

Octoraro Lodge Bylaws



Octoraro Lodge #22 Bylaws

Preamble:

We, the Scouts and Scouters of Octoraro Lodge 22, Order of the Arrow, W.W.W., Boy Scouts of America, recognizing the needs to develop and maintain camping traditions by enriching camping experiences and to crystallize the Scout habit of helpfulness into a life of leadership in cheerful service to others, do hereby ordain and establish these bylaws for our Lodge.

Article I. Name, Insignia, and Affiliation

Section 1.01 The name of this Lodge shall be Octoraro Lodge 22, Chester County Council No. 539, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee, or its successor, and the administrative authority of the Scout Executive or his designee.

Section 1.02 The totem of the Lodge shall be the Goose.

Section 1.03 The historic colors of the Lodge shall be blue, symbolizing the sky of Camp Horseshoe, green symbolizing the trees of Camp Horseshoe, yellow symbolizing the muddy Octoraro Creek, and black, symbolizing the Reservation. The color magenta shall be used to symbolize service to the Lodge and brotherhood at all events.

Section 1.04 Members shall be entitled to purchase all Lodge insignia. The Lodge Leadership Team shall approve the design of all emblems and memorabilia.

Section 1.05 The official Lodge Flap(s) are to be changed only by the authorization of the Lodge Leadership Team. The flap shall only be worn by active Lodge members.

Article II. Election to Membership

Section 2.01 The requirements for membership in the Lodge are as stated in the current printing of the Order of the Arrow Handbook, published by the National Order of the Arrow Committee of the Boy Scouts of America.

Section 2.02 All unit elections shall be completed annually according to National Order of the Arrow policy and the Order of the Arrow Handbook.

Section 2.03 Every effort shall be made to have unit elections conducted by Octoraro Lodge 22 members in good standing, not affiliated with the unit holding an election and at least one member of the election team must be under twenty-one (21) years of age. At least one member of the team must have completed a Lodge-approved Unit Election Training Seminar conducted by the Lodge Unit Elections Team Lead or his representative.

Section 2.04 Candidates for membership not meeting the requirements of the Ordeal shall be referred to the Lodge Chief and Lodge Adviser, or their appointed representatives, for counseling.

Section 2.05 Attainment of the Brotherhood status shall be in accordance with the current printing of the Order of the Arrow Handbook.

Section 2.06 Attainment of the Vigil Honor shall be in accordance with the current printing of the Order of the Arrow Handbook.

Article III. Officers and Advisers

Section 3.01 Lodge Officers

a) The officers of the Lodge shall be as follows:

- (1) Chief
- (2) Vice Chief of Administration
- (3) Vice Chief of Program
- (4) Recording Secretary
- (5) Corresponding Secretary
- (6) Treasurer

Refer to Section 3.04 to determine the order of succession.

b) The officers shall be under the age of twenty-one (21) for their entire term.

Section 3.02 The duties of the officers shall be published annually. Additional duties may be assigned to them by the Lodge Chief as deemed necessary for the successful operation of the Lodge.

Section 3.03 Lodge officers shall be elected at the September Fellowship Weekend. The election shall be run in accordance with the Octoraro Lodge election policies and procedures located in the policies and procedures handbook. The term for all Lodge officers shall be for the full calendar year following their election.

Section 3.04 A vacancy in the office of Lodge Chief shall be filled by a Lodge Vice Chief, to be chosen by a vote of the youth members of the Lodge Leadership Team. The Nominations Team Lead or a person appointed by the remaining Lodge officers will be responsible for running the election. If no Vice Chief wants to run or is not eligible, any Lodge Member, approved by the Lodge Adviser, can run for Lodge Chief. A vacancy in another officer position shall be replaced by the Lodge Chief with approval by the Lodge Adviser and Staff Adviser.

Section 3.05 An elected officer shall be removed from office by a two-thirds (2/3) vote of the Lodge Leadership Team for failure to perform their duties in a satisfactory manner. The vacancy shall be filled as stated in Section 3.04.

Section 3.06 The Council Scout Executive or their designee shall appoint the Lodge Adviser, and Staff Adviser. All advisers shall be at least twenty-one (21) years of age during their entire term of office.

Section 3.07 Any youth or adult in a position of leadership can request mediation with the Lodge Chief, Lodge Adviser, and Lodge Staff Adviser.

Article IV. The Lodge Leadership Team

Section 4.01 Lodge Leadership Team

a) The Leadership Team of the Lodge shall consist of the following members:

- (1) Immediate past Lodge Chief
- (2) Lodge Adviser and Staff Adviser
- (3) Elected Lodge officers and their advisers
- (4) Team Leads & their advisers as outlined in Section 4.02
- (5) Council Scout Executive or their appointed representative
- (6) Lodge Trustees

b) The Lodge Leadership Team meetings are open to all youth and adult members of the Lodge who wish to attend. Any youth member who attends will have a vote on any issue that arises. Members who attend and are not a part of a team will be encouraged to sign up for a team.

c) A quorum shall consist of:

- (1) The Lodge Chief or their designee
- (2) The Lodge Adviser or their designee
- (3) Any other six (6) voting youth members

d) The Lodge Leadership Team shall hold at least ten (10) announced meetings a year.

Section 4.02 The Lodge Chief shall establish standing teams and appoint team leads after consulting with their adviser(s). The Lodge Adviser shall appoint the team Advisers. The Lodge Chief may also appoint ad hoc teams throughout the year, as deemed necessary for the successful functioning of the Lodge or chapter. All team leads shall be under the age of twenty-one (21) for their entire terms of office. All advisers must be at least twenty-one (21) during their entire terms of office.

Section 4.03 The minutes and other pertinent data from these team meetings will be provided to all members of the Lodge Leadership Team by the Lodge Recording Secretary within twenty-one (21) days following the meeting. The minutes will also be posted on the Lodge website.

Section 4.04 The Steering Committee of the Lodge shall consist of the Lodge officers, Lodge Adviser, Lodge Staff Adviser, Lodge Associate Advisers, and anyone else invited by the Lodge

Chief or Adviser. The Steering Committee is for discussion only. No decisions shall be made without the authority of the Lodge Leadership Team.

Section 4.05 Special meetings of the Lodge Leadership Team may be called by the Lodge Chief in consultation with the Lodge Adviser and/or Staff Adviser with the approval of the Scout Executive or their designee. Notice of the special meeting must be sent to the Lodge Membership via email and through posting on the Lodge website at least 5 days prior to meeting. Meeting minutes must be taken in these cases and must be available to the members in 4.01(a).

Section 4.06 Members of the Order of the Arrow twenty-one (21) years of age or older, holding the position of Adviser, shall have no vote in the decisions of the Lodge and may make no formal motions. However, they may contribute when the floor is open for discussion.

Section 4.07 The rules contained in *Robert's Rules of Order* shall govern the proceedings of the Lodge where applicable and not inconsistent with the bylaws of the Lodge.

Section 4.08 Octoraro Lodge currently does not operate with Chapters. If for some reason Chapters become mandated by National or the Lodge would wish to start implementing them, Chapters may be established at any time with a simple majority vote of the Lodge Leadership Team.

Article V. Lodge Activities

Section 5.01 All meetings of the Lodge shall be opened with the Obligation of the Order of the Arrow and closed with the Song of our Order.

Section 5.02 At a Lodge Leadership Team meeting at the beginning of each Lodge year, in accordance with Chester County Council policy, the Lodge calendar shall be updated for the succeeding two years along with the creation of the calendar for the year after, with due consideration given to the Chester County Council calendar and the National Order of the Arrow Committee calendar of national Order of the Arrow events. Revisions to the planned program may be made with the approval of the Lodge Leadership Team. The calendar shall include, at the minimum, the following activities:

- a) Lodge Leadership Team (Consult Section 4.01 (c))
- b) Lodge Officer's Training Seminar/Lodge Leadership Development (LLD)
- c) April Service Weekend
- d) June Service Weekend
- e) Section Conclave
- f) September Fellowship Weekend
- g) Annual Banquet

Section 5.04 The proper attire for all Lodge Leadership Team meetings will be the official Boy Scouts of America Field Uniform, along with the Order of the Arrow sash. Exceptions may be made by the Lodge Chief and/or Lodge Adviser.

Article VI. Dues and Finances

Section 6.01 Chester County Council, in consultation with the Lodge Treasurer and their adviser, shall handle all Order of the Arrow funds. All funds shall go through normal accounting procedures used by the Chester County Council, and all monetary requests shall go through a system, approved by Chester County Council, in order for funds to be dispersed.

Section 6.02 In order to be a member of Octoraro Lodge 22, an Arrowman must be a registered member of Chester Council Council via a primary registration and annually pay dues to the Lodge. The cost of these dues shall be determined by vote of the Lodge Leadership Team. To conform with National Order of the Arrow policy, Octoraro Lodge 22 no longer honors lifetime dues waivers granted under previous editions of the Lodge bylaws.

Section 6.03 Any member of Octoraro Lodge 22 who was in good standing before deployment will be considered an active member of the Lodge if serving in the Armed Forces and deployed or serving in as a public servant (non-political) in another country.

Section 6.04 Members who have been inactive for a year or more may be restored to active status by paying one year's back dues and the current year's dues.

Section 6.05 Any Scout or Scouter, having been inducted into the Order of the Arrow of another Lodge, may become a member of Octoraro Lodge 22 provided that they comply with the requirements of Section 6.02, and upon presentation of proper credentials and payment of the current year's dues.

Section 6.06 The Lodge financial year shall run from January 1 to December 31, in accordance with the Chester County Council financial year. Before the first Lodge Leadership Team meeting of the year, a budget of estimated income and expenditures for the coming year will be adopted with the approval of the Council Scout Executive or their designee. At each Lodge Leadership Team meeting, a financial report shall be provided to all Lodge members.

Section 6.07 There shall be an induction fee, payable at the time of registration for all candidates at each Ordeal. For such, each new Ordeal member shall receive:

- a) A membership card
- b) An *Order of the Arrow Handbook*.
- c) An Order of the Arrow Ordeal Sash.
- d) Access to a copy of the Lodge Bylaws.
- e) One (1) Lodge Totem.

f) A Brotherhood questionnaire.

g) The candidates Brotherhood Sash, to be received once they have completed the requirements for Brotherhood Membership.

The Lodge Leadership Team has complete authority to add to these if needed.

Section 6.08 The Lodge shall pay for any member (youth or adult) who wishes to complete NLS/NLATS training.

Article VII Lodge Properties

Section 7.01 The Octoraro Memorial Lodge Building was conceived, financed, and constructed during the 1950's by Octoraro Lodge 22, with the approval of the Chester County Council Executive Board. The Lodge recognizes that the building is an integral part of the operation of the Horseshoe Scout Reservation. The maintenance and care of the Lodge Building are the responsibilities of the Lodge Trustees of Octoraro Lodge 22 in coordination with the Horseshoe Scout Reservation Rangers.

Section 7.02 Lodge Trustees

- (1) The two youth Lodge Trustee positions are appointed by the Key 3 for a term of one (1) year. The appointment is made during the September Fellowship Weekend and office is taken in January of the following year. From September to January the incoming youth Lodge Trustee will work with the current youth Lodge Trustee to learn the position prior to taking office.
- (2) The adult Lodge Trustee position is appointed by the Key 3 for a term of three (3) years. The appointed adult Lodge Trustee must be twenty-one (21) years old or older for the entire duration of their term. During year 3 of 3 a replacement adult Lodge Trustee will be selected to work with the current adult Lodge Trustee for a year. During that year the current adult Lodge Trustee will train the new adult Lodge Trustee. The current adult Lodge Trustee must continue to complete their responsibilities until the end of their term and cannot employ the new adult Lodge Trustee to cover for them during this period.
- (3) A youth or adult may serve for more than one term if the Key 3 wishes to appoint them again.
- (4) It is intended that both youth and adult Lodge Trustee terms overlap as noted in (1) and (2) above for the purpose of quality control and completeness of training.
- (5) The youth and adult Lodge Trustees are required to attend service weekends in April, June and September and to attend all Trail Crew service events. Youth protection guidelines, especially two-deep leadership, will be followed by adult Lodge Trustees at all times when working with youth.
- (6) The purpose of the trustee position is the care and maintenance of the following:
 - a. The OA Lodge Building*
 - b. The OA Trail Crew Trailer, Tools & Equipment *
 - c. The OA Bridge*

*Refer to detailed instructions found in Guidelines for the Lodge Trustee

The Lodge Trustees will be monitored by and report to an Associate Lodge Adviser assigned by the Lodge Adviser.

- (7) At each Lodge Leadership Team meeting a youth Lodge Trustee will present a written report on the status of the Lodge assets (item 6) after review and approval of the adult trustee. Each youth Lodge Trustee must attend a minimum of 5 Lodge Leadership Team meetings each year.
- (8) After the September Fellowship Weekend the Lodge Trustees will evaluate the condition of the items in (6) above and prepare a report on the capital assets of the Lodge. This report will include specifics regarding needed and/or recommended repairs, maintenance and improvement of Lodge assets including cost estimates for same.
- (9) The Lodge Trustees will present the report prepared in item 8 above at a special committee meeting in October.

Section 7.03 The keys to Octoraro Memorial Lodge Building will only be assigned to the following:

- Lodge Chief
- Lodge Adviser
- Camp Rangers
- Adult Trustee
- Campmaster
- Camp Horseshoe Summer Camp Director

The key is provided as a privilege. If the holder does not display responsible behavior with the key (i.e. loans keys to others, loses key, etc.) then the key will be confiscated. Any member found with an unauthorized key to the building will be directed to return the key to the Lodge Adviser or camp ranger immediately with a full explanation. No Lodge keys will be duplicated by unauthorized personnel.

Section 7.04 The Lodge radios shall be used during Lodge Weekends, Summer Camp, and other weekends where radios are needed. During weekends, a person asking for a radio must sign it out with the Lodge Communications Team or their designee. If lost, stolen, or broken, the person signing out the radio shall assume responsibility for replacing the radio. During Summer Camp, the Lodge Communications Team will appoint a representative to take responsibility of signing out the radios. The Staff members who sign out the radios shall assume responsibility if the radio is lost, stolen, or broken.

Section 7.05 The tools owned by Octoraro Lodge 22 shall be used throughout the camping season, and must be signed out prior to use (if not a Lodge weekend). During Summer Camp, the Camp Chief shall assume responsibility for the tools.

Article VIII Lodge Publications

Section 8.01 The Lodge shall send at least one (1) letter or postcard to the dues paying members of Octoraro Lodge 22. On this letter or postcard, all Lodge events and activities for the year will, along with directions to sign up for them, will be listed.

Section 8.02 The Lodge shall produce at least four (4) newsletters to be handed out at the Lodge Weekends and the annual banquet. The Lodge Corresponding Secretary will be responsible for these publications. These publications, after the event, should be posted on the Lodge website for all members to access.

Section 8.03 All other Lodge publications shall be sent out via email. If there is a member who does not have email, they may request to have publications sent to them via postage mail.

Section 8.04 There shall be one official Lodge website. It will be owned solely by Octoraro Lodge 22 and/or Chester County Council and will be under the supervision of the Lodge Corresponding Secretary and their adviser. They will be in charge of all electronic Lodge publications and keeping the content of the site current.

Section 8.05 The Lodge will maintain multiple forms of communication with members. All of these forms and the information provided on them are property of Octoraro Lodge 22 and must be under complete control of Octoraro Lodge 22. These forms include Facebook page/group, Twitter, Instagram page, and any other social network deemed appropriate by the Lodge Leadership Team. It will be the responsibility of the Lodge Communications Team to keep the information on these forms of communication up to date and accurate.

Section 8.05 The Lodge website will have links to the various other sites where Lodge Members can find information about the Order of the Arrow.

Article XI Amendments to these Bylaws

Section 9.01 The rules may be amended at any regular or special Lodge meeting. The proposed changes must have been submitted in writing to the Lodge Leadership Team at least thirty (30) days prior to the Lodge meeting. Due notice shall be made to all Lodge Members at least ten (10) days prior to the aforementioned Lodge meeting. A two-thirds (2/3) vote of members present shall be required for approval. Any revision in the Bylaws will be made known to the Lodge Membership.

Section 9.02 These Bylaws shall be in accordance with current Order of the Arrow policy and the current edition of the *Order of the Arrow Handbook* and the *Field Operations Guide*. In the event that any substantial conflict is discovered, appropriate changes to these Bylaws will be made by the Lodge Leadership Team.

Section 9.03 The Council Scout Executive or their designee has ultimate responsibility for the supervision of the Lodge program and may deem special procedures be followed if unusual circumstances warrant such action.

Note: This is the 2021 proposed Bylaws that will supersede all previous ratified Octoraro Lodge 22, W.W.W., Boy Scouts of America Bylaws.

Note: The 6/13/2021 bylaws changes were pursuant to Lodge Leadership Team approval (on 6/13/2021) of the new lodge supervisory authority name (changed from “Lodge Executive Committee” to “Lodge Leadership Team”) and pronoun changes to reflect national membership standard changes. No substantive or functional changes were made to this version of the bylaws.