Mowogo Lodge Bylaws

As of November 26, 2019

Article 1
Name and Affiliation of the Lodge

SECTION 1: **Mission Statement:** The mission of this lodge is to fulfill the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.

SECTION 2: The Lodge shall be affiliated with the Northeast Georgia Council, Incorporated, Boy Scouts of America, and the National Order of the Arrow Committee. Lodge shall be under the supervision of the Council Scouting Committee and the administration of the Scout Executive.

SECTION 3: The totem of the lodge shall be a Black Bear on all fours.

SECTION 4: This lodge may be divided into chapters in line with the various Scouting district divisions. Each chapter shall be under the supervision of the Scouting Committee of its respective district.

SECTION 5: New chapters may be added into the lodge when the council creates a new district. Likewise, chapter membership may be realigned as districts are realigned.

SECTION 6: It is not required by this Article that any district organize and maintain a separate chapter.

SECTION 7: A chapter shall have the right to choose its own name. A chapter may from time to time change its name, with the approval of two thirds (2/3) of its dues paying members.

Article 2
Requirements and Procedures for Election and Membership into the Lodge

SECTION 1: The requirements for membership in the lodge shall be as stated in the current edition of the *Order* of *the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers.*

SECTION 2: Election into the lodge must be conducted by the Chapter Unit Elections Committee and must be filed with the Lodge Vice Chief of Membership.

SECTION 3: Procedures for the Ordeal shall be as stated in the current edition of the *Order of the Arrow Handbook, Guide to Inductions* and *Ceremony for the Ordeal.*

Article 3
Officers

SECTION 1: All lodge officers and chapter officers must be less than twenty-one (21) years of age during their entire term of office. Their election may be voided if they do not attend the Lodge Leadership Development Conference. They may be excused from attending the Lodge Leadership Development Conference by the Lodge Adviser in consultation with the Lodge Chief.

SECTION 2: The following are approved lodge officer positions:

A. Lodge Chief: This officer is responsible for the administration of the lodge in accordance with the current edition of the *Order of the Arrow Handbook, Guide for Officers and Advisers,* and the current *Lodge Rules.* This officer is responsible for appointing chairmen of committees and reviewing the action of all lodge committees. Likewise, he is responsible for directing and reviewing the actions of the other lodge officers.

B. Lodge Vice Chief of Membership: This officer is responsible for the supervision of elections of new members into the lodge, testing of Brotherhood candidates if necessary, and any other duties assigned to him by the Lodge Chief. This officer will have standing committees formed by the Chief which will work with him. In the event of the absence of the Lodge Chief, this officer will assume the duties of the Chief.

C. Lodge Vice Chief of Indian Affairs: This officer is responsible for any Ordeal or Brotherhood ceremonies held by the lodge, the activities connected with the lodge dance team or ceremonies team and the Indian engineers group, if any. As well, this officer is responsible for any Indian related activities conducted by the lodge. Also, this officer is responsible for any other duties assigned by the Lodge Chief.

D. Lodge Vice Chief of Communications: This officer is responsible for the completion and publication of the Arrow-Points newsletter at least four times annually. This officer is responsible for the Lodge's Web activities, including the lodge website. This officer is responsible for the mailing of function/dues reminders. This officer will record and publish minutes of each Executive Committee meeting and each lodge business meeting. Any additional methods of communication the lodge so elects to utilize shall also be under his supervision. Also, this officer is responsible for any other duties assigned by the Lodge Chief.

E. Lodge Vice Chief of Administration: This officer is responsible for completion and maintenance of lodge membership rolls and mailing lists. This officer is responsible for event registration and keeping membership documentation on each lodge member up to date as well as communicating with each lodge member about their appropriate documentation. This officer is responsible for the operations of the Dining Hall and Food Services during lodge events. Also, this officer is responsible for any other duties assigned to him by the Lodge Chief.

F. Lodge Treasurer: is responsible for maintaining sound lodge financial records – income, expense, dues, inventory, budget, etc. This officer works closely with the council service center accounting specialist in matters relating to income, expenses, inventory and auditing. This officer supervises receipt of all income from lodge members, activities, and events and deposits receipts in the council OA account (with the Lodge Finance Adviser through the council service center).

This officer is responsible for the completion and maintenance of lodge financial records, including the composition of the lodge budget. This officer is responsible for review of financial records prepared on behalf of the lodge by the Northeast Georgia Council, Inc. This officer is responsible for the maintaining of a listing and an accounting of the inventory of lodge items. This officer will provide the Lodge Chief with information as to the status of the lodge supplies at each function for the purposes of maintaining proper levels of supplies.

In addition, the Lodge Treasurer:

- Chairs the lodge finance committee and supervise preparation of the annual lodge budget;
- Works closely with the lodge financial adviser and members of the lodge finance committee;
- Works with the vice chiefs of administration and membership on collection of lodge dues;
- Sets up and maintain the lodge financial record book;
- Prepares financial statements for the lodge executive committee; and
- Keeps the lodge executive committee aware of their adherence to the lodge budget.

G. Immediate past Lodge Chief: (if under 21 years of age) acts as an Adviser to the Lodge officers. This officer may, if he elects, take on special duties to aid the working of the lodge.

SECTION 3: The following are approved chapter officer positions. Each Chapter shall have at minimum a Chapter Chief:

A. Chapter Chief
B. Chapter Vice Chief of Membership and/or Elections
C. Chapter Vice Chief of Programs and/or Indian Affairs
D. Chapter Vice Chief of Communications
E. Chapter Vice Chief of Service.

The responsibilities for these officers will be similar to those described for the lodge officers except on a chapter level. Chapter officers will be responsible for working closely with their lodge officer counterpart. Chapters may have multiple positions of the same title as a result of high membership levels, or other necessity, except for the position of Chapter Chief. If multiple positions of the same title are created, their duties must be specifically delineated so as to not overlap.

SECTION 4: The officers of the lodge and chapters shall be elected annually at a regular meeting and shall be installed at the annual Christmas Banquet to take office January 1 with their terms of office ending at the next Christmas banquet or December 31, whichever may come first. Candidates for Lodge office must follow Lodge candidate approval procedures prior to qualifying for election.

SECTION 5: The Lodge Executive Committee shall be made up of the following voting members: Lodge officers, Chapter Chiefs, and the immediate past lodge chief (if under 21). The executive committee shall be made up the following non-voting members: The Council Executive, Lodge Adviser, Lodge Staff Adviser, Chapter Advisers, Committee Chairmen, and all current Section Officers who are current members of Mowogo Lodge. The Lodge Chief shall act as Chairman of the Lodge Executive Committee.

SECTION 6: The Lodge and Chapter Advisers shall be appointed annually in accordance with the procedures contained in the current edition of the *Guide for Officers and Advisers.* The Lodge Adviser shall report to the Scout Executive when any Chapter Adviser is derelict in his duties and appropriate action will be taken.

SECTION 7: The Lodge Executive Committee has the power to remove any lodge or chapter officer from his elected position, who, in their eyes has not performed his duty.

SECTION 8: The Lodge Chief shall appoint such committees as may be required with the approval of the Lodge Adviser. All committee chairs must be under twenty-one years of age (21). An Adviser shall be appointed to each committee by the lodge Adviser. The chapter chief and chapter Adviser will do likewise on the chapter level where needed.

SECTION 9: The Lodge Executive Committee shall be the steering committee of the lodge. It shall examine problems and through the lodge committees carry out the business of the lodge. The Lodge Executive Committee shall be ruled by the current edition of *Robert's Rules of Order.*

SECTION 10: A vacancy in any office of the lodge prior to the completion of that term of office will be filled by a designee of the Lodge Chief with the approval of the Lodge Executive Committee, until the next lodge election is held. A new Lodge Chief will be appointed by the Lodge Executive Committee in the event the present Lodge Chief is no longer able to fulfill the duties or obligations of his office.

SECTION 11: A vacancy in any chapter officer position, except that of chapter chief shall be filled by the appointment of the chapter chief with the approval of the Lodge Executive Committee. A vacancy in any chapter chief position shall be filled by appointment of the Lodge Executive committee. Whenever a chapter chief position is to be filled by appointment, the Lodge Executive Committee will receive recommendations from the chapter Adviser for consideration.

SECTION 12: As part of fulfilling the position each lodge officer is elected to and serves the lodge, it is a requirement that each officer and each officer-elect for lodge office as well as Chapter Chief and Chapter Chief-elect be in attendance and participate in two lodge level planning function following lodge elections at the Pow Wow function each year: Mowogo Leadership Gathering where position requirements, role expectations, and calendar planning will take place and the Lodge Leadership Development Conference, where the lodge leadership with the direction and guidance of the Lodge Chief, will lead in the training and goal setting for the upcoming year.

Article 4
Lodge Meetings

SECTION 1: The lodge schedule of events for the upcoming year will be established annually at the Lodge Leadership Gathering and finalized at the Lodge leadership Development Conference. Additional activities may be scheduled by the Lodge Executive Committee.

SECTION 2: Special meetings of the Lodge Executive Committee or of the lodge may be called by the Lodge Chief with approval of the Scout executive or the Lodge Adviser.

SECTION 3: Members of the Order of the Arrow twenty-one (21) years of age or older shall not have any vote in any decision of the lodge.

SECTION 4: All Order of the Arrow functions shall be attended in the official scout uniform with the Order of the Arrow sash. In the event that the task at hand is unbecoming of the uniform, this act may be wavered.

SECTION 5: All lodge meetings will be conducted by the lodge officers. The Lodge Chief will preside and can appoint non-officers the duties of part of the program.

SECTION 6: All functions of the Lodge and chapter will follow the guidelines published in the most current edition of the BSA Guide to Safe Scouting.

Article 5
Ordeal Membership

SECTION 1: The Ordeal induction fee shall be established by the Lodge Executive Committee as will the fees for all lodge functions. The Ordeal Induction fee will cover the following: a) Order of the Arrow Handbook, b) Order of the Arrow Sash, c) Order of the Arrow Membership card, d) lodge flap patch, e) lodge dues for calendar year, (f) fellowship expense, (g) lodge planbook distribution, (h) Brotherhood Sash, (i) Brotherhood membership card and (j) Brotherhood flap cost if any.

SECTION 2: All lodge funds shall be handled through the Northeast Georgia Council, Inc., BSA. Bills authorized by the Lodge Chief and Finance Chairman which are approved by the Finance Adviser shall be paid by the council office.

SECTION 3: The lodge dues shall be the amount set by the Lodge Executive Committee. The change of the amount of dues will be made only as follows:

A. Three-fourths (3/4) of a quorum of the Lodge Executive Committee must approve.

B. Changes can be made no more often than once a year.

SECTION 4: Lodge dues will cover, at minimum, those dues and fees owed to National upon re-charter. No portion of the dues will be apportioned between the lodge and chapters.

SECTION 5: A. Tacking extra fees onto dues payments as a means of a penalty or late fee is not allowed. The Lodge may choose to offer "Early Bird" registration discounts on a sliding scale if approved by the Lodge Executive Committee.

B. Inactive members are those that have not paid their dues in one year. They may restore their membership by paying the dues which will be owed upon the lodge's re-charter with National.

SECTION 6: Dues may be paid at any time either online, at any lodge function, through the Mowogo Lodge Vice Chief of Administration, or the Northeast Georgia Council Service center.

Article 6
Brotherhood Membership

SECTION 1: Attainment of Brotherhood membership shall be in accordance with the current edition of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers.*

SECTION 2: Chapters may host Brotherhood Ceremonies outside of the normal Lodge functions. In order to host a Brotherhood Conversion, a Chapter must complete the following:

A. The Ceremony Team that will perform the ceremony must follow the guidelines outlined by the Lodge Bylaws. Additionally, the team must be successfully evaluated by the Lodge Vice Chief of Indian Affairs or the Ceremony Chair before the weekend in order to perform the ceremony.
B. The registration procedures for the Chapter Weekend must be approved by both the Lodge Chief and the Lodge Vice Chief of Membership. Chapters must present a plan for registration, candidate eligibility, and reporting to the Lodge records.

SECTION 3: If a Chapter holds a Brotherhood Conversion ceremony, a Lodge Officer or the Brotherhood Conversion Chair must be present to observe the Ceremony.

Article 7
Lodge Neckerchief

SECTION 1: Lodge neckerchiefs shall be approved by the Lodge Executive Committee prior to their production or sale. Any lodge neckerchief produced for sale shall be available for all lodge members to purchase.

SECTION 2: All Lodge Chiefs shall be presented a distinctive lodge neckerchief upon the completion of their term of office.

SECTION 3: The current lodge neckerchief will remain restricted to one per life until supplies are sold out. The trading post will inform the Lodge Executive Committee when all the currently available neckerchiefs are sold. At that time this Article 7 Section 3 will be removed in its entirety from the Lodge Rules.

Article 8
Lodge Patches

SECTION 1: Lodge function patch designs shall be approved in the manner decided by the Lodge Chief.

SECTION 2: Lodge flaps shall be approved by the Lodge Executive Committee prior to their production or sale. In accordance with National Policy and the spirit of our order there will be no restrictions on the sale of our flap to our lodge members. At functions with ceremonies sales may be delayed until after the completion of the ceremonies.

The lodge shall have one official standard issue flap patch design.

The border colors of that flap shall be:

A. Yellow – Ordeal
B. Red – Brotherhood
C. Black – Vigil

Specialty Lodge flaps approved for events (including but not limited to Anniversaries, NOAC, Conclaves, Camp Staff, etc.) shall be available for all Lodge Members to purchase.

Fundraising flaps (i.e. “Pappy Pawson Campership”) may be produced with profits being applied to a separate fund. The Lodge Executive Committee may determine how the funds are to be dispersed at the Lodge Planning Conference.

SECTION 3: The trading post will inform the Lodge Executive Committee when all the yellow border Cheerfulness Flaps and the black border Service flaps are sold. At that time this Article 8 Section 3 will be removed in its entirety from the Lodge Rules.

A. Yellow border Cheerful Service Flaps are purchased for the purpose of gifting the patch to another in recognition for their Cheerful Service. This is not a requirement for purchase but a suggestion.

B. Black border Service Flaps may be purchased after a member has registered attendance at four Lodge functions. Twenty-four (24) hours of service through any official Order of the Arrow service project (i.e. O.A. Trail Crew, O.A. Wilderness Voyage, O.A. Ocean Adventure, Jamboree Service Corp, Chapter work days) or any other O.A. service approved by the Lodge Executive Committee shall qualify as a Lodge function.

Article 9
Election of Officers

SECTION 1: Lodge elections shall be held annually at a lodge meeting.

SECTION 2: Candidates for office shall have their eligibility certified by the Lodge Vice Chief of Communications.

SECTION 3: Eligibility shall be defined as follows:

A. Less than twenty-one (21) years of age for the entire term of office.

B. Current dues paying member of the lodge.

C. Current member of a troop or crew or registered with the Boy Scouts of America in some other manner.

D. Active in the lodge for the past year (have attended at least three (3) chapter meetings and two (2) lodge functions during the preceding year.

E. Receive approval from the Lodge Adviser and/or Lodge Staff Adviser.

SECTION 4: The eligibility requirements may be altered only if the Lodge Executive Committee feels that extenuating circumstances are present beyond the candidate's control.

SECTION 5: The election will be presided over by the Lodge Chief and votes will be counted by the Lodge Adviser and one (1) non-voting member from each chapter.

SECTION 6: Voting eligibility shall be defined as being less than twenty-one (21) years of age and active in the lodge for the past year.

SECTION 7: The Lodge Chief, if he should see the need, may appoint a Nominating Committee at least two weeks prior to elections which will present a complete slate of officers.

SECTION 8: Each Arrowman may choose to run for two lodge level offices choosing a sequential first and second choice. No Arrowman may run for more than two offices. If there is a vacancy because no one runs for a particular office, the Lodge Chief may appoint an Arrowman to fill the role with the approval and consent of the Lodge Adviser and Lodge Staff Adviser.

Article 10
Ceremonies and Dance Teams

SECTION 1: The lodge will have a ceremonies and dance team on a lodge-wide basis.

SECTION 2: The team will consist of two (2) components: ceremony team for Ordeal and Brotherhood ceremonies and a dance team for all lodge activities.

SECTION 3: Membership on the ceremonies team is open to any member who learns any one of the parts for the Ordeal or Brotherhood ceremonies to the satisfaction of the Lodge Vice Chief of Indian Affairs.

SECTION 4: Membership on the dance team is open to any member who builds a simple dance costume to the satisfaction of the Lodge Vice Chief of Indian Affairs.

SECTION 5: All persons on this team are entitled to wear a token approved by the Lodge Executive Committee and earned under the rules set by the Vice Chief of Ceremonies and Indian Affairs and approved by the Lodge Executive Committee.

SECTION 6: Each chapter shall be entitled to no less than two (2) brothers per year on each of the ceremonies and dance team components.

Article 11
Honors, Awards and Recognitions

SECTION 1: **Vigil Honor Membership** (Note: changed only to match our current process)

Attainment of the Vigil Honor shall be in accordance with the current edition of the *Order of the Arrow Handbook* and the current *Order of the Arrow Guide for Officers and Advisers.*

The Lodge Chief shall appoint a Vigil Committee and a chairman for the committee. Membership on the committee will be open to any youth lodge member with the exception of any member who would be subject to consideration for Vigil Honor membership. Each chapter shall have at least one member on this committee. An Adviser to the committee will be appointed by the Lodge Adviser.

The Lodge Adviser and Vigil Adviser shall ensure that two-deep leadership requirements are met at all meetings. Adult participation and involvement shall be kept to a minimum. No adult may be present during deliberations of the committee without permission from the Lodge Adviser and/or the Vigil Adviser.

In keeping with the current *Guide to Officers and Advisers* as well as Article 4 Section 3 of these bylaws, only youth members may vote upon decisions.

The Adviser to the committee shall collect Vigil nomination forms from the lodge membership and provide them to the committee. The Adviser shall also provide a list of all Vigil eligible youth to the committee.

The number of slots allotted to the lodge by National shall not be shared with the committee. The number shall not be considered when voting upon members unless the number of selected candidates is larger than the number allotted. In that case, the Adviser will tell the committee that they need to "whittle down" the list.

Voting shall be by secret ballot. A candidate shall require a super- majority of votes to be selected. Unanimous voting shall not be required as this empowers a single voting member to sway the entire process and decide who is "not" to be selected.

Only after the youth candidates have been selected will deliberations on adult candidates occur.

The same process used to select youth will be used to select adults. The Vigil ceremony will be conducted by persons appointed by the Vigil Committee.

SECTION 2: Founder's Award:

In keeping with the current *Guide to Officer's and Advisers* as well as is outlined in Article 4 Section 3 of these bylaws, no member age twenty-one (21) or older may vote upon any decision of this lodge.

The Lodge Chief, with advisement and approval of the Lodge Adviser, Lodge Staff Adviser, and Supreme Chief of the Fire, shall annually appoint a Founder's Award Committee.

Annually, the Lodge Adviser, with advisement of the Lodge Chief and the Lodge Staff Adviser, shall appoint an adult adviser to the Founder's Award chairman.

Annually, the Lodge Chief shall appoint a youth (under age 21) Founder's Award Selection Committee. The committee shall consist of:

A. A youth representative from each chapter. Previous recipients of the Founder's Award who are under the age of 21 shall be given preference in selection for serving on this committee.

B. The Lodge Chief may appoint two additional youth to serve as "members at large".

C. The Lodge Chief is an ad-hoc non-voting member of this committee.

D. All previous Founder's Award recipients, regardless of age, are encouraged to participate in the committee in the following manner:

    1. All deliberations shall remain within the committee and shall not be shared with the general membership of the lodge.

    2. De facto youth members of the committee (previous recipients of the award) younger than age 21 may vote.

    3. Adult Founder's Award recipients age 21 or older are encouraged to participate in the selection committee by serving as Associate Advisers to the committee. Associate Advisers are encouraged to discuss prospects and help create consensus. Youth members of the committee are encouraged to listen to the recommendations made by these adult advisers. However, no adult shall pressure any youth regarding their vote on award presentation.

    4. The role of the Adult Advisers on the committee is not to select the next award recipient. However, their role is to mentor and advise the youth committee as to the qualities of award candidates as well as knowledge about adults unknown to the youth. This "adult association" is an important "scouting method" that should not be overlooked as it is particularly important to preserve the history and integrity of the award. The inclusion of previous recipients who are adults is meant to provide a means to introduce and educate the youth to the long-standing history of this lodge in selection of recipients and to preserve the high honor of the award. Advisers introduce the youth to the histories of adults who serve for many years and may have been considered in the past but were not selected.

5. Other than following the guidelines of these bylaws, having youth who are non-recipients of the award serve in the selection process is meant to educate the youth of the significance of the award and to provide a means by which this significance is conveyed to all other members of the lodge. No requirements shall be placed upon the award except those which are outlined in the current *Guide to Officers and Advisers.*

SECTION 3: The Turtle Society

Background: Named in honor of founding Society member Rudy Bennett, this award is to recognize those youth and adults who have participated in the lodge Indian Affairs program.

Purpose: To recognize those Brothers who demonstrate a love and desire to promote Native American culture, heritage, history and arts within the traditions of the Order of the Arrow and to promote continued participation in said program by members of the lodge.

Recognition: The Turtle Society members will be awarded a necklace in which the principle jewel is a turtle commemorating the Native American concept of the earth and base of all people.

This totem is also chosen to commemorate the totem of Unami Lodge the first OA Lodge.

Selection: Annually, the Indian Affairs Adviser and Vice Chief of Indian Affairs will form a youth committee to present the awards. Recipients must be nominated by a current Society member and are chosen by a consensus of the committee. At all times, membership in the Turtle Society will be comprised of at least 50% youth members.

Requirements:

1. Active Membership in Mowogo Lodge;

2. Demonstrate Character and attitude that is a good example of Scout Spirit while displaying the fire that burns within the heart and consciences of the Arrowman.

3. Participate in Indian Affairs within the Lodge through 2 years of service in:

    - Ceremonies - 5 of 9 events, have your own outfit for your principle part in ceremonies

- Engineers – 4 of 6 events keep ceremony rings in appropriate setting and return to natural state. Keep all equipment required for this position in good working order.
- Dance – 5 of 9 events, Have your own outfit for your dance style, keeping within authenticity of time and tribe.
- Drum – 5 of 9 events, Dress in uniform manner to team, and make at least 2 sticks.
- Training/Research – teach at least 1 hr class in 3 of 4 opportunities on an Indian affairs topic – clothing, dance, drum, ceremony, history, or culture.
- Judging/Evaluating/Advising – Evaluate in 5 of 9 events or offer a training cell on evaluations to youth participants.
- Miscellaneous – provide 20 hrs of service/research/training over a two year period to the furthering of Indian affairs in Mowogo Lodge in any of the above categories.

SECTION 4: Wolf Clan

This award is to recognize those youth and adults who have participated in the lodge's Elangomat program.

SECTION 5: Owl Clan

Created in 2017, this award is to recognize those youth and adults who have served this lodge by participation in the administration of the lodge.

SECTION 6: Workhorse Award

Annually, the Lodge Chief and the Lodge Adviser shall survey the members of the LEC for recommendations for the Mowogo Lodge Workhorse Award. Upon receiving feedback and based upon recommendations from lodge leadership, the Lodge Chief (in consultation with the Lodge Adviser) will select the recipient. This award is given annually at the Lodge Annual Awards Banquet to a youth which has performed "above and beyond" what is normally expected of Arrowmen in the call to service. If none are found to be worthy, the award need not be given.

SECTION 7: James E. West Award

If funded in the lodge annual budget, the Lodge Adviser may consult with any and all adults and/or youth to select a worthy recipient of the James E. West Award. The award may only be given upon a monetary donation by the Lodge to the Council in the name of the recipient. The award will consist of a framed certificate with an accompanying BSA uniform knot.

Article 12
Amendment of the Lodge Rules

SECTION 1: At any time, the Lodge Executive Committee may waive any part of these rules. It will require a two-thirds (2/3) vote of the committee.

SECTION 2: The Lodge Rules shall be subject to amendment at any regular or special meeting of the Lodge Executive Committee provided such amendments have been submitted in writing to the Lodge Executive Committee no less than one (1) month prior to the meeting. A two-thirds (2/3) vote of all of the members of the Lodge Executive Committee shall be required for an amendment to the Lodge Rules to be passed.