



Kanwa tho Lodge, Order of the Arrow Lodge Bylaws

ARTICLE I NAME AND AFFILIATION

Section 1 Name and Affiliation of Lodge

- (a) The lodge shall be known as: Kanwa tho Lodge, Three Harbors Council No. 636, Boy Scouts of America, and shall be under the supervision of the council camping committee and the administrative authority of the Scout executive.
- (b) The name "Kanwa tho," meaning "Panther Band," refers to a tribal division of the Mascouten people headquartered in Milwaukee, Wisconsin. Inspiration for the name was found in the April 1928 edition of The Wisconsin Archeologist (Vol. 7, No. 3). Page 136, paragraph 2 states "Of the several Mascouten bands resident about the southern end of Lake Michigan...the Kanwa tho, or Panther Band, were at Milwaukee..."

Section 2 Chapters

The number of chapters of the lodge shall match the number of operating districts within the council. Chapter names and district affiliation shall be outlined in the lodge operating procedures.

ARTICLE II MISSION

The mission of this lodge is to fulfill the purpose of the Order of the Arrow as an integral part of the BSA through positive youth leadership under the guidance of selected capable adults.

ARTICLE III LODGE MEMBERSHIP

Section 1 Membership Requirements

- (a) The requirements for membership in this lodge shall be as stated in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
- (b) All unit elections shall follow the guidelines set out by the unit election committee and the lodge executive committee.
- (c) The procedure for the Ordeal shall be as stated in the current printing of the *Order of the Arrow Handbook*, the *Guide to Officers and Advisers*, and the *Guide to Inductions*.
- (d) Members shall remain in good standing with the lodge by paying dues on an annual basis.
- (e) Completion of the Brotherhood membership shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook*, the *Guide for Officers and Advisers*, and the *Guide to Inductions*.

- (f) Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook*, the *Guide for Officers and Advisers*, and the *Guide to Inductions*.

ARTICLE IV LODGE EXECUTIVE COMMITTEE

Section 1 Lodge Officers

- (a) The elected officers of the lodge shall be the lodge chief, vice chief of operations, vice chief of inductions, lodge secretary, lodge treasurer, and one chapter chief for each chapter of the lodge.
- (b) The order of succession for the lodge officers shall be the lodge chief, then the vice chief of operations, then the vice chief of inductions, then the lodge secretary, then the lodge treasurer, and finally the chapter chiefs in alphabetical order of the chosen chapter names.

Section 2 Appointed Committee Chairpersons and Members of Importance

The lodge chief shall appoint, with the advice of the lodge adviser, chairpersons of all standing committees, ad hoc committees, and other members of importance.

Section 3 Officer Election Procedure

- (a) The lodge chief, vice chief of operations, vice chief of inductions, lodge secretary, and lodge treasurer shall be elected at the lodge's conclave event each year.
- (b) Each chapter chief shall be elected at either the lodge's conclave event or at the first chapter meeting following the conclave.
- (c) Elected officers shall be chosen by popular vote amongst members under 21 years of age. Candidates receiving a simple majority of the votes shall be elected.

Section 4 Age Qualifications

All elected officers and appointed chairpersons must be under 21 years of age during the entire term of office.

Section 5 Lodge Executive Committee Operations

- (a) The lodge executive committee shall be comprised of the elected officers, chairpersons of standing committees, the lodge adviser, the lodge staff adviser, appointed officers and committee advisers, and the members of importance of the lodge.
- (b) The lodge chief is an ex officio member of all committees. The vice chief of operations is an ex officio member of the communications, service, special events, and Vigil Honor committees. The vice chief of inductions is an ex officio member of the Brotherhood, ceremonies, Ordeal, and unit election committees. Each committee shall consist of a chairperson, an adviser, and all appointed members.
- (c) Voting rights shall be outlined in the job descriptions of the lodge operating procedures but shall not extend to any member who has reached their 21st birthday. Lodge executive meetings are open to all members and invited

guests but general members are only permitted to participate in discussion and are not granted voting rights regardless of age. Virtual attendance of voting members is permitted with prior notice to the lodge chief and approval by the lodge adviser.

- (d) Lodge executive committee meetings shall use *Robert's Rules of Order* as the parliamentary authority for all lodge business.
- (e) At least 40% of voting members of the lodge executive committee must be present to constitute a quorum. This requires that at least seven voting members must be present, of which three must be elected officers and four must be appointed chairpersons. In the absence of a quorum, the rules shall be suspended, and the Lodge Key 3 shall ratify all decisions following the meeting and provide the approval date for recording in the meeting minutes.
- (f) The term of all officers, appointed chairpersons of standing or ad hoc committees, appointed advisers, and appointed members of importance shall be from June 15 through June 14 of the following year. This will be referred to as the lodge's administrative year.
- (g) The lodge's fiscal year shall be determined by the council and lodge financial procedures shall be outlined in the lodge operating procedures. All Order of the Arrow funds shall be handled through the council service center and go through all normal council accounting procedures.

Section 6 **Vacancies**

- (a) The lodge chief, with the approval of the lodge executive committee, shall appoint members to fill vacancies in lodge-elected offices for the duration of the term.
- (b) In the event that the lodge chief is unable to execute a lodge meeting, the responsibility shall move to the next officer in the line of succession outlined in Section 1 of this article.

Section 7 **Ad Hoc Committees**

The lodge chief, with approval from the lodge adviser, shall retain the right to create ad hoc committees to conduct lodge business not already covered by a standing committee. The lodge chief shall be responsible for appointing a youth chairperson and the lodge adviser shall appoint an adult adviser whose terms shall expire at the end of the lodge administrative year. Ad hoc committees shall only exist in the administrative year in which they were created but may be extended by the next lodge chief.

Section 8 **Lodge Key 3**

The lodge Key 3 shall be identified as the lodge chief, lodge adviser, and lodge staff adviser. They shall meet as often as needed to ensure proper lodge operation. They will ratify all decisions made by the lodge executive committee if a quorum isn't met. The lodge Key 3 shall have the authority to approve changes in lodge operations in the event that the decision cannot be tabled until the next lodge executive committee meeting.

Section 9 **Scout Executive**

The Scout executive is the final authority of the Order within the council and shall interpret local application of national policy. The council Scout executive

shall appoint a volunteer to serve as the lodge adviser. The lodge adviser assists by helping to guide all lodge operations.

Section 10 Lodge Operating Procedures

There shall be established operating procedures to assist in the functioning of the lodge. Any changes to the lodge operating procedures must be approved by a two-thirds majority vote of the lodge executive committee.

ARTICLE V REGULAR AND SPECIAL MEETINGS OF THE LODGE

- (a) Regular or special meetings of the lodge shall be called as needed. Notification of these meetings must be made 30 days prior to the meeting date.
- (b) Lodge members under the age of 21 who are primarily registered with a unit in this council and whose dues are currently paid in this lodge may vote in matters of lodge business.

ARTICLE VI BYLAW AMENDMENTS

Section 1 Amendment Process

These bylaws shall be subject to addition or amendment at any regular or special meeting of the lodge provided:

1. Such amendment has been submitted in writing to the lodge executive committee for at least 30 days prior to its approval.
2. Such amendment has been passed by a two-thirds majority vote at a lodge executive committee meeting where a quorum exists.
3. All members in good standing have been notified of the proposed amendment at least 10 days prior to the regular or special meeting of the lodge.
4. Such amendment has been passed by a two-thirds majority vote of the members present at the regular or special meeting of the lodge who have not reached their 21st birthday.

Section 2 Changes to National or Council Policy

In the event of a change in national or council policy, an amendment to any bylaw or operating procedure will be made automatically. Notice of these changes will be sent to all members in good standing at the earliest convenience.