

Ahoalan-Nachpikin Lodge Bylaws

Preamble: Recognizing the need 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, we establish these rules for our lodge.

ARTICLE I

MISSION, NAME, AND AFFILIATION

Section 1. Mission. The mission of this lodge is to fulfill the purpose of the Order of the Arrow as an integral part of Scouting America through positive youth leadership under the guidance of selected capable adults.

Section 2. Name and affiliation of lodge. The lodge shall be known as the Ahoalan-Nachpikin Lodge, Chickasaw Council #558, Scouting America, and shall be under the supervision of the council camping or Boy Scout committee and the administrative authority of the Scout Executive.

ARTICLE II

MEMBERSHIP

Section 1. The requirements for membership in the lodge are as stated in the current printing of the Order of the Arrow Handbook and the Order of the Arrow Handbook for Officers and Advisers.

Section 2. The procedure for the Ordeal shall be as stated in the latest editions of the Order of the Arrow Handbook and the Inductions Handbook.

Section 3. Unit elections shall be conducted in accordance with the Guide to Unit Elections. The lodge shall provide appropriate training for unit election teams on at least an annual basis. The lodge shall establish a schedule for unit elections each year in accordance with the Guide to Unit Elections. Call-out ceremonies shall be conducted by the Chapter Chief or their representatives, and due record made of the candidates called. The candidates will be informed of their opportunities to take the Ordeal.

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ARTICLE II MEMBERSHIP (CONTINUED)

Section 4. The Lodge Executive Committee may select District or Council Scouters to be inducted into the Order of the Arrow as provided in the Guide to Unit Elections.

Section 5. There shall be an induction fee for each new Ordeal member based on the cost of the following items:

- Order of the Arrow Ordeal Sash;
- Order of the Arrow Handbook;
- Ahoalan-Nachpikin Lodge Pocket Flap;
- Annual dues;
- Current copy of Lodge Bylaws;
- Subsistence during the Ordeal; and
- Other material deemed necessary by the Program Committee.

Section 6. All members participating in Lodge events, must have a signed copy of the Lodge Code of Conduct signed by their parents (if under 18) to being allowed to participation.

ARTICLE III BROTHERHOOD MEMBERSHIP

Section 1. Brotherhood membership. Completion of 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 Handbook for Officers and Advisers.

Section 2. The procedure for the Brotherhood induction shall be as stated in the latest editions of the Order of the Arrow Handbook, the Brotherhood Ceremony Pamphlet, and the Inductions Handbooks.

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ARTICLE IV

VIGIL HONOR MEMBERSHIP

Section 1. The Vigil Honor. Attainment of 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 Handbook for Officers and Advisers.

Section 2. The procedure for the Vigil Honor induction shall be as stated in the latest editions of the Order of the Arrow Handbook and the Vigil Ceremony Pamphlet.

Section 3. The Vigil Honor Committee or equivalent shall meet 45 days prior to the Vigil Callout to confirm selections. The selection committee will be composed of no less than 8, but no more than 10 members who are not vigil eligible. A secretary shall be chosen to keep the meeting minutes, and a copy of the minutes shall be sent to anyone deemed necessary by the Lodge Chief.

ARTICLE V

LODGE STRUCTURE AND LEADERSHIP

Section 1. The Ahoalan-Nachpikin Lodge is divided into Chapters.

Section 2. The four officers of this lodge shall be:

1. Lodge Chief
 2. Lodge Vice Chief of Program
 3. Lodge Vice Chief of Finance and Tradition
 4. Lodge Vice Chief of Administration
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ARTICLE V

LODGE STRUCTURE AND LEADERSHIP (CONTINUED)

These elected officers must be younger than 21 years of age during their term of office. The elections are to be held as follows:

1. Prior to the elections, those interested in running for a Lodge Officer position must submit a Lodge Officer Application. These applications must be submitted to the Lodge Adviser at least 5 days prior to the election date.
2. Interested candidates shall have an interview with the Lodge Adviser, Associate Lodge Adviser, or a Lodge representative. During this time, candidates will be asked about their plans for the next year and have the opportunity to discuss concerns. During this process, eligible candidates may specify if he or she is willing to be considered for additional positions if not elected as Lodge Chief. Only after the interview will the Lodge Adviser confirm their eligibility for candidacy.
3. The first slate of elections will be held for Lodge Chief. A majority of votes cast is required for a candidate to be elected. If there are more than two individuals running and a majority is not reached in the first round of voting, the top two candidates will move forward to a second round of votes.
4. The second slate of elections will be held for the Lodge Vice Chiefs. When members vote, they are entitled to vote for up to three candidates. The top three candidates will be the next Lodge Vice Chiefs.
5. Upon consultation with the Lodge Adviser, the Lodge Chief will then appoint the three Vice Chiefs to one of the specific roles as outlined in Section 2.

Section 3. Vacancy. A vacancy in the office of Lodge Chief shall be filled by the Lodge Vice Chief of Administration. After consultation with the Lodge Adviser and Staff Adviser, all other lodge office vacancies shall be filled through appointment by the Lodge Chief. This appointment must be confirmed by a two-thirds vote of quorum of the Lodge Executive Committee.

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ARTICLE V

LODGE STRUCTURE AND LEADERSHIP (CONTINUED)

Section 4. After consulting with the Lodge Adviser, the Lodge Chief will establish standing committees and appoint chairmen. After consulting the Lodge Chief, the Lodge Adviser will appoint the committee advisers. The Lodge Chief may also appoint ad hoc committees throughout the year, as deemed necessary for the successful functioning of the lodge and its members. All committee chairmen shall be under 21 years of age for their entire term of office. All advisers must be at least 21 years of age.

Section 5. Standing Committees will be as follows:

Program and Service. The Program and Service Committee shall be responsible for planning activities, service projects, and training at events. The committee shall host 2 major service projects throughout the year. The Program and Service Committee Chairman may appoint subcommittee-chairmen of various events with the approval of the Lodge Chief. The Program Committee Chairman reports to the Lodge Vice Chief of Program.

Communications. The Communications Committee is responsible for all lodge promotion and communication with members. The Communications Committee is responsible for promoting camping within individual units. The Communications Committee Chairman reports to the Lodge Vice Chief of Administration.

Ceremonies. The Ceremonies Committee is responsible for planning and conducting all ceremonies. The Ceremonies Committee Chairman will coordinate practices and maintaining ceremonial attire. The Ceremonies Committee Chairman reports to the Lodge Vice Chief of Finance and Tradition.

Trading Post. The Trading Post Committee is responsible for the creation and promotion of Official Lodge-branded merchandise. They are responsible for developing ideas for lodge merchandise and the operation of the Lodge Trading Post. The Trading Post Committee Chairman reports to the Lodge Vice Chief of Finance and Tradition.

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ARTICLE V

LODGE STRUCTURE AND LEADERSHIP (CONTINUED)

Section 5. Continued.

Brotherhood. The Brotherhood Committee is responsible for the promotion and teaching of brotherhood classes throughout the year. A minimum of one training shall be held at each major lodge event. Trainings may be held outside of lodge functions, but the brotherhood testing and conversions are to occur only at the four major Lodge Functions. No rules or prerequisites shall deviate from the Inductions Handbook. They will ensure due notice of forty-five days to each member eligible for Brotherhood prior to a conversion being offered. The Brotherhood Committee Chairman reports to the Lodge Vice Chief of Program.

Inductions. The Inductions Committee is responsible for the promotion and planning of Unit Elections throughout the Chickasaw Council. The committee will promote current unit election requirements and provide a copy of the *Guide to Unit Elections* to each unit in the council. This committee is responsible for properly executing Unit Elections with trained youth and advisers. A Unit Election training must be offered at least once per calendar year. The Inductions Committee reports to the Lodge Vice Chief of Administration.

Technology. The Technology Committee is responsible for the upkeep of Lodgemaster, the check in and check out process at events, and the upkeep of the Lodge Website. The Technology Chairman will coordinate the training of appropriate use of Lodgemaster during lodge training events. The Technology Committee reports to the Lodge Chief.

Section 6. *Ad Hoc* Committees. *Ad hoc* committees shall be formed by appointment of the Lodge Chief in consultation with the Lodge Adviser and Staff Adviser. Chairmen of these committees shall report to the appropriate Lodge Vice Chief or other lodge officer as designated by the Lodge Chief.

Section 7. The Lodge Executive Committee shall be composed of all elected Lodge Officers, all Chapter Chiefs the immediate past Lodge Chief, all standing lodge committee chairmen, the Lodge Adviser, the Staff Adviser, and the Scout Executive.

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ARTICLE V

LODGE STRUCTURE AND LEADERSHIP (CONTINUED)

Section 8. Lodge officers shall be elected at the Fall Fellowship or a lodge meeting called for officer elections. Terms shall be for a calendar year in conjunction with the Lodge Financial Year with officer installation at the lodge banquet. Officers may serve for consecutive terms.

Section 9. The Lodge shall hold an annual training and planning conference for newly elected officers and standing committee chairmen called Lodge Leadership Development. These trainings are open to all members of the lodge.

Section 10. An elected officer may be removed from office by a two-thirds vote of the Lodge Executive Committee for failure to perform their duties. The vacancy shall be filled as referenced in these bylaws under Article V Section 3.

ARTICLE VI MEETINGS

Section 1. The Lodge shall hold at least one business meeting during the calendar year. Additional business meetings may be held with a minimum of ten days' notice given to the general membership.

Section 2. The Lodge Executive Committee shall meet at least six times during the calendar year. The Lodge Key 3 (Lodge Chief, Lodge Adviser, and Staff Adviser) or the Scout Executive may call special meetings of the Lodge Executive Committee.

Section 3. Voting. Arrowmen under the age of 21 may vote in all matters of lodge business. A two-thirds majority of LEC members is required for a motion to pass.

Section 4. The rules contained in Robert's Rules of Order shall govern the proceedings of this lodge where applicable and consistent with the rules of the lodge.

Section 5. The minutes and other pertinent data from these Lodge Executive Committee meetings will be provided to all members of the committee by the Lodge Vice Chief of Administration or secretary of the meeting within 21 days following the meeting.

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ARTICLE VII CHAPTERS

Section 1. Establishment. A chapter may be established within the lodge with the approval of the governing body. Chapters shall be formed for the purpose of promoting fellowship, community service, and leadership opportunities. Chapters shall operate under the guidance of the lodge's bylaws and policies.

Section 2. Membership. Membership in a chapter is voluntary and open to all lodge members. Chapter membership shall be governed by the specific bylaws or guidelines adopted by the chapter.

Section 3. Governance. Each chapter shall elect its own officers, including a Chapter Chief, Chapter Vice Chief, and Chapter Secretary. Chapter officers shall have the authority to conduct the business of the chapter within the framework of the lodge's bylaws. Chapters may establish their own bylaws or rules of procedure, provided they do not conflict with the lodge's bylaws.

Section 4. Activities. Chapters may organize and conduct activities, events, or programs that align with the lodge's mission and objectives, including those related to fellowship, community service, and leadership development. Chapter activities shall be subject to the approval of the lodge's governing body.

Section 5. Funding. All chapter funding shall be provided by the lodge. The lodge shall allocate funds to chapters based on their needs and activities, subject to the approval of the governing body.

Section 6. Dissolution. A chapter may only be dissolved or reincorporated by the lodge's Key 3 and Supreme Chief of the Fire. Upon dissolution, any remaining funds allocated to the chapter shall be returned to the lodge's general treasury.

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ARTICLE VIII FINANCES

Section 1. All Order of the Arrow funds shall be handled through the Chickasaw Council service center and follow standard council accounting procedures.

Section 2. The Council shall annually provide the Lodge Adviser, Lodge Chief, and Lodge Vice Chief of Finance and Tradition with an accounting of all Lodge Funds handled through the Council.

Section 3. All Order of the Arrow funds will be handled in accordance with the Order of the Arrow Handbook and Lodge Finance Manual.

Section 4. No Chapter may maintain separate operating funds. The Lodge Executive Committee may however fund specific Chapter projects.

Section 5. Dues shall be collected annually in an amount set by the Lodge Key 3. Nonpayment of dues by the First Induction Weekend of the next year shall disqualify active membership. Those lodge members serving in the Armed Forces of the United States are to remain active members, without payment of dues, throughout their military service term.

Section 6. Inactive members may be reinstated upon payment of the present year's dues. Prior to attending any lodge event, inactive members will be required to pay dues.

Section 7. Any registered Scout or Scouter in the Chickasaw Council, having been inducted into the Order of the Arrow of another lodge, may become a member of Ahoalan-Nachpikin Lodge upon presentation of proper credentials and payment of the current year's dues.

Section 8. The Lodge financial year shall run from January 1 to December 31, in accordance with the council financial year. At the first Lodge Executive Committee meeting, a budget of estimated income and expenditures for the coming year will be presented for consideration and must be adopted prior to the spending of any Lodge funds.

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ARTICLE IX LIMITATIONS AND AMENDMENTS

Section 1. Limitations. No lodge bylaw, policy, or procedure may deviate from or change in any manner a requirement in the current printing of any of the Order of the Arrow's literature. To the extent there is any conflict between these lodge rules and national policy as stated by the National Order of the Arrow Committee, national policy shall prevail.

Section 2. Bylaws Revision Plan. The bylaws may be amended at any regular or special lodge meeting. Bylaws revisions must follow this outlined plan in order to be adopted by the Lodge:

1. The proposed changes must have been submitted either physically or digitally to the Lodge Executive Committee at least thirty days prior to the lodge meeting.
2. A special LEC must be held to hear any grievances regarding the change.
3. A quorum vote of LEC members is required prior to voting upon these changes. Upon LEC approval.
4. Notice will be given to all lodge members at least ten days prior to the lodge meeting.
5. Following general lodge notice, a two-thirds vote of members under 21 years of age at the annual business meeting shall be required for final approval.
6. Any revision will be made known to the lodge membership.

Failure at any stage of the Bylaws Revision Plan outlined in Article IX, Section 2, will result in a failure to amend the rules.

Section 3. The Scout Executive has ultimate responsibility for the supervision of the lodge program, and as such, may deem special procedures be followed in circumstances warrant.

Note: The current bylaws were last approved by the Ahoalan-Nachpikin Lodge Executive Committee on **9.8.2024** and by the Ahoalan-Nachpikin Lodge on **10.5.2024**. They supersede all previous Ahoalan-Nachpikin Lodge Rule
