

**Order Of The Arrow  
Lodge Bylaws  
Osceola Lodge #564 WWW**

**ARTICLE I - Name and Affiliation of Lodge**

**Section A. The name of the lodge shall be Osceola Lodge #564 WWW**

**Section. B. The Lodge shall be affiliated with the Southwest Florida Council, Boy Scouts of America, and shall be under the supervision of the council camping or Boy Scouts committee and the administrative authority of the Scout Executive.**

**ARTICLE II - Membership**

**Section A. Election to Membership**

**Item I. The requirements for membership in this lodge are as stated in the current printing of the Order of The Arrow Handbook.**

**Item 2. The procedure for the Ordeal shall be as stated in the Order of The Arrow Handbook and Administrative Guide for the Ordeal.**

**Section B. Brotherhood Membership. Completion of Brotherhood Membership shall be in accordance with the requirements in the current printing of the Order of The Arrow Handbook**

**Section C. The Vigil Honor. Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the Order of The Arrow Handbook.**

**ARTICLE III - Advisors**

**Section A. Lodge Advisor. The Lodge Advisor shall be a volunteer appointed by the Scout Executive who assists the Scout Executive in guiding the operation of the lodge program and also serves as a member of the Council Camping or Boy Scout Committee.**

**Section B. Lodge Staff Advisor. The Lodge Staff Advisor shall be a member of the Scout Executive's Staff who is appointed by the Scout Executive and acts on behalf of the Scout Executive in giving guidance to the lodge.**

**Section C. Chapter Advisors shall be appointed by the Scout Executive.**

**Section D. Committee Advisors shall be appointed by the Lodge Advisor.**

**ARTICLE IV - Lodge Officers**

**Section A. Lodge Officers**

**Item 1. Only lodge members in good standing who will be younger than 21 the entire term of office shall be eligible to hold office in this lodge. No person may hold more than one lodge office at a time.**

**Item 2. The elective officers of this lodge shall be the Lodge Chief, Lodge Vice-Chief of Administration, Lodge Vice-chief of Program, Lodge Vice Chief of Inductions, Lodge Secretary, Lodge Treasurer, and Lodge Historian.**

**Item 3. Newly elected lodge officers should participate in lodge leader training between the time of their election and their induction into office.**

**Item 4. During his term of office, no elected lodge officer may hold a section office.**

## **Section B. Nominations of Lodge Officers**

**Item 1. Nominations for lodge officers shall be taken from the floor at the time of election. Only lodge members in good standing and who are under the age of 21 may nominate.**

**Item 2. Only a member who is present and has written a letter to the current Lodge Chief expressing his intent to serve as a lodge officer and is approved by the Lodge Advisor may be nominated.**

## **Section C. Election of Lodge Officers**

**Item 1. Lodge officer elections shall take place at the regular lodge meeting held at the Spring Ordeal Weekend.**

**Item 2. The term of office for lodge officers shall be from July 1 to June 30 and the induction shall be at the June Summer Fellowship.**

**Item 3. Voting shall be by chapter, with each chapter having ten (10) votes each. The ten votes may be allocated by the chapter to the candidates in any manner the chapter chooses. The votes shall be cast by the chapter chief or his designate, in the absence of the chapter chief.**

**Item 4. A simple majority of votes cast shall be required for election. If no person receives a majority of the votes cast, the person receiving the fewest votes shall be removed from the ballot and another vote will be taken. In the event of a tie, there shall be one re-vote. If there remains a tie after the re-vote the lodge officers only will then vote for that office.**

**Section D. The order of priority of lodge officers is as follows: Lodge Chief, Lodge Vice-Chief of Administration, Lodge Vice-Chief of Program, Lodge Vice-Chief of Inductions, Lodge Secretary, Lodge Treasurer, and Lodge Historian.**

## **Section E. Vacation of a Lodge Office**

**Item 1. If any lodge office, except for that of the Chief, is vacated, the Lodge Executive Committee shall appoint a replacement for the remainder of the term.**

**Item 2. If the office of the Lodge Chief is vacated, the Lodge Vice-Chief of Administration will assume the office of Lodge Chief. The office of Vice-Chief of Administration will be assumed by the Vice-Chief of Program, the office of Vice-Chief of Program will be assumed by the Vice-Chief of Inductions, and the office of Vice-Chief of Inductions will be filled pursuant to the provisions of Item number 1, above.**

## **Section F. Duties of Lodge Officers**

### **Item 1. Lodge Chief**

- (a) Attends all Lodge functions.**
- (b) Plans and leads the Lodge Executive Committee.**
- (c) Plans and executes an effective Lodge Leadership Development Course.**
- (d) Responsible for overseeing the organizational and managerial tasks of the Lodge.**
- (e) Appoints Committee Chairmen**
- (f) Oversees all Lodge Officers and Chapter Chiefs.**
- (g) Attends all Section Council of Chiefs meetings and gives a written report of the Lodge.**
- (h) Meets with the Key 3 on a regular basis**
- (i) Meets with the Council Scout Executive at least twice per year.**
- (j) Last to leave at all Lodge events.**
- (k) Presents Lodge Annual Report to the Lodge membership, Council Scout Executive, and Council Executive Board.**
- (l) Shall coordinate the functioning of all other lodge officers.**

**Item 2. Lodge Vice-Chief of Administration**

- (a) In the absence of the Lodge Chief shall preside over and be responsible for the proper functioning of the lodge and the Lodge Executive Committee.
- (b) Attends all Lodge functions.
- (c) Assists the Lodge Chief in running the Lodge on a monthly basis.
- (d) Responsible for effective Lodge administration
- (e) Focuses on his assigned part of the Lodge Executive Board. (Assigned by the Lodge Chief)
- (f) Stays in constant communication with his part of the Lodge Executive Board.
- (g) Shall perform other duties as so directed by the Lodge Chief.

**Item 3. Lodge Vice-Chief of Program**

- (a) In the absence of the Lodge Chief and the Lodge Vice-Chief of Administration shall preside over and be responsible for the proper functioning of the lodge and the Lodge Executive Committee.
- (b) Attends all Lodge functions.
- (c) Assists the Lodge Chief in running the Lodge on a monthly basis.
- (d) Responsible for effective Lodge program
- (f) Focuses on his assigned part of the Lodge Executive Board. (Assigned by the Lodge Chief)
- (g) Stays in constant communication with his part of the Lodge Executive Board.
- (h) Shall perform other duties as so directed by the Lodge Chief.

**Item 4. Vice-Chief of Inductions**

- (a) In the absence of the Lodge Chief, Lodge Vice-Chief of Administration, and the Lodge Vice-Chief of Program shall preside over and be responsible for the proper functioning of the lodge and the Lodge Executive Committee.
- (b) Attends all Lodge functions.
- (c) Assists the Lodge Chief in running the Lodge on a monthly basis.
- (d) Responsible for effective Lodge inductions
- (e) Focuses on his assigned part of the Lodge Executive Board (Assigned by the Lodge Chief)
- (e) Stays in constant communication with his part of the Lodge Executive Board
- (f) Shall perform other duties as so directed by the Lodge Chief.

**Item 5. Lodge Secretary**

- (a) Shall record and maintain accurate minutes of lodge meetings.
- (b) Shall record and maintain accurate minutes and attendance of Lodge Executive Committee Meetings.
- (c) Shall perform all other duties as so directed by the Lodge Chief

**Item 6. Lodge Treasurer**

- (a) Works with Lodge Treasurer Advisor to create yearly budget.
- (b) Responsible for creating fellowship, section events, and LLD budgets.
- (c) Shall maintain accurate records of all monies of the lodge, including dues.
- (d) Shall give a financial report at all Lodge Executive Committee Meetings.
- (e) Shall perform all other duties as so directed by the Lodge Chief

**Item 7. Lodge Historian**

- (a) Shall maintain an accurate record, both written and pictorial, of the lodge.
- (b) Responsible for the Lodges Annual King's Cub display
- (c) Shall perform all other duties as so directed by the Lodge Chief

## **Section G. Removal of Lodge Officers**

**Item 1.** If a Lodge Officer is deemed unfit for their position they may be removed by a two-thirds vote of present members of the Lodge Executive Council whom are in good standing with the Lodge. A replacement shall be appointed and approved by a two-thirds vote of present members in good standing. Deemed unfit shall be defined as, not following the guidelines stated in Article IV Section F of these Lodge bylaws.

## **ARTICLE V - Lodge Committees**

### **Section A. Lodge Committee Chairmen**

**Item 1.** Other than the Lodge Executive Committee over which the Lodge Chief shall preside, the Lodge Chief shall appoint the Chairmen of the Lodge Committees.

### **Section B. The lodge may have the following Lodge Operating Committees**

#### **Item 1. Camping Promotions Committee**

- (a)** Develops plans for camping promotion in consultation with the Council Camping Committee.
- (b)** Makes arrangements for every unit in the council to be visited by a camping promotion team.
- (c)** Maintains the "Where to go Camping" book, summer camp video, and any other promotional helps of the lodge.
- (d)** Carries out all other duties that may fall under this committee as so directed by the Lodge Chief.

#### **Item 2. Service Committee**

- (a)** Submits a yearly plan of service projects to the Lodge Executive Committee for approval.
- (b)** Makes arrangements to accomplish service projects of the lodge.
- (c)** Carries out all other duties that may fall under this committee as so directed by the Lodge Chief.

#### **Item 3. Activities Committee**

- (a)** Develops plans and is responsible for carrying out the following of the lodge activities.
  - (1)** Fellowship weekends.
  - (2)** Ordeal weekends.
  - (3)** Three lodge work days.
- (b)** Carries out all other duties that may fall under this committee as so directed by the Lodge Chief.

#### **Item 4. Finance Committee**

- (a)** Draws up and submits the annual lodge budget to the Lodge Executive Committee for approval.
- (b)** Obtains information from the council service center regarding the lodge's finances.
- (c)** Issues regular lodge financial reports.
- (d)** Is responsible for the financial status of the lodge.
- (g)** Carries out all other duties that may fall under this committee as so directed by the Lodge Chief.

#### **Item 5. Unit Elections Committee**

- (a)** Sends out information to unit leaders regarding membership election procedures.
- (b)** Organizes and trains unit election teams.
- (c)** Is responsible for having unit election teams visit units.
- (d)** Records the results of unit elections.
- (e)** Carries out all other duties that may fall under this committee as so directed by the Lodge Chief.

#### **Item 6. Ceremonies Committee**

- (a)** Recruits and trains ceremonial teams.
- (b)** Instructs members on proper ceremonial attire.
- (c)** Keeps ceremonial grounds in good condition.
- (d)** Is responsible for Tap-out, Pre-Ordeal, Ordeal, Brotherhood and Rededication Ceremonies.
- (e)** Carries out all other duties that may fall under this committee as so directed by the Lodge Chief.

**Item 7. Membership Committee**

- (a) Maintains accurate membership records and checks on inactive members.
- (b) Sends letters to Ordeal Members eligible for Brotherhood Membership.
- (c) Carries out all other duties that may fall under this committee as so directed by the Lodge Chief.

**Item 8. Publications Committee**

- (a) Prepares Lodge Publications, including a quarterly Osceola Oracle.
- (b) Notifies members of Lodge events by mailing postcard before events.
- (b) Has copies of these bylaws available upon request.
- (c) Carries out all other duties that may fall under this committee as so directed by the Lodge Chief.

**Item 9. Additional Lodge Operating Committees may be formed by the Lodge Chief with the approval of the Lodge Executive Committee and Lodge Advisor.**

**Section C. Ad Hoc Committees shall consist of all other lodge committees which may be appointed on a temporary basis to carry out specific assignments.**

**ARTICLE VI - Chapters**

**Section A. The lodge may be divided into smaller units called chapters.**

**Section B. Officers**

**Item 1. Chapter officers shall be Chapter Chief, Chapter Vice-Chief, and Chapter Secretary. These chapter officers should be elected by the general chapter membership at the first chapter meeting following Spring Ordeal Weekend.**

**Item 2. No elected lodge officer may hold a chapter office.**

**ARTICLE VII - Lodge Executive Committee**

**Section A. Members**

**Item 1. The Lodge Executive Committee shall be composed of the following:**

- (a) Elected Lodge Officers.
- (b) Immediate past Lodge Chief.
- (c) Chairman of All Operating Committees.
- (d) All Chapter Chiefs
- (e) Lodge Advisor.
- (f) Lodge Staff Advisor.
- (g) Lodge Associate Advisors
- (h) Scout Executive.

**Item 2. If a Chapter Chief is unable to attend a Lodge Executive Committee Meeting, the Vice Chapter Chief shall attend in his absence. If both the Chapter Chief and the Vice Chapter Chief are unable to attend, the Chapter Chief may designate another youth chapter member to represent his chapter at that meeting.**

**Section B. Voting**

**Item 1. Voting Members of the Lodge Executive Committee will consist of the following:**

- (a) Elected Lodge Officers
- (b) All Chapter Chiefs

**Item 2. The Lodge Executive Committee may only vote on items when a quorum consisting of 35% of the Lodge Executive Committee voting members is met.**

**Item 3. Unless otherwise specified, all votes on items will be determined by a simple majority of votes. In the event of a tie, the Lodge Chief will receive a second 'tiebreaker' vote.**

#### **Section C. Meetings**

**Item 1. The Lodge Executive Committee shall meet monthly or as so often as is necessary for the proper functioning of the lodge.**

**Item 2. An announcement of the Lodge Executive Committee Meeting should be sent, along with a copy of the previous meetings minutes, to all Executive Committee Members at least ten days prior to the date of the said meeting.**

**Item 3. Special meetings of the Lodge Executive Committee may be called by either the Lodge Chief or the Lodge Advisor.**

#### **Article VIII- Finances**

**Section A. All Order of the Arrow funds shall be handled through the council service center and go through all regular council accounting procedures.**

#### **Section B. Dues**

**Item 1. Dues shall be as established yearly by the Lodge Executive Committee.**

**Item 2. All dues paid in October, November, and December shall be credited towards the following year's dues.**

**Item 3. Dues not paid by the December Winter Fellowship Busk shall be considered delinquent and those members shall be considered not in good standing.**

**Item 4. Any lodge member may reinstate their dues by paying the then current dues together with a reinstatement fee to be established annually by the Lodge Executive Committee.**

#### **ARTICLE IX - Lodge Activities and Meetings**

**Section A. Lodge membership activities shall include the Spring Ordeal Weekend, Summer Fellowship Weekend, Fall Fellowship Weekend, and Winter Fellowship Busk Weekend.**

**Section B. Regular lodge meetings shall be held at the Spring Ordeal Weekend, Summer Fellowship Weekend, Fall Fellowship Weekend, and Winter Fellowship Busk Weekend.**

**Section C. Special meetings of the lodge may be called by either the Lodge Chief or the Lodge Advisor**

#### **ARTICLE X - Lodge Totem, Uniform, and Insignia**

**Section A. The totem of this lodge shall be the bust of the warrior Osceola.**

**Section B. The Boy Scout field uniform shall be required at all weekend and long term lodge functions.**

**Section C. Lodge Insignia.**

- Item 1. Lodge insignia shall include the**
- (a) Order of the Arrow Sash**
  - (b) Lodge flap patch**

- (c) Blue lodge tee shirt
- (d) Blue lodge hat

**Item 2.** Any changes to the design of the lodge flap patch and patch set must be voted on by the lodge at a regular lodge meeting.

**Item 3.** The lodge will sell flap patches only to lodge members in good standing at lodge activities.

**Item 4.** Any item produced by the lodge or its chapters or members containing the name of the lodge Osceola Lodge 564 shall have the approval of the Lodge Executive Committee.

#### **ARTICLE XI - Traditions of the Lodge**

**Section A.** The lodge chiefs gorget shall only be worn by the Lodge Chief and will be passed down during the induction of officers.

#### **Section B. Honor Arrowman Award**

**Item 1.** The Honor Arrowman Award shall be presented to one youth and one adult lodge member at the Summer Fellowship Weekend.

**Item 2.** Nominations for this award will be taken at the Ordeal Weekend and the lodge officers shall vote for the recipients.

**Item 3.** Lodge Executive Committee members and Vigil Honor members, as well as past recipients, are ineligible for this award.

**Item 4.** The Honor Arrowman Award should be awarded to deserving arrowmen who might not be the most noticed in the lodge, although they usually have contributed to the lodge in some special way. It should be presented to the "unsung heroes", who give of themselves because they want to. The lodge officers will keep this in utmost consideration while choosing the recipients for this award.

#### **Article XI - Voting**

**Section A.** Adult Scouters, age 21 and over, do not have a vote in matters of lodge business.

#### **Article XII - Nullification Clause**

**Section A.** Any part of these By-Laws in conflict with National Order of the Arrow policies shall be considered void.

#### **ARTICLE XIII - Amendments to Lodge Bylaws**

**Section A.** These bylaws shall be subject to amendment at any regular meeting of the lodge provided that such amendment has been submitted in writing to the Lodge Executive Committee at least one month prior to such meeting and that due notice has been sent to all active members at least ten days prior to such meeting. A two-thirds vote of the active voting members present at such meeting shall be required for adoption.