

# Ku-Ni-Eh Lodge Bylaws

## 1. **Lodge Administration**

1.1 The administration and decisions of the lodge shall be made by the Lodge Executive Committee.

1.2 Each member of the Lodge Executive Committee under the age of 21 (lodge officers, chapter chiefs, and lodge standing committee chairmen) is entitled to vote. The Lodge Chief shall only vote in the event of a tie.

1.3 The Lodge Chief may not bring up a motion at any Lodge Executive Committee Meeting.

1.4 Any voting member of the Lodge Executive Committee (except the Lodge Chief, as stated in Section 1.3) may bring up a motion at the Lodge Executive Committee Meeting.

1.5 For any motion to be approved at an Executive Committee Meeting, at least one-half of the voting members of the EC shall be present.

1.6 All administration shall follow the national guidelines as published in the most recent edition of the Guide for Officers and Advisers, including any revisions or alterations approved by the national Order of the Arrow committee or approved by the national director of the Order of the Arrow.

1.7 The Lodge Chief shall distribute a planned agenda to all members of the Lodge Executive Committee in advance of each regularly scheduled meeting. All submissions must be received 10 days before the next Lodge Executive Committee Meeting.

1.8 The Lodge Secretary shall distribute a copy of the previous Lodge Executive Committee Meeting minutes to all members of the Lodge Executive Committee in advance of each regularly scheduled meeting.

1.9 Lodge Executive Committee Meetings are to be scheduled no less than six times a year.

1.10 The Lodge Chief or Scout Executive may call a meeting of the Lodge Executive Committee, in addition to those scheduled, with a 24-hour notice.

1.11 All minutes of the Lodge Executive Committee Meetings shall be kept on file.

1.12 Any member of the lodge may sit in on a Lodge Executive Committee Meeting as an observer.

1.13 The Lodge Key 3 or the Lodge Executive Committee shall create and/or eliminate lodge operating committees, as necessary, for the operation of the lodge.

1.14 The Lodge Chief may create and/or eliminate lodge temporary committees, as necessary, for the operation of the lodge.

1.15 The voting members of the Executive Committee shall be: Lodge Vice Chief(s), Lodge Secretary, Lodge Treasurer, all Chapter Chiefs, all standing Committee Chairpersons. The Lodge Chief shall vote only in the event of a tie.

## 2. **Lodge Insignia**

2.1 The lodge totem is the "We-Hin-Ay-Pay." A red arrow passing through it from lower right to upper left shall be an optional item.

2.2 All lodge memorabilia (patches, hats, neckerchiefs, T-shirts, etc.) must be approved by the Lodge Key 3 prior to ordering from a manufacturer.

2.3 All pricing for lodge memorabilia (patches, hats, neckerchiefs, T-shirts, etc.) shall be decided by the Lodge Key 3.

2.4 All insignia of the Lodge shall meet the current guidelines as established in the Guide to Insignia regarding the use of historical or American Indian themes and designs.

### **3. Lodge Dues**

3.1 Membership dues are set at \$20.00 per year and shall be put into the lodge's operating budget and used as the budget dictates.

3.2 Dues are to be paid between October 1 and December 31 for the year following receipt of the payment.

3.3 No back dues from previous years shall be collected.

3.4 Dues must be current, and not late at the time of selection, to entitle any member to a lodge or national recognition.

3.5 Ordeal fees shall entitle membership to new members until the end of the year in which they attended their Ordeal.

### **4. Lodge Officers**

4.1 All candidates for the positions of lodge office must meet the following requirements:

A. Under the age of 21 during the entire term of office.

B. Be registered in the Dan Beard Council and as a member of Ku-Ni-Eh Lodge.

C. Have the current year's dues paid.

D. Be willing to follow all National and Lodge policies.

4.2 The election of Lodge Officers shall be held at the annual business meeting on Sunday morning at the Fall Fellowship. Elections shall be by secret vote and popular vote.

4.3 Lodge officer election ballots shall be counted by one youth that is not running for any office and one adult.

4.4 The newly elected lodge officers will take office October 1<sup>st</sup>. The term for lodge officers will end the next October 1<sup>st</sup>.

4.5 No lodge officer may serve as a chapter officer or as a chairman of a lodge or chapter operating committee.

4.6 The Lodge Chief is capable of removing any lodge operating committee chairman or lodge temporary committee chairman. A 2/3 vote of all members of the Executive Committee is needed to remove a lodge officer. An elected position may be considered abandoned and a new election held or position considered vacant at the digression of the Lodge Key 3 in consultation with the Scout Executive.

4.7 If a lodge office, lodge operating committee, or a lodge temporary committee is vacant, the Lodge Chief may appoint any lodge member as a replacement, provided they meet the requirements as set forth in Section 4.1.

4.8 The Lodge Chief shall appoint all lodge operating committee chairman and lodge temporary committee chairman, provided they meet the set requirements in Section 4.1.

## **5. Chapters**

5.1 The lodge will be divided into chapters for the purpose of executing the lodge program. These chapters will follow the boundaries of the Districts of the Dan Beard Council, and each will follow the district's policies and procedures regarding naming, and unit alignment (where a unit may be within one district's geography but is placed into another for operational reasons).

5.2 Each chapter shall have a name that will follow the council's district naming conventions. All chapter names require the approval of the Lodge Key 3 in consultation with the Scout Executive.

5.3 The elected chapter officers shall be:

- A. Chapter Chief
- B. Chapter Vice Chief
- C. Chapter Secretary/Treasurer

5.4 Chapter officer candidates must meet the requirements as set forth in Section 4.1.

5.5 The term of chapter officers is the same as that of lodge officers.

5.6 Chapter officers must be elected annually, either at the Sunday morning of the Fall Fellowship or before the October LEC meeting at a regularly scheduled chapter meeting. Elections shall be done by secret vote and popular vote.

5.7 The Chapter Vice-Chief shall assume the responsibilities of the Chapter Chief in their absence.

5.8 Chapter committees are optional in the Chapter. The need for any Chapter Committee will be determined by the Key 3 (Chapter Chief, Chapter Adviser, Chapter Staff Adviser).

5.9 Chapters will work with the appropriate lodge officer or committee to ensure that unit elections are completed for every unit in the chapter.

5.10 Chapters are not permitted to have memorabilia (patches, hats, neckerchiefs, T-shirts, etc.) that would mark the chapter as independent from the lodge.

5.11 A chapter desiring memorabilia must meet the following criteria:

- A. An item plan, design, and how the cost would be covered must be submitted to the Lodge Key 3.
- B. All items must prominently display the lodge totem and the lodge name along with the chapter information.

## **6. Advisers**

6.1 There shall be the following advisers:

- A. Lodge Adviser
- B. Lodge Staff Adviser
- C. Lodge Associate Advisers
- D. Chapter Advisers
- E. Chapter Staff Advisers
- F. Lodge Operating Committee and Temporary Committee Advisers

6.2 The Lodge Adviser, Lodge Staff Adviser, and Chapter Staff Advisers shall be appointed by the Scout Executive or his designee.

6.3 The Chapter Advisers are recommended by their district committees and approved by the Lodge Adviser in consultation with the Scout Executive

6.4 The Lodge Operating Committee and Temporary Committee Advisers and Associate Lodge Advisers are appointed by the Lodge Adviser with the consent of the Lodge Staff Adviser.

## **7. Lodge Publications**

7.1 The official newsletter of the lodge shall be the *Arrow's Path*.

7.2 All writing in the lodge newsletter, other publications, and individual letters shall conform to the Scout Oath and Law.

7.3 The lodge newsletter, other publications, and individual letters shall be reviewed by the lodge chief and the lodge adviser.

## **8. Finances**

8.1 All financial matters will be handled in accordance with the current financial policies of the Dan Beard Council.

8.2 All funds of the Lodge shall be held in custodial accounts, managed by the Dan Beard Council.

## **9. Unit Elections**

9.1 Unit elections shall be the primary responsibility of the chapters with guidance from the appropriate lodge officer or chair, and are to be completed for every unit in the Dan Beard Council each year.

9.2 Unit elections shall be conducted in a manner consistent with the current Guide to Inductions and any additional or provisional policies and exemptions approved by the national Order of the Arrow committee or the National Director of the Order of the Arrow.

9.3 Each unit will be permitted and expected to complete an election or indicate a lack of eligible members 12 months after its last election, or as directed by the national Order of the Arrow committee.

9.4 Results shall be announced and candidates notified on the date of the election. Notification is considered part of the unit election and shall occur during the same unit meeting or function wherein the election is held. The unit may choose to participate in a call-out ceremony at a later date for the sole purpose of recognizing the candidates.

## **10. Term of Candidacy for Ordeal and Vigil Membership**

10.1 Each elected candidate for Ordeal Membership in the Order of the Arrow shall have one year from the date of receiving notification of their election, or on a timeline as established by the national Order of the Arrow committee, to complete their induction.

10.2 Each elected candidate for the Vigil Honor in the Order of the Arrow shall have one year from the date of the call-out to successfully complete the Vigil Honor ceremony. Should the candidate not complete the ceremony in the designated time, the paperwork, certificate, and card shall be returned to the national office.

10.3 The Lodge Executive Committee may waive the policy stated in Section 10.1 and 10.2 only for official medical reasons or serious extenuating circumstances.

## **11. Fees**

11.1 Fees will be collected from all participants who attend lodge events. Fees will be determined by the executive committee based on ensuring the financial health of the event and lodge as a whole.

11.2 The lodge chief shall attend all lodge events for free.

11.3 Elangomats shall be able to attend lodge induction events at a fee of 50% of the published rate.

11.4 Event fees may include early bird discounts, on time registrations, and late fees.

11.5 The lodge may make a season or annual pass available to include the registration to all events at a discounted or prorated amount.

## **12. Effective Date**

12.1 All policies passed by the Lodge Executive Committee shall become effective immediately.

## **13. Changes**

13.1 Lodge policies shall be changed in accordance with the Lodge Rules. A majority vote of the Executive Committee is required to change any policies.

*Revised & Accepted: 9/19/2021*