

KANSA LODGE No. 198
ORDER OF THE ARROW

Lodge Bylaws

Approved: 13 September 1997

Amended: 4 October 2003

Amended: 4 October 2025

I. MISSION OF THE LODGE

- I.1. It is the mission of our lodge to fulfill the purpose of the Order of the Arrow as an integral part of Scouting America within Quivira Council, promoting positive youth leadership under the guidance of selected, capable adults.

II. NAME AND AFFILIATION OF THE LODGE

- II.1. The name of the lodge of the Order of the Arrow shall be the Kansa Lodge W.W.W.
II.2. The Lodge shall be affiliated with Quivira Council, Scouting America, and shall be under the supervision of the Scout executive.
II.3. The totem of this lodge shall be that of the Phantom Buffalo on a Black Diamond.

III. REQUIREMENTS AND PROCEDURE FOR ELECTION OF MEMBERSHIP

- III.1. The criteria for membership in this lodge are as stated in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Handbook for Officers and Advisers*.
III.2. Procedure for the Ordeal shall be as stated in the *Order of the Arrow Handbook* and *Guide to Inductions*.

IV. BROTHERHOOD MEMBERSHIP

- IV.1. Completion of the Brotherhood membership shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Handbook for Officers and Advisers*.

V. THE VIGIL HONOR

- V.1. Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Handbook for Officers and Advisers*.

VI. OFFICERS

- VI.1. The elected officers of this Lodge shall be the lodge chief, Vice-Chief of Program, Vice-Chief of Membership, Vice-Chief of Inductions, Vice-Chief of Communications, and Vice-Chief of Treasury. These elected officers must be active members under 21 years of age for the entire term of office.
VI.2. The appointed officers of this lodge shall be lodge historian, lodge training committee chairman, lodge service committee chairman, lodge vigil honor committee chairman, lodge ceremonies committee chairman, and lodge trading post committee chairman. These appointed officers must be active members and should be under 21 years of age for the entire term of office.
VI.3. The officers of each chapter shall be the chapter chief, the chapter vice-chiefs, and the chapter vice-chief of communication. These are elected officers and must be under 21 years of age for the entire term of office.
VI.4. Responsibilities of officers shall be in accordance with the *Kansa Lodge Officer Responsibilities Handbook*.
VI.5. The lodge executive committee (LEC) shall be composed of the elected lodge officers, the immediate past lodge chief, the lodge operating committee chairmen, lodge advisers, such members at large as are desirable, chapter chiefs, chapter advisers, Scout executive, and lodge staff adviser.
VI.6. Voting members of the Lodge Executive Committee shall consist of the elected Lodge Officers (Section VI.1) and Chapter Chiefs, and other chairman under 21. In the event of a tie, the Immediate Past Lodge Chief, if under 21, shall have a vote; otherwise, the motion fails.

- VI.7. Lodge officers shall be elected at the Fall Fellowship by majority vote of all present active members under the age of 21. The term of office for all officers, both chapter and lodge, shall be from January 1 through December 31, and they shall be installed at the annual lodge banquet. Terms commence January 1, regardless of installation date.
- VI.8. Chapters elect officers annually in October-November. Terms and Eligibility mirror those of Lodge Officers.
- VI.9. Vacancies, resignations, and removals from office shall be decided by a $\frac{2}{3}$ vote of the LEC. Removal requires written charges, a 7-day notice to the officer, the right to speak, and a $\frac{2}{3}$ LEC vote. Vacancies are filled by special election at the next LEC; the Lodge Chief makes interim appointments with adviser concurrence.
- VI.10. The Scout Executive shall appoint the lodge adviser.
- VI.11. The lodge chief shall appoint committee chairmen with the approval of the lodge adviser.
- VI.12. Adult advisers are appointed to each operating committee by the lodge adviser in consultation with the lodge chief and with approval of the Scout executive or lodge staff adviser.
- VI.13. The lodge chief shall appoint such ad hoc committees as may be required from time to time, with the approval of the lodge executive committee. All chairmen must be under 21 years of age.

VII. LODGE MEETINGS

- VII.1. The executive committee of this lodge shall hold at least four meetings a year.
- VII.2. The roster of voting members of the LEC shall be written and posted at all meetings. The Lodge Vice-Chief of Communications shall prepare the roster for each meeting. The roster is frozen 72 hours before the meeting.
- VII.3. A quorum of the voting members of the LEC will be required to conduct business. A quorum is defined as forty percent of the LEC voting members.
- VII.4. Special meetings with the executive committee of the lodge may be called by the lodge chief, with the approval of the Scout executive, or by the lodge adviser.
- VII.5. Each meeting of this lodge shall be opened with the Obligation of the Order of the Arrow.
- VII.6. Adult Scouters, age 21 or older, do not have a vote in matters of lodge business.

VIII. DUES

- VIII.1. There shall be an induction fee for each new Ordeal member. This fee covers a packet of material that each candidate will receive at their induction.
- VIII.2. There shall be an annual membership fee, the amount of which shall be set by the executive committee and may not be increased by more than 100% annually. Dues to the lodge shall be collected annually by the lodge for immediate deposit with the council office. Dues for the upcoming year are payable no earlier than the preceding Fall Fellowship.
- VIII.3. Inactive members may be restored to active status by paying the current year's dues.
- VIII.4. Lifetime Membership in the OA is not authorized and shall not be recognized.

IX. FINANCES

- IX.1. The Lodge Financial Procedures shall be in accordance with the *Lodge Financial Manual*.
- IX.2. In developing the lodge's annual budget, funds will be allocated for chapter mailings, activities, and service projects.
- IX.3. Chapters must gain approval from the lodge Vice-Chief of Treasury before incurring expenses.

X. OPERATIONS

- X.1. The Lodge Operations shall be in accordance with the *Kansa Lodge Standard Operating Procedures*.
- X.2. The Lodge shall at least schedule events as listed:
 - X.2.1. Induction and/or service weekends
 - X.2.2. Fellowship Weekends
 - X.2.3. Annual lodge banquet
 - X.2.4. Training Workshops
- X.3. The Lodge shall maintain and publish an annual calendar.

XI. AMENDMENTS

- XI.1. These rules shall be subject to amendment at any regular or special meeting of this Lodge, provided such amendment has been submitted in writing to the executive committee at least one

month before such meeting, that due notice has been sent to all active members at least 10 days before such a meeting, and that they do not conflict in any way with national policy. A two-thirds vote of the LEC shall be required.

- XI.2. The LEC may adopt, revise, and repeal Standard Operating Procedures (SOPs), a Financial Manual, Officer Responsibilities Handbook, and other necessary documents. These instruments implement these bylaws and may be updated without a bylaw amendment, provided they do not conflict with them.
- XI.3. Where these bylaws conflict with OA national literature or council policy, the higher authority controls. References to national publications are deemed automatically updated to their most recent edition without amendment. Bylaws shall be updated accordingly without amendment.
- XI.4. Lodge operations shall comply with current council policies on membership, conduct, and youth protection. Where policy changes occur, lodge procedures will automatically conform.