Kittan Lodge By-Laws
as Amended 10/13/2018

Article I – The Official Name of the Lodge

Section 1. The name of the lodge of the Order of the Arrow shall be Kittan Lodge, meaning “Great River” and taking this name from the three rivers contained in the Lodge’s area.

Section 2. The lodge shall be affiliated with the Twin Rivers Council #364, Boy Scouts of America, and shall be under the administrative authority of the Council Scout Executive, or their designee.

Section 3. The totem, and the call of the lodge, shall be that of a Porcupine.

Section 4. There shall be five chapters in Kittan Lodge. Ktemaque Chapter shall cover the same territory as the Fort Orange District, Loon Chapter shall cover the same territory as the Adirondack District, Naxa Nimat Chapter shall cover the same territory as the Mohawk District, Taghkanic Chapter shall cover the same territory as the Yankee Doodle District, and Wakpominee Chapter shall cover the same territory as the Turning Point District.

Note - The following units are exceptions to the above District-based Chapter assignments as requested by the specific Unit and as approved by the Lodge youth members, LEC and Council Executive during the 2016 redistricting efforts:
1) Troops 3050, 4034, 4046 shall belong to the Naxa Nimat Chapter
2) Troops 4035, 6062, 6070, 6073 shall belong to the Wakpominee Chapter

Article II – The Objectives of Kittan Lodge

The objectives of this Lodge are those specified in the current printing of the official Order of the Arrow Handbook.

Article III – The rules for membership in Kittan Lodge

Section 1. The requirements for membership in this lodge are those specified in the current printing of the Order of the Arrow Handbook.

Section 2. The active members shall be those who are currently registered with the Boy Scouts of America, and have paid their dues for the current charter year.

Section 3. There shall be no Honorary Membership in Kittan Lodge in accordance with the Order of the Arrow Handbook.
Section 4. Active members shall receive notices of all regular, special meetings, and activities of the lodge.

Section 5. A member who has not paid the required dues shall receive a notice from the Lodge Treasurer to the effect that his/her membership is inactive, together with a form by which the member may request reactivation. Lack of a reply will indicate no further interest in renewing their membership, and this member will be considered inactive.

Section 6. An inactive member may be restored to the active status by paying that year’s current dues. Proof of membership must be provided by the inactive member if the lodge records do not reflect being registered prior to the reactivation.

Section 7. Ordeal membership shall be granted to duly elected candidates in accordance with the Order of the Arrow national policy.

Section 8. Brotherhood membership shall be granted to Ordeal members in accordance with Order of the Arrow national policy.

Section 9. Vigil Honor membership shall be granted in accordance with Order of the Arrow national policy.

Section 10. Only dues paid members of the Lodge under the age of 21 shall be considered active voting members and have a vote in official matters of Lodge Business.

Article IV – The Election of Lodge Officers

Section 1. The officers of the lodge shall be a Lodge Chief, a Vice-Chief of Administration, a Vice-Chief of Program, a Lodge Secretary, and a Lodge Treasurer. These elected officers must be under twenty-one years of age for the entire term of their office.

Section 2. All candidates interested in running for a Lodge Office shall submit a letter of intent to run and be recommended by their Chapter Adviser. This letter should be submitted to the Lodge Adviser prior to the Annual Business Meeting when elections are to be held. Lodge Officers running for re-election do not need to submit the letter of recommendation, but must still submit a letter of intent.

Section 3. Lodge Officers shall be elected by a majority vote of all Chapters. Each Chapter shall receive a number of votes equal to the number of voting members that are physically present at the election up to a maximum of 10 votes for each office. Lodge Officer elections shall be conducted as the last piece of Lodge Business at the Lodge Annual Business Meeting. Officers shall be elected in the following order: Lodge Chief, Vice-Chief of Administration, Vice-Chief of Program, Lodge Secretary, and Lodge Treasurer. All new Lodge Officers shall be sworn into office immediately following the election.
Section 4. The officers of the chapters shall be a Chapter Chief, Vice-Chief, and a Secretary. These elected officers shall be under twenty-one (21) years of age for the entire term of office. Chapter Chiefs and Chapter Vice-Chiefs shall be elected at the chapter meetings to be held at the determination of the Chapter Key III. Nominations shall be taken from the floor for the office of Chapter Chief and Chapter Vice-Chief. At the close of nominations for the office for each office the Chapter Chief shall conduct a secret ballot for each office. A simple majority of valid ballots is needed to win office.

Section 5. Defeated candidates from any office may be re-nominated from the floor for another office.

Section 6. The term of office for Lodge and Chapter Officers shall be one year or until a new annual election can be held. Under no circumstance shall a Lodge or Chapter annual election extend thirteen (13) months beyond the previous annual election.

Section 7. In the event that a Lodge Officer or Chapter Officer fails to fulfill the duties of their office, the Lodge Adviser, Lodge Chief, and Council Scout Executive shall consider the facts and determine the corrective action.

Section 8. When a vacancy occurs in any office, for any reason, the Lodge Chief, with approval of the Lodge Adviser, shall appoint a replacement until the next Lodge Executive Committee Meeting where a replacement will be voted on. Candidates must still have a letter of intent and recommendation from their Chapter Adviser for them to be considered by the LEC. If the vacancy is with the Lodge Chief’s position, the Vice Chief of Administration will serve until the next LEC meeting.

Article V – Lodge Meetings and Events

Section 1. The Lodge calendar shall include, at a minimum:
  a. Fall Induction Weekend
  b. Fall Fellowship Weekend
  c. Vigil Breakfast
  d. Vigil Weekend
  e. Section Conclave
  f. National Events

Section 2. Each meeting of the lodge shall be opened with the Obligation of the Order of the Arrow.

Section 3. The Lodge Chief, upon request of the Lodge Executive Committee, shall be obliged to hold a special meeting of the lodge within forty-five days.
Section 4. The Lodge will conduct the Annual Business Meeting at the Fall Fellowship where the following must be addressed:
   a. Election of Lodge Officers
   b. Lodge Budget for next year
   c. Lodge Calendar for next year

Article VI – The Lodge Executive Committee

Section 1. The Lodge Executive Committee shall be composed of the five (5) elected Lodge Officers, the immediate past Lodge Chief, the Lodge Committee Chairs and their Advisers, the Chapter Chiefs and their Advisers from each of the Chapters, the Lodge Adviser, the Lodge Staff Adviser, and the Council Executive. The Lodge Chief will serve as the Lodge Committee Chair.

Those members of the Lodge Executive Committee over the age of 21 can participate and advise but shall not have a vote in the business of the Committee.

Section 2. Each member of the Lodge Executive Committee, except the Lodge Chief, will have one vote on the committee. The Lodge Chief will only be allowed a vote in tie breaking situations.

Section 3. The Lodge Executive Committee of this lodge shall hold at least four scheduled business meetings per year, including the Annual Business Meeting.

Section 4. Special Meetings of the Lodge Executive Committee may be called by the Lodge Chief, Lodge Adviser, or the Council Scout Executive.

Article VII – Committees

The Lodge Chief shall create and appoint such operational committees and their chairs as may be required from time to time with the approval of the Lodge Executive Committee. All operating committee members and their chairs shall be under the age of twenty-one (21). Advisers to each operating committee shall be appointed by the Lodge Adviser.

Article VIII – Finances

Section 1. All Order of the Arrow funds shall be handled through the Council Scout Service Center in Albany, NY, and go through all normal accounting procedures used by the Council.

Section 2. Dues shall be paid to Kittan Lodge and a current membership card shall be issued by the Lodge Secretary and distributed immediately to all paid and registered members.
Section 3. The annual budget is submitted by the Lodge Treasurer and approved by the Lodge at the Annual Business Meeting. In the development of the annual budget, funds shall be made available for the mailings, activities and annual expenses of the Lodge.

Section 4. The registration fees for all Lodge events shall be determined by the Lodge Officers and Advisers as deemed necessary. Lodge annual membership dues shall be determined by the Lodge in the annual budget.

Section 5. All other financial policies are stated in the Lodge Financial Policy approved by the Lodge Executive Committee and maintained as a separate document from the By-Laws.

Article IX – Lodge Rules of Procedure

Lodge Rules of Order and Procedure shall govern this Lodge in all cases in which they are applicable, and they are not to be inconsistent with these rules or special rules that the lodge adapts in compliance with those of the Order of the Arrow. As well any rules that the national Order of the Arrow committee implements, the lodge must comply with or amend any rules that are inconsistent with those of the Boy Scouts of America. Failure to amend these By-Laws does not remove the obligation of the Lodge and its members to comply with national Order of the Arrow Committee and Boy Scouts of America polices and membership requirements.

Article X – Amending the Rules

Section 1. The Rules shall be subject to amendment at any regular, or special meeting of this lodge provided such an amendment has been submitted in writing to the Lodge Executive Committee at least one (1) month prior to such a meeting, and that due notice has been sent to all voting members at least two (2) weeks prior to such a meeting.

Section 2. The Lodge Secretary shall acknowledge that they have received a proposal amendment promptly after the Lodge Executive Committee has received the said amendment.

Section 3. A quorum of one-half (1/2) the active voting members in attendance must be present in order to put an amendment of these Rules to a vote.

Section 4. A two-thirds (2/3) affirmative vote of those active voting members in attendance and present shall be required to amend these Rules.

THIS MARKS THE END OF THE BY-LAWS