



Buffalo Mountain Lodge
Pathway to the Rockies Council
Established 2021

Bylaws

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ARTICLE I – MISSION

The mission of this lodge is to fulfill the purpose of the Order of the Arrow as an integral part of Scouting America.

ARTICLE II – NAME AND AFFILIATION OF LODGE

Section 1: The name of this Lodge of the Order of the Arrow shall be Buffalo Mountain Lodge.

Section 2: The Lodge shall be affiliated with the Pathway to the Rockies Council #60 Scouting America; and will be under the administrative authority of the Scout Executive of said Council.

Section 3: The Totem of this Lodge is the Buffalo.

Section 4: Lodge Flaps

- a. The Lodge flap shall be a single flap approved by the Lodge Executive Committee.
- b. The Lodge flap will be made available for purchase to members at all appropriate Lodge functions, and if authorized by the Lodge Executive Committee for other events.
- c. Commemorative or special issue Lodge Flaps for special occasions such as a fundraiser, NOAC, Conclave and other special events may be authorized by the Lodge Executive Committee. The Lodge Executive Committee may also authorize and issue non-flap style patches as appropriate.

ARTICLE III – OFFICERS OF THE LODGE

Section 1: The elected officers of the Lodge shall be:

- Lodge Chief
- Vice Chief of Program
- Vice Chief of Membership
- Vice Chief of Communication (Secretary)
- Vice Chief of Finance (Treasurer)

Section 2: Elected Lodge Officers:

- a. To be eligible to run for Lodge office one must be:
 - i. A member in good standing of the Lodge. The Lodge defines “good standing” as a member with a good record of participation in the Lodge and whose current dues are paid in full.
 - ii. A youth member under the age of twenty-one (21) for the full length of the term of office.
- b. Candidates for elected Lodge office must be approved in advance by the Lodge Adviser. All candidates are encouraged to obtain a letter of endorsement from their unit leader or unit committee chairperson.
- c. Nominations may be accepted from the floor only if there are not enough candidates to fill all positions.
- d. Lodge Officers shall be elected by a majority vote of the voting members present during the lodge election meeting, typically held at the Fall Fellowship Weekend in August. The annual Lodge Election Meeting must be announced at least 30 days in advance, and preferably 90 days in advance. If fewer than 15% of youth members in the Lodge are present, the Election Meeting must be rescheduled.
- e. A secret ballot shall be used. In the event that no candidate for a given office receives over fifty percent (50%) of the votes cast, a run-off election will be held immediately between the two candidates with the highest number of votes.

- f. The newly elected Lodge officers assume office on the first day of the month following the election.
- g. Duties of the Lodge officers are outlined in the *Buffalo Mountain Lodge Officer and Committees Positions and Duties*.
- h. Vacancies
 - i. Should there be an in-term vacancy of the Lodge Chief, the Vice Chiefs in conjunction with the Lodge Adviser will determine which of the Vice Chiefs will fill in.
 - ii. In the event one of the Vice Chiefs leaves office during their term, the Lodge Chief will appoint, with approval of the Lodge Adviser, a replacement until a general election can be held in accordance with these Bylaws.

ARTICLE IV – MEMBERSHIP

- Section 1:** The requirements for membership in this lodge are as stated in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Handbook for Officers and Advisers*. Arrowmen may belong to only one lodge, that being the lodge chartered to the council where they have their primary Scouting registration.
- Section 2:** Ordeal Membership:
- a. The procedure for election and the Ordeal shall be as stated in the current printing of the *Order of the Arrow Handbook* and the *Guide to Inductions*.
- Section 3:** Brotherhood Membership:
- a. Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Handbook for Officers and Advisers*.
- Section 4:** The Vigil Honor
- a. Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Handbook for Officers and Advisers*.
- Section 5:** Voting Membership:
- a. Voting Members are all lodge members in good standing under the age of twenty-one (21) who are primarily registered with a unit in the Pathway to the Rockies Council. “Good standing” is as defined in Article III Section 2 a i.
 - b. Adult Scouters, age twenty-one (21) or older, do not have a vote in matters of Lodge business.
 - c. Voting membership in Buffalo Mountain Lodge shall be in accordance with the current *Order of the Arrow Handbook for Officers and Advisers* (or other National guidelines).

ARTICLE V – LODGE EXECUTIVE COMMITTEE

- Section 1:** The Lodge Executive Committee shall be made up of the elected Lodge officers, immediate past Lodge Chief, Lodge operating committee chairs, the Lodge Adviser, officer advisers, committee advisers, the Lodge Staff Adviser, and the Scout Executive.
- Section 2:** A voting member of the Lodge Executive Committee must be:
- a. Under twenty-one (21) years of age.
 - b. An elected Lodge Officer, immediate past Lodge Chief, chairman (or vice chairman if the chairman is absent) of a Lodge standing committee.
- Section 3:** Under no circumstance will any Arrowmen have more than one vote on the Lodge Executive Committee.

Section 4: The Lodge defines an operating committee as a standing committee, special committee, or an ad hoc committee. All Lodge committees will be classified as one of these three.

Section 5: The Lodge standing committees are as follows:

- Activities
- Budget
- Ceremonies
- Elections
- Inductions
- Leadership Development
- Media
- Quartermaster
- Records
- Service
- Trading Post
- Vigil Honor

These committees will be responsible to the Vice Chiefs as follows:

- Vice Chief of Communication (Secretary) – Media, Records, and Service
- Vice Chief of Finance (Treasurer) – Budget, Trading Post, and Quartermaster
- Vice Chief of Membership – Inductions, Elections, and Vigil Honor
- Vice Chief of Program – Activities, Ceremonies, and Leadership Development.

This distribution may be changed by the Lodge Chief with approval from the Lodge Adviser.

Section 6: The Lodge has Special Committees made up of youth members appointed by the Lodge Chief with approval from the Lodge Adviser; adult members of Special Committees are appointed by the Lodge Adviser. The Special Committees are: Rules Committee, Section Conclave Committee, National Order of the Arrow Conference Committee, Vigil Honor Nominating Committee, and Awards Selection Committee. These committees are considered Special Committees because they deviate from the standard committee formation procedures, they may be active during only a part of the year, and because they do not have a vote on the Lodge Executive Committee.

Section 7: The Lodge can have any number of ad hoc committees at any time. These committees are formed by Resolution of the Lodge Executive Committee to work on specific short-term problems, events, or situations. Like special committees, ad hoc committees do not have a vote on the Lodge Executive Committee. The duration of the ad hoc committee will be determined and documented in the Resolution. Extensions to the life of an ad hoc committee can be made as deemed necessary by the Lodge Executive Committee. An ad hoc committee will dissolve when its purpose has been completed.

Section 8: Committee Creation and Dissolution

- a. The Lodge Executive Committee can create or dissolve a standing committee with a two-thirds (2/3) majority vote.
- b. The Lodge Executive Committee can create or dissolve a special committee with a simple majority vote.
- c. A vote of the general membership shall not be necessary to create or dissolve a standing committee or a special committee.

Section 9: With the approval of the Lodge Chief and Lodge Adviser, each Vice Chief appoints the chairmen of all operating committees under that Vice Chief. The term of office of a standing committee

chairman is the same as for the elected officers of the Lodge. Committee chairmen may continue in office if they are reappointed by the incoming Vice Chief.

Section 10: Standing or ad hoc committee chairmen are free to change committee membership as they see fit. Special committee membership can only be modified by the Lodge Chief.

Section 11: Committee chairmen may each have a vice chairman who will represent their committee (including voting if they are on a standing committee) in the chairman's absence at a Lodge Executive Committee meeting. The committee chairman appoints the vice chairman(s) for that committee, with approval of the committee's adviser, the vice chief over that committee, and that vice chief's adviser. Each operating committee may have only one vote at Lodge Executive Committee meetings.

Section 12: Adviser Appointment

- a. The Lodge Adviser is appointed by the Scout Executive and needs no other approval.
- b. The Lodge Adviser, with the approval of the Scout Executive, appoints all committee and officer Advisers.

Section 13: The Lodge Staff Adviser is the only member of the Lodge entitled to act as an agent on behalf of the Lodge in matters of contracts and other formal agreements between the Lodge and third parties.

ARTICLE VI – REMOVAL FROM LODGE OFFICE

Section 1: During the course of their term, any Chairman of a standing or ad hoc committee can only be removed by the Lodge Chief with the consent of a simple majority of the Lodge Executive Committee and the approval of the Lodge Adviser.

Section 2: Lodge Vice Chiefs can only be removed from office by a two thirds (2/3) vote of the Key Three, which is comprised of the Lodge Chief, Lodge Adviser and Lodge Staff Adviser.

Section 3: The Lodge Chief can only be removed from office by order of the Scout Executive.

Section 4: The immediate past Lodge Chief can only be removed from their position on the Lodge Executive Committee by order of the Scout Executive.

ARTICLE VII – LODGE MEETINGS

Section 1: Meeting Types

- a. There shall be three types of meetings conducted by the Lodge.
- b. The Lodge Executive Committee shall meet to provide leadership and conduct Lodge business. A quorum is a simple majority of the Lodge Executive Committee voting member positions that are filled at the time of the vote. (Unfilled Lodge Executive Committee positions are excluded when determining quorum.)
- c. Lodge Committee Meetings can be conducted only as directed by Committee chairmen. The corresponding Vice Chief should be notified in advance of all committee meetings. Lodge business cannot be conducted at Committee meetings.
- d. The General Membership shall meet and can conduct Lodge business as directed by the Lodge Executive Committee. A quorum must be declared to conduct business. For a meeting of the General Membership, a quorum shall consist of all voting members present in accordance with Article IV Section 5.

Section 2: Scheduling Meetings

- a. In accordance with National guidelines, all regular Lodge meetings must be announced at least two weeks in advance of the scheduled meeting.

- b.** A special Lodge Executive Committee or a Lodge Officers Meeting may be called at any time by either the Lodge Chief or the Lodge Adviser.

Section 3: A General Membership meeting may only be convened and adjourned by the Lodge Chief or his designated representative, who will then act as the chairman of the meeting.

Section 4: All official Lodge meetings will be conducted under “Robert’s Rules of Order” unless the Lodge Bylaws specify otherwise.

Section 5: The committee chairman, or vice-chairman, sponsoring or presenting any business to the Lodge Executive Committee must be present for any discussion prior to the vote.

ARTICLE VIII – LODGE CEREMONIES

Section 1: All Order of the Arrow Lodge ceremonies will be conducted in accordance with current National Order of the Arrow ceremonial guidelines.

Section 2: Ceremonies for all levels of membership shall be conducted as prescribed in the appropriate ceremonial booklet.

Section 3: This Lodge, following national policy, will not tolerate hazing in any ceremony or activity conducted by the Lodge.

ARTICLE IX – LODGE FINANCE

Section 1: All Order of the Arrow accounts shall be maintained by the Pathway to the Rockies Council in accordance with current National BSA policy including the *Lodge Finance Manual*.

Section 2: The Lodge fiscal year shall follow the fiscal year of the Pathway to the Rockies Council, which currently runs from the first of January through the thirty-first of December.

Section 3: Lodge dues shall be reviewed and set by the Lodge Executive Committee annually. The amount of dues for the next fiscal year will be announced to the lodge prior to the Spring Fellowship each year. Lodge dues for the next fiscal year are due and payable prior to the end of the current fiscal year. There will be no pro-rating of dues.

Section 4: The Lodge Executive Committee may approve special pricing, for example annual passes (bundling annual dues with specific events and/or patches, etc.).

Section 5: Persons seeking reinstatement into the Lodge following a lapse in dues will be charged the current full year’s dues.

Section 6: Persons seeking transfer into the Lodge will be accepted if they are currently registered with Scouting America, and will be required to pay the current year’s dues.

Section 7: The Lodge Vice Chief of Finance will report at every Lodge Executive Committee meeting on the financial condition of the lodge.

Section 8: The Lodge annual budget shall include an amount to be set aside for the benefit of Pathway to the Rockies Council. The Lodge Executive Committee, through a vote, shall determine the amount and how these funds will be distributed.

Section 9: Each Committee chairman will submit a proposed annual committee budget to the Budget Committee for review at least sixty (60) days prior to the end of the financial year. If any committee fails to submit a proposed annual committee budget, the corresponding vice-chief may submit a proposed budget for that committee. Committee budgets will be broken out by event, when applicable.

Section 10: A Lodge annual budget must be submitted and approved by the Lodge Executive Committee prior to the beginning of the fiscal year the budget will take effect.

Section 11: Approval of Expenditures

- a. All expenditures of the Lodge outside of the previously approved Lodge annual budget must be approved by the Lodge Executive Committee during a business meeting. Such requests for funds must be reviewed by the Budget Committee in a timely manner and a recommendation made to the Lodge Executive Committee prior to any vote.
- b. The Lodge Adviser or Lodge Staff Adviser can approve the expenditure of petty cash up to two hundred and fifty (\$250) on an emergency basis. This expenditure must be supported with receipts on a follow-up basis. Any such expenditure must be made in accordance with current Scouting America guidelines and these Bylaws.
- c. Any request over \$250 that comes to a vote shall be motioned during a business meeting, discussed, and then tabled. The motion for expenditure shall then be voted on at a subsequent Lodge Executive Committee meeting.

Section 12: Receipts for all expenses must be submitted to the Lodge Finance Committee within fifteen (15) days of the completion of the activity or event. Closed out and reconciled event budgets will be presented to the Lodge Executive Committee after the Lodge Financial Reports are received from Council.

Section 13: No request for funds will be processed by the Pathway to the Rockies Council unless it has been approved by at least two of the following: Vice Chief of Finance, Adviser to the Treasurer, Lodge Chief, Lodge Adviser, Lodge Staff Adviser. One signature must be from a youth, and one must be from an adult. The completed check request form (including receipts) must be sent to the Treasurer and Associate Adviser of Finance, and approved, prior to submission for reimbursement.

Section 14: No sub accounts will be maintained by any committee, team, or individual within the Lodge.

Section 15: No funds will be transferred out of any Lodge account by the Pathway to the Rockies Council without prior notification to either the Vice Chief of Finance, Adviser to the Treasurer, Lodge Chief or Lodge Adviser.

ARTICLE X – AMENDMENT PROCESS

Section 1: These bylaws shall be in addition to all written rules and regulations as written in the *Order of the Arrow Handbook*, *Order of the Arrow Handbook for Officers and Advisers*, and *Section Handbook* and shall be subject to amendment at any regular or special meeting of the Lodge, provided:

- a. That due notice has been sent to each active member prior to the meeting, informing them of the meeting and the proposed amendment.
- b. That a majority vote of two-thirds of the active voting members present is obtained to pass the amendment.

Section 2: Amendments to these Lodge Bylaws shall be accomplished as follows:

- a. The proposed amendment must be presented in written form to the Lodge Chief, who must then present it at the next regularly scheduled Lodge Executive Committee meeting. Only voting members of the Lodge may submit a proposed amendment.
- b. If a two-thirds (2/3) majority vote of the Lodge Executive Committee approves the amendment it shall be presented by the Lodge Chief to the General Membership for a vote at the next regularly scheduled General Membership meeting. If the Amendment fails to get a majority vote of the voting members present, the amendment is dead.
- c. A review of these Bylaws shall be done annually or more frequently as deemed necessary by the Lodge Adviser and Lodge Chief. A special committee shall be formed according to Article V Section 6 and Article V Section 8 b above to complete the review and present its findings to the Lodge Executive Committee. The review of the bylaws must be completed at least 30 days prior to the General Election.

ARTICLE XI – POWER AND AUTHORITY IN THE LODGE

- Section 1:** All Lodge affairs of any kind are subject to the discretion of the Supreme Chief of the Fire, the Pathway to the Rockies Council Scout Executive.
- Section 2:** All matters of business not specifically addressed in these Lodge Bylaws shall be referred to the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Handbook for Officers and Advisers* as updated by *Policy Updates*.
- Section 3:** Any issue not covered by National Regulations, these Lodge Bylaws, or official policies will be decided by a majority vote of the Lodge Executive Committee.