BYLAWS

OF

THE

OFI' TOHBI LODGE OF
THE ORDER OF THE ARROW

THE OFFICIAL GUIDE AND HANDBOOK FOR THE OPERATION OF THE OFI' TOHBI LODGE, INCLUDES INFORMATION ON THE LODGE STRUCTURE, BY LAWS, AND PROCEDURES

Preamble

The Ofi' Tohbi Lodge bylaws will take effect on January 1, 2023 with the chartering of the new lodge, which is formed from the two legacy lodges Chicksa and Watonala.

All national and council guidelines will apply to this document. In the event of any conflict between this document and national or council guidelines, the national or council guideline shall prevail.

This edition of "Bylaws of the Ofi' Tohbi Lodge of the Order of the Arrow", approved on January 11, 2023 by the Leadership Executive Committee of the Ofi' Tohbi Order of the Arrow Lodge, contains the official bylaws of the Ofi' Tohbi Lodge. All previous bylaws are rendered null and void.

To make changes to the preamble or name and organization section of this document, a unanimous vote of the Lodge Executive Committee and approval from the Lodge Adviser is required.

I. Name and Affiliation/Organization of the Lodge:

A. The name of this Lodge of the Order of the Arrow shall be Ofi' Tohbi in the roll of Lodges of the Order of the Arrow.

B. The lodge shall be affiliated with the Natchez Trace Council, BSA, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Scout Executive of the Natchez Trace Council, BSA, hereafter referred to as the "Supreme Chief of the Fire".

   The authority of the Supreme Chief of the Fire includes the power to remove youth and adults from Lodge membership, the removal of elected youth officers, chapter officers, adult advisers at both the Lodge and Chapter level, and the power to designate their replacements. It is the sole prerogative of the Supreme Chief of the Fire to name the Lodge Adviser for the Lodge, for a term traditionally of three years. However, the Lodge Adviser serves at the discretion of the Supreme Chief of the Fire.

C. The Lodge shall be divided in chapters, based on the current alignment and organization of districts within the Natchez Trace Council. Currently, these

Districts are Chicksa, Jacinto, Pushmataha, and Apilachi. The subsequent chapters are Chicksa, Jacinto, Watonala (Pushmataha), and Apilachi.

D. The Lodge shall abide by the rules and regulations of the National Order of the Arrow Committee, as issued and updated by said National Order of the Arrow Committee.

E. The Official Totem of the Ofi' Tohbi Lodge is Ofi' Tohbi, a legendary white dog who guided and protected the Chickasaw and Choctaw people as they searched for a homeland. Every effort should be made by the Lodge to use the official emblem in its' patches, t-shirts, hats, and other apparel or items sold for the benefit of the Lodge, subject to the National Branding Guide of the Order of the Arrow.

II. Membership

A. The active youth membership of the Lodge shall consist of youth (under the age of 21) who have completed the Ordeal Ceremony of the Order of the Arrow, paid their annual dues to the Ofi' Tohbi Lodge (currently $12 per year), and are a registered member of an active Troop or Crew in the Natchez Trace Council.

B. The active adult membership of the Lodge shall consist of adults (age 21 or older) who have completed the Ordeal Ceremony of the Order of the Arrow, paid their annual dues to the Ofi' Tohbi Lodge, are a registered adult leader at some level of the Natchez Trace Council, and are in good standing with Boy Scouts of America in regards to Youth Protection Standards. No adult without satisfactory standing under Youth Protection shall be considered a member of the lodge regardless of past affiliation. The Supreme Chief of the Fire shall be the final arbiter of any disputes regarding good standing under the Youth Protection Guidelines of Boy Scouts of America.

C. Only youth who meet the standards of Section A above can cast votes or be considered eligible for election to leadership positions (See Leadership Section) in the Ofi' Tohbi Lodge. Any member aged 21 or older CANNOT cast a vote for any reason. They may make motions in Lodge Executive Council meetings; however, if there is no youth seconding said motion, it is considered null and void. Youth officers MUST be under the age of 21 for the full term of any office they are elected to. There are no exceptions to this rule.

D. Election to the Order of the Arrow shall be conducted under the National Order of The Arrow Guide to Elections and any operational updates published by the National Committee pertaining to elections. There are to be NO unit elections held during Summer Camp. Unit elections where the election report is not submitted to the Lodge Adviser following the election shall be considered null and void.

E. Adult election/selection to membership in the Ofi' Tohbi Order of the Arrow Lodge shall be per the Guide to Unit Elections, and at the sole prerogative of the Lodge Key 3, consisting of the Lodge Chief, Lodge Adviser, and Supreme Chief of the Fire. No other youth or adults should be involved in the approval process for adult membership in the Ofi' Tohbi Lodge.

III. Leadership of the Lodge

A. The elected youth officers of the Ofi' Tohbi Lodge are the Lodge Chief, Vice Chief of Administration, Vice Chief of Fellowship, Vice Chief of Service, Vice Chief of Finance, and Vice Chief of Communications. Youth elected to these positions must remain under the age of 21 for the full term of their office. Youth Lodge Officers are elected at the Fall Fellowship event, and will assume office at the Annual Banquet, unless a situation arises and calls for the current Lodge Key 3 to authorize a newly elected youth officer to assume their office early.

B. Each Chapter of the Ofi' Tohbi Lodge will have an elected youth Chapter Chief, who will be elected at the Lodge's Fall Fellowship after the Lodge officers are elected. If a Chapter wishes to have a Chapter Vice Chief and/or a Chapter Secretary, they too must be elected. Only registered youth members of the Ofi' Tohbi Lodge that are members of a unit based in a particular chapter may participate in chapter elections for the appropriate chapter.

C. The Lodge Executive Committee, hereafter referred to as the LEC, shall consist of the youth serving as Lodge officers (including the immediate past lodge chief), the elected Chapter Chiefs, and Lodge operating committee chairmen and their advisers, the Staff Adviser, the Lodge Adviser, and the Supreme Chief of the Fire. As the total number of these youth equals 11, a quorum of the LEC requires at least 6 of the youth officers. A valid LEC meeting requires that the Lodge Adviser and Lodge Chief (or their designees) be present for the meeting. Without the Lodge Adviser and Lodge Chief in attendance, no binding business may be voted upon by any meeting of youth members without the presence of

designated substitutes of the Lodge Adviser and Lodge Chief, regardless of the purpose.

D. The Lodge Key 3 does have the right to overturn any decision of the LEC provided that the Supreme Chief of the Fire is desirous of said decision being overturned.

E. A roster of youth leadership shall be maintained by the Lodge Adviser, including phone and email contact information.

IV. Advisers of the Lodge

A. The lead adult adviser to the youth of the Ofi' Tohbi Order of the Arrow Lodge shall be appointed by (and serve at the discretion of) the Supreme Chief of the Fire. The Lodge Adviser is part of the Lodge Key 3 and serves as the primary adviser to the Lodge Chief and the Lodge LEC. No meetings of the LEC shall occur outside of the presence of the Lodge Adviser or their designee. This also applies to meetings of the Lodge Key 3.

B. The Lodge Adviser of the Ofi' Tohbi Lodge shall appoint all associate Lodge Advisers to their positions. There shall be at a minimum one Associate Adviser for each of the LEC positions, one Associate Adviser of Ceremonies, one Associate Adviser of Drumming, one Associate Adviser of Dancing, and one Chapter Adviser per active Chapter in the Lodge. Chapter Adviser appointments are made by the Supreme Chief of the Fire in consultation with the Lodge Adviser. Other Associate Advisers shall be appointed by the Lodge Adviser as needed/desired, subject only to the Supreme Chief of the Fire's approval. All Associate Advisers shall serve at the discretion and pleasure of the Lodge Adviser, including Chapter Advisers. These associate advisers/chapter advisers shall be appointed for one-year terms.

C. The Lodge Adviser shall be the only adult Adviser involved in any fashion in the youth elections of the Lodge officers, unless the Lodge Adviser requests the presence of one of the Associate Advisers.

D. Associate Advisers of the Lodge are encouraged to attend the Developing Youth Leadership Conference training event hosted by the Eastern Region of the OA. Chapter advisers should be intimately familiar with the Guide for Chapter Operations and the Guide for Unit Elections.

E. ANY adult adviser who allows their Youth Protection Training to expire during their term shall be considered removed from their office with the Ofi' Tohbi Lodge.

V. Elections of Officers

A. Election of youth officers shall take place at the annual Fall Fellowship event.

B. Each youth who desires to stand for election shall declare their intent to do so to the Lodge Adviser and shall complete a copy of the Officer Commitment Form and give it to the Lodge Adviser before the election begins.

C. Youth nominated from the floor during the election shall complete an Officer Commitment Form before accepting any nomination for office.

D. A simple majority of eligible votes is required for a candidate to be elected to office. Only youth members in good standing will be allowed to cast ballots, which shall be cast in secret. In the event of no candidate for a position earning a majority of cast ballots, the candidate with the lowest number of votes shall be dropped and another vote held until one candidate secures a simple majority of votes.

E. In the event of any Lodge office not being filled at the election held at the Fall Fellowship, the current Lodge Chief shall appoint an eligible youth to fill the position for the coming year with the approval of the Lodge Key 3 AND consultation with the incoming Lodge Chief.

VI. Lodge Administration

A. In the event any Lodge Officer resigns or is removed from office for any reason, the Lodge Key 3 shall choose and install a replacement from a youth who would be eligible for election to that office, with the understanding that this is an interim appointment until the next annual election.

B. In the event the Lodge Chief steps down or is removed from office for any reason, the Vice Chief of Administration shall succeed them, if the Vice Chief of Administration refuses, the Vice Chief of Fellowship shall be offered the position,

then Vice Chief of Service, then the Vice Chief of Finance, and, lastly, the Vice Chief of Communications. If those youth all refuse the position, the Supreme Chief of the Fire and the Lodge Adviser shall appoint an interim Chief until the next annual election.

C. The Lodge Chief shall be considered the Chief Executive Officer of the Lodge and shall have the power to appoint all committee heads, all committee members, and to chart the course of the Lodge. Their only superior in executive power is the Supreme Chief of the Fire. The Lodge Chief shall approve the agenda for all LEC meetings, shall be elected for the term of one year, and shall remain below the age of 21 during the entirety of their term.

VII. Meetings

A. Lodge – The Lodge shall schedule and conduct the following annual events at a minimum: Annual Lodge Banquet, two Induction Weekends, and two Fellowship Weekends (Winter and Fall).

B. Chapters – All active chapters of the Lodge shall schedule at least four regular meetings per year. Special meetings of the chapters may be called by the Chapter Chief, with approval of the Chapter Adviser and Lodge Adviser, and if a professional Chapter adviser is in office.

C. Activities and Service Projects – All special activities and special projects, both lodge and chapter, must be approved by the LEC, The Lodge Adviser, and the Supreme Chief of the Fire. Presentations seeking approval for such chapter projects shall be delivered to the LEC by the Chapter Chief.

D. Each meeting of the Lodge and the Chapters shall be opened with the Obligation of the Order of the Arrow and closed with the Order of the Arrow Song.

E. No Order of the Arrow member over the age of 21 shall have any vote at the Lodge or Chapter level.

F. Ultimate veto power over all decisions, activities, and actions of the Lodge and Chapters shall be invested in the Supreme Chief of the Fire.

G. All meetings shall utilize Robert's Rules of Order.

VIII. Financial Dues

A. Dues of the Lodge shall be collected annually by the Lodge Vice Chief of Finance in the amount of $12 per member. Dues are payable after January 1st of each year.

B. Delinquent members may be restored to active status by paying the current year's dues. Members who do not pay their dues by the 15th of February shall be considered delinquent and inactive. Officers shall be removed from office if their dues are not paid by this date, and youth members will not be allowed to vote on any issues at the Chapter or Lodge level. Members who have not paid their dues by February 15th of the respective year shall not be allowed to purchase any lodge merchandise or items and will not be allowed to attend Ofi' Tohbi events until the $12 is paid, as they are not considered active members of the Lodge. A Scout is thrifty, and this includes the paying of dues and fees in a timely manner.

C. There shall be an induction fee for Ordeal Ceremony candidates which shall include:
    a. The current year's dues
    b. One Ordeal member Order of the Arrow sash following completion of the Ordeal Ceremony
    c. One current copy of the "Order of the Arrow Handbook", published by Order of the Arrow National
    d. One copy of the "Bylaws of the Ofi' Tohbi Lodge of the Order of the Arrow"
    e. One Lodge pocket flap
    f. Cost of food and Induction Weekend supplies
    g. Liability insurance under the Boy Scouts of America umbrella

D. All monies received shall be deposited in the Lodge's ledger in the Council's bank account through the Council Service Center. All bills will be paid through the Scout Service Center once approved by the Lodge Key 3 and the Vice Chief of Finance.

E. The Lodge shall be periodically advised of its' financial performance and condition by the Vice Chief of Finance and their Adviser at LEC meetings.

IX. Ceremonies and Honors

A. The Ordeal Ceremony must be conducted at the Lodge Level only. Procedures shall be followed as stated in the current edition of the Order of the Arrow Ceremony Book and the Administration of the Ordeal Ceremony Book. No Ordeal ceremonies shall be conducted at the Chapter level or off council property without the approval of the LEC and Supreme Chief of the Fire.

B. Completion of the Brotherhood membership ceremony shall be performed by the Lodge and shall be in accordance with the current Order of the Arrow Ceremony Book and Order of the Arrow Handbook.

C. The Vigil Honor shall be attained only through the Lodge and in total accordance with the Current Order of the Arrow Guide to Ceremonies and Order of the Arrow Handbook. The Vigil Honor CANNOT be earned, it is only awarded by the youth membership of the Lodge through the actions and vote of the Vigil Committee. The Lodge Adviser and Supreme Chief of the Fire must sign all Vigil applications.

X. Lodge Awards

A. The Lodge awards given annually shall include:
    a. Founder's Award – The Founder's Award is a national award that recognizes Arrowmen who have given outstanding service to their lodge. The award is reserved for an Arrowman who demonstrates that he or she personifies the spirit of selfless service, as advocated by founder E. Urner Goodman and cofounder Carrol A. Edson. The award is a handsome bronze medallion bearing the likenesses of E. Urner Goodman and Carrol A. Edson, with a wooden base and a brass plate suitable for engraving. Available for uniform wear is a gold-colored arrow suspended from a red ribbon. Lodges may petition the national Order of the Arrow committee to present between two and four awards annually, depending on the number of members in the lodge. If the lodge presents more than one award, at least one must be awarded to a youth under the age of 21.

    b. Arrowman of the Year – The Arrowman of the Year award was created in 2000 as part of the lodge's recognition program by honoring an Arrowman who has given outstanding service to the council, the lodge, his/her chapter, his/her unit, or his/her community. Any Arrowman, adult or youth, may receive this award, but will only receive this award once. Nominations for this award must be submitted to the Arrowman of the Year Award Committee two weeks prior to Fall Fellowship. The recipient of this award

receives a patch, and the Lodge pays the member's yearly fees (registration for local Lodge events and dues).

c. Up-and-Coming Arrowman Award – The Up-and-Coming Arrowman Award is presented to a youth Lodge member inducted that year who has been active and shown leadership in the Lodge. The recipient of this award receives a patch, and the Lodge pays the member's yearly fees (registration for local Lodge events and dues).

d. Edward Kuykendall Award – Named after Mr. Edward Kuykendall, The Edward Kuykendall Award is presented to the youth with the most spirit of the lodge for the year. The 2023 LEC will decide what the recipient of this award shall receive.

e. Ofi' Tohbi Family Award – The Golden Egret Family Award is presented to multiple Arrowmen who are related and have been involved with the Lodge together. Recipients of this award receive a totem of the lodge. Before passing the totem to the next recipient of the award, recipients are asked to add something to the totem that will be passed along to the next recipients.

f. Dance and Drum Jacket Patch – The Dance and Drum Jacket Patch is presented to those Arrowmen that have distinguished themselves as dancers or drummers by completing the listed requirements over a one-year period from January 1st to December 31st. Applications are reviewed by the Lodge Advisor and Lodge Chief, and if all requirements are met, the Arrowman will receive this award.

    i. Participate in the dance or drum competition at either Conclave or the National Order of the Arrow Conference.
    ii. Obtain your own outfit/regalia.
    iii. Learn a new dance step or drum song.
    iv. Participate in at least two-thirds of the Wednesday night campfires.
    v. Submit the Dance and Drum Jacket Patch Application to the Council Service Center by December 31st of the current year.

g. Ceremony Patch – The Ceremony Patch is presented to those Arrowmen that have distinguished themselves as ceremonialists by completing the listed requirements over a one-year period from January 1st to December

31st. Applications are reviewed by the Lodge Advisor and Lodge Chief, and if all requirements are met, the Arrowman will receive this award.

i. Participate in the ceremonies competition at either Conclave or the National Order of the Arrow Conference.
ii. Help with ceremonies at two inductions.
iii. Submit the Ceremony Patch Application to the Council Service Center by December 31st of the current year.

h. Ofi' Tohbi Elangomat Flap – The Ofi' Tohbi Elangomat Flap is presented to those Arrowmen who have distinguished themselves as Elangomats by completing the listed requirements. Elangomats can also earn this award by serving as an Elangomat three times, without the 30% conversion rate applying.

i. Participate in Elangomat training two times.
ii. Participate in Ordeal with Clan (i.e., sleep under the stars, eat scant food, etc.) two times.
iii. 30% of Clan from both Ordeals obtains Brotherhood.

i. Ofi' Tohbi Service Flap – The Ofi' Tohbi Service Flap is presented to those Arrowmen that have provided service to their community, unit, lodge, chapter, district, and council and participated in Lodge Leadership Development, National Leadership Seminar, Scout Leader Training, Council Training Sessions, Lodge Training Sessions, or miscellaneous training courses over a one-year period from January 1st to December 31st. Applications must be completed online by December 31st of the year. Applications are reviewed by the Lodge Advisor and Lodge Chief.

B. The recipients of awards shall be chosen by committees. The Lodge Chief will appoint all committee members. If the Lodge Chief is eligible for an award, the Lodge Adviser, with the approval of the Supreme Chief of the Fire, will appoint a youth to form the committees.

XI. Lodge Insignia

A. As stated earlier the Lodge Totem shall be that of Ofi' Tohbi.

B. Lodge Pocket Flap Patch – The Lodge Flap shall depict the Lodge Totem and shall also include the Lodge name, number, WWW, and be of a design approved by the LEC. Also, the patch company and Boy Scouts of America or Order of the Arrow National shall approve all designs per policy. The Supreme Chief of the Fire also has the right to change, modify, or reject all designs in the areas of good taste, public relations, and copyright infringement.

C. All new Ordeal level members of the Lodge shall receive one Lodge Standard Flap at the completion of the Induction weekend.

D. No lodge merchandise can be produced without LEC approval.

XII. Officer Descriptions and Duties

A. Lodge Chief – The Lodge Chief's duties shall be the same as the duties spelled out in the Order of the Arrow Guide for Officers and Advisers.

B. Vice Chief of Administration – The Vice Chief of Administration shall function as Chief in the absence of the Lodge Chief and shall be ultimately in charge of all record keeping and management of the Lodge's business operations. The Vice Chief of Administration shall take minutes at all LEC meetings.

C. Vice Chief of Fellowship – The Vice Chief of Fellowship shall work with the Vice Chief of Service to facilitate all Lodge events and ultimately be in charge of all Lodge fellowship events (Annual Banquet, Wednesday Night Campfires, and Fall Fellowship). The Vice Chief of Fellowship shall have the authority to manage the youth members participating in these activities.

D. Vice Chief of Service – The Vice Chief of Service shall work with the Vice Chief of Fellowship to facilitate all lodge events and ultimately be in charge of all Lodge Service events (Pre-Camp Induction Weekend, Post-Camp Induction Weekend, and council/district events if hosted by the Lodge). The Vice Chief of Service shall have the authority to manage the youth members participating in these activities.

E. Vice Chief of Finance – The Vice Chief of Finance shall maintain the Lodge's inventory of merchandise and maintain custody of the Lodge's funds at events.

F. Vice Chief of Communications – The Vice Chief of Communications shall oversee the Lodge's social media and all communication with the membership. The Vice Chief of Communications shall also work with the Lodge Webmaster to oversee the Lodge and Chapters' websites.

Ofi' Tohbi Officer Commitment Form

Each Arrowman must complete this form in order to be a candidate for an Order of the Arrow Lodge Office in Ofi' Tohbi Lodge, Natchez Trace Council. Please type or print neatly.

Candidate Name: _____

Troop/Crew Number: _____ Email: _____

Please check all positions you plan to run for.

- ○ Lodge Chief
- ○ Vice Chief of Administration
- ○ Vice Chief of Fellowship
- ○ Vice Chief of Service
- ○ Vice Chief of Finance
- ○ Vice Chief of Communications

I state I have read and understand the list of responsibilities in the Bylaws for the office I am seeking. I agree that if I am elected to the position, I will take responsibility for my position and fulfill all my duties to the best of my ability.

I agree to live the Scout Oath, Law, and Obligation of the Order of the Arrow in my daily life.

I understand that I am expected to attend all lodge events and have a maximum of two unexcused absences. I have reviewed the event lists, will place their dates on my calendar, and agree to do my best to attend them. I also understand that I am expected to make every possible effort to attend LEC meetings and other events which may arise that are not on the current list. If I have an unavoidable conflict, I will request an excused absence from the Lodge Key 3. In exception of extenuating circumstances, I will contact the Lodge Chief and Lodge Adviser at least two weeks prior to the event.

I understand that if I fail to meet these obligations, I will be replaced.

OFI' TOHBI 2023 Lodge Events:

Annual Awards Banquet and Installation of Officers – January 14, 2023
Winter Fellowship – February 10-11, 2023
Conclave – April 21-23, 2023
Pre-Camp Induction – March 31, 2023
Summer Campfires – June 7 and 14, 2023
Post-Camp Inductions (2) – June 30-July 1, 2023 and August 11-12, 2023
Mississippi Gathering – October 6-8, 2023
Fall Fellowship – November 10-11, 2023

_____ _____
Candidate Signature Date

_____ _____
Parent Signature Date

_____ _____
Scoutmaster Signature Date