

Klahican Lodge Bylaws

ARTICLE I.

Name and Affiliation of the Lodge

Section A. The name of this Lodge of the Order of the Arrow shall be Klahican Lodge No. 331.

Section B. The Lodge shall be affiliated with the Cape Fear Council, BSA, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Scout Executive.

Section C. The totem of this Lodge shall be the Venus Fly Trap, and the call shall be "Caaa!"

ARTICLE II

Lodge Paraphernalia and Requirements

Section A. Upon successful completion of the Ordeal, the Lodge shall provide each new Ordeal member with the following:

1. Ordeal Sash (given during ceremony)
2. OA handbook
3. Lodge pocket flap
4. OA membership card showing dues paid through the remainder of the Lodge year.

Section B. Upon successful completion of the Brotherhood, the Lodge shall provide each new Brotherhood member with the following:

1. Brotherhood sash (given during ceremony)
2. Lodge pocket flap
3. OA membership card showing the member is now Brotherhood (dues date will remain the same)

Section C. Upon successful completion of the Vigil, the Lodge shall provide each new Vigil member with the following:

1. Vigil sash (given during ceremony)
2. Lodge pocket flap
3. OA membership card showing the member is now Vigil (dues date will remain the same)

Section D. Lodge Pocket Flap

1. The Lodge Pocket Flap will be a fully embroidered emblem approved by the

Executive Committee of the Lodge showing the name and totem of the Lodge. The flap is not restricted. Each member may purchase additional flaps from the Lodge Treasurer.

Section E. Lodge Service Patch

1. The Lodge Service Patch shall be available to those members who have cheerfully contributed fifteen (15) hours of service on a project pre-approved by the Lodge Chief and Advisors.
2. The Lodge Secretary will maintain a file of hours, patches earned, and patches purchased (by name).
3. Service Patches will be made available to Lodge members at a cost determined by the Executive Committee. Service Patches will not be available for purchase at the Council Service Center.

ARTICLE III

Election to Membership

Section A. The requirements for membership in this Lodge are as required in the Order of the Arrow Handbook.

Section B. Procedure for the Ordeal shall be as stated in the Order of the Arrow Handbook.

Section C. The Lodge Executive Committee, consistent with the National Order of the Arrow guidelines, shall establish procedures for the conducting of elections in the units. Unit Election Committees of the Lodge/Chapter may be delegated by the Lodge Executive Committee to carry out the elections in accordance with the Unit Leaders.

ARTICLE IV

Lodge Structure and Offices

Section A. The Offices of this Lodge shall be the Lodge Chief, Vice-Chief of Administration, Vice-Chief of Activities, Vice-Chief of Ceremonies, Secretary and Treasurer. Should an officer turn 21 while in office, he must resign by his 21st birthday.

Section B. The Lodge shall be divided into Chapters by the Lodge Executive Committee.

Section C. The offices of each Chapter shall be Chapter Chief, Chapter Vice-Chief, and Chapter Secretary. These Chapter officers must abide by the same age restrictions as the Lodge officers.

Section D. The Lodge Executive Committee shall be composed of the elected Lodge officers, the immediate past Lodge Chief, the Lodge Standing Committee Chairman, the

Chapter Chiefs, and any Special Committee Chairman appointed by the Lodge Chief, all of which are voting members. The following non-voting members will be on the committee: Lodge Advisor, Professional Advisor, Scout Executive, Chapter Advisors, Officer Advisors, Committee Advisors, and a member of the Camping Committee.

Section E. The Lodge Advisor and Chapter Advisors shall be appointed by the Scout Executive for a term of one year to coincide with the Lodge year.

Section F. The Lodge Chief, in consultation with the Lodge and Professional Advisors, shall appoint such Committee Chairmen as needed to run the Lodge. All Committee Chairmen shall be under 21 and active, registered members of Klahican Lodge. At a minimum, the following Standing Committees will be appointed:

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| 1. Camping Promotions | 2. Unit Elections | 3. Activities |
| 4. Membership | 5. Finance | 6. Cheerful Service |
| 7. Ceremonies | 8. Publications | |

Section G. The Chapter Chief, in consultation with the Chapter and Professional Advisor, shall appoint committees similar to the Lodge level as needed.

Section H. The Lodge Advisor, in consultation with the Professional Advisor, shall appoint advisors to the various Lodge Officers and Committees as necessary. The Chapter Advisors may do the same on the Chapter level.

ARTICLE V

Lodge and Chapter Elections

Section A. A Lodge Officers election shall be held at the May/June Fellowship each year. The election should be held prior to any new Ordeal candidates receiving the Obligation to prevent the new members from participating in an election without knowing the candidates. Installation of officers shall take place at the Fall Fellowship during the Annual Business Meeting of the Lodge. Their term of office will be from the date of installation or September 15th, whichever is later, until the installation of new officers at the Fall Fellowship Annual Business Meeting the following year. Lodge officers will continue their duties through the remainder of the weekend regardless of installation date.

Section B. The Lodge Chief shall appoint a Nominating Committee with representation from each chapter at least 90 days before the date of the election.

1. At least 45 days prior to the election the Nominating Committee shall nominate a slate of Lodge Officers.
2. At least 30 days prior to the election the Nominating Committee shall advise each

nominee of his nomination. At this time the nominee will indicate his willingness to run for the office to which he was nominated.

3. Anyone interested in running for a Lodge position may turn his name in to the Nominating Committee at least 45 days prior to the election but without requiring a second.

4. Nominations will be accepted from the floor on the day of the election but require a second.

5. Nominees or candidates for Lodge/Chapter offices must be present at the election to be elected unless otherwise approved by the Lodge Advisors prior to the election.

6. The presiding officer, prior to the vote, shall ask each nominee: "If elected, would you actively serve for the coming year in the capacity for which you have been nominated?"

Should the nominee be absent he should respond in writing prior to the election.

ARTICLE VI

Lodge Meetings

Section A. Each meeting of the Lodge shall be opened with the Obligation of the Order of the Arrow and closed with the OA song.

Section B. The Lodge shall conduct an Annual Business meeting during the weekend of the Summer Ordeal.

Section C. Special Business meetings of the Lodge may be scheduled on approval of the Executive Committee and the Scout Executive.

Section D. The Executive committee will meet at least four times per year and at such times as may be deemed necessary by the Lodge Chief and the Lodge Advisors.

Section E. Members of the Order of the Arrow under 21 years of age who are active, registered members of Klahican Lodge may vote in any Lodge decisions. Those 21 and over and those who are listed as inactive shall not vote.

Section F. All meetings should be run according to Roberts Rules of Order.

ARTICLE VII

Finances

Section A. The amount of annual dues shall be set by the Executive Committee (See Attachment 1.) Dues are payable September 1 of each year and are good through August 31 of the following year. All membership cards will expire on August 31 of the

upcoming year (exceptions: Lifetime memberships and new Ordeal members inducted at the Summer Ordeal),

Section B. Dues shall be collected annually by the Lodge Treasurer. Upon collecting dues, the Treasurer will immediately prepare a membership card and present it to the member or mail it to the member within seven days. Dues may also be paid at the Council Service Center.

Section C. The Treasurer shall maintain records listing who is currently registered with the Lodge and those members whose memberships have lapsed. These records should be available for inspection at all Lodge functions.

Section D. Members who dues are not paid by September 31 of each year shall be declared inactive and therefore void all Lodge rights and privileges including:

1. Attending Lodge functions
2. Receiving Brotherhood or Vigil
3. Voting, holding office, or serving on a committee.
4. Wearing the Lodge pocket flap.

Inactive members may be restored to active membership status through payment of current dues. No prorated, or discount may be given or penalty charged for re-registering after membership status has lapsed or for registering in the middle of the year.

Section E. The Treasurer will advise the Chapter Secretaries by October 31 of each year of active and inactive members.

Section F. All expenses, including chapter expenses, must have the approval of the Lodge Executive Committee and the Scout Executive. Approved bills will be paid by the Council Service Center.

Section G. Lifetime Membership

For members choosing to do so, a member may pay a one time amount of one hundred (\$100.00) to receive a Lifetime membership in Klahican Lodge. The money will then be placed in a trust fund with only the interest used by the Lodge for its operating expenses. The member need not pay dues to the Lodge but must remain registered with the BSA in the Cape Fear Council and thereafter has full rights as an active member in the Lodge.

* The member is responsible to insure his name and current address is correct on the Lodge membership rolls. A Lifetime member may receive a new membership card as the need arises.

* To be registered in the Lodge a member must already be a registered scout or scouter with the Cape Fear Council. Lifetime membership does not cover the annual cost of dues to the BSA.

Section H. All Lodge funds will be deposited in the Council Service Center. All funds shall be handled through the Council Service Center and go through all normal accounting procedures used by the Council.

ARTICLE VIII

Duties of the Lodge Officers

Section A. Lodge Chief shall:

1. Be responsible for the TOTAL Lodge program.
2. Preside at all Lodge and Executive Committee meetings.
3. Appoint all Lodge Committee chairmen.
4. Call any special meetings of the Lodge or Executive Committee.
5. Ensure other Lodge officers fulfill their job responsibilities.
6. Oversee the Vigil Committee and the Lodge Nominating Committee.

Section B. Lodge Vice Chief of Administration shall:

1. Assist the Lodge Chief and in his absence assume his position.
2. Coordinate and oversee the Unit Elections program, the Camping Promotions program, the Camping booklet, the Lodge Planbook, Conclave promotions, and any other duties assigned by the Chief.
3. Directly oversee the following Committees:

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| A) Unit Elections | B) Camping Promotions |
| C) Where to Go Camping Booklet | D) Conclave Promotions |
| E) Lodge Planbook | |

Section C. Lodge Vice Chief of Activities shall:

1. Assist the Lodge Chief, and in the absences of both the Chief and Vice Chief of Administration, assume the position of Chief.
2. Coordinate and oversee the Elangomat program, all Ordeals, and Lodge Fellowships.
3. Plan and carry out all Lodge activities and functions.
4. Directly oversee the following committees:

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| A) Elangomat Training | B) Activities |
| C) Inductions | D) Cheerful Service |

Section D. Treasurer shall:

1. Maintain the Lodge membership records, financial records, and Lodge inventory.
2. Periodically inventory Lodge merchandise and inform the Executive Committee of any items in short supply.
3. Audit all Lodge financial records quarterly and present it to the Executive Committee.
4. Maintain an accurate resume of all Lodge members; both active and inactive.
5. Collect all dues annually.

6. Prepare a report of active members and inactive members by October 31 each year.
7. Coordinate and oversee the Lodge Trading Post, event registration, and Lodge budget.
8. Directly oversee the following committees:

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| A) Trading Post Team | B) Event Registration |
| C) Fund Raising | D) Fund Raising |
| E) Membership | |

Section E. Vice Chief of Ceremonies shall:

1. Coordinate and oversee all ceremonies, dance team, and Lodge exhibits at the Conclave.
2. Keep a working list and maintain the Lodge regalia and ensure they are collected and properly stored after each use.
3. Directly oversee the following committees:

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| A) Ceremonies | C) Dance Team |
| B) Indian Attire | D) Conclave Exhibits |

Section F. Secretary shall:

1. Record, distribute, and store the minutes of all Lodge and Lodge Executive Committee meetings.
2. Keep the Lodge History and scrapbook.
3. Coordinate all Lodge publications except the Camping booklet and Planbook.
4. Directly oversee the following committees:

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| A) Museum | B) Publications |
| C) Nendawen | D) Lodge History |
| E) Big Brotherhood Program | |

ARTICLE IX

Lodge Committees

The Lodge shall have the following standing committees:

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| 1. Unit Elections | 2. Camping Promotions |
| 3. Where to Go Camping | 4. Lodge Planbook |
| 5. Conclave Promotion | 6. Elangomat Recruiting and Training |
| 7. Activities | 8. Inductions |
| 9. Cheerful Service | 10. Trading Post Team |

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| 11. Event Registration | 12. Fund Raising |
| 13. Finance | 14. Membership |
| 15. Ceremonies | 16. Indian Attire |
| 17. Dance Team | 18. Lodge Conclave Exhibits |
| 19. Brotherhood Training | 20. Lodge History and Scrapbook |
| 21. Museum | 22. Publications |

The Lodge shall have the following special committees (among others):

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| 1. Vigil | 2. Lodge Officer Nominating |
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The duties of these committees will be assigned by the Lodge Officers overseeing them with the final authority resting on the Lodge Chief.

ARTICLE X.
Amendments to the Bylaws

Section A. These Bylaws shall be subject to amendment at any regular or special meeting of this Lodge provided such amendment has been submitted in writing to the Executive Committee at least fourteen (14) days prior to the meeting.

Section B. Attachments may be added to the bylaws at any regular or special meeting of the Executive Committee and are binding for the remainder of that Lodge year, after which, the attachments must be re-approved or deleted from the By Attachments are temporary guidelines and rules that are subject to change (i.e., Lodge dues).

Section C. These Bylaws supercede all previous rules or bylaws of Klahican Lodge and are effective as of September 10, 1994.

(Rev. 2, 9/10/94)