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LODGE BYLAWS

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# ARTICLE I. NAME, AFFILIATION, and INSIGNIA

## Section 1. NAME

1. The official name of the Lodge is the Amangamek-Wipit Lodge #470, W.W.W.
2. The Lodge will use the name, acronym, or short form of its name, AWL, Amangamek-Wipit Lodge, or Amangamek-Wipit,in all publicity materials.

## Section 2. AFFILIATION

1. The Lodge is under the supervision of the council camping committee and the administrative authority of the Council Scout Executive. The Lodge is chartered annually by the National Order of the Arrow Committee upon application by the National Capital Area Council.

## Section 3: INSIGNIA

1. The official Totem of this Lodge is an arrow and a representation of the Washington Monument (of Washington, D.C.) superimposed on a shark’s tooth. The arrow is to point to the left and upward per the Order of the Arrow Branding Guidelines.
2. The official flag of this Lodge shall be an orange field with a centered, vertically divided rhombus charge. The left half of the rhombus shall be blue, and the right half red. Superimposed on the charge is the Lodge Totem. The Lodge’s official name shall be on the flag.
3. The standard issue pocket flap of this Lodge shall be a right half blue, left half orange flap with a white border bearing the Lodge Totem centered and the text “Amangamek-Wipit 470” in red along the top and “Nation’s Capital” along the bottom in red. In the orange field shall be a fleur-de-les and “WWW” in white on the blue field. The standard issue pocket flap may only be worn by members in good standing.
   1. Any additional flaps, insignia, and products with the Lodge name or totem must be approved by the Lodge Executive Committee or Key Three.
   2. The Lodge Executive Committee or Key Three must approve any deviations.

# Article II. MISSION and PURPOSE

## Section 1: MISSION

1. The mission of this Lodge is to fulfill the mission of the Order of the Arrow as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.

Section 2: PURPOSE

1. The purpose of this Lodge is to fulfill the purpose set by the National Committee of the Order of the Arrow.

# Article III. MEMBERSHIP

## Section 1. REQUIREMENTS

1. A member in good standing of this Lodge is a registered member of the National Capital Area Council, BSA, has paid an annual due fee set by the Lodge Executive Committee and is inducted into the organization.
2. Induction into this Lodge shall concur with the standards set by the National Committee of the Order of the Arrow.

## Section 2: ELECTIONS

1. The National Council of the Order of the Arrow defines the requirements for eligibility for membership in this Lodge and the policy for holding unit elections.
   1. Unit elections shall be held between November 1 and May 31.

Section 2. MEMBERSHIP HONORS

1. Levels of membership are called honors. The Honors of this Lodge shall concur with the standards set by the National Committee of the Order of the Arrow.

# Article IV. OFFICERS

## Section 1. TITLES

1. The officers of this lodge shall be the Lodge Chief, Lodge Vice-Chief for Program, Lodge Vice-Chief for Communication, Lodge Vice-Chief for Administration, Lodge Vice-Chief for Service, and the Area Chiefs.

## Section 2. ELIGIBILITY

1. All Lodge officers shall meet the following eligibility requirements:
   1. Be a member of good standing in this Lodge.
   2. Have the approval of a parent/guardian (if under 18), the Unit Leader, the Lodge Adviser, and Lodge Staff Adviser.
   3. Have not and will not reach their twenty-first (21) birthday during the term of office.
2. An Area Chief must also be a member of a Chapter in the Field Service Area.

## Section 3: TERMS

1. Lodge Officers serve a one-year term from June 1 through May 31.
2. An officer shall be sworn in at the next Lodge Executive Committee Meeting on or after June 1.

## Section 3. ELECTION

1. The election for officers of this Lodge shall be at a special meeting of the Lodge during the Spring Fellowship. It shall consist of a forum, election, and announcement. The Presiding Officer conducts all processes for the Lodge Officer Election.
   1. The Presiding Officer for the Lodge Officer Election shall be the first eligible officer from Art. IV, Sec. 1. The Presiding Officer may not be a candidate for office.
2. The forum shall take place before the election. The forum is open to all youth members of the Lodge to ask questions to candidates. It shall be conducted for approximately one hour. The Presiding Officer will screen all questions.
3. The election shall take place within twenty-four hours of the forum. The election is open to only youth members of this Lodge and the Lodge Adviser, Staff Adviser, or their designee(s).
   1. Candidates must be nominated to run for office by a youth member or be self-nominated in the order listed in Art. IV, Sec. 1, and shall have an opportunity to speak about why they should be a Lodge Officer.
   2. Each Chapter shall receive one vote per youth member present, up to a maximum of five votes per Chapter. A Chapter may split votes wholly between candidates but may not abstain partially. Once the votes are cast, they may not be revised.
   3. All candidates for a Lodge office must receive a simple majority of votes cast by Chapters to be elected. Abstention votes shall not be counted in the final total of votes cast. If no candidate receives greater than 50% of the votes cast, a run-off election of the top two vote-getters shall be held. If the run-off election should end in a tie, the Presiding Officer shall cast the deciding vote.
   4. For Area Chief elections, only members of the Area may vote for the candidate in their respective Area. The same rules and procedures apply.
4. The results shall be announced to the Lodge upon conclusion of the election.

## Section 4. REMOVAL

1. Officers of the Lodge may be removed for cause, such as failure to perform duties, performing unacceptable actions, or falling out of good standing.
   1. Failure to perform duties is defined as missing two consecutive or three non-consecutive Lodge Executive Committee meetings, Lodge Key Three meetings, Area Executive Committee meetings; or two Lodge-wide events without prior written excuse.
   2. Unacceptable actions may include, but are not limited to, failure to observe the Scout Oath, Scout Law, the Obligation of the Order of the Arrow, or the Amangamek-Wipit Lodge Participant Code of Conduct.
2. The Key Three shall notify officers who are at risk of being removed.
3. A vote to remove from office shall require a two-thirds vote of Chapter chiefs at the immediate Lodge Executive Committee meeting.
   1. Area chiefs shall require a two-thirds vote of the Chapter Chiefs of the Area.

## Section 5. VACANCIES

1. When there is a vacancy in a position, the Lodge Chief may appoint an interim Vice Chief or Area Chief. The Lodge Executive Committee will confirm via a majority vote to fill the position for the remainder of the term at its next meeting.
2. If the Lodge Chief is removed or resigns, the Lodge Vice-Chief for Program shall serve until the next Lodge Executive Committee meeting.

# Article V: ADVISERS

## Section 1. SUPREME CHIEF OF THE FIRE

1. The Supreme Chief of the Fire of this Lodge shall be the National Capital Area Council Scout Executive.
2. All decisions of the Lodge, Executive Committee, or a Chapter, are subject to review and judgment of the Supreme Chief of the Fire.

## Section 2. LODGE ADVISER

1. The Council Scout Executive shall appoint the Lodge Adviser for this Lodge on an annual appointment.
2. The Supreme Chief of the Fire should solicit the opinion of the Lodge Chief on selection.
3. The Lodge Adviser may be referred for removal to the Supreme Chief of the Fire by a majority vote of the Lodge Officers.
4. The Supreme Chief of the Fire may remove the Lodge Adviser at any time and without cause.

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## Section 3. ASSOCIATE LODGE ADVISERS

1. The Lodge Adviser shall appoint an adviser for every position corresponding to a youth position.
2. Area Advisers shall be nominated by their respective Field Service Director and confirmed by the Council Scout Executive with the concurrence of the Lodge Adviser.

Article VI. LODGE MEETINGS and COMMITTEES

## Section 1. LODGE EXECUTIVE COMMITTEE

1. The Executive Committee of this Lodge shall be called the Lodge Executive Committee.
2. The members of the Lodge Executive Committee are the Lodge Chief, Lodge Vice Chiefs, Area Chiefs, Chapter Chiefs, Committee Chairman, Immediate Past Lodge Chief, and all advisers associated with each position, and each must be a member in good standing.
   1. Voting members are under 21 years old. Each member may only cast one vote, regardless of the positions held.
   2. The Lodge Chief is the Chair of the Lodge Executive Committee and shall not vote except in case of a tie. The Lodge Vice Chief for Operation shall temporarily become Chair in their absence.
   3. Any member in good standing of the Lodge can attend the meeting as an observer.
   4. A quorum shall consist of a majority of all members AND a majority of all Chapter Chiefs, or their designees.
   5. A member, or their designee must be present to vote.
3. The Lodge Executive Committee shall meet at least three times per calendar year.
4. The Lodge Chief may call a Lodge Executive Committee meeting at any time.
5. A notice of at least fourteen days must be given prior to any Lodge Executive Committee Meeting.
   1. An agenda should be provided at this time.
6. All members of the Lodge Executive Committee must pay their annual dues no later than December 31st of the preceding year.

## Section 2. LODGE OFFICER MEETINGS

1. The Officers of this Lodge shall meet at least three times per year, not including the Lodge Executive Committee Meetings.

## Section 3. LODGE KEY THREE

1. The Lodge Key Three shall be the Lodge Chief, Lodge Adviser, and Lodge Staff Adviser.
2. The Lodge Key Three shall meet as necessary to fulfill their duties.

## Section 3. SPECIAL MEETINGS

1. The Lodge shall schedule a special meeting in conjunction with the Spring Fellowship to elect the officers of this Lodge.

## Section 4. RULES OF MEETINGS

1. Unless otherwise specified, the Lodge shall use *Robert’s Rules of Order*.

## Section 5**.** COMMITTEES

1. The Lodge Chief may create operating committees with the concurrence of the Lodge Adviser. The Lodge Chief shall appoint the Chair.

# Article VII. CHAPTERS

## Section 1. STRUCTURE

1. A Chapter shall be associated with each National Capital Area Council District. The Chapter’s name shall be the same as that of the District.
2. The Chapter reports to the Area corresponding to the District’s Field Service Area.
3. The finances of a Chapter shall be handled through the Lodge.
4. All Chapters are subsidiaries of the Lodge and subject to the rules and policies thereof.

## Section 2. OFFICERS and ADVISERS

1. A Chapter shall have at least a Chapter Chief and two additional officers under the age of 21.
2. Chapter officer shall be elected annually and serve a one-year term. Election results should be communicated to the Lodge Executive Committee within a calendar week.
3. Chapter officers may be removed under the same conditions as Art. IV, Sec. 4. The vote to remove must be at least two-thirds of the Chapter members at the next immediate meeting.
4. Vacancies shall be filled by Chapter election at the meeting following a vote for removal.
5. The Chapter Staff Adviser shall be the professional Scouter assigned to the District. The respective Field Service Director will temporarily fill the role if none exists.
6. The Chapter Adviser shall be appointed by the Chapter Staff Adviser, with consultation of the Area Adviser, on an annual appointment.

## Section 3. MEETINGS and EVENTS

1. A Chapter shall hold at least three general meetings of the Chapter per calendar year.
2. A Chapter’s officers shall meet at least thrice per calendar year, excluding the general Chapter meetings.
3. A Chapter shall host at least one induction per calendar year.

**Article VIII. FINANCES**

## Section 1. FINANCES

1. All finances are handled in accordance with the policies and procedures of the National Committee of the Order of the Arrow and the National Capital Area Council, BSA.
2. The Lodge fiscal year shall run from January 1st through December 31st.
   1. The annual Lodge budget for the following fiscal year shall be voted on at the October meeting of the Lodge Executive Committee.
   2. The proposed annual budget shall be distributed to the Lodge Executive Committee at least fourteen days in advance of the meeting.
   3. The Lodge Executive Committee shall set dues during the budget passage.
3. No Lodge funds shall be spent without a vote of the Lodge Executive Committee and processed through the Scout Service Center.
4. No Chapter shall maintain an independent treasury, bank account, or similar pooling of finances.

# Article IX. LODGE BYLAWS

## Section 1. ESTABLISHMENT

1. The Lodge Executive Committee shall, by three-fourths supermajority vote, establish Lodge Bylaws as necessary to conduct routine Lodge functions.

## Section 2. AMENDMENTS

1. These rules shall be subject to amendment at any regular or special meetings of the Lodge Executive Committee.
2. An amendment must be submitted in writing and announced to the Lodge Executive Committee at least thirty days prior to a vote.
3. In a unique situation designated by the Council Executive, or the Lodge Chief, Lodge Adviser, and Lodge Staff Adviser, a three-fourths supermajority vote of the Lodge Executive Committee may temporarily authorize deviation from these Lodge Bylaws for up to sixty days.
4. The Lodge shall keep a written log of changes to these Lodge Bylaws that is publicly available and updated within fourteen days of amendment.

**Article X. LODGE OPERATING PROCEDURES**

Section 1. ESTABLISHMENT

1. Standard operating procedures specific to our Lodge and not in conflict with any current policy of the National Council of the Boy Scouts of America, the Order of the Arrow shall be established and called the “Lodge Operating Procedures.”
2. A majority vote of the Lodge Executive Committee shall establish the Lodge Operating Procedures.

Section 2. AMENDMENTS

1. Amendments to the Lodge Operating Procedures may be proposed at any meeting by a member of the Lodge Executive Committee and shall be voted on by a simple majority of the Lodge Executive Committee.