

**RULES AND BYLAWS
TAKACHSIN LODGE • SAGAMORE COUNCIL
#162 ORDER OF THE ARROW • BOY SCOUTS OF AMERICA**

Article I. Mission. Name. and Affiliation

- A. The Mission of the 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.
- B. The Lodge shall be affiliated with Sagamore Council, Boy Scouts of America, and shall be under the supervision and the administrative authority of the Scout Executive.
- C. The Name of this Lodge of the Order of the Arrow shall be TAKACHSIN, which means leader.
- D. The totem of Takachsin Lodge shall be the “Calumet”.
- E. The mascot of Takachsin Lodge shall be the Buffalo.
- F. In this document the term “Lodge” refers to Takachsin Lodge, “Council” is in reference to Sagamore Council, and “Lodge Advisor” is referring to Lodge Lay Advisor.

Article II. Election to Membership

- A. The requirements for membership in this Lodge are as stated in the current printing of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.
- B. The procedure for the Ordeal shall be as stated in the current printing of the Order of the Arrow Handbook and the Guide to Inductions.
- C. Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.
- D. Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.
- E. The Unit Election Committee shall handle all unit elections under the supervision of the Vice Chief of Inductions.

Article III. Officers

- A. The Officers of the Lodge shall be: Lodge Chief, Lodge Vice Chief of Program, Lodge Vice Chief of Inductions, Lodge Vice Chief of Ceremonies, Lodge Secretary, and Lodge Treasurer. In the case of the absence of the Lodge Chief, the Lodge Officers will fill in for him or her in the order they are listed below: Vice Chief of Program, Vice Chief of Inductions, Vice Chief of Ceremonies, Secretary, and Treasurer.
 - i. Duties of the Lodge Chief
 1. Act as Chairperson at all Lodge Executive Committee (LEC) meetings and Official Lodge Business Meetings.
 2. Supervise the activities of the operating committees.
 3. Serve as an ex officio member of all operating committees.
 4. Supervise the execution of the Lodge program.

5. Represent the Lodge at all Order of the Arrow Lodge, Section, Region, and or National events, meetings, and functions.
 6. Prepare and deliver a Lodge annual report to the Lodge and the Council as soon as possible following his or her year as chief. The report is to be given at the beginning of the year by the outgoing chief or their appointee at a Council Executive Committee meeting and the Lodge Winter Banquet.
 - a. The Lodge annual report should include, but is not limited to: re-charter information, quality Lodge status, finance report, and a chiefly speaking article.
 7. Must be at least a brotherhood member and in good standing.
 8. Lead by example.
 9. Expected to Attend Lodge and LEC events.
- ii. Duties of the Vice Chief of Program
1. Manages yearly events of Winter Banquet, Ordeals, Fall Fun Fellowship, and Lodge Leadership Development.
 - a. Appoints an Ordeal Master, in the event one cannot be found he or she will then serve as the Ordeal Master.
 2. Must be a member in good standing.
 3. Lead by example.
 4. Expected to attend Lodge and LEC events.
- iii. Duties of the Vice Chief of Inductions
1. Responsible to ensure that all new member inductions are conducted by the Lodge in accordance with the Order of the Arrow Handbook, the Order of the Arrow Guide for Officers and Advisers, and the Guide to Inductions.
 2. Oversees candidate election process.
 3. Must be a member in good standing.
 4. Lead by example.
 5. Expected to attend Lodge and LEC events
- iv. Duties of the Vice Chief of Ceremonies
1. Responsible to ensure that all Ordeal Callouts, Ordeal and Brotherhood ceremonies are conducted by the Lodge in accordance with the Order of the Arrow Handbook, the Order of the Arrow Guide for Officers and Advisers, the Guide to Inductions, and Official Ordeal or Brotherhood Ceremony Books.
 2. Ensures that ceremonial teams are properly trained to perform their tasks.
 3. Ensure that induction principles and sequence is followed as prescribed in the Order of the Arrow Handbook, the Order of the Arrow Guide for Officers and Advisers, and the Guide to Inductions.
 4. Must be a member in good standing.
 5. Lead by example.
 6. Expected to attend Lodge and LEC events.
- v. Duties of the Lodge Secretary
1. Responsible for maintaining the minutes of all Lodge Executive Committee meetings, and the publication of the minutes.
 2. Responsible for providing material for the OA section of the Council monthly publication, the "Sagamore Signals".
 3. Responsible for publication of all special notices of the OA membership.
 4. Responsible for publishing the Lodge newsletter as dictated by the LEC.

5. Responsible for issuing OA dues cards.
 6. Must be a member in good standing.
 7. Lead by example.
 8. Expected to attend Lodge and LEC events.
- vi. Duties of the Lodge Treasurer
1. Oversee all Lodge finances and provides a written report of Lodge finances at every LEC meeting.
 2. Responsible for collection of Lodge dues and other fees.
 3. Assist with check in for all Lodge functions.
 4. Manage a Lodge trading post at all Lodge functions.
 5. Must be a member in good standing.
 6. Lead by example.
 7. Expected to attend Lodge and LEC events.

B. Officer Elections

- i. All Lodge office terms run from January 1 to December 31.
- ii. Elections will take place annually. Nominations and voting for each office will be handled separately.
- iii. All active members present under the age of 21 get one vote.
- iv. In the event of a tie a revote will be taken until a candidate receives the most number of votes.
- v. An officer cannot hold two offices at one time.
- vi. All Lodge officers must be under 21 the entire length of their term.
- vii. At the election, if the candidate is not present, they may run, however, they will forfeit any form of addressing the Lodge.

Article IV. Committees

- A. Committee chairpersons and advisors are appointed and approved in accordance with the current printing of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers.
- B. The Operating Committees of Takachsin Lodge are: Finance, Training, Communication, Camp Promotion, Service, Vigil, and Membership. All committees shall report directly to the Lodge Chief.
- C. Committees may conduct meetings as the chairperson feels appropriate to carry out the responsibilities of the committee.
- D. If appropriate, committee chairperson can appoint subcommittees to carry out responsibilities of the committee. Duties of the Operating Committees are as follows:
 - i. Finance
 1. Draws up an annual budget based on administrative and program needs, obtains information from the Council Service Center and issues regular finance reports and is responsible of the financial status of the Lodge.
 - ii. Training
 1. Plans an annual conference to build members' leadership and job-specific skills; coordinates continued leadership training throughout the year based on current Lodge needs.

iii. Communications

1. Prepares Lodge newsletters, develops and maintains Lodge Web sites, organizes and operates the network of OA troop/team representatives to keep units informed, and promotes participation in OA events and activities.

iv. Camping promotion

1. Develops plans for camping promotion in consultation with the Council Camping Committee; develops promotion helps such as "Where to Go Camping" booklets, visual aids, color slides, and movies or videos of camping activities.

v. Service

1. Suggests a yearly schedule of service projects, gets Lodge approval, and makes complete plans for getting the work done.

vi. Membership

1. Checks on inactive members and maintains membership records, sends out letters each year to identify active members and checks address changes, and sends letters to Ordeal members eligible for Brotherhood membership.

vii. Vigil

1. The Vigil committee is responsible for the selection, recognition, and ceremony of the Vigil process according to the Order of the Arrow Handbook and Order of the Arrow Guide to Officers and Advisers.

- E. Ad Hoc Committees may be appointed on a temporary basis to carry out specific assignment by the Lodge Chief.

Article V. Lodge Executive Committee

- A. The Lodge Executive Committee (LEC) shall be composed of the elected Lodge Officers, immediate past Lodge Chief, Lodge Operating Committee Chairperson, Lodge Advisor, Lodge Associate Advisors, Scout Executive, and the Lodge Staff Advisor.
- B. The Lodge Executive Committee will meet once every two months or as needed. A special meeting may be called at the discretion of the Lodge Chief, the Lodge Staff Advisor, and/or the Lodge Lay Advisor.
- C. The voting members of the LEC are the, Lodge Vice Chief of Program, Lodge Vice Chief of Inductions, Lodge Vice Chief of Ceremonies, Lodge Secretary, Lodge Treasurer, and all Operating Committee Chairpersons.
- D. In the case of a tie the Lodge Chief may cast a vote.
- E. Each individual is only allowed one vote on the LEC.
- F. Only Arrowmen under the age of 21 may vote in matters of Lodge business.
- G. A quorum of the LEC shall be 60% of the voting members.
- H. The Executive Committee is empowered to act for the Lodge between meetings of the entire Lodge.

Article VI. Finances

- A. All Order of the Arrow funds shall be handled through the Council Service Center and go through all normal Council accounting procedures.
- B. Financial policies are to be suggested by the finance committee and approved by the Lodge executive committee.
- C. Dues of this Lodge will be monitored throughout the year by the Lodge Treasurer and the finance committee. The finance committee will recommend increases in Lodge dues

as necessary. Dues may only be raised by the Lodge Executive Committee no later than November 30th for the following year.

- D. Members who do not pay their dues by January 31 may be placed on the inactive file and their names removed from the mailing list. Members on the inactive list may not wear on their uniform any identification or insignia for Takachsin Lodge #173.
- E. Inactive members may restore their active membership by paying the dues for the current year.

Article VII. Resignation and/or Removal of Officers

- A. If any elected officer resigns or is removed from office: In the case of the Lodge Chief, the Lodge Vice Chief of Program will function as the interim Lodge Chief until an election can be held.
- B. In the case of all other Lodge officers, the Lodge Chief will appoint a person to fill out the remainder of that term. This appointment is to be approved by the LEC.
- C. In the case of a committee chairperson the Lodge Chief will appoint a person to fill out the remainder of that term. This appointment is to be approved by the Lodge Lay Advisor.
- D. If any Lodge officer fails to meet his or her obligations and/or responsibilities as stated in these Rules and Bylaws and/or the current printing of the Order of the Arrow Handbook and the Order of the Arrow Guide for Officers and Advisers he or she may be removed from office upon written notification of action taken by the Lodge Executive Committee. At the next meeting of the Executive Committee, the officer may be removed from his or her office by the approval of 60% of the voting members of the Executive Committee.

Article VIII. Amendments

- A. These Rules and Bylaws shall be subjected to amendment at any regular or special meeting of the Lodge so that notice can be sent to all active members at least ten days prior to such meetings where amendments will be reviewed. A 2/3 vote of the members present shall be required to approve the amendment.
- B. Amendments must be submitted to the Lodge Executive Committee at least one month prior to the Lodge meeting where amendments will be reviewed.