

By-Laws of Moswetuset Lodge #52

Accepted ~~6/12/2008~~ TBD Should reflect date of acceptance

We, the membership of Moswetuset Lodge #52, do hereby set forth this set of By-laws to govern the proper operation of the Lodge and its Chapters.

I. Mission and Purpose*

A. Mission

The mission of this Lodge is to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the Council through positive youth leadership under the guidance of selected capable adults.

B. Purpose of the Order of the Arrow Quoted from www.oa-bsa.org

1. Recognize those who best exemplify the Scout Oath and Law in their daily lives and through that recognition cause others to conduct themselves in a way that warrants similar recognition.
2. Promote camping, responsible outdoor adventure, and environmental stewardship as essential components of every Scout's experience, in the unit, year-round, and in summer camp.
3. Develop leaders with the willingness, character, spirit and ability to advance the activities of their units, our Brotherhood, Scouting, and ultimately our nation.
4. Crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

II. Name and Affiliation of the Lodge

A. Affiliation

This Lodge shall be affiliated with Boston Minuteman Council, #227. Inc, Boy Scouts of America and shall be under the supervision of the Council Outdoor Program Committee and administrative authority of the Scout Executive or his or her designee.*

B. Name and Number

The name and number of this Lodge shall be Moswetuset Lodge #52. The Lodge name is taken from the Moswetuset Hummock, an arrowhead shaped hill in Quincy, MA., the seat of the local Sachem for the Wampanoag Indians (called Massadchusuck), and is one of the spellings for that tribe. The tribe's sachems (Chickatabot, Massasoit, and Metacom or King Philip) initially welcomed the English settlers, who would adopt the tribe name as the name of the Colony.

C. Totem

The Lodge totem shall be a lobster, which was a staple food among many tribes in the area and part of the bounty of seafood they provided to the starving English colonists who first arrived in the area. Such a totem respects both the native culture of the area and recognizes a regional cultural identity.

III. Membership Requirements

A. Election to Membership*

The requirements for membership in this Lodge as are stated in the current printing of the *Order of the Arrow Guide for Officers and Advisers*.

B. Membership Standing

1. Members-in-Good-Standing are those who have paid their annual Lodge dues, **have no outstanding debt to the Lodge**, and are registered with the Council.

a. Members-in-Good-Standing are entitled to all the rights and privileges of the Order of the Arrow and Moswetuset Lodge.

b. Youth Members-in-Good-Standing are defined as being under the age of twenty-one (21) years and hold the right and privilege to vote as such.

c. Youth Members-in-Good-Standing belong to the Chapter corresponding to the geographic area in which their Unit is chartered.

i. Members who belong to multiple units or are At-Large Members of the Council must register, with the Lodge Secretary, as a member of one (1) Chapter.

2. Members-Not-in-Good-Standing are those who have outstanding financial debt to the Lodge.

a. Members-Not-in-Good-Standing may change their status by resolving the outstanding obligation.

3. Inactive Members are those who have not paid their annual dues for the current year, or are unregistered in Scouting.

a. An Inactive Member may become a Member-in-Good-Standing by completing registration in the Council and by paying the current annual Lodge dues being collected.

C. Ordeal Membership*

1. A candidate shall be inducted within twelve (12) months of his election unless otherwise waived by the Lodge Executive Committee as the result of unusual circumstances.

2. Procedure for the Ordeal shall be as stated in the *Guide to Inductions*.
3. The Ordeal Ceremony shall be performed as stated in the *Ordeal Ceremony Pamphlet*.

D. Brotherhood Membership*

1. Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the *Order of the Arrow Guide for Officers and Advisers*.
2. The Brotherhood Ceremony shall be performed as stated in the *Brotherhood Ceremony Pamphlet*.

E. Vigil Honor Membership*

1. Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the *Order of the Arrow Guide for Officers and Advisers*.
2. The Vigil Honor Ceremony shall be performed as stated in the *Ceremony for the Vigil Honor*.

IV. Lodge Organizational Structure

A. Lodge-Level Officers

1. Lodge Officers shall be elected by the youth Membership-in-Good-Standing once every year at a general meeting of the Lodge held between April 1st and June 31st and shall assume a term of office on August 1st or at the resignation of the current office holder, whichever is earlier, and will serve until July 31st of the subsequent year; however newly elected Officers will have a responsibility to their term of office immediately upon election.
2. Candidates for office must be Youth Members-in-Good-Standing of the Lodge for their entire term of office and must register with the Lodge in a manner determined by the Lodge Executive Committee.
3. No Member of the Lodge may hold more than one elected office in the Lodge at one time, nor hold both an elected office in both the Lodge and Chapter.
4. In the event that any Lodge Officer becomes incapable of service, fails to fulfill his duties, or acts in a manner inconsistent with the Scout Oath, Scout Law, or Obligation of the Order, the remaining Lodge Officers in consultation with the Lodge Adviser may remove him from office.
5. If a Lodge Office is vacant for any reason and a replacement not previously elected, a Special Election for that office shall be held during the new business of a Lodge Meeting, wherein all Youth Members-in-Good-Standing present shall be entitled to vote.

a. Notice of such election must be given to the Youth Members-in-Good-Standing at least 10 days prior to such an election.

6. The Lodge-Level Officers shall be the Lodge Chief, Lodge Vice-Chief, Lodge Secretary, and Lodge Treasurer.

a. All Lodge-Level Officers have a duty to attend all Lodge events and to promote member attendance and participation, and be fair and honest representatives of the Lodge at all times.

ab. Duties of the Lodge Chief:

To be responsible for adherence to the program and policies of the Lodge as set by the Scout Executive through the Lodge Adviser and Staff Adviser; To serve as a member of the Council Outdoor Program Committee; To appoint Lodge Committee Chairmen (except as appointed through elected office duties) in consultation with the Lodge Adviser and Staff Adviser; To establish any Ad Hoc Committees needed for the operation of the Lodge; To consult with the Chapter Chiefs and ensure the continued success of the Chapter Program; To appoint one Summer Camp Chief annually, to be representative of the Lodge at Council run resident Boy Scout Summer Camp; To establish annual goals and be responsible for the planning and conducting of Lodge Meetings, directly as Chairman; To be aware of and responsible for all aspects of Lodge operations; To organize and run at minimum one (1) Lodge Leadership Development course; To be responsible for the attainment of Quality Lodge recognition; To produce and publish an annual report at the completion of his term of office; ~~To attend all Lodge events and promote member attendance and participation;~~ To attend appropriate council, section, regional, and national functions; To attend the Section NE-1A Council of Chiefs or to appoint a proxy in his place by written authorization; ~~To be a fair and honest representative of the Lodge at all times.~~

bc. Duties of the Lodge Vice-Chief of Chapters

To assist the Lodge Chief and perform any function assigned to him by the Lodge Chief; To act as Lodge Chief in the absence of the Lodge Chief; To oversee all aspects of the Chapters, including Tschitanek Lenno, Missi Tuk, and Wischalowe; To coordinate the efforts of the Chapters by facilitating inter-Chapter communication; ~~To attend all Lodge events and promote member attendance and participation; To be a fair and honest representative of the Lodge at all times.~~

ed. Duties of the Lodge Vice-Chief of Committees

To assist the Lodge Chief and perform any function assigned to him by the Lodge Chief; To act as Lodge Chief in the absence of the Lodge Chief and Lodge Vice-Chief of Chapters; To oversee all aspects of the standing committees of the Lodge, including Activities, Ceremonies, Communications, Service and Outdoor Program, and Training; ~~To~~

~~attend all Lodge events and promote member attendance and participation; To be a fair and honest representative of the Lodge at all times.~~

de. Duties of the Lodge Secretary:

To act as Lodge Chief in the absence of the Lodge Chief and Lodge Vice-Chiefs; To keep a written record of Lodge Events and other activities; **To serve as the Chairman of the Membership Committee;** To answer all correspondence whether from Lodge members or outside of the Lodge; ~~To provide reminders of Lodge Executive Committee meetings to each Lodge Executive Committee member at least ten days prior to each meeting;~~ To take minutes of Lodge Executive Committee and general meetings of the Lodge and provide copies of said minutes to the Lodge within ten (10) days after such a meeting; To maintain membership records for the Lodge; To conduct a membership re-activity drive ~~at least every two (2) years;~~ ~~To attend all Lodge events and promote member attendance and participation;~~ ~~To be a fair and honest representative of the Lodge at all times.~~

ef. Duties of the Lodge Treasurer:

To act as Lodge Chief in the absence of the Lodge Chief, Lodge Vice-Chiefs and Lodge Secretary; **To serve as the Chairman for the Finance Committee;** To present printed, monthly financial reports detailing income and expenses of that month; To submit a budget for the operation of the Lodge to the Lodge Executive Committee for its approval before end of the previous fiscal year; To submit an annual report of the Lodge finances to the Lodge Executive Committee for its approval promptly after the end of the fiscal year; To maintain and operate the Lodge Trading Post; To be responsible for all Targeted Fundraising; To oversee the Lodge finances; ~~To be a fair and honest representative of the Lodge at all times.~~

B. Lodge Executive Committee

1. The Lodge Executive Committee shall be concerned with all areas of Moswetuset Lodge and may take necessary action with regards to these areas when deemed absolutely necessary.

~~12.~~ The Lodge Executive Committee shall consist of the following: the Lodge Chief, Lodge Vice-Chief, Lodge Secretary, Lodge Treasurer, the Immediate Past Lodge Chief, the Lodge Chief-Elect (when applicable), Chapter Chiefs, the Standing Committee Chairmen, the Lodge Adviser, Associate Lodge Advisers, Lodge Committee Advisers, Lodge Officer Advisers, Chapter Advisers, Associate Chapter Advisers, the chairman of the Council Outdoor Program or his or her designee, the Lodge Staff Adviser and Scout Executive.

~~23.~~ The Lodge Executive Committee shall vote on all matters of official Lodge business.

a. Youth Members of the Lodge Executive Committee are eligible to vote.

b. Although not members of the Lodge Executive Committee, all Order of the Arrow Troop/Team Representatives present will also be entitled to vote but the total number of

votes cast in this manner may not exceed forty-nine percent (49%) of the total votes present at the meeting; when the number of Order of the Arrow Troop/Team Representatives meets or exceeds the number of other voting members, the Unit Relation Committee Chairman, or in his absence the Lodge Secretary, shall cast all votes for the Order of the Arrow Troop/Team Representatives which shall be apportioned according to the wishes of the group as a whole.

C. Advisers

1. The Lodge Adviser shall be appointed by and serve at the discretion of the Scout Executive.

a. The Lodge Adviser shall, with the approval of the Scout Executive and in consultation with the Lodge Chief and Lodge Staff Adviser, appoint as many Associate Lodge Advisers and Lodge Committee Advisers as he deems necessary.

2. The Lodge Staff Adviser shall be the Scout Executive or his designee.

D. Committees

1. All Committee Chairmen must be Youth Members-in-Good-Standing and will be appointed by the Lodge Chief, in consultation with the Lodge Adviser and serve at the leisure of the Lodge Chief.

a. Standing Committees and their Chairmen report to the Vice-Chief of Committees and will assist the Vice-Chief of Committees and Lodge Chief to perform any function assigned to him.

ab. The Standing Committees and Chairman of this Lodge and their duties shall be as follows:

i. Activities:

To oversee and operate all Lodge Activities; To facilitate and operate the all Lodge induction weekends; To facilitate and operate the Lodge Annual Awards Banquet; To facilitate and operate any Lodge ceremony or fellowship events; To coordinate the Lodge's involvement in the Section NE-1A Conclave; To coordinate the Lodge's involvement in the National Order of the Arrow Conference, when applicable; To coordinate the Lodge's involvement in any council, section, region or national event.

ii. Ceremonies:

To perform well rehearsed Pre-Ordeal ceremonies at induction events; To perform well rehearsed Ordeal ceremonies at induction events; To provide trained Elangomats at induction events; To produce and maintain ceremonial grounds at Council facilities; To produce and maintain attire and gear for ceremony performances; To perform

well rehearsed Brotherhood ceremonies at induction events; To convert Brotherhood-eligible members to the Brotherhood Level; To perform Indian themed shows for OA, Council, District and Unit events as reasonably requested; To provide Indian themed dance training as interest demands.

iii. Communications:

To oversee all communication from the Lodge to its members; To keep Lodge Members-in-Good-Standing informed on the workings of the Lodge; To notify eligible Members-in-Good-Standing of upcoming Brotherhood-conversion opportunities; To produce a newsletter at least four (4) times per year and distribute to all members-in-good-standing; To produce a "Where To Go Camping Guide"; To create and maintain a Lodge presence on the Internet.

iv. Service and Outdoor Program:

To oversee all aspects of service by the Lodge; To serve as Service Lead at Lodge operated events or appoint a designee; To oversee the Lodge's role in council camping promotion; To create and maintain camp promotional materials; To work towards the betterment of the Council's camping facilities; To present unit camp promotional visits, as reasonably requested; To bring community service opportunities to the attention of the Lodge Executive Committee.

v. Training:

To coordinate all of the Lodge Training events; To work to develop new events to help develop leaders in the Lodge and Unit Level; To coordinate and operate any Lodge training program or the Lodge's involvement in council training.

bc. Each Standing Committee Chairman shall create and maintain as many Teams as needed to ensure the performance of that Committee's duties.

i. Chairmen should recruit and train members for their Teams.

ii. Chairmen should appoint Team Leads as needed.

V. Chapter Organizational Structure

A. Affiliation

Each Chapter of the Lodge will represent a geographic region within the Council as designated by the Supreme Chief of the Fire.*

a. The Lodge shall have one (1) Chapter corresponding to each District within the Council.

B. Mission

The mission of each Chapter is to serve the Units within its boundaries, in accord with the mission of the Lodge.

C. Chapter By-Laws

Each Chapter shall, with consent of the Lodge Chief, Lodge Adviser, and Chapter Adviser, create and maintain a set of Chapter By-Laws.

- a. Such By-Laws must comply with all current National documents and regulations.
- b. The Lodge Executive Committee, from time to time, may place restrictions or regulations on to the nature of such By-Laws.

D. Chapter Chief

1. Each Chapter shall have a Chief selected by the active youth Membership of the Chapter annually, and **who** shall assume a term of office on August 1st or at the resignation of the current office holder, whichever is earlier, and will serve until July 31st of the subsequent year; however the Chapter Chief will have a responsibility to their **term of** office immediately upon **selection**.

- a. Each Chapter will establish their own procedure for the selection of their Chief.
- b. The Lodge Chief may appoint a Chapter Chief for a three (3) month term, within which he must organize the Chapter, including a proper Chief selection.

2. Candidates for Chapter Chief must be Youth Members-in-Good-Standing of the Lodge and the Specific Chapter for their entire term of office.

a. Chapter Chiefs report to the Vice-Chief of Chapters and will assist the Vice-Chief of Chapters and Lodge Chief to perform any function assigned to him.

3. In the event that any Chapter Chief becomes incapable of service, fails to fulfill his duties, acts in a manner inconsistent with the Scout Oath, Scout Law, or Obligation of the Order, or the Chapter is inactive for a period of three (3) months, the Lodge Chief in consultation with the Lodge Adviser and Chapter Adviser may remove him from office.

4. Duties of the Chapter Chief:

To be responsible for adherence to the program and policies of the Chapter as set by the Scout Executive and Lodge Executive Committee through the Chapter Adviser; To appoint Chapter Committee Chairmen in consultation with the Chapter Adviser; To establish any Ad Hoc Committees needed for the operation of the Chapter; To establish annual goals and be

responsible for the planning and conducting of Chapter Meetings, directly as Chairman; To oversee all aspects of Chapter performed service; To recruit and oversee Order of the Arrow Troop/Team Representatives; To provide Order of the Arrow Unit Elections, as reasonably requested; To be aware of and responsible for all aspects of Chapter operations; To produce and publish an annual report at the completion of his term of office; To attend all Lodge events and promote member attendance and participation; To attend appropriate council, section, regional, and national functions; To be a fair and honest representative of the Lodge and Chapter at all times.

E. Chapter Advisers

The Chapter Adviser shall be appointed by and serve at the discretion of the Scout Executive.*

- a. The Chapter Adviser shall, with the approval of the Scout Executive and in consultation with the Chapter Chief and Lodge Adviser, appoint as many Associate Chapter Advisers and Chapter Committee Advisers as he deems necessary.

VI. Finance

A. Induction Fee

The Lodge Executive Committee shall annually determine an induction fee for which candidates for membership shall pay prior to their induction.

- a. Each new member will be entitled to an Order of the Arrow Ordeal Sash during their induction.
- b. Each new member shall also receive a new member packet which will include (but is not limited to): a Membership Card (acknowledging they are Members-in-Good-Standing until the end of the fiscal year), one Moswetuset Lodge Flap, an Order of the Arrow Handbook, ~~and materials deemed appropriate by the~~ Lodge Executive Committee.

B. Dues

1. The Lodge Executive Committee shall annually determine a membership dues fee which each member shall pay to remain in-Good-Standing.
2. Each paying member will be entitled to a Membership Card (acknowledging they are Members-in-Good-Standing for the year which their dues were collected).

C. Budget

1. The Lodge Treasurer will lead a team in establishing a budget for the following fiscal year with consultation of said fiscal year's officers and standing committee chairmen for

presentation by the December Lodge Executive Committee meeting preceding said fiscal year.

2. In the development of the Lodge annual budget, funds shall be made available for all standing and special committees, Lodge officers, and any other miscellaneous expenses voted on by the Lodge Executive Committee. All expenses up to and including fifty dollars (\$50.00) outside of the approved budget may be approved by either the Lodge Chief or Lodge Adviser. Any expenses above fifty dollars (\$50.00) outside the approved budget must be approved by the Lodge Executive Committee. All approved bills will be paid by the council service center from the Lodge treasury.

3. All Order of the Arrow funds shall be handled through the Council Service Center and go through all normal accounting procedures used by the Council.*

D. Supplies

1. Each Member-in-Good-Standing is permitted an unlimited number of unrestricted Lodge supplies.

2. The Lodge Executive Committee reserves the authority to place restrictions on any Lodge supplies for any reason.

3. The design, purchasing and distribution of all Lodge supplies and insignia shall be left to the discretion of the Lodge Executive Committee, subject to the approval of the Scout Executive or his designee.

4. There shall be no distinction between honors in the Order and Lodge flap design or border color.

E. Targeted Fundraising

1. The Lodge shall conduct targeted fundraising for the purpose of securing funds to further the mission of the Lodge and the goals of the council.

2. The Lodge Treasurer shall serve as the team leader of all such funds.

3. Projects to be financed will be determined by the Lodge Executive Committee of this Lodge after consultation with the Council Outdoor Program Committee, Lodge Adviser, Scout Executive, and Lodge Staff Adviser.

4. All funds received shall be used for the purposes for which they were solicited.

VII. **Lodge Events**

A. Activities

1. The Lodge shall hold a sufficient number of events each year as to meet the mission of the Lodge and further the principles of its founding, which shall include at minimum two (2) Induction Weekends and an annual Lodge Banquet.
2. Lodge attendance at any external activity shall be approved by the Lodge Executive Committee.

B. Meetings

1. The Lodge Executive Committee shall meet at minimum six (6) times per dues period.
2. A general meeting of the Lodge shall be held at minimum one (1) time per dues period.
3. Unscheduled meetings of the Lodge Executive Committee, or of the general Lodge, may be called by the Lodge Chief in consultation with the Lodge Adviser and Lodge Staff Adviser with, at minimum, three (3) days verbal notice to the members thereof.
4. The agendas for general meetings of the Lodge or Lodge Executive Committee meetings shall be determined by the Lodge Chief in consultation with the Lodge Vice-Chiefs, Chapter Chiefs, and Lodge Adviser; Agendas for the Lodge Executive Committee must include (but are not limited to) ~~the following: reports from the LEC members.~~

~~a. Lodge Treasurer's Report — To include approval of the printed, monthly financial statement and last meeting's minutes, and updates on matters of correspondence, membership, and finance.~~

~~b. Lodge Secretary's Report — To include approval of the last meeting's minutes and updates on matters of membership and correspondence.~~

~~c. Vice-Chief's Report — To include a summary of past events or meetings the Lodge Vice-Chief has attended and any other business the Vice-Chief wishes to address.~~

~~d. Chief's Report — To include a summary of past events or meetings the Lodge Chief has attended and any other business the Chief wishes to address.~~

~~e. Chapter Reports — To include a summary of the activity of each Chapter and any decisions or discussions at the previous month's Chapter meeting.~~

~~f. Committees Report — To include, in writing, a report on the activity of each committee and its respective teams, and verbally any new or updated issues between the production of the written report and the meeting.~~

a. An opportunity must be given for all Lodge members in attendance to give their remarks. The presentation order of remarks will be Youth first, then Adults, followed by the Outdoor Program Committee Representative, Lodge Staff Adviser, Scout Executive, Lodge Adviser and finally Lodge Chief.

5. A majority of voting members may move to include a new item on the current meeting's agenda.
6. All Lodge Executive Committee Meetings and general Lodge Meetings must have appropriate quorums to open.

- a. A quorum of the executive committee shall be a simple majority of voting members.
- b. A quorum for a general Lodge meeting shall be 10% of the Youth Membership-in-Good-Standing of the Lodge.
- c. If there is not a quorum present at the time and place of an announced meeting, the meeting moves to executive session wherein all Lodge Officers present may make decisions with the consent of the Lodge Adviser.

VIII. Amendment of These By-Laws

These by-laws shall be subject to amendment at any regular or special meeting of the Lodge or the Lodge Executive Committee.

A reasonable attempt of written notice to a vote on proposed changes shall be given to all voting members of the Lodge at least 7 days in advance of the meeting. Written notice is in printed or electronic form and should include, but is not limited to, a list of the sections effected.

A two-thirds vote of the Youth Members-in-Good-Standing present shall be required on any amendment.

By-Laws that are defined in other documents, and are required as part of our Charter with the National Order of the Arrow Committee may not be changed except when changed in those documents; and all changes are assumed immediately. These sections are marked with asterisks (*).