

By-Laws of Tutelo Lodge

Adopted June 5, 2016

ARTICLE I – MISSION OF THE LODGE

SECTION A: 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 positive youth leadership under the guidance of selected capable adults.

ARTICLE II - NAME AND AFFILIATION

SECTION A: The name of this lodge of the OA shall be Tutelo Lodge #161.

SECTION B: The Lodge shall be affiliated with the Blue Ridge Mountains Council # 599, Boy Scouts of America, located in Roanoke, Virginia, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Scout Executive.

ARTICLE III - TOTEM

SECTION A: The totem of Tutelo Lodge shall be three red arrows crossed in the center pointing upwards, placed in the center of a bronze shield. The totem shall be used in accordance with the branding guidelines of Tutelo Lodge #161.

ARTICLE IV - OFFICERS, COMMITTEES AND ADVISERS

SECTION A: The officers of this lodge will be Lodge Chief, Vice Chief of Chapters, Vice Chief of Chapters, Lodge Secretary, and Lodge Treasurer. All officers must be under the age of 21 during their entire term of office. They shall be elected during the October Function by the active membership of the lodge and will assume that office at the Winter Banquet after taking their respective oaths of office and will end their term of office at the Winter Banquet of the following year.

1. The duties shall be as outlined in the latest edition of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
2. In the absence of a lodge officer, the Lodge Chief will temporarily assign his duties to another member.
3. If any lodge office is vacated permanently, the Executive Committee (EC) shall approve a successor to the position as appointed by the Lodge Chief.
4. In the event the office of Lodge Chief is vacated, the Vice Chief of Chapters will assume the position of Lodge Chief.
5. The levels of responsibility shall be Lodge Chief, Vice of Chapters, Vice Chief of Committees, Lodge Secretary, Lodge Treasurer, and then Chapter Chiefs by seniority on the Executive Committee. In case of the absence of all these officers, the Lodge Adviser will appoint a Chairman Pro-Tem from the youth membership.

SECTION B: The Executive Committee shall be composed of the five elected Lodge Officers, the immediate past Lodge Chief, the Lodge Standing Operating Committee Chairmen and Chapter Chiefs. The Lodge Adviser and Lodge Staff Adviser and Advisers to each Chapter and Committee, a member of the Council Camping Committee, and the Scout Executive are members of the Executive Committee, but shall have no vote in the lodge.

SECTION C: The Standing Operating Committees of this Lodge shall be Activities, Ceremonies, Communications, Dance and Drum, Dining Services, Elangomat, History, Inductions, Membership, National Events and Promotions, Service, Trading Post, Vigil Honor, and Winter Banquet. The responsibilities of the committee chairmen shall be defined by the respective committee handbook in accordance with all national OA publications and guidelines.

1. All Standing Operating Committee Chairmen shall be appointed by the Lodge Chief, in consultation with the Vice Chief of Committees, Lodge Adviser, and Lodge Staff Adviser.
2. All committee advisers shall be appointed by the Lodge Adviser in consultation with the Lodge Chief and Staff Adviser.
3. The Lodge Treasurer shall be an ex-officio member of the Trading Post Committee.
4. All committee chairman and advisers will have a term of office ending at the Winter Banquet of the current year, with the exception of those that fill in an expired term.

SECTION D: Any member of the Executive Committee who fails to discharge his responsibility may be replaced by a recommendation of any member of the committee and two-thirds vote of the Executive Committee.

1. Any elected officer who is absent two consecutive meetings, unless excused by the Lodge Chief, will be subject to replacement. The officer who is put up for replacement must be sent a letter and called informing him of the committees' decision one month prior to the vote of the committee to replace him. He will be given the chance to explain his actions to the Executive Committee before the Committee's vote. The member can be replaced with a two-thirds vote of the Executive Committee.
2. Any youth member who holds an appointed position may be replaced by the Lodge Chief, in consultation with the Lodge Adviser, at any time, if the Lodge Chief determines it is in the best interest of the Lodge.
3. Any adult member who holds an appointed position may be replaced by the Lodge Adviser, in consultation with the Lodge Staff Adviser, at any time, if the Lodge Adviser determines it is in the best interest of the Lodge.

SECTION E: The Scout Executive, in consultation with the Camping Committee Chairman, shall appoint the Lodge Adviser and Advisers to the Chapters.

SECTION F: The Lodge Chief shall appoint special committees he sees as required from time to time, with approval of the Executive Committee. All chairmen must be under 21 years of age during time of office.

ARTICLE V - CHAPTERS

SECTION A: The lodge shall be divided into chapters under the supervision of the Council Camping Committee and the Council Scout Executive.

SECTION B: Chapters will have a Chapter Chief, who must be under 21 years of age during his entire term of office. They will be elected by or at the October function, by the active chapter membership.

1. Active Chapter members shall be defined as any youth member who has paid his current year's dues.
2. If no Chapter Chief is elected by November 30 of the lodge year, then the Vice Chief of Chapters will appoint a Chief for the Chapter, with approval of the Executive Committee.

SECTION C: The duties of the Chapter Chief shall be to give leadership and direction to the program of the Lodge as pertains to his chapter. He may run the chapter as to best implement the program of the Lodge. He is under the supervision of the Chapter Adviser and may appoint any committee needed to better serve his chapter.

1. Any funds a chapter might earn or collect must be handled by the Lodge Treasurer and deposited by the Lodge Treasurer or the Lodge Staff Adviser into the Lodge Treasury. An accurate account will be kept of the funds. They may be withdrawn at the chapter's request.

2. A chapter may raise funds by marketing memorabilia, holding an activity or by any other means, provided they have the approval of the Lodge Executive Committee for that specific project.
2. A chapter may carry on inductions for Ordeal, Brotherhood, and Vigil with the approval of the Lodge Executive Committee.

ARTICLE VI - ELECTION TO MEMBERSHIP

SECTION A: The requirements for membership in this lodge are as stated in the latest edition of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

SECTION B: Procedure for Ordeal Membership shall be as stated in the latest edition of the *Order of the Arrow Handbook* and *The Order of the Arrow Guide to Inductions*

SECTION C: A certified chapter election team must hold all youth elections in accordance with the latest edition of the *OA Guide for Officers and Advisers*. The committee will be composed of at least three youth OA members. The team must have at least one member NOT belonging to the unit for which the election is being held. All election forms are to be relayed to the Council Office through the Chapter Adviser. Adult recommendations must be certified by the Chapter Adviser as meeting the necessary requirements for holding an adult selection. The adult forms must be relayed to the lodge in accordance with current National Policy.

SECTION D: Unit elections may be held only once each election year per unit. The election year is set as being from August 15 to June 1.

ARTICLE VII – FUNCTIONS, MEETING, and VOTING

SECTION A: The Lodge shall schedule at least five events per year. The Executive Committee must approve any other functions by the October Meeting of the previous calendar year.

1. Spring Ordeal
2. Summer Ordeal
3. Fall Ordeal
4. Fall Fellowship
5. Winter Banquet

SECTION B: The Executive Committee will meet on a regular date every month, except July and August, at a place and time approved by the Executive Committee. On months with functions this meeting will occur at the function.

SECTION C: The Scout Executive and Lodge Chief may call special meetings if the need arises.

SECTION D: The dates of all events will be planned by the Lodge Chief, Lodge Adviser and Lodge Staff Adviser by the October Meeting of the previous calendar year. These dates will require the approval of the Executive Committee and the Council Executive Board. All dates will be published in the Lodge and Council calendars. Sufficient notice will be sent to all members.

SECTION E: All meetings will be opened with the Obligation and closed with the OA song.

SECTION F: Members of the Order over 21 years of age will have no vote in any decision of the Lodge.

SECTION G: One half of the voting Executive Committee shall constitute a quorum. Prior to conducting binding business, a quorum must be certified. Binding business is considered to be anything that relates to expenditure of Lodge funds. Such votes are to be taken only by members of the Executive Committee.

SECTION H. Voting on operational motions for the Lodge will be undertaken by the youth membership present at the meeting of the Lodge. Such votes shall need only a simple majority to pass.

ARTICLE VIII - PATCHES AND FLAPS

SECTION A: The Lodge shall produce a flap with one design for the Lodge. This flap will be available for purchase by all members of the Lodge. Members will be able to purchase as many of this flap as they wish.

SECTION B: A patch, commemorating each function, will be created and offered for sale at that function. All designs must be submitted and will be voted on by the March Lodge meeting. Any member of the lodge may submit a design for a patch by mailing it to the Council Office or by submitting it, in person, to the Lodge Chief. A patch will be presented, without charge to the designer, if the patch is used.

ARTICLE IX - MEMBERSHIP STATUS, DUES AND FEES

SECTION A: Annual dues in the lodge shall be collected by the Lodge Treasurer or other authorized members of the Membership Committee in the amount determined by the Executive Committee. All monies collected are to be deposited immediately into the Lodge Treasury. Dues can be paid in person, online, or by mail to the council office. Membership cards are to be distributed as decided by the Executive Committee.

SECTION B: The Dues Process shall be defined as:

1. Members who have not paid their dues by the end of January shall be considered delinquent.
2. Notices shall be sent to delinquent members during the First and Second Quarter.
3. If dues are not paid by the end of the Summer Ordeal, the member will be declared "inactive", and this status will be reflected on the Lodge Roster.
4. The inactive member will no longer receive Lodge Publications.
5. Members declared "inactive" may not attend Chapter, Lodge, Sectional or National functions, run for any Chapter, Lodge, Sectional or National Office or display Order of the Arrow insignia until all dues and fees owed are paid.
6. Members may be restored to Active status by paying Current Dues along with any fees that are designated by the Executive Committee.
7. The Executive Committee may impose a Delinquent Fee as follows guidelines of the National OA.

SECTION C: All people who transfer into the Lodge must pay dues and fill out a membership record card.

SECTION D: There shall be an induction fee payable at the time of induction. The Executive Committee shall determine this fee.

SECTION E: All OA funds shall be handled by the council office and go through the accounting procedures used by the council.

ARTICLE X - ORDEAL MEMBERSHIP

SECTION A: For the Ordeal fee each Ordeal member will receive:

1. An official OA pocket device
2. A membership card showing dues paid for remainder of calendar year
3. An Ordeal sash
4. An *Order of the Arrow Handbook*
5. Sustenance for the Ordeal period
6. A current Lodge flap
7. A current function patch

SECTION B: Ceremonies for Ordeal membership shall be conducted at any Lodge function as needed.

ARTICLE XI - BROTHERHOOD MEMBERSHIP

SECTION A: Notices will be sent to all Ordeal members informing them when they are eligible for Brotherhood.

SECTION B: Completion of Brotherhood membership shall be in accordance with the latest edition of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

SECTION C: Ceremonies for Brotherhood membership shall be conducted at any function as needed. Brotherhood ceremonies may be held at summer camp in conjunction with the Inductions committee and the Chiefs of Camp

ARTICLE XII - VIGIL MEMBERSHIP

SECTION A: Attainment of the Vigil Honor shall be in accordance with the latest edition of the *Order of the Arrow Handbook* and *OA Guide for Officers and Advisers*.

SECTION B: The Vigil Honor date will be August 20th. The Vigil Honor Committee will meet as needed before that date.

ARTICLE XIII- AWARDS

SECTION A: Founders Awards will be awarded in accordance with the National By-Laws. (Number of awards based on membership)

1. The members of the committee will be chosen by the Lodge Chief, in consultation with the Lodge Adviser and/or Lodge Staff Adviser, in accordance with National OA guidelines.
2. The selection committee will meet and choose recipients during the October Function

SECTION B: The George D. Carr Award will be given to an adult who has demonstrated distinguished contributions to development of youth leadership in Tutelo Lodge during the current calendar year.

1. The committee will be composed of all youth members present at the November lodge meeting. The nomination, discussion, and voting will be done in the absence of all adults.

SECTION C: The Iron Furnace Service Award will be given to a youth who has demonstrated distinguished service to the Lodge.

1. Any member, youth or adult, may nominate a youth for this award.
2. A committee, made up of members chosen by the Lodge Chief, in consultation with the Service Adviser, Lodge Adviser and/or Lodge Staff Adviser, will select the recipient of the award.

SECTION D: The Tutelo Lodge 161 Participation Award will be given to both youth and adult members to encourage attendance at functions.

1. Criteria and recognition are decided by the Executive Committee.

SECTION E: The Strong Chapter Award will be awarded to the chapters that meet the criteria as determined and distributed by the Vice-Chief of Chapters.

1. The Strong Chapter requirements shall be distributed at the Winter Banquet for the following year, and shall be due by October 31.
2. The Strongest Chapter Award will be awarded to the chapter meeting the requirements to the highest degree.

SECTION F: The Strong Committee Award will be awarded to the committees that meet the criteria as determined and distributed by the Vice-Chief of Committees.

1. The Strong Committee requirements shall be distributed at the Christmas Banquet for the following year, and shall be due by October 31st.
2. The Strongest Committee Award will be awarded to the committee meeting the requirements to the highest degree.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

SECTION A: The rules contained in the most recent edition of Roberts Rules of Order shall govern the lodge in all cases where they are not inconsistent with these rules and any special rule of order the lodge may adopt.

SECTION B: The Lodge Chief may appoint a youth member, knowledgeable in parliamentary procedures, to act as parliamentarian. This non-voting appointment is to be for the lodge year.

SECTION C: Adopted motions, made by the Executive Committee, shall be posted on the lodge website in a timely manner to inform the lodge membership.

ARTICLE XV - AMENDMENTS TO RULES

SECTION A: These by-laws shall be subject to amendment at any regular or special meeting of this lodge provided such an amendment has been submitted in writing to the Executive Committee at least one month prior to such meeting and it passes said meeting. Due notice must be sent to all active members at least ten days prior to the lodge meeting informing them of the rule amendments to be voted on. A two-thirds vote of the youth members present shall be required.