



Lodge By-Laws (2007 Revision)

Table of Contents

Article I: Name and Procedures

- Section 1. Name**
- Section 2: Affiliation**
- Section 3: Purpose**
- Section 4: Insignia**
- Section 5: Meetings**
- Section 6: Program**

Article II: Membership

- Section 1: General Membership**
- Section 2: Ordeal Honor**
- Section 3: Brotherhood Honor**
- Section 4: Vigil Honor**
- Section 5: Dues and Fees**

Article III: Lodge Officers

- Section 1: Classification of Officers**
- Section 2: Rules and Procedures for Electing Officers**
- Section 3: Rules and Procedures Covering the Resignation of Officers**
- Section 4: Adult Advisors**
- Section 5: Duties of the Lodge Chief**
- Section 6: Duties of the Lodge Vice Chief - Operations**
- Section 7: Duties of the Lodge Vice Chief – Program**
- Section 8: Duties of the Lodge Secretary-Treasurer**
- Section 9: Removal of Officers**

Article IV: Lodge Committees

- Section 1: Lodge Executive Committee (LEC)**
- Section 2: Standing Committees**
- Section 3: Activities and Service Committee**
- Section 4: Camp Promotion Committee**
- Section 5: Ceremonies Committee**
- Section 6: Communications Committee**
- Section 7: Finance Committee**
- Section 8: Leadership Development Committee**
- Section 9: Membership Committee**
- Section 10: Troop/Team Representatives Committee**
- Section 11: Unit Elections Committee**
- Section 12: Ad Hoc Committees**
- Section 13: Vigil Honor Nominating and Awards Committee**

Article V: Accounting Procedures

Article VI: Amendments

Article VII: Effective Date

Article I: Name and Procedures

Section 1. Name

The name of this lodge shall be **Ranachqua Lodge #4 W.W.W.**

Section 2: Affiliation

The Lodge shall be affiliated with the **Greater New York Councils – Bronx 641, Boy Scouts of America**, and shall be under the supervision and administrative authority of the **Bronx Borough Scout Executive** or his designee

Section 3: Purpose

The purpose of this Lodge shall be as stated in the current *Order of the Arrow Handbook*,

Section 4: Insignia

- 1) The Totem of this Lodge shall be an Owl superimposed over an arrow pointed over the left shoulder
- 2) The colors of this Lodge shall be green and black.
- 3) The Order of the Arrow sash shall be worn only by an active member of the Order of the Arrow. A member will wear the sash appropriate to their honor. The sash will be worn under the standards set down in the current *Order of the Arrow Handbook*. The Lodge, acting through its officers, is authorized to permit members to wear the Order of the Arrow sash in such circumstances.
- 4) All Lodge flaps, patches, pins, jewelry, neckerchiefs, and other memorabilia of this Lodge shall be in accordance with the standards of the National Council, Boy Scouts of America and the National Order of the Arrow Committee.

Section 5: Meetings

- 1) The Lodge shall hold meetings at least four (4) times per year upon written notice to the membership at least ten (10) days prior to the meeting. Meetings may be held as a part of a major Lodge event such as the Ordeal and the Fellowship Weekend, or they may stand alone.
- 2) A quorum for the purpose of conducting business and elections at a Lodge meeting shall be one tenth (1/10) of the active youth (under 21 years of age) members in good standing.
- 3) Members of this Lodge twenty-one (21) years of age and older shall have no vote in any decisions of the Lodge. Adult members shall serve in a manner consistent with the current edition of the *Order of the Arrow Handbook*. Adult arrow members shall also serve as advisors to the officers and committees of the Lodge.

Section 6: Program

The Lodge shall be responsible for providing a well-rounded program for its membership ensuring that this program does not interfere with or alter scout unit programming or membership. This program shall include, but not be limited to, participation in Section Conclaves, Ordeals and service projects, fellowships, and training.

Article II: Membership

Section 1: General Membership

Membership in the Lodge shall be opened to currently registered members of the Boy Scouts of America who have been successfully inducted into the Order of the Arrow upon payment of dues as outlined in Section 5 below. All membership in the Lodge shall be in accordance with National policy as outlined in the current edition of the Order of the Arrow Handbook.

Section 2: Ordeal Honor

- 1) Candidates for Ordeal membership under 21 years of age shall be elected and inducted in accordance with the current edition of the Order of the Arrow Handbook and national Order of the Arrow policy.
- 2) Adult Ordeal candidates shall be nominated by their troop or team committee, approved by the Lodge, and inducted in accordance with the current edition of the Order of the Arrow Handbook and national Order of the Arrow policy.

Section 3: Brotherhood Honor

Brotherhood conversion for all Ordeal members shall be in accordance with the current edition of the Order of the Arrow Handbook and national Order of the Arrow policy.

Section 4: Vigil Honor

Nomination of Brotherhood members for the Vigil Honor shall be in accordance with the current edition of the Order of the Arrow Handbook and national Order of the Arrow policy.

Section 5: Dues and Fees

- 1) There shall be an induction fee payable at the time of induction. For said fee, each new Ordeal member will receive: Membership card; Ordeal Sash; the current edition of the Order of the Arrow Handbook; Ranachqua Lodge flap; first year's dues (remainder of the calendar year, or for those inducted in September or after, the remainder of the current calendar year plus the next calendar year.)
- 2) Dues in this Lodge shall be paid annually in the amount determined by the Executive Committee for the upcoming calendar year at their November meeting. This determination shall be based on the Lodge Budget and

financial reports as presented by the Lodge Secretary-Treasurer and the Finance Committee.

3) Dues must be paid by January 1st of each year. A lodge member who does not pay dues by February 1st shall be considered an inactive member not entitled to the rights and privileges of the Order of the Arrow and Ranachqua Lodge.

4) Lodge members on active duty in the Armed Forces and maintaining registration in the Boy Scouts of America shall be considered members in good standing without payment of dues. Membership in these circumstances shall end on the thirty-first day of December of the year they are separated from active duty.

5) All inactive Lodge members may be restored to active status by paying the current year's dues providing they are registered members of the Boy Scouts of America.

Article III: Lodge Officers

Section 1: Classification of Officers

1) Commissioned officers of the Lodge shall be the Bronx Borough Scout Executive, the Lodge Staff Advisor, and the Lodge Advisor.

2) The elected officers of the Lodge shall be the Lodge Chief, the Lodge Vice Chief - Operations, the Lodge Vice Chief - Program, and the Lodge Secretary-Treasurer.

3) Lodge officers shall be elected at the Lodge Election Meeting. The term for all officers shall commence on the September 1st following their election, and shall end on August 31st of the following year.

Section 2: Rules and Procedures for Electing Officers

1) All elections shall be supervised by the Lodge Advisor or his/her designee.

2) The order of election shall be as listed in Article III Section 1 Paragraph 2 above.

3) To vote, a member must be in good standing, under the age of twenty-one (21) and present at the election. No proxy or electronic voting is allowed.

4) A majority of the votes cast is necessary for election, If in any election no Brother receives a majority, the person with the least number of votes shall be dropped and a reelection will proceed.

5) The election of officers shall take place once a year at the last Lodge meeting prior to July 1st, upon ten (10) days written notice to the Lodge membership.

6) To qualify for elected office, a Brother must be a member in good standing and be under twenty-one (21) years of age during the entire term of office.

7) Nominations for officers shall be made from the floor at the Lodge Election Meeting or by signed petition to the Lodge Executive Committee (LEC). If the Lodge Executive Committee receives a petition of nomination with the names and signatures of ten (10) Lodge members in good standing

under twenty-one (21) years of age, the LEC must publish the names of the nominees in the Lodge publication immediately prior to the election and said nominees shall be considered as nominated at the election. The Lodge Executive Committee shall annually set a deadline for the receipt of such nominating petitions, and publish this deadline in the Lodge publication at least one month prior to the deadline.

8) No Brother may hold more than one elected office at a time

Section 3: Rules and Procedures Covering the Resignation of Officers

1) In the event of the resignation of an elected officer, other than the Lodge Chief, the Lodge Advisor shall supervise an election, conducted by the Lodge Chief, to fill the vacancy at the next regular Lodge meeting. The Lodge Chief may appoint a Brother to fulfill the duties of the vacated position in the interim.

2) In the event of the resignation of the Lodge Chief, the order of succession to this office shall be in the order of the Lodge officers as listed in Article II, Section 1, Paragraph 2 above. The vacated office created by the succession shall then be filled in accordance with Article II, Section 3, Paragraph 1 above.

Section 4: Adult Advisors

1) Lodge Advisor shall be appointed by the Bronx Borough Scout Executive, usually for the same term as the Lodge officers.

2) Lodge Associate Advisors and Lodge Committee Advisors for both Standing and Ad Hoc Committees shall be appointed by the Lodge Advisor with terms that run concurrent with the term of the Lodge Officers. All appointments are made with the approval of the Bronx Borough Scout Executive or his designee, and in consultation with the Lodge Chief.

3) Any adult member not holding a position as an Advisor in the Lodge shall promote camping and the Order of the Arrow in their home scout unit in accordance with the current edition of the Order of the Arrow Handbook and national Order of the Arrow policy.

Section 5: Duties of the Lodge Chief

1) The Lodge Chief shall prepare for, convene, and preside over all meetings of the Lodge and the Lodge Executive Committee in accordance with these By-Laws, the current edition of the Order of the Arrow Handbook and national Order of the Arrow policy. All meetings are to be conducted under parliamentary procedure as outlined in Robert's Rules of Order.

2) The Lodge Chief shall work closely with the Lodge Advisor and the Lodge Staff Advisor

3) The Lodge Chief shall appoint all standing committee chairmen with the approval of the majority of the elected officers.

4) The Lodge Chief shall coordinate the work of the officers and the committee chairmen.

- 5) The Lodge Chief shall be an ex-officio member of all Lodge standing and ad hoc (temporary) committees.
- 6) The Lodge Chief shall appoint, with the approval of the Lodge Executive Committee, such ad hoc committees as may be, from time to time, required.
- 7) The Lodge Chief shall serve as the Weekend Coordinator for the Ordeal with responsibility to oversee and coordinate all facets of the Ordeal.
- 8) The Lodge Chief shall ensure the fulfillment of the Lodge's responsibilities as determined by the Lodge Executive Committee.
- 9) The Lodge Chief shall serve as the Lodge Delegate to the Section.

Section 6: Duties of the Lodge Vice Chief - Operations

- 1) The Lodge Vice Chief - Operations shall assume the full duties and powers of the Lodge Chief in his absence, resignation, or inability to serve .
- 2) The Lodge Vice Chief - Operations shall serve as the back-up Delegate to the Section, and as the delegate to other inter-lodge functions.
- 3) The Lodge Vice Chief - Operations shall serve as the Chairman of the Leadership Development Committee, and develop all Lodge training programs, including the Lodge Leadership Development (LLD).
- 4) The Lodge Vice Chief - Operations shall be responsible for the proper operation of the following committees: Ceremonies Committee, Communications Committee, Membership Committee, and Unit Elections Committee. In the event of a vacancy in the committee chairmanship of any of these committees, the Lodge Vice Chief - Operations shall temporarily act as chairman until the vacancy is filled.
- 5) The Lodge Vice Chief - Operations, in conjunction with the chairmen of the Communications and Membership Committees, shall cause to be published a listing of all Brothers eligible for consideration for the Vigil Honor for the purpose of soliciting nominations for the Vigil Honor Nominating Committee to consider. The list is to be published both in the Lodge newsletter and on the Lodge website each November or December for consideration the following calendar year.

Section 7: Duties of the Lodge Vice Chief – Program

- 1) The Lodge Vice Chief - Program shall serve as the Ordealmaster to assist the Lodge Chief in the management of all Ordeals, especially with regard to the Ordeal candidates.
- 2) The Lodge Vice Chief - Program shall oversee all Lodge service projects and activities.
- 3) The Lodge Vice Chief - Program shall serve as the Chairman of the Troop/Team Representatives Committee, and be responsible for the recruitment of OA Troop or Team Representatives from all eligible units in the Council.
- 4) The Lodge Vice Chief - Program shall be responsible for the proper operation of the following committees: Activities and Service Committee, and Camp Promotions Committee. In the event of a vacancy in the committee

chairmanship of either of these committees, the Lodge Vice Chief – Program shall temporarily act as chairman until the vacancy is filled.

Section 8: Duties of the Lodge Secretary-Treasurer

- 1) The Lodge Secretary-Treasurer shall take minutes of all meeting of the Lodge and the Lodge Executive Committee. These minutes are to be prepared in quintuple, with copies for the Lodge Chief, the Lodge Advisor, the Lodge Staff Advisor, and the permanent files. A copy is to be made available to the Communications Committee Chairman for publication in the Lodge newsletter and website for the perusal of the Lodge membership.**
- 2) The Lodge Secretary-Treasurer shall prepare a Treasurer's Report to be presented at every Lodge meeting. A copy should be given to the Lodge Chief, Lodge Advisor, Lodge Secretary-Treasurer, and the chairman of the Communications Committee.**
- 3) The Lodge Secretary-Treasurer shall serve as the Chairman of the Lodge Finance Committee, and with this committee shall prepare and present the annual Lodge budget for the upcoming calendar year to the Lodge Executive Committee at its November meeting.**
- 4) The Lodge Secretary-Treasurer shall establish and maintain a file on all Lodge activities. These files should include forms and all other information deemed necessary or desirable by the Lodge Chief or the Lodge Executive Committee.**
- 5) The Lodge Secretary-Treasurer shall correspond, in cooperation with the Unit Election Committee and in a timely manner, with all eligible Ordeal candidates informing them of the opportunities available for participating in the Ordeal.**
- 6) The Lodge Secretary-Treasurer shall correspond, in cooperation with the Membership Committee and in a timely manner, with all Ordeal members eligible for Brotherhood Honor, informing them of the opportunity for Brotherhood Conversion, and advising them of the requirements.**
- 7) The Lodge Secretary-Treasurer shall collect dues and distribute membership cards and shall deposit all money into the Lodge account with Greater New York Councils, Boy Scouts of America, with the assistance of the Lodge Advisor. A listing of all dues paid Brothers shall be provided to the Membership Committee.**
- 8) The Lodge Secretary-Treasurer shall be responsible for the purchase (with the approval of the Lodge Executive Committee), maintenance, and inventorying of Lodge resale items.**
- 9) The Lodge Secretary-Treasurer shall disburse Lodge funds at the direction of the Lodge Executive Committee and the approval of the Bronx Borough Scout Executive.**
- 10) The Lodge Secretary-Treasurer shall keep a record of all financial transactions**

11) The Lodge Secretary-Treasurer shall present a financial report to the Lodge Executive Committee at the May and October meetings. The financial report, upon its acceptance by the Lodge Executive Committee, shall be published and made available to all Lodge members.

12) The Lodge Secretary-Treasurer shall keep and maintain permanent files of all Lodge correspondence, minutes, reports, publications and guidebooks as the Lodge Chief and the Lodge Executive Committee directs. These records should also be converted into digital format and be made available, at cost, to any interested Lodge member on an appropriate digital media such as CD or DVD.

Section 9: Removal of Officers

An officer of the Lodge may be removed for failure to perform designated responsibilities by a majority vote of the Lodge Executive Committee followed by a two-thirds (2/3) vote at the next Lodge meeting for which there has been a ten (10) day written notice of the motion for removal.

Article IV: Lodge Committees

Section 1: Lodge Executive Committee (LEC)

1) The members of the Lodge Executive Committee shall be the Lodge Chief, the Lodge Vice Chief – Operations, the Lodge Vice Chief - Program, the Lodge Secretary-Treasurer, the Bronx Borough Scout Executive, the Lodge Staff Advisor, the Lodge Advisor, the Chairmen of the Lodge standing committee and their advisors. Only those members under the age of twenty-one (21) shall have a vote. The immediate past Lodge Chief, OA Troop Representatives and OA Team Representatives shall be ex-officio non-voting members. Committee Vice Chairmen may vote on the Lodge Executive Committee only when designed to do so by the Committee Chairman in his absence.

2) The Lodge Executive Committee shall meet once a month except for the months of July and August. The Lodge Chief may convene special meetings of the Lodge Executive Committee provided that all of its members are notified at least three (3) days in advance. All meetings are to be conducted under parliamentary procedure as outlined in Robert's Rules of Order and shall be open to all members of the Lodge in good standing.

3) The Lodge Executive Committee shall establish the procedures and policies of the Lodge in accordance with the current edition of the Order of the Arrow Handbook and national Order of the Arrow policy, subject to the approval of the Bronx Borough Scout Executive or his/her designated representative.

4) The Lodge Executive Committee shall: A) Act upon various recommendations of the Lodge Officers; B) Approve the annual Lodge Budget; C) Authorize the disbursement of Lodge funds; D) Inspect the

financial operations of the Lodge Secretary-Treasurer every May and October, and approve or disapprove his financial reports; E) Approve, with the Lodge Advisor, all publications of the Lodge; F) Recommend the removal of Lodge officers if they are failing in their duty to the general Lodge membership; G) Act as any special committee or assume any responsibilities that are not otherwise delegated by the Lodge By-Laws. The Lodge Chief may form subcommittees for this purpose.

5) A quorum of the Lodge Executive Committee for all purposes shall be fifty (50) percent of the voting members. No member shall have more than one vote.

Section 2: Standing Committees

1) The Lodge Standing Committees shall be: the Activities and Service Committee, the Camp Promotion Committee, the Ceremonies Committee, the Communications Committee, the Finance Committee, the Leadership Development Committee, the Membership Committee, the Troop/Team Representatives Committee, and the Unit Elections Committee.

2) Chairmen of the Lodge Standing Committees (excluding the Finance Committee, the Lodge Leadership Development Committee, and the Troop / Team Representatives Committee whose Chairmen are designed in these by-laws as officers of the Lodge) are appointed by the Lodge Chief with the approval of the majority of the Lodge officers, and are voting members of the Lodge Executive Committee.

3) An Advisor for each Lodge Standing Committee shall be appointed by the Lodge Advisor in consultation with the Lodge Chief and with the approval of the Bronx Borough Scout Executive or his/her designee.

Section 3: Activities and Service Committee

1) The Activities and Service Committee shall be responsible for the development, planning and execution of service projects, subject to the approval of the Lodge Advisor and the Lodge Executive Committee. These activities shall include: A) Lodge Ordeals; B) Lodge Community Service Projects; C) Service to the Greater New York Councils Camps; D) Any other service projects deemed desirable by the Lodge Executive Committee.

2) The Activities and Service Committee shall be responsible for the development, planning and execution of fellowship activities, subject to the approval of the Lodge Advisor and the Lodge Executive Committee. These activities shall include: A) Lodge Fellowships; B) Lodge Banquet; C) Participation in the Section Conclave; D) Any other fellowship activity deemed desirable by the Lodge Executive Committee.

3) The Activities and Service Committee shall recruit and train Elangomats for the Lodge Ordeals, and shall supervise the Elangomats contacts with their clan during the following year. The committee shall also develop a "Guide For Elangomats" as a reference and teaching tool for those who serve in that position.

4) The Activities and Service Committee shall work in coordination with the Lodge Chief in planning the Lodge Calendar.

Section 4: Camp Promotion Committee

- 1) The Camp Promotion Committee shall develop, in conjunction with the Council and the Camping Committee, a plan for promoting Scout Camping, especially long-term camping at Ten Mile River Scout Camps.
- 2) The Camp Promotion Committee shall develop, update and maintain a “Where to Go Camping and Hiking Guide” suitable for use by Bronx Scouting units. This guide should be made available in both paper and digital formats, as well as online at the Lodge website.
- 3) The Camp Promotion Committee shall develop, promote, maintain, and administer the Pelham Bay Park Historical Trail in cooperation with the New York City Department of Parks and Recreation.

Section 5: Ceremonies Committee

- 1) The Ceremonies Committee shall recruit and train ritual teams to conduct the Ordeal and Brotherhood ceremonies as proscribed in the ceremonies books and in accordance with national Order of the Arrow policy.
- 2) The Ceremonies Committee shall prepare the ceremonial grounds for all Ordeal and Brotherhood ceremonies, and shall manufacture, store and maintain all necessary costumes and props used for these ceremonies.
- 3) The Ceremonies Committee shall train ceremonial teams for any other events that the Lodge Executive Committee shall deem desirable.
- 4) The Ceremonies Committee shall promote, develop and train a Dance Team and Drum for the purpose of performance at authorized events, and manufacture, store, and maintain the costumes, drum, and other props necessary for these performances.
- 5) The Ceremonies Committee shall maintain an inventory of all costumes and props, and submit this inventory to the Lodge Executive Committee every May and October for approval. Copies of this inventory should be supplied to the Lodge Chief, the Lodge Advisor, and the Lodge Secretary-Treasurer.

Section 6: Communications Committee

- 1) The Communications Committee shall publish the Lodge newsletter, “The Owl”. “The Owl” shall be published at least five (5) times per year, and shall include the minutes of all meetings and all reports submitted to the Lodge Executive Committee, and serve as the official notification for meetings and elections.
- 2) The Chairman of the Communications Committee shall be the editor of “The Owl”.
- 3) The Communications Committee shall develop, design, maintain and update the official Lodge website, Ranaweb.
- 4) The Communications Committee shall promote and publicize the accomplishments of the Lodge

5) The Chairman of the Communications Committee shall present a copy of “The Owl” to the Lodge Secretary-Treasurer for the permanent files, and maintain a digital archive of all publications on the web site.

Section 7: Finance Committee

- 1) The Chairman of the Finance Committee shall be the Lodge Secretary-Treasurer
- 2) The Finance Committee shall coordinate with the Chairmen of the other committees with regard to their budgets, and shall assist the Lodge Secretary-Treasurer in the preparation of the annual Lodge Budget.
- 3) The Finance Committee shall obtain from the Council service center regular reports on the Lodge’s account (s).
- 4) The Finance Committee shall assist the Lodge Secretary-Treasurer in the preparation of the financial reports that are submitted to the Lodge Executive Committee.
- 5) The Finance Committee shall assist the Lodge Secretary-Treasurer in the performance of his financial duties as set forth in Article III, Section 8 above.

Section 8: Leadership Development Committee

- 1) The Chairman of the Leadership Development Committee shall be the Lodge Vice Chief - Operations.
- 2) The Lodge Leadership Development Committee shall develop and execute all Lodge training programs, including the annual Lodge Leadership Development (LLD).
- 3) The Lodge Leadership Development Committee shall be responsible for conducting a new members orientation after the Ordeal.

Section 9: Membership Committee

- 1) The Membership Committee shall create and maintain a complete and up-to-date membership file on all members of the Lodge, active and inactive.
- 2) The Membership Committee shall contact inactive members and check on their status.
- 3) The Membership Committee shall provide to the Communications Committee a listing of all active Lodge members, and their mailing and e-mail addresses.
- 4) The Membership Committee shall provide to the Lodge Secretary-Treasurer a list of those Lodge members who are eligible for Brotherhood conversion and for consideration for the Vigil Honor.
- 5) The Membership Committee shall work in cooperation with the Lodge Secretary-Treasurer and the Ceremonies Committee to ensure opportunities for eligible Ordeal members to make the Brotherhood conversion.
- 6) The Membership Committee shall provide to the Lodge Executive Committee upon request the names of those Brotherhood members of the Lodge who are eligible for consideration for Vigil Honor nomination.

7) The Membership Committee shall develop and publish the “Ranachqua Lodge Guidebook” which is to include a short Lodge history, an explanation of how the Lodge and its committees work, the process of Brotherhood conversion, these By-Laws, and any other information deemed desirable by the Lodge Executive Committee

Section 10: Troop/Team Representatives Committee

- 1) The Chairman of the Troop/Team Representatives Committee shall be the Lodge Vice Chief – Program.
- 2) The Troop/Team Representatives Committee shall be composed of all OA Troop and Team Representatives as reported to the Lodge by their Scout units.
- 3) The Troop/Team Representatives Committee shall promote the position of OA Troop/Team Representatives to the troops and teams of the Council.
- 4) The Troop/Team Representatives Committee shall work to establish links between the Lodge and all the units of the Council to promote the exchange of ideas and information.

Section 11: Unit Elections Committee

- 1) The Unit Elections Committee shall be responsible for informing all Scoutmasters (Troops) and Coaches (Teams) of the dates and procedures for Order of the Arrow unit elections.
- 2) The Unit Elections Committee shall recruit, train and supervise Elections Teams for the purpose of conducting unit election, and shall develop a “The Ranachqua Lodge Guide To Holding Unit Elections” in order to standardize the process.
- 3) The Unit Elections Committee, in all cases, shall be in compliance with National Order of the Arrow policy as stated in the Order of the Arrow Handbook and developed by the National Order of the Arrow Committee.
- 4) The Unit Elections Committee shall schedule and facilitate the visitation of Election Teams to the units requesting elections.
- 5) The Unit Elections Committee shall be responsible for the keeping of orderly records, and for providing the Lodge Secretary-Treasurer the list of those elected in a timely manner.

Section 12: Ad Hoc Committees

- 1) The Lodge Chief may, pursuant to Article III, Section 5, Paragraph 6 above, appoint, with the approval of the Lodge Executive Committee, Ad Hoc (temporary) committees as may be, from time to time, needed.
- 2) These Ad Hoc committees may include the Vigil Honor Nominating and Awards Committee, By-Laws Revision Committee, Lodge Anniversary Committee, the National Order of the Arrow Conference (NOAC) Contingent Committee, and any other purpose deemed desirable.

Section 13: Vigil Honor Nominating and Awards Committee

- 1) The Vigil Honor Nominating and Awards Committee shall be an Ad Hoc committee of the Lodge, and Lodge Chief shall annually appoint such a committee at a time deemed appropriate by the Lodge Executive Committee.**
- 2) The Vigil Honor Nominating and Awards Committee shall be composed of a Chairman and between two (2) and nine (8) additional members. Members of the Vigil Honor Nominating and Awards Committee need not be Vigil Honor members, but they cannot be themselves eligible for nomination to the Vigil Honor.**
- 3) The procedure used for the nomination of Lodge members to the Vigil Honor shall be in strict compliance with the policies of the National Order of the Arrow Committee.**
- 4) The Vigil Honor Nominating and Awards Committee shall ensure that the list of Lodge members eligible for the Vigil Honor is published in The Owl and on the Lodge web site at least two months prior to the committee's deliberations**
- 5) The Vigil Honor Nominating and Awards Committee shall create a Vigil Honor Nominating Form and a Founders' Award Nominating Form in order that all members of the Lodge can voice opinions on the merit of any candidate. These forms shall be distributed at the same time and in the same manner as the listing of eligible members for the Vigil Honor. The committee should set a deadline for the receipt of these forms consistent with the date of their deliberations.**
- 6) The Vigil Honor Nominating and Awards Committee shall hold an open meeting prior to deliberations to entertain any comments about the merits of both Vigil Honor eligible members and for possible Founders' Award nominees. Negative comments about members shall not be entertained.**
- 7) The Vigil Honor Nominating and Awards Committee shall be in closed executive session for all deliberations and voting.**
- 8) The Vigil Honor Nominating and Awards Committee shall be responsible for reporting to National Council any Vigil Honor Nominations and for the selection of an appropriate Lenape Vigil Honor name for each nominee in accordance with National Order of the Arrow policy.**
- 9) The Vigil Honor Nominating and Awards Committee shall be responsible for reporting to National Council any Founders' Award nominees in accordance with National Order of the Arrow policy.**
- 10) The Vigil Honor Nominating and Awards Committee shall be responsible for conducting the Vigil and the Vigil Honor ceremony for any approved nominee in accordance with National Order of the Arrow policy.**

Article V: Accounting Procedures

Section 1: Income

All Lodge income shall be submitted to the Lodge Staff Advisor for recording and deposit into the Lodge general account in accordance with the current Greater New York Councils accounting procedures.

Section 2: Payments

All payments from the Lodge general account shall be made with the approval of the Lodge Staff Advisor.

Article VI: Amendments

Section 1: Amendment Procedures

These By-Laws shall be subject to amendment at any regular or special meeting of the Lodge provided that such amendments are submitted to the Lodge Executive Committee at least three (3) weeks prior to such a meeting and that the proposed changes be sent to all active members of the Lodge at least fifteen days prior to the approval vote for any such amendment.

Section 2: Changes in National Policy

Any changes in National Order of the Arrow policy that effect these By-Laws shall be implemented immediate upon notice to the Lodge membership.

Article VII: Effective Date

Section 1: Approval and Effective Date

These By-Laws shall become effective the first Monday after they are approved by the Lodge membership and the Bronx Borough Scout Executive.

Prepared By: Kevin Bachman (Lodge Chief) and the Ranachqua Lodge Executive Committee

Approved by Vote of the Lodge Membership: (Date) _____

**Approved by: _____
(Bronx Borough Scout Executive – Date)**

Effective: (Date) _____

PROPOSED: THAT ALL PREVIOUS BY-LAWS OF RANACHQUA LODGE #4 W.W.W. BE CONSIDERED NULL AND VOID, AND BE REPLACED BY THE BY-LAWS (2007 REVISION) ABOVE. FURTHER, THAT UPON APPROVAL OF THE LODGE MEMBERSHIP AND THE BRONX BOROUGH SCOUT EXECUTIVE, ALL OPERATIONS OF THE LODGE INCLUDING OFFICERS, TERMS OF OFFICE, ELECTIONS, MEETINGS, COMMITTEES, TRAINING AND EVENTS BE GOVERNED SOLELY BY THESE BY-LAWS, NATIONAL ORDER OF THE ARROW POLICY, AND GREATER NEW YORK COUNCILS – BRONX PRACTICES AND POLICIES.