

**CHILANTAKOBA LODGE # 397**  
**ORDER OF THE ARROW - BOY SCOUTS OF AMERICA**  
**Southeast Louisiana Council**

BY - LAWS (Effective December 5, 1985)

(Rev. September 17, 1994)

(Rev. October 1995)

(Rev. December 1, 2001)

I. NAME OF AFFILIATION OF LODGE

- A. The name of this Lodge of the Order of the Arrow shall be the Chilantakoba (Brown Pelican) Lodge # 397 - WWW.
- B. The Lodge shall be affiliated with the Southeast Louisiana Council, Boy Scouts of America and be under the supervision of the Council Camping Committee and the administrative authority of the Scout Executive.

II. LODGE TOTEM, PATCH, AND NECKERCHIEF

- A. The Lodge Totem shall be the "Brown Pelican."
- B. The Lodge patch and Honor Neckerchief shall be made according to the design and colors approved by the membership in accordance with the uniform and insignia regulations of the Boy Scouts of America.
- C. The Lodge Honor Neckerchief is bestowed upon no more than ten (10) worthy individuals a year. The Lodge Chief will appoint a selection committee who will abide by the selection rules as stated in the Lodge Administrative Manual. Only one Neckerchief, which may not be sold or traded, maybe given to a selected individual. The sole exception to the single neckerchief limitation shall be only those cases where the neckerchief has become un-serviceable. Replacement procedures in this case shall be as directed in the Lodge Administrative Manual.
- D. Special issue patches and neckerchiefs shall have no restrictions as may be determined by the Lodge Executive Committee.

III. MEMBERSHIP REQUIREMENTS

- A. The requirements for membership in this Lodge shall be as required in the latest edition of the Order of The Arrow Handbook, National Bulletin, or National Policy Statement.
- B. A dropped member shall be restricted from participation in any Lodge or chapter activities, until such time that all dues and delinquent penalties are paid in full. A dropped member is defined as one who has failed to pay his dues as provided for in Article VIII - A of these Bylaws.

#### IV. LODGE OFFICERS, TENURE, CANDIDACY REQUIREMENTS

A. The officers of the Lodge shall be:

- 1) Lodge Chief
- 2) First Vice Chief
- 3) Second Vice Chief
- 4) Third Vice Chief
- 5) Secretary
- 6) Scribe
- 7) Treasurer

B. The term of office for the elected positions cited in Article IV-A above shall run concurrent from January 1 through December 31.

C. In order to qualify as a candidate for any Lodge office, the member must:

- 1) Be under 21 years of age during his entire term of office.
- 2) Be an active member of this Lodge and a registered Scout in good standing with his unit.
- 3) Submit a letter of intent to the Elections Committee as required for in Article V - F.

#### V. ELECTIONS OF LODGE OFFICERS

A. An Elections Committee shall be appointed by the Lodge Chief by the first of the month in which the Fall Pow-Wow is to be held each year. The membership of this committee shall be three (3) Lodge voting members, the Lodge Adviser, and one (1) other adviser appointed by the Lodge Adviser. It shall be the responsibility of this committee to provide each member of the this Lodge, who meets the requirements of Article IV - C with the opportunity: to register his candidacy for office, to review all candidacy applications to determine their eligibility, to supervise the actual election in accordance with these By-Laws and the Lodge Administrative Manual. No member appointed to this committee shall be allowed to seek a Lodge Office.

B. The Lodge officers of this Lodge shall be elected by individual Chapter caucus with each chapter having a maximum of 10 votes spread out among the candidates for each office. The election will be held at the annual Pow-Wow each year. Elected officers will assume office as of January 1 of the next year.

C. There will be no nominations from the floor at any time during the election procedure.

D. A candidate may submit one letter for one elected office. He may not seek any other elected position at the Lodge level if he does not get elected to the position of his choice.

E. In the event no member has filed a candidacy application with the Election Committee for a particular office, that office shall be filled by an appointment by the New Lodge Chief, with the approval of the New Executive Committee.

F. A deadline will be set by the Elections Committee for receipt of all candidacies applications. Any application received after this time will be subject to refusal by the Committee.

## VI. ESTABLISHMENT OF LODGE COMMITTEES

There shall be provisions for three (3) types of committees within the Lodge, in addition to chapter committees. They are:

- A) Lodge Standing Committees
- B) Operating Committees
- C) Adhoc Committees

Lodge Standing Committees are the Vigil Honor Committee, the Brotherhood Committee, the Elections Committee, and the Pelican's Beak Committee. These committees are not directly connected with any Lodge Officer. Chairmen are appointed by the Lodge Chief with the consultation of the Lodge Adviser and are to be approved by the Lodge Executive Committee. The Lodge Chief determines committee Chairmen's tenure of office.

Operating Committees are established by each Vice Chief. These committees are to be established in each Vice Chief's "Plan of Operations." Chairman are appointed by the respective Vice Chief with consultation of the Lodge Chief, however, the chairman and the establishment of the committee must be approved by the Lodge Executive Committee.

Adhoc Committees are established from time to time as needed. Chairmen are appointed by the Lodge Chief with consultation of the Lodge Adviser. In times of emergency, or when time is very important, the chairman need not be approved by the Executive Committee.

## VII. LODGE EXECUTIVE COMMITTEE

- A. The Executive Committee shall be composed of the elected Lodge Officers, the immediate past Lodge Chief, all functioning committee chairman, and all Chapter Chiefs. The Lodge Adviser, the Supreme Chief of the Fire and/or his designated Staff Adviser, Advisers to Lodge Officers, Advisers to functioning committee chairman, and Chapter Advisers are required to attend in an adviser capacity only. This committee shall transact all Lodge business not requiring Lodge membership vote.
- B. Only those members of the Executive Committee who are voting members of the Lodge shall vote at Executive Committee Meetings.
- C. Meetings of the Executive Committee may be called by the Lodge Chief, Lodge Adviser, or Staff Adviser. The Secretary shall notify each member of the Executive Committee at least ten (10) days in advance of the date unless otherwise directed by the Executive Committee.
- D. A quorum of the Executive Committee shall be fifty (50%) percent of the voting members of the committee, however a quorum shall not be required if the provisions of article VII - C above have been met.
- E. If any Lodge or Chapter Officers cannot attend a meeting of the Executive Committee, he shall appoint a voting proxy. The youth officer shall notify the Lodge Secretary of his pending absence and if he has/has not appointed a voting proxy.

## VIII. PAYMENTS TO THE LODGE

- A. The Lodge Executive Committee shall establish annual dues, which shall become due on January 1 each year and become delinquent after January 31 of that same year. Subsequent to that date a penalty fee of one (\$1.00) dollar shall be assessed in addition to the regular dues. This penalty shall apply to members who have been placed on inactive status and are eligible to return to entire status as prescribed in Article III. (This does not include any other charges placed on the membership) Dues may be changed by a 2/3 vote of the Lodge Executive Committee. Any changes made to the dues will take effect on Jan.1of the following year. The Lodge membership must be notified of any changes by or on the Sunday of the Fall Fellowship. Thus any changes to the dues between the Sunday of the Fall Fellowship and January 1 of the immediately following year will not go into effect until January 1 of the next year.
- B. Any member of the Order of the Arrow transferring from a another Lodge, who's dues were paid in the former lodge, only has to pay a one (\$1.00) dollar processing fee for dues paid status in this Lodge, provided the member can render proof of current membership from the former Lodge.
- C. Candidates entering the Order shall pay a proportionate share of dues commensurate with the date of their Ordeal, as well as fees for the Ordeal as determined by the Lodge Executive Committee.
- D. All Order of the Arrow funds shall be handled through the council office and through all normal accounting procedures used by the council. No funds of this Lodge are to be spent without approval from the Lodge Executive Committee.

## IX. ACTIVITIES AND FUNCTIONS

- A. The dates and places of Lodge meetings and functions shall be determined by the Lodge Executive Committee.
- B. If an emergency prevents scheduled elections, a special Lodge meeting shall be called at the earliest available time after fifteen (15) days notice to all members. The elected officers shall continue to function until their successors have taken office, all other provisions of these by-laws notwithstanding.
- C. The Lodge shall perform any and all services requested of it by the Council Scout Office, provided that the service do not separate members from their units to an excess, and shall seek to perform worthy services of its own devising.

## X. LODGE ADMINISTRATIVE MANUAL

- A. The Executive Committee of this Lodge is hereby authorized and directed to publish a Lodge Administrative Manual. The manual shall be implemented for the express purpose of classification of these by-laws and providing rules for all operations of this Lodge in order to achieve continuity of all offices and committees of this Lodge.
- B. The Executive Committee may amend rules to the Lodge Administrative manual by an affirmative vote of fifty (50%) percent plus one of the voting membership of the committee that are present at the meeting (Simple majority). Mailing of the proposed text to members of the committee who are not present is not required.
- C. No amendment is authorized to the Lodge Administrative Manual that is in conflict with these by-laws.

## XI. INTERPRETATION AND AMENDMENT

- A. All prior by-laws and standing rules of this Lodge are hereby repealed.
- B. These by-laws shall be interpreted in view of the policies for the Boy Scouts of America, the Southeast Louisiana Council, and the Order of the Arrow in such a way as to sustain their validity wherever possible. The Lodge Adviser may act as final authority in resolving disputes over interpretation of these by-laws, and, as a last resort, suspend any Article, in whole or part, whenever he, in consultation with the Supreme Chief of the Fire or his authorized representative, determines that his implementation or continuance of the Article represents an immediate major threat to the integrity of this Lodge. In the event this is done the entire Lodge membership must be notified with out delay and advised of this action and the reason for such action. A lodge meeting shall be called as soon as possible to amend or rescind the article or it parts if such action becomes necessary.
- C. Any article, section or clause in these by-laws which is found to conflict with policies of the Boy Scouts of America or the Order of the Arrow shall be null and void: the reminder of these by-laws shall remain in full and effect.
- D. Parliamentary procedures shall be that which indicates common sense and courtesy and in keeping with the individual chairman's ability.
- E. Amendment: These by-laws may be amended as follows:
  - 1) Amendment is initiated by the Lodge Executive Committee majority approval of a petition signed by twenty-five (25) members or ten (10%) percent of active membership, which ever is less.
  - 2) Whenever an amendment is properly initiated the Secretary shall mail the text to each member of the Lodge at least ten (10) days prior to the next scheduled meeting of the Lodge.
  - 3) An amendment shall be adopted by the affirmative vote of 2/3 of the voting membership present at the Lodge meeting.
  - 4) If notice is not given as provided for above, or if the amendment is not properly initiated it is not adopted.

## XII. CHAPTERS

- A. Chapter boundaries are determined by the district boundaries in which the Chapter is located. Chapter boundaries will alter accordingly to match any district realignments or mergers.
- B. Chapters may assess its members for chapter functions in the amount necessary to carry out that activity. The Chapter shall maintain accurate records of receipts and expenditures in such cases and submit copies upon request to the Lodge Chief, Lodge Adviser, and Staff Adviser. A report must be given on the activity at the Lodge Executive Committee meeting immediately following the activity.
- C. Chapters shall not charge dues; however, a Chapter is allowed two (2) fund raising projects per Lodge year. The Chapter fund raising project must follow the normal procedure for fund raising through the Scout Office. Raised funds must be spent immediately. Chapters are NOT allowed to have separate bank accounts. All fundraising projects must be approved by the Lodge Chief, Lodge Adviser, and Staff Adviser.

- D. Chapters shall elect officers and conduct business in accordance with these by-laws and the rules of the Order of the Arrow.
- E. Chapter Elections shall be held within thirty (30) days of Lodge elections and results reported to the Lodge Secretary immediately. If a Chapter fails to hold an election for the office of Chapter Chief in the time allotted, the Lodge Chief in consultation with the Lodge Adviser may fill the vacant office with a member of that Chapter.

### XIII. LODGE AND CHAPTER ADVISERS

Advisers to the Lodge Officers, Committee Chairmen, and Chapter Chiefs are appointed by the Lodge Adviser with the approval of the Supreme Chief of the Fire to serve as advisers to their respective officers during the Lodge year. Each of these advisers (in his designated capacity) represents the Scout Executive at all Scout functions. If, at any time, these advisers do not perform their duty (ies) in a manner exemplary to the principles of the Boy Scouts of America and the Order of the Arrow (including their Council, Lodge, District and Chapter) they will be replaced upon recommendation of the Executive Committee, Lodge Chief, Lodge Adviser, or Lodge Staff Adviser, with the approval of the Supreme Chief of the Fire.

### XIV. FELLOWSHIPS

- A. Ordeal candidates must be at the designated area when the Pre-Ordeal starts. No late arrivals will be accepted after the designated time.
- B. Brotherhood Candidates must be at the event in which there is to be a Brotherhood Ceremony on Friday evening. They must register and remain at the event until the conclusion of the Brotherhood Ceremony. Special exceptions can be made ONLY by the Lodge Chief, Lodge Adviser, or Staff Adviser.
- C. The Elangomats and Advisers will conduct themselves in a manner exemplary to the principles and purpose of the Boy Scouts of America, the Order Of The Arrow, and the by-laws of the Chilantakoba Lodge as specified by the Lodge Chief through his designated Ordeal Master.

### XV. DUTIES OF LODGE OFFICERS

- A. The Lodge Chief shall preside at all Lodge meetings and functions. He shall call and preside over meetings of the Executive Committee. The Lodge Chief has the overall responsibility for the operation of the Lodge, and the timely submission of all reports. He may appoint any operating committees and their chairman, as he may deem necessary, with approval from the Executive Committee. The Lodge Chief shall serve as an ex-officio member of all Lodge Committees. He may assign/delegate additional duties to Lodge Officers and Committee Chairmen, as he may deem necessary.
- B. The First Vice-Chief is responsible for the Lodge Dance Team and ceremonies. He supervises all ceremonies by working with the appropriate chairman or Chapter. He may appoint such operating committees, as he may deem necessary to assist him in these duties, with the approval of the Executive Committee. In the absence of or in the event of removal, suspension, or resignation of the Lodge Chief, he performs the duties of the Lodge Chief until an election is held by the Lodge for this position. (Details are stated in Article XVI)

- C. The Second Vice Chief is responsible for all service projects and makes certain that necessary materials are available. He shall develop and recommend to the Lodge new ways and methods of promoting unit camping, summer camp, high adventure camp, establishing new campsites and other camping activities. He supervises and coordinates all camping promotion done by the Lodge. He may appoint such operating committees, as he may deem necessary.
- D. The Third Vice Chief is responsible for the orientation and training of new members. He shall conduct Training sessions for the Lodge and Chapter officers. He shall be responsible for any additional training duties that may be requested of him by the Lodge Executive Committee. He may appoint such operating committees to assist him with these duties.
- E. The Lodge Secretary shall organize and supervise a Secretary's Committee composed of the Chapter Secretaries/Scribes and volunteers, which shall:
  - 1) Mail notices of Lodge activities to all members within a timely basis.
  - 2) Handle all publications and correspondence of the Lodge and mail all publications and notices required or permitted to be mailed to the membership by these by-laws.
  - 3) Maintain a file containing copies of the by-laws, minutes, correspondence, publications, financial reports, and a roster of the Lodge, which shall be available for inspection. Every member of the Lodge has the right to inspect and copy the above material.
  - 4) Maintain a roster of the Lodge membership and keep the records and mailing labels of same up to date.
  - 5) Verify the current registration of each member at the time of membership renewal.
  - 6) Conduct his office in harmony with the scribe and handle any overlapping duties.
- F. The Lodge Scribe shall:
  - 1) Keep minutes of the proceedings at all Lodge Executive Committee meetings. He shall submit the minutes for approval and review at the following Lodge Executive Committee meeting.
  - 2) Maintain an accurate, up-to-date summary of the Lodge activities during his tenure. After its approval by the Lodge Executive Committee, it is to become a permanent part of the Lodge's historical record.

- G. The Lodge Treasurer shall keep records of all receipts, expenditures, and other financial transactions of the Lodge. He shall acquire a financial statement from the Lodge Staff Adviser before every meeting of the Lodge Executive Committee and give a report on the current status of the Lodge account. The Lodge Treasurer is responsible for a financial committee meeting to plan the Lodge operating budget by the second Lodge Executive Committee meeting of the year. The Lodge Chief, Lodge Adviser, and Staff Adviser must be members of the committee involved in planning the Lodge operating budget. The Lodge operating budget must be submitted to the Lodge Executive Committee for approval. The Lodge Treasurer is also responsible for the operation of the Lodge Trading Post at all Lodge functions. He shall maintain a correct inventory of trading post items for resale at Lodge and Chapter activities. He shall be responsible for and accurate accounting of this material and be prepared to render a report on its status at each Executive Committee Meeting.
- H. All Lodge Officers shall present at the second Executive Committee meeting after his election a detailed plan for carrying out his duties.
- I. If, at any time, there is a problem or conflict between an Officer and his Adviser that the respective Officer his Adviser do not feel they can come to terms on, either of them may request a conference with the Lodge Chief, Lodge Adviser, Lodge Staff Adviser, or when necessary the Supreme Chief of the Fire. This conference shall be kept CONFIDENTIAL and action will be taken to the EXTENT NECESSARY to solve the problem or conflict of ideas.

#### XVI. REMOVAL OF A LODGE OFFICER

The Lodge Executive Committee has the power to remove any Lodge Officer from his position, who, in their eyes, has not performed his duty only after approval of the Lodge Adviser and Staff Adviser. In such cases the following procedures are to be used.

- A. In the event an officer fails to perform his duties or there are other reasons that bring an officers character or abilities into question, the Lodge Chief, Lodge Adviser, and Staff Adviser will council the youth. If no significant improvement is observed, the Lodge Chief may recommend his removal from office.
- B. If it becomes apparent that a Lodge Officer can no longer fulfill the duties of his office, the Lodge Chief, with a 2/3 vote of approval of the Lodge Executive Committee, and the approval of the Lodge Adviser and Staff Adviser, shall declare the office vacant.
- C. If a vacancy occurs in a Lodge office other than that of Lodge Chief, the office shall be filled by an appointment by the Lodge Chief with the approval of the Lodge Executive Committee.
- D. If a vacancy occurs in the office of Lodge Chief, the First Vice Chief shall perform the duties of the Lodge Chief until an election can be held by the Lodge for this position (As directed in Article XV, Paragraph B). The Lodge Executive Committee will call for a special election for the office of Lodge Chief if the amount of time between the removal of the Lodge Chief and the next regularly scheduled election exceeds 120 days.