

LAKOTA LODGE #175 W.W.W. BYLAWS AND RULES

I. Name and Affiliation of the Lodge

- A. The name of this Lodge of the Order of the Arrow (OA) shall be Lakota #175, W.W.W. (the Lodge).
- B. The Lodge and its Chapters shall be affiliated with the Northwest Suburban Council #751, Boy Scouts of America, and shall be under the supervision of the Outdoor Activities Committee, the Lodge Adviser, and the Scout Executive or his appointed representative.
- C. Each District Chapter shall be under the supervision of the District Executive and the Chapter Adviser of the District in which they serve. They are to report to the Scout Executive or his appointed representative.
- D. The totem of the Lodge shall be the Blue Goose.
- E. The Lodge shall have an official Lodge pocket flap emblem that officially represents the Lodge. It may not be changed at any time. The background of the official Lodge pocket flap emblem shall be silver with the transcription in blue, black, red, and white. The Lodge pocket flap shall not be sold to anyone who is not a member of this lodge.

The enforcement of the restriction shall be in the control of the Lodge Chief. At any time, the Lodge Executive Committee may authorize the issuance of a trading flap emblem that can represent the Lodge.
- F. The Lodge Executive Committee may authorize the issuance of uniform regalia in accordance with uniform policies of the Boy Scouts of America.
- G. OA sashes shall be worn in accordance with the most recent printing of the *Order of the Arrow Handbook and Guide for Officers and Advisers*.

II. Election and Induction Procedure

- A. The requirements for membership shall be in accordance with the most recent printing of the *Order of the Arrow Handbook and Guide for Officers and Advisers*.
- B. The procedure for election shall be in accordance with the most recent printing of the *Order of the Arrow Handbook and Guide for Officers and Advisers*.
- C. The induction procedure shall be in strict accordance with the most recent printing of the *Order of the Arrow Handbook and the Guide to Inductions*.

III. Officers, Executive Committees, Committees, and Advisers

- A. The elected officers of the Lodge shall be the Lodge Chief, two Lodge Vice-Chiefs, Lodge Secretary, and Lodge Treasurer.

These offices must be filled by persons under the age of twenty-one for the entire term of office with current registration in the Boy Scouts of America as well as be in good standing with the Lodge.

1. The Lodge Chief shall be the Executive of the Lodge and Chairman of the Executive Committee. He shall have the power to select and appoint committee chairman and supervise the work of all officers and Executive Committee members of the Lodge. The Lodge Chief is a member *ex officio* of all Lodge committees.

The Lodge Chief must have attended an Order of the Arrow based training, prior to or within the first six months of his term. It shall be the responsibility of the Lodge Adviser to see that the Lodge Chief has had adequate training.

2. The two Lodge Vice-Chiefs shall be the Lodge Chief's first assistants and Vice Chairmen of the Executive Committee. The Lodge Chief shall appoint one of them to be the "first" Vice-Chief prior to the September Executive Committee meeting. Both Vice-Chiefs are members *ex officio* of all Lodge Committees and are to accept all responsibility delegated to them by the Chief.
3. The Lodge Secretary shall be the Executive of the Lodge Publications Committee, answer all mail, send out all Executive Committee notices, keep membership records, efficiently compile Lodge records, write minutes of all Lodge and Lodge Executive Committee meetings, and accept any and all responsibility delegated to him by the Lodge Chief.
4. The Lodge Treasurer shall be the Executive of the Lodge Finance Committee, prepare an annual budget, collect dues, present the financial standing of the Lodge monthly at the Executive Committee meetings, and accept any and all responsibility delegated to him by the Lodge Chief.

- B. Chapter offices shall be similar to the Lodge offices except that the office of Treasurer shall not exist. All Chapter funds shall be handled through the Lodge Treasurer.
- C. Lodge officers shall be elected at the Spring Fellowship. After all Lodge offices are filled, Chapter elections shall take place in Chapter meetings following the Lodge election. All newly elected officers shall be sworn in at the Summer Fellowship and the term of office shall be from the start of Summer Fellowship to the start of Summer Fellowship the following year.

- D. The Lodge officer election shall be conducted by the Lodge Chief, unless he is himself running for re-election, in which case the immediate past Lodge Chief shall conduct the election. If neither is available to conduct the election, the Lodge Executive Committee may appoint a Lodge youth in good standing to conduct the election.
- E. Candidates for Lodge and Chapter offices are not required to be present to be elected. However, only members actually in attendance are permitted to vote.
- F. Each chapter may cast a maximum of ten votes for each Lodge office, regardless of the number of youth members present. All youth members in good standing may participate in the election.
- G. If a majority of ballots are cast for a candidate, he will be declared the winner. If there are multiple candidates running for a Lodge office and no candidate receives a majority, the candidate with the lowest total votes will be dropped from consideration and another vote will be taken. Once there are only two candidates remaining, a maximum of three ballots will be taken. If after three ballots a candidate has not reached a majority, the youth member conducting the election shall cast the tie-breaking vote.
- H. Chapter elections will be held at the Spring Fellowship. All youth members in good standing may vote in the district/chapter in which their unit is registered. A member registered in multiple units in multiple districts/chapters may choose only one election to participate in. Chapter elections will be conducted by secret ballot.
- I. The Executive Committee shall be composed of the elected Lodge officers, immediate past Lodge Chief, Lodge Committee Chairmen, Chapter Representatives, Chapter Chiefs, Chapter Advisers, the Lodge Adviser, Council Outdoor Activities Committee Chairman, Scout Executive, and any member appointed to the committee by the Lodge Chief after approval of the voting members of the committee.
 - 1. Any member of the Executive Committee may appoint a temporary, qualified member to act for him at a designated meeting. This must be pre-arranged with the Lodge Chief and a written proxy must be submitted to the Chief before the start of the meeting. This may be done electronically and the Lodge Chief will be the sole arbiter as to whether or not this requirement has been met.
 - 2. The voting members of the Executive Committee shall be the Chapter Chiefs, Lodge Committee Chairmen and Lodge Officers except the Lodge Chief. In case of a tie, the Lodge Chief may vote.
 - 3. The meetings of the Executive Committee are open to any Lodge member who is granted the floor by the presiding officer.
 - 4. Upon resignation of any Executive Committee member, the Lodge Chief must appoint a successor to fill the vacancy within two months. The Executive Committee must approve the appointment.

5. Upon resignation of the Lodge Chief, the first Lodge Vice-Chief will immediately assume the responsibilities and duties of the office. Within one month of Lodge Chief's resignation, the Executive Committee must approve the acting Lodge Chief in order for him to finish the remainder of the term.

If the acting Lodge Chief does not wish to finish the term or he is not approved by the Executive Committee, then the second Lodge Vice-Chief will be asked to fulfill the duties of the office for the remainder of the term.

- E. The Lodge Adviser shall be appointed by the Scout Executive after consultation with the Staff Adviser and Outdoor Activities Committee Chairman. Chapter Advisers shall be appointed by the Lodge Adviser in consultation with the Scout Executive, the Lodge Staff Adviser, the District Chairman, District Executive and the Outdoor Activities Committee Chairman.
- F. The Lodge Committees shall be: Camp Promotions, Camp Services, Unit Elections, Ceremonies, Membership, Ordeal Inductions, Troop Representative, Brotherhood Inductions, Vigil, Training, Haunted Hike, Trading Post, One Day of Service, and Webmaster. These committee chairmen will be responsible to the Lodge Vice-Chief of Program and the Lodge Vice-Chief of operations. The Lodge Chief withholds the power to appoint special service or ad hoc committees with the approval of the Executive Committee. Chairmen of the ad hoc committees, that are not previously listed, will not have a vote on the executive committee. All Chairmen of the Committees must be under the age of twenty-one for the entire period of service.
- G. The Chapter Committees shall be: Camp Promotions, Camp Services, Unit Elections, Ceremonies, Troop Representative, Brotherhood Inductions, Haunted Hike, One Day of Service. Since there are no Chapter Treasurers, the Chapters may each appoint a Finance Chairman. The Chapter Chief may also create ad-hoc committees as needed. The Chapter Chief will appoint a Chairman for these committees. All Chairmen of the committees must be under the age of twenty-one for the entire period of service.

IV. Meetings and Membership

- A. The Lodge shall hold at least one general meeting per year.
- B. The Executive Committee shall hold at least four meetings per year.
- C. The Lodge Chief must establish a quorum of 50% plus one of the eligible voting Executive Committee Membership in order for business of the lodge to be voted upon. The Lodge Chief shall be the sole arbiter as to whether or not a quorum has been reached.
- D. Special meetings of the Executive Committee or Lodge as a whole may be called by the Lodge Chief with the approval of the Lodge and Staff Advisers.

- E. The Lodge Chief will be the Presiding Officer of the Executive Committee. He will use Robert's Rules of Order to govern the meetings. All matters regarding interpretation of Roberts Rules of Order will be decided by the Lodge Chief.
- F. Members of the Lodge over the age of twenty-one may participate in any discussion if recognized by the presiding officer, but may not have a vote when one is called.
- G. A member in good standing in the Lodge shall be defined as a person with current Lakota Lodge dues paid and currently registered with the Boy Scouts of America.
- H. A voting member of this Lodge shall be defined as a person under the age of twenty-one who is in good standing.
- I. A lapsed member shall be defined as a member whose current year's dues are not paid. Lapsed members may become a member in good standing again, by paying their current years dues.
- J. All Lodge and Chapter meetings shall be opened with the Obligation of the Order of the Arrow and closed with the Song of the Order of the Arrow.
- K. Members in good standing shall have privileges as follows:
 - 1. If under twenty-one, hold a Lodge or Chapter office.
 - 2. Receive all Lodge mailings as well as Chapter meeting notices for the Chapter in which they are involved.
 - 3. Receive an Order of the Arrow Membership Card.
- L. Lapsed members shall have privileges as follows:
 - 1. Become members in good standing by paying their current year's dues.
 - 2. Receive mailings of Lodge activities for one year after becoming lapsed members.
- M. Dues status shall be checked for all participants in Lodge activities at the time of registration.

V. Dues, Fees, Lodge and Chapter Funds, Properties

- A. Dues of the Lodge shall be collected annually by the Lodge Treasurer in the amount of ten dollars per Lodge member. Dues each year are to be paid by December 31st in the preceding year. Dues are to be deposited immediately to the Council office. The Lodge Treasurer will maintain financial records and will be responsible, with the assistance of the Staff Adviser, to make sure the national dues are paid by our Lodge. The Lodge Treasurer shall be responsible for the appropriation of the remaining funds.
- B. All Lodge and Chapter funds shall be handled by the Northwest Suburban Council office and will go through the normal accounting procedures. It is the responsibility of the Staff Adviser and the Lodge Treasurer to supervise the accounting procedures. All approved

bills will be paid from the council service center. All monetary transactions shall be documented, and an account list shall be submitted to the Executive Committee monthly.

1. Chapter expenditures may not exceed the amount credited to the Chapter. If authorized by the Executive Committee, an amount greater than appropriated to the Chapter may be issued.
2. Expenditures from Lodge funds must be approved by the Lodge Treasurer, Lodge Chief, Lodge Adviser, and Staff Adviser before incurring expense from Lodge funds.
3. All approved bills will be paid by the Council office.

C. Chapters are permitted to raise additional monies above the funds allocated through the Lodge budget.

1. All fundraisers need to meet the guidelines of the National Office Unit Money Earning Application.
2. The Chapter must receive permission from the Lodge to run the fundraiser.
3. There must be a purpose for the fundraiser.

D. With the approval of the Lodge Chief, Lodge Adviser and Lodge Staff Adviser, a Lodge member attending a National Leadership Seminar or National Lodge Adviser Training Seminar may be reimbursed by the Lodge fifty percent of the registration fee upon successful completion of the course.

VI. Brotherhood Membership

Completion of Brotherhood membership shall be in accordance with the most recent printing of the *Order of the Arrow Handbook*.

VII. Vigil Honor

Attainment of the Vigil Honor shall be in accordance with the most recent printing of the *Order of the Arrow Handbook*.

VIII. Policy and Procedures

A. Any policy not set forth in these rules must comply with the Order of the Arrow, Boy Scouts of America.

B. Robert's Rules of Order shall be used only as a framework to govern Lodge meetings.

The Lodge Chief shall use discretion and common sense in allowing deviations from Robert's Rules, if, in his opinion, it is in the best interest of the Lodge.

- C. The Supreme Chief of the Fire will have final authority regarding any disputes with interpretation of these By-Laws.

IX. Amendments

These rules shall be subject to any amendment at any general or special meeting of the Lodge, provided such an amendment has been submitted in writing to the Executive Committee and approved by the committee at least one month prior to such meeting and that due notice has been sent to all active members at least ten days prior to the meeting. A two-thirds vote of the voting members present shall be required. It is understood that no amendment is to be considered that violates any policy set by the National Order of the Arrow Committee.

As prepared April 13, 2005.

Approved May 15, 2005

Revised April 13, 2011

DRAFT