



Konepaka Ketiwa Lodge #38

Order of the Arrow



BY LAWS

Revised 11/1/03

SECTION 1 : MISSION OF THE LODGE

It is the mission of the Lodge 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.

SECTION 2 : NAME AND AFFILIATION OF THE LODGE

- A. The name of this lodge of the Order of the Arrow shall be Konepaka Ketiwa Lodge #38 W.W.W. hereafter referred to as the Lodge.
- B. The Lodge shall be affiliated with the Illowa Council No. 133 Boy Scouts of America and shall be under the supervision of the Scout Executive or his designee.
- C. The Totem of the Lodge shall be an Eagle.

SECTION 3 : MEMBERSHIP

- A. All members of the Lodge shall be registered members of the Boy Scouts of America.
- B. ELECTION TO MEMBERSHIP
 1. The requirements for membership in this Lodge are as stated in the current printing of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.
 2. Procedure for the Ordeal shall be as stated in the Order of the Arrow Handbook and Administrative Guide for the Ordeal.
 3. The Ordeal Ceremony shall be in accordance with the requirements of the current printing of the Ordeal Ceremony Guide.
- C. BROTHERHOOD MEMBERSHIP
 1. Completion of the Brotherhood membership 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.
 2. The Brotherhood Ceremony shall be in accordance with the requirements of the current printing of the Brotherhood Ceremony Guide.
- D. VIGIL MEMBERSHIP
 1. Elevation to 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.
 2. The Vigil Ceremony shall be conducted in accordance with the Vigil Ceremony Guide.

SECTION 4: VOTING

- A. Adult Scouters, age 21 or older do not have a vote in matters of the Lodge Business.
- B. Only registered active members of the Order of the Arrow will be allowed to vote in matters of Lodge Business.
- C. There shall be no absentee voting.

SECTION 5: LODGE OFFICERS, ADVISERS AND EXECUTIVE COMMITTEE

- A. The officers of the Lodge shall be a Lodge Chief, a Lodge Vice Chief for O.A. Affairs, a Lodge Vice Chief for Scouting Affairs, a Lodge Secretary and a Lodge Treasurer.
- B. Officers of the Lodge must be under 21 years of age for the entire term of office.
- C. Lodge officers must be elected by the youth membership as prescribed in these rules.
- D. In the event that any elected officer of the Lodge resigns, is unable, or fails to carry out his duties as an officer, he can be replaced by a majority vote of the Executive Committee being in favor of replacing the officer.
- E. ADULT ADVISERS
 - 1. The Lodge Adviser shall be appointed by the Council Scout Executive.
 - 2. There shall be two Associate Advisers. The associate advisor to the Vice Chief of O.A. Affairs and the associate advisor to the Vice Chief of Scouting Affairs. These associate advisers shall be appointed by the Lodge Adviser with consultation from the Scout Executive or his designee.
- F. EXECUTIVE COMMITTEE
 - 1. The Lodge Chief is the Chairman of the Executive Committee.
 - 2. The Executive Committee of the Lodge shall be composed of the elected Lodge officers, Standing and Special Committee Chairman, the immediate past Lodge Chief, *Chapter Chiefs*, The Council Staff Adviser, the Lodge Adviser, associate Lodge Advisers, and the Scout Executive or his designee.
 - 3. Voting members of the Executive Committee will be all Lodge officers and standing and special committee chairmen under 21 years of age. Also, each Chapter Chief of the Lodge, or his designated representative, shall have a vote in the Lodge Executive Committee. Advisors are members of the Executive Committee but have no vote.
 - 4. The Executive Committee of the Lodge shall hold at least six meetings a year.

SECTION 6 : STANDING AND SPECIAL COMMITTEES

- A. All Standing and Special Committee Chairman must be under 21 years of age for their entire term of office.
- B. All Standing and Special Committees shall have an adult advisor appointed by the Lodge Adviser, with the consent of the Lodge Chief , and Council Staff Adviser.
- C. Standing Committees
 - 1. All Standing Committee Chairman of the Lodge shall be appointed by the Lodge Chief and confirmed by the Executive Committee.
 - 2. The term of office for all Standing Committees will be, concurrent with Lodge Elections.
 - 3. The Standing Committees of the Lodge are defined in the Lodge Operations Manual.
- D. Special Committees
 - 1. The Lodge Chief shall have the power to appoint Special Committees and Special Committee Chairman as may be required from time to time with the approval of the Executive Committee.
 - 2. Special Committees will be dissolved at the end of the appointing Lodge Chief's term of office.

SECTION 7: LODGE OFFICER ELECTION PROCEDURES AND TERMS

- A. Lodge Officers shall be elected at the annual Spring Conclave.
- B. All elections will be conducted by the Lodge Chief or his designated representative.
- C. NOMINATION FOR ELECTION
 - 1. Candidates who file a letter of intent are automatically placed on the ballot for election to the office (s) indicated in the candidate's letter.
 - 2. Arrowmen who have not filed a letter of intent for the office under consideration may not be nominated from the floor, except, when there are no letters of intent to run for the office under consideration.
 - 3. Nominations of Arrowmen who have not filed letters of intent for the office under consideration must be accepted by the candidate.
- D. LETTERS OF INTENT
 - 1. Candidates may register their intent to run for office by writing a letter of intent for each specific office they want to be considered for.
 - 2. Letters of intent must be hand delivered or mailed to the Davenport Scout Service Center in care of the Lodge Chief.
 - 3. Letters of intent will be accepted starting at the annual Winter Dinner.
 - 4. Letters of intent must be postmarked or hand delivered to the Scout Service Center the Friday (7 days) before the Spring Conclave.

E. PRESENTATION OF CANDIDATES AND SPEECHES

1. The Lodge Chief will appoint a youth to read each letter of intent for each office to the assembled lodge, at the proper time, within each office category. The letters will be read in a randomly drawn order.
2. A Youth Arrowman of the candidates choice shall be allowed to make a one minute nomination speech for each candidate at the time their letter is read, or their nomination from the floor is affirmed.
3. Each candidate shall be allowed to give an election speech for a duration not to exceed three minutes. The order of the election speeches shall be determined by random draw.

F. ORDER OF ELECTION

Officer elections shall be held in the following order: Lodge Chief, Vice Chief of O.A. Affairs, Vice Chief of Scouting Affairs, Lodge Secretary and Lodge Treasurer.

G. CASTING OF BALLOTS

1. If there is only one candidate for an office the casting of ballots may be waived by the chair and the candidate may be selected to office if a motion to select the candidate be by acclimation passes.
2. The casting of ballots for each office shall be by secret ballot.
3. Tabulation of the ballots shall be by the Adviser, Associate Advisers, Staff Adviser and one youth member appointed by the Lodge Chief.

H. ELECTION

1. *Each Chapter is allocated ten votes for each position. The Chapter may split those votes in any way they desire.*
2. The candidates must receive a simple majority of the votes to be elected.
3. If there are two candidates that each receive the same number of votes, a second ballot will be taken. If the two candidates still receive the same number of votes a third ballot will be taken. If the two candidates still receive the same number of votes a random drawing will determine the election.
4. In the event that there are three or more people running for the same office and no one receives a simple majority, the candidate that receives the lowest number of votes is out of the election.
5. If no candidate is elected to an office the Lodge Chief may appoint an arrowman to the unfilled office with the approval of the newly elected Executive Committee.

I. OFFICERS TERMS AND INSTALLATION

1. The term for each office shall be from Spring Conclave to Spring Conclave.
2. New Officers will be formally installed at the conclusion of the election.

3. New Officers will assume their duties immediately upon election.

SECTION 8: LODGE MEETINGS

- A. Special meetings of the Executive Committee or the Lodge as a whole maybe called at the pleasure of the Lodge Chief, Staff Adviser, or the Lodge Adviser.
- B. The Lodge shall have a minimum of two Fellowship Weekends, an officers training event (TOAD), one Vigil Honor Weekend, and an annual dinner.
- C. The Lodge shall offer the opportunity for taking the Ordeal and sealing of Brotherhood Membership a minimum of two times a year.

SECTION 9 : DUES AND FEES

- A. There shall be an Ordeal Candidate fee, to be set by the Executive Committee, payable at the time of Ordeal. For said fee, each Ordeal Candidate shall receive the following:
 1. Pocket Flap
 2. Order of the Arrow Sash (Ordeal)
 3. Membership Card
 4. O.A. Handbook
 5. Fellowship Weekend Admittance
- B. There shall be a Brotherhood Candidate fee to be set by the Executive Committee, payable at the time of the Brotherhood. For said fee each Brotherhood Candidate will receive the following:
 1. Membership card
 2. Order of the Arrow Sash (Brotherhood)
 2. Fellowship weekend admittance
- C. All dues for the upcoming year will be paid by the Fall Conclave Weekend. New Ordeal member shall receive credit for the remainder of his / her first year's dues. Those who complete their Ordeal at the Spring Conclave will receive dues credit for the next Lodge year.
- D. Dues are payable to the Lodge Treasurer or such person authorized by him to collect dues. Dues may also be paid at the Local Scout Service Centers.
- E. The annual membership dues shall be set by the Executive Committee and published in the Lodge Operations Manual.

SECTION 10 : SYMBOLS

- A. Pocket Flaps
 1. The Lodge shall produce all pocket flaps. These to include all Special Edition pocket flaps for sales as it deems necessary.
 2. Hat pins, Special Event Patches, Belt Buckles, and other Merchandise may be commissioned by the Executive Committee at any time. The Executive Committee may restrict the sale of any of the aforementioned items.

SECTION 11: SPECIAL AWARDS

A. Founder's Award

1. Eligibility and the number of Founder's Awards which may be presented shall be determined by the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers and the National Lodge of the Order of the Arrow.
2. All Founder's Award nominees are subject to approval by the National Lodge Order of the Arrow and the Council Scout Executive.
3. The Founder's Award Selection Committee will select the Founder's Award Nominees at the Spring Conclave Weekend.
4. The Founder's Award will be presented at the Annual Lodge Dinner.

SECTION 12: AMENDMENTS

A. The Lodge Bylaws may be amended at any regular or special meeting of the Lodge provided:

1. The proposed amendment has been presented to the Executive Committee at least 30 days prior to the regular or special meeting of the Lodge and
2. All registered members of the Lodge must be notified of proposed amendments at least ten days prior to the business meeting
3. Two thirds of the members present and voting at the meeting must vote in favor of the adoption of the amendment.

SECTION 13: FINANCES

- ### A. All Order of the Arrow funds shall be handle through the council service center and go through normal accounting procedures.

SECTION 14: CREATION AND REVISION OF THE OPERATIONS MANUAL

A. Revisions to the operations manual shall be made by the following method:

1. The proposed revision shall be submitted in writing to the Lodge Chief.
2. Approval may be obtained at any regular or special meeting of the Executive Committee.
3. The approval of two-thirds of the voting members of the Executive Committee present shall be required for passage of the revision.

- ### B. Upon adoption, a revision to the Operations Manual will take effect immediately unless otherwise stated in the revision.

- ### C. Written notice of all changes to the Operations Manual shall be provided to all members of the Executive Committee.