunity to accept or decline the nomination. If they accept, they shall have an opportunity to address the Lodge.
- 4.7 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 until one candidate receives a simple majority.
- 4.8 In the event that an office is vacated before the end of the term, it shall be the responsibility of the Lodge Key 3 to appoint a replacement within thirty (30) days of the vacancy.
- 4.9 Any elected Lodge Officer absent from three (3) consecutive Lodge Executive Committee meetings, or found by the Lodge Executive Committee to be in dereliction of his duties, without legitimate and approved reasons as determined by the Lodge Key 3, shall be replaced as per Addendum 2.
- 4.10 The duties of the Lodge and Chapter Officers and Committees are in Addendum 1. The duties and assignments of the Lodge and Chapter Officers and Committee Chairmen are determined by the LEC.

SECTION 5: COMMITTEES OF THE LODGE

- 5.1 The Lodge Executive Committee (LEC) shall be composed of the elected officers (with the exception of Chapter Vice Chiefs and Secretaries), the immediate past Lodge Chief, the Lodge Advisor, the Chapter Advisors, the Lodge Executive Committee Advisors, Committee Chairmen and the Lodge Staff Advisor. Every Lodge Executive Committee meeting shall be open to all Lodge members; however, only youth brothers on the executive committee may vote. The executive committee may grant voting rights to all youth brothers present and in good standing; however, this privilege shall expire at the close of each meeting.
- 5.2 All Lodge Committees and the Chairmen thereof, shall be established by the Lodge Chief under the advisement of the Lodge Advisor.
- 5.3 All Lodge Committee Advisors shall be established by the Lodge Advisor under the advisement of the Lodge Chief.
- 5.4 The operating committees of the Lodge shall be as follows: Ceremonies; Activities; Service; Dance; Historical; Leadership Training; Membership; NOAC/Conclave; OA Troop/Team Representatives; Publications and "Where To Go Camping"; Rules, By-Laws & Nominations; Vigil Honor Selection; Design; Elangomat; Camp Promotions and Unit Elections .
- 5.5 The duties of the Committee Chairmen are in Addendum 1. The duties and assignments of the Committee Chairmen are determined by the LEC.
- 5.6 The Lodge Chief shall establish or dissolve the Lodge Ad Hoc Committees as may be necessary for the efficient operation of the Lodge. The chairmen of such Ad Hoc Committees shall become members of the Lodge Executive Committee; they shall be entitled to vote at all Lodge Executive Committee meetings during their term of office.
- 5.7 Every youth and adult member shall be a member of a Lodge Chapter as they are aligned with the districts of the council.
- 5.8 The Lodge Executive Committee shall make all decisions and conduct all business of the Lodge. The Lodge Chief shall chair all meetings of the Lodge Executive Committee. The Lodge Executive Committee shall use Roberts Rules of Order whenever appropriate.
- 5.9 The Lodge Key 3 shall be composed of the Lodge Chief, Lodge Advisor and the Lodge Staff Advisor. Any Sectional, Regional, or National Information is relayed to the Lodge Key 3. The Lodge Key 3 shall propose the Lodge Calendar and present to the LEC for approval. All decisions made by the LEC are subject to their approval. They can make decisions for the Lodge when an LEC meeting can't be held before the decision needs to be made.
- 5.10 The Lodge Key 3 has the authority to use lodge funds for expenditures not to exceed \$400. Any expenditure above \$400 must be approved by the LEC.

SECTION 6: CEREMONIES AND INDUCTIONS

- 6.1 All ceremonies and inductions should be held in keeping with the current guidelines set forth by the National Order of the Arrow Committee.
- 6.2 If possible, calling out ceremonies should be held at least one per year for each district in the Council. They should be scheduled by the chapters in conjunction with the ceremony team.

SECTION 7: ADORNMENT AND INSIGNIA

- 7.1 Lodge Pocket Flaps shall be sold at the Hudson Valley Council Service Center and through the Lodge Trading Post at Lodge Functions including Ceremony Weekends, Lodge Banquets, General Lodge Meetings, Executive Committee Meetings, and Conclaves. There shall be no limit to the number of Lodge Flaps purchased; this stipulation may not apply to special flaps or patches, or any other situation deemed necessary, at the discretion of the Lodge Executive Committee.
- 7.2 All Order of the Arrow insignia should be worn in a manner consistent with the current Insignia Control Guide of the Boy Scouts of America.
- 7.3 The arrow sash shall be worn at the following times: All Order of the Arrow functions; special Scout functions, such as Courts of Honor; any other time when Brothers need to be identified.

SECTION 8: MEETINGS OF THE LODGE

- 8.1 The Lodge shall annually schedule a General Lodge Meeting for the purpose of holding elections and an Annual Banquet.
- 8.2 A special meeting of the Lodge may be called by the Lodge Key 3 . Notice of the special meeting will go out via mail, email or some other form of communication to each brother in good standing not later than ten [10] days prior to the date of the special meeting. All Lodge Executive Committee Members shall be notified in a manner approved by the Lodge Key 3 .
- 8.3 The Lodge Executive Committee shall meet as scheduled by the Lodge Key 3 .
- 8.4 A quorum for a Lodge Executive Committee meeting shall be Thirty percent (30%) of the members of the Lodge Executive Committee.
- 8.5 Each Meeting of the Lodge shall be opened with the Obligation of the Order of the Arrow. Each meeting shall be closed with the singing of the official song of the Order of the Arrow.
- 8.6 All Adults appointed as advisors should attend all LEC meetings and are considered non-voting members of the LEC
- 8.7 All officers and advisors will be required to submit in writing either by mail or by electronic version a monthly report to the Lodge Key 3 due no later than 2 days before the scheduled LEC or lodge meeting.

SECTION 9: LODGE FINANCES

- 9.1 There will be a fee at the time of induction. For the fee, a new Brother shall receive the following: a membership card; an Ordeal membership sash, a Brotherhood membership sash (once he or she seals their membership in the Brotherhood Ceremony), an Order of the Arrow Handbook; a Lodge Pocket Flap. This fee also covers dues for the current and subsequent year.
- 9.2 Dues shall be collected annually. The cost shall be set by the Lodge Executive Committee each year; Annual membership dues shall be shown in Addendum 3. Dues shall be collected and deposited in the Lodge account as per section 9.6.
- 9.3 The fiscal year of the Lodge shall be the calendar year conforming with the Hudson Valley Council fiscal year.
- 9.4 Brothers who have not paid current dues by as stated in Addendum 3 shall be considered delinquent and not in good standing by the Lodge.
 - (i) A member of the Lodge who is considered delinquent shall have his membership converted to an inactive status.
 - (ii) Inactive members may be restored to active status by meeting the requirements of an active member of the lodge.

- 9.5 The payment of all expenses must be approved by the Lodge Key 3 .
- 9.6 *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.

SECTION 10: UNIT ELECTIONS

- 10.1 The Lodge shall strive to schedule and perform a unit election for every Boy Scout Unit within the council.
- 10.2 The Lodge Executive Committee, consistent with the National Order of the Arrow guidelines, shall establish procedures for the conducting of elections in the units. The rules and procedures will be as established in Addendum 4.
- 10.3 The Camp Promotions and Unit Elections Committee in conjunction with the Chapters may be delegated by the Lodge Executive Committee to carry out the elections in accordance with the Unit Leaders.

SECTION 11: AMENDMENTS and ADDENDUM

The Sections of the bylaws shall be subject to amendment and any regular or special meeting of the Lodge provided the following requirements in Sections 11.1 through 11.5 have been met.

- 11.1 Any voting member of the Lodge may propose amendments to the Lodge By-Laws using the procedure outlined in this section.
- 11.2 Proposed amendments shall be presented in writing to the Lodge Executive Committee for approval. A simple majority is required for approval.
- 11.3 A copy of the approved amendments shall be made available to each voting member no later than thirty [30] days prior to a vote on the amendment.
- 11.4 The amendment shall be presented at a General Lodge Meeting. Adoption of the amendment shall require two-thirds (2/3) vote of those voting members present.
- 11.5 Unless specified otherwise, amendments shall take effect immediately upon adoption.
- 11.6 Any Addendum shall be amended, added to, or deleted by two-thirds approval of the LEC present.
- 11.7 Written notice of amendments, additions, or deletions must be presented at least one Executive board meeting prior to the meeting in which a vote on the matter is to be considered.

SECTION 12: FINAL AUTHORITY

- 12.1 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 of Officer's and Advisors; and by national directives.
- 12.2 Should there be a discrepancy as to the interpretation of these rules, the discrepancy shall be resolved by a consensus of the Key 3, subject to the supervision and authority as described in Section 1.2.
- 12.3 The Supreme Chief of the Fire or his designee is the local persona who has final say in all Lodge matters.
- 12.4 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.

ADDENDUMS

Addendum 1: Duties of Lodge Officers, Chapter Officers and Lodge Committees

A. Lodge Officers

1. Lodge Chief

- a. Presides over all functions of the Lodge.
- b. Represents the Lodge at area and national meetings.
- c. Be a member ex officio of all lodge and chapter committees, except the nominations committee.
- d. Responsible for carrying out a program in keeping with the purpose and principles of the Order of the Arrow.

- e. Creates as many committees as deemed necessary for the operation of the Lodge with the approval of the Lodge Executive Committee.
- f. Responsible for the carrying out of all other duties as may be required of the top officer of such an organization.

2. Lodge Vice Chief

- a. Works closely with the Lodge Chief in order to be completely informed on all phases of the Lodge.
- b. Responsible to the Lodge Chief for conducting the Elangomat programs throughout the Lodge.
- c. Responsible specifically for:
 - 1. Coordinating with the Chapters to ensure that the Elangomat program is actively used.
 - 2. To help the chapters prepare for using the Elangomat program during Ordeals and to properly train Elangomats.
 - 3. To ensure that Elangomats and clans are specifically assigned.
 - 4. To ensure that the Elangomats are active in maintaining clans throughout the year.
 - 5. To assist in re-affiliation by providing up to date information of Elangomat clans.

3. Lodge Secretary

- a. Responsible to the Lodge Chief for the following:
 - 1. Minutes of all Lodge Executive Committee meetings: Minutes must be distributed to the LEC within 10 calendar days of the meeting
 - 2. Mailing to all Lodge Executive Committee members.
 - 3. All Lodge correspondence
 - 4. Maintaining permanent records of all minutes and correspondence.
 - 5. Camp Promotions and Unit Elections and membership committees.
 - 6. Lodge mailing system.
 - 7. Other duties as directed by the Lodge Chief.
 - 8. Functions as the Lodge Chief in the absence of the Lodge Chief and the Vice Chief.

4. Lodge Treasurer

- a. Responsible to the Lodge Chief for:
 - 1. Preparation and maintenance of an annual Lodge budget.
 - 2. Financial records of the Lodge.
 - 3. Financial records of specific Lodge activities.
 - 4. Monthly financial reports.
 - 5. Review of annual Chapter requests.
 - 6. Finance Committee.
 - 7. Any other financial requirements of the Lodge.

5. Immediate Past Lodge Chief

- a. Advises the Lodge Chief and performs other duties as required.

B. Chapter Officers

1. Chapter Chief

- a. Presides over all functions of the Chapter.
- b. Represents the Chapter at all Lodge meetings.
- c. Responsible for carrying out a program in keeping with the Order of the Arrow's purposes and principles.
- d. Responsible for carrying out other duties as maybe required by the top officer such an organization.
- e. The Chapter Chief will be responsible to the various Lodge officers in their area of responsibility including:
 - 1. Camp Promotion.
 - 2. Unit Elections.
 - 3. Chapter records and input into the Lodge.
 - 4. Ceremony Teams.
 - 5. Calling out ceremonies.
 - 6. Lodge newsletter articles.
 - 7. Other assigned responsibilities for Lodge activities.

2. Chapter Vice Chief

- a. Assumes the responsibilities of the Chapter Chief in his absence
- b. Works closely with the Chapter Chief in all matter of the Chapter

3. Chapter Secretary

- a. Functions as the Chapter Chief in the absence of the Chapter Chief and the Chapter Vice Chief
- b. Responsible to the Chapter Chief for the following:
 - 1. Minutes of all Chapter meetings: Minutes must be distributed to the Chapter within 10 calendar days after the meeting.
 - 2. All Chapter correspondence
 - 3. Maintaining permanent records of all minutes and correspondence.
 - 4. Compiles and chronicles the Chapter events and happenings
 - 5. Other duties as directed by the Chapter Chief.

C. Lodge Committees

- 1. Activities: the Annual Banquet; all social or fellowship functions or trips; and all Lodge initiated or sponsored events
- 2. Ceremonies: all ceremonies at our camps (in conjunctions with the chapters); training and practice for ceremonies and competitions; caring for regalia
- 3. Dance Team: caring for regalia; practicing routines; public relations in the form of dances at both Scouting and non-Scouting oriented events; donations to the campership fund
- 4. Historical: the gathering of Lodge information and memorabilia for safekeeping; publishing an updated history of the Lodge; Order of the Arrow displays at the Bullowa Scout Museum; as well as other Scouting and non-Scouting oriented events
- 5. Leadership Training: all training within the Lodge; including the annual fall leadership training of officers
- 6. Membership: keeping the membership list updated; providing labels for mailings; unit registrations and elections along with the camping committees; collecting dues; membership cards (in conjunction with the Lodge Secretary)
- 7. NOAC/Conclave: Lodge participation in Conclaves and NOACs. as well as any other national event
- 8. OA Troop/Team Representatives: serves as communication link between the Lodge and their respective troops/teams; encourages participation in service projects; assists with troops leadership trainings, encourages Arrowmen to take troop leadership positions and seal their OA membership by completing their brotherhood
- 9. Publications and "Where To Go Camping" : collecting information and photographs for Lodge newsletter; publishing the Lodge newsletter on a quarterly schedule, and will make this available on social media. Publishing and updating the "Where To Go Camping" booklet on Council and out-of-council camping opportunities; promoting Council camps to others; camp promotions (in conjunction with the chapters)
- 10. Camp Promotions and Unit Elections : Proactive in yearly contacting the units for a unit election and camp promotion in the lodge and districts; Chapter leadership is responsible for the majority of actions under the guidance of the Lodge Camp Promotions and Unit Elections Committee; Attend and/or provide yearly training for election teams; Keep up to date on camping opportunities and promote the same; Provide timely election reports to the Lodge Membership Committees
- 11. Rules, By-Laws, & Nominations: an annual review of the By-Laws including any revisions; a presentation of a slate of candidates for elected Lodge positions as per the By-Laws; suggesting rules to promote Lodge organization
- 12. Service: the National Service Grant Application; any council or community projects needing Lodge involvement; the Service to America Program; all camp service projects, work days and weekends (in conjunction with the Chapter Service Committees)
- 13. Design: responsible for designing any and/all items needed or wanted by the Lodge; ensuring the Lodge Trading Post is equipped with all supplies, including patches and other Lodge specific items; operating the Lodge Trading Post at all Lodge events

14. Vigil Honor Selection : coordinating all vigil nominations; all local Lodge awards; distributing information on National Awards; all vigil functions (in conjunction with the chapters)
15. Elangomat: recruit and train Elangomats; serves as and/or oversees elangomats on Ordeal Weekends; promotes and follows the extended Elangomat Program; Elangomat duties are extensively documented in the OA Guide to Inductions

Addendum 2: Removal Procedures for Lodge Officers

- A. Reasons for removing a LEC member or Committee Chairman:
 1. Dereliction of Duty
 2. Theft or dishonest acts
 3. Failure to maintain Lodge Attendance standards
 4. Flagrant insubordination of the LEC
 5. Brining dishonor to the Lodge, Order of the Arrow or the Boy Scouts of America
 6. Making False accusations of a serious nature against other Scouts or Scouters
- B. The Lodge Chief may remove a Committee Chairman for any reasons stated in Addendum 2A.
- C. The steps in removal of a member of the LEC are:
 1. counseling by the Lodge Chief
 2. counseling by the Lodge Key 3
 3. a written warning by the Lodge Chief
 4. removal from office

Addendum 3: Annual Membership and Dues

- A. Annual dues shall be specified by the LEC annually.
- B. Brothers who have not paid current dues by November first [1st] shall be considered delinquent and not in good standing with the Lodge.

Addendum 4: Unit Elections

- A. A Unit Elections shall follow all National/Lodge Guidelines and Procedures
- B. Unit Elections should be conducted, and their paperwork received between October 1st and March 31st
- C. Each Chapter must be provided with a list of every troop requiring an election in their chapter, which denotes the date of the last election, and whether or not they are eligible for an election for the current calendar year.
- D. All Elections shall be held by a trained elections team of the Lodge.
- E. The elections team is responsible to see that the results of the election are properly delivered to the appropriate levels of the lodge.
- F. Any Unit Elections that violate these rules in any way are considered null and void.

Revised:

Approved:

Adopted: