

# Lodge Bylaws



Uh-Tō-Yeh-Hut-Tee Lodge W.W.W.  
Order of the Arrow

Greater Tampa Bay Area Council  
Boy Scouts of America



# Table of Contents

<u>Article and Section</u>	<u>Page</u>
<b>ARTICLE ONE: NAME AND MISSION</b>	<b>3</b>
Section A: Name and Affiliation	3
Section B: Mission Statement	3
<b>ARTICLE TWO: MEMBERSHIP</b>	<b>3</b>
Section A: Election and Nomination to Membership	3
Section B: Brotherhood Membership	4
Section C: The Vigil Honor	4
<b>ARTICLE THREE: LODGE STRUCTURE</b>	<b>4</b>
Section A: Lodge Officers	4
Section B: Lodge Committees	5
Section C: Lodge Executive Board and Committee	5
Section D: Lodge Elections	6
Section E: Lodge Vacancies	6
Section F: Chapters	7
Section G: Advisers	7
<b>ARTICLE FOUR: MEETINGS AND EVENTS</b>	<b>8</b>
Section A: Meetings	8
Section B: Events	8
<b>ARTICLE FIVE: VOTING</b>	<b>9</b>
Section A: Quorum	9
Section B: Procedure	9
<b>ARTICLE SIX: FINANCES</b>	<b>9</b>
Section A: Lodge Year and Lodge Dues	9
Section B: Budget and Financial Matters	10
<b>ARTICLE SEVEN: BRANDING</b>	<b>10</b>
Section A: Insignia and Branding	10
<b>ARTICLE EIGHT: AWARDS</b>	<b>11</b>
Section A: Annual Awards	11
<b>ARTICLE NINE: ARROWMAN BEHAVIOR</b>	<b>12</b>
Section A: General Policies	12
Section B: Event Safety Policies	13
<b>ARTICLE TEN: AMENDMENTS</b>	<b>14</b>
Section A: Bylaw Amendments	14

## **ARTICLE ONE: NAME AND MISSION**

### *Section A: NAME AND AFFILIATION*

- 1.A.01 - The name of this lodge of the Order of the Arrow shall be "Uh-Tō-Yeh-Hut-Tee Lodge, W.W.W."
- 1.A.02 - The pronunciation of the lodge name shall be "uh-toe-yeh-HUT-tee" with emphasis on the fourth syllable.
- 1.A.03 - This lodge shall be affiliated with the Greater Tampa Bay Area Council, Inc., #89, Boy Scouts of America, and shall be under the supervision of the council Program Committee and the administrative authority of the current council Scout Executive.
- 1.A.04 - The totem of this lodge shall be the bull.
- 1.A.05 - 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. Any contradictory articles, sections, or clauses shall be overridden by the National Committee and Greater Tampa Bay Area Council policies.

### *Section B: MISSION STATEMENT*

- 1.B.01 - 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 TWO: MEMBERSHIP**

### *Section A: ELECTION AND NOMINATION TO MEMBERSHIP*

- 2.A.01 - 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 as published on the official national Order of the Arrow website.
- 2.A.02 - 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 on the official national Order of the Arrow website.
- 2.A.03 - 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 Scouts BSA, Sea Scouts, or Venturing unit.
- 2.A.04 - 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 B: BROTHERHOOD MEMBERSHIP*

2.B.01 - 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 on the official national Order of the Arrow website.

*Section C: THE VIGIL HONOR*

2.C.01 - 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 on the official national Order of the Arrow website.

2.C.02 - The Lodge Chief shall appoint a Vigil Honor Selection committee chairman, who is a Vigil Honor member under the age of twenty-one (21), for the purpose of selecting Vigil Honor candidates for the current lodge year. The Lodge Chief shall also appoint at least one member under the age of twenty-one (21) who is not yet eligible for the Vigil Honor to be a member of the selection committee. The Lodge Adviser shall appoint an adult adviser for the Vigil Honor Selection committee, and a limited number, not to exceed three (3), of additional adults to aid in the selection of adult candidates. The selection process shall be by vote of the members on the selection committee.

2.C.03 - 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 on the official national Order of the Arrow website.

2.C.04 - 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.

2.C.05 - Vigil Honor candidates shall receive, after being called out, a Vigil Honor triangle.

**ARTICLE THREE: LODGE STRUCTURE**

*Section A: LODGE OFFICERS*

3.A.01 - The elected officers of this lodge shall be the following: Lodge Chief, Lodge Vice-Chief of Operations, Lodge Vice-Chief of Membership, Secretary, Treasurer, and Historian.

3.A.02 - The appointed officers of this lodge shall be the following: Chaplain, Graphic Designer, Parliamentarian, and Unit Visitations Coordinator. These appointed officers shall be non-voting members of the LEC.

3.A.03 - All officers of the lodge shall be members in good standing and under twenty-one (21) years of age for their entire term of office.

*Section B: LODGE COMMITTEES*

- 3.B.01 - The lodge shall have the following standing committees: Activities, American Indian Activities (A.I.A), Brotherhood, Ceremonies, Communications, Food Service, Health and Safety, Ordeal, Registration, Service, Trading Post, Training, Troop Representative, Vigil Honor, and any other ad hoc committees deemed necessary by the current Lodge Chief. Each standing and ad hoc committee shall have a committee chairman appointed by the Lodge Chief, or co-chairmen if deemed necessary by the Lodge Chief. The Lodge Chief shall have the authority to remove the standing and ad hoc committee chairman before the end of their term if deemed necessary.
- 3.B.02 - The lodge shall form an ad hoc Awards committee no later than the Winter Conclave. This committee oversees the selection and presentation of lodge awards at the lodge banquet. The committee shall be chaired by the Lodge Historian with all LEB members serving as sitting committee members.
- 3.B.03 - The lodge may form an ad hoc Section and National Events committee. This committee will serve as described in the "Lodge Officer Responsibilities" document posted on the lodge website.
- 3.B.04 - All committee chairmen shall be members in good standing and under twenty-one (21) years of age for their entire term of office.

*Section C: LODGE EXECUTIVE BOARD AND COMMITTEE*

- 3.C.01 - 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, and Historian. The Parliamentarian shall be a non-voting member of the LEB. 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.
- 3.C.02 - 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.
- 3.C.03 - 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 vacancy procedures set forth herein. Replacement of committee chairmen shall be within the Lodge Chief's discretion.
- 3.C.04 - The lodge organizational structure is defined by the decision of the LEC and the approved organizational chart will be posted on the lodge website.
- 3.C.05 - The duties and responsibilities of the lodge leadership and chapter leadership is defined by decision of the LEC in the form of a document entitled "Lodge Officer Responsibilities". This document will be posted on the lodge website.

*Section D: LODGE ELECTIONS*

- 3.D.01 - To be eligible to hold a lodge office, a member must be under the age of twenty-one (21) and be a current dues paid member of the BSA and the lodge.
- 3.D.02 - 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.
- 3.D.03 - The lodge officer term of service shall be the length of one (1) lodge year as stated in clause 6.A.03.
- 3.D.04 - The election of lodge officers shall be held at the general lodge meeting at the lodge's spring event.
- 3.D.05 - Nominations for lodge officers shall be received at the general lodge meeting at which the election is to be held.
- 3.D.06 - Each voting member shall have one (1) vote for one (1) candidate for each office for which an election is being held. The vote shall be taken by secret, paper ballot. The candidate for each office receiving the majority of votes cast shall be elected to office. If no candidate receives a majority of votes, the candidate receiving the lowest number of votes shall be removed from the ballot and the vote shall be taken again.
- 3.D.07 - Chapter officers shall be elected annually at a chapter meeting scheduled at the discretion of each chapter and take office at the Lodge Banquet.

*Section E: LODGE VACANCIES*

- 3.E.01 - In the event of the resignation of the Lodge Chief, the Vice-Chief of Operations shall assume the office of Lodge Chief for the remainder of the Lodge Chief's term.
- 3.E.02 - Vacancies in any Lodge office other than Lodge Chief will be filled by a qualified Arrowman who shall be elected by the remaining LEB members.

*Section F: CHAPTERS*

- 3.F.01 - In addition to the Chapter Chiefs, each chapter shall have an elected Chapter Vice-Chief of Membership and Vice-Chief of Operations, unless granted an exception by the Lodge Chief.
- 3.F.02 - In the absence of the Chapter Chief at any LEB or LEC meeting, the Chapter Vice-Chief of Operations, or if they are also absent, the Vice-Chief of Membership may serve and vote in the Chapter Chief's stead.
- 3.F.03 - In addition to Chapter Advisers, each chapter shall have Associate Chapter Advisers, as necessary, appointed by the Lodge Adviser.
- 3.F.04 - Each chapter shall have a Chapter Staff Adviser, appointed by the Supreme Chief of the Fire (Scout Executive) or their designee.
- 3.F.05 - The lodge has the following chapters:
  - a) Withlacoochee Chapter – Withlacoochee District
  - b) Abiaca Chapter – Suncoast District
  - c) Osceola Chapter – Miccosukee District
  - c) Calusa Chapter – Skyway District
  - d) Netopolis Tachquiwi Chapter – Fort Brooke District
  - e) Pethakhuwe Chapter – Thunderbird, Lake Region, and Timucua District
- 3.F.06 - 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. The Bylaws shall be updated to reflect any such changes, with exemption from procedures as outlined in Article Ten (10) of these Bylaws.

*Section G: ADVISERS*

- 3.G.01 - The lodge shall have a Lodge Staff Adviser, Lodge Adviser, and other advisers as needed.
- 3.G.02 - Advisers shall be appointed by the Lodge Adviser with discussion from the Staff Adviser and Lodge Chief.
- 3.G.03 - 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.
- 3.G.04 - Advisers may not vote in any lodge business.

## ARTICLE FOUR: MEETINGS AND EVENTS

### *Section A: MEETINGS*

- 4.A.01 - The lodge shall meet at least four (4) times per lodge year in conjunction with the scheduled conclaves, fellowship, and banquet.
- 4.A.02 - The LEB shall meet at such times and locations as deemed appropriate by the Lodge Chief, with the advice of the Lodge Adviser. LEB meetings may be held telephonically or via council approved internet meeting applications with two (2) days of notice given to officers and advisers. The Lodge Chief shall be responsible for arranging teleconference services.
- 4.A.03 - The LEC shall meet at least five (5) times per lodge year, outside of lodge events, at such times and locations as deemed appropriate by the Lodge Chief, with the advice of the Lodge Adviser. LEC meetings may be held telephonically or via council approved internet meeting applications with two (2) days of notice given to officers, chairmen, and advisers. The Lodge Chief shall be responsible for arranging teleconference services.

### *Section B: EVENTS*

- 4.B.01 - The lodge shall have four (4) standing weekend events in the lodge year: Winter Conclave, Spring Fellowship, Summer Conclave, Fall Conclave. Conclaves will host Ordeal inductions. Fellowships will host the awarding of the Vigil Honor and shall not host Ordeal inductions.
- 4.B.02 - The LEC shall determine the council camp or other location at which to hold lodge events each lodge year.
- 4.B.03 - A Lodge Banquet shall be held prior to June 1st each lodge 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.
- 4.B.04 - A Lodge Leadership Development (LLD) shall be held after Summer Conclave, but prior to Fall Conclave, each lodge year.
- 4.B.05 - Other events, such as service days and fundraisers, shall be held at times and locations each lodge year as deemed appropriate by the LEC or designated lodge committee.
- 4.B.06 - 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 Ordeal committee to ensure all national policies related to the Ordeal as well as health and safety guidelines are followed.



## **ARTICLE FIVE: VOTING**

### *Section A: QUORUM*

- 5.A.01 - 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.
- 5.A.02 - 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.
- 5.A.03 - A quorum for LEB or LEC meetings shall be thirty percent (30%) of the active members of each body.

### *Section B: PROCEDURE*

- 5.B.01 - 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.
- 5.B.02 - 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 they receive in a timely manner.
- 5.B.03 - 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.
- 5.B.04 - Matters may be voted upon by voice vote during telephonic or Council approved internet meeting application meetings of the LEB or LEC. No voting shall be allowed via social media or any other method not otherwise specified herein.
- 5.B.05 - 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: FINANCES**

### *Section A: LODGE YEAR AND LODGE DUES*

- 6.A.01 - Lodge dues shall be set annually by the Lodge Executive Committee at the October LEC meeting. Members must pay only the current year's lodge dues to regain "dues paid" status.
- 6.A.02 - Arrowmen transferring from another lodge who have a current membership card, or other proof of current membership, shall not be required to pay current year's dues. Arrowmen transferring from another lodge who have a past membership card, or other proof of past membership, shall be required to pay current year's dues.
- 6.A.03 - Lodge year shall be defined as lodge banquet to lodge banquet, unless no banquet is held, in which case the new lodge year will begin on June the 1st.

*Section B: BUDGET AND FINANCIAL MATTERS*

- 6.B.01 - 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.
- 6.B.02 - Fiscal year shall follow the Greater Tampa Bay Area Council fiscal year.
- 6.B.03 - The lodge funds shall be placed in a special custodial account(s) which has been set up to maintain lodge funds.
- 6.B.04 - 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.
- 6.B.05 - The lodge shall, at any time requested, open the lodge financial records for review by any lodge member.
- 6.B.06 - Prior to the beginning of each new fiscal year, the Lodge Chief will work closely with the Lodge Adviser, 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 SEVEN: BRANDING**

*Section A: INSIGNIA AND BRANDING*

- 7.A.01 - 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.
- 7.A.02 - All other lodge flaps or patches for this lodge shall bear the lodge name 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.
- 7.A.03 - 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.
- 7.A.04 - The LEC shall approve the graphic design for lodge flaps and patches.
- 7.A.05 - All publications, newsletters, and 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 as published on the official national Order of the Arrow website.

## **ARTICLE EIGHT: AWARDS**

### *Section A: ANNUAL AWARDS*

8.A.01 - The following lodge awards shall be presented at the annual lodge banquet:

- a) The First Year Arrowman requirements are outlined in the document entitled "First Year Arrowman Requirements" as published on the lodge website.
- b) The Founder's Award is presented according to the national standards. The lodge Awards committee determines the recipient(s) annually.
- c) The Black Horn Award is a lodge-level award presented to two (2) Arrowmen who have given exceptional cheerful service over an extended period of time.
- d) The James E. West Award is a lodge-level award presented to two (2) Arrowman at the discretion of the Awards committee.
- e) The Brass Bull Award, also known as Chapter of the Year, is a lodge-level award presented to one (1) chapter in this lodge at the discretion of the Lodge Chief and Adviser.

8.A.02 - Other lodge individual and chapter awards, as determined by the LEC and selected by the Awards committee, may be presented at the Lodge Banquet.

8.A.03 - Nominations for individual awards shall be made in writing and submitted to the Lodge Historian prior to the end of the winter lodge meeting.



## ARTICLE NINE: ARROWMAN BEHAVIOR

### *Section A: GENERAL POLICIES*

- 9.A.01 - Eligible participating adult volunteer leaders at Uh-Tō-Yeh-Hut-Tee Lodge events must be:
- a) 21 years of age and over.
  - b) Registered as a volunteer with the BSA.
  - c) Completed and passed a background check in accordance with BSA policy.
  - d) Have up to date BSA Youth Protection/Youth Safety training.
- 9.A.02 - Either adult males or females may serve in any adult Uh-Tō-Yeh-Hut-Tee Lodge position. National Youth Safety requirements apply to both male and female participants at all times.
- 9.A.03 - Separate accommodations for adult males and females as well as youth males and females are required as follows:
- a) Separate tenting arrangements must be provided for male and female adults as well as for male and female youth.
  - b) Youth members sharing tents must be no more than two years apart in age.
  - c) Youth and adults shall tent separately.
  - d) Spouses may share tents.
- 9.A.04 - In cases where tents are not being used, the intent of the previous requirement can be met by providing adequate separation between the location of adult participants and youth members, male and female, in separate camping areas.
- 9.A.05 - Adult OA leaders are encouraged to complete the Understanding and Preventing Youth-on-Youth Abuse Training for Camp Staff.



*Section B: EVENT SAFETY POLICIES*

- 9.B.01 - All participating adults must be registered as adult leaders in the BSA.
- 9.B.02 - Two registered adult leaders, twenty-one (21) years of age or over, at least one (1) of which must be a female, must be present at all Ordeal events involving female youth members, including all ceremonial events and service work.
- 9.B.03 - Mixed male-female service teams/clans are authorized.
- 9.B.04 - Male and female candidates will be placed in overnight camping areas with sufficient separation to meet the spirit and intent of the requirement for separate accommodations.
- 9.B.05 - Any nighttime activities must have appropriate adult supervision as indicated above.
- 9.B.06 - Adult leaders are to walk through the open camping areas at unannounced times throughout the night of the Ordeal to provide roving supervision. National Youth Safety policies, including two (2) deep leadership must be maintained during these walk-throughs.
- 9.B.07 - All Lodge members, youth and adult, will be aware of the fact that both genders are present for all functions. Co-ed behavior expectations include the following:
  - a) Use common sense.
  - b) No going off alone as a couple.
  - c) Be respectful and considerate of each other in and out of Scouting.
  - d) No public displays of affection at any lodge activity.
  - e) No entering the domiciles (tents, dorms, rooms, etc.) of the opposite gender.

## **ARTICLE TEN: AMENDMENTS**

### *Section A: BYLAW AMENDMENTS*

10.A.01 - Amendments to these Bylaws may be made as follows:

- a) By a two-thirds (2/3) vote of the LEC.
- b) Any voting member of the lodge may submit a written motion to the LEC. Upon a one-fifth (1/5) approval of the LEC, the amendment shall be voted on at the next lodge meeting. Any amendment shall require a two-thirds (2/3) majority vote of the lodge voting members to pass. Proposed amendments shall be circulated to lodge members in accordance with Clause 5.B.02 of these Bylaws.

10.A.02 - Amendments to these Bylaws shall keep the following organization:

- a) The first article shall establish the lodge name, mission, council affiliation, and national guidelines.
- b) The second article shall establish the membership requirements and statuses in the organization.
- c) The third article shall establish lodge officers and the structural organization of the lodge including chapters, committees, and advisers.
- d) The final article shall be entitled "Amendments" and must include a fair process in which these Bylaws may be amended by any lodge member, under the age of twenty-one (21), in good standing.

Respectfully submitted,

Lodge Secretary

Revisions

Originally enacted December 14, 2016.

Revised September 17, 2020.

Revised January 10, 2021.