

EL-KU-TA LODGE



RULES & BYLAWS

SECTION I-NAME & AFFILIATION

A. Name. The name of this Lodge of the Order of the Arrow shall be the El-Ku-Ta Lodge.

B. Affiliation. The El-Ku-Ta Lodge shall be affiliated with the Great Salt Lake Council, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the administrative authority of its Scout Executive.

C. Totem. The totem of and call of the El-Ku-Ta Lodge shall be that of the Elk.

D. Mission. The mission of this Lodge, as set forth by the National Order of the Arrow, is to fulfill the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.

E. Lodge Insignia. The representation of the El-Ku-Ta Lodge insignia shall be as follows:

1. Standard Lodge Flap. The El-Ku-Ta Lodge flap shall be a flap of irregular design containing two Indian heads and the El-Ku-Ta Lodge totem with a background of a sunburst rising over the mountains.

2. Commemorative Patches/Memorabilia. On occasion the Lodge shall issue special patches and memorabilia, such as Lodge Flaps, Council Shoulder Patches, Chevrons, etc.

3. Approval. The Lodge Chief and Lodge Adviser must approve all new patch designs. All must comply with the BSA requirements for such patches.

4. Lodge Representation. Any publication or representation of the Great Salt Lake Council Order of the Arrow, or the El-Ku-Ta name, which would include any Lodge logo, designs or artwork for non-Order of the Arrow purposes is strictly forbidden without permission of the Lodge Executive Board.

SECTION II-ELECTIONS & ORDEAL MEMBERSHIP

A. Requirements. The requirements for membership in the El-Ku-Ta Lodge are as outlined in the latest edition of the *Order of the Arrow Handbook* and the *Guide for Officers and Advisers*.

B. Procedures. Procedures for the Ordeal shall be followed as stated in the latest edition of the *Order of the Arrow Handbook* and the *Guide to Inductions*.

C. Elections. All elections that are to be held must be cleared through the Chapter for the area in which the election will be held.

D. Tap-Out Ceremonies. Tap-Out Ceremonies (call-outs) shall be conducted by the Chapter Chief or his representative within each Chapter, in accordance with any National or Lodge policy.

SECTION III-OFFICERS OF THE LODGE

A. Positions. The elected officers of the El-Ku-Ta Lodge shall be: a Lodge Chief, 4-6 Vice-Chiefs, Secretary, and Treasurer. The Vigil Chief is the immediate past Lodge Chief or is appointed by the Lodge Chief, he need not be elected. These elected officers must be younger than 21 years old during their entire term of office.

B. Duties of Officers.

1. Lodge Chief. The Lodge Chief is a member of the Council Executive Board of Directors as the official representative of the Lodge. He is a member of the Lodge Key Three. He attends and chairs all Lodge Executive Board (LEB) and Lodge Executive Committee (LEC) meetings. He is responsible for annual planning and the creation of Lodge goals and objectives. With the concurrence of the Lodge Adviser and Staff Adviser, he may appoint members to vacant Lodge positions and youth committee chairmen. He recruits other Arrowmen to assist the Lodge as needed. He is responsible for communicating with and training Chapter Chiefs in their duties and responsibilities. His vote on the Executive Committee is cast solely for breaking a tie vote. He promotes Lodge, section, and national Order of the Arrow events. He may not hold any other Chapter or Lodge Position(s).

2. Vice-Chiefs. Specific duties of Vice-Chiefs are to be appointed by the Lodge Chief, with the approval of the Lodge Adviser and Lodge Staff Adviser. Duties to be charged may include, but are not limited to: publications, service, troop elections, Ordeal ceremonies, Brotherhood ceremonies, and Native American Culture.

i. Senior Vice-Chief. A Senior Vice-Chief may be appointed by the Lodge Chief from among the elected Vice-Chiefs. The Senior Vice-Chief assumes all the rights and responsibilities of the Lodge Chief in the event of his absence, inability to perform duties, resignation, or removal.

3. Secretary. The Lodge Secretary shall be responsible for all registration and membership records. He is to issue membership cards upon payment of annual dues. He is also responsible for other such duties as designated by the Lodge Chief.

4. Treasurer. The Lodge Treasurer shall be responsible for raising funds and managing the Lodge Trading Post. He shall report all funds raised in accordance with Section VI of this document.

C. Petition. Members that desire to run for Lodge Office shall submit a petition for election containing the signatures of at least three Arrowmen to the Lodge Chief by the May Lodge Executive Committee meeting. The petition shall contain a statement of their experience, and the office(s) for which they are running, the Lodge Adviser will issue a blank form of petition annually. To be eligible to petition for candidacy, a member must be a dues-paid, youth member of the El-Ku-Ta Lodge, who will be under the age of 21 for the entire term of office. All petitions must be reviewed and approved by the Lodge Chief and Lodge Adviser before their

names will be added to the ballot.

D. Election Procedure. Those who have successfully gained the approval of the Lodge Chief and Lodge Adviser will automatically be placed on the ballot. The elections shall take place during the annual Summer Fellowship in June. A business meeting will be called during the Summer Fellowship to hear speeches and cast votes for candidates.

When all youth members are present, the current Lodge Chief will call the meeting to order. He will then choose a method that is fair and equitable to determine the order in which speeches will be given. Each candidate is entitled to a two-minute speech, which may be followed by a brief question and answer period. All other candidates for that office are escorted out of earshot of the other candidate's speech, so as not to build off of or influence it.

Voting will take place in descending order, from Lodge Chief, to Lodge Vice-Chief, to Lodge Secretary, and Lodge Treasurer. If any candidate so desires, he may run down to a lower office in the event that he loses in his race, a candidate may only run down by one level. In the event that there is only one candidate running for an office, he must receive at least 51% of the votes to take that position.

Each youth member is entitled to one ballot, which will list the candidates and the number of candidates he may vote for. Any ballot that exceeds the specified number of votes may be discredited at the discretion of the Lodge Chief and Lodge Adviser. Voting will take place immediately after speeches have been heard from all the candidates running for each office. The Lodge Chief and Lodge Adviser will tally votes.

If the Lodge Chief is running for reelection, he is to be treated as any other candidate and the Lodge Adviser must appoint a youth proxy to perform the election chairman duties, so as to avoid a conflict of interest in the tallying process.

SECTION IV-GOVERNING BODIES OF THE LODGE

A. The Lodge Key Three. The Lodge Key Three consists of the Lodge Chief, Lodge Adviser, and Council Executive or his designee (Lodge Staff Adviser).

B. The Lodge Executive Board. The Lodge Executive Board consists of the Lodge Key Three, all elected or appointed Lodge Officers or committee chairmen, and Associate Lodge Advisers. Members of the Order over the age of 21 shall have no vote in any decision of the Lodge and shall serve as outlined in the Order of the Arrow Handbook and the *Guide for Officers and Advisers*.

C. The Lodge Executive Committee. The Lodge Executive Committee is the primary operating committee of the Lodge and consists of the Lodge Key Three, all Lodge elected or appointed officers, the immediate past Lodge Chief, all Lodge operating committee chairmen, or Advisers, a member of the Council Camping Committee or Council Boy Scout Committee, and all Chapter Chiefs and Chapter Advisers. Members of the Order over the age of 21 shall have no vote in any decision of the Lodge and shall serve as outlined in the *Order of the Arrow Handbook* and the

Guide for Officers and Advisers.

D. Advisers. The Lodge Key Three shall appoint associate Lodge Advisers and Chapter Advisers. Specific duties are to be designated by the Lodge Adviser, and any appointed Advisers are responsible to report to the Lodge Key Three upon demand.

SECTION V-LODGE MEETINGS AND EVENTS

A. Annual Events. The El-Ku-Ta Lodge shall schedule events and meetings in order to provide the best program for its membership to meet its goals and obligations. They shall include, but are not limited to:

1. **Lodge Banquet** in January of each year.
2. **Summer Fellowship** in June of each year.
3. **Ordeal, Brotherhood, and Vigil ceremonies** as needed.
4. **Lodge Training Conference or Training Course** each year.
5. **Fall Kickoff** each September.

B. Lodge Executive Committee Meetings. The Lodge Executive Committee shall meet on the 4th Thursday of each month, with the exception of the months of June and July and months where the 4th Thursday falls on a Holiday, or when otherwise designated by the Key Three of the Lodge. During any month of a scheduled activity, the Lodge Executive Committee may meet in conjunction with the activity.

C. Lodge Executive Board Meetings. Lodge Executive Board meetings will be held monthly on the 3rd Thursday and whenever additional meeting are needed, as called for by the Lodge Key Three.

D. Special Meetings. Special meetings shall be called by the Lodge Key Three as needed.

E. Commencement & Conclusion. Each meeting of the El-Ku-Ta Lodge shall be opened with the Obligation and Closed with the Order of the Arrow song.

G. Procedure. Lodge meetings shall be conducted upon *Robert's Rules of Order*, with these Bylaws taking precedence in points of conflict.

SECTION VI-DUES & FINANCES

A. Dues. Dues in the El-Ku-Ta Lodge shall be collected annually in the amount set by the Lodge Executive Board. Membership shall expire on June 30 of each year. Members who have become inactive may restore their membership by paying their annual dues.

B. Transference. Members who move in from other Lodges will be registered without dues for the expiration of the current year upon presentation of a current membership card.

C. Financial Management. All El-Ku-Ta Lodge funds shall be handled by the Great Salt Lake Council finance office and shall go through all normal accounting procedures employed by the Council. All Chapter finances will be handled through the Lodge accounting system, which is in return handled by the Council by association. All Lodge and Chapter expenses and reimbursements shall be disbursed in accordance with the Council guidelines. The Lodge Adviser must approve all reimbursements.

SECTION VII-BROTHERHOOD MEMBERSHIP

A. Induction. Completion of Brotherhood Membership shall be in accordance with the current edition of the *Brotherhood Ceremony Procedures*, *Order of the Arrow Handbook*, and *Guide for Officers and Advisers*.

B. Membership. Brotherhood membership shall be administered through the Lodge Brotherhood Committee, appointed by the Lodge Chief.

SECTION VIII-THE VIGIL HONOR

A. Induction. Attainment of the Vigil Honor shall be in accordance with the current edition of the *Vigil Ceremony Procedures*, *Order of the Arrow Handbook*, and *Guide for Officers and Advisers*.

B. Membership. Vigil Membership shall be administered through the Immediate Past Lodge Chief who shall serve as Vigil Chief or a Vigil Chief appointed by the Lodge Chief.

SECTION IX-CHAPTER AFFAIRS

A. Governance. Chapters shall be governed by such policies and rules as are set forth by the Lodge and in accordance with the current edition of the *Order of the Arrow Handbook* and *Guide for Officers and Advisers*.

B. Chapter Officers. Each Chapter shall have as elected officers a Chief, Vice-Chief, and Secretary and such addition elected and appointed officers, as it desires. Chapter Officers must be elected annually.

SECTION X-AMENDMENTS

A. Procedure. These Bylaws shall be amended only by the following procedures.

Procedure 1

i. Proposal. Any Lodge Arrowmen of the Lodge may propose an amendment to these bylaws by submitting them to the Lodge Chief.

ii. Review. Once submitted, the proposed amendments will be reviewed by the Lodge Executive Board and the Lodge Executive Committee.

iii. Passage. The amendment must pass through the Lodge Executive Board and the Lodge Executive Committee by a majority in each body.

Procedure 2

i. The Lodge Key Three reserves the right to make immediate adjustments or amendments to these bylaws as needed to stay consistent to the changing needs and policies of the BSA and its programs.

B. Approval. Amendments must be approved prior to publication by the Scout Executive and the Lodge Adviser.

SECTION XI-LODGE COMMITTEES

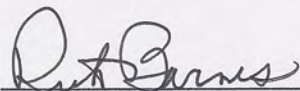
A. Standing Committees. Committee Chairmen shall be appointed by the Lodge Chief, and approved by the Lodge Key Three. The El-Ku-Ta Lodge shall maintain the following committees:

1. Unit Election Committee.
2. Ordeal Committee.
3. Brotherhood Committee.
4. Vigil Committee.
5. Leadership Development Committee
6. Legend Committee (The Lodge Newsletter).

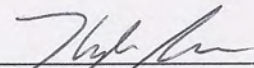
B. Ad Hoc Committees. The Executive Committee may, from time to time, establish other committees as needed to act as Ad Hoc committees without amending these bylaws.

C. Committee Responsibilities. Responsibilities of each committee shall be designated by the Lodge Chief, and approved by the Lodge Key Three.

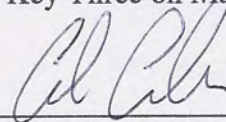
These Lodge Rules & Bylaws are shown as approved by the Lodge Key Three on May 5, 2012



Rick Barnes, Scout Executive



Kyle Palmer, Lodge Chief



Cal Condie, Lodge Adviser