

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 administration 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 shall be: Lodge Chief, Lodge Vice Chief of Committees, Lodge Chief of Chapters, Lodge Secretary, Lodge Treasurer, and Lodge Quartermaster. The lodge may elect any number of people for each position to fit the needs of the lodge. The Lodge Chief will be the only



exception to this rule.

- a. Lodge Chief - The Lodge Chief, in consultation with the Lodge Adviser, will be responsible for developing and executing a program for the lodge. The Lodge Chief will also be charged with the responsibility of the lodge.
- b. Lodge Vice Chief of Committees - The Lodge Vice Chief of Committees, in consultation with the Committee Advisers, will be responsible for: the promotion of the program and some of the committees of the lodge, to preside in the absence of the Chief, and to perform any other duties assigned to the Lodge Vice Chief of Committees by the Lodge Chief. Also will be in charge of all fellowships and banquets.
- c. Lodge Vice Chief of Chapters - The Lodge Vice Chief of Chapters, in consultation with the Committee Advisers, will be responsible for: the promotion of the lodge program in the chapters of the lodge, presiding over some of the lodge committees in the absence of the Lodge Chief and the Lodge Vice Chief of Committees, and to perform any other duties as assigned to Lodge Vice Chief of Chapters by the Lodge Chief. The Lodge Vice Chief of Chapters also appoints and oversees all election teams.
- d. Lodge Secretary - The Lodge Secretary will be responsible for: keeping the minutes of all regular and called lodge meetings and to keep files of the records. The Lodge Secretary is also responsible for the overseeing of the sending out of notices of the regular meetings and to publish a newsletter at least quarterly.
- e. Lodge Treasurer - The Lodge Treasurer will work with the Committee Advisers to put out an annual lodge budget to be presented and approved by the Executive Committee. The Lodge Treasurer will file a financial report at the end of each calendar year, and will be responsible for: the collection, disbursement, and the safekeeping of all lodge funds. The Lodge Treasurer will also work closely with the Council Scout Service Center in maintaining lodge financial records.
- f. Lodge Quartermaster - The Lodge Quartermaster will be responsible for all items sold by the trading post. The Lodge Quartermaster will also be responsible for working and restocking the trading post, this includes the ordering of new patches by the loom. The Lodge Quartermaster is also responsible for the storing of all goods sold at the trading post. The Lodge Quartermaster will work closely with the Lodge Treasurer and the Executive Committee. All expenses must be planned in the budget.



#### 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 twenty votes to allocate to each position at the Fall Fellowship Officer Election. Each Chapter must have at least twenty members present to fully utilize their maximum number of votes. In the case that they have less than twenty 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 the candidates for elective office must agree that they will be present and ready to serve through their entire term.
  - d. All candidates must have approval of the Lodge Adviser and their Chapter Adviser.
  - e. All candidates must agree that if elected to office, they will take a nationally certified Lodge Officers Training Session of National Leadership Seminar at the earliest opportunity.
  - 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, each Chapter Chief or designated representative. The Lodge Chief will only have a tie breaking vote. The chairman of every committee, 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 any and all issues of this committee.
- 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 chairman 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 Committees. 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



- 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 through mail or at any lodge event. All dues must be handled by the Lodge Treasurer.
  - 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 Treasurer shall work in close cooperation with the Council Service Center and the Chapter Treasurers in maintaining a current financial record. The Lodge Treasurer shall present a financial report of all lodge finances. The Lodge Treasurer shall promote the promptness of dues, to be payable by December 31.
  - B. The Lodge Executive Committee shall develop a annual budget which shall be submitted to and approved by the Council Scout Executive. In the development of this budget, fund will be made available to the chapters for mailings, service projects, and activities.
  - C. All Order of the Arrow funds shall go through the Council Service Center and also 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 the 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.