

**Order of the Arrow**

# **Michigamea Lodge 110 WWW**

**Calumet Council  
Boy Scouts of America**

## **Lodge Constitution**

**Revised April 2010**

## **By-Laws and Operating Procedures**

**Revised April 2009**

Lodge Constitution was ratified at a Special Lodge Meeting held April 5, 2010 at Wilber Wright Middle School, Munster, IN.

By-Laws and Operating Procedures were ratified at the Special Lodge Meeting held April 6, 2009 at Wilber Wright Middle School, Munster, IN.

## **TABLE OF CONTENTS**

### **LODGE CONSTITUTION**

	Mission Statement .....	2
Article I	– Name and Affiliation of Lodge .....	2
Article II	– The Lodge Executive Committee .....	2
Article III	– Chapters .....	3
Article IV	– Officers, Their Election and Duties .....	3
Article V	– Amendments.....	6

### **LODGE BY-LAW'S AND OPERATING PROCEDURES**

Section I	– Meetings .....	7
Section II	– Membership .....	7
Section III	– Dues.....	8
Section IV	– Brotherhood Membership .....	8
Section V	– Vigil Honor .....	8
Section VI	– Lodge Service Award.....	9
Section VII	– Lodge Flap Patches.....	9
Section VIII	– Chikara Yasuda Fund .....	10
Section IX	– OA Troop and Team Representative Program.....	10
Section X	-- Founders Award .....	11
Section XI	- Red Squirrel Award.....	11
Section XII	– Amendments.....	11

# LODGE CONSTITUTION

(Revised: October 1981, January 1986, March 1997, March 2004, and April 2009)



**MISSION:** The mission of this lodge is to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the council through positive youth leadership under the guidance of selected capable adults.

## ARTICLE I – NAME, AFFILIATION OF LODGE, AND GENERAL PROVISIONS

1. The name of this Lodge of the Order of the Arrow shall be Michigamea Lodge 110 WWW
2. This Lodge shall be affiliated with Calumet Council, Inc. (Council No.152), Boy Scouts of America and shall be under the supervision of the appropriate division and the administrative authority of the Scout Executive.
3. The Totem of the Lodge shall be the Red Squirrel.
4. The Standard of this Lodge shall be the colors green and white.
5. This Lodge shall be under the supervision of the National Executive Committee of the Order of the Arrow. All directives, suggested procedures, and policies of the National Committee will be incorporated into this Lodge's program.
6. All Order of the Arrow funds (Lodge and Chapter) shall be handled through the council service center and go through all normal council accounting procedures.
7. Only dues paid Arrowmen under the age of 21 may vote in matters of lodge business.

## ARTICLE II -- THE LODGE EXECUTIVE COMMITTEE

1. The Lodge Executive Committee, under the direction of the Lodge Chief and in cooperation with the Staff and Lodge Adviser, is responsible for developing and executing a program for the Lodge and developing all Lodge policy. All Lodge business and financial matters are handled by the Executive Committee. The Executive Committee is composed of: the elected youth Lodge Officers, Chapter Chiefs and Advisers; Lodge Committee Chairmen

and Advisers; the immediate past Lodge Chief; the Staff/Lodge/Associate Lodge/Finance Advisers, and the Scout Executive (Supreme Chief of the Fire).

2. Anyone may discuss, make and second motions, but only the Executive Committee members under twenty-one years of age may vote on motions.
3. The Lodge Executive Committee will meet at least four times during the operating year.

### **ARTICLE III -- CHAPTERS**

1. The Lodge shall be divided into Chapters as necessary to provide a means of enacting the Lodge's program. The Lodge Executive Committee will determine the number and arrangements of the Chapters at the end of each operating year. The Chapter names shall be voted on by the Chapter youth membership, subject to the approval of the Lodge Executive Committee. Each Chapter shall come under the supervision of the related District Committee and District Executive(s).
2. Each Chapter shall have a Chief, Vice-Chief, and Secretary/Treasurer, all under twenty-one years of age for the entire term of office. The Chapter officers are elected by the Chapter membership.
3. The Chapter Chief is to appoint a chairman to each of the Chapter operating committees, which shall be the same as the operating committees of the Lodge.
4. The Chapter Chief shall preside at the Chapter meetings. He and the Chapter Adviser should schedule at least four (4) meetings during the operating year.

### **ARTICLE IV -- OFFICERS, THEIR ELECTION AND DUTIES**

1. The elected officers of this Lodge shall be the Lodge Chief, Lodge Vice-Chief of Committees, Lodge Vice-Chief of Chapters, Lodge Vice-Chief of Inductions, Lodge Secretary, and Lodge Treasurer. They shall be youth members under twenty-one years of age during their entire term of office. In case of the absence of the Lodge Chief, the Vice-Chief of Committees shall act in his place. In the event that both the Lodge Chief and Vice-Chief of Committees are unavailable, the Lodge Adviser shall select a Lodge Officer to act in their place.

2. Lodge and Chapter Officers shall be elected by a majority vote (51% of the votes cast) of the voting members at the Spring Fellowship (or Spring Activity). The terms of office for the new Lodge and Chapter Officers shall begin with their induction at the Lodge Meeting at the Spring Fellowship (or Spring Activity). It shall be the duty of The Lodge Officer Nominating Committee to nominate at least one candidate for each Lodge Office to be filled. Furthermore, the Lodge Officer Nominating Committee must present its nominations to the Lodge Executive Committee no later than its April meeting.
  - A. Likewise, the Chapter Officer Nominating Committee shall make nominations for all chapter officers to their Chapter membership for consideration at their Chapter meeting held during or prior to the Spring Fellowship (or Spring Activity.) Before the election of Chapter Officers, additional nominations from the floor shall be permitted. All Chapter elections must be completed by the end of the Spring Fellowship (or Spring Activity).
3. Any eligible member who is not nominated by the Lodge Officer Nominating Committee and wishes to run for any elected Lodge Office may be nominated to any one Lodge Office by submitting a petition signed by 15 voting members and stating the office being sought. The petition must be presented to the Lodge Chief Ten days prior to the Lodge election. The candidate may not change the office he is running for after the petition has been presented to the Lodge Chief. Furthermore, the signers cannot sign more than one petition for the same office. Signers must be active (dues paid) members. )
4. Voting will be done by a secret ballot prepared in advance of the election. A non-partisan committee designated by the Lodge Chief/Adviser on the day of the election will count the votes.
  - A. In case of a tie, a re-ballot will be taken using only the names of the tied candidates. Should a second tie occur, the process would be repeated until the tie is resolved.
  - B. All nominees for lodge and chapter offices shall be treated equally in all publications of the lodge and at all meetings of the lodge.
5. The Scout Executive shall appoint the Lodge, Associate Lodge, Chapter, Associate Chapter, and Lodge Committee Advisers on an annual basis.
6. The Lodge and Chapter Chiefs shall appoint such committees and chairman as may be required from time to time. All Chairmen must be under twenty-one years of age for the

entire term of their tenure. Likewise, the Lodge and Chapter Chiefs may remove any committee members and chairman who do not do their job or live up to the standard of behavior of a member of the Boy Scouts of America and the Order of the Arrow.

7. No person will hold two lodge offices concurrently. However, a lodge officer may hold a chapter committee chair position.
  
8. In the event that an elected Lodge Officer or Chapter Officer shall commit gross misconduct inconsistent with the standard of behavior of a member of the Boy Scouts of America and the Order of the Arrow, or shall fail to perform the duties of his office after being warned by the Lodge Adviser/Chapter Adviser, he shall be subject to removal from office in accordance with the following procedures.
  - A. A petition to remove the Lodge or Chapter officer, which specifies the reason(s) for his removal, is signed and agreed to by three Lodge Officers, and which is signed by at least 15 active dues-paying youth members of the Lodge, shall be submitted to the Lodge Adviser. The Lodge Adviser will forward the petition to the Lodge Staff Adviser and Supreme Chief of the Fire and thereafter convene a meeting with the youth officer in question to review the merits of the petition. In the case of a Chapter Officer, the Chapter Adviser shall be a part of the meeting with the Chapter Officer. Following such meeting, the Supreme Chief of the Fire, the Lodge Adviser and the Lodge Staff Adviser shall determine whether to remove the officer or to allow the officer to continue the term of his office.
  
- 9 Any officer position that is left vacant for a partial term for any reason shall be filled by election at a Special Lodge or Chapter Meeting called for the purpose of filling the vacancy. Nominations from the floor shall be allowed for the filling of the vacant office and any current lodge or chapter officer shall be allowed to run for the office. If a current lodge officer is elected, at the same meeting their office will be filled by election. If a chapter officer is elected, then their office shall be filled at a special chapter meeting called to fill the vacant office. All nominees must meet all requirements for the office, be dues paid members, and should meet with the Lodge Adviser prior to the meeting to go over the duties and responsibilities of the office they are seeking. Notice of the special lodge or chapter meeting to fill a vacant office shall be sent by mail or email at least 10 days prior to the meeting and shall be posted on the lodge web site.

## **ARTICLE V -- AMENDMENTS**

1. The preceding articles of the Constitution shall be subject to amendment at any regular or special meeting of the Lodge provided such amendment has been submitted, in writing, to the Executive Committee and the membership 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 such a meeting by mail or email. A two-third (2/3) vote of the members present shall be required.
2. In the event, a situation may arise, any part or whole of certain sections of the Constitution may be waived for a specific purpose at a regular or special Lodge Executive Committee meeting. A four-fifths (4/5) vote is required of those present. Publication to all members will be required stating the specific purpose of the action, by mail or email.
3. Any future changes in policies, either recommended by the National Committee of the Order of the Arrow or Calumet Council, shall automatically be incorporated into the Lodge Constitution and By-laws.
4. All By-law's are subject to the approval of the Scout Executive. The By-laws and Constitution shall become effective immediately after ratification in either part or whole.

# LODGE BY-LAWS AND OPERATING PROCEDURES

(Revised February 2005 and April 2009)

## SECTION I -- MEETINGS

1. The Lodge Executive Committee shall schedule Lodge events and Lodge Meetings.
2. Special meetings of the Executive Committee or the Lodge may be called by the Lodge Chief or the Scout Executive. Special meetings of a chapter can be called by the Lodge Chief, Chapter Chief, or Scout Executive. When a special meeting is called notice of said meeting must be sent to the membership at least 10 days prior by mail or email, and posted on the Lodge web site.
3. A Quorum (for voting purposes only) shall consist of seven voting members and two adult members.
4. Rules of Order: Parliamentary Procedures and Robert's Rules of Order shall govern proceedings of all meetings, except where some conflicts exist with the Lodge's Constitution, By-laws, or any National Policy.

## SECTION II -- MEMBERSHIP

1. The requirements for membership in this Lodge are stated in the current printing of the Order of the Arrow Handbook, Guide to Inductions, and Guide to Officers and Advisors.
2. The Ordeal and all ceremonies shall be conducted in strict accordance with the current edition of the Order of the Arrow Handbook, Ceremonial pamphlets, Guide to Inductions and/or Guide to Officers and Advisors.
3. The Lodge Executive Committee shall determine when unit elections will be conducted. The decision for the upcoming year must be made by December 1<sup>st</sup>.
4. Any person that has completed the Ordeal in any lodge is considered a member of the Order of the Arrow. Any person that has completed the Ordeal, who is a current registered member of the Boy Scouts of America in the Calumet Council, and has paid the current

years dues (or paid lifetime dues), is a member in good standing of Michigamea Lodge 110 WWW.

5. An Order of the Arrow member who has not paid dues in more than 24 months, and is a member of the Calumet Council, Boy Scouts of America in good standing, can become a member in good standing of this lodge by paying the current year's dues and last year's dues to the lodge.

### **SECTION III -- DUES**

1. The Lodge Treasurer or his designee shall collect dues of the Lodge in an amount determined yearly by the Lodge Executive Committee. The Lodge Executive Committee shall determine this amount at least three months before the start of the fiscal year. The Lodge's fiscal year shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.
2. There shall be an induction fee of the dollar amount for yearly National, Region, and Section per person dues plus one half of the remaining balance of the yearly Lodge dues after subtracting the yearly National, Region, and Section per person dues included in the price of the Ordeal Candidate Fee to cover the balance of the current year's dues.

### **SECTION IV -- BROTHERHOOD MEMBERSHIP**

1. Completion of the Brotherhood membership shall be in accordance with the latest edition of the Order of the Arrow Handbook and Guide to Officers and Advisors. A Brotherhood Hike shall be conducted as a part of each Brotherhood workshop and ceremony that is conducted.

### **SECTION V -- VIGIL HONOR**

1. Attainment of the Vigil Honor shall be in accordance with the requirements set forth in the current edition of the Order of the Arrow Handbook and Guide to Officers and Advisors. A Vigil Nominating Committee will elect Vigil candidates. This committee shall include all the youth Vigil members in the Lodge plus any adult Vigil members authorized by the Lodge Adviser (a minimum of two adults must be present at all the Vigil meetings). Only members under the age of 21 years shall have a vote. If the Lodge has less than four youth Vigil members, the Lodge Chief shall appoint one youth representative (who is ineligible for Vigil) from each Chapter as a voting member of the Vigil Committee, to attend all meetings with

full privileges. The Vigil Nominating Committee shall be headed by the Lodge Chief (if he is a Vigil) or his appointed youth Vigil member. A quorum for the Vigil Nominating Committee Meeting is four youth voting members present. All other procedures will be determined by the Committee, providing all National guidelines are followed and all work is completed 60 days prior to the Fall Fellowship, unless special circumstances preclude such induction in which case a special ceremony may be held with the approval of the Vigil Nominating Committee. Vigil candidates who successfully completed the Vigil will be honored publicly at the Lodge's Winter Banquet and Meeting.

## **SECTION VI -- LODGE SERVICE AWARD**

1. The Michigamea Lodge Service Award shall be presented yearly at the Winter Banquet to members who have given outstanding service to the Lodge, Chapter, Unit, District, Council, or community. All nomination for this award must be dues paid members of the lodge. At no time will the Michigamea Service Award and flap patch be given more than one per member.
2. The voting members of the committee shall be selected by each Chapter Chief appointing one youth to the committee. The Lodge Chief shall appoint one youth to serve as chairman and one youth who is a voting member of the committee. All members of the committee should hold the Lodge Service Award, but if they don't have the award they shall be ineligible for the award for that year. The Lodge Adviser, with approval of the Supreme Chief of the Fire, shall appoint an Adult Adviser to the Lodge Service Award Committee and one other adult to be present at all meetings of the committee, but without any voting rights. The committee shall select the recipients of this award at least 30 days prior to the Winter Banquet. A quorum shall be four voting members.

## **SECTION VII -- LODGE FLAP PATCHES**

1. The Michigamea Lodge flap patch will be sold in unlimited quantities (unless supplies prohibit this) to any member presenting a current dues card.
2. The Michigamea Brotherhood and Vigil flap patch will be sold in unlimited quantities (unless supplies prohibit this) to any Brotherhood or Vigil member of our Lodge presenting a current dues card.

3. Flap patches will be sold only at times designated by the Lodge Treasurer. At all times a current dues card must be presented or there will be no sale.

#### **SECTION VIII -- CHIKARA YASUDA FUND**

1. The Chikara Yasuda fund is the responsibility of the Chikara Yasuda Committee. The Chikara Yasuda Committee shall consist of the Lodge Camping Promotion/ Chairman, three members appointed by the Lodge Chief, and the Lodge Chief--each having one vote. A quorum shall consist of four voting members and one adult Adviser.
2. The Chikara Yasuda Scholarship will be presented to a deserving Scout to honor the memory of Chikara Yasuda, the international Scout at Kishwaukee Reservation. The fund will finance the Scout's summer camp experience at a Scout Reservation. It will be awarded on the basis of the Scout's record and achievements in Scouting.
3. It is the responsibility of the Lodge to finance at least one Scout's summer camp experience each year. Donations will be accepted to allow for the expansion of this program. A strict accounting of the Chikara Yasuda Scholarship Fund will be kept by the Lodge Treasurer.
4. Applications must be submitted by May 1<sup>st</sup> in order to be considered for this award. Applications must be registered Scouts and active in their units for the past 12 months. Applications must include an advancement record and the Scoutmaster's approval.
5. An honorary plaque will be maintained at the council office showing the recipients of the award.

#### **SECTION IX – O.A TROOP AND TEAM REPRESENTATIVE PROGRAM**

1. The Troop and Team Representative Program will be used to encourage a representative from each troop to Chapter meetings and activities. The Troop or Team Representative is an Arrowmen who will bring information about Chapter and Lodge Activities back to his unit. This program will be conducted under the rules and procedures designated by the National Order of the Arrow Committee.

## **SECTION X – FOUNDERS AWARD**

1. The selection of Founders Award recipients shall be in accordance with the requirements and policies set forth by the National Order of the Arrow Committee and the current edition of all National publications. A Founders Award Nominating Committee will select Founders Award recipients. The voting members of the committee shall include all youth Founders Award recipients in the Lodge, plus the Lodge Chief and each Chapter Chief may each appoint one youth to the committee who are not Founders Award Recipients. Any youth so appointed shall have full voting privileges, but will be ineligible for the award for the year he serves on the committee. The Lodge Chief shall appoint from the members of the committee one youth to serve as chairman. The Lodge Adviser, with approval of the Supreme Chief of the Fire, shall appoint an Adult Adviser to the Founders Award Committee and one other adult to be present at all meetings of the committee but without any voting rights. All nominees must be dues paid members of the lodge. The primary basis to be considered for selection of this award is service to or through the lodge. A quorum shall be four voting members. The Committee, providing all National guidelines are followed and all work is completed 90 days prior to the Winter Banquet, will determine all other procedures.

## **SECTION XI – RED SQUIRREL AWARD**

1. The Lodge Executive Committee shall have the option each year of presenting the Red Squirrel Award. This award is presented at the Winter Banquet or another event where appropriate for the recipient. The Award is to honor a person that has given outstanding support and service to our lodge. Recipients are either non-Scouters or Scouters who are not members of the Order of the Arrow, and unlikely to become members in the near future. This service may take many forms and should involve a significant period of time, as opposed to a single event. Nominations will not be considered for posthumous awards. The award shall consist of a plaque and a red squirrel hanging from a bright red ribbon.

## **SECTION XII -- AMENDMENTS**

1. The Lodge By-laws shall be subject to amendment at any regular or special meeting of this Lodge or Executive Committee. A majority vote of those present is required to amend.
2. In the event, a situation may arise, any part or whole of certain sections of the Constitution and By-laws may be waived for a specific purpose at a regular or special Lodge Executive

Committee meeting. A two-thirds (2/3) vote is required of those present. Publication to all members will be required stating the specific purpose of the action, by mail or email.

3. Any future changes in policies, either recommended by the National Committee of the Order of the Arrow or Calumet Council, shall automatically be incorporated into the Lodge Constitution and By-laws.
4. All By-law's are subject to the approval of the Scout Executive. The By-laws and Constitution shall become effective immediately after ratification in either part or whole.