

Lodge Bylaws



**Uh-Tō-Yeh-Hut-Tee Lodge
W.W.W.**

Order of the Arrow

**Greater Tampa Bay Area Council
Boy Scouts of America**

Uh-Tō-Yeh-Hut-Tee Lodge, W.W.W. Lodge Bylaws

TABLE OF CONTENTS

<u>Article and Section</u>	<u>Page</u>
Mission Statement	3
Article One	3
Section 1.1 – Name and Affiliation	
Article Two	3
Section 2.1 – Election and Nomination to Membership	
Section 2.2 – Lodge Year and Lodge Dues	
Section 2.3 – Brotherhood Membership	
Section 2.4 – The Vigil Honor	
Article Three	4
Section 3.1 – Lodge Officers and Structure	
Section 3.2 – Advisers	
Section 3.3 – Chapters	
Article Four	6
Section 4.1 – Financial Matters	
Article Five	6
Section 5.1 – Voting	
Article Six	7
Section 6.1 – Insignia and Branding	
Article Seven	7
Section 7.1 – Meetings and Events	
Article Eight	8
Section 8.1 – Amendments	
Article Nine	8
Section 9.1 – Traditions of the Lodge	
Article Ten	8
Section 10.1 – Lodge Property	
Article Eleven	9
Section 11.1 – Social Media and Website	

MISSION STATEMENT

The mission of Uh-Tō-Yeh-Hut-Tee Lodge is to achieve the purposes of the Order of the Arrow as an integral part of the Boy Scouts of America in the Greater Tampa Bay Area Council, Inc. through positive youth leadership under the guidance of selected, capable adults.

Article One

NAME AND AFFILIATION

SECTION 1.1 - NAME AND AFFILIATION

- A. The name of this lodge of the Order of the Arrow shall be Uh-Tō-Yeh-Hut-Tee Lodge, W.W.W.
- B. The pronunciation of the lodge name shall be “uh-toe-yeh-HUT-tee” with emphasis on the fourth syllable.
- C. This lodge shall be affiliated with the Greater Tampa Bay Area Council, Inc., #89, Boy Scouts America, and shall be under the supervision of the council Program Committee and the administrative authority of the current council Scout Executive.
- D. The totem of this lodge shall be the bull.
- E. No part of these Bylaws shall be in any way contrary to the Bylaws of the Greater Tampa Bay Area Council, Inc., or the policies of the National Committee, Order of the Arrow, Boy Scouts of America.

Article Two

MEMBERSHIP

SECTION 2.1 - ELECTION AND NOMINATION TO MEMBERSHIP

- A. Requirements for membership in this lodge shall follow the policies as specified in the current “*Order of the Arrow Handbook*,” or as specified in the most current “*Operations Update*” provided by the Order of the Arrow National Committee. All requirements shall be in accordance with current national policies.
- B. Procedures for the Ordeal shall be as stated in the current “*Guide to Inductions*,” or as prescribed in the most recent “*Operations Update*” published by the National Order of the Arrow Committee.
- C. The procedure for the election of candidates and adult nominations shall be in accordance with the current national policies, and limited to one (1) election per charter year, per Scout unit.
- D. Membership in the Order of the Arrow is contingent on membership in good standing in the Boy Scouts of America. All members in the Order of the Arrow must maintain current registration with the Boy Scouts of America.

SECTION 2.2 - LODGE YEAR AND LODGE DUES

- A. Lodge dues set annually by the Lodge Executive Committee. The deadline for payment of on-time annual lodge dues shall be midnight on December 31 of the current calendar year. There shall be no late fees for lodge dues. Members must pay only the current year’s lodge dues to regain “dues paid” status.
- B. Arrowmen transferring from another lodge who have a current or past membership card, or other proof of membership, shall be required to pay current year’s dues.

SECTION 2.3 - BROTHERHOOD MEMBERSHIP

- A. Completion of Brotherhood membership shall be in accordance with the requirements prescribed in the current “*Guide to Inductions*,” or as set forth in the most recent “*Operations Update*” published by the National Order of the Arrow Committee.

SECTION 2.4 - THE VIGIL HONOR

- A. Attainment of the Vigil Honor shall be in accordance with the requirements as prescribed in the current “*Guide to Inductions*,” or as set forth in the most recent “*Operations Update*” published by the National Order of the Arrow Committee.
- B. The Lodge Chief shall appoint a Vigil Honor Selection committee chairman, who is a youth Vigil Honor member, for the purpose of selecting Vigil Honor candidates for the current lodge year. The Lodge Chief shall also appoint at least one youth member, who is not yet eligible for the Vigil Honor, to be part of the selection committee. The Lodge Adviser shall appoint an adult adviser for the Vigil Honor Selection committee, and a limited number of additional adults to aid in the selection of adult candidates. The selection process shall be by vote of the youth members of the selection committee.
- C. The lodge Chief shall be responsible for appointing members to serve on the Vigil Honor selection committee, and shall be in accordance with the current “*Guide to inductions*,” or as set forth in the most recent “*Operations Update*” published by the National Order of the Arrow Committee. DEN
- D. Nominations for the Vigil Honor shall be submitted prior to the selection meeting. Other nominations may be made by members of the Vigil Honor Selection committee at the annual selection meeting.

Article Three

LODGE LEADERSHIP

SECTION 3.1 - LODGE OFFICERS AND STRUCTURE

- A. The elected officers of this lodge shall be the following: Lodge Chief, Lodge Vice-Chief Vice-Chief of Operations, Lodge Vice-Chief of Membership, Secretary, Treasurer, and Historian.
- B. The lodge shall have the following standing committees: American Indian Activities (A.I.A), Section and National Events, Vigil Honor, Service, Food Service, Program, Training, First Aid, Chaplain, Unit Elections & Contact, Ceremonies, Elangomat, Nimat, Membership & Registration, Troop Representative, Information Technology (I.T), Graphic Arts, Communications, Trading Post, Fundraising, Awards, and any other *ad hoc* committees deemed necessary by the current Lodge Chief. Each standing and *ad hoc* committee shall have an appointed committee chairman or co-chairmen, if deemed appropriate by the Lodge Chief.
- C. All officers of the lodge and committee chairmen shall be members in good standing and under twenty-one (21) years of age for their entire term of office.
- D. The voting members of the Lodge Executive Board (LEB) shall consist of the Lodge Chief, Vice-Chief of Operations, Vice-Chief of Membership, Chapter Chiefs, Secretary, Treasurer, Historian. The immediate past Lodge Chief serves as an adviser and non-voting member of the LEB. The LEB shall be responsible for the business of the lodge between meetings of the LEC.
- E. The Lodge Executive Committee (LEC) shall consist of all elected officers and appointed committee chairmen of the lodge. The LEC shall be responsible for conducting lodge business between the general meetings of the lodge. *Ad hoc* committee chairmen shall not be voting members of the LEC.
- F. The Lodge Chief may, with the advice and consent of the Lodge Adviser, remove lodge officers or LEC members who are negligent in their duties. Replacement of any elected officer shall be in accordance with the special elections procedures set forth herein. Replacement of committee chairmen shall be within the Lodge Chief’s discretion.
- G. In the event of the resignation of the Lodge Chief, the Vice-Chief of Operations shall assume the office of Lodge Chief until the next regularly scheduled general lodge meeting. At that time, a special election shall be held to fill out the remainder of the Lodge Chief’s term.
- H. Members of the LEC shall be considered automatically resigned if they have two (2) unexcused absences from LEC or lodge meetings. The Lodge Chief or Lodge Adviser may excuse any absence.
- I. To be eligible to hold a lodge office, a youth must be a current dues paid member of the BSA and the Lodge.
- J. Nominees for lodge office must have approval by the Lodge Adviser, or Lodge Staff Adviser in absence of the Lodge Adviser, prior to the election
- K. The lodge officer term of service is from the annual Lodge Banquet to the following year’s Lodge Banquet.
- L. The election of the lodge’s officers shall be held at the general lodge meeting at the spring lodge meeting.

- M. Nominations for lodge officers shall be received at general lodge meeting at which the election is to be held. A nominee who is not elected to the office for which he is nominated may stand for election to an office for which the vote is subsequently held.
- N. Special elections to fill vacancies shall be held as determined by the Lodge Chief by agreement of the Vice-Chiefs, within twenty (20) days after the vacancy occurs. Special elections must be announced to the lodge at least fifteen (15) days prior to the election. Nominations for a special election must be made at least ten (10) days prior to the election. Special elections may be conducted in person at any regularly scheduled general lodge meeting or electronically via e-mail. If a special election is held via e-mail, the Lodge Secretary, prior to the election, shall distribute to the LEC a list of the current voting members of the lodge. Instructions for an electronic special election shall require that each voting member submit his vote to the Lodge Chief and Lodge Secretary, or other lodge officer designated by the Lodge Adviser if one of those positions is vacant, and Lodge Adviser for verification. The quorum for Special elections shall be five (5) percent of voting members of the lodge youth membership. The Lodge Secretary shall certify the results of a special election to the lodge within forty-eight (48) hours of the election.
- O. Each voting member shall have one vote for one (1) candidate for each office for which an election is being held. The vote shall be taken by secret, paper ballot, or via e-mail if designated for a special election. The candidate for each office receiving the majority of votes cast shall be elected to office.
- P. The Lodge Chief shall appoint and have the authority to remove the chairmen of the standing and *ad hoc* committees.
- Q. The lodge organizational structure is defined by the organizational chart in Appendix 'A' of these Bylaws.
- R. The duties and responsibilities of the lodge leadership and chapter leadership is defined in the "*Roles and Responsibilities of Officers and Chairmen*" in Appendix 'B' of these Bylaws.

SECTION 3.2 - ADVISERS

- A. The lodge shall have a Lodge Staff Adviser, Lodge Adviser, and other advisers as needed.
- B. Advisers shall be appointed by the Lodge Adviser with discussion from the Staff Adviser and Lodge Chief.
- C. Advisers shall advise their officers and chairmen. But, the decision of the youth officer or chairman shall be final. Any veto by the Lodge Adviser, Lodge Staff Adviser, and/or Scout Executive should be limited to violation of BSA or OA policy, health & safety issues, and proper Scouting decorum.
- D. Advisers may not vote in any lodge business.

SECTION 3.3 - CHAPTERS

- A. In addition to the Chapter Chiefs, each chapter shall have an elected Chapter Vice-Chief of Membership and Vice-Chief of Operations.
- B. In the absence of the Chapter Chief at any general lodge business, LEB, or LEC meeting, the Chapter Vice-Chief of Operations, or if he is also absent, the Vice-Chief of Membership may serve and vote in the Chapter Chief's stead.
- C. Chapter Vice-Chiefs shall be non-voting members of the Lodge Executive Committee (LEC).
- D. In addition to Chapter Advisers, each chapter shall have Associate Chapter Advisers, as necessary, appointed by the Lodge Adviser.
- E. Each chapter shall have a Chapter Staff Adviser, appointed by the Supreme Chief of the Fire (Scout Executive) or his designee.
- F. At the date of adoption of these Bylaws, the lodge has the following chapters:
 - a. Allouchsit (North) Chapter – Withlacoochee District
 - b. Allouchsit (South) Chapter - Allohak District
 - c. Calusa Chapter – Skyway District
 - d. Gischileu Chapter - Lake Region District
 - e. Netopalis Tachquiwi Chapter- Fort Brooke District
 - f. Osceola Chapter – Miccosukee District
 - g. Pethakhuwe Chapter – Thunderbird and Timucua District
 - h. Tocobaga Chapter – Anclote District

- G.** With the approval of the Scout Executive, the LEC may vote to change the boundaries of each chapter to be consistent with the boundaries of one or more districts within the council.

Article Four

LODGE FINANCES

SECTION 4.1 - FINANCIAL MATTERS

- A.** All Order of the Arrow, Uh-Tō-Yeh-Hut-Tee Lodge funds shall be maintained by the Greater Tampa Bay Area Council, Inc., Boy Scouts of America.
- B.** The lodge funds shall be placed in a special custodial account(s) which has been set up to maintain lodge funds.
- C.** The Lodge Treasurer shall be responsible for reporting and auditing these funds through the normal accounting procedures as assisted by the Council bookkeeper and accountant.
- D.** The lodge shall, at any time requested, open the lodge financial records for review by any lodge member.
- E.** Prior to the beginning of each new lodge year, the Lodge Chief will work closely with the Lodge Adviser, and Lodge Treasurer and Lodge Treasurer Adviser, to develop an annual Lodge Budget. This budget should include all anticipated income, expense requirements for each LEB officer, for each committee of the LEC, and any other expense items as deemed necessary by the LEC. The lodge budget will become effective upon the approval of the LEC.

Article Five

SECTION 5.1 - VOTING

- A.** Voting members of the lodge shall be the youth members of the lodge, those current dues paid members, under twenty-one (21) years of age, and shall be in accordance with national standards.
- B.** Lodge officers shall be elected at the spring lodge meeting and take office at the Lodge Banquet.
- C.** Chapter officers shall be elected annually at a chapter meeting scheduled at the discretion of each chapter and take office at the Lodge Banquet.
- D.** A quorum for lodge elections or any other matter to be voted upon by the lodge shall be ten percent (10%) of the lodge's voting members.
- E.** A quorum for LEB or LEC meetings shall be thirty percent (30%) of the active members of each body.
- F.** Other than lodge elections, any matter or motion to be voted upon by the lodge shall be made in writing and circulated to all lodge members via e-mail, and any other method deemed appropriate by the Lodge Chief, at least fourteen (14) days prior to the general lodge meeting at which time such vote shall take place. The Lodge Secretary shall be responsible for distributing any motions he receives in a timely manner.
- G.** With the exception of special elections as herein specified, general lodge meetings at which business is conducted shall be held in person.
- H.** Unless otherwise stated herein, meetings and voting shall be conducted in accordance with the most current version of *Robert's Rules of Order*. Simplified procedures consistent with *Robert's Rules of Order* may be used.
- I.** In the event of a tie vote during LEB or LEC meetings or general lodge meetings, with the exception of election for Lodge Chief, the Lodge Chief may vote to break the tie.
- J.** Matters may be voted upon by voice vote during telephonic meetings of the LEB or LEC. Matters may be voted upon via e-mail for business to be conducted by the LEB or LEC outside of scheduled meetings, so long as proper notice is given as specified in Section 7.1(C) and (D) of these Bylaws. No voting shall be allowed via social media or any other method not otherwise specified herein. Motions, seconds to motions, and allowance for discussion are required for all business voted upon via e-mail or other LEB approved electronic method. The Lodge Chief may prohibit voting via e-mail on any matter.
- K.** Proxy voting shall not be allowed in any general lodge meeting, LEB, or LEC meeting, whether the meeting shall be held in person, telephonically, or electronically.

Article Six

SECTION 6.1 – INSIGNIA AND BRANDING

- A. The lodge shall have a standard pocket flap patch bearing the lodge name, totem, and initials of Brotherhood (WWW) or national OA trademark Arrowhead. The flap must also bear either the initials "BSA" or the official BSA fleur-de-lis.
- B. All other lodge flaps or patches for this lodge shall bear the lodge name and lodge totem, or representation of the lodge totem, as well as the initials of Brotherhood (WWW) or the national OA trademark Arrowhead, and the initials "BSA" or the official BSA fleur-de-lis.
- C. Only current dues paid members are entitled to wear the insignia of the lodge and of the Order of the Arrow on their field uniforms, the sash of the Order of the Arrow or other insignia representing membership in the Order and the lodge. Insignia shall be worn and displayed in strict compliance with the Insignia Guide of the Boy Scouts of America.
- D. The LEC shall approve the graphic design for lodge flaps.
- E. All publications, newsletters, lodge announcements or e-mails, forms, promotional items, event programs, websites, and social media sites shall contain branding in compliance with the current Order of the Arrow Brand Guidelines.

Article Seven

SECTION 7.1 – MEETINGS AND EVENTS

- A. The lodge shall meet at least four (4) times per year in conjunction with the scheduled conclaves, fellowship and banquet.
- B. A Lodge Banquet shall be held in the spring each year, after the spring lodge meeting. To minimize conflict with council and district events, the dates and times for lodge events shall be planned in conjunction with the council program calendar each year. The LEC shall determine the council camp or other location at which to hold lodge events each year.
- C. The LEB shall meet at such times and locations as deemed appropriate by the Lodge Chief, with advice of the Lodge Adviser. LEB meetings may be held telephonically with seven (7) days of notice given to officers and advisers. The Lodge Chief shall be responsible for arranging teleconference services. LEB business may be conducted via e-mail with seven (7) days of notice given to officers and advisers.
- D. The LEC shall meet at least five (5) times per year, outside of lodge events, at such times and locations as deemed appropriate by the Lodge Chief, with advice of the Lodge Adviser. LEC meetings may be held telephonically with ten (10) days of notice given to officers, chairmen, and advisers. The Lodge Chief shall be responsible for arranging teleconference services. LEC business may be proposed by any LEC member and conducted via e-mail, without a meeting and with seven (7) days of notice given to officers, chairmen, and advisers.
- E. A Lodge Leadership Development (LLD) shall be held each year.
- F. Other events, such as service days and fundraisers, shall be held at times and locations each year as deemed appropriate by the LEC or designated lodge committee.
- G. Chapter Ordeals may be held by one or more chapters outside of lodge events. Dates, times, and locations for chapter Ordeals shall be approved by the LEC. The chapter or chapters hosting a chapter Ordeal shall work in conjunction with the lodge Inductions committee to ensure all national policies related to the Ordeal as well as health and safety guidelines are followed.

Article Eight

SECTION 8.1 - AMENDMENTS

- A. Amendments to these Bylaws may be made as follows:
 - 1. By a two-thirds (2/3) vote of the LEC.
 - 2. Upon written motion by any voting member of the lodge submitted to the LEC and with one-fifth (1/5) of the LEC voting to have the amendment brought for a vote at a general lodge meeting. Approval of any amendment shall require a two-thirds (2/3) vote of the lodge voting members, based on the quorum rule in Section 5.1(D). Any proposed amendment to these Bylaws shall be announced to the lodge consistent with Section 5.1(E) of these Bylaws.
- B. The following Rules are required by the current printing of the *Guide for Offices and Advisers* and can be amended only in strict compliance with the requirements of the guide:
 - Section 1.1 (C) and 1.1 (E)
 - Section 2.1, 2.3 and 2.4 (A)
 - Section 4.1 (A) and 4.1 (B)
 - Section 5.1 (A) and 5.1 (B)

Article Nine

SECTION 9.1 - TRADITIONS OF THE LODGE

- A. Vigil Honor candidates shall receive, after being called out, a Vigil Honor triangle.
- C. The Founder's Award is presented according to the national standards. The lodge Awards committee determines the recipients annually for presentation at the Lodge Banquet.
- D. Other lodge individual and chapter awards, as determined by the LEC and selected by the Awards committee, may be presented at the Lodge Banquet.
- E. Nominations for individual awards shall be made in writing and submitted to the Lodge Secretary prior to the end of the winter lodge meeting.

Article Ten

SECTION 10.1 - LODGE PROPERTY

- A. All lodge property is to be marked as follows: Property of Uh-Tō-Yeh-Hut-Tee Lodge, Greater Tampa Bay Area Council, Inc., BSA.
- B. All lodge property shall be inventoried by designated LEC members and shall be submitted to the LEC.
- C. Inventories shall be taken after each lodge event. Damaged items shall be tagged and a repair order filed.
- D. The Lodge Chief, with advice of the Lodge Adviser, shall establish a method for tracking individual use of lodge property.
- E. Unless otherwise specified by the Lodge Chief and Lodge Adviser, all lodge properties shall be stored in one of the following places:
 - 1. Council camps including Camp Brorein, Camp Soule, Flaming Arrow Scout Reservation and Sand Hill Scout Reservation.
 - 2. The Council Johnson Service Center or Hill Service Center.
 - 3. Lodge trophy cases or display cases at a council camp or service center.

Article Eleven

SECTION 11.1 – SOCIAL MEDIA AND WEBSITE

- A. The lodge shall maintain a website and social media presence as determined by the LEC.
- B. Access to and administration of the lodge website and any social media accounts, groups, or pages shall be consistent with current national BSA policies and guidelines.
- C. Membership, subscription, or participation in lodge social media shall be approved by the Lodge Chief and Lodge Adviser. Posts may be deleted and any person blocked, removed, or censored if their conduct or participation is deemed to be in violation of the Scout Oath or Scout Law or other relevant national BSA policies or guidelines.

Respectfully submitted,

Lodge Secretary

Revisions
Originally enacted December 14, 2016.