

Pa-Hin Lodge #27
of the
Northern Lights Council
429
W.W.W.

Official Bylaws

as revised August 17, 2008

Article I – Name and Affiliation of the Lodge

SECTION A: The name of this Lodge of the Order of the Arrow shall be Pa-Hin Lodge of the Northern Lights Council #429, W.W.W.

SECTION B: The Lodge shall be affiliated with the Northern Lights Council, Boy Scouts of America and shall be under the supervision of the Council Executive Board and the administrative authority of the Scout Executive and an adult Lodge Adviser appointed by the Scout Executive.

SECTION C: The Lodge shall be divided into an appropriate number of Chapters as deemed necessary by the Executive Committee of the Lodge. Each Chapter shall come under the supervision of its related District Executive, District Scouting Committee, and the Lodge Executive Committee. Each Chapter shall have an adult Chapter Adviser appointed by the Lodge Adviser with the approval of the Scout Executive. Membership from each Chapter shall be drawn from units in its related District.

Article II—Election of Members

SECTION A: The requirements for membership in this Lodge are as required by the National Committee on the Order of the Arrow as stated in the current printing of the Order of the Arrow Handbook.

SECTION B: Procedures for the Ordeal shall be as directed by the National Committee on the Order of the Arrow as stated in the current printings of the Order of the Arrow Handbook and the Ceremony for the Ordeal.

SECTION C: All members of this Lodge shall be actively registered in the Northern Lights Council, Boy Scouts of America.

SECTION D: All elections shall be conducted by Unit Election Teams. The Call-Out Ceremonies shall be supervised by the Lodge or Chapter ceremony teams.

SECTION E: Inductions and Ordeal Ceremonies shall be conducted at Chapter Conclaves in the spring and the Lodge Conclave in the fall.

Article III—Brotherhood Membership

SECTION A: Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook and the Guide for Inductions.

SECTION B: The Brotherhood and Brotherhood Ceremonies shall be conducted and/or supervised by the Lodge or Chapter ceremony teams in accordance with the current printing of the Ceremony for the Brotherhood.

SECTION C: The Brotherhood and Brotherhood Ceremonies shall be conducted only at the Chapter Spring Conclaves, Lodge Fall Conclave, Lodge Winter Fellowship, and Boy Scout Summer Camp at Camp Wilderness.

Article IV—The Vigil Honor

SECTION A: Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the Order of the Arrow Handbook.

SECTION B: The selection and induction of the Vigil Honor candidates shall be conducted by the Lodge Vigil Honor Committee.

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SECTION C: The Vigil Honor shall be conducted at the Lodge Fall Conclave and/or a special Vigil Honor Weekend in accordance with the current printing of the Ceremony for the Vigil Honor.

SECTION D: The Vigil Honor make-up will be conducted by the Vigil Honor Committee members at a time and place convenient with approval of the Lodge Key Three within the year of selection.

Article V—Elections of Officers

SECTION A: The officers of this Lodge shall be the Lodge Chief, Vice Lodge Chief in Charge of Committee Administration, Vice Lodge Chief in Charge of Chapter Administration, Lodge Secretary, and Lodge Treasurer. These elected officers shall be under twenty-one (21) years of age during their entire term of office.

SECTION B: The Lodge Chief, Vice Lodge Chief in Charge of Committee Administration, Vice Lodge Chief in charge of Chapter Administration, Lodge Secretary, and Lodge Treasurer shall be elected by vote at the Lodge Annual Business Meeting (Fall Conclave) according to Article VIII, Section C. In order to win an election, a candidate must receive a majority of the votes cast. In the event that no candidate receives a majority of more than fifty (50) percent of the vote, the candidate with the lowest number of votes shall be dropped from the ballot and another vote shall be taken. This procedure shall be repeated until one candidate receives a majority. The term of office shall coincide with the calendar year. Officers elected will serve as Officer-elect for the time period following the Lodge Annual Business Meeting (Fall Conclave) through the end of the year and will hold office on January 1 through December 31.

SECTION C: In the event of a vacancy in the office of Lodge Chief, The Vice Lodge Chief in charge of Committee Administration shall succeed. Upon the event of a vacancy in any other Lodge Office, or Lodge Operating Committee, the vacancy will be filled with the appointment of an Arrowman under twenty-one (21) years of age for the entire term by the Lodge Chief with a majority vote of the Lodge Executive Committee.

SECTION D: The Lodge Executive Committee shall be composed of the Lodge Officers, Lodge Operating Committee Chairmen, immediate Past Lodge Chief, Lodge Adviser, Council Executive Board member(s), Chapter Chiefs, Chapter Advisers, Chapter Staff Advisers (District Executives), and the Lodge Staff Adviser.

SECTION E: All business brought before the Lodge Executive Committee shall be voted on by the members of the Executive Committee who are under twenty-one (21) years. A majority vote shall be required to enact a decision. The Council Scout Executive shall have the final authority in the Lodge.

SECTION F: Job descriptions for all Lodge Officers (elected) are contained in Annex A to the Rules titled “Job Descriptions Portfolio”.

SECTION G: Each Lodge officer shall have an adult adviser appointed by the Lodge Adviser subject to approval by the Supreme Chief of the Fire. The Lodge Adviser shall be the adviser to the Lodge Chief.

Article VI—Appointments

SECTION A: The Operating Committees of this Lodge shall be Activities Committee, Service Committee, Publication Committee, Ceremonies Committee, Membership Committee, Founders Award Committee, and Vigil Honor Committee. All committee chairmen shall be appointed by the Lodge Chief, with the approval of the Lodge Adviser and Lodge Staff Adviser. These appointed chairmen shall be under twenty-one (21) years of age during their entire term of office.

1) Each Operating Committee should have one or more adult committee advisers who provide guidance to committee work. It is the adviser's job to provide training and coaching for the committee members.

2) The advisers are appointed by the Lodge Adviser in consultation with the Lodge Chief and Lodge Staff Adviser.

SECTION C: The advisers for the Lodge Operating Committees, Temporary (Ad-Hoc) Committees, and Lodge Officers shall be appointed by the Lodge Adviser, when deemed necessary by the Lodge Executive Committee. The term of appointment of said advisers shall be no longer than one year; after which time, the advisers' positions shall be re-appointed or suspended.

SECTION D: Job description for all Lodge Committee positions are contained in Annex A to the Rules titled "Job Descriptions Portfolio".

SECTION E: The committee shall be composed of the Youth Chairman, Lodge Chief, the Lodge Adviser, the Lodge Staff Adviser, an Ordeal Member, a Brotherhood Member, and a Vigil Honor Member. This committee shall meet at least once per year.

Article VII—Chapter Officers

SECTION A: The officers of each chapter shall be the Chapter Chief, Vice Chapter Chief, and Chapter Secretary. At the discretion of each chapter, each chapter could create more Vice Chapter Chief positions, as deemed necessary. These elected officers shall be under twenty-one (21) years of age during their entire term of office.

SECTION B: Each Chapter Chief, Vice Chapter Chief(s) and Chapter Secretary shall be elected by his respective Chapter by popular vote at the Spring Conclaves. In order to win an election, a candidate must receive a majority of the votes cast. In the event that no candidate receives a majority of more than fifty (50) percent of the vote, the candidate with the lowest number of votes shall be dropped from the ballot and another vote shall be taken. This procedure shall be repeated until one candidate receives a majority. The term of office for these officers shall be from Fall Conclave to the following Fall Conclave.

SECTION C: Each Chapter Chief shall appoint such Chapter Operating Committees which correspond to the Lodge Operating Committees and such

Temporary (Ad-Hoc) Committees as may be required. The Chapter Adviser shall appoint an adult adviser to each committee subject to approval by the Lodge Executive Committee or the Lodge Adviser. All committee chairmen shall be under twenty-one (21) years of age for their entire term of appointment.

Article VIII—Meetings

- SECTION A: Each Chapter shall conduct a Spring Conclave. The conclave locations, budget, and plan shall be presented by the Chapters each year at a Lodge Executive Committee Meeting as determined by the Lodge Executive Committee.
- SECTION B: The Lodge shall hold a conclave in the late summer/early fall of each year. The Lodge Annual Business Meeting and Lodge Officer Elections shall be held at this conclave. Change of Lodge Conclave meeting location shall be by vote of the Lodge Executive Committee. During the current year, the Lodge Executive Committee shall plan the dates and locations for Fall Conclaves two (2) years in advance.
- SECTION C: Each Chapter represented at the Lodge Annual Business Meeting shall have ten (10) votes in the voting for Lodge Officers. For all other business, each voting member shall receive one (1) vote.
- SECTION D: The Lodge shall hold a Lodge Leadership Development Conference (LLDC) for newly elected Chapter/Lodge Officers and Chairmen following their elections/appointments each year.
- SECTION E: The Executive Committee of this Lodge shall hold at least four (4) meetings a year.
- SECTION F: Special meetings of the Lodge Executive Committee may be called by the Lodge Chief with the approval of the Lodge Staff Adviser or Lodge Adviser.
- SECTION G: Each meeting of the Lodge or Chapter shall be opened with the Obligation of the Order of the Arrow and closed with the Order of the Arrow Song.
- SECTION H: Members of the Lodge twenty-one (21) years of age or older will have no vote in matters of the Lodge or Chapter.
- SECTION I: A published agenda should be the first order of business at all meetings.
- SECTION J: Robert's Rules of Order Newly Revised (the most current edition) shall be the governing rules of all meetings.
- SECTION K: In order to proceed with a Lodge Executive Committee Meeting, a quorum of at least fifty (50) percent of the Chapters must be present with at least one (1) voting member. If a quorum is not reached, no business may take place at the meeting.
- SECTION L: Lodge business may be conducted by special meetings via conference calls as long as the Chapter Chief, or an appointee of the Lodge Chief, monitors to make certain Parliamentary Procedure is adhered to.

Article IX—Finances

- SECTION A: All Order of the Arrow funds shall be handled through the Council office and go through all the normal accounting procedures.

Revised August 2004

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SECTION B: Requisitions:

- 1) All purchase requisitions shall be requested at Lodge Executive Committee Meetings, and approved by the Executive Committee or Lodge Key Three. A purchase requisition shall have two signatures, one of which must be a professional Scouter (Staff Adviser) and the other must be the Lodge Adviser or the Lodge Financial Adviser.
- 2) All check requisitions shall be requested at Lodge Executive Committee Meetings, and approved by the Lodge Executive Committee or Lodge Key Three. A check requisition shall have two signatures, one of which must be a professional Scouter (Staff Adviser) and the other must be the Lodge Adviser or the Lodge Financial Adviser.

SECTION C: Dues shall be collected in a uniform amount throughout the Lodge. This amount shall be determined by the Lodge Executive Committee.

SECTION D: Dues shall be payable at any of the Council service centers, to the Lodge Secretary, to the Lodge Treasurer, at any Lodge function, or at any Chapter function, if so desired by the Chapter.

SECTION E: Dues collected during the year, prior to Fall Conclave, will be applied to the current calendar year (January 1 through December 31). Dues collected on or after Fall Conclave will be for the following calendar year. (January 1 through December 31). Dues for future calendar years may not be collected until Fall Conclave.

SECTION F: Ordeal candidates should pay dues at the conclave that they go through their Ordeal Ceremony for the upcoming year.

SECTION G: Those Lodge members in the armed services of the United States shall be on record without payment of dues through the calendar year in which their service status terminates.

SECTION H: Inactive members may be restored to active status by paying the current year's dues.

SECTION I: Members with the past year's dues paid shall be considered active and will be eligible for all activities and mailings.

SECTION J: All money earned by the Chapter shall go into the Lodge fund.

Article X—Amendment of the Rules

SECTION A: These Rules shall be subject to amendment at the Annual Business Meeting of this Lodge, provided such amendment proposal has been submitted in writing to the Lodge membership at least thirty (30) days prior to such a Lodge meeting. A two-thirds (2/3) majority of the members present shall be required.

SECTION B: The Rules of this Lodge must be in substantial agreement with the principles found in current editions of the Order of the Arrow handbook and all current National Order of the Arrow printed materials. In the event that any conflict is discovered, suitable action to modify the existing rules of the Lodge should be taken by the Lodge Executive Committee.

SECTION C: Annexes to these Rules are operating guidelines, which reflect statements of philosophy and/or procedures, and may be revised at any time by a simple majority of the Lodge Executive Committee.

SECTION D: Any changes or additions to the Rules or its Annexes must include the date changed.