



## **Bylaws**

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

**Section 1:** The name of this lodge of the Order of the Arrow shall be the Miami Lodge Number 495 W.W.W.

**Section 2:** The lodge shall be affiliated with the Miami Valley Council Number 444, Boy Scouts of America, and shall come under the supervision of the Council Camping Committee and the administrative authority of its Scout Executive.

**Section 3:** The totem of this Lodge shall be that of the Sandhill Crane (effective 1989).

**Section 4:** Order of the Arrow sashes shall be worn only at Order of the Arrow functions.

### **Article II: Purpose and Goals**

**Section 1:** The purpose and goals of this lodge shall be as given in the Order of the Arrow Handbook, and any others as decided by the Lodge Executive Committee.

**Section 2:** The Lodge Plan Book will be reviewed and updated annually by the Lodge Officers.

### **Article III: Membership**

**Section 1:** The requirements for membership in this lodge are as required in the latest edition of the Order of the Arrow Handbook.

**Section 2:** Procedure for the Ordeal shall be as stated in the Order of the Arrow Handbook, and the Manual for the Ordeal.

**Section 3:** All unit elections that are to be held must be conducted through the Unit Elections Committee. All elections must be approved by the Unit Elections Committee prior to being held.

**Section 4:** Deadlines for elections Will be January 1<sup>st</sup> through May 31<sup>st</sup>. Elections to occur after May 31<sup>st</sup> must be approved by the Lodge Chief and Lodge Adviser

**Section 5:** Each member in this lodge shall hold one of the following three memberships: Ordeal, Brotherhood, or Vigil.

## **Article IV: Lodge Administration**

**Section 1:** The officers of this lodge shall be the Lodge Chief, Lodge Vice Chief of Operations, Lodge Vice Chief of Inductions, and at least two At-Large Vice-Chiefs. The titles and duties of the At-Large Vice Chiefs will be determined annually by the LEC. These elected officers must be under twenty-one years of age throughout their entire term of office.

**Section 2:** The Executive Committee of this lodge shall be composed of the elected lodge officers, Lodge standing Committee Chairmen and their Advisers, the Chief and Adviser of each chapter, the immediate Past Lodge Chief, the Lodge Advisers, a member of the Camping Committee, and the Staff Adviser.

**Section 3:** The Lodge Adviser and each Chapter Adviser shall be appointed annually by the Scout Executive.

**Section 4:** The Lodge Chief shall appoint such committee and temporary elected officers as may be required from time to time with the approval of the Lodge Executive Committee. All Chairmen shall be under twenty-one years of age throughout their term of office. The Lodge Chief shall appoint a Senior Vice Chief annually. The Senior Vice Chief shall take the place of the Lodge Chief in the event he cannot fulfill his duties.

**Section 5:** Each committee adviser shall be appointed by the Lodge Adviser.

**Section 6:** Each Lodge Officer shall be elected individually by a majority vote at the lodge election meeting, starting with the Lodge Chief.

**Section 7:** Nominations shall be determined annually by the LEC.

**Section 8:** New lodge officers will be elected at the Spring Ordeal. Their term of office will be from September 1 to August 31. Formal induction will be made at the Fellowship Dinner.

**Section 9:** Members of the Lodge over twenty-one shall have no vote.

**Section 10:** Each member of the Executive Committee shall have one vote. In case of a tie, the Lodge Chief will vote.

**Section 11:** All Lodge administration shall be done by common rules of order.

**Section 12:** The Lodge Chief will distribute an agenda previous to all meetings.

**Section 13:** Members must be current on their Lodge dues to serve as an Officer, on the LEC, or as an Adviser.

## **Article V: Chapters**

**Section 1:** The Miami Lodge may be divided into chapters for the purpose of executing the Lodge's function with the greatest ease.

**Section 2:** The chapters shall be composed of one or more districts of the Miami Valley Council as decided by the Lodge Executive Committee, the Scout Executive and the chapters.

**Section 3:** The Lodge may divide into chapters using the following procedures:

**A.** Submit formal petition to the Lodge Executive Committee for approval.

**B.** If approval to form a chapter is obtained from the Lodge Executive Committee, a Chapter Adviser will be appointed by the Scout Executive.

**C.** The Chapter Adviser will call a meeting for the purpose of electing Chapter officers.

**D.** The elected Chapter officers must be submitted to the Lodge Executive Committee for approval.

**Section 4:** Each chapter shall annually, at the first meeting of the Lodge Executive Committee after September 1, submit to the Lodge Executive Committee for approval, a charter stating the Chapter's purpose and goals for the coming year, and a list of newly elected Chapter officers.

**Section 5:** Each chapter shall have a chapter name which must be approved by the Lodge Executive Committee.

**Section 6:** The officers of each chapter of this Lodge shall be Chapter Chief, Vice Chief, and Secretary. These elected officers must be under twenty-one years of age throughout their entire term of office.

**Section 7:** All chapter activities are subject to approval of the Lodge Executive Committee.

**Section 8:** Chapters are permitted to have such items as neckerchiefs, patches, or other paraphernalia that would identify the chapter, with the approval of the Lodge Executive Committee.

**Section 9:** Chapters are not permitted to maintain treasuries.

**Section 10:** Each Chapter shall come under the supervision of the District Camping Committee, the District Executives of the districts in which the chapter serves and the Lodge Executive Committee. Final authority rests with the Scout Executive.

## **Article VI: Lodge Finances and Dues**

**Section 1:** Membership fees (annual dues) and Induction Fees shall be determined and approved by the Lodge Executive Committee, and collected annually by the Lodge Treasurer. Induction fees will be collected at the time of Induction.

**Section 2:** Members who do not pay their dues for the current dues year. Members who fail to do this shall be considered inactive and will only be restored to active status by paying the current year's dues.

**Section 3:** Those classified as inactive members shall not be entitled to any rights and privileges of a member of the Miami Lodge.

**Section 4:** In the development of the Lodge's annual budget, funds will be made available for chapter mailings, activities and service projects. Chapters must gain approval from the Lodge Treasure and Adviser before incurring expenses. All bills must be approved by the Lodge Executive Committee.

**Section 5:** All Order of the Arrow funds shall be handled through the Council Office and go through all normal accounting procedures used by the Council.

**Section 6:** Lodge flaps shall not be restricted.

**Section 7:** All fund raising activities of the Lodge must be approved by the Miami Valley Council's Scout Executive (Chief of the Fire) or his representative.

#### **Article VII: Lodge Calendar**

**Section 1:** The Lodge shall schedule at least two Ordeals, one Brotherhood, one training conference, one Lodge Fellowship, and one planning meeting annually.

**Section 2:** The Executive Committee of this lodge shall determine the number of Lodge, Executive and Officer Corps meetings at the annual planning meeting with at least two lodge meetings per year, and publish the dates in the Lodge calendar.

**Section 3:** Special meetings of the Executive Committee, or the lodge as a whole may be called by the Lodge Adviser or by the Lodge Chief.

#### **Article VIII: Amendments**

**Section 1:** These rules shall be subject to amendments at any regular or special meetings of the lodge, provided that such an amendment has been submitted to the Executive Committee at least one month before this planned meeting and that due notice has been sent to all active members ten days prior to this same meeting.

#### **Article IX: Reserved Powers**

**Section 1:** All powers not designated in these Lodge Rules shall rest with the Executive Committee.

**Section 2:** Decisions for significant or emergency issues can be temporarily modified or amended as Lodge Rules with both Key 3 and Lodge Executive Committee approval. Notification to membership shall be made within 90 days for compliance with article VIII, Section 1, if written modification to Lodge Rules is required.