

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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Approved April 18, 2015; Updated February 25, 2019

- 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:

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FOOD SERVICE

- 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 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.
- 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. **(See addendum below)**
- 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.

Addendum Regarding The Vigil Nomination Form (Approved October 8, 2016)

Addendum to Article V, Clause I, regarding the Vigil Honor Selection, Section 1.12.

Arrowmen who wish to nominate an individual eligible for the Vigil Honor may do so by completing a nomination form. This form shall be created and produced by the Vigil Selection Committee and made available to all lodge members. The nomination form shall be completed and returned to the Vigil Selection Committee in a process determined by the Vigil Selection Committee. A nomination form is not required to be discussed at the annual Vigil Selection Committee Meeting.

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:

- Serve on a Committee
- Attend two Lodge Executive Committee meetings
- Take part in Beaver Day or a Lodge Service Project
- Take part in conducting an Order of the Arrow Unit Election
- Take Part in a camp promotions presentation
- Attend Lodge Leadership Development
- Attend Conclave
- 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 lodgemaster first complete a Lodgemaster Training Course conducted by the adult responsible for Lodgemaster on the Registration Committee. A log-in shall not be issued to any individual prior to completing this training. Levels of access to lodgemaster shall be determined by the Lodge Key 3 on an individual basis.

Service Corps (Approved April 18, 2015) (Amended April 30, 2016; February 23, 2019)

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 BSA 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.

Those who meet the requirement of ten (10) hours of annual service, as defined previously in this resolution, will receive their Service Corps Patch at the time in which the requirement is met and completion is confirmed by the Lodge Service Committee Adviser and Chairman. At that time those individuals will be provided with an opportunity to purchase a second patch at a cost to be determined annually by the Lodge Memorabilia Committee Chairman and Adviser; this will be their only opportunity to purchase the annual Service Corps patch for that year, unless the Memorabilia Committee would determine that remaining patches will be sold to the general lodge membership at the end of that year. Those individuals who meet the requirement of one hundred (100) hours of combined total service will receive their patch at the annual winter banquet and

may purchase a second patch at a cost to be determined annually by the Lodge Memorabilia Committee Chairman and Adviser; this will be their only opportunity to purchase the one hundred (100) hours of combined total service Service Corps Patch for life.

Individuals who are members of the Order of the Arrow in other lodges are eligible only for the ten (10) hours of annual service portion of the Service Corps Program, should the requirements be met as defined in this resolution. Those individuals may still purchase a second patch as defined in this resolution.

Unit Elections (Approved February 28, 2015) (Amended April 30, 2016)

It shall be the policy of the lodge that all unit elections are held in accordance with National Policy and conducted at any time of the year, should the unit qualify. 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.

Summer Camp Program (Approved April 30, 2016, Amended February 24, 2019)

Takhonek Lodge shall conduct an Order of the Arrow program at summer camp at all council properties in which a summer camp is held. This program is to include a call-out ceremony, brotherhood ceremony, Order of the Arrow social activity, and an opportunity for service hours. At all summer camps in which the staff is paid by the council, Takhonek Lodge shall pay a trading post staff member \$100 per week, given that the trading post is selling Takhonek Lodge memorabilia and helping with record keeping, dues collection, and Order of the Arrow fees collection. Takhonek Lodge shall also pay a member of the staff to serve as the Order of the Arrow Coordinator. This staff member shall be an arrowman and approved by the Lodge Key 3. He shall be responsible for the planning and coordination of the Order of the Arrow summer camp program and receive \$75 per week. Each arrowman serving on summer camp staff who works as a ceremonialist, shall receive \$10 per ceremony. At the discretion of the Lodge Key 3, a weekly Order of the Arrow summer camp adviser may be appointed and will receive a reimbursement or forgiveness of his summer camp participation fee.

Fox Pass Program Proposal (Approved October 8, 2016)

Takhonek Lodge shall offer a yearly pass, the "Fox Pass", made available to all Takhonek Lodge members. The fee shall be set each year by the Lodge Executive Committee. The Lodge Executive Committee shall also determine what event fees are included in the purchase of the Fox Pass. The patch shall be made available for purchase at the annual winter banquet and each purchaser shall have the opportunity to purchase a second flap at the time of their original purchase for a fee to be determined by the memorabilia committee and approved by the Lodge Key 3. The memorabilia committee shall also determine how remaining flaps are to be sold, distributed, or destroyed at the end of the year; this shall also be approved by the Lodge Key 3. All Fox Pass Holders will receive the event patch for each event regardless of their attendance.

FORUM Officer Attendance (Approved October 8, 2016; Amended February 24, 2019)

Takhonek Lodge shall pay the attendance fee for the annual Area Leadership Training Conference for the Lodge Chief, Lodge Vice Chief of Administration, Lodge Vice Chief of Program, Lodge Secretary, and all Chapter Chiefs; as well as the attendance fee for the incoming Lodge Chief, Lodge Vice Chief of Administration, Lodge Vice Chief of Program, Lodge Secretary, and Chapter Chiefs. The attendance fee shall be deducted from the yearly lodge training budget. In order to qualify, each individual must register for the event prior to any late fee or before any fee discount expires.

Patch Approval Process (Approved October 8, 2016)

All lodge memorabilia designs shall be approved by the Lodge Executive Committee prior to ordering or production. Approval may be given via email, phone, in person, or through online survey in another method determined by the Lodge Key 3. It shall be the responsibility of the memorabilia committee to determine the quantity of patches or any other memorabilia ordered or produced unless specifically pre-determined by the Lodge Executive Committee with final approval obtained from the Lodge Key 3 prior to ordering or production.

Lodge Bead Program (Approved October 8, 2016; Amended February 24, 2019)

All members of the Lodge may participate in this incentive program. Beads are presented for participation in each of the Lodge's events, as well as for holding various leadership positions and attendance at Section, Regional, and National Events. Its purpose is to recognize active Arrowmen and to help Arrowmen chronicle their Lodge participation.

The beads are worn on a necklace of brown leather lace. Founder's Award recipients are to wear a necklace of red cord. A deer antler toggle is to be worn on the necklace, denoting the arowman's honor level. Ordeal members wear a deer antler section with the hole drilled through the center of the base. Brotherhood members wear a piece of the antler shaft with the hole drilled through the side of the antler

shaft. Vigil Honor members wear an antler tip with the hole drilled in the same manner as the Brotherhood piece. Beads earned for the current calendar year are placed on the necklace below the antler toggle and those earned in previous calendar years are worn above the antler toggle.

The lodge is to provide each arrowman with a necklace of appropriate color and antler toggle in the appropriate shape. New Ordeal members will receive their items at the completion of their Ordeal Ceremony. The administration of the Lodge Bead Program will be the responsibility of the Lodge Recruitment and Retention Committee. Should any lodge member earn a bead, they may contact the Chairman or Adviser of the Recruitment and Retention Committee to receive such. Should any further bead types or colors need to be added to the list provided for special events or new positions and awards, it must first be approved by the Lodge Executive Committee.

Event or Position	BEAD COLOR	BEAD TYPE
Lodge Officer/Adviser	ORANGE	GLASS CROW
Chapter Officer/Adviser	ORANGE	GLASS CROW
Lodge Committee Chairman/Adviser	ORANGE	GLASS CROW
Lodge Memorabilia/Patch Design	YELLOW	OLD STYLE GLASS CROW
LLD Weekend/Seminar	TURQUOISE	STRIATED WOOD ROUND
Spring Fellowship Participant	GREEN	GLASS CROW
Conclave Delegate	PURPLE	WOOD ROUND
NOAC Delegate/Staff	RED	GLASS ROUND
ICE/AIA Team Participant	BLACK WHITE	ANTIQUE GLASS RATTLESNAKE
NLS/NLATS Participant/Staff	WHITE BLUE STRIPE	ANTIQUE GLASS FRENCH CROSS
Vigil Reunion Participant	WHITE PRESSED	BERRY BEAD
ICE/AIA Weekend/Seminar Participant	BLUE PADRE/BRICK RED OVAL	GLASS PADRE/GLASS OVAL
Fall Fellowship Participant	AMBER	GLASS CROW
FORUM Delegate	DARK BLUE	FACETED GLASS CROW
Winter Banquet Attendee	WHITE	GLASS ROUND
Founder's Award Recipient	BRASS	SOLID BRASS ROUND
Service Corps Program	WOOD	WOOD ROUND
Summit Fellowship Participant	BLACK	ROUND GLASS
National Program of Interest	TBA	TBA

Cook Crew Patch Program (Approved October 8, 2016)

Arrowmen who participate as part of the kitchen staff at Takhonek Lodge events will be rewarded for their service. At each lodge event, the kitchen coordinator will be responsible for recording hours for each arrowman who serves on kitchen staff. These hours are to be turned into the lodge Food Services Adviser after each event. The lodge

Food Services Adviser is responsible for the administration of the cook crew patch program, under the direction of the Vice Chief of Administration and his adviser. Upon attaining 20 hours of service, an individual will be given a red apron bearing the Takhonek Lodge totem. After a total of 40 hours an individual will receive a Takhonek Kitchen Crew Patch which shall be yellow in color with a black silhouette of a fox stirring a black pot bearing the Order of the Arrow totem. After a total of 60 hours an individual will receive a yellow patch with a red numeral 60, bearing a black spatula. After a total of 80 hours an individual will receive a yellow patch with a red numeral 80, bearing a black kitchen knife. After a total of 100 hours an individual will receive a yellow patch with a red numeral 100, bearing a black spoon. It shall be the responsibility of the Food Services Adviser and memorabilia committee, with the approval of the Lodge Key 3, to order an appropriate quantity of the above described apron and patches. The patches and apron shall be awarded to the qualifying arrowman immediately upon meeting the requirements.

Call Out Ceremony (Approved October 8, 2016)

The Call Out Ceremony in Appendix A shall be used in all call out ceremonies conducted in Takhonek Lodge, including those performed by both chapter and lodge ceremony teams.

National Leadership Seminar (Approved January 30, 2017)

The National Leadership Seminar (NLS) is a weekend conference focused on the skills and attributes of leadership. The program enhances the leadership skills of the Order of the Arrow's key youth and adult members as they seek to improve their services to the Boy Scouts of America and the greater community.

This is an opportunity for the four elected lodge officers to attend the National Leadership Seminar. This will be a yearly opportunity for Takhonek Lodge officers to attend NLS. The lodge will pay for the cost of the event to attend the National Leadership Seminar. Provided the following occur:

1. Those that attend must serve on the leadership executive committee for 12 month period.
2. If the recipients do not complete their 12 month leadership role then they must repay the cost of the seminar in full back to Takhonek Lodge.
3. The full cost for the event will be paid directly to the National Committee for any of the four elected lodge officers willing to attend.
4. Those attending the Seminar will be responsible for all traveling expenses. Takhonek Lodge will pay only the cost of the seminar.

Membership Dues (Approved September 10, 2017)

The Lodge encourages all members to pay their dues by Winter Banquet for the current dues year; however dues must be current before attending any event of a new calendar year. Each dues year shall run from January 1 until December 31 with the first opportunity to pay dues for the following year at Winter Banquet of the previous year. The fee for Ordeal Candidacy shall include dues for the year in which the Ordeal is completed, as well as for the following year

Dues for a member obtaining Brotherhood shall be current at the time of Brotherhood conversion. The Brotherhood fee shall include dues for the following year after the year in which Brotherhood conversion takes place.

Only members with their dues paid for the current charter year are permitted to wear the Takhonek Lodge Flap. Lodge flaps shall coincide with the primary council registration of the scout and only Takhonek Lodge Flaps shall be worn on a uniform bearing the Buckskin Council Strip.

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 Keese, 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.

Appendix A

TAKHONEK LODGE CALLOUT CEREMONY

Setup 1: After the conclusion of the campfire, a youth Arrowman stands in front of the Troops to ask for a "Call to Brotherhood". All candidates should be asked to follow a Scout or ceremony guide to a nearby location.

Setup 2: No campfire program, have camp gather at ceremony circle, and candidates meet at a different location.

Arrowman #1: I ask that all Arrowmen join me in a Call to Brotherhood. At this time, I ask that all Arrowmen that are wearing their OA Sash to join me behind our Council fire in a half circle.

All Arrowmen then assemble in a half circle, facing the audience, in the stage area behind the campfire. (Arrowman #1 and Arrowman #2 will guide everyone into place).

Arrowman #1: We gather here this evening in this Call to Brotherhood, to remind ourselves of our obligation to Scouts. These Scouts in your respective Troops recognized you for your dedication to the Scout Oath and Law by electing you for eligibility in the Order of the Arrow. Then, after attending the Ordeal, you honorably served Scouting by participating on various camporee and camp staffs, providing Arrow of Light Ceremonies to local Cub Scout Packs, promoting Scout camping to local Troops, and helping with service projects at our local Council Camps.

Arrowman #2: Through past and continuing service to local Troops and Packs, you have truly shown your dedication to Scouting's National Society of Honor Campers. We've also gathered here for a second purpose, to honor those Scouts recently selected by their Troops for eligibility for membership in the Order of the Arrow. Scouts, in the last few months OA members have visited your Troop and asked you to recognize those Scouts that you believe best live up to the Scout Oath and Law and elect them for membership in the Order of the Arrow. Tonight, we will recognize those Scouts to whom you have elected from within your units to join our Order.

The Drum begins to beat. The ceremony team slowly walks in front of the audience and take position between the half circle of Arrowmen and the audience.

Allowat: We come here tonight to recognize those campers, Scouts and Scouters, who best exemplify the Scout Oath and Law in their daily lives and by such recognition, cause other campers to conduct themselves in such a manner as to warrant recognition. We Arrowmen promote camping, we are responsible for outdoor adventure, and environmental stewardship year round in our units, and at summer camp.

Nutekit: The Order of the Arrow is a Brotherhood of Honor Campers. We develop and maintain camping traditions and spirit. We crystallize the Scouting habit of helpfulness into a life purpose of leadership and cheerful service to others. Our Order develops leaders with the willingness, character, spirit and ability to advance the activities of their units, our Brotherhood, Scouting, and ultimately our nation.

Meteu: The Order of the Arrow was founded by Dr. E. Urner Goodman and Carroll A. Edson in 1915 at Treasure Island a Camp of the Boy Scouts of America. It became an official program experiment in 1922, and was approved as part of the Scouting program in 1934. In 1948 the OA, recognized as the BSA's National Brotherhood of Honor Campers, became an official part of the national camping program of the Boy Scouts of America.

Kichkinet: To become eligible for membership in the Order, a registered Scout must have approval by their unit leader. They must be at least first class rank, active in their troop, have experienced 15 nights camping within two years prior to election, and be elected by members of their troop for eligibility in the order. The Order is not here to take these people from their troop, but to add to their knowledge and experience and the spirit of Scouting. **All to make your troop, and the Scouting Spirit stronger.**

Allowat: Now, we will expand this circle of Honor Campers to include those who have been elected by their troops for eligibility for membership in the Order of the Arrow.
LET THE CALLOUT BEGIN.

The drum then gives 3 sharp beats. The half circle of Arrowmen break in the middle to open up the area for the candidates, the Arrowmen take position on the sides of the campfire area. The candidates are led up from a holding area one at a time. Each candidate is led in front of Allowat. Allowat then waves a fan over the candidate and then asks them for their name, troop, and town they're from. Allowat then announces their name, troop, and town they are from. After this each candidate is led to the side of the ceremony area by Kichkinet. Here they will form a half circle behind the ceremony team but in front of the other Arrowmen.

Meteu: Tonight we have recognized these honorable Scouts and Scouters whom you have elected to be candidates for membership in the Order of the Arrow. We hope that they continue to be bright torches of the Scouting Spirit, setting an example for others to follow.

Allowat: Remember Scouts all that you have seen and heard tonight. Thrive to live by the Scout Oath and Law. Always crystallize a habit of cheerful service. For if you do, then you too may be up here to be honored with eligibility for membership in the Order of the Arrow. This concludes this Callout Ceremony.

The audience is then led out of the ceremony area while the drum performs a slow beat. The candidates are kept standing in the half circle. After the audience has been escorted out of the area the ceremony then continues.

Meteu: Brothers, it is you whom have been elected by your fellow scouts in your troop to eligible for membership in our great and honored order. It is you whom have been recognized as examples as the living embodiment of the Scout Oath and Law. Tonight, it is you whom we have honored in this public recognition.

Allowat: The purpose of this Ceremony was to honor your achievement. To even be elected for eligibility for membership in the Order of the Arrow is considered an honor. To become a member, you must now complete the Ordeal. The Ordeal is a weekend long induction beginning with Friday night and culminating with the Ordeal Ceremony on Saturday night. After the completion of the Ordeal Ceremony you will become members of the Order of the Arrow.

At this point distribute copies of the booklet “Upon a Lofty Journey”, a copy of the Takhonek Lodge calendar, a letter of recognition, and a welcome letter form the Lodge Chief all supplied by the Takhonek Lodge.

Kitchkinet: What you are being handed are letters congratulating you on your achievement and giving you a further explanation of the Ordeal. Also, you have been given a Lodge calendar with dates for all upcoming Ordeals and a small booklet titled “Upon a Lofty Journey” (*hold up a copy of the booklet.*) We ask that you ponder the words in this booklet and to take it with you to the Ordeal. Are there any questions?

At this point candidates are given a chance to ask questions about what they’ve seen and about the Order itself. Further information can also be given by any adult advisers or chapter officers.

Meteu: We who wear the symbol of the Order of the Arrow
Honor those who’ve been elected.
Stand beside and guide them forward
On the next step of this journey,
On a long and inner journey.
And with guidance from our Maker,
We with hearts and wills united
Pledge to serve his holy purpose;
This our reason and intent,
Mark with silence reverent.

The drum gives 1 distinctive beat, waits 15 seconds, then gives another distinctive beat. Then Allowat turns to Kichkinet.

Allowat: Brother, please escort these candidates back to their units.

The candidates are then led back to an area where they can be dismissed back to their units.