

**Mawat Woakus Lodge #449
Order of the Arrow
Black Swamp Area Council
Scouting America**

Bylaws, Rules, and Guidelines

Mawat Woakus Lodge shall be governed by the current publications of Scouting America, the policies of the National Order of the Arrow Committee, and guidelines established by the Lodge Executive Committee. Any rule which is in conflict with the current publications of Scouting America or the Order of the Arrow is void.

In all matters of interpretation, the spirit and intent of the current publications of Scouting America and the Order of the Arrow will govern. Any disputes which cannot be resolved will be resolved by the Supreme Chief of the Fire or their designee.

Section 1 : Name and Affiliation

- 1.** The official name of this Order of the Arrow Lodge will be Mawat Woakus Lodge #449, (herein referred to as Lodge #449 or the Lodge).
- 2.** Lodge #449 shall be affiliated with the Black Swamp Area Council of Scouting America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Council's Scout Executive who shall serve as the Supreme Chief of the Fire.
- 3.** The name of Lodge #449 will be translated as "One Gray Fox," and the official totem of the Lodge shall be the Gray Fox.
- 4.** All policies, practices, activities, and functions of Lodge 449 shall be in accordance with all publications of the Black Swamp Area Council, Scouting America, and the Order of the Arrow
- 5.** Mawat Woakus Lodge shall be governed by the current publications of Scouting America, the policies of the National Order of the Arrow Committee, and guidelines established by the Lodge Executive Committee. Any rule which is in conflict with the current publications of Scouting America or the Order of the Arrow is void.
- 6.** In all matters of interpretation, the spirit and intent of the current publications of Scouting America and the Order of the Arrow will govern. Any disputes which cannot be resolved will be resolved by the Supreme Chief of the Fire or his designee, or two (2) of the three (3) Key 3 members.

Section 2 : Membership

- 1.** The requirements for membership in Lodge #449 are as stated in the current publications of the Order of the Arrow.
- 2.** The Election policies and procedures for Lodge #449 are as stated in the current publications of the Order of the Arrow.
- 3.** All elections for Ordeal Candidates must be scheduled and conducted through the designated election committee, chapter, or Lodge Vice Chief of Administration or their representative, and must occur during the election period, as determined by the Lodge Executive Committee.
- 4.** A member of Lodge #449 in good standing is one who has completed their induction, paid dues as set by the Lodge Executive Committee by the required date, and is registered with the Black Swamp Area Council of Scouting America. Members whose dues have lapsed may be reinstated upon payment of the current year's dues.
- 5.** Members in good standing with other nationally recognized Order of the Arrow lodges shall be allowed to transfer membership to Lodge #449 upon the payment of current Lodge #449 dues.

Section 3 : Lodge Executive Committee

- 1.** The Lodge Executive Committee (LEC) shall consist of the following members: Lodge Chief, Lodge Vice Chief of Program, Lodge Vice Chief of Administration, Lodge Treasurer, Lodge Secretary, Immediate Past Lodge Chief, all Chapter Chiefs, and all Committee Chairs.
- 2.** Each member of the Lodge Executive Committee except the Lodge Chief shall be entitled to one vote at all official Lodge Executive Committee Meetings. In the event of a tie, the Lodge Chief shall cast the tie-breaker vote.
- 3.** The Lodge Key 3 shall consist of the Lodge Chief, Lodge Adviser, and Lodge Staff Adviser.
- 4.** All questions of procedure at any Lodge function shall be resolved by Scouting and OA publications or at least two (2) Lodge Key 3 members.
- 5.** The Lodge Executive Committee shall conduct a minimum of two (2) official business meetings annually, one during the Fall Fellowship and one during the Winter Banquet. Additional meetings may be called by the Lodge Chief with approval of the Lodge Key 3. Notice of such meeting must be provided to all good standing Lodge members at least one month prior.
- 6.** A quorum for any meeting of the Lodge Executive Committee shall consist of one-half (1/2) of the committee's active youth members.
- 7.** No other meeting of any subgroup of Lodge #449 may take place at the same time as a scheduled meeting of the Lodge Executive Committee.
- 8.** The Lodge Chief (or designee) will begin each Lodge Executive Committee meeting as holder of the floor. The holder of the floor, at any time, may verbally recognize any other Arrowman as the holder of the floor.
- 9.** All Lodge Executive Committee meetings shall be open to any Lodge #449 member in good standing.
- 10.** If at any time an Arrowman deviates in a negative manner from the discussion or is causing a distraction, the Lodge Chief may call for a motion or remove that Arrowman from said discussion or the meeting when deemed necessary.
- 11.** Vacant or unelected positions within the Lodge may be filled by appointment of the Lodge Chief or by nomination of any member of the Lodge Executive Committee. All such appointments shall be approved by a majority vote of the Lodge Executive Committee.
- 12.** The Lodge Executive Committee shall have the authority to remove from office any Lodge or Chapter officer, committee chair, or committee member. Written notice of the proposed removal shall be given at least one (1) week prior to the meeting at which the action is to be considered.

13. The officers, committee chairs, members, and other individuals representing the Lodge or any of its subordinating groups shall adhere to the written guidelines for officers as stated in Appendix One (1).

14. Election procedures for Lodge Officers of Lodge #449 shall be held in accordance with those outlined in Section 7 Any disputes, disagreements, or matters of interpretation shall be decided by the Lodge Key 3.

Section 4 : Treasury and Trading Post

- 1.** All funds of Lodge #449 must be handled through the Black Swamp Area Council and are subject to any applicable council accounting policies and procedures.
- 2.** An annual Lodge budget must be submitted to the Lodge Key 3 by November 1 of each year, and approved and accepted by the Lodge Executive Committee by Lodge Leadership Development.
- 3.** All expenses incurred by Lodge #449 must be approved by the Lodge Key 3, and/or the Lodge Executive Committee. All approved bills shall be paid by the Black Swamp Area Council.
- 4.** The official pocket flap of Lodge #449 shall be a design approved by the Lodge Executive Committee and shall be in compliance with Scouting America and Black Swamp Area Council policies. The official Lodge pocket flap shall be available for purchase, in amount determined by the Lodge Executive Committee, to all members of Lodge #449 in good standing.
- 5.** The Lodge Executive Committee may authorize other merchandise or memorabilia for sale or distribution within the guidelines of Scouting America and the Black Swamp Area Council.
- 6.** The Lodge Executive Committee will maintain an inventory of supplies and merchandise necessary for the operation of the Lodge.
- 7.** Lodge #449 shall maintain a committee to manage and oversee the operations of the Lodge Trading Post.
- 8.** All nationally supplied merchandise when made available for purchase as deemed by the Executive Committee shall be sold at the nationally standardized price.

Section 5 : Chapters

- 1.** Lodge #449 shall maintain chapters that are associated with the districts of the Black Swamp Area Council. The Chapter's name and boundary shall be the same as that of the district.
- 2.** The Chapter chief shall act as a liaison between the chapter and the district and serve on the applicable district committee.
- 3.** Each chapter in the Lodge shall have a chapter chief, one chapter vice chief, and up to three (3) Lodge Executive Committee approved committee members at large and be governed by a Chapter Executive Committee. These officers must be under 21 years old for their entire term of office and be registered in the district with which the chapter is affiliated.
- 4.** If adequately represented at the annual fall Lodge Business Meeting, as determined by the Lodge Key 3, the chapter will hold elections governed by the same procedures as outlined in Section 7.

Section 6 : Committees

- 1.** The standing committees of Lodge #449 shall include, but are not limited to: Special Events, Communications, Vigil Selection, and Trading Post and Ceremony Team
- 2.** Each committee shall consist of at least one (1) chair, and at least one (1) adviser as approved by the Lodge Adviser.
- 3.** The Lodge Executive Committee shall have the authority to create, dissolve, or combine committees as necessary to meet the needs of the Lodge.
- 4.** The list of permanent committees shall be reviewed and revised annually by the Lodge Executive Committee to ensure continued relevance and effectiveness in fulfilling the mission of the Lodge.
- 5.** Committee Chairs shall be appointed on an annual basis by the Lodge Chief and approved by the Lodge Executive Committee.

Section 7 : Officer Election Procedures

1. All Lodge and Chapter officers must meet the following eligibility requirements:

A. Be a registered member, in good standing, of the Order of the Arrow and Scouting America within Lodge #449.

B. Have submitted a completed “Lodge Nominations” form as approved by the Lodge Executive Committee.

C. Be under twenty-one (21) years of age during their entire term of office.

2. Nominations for Lodge officers may be made by any present youth member when nominations are declared open at a Lodge Business Meeting. Nominations for each office shall be closed before balloting begins for that specific office.

3. Lodge elections shall be held at the Fall Annual Lodge Business Meeting, as designated by the Lodge Executive Committee, to elect both Lodge and Chapter officers. Newly elected officers shall assume office at the conclusion of the Lodge Leadership Development (LLD), which shall be held within two (2) months following the Fall Fellowship Lodge Business Meeting. Terms of office shall expire at the conclusion of the following year’s LLD Conference.

4. Lodge officer elections shall be conducted as follows:

A. After nominations for a given office are declared closed, each candidate shall be allowed a speech of up to two (2) minutes. Chapter Chiefs shall poll the youth members of their delegation to determine how their Chapter’s votes will be cast prior to each ballot.

B. Each Chapter represented by at least one (1) youth Arrowman may cast one vote per youth Arrowman present, up to ten (10) votes for each office on all ballots. Votes shall be cast in whole numbers and in proportion to the internal poll of that Chapter’s delegation. The Lodge Chief, in consultation with the Lodge Adviser and/or Lodge Staff Adviser, shall have final authority on questions of delegation representation.

C. Adults shall not influence, direct, or cast votes during the youth caucus or election process.

D. A candidate must receive a majority (one vote more than fifty percent (50%)) of the total votes cast to be elected. If no candidate receives a majority, the candidate(s) with the fewest votes shall be dropped from the ballot. Remaining candidates may each give an additional speech of up to two (2) minutes before another vote is taken. This process shall continue until one (1) candidate achieves a majority or two (2) consecutive ballots result in a tie.

E. If two (2) consecutive ballots result in a tie, one (1) final ballot shall be taken. If the tie persists, the presiding Lodge Chief shall cast sufficient votes for the candidate of their choice to achieve a majority and declare them elected.

5. Chapter officer elections shall be conducted as follows:

A. Chapter elections should take place at the conclusion of the Annual Lodge Business Meeting, provided the Chapter has an accurate representation of its active membership present. The Lodge Chief, in consultation with the Lodge Adviser and/or Lodge Staff Adviser, shall determine whether a Chapter's representation is valid.

B. If a Chapter is determined to lack accurate representation, elections shall be held prior to the Lodge Leadership Development Conference (LLDC) under the supervision of the Lodge Vice Chief of Administration and the Chapter Adviser.

C. Chapter officers shall be elected from within the Chapter by a simple majority (one vote more than fifty percent (50%) of votes cast.

Section 8 : Amending the Lodge Bylaws

- 1.** An amendment to these Lodge Bylaws may be proposed by any youth Arrowman in good standing by submitting a written proposal to the Lodge Chief at least two (2) weeks prior to any scheduled meeting of the Lodge Executive Committee. The proposal must be accompanied by an introductory letter containing the signatures of at least ten (10) youth Arrowmen in good standing who sponsor the amendment. At least two (2) of the amendment sponsors must be present to introduce and explain the proposed amendment at the next regularly scheduled Lodge Executive Committee meeting.
- 2.** When a proposal has been properly presented, it shall be considered by the Lodge Executive Committee at a Lodge Business Meeting. Upon receiving a motion, a second, and an affirmative vote of two-thirds (2/3) of the voting members of present youth lodge members, the proposal shall be placed in the Lodge Bylaws.
- 3.** Amendments adopted by the Lodge shall become effective immediately upon approval, unless otherwise specified in the amendment language.
- 4.** Supporting documents may be created, revised, or removed by a majority vote of the Lodge Executive Committee when in quorum.

Document History:

Original Adoption date: October 22, 1994

Amended (rewritten) date: October 19, 1997

Lodge Rules Committee members:

James Bowerman, Chairman
Jeff Kever
Robert O'Daffer
Micah Brown
Brian Miller
Nick Hohenberger

Larry Jurosic
Wayne Dukes, Committee Advisor
Tom Brown, Advisor
Randy Rudecki, Advisor
Dave Stults, Staff Advisor

Second Amended (rewritten) date: August 10, 2002

Rules and Guidelines Committee Members:

Curt Agner, Chairman
Andy Newberry
Wil Beckwith
Adam Blanchard
Sean Jones
Steve Junge

Tristan Blease
Jeremy Smith
Pete Macke
Randall D. Cooper, Advisor
Nick Hohenberger, Advisor

Third Amended (rewritten) date: February 28, 2026

Bylaws Rewrite Committee Members:

James Hedrick, Chairperson
Danger Eckleberry
Benjamin Harris

Samuel Faber
Benjamin Black, Lodge Adviser
Jacob Rudebock, Deputy Staff Adviser

Appendix 1 : Lodge Representative Responsibilities

General Expectations of All Youth Representatives

- 1.** Youth officers shall promote and exemplify the correct wearing of the official Scout uniform at all Lodge and chapter functions.
- 2.** Youth officers shall maintain consistent communication with the Lodge Chief, Lodge Adviser, Lodge Staff Adviser, and their respective advisers regarding all Lodge-related matters.
- 3.** Youth officers shall actively support and uphold the programs, initiatives, and objectives of both the Black Swamp Area Council and Mawat Woakus Lodge.
- 4.** Youth officers shall comply with all Lodge rules, established guidelines, and the standards of Scouting America and the Order of the Arrow.
- 5.** Youth officers shall participate in Lodge Executive Committee meetings whenever practicable.
- 6.** Youth officers shall review, evaluate, and revise their written responsibilities annually during Lodge Leadership Development (LLD).
- 7.** Youth officers shall fulfill any additional responsibilities assigned by the Lodge Chief, Lodge Adviser, or Lodge Staff Adviser.

Lodge Chief

- 1.** The Lodge Chief shall hold primary responsibility for all Lodge programs, personnel, chapter engagement, and operational functions of Mawat Woakus Lodge.
- 2.** The Lodge Chief shall oversee Lodge functions in cooperation with the Lodge Vice Chiefs.
- 3.** The Lodge Chief shall meet with the Lodge Adviser and Lodge Staff Adviser as needed to ensure effective Lodge administration.
- 4.** The Lodge Chief shall preside over all Lodge meetings and official gatherings.
- 5.** The Lodge Chief shall serve as the Lodge representative to the Section E2 Council of Chiefs.
- 6.** The Lodge Chief shall appoint all committee chairs with the approval of the Lodge Executive Committee.
- 7.** The Lodge Chief shall ensure that chapters effectively support Lodge programs and initiatives.
- 8.** The Lodge Chief may delegate duties as necessary to ensure proper functioning of Lodge operations.
- 9.** The Lodge Chief shall conduct Lodge Leadership Development (LLD) immediately following the conclusion of their term.

Lodge Vice Chief of Administration

1. Responsible for the administration, oversight, and coordination of all Lodge committees.
2. Oversees Lodge functions jointly with the Lodge Chief and Lodge Vice Chief of Program.
3. Presides over Lodge meetings in the absence of the Lodge Chief.
4. Oversees event registration in cooperation with the Lodge Secretary.
5. Assists in the administration of membership records and annual dues.
6. Ensures promotion of Lodge events by working with the Lodge Secretary and Chapter Chiefs. 7. Conducts post-event evaluations to assess program quality and effectiveness.

Lodge Vice Chief of Program

1. Responsible for planning and execution of all Lodge events excluding fundraising activities.
2. Oversees Lodge program functions jointly with the Lodge Chief and Lodge Vice Chief of Administration.
3. Presides over Lodge meetings in the absence of both the Lodge Chief and Lodge Vice Chief of Administration.
4. Coordinates chapter participation and support in all Lodge programming.
5. Works with the Lodge Treasurer to develop event budgets and financial reports.

Lodge Secretary

1. Maintains and updates the official Lodge Executive Committee roster and distributes revisions as necessary.
2. Records accurate minutes for all Lodge meetings and ensures timely distribution to the Lodge Executive Committee.
3. Oversees membership registration in coordination with the Lodge Vice Chief of Administration.
4. Manages Lodge communications, including newsletters, website updates, and other official publications.
5. Collects, edits, and prepares articles for Lodge publications.
6. Assists in the preparation and dissemination of promotional materials for Lodge events.

Lodge Treasurer

1. Works with the Lodge Vice Chief of Program to prepare event budgets and post-event financial reports.
2. Manages and operates the Lodge Trading Post, including inventory control and accounting.
3. Requests and orders merchandise through the Lodge Staff Adviser with approval of the Lodge Executive Committee.
4. Coordinates and executes at least one Lodge-authorized annual fundraiser.
5. Provides monthly financial statements to the Lodge Executive Committee.

Committee Chair

1. Responsible for the performance, productivity, and effectiveness of their assigned committee.
2. Presides over committee meetings and ensures proper operation of committee responsibilities.
3. Recruits and develops capable committee members.
4. Reports directly to the Lodge Vice Chief of Administration.
5. Supports Lodge programs and participates in annual committee performance evaluations.

Chapter Chief

1. Responsible for the leadership, performance, and administration of their chapter.
2. Promotes Lodge programs and encourages chapter participation.
3. Presides over all chapter meetings and official chapter activities.
4. Ensures chapter support for Lodge programs, events, and standing committees.
5. Conducts chapter officer elections according to established Lodge procedures.
6. Supports district-level camping programs in cooperation with advisers.
6. Establishes expectations for subordinate chapter officers and oversees their development.

All adviser guidelines shall be maintained, updated, and enforced by the Lodge Adviser in consultation with the Lodge Staff Adviser.