

Sasquesahanough Lodge
Order of the Arrow
New Birth of Freedom Council
Boy Scouts of America
Bylaws

Original Adoption and Effective Date: September 12, 2010

Amended: January 8, 2011; March 9, 2013; October 11, 2014; September 30, 2017;
September 29, 2018; May 18, 2019, March 4, 2023

Mission Statement

It is the mission of our Lodge to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the council through positive youth leadership under the guidance of selected capable adults.

Article I. National Policy

- A. If any Article of these Bylaws are or become in conflict with the National Policies of the Order of the Arrow or the Boy Scouts of America, the National Policies supersede the Articles of these Bylaws.

Article II. Name and Affiliation of the Lodge

- A. The name of this Lodge of the Order of the Arrow shall be Sasquesahanough. The Lodge shall be affiliated with New Birth of Freedom Council No.544, Boy Scouts of America.
- B. The Lodge shall be under the supervision of the council camping committee and the administrative authority of the Scout Executive.
- C. The totem of this Lodge shall be the Phoenix.
- D. The number of this Lodge shall be 11.

Article III. Membership

- A. A member of this Lodge must be a registered member with the New Birth of Freedom Council, Boy Scouts of America.

- B. Requirements for membership in this Lodge are as stated in the current edition of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.
- C. No Honorary Memberships are given in the Order of the Arrow.

Article IV. Voting

- A. Only active youth members, under the age of 21, who are in good standing (current dues paid member), may vote in matters of Lodge business.
- B. Adult Scouters, age 21 or older, do not have a vote in matters of Lodge business.
- C. There will be no absentee voting.

Article V. Lodge Officers

- A. The Elected Officers of this Lodge and their duties shall be as follows:
 - (1) Lodge Chief
 - (a) Provides the leadership and initiative for successful operation of the Lodge
 - (b) Presides at all Lodge Meetings.
 - (c) Presides at all meetings of the Lodge Executive Committee
 - (d) Appoints Chairmen for all Committees, subject to confirmation by the Lodge Executive Committee.
 - (e) Makes all appointments as promptly as possible to allow the uninterrupted administration of Lodge affairs
 - (f) Reserves the right to form ad-hoc committees with approval of the Lodge Adviser
 - (g) Reserves the right to approve or not approve the request for an assistant by Officers.
 - (h) Oversees Vigil Committee
 - (i) Serves on and represents the Lodge on the Council Executive Board.
 - (j) Serves on and represents the Lodge on the Council Camping Committee, or he may appoint another Officer in the Lodge to fill this duty.
 - (2) Lodge Vice Chief of Chapter Operations
 - (a) Reports to the Lodge Chief.
 - (b) Assumes other duties of the Lodge leadership as specified in the Lodge Leadership Progression.
 - (c) Oversees Chapter Officers and their training
 - (d) Oversees the Camp Promotions
 - (e) Oversees election of new members
 - i. Coordinates training of election teams
 - ii. Ensures all new candidate information is recorded in the Lodge records.
 - (f) Oversees the Troop/Team Representative Program
 - (g) Submits a report to the Lodge Executive Committee
 - (3) Lodge Vice Chief of Service
 - (a) Reports to the Lodge Chief.

- (b) Assumes other duties of the Lodge leadership as specified in the Lodge Leadership Progression.
 - (c) Serves as chairman for the Service Committee.
 - (d) Acts as the Ordeal Chief at Ordeal Weekends.
 - (e) Oversees the Ceremonies Team
 - (f) Oversees the Elangomat Committee
 - (g) Coordinates Lodge Service at Council events
 - (h) Submits a report to the Lodge Executive Committee
 - (4) Lodge Vice Chief of Program
 - (a) Reports to the Lodge Chief
 - (b) Assumes other duties of the Lodge leadership as specified in the Lodge Leadership Progression.
 - (c) Serves as Chairman of the Lodge Program Committee.
 - (d) Oversees Dance Team
 - (e) Oversees Brotherhood Committee
 - (f) Submits a report to the Lodge Executive Committee.
 - (5) Lodge Secretary
 - (a) Reports to the Lodge Chief
 - (b) Assumes other duties of the Lodge leadership as specified in Lodge leadership progression
 - (c) Keeps minutes of all Lodge and Lodge Executive Committee meetings and keeps copies of minutes for Lodge records
 - (d) Distributes notices for Lodge Executive Committee meetings
 - (e) Maintains a current copy of these Bylaws and brings it to all meetings of the Lodge or Lodge Executive Committee.
 - (f) Coordinates registration at Lodge events
 - (g) Assists Lodge Membership Adviser with maintaining membership records
 - (h) Oversees the Scholarship and Awards Committee
 - (i) Oversees the Publications and Archive Committee.
 - (j) Submits a report to the Lodge Executive Committee
 - (6) Lodge Treasurer
 - (a) Reports to the Lodge Chief.
 - (b) Assumes other duties of the Lodge leadership as specified in Lodge leadership progression
 - (c) Assists in maintaining records of all money deposited and expended by the Lodge
 - (d) Oversees the Merchandise Committee
 - (e) Assists in maintaining inventory of Lodge property and supplies
 - (f) Submits a report to the Lodge Executive Committee
- B.** Elected Officers must be younger than 21 years of age during their entire term of Office.

Article VI. Lodge Advisers

- A.** The appointed Advisers of this Lodge shall be as follows

- (1) The Scout Executive shall appoint a Lodge Adviser from the general membership of the Lodge.
- (2) The Scout Executive shall appoint a Lodge Staff Adviser from the Council Professional Staff.
- (3) The Lodge Adviser, with approval of the Council Scout Executive, shall appoint Advisers as follows:
 - (a) Associate Advisers (maximum of 3)
 - (b) Lodge Vice Chief of Chapter Operations Adviser
 - (c) Lodge Vice Chief of Service Adviser
 - (d) Lodge Vice Chief of Program Adviser
 - (e) Lodge Secretary Adviser
 - (f) Lodge Membership Adviser
 - (g) Lodge Treasurer Adviser
 - (h) Webmaster (must be an adult)

B. The duties of the appointed Advisers shall be as follows:

- (1) Lodge Adviser
 - (a) Reports to the Council Scout Executive
 - (b) Serves as general adviser to Officers and the Lodge
 - (c) Acts as a liaison between the Lodge and the Council
 - (d) Appoints Adult Advisers for the Lodge with approval of the Council Scout Executive
 - (e) Removes delinquent Advisers as promptly as possible to allow the uninterrupted administration of Lodge affairs
 - (f) Oversees the administration of the Lodge
 - (g) The Lodge Adviser shall serve on and represent the Lodge on the Council Executive Board
 - (h) The Lodge Adviser shall serve on and represent the Lodge on the Council Camping Committee, or he may appoint another Adviser in the Lodge to fill this duty
- (2) Associate Lodge Adviser(s)
 - (a) Assists the Lodge Adviser with Lodge administration
 - (b) Assumes the duties of the Lodge Adviser in his/her absence.
- (3) Lodge Staff Adviser
 - (a) Assists the Lodge Adviser and gives guidance to the Lodge
 - (b) Acts as a representative of the Council Scout Executive and the Council
- (4) Webmaster
 - (a) Maintain the Lodge website.
- (5) Lodge Membership Adviser
 - (a) Maintains and updates all membership records
- (6) Other Adult Advisers.
 - (a) Duties of all other Advisers shall be to oversee the activities that fall within the duties of the officer, chairman, or Team Chief that they advise.

Article VII. Chapters

- A.** The Lodge shall be subdivided into chapters, whose alignment corresponds to the Council's districts.
- B.** The name of the associated district will serve as the chapter's name.
- C.** The Elected Officers of each Chapter and their duties shall be as follows:
 - (1) Chapter Chief
 - (a) Reports to the Lodge Vice Chief of Chapter Operations
 - (b) Responsible for holding monthly or quarterly Chapter meetings within the Chapter
 - (c) Ensures that each unit in his District is contacted for unit elections and camp promotion
 - (d) Ensures coverage of unit elections and camp promotions for those units that request such events
 - (e) Looks for opportunities for his Chapter to be of service in District Activities
 - (f) Promotes the Troop/Team OA Representative Program
 - (2) Chapter Vice Chief
 - (a) Reports to the Chapter Chief
 - (b) Assists the Chapter Chief in running the Chapter
 - (c) Assumes the duties of the Chapter Chief during his temporary absence
 - (d) Assumes the duties of the Chapter Secretary during his temporary absence
 - (3) Chapter Secretary
 - (a) Reports to the Chapter Chief
 - (b) Assumes the duties of the Chapter Chief during the temporary absence of both the Chapter Chief and Chapter Vice Chief
 - (c) Keeps minutes of all Chapter meetings and keeps copies of minutes for Chapter records
 - (d) Works with the Lodge Membership Adviser to ensure membership records for all chapter members are up to date
 - (e) Coordinates registration at Chapter events
- D.** Chapters may elect up to two Chapter Vice Chiefs.
- E.** The Lodge Adviser, with approval of the Council Scout Executive, shall appoint Chapter Advisers as follows:
 - (1) Chapter Adviser
 - (2) Associate Chapter Adviser
- F.** The duties of the Chapter Advisers shall be as follows:
 - (1) Chapter Adviser
 - (a) Reports to the Lodge Vice Chief of Chapter Operations Adviser
 - (b) Serves as general adviser to Officers and the Chapter
 - (c) Acts as a liaison between the Chapter and the District
 - (d) Oversees the administration of the Chapter

- (2) Associate Chapter Adviser
 - (a) Reports to the Chapter Adviser
 - (b) Assists the Chapter Adviser in his duties
- G.** The Chapter is responsible for performing all Call-out Ceremonies that take place within the Chapter. Troops are allowed to conduct their own Call-out Ceremonies with direction from the associated chapter leadership.
- H.** With approval of the Lodge Executive Committee, Chapters may create Chapter temporary insignia patches. Chapter insignia patches may be offered for sale on a pre-order basis only. Chapter insignia patches may be unrestricted or may carry a restriction, at the determination of the Chapter.

Article VIII. Officer Elections

- A.** The term of elected Office shall be for one (1) year. Effective date shall be specified in the Standing Rules.
- B.** No elected Officer may serve more than two (2) consecutive or non-consecutive terms in the same Office.
- C.** No elected Officer may be elected to more than one (1) Office at a time.
- D.** Lodge Officer Elections shall be held at a time and date specified in the Standing Rules.
 - (1) Candidates for each office shall submit a candidacy petition form by the due date set by the Lodge Adviser.
 - (2) Candidates may run for a maximum of three Lodge offices.
 - (3) Petitions are reviewed and approved by the Lodge Adviser and the Scout Executive or his designee. Nominees are not placed on the ballot without the approval of the Scout Executive or his nominee.
 - (4) No nominations will be taken from the floor the day of the election.
 - (5) The current Lodge Chief will serve as chair of the election meeting, unless he is a candidate for office. In this case the Lodge Adviser shall appoint an experienced youth member of the Order, preferably a Section officer or past Lodge officer, to serve as chair of the election meeting. This youth member of the Order may be a member of this Lodge or another Lodge within the Order.
 - (6) A separate election will be held for each office, in the following order:
 - (a) Lodge Chief
 - (b) Lodge Vice Chief of Chapter Operations
 - (c) Lodge Vice Chief of Service
 - (d) Lodge Vice Chief of Program
 - (e) Lodge Secretary
 - (f) Lodge Treasurer

- (7) After each election, the elected candidate will be declared. Unsuccessful candidates may choose to run for other offices they have indicated on their candidacy petition.
 - (8) A candidate must receive a majority (one vote more than fifty percent) of the votes cast on a given ballot to be elected (abstentions do not count as votes cast). Where a majority is not achieved, the nominee(s) receiving the least number of votes is (are) dropped and another ballot is taken. This procedure continues until one nominee achieves a majority and is declared elected, or until two ballots in succession result in tie votes and the balloting is declared deadlocked.
 - (9) When balloting is declared deadlocked, the youth conducting the election will announce to the voting members that one more ballot will be taken to break the tie and, if another tie results, he shall cast sufficient votes for the nominee of his choice to achieve a majority and declare him elected.
- E.** Chapter Officer Election shall be held in a time period specified in the Standing Rules.
- (1) The current Chapter Chief will serve as chair of the election meeting, unless he is a candidate for office. In this case the Chapter Adviser shall appoint an experienced youth member of the Order, preferably a Lodge officer or past Chapter officer, to serve as chair of the election meeting. This youth member of the Order may be a member of any Chapter within this Lodge.
 - (2) A separate election will be held for each office, in the following order:
 - (a) Chapter Chief
 - (b) Chapter Vice
 - (c) A second Chapter Vice Chief, if the chapter chooses to elect one.
 - (d) Chapter Secretary
 - (3) After each election, the elected candidate will be declared. Unsuccessful candidates may choose to run for other offices.
 - (4) A candidate must receive a majority (one vote more than fifty percent) of the votes cast on a given ballot to be elected (abstentions do not count as votes cast). Where a majority is not achieved, the nominee(s) receiving the least number of votes is (are) dropped and another ballot is taken. This procedure continues until one nominee achieves a majority and is declared elected, or until two ballots in succession result in tie votes and the balloting is declared deadlocked.
 - (5) When balloting is declared deadlocked, the youth conducting the election will announce to the voting members that one more ballot will be taken to break the tie and, if another tie results, he shall cast sufficient votes for the nominee of his choice to achieve a majority and declare him elected.
- F.** The ceremonial installation of Officers shall be at the Lodge Banquet in the month of January.

Article IX. Lodge Executive Committee.

- A.** The Lodge Executive Committee shall work to guide the operations, functions and successful administration of the Lodge.
- B.** The Lodge Executive Committee handles the Lodge business between Lodge meetings.
- C.** The Lodge Executive Committee approves and adopts the annual Lodge Calendar.
- D.** Membership
 - (1) The voting members of the Lodge Executive Committee shall be the following:
 - (a) Lodge Chief
 - (b) Lodge Vice Chief of Chapter Operations
 - (c) Lodge Vice Chief of Service
 - (d) Lodge Vice Chief of Program
 - (e) Lodge Secretary
 - (f) Lodge Treasurer
 - (g) Chapter Chiefs
 - i. In the absence of a Chapter Chief at a meeting of the Lodge Executive Committee, another Chapter Officer from the same Chapter may serve in his place as a voting member. Each Chapter shall have only one vote, regardless of the number of Chapter Officers present.
 - (h) Immediate past Lodge Chief
 - (2) Non-voting members of the Lodge Executive Committee shall be the following
 - (a) Council Scout Executive
 - (b) Lodge Adviser
 - (c) Associate Lodge Adviser(s)
 - (d) Lodge Staff Adviser
 - (e) Lodge Vice Chief of Chapter Operations Adviser
 - (f) Lodge Vice Chief of Service Adviser
 - (g) Lodge Vice Chief of Program Adviser
 - (h) Lodge Secretary Adviser
 - (i) Lodge Membership Adviser
 - (j) Lodge Treasurer Adviser
 - (k) Chapter Advisers
 - (l) A Representative of the Council Camping Committee, as appointed by the Council Vice President of Camping
- E.** A quorum of five voting members is required to conduct business at a meeting of the Lodge Executive Committee.
- F.** The Lodge Executive Committee shall have scheduled meetings at a minimum frequency of quarterly, but no more often than monthly. These meetings shall be scheduled on the annual Lodge Calendar – refer to Article XVII.

- G.** Lodge Executive Committee meetings conducted via video or phone conference shall be considered the same as a meeting with all members present at one location.
- H.** Issues may arise that require the attention of the Lodge Executive Committee before their next schedule meeting. These issues may be dealt with by one of the following methods:
 - (1) The Lodge Chief or 7 members of the Lodge Executive Committee may call a special meeting of the Lodge Executive Committee by giving a minimum 10 days notice to all members of the Lodge Executive Committee.
 - (2) The Lodge Chief may solicit the position of the voting members of the Lodge Executive Committee on the issue via electronic means, including, but not limited to the following: email, online voting, and chat rooms. The Lodge Chief shall maintain printed documentation of the electronic communication. The issue and the action taken shall be presented at the next meeting of the Lodge Executive Committee and recorded in the minutes of that meeting. The printed documentation of the electronic communication shall be attached to the meeting minutes.

Article X. Committees

- A.** The Standing Committees of this Lodge and their duties shall be specified in the Standing Rules.
- B.** The Lodge Chief, in consultation with the Lodge Adviser, shall appoint Ad hoc Committees as deemed necessary and appropriate for the operation of the Lodge.
- C.** Except where an elected Lodge Officer is named as the Committee Chairman, the Lodge Chief shall appoint a youth member of the Lodge as a Committee Chairman. The Lodge Executive Committee shall confirm all appointments by majority vote.
- D.** Committee Advisers shall be appointed as follows:
 - (1) Where an elected Lodge Officer is named as the Committee Chairman, the Adviser of the elected Officer shall serve as Committee Adviser
 - (2) For all other committees, the Lodge Adviser shall appoint an adult member of the Lodge as a Committee Adviser.
- E.** Youth and Adult members of the Lodge may serve on committees. Only youth members have voting privileges, unless otherwise authorized by the Scout Executive. (This is to allow for the appointment of all adult committees when special circumstances require such action.)
- F.** Membership of Committees:
 - (1) Any Lodge member may join the committee by contacting the Committee Chairman or Adviser. The Committee Chairman approves members to serve on the committee in consultation with the Lodge Chief. The Committee Chairman and Adviser shall maintain a list of active committee members.

- (2) The Lodge Chief reserves the right to appoint the youth members of a committee and the Lodge Adviser reserves the right to appoint adult members of a committee.

G. Chairman and Advisers of all committees shall be reappointed each year.

Article XI. Teams

- A.** The Teams of this Lodge and their duties shall be specified in the Standing Rules.
- B.** Elected Lodge Officers and Chapter Chiefs may not serve as Team Officers

Article XII. Removal of Officers and Advisers

- A.** If an Elected Officer does not fulfill his duties, he shall be removed from Office by the following procedure:
 - (1) The Lodge Chief shall notify the delinquent Elected Officer of his negligence of his duties through written notice, outlining what must be done to correct the problem.
 - (2) If the delinquent Officer does not meet his obligations within thirty (30) days of notice from the Lodge Chief, the Lodge Adviser notifies him of possible removal from Office.
 - (3) A delinquent Elected Officer may be removed by the “Key 3” (Lodge Chief, Lodge Adviser, and Lodge Staff Adviser) with the approval of the Council Scout Executive for continued failure to meet obligations after notification from the Lodge Adviser.
 - (4) If the Elected Officer is the Lodge Chief, the Lodge Adviser shall notify the delinquent Lodge Chief of his negligence of his duties through written notice, outlining what must be done to correct the problem. The Lodge Chief has thirty (30) days to meet his obligations.
 - (5) A delinquent Lodge Chief may be removed by the “Key 3” less the Lodge Chief (Lodge Adviser and Lodge Staff Adviser) with the approval of the Council Scout Executive, if the Lodge Chief fails to meet his obligations once given thirty (30) day notice by the Lodge Adviser.
- B.** Committee Chairman, Team Chief, or other Appointed Officers serve at the pleasure of the Lodge Chief. They may be dismissed by the Lodge Chief at any time. Advance notice is not required. The dismissed Chairman, Chief or Appointed Officer shall be notified in writing.
- C.** Appointed Adult Advisers serve at the pleasure of the Lodge Adviser. They may be dismissed by the Lodge Adviser at any time. Advance notice is not required. The dismissed Appointed Adviser shall be notified in writing.

Article XIII. Lodge Leadership Progression and the Filling of Vacant Offices

- A.** In the temporary absence of any particular Officer, the Line of Progression shall be:
- (1) Lodge Chief
 - (2) Lodge Vice Chief of Chapter Operations
 - (3) Lodge Vice Chief of Service
 - (4) Lodge Vice Chief of Program
 - (5) Lodge Secretary
 - (6) Lodge Treasurer
 - (7) Chapter Chiefs, in alphabetical order by chapter name
- B.** In the event of the resignation or removal of an elected Lodge or Chapter Officer, Chairman, Team Chief or Appointed Officer with the exception of office of Lodge Chief, the vacancy shall be filled as follows:
- (1) The Lodge Chief shall immediately appoint a member to fill the vacant post on an interim basis
 - (2) At the next meeting of the Lodge Executive Committee, the Lodge Chief will present a nominee (who may or may not be the member who filled the post on an interim basis) to fill the vacant post for the remainder of the term of office. The nominee must be eligible for election to the office.
 - (3) The Lodge Executive Committee will vote to confirm this appointment. If the LEC does not confirm the appointment, the Lodge Chief shall present another nominee.
- C.** In the event of the resignation or removal of the Lodge Chief, the vacancy shall be filled as follows:
- (1) The Lodge Adviser shall call a special meeting of the Lodge Executive Committee.
 - (2) If the current Lodge Chief is resigning and is available to chair this special meeting, he shall chair it. If the current Lodge Chief is unavailable or has been removed from office, the Lodge Adviser shall appoint an experienced youth member of the Order, to serve as chair of the meeting. This youth member of the Order may be a member of this Lodge or another Lodge within the Order. This youth member may be a member of the Lodge Executive Committee, except those members who are candidates for the office of Lodge Chief.
 - (3) The chair will conduct an election for Lodge Chief. The candidates will be the Lodge Vice Chiefs. Each Lodge Vice Chief has the discretion to withdraw their name from the ballot.
 - (4) The chair will not vote in the election.
 - (5) The election will take place by secret ballot.
 - (6) A candidate must receive a majority (one vote more than fifty percent) of the votes cast on a given ballot to be elected (abstentions do not count as votes cast). Where a majority is not achieved, the nominee(s) receiving the least

number of votes is (are) dropped and another ballot is taken. This procedure continues until one nominee achieves a majority and is declared elected, or until two ballots in succession result in tie votes and the balloting is declared deadlocked.

- (7) When balloting is declared deadlocked, the chair will announce to the voting members that one more ballot will be taken to break the tie and, if another tie results, he shall cast sufficient votes for the nominee of his choice to achieve a majority and declare him elected.
- (8) Upon conclusion of the election, the newly elected Lodge Chief shall take over as chair of the special meeting.
- (9) The office of the Lodge Vice Chief elected as Lodge Chief will be declared vacant, and will be filled using the procedure above.

Article XIV. Finances

- A. All Order of the Arrow funds shall be handled through the Council Service Center and go through all normal Council accounting procedures.
- B. Fees for Lodge Events, merchandise and Honor Inductions shall be set by the Lodge Executive Committee.
- C. The fees for Lodge Events shall be waived for the Lodge Chief; this does not include Section, Region, or National Order of the Arrow events.

Article XV. Dues

- A. Lodge dues shall be payable each year in an amount and by a date as established by the Lodge Executive Committee.
- B. Chapters are prohibited from charging dues.

Article XVI. Budget

- A. The annual Lodge Budget shall be prepared by a budget committee consisting of the Lodge Key 3, Lodge Treasurer, and Lodge Treasurer Advisor.
- B. The budget shall be approved and adopted by the Lodge Executive Committee.

Article XVII. Calendar

- A. The annual Lodge Calendar shall be prepared by the Lodge Key 3 in accordance with the schedule set for the Council calendar.
- B. The calendar shall be approved and adopted by the Lodge Executive Committee.
- C. The calendar shall contain a minimum of four Lodge meetings.
- D. The calendar shall contain the dates for all Lodge Executive Committee meetings.

Article XVIII. Lodge Insignia

- A. Official Lodge Flap. The Lodge shall issue an official Lodge pocket flap.
- B. Special Edition Lodge Flaps. The Lodge is authorized to issue other such pocket flaps as desired. Such additional flaps may be unrestricted or may carry a restriction.
- C. Event Patches. The Lodge is authorized to issue event patches as desired. Such patches may be unrestricted or may carry a restriction.
- D. Merchandise.
 - (1) The Lodge shall be authorized to sell Lodge and National Order of the Arrow merchandise at any and all Lodge events and functions.
 - (2) The Lodge shall authorize the Council Service Center and/or Camp Trading Posts to sell any Order of the Arrow merchandise as approved by the Lodge Executive Committee to currently registered Order of the Arrow members.

Article XIX. Standing Rules

- A. The Lodge shall have Standing Rules.
- B. The Standing Rules shall be adopted by the Lodge Executive Committee.
- C. No part of the Standing Rules may conflict with these Bylaws. These Bylaws will supersede the Standing Rules if any conflict shall occur.
- D. The Standing Rules may be amended at any regular or special meeting of the Lodge Executive Committee, or by online vote. For an online vote, the voting period must be at least 7 days and the number of Lodge Executive Committee Members participating must meet the quorum requirements in Article IX.
- E. A two-thirds (2/3) vote of those in attendance at a regular or special meeting of the Lodge Executive Committee or those participating in an online vote is required to amend the Standing Rules.

Article XX. Standard Operating Guidelines

- A. The Lodge Executive Committee may create Standard Operating Guidelines to explain Lodge operations in further detail than is proper for these Bylaws and the Standing Rules.
- B. The Standing Operating Guidelines shall be organized into chapters, with each chapter covering a specific area of Lodge operations. The Lodge Executive Committee shall determine the overall structure.
- C. No part of the Standard Operating Guidelines may conflict with these Bylaws or the Standing Rules. These Bylaws and the Standing Rules will supersede the Standing Operating Guidelines if any conflict shall occur.
- D. The Lodge Executive Committee will specify which officer, adviser, committee, team or other position or group that can modify each chapter or subsection of the Standing Operating Guidelines. The specified authority can modify the chapter or subsection they are responsible for as they see fit.

- E.** The Lodge Executive Committee can modify any portion of the Standard Operating Guidelines. The Lodge Executive Committee's decision supersedes any specified authority.

Article XXI. Amendments to Bylaws

- A.** These Bylaws may be amended at any regular or special meeting of the Lodge, provided that such amendment has been submitted in writing to the Lodge Chief and Lodge Adviser at least one (1) month prior to such Lodge meeting and provided that due notice has been given of any amendment to all active Lodge members at least ten (10) days prior to such Lodge meeting.
- B.** A two-thirds (2/3) vote of those in attendance at a regular or special meeting of the Lodge is required to amend these Bylaws.