

Thanks to Ed Brown for these By-Laws dated December, 1965.

## IMMOKALEE LODGE RULES

### Preamble:

Immokalee Lodge #353 does hereby establish these rules to further clarify the rules of the Order of the Arrow in the Immokalee Lodge.

### Article I

Section 1 --- We do solemnly agree to abide by the existing rules of the Order of the Arrow as set forth in the most recent issue of the Order of the Arrow Handbook as published by the National Executive Committee. We do recognize that these rules are supreme over any rules which this said lodge might have or might write at a later time.

Section 2 --- The name of this lodge of the Order of the Arrow shall be the Immokalee Lodge - W.W.W.

Section 3 --- The lodge shall be affiliated with the Chehaw Council, Boy Scouts of America, and shall be under the supervision of the council camping and activities committee and the administrative authority of the Scout Executive.

Section 4 --- The totem and call of the lodge shall be that of the owl.

Section 5 --- The lodge neckerchief, sashes, and lodge neckerchief slide shall be worn only at O.A. functions.

Section 6 --- A lodge member may purchase only one lodge neckerchief per life time.

Section 7 --- A lodge member may purchase two lodge flaps per year and one additional one for every six hours rendered in a service project. The Lodge Chief shall determine service projects.

### Article II

Section 1 --- The supreme adult advisor shall be the Scout Executive whose title shall be Supreme Chief of the Fire.

Section 2 --- The Scout Executive shall appoint a lodge advisor whose title shall be Deputy Supreme Chief of the Fire.

Section 3 --- The lodge may have the further office of Chief of the Fire which shall be held by a professional Scouter or by the director of camping. He shall be staff advisor in the lodge.

Section 4 --- During the camp season the camp director serves as Camp Chief of the Fire.

Section 5 --- The adult positions shall rank in authority in the order in which they were stated. The Scout Executive shall have the power to appoint any assistant adult leaders that he feels are necessary to carry on the work of the lodge.

### Article III

Section 1 --- The duties of the Scout Executive are to advise the members of the lodge and to appoint a volunteer Scouter as lodge advisor. This appointment is made in consultation with the chairman of the council camping and activities committee.

Section 2 --- The duties of the lodge advisor are to advise the members of the lodge, act as a key man in bringing about a successful administration of an Order of the Arrow lodge, to coach and counsel the elected officers of the lodge, to be a member of the council camping and activities committee acting as official representative of the local council in coordinating its affairs, to work closely with the staff advisor and lodge chief, to attend all lodge meetings, ceremonies, and activities, to be a member of the executive committee giving direct guidance to the lodge chief and officers, to consult with the officers on plans for lodge projects and activities, to provide for the training of new officers and a smooth transition from one administration to the next, to keep lodge affairs on a high plane and in harmony with the principles of Scouting and national policies of the Order of the Arrow, and to promote participation of his lodge in area fellowship conferences, national training courses, and national conferences.



Section 3 --- The duties of the staff advisor are to represent the Scout Executive when he is absent, to work closely with the lodge advisor and the lodge chief, to assume the responsibility for maintaining the Order of the Arrow in its proper relationship with all other segments of the council program, keep the members of the local council staff informed and advised on activities of the lodge and seek their understanding and support. Encourage cordial relations between all Scouters of the council and the Order of the Arrow lodge, especially the members of the camping and activities committee. Advise the lodge officers on national procedures and policies of the Order, and, thereby, help maintain harmony within the lodge. Help pave the way for unit membership elections through training courses, roundtables, and other meetings of Scouters. Coordinate the Order of the Arrow program in summer camps and work with the camp director and camp staff in stressing the need for cooperation between Arrowmen and camp staff in planning the camp program. Make arrangements with the council office for clerical services needed by the Order -- setting up a proper bookkeeping and accounting system, arranging for the use of office equipment. Bring to the attention of the executive committee of the lodge the names of non-unit Scouters who should be considered for election to membership in the Order.

Section 4 --- The Camp Chief of the Fire is to advise the lodge on matters relating to the camp during the camp season.

#### Article IV

Section 1 --- The Lodge Chief shall be the leader of the lodge. He shall be a Brotherhood member of the Order of the Arrow. He shall be an active member of the lodge and have an unquestionable character. He shall be a registered Boy Scout or Explorer and reside in the Chehaw Council during the term of his office. He shall be elected as set forth in Article VII, Sections 1-2-3.

Section 2 --- The Vice - Chief in charge of physical arrangements shall rank second in authority. He shall be a Brotherhood member of the lodge and have unquestionable character. He shall be a registered Boy Scout or Explorer and reside in the Chehaw Council during the term of his office.

Section 3 --- The Vice - Chief in charge of unit elections shall rank third in authority. He shall be a Brotherhood member of the Order of the Arrow. He must be an active member of the lodge and have an unquestionable character. He shall be a registered Boy Scout or Explorer and reside in the Chehaw Council during the term of his office.

Section 4 --- The Secretary - Treasurer of the lodge shall be fourth in Authority. He shall be a Brotherhood member of the Order of the Arrow. He must be an active member of the lodge and have unquestionable character. He shall be a registered Boy Scout or Explorer and reside in the Chehaw Council during the term of his office.

#### Article V

Section 1 --- The duties of the Lodge Chief are to see that the lodge is run on an efficient level. He may appoint committees to carry out the different phases of lodge work with the approval of the lodge executive committee; all chairmen shall be under 21 years of age. He shall be the presiding official of the nominating committee.

Section 2 --- The Vice - Chief in charge of physical arrangements shall take care of all arrangements for all lodge meetings. It shall be his responsibility to hold the ceremonies for the different events of the lodge. He shall be responsible for the storage, care, and use of the ceremonial equipment. He will be responsible for purchasing and preparing the food for all lodge functions.



Section 3 — The Vice - Chief in charge of unit elections is responsible for the elections which are held by the units. Either he or one of his committee is to be present at any unit election of a boy(s) into the lodge. This representative is to see that the election is carried out in accordance with the procedure set forth in the Order of the Arrow Handbook. He shall explain the true meaning of the Order of the Arrow. After holding the election, he must fill out the correct form certifying that the election was held in proper form. This form should then be turned over to the Secretary.

Section 4 — The Secretary - Treasurer shall handle all correspondence of the lodge. He shall be in charge of keeping the records of the lodge in good order. He shall also handle any money, under the direction of the Scout Executive when it is necessary to do so. It shall be the responsibility of the Secretary - Treasurer to see that a lodge paper is published at regular intervals. It is his further responsibility to handle any correspondence which the other officers should need.

Section 5 — If a lodge officer shall fail in his duties, he may be removed from office by the executive committee when two-thirds of the committee members present at a meeting for such a purpose deem it necessary. A lodge member shall then be appointed by the lodge chief with the consent of the executive committee. He shall hold the vacated office until the lodge members shall have an opportunity to elect a person to the said office. The appointed officer shall meet all the requirements for the said office as set forth in the by-laws.

#### Article VI

There shall be an executive committee for the lodge which shall consist of the four elected lodge officers, chapter chiefs and advisors, the immediate past lodge chief, the lodge advisor, a member of the council camping and activities, the Scout Executive, and the staff advisor. A meeting of the executive committee may be called by the lodge advisor or the Scout Executive, or it may be called by the lodge chief with approval of either the Scout Executive or the lodge advisor. The executive committee of this lodge shall hold at least four meetings a year. A quorum shall consist of at least 7 members, 3 of whom shall be boy members and one of whom shall be an adult advisor.

#### Article VII

Section 1 — The election of officers of this lodge shall be held in the following manner. The lodge chief shall preside over the nominating committee, made up of six boy members. The staff advisor, the lodge advisor, and the Scout Executive, shall be ex-officio members. The lodge chief shall appoint one boy from each district. The members of the lodge from each district who are present at the annual business meeting will hold a district caucus to select one boy to represent their district. The nominating committee will then present a slate of officers at the regular business meeting. No appointed member of the nominating committee is eligible for nomination by the committee.

Section 2 — The election of officers shall be held at Camp Osborn on the last weekend of the camp season. These said officers shall be installed at a meeting to be held within two months of the election. The term of office shall be from one installation meeting to the next.

Section 3 — The nominating committee shall be constituted at least six hours before nominees are selected. This said committee shall hold as many meetings as necessary to select candidates for the lodge positions. All meetings of the nominating committee shall be closed meetings. Everyone present is on his honor not to repeat anything said at these meetings.

At the regular meeting the nominating committee shall present the nominees to the lodge in the following manner. Each position shall be read off one at a time starting with lodge chief and going through the Secretary - Treasurer. After each position has been announced the floor shall be opened for nominations. If no nominations are made, the nominee will be elected by a show of hands. If a person



is nominated from the floor, an election by secret ballot must be held. The votes will then be counted aloud before open meeting and the results announced. This procedure will then be followed through the other officers. The nominee for Vice - Chief will not be announced until the candidate for Chief has been duly elected. The name of the candidate for the following office is not to be read until the person for the previous office has been duly elected.

Section 4 --- All active members are eligible to vote if they are under 21 years of age. Inactive members cannot vote.

#### Article VIII

Section 1 --- There shall be an induction fee of \$5.00 payable at the time of induction. Said fee shall include:

- A. Annual dues of \$2.00
- B. A membership card
- C. An Order of the Arrow sash
- D. An Order of the Arrow Handbook

Section 2 --- Dues of the lodge shall be collected annually by the lodge Secretary - Treasurer immediately for deposit with the council office. Dues must be paid by November 31 of each year. Annual dues shall be \$2.00. Lodge dues shall fall due on September 1 of each year.

Section 4 --- If dues are not paid by November 31, a member shall be put on the inactive list. Inactive members may be restored to active status by paying back dues for one year and the current dues. Inactive members lose all their privileges such as voting, holding office, wearing O.A. equipment.

#### Article IX

Section 1---The Innokalee shall have chapters. There shall be at least one chapter per district.

Section 2---The chapter shall have at least a chapter chief and a chapter secretary-treasurer.

Section 3---All items not mentioned in these rules that pertain to chapters, such as dues, additional chapter officers, etc., and not reserved for the lodge shall be reserved for each chapter.

#### Article X

These rules shall be subject to amendment at any regular or special meeting of this lodge provided such amendment has been submitted in writing to the executive committee at least one month prior to such meeting and that due notice has been sent to all active members at least ten days prior to such meeting. A two-thirds vote of the members present shall be required.



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