

Lowanne Nimat Lodge Bylaws

Approved by the LEC for a vote of ratification: 28 March 2015

Lodge will vote on ratification on 3 May 2015



*Chairman Jacob Rolnick, Bylaws Committee
Vice Chief of Communications Thomas Hall*

Associate Adviser Scott Armstrong



BOY SCOUTS
OF AMERICA®
LONGHOUSE COUNCIL

- I. **Mission.** The mission of this Lodge is 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.

- II. **Name and Affiliation of the Lodge.**
 - A. The Lodge shall be known as Lowanne Nimat Lodge, which translates to “Brothers of the North”.
 - B. The Lodge shall be affiliated with Longhouse Council, Number 373, Boy Scouts of America, and shall be under the supervision of the Council Executive Board and the administrative authority of the Scout Executive (Supreme Chief of the Fire).
 - C. The totem of this Lodge shall be the Red Fox.
 - D. Lowanne Nimat shall be a member of the Northeast Region, Order of the Arrow Section NE-3A.

- III. **Membership.**
 - A. Ordeal.
 - i. The requirements for membership in this Lodge shall be as stated in the current printing of the *Order of the Arrow Handbook* and the *Guide for Officers and Advisors*.
 - ii. The election shall be held as stated in the *Guide for Officers and Advisors* and the *Guide to Inductions*.
 1. Elections shall be completed and reported to the Lodge Membership Committee via a Unit Election Form completed with the correct information in order for the election to be declared valid.
 - iii. The procedure for the Ordeal shall be as stated in the *Order of the Arrow Handbook*, the *Guide to Inductions*, and the *Ceremony for the Ordeal*.
 - iv. For a Unit Election to be valid a Unit Election Team comprised of Arrowmen other than the host unit as appointed by the Lodge or Chapter must conduct it.
 - B. Brotherhood.
 - i. 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 Guide for Officers and Advisors*.
 - ii. The procedure for the Brotherhood Induction shall be as stated in the *Order of the Arrow Handbook*, *Guide to Inductions*, and the *Ceremony for the Brotherhood*.
 - C. Vigil Honor.

- i. Attainment of the Vigil Honor shall be in accordance with the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisors*.
- ii. The procedure for the Vigil Honor shall be as stated in the *Order of the Arrow Handbook* and the *Ceremony for the Vigil Honor*.

IV. Lodge Governing Structure.

- A. The Lodge shall be under the administration of the Lodge Executive Committee chaired by the Lodge Chief.
 - i. The Lodge Executive Committee shall be composed of the elected officers, the immediate past Lodge Chief, all Lodge Operating Committee Chairmen, the Lodge Adviser, Lodge Associate Advisers, Chapter Chiefs, Chapter Advisers, the Scout Executive (Supreme Chief of the Fire), and the Lodge Staff Adviser.
 - ii. The term of all elected LEC members shall run from Fall Fellowship and Induction of the year in which he is elected until the Fall Fellowship and Induction of the following year.
 - iii. Officers are allowed to run for more than one term.
- B. Advisers.
 - i. The Lodge Adviser and Lodge Staff Adviser are appointed by and serve at the pleasure of the Supreme Chief of the Fire. They must be a registered BSA Scout leader (or professional staff in the case of the staff adviser) in good standing.
 - ii. Associate Advisers are appointed by the Lodge Adviser with the approval of the Supreme Chief of the Fire.
 - iii. Lowanne Nimat recognizes and will practice the concept of a youth led organization.
 - iv. Adult Advisers are strongly encouraged to attend and complete National Lodge Adviser Training (NLATS) as provided by the Northeast Region Training Team.
- C. Officers.
 - i. The officers of this Lodge shall be:
 - 1. Lodge Chief
 - 2. Lodge Vice Chief of Program
 - 3. Lodge Vice Chief of Membership
 - 4. Lodge Vice Chief of Inductions
 - 5. Lodge Vice Chief of Communications
 - 6. Lodge Vice Chief of Finance
 - 7. Lodge Vice Chief of Camping Promotion
 - ii. The eligibility requirements for candidacy shall be as follows:

1. A candidate for election must be younger than 21 during the entire term of office and of Brotherhood or Vigil level at the time of election.
 2. A candidate must submit a written notice of intent to the Lodge Staff Adviser for review and approval by the Scout Executive or designee 14 days prior to the election. This letter must list all positions the candidate wishes to run for, which is limited to two of the six Lodge offices as provided in the Lodge bylaws (IV, C, i).
 3. A candidate for election must be present at the time of election or send a written notice of his acceptance of the nomination.
 4. Officers must sign a Memorandum of Understanding after meeting with the Lodge Adviser at the Fall Fellowship and Induction at which they are elected so that expectations and obligations are clearly understood at the beginning of the term of office.
 5. Youth officers are strongly encouraged to attend and complete a National Leadership Seminar (NLS) as provided by the Northeast Region Training Team.
- iii. Lodge Vice Chiefs and Committee Oversight.
1. Lodge Vice Chiefs shall be responsible for the committees as assigned by the Lodge Chief.
 2. Lodge Committee Chairmen shall be selected by the Lodge Officer in charge of that committee with the approval of the Lodge Chief and the Lodge Adviser.
 3. Lodge Committee Chairman may build any administrative structure to serve the Lodge subject to the approval of the appointing officer.
- iv. Duties – Vice Chiefs. These shall be the responsibility of the Vice Chief (and approved Committee Chairman where appointed).
1. Lodge Vice Chief of Program
 - a. Activities
 - b. Lodge Leadership Development
 - c. Service
 - d. Coordination of Conclave and NOAC
 - e. Annual Banquet
 2. Lodge Vice Chief of Membership
 - a. Membership
 - b. Provide for Unit Elections Team Training
 - c. Organize the Conducting of Unit Elections
 - d. Awards and Recognition
 3. Lodge Vice Chief of Inductions
 - a. Ceremonies

- b. Elangomats/Extended Elangomats
- c. Ordeal Induction
- d. Brotherhood Induction
- e. Vigil Induction
- f. Support Cub Scout requests of ceremonialists
- 4. Lodge Vice Chief of Communications
 - a. Lodge internal and external communications
 - b. Management of Lodge social media
 - c. Document Lodge history and activities via digital media
 - d. Support the communications needs of Lodge programs and events
- 5. Lodge Vice Chief of Finance
 - a. Finance & Accounting
 - b. Fund Raising
 - c. Trading Post
 - d. Auction
- 6. Lodge Vice Chief of Camping Promotion
 - a. Promote attendance at Summer Camp
 - b. Fulfill requests for unit visits to promote camping
 - c. Promote camp staff opportunities to Arrowmen
 - d. Promote camping opportunities for Cub Scouts and WEBELOS
- v. At the direction of the Chief, a Conclave Vice Chief (CVC) may be appointed to oversee Lodge participation in the annual Section NE-3A Conclave. The CVC shall have equal standing with the other Vice Chiefs and serves at the pleasure of the Chief.
- vi. Duties – Lodge Chief. It shall be the duty of the Chief to preside over all business of the Lodge. Upon approval of the Longhouse Council Executive Board the Chief shall be a regular member of the Council Executive Board. The Chief shall, at the invitation of the Council Executive Board, deliver an annual report of the Lowanne Nimat Lodge to the Council Executive Board at the April Board Meeting. The Chief shall have the responsibility to appoint and remove chairmen to Committees that serve the Lodge.

D. Chapters.

- i. At the designation of the Chief, the Lodge shall have three Order of the Arrow Chapters, governing OA operations at the District level and shall be organized along the following boundaries: Onondaga & Oneida Districts; Interlakes, Cayuga and Ontario Districts; Tri-Rivers and Northern Lights Districts.

- ii. Each Chapter shall be set up according to their respective District boundaries, and will change as they change boundaries.
 - iii. Chapter Governing Structure
 - 1. Each Chapter shall annually elect a Chapter Chief. These elections shall be under the same provisions as the Officer Elections.
 - a. Chapter Chiefs shall report to the Lodge Chief
 - 2. The Chapter Chief may build any administrative structure to serve the Lodge subject to the approval of the Lodge Chief.
 - iv. Chapters may select their own name, subject to LEC approval.
- E. Vacancies and Resignation.
- i. The vacancy of any LEC elected officer shall be filled by majority vote of the Lodge Executive Committee at a regular meeting of the LEC immediately following the vacancy. Any officer elected to fill a vacancy shall serve the balance of the natural term. Vacancies in a Committee Chairmanship shall be appointed by the Chief.
 - ii. Resignation from an elected position on LEC should be made in writing and sent to the Chief and Lodge Adviser.
 - iii. Any vacancy or resignation in a Chapter will be treated in the same manner as a Lodge vacancy or resignation with the Chapter membership for which the vacancy or resignation occurred.
- F. Removal of Lodge Executive Committee Members and Chapter Chiefs.
- i. Any Lodge Executive Committee Chairman may be removed from the office and replaced upon the recommendation of the appropriate Lodge Officer, and upon the approval of the Lodge Chief and Lodge Adviser.
 - ii. Removal of the Lodge Chief may be done by a 2/3 vote of the general members in attendance at the designated Lodge Function. Upon the removal or resignation, the Vice Chief of Program will hold the position until a proper election is held.
 - iii. Removal of a Lodge Officer may be done by a 2/3 vote of a quorum of the Lodge Executive Committee.
 - iv. Removal of a Chapter Chief may be done by a 2/3 vote of a quorum of the members of the respective chapter.
 - v. In the event an Officer or Chapter Chief is removed from or resigns from office, the Lodge Chief shall appoint an interim replacement. The replacement will serve until a proper election is held.

V. Meetings

- A. The Lodge Chief shall conduct a business meeting at each Lodge Fellowship. A quorum at a general meeting shall be the active voting members in attendance and require a majority of those present to conduct business.
- B. The Lodge Executive Committee shall meet at least 4 times annually to conduct Lodge business. A quorum to conduct business shall be 50% of the voting members of the Lodge Executive Committee and require a simple majority.
- C. The Council President, Council Commissioner or the Council Scout Executive may call special meetings of the Lodge Executive Committee or the entire membership.

VI. Lodge and Chapter Functions

- A. The Lodge shall annually schedule and hold the following functions:
 - i. Fall Fellowship and Induction
 - ii. Winter Banquet
 - iii. Spring Fellowship and Induction
 - iv. Lodge Service Day
 - v. A Lodge Leadership Development Conference (LLD)
- B. The Chapter shall annually schedule and hold the following functions:
 - i. Chapter service day coordinated by a Service Day Coordinator appointed by the Chapter Chief.
- C. The Lodge shall endeavor to have a significant presence at the annual Section NE-3A Conclave.
- D. The Lodge shall endeavor to have a significant presence at the bi-annual National Order of the Arrow Conference (NOAC).

VII. Finances.

- A. All Order of the Arrow funds shall be handled through the Longhouse Council Service Center and go through all the normal council accounting procedures for BSA custodial accounts.
- B. All Lodge financial procedures shall be in accordance with the *Order of the Arrow Lodge Finance Manual*.
- C. Locally developed financial guidelines can be found in the Appendix A to these by-laws.
- D. Dues.
 - i. Dues shall be collected annually and recorded by the Vice Chief of Membership. The amount to be collected will be determined by the Lodge Executive Committee on an annual

basis. Dues shall be deposited with the Council Service Center in the Lodge's custodial account.

VIII. Voting.

- A. Members of the Lodge under the age of 21 may vote in matters of Lodge business.
- B. Unless otherwise stated, a motion will be considered carried if it receives a simple majority of the votes cast by those present and voting.
- C. Abstentions shall not be counted toward the total number of votes.
- D. The Lodge Chief shall be a non-voting member in matters of Lodge business except in cases where a single vote is necessary to break a tie.

IX. Amending the Lodge Bylaws.

- A. These Lodge Bylaws may be amended through the following process: The Lodge Executive Committee must view and have opportunity to discuss the proposed revision in writing at least 30 days in advance. The full Lodge must then be mailed or emailed the proposal at least 14 days in advance. The proposal may become ratified by a vote of at least fifty percent plus one vote at a full Lodge meeting by the voting members of the Lodge.

X. Other Policies

- A. Any Lodge policy not specifically outlined in any BSA approved publication or the Lodge Operating Guidelines shall be at the discretion of the LEC.
- B. No Lodge rule, 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 or policy as stated by the Boy Scouts of America.
- C. Lodge records are proprietary and as such should be treated with discretion and confidence. Membership records are the property of the Lodge and Council and shall not be used, copied, posted or transferred for reasons other than those expressly related to official Lodge business.
- D. Youth Protection Training (YPT) standards as established by the Boy Scouts of America shall be observed at all times.
- E. All communications and promotions will adhere to the latest version of the Order of the Arrow Brand Identity Guide.

- F. This document will not be published and distributed to a general audience in any format other than PDF (Portable Document Format).
- G. An editable version of this document shall be stored in Microsoft Word and provided to the Lodge Staff Adviser for custodial keeping.

Appendix A: Financial Guidelines of the Lowanne Nimat Lodge

A budget shall be prepared with the input of each Lodge committee and proposed by the *Lodge Finance Committee* annually no later than the October meeting of the Lodge Executive Committee and approved by the by the Lodge Executive Committee before the start of the new Financial year on January first.

- The Vice Chief of Finance will reconcile monthly accounting then create the financial report, which must be approved by his Associate Adviser prior to the LEC at which it will be presented.
- A Lodge financial report will be presented at each LEC.
- The Vice Chief of Finance is responsible for the inventory control of all Lodge trading post items, fund raising patches and durable supplies. He will arrange for assignment and/or storage of said items.
- The Vice Chief of Finance will oversee Chapter finances, if any, and include them in regular Lodge reports.
- Financial Records shall be kept in LodgeMaster.
- Financing Lodge Operations/Collections: The Vice Chief of Finance is responsible for the collection and deposit of the following:
 - Membership Dues
 - Activity Fees
 - Program Fees
 - Trading Post Proceeds
 - Auction Proceeds
 - Fund Raising Proceeds
 - Grants
- Financing Lodge Operations/Disbursements: The Vice Chief of Finance is responsible for arranging for the disbursement of the following:
 - Financial support to Council
 - Reimbursement of expenses to eligible persons
 - Service grants
 - Event Fees
 - Vendor Payments as approved by Council
- Payment of Reservations: Payments to attend or participate in any Lodge or Order of the Arrow function must be made by pre-registration dates as stated in promotional materials unless alternative arrangements have been made with the Vice Chief of Finance and with the approval of the Lodge Adviser.

Appendix B: Lodge Communications Procedures

Lodge communications is a significant responsibility that can be used to successfully promote the Mission of the Order.

- The Lodge shall abide by all social media and communications guidelines as established by the Boy Scouts of America and the Order of the Arrow.
- The Lodge will abide by the Brand Identity Guides as established by the National Order of the Arrow and any event-specific Brand Identity Guides.

The Longhouse Council, Boy Scouts of America, owns • All Lodges communications platforms.

- The Lowanne Nimat Lodge website must be held within the domain of the website for Longhouse Council, BSA.
- Proper procedures for intellectual property, trademark protection and rights and clearances for talent used in the promotion of Lodge activities will be strictly observed.
- At the time of adoption of these bylaws the official communications platforms used by the Lowanne Nimat Lodge are limited to:

Website: www.CNYScouts.org/oa/
Facebook: <https://www.facebook.com/LowanneNimatLodge?ref=hl>
Twitter: @Lowanne_Nimat
Email: LodgeMaster
Email: Mail Chimp

All other platforms are not approved for official Lodge use unless this policy is amended by a vote of the LEC.

- Adding additional communications platforms require the recommendation of the Vice Chief of Communications, pre-approval of the Communications Associate Adviser and the approval of the Lodge Executive Committee. Notice of additional platforms will be added in writing to this document once approved.
- Communication platforms account names and passwords are the property of Longhouse Council, Boy Scouts of America. The Vice Chief of Communications, the Communications Associate Adviser, the Lodge Adviser and the Staff Adviser will keep records of such data. Account names and passwords may not be changed without the permission of the Associate Adviser of Communications and immediate notice of the above parties.

**Respectfully Submitted for Consideration by the Lowanne Nimat Lodge
Executive Committee,**

Jacob Rolnick
Chairman, Bylaws Committee
Lowanne Nimat Lodge

Vice Chief Thomas Hall
Communications
Lowanne Nimat Lodge

Reviewed and Pre-Approved for Consideration:

Scott Armstrong
Associate Lodge Adviser for Communications

END OF LOWANNE NIMAT DRAFT #2 BYLAWS