BYLAWS
OF THE BLUE OX LODGE #26
ORDER OF THE ARROW

ARTICLE I: NAME AND AFFILIATION OF THE LODGE

Section 1. Name. The name of this Order of the Arrow Lodge shall be Blue Ox Lodge #26

Section 2. Council Affiliation. Blue Ox Lodge #26 shall be affiliated with the Gamehaven Council, Incorporated, Scouting America and shall be under the administrative authority of the Scout Executive (Supreme Chief of the Fire).

Section 3. Official Patch. The official Lodge patch shall be the conforming patch as referenced in Appendix D.

Section 4. The Key 3. The Directorial Committee of the Lodge shall be known as the Key 3 and consist of the Lodge Adviser, Lodge Chief, and Lodge Staff Adviser.

ARTICLE II: MISSION OF THE LODGE

The mission of this Lodge and the Order of the Arrow is to achieve the mission of Scouting America through transformative fellowship that ignites limitless Scouting Journeys.

ARTICLE III: ELECTION TO MEMBERSHIP

Section 1. Requirements for Membership. The requirements for membership in this Lodge are as stated in the current printing of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.

Section 2. Procedure for the Ordeal. The procedure for the Ordeal shall be as stated in the current printing of the Order of the Arrow Handbook and the Guide to Inductions.

Section 3. Membership State. A member in good standing of the Blue Ox Lodge, Order of the Arrow shall be: A registered member of the Gamehaven Council, Scouting America, and; One who has received the Ordeal membership as stated in Article III, Section 2, and; One who has paid their dues for the current calendar year.

ARTICLE IV: THE BROTHERHOOD HONOR

Section 1. Requirements for Completion of Brotherhood. Completion of the Brotherhood membership shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.

Section 2. Membership Requirements. All members seeking the Brotherhood Honor must be a member in good standing shall be as stated in Article III, Section 3.

ARTICLE V: THE VIGIL HONOR

Section 1. Requirements for Conference of 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 and the Order of the Arrow Guide for Officers and Advisers.

Section 2. Membership Requirements. All members nominated for the Vigil Honor must be a member in good standing shall be as stated in Article III, Section 3.

ARTICLE VI: ADULT MEMBERSHIP

Members of the Order of the Arrow who are 21 years of age or older shall be classified as adults and shall have no voting rights at any Lodge meetings. (GOA 8)

ARTICLE VII: FINANCES

Section 1. Lodge Budget. The Lodge Budget shall be assembled by a committee including the Lodge Officers (see Article VIII) and select advisers, under the guidance of the Lodge Associate Adviser for Finances. Once completed, it shall be approved before the end of the calendar year by the Lodge Executive Committee meeting to ensure that it is submitted within the council budget timelines.

Section 2. Fund Management. All Order of the Arrow funds shall be handled through the council service center and go through all normal council accounting procedures, including the completion of a reimbursement form within 30 days of the event.

Subsection 2.1. Reimbursement Approvals. Any reimbursements requested that are at or under the budgeted amount shall be completed and reimbursed with no further approval by the LEC. Any reimbursements requested that are over the budgeted amount or not budgeted for shall be voted upon by the Lodge Executive Committee at the next meeting of the LEC.

Subsection 2.2 Fundraising Supplemental Guidance: No member of the Lodge can fundraise beyond the cost of an event. Anything raised in excess of the event cost, (I.e. NOAC) will be given back to the Lodge to use at its discretion.

ARTICLE VIII: LODGE OFFICERS

Section 1. List of Lodge Officers. The Lodge Officers shall be the Lodge Chief, Lodge Vice-Chief of Inductions , Lodge Vice-Chief of Program, Lodge Vice Chief of Unit Relations, and Lodge Vice Chief of Administration.

Section 2. Lodge Officer Elections. Lodge Officers shall be elected at the annual Spring Mawenemen by the general youth membership and will take office immediately after the event of the election concludes. All present members under the age of 21 shall have one vote. If the Spring Mawenemen is not scheduled or is canceled for any reason, a date and time for the Elections shall be set at an appropriate event set by the Lodge Key 3 (as described in Article 1, Section 4) and will be approved by the Chief of the Fire OR their representative. Any member in good standing seeking an elected office shall complete and submit the current interest form before the LEC prior to the election.

Section 3. Officer Eligibility. These officers must be under the age of 21 for their entire term of office and be a member in good standing as stated in Article III, Section C. A new member in good standing as stated in Article III, Section C, who has just gone through their Ordeal during the Spring Mawenemen of the election may not pursue office immediately.

Section 4. Removal of a Lodge Officer. The Lodge Chief and the Lodge Adviser shall have the authority to remove an officer from their position if they both feel that they are not fulfilling their position's responsibilities, including attendance of LEC meetings and other Lodge functions.

Subsection 4.1. Removal of the Lodge Chief. Should the Lodge Chief fail to perform their responsibilities, the Lodge Adviser, upon consultation with the Supreme Chief of the Fire, can make an executive decision to remove the Lodge Chief.

Section 5. Vacancy of Lodge Chief's Office. In the event that a Lodge Chief position becomes vacant, the Vice Chief of Inductions, shall become the Lodge Chief for the remainder of the term and shall have all authority that comes under this position.

Section 6. Vacancy of other Lodge Office. In the event that another Lodge officer position becomes vacant, the Lodge Chief shall have the authority to appoint the replacement to resume any office, for the remainder of the term, with the approval of the Lodge Adviser.

Section 7. Attendance Expectations for Lodge Events. Lodge Officers must attend the Spring Mawenemen, Fall Mawenemen, the Celebration Banquet, 75% of other Lodge level events, and any other events that the LEC deems essential. If they do not fulfill these expectations, refer to Article VIII, Section 4.

ARTICLE IX: LODGE COMMITTEES

Section 1. Committee Chair Appointment. The Committee Chairs shall be appointed as follows by the appropriate officer and approved by the Lodge Chief and Lodge Adviser. These shall be the Lodge Operating Committees. The committees are

listed in Appendix A and report to their appropriate officer. Job descriptions for Committee Chairs are listed in Appendix B.

Section 2. Ad Hoc Committees. Ad Hoc Committees are temporary committees that only operate for short periods or for special purposes. The Lodge Chief may create an Ad Hoc Committee with the approval of the Lodge Adviser. Ad Hoc Chairs are appointed by the Lodge Chief and approved by the Lodge Adviser.

Section 3. Removal of a Committee Chair. The advising officer with approval from the Lodge Chief, Lodge Adviser, and corresponding Committee Chair Adviser shall have the authority to remove a Chair from their position if they all feel that they are not fulfilling their position's responsibilities, including attendance of LEC meetings and other Lodge functions.

Section 4. Attendance Expectations for Lodge Events. Lodge Committee Chairs should attend at least 50% of Lodge events and any other that the LEC deems essential. The expectations of the LEC may vary between different Committee Chairs. If they do not fulfill these expectations, refer to Article IX, Section 3.

ARTICLE X: THE LODGE EXECUTIVE COMMITTEE

Section 1. Membership of the Lodge Executive Committee. The Lodge Executive Committee (LEC) shall consist of the elected Lodge Officers, the Committee Chair of all operating committees, Immediate Past Lodge Chief, Lodge Adviser, Associate Advisers, Lodge Staff Adviser, and the Scout Executive.

Section 2. Meeting Frequency and Responsibility. The LEC shall meet at least quarterly, to review the business of the Lodge. They shall be responsible for the Lodge's day-to-day functions.

Section 3. Quorum. A quorum must be achieved to approve all Lodge business. A quorum shall consist of at least 6 youth members in good standing, of which, one youth must be an elected Lodge officer and at least two advisers present at the meeting.

Section 4. Voting Rights. Any youth Lodge member in good standing as stated in Article III, Section C, attending an LEC will have one vote.

ARTICLE XI: ADVISERS OF THE LODGE

Section 1. The Lodge Adviser. The Lodge Adviser shall be appointed yearly by the Supreme Chief of the Fire.

Section 2. Associate Advisers. Associate Advisers of the Lodge positions should be appointed yearly by the Lodge Adviser and approved by the Supreme Chief of the Fire or their delegate

Section 3. Adviser Roles. Adults may act as advisers as appointed in accordance with the definition of the position in the latest edition of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers, and with the approval of the Supreme Chief of the Fire or their delegate.

Subsection 3.1. The Lodge Adviser. For all nationally recognized awards, The Lodge Adviser (Or a designee if the Lodge Adviser is eligible) is responsible to determine an officer or other youth to lead the discussions to select recipients.

Subsection 3.2 The Associate Adviser for Finance. The Associate Adviser for Finance shall provide financial guidance to the Lodge, approve budget expenditures for reimbursements to the council office, provide the Lodge with a financial report at monthly Lodge Executive Committee meetings, and provide guidance on the writing of the Lodge annual budget.

Section 4. Removal of an Adviser. If an Adviser of the Lodge is not meeting the expectations set for their position, the Lodge Adviser shall be notified, and an appropriate action shall be taken.

Subsection, 4.1 Removal of the Lodge Adviser. If the Lodge Adviser is not meeting the expectations set for their position, a majority of the advisers of the Lodge shall meet to discuss any concerns. Concerns shall be brought to the Staff Adviser and then to the Supreme Chief of the Fire.

Section 5. Attendance Expectations for Lodge Events. Lodge Advisers and Associate Advisers must attend the Spring Mawenemen, Fall Mawenemen, the Celebration Banquet, 75% of other Lodge level events, and any other events the Lodge deems essential. If they do not fulfill these expectations, refer to Article XI, Section 4.

ARTICLE XII: GENERAL MEMBERSHIP MEETINGS

The Lodge shall schedule at least two Mawenemens, one of which in the Spring and one of which in the Fall, a Celebration Banquet, and other events if they deem necessary per year. General membership Lodge meetings shall occur at the Mawenemens.

ARTICLE XIII: OTHER POLICIES

Section 1. Other Policies Not Listed. All other policies not stated within this document that are listed in the Order of the Arrow handbook, the Guide to Officers and Advisers, the Section G10 Operating Procedures, or the Order of the Arrow Field Operations Guide shall be followed.

Section 2. Parliamentary Authority. The LEC meetings shall be held using the current edition of Robert's Rules of Order, and specifically use the Informal Procedures for Small Boards as written there.

Section 3. Calendar Approval. The Lodge LEC shall tentatively plan events 2 years out. By the end of the current calendar year, the next year's calendar must be approved and finalized. This calendar must be published also by the end of the current calendar year. The LEC shall appoint a member to contact necessary properties and reserve them for future use by Blue Ox Lodge.

Section 4. Collection of Membership Dues. Membership dues may be collected for up to 5 years in the future. If a new Arrowman goes through the Fall Mawenemen Ordeal, their dues shall be covered for the following year.

Section 5. Attendance of Events. Attendance and participation at any Lodge sponsored activity or event requires members to be in a good standing as stated in Article III, Section 3.

ARTICLE XIV: AMENDING THE BY-LAWS

To approve all amendments to the Blue Ox Lodge #26 Bylaws, all of the following subsections must be met:

1. A written final draft of the amended changes is provided to all Lodge members by 30 days prior to a vote to approve, AND
2. The planned date of the vote to approve the proposed changes will be provided to all Lodge members at least 30 days prior, AND
3. A 2/3, or 66% majority of the membership present at one of the Lodge Executive Committee meetings vote to approve the amendments.

APPENDIX A: LIST OF OFFICERS, CHAIRMEN, AND ADVISERS

The content of this Appendix may be changed by a simple majority of the Lodge Executive Committee at any meeting.

The Officers and Chairs of the Lodge are:

1. Lodge Chief
    a. Lodge Vice-Chief of Inductions
        i. Ceremonies Committee Chair
        ii. Elangomat Committee Chair
    b. Lodge Vice-Chief of Program
        i. Service Committee Chair
        ii. Activities Committee Chair
    c. Lodge Vice-Chief of Unit Relations
        i. Unit Visitations Committee Chair
        ii. Unit Representative Committee Chair
        iii. Camp Promotions Committee Chair
    d. Lodge Vice-Chief of Administration
        i. Communications Committee Chair
        ii. Trading Post Committee Chair
    e. Vigil Committee Chair

The Advisers of the Lodge Are:

1. Lodge Adviser
    a. Associate Adviser to the Lodge Vice-Chief of Inductions
        i. Ceremonies Committee Adviser
        ii. Elangomat Committee Adviser
    b. Associate Adviser to the Lodge Vice-Chief of Program
        i. Service Committee Adviser
        ii. Activities Committee Adviser
    c. Associate Adviser to the Lodge Vice-Chief of Unit Relations
        i. Unit Visitations Committee Adviser
        ii. Unit Representative Committee Adviser
        iii. Camp Promotions Committee Adviser
    d. Associate Adviser to the Lodge Vice-Chief of Administration
        i. Communications Committee Adviser
        ii. Trading Post Committee Adviser
    e. Vigil Committee Adviser
    f. Associate Adviser for Health and Safety
    g. Associate Adviser for Finance
2. Lodge Staff Adviser

3. Supreme Chief of the Fire (Scout Executive)

APPENDIX B: LEC POSITION DESCRIPTIONS

The content of this Appendix may be changed by a simple majority of the Lodge Executive Committee at any meeting.

Elected Officer Positions:

The Lodge Chief

The Lodge Chief shall preside at business meetings of the Lodge and of the Lodge Executive Committee. They shall appoint such standing committees as are called for in these policies and procedures or by special action. They shall counsel with the Lodge Staff Adviser and the Lodge Adviser, concerning Lodge operation. They shall be an ex-officio member of all committees. At the Supreme Chief of the Fire's discretion, the Lodge Chief may serve on the Council Board, as well as the Youth Advisory Board. The Lodge Chief may be assigned any other special duty by the Lodge Executive Committee.

The Lodge Vice-Chief of Inductions

The Lodge Vice-Chief of Inductions shall be the executive assistant of the Lodge Chief. They shall be responsible for overseeing the Lodge's operating committees assigned to them in Appendix A. The Lodge Executive Committee may assign them special duties.

The Lodge Vice-Chief of Program

The Lodge Vice-Chief of Program shall be responsible for coordinating training seminars and conferences, creating and proposing menus for Lodge events, and overseeing the Lodge's operating committees assigned to them in Appendix A, including the Lodge Leadership Development Course planning. The Lodge Executive Committee may assign them special duties.

The Lodge Vice-Chief of Unit Relations

The Lodge Vice-Chief of Unit Relations shall be responsible for assisting with check-in at events and updating Lodge membership records. They shall also oversee the Lodge's operating committees assigned to them in Appendix A. The Lodge Executive Committee may assign them special duties.

The Lodge Vice-Chief of Administration

The Lodge Vice-Chief of Administration shall be responsible for detailed records such as: the minutes, archives, and log books of the Lodge, maintaining and updating records of Lodge history, the policies and procedures of the Lodge, inventory of Lodge

property, and keeping an attendance record of each Lodge Executive Committee Meeting. They shall give due notice to delinquent members of the Lodge Executive Committee. They shall be responsible for running check-in at events, updating Lodge membership records, and overseeing the Lodge Committees assigned to them in Appendix A. They shall work with the Associate Adviser of Finance to oversee and draft the yearly budget and provide monthly budget reports at Lodge Executive Committee meetings. The Lodge Executive Committee may assign them special duties.

Appointed Committee Chair Positions:

Ceremonies Committee Chair

The Ceremonies Committee Chair oversees the Ceremonies Committee and works with the Ceremonies Committee Adviser, Vice-Chief of Inductions, and Elangomat Committee. Within the Ceremonies Committee there are groups of ceremony teams, the Pre-Ordeal, Ordeal, Brotherhood, and Color Guard teams. The Chair works directly with the team leads to ensure regular practices and feedback on the quality of the ceremony. The Chair also works to prepare people and materials for both council and Lodge events where the committee may play a role, i.e. Call-out Ceremonies, Spring and Fall Mawenemens, and Winter Brotherhood.

Elangomat Committee Chair

The Elangomat Committee Chair oversees the Elangomat Committee and works with the Elangomat Committee Adviser, Vice-Chief of Inductions, and the Ceremonies Committee. The Elangomat Committee works to ensure they are leading candidates through their Ordeal. Along with informing new members about upcoming events, and assisting them on their journey towards Brotherhood.

Service Committee Chair

The Service Committee Chair oversees the Service Committee and works with the Service Adviser and Vice Chief of Program. They are responsible for the planning and execution of service projects at Mawenemens, Lumberjack Days, and other service work days. They work with Gamehaven Council to find suitable service projects for the Lodge to undertake. The Service Committee Chair maintains records of past service projects.

Activities Committee Chair

The Activities Committee Chair oversees the Activities Committee and works with the Activities Committee Adviser and the Vice-Chief of Program. The Chair will work with their committee to plan, organize, and run the activities at Lodge

functions, including but not limited to the following: Summer Activation Events, Blue Ox Games, Spring and Fall Mawenemen, Winterfest, and other functions as requested by the Vice-Chief of Program.

Unit Visitations Committee Chair

The Unit Visitations Committee Chair oversees the Unit Visitations Committee and works with the Unit Visitations Committee Adviser and Vice-Chief of Unit Relations. The Unit Visitations Chair and committee is responsible for preparing for the unit visitation season, including: putting together/updating the visitation/election resources, both for visitation/election sets, and Lodgemaster emails. The Chair is also responsible for training the Unit Visitation Committee under the guidance of the Adviser and Vice-Chief of Unit Relations and organizing the visitations and elections with the Units in Gamehaven Council.

Unit Representative Committee Chair

The Unit Representative Committee Chair oversees the Unit Representative Committee and works with the Unit Representative Adviser and Vice-Chief of Unit Relations. The Chair is responsible for keeping track of Units and their OA Reps, and OA Rep Advisers. The Chair should maintain monthly communication with OA Reps, making sure they have information about upcoming Lodge events, and encouraging them to attend LEC meetings, or send an Arrowman in their stead. The Chair should work with the OA Rep to ensure they are scheduling a service project with their unit and- if desired- inviting the Lodge to come and assist.

Camp Promotions Committee Chair

The Camp Promotions Committee Chair oversees the Camp Promotions Committee and works with the Camp Promotions Adviser and Vice-Chief of Unit Relations. The Chair should work with the Committee to promote camping and staffing opportunities in Council to Arrowmen. They should work with Council to host other camps to encourage Scouts to learn about summer camp and high adventure opportunities.

Communications Committee Chair

The Communications Committee Chair oversees the Communications Committee and works with the Communications Committee Adviser and Vice-Chief of Administration. The Chair is responsible for getting publications out about events, and assisting with any form of communication that is requested by the Vice-Chief of Administration, including but not limited to: emails, phone calls, letters, etc.

Trading Post Committee Chair

The Trading Post Committee Chair oversees the Trading Post Committee and works with the Trading Post Committee Adviser and Vice-Chief of Administration. The Chair oversees and works on the proposal and purchases of new/reordered trading post merchandise. The Trading Post Committee Chair communicates with the manufacturing companies to get proofs and quotes. The Trading Post Committee Chair is also responsible for the assembly, operating, and dismantling of the Trading Post at events as requested by the Vice-Chief of Administration and Lodge Executive Committee, along with keeping accurate inventory of the Trading Post merchandise.

Vigil Committee Chair

The Vigil Committee Chair is responsible for coordinating the induction of new Vigil members. This includes leading the nomination and selection process, submitting the Vigil Honor applications, planning the induction event, and communicating information to current Vigil members. They work closely with the Vigil Committee Adviser to ensure everything is properly prepared for the induction. Terms are disjoint from the normal election cycle and are synced to the yearly Vigil induction cycle. The youth members of the Vigil Committee will select their own Chair for the Vigil induction cycle.

Lodge Committee Members:

Lodge Committee Members shall be responsible for carrying out their duties as assigned by their specific Committee Chair.

APPENDIX C: REORGANIZATION INTO CHAPTERS

In the event that the Blue Ox Lodge reaches a membership of numbers such that it is deemed that the Lodge as too big for the current structure and setup of the Lodge, the Lodge LEC may choose to implement Chapters, as detailed below. This appendix shall then, upon approval by the Lodge Executive Committee, be incorporated into the body of the Lodge By-Laws as Article XV: Chapters.

Section 1. Chapter Organization. The Lodge shall be divided into smaller territories called chapters. Chapters shall be in which each district lies in the council. At this time there would be three chapters. Each chapter shall be responsible to the Lodge Executive Committee.

Section 2. Chapter Purpose. Such chapters shall have for their purpose to increase involvement in the Order, create further and better communication with the OA Troop/ Team Representatives, provide service to the communities of the chapter, conduct Order of the Arrow Unit Elections, and promote scout camping.

Section 3. Chapter Positions. The elected and voting officers of each chapter shall be the Chapter Chief. Chapter officers shall be elected by the chapter's general youth membership, following the Lodge Officer elections. Chapter Officers shall be installed at the annual Spring Mawenemen and take office on said Spring Mawenemen and installed alongside the incoming Lodge Chief. These officers must be under the age of 21 for their entire term of office.

Section 4. Chapter representation on the Lodge Executive Committee. Each chapter shall be represented by one voting member for the LEC, their respective Chapter Chief or their designee.

Section 5. Chapter Vice-Chiefs. It is recommended that each chapter also elect a Chapter Vice Chief to serve as the chapter representative in the Chapter Chief's absence.

Chairmen of committees shall be appointed by the Chapter Chief with the recommendation and approval of the Chapter Committee and Chapter Adviser

Section 6. Chapter Committees. The Chapter Chief and Chapter Adviser can create chairs as deemed necessary. Chapter Chairmen shall have a vote on the Chapter Committee.

Section 7. Chapter Advisers. Chapter Advisers shall be appointed by the Lodge Adviser with approval of their District Executive and Staff Adviser.

Section 8. Chapter Meetings. The Chapter Committee shall hold at least two meetings per year. General Chapter meetings should be scheduled during the spring and fall events. All youth members of the chapter in attendance are eligible for voting. (GOA 8)

Section 9. Chapter Office Vacancy. In the event that a chapter officer resigns or is removed during their term, the Chapter Chief shall have the authority to appoint the replacement to resume this office for the remainder of the term as well as any other vacated positions in the act of replacement, these appointments must be approved by the CC, Chapter Adviser, and the District Executive. If the Chapter Chief vacates office, the Vice Chief shall become the acting Chapter Chief for the remainder of the term and shall have all authority that comes under this position.

Section 10. Chapter Officer Position Descriptions. The Chapter Chiefs and Chapter Advisers shall consist within the LEC. Chapter Chiefs shall be responsible for the Order of the Arrow program at the chapter level, ensuring that each chapter in their area is running a quality program. They shall oversee the Order of the Arrow Troop Representative, and Cub Camp Promotion programs as the chapter level. The Lodge Executive Committee may assign them special duties.

APPENDIX D: PICTURE OF THE BLUE OX LODGE STANDARD LODGE FLAP

The content of this Appendix may be changed by a simple majority of the Lodge Executive Committee at any meeting.

