ARTICLE I: NAME AND AFFILIATION OF LODGE

Section 1.
The name of this Lodge of the Order of the Arrow shall be Ktemaque Lodge #15, W.W.W.

Section 2.
The Lodge shall be affiliated with the Westchester-Putnam Council #388, Boy Scouts of America; it shall be under the supervision of the Council Executive Board, and the administrative authority the Council Scout Executive.

Section 3.
The totem and call of this Lodge shall be that of the Beaver.

Section 4.
The standard color of the Lodge neckerchief shall be turquoise blue with a white border. Embroidered on it shall be an inverted light green triangle surrounding the Lodge totem, Beaver. The beaver shall have a gold numeral "15" superimposed on it. In the corners of the triangle there shall be the three W's.

Section 4A.
Each Brotherhood member of the Lodge shall be given only one (1) official neckerchief during their Lifetime, to be received upon attaining brotherhood membership. (This neckerchief is not to be traded, sold, or given away.)

Section 4B.
Order of the Arrow sashes shall only be worn at Order of the Arrow functions or when representing the Order at other Scouting functions, in accordance with National Uniform Policy.

Section 5.
Lodge Flaps and other patches may be commissioned only with the approval of the Lodge Executive Committee or its designee and may be deemed restricted or non-restricted. Any such designee must be under twenty-one (21) years of age during his entire designated period.

ARTICLE II: THE PURPOSE OF THE LODGE

Section 1.
The Purposes of the lodge are as follows:

Section 1A.
To Serve as the National Honor Society of Westchester-Putnam Council, B.S.A.

Section 1B.
To recognize those Scouts who best exemplify the Scout Oath and Law in their everyday life.

Section 1C.
To provide Scouts with leadership opportunities and training beyond those offered by their own unit.

Section 1D.
To train the experienced Scouts throughout the council so that they might better serve their units.

Section 1E.
To provide a service corp to Westchester-Putnam Council #388, and to the units of that council. Furthermore, to do so in a spirit of trust and mutual cooperation.

Section 1G.
To operate and promote the program of the Order of the Arrow, as directed by the National Order of the Arrow Committee, and as approved by the National Boy Scout Committee.
Section 2.
No member of the lodge over the age of twenty-one (21) shall have a vote in any lodge election or committee, save those meeting the conditions described in Article VIII, Section 4.

ARTICLE III: REQUIREMENTS AND PROCEDURES FOR ELECTIONS

Section 1: The requirements 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 Guide for Officers and Advisers.

Section 2: Procedure for the Ordeal shall be as stated in the Order of the Arrow Handbook and Administration Guide for the Ordeal.

Section 3: At least two (2) Ordeal inductions shall be conducted during the calendar year on dates scheduled by the Lodge Executive Committee. All Scouts and Scouters elected less than twelve (12) months prior to the inductions and not yet inducted shall be invited to the Ordeal.

Section 4: All Unit Elections will be held during a unit election period selected in advance by the Lodge Executive Committee. All elections shall be conducted by the Unit Elections Team, working with both the Lodge and the Vice-Chief for Operations.

Section 5: In every unit holding an election in which one or more youth candidates are elected, the troop committee shall be informed of the adult membership requirements and be given an opportunity to submit one recommendation to the adult selection committee.

ARTICLE IV: LODGE OFFICERS

Section 1.
The Elected officers of this Lodge shall include a Lodge Chief, and four Lodge Vice-Chiefs: Program, Operations/Tribes, Communications, and Service. These elected officers must be under twenty-one (21) years of age during their entire term of office.

Section 1B.
The hierarchy of lodge leadership shall be in the order of Chief → Vice Chief for Program → Vice Chief for Operations/Tribes → Vice Chief for Communications → Vice Chief for Service. This distinction is important only insofar as filling in for the Chief when he is unavailable, and should not otherwise affect the operation of the lodge.

Section 2.
Lodge Officers shall be elected at the Annual Lodge Business Meeting. The term of office shall be from June 1 for one year. The officers shall be installed at the earliest Lodge function following their election.

Section 2A.
An active registered youth member of Ktemaque Lodge must nominate candidates for election. Nominations shall require no second. A majority of votes cast will be required for election. The current Lodge Chief or his designee shall preside over this election, and may not vote except in the event of a tie. No candidate for election may preside over that election. In the event that the individual running presiding over the election is nominated for an office and accepts that nomination, he must step down from presiding. All dues paid youth members of Ktemaque lodge as of the date of officer elections may vote.

Section 2B.
If an office of the Lodge becomes vacant, the Lodge Executive Committee shall elect a replacement within thirty (30) days. If an officer of the Lodge is absent of otherwise unable to perform his duties over an extended period of time, the Lodge Executive Committee may designate by resolution, and with approval
of the Lodge Adviser and Lodge Staff Adviser, another member to act in his place for the remainder of the term.

Section 2C.
Any officer of the Lodge may be removed from office by the affirmative vote of two-thirds (2/3) of the Lodge Executive Committee at a special meeting called for that purpose, but only after an opportunity has been given to him to be heard and amendment rule of notification, ARTICLE X, has been complied with.

Section 3.
The Lodge Officials shall be those members of the lodge appointed by the chief or by the committee chairmen with the consent of the chief, to positions of responsibility that significantly impact the operation of the lodge. They also must be under the age of twenty-one (21) during their entire term in office.

Section 4.
At the Discretion of the Lodge Executive Committee, A Summer Vice-Chief shall be appointed. The Summer Vice-Chief shall be as follows:

Section 4A.
The Summer Vice-Chief shall be appointed from the youth summer camp staff of Westchester-Putnam Council #388, and must be an active member of Ktemaque Lodge.

Section 4B.
The Summer Vice-Chief shall be responsible for the program of the lodge at Curtis S. Read Scout Reservation. The exact nature of this program shall be determined by the Lodge Executive Committee.

Section 5.
The Lodge Adviser shall be as follows:

Section 5A.
The Lodge Adviser shall be a volunteer appointed annually by the Council Scout Executive. His term of office shall be from January 1 for 1 year.

Section 5B.
The Advisers to the Lodge Officers and Committees shall be appointed annually by the Lodge Adviser in consultation with the Lodge Chief and the Lodge Staff Adviser. These Advisers shall be appointed for periods of time not greater than one year, All duties related to a specific event must be completed within forty-five (45) days of the end of the activity. All offices related to the event expire on that date as well.

Section 5C.
The Lodge Staff Adviser shall be appointed by the Council Scout Executive from the professional staff of the council, and his term shall be concurrent with that of the Lodge Adviser.

**ARTICLE V: EXECUTIVE COMMITTEE**

Section 1.
The voting members of the Lodge Executive Committee shall be composed of the elected Lodge Officers, all Committee Chairmen, and the immediate past Lodge Chief (until he turns over twenty-one [21]). Other voting members of the committee may be appointed only by the unanimous decision of the Lodge Executive Committee, and their term of office must be specified at the time of appointment, and may not pass their twenty-first birthday.

Section 1A.
The non-voting members of this committee shall include the lodge adviser and lodge staff adviser.

Section 2.
The Lodge Executive Committee shall meet regularly at least eight (8) times a year.
Section 2A.
Special meeting of the Lodge Executive Committee may be called by the pleasure of the Lodge Chief.

Section 2B.
Each meeting of the Lodge Executive Committee shall be opened with the Obligation of the Order of the Arrow and be closed with the official song of the Order of the Arrow.

Section 2C.
The Lodge Executive Committee meeting shall be open to all members of Ktemaque Lodge, and to the professional staff of the council.

Section 2D.
The Lodge Chief shall serve as chair of the Lodge Executive Committee.

Section 3.
Each Youth member designated as approved in Section 1 of this Article of the Lodge Executive Committee shall have (1) vote in deciding Lodge Business. The Chair does not vote except in a tie.

Section 4.
It is strongly recommended that Minutes be submitted to the permanent lodge record within fifteen days of the meeting, and that an agenda be submitted to all committee members by its chair at least two weeks (14 days) prior to the meeting.

**Article VI: TRIBES**

This Article Has Been Deleted. See Prohibition.

**ARTICLE VII: COMMITTEES**

Section 1.
The recommended operating Committees of Ktemaque Lodge shall be as follows:

- Program Committee
- Operations Committee
- Communications Committee
- Service Committee
- (Strategic Planning Committee)

The Lodge Chief shall establish such additional committees as he sees fit, but the Lodge Executive Committee must approve these committees at the next Executive Committee Meeting.

Section 2.
The Lodge Chief shall be responsible for the appointment of Committee Chairman. This authority may be delegated to other elected lodge officers. It is recommended that their respective Vice-Chiefs chair Program, Operations, Communications, and Service.

Section 3.
The Committee Advisers shall be appointed by the Lodge Adviser in the consultation with the Lodge Chief and Lodge Staff Adviser. The Committee Advisers and Chairmen’s terms expire with that of the lodge Chief, or according to the rules specified for a specific event in Article IV Section 5B. The former clause holds in the event of a non-event specific committee, and the latter holds in the event of such a committee.

Section 4.
All Lodge Committee Chairmen shall be under the age of twenty-one (21) during their entire term of office.

**ARTICLE VIII: LODGE MEETING**

Section 1.
The Lodge shall hold at least one (1) meeting a year. A Lodge meeting shall be defined as a gathering of lodge youth to which the entire lodge is invited, and which can only be convened with the presence of a number of youth equal to the simple majority of the sustained (2 yrs+ membership) youth membership of Ktemaque lodge, wherein any youth member of the lodge may bring business to the floor. An exception to the rule of quorum is only allowed by the unanimous vote of the elected lodge officers, in consultation with the lodge adviser and staff adviser.

Section 2.
A special meeting of the Lodge may be called by the Lodge Chief with the approval of the Lodge Executive Committee.

Section 3.
Each meeting will open with the official Obligation of the Order of the Arrow and be closed with the official Order of the Arrow Song.

Section 4.
Members twenty-one (21) years of age or older shall have no votes in any decisions of the lodge or operating committee, nor shall make a motion or nomination, save for those nominations aimed at an award, rather than a position. Awards include (1) The Vigil Honor, (2) The Founder's Award, and (3) Any other award explicitly defined as one in advance by the lodge executive committee. Members (21) years of age or older may vote in the Strategic Planning Committee, and any other committee aimed at a long-term lodge development program, but the chair of such a committee must be under (21) years of age during his entire term of office, and the majority of the committee at any given time must consist of youth members of Ktemaque Lodge.

**ARTICLE IX: DUES**

Section 1.
Dues of this Lodge shall be collected annually by the Lodge Finance Adviser or any brother assigned this function. The amount of ten dollars ($10.00) for one year or twenty-five dollars ($25.00) for three years for deposit to Council Service Center and shall be good until December 31.

Section 2.
Any member for whom dues are paid in full for the current year shall be considered an active member. Any member whose not paid in full by December 31 shall be considered a inactive member and shall be removed from the mailing list. No inactive member will be allowed to hold an office, vote, or attend a Lodge function.

Section 3.
Inactive member may be reinstated immediately upon a payment of current dues. The first year's worth of dues paid will be their dues for the remainder of the year, until December 31.

Section 4A.
There shall be an induction fee charged from each new Ordeal member for the following Order of the Arrow material to be included in the "Lodge New Member Packet."

Ktemaque Lodge Dues until December 31st
Official "Order of the Arrow" Membership Card
One "Ktemaque Lodge" Flap Patch
Lodge New Member Information
Set of "Spirit of the Arrow" Booklets
Section 4B.
The Lodge shall pay the induction fee for each new Vigil Honor Member for the following materials:

Vigil Honor Membership Card
Vigil Pin
Vigil Sash
Framed Vigil Certificate

Section 5.
In the development of the Lodge budget, funds will be made available for Lodge member, Lodge Officer, and Scoutmaster mailings, activities and service projects upon written request. Lodge Committees must gain approval from the Lodge Executive Committee before incurring non-budget expenses.

Section 6.
All Lodge finances shall be maintained in a custodial account held by Westchester-Putnam Council account accordance with current National Policy. All Order of the Arrow funds shall be handled through the council service center and go through all normal council accounting procedures.

Section 7:
A complete financial statement, with the level of detail to be determined by the Lodge Chief, shall be submitted by a youth appointee of the Lodge Chief working closely with the Lodge Financial Adviser to the Lodge Executive Committee on an annual basis. This statement shall cover a time period of one year preceding its submission, and shall be presented within one year of its predecessor. In the absence of a full financial presentation within the past 12 months, it shall occur at the first executive committee meeting possible, and shall be presented again within 3 months of the instatement of any new lodge officers.

ARTICLE X: BROTHERHOOD MEMBERSHIP

Section 1.
Completion of 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 Guide for Officers and Advisers.

Section 2.
The Brotherhood Quest and Ceremony shall be conducted at least twice (2) each calendar year on dates scheduled by the Lodge Executive Committee. All active Ordeal members who have more than ten (10) months active membership in Ktemaque Lodge shall be invited to seal their membership in the Order by participating in the Brotherhood Quest.

ARTICLE XI: THE VIGIL HONOR

Section 1.
The Vigil Honor is the highest form of recognition that can be bestowed upon a member of the Order of the Arrow. It is given only to those brothers who have displayed exceptional service above and beyond their...
immediate responsibilities to their unit, community, and Lodge. The Vigil Honor in NOT "earned" as a rank, but is received due to ones that truly exemplify the Obligation of the Order of the Arrow.

Section 2.
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 Guide for Officers and Advisers.

Section 3.
Any Vigil Honor member who as actively registered (dues paid) in Ktemaque Lodge #15 may attend the Vigil Honor Nomination meeting, if one is held. Any active member of Ktemaque Lodge may nominate fellow brothers to the Vigil Honor. A nomination of a close relative (father, mother, brother, sister, son, daughter) will not be considered. The actual selection is done later by a Vigil Honor Selection Committee, which is comprised of all Vigil Honor members under the age of twenty-one (21).

Section 4.
The nomination procedure is as follows:

Section 4A.
Membership will determine which Brothers in Ktemaque Lodge #15 are registered (dues paid) and have been brotherhood for at least two (2) years as of the Vigil Honor Selections Committee meeting. The Vigil Honor eligibility list will be submitted to the Vigil Chairman and will be printed in the next issue of the "Beaver Tracks." Any errors, revisions or deletions in this list must be brought to the attention of the Lodge Executive Committee before the latter of the next meeting of the Lodge Executive Committee and the passage of eight business days following the mailing of “Beaver Tracks.” No changes will be accepted after this deadline. This issue of the beaver tracks shall also include a form for declining the Vigil Honor.

Section 4B.
The Vigil Selection Committee meeting is held by the Vigil Honor members under twenty-one (21) years of age. This is where the actual selection of the Vigil Honor candidates is completed. Advisors of the Vigil Honor Selection Committee shall consist of the Vigil Advisor, Lodge Adviser, and Lodge Staff Adviser, or as many of these advisers as are Vigil Honor Members. The Vigil Chairman is responsible for notifying all youth Vigil Honor Members of this meeting at least two weeks prior to its commencement. It shall consider all nominations made available to any youth Vigil attendees in writing prior to its commencement.

Section 4D.
The Vigil Honor petitions are completed at this meeting and sent with the appropriate fees to the National Order of the Arrow Executive Secretary for the final approval.

Section 4G.
The Vigil Honor shall provide one (1) Vigil Honor ceremony per year. If a brother does not participate in the Vigil in the year selected, their name is removed from the National record. A second Vigil Honor Ceremony may be held only by the unanimous consent of the Lodge Executive Committee. Vigil Honor Candidates on the committee shall not have a vote.

ARTICLE XII: AMENDMENTS

Section 1.
These rules shall be subject to amendment at any regular or special meeting of the Lodge Executive Committee, provided such amendment and/or section has been submitted in writing to the Lodge Executive Committee at least one month prior such meeting and due notice has been sent to all Lodge Executive Committee members at least ten (10) days prior to such meeting. A two-thirds (2/3) vote shall be required to pass such an amendment.

Section 2.
National Policies
Section 2A.
The National Order of the Arrow Committee dictates certain lodge rules. The lodge rules should be considered amended upon reception of this information, in writing, from the National Order of the Arrow Committee or its designee.

Section 2B.
Upon reception of any change of National Policy, the Lodge key 3 are required to inform the Lodge Executive Committee at its next meeting.

Section 2C.
In the event of inconsistencies between publications of national policy, the publication with the most recent revision date shall be considered valid.

Section 2D.
The Lodge Executive Committee must integrate national policy into the Lodge program within twelve months of its presentation by the National Order of the Arrow Committee.

Section 3.
In the event of an inconsistency or alteration to these rules, or of a contradiction between these rules and any Boy Scout Policy or Law of the Land, the sections explicitly invalidated shall be considered amended and the remainder of the document remains intact; no absolute nullification is permissible.