

Takhonek Lodge

Official Lodge Bylaws

As approved by the Lodge Body on April 18, 2015

Article I – Lodge Name, Council Affiliation, and Totem

The Lodge shall be called Takhonek Lodge, which translates in English to, “The Place Where Rivers Meet.” The Lodge will be affiliated with Buckskin Council #617, of the Boy Scouts of America. The Lodge will be under the supervision of the Council Camping Committee and under the Authority of the Council Scout Executive, whom shall be the Lodge’s Supreme Chief of the Fire. The Lodge shall be represented by the Totem of the Grey Fox. Let all who bear this Totem be welcome and share in the warmth of the council fire.

Article II – Lodge Level Leadership

- Clause I – Mission and Purpose Statement

- Mission: The mission of the Order of the Arrow is to fulfill its purpose as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.
- Purpose: As part of Scouting’s National Honor Society, the purpose of the Lodge is to:
 - 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.
 - 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.
 - Develop leaders with the willingness, character, spirit, and ability to advance the activities of their units, our brotherhood, scouting, and ultimately our nation.
 - Crystalize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

- Clause II – Lodge Leadership

The Lodge will be led by the youth of the Lodge, with adult advice and supervision. The Elected Lodge Youth Leadership shall be elected at the annual lodge Fall Fellowship and take office at the annual Lodge Winter Banquet with a term of 12 months.

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- The Elected Lodge Youth Leadership shall consist of:
 - The Lodge Chief;
 - The Vice Chief of Administration;
 - The Vice Chief of Program; and
 - The Lodge Secretary.

- In addition to Elected Youth Leadership, youth members of the Lodge may be appointed as Committee Chairmen of standing and revolving committees. Standing Committees shall consist of:
 - American Indian Activities
 - Elongomats and Niamats
 - Service
 - Recruitment and Retention
 - Registration
 - Communications
 - Finance
 - Memorabilia
 - Vigil Selection

- The Adult leadership, advising and supervising the Youth Leadership shall consist of:
 - The Lodge Adviser;
 - The Program Adviser;
 - The Administration Adviser;
 - Associate Lodge Advisers as necessary; and
 - an Adult Adviser for each Committee Chair position.

- Youth Leaders, Elected or Appointed, holding a position listed in this Clause shall constitute the Lodge Executive Committee, along with the immediate past Lodge Chief. This Board shall be responsible for all activities of the Lodge, subject at all times to the review and approval of the Supreme Chief of the Fire.

- From time to time, the Lodge Executive Committee may create additional Ad Hoc Committees to address specific needs of the Lodge and appoint Youth members to chair them. However, each new revolving committee chair shall have an Adult Adviser and the right to sit and vote as full member of the Lodge Executive Committee.

Article III – Operation of the Lodge

- Clause I – Lodge Executive Committee Rules

- The Lodge Executive Committee shall follow “Robert’s Rules of Order” for all Lodge Executive Committee Meetings
 - The Lodge Chief shall chair Executive Board Meetings, maintaining order and respect among all Board members
 - In order to hold a Lodge Executive Committee Meeting a quorum of Five qualified voting members of the Lodge Executive Committee must be present.
- Clause II- Youth Protection
- All Lodge meetings, events, and activities of any kind shall abide by the Boy Scouts of America Youth Protection Policy, as well as require adequate Adult Supervision.
 - Youth Leadership must be present and conduct all Lodge meetings, events, and activities.
- Clause III – Lodge Leadership Responsibilities and Chain of Command
- The duties of the Lodge Chief shall be:
 - Administer the general business and policies of the Lodge;
 - Supervise and chair the meetings of the Lodge Executive Committee and of the Lodge as a whole;
 - To see to the business of the Lodge as a whole and supervise all lodge offices charged as they carry out their duties; and
 - With the recommendation of the appropriate Vice Chief and the approval of the Lodge Adviser, appoint qualified youth members to chair standing and revolving committees.
 - The Duties of the Vice Chief of Administration shall be:
 - Any and all duties assigned by the Lodge Chief or the Lodge Adviser
 - Administer and Supervise the activities of the following Standing Committees and their Chairmen, and any Ad Hoc Committees and their Chairmen as assigned:
 - Finance
 - Registration
 - Memorabilia
 - Vigil Selection
 - The Duties of the Vice Chief of Program shall be:

- Any and all duties assigned by the Lodge Chief or the Lodge Adviser
 - Produce and Administer the yearly program for the Lodge, as well as program for each Lodge function or activity;
 - Administer and supervise the activities of the following standing Committees and their Chairmen, and any Ad Hoc Committees and their Chairmen as assigned:
 - Service
 - Elangomats and Niamats
 - American Indian Activities
 - Recruitment and Retention
 - The Duties of the Lodge Secretary shall be:
 - Any and all duties assigned by the Lodge Chief or the Lodge Adviser
 - Administer and Supervise the activities of the Communications Committee and its Chairman, and any Ad Hoc Committees and their Chairmen as assigned.
 - Temporary Chain of Command- In the absence of the Lodge Chief, the Vice Chief of Administration shall assume the Lodge Chief's duties. In the absence of both the Lodge Chief and the Vice Chief of Administration, the Vice Chief of Program shall assume the duties of the Lodge Chief.
- Clause IV – Duties of the Standing Committees

- American Indian Activities –
 - Promotion of the Lodge's ongoing connection and dedication to the preservation of Native American culture, specifically Eastern Woodlands Culture, dance, and traditions within the Order of the Arrow
 - Organize all Lodge Ceremonies
 - Manage all Lodge Ceremonial Equipment and Regalia
 - Organize Lodge Dance and Drum Activities
 - Any and all duties assigned by Vice Chief of Program
- Elangomats and Niamats –
 - Appoint and Train Lodge Elangomats and Niamats for Lodge Ordeal and Brotherhood Inductions
 - Organize and promote Elangomats and Niamats within the Lodge
 - Administer the First Year Arrowman Award
 - Any and all duties assigned by Vice Chief of Program

- Service –
 - Promotion of the Lodge’s involvement in Buckskin Council’s program
 - Organize all Lodge service projects
 - Maintain records of the Lodge’s Service Corps Program
 - Administer recognition to those meeting the Service Corps requirements at Winter Banquet
 - Any and all duties assigned by Vice Chief of Program

- Recruitment and Retention –
 - Promote and encourage youth participation in Lodge events by planning programs that would interest new incoming youth members
 - Ensure that Unit Elections are held to elect Ordeal Candidates in all troops within Buckskin Council
 - Any and all duties assigned by Vice Chief of Program

- Communications –
 - Production of the Lodge Newsletter
 - Production of the yearly Lodge, “Where to Go Camping,” booklet
 - Issuance of the Lodge Bylaws to any requesting Lodge member
 - Production of all other lodge publications to members of the Lodge
 - Maintain Lodge phone and email list for all active youth and adult members
 - Maintain the Lodge website and Social Media pages
 - All official Lodge correspondence
 - Any and all duties assigned by Secretary of the Lodge

- Registration –
 - Maintain all official Lodge Records, using nationally recognized “Lodgemaster” software program
 - Maintain and update the Lodge registry of membership
 - Any and all duties assigned by the Vice Chief of Administration

- Finance –
 - Act as the Lodge’s treasurer, keeping a balance of amounts paid into and out of the Lodge’s accounts
 - Record and keep records as to dues paid and dues owed by all members of the Lodge
 - Maintain an accurate accounting of the Lodge’s trading post

- Any and all duties assigned by the Vice Chief of Administration
 - Memorabilia
 - Produce, design, or otherwise create any and all memorabilia associated with the Lodge
 - Ensure that any and all memorabilia have the lodge name and totem easily visible.
 - Ensure memorabilia compliance with rules as proscribed by the BSA National Council and the Order of the Arrow national policy
 - Ensure no memorabilia is produced, sold, or worn representing the lodge without being approved by the Lodge Executive Committee
 - Any and all duties assigned by the Vice Chief of Administration
 - Vigil Selection
 - Conduct the selection procedure, as proscribed under Article IV of these bylaws, for selecting candidates from the Lodge for Vigil Honors
 - Plan and coordinate Vigil Weekend event in cooperation with the Program committee chairmen
 - Any and all duties assigned by the Vice Chief of Administration
- Clause V - Election, Appointment, Resignation, Removal, and Vacancies of Lodge Officers
 - Election
 - Each year the Lodge shall hold elections for the Elected Lodge Youth Leadership positions
 - The outgoing elected lodge youth officers will administer such election
 - In order to elect officers one tenth of the voting youth members must be present
 - Elected lodge youth officers shall be elected by simple majority vote by secret ballot
 - Only youth lodge members may vote in lodge elections
 - Appointment
 - Chairmen of Standing Committees and Ad Hoc Committees Shall be appointed by the Lodge Chief, with approval of the Lodge Adviser
 - Resignation

- At any time, an Elected Lodge Youth Officer, Chapter Officer or a Committee Chairmen may resign their position
 - Such resignation must be in writing to the Lodge Chief, Lodge Adviser, and Lodge Staff Adviser.
 - The Lodge Chief may resign by informing the Lodge Adviser and Lodge Staff Adviser in writing.
- Removal
 - An Elected Lodge Youth Officer may be removed by
 - Direct order of the Supreme Chief of the Fire, or
 - Unanimous vote of the Lodge Executive Committee, with the consent of the Lodge Adviser and Lodge Staff Adviser.
 - An appointed Chairmen of a Standing or Ad Hoc committee may be removed by
 - Direct order of the Supreme Chief of the Fire, or
 - By simple majority vote of the Lodge Executive Committee, with the consent of the Lodge Adviser and Lodge Staff Adviser.
 - Any elected or appointed Chapter Officer or any other youth leader of the Lodge may be removed by
 - Direct Order or the Supreme Chief of the Fire, or
 - By simple majority vote of the Lodge Executive committee, with the consent of the Lodge Adviser and Lodge Staff Adviser.
- Vacancies
 - Vacancy of an Elected Lodge Youth Leadership position shall be filled by appointment by the Lodge Chief with approval by majority vote of the Lodge Executive Committee, with the consent of the Lodge Adviser and Lodge Staff Adviser, until an election can be held.
 - Vacancy of an appointed committee chairmanship shall be filled by appointment by the Lodge Chief with recommendation by the appropriate Vice Chief and with the consent of the Lodge Adviser and Lodge Staff Adviser.

Article IV – Chapters

- Clause I – Chapter Name, Affiliation, and Totem

The lodge shall consist of chapters whose boundaries shall align with each Council District. Each chapter shall select a name and submit it for approval by the Lodge Executive Committee. If a chapter wishes to select a totem, they may do so and submit it for approval by the Lodge Executive Committee.

- Clause II – Chapter Leadership

The chapter will be led by the youth of the chapter, with adult advice and supervision. The Elected Chapter Youth Leadership shall be elected at their district's annual Fall Camporee and take office at the annual Lodge Winter Banquet with a term of 12 months.

- The Elected Chapter Youth Leadership shall consist of:
 - The Chapter Chief;
 - The Chapter Vice Chief; and
 - The Chapter Secretary.
- In addition to Elected Youth Leadership, youth members of the Chapter may be appointed as Committee Chairmen of standing and revolving committees. Standing Committees shall consist of:
 - Service
 - Recruitment and Retention
- The Adult leadership, advising and supervising the Youth Leadership shall consist of:
 - The Chapter Adviser;
 - Associate Chapter Advisers as necessary; and
 - an Adult Adviser for each Committee Chair position.
- Youth Leaders, Elected or Appointed, holding a position listed in this Clause shall constitute the Chapter Executive Committee, along with the immediate past Chapter Chief. This Board shall be responsible for all activities of the Chapter, subject at all times to the review and approval of the Supreme Chief of the Fire.
- From time to time, the Chapter Executive Committee may create additional Ad Hoc Committees to address specific needs of the Chapter and appoint Youth members to chair them. However, each new revolving committee chair shall have an Adult Adviser and the right to sit and vote as full member of the Chapter Executive Committee.

- Clause III – Chapter Memorabilia

Any chapter wishing to produce memorabilia may do so with the approval of the Lodge Executive Committee. As chapter memorabilia is classified as lodge memorabilia, it must possess the lodge name and totem. The lodge name and totem must be easily visible.

- Clause IV – Chapter Finances

In accordance with National Policy, Chapters may not possess a separate external or internal account from the lodge. Chapters wishing to maintain finances may do so as a custodial account within the lodge account. Any expenditures from the chapter custodial account must be approved by the Lodge Executive Committee.

Article V – Resolutions

- Clause I – Standing Resolutions

Awards (Approved April 18, 2015)

The James E. West Fellowship

Every Council in the Boy Scouts of America has an endowment fund. This endowment exists to provide funding for the Council operating budget. There are several recognitions available to donors to this endowment. One of the primary recognitions is through becoming James E. West Fellows. The program, named for the first Chief Scout Executive, recognizes gifts in the amount of \$1000 or more. Donors may recognize themselves or someone else. Recipients receive a leather-bound certificate, lapel pin, and square knot for uniform wear. Their names are inscribed on a plaque hanging in the board room of the Council Service Center.

Beginning in 2004, the Lodge has chosen to recognize youth Arrowmen who have served for extended periods of time on the Section, Region, or National level. The Lodge shall contribute the funding necessary to name selected Arrowmen James West Fellows.

The Chief's Award

The Chief's Award is presented annually by the outgoing Lodge Chief. It is intended to recognize those individuals who, in the opinion of the Outgoing Lodge Chief, have given great service to the Lodge. Persons may receive the Chief's Award only once. A Lodge Chief may present only as many awards as there are one third the number of Vigil Honor recipients the Lodge is allotted, rounding up for any fraction of 0.5 or higher.

The award consists of a custom medallion worn from the neck on a navy blue ribbon.

Vigil Honor Procedure

- 1.1 The Lodge Chief shall appoint, annually, a Vigil Honor Selection Committee Chairman.
- 1.2 The Lodge Adviser shall appoint, annually, a Vigil Honor Selection Committee Adviser.
- 1.3 The Lodge Vigil Honor Selection Committee Chairman shall appoint the members of the Vigil Honor Selection Committee, subject to the consent and approval of the Lodge Key 3.
- 1.4 All voting members of the Lodge Vigil Honor Selection Committee must be under the age of twenty-one (21).

- 1.5 In order to be eligible for membership on the Lodge Vigil Honor Selection Committee an Arrowman must meet the following criteria:
 - o The Arrowman must be under the age of twenty-one (21), as stated in 1.4.
 - o The Arrowman must meet one of the following criteria:
 - Be a current member of the Vigil Honor.
 - Be a Brotherhood member of not more than two (2) years and hence ineligible for selection for the Vigil Honor.
 - Be an Ordeal member.
 - Be a Brotherhood member of more than two (2) years, but renounce his eligibility, in writing to the Lodge Executive Committee, for selection for the Vigil Honor. This eligibility shall be subject to the approval of the Lodge Executive Committee, the Lodge Vigil Honor Selection Committee Chairman, and the Lodge Vigil Honor Selection Committee Adviser.
 - o The Arrowman must have his dues paid for the current year in the Order of the Arrow. An Arrowman eligible under 1.5 may only sit on the Lodge Vigil Honor Selection Committee if there are no Arrowmen eligible under 1.5 from his Chapter.
- 1.6 A minimum of one member from every Chapter must sit on the committee in order for a selection to occur. In the event that a Chapter cannot send a representative, one of five (5) situations may occur:
 - o The Chapter may waive its vote, in writing, subject to the approval of the Lodge Executive Committee.
 - o The Chapter may permit a member of another Chapter to vote by proxy on their behalf, provided that said proxy is transmitted, in writing, to, and approved by, the Lodge Executive Committee.
 - o The Chapter may petition the Lodge Executive Committee, in writing, for a postponement of the Selection Committee meeting.
 - o The Lodge Executive Committee may, by majority vote, vote to give proxy for said Chapter to an Arrowman of their choosing.
 - o The Lodge Executive Committee may, with 3/4 majority, vote to proceed with the Vigil Honor Selection Committee meeting without representation from said Chapter. In the event that this option occurs, the Chapter will be notified by the Lodge Chief, in writing, as to this occurrence and the reason for which the Lodge Executive Committee voted to do so. Options number four and five may only be taken provided that no eligible Arrowmen from said Chapter, nor the Chapter Adviser, is in attendance at the Fellowship. In the event that no youth are present, but the Chapter Adviser is, he may present the written instruments, as required in 1.6.
- 1.7 A minimum of one member of the Lodge Executive Committee shall serve as an ex-officio member of the Lodge Vigil Honor Selection Committee, serving to ensure that proper procedure is followed. He shall have no vote during the meeting, however he may be granted discussion privileges at the discretion of the Lodge Vigil Honor Selection Committee Chairman. Said member must meet the qualifications for Lodge Vigil Honor Selection Committee membership as outlined in 1.5.

- 1.8 The Lodge Vigil Honor Selection Committee shall assemble, in closed session, at the Lodge Spring Fellowship at such a time and place as they shall so decide, for the selection of candidates for the Vigil Honor. Only members of the committee, duly appointed, and the adult adviser, duly appointed, (who has no voting privileges), may enter, participate in, or vote during, the Vigil Honor Selection Committee meetings.
- 1.9 The Lodge Executive Committee shall determine the cut-off date for eligibility for the Vigil Honor.
- 1.10 The Lodge Membership Secretary shall be responsible for preparing the list of members eligible for selection for the Vigil Honor, subject to the approval of the Lodge Executive Committee.
- 1.11 In order to be nominated for the Vigil Honor, a candidate must have had his/her dues paid for the one (1) year immediately prior to his/her nomination. Additionally, he/she must have paid his/her dues for the year of nomination by the Lodge Winter Banquet of said year, or by February 1, whichever date comes first. Exceptions to this rule may be made by a two-thirds (2/3) majority vote of the Lodge Executive Committee under extenuating circumstances only.
- 1.12 The Lodge Vigil Honor Committee shall discuss all eligible Arrowmen, prior to any voting of the committee on candidates.
- 1.13 The Lodge Executive Committee shall decide in what manner the Vigil Honor Nominees shall be notified of their candidacy.
- 1.14 The Lodge Chief shall appoint a committee of not less than five (5) Vigil Honor members, regardless of age, who shall be responsible for the selection of the Native American names and translations to be presented the Vigil Honor nominees during their ceremony.
- 1.15 The Petitions for the Vigil Honor, which are provided by the National Order of the Arrow Office, may not be completed sooner than thirty (30) days after the meeting of the Lodge Vigil Honor Selection Committee Meeting. The Lodge Chief shall not sign the petitions unless he has received confirmation from the Lodge Executive Committee Member who sat, ex-officio, on the Lodge Vigil Honor Selection Committee, as outlined in 1.7, that the proper procedure was followed in said meeting of said committee.
- 1.16 The Petitions for the Vigil Honor, may not be signed until a written list of Vigil Honor Nominees, bearing the signatures of the Lodge Vigil Honor Selection Committee Chairman, Adviser, and the Lodge Executive Committee Member designated in 1.7, has been received by the Key Three of the Lodge.
- 1.17 In the event that the Lodge Chief was, himself, nominated to receive the Vigil Honor, he shall not be notified, nor allowed to sign his own petition. His name will be left off the list transmitted to him as mandated by 1.16. Instead, the highest ranking member of the Lodge Executive Committee who was ineligible for selection for the Vigil Honor (that is, the highest ranking member who met one of the criteria listed in 1.5) shall be notified. He shall sign the Petition for the Vigil Honor of the Lodge Chief. This is the only circumstance in which the Lodge Chief's signature may be substituted on the Petitions for the Vigil Honor.
- 1.18 The Lodge Vigil Honor Selection Committee Chairman shall be the final interpreter of the rules and policies governing the Vigil Honor candidate nomination

and selection process, subject to the consent and approval of the Lodge Executive Committee.

- 1.19 The Vigil Honor Ceremony shall be conducted at the annual Vigil Weekend, unless extenuating circumstances prevent the attendance of a nominee, in which case said nominee may complete the Vigil Honor at the Lodge Spring or Fall Fellowship.
- 1.20 The Lodge shall present one Vigil Honor sash to each recipient of the Vigil Honor the morning following their Vigil at the public recognition ceremony.
- 1.21 The Lodge shall present the Vigil Honor Certificate and Vigil Honor Pocket Card from the national Office to each recipient at the Lodge Winter Banquet. The certificate shall be framed.
- 1.22 Each recipient of the Vigil Honor will have a Vigil Honor Pin attached to their ribbon pin as part of the presentation at the Winter Banquet. This pin shall be paid for by the Lodge.
- 1.23 A medal shall also be presented to each recipient at the Lodge Winter Banquet. These medals shall be red, with an Order of the Arrow logo engraved on the obverse and the year along with the words Vigil Honor engraved on the reverse. The medal shall be suspended from a red ribbon.
- 1.24 Any policy in this Resolution which violates any National policy namely those found in the Guide for Officers and Advisers of the Order of the Arrow, shall be null and void until such time as it comes into compliance with said policy.
- 1.25 Any part of this Resolution that is found to be out of compliance with the Rules and Policies of Takhonek Lodge will be null and void until such time as it comes into compliance with said policy.

Founders' Award

- 2.1 The Lodge Founders' Award Selection Committee (hereafter "the Committee") shall be comprised of all past recipients of the Founders Award, regardless of presenting Lodge, who are the registered members in good standing, of the Lodge
- 2.2 The Committee shall elect from its members a Chairman, annually. The Chairman shall be under twenty-one (21) years of age. In the event that no member of the Committee is under twenty-one (21) years of age, the Chairman shall be the youngest member of the Committee.
- 2.3 The Committee shall assemble, in closed session, at the Lodge Fall Fellowship for selection of the nominees for the Founders' Award.
- 2.4 The Committee shall consider the age of the nominee when selecting nominees. The level of service expected of a youth is different than that of an adult.
- 2.5 Members of the Committee who are present at the annual Fall Fellowship shall select recipients of the Founders' Award as a slate.
- 2.6 The Committee shall submit their slated selections to the Lodge Officers, who shall vote unanimously upon the slate, voting it up or down. In the event that it is voted down, the Founders' Award Committee shall reconvene immediately and reconsider their slate. In the event that a Lodge Officer is selected by the committee, he shall not be permitted to vote on the slate selected by the Committee
- 2.7 Upon completion of voting the Lodge Officers shall certify, in writing, to the Lodge Adviser, the recipients selected by the Committee and approved by the Lodge Officers.

- 2.8 Upon receipt of certified recipients, the Lodge Adviser shall prepare and submit the Petitions for the Founders' Award to the National Committee of the Order of the Arrow.
- 2.9 The Lodge shall be responsible for the payment of all fees associated with the Founders' Award
- 2.10 The Founders' Award shall be the final presentation of the Lodge Winter Banquet.
- 2.11 Each recipient of the Founders' Award shall have their certificate framed by the Lodge prior to presentation.
- 2.12 Each recipient of the Founders' Award shall receive a bronze medallion with their name engraved on the base plate, paid for by the Lodge.
- 2.13 Each recipient of the Founders' Award shall receive on Founders' Award Ribbon, which will be attached to their uniform during the presentation ceremony.
- 2.14 The decision of the Committee shall be final unless the nomination is rejected, for any reason, by the National Committee of the Order of the Arrow. In that event the Lodge Adviser shall inform the Committee. The Committee will take appropriate action thereon.
- 2.15 It shall be the duty of the Lodge Executive Committee to review the procedure for selecting recipients of the Founders' Award and ensure compliance with policies published by the National Committee of the Order of the Arrow.

First Year Arrowman Award

The First Year Arrowman Award rewards new arrowmen of the lodge for their active involvement in their first year after completing their Ordeal and being inducted into the Lodge. All first year Arrowmen who complete the following requirements shall be awarded the First Year Arrowman Award at the Winter Banquet following completion of the requirements. This award will be administered by the Lodge Elangomat and Niamat Committee.

- Within one year following Ordeal:
 - o Attend at least two functions
 - o Attend Jumpstart Training
 - o Attain Brotherhood
 - o Participate actively in the arrowman's troop
- Do Three of the following within one year following Ordeal:
 - o Serve on a Committee
 - o Attend two Lodge Executive Committee meetings
 - o Take part in Beaver Day or a Lodge Service Project
 - o Take part in conducting an Order of the Arrow Unit Election
 - o Take Part in a camp promotions presentation
 - o Attend Lodge Leadership Development
 - o Attend Conclave
 - o Attend ALTC, or another national event with the Order of the Arrow or the Boy Scouts of America

Lodgemaster (Approved February 28, 2015)

It shall be the policy of the lodge that any adult or youth with any level of access to lodgmaster first complete a Lodgmaster Training Course conducted by the adult responsible for Lodgmaster on the Registration Committee. A log-in shall not be issued to any individual prior to completing this training. Levels of access to lodgmaster shall be determined by the Lodge Key 3 on an individual basis.

Service Corps (Approved April 18, 2015)

The Takhonek Lodge Service Corps program will be a continuously running program. The hours collected from each year will be added up at the end of the year and kept for record keeping. The hours from that year will then reset and the arrowman must work the next year to add to their year-end total. A patch will be awarded for ten (10) service hours completed annually as well as one hundred (100) hours of combined total service, with an opportunity to purchase an additional patch at each of the two levels for those who have met their requirements. The service must be manual labor performed at an Order of the Arrow sanctioned event within the Buckskin Council and will be recorded and kept by the Lodge Service Committee Chairman and Adviser, as well as all chapter chiefs and advisers in the absence of the Service Committee Chairman and Adviser. Service hours will be recorded from any lodge event, as well as any chapter work day at any Council Property. Service Corps will also operate at each Buckskin Council summer camp, allowing for hours attained at summer camp to be counted toward the annual and combined total service hours.

Unit Elections (Approved February 28, 2015)

It shall be the policy of the lodge that all unit elections are held in accordance with National Policy and conducted prior to July 31 of each calendar year. No more than one election per unit may be held every twelve (12) months. The Lodge Recruitment and Retention Committee, in conjunction with each chapter, shall be responsible for ensuring that unit elections are performed. Completed election forms and adult nomination forms shall be submitted to the Lodge Recruitment and Retention Committee and stay on record at the Council Office for a period of twelve (12) months after the election was held or nomination was made. The registration committee shall be responsible for ensuring that these records are maintained and available at each event where an opportunity to complete the Ordeal is held. Scouts and Scouters may not complete their Ordeal without a completed election form or adult nomination form on record. Completed election forms and adult nomination forms shall remain valid for twelve (12) months from the time of election or nomination.

- Clause II – Revolving Resolutions
To Be Determined

Article VI – Amendment Procedure

- Clause I –

Only youth Lodge members may vote on amendments of the Bylaws, Standing Resolutions, or Revolving Resolutions or Committees.

- Clause II – Amendment of the Bylaws

The bylaws of the Lodge may be amended at any meeting of the full Lodge by super majority vote of at least three quarters of youth Lodge members present, where at least one quarter of the full youth Lodge membership are present.

- Clause II – Amendment of the Standing Resolutions

The Standing Resolutions under Article IV may be amended by a super majority vote of at least two thirds of the youth Lodge members present, where at least one tenth of the full youth Lodge membership are present.

- Clause III – Amendment of the Revolving Resolutions or Ad Hoc Committees

Any Revolving Resolution or Ad Hoc Committee may be created, eliminated, or mandate modified by simple majority vote at a full Lodge Executive Committee Meeting, so long as a quorum of five (5) voting Lodge Executive Committee members are present.

Special Thanks

- The 2014 Thal-Coo-Zyo and Chi-Hoota-Wei Lodge Executive Committees and Takhonek Lodge Merger Committee, who provided the original content and philosophy of the rules and policies of Takhonek Lodge.
- Ryan Keesee, who graciously provided the template, format, and original working that developed into these bylaws.
- 2015 Takhonek Lodge Chief Taylor Giles, who lead the effort to develop and approve these bylaws.
- Those Arrowmen who continually come to Lodge functions to serve.