

Marnoc Lodge #151 – Lodge By-Laws

Effective: April 19,2017

All italic text is required by the Guide to Officers and Advisers and may not be changed.

Article I: Mission, Name, and Affiliation of Lodge

1. *Mission. The mission of this lodge is to fulfill the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.*
2. *Name and affiliation of the lodge. The lodge shall be known as: Marnoc Lodge #151, Great Trail Council #433, and shall be under the supervision of the council camping committee and the administrative authority of the Scout Executive.*
3. The totem of this lodge shall be that of the head of an Indian chief, superimposed on a crossed pipe and axe

Article II: Election to Membership

1. *The requirements for membership in this lodge shall be as stated in the Order of the Arrow Handbook, and the Order of the Arrow Guide for Officers and Advisers.*
2. *Procedure for completion of the Ordeal shall be as stated in the Order of the Arrow Handbook and in the Guide to Inductions.*

Article III: Officers

1. *The officers of this lodge shall be the lodge chief, lodge vice-chief of inductions, the lodge vice-chief of program, lodge secretary, and lodge treasurer. These elected officers must be younger than 21 during their entire term of office.*
2. *The lodge executive committee shall be composed of the elected lodge officers, the immediate past lodge chief, the lodge operating chairmen, lodge adviser, another member of the council camping committee, chapter chiefs, chapter advisers, Scout Executive, and lodge staff adviser.*
3. The lodge officers shall be elected at the Spring Fellowship. The term of all officers, shall be for one year beginning with installation at the Summer Fellowship.
4. The Lodge Chief may appoint; any committee chairman he deems necessary to carry out the execution of the committees. Committee chairman shall be under 21 years of age. The committee chairman shall be responsible for overseeing the operation of committees placed under him by the Lodge Chief.
5. The Lodge Adviser shall be appointed by the Scout Executive in consultation with the related camping and program committee chairs. The lodge officer, and committee advisers shall be appointed by the lodge adviser in consultation with the Scout Executive or his designee.

Article IV: Nominations and Election of Officers

1. Nominations for lodge officers shall be received from (a) the nominating committee and (b) individual members of the lodge. A letter of intent from any Scout running for a lodge officer position must be received by the Staff Professional Adviser prior to 12:00 PM (noon) on the business day prior to elections. Both the nominees and the member submitting the nomination must be active, dues-paid members of the lodge, and consent of the nominee to serve, if elected, must have been obtained.
2. Individuals may be nominated or nominate themselves for more than one office.
3. The offices will be voted on separately in the following order:

Lodge Chief
Lodge Vice-Chief of Inductions
Lodge Vice-Chief of Program
Lodge Secretary
Lodge Treasurer

4. Candidates defeated for an office will automatically be nominated for any subsequent office for which they were properly nominated before the election.
5. Candidates elected to a higher office will become ineligible for election to a lower office.
6. The election shall be run by the current Lodge Chief, unless he is running for re-election. In this case, the Lodge Chief portion of the election will be run by the Lodge Chief's designee or a youth representative of the section.
7. Election balloting will be by chapter. Each chapter member present may cast one vote, up to a maximum of 10 votes per chapter for each office on all ballots. The designated chapter youth representative must cast his votes in proportion to the poll of the delegates (in whole votes). The Lodge Chief, in consultation with the Lodge Adviser and Lodge Staff Adviser, has final authority to determine any questions about whether a delegation is officially representing a chapter at the election.
8. A nominee must receive a majority (one vote more than fifty percent) of the votes cast on a given ballot to be elected (abstentions do not count as votes cast). Where a majority is not achieved, the nominee(s) receiving the least number of votes is (are) dropped and another ballot is taken. This procedure continues until one nominee achieves a majority and is declared elected, or until two ballots in succession result in two votes and the balloting is declared deadlocked.
9. When balloting is declared deadlocked, the youth conducting the election will announce to the voting delegates that one more ballot will be taken to break the tie and, if another tie results, he shall cast sufficient votes for the nominee of his choice to achieve a majority and declare him elected.
10. If there are any open officer positions after elections, they shall be appointed by the Lodge Chief, with approval of the Lodge Adviser and Lodge Staff Adviser.

Article V. Succession and Replacement of Officers and Chairmen

1. In the event the Lodge Chief (or any other elected officer) is unable to carry out his duties, he shall notify the Lodge Executive Committee and resign. Following this notification, the succession of officers is as follows:

Vice-Chief of Inductions
Vice-Chief of Program
Lodge Secretary
Lodge Treasurer

2. It is intended that the vacant position will be appointed at this time. If one of the other positions becomes open because of this appointment it will be filled at this time by the Lodge Chief, with the approval of the Lodge Adviser and Lodge Staff Adviser.
3. Any officer may be replaced by the Lodge Chief with the approval of a three fourths ($\frac{3}{4}$) majority of the Lodge Executive Committee. The Arrowman to be replaced must be notified prior to his replacement.
4. The Lodge Chief, with the approval of the key officers may replace committee chairmen. The Arrowman to be replaced must be notified prior to his replacement.
5. The Scout Executive may replace any elected officer, and his replacement selected at the same time. The officer being replaced must be notified prior to his replacement.

Article VI: Lodge Meetings

1. The lodge shall schedule the following events at a minimum:

Winter Banquet
Spring Fellowship
Summer Fellowship

2. The lodge will host at least two (2) major service days annually. These will focus on the mission of the Order of the Arrow, and its purpose. Other events or service days can be scheduled and will be encouraged. These dates will be scheduled by the Lodge Executive Committee.
3. The Lodge Executive Committee shall hold at least four meetings a year. These dates will be scheduled and published in the Council Calendar.
4. Special meetings of the executive committee or of the lodge may be called by the Lodge Chief with the approval of the Lodge Adviser & Professional Adviser, or by the Scout Executive
5. Each meeting of the lodge shall be opened with the Obligation of the Order of Arrow.
6. Each meeting of the lodge shall be closed with the song of the Order of the Arrow.
7. The quorum of the Lodge Executive Committee shall be a majority of the number of committee chairmen (or designated representative(s)) and Lodge Officers. At least two (2) members of the quorum being Lodge Officers.
8. *Arrowmen under the age of 21 may vote in matters of lodge business.*

Article VII: Dues, Finances, and Expenditures

1. The Ordeal induction fee shall be set by the executive committee payable at the time of induction. For such, each new Ordeal member shall receive:

Ordeal sash
Membership card
Leather thong
Clear bead
Active membership through the end of year
Administrative costs
Pocket patch
Other items as specified by the inductions committee
Information for new members

2. Dues of the lodge shall be collected annually in the amount set by motion of the executive committee. Any change in dues for the following year must be passed by September of the current year.
3. The lodge shall issue a pocket patch. Controls on this are to be established by the executive committee. Pocket patches shall be worn on the flap of the right-hand pocket of the uniform shirt only by dues-paid members.
4. The executive committee may issue at its discretion any other saleable items. Guidelines may be set for the sale of these items. Only the executive committee may authorize the ordering of an item that bears the "MARNOC LODGE" totem or insignia.
5. If a member lapses in payment of dues, they are automatically placed on the no paid list for one (1) year, following his notification, and will receive the *SACHEM* for the first two issues of the year. If a member lapses two (2) years or more, they are placed on the inactive list and will be removed from the mailing list. The member may be restored to active status by paying the current year's dues. The executive committee may send mailings to the members on the inactive list at its discretion.
6. The lodge shall issue beads of designated colors for attendance or honors gained to the members. The Merchandise Chairman shall be responsible for keeping a current list of bead colors and meanings, this responsibility may be delegated as required. Any bead color change or addition must be approved in advance by the executive committee.
7. There shall be a bead color reserved for the Special Chief's Award, which may be awarded by the chief for outstanding contribution to the lodge. The chief may issue as many beads as he deems appropriate.
8. The Lodge Chief shall appoint by August 1 of each year an ad-hoc committee to recommend to the executive committee names for consideration or recommendation for the Founder's Award. This appointment is designed to assist the incoming Lodge Chief during the transition period.
9. *All Order of the Arrow funds shall be handled through the council office and go through all normal accounting procedures used by the council.*

10. Internal accounting procedures shall be published in writing by the Lodge Treasurer, and be attached to this document as an annual supplement.
11. The Lodge Executive Committee shall prepare an annual budget following the Council's budget procedures, and timetable. In the event that a committee does not prepare a budget by the specified date, the Lodge Treasurer will create a budget for said committee.
12. Approval for payment of budgeted items requires the approval of the Lodge Chief, or Lodge Treasurer; and the Lodge Advisor, or Lodge Treasurer Advisor. (Meaning one youth member and one adult).
13. Approval for spending on unbudgeted items requires the approval of the executive committee of Marnoc Lodge.
14. Emergency spending on unbudgeted items outside an executive committee meeting requires the approval of all four (4) persons mentioned in Article VII Paragraph 12.
15. The approval for spending funds from Article VII Paragraphs 12 or 13 may be in the form of telephone call, fax, electronic mail, or written. This will be noted on the council purchase order.
16. All non-reoccurring events (e.g. fellowships, council service days, conclaves, Vigil Honor functions) hosted by any committee of the lodge require a budget to be submitted at least 60 days prior to the event, detailing the line items on the master budget.
17. Budgets for reoccurring events (e.g. Ordeals, Brotherhoods) may be submitted prior to the first event of the year.
18. The lodge shall attempt to pay fees to the national conference or National Leadership Seminar for its officers, controls to be established by the executive committee. Delegates shall provide their own transportation and meals en-route. These monies shall come from the Scholarship Fund.

Article VIII: Brotherhood Membership

1. Completion of Brotherhood membership shall be in accordance with the procedures set forth in the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.

Article IX: The Vigil Honor

1. Attainment of the Vigil Honor shall be in accordance with the procedures set forth in the Order of the Arrow Handbook.
2. All nominations of Vigil Honor candidates will be made in writing via a form provided by the Lodge by September 1st.
3. All nominations will be reviewed for completeness and candidate qualification by the Lodge Chief, Lodge Advisor, Professional Staff Adviser, Vigil Honor Chairman and his Adviser.
4. Only active dues-paid members under the age of 21 shall compose the Vigil Honor Election Committee, provided they are not eligible for Vigil Honor.
5. The Vigil Honor election committee will be selected by the Vigil Honor Chairman with the guidance of his Adviser.

6. The Lodge Chief shall appoint a Vigil Honor chairman responsible for the election, the ceremony, and any other items involved with the successful completion of the Vigil Honor.

Article X: Lodge Chapters

1. Understanding that the purpose of the Lodge is to strengthen troop program, the purpose of a chapter is to facilitate the lodge's service to units.
2. Chapters cannot be formed without approval from the Lodge Executive Committee, Lodge Adviser and Lodge Staff Adviser. Chapters will normally coincide with the district alignment of the Great Trail Council.
3. Chapters function under the auspices of the Lodge Executive Committee, Lodge Adviser and Lodge Professional Adviser, but may elect their own leadership and function as a committee on the Lodge Executive Committee.

Article XI: Amendments

1. These by-laws shall be subject to amendments at any regular or special meeting of the lodge, provided such amendment has been submitted in writing to the lodge executive committee at least one (1) month prior to such meeting. A two-thirds vote of the member's present shall be required for adoption. Any by-laws found to be in conflict with National Order of the Arrow Laws are invalid.

Article XII: Custodians of Lodge By-Laws

1. Since there is a large turnover in the lodge membership, running into the hundreds, the Lodge By-Laws will not be issued to every member. However, the Lodge Secretary and Staff Adviser shall be joint custodians of "master copies", and shall keep the revised when amendments are adopted. These are not personal copies and must be passed on to their successors. A "master copy" shall also be kept in the Order of the Arrow files in the council office.
2. Recognizing those extraordinary conditions that from time to time require the suspension of some of these rules. During any regularly scheduled lodge meeting some of these rules may be suspended provided:
 - a. There is a motion on the floor stating what rule(s) are to be suspended.
 - b. This motion is properly seconded.
 - c. A three-fourths ($\frac{3}{4}$) majority of the members' present agree to the motion.
 - d. During the period of the suspension all business is conducted must be germane to the suspension.
 - e. Any vote during the suspension requires a three-fourths ($\frac{3}{4}$) majority to be accepted.
 - f. There can be no amendments to the by-laws by suspension. (Article XI may not be suspended)