

PACHSEGINK LODGE #246

# By-Laws

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**Spring 2012**



By-Laws Updating Committee Winter 2011

Kris H. Chair, Justin R., Ben W., Kevin L., Chris B. Advisor Jon M. Advisor

**OPERATIONAL POLICIES OF  
PACHSEGINK LODGE #246 WIMACHTENDIENK, WINGOLAUCHSIK, WITAHemui  
ORDER OF THE ARROW  
DES PLAINES VALLEY COUNCIL**

**Article I Name and Affiliation of Lodge**

- Section A: The name of this lodge of the Order of the Arrow will be Pachsegink Lodge #246, Wimachtendienk, Wingolauchsik, Witahemui.
- Section B: This Lodge will be affiliated with the Des Plaines Valley Council, #147, Boy Scouts of America, and will be under the supervision of the Key 3 and the administrative authority of the Scout Executive.
- Section C: The Totems of this Lodge will be a beaver, a river, and thunder.
- Section D: The Pachsegink Lodge will study and model appropriate aspects of the Potawatomi Tribe of the Eastern Woodlands.
- Section E: There will be one official pocket flap for this Lodge at a time. No more than one new flap may be introduced each year. For special events and recognitions (e.g., Elangomat, NOAC), modifications and/or new designs for flaps will be permissible as approved by the (Lodge Executive Committee).

**Article II Election and Induction of the Membership**

- Section A: Membership Requirements  
The requirements for membership in this Lodge are as stated in the latest edition of the Order of the Arrow Handbook, hereafter referred to as OAHB, or as specified by the National Order of the Arrow Committee.
- Section B: A registered, active member of the Boy Scouts of America from the Des Plaines Valley Council, who is elected for induction into the Order of the Arrow, will be inducted into the Pachsegink Lodge #246 within one year of his election. Candidates may either be called out and fulfill their Ordeal at a long term summer camp operated by the Council, Fall Fellowship, Spring Fellowship or other inductions events held by Pachsegink Lodge. All out of council call outs need to have fulfilled the National Order of the Arrow polices to be valid.
- Section C: Procedures for election, Induction, and ceremonies will be as stated in the latest edition of the OAHB, or the ceremonial booklet, as amended by the National Committee, and supplemented by lodge procedures.
- Section D: Brotherhood membership. Completion of Brotherhood membership will be in accordance with procedures adopted by the National Order of the Arrow Committee and as stated in the latest edition of the OAHB.
- Section E: Vigil membership. The selection of Vigil candidates will follow the basic guidelines of the OAHB and established National Policy.
- Section F: There will be no honorary membership in this Lodge or in the Order of the Arrow. No Arrowman will be allowed to continue membership In the Lodge and in the Order of the Arrow who is not registered with the Boy Scouts of America.

**Article III Officers of the Lodge**

- Section A: Lodge Officers
- Lodge Chief: Shall preside at all meetings of the Lodge. He is directly responsible for the operation of the Lodge; he also serves on the Council Executive Board as the council's top youth representative. He appoints non-elected members of the (Lodge Executive Committee), including Committee Chairmen and Directors.

Lodge Vice Chief: Shall perform duties as assigned by the Lodge Chief, and shall oversee the operations of the Committee Directors. The Vice Chief shall preside in the absence of the Lodge Chief.

The Vice Chief oversees the operation of the Activities Director, Inductions Director, and BSA Director.

- a. Activities Director: Oversees the operation of Activities, Services, and Beyond the Lodge Committees. At the discretion of the Lodge Chief, other committees may be created which will report to the Vice Chief. The director may also be the chairman of one of those committees.
- b. Inductions Director: Oversees the operation of Inductions, Brotherhood, Vigil, and Ceremonies committees. At the discretion of the Lodge Chief, other committees may be created which will report to the Activities Director. The director may also be the chairman of one of those committees.
- c. BSA Director: Oversees the scheduling of OA elections and Boy Scout Camp Promotions, as well as the training and operation of Troop Representatives. At the discretion of the Lodge Chief, other committees may be created which will report to the BSA Director. The director may also be the chairman of one of those committees.

Lodge Secretary: Shall see that notices of meetings and (Lodge Executive Committee) meetings are sent to all concerned and will handle other correspondence as assigned by the Lodge Chief. He shall also see that proceedings of the Lodge and (Lodge Executive Committee) meetings are recorded, and he will be responsible for maintaining membership records. He will oversee committees assigned to him by the chief, as well as also oversee the Communication Department. He is directly responsible to the Lodge Chief.

Lodge Treasurer: Shall see that an annual Lodge Budget is prepared through the (Lodge Executive Committee). He shall also see that financial statements are prepared as needed for the (Lodge Executive Committee). He shall keep the (Lodge Executive Committee) aware of the income and expenditures of the Lodge and their adherence to the Lodge budget. He will oversee committees assigned to him by the chief; as well as oversee the Financial Department He is directly responsible to the Lodge Chief.

**Section B: Election of Officers**

1. Lodge officers shall be elected by simple majority vote of the youth members present at the Fall Fellowship. The date and time of the election will be determined by the (Lodge Executive Committee).
2. Nominations: In order to be placed on the ballot for a position, a youth must submit a petition with the signatures of 12 active youth Order of the Arrow members within Pachsegink Lodge, and must have the approval of the Lodge Advisor. There shall be no write-ins.
3. After the election, the newly elected officers shall have an opportunity to be trained and to prepare for the administration of Lodge business. The newly elected officers will be installed at the Winter Banquet. The term of office shall run from Winter Banquet to the following Winter Banquet.

**Article IV Executive Board and Operating Committees**

**Section A: Executive Board**

1. The (Lodge Executive Committee) will be composed of the elected Lodge officers, the Immediate Past Lodge Chief, Lodge operating committee chairmen, the Lodge Adviser, the Lodge Staff Adviser, Associate Lodge Advisers, and all other advisors appointed by the Lodge advisor.
2. The (Lodge Executive Committee) of this Lodge Shall hold monthly meetings, except in the months of July and August. The location of these meeting must be within the geographic council boundaries or at a council-owned property
3. The Lodge Chief may call special meetings of the ((Lodge Executive Committee) at any time but must give one week's notice and contact all members of the (Lodge Executive Committee).

4. The voting members of the (Lodge Executive Committee) shall be all elected youth officers, currently active committee chairmen and their duty appointed committee members, troop representatives and the past Lodge Chief, provided he is under twenty one years of age. The Lodge Chief shall only vote in the event of a tie. No one over the age of 21 shall have a vote on (Lodge Executive Committee)
5. In the event of the removal of any officer by the (Lodge Executive Committee), the decision must be by simple majority of, all Officers and Committee Chairman, of the (Lodge Executive Committee), excluding the Officer in question. The Lodge Chief may not vote. In the event that the Lodge Chief is being removed, the Vice Chief may not vote. The Scout Executive retains the authority to remove any officer.
6. In the event of the resignation, the Lodge Chief shall appoint a replacement with the approval of the Lodge Executive Committee. In the event that the Lodge Chief must be replaced, he will be replaced by the Vice Chief by a simple majority vote of the Lodge Executive Committee. The new Chief then appoints a new, Vice Chief with the approval of the majority Lodge Executive Committee as well as approval of the Lodge Advisor.

Section B: Operating Committees

1. The Lodge Chief shall appoint such Lodge operating committees that may be required for the operation of the Lodge with the approval of the Lodge Adviser.
2. The Lodge Chief may remove a committee chairman with the approval of the Lodge Adviser.

#### **Article V Lodge/Committee Meetings**

- Section A: There will be a minimum of at least three Lodge events scheduled by the Lodge. These events will be the Spring Fellowship, Fall Fellowship, and the Winter Banquet. A Lodge meeting may be held during each of these Lodge events to conduct business of the Lodge.
- Section B: Each meeting will be opened with the Obligation of the Order of the Arrow and will be closed with the "OA Song".
- Section C: Voting of Lodge matters is restricted to registered youth members of the (Lodge Executive Committee), defined as elected youth officers or (Lodge Executive Committee) members appointed by the Lodge Chief, committee members, and troop representatives. All voting members must be under twenty one years of age.
- Section D: A quorum of 3 of the 4 elected officers of the (Lodge Executive Committee) is needed to conduct business.
- Section E: Approval of the (Lodge Executive Committee) is defined as a simple majority of the voting members present consenting.
- Section F: All Lodge and (Lodge Executive Committee) meetings shall be conducted under the procedures outlined in Roberts Rules of Order.
- Section G: Each Lodge operating committee will meet on their own to decide what they will do and make progress toward their goals. The committee chair shall furnish a report to the Lodge Executive Committee at each month's meeting describing the progress and activities of his committee over the past month

#### **Article VI Finances**

Section A: Dues

1. Annual Lodge dues, amount set by the Lodge Executive Committee are due no later than January 31-

2. Dues paid after January 31 is subject to a late payment charge.
3. Inactive members may not participate in any Order of the Arrow activities, until the person pays their dues.
4. Any OA member from another Lodge who wishes to transfer membership into Pachsegink Lodge #246 must show proof of membership in the OA. The (Lodge Executive Committee) reserves the right to request a letter of transfer from the member's original lodge. Any OA member transferring into Pachsegink Lodge will pay the annual sum set by the (Lodge Executive Committee).

**Article VII Administration Authority**

- Section A: Decisions of the Lodge Executive Committee shall be considered final and binding upon the Lodge and its members, excepting as detailed in additional sections of this Article.
- Section B: Decisions of the Lodge Executive Committee are subject to the approval of the Key 3, and may be overruled by the Lodge Chief, Lodge Adviser, or Staff Adviser.
- Section C: Decisions of the Lodge Executive Committee and the Key 3 are subject to the approval of the Scout Executive, and may be overruled by the Scout Executive.
- Section D: The Camp Director, Lodge Adviser, Staff Adviser, and Lodge Chief will appoint a Summer Camp Chief for council operated summer camp(s). The Summer Camp Chief should have at least one camp season of tenure prior to his appointment. He is responsible for all Order of the Arrow activities at summer camp for the camping season. The Summer Camp Chief will be briefed on the objectives of the Executive Board before the camp season.
- Section E: The Key 3 is defined as the current Lodge Chief, current Lodge Adviser, current Lodge Staff Adviser.
- Section F: All National Order of the Arrow Polices will supersede any Pachsegink Lodge Polices.

**Article VIII Amendments to the Operational Policies**

- Section A: All proposed amendments will be submitted in writing to the Lodge Chief for submission and debate at the next meeting of the (Lodge Executive Committee). Copies of the proposed changes will be distributed to the (Lodge Executive Committee) members at least 14 days prior to the next (Lodge Executive Committee) meeting for reading, consideration, and debate.
- Section B: The proposed changes and amendments to the Operational Policies will be voted upon by the (Lodge Executive Committee) at the next meeting of the (Lodge Executive Committee). In order for the change to be approved, it must receive at least two-thirds (2/3) approval of those present and voting. This is restricted to the: lodge officers, directors, committee chairman, and the immediate past chief if he is under the age of 21.