The Kiskakon Lodge Bylaws

1. NAME AND AFFILIATION

A. The name of this lodge of the Order of the Arrow shall be KISKAKON LODGE #75.
B. This lodge shall be affiliated with the Anthony Wayne Area Council #157, Boy Scouts of America.
C. The lodge shall fall under the direct supervision of the administrative authority of the Scout Executive, who is the Supreme Chief of the Council Fire.
D. The Totem and call of and by this lodge shall be the STANDING BEAR.
E. This lodge shall be divided into one chapter per council district. Supervision and administrative authority shall be as in Item C above.

2. MEMBERSHIP

A. The requirements for membership in this lodge are as stated in the current Order of the Arrow Handbook.
B. The procedure for the Ordeal shall be as stated in the current Guide to Inductions and Order of the Arrow Handbook.
C. This lodge shall employ the use of the *Spirit of the Arrow* concept as set forth by the National Order of the Arrow Committee.
D. The procedure for Brotherhood shall be as stated in the current Guide to Inductions and the Order of the Arrow Handbook.
E. Nomination for the Vigil Honor shall be as stated in the current Guide to Officers and Advisers and Order of the Arrow Handbook.
F. Registered active membership
   I. Current registration and dues paid member of the Boy Scouts of America.
   II. Current dues paid in the Order of the Arrow, Kiskakon Lodge.
   III. Attend at least one lodge function per year.
G. ONLY those active members under the age of 21, hereafter called Youth Members, shall be eligible to vote on matters concerning the lodge and chapters.

3. LODGE OFFICERS

All lodge officers shall realize their responsibility to the over-all success of the lodge and to this end will establish priorities accordingly.

A. Officers shall be elected at the annual Spring Ordeal Weekend
   I. All officers must be under the age of 21 for the entire term of office.
   II. One Chief shall be elected from those nominated.
   III. Two Vice-Chiefs shall be elected from those nominated.
   IV. One Secretary shall be elected from those nominated.

V. One Treasurer shall be elected from those nominated.

B. Any youth member of the lodge is eligible for nominations and elections.
C. For election, a simple majority of active youth members present is required.
D. Officers shall be installed at the Annual Fall Ordeal
E. Officers serve a one-year term from the end of the Fall Ordeal through the following year's Fall Ordeal.
F. Officers may be re-elected for any number of terms.
G. In the event where an officer cannot or will not serve their elected office, the Lodge Executive Committee (LEC) with approval of the Lodge and Staff advisers, may appoint an Arrowman to fill that office for the remaining term.

4. DUTIES OF LODGE OFFICERS

A. Duties of the Lodge Chief, both Vice-Chiefs, Secretary, and Treasurer shall be those outlined and set forth in the Kiskakon Leadership Guide (duty description documents).
B. The Kiskakon Leadership Guide shall be written by the Secretary and submitted to the LEC for approval, as often as it needs updated.

5. CHAPTER OFFICERS

The officers of each chapter must consist of:

A. One Chapter Chief
B. One Chapter Vice-Chief
C. One Chapter Secretary

The duties of each officer shall be determined by the Chapter Chief and the Chapter Adviser.

6. LODGE EXECUTIVE COMMITTEE

The LEC will be composed of the elected lodge officers, chapter chiefs or designees, and the immediate past lodge chief. Advisers seated with the LEC will be the Lodge Adviser, Chapter Advisers, Staff Adviser, and the Supreme Chief of the Fire.

Voting members consist of the Lodge officers, the Previous Lodge Chief, plus the Chapter Chief or their appointed representative. ONLY YOUTH MEMEBERS OF THE LODGE EXECUTIVE COMMITTEE HAVE A VOTE.

A. The Lodge Adviser and Chapter Advisers shall be appointed by the Supreme Chief of the Fire or otherwise designated person.
B. The objective of the LEC is to represent the lodge and Arrowmen of the lodge so as to vote on operational business not required by a vote of the entire lodge.
C. The LEC shall meet at least seven times a year.
D. Special meetings may be called by the Lodge chief, Lodge Adviser, or any four members of the LEC, providing that such an announcement is made in WRITING one week prior to such

meeting. It is also understood that the Supreme Chief of the Fire and the Staff Adviser retain this privilege.

E. A simple majority (half plus one) of the total number of Lodge Officers and Chapter Chiefs/Designees must be present to conduct business at an LEC Meeting.
F. A representative from each Chapter must be present at the LEC meetings, and if there is no representative for two consecutive meetings (unexcused) in the course of the term, the Chapter Chief will be asked to resign.
G. Lodge officers will be present at all LEC meetings and if any officer is absent from two consecutive meetings or three meetings in the term (unexcused), the LEC will replace that lodge officer.
H. Unexcused absences are approved at the discretion of the Lodge Adviser or Supreme Chief of the Fire with proper notice.
I. The Kiskakon Leadership Guide requires a 2/3 vote of the LEC members and approval of the Supreme Chief of the Fire to change.

7. LODGE OPERATING COMMITTEES

Membership in any of the following committees is open to all registered youth members of the lodge. It is established that these committees are permanent institutions within the Lodge, although others may be established as deemed necessary by the Lodge Chief.

A. Ceremonies Committee
   I. Chairperson is appointed by Lodge Vice-Chief of Program with the approval of the Lodge Chief.
   II. This committee is responsible for all Order of the Arrow ceremonies put on by the lodge except the Vigil ceremony.
   III. It shall maintain all lodge ceremonial attire.
   IV. Assure that all teams are to be well organized and rehearsed.
   V. Set up and maintain all ceremonial rings.

B. American Indian Affairs (AIA) Committee
   I. Chairperson is appointed by Lodge Vice-Chief of Program with the approval of the Lodge Chief.
   II. This committee shall promote the understanding within the lodge of the importance of our Native American heritage and that the OA is a “thing of the spirit.”
   III. Teach arrowmen skills in Native American craft and culture within the boundaries of our council.
   IV. Create and train both drum teams and dance teams as appropriate.

C. Camp Promotion and Unit Elections Committee
   I. Chairman is appointed by the Lodge Vice-Chief of Membership with approval of the Lodge Chief.
   II. It is responsible for camp promotions and unit elections within the lodge.
   III. Assure that current election procedures are followed.

D. Vigil Committee
   I. The chairman shall be a Vigil youth member appointed by the Vice Chief of Membership and approved by the Lodge Chief and Lodge Adviser.
   II. An adviser shall be appointed by the Lodge Adviser with the approval of the Supreme Chief of the Fire.
   III. The Vigil Nominating Committee shall be formed in accordance to the National Order of the Arrow Standards. All members shall be under 21 years of age.
   IV. Committee shall use the requirements stated in the current Order of the Arrow Handbook in naming their selections.
   V. This committee shall be in charge of the annual Vigil Ceremony.

E. Finance Committee
   I. Chairperson is the Lodge Treasurer.
   II. It shall establish a yearly budget.
   III. It shall be the advisory committee to the Executive Committee concerning matters of financial expenditures.

F. Communications Committee
   I. Chairperson is the Lodge Secretary or their designee.
   II. It works in conjunction with the "Bear Facts" editor and staff.
   III. It shall be the duty of this committee to keep the registered members informed of all lodge and chapter program and news via the "Bear Facts" publication and the Council newsletter.
   IV. It shall be the responsibility of this committee to keep lodge materials of printed or electronic nature current and available to the public.

G. Ad Hoc Committees
   I. Lodge Chief with advice from the LEC and Lodge Adviser declares need and appoints chairperson.
   II. Currently there are 4 adhoc committees: Events, Service, Inductions, and Brotherhood

H. Chapter Operating Committee
   I. Chapter committees and chairmen will be the responsibility of the Chapter Chiefs and Advisers.
   II. Each Chapter is expected to have an organization capable or handling effectively the unit elections, in conjunction with the district camp promotions, ceremonies, and any other chapter activities.

8. DUES

A. Lodge dues will stay the same unless changed by the LEC, any and all changes must be set before the fall fellowship of the preceding year.
B. All Order of the arrow funds will be handled through the council office and go through normal accounting procedures of the council.
C. Council office will keep Lodge Adviser and Lodge Treasurer informed as to the amount of monies in the Order of the Arrow funds.

D. Chapters may use Order of the Arrow funds for chapter activities, mailings, and service projects upon approval of the Lodge Chief and Lodge Adviser.
E. New Ordeal member's induction fee, Brotherhood induction fee and Vigil induction fee shall be established by the Lodge Executive Committee.

9. LODGE EVENTS

A. This lodge shall conduct at least three full lodge events a year – Spring Ordeal, Fall Fellowship, and the Lodge Leadership Development/Annual Planning Meeting (LLD).
B. Other events are at the discretion of the LEC.

10. AMENDMENTS

A. Amendments to these operating policies will be submitted to the Lodge Executive Committee for review and approval.
B. Amendments will be presented to the lodge members at the next meeting of the lodge, or the individual chapters, for final vote. Notification of the meeting will be made at least 60 days prior to the meeting.
C. Amendments require a 2/3 vote of the full LEC youth members and approval of the Supreme Chief of the Fire to pass.

11. RULES OF ORDER

Roberts Rules of Order shall be used in conducting proceedings not outlined in the Rules and Regulations of the Order of the Arrow and these bylaws.

DEP//Amended December 2016
Approved at January 2017 LEC