

Illinek Lodge #132 Bylaws

Article I Name & Affiliation

The name of the organization is Illinek Lodge #132, Order of the Arrow. The Lodge is affiliated with the Abraham Lincoln Council, Inc.144, Boy Scouts of America.

Article II Officers

Section 2-1. The elected officers of the Lodge are the Chief, the Vice Chief, the Secretary, and the Treasurer. Elected lodge officers shall be elected by the youth membership at the Lodge annual meeting. All officers shall serve from their installation until the installation of their successors. All officers shall be under 21 years of age during the entire term of office.

Section 2-2. In the absence of the Lodge Chief, the order of succession shall be the Vice Chief, the Secretary, and the Treasurer. The duties of the Chief may be performed by one of these individuals in the absence of the Chief.

Section 2-3. Deputy Chiefs may be appointed by the Lodge Chief-elect immediately following the election, in consultation with the Lodge Advisor and Staff Advisor.

Section 2-4. If the Lodge Chief determines the Vice Chief, a Deputy Chief, the Secretary, the Treasurer, a Committee Chairman, a Chapter Chief, or the Vigil Honor Secretary is incapable of fulfilling the duties of office, he shall appoint another Lodge member to that position. Appointments to an elected Lodge office shall be approved by simple majority of the Lodge executive committee.

Section 2-5. If a two-thirds majority of the full voting membership of the Lodge executive committee, with the approval of the Lodge Advisor and Staff Advisor, determines that the Lodge Chief has become incapable of fulfilling the duties of his office, or if the officer resigns, the order of succession shall apply. In this case the Vice Chief would automatically assume the duties of the Chief. Should the Secretary and Treasurer be unwilling or unable to assume the duties of the Chief they would remain in their elected office. If a vacancy cannot be immediately filled by the order of succession, the Supreme Chief, Staff Advisor and Lodge Advisor may appoint an Acting officer to fulfill the duties of the position until the Lodge executive committee acts or the next lodge election is held.

Article III Lodge Executive Committee

Section 3-2. The Lodge executive committee shall consist of the lodge officers, standing committee chairmen, the Immediate Past Chief, the Lodge Advisor, the Staff Advisor, council Scout Executive. Chapter Chiefs, Chapter Advisors, and the Vigil Honor Secretary, if those

positions are utilized, shall also serve as members of the Lodge executive committee. The Lodge Chief is chairman and shall preside over all meetings of the Lodge executive committee. Only members under the age of 21 may vote on the Lodge executive committee. At least one officer must be present for an executive committee meeting to be held.

Section 3-2. The calendar of Lodge meetings and activities shall be established by the Lodge executive committee.

Section 3-3. The Lodge executive committee shall establish the policies of the Lodge.

Section 3-4. For purposes of a quorum, 1/3 of the voting members of the Lodge executive committee must be present at any meeting in which business shall be conducted.

Article IV Committees

Section 4-1. The Lodge executive committee shall have the authority to create and dissolve the committees of the Lodge. The Lodge Chief shall appoint the Committee Chairmen and Deputy Chairmen. The term of office for the Committee Chairmen and Deputy Chairmen is from the time of appointment through the next installation of officers.

Section 4-2. The Lodge Chief shall have the authority to create and dissolve ad hoc committees for the purpose of carrying out specific assignments. The Lodge Chief shall appoint all ad hoc committee chairmen and members.

Section 4-3. The Lodge Chief may appoint an Arrowman to serve as Camp Chief to represent him and to coordinate all Lodge affairs at council summer camp.

Section 4-4. Prior to the Lodge annual meeting each year, the Lodge Chief shall appoint an ad hoc officers nominating committee to handle all business regarding the election of officers. The officers nominating committee's responsibilities shall be to ensure that at least one Lodge member is nominated for each elected office, obtain a completed application from each candidate pursuing an elected Lodge office, make candidates aware of election rules and procedures, and conduct the election of officers. No Lodge member serving on the officers nominating committee may be considered for any elected office.

Section 4-5. The Lodge Chief shall appoint an ad hoc Vigil Honor nominating committee once each Lodge year for the purpose of nominating Lodge members for reception of the Vigil Honor. The Lodge Chief may appoint a Vigil Honor Secretary to coordinate all business pertaining to the Vigil Honor in the Lodge. The committee shall consist of at least two and no more than three youth members and one adult member of each chapter or district, the Recognitions Committee Advisor (or Vigil Secretary) and the Lodge Advisor. Adults will have no vote in the nomination process. Youth members need not be a Vigil, but must also not be eligible for nomination or waive nomination while serving on the committee. The committee may seek written or oral comment from any lodge member for discussion in the open session. Voting for nomination will

then be conducted in closed session with only the members of the committee in attendance.

Section 4-6. The Lodge Chief shall appoint an ad hoc Founders Award nominating committee once each year for purpose of reviewing and if desired nominating worthy members to receive the Founders Award. The committee shall be chaired by the Recognitions committee chairman. Members should be youth who have received the award if possible with at least one representative of each chapter or district.

Section 4-7. Each committee shall have a Chairman and a Deputy Chairman. In the absence of the Chairman, the committee's Deputy Chairman shall perform the duties of the Chairman.

Section 4-8. The standing committees (voting) on the Lodge executive committee shall be minimally: Camping Promotion, Recognitions, Ordeal Affairs, Brotherhood Affairs, Publications, Service, Unit Support, Ceremonies, and Native American Affairs. Ad hoc committees and Deputy Chiefs if used shall be non-voting representatives to the Lodge executive committee.

Article V **Advisors**

Section 5-1. The Scout Executive, as the Supreme Chief of the Fire, is the final authority of the Order of the Arrow within the council and shall ensure that the Lodge adheres to national policy.

Section 5-2. The Scout Executive shall appoint the Lodge Advisor and Staff Advisor. Chapter advisors, if the chapter program is utilized, shall also be appointed by the Scout Executive. The Lodge Advisor shall appoint Associate Advisors, standing Committee Advisors, and ad hoc Committee Advisors.

Section 5-3. Each youth leader shall have an adult counterpart who shall advise him. All ad hoc committees shall have an advisor serving on the committee.

Section 5-4. The term of advisors is from the time of appointment through the following installation of officers.

Article VI **Membership, Meeting, Insignia**

Section 6-1. The requirements for membership, completion of Brotherhood membership, and attainment of the Vigil Honor in this Lodge are as stated in the current edition of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisors. To remain a member of this Lodge, a member must be registered with the Abraham Lincoln Council, Boy Scouts of America. Procedure for the Ordeal shall be as stated in the Order of the Arrow Handbook and the Administration Guide for the Ordeal.

Section 6-2. In August or September of each year, the Lodge shall hold an annual meeting for the

purpose of electing officers and conducting other business.

Section 6-3. Special meetings of the Lodge or its executive committee may be called by the Lodge Chief, with the approval of the Lodge Advisor, or the Supreme Chief of the Fire. Proper notice must be given to all of the members expected to attend a special meeting prior to that meeting.

Section 6-4. The Lodge Chief is chairman and shall preside over all meetings of the Lodge. At least one officer must be present for any Lodge business meeting.

Section 6-5. Only members under 21 years of age shall vote on any Lodge matter.

Section 6-6. The Lodge shall produce a Lodge emblem, totem, and thong.

Section 6-7. Each registered member of the Lodge may wear the Lodge emblem, totem, thong, and other items created by the Lodge for members to display.

Section 6-8. The Lodge executive committee shall have authority to create and abolish other items signifying Lodge membership, to alter the design of items signifying Lodge membership, to create special awards for recognition of Lodge members, and to alter any rules and requirements that govern such items and awards. The Lodge membership must be made aware of changes in any rules and requirements that govern the display or procurement of items signifying Lodge membership.

Article VII **Finances**

Section 7-1. Each member inducted into this Lodge shall pay at the time of his induction a fee to cover his initiation expenses and his first year's dues. The first year's dues for new members cover payment through the end of the fiscal year following that in which he is inducted.

Section 7-2. The amount of dues per member shall be established by the Lodge executive committee. If a member does not pay his dues by December 31 of the current fiscal year, he shall be removed from the membership roster. He may reinstate his membership by payment of the current year's dues. After a member has lapsed one year in dues payment, he shall also pay one year's back dues to be reinstated.

Section 7-3. Within 60 days of the beginning of each fiscal year, the Lodge executive committee shall adopt a budget for the Lodge for the current fiscal year. The budget, as well as any changes, must be approved by a majority of the Lodge executive committee. Whenever practical, individual Lodge, committee, and chapter activities shall be scheduled as self-sustaining events.

Section 7-4. All Lodge funds shall be deposited with the Abraham Lincoln Council, Inc. Boy Scouts of America, for handling in accordance with generally accepted accounting principles.

Vouchers for disbursements from Lodge funds must be approved by the Lodge or Staff Advisor. Individual committees and chapters may not administer funds separate from the Lodge.

Article VIII **National Policies, Amendments**

Section 8-1. These rules are subject to the policies of the national Order of the Arrow Committee, and, in case of conflict, national policies shall prevail. The national policies shall be treated as set forth herein to the same extent as if they had been set out in full and any change in national policy automatically amends these rules accordingly.

Section 8-2. These rules may be amended at any regular or special meeting of the Lodge if the proposed amendment is submitted in writing to the Lodge executive committee at least 10 days before the meeting at which the amendments are to be considered, notice of the Lodge meeting at which the amendments will be considered and a copy of the proposed amendment is given to each registered member of the Lodge at least 10 days before that Lodge meeting, and at least two-thirds of the members present and voting at each meeting vote in favor of the adoption of the amendment.

Article IX **Election Procedures and Policies**

Section 9-1. Recommendations for nomination to a lodge office will be sought by the Nominating committee through the lodge newsletter, lodge website, and other means deemed appropriate. Only members in good standing may recommend another member or themselves.

Section 9-2. The Nominating committee may recommend a slate of officers to the annual meeting. This slate will be voted upon before nominations from the floor and if approved, become the officers-elect. If the slate is not approved, nominations from the floor will be sought to include those names proposed on the slate. A second shall not be required for names from the original slate.

Section 9-3. In order to be elected, a candidate must be present for nomination, unless extenuating circumstances exist and this requirement has been waived prior to the election by the Supreme Chief, Staff Advisor or Lodge Advisor.

Section 9-4. Prior to being elected, each candidate shall meet with the Staff Advisor and Lodge Advisor to discuss expectations of the prospective position(s). Each candidate must affirm their willingness to serve for the duration of the year and to meet the expectations of the position(s) sought.

Section 9-4. In order to be elected, a slate or individual nominee must receive a simple majority of the votes cast in the meeting. Absentee voting will not be allowed. Voting should be by paper ballot. The Nominating committee will count the ballots in private and the Lodge Advisor

will announce the results immediately. If no candidate receives a simple majority of the votes cast, a second vote will be conducted between the two candidates with the most votes received. A tie would be broken by a random lottery determined by the Lodge Advisor.