

## **Pellissippi Lodge By-Laws**

### **Article I: Name and Affiliation**

The name of the Order of the Arrow Lodge, affiliated with the Great Smoky Mountain Council Boy Scouts of America, shall be Pellissippi Lodge 230. This Lodge shall be under the Council Camping Committee and the administrative authority of the Scout Executive.

### **Article II: Officers and Duties**

The Lodge will be governed by the National Order of the Arrow policy, by the Lodge rules, and by the elected officers of the Lodge. These officers shall be the Lodge Chief, two Lodge Vice Chiefs, Lodge Secretary, and Lodge Treasurer. Duties of these officers are as follows:

- A. The Lodge Chief will be responsible for all Lodge functions and will oversee all Lodge activities. The Lodge Chief shall make all decisions on Lodge policy with the advice of the Lodge Adviser.

The Lodge Chief is empowered to remove any Lodge officer who fails in his duties to the Lodge. In this event, he shall fill the vacant position with a qualified Arrowman after consultation with his Adviser.

The Lodge Chief shall represent the Lodge at all national events, such as the National Leadership Seminar, the National Order of the Arrow Conference, and the OA PhilmontTrek, etc.

- B. The Lodge Vice Chiefs will help the Lodge Chief when called upon, and will represent him in his absence from Lodge events.
- C. The Lodge Secretary shall maintain all Lodge Correspondence, membership files, and mailing lists. He will also be responsible for keeping minutes of Lodge and Executive Committee meetings.
- D. The Lodge Treasurer, with the help of the Lodge Finance Committee of which he is the Chairman, shall maintain adequate financial records, corresponding with those of the Council Office and with the Secretary's dues and membership records. With the help of the Lodge Finance Committee, he will also prepare and submit a budget to the Lodge. The Treasurer will also be responsible for keeping an up-to-date inventory of all Lodge Supplies.
- E. The Lodge shall have two Advisers, one volunteer and one professional Scouter, both appointed by the Scout Executive.

### **Article III: Election of Lodge Officers**

- A. The Lodge Officers shall be elected annually in September at the Fall Fellowship. The terms of both the Lodge and Chapter officers shall be one year. The term shall begin on January 1 and end on December 31. Officers may only serve as many as two terms consecutively in both the Lodge and Chapter offices. A term is defined as more than six months—one half of a lodge year.
- B. Nominations for Lodge offices shall be made on official nomination sheets obtainable from the Lodge Secretary. A person nominated by petition for Lodge office shall need the signatures of 25 active Lodge members if he is running for Lodge Chief and 20 signatures for any other office.
- C. There will be no floor nominations at the time of the elections unless there have been no candidates nominated for one or more of the five offices.
- D. Each candidate must submit his completed nomination form to the Scout Office by 4:30PM on August 15 of the year of the election unless the aforementioned date falls on a weekend, in which case the deadline shall be the following Monday. Then, each candidate must have the approval and the verification of the Lodge Chief and the Scout Executive before he may run for office.
- E. A candidate nominated for any office and not elected to that office may not drop down to run for another office with a candidate already nominated for that office.
- F. The votes shall be counted by the Teller Committee. This committee shall consist of five adults and five youth members of the Lodge. These vote counters shall be selected by the Lodge Chief and his adviser with the approval of all candidates. The Lodge Chief shall appoint two youth poll watchers to observe actual voting.
- G. No arrowman serving as a Section, Region, or National Officer may run for Lodge office without resigning from their other office before October 1. No Lodge officer may serve as a Section, Region, or National Officer before resigning his Lodge office. Resignation from the Lodge office must be received in the Council office no later than 30 days following the election of the aforementioned office. If the officer does not resign, his office will be declared vacant and the successor will be appointed by the Lodge Chief.

#### **Article IV: The Election of Lodge Officers**

- A. After all Candidates are verified as qualified, balloting shall be taken for each office separately in the order following: Lodge Chief, Lodge Vice Chief, Lodge Secretary, and Lodge Treasurer.
- B. Every active member under 21 years of age may vote and each candidate must receive over 50% of the total ballots cast before being elected. For Vice Chief, each member will vote for two candidates. The first two candidates to receive over 50% of the vote will become the vice chiefs.
- C. If no candidate receives 50% of the votes cast, a second ballot of the top two candidates of that office will determine the winner. In the case of a tie, a third ballot shall be taken. If a tie should occur again, the Lodge Chief shall cast the deciding vote for the candidate of his choice.
- D. In the event of the resignation of the Lodge Chief, the Executive Committee shall meet and elect the successor within 30 days of receiving the formal resignation.

#### **Article V: The Chapters**

- A. The Pellissippi Lodge shall be divided into one Chapter for each Council district. These Chapters shall be under the direct authority of the Lodge and bound by the Lodge rules and the National policy.
- B. If the Chapter fails to function, the Lodge Chief may take any action to reactivate the Chapter.
- C. The Lodge Chief is empowered to remove any Chapter officer who fails in his responsibility of the Chapter.
- D. Each Chapter shall be responsible for Unit Elections and call outs in their own Districts with the assistance of the Lodge Unit Elections Chairman. The Chapter shall also be responsible for summer camp promotion in their own District.

## **Article VI: Administration on a Chapter Level**

- A. The Chapters will each have their own separate officers. These will be Chapter Chief, Chapter Vice Chief, and Chapter Secretary. Chapter officers shall be nominated and elected by the youth members of the Chapter.
- B. Each Chapter will have a Chapter Adviser who is appointed by the Scout Executive.
- C. If more than one Chapter Vice Chief is desired and needed for the operation of the Chapter, the Chapter may elect as many as two Vice Chiefs. Approval of this election must come from the Lodge Chief with the Chapter having to supply good reasons for the extra officer. Any other variation in numbers of officers or officer positions must also be approved by the Lodge Chief.
- D. Duties of the Chapter officers:
  - 1. The Chapter Chief will preside over all meetings of the Chapter. He will make decisions concerning the Chapter with the advice of his Chapter Adviser and the Lodge Chief, if desired.
  - 2. The Chapter Vice Chief shall represent the Chief in his absence and do whatever the Chapter Chief requires of him concerning the operation of the Chapter.
  - 3. The Chapter Secretary shall keep the minutes of all Chapter meetings and records of Chapter Finances.
- E. The Chapter Chief, after consulting with his Chapter Adviser, may do whatever he feels necessary to achieve a smooth running chapter as long as it is within national policy.

## **Article VII: The Executive Committee**

- A. This committee, with the Lodge Chief as its chairman, shall consist of the Lodge Officers and Advisers, chairman of the Lodge Chief appointed committees, Chapter Chiefs, their Advisers, and the past lodge chiefs. Each youth members mentioned above shall have one vote.
- B. The Executive Committee shall handle all the business of the Lodge on the major decisions that will affect the entire Lodge. This committee shall meet at least three times per year.

### **Article VIII: Business of the Lodge**

- A. The Pellissippi Lodge may have as many Ordeals as needed to induct the candidates from that year's Unit Election process, while not having any less than two Ordeals.
- B. Dates of Executive Committee meetings shall be set by the Lodge Chief unless the Scout Executive or his representative feels that an emergency meeting is necessary. These emergency meetings must take place no sooner than seven days after the meeting notices are sent out.
- C. The Lodge shall have at least four main functions per year. These will include two Ordeals and a Spring and Fall Fellowship. The dates for these functions shall be set at least six months in advance and may only be canceled with the approval of the Lodge Chief.

### **Article IX: Lodge Committees**

- A. The Lodge Chief shall appoint the Chairman of each operating committee with an adviser chosen by him and the Lodge adviser.
- B. The operating committees shall be: Unit Elections, Camping Promotions, Lodge News and Information, Finance, Native American Affairs, and Vigil Honor.
- C. The Lodge Chief may appoint any additional committees that he feels necessary.

## **Article X: Membership in the Lodge**

### **A. Ordeal Membership**

The Chapters shall complete their Unit Elections between January 10 and April 10. Ordeal candidates will be given the opportunity to choose the Ordeal which they will attend. Each candidate must take their Ordeal within the year of his election. Extreme circumstances causing a candidate to miss both Ordeals will be brought before the Key Three for review.

B. Brotherhood membership will be offered at both Fellowships. If need arises due to low numbers of Brotherhood members in the Lodge, the Lodge Chief shall have the power to decide other opportunities for Brotherhood to be given.

### **C. Vigil Honor Membership**

1. The Vigil Honor will be given at Spring Fellowship.
2. The Candidates for this honor will be chosen by the Vigil Committee. The Lodge Chief shall appoint the Chairman of this new committee and along with the Lodge Advisers, will select the committee members with one representative per chapter. These representatives should consist of no more than two adults, not including the Lodge Advisers who are also members of the committee with the rest being youths, including the Lodge Chief who is automatically a member.
3. Chapter representatives do not that to be Vigils, but only Vigils understand the honor which this committee will bestow.

## **Article XI: Lodge Finances**

- A. The Lodge dues shall be seven dollars per year.
- B. The Lodge dues shall be collected through the Lodge Treasurer for deposit within the Council Scout Office.
- C. On October 1 of each year, the Lodge shall mail a bill or statement to each member informing them that their dues have expired.
- D. The Lodge dues must be paid by October 31 or the unpaid member's name shall be dropped from the mailing list.
- E. Lodge dues cannot be paid for more than two years at one time.
- F. The Lodge shall pay the registration fee of the Lodge Chief for all National events.
- G. Debts incurred by the Chapters must be approved by the Key Three and the Executive Committee beforehand.
- H. If the Lodge dues need to be changed, this must be passed by the Executive Committee and by the Lodge members, with a 3/4-majority vote of those present for the change.

## **Article XII: Lodge News and Information**

- A. The Siler Fox shall be the official publication of the Lodge.
- B. This publication shall be published whenever the Lodge Chief deems it necessary or at least four times per year. The Chairman, or the editor, shall set the deadlines for members to submit articles.

## **Article XIII: Amendments to the Rules**

- A. Amendments must be approved by the Executive Committee and then presented to the Lodge for acceptance. The Lodge must pass it with a 2/3-majority vote.
- B. The Lodge By-Laws may not be abolished without the approval of the Chief, the Executive Committee, and a 2/3 vote of the Lodge.

*Passed: 2/01/1981 Amended: 2/01/1987, 12/01/1991, 4/01/1992, 9/17/1995, 4/01/2005, 9/10/2005*