



## BYLAWS

Boy Scouts of America Three Fires Council  
Founded January 1, 1996

## General Statement

All bylaws of Lowaneu Allanque Lodge will conform with the National Order of the Arrow policies and procedures. Anything not stated in this set of bylaws is assumed to agree with the current issue of the Order of the Arrow Handbook.

## 1. Name and Affiliation of the Lodge

- A. The name of this lodge shall be Lowaneu Allanque which means North Star. This name was properly chosen for our lodge because the North Star is what guides every scout through the course of their lives.
- B. The lodge shall be affiliated with the Three Fires Council and shall be under the supervision of the Council Camping Committee and the administrative authority of the Lodge's Staff Adviser.
- C. The totem is the North Star to signify the brightness of scouting in each and every one of the members of this lodge.
- D. The lodge shall, upon the decision of the Scout Executive, be divided into chapters that will complete the objectives of the lodge more efficiently. Their boundaries shall be determined according to membership needs. Chapter supervision will come from the District Camping Committees and the administrative authority who shall be: assigned District Executives and the Lodge Staff Adviser. There shall be no individual chapter treasuries other than those operating funds established and furnished by the lodge.

## 2. Election to Membership

- A. The requirements to membership in this lodge are as required in the current Order of the Arrow Handbook.
- B. Procedures for the Ordeal shall be as stated in the current Order of the Arrow Handbook.
- C. All unit elections must be cleared through the Lodge Elections Committee. The Election Committee shall be composed of at least one member from each chapter and as outlined in the Order of the Arrow Handbook.

## 3. Officers

- A. The elected officers of the Lodge will be: Lodge Chief, Lodge Vice Chief of Program, Lodge Vice Chief of Chapters, Lodge Vice Chief of Inductions, Lodge Vice Chief of Administration, and Lodge Vice Chief of Finance.



- a. Lodge Chief - The Lodge Chief, in consultation with the Lodge Advisor will be responsible for all operations of the Lodge. The Lodge Chief will be charged with performing the duties of unfilled positions.
- b. Lodge Vice Chief of Program – The Lodge Vice Chief of Program will perform all duties in consultation with the Associate Lodge Advisor of Program. The Lodge Vice Chief of Program will be responsible for the promotion and planning of all programs put on throughout their term, management of committees that relate to the operation of said programs, preside in the absence of the Lodge Chief, and perform any other duties assigned to them by the Lodge Chief.
- c. Lodge Vice Chief of Chapters - The Lodge Vice Chief of Chapters will perform all duties in consultation with the Associate Lodge Advisor of Chapters. The Lodge Vice Chief of Chapters will be responsible for the promotion of lodge program at the chapter level, providing support to individuals in Chapter Officer positions, working with the Lodge Vice Chief of Inductions to oversee the execution of Unit Elections, preside over the duties of the Lodge Vice Chief of Program, and Lodge Chief in the event of their absence, and to perform any duties assigned to them by the Lodge Chief.
- d. Lodge Vice Chief of Inductions – The Lodge Vice Chief of Inductions will perform all duties in consultation with the Associate Lodge Advisor of Inductions. The Lodge Vice Chief of Inductions will be responsible for the execution of all steps of the induction process as defined by the Inductions Handbook throughout the year, oversee all inductions-related committees, work with the Lodge Vice Chief of Chapters to oversee the execution of Unit Elections, handling the process of filing unit elections paperwork, and to perform any duties assigned to them by the Lodge Chief.
- e. Lodge Vice Chief of Administration - The Lodge Vice Chief of Administration will perform all duties in consultation with the Associate Lodge Advisor of Administration. The Lodge Vice Chief of Administration will be responsible for keeping the minutes of all regular and called Lodge meetings, maintaining files of the records, and being the primary youth in charge of inputting and managing data. The Lodge Vice Chief of Administration is also responsible for overseeing the sending out of notices of the regular meetings, publishing a newsletter at least quarterly, sending out promotions for programs in collaboration with the Lodge Vice Chief of Program, and to perform any duties assigned to them by the Lodge Chief.



- f. Lodge Vice Chief of Finance – The Lodge Vice Chief of Finance will perform all duties in consultation with the Associate Lodge Adviser of Finance. The Lodge Vice Chief of Finance will be responsible for creating and presenting an annual Lodge Budget approved by the Executive Committee, collecting distributing, and overseeing the safekeeping of all Lodge funds, and working closely with the Council Scout service center to maintain the Lodge’s financial records. They will also work with the Trading Post Committee and their Adviser to see that the trading post is stocked and the necessary merchandise and patches are ordered in a timely and cost-effective manner, and will perform any duties assigned to them by the Lodge

#### 4. Eligibility and Elections of Officers

- A. Lodge officers shall be elected at the Fall Fellowship and installed at the same Fall Fellowship under the direct supervision of the previous officer of their position. The Lodge officer terms will extend from Fall Fellowship to Fall Fellowship. Each Chapter will have a limited total of ten votes to allocate to each position at the Fall Fellowship Officer Election. Each Chapter must have at least ten members present to fully utilize their maximum number of votes. In the case that they have less than ten members present, they may cast as many votes as they have members present.
- B. All Chapter officers will have terms for the same periods of time and will be elected prior to the Lodge officers. They will be installed at the time of election.
- C. All Lodge and Chapter Officers must meet the following eligibility requirements:
  - a. A registered member in good standing of the Lodge, Council, and Order.
  - b. Under 21 years old during the entire term in office.
  - c. All candidates for elective office must agree that they will be present and ready to serve through their entire term.
  - d. All candidates must have the approval of the Lodge Adviser and their Chapter Adviser.
  - e. All candidates must agree that if elected to office, they will be trained by the Lodge to the degree necessary for their position at the earliest opportunity as agreed to by the Lodge Chief.
  - f. Any of these requirements can be waived by the Lodge Adviser and Lodge Chief

#### 5. Executive Committee

- A. The voting members of the Lodge Executive Committee shall be the Lodge officers. The Lodge Chief will only have a tie-breaking vote. The chairman of every committee, Chapter Chiefs, Lodge Adviser, members of the Council Camping Committee, Chapter Advisers, the Council Scout Executive, and the Staff Adviser shall be non-voting members of the Executive Committee.
- B. The duty of this committee is to prepare the business to be conducted at the regular and special meetings for the Lodge and to act on business not requiring the entire Lodge’s presence. A simple majority of fifty percent of the committee shall be required to decide all issues.



C. The Lodge Adviser shall be appointed by the Council Scout Executive.

D. The Chapter Advisers shall be appointed by the Lodge Adviser in consultation with the Council Scout Executive and the related Camping Committees.

#### 6. Committees

A. Membership in the Lodge committees is open to the entire paying membership of the Lodge. These committees shall have a chairman, under 21 years old, appointed by the Lodge Chief and approved by the Lodge Adviser. A Committee Adviser, over 21 years old, shall be appointed by the Lodge Adviser and have the approval of the Staff Adviser. Committees have the duty and responsibility to perform the various functions given to them and have the authority to make any decisions and plans necessary to complete the task assigned to them with the approval of the Executive Committee.

B. All committees shall be appointed for a maximum period of one year.

C. Each Chapter Chief shall appoint such operating committees for the chapters as may be required with the approval of the Lodge Executive Committee. All chairmen shall be under 21 years old.

#### 7. Records and Publication

A. The Lodge shall notify its membership about Lodge, chapter, sectional, regional, and national activities, and other news through the Lodge newsletter.

B. The Lodge shall publish the updated Lodge Bylaws document in a space in which all members of the Lodge and its Chapters can see at any time without being difficult to find, read, or view, and without the need to request them from any other person within the Lodge.

#### 8. Vacancies of Lodge Officers

A. Vacancies of the Lodge officers are created by written resignation to the Lodge Executive Committee or by physical inability of the person to fulfill his office as determined by the Lodge Executive Committee and with approval of the Lodge Adviser.

B. Upon the vacancy of the Lodge Chief, the vacant office shall be filled by the Lodge Vice Chief of Program. Upon vacancy of any other elected officer, the Executive Committee shall elect, by a simple majority vote with approval of the Lodge Adviser, any active paid Lodge member not holding an office to fill for the rest of the term.

C. Lodge officers who do not fulfill their duties may be removed from their office, one month after their notification of their dismissal, by a two-thirds vote of the members present at the Lodge Executive Committee Meeting and the approval of the Lodge Adviser.

D. These same guidelines shall be used with chapter officer vacancies.



## 9. Lodge Meetings

- A. The Lodge Executive Committee shall schedule Lodge events as follows:
  - a. Spring Fellowship
  - b. Fall Fellowship
  - c. Winter Banquet and business meeting
  - d. Brotherhood Ceremony (one per year minimum)
  - e. Vigil Ceremony
  - f. Yearly Planning Conference
  - g. Lodge and Chapter Officer Training
  - h. Camp Service Weekend (optional, if not required by Council Camping Committee)
- B. The Lodge Executive Committee shall hold at least four meetings a year.
- C. Special meetings of the Lodge Executive Committee or of the entire Lodge can be called by the Lodge Adviser or Staff Adviser, or by the Lodge Chief with the approval of the Lodge Adviser.
- D. Each meeting of the Lodge and chapter shall open with the Order of the Arrow Obligation, be conducted in an orderly, business-like fashion, and be closed with the Order of the Arrow Song.
- E. Any Lodge members at or over the age of twenty-one shall have no vote with matters concerning the Lodge.

## 10. Dues and Other Fees

- A. There shall be an induction fee, established by the Lodge Executive Committee, prior to the induction or at the time of induction.
- B. The Lodge Executive Committee shall determine the amount of the annual dues subject to the approval of the Council Scout Executive. The amount shall be determined by the Lodge Executive Committee and will be payable on December 31 of each year. If inducted at the Spring or Fall Fellowships, their dues paid will last until December 31 of the year inducted.
- C. All fees and dues will be collected Online or at any Lodge event. All dues must be handled by the Lodge Vice Chief of Finance.
- D. Any member failing to pay their current year's dues will be placed on the inactive list.
- E. All transfers of members into this Lodge from other Lodges shall pay the current year's dues, then they are eligible to wear our Lodge pocket flap.

## 11. Finances

- A. The Lodge Vice Chief of Finance shall work in close cooperation with the Council Service Center and the Chapter Treasurers in maintaining a current financial record. They will present a financial report of all the Lodge's finances. The Lodge Vice Chief of Finance shall promote the payment of dues by December 31st to all Lodge members.
- B. The Lodge Executive Committee shall develop an annual budget which shall be submitted to and approved by the Council Scout Executive. In the development of this budget, funds will be made available to the Chapters, service projects, and activities.



- C. All Order of the Arrow funds shall go through the Council Service Center and go through all normal and approved accounting procedures. All approved bills will be paid by the Council Service Center.
  - D. Chapters must have the approval of the Executive Committee prior to incurring expenses beyond a pre-set petty cash account or operating fund.
12. Brotherhood Honor  
Completion of Brotherhood status shall be in compliance with the current Order of the Arrow Handbook.
13. Vigil Honor  
The attainment of Vigil Honor shall be with the rules in the current Order of the Arrow Handbook.
14. Amendments to Rules  
These rules shall be subject to amendment at any regular or special meeting of the Lodge provided such amendments have been submitted in writing to the Lodge Executive Committee at least one month prior to meeting and that due notice has been sent to all active members at least ten days prior to the meeting. A simple majority of fifty-one percent vote of all Lodge members present shall be required to pass an amendment.