

Effective Date: 18 September 2011

**The Official Bylaws and Rules of Immokalee Lodge #353,  
Order of the Arrow  
Serving  
Chehaw Council #97, Boy Scouts of America**

**Mission Statement**

The mission of Immokalee Lodge #353 is to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the Chehaw Council through positive youth leadership under the guidance of selected capable adults.

**Article I. National Policy**

- A. If any Article of these Bylaws is or become in conflict with the National Policies of the Order of the Arrow or the Boy Scouts of America, the National Policies supersede the Articles of these Bylaws.

**Article II. Organization**

- A. The name of this Lodge of the Order of the Arrow shall be Immokalee Lodge #353; and shall be chartered through the National Order of the Arrow Committee, Boy Scouts of America. The word *Immokalee* originated from the Miccosukee Indian word "Ah-mo-gee" which means "my home" or "my place." As the Miccosukee and Seminole tribes began to merge in the 1800s, the word became "Immokalee." Thus, *Immokalee* is considered a Seminole word.
- B. The Lodge shall be affiliated with the Chehaw Council #97, Boy Scouts of America, and all liability and legal contracts shall be through the Chehaw Council. The Lodge shall operate under the leadership of the Lodge Chief (youth) and Lodge Adviser (adult); and the administrative authority of the Council Scout Executive (Supreme Chief of the Fire). The Council Scout Executive may delegate administrative authority for the Lodge to the Lodge Staff Adviser (adult). The Lodge Chief, Lodge Adviser, and Lodge Staff Adviser shall be referred to as the "Key 3".
- C. The Lodge shall consist of four Chapters, which correspond to the Chehaw Council's four Districts. They are:

Chapter	District	Counties	Geographic Location
Muckalee	Thronateeska	Terrell, Sumter, Schley, Dooly, Crisp, Wilcox	North
Nochaway	Choctaw	Clay, Early, Miller, Calhoun, Baker, Mitchell	South
Apalachee	Achewon	Worth, Turner, Tift	East
Hitchiti	Aguila	Lee, Dougherty	West

- D. Chapters may change the name of their chapter by a vote of its members. The name must be from a local Native American origination and be approved by the Lodge Adviser and the Lodge Executive Committee (LEC)

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- E. Unit and District registration shall determine membership of a Chapter. In the event that a member is only registered on the Council level, the Arrowman shall be a member of the Chapter that corresponds with the District of his residence.
- F. Each Chapter shall be led by a Chapter Chief (youth) under the guidance of a Chapter Adviser (adult).
- G. Chapters may have a Chapter Executive Committee with an Officer and Committee structure similar to the Lodge Executive Committee. Elections, rules, and procedures shall follow in the same manner as the Lodge and these Bylaws.
- H. The Lodge operating year shall be the calendar year. This period shall serve as the term of service for Lodge Officers and voting Lodge Executive Committee Members.

### **Article III. Insignia**

- A. The totem of this Lodge shall be the Great Horned Owl. The totem can be depicted either perched or in flight.
- B. Chehaw Council Order of the Arrow insignia used to represent the Lodge (lodge flaps, event patches, banners, and clothing) must contain the following elements: Lodge name, Lodge number, Lodge totem, WWW, and BSA fleur-de-lis.
- C. Immokalee Lodge #353 insignia must be approved by the majority of the LEC.
- D. Chapter insignia must be approved by the respective Chapter Chief and Chapter Adviser then the majority of the LEC. The word "Chapter" must appear after the Chapter name on all Chapter insignia.
- E. The Lodge shall issue an official Lodge Flap.
- F. The Lodge is authorized to issue other such pocket flaps as desired. Such additional flaps may be unrestricted or may carry a restriction as determined by the LEC.
- G. The Lodge is authorized to issue event patches as desired. Such patches may be unrestricted or may carry a restriction as determined by the LEC.
- H. The Lodge shall be authorized to procure and sell Lodge and National Order of the Arrow merchandise at any Lodge event and function. The Lodge may also sell Lodge or Order of the Arrow merchandise to current registered Order of the Arrow members during specially designated times during resident summer camp at Camp Osborn.

### **Article IV. Definitions and Bylaw Changes**

- A. A mandated rule refers to any provision in this document that is policy or procedure mandated by the National Order of the Arrow Committee. Mandated provisions in this document will be identified by the word "MANDATED" in parenthesis following such provisions.
  - 1. It shall be understood that any referral to the current printing of the *Order of the Arrow Handbook* or any appropriate literature, implies adherence to mandated provision changes and/or additions communicated by the National Order of the Arrow Committee.

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2. Recommendations of policy and procedure made by the National Order of the Arrow Committee are not considered to be mandated rule(s).
- B.** A local rule refers to any provision in this document that is policy or procedure not specifically mandated by the National Order of the Arrow Committee; and therefore has been included within Immokalee Lodge #353. Local provisions in this document do not have the word “MANDATED” in parenthesis following such provisions.
- C.** These Bylaws can be subject to change during regular or special LEC meetings provided that the proposed changes have been approved by the two-thirds majority of the LEC. Notice of the proposed change must be made via mailing, e-mailing, or web site posting at least ten days prior to the meeting.
1. Spelling or grammatical changes found throughout this entire document require the approval of the majority of the LEC.
  2. Changes or updates due to changes to the policy or procedure mandated by the National Order of the Arrow Committee do not require approval of the LEC. Pen and Ink changes can be documented on the last page of the by-laws.

### **Article V. Membership**

- A.** Membership of Immokalee Lodge #353 shall constitute all members of the Order of the Arrow registered with the Chehaw Council, Boy Scouts of America who have kept their annual dues at current status.
- B.** Requirements for membership in this Lodge are as stated in the current edition of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*. (MANDATED)
- C.** Election of Youth.
1. Units may hold one election per year and a Scout may run in only one election per year. (MANDATED) The primary election period will be determined by the LEC upon the recommendation of the Lodge Inductions Chairman. The Lodge Election period will normally be in the spring, and end before May 31<sup>st</sup>. The Lodge Chief will ensure unit leaders are notified of the primary election period. Units wanting to hold an election in another time of the year may apply to the Lodge Chief, through the Inductions Chairman, for permission to hold the election during another period.
  2. The Lodge Inductions Chairman, in coordination with the Chapter Chiefs, shall contact unit leadership to schedule Unit elections and offer assistance in conducting the election for all Units in their Chapter.
  3. Unit elections shall be conducted in accordance with the *Order of the Arrow Guide for Officers and Advisers*. (MANDATED)
- D.** Troop Committee Nomination of Adults.
1. Procedure for the Troop Committee nomination of Adults Leaders to membership shall be as stated in the *Order of the Arrow Handbook*, *Order of the Arrow Guide for Officers and Advisers* and the *Order of the Arrow Guide to Inductions*. (MANDATED)

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2. Adult nominations shall take place during the youth election period stated above. Nomination forms shall be due to the Lodge Inductions Chairman within one month of the end of election period in which the unit elected youth to membership.

### E. Nomination of Adults registered at the District or Council level.

1. Procedure for the nomination of Adults Leaders registered at the District or Council level to membership shall be as stated in the *Order of the Arrow Handbook*, *Order of the Arrow Guide for Officers and Advisers* and the *Order of the Arrow Guide to Inductions*.  
(MANDATED)

2. The following annual nominations shall be accepted for adults registered at the District or Council level:

a. One candidate from among the Council Members-at-Large nominated by the Scout Executive.

b. One candidate from among the Council Members-at-Large nominated by the Council President.

c. One candidate nominated by the Lodge Adviser.

d. One candidate nominated from among the Members-at-Large and Commissioners of each District by the District Chairman.

F. A candidate to this Lodge has two opportunities (Lodge Weekends in March and September) to take the Ordeal. If the candidate does not take the Ordeal after the second opportunity, he or she is removed from candidacy and must be elected again in order to take the Ordeal. Unit leaders should schedule their candidates to take the Ordeal during the Lodge Weekend that best enhances their annual troop program.

G. No Honorary Memberships are given in the Order of the Arrow (MANDATED).

H. The procedure for the Ordeal 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*. (MANDATED)

I. 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*. (MANDATED)

J. Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the *Order of the Arrow Guide for Officers and Advisers*. (MANDATED)

### K. Active Membership

1. To be an active member, who is in good standing, one must have paid the current year's dues and be a registered member of the Chehaw Council, Boy Scouts of America.  
(MANDATED)

2. An inactive member may be restored to active status by paying the current year's dues.

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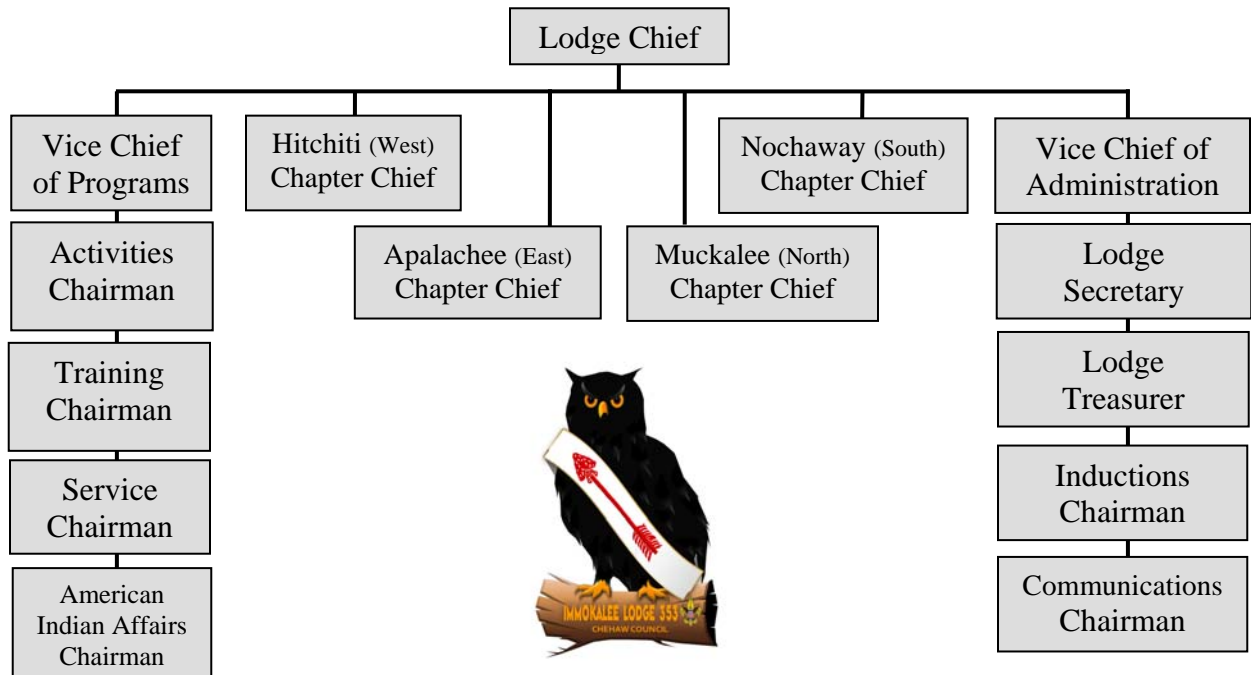
3. An Arrowman who attained membership in a lodge other than Immokalee Lodge #353 may become a member of this Lodge by registering with Chehaw Council and paying the current year's dues. Membership in any other Lodge must be terminated. Proof of honor is required.
4. Only active members in this Lodge are permitted to wear the Order of the Arrow sash and Immokalee Lodge #353 flap on their uniform(s).

### L. Inactive Membership

1. An inactive member is one who has been an active member of this Lodge, but has not paid the current year's dues and/or has not maintained registration with the Chehaw Council.
2. An inactive member may not participate in any Lodge or Chapter events. If an inactive member would like to attend an event, he or she must fulfill the requirements in Article III, Paragraphs K1.
3. An inactive member does not receive Lodge newsletters, event mailings or notices, or any other privileges granted to active Lodge members.
4. Inactive members in this Lodge are not permitted to wear the Order of the Arrow sash or Immokalee Lodge #353 flap on their uniform(s).

## Article VI. Lodge Officers

### A. The Youth Lodge Officer structure of this Lodge is:



- B. The elected Officers of this Lodge shall be the Lodge Chief, Vice Chief of Programs, Vice Chief of Administration, Lodge Treasurer, and Lodge Secretary, and each of the four Chapter Chiefs. The remaining Lodge Officers are appointed by the Lodge Chief.

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### C. Officer Eligibility Requirements:

1. Arrowmen desiring to serve as a Lodge Officer must meet the eligibility requirements as states in the current printing of the *Order of the Arrow Handbook*. (MANDATED)
2. All nominees shall be active members and under the age of 21 for the entire length of the term of office for which they are nominated. (MANDATED)
3. All nominees shall have the willingness to fulfill the duties of the position. No experience is necessary.
4. All nominees must agree to attend the Lodge Leadership Development course prior to the start of their term of service and consider attending the next available National Leadership Seminar.
5. All candidates must meet individually with the Lodge Adviser and Lodge Staff Adviser prior to nomination to ensure he meets the eligibility requirements and discuss responsibilities and expectations of that office. The candidate must get the approval of the Lodge Adviser in order to run for office.

### D. Order of Succession.

1. The intent of these provisions is to maintain responsible operation of the Lodge, should any of the elected offices become vacated during a term. Elected offices may be declared vacated by the two-thirds majority of the Key 3 in the event of:
  - a. The resignation of an elected Officer.
  - b. Illness or accident that renders an Officer unable to perform the responsibilities of his office for an extended period of time.
  - c. Unexcused absence from the Lodge Leadership Development course.
  - d. The Key 3 determines it is in the best interest of the Lodge that the Officer be removed from office due to gross negligence to the duties and responsibilities.
2. If a Lodge Officer wishes to resign from office, he must submit a written letter of resignation to the Lodge Chief. If the resignation is approved by two-thirds majority of the LEC, he is removed from office immediately and the order of succession takes place as per this Article.
3. If any youth member feels a Lodge Officer should be removed from office, he must submit a written letter to the Lodge Chief. If the removal is approved by two-thirds majority of the LEC, he is removed from office immediately and the order of succession takes place as per this Article.
4. Should the office of Lodge Chief become vacant during a term of office, the Lodge Vice Chief of Administration shall become the Lodge Chief, and the Vice-Chief of Programs shall become the Vice Chief of Administration. The new Lodge Chief shall then appoint an Arrowman to fill the remaining term of the Vice Chief of Programs. This appointment requires the approval of the Lodge Adviser, as well as the two-thirds majority of the LEC.

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5. Should the office of Vice Chief of Administration become vacant during a term of office, the Vice Chief Programs shall become the Vice Chief of Administration. The Lodge Chief shall then appoint an Arrowman to fill the remaining term of the Vice Chief of Programs. This appointment requires the approval of the Lodge Adviser, as well as the two-thirds majority of the LEC.
6. Should the office of Vice Chief of Programs become vacant during a term of office, the Lodge Chief shall then appoint an Arrowman to fill the remaining term of the Vice Chief of Programs. This appointment requires the approval of the Lodge Adviser, as well as the two thirds majority of the LEC.
7. Should the office of Lodge Treasurer become vacant during a term of office, the Lodge Chief shall then appoint an Arrowman to fill the remaining term of the Lodge Treasurer. This appointment requires the approval of the Lodge Adviser, as well as the two-thirds majority of the LEC.
8. Should the office of Lodge Secretary become vacant during a term of office, the Lodge Chief shall then appoint an Arrowman to fill the remaining term of the Lodge Secretary. This appointment requires the approval of the Lodge Adviser, as well as the two-thirds majority of the LEC.
9. A delinquent Lodge Chief may be removed by the Key 3 less the Lodge Chief (Lodge Adviser and Lodge Staff Adviser) with the approval of the Council Scout Executive, if the Lodge Chief fails to meet his obligations once given thirty (30) day notice by the Lodge Adviser.

### **Article VII. Officer Elections**

- A. The term of elected Office shall be for one (1) year, effective January 1st.
- B. No elected Officer may serve more than two (2) consecutive or non-consecutive terms in the same Office.
- C. No elected Officer may be elected to more than one (1) office at a time.
- D. Lodge Officer Elections shall be held during the Lodge Business Meeting at the Lodge Winter Fellowship Weekend in December.
- E. The Lodge Chief runs the Lodge Officer nomination and election procedures in conjunction with the Lodge Adviser. In the event that the Lodge Chief is running for re-election, the order of succession (Article V) takes into effect and the highest Lodge Officer not running for any position runs the nomination and election procedure in conjunction with the Lodge Adviser.
- F. Nominations for all Lodge elected offices shall be declared open at the start time of the Friday evening Cracker Barrel of the Immokalee Lodge Fall Ordeal Fellowship Weekend in September, and remain open until the Immokalee Lodge Winter Business Meeting on Sunday morning of the Winter Fellowship Weekend when a motion is passed to close nominations for that office and begin voting for that office. Each office's nomination period is closed separate from one another and only after the previous office's voting has taken place.
- G. Campaigning for office is encouraged during the duration of the nomination period.

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- H. The election of Lodge Officers occurs at Lodge Business Meeting at the Lodge Winter Fellowship Weekend in December. The order of elections will be: Lodge Chief, Vice Chief of Administration, Vice Chief of Programs, Lodge Treasurer, Lodge Secretary, North Chapter Chief, South Chapter Chief, East Chapter Chief, and then West Chapter Chief.
- I. Each nominee must be nominated and that nomination must be seconded by different active youth members of the Lodge. Nomination and the second nomination for Chapter Chiefs must come from Arrowmen in the Chapter in which the Chapter Chief candidate is serving. An Arrowman cannot nominate himself.
- J. Only active youth (under the age of 21) members (MANDATED), shall be allowed to vote in the Lodge Officer elections. Newly inducted Ordeal members from the Lodge Fall Ordeal Weekend are eligible to vote. There will be no absentee voting.
- K. A secret ballot election shall be held for each office after the motion passes to close nominations for that office and each nominee has had a maximum of two minutes to address the Lodge membership. The order of addresses is in the order in which the nominees were nominated.
- L. The secret ballots shall be counted twice in private by a committee formed of: the Officer running the election, two youth appointed by the Officer running the election, Lodge Adviser, and Lodge Staff Adviser.
- M. The nominee with the most votes shall be immediately announced to the Lodge and be inducted into that office at the Lodge Banquet in December.
- N. In the event that a youth runs unopposed for any office, he only requires approval of the majority of the LEC to be declared the winner. The Lodge membership does not need to vote.
- O. Campaigning for a Lodge Office shall not interfere with the Fall Ordeal or Winter Fellowship Weekend, and shall only take place after nominations for Lodge Office have opened. Any candidate found campaigning before nominations have opened shall forfeit their nomination and cannot run for any office.

### **Article VIII. Lodge Advisers**

- A. The organization of Lodge Advisers shall mirror the Lodge Officer organization in Article VI.
- B. Lodge Adviser
  - 1. The Lodge Adviser is appointed by the Council Scout Executive from the general membership of the Lodge.
  - 2. The Council Scout Executive sets the term length of appointment. In most cases, the term length is one year and begins January first and ends December thirty-first. An adult may be reappointed any number of times.
  - 3. In the absence of the Lodge Adviser, the Chapter Adviser of the Chapter with the most youth membership shall assume all responsibilities and authority until the Lodge Adviser returns.

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4. The order of succession for the Lodge Adviser shall fall to the Chapter Adviser of the Chapter with the most youth membership shall become the Acting Lodge Adviser. This adult becomes the Acting Lodge Adviser until the Council Scout Executive appoints a new Lodge Adviser.
5. If any youth or adult member feels the Lodge Adviser should be removed from appointment, he must submit a written letter to the Council Scout Executive. If the letter for removal receives approval from Council Scout Executive, he is removed from appointment immediately and the order of succession is followed as per this Article.
6. Duties of the Lodge Adviser:
  - a. Reports to the Council Scout Executive.
  - b. Serves as general adviser to Officers and the Lodge.
  - c. Appoints Adult Advisers for the Lodge with approval of the Council Scout Executive.
  - d. Removes delinquent Advisers as promptly as possible to allow the uninterrupted administration of Lodge affairs.
  - e. Oversees the administration of the Lodge
  - f. Serves on and represent the Lodge on the Council Executive Board

### C. Lodge Staff Adviser

1. The Council Scout Executive shall appoint a Lodge Staff Adviser from the Council Professional Staff.
2. The Council Scout Executive sets the term length of appointment. In most cases, the term length is one year and begins January first and ends December thirty-first. An adult may be reappointed any number of times.
3. Duties of the Lodge Staff Adviser:
  - a. Serves as a liaison between the Lodge and the Council.
  - b. Assists the Lodge Adviser and gives guidance to the Lodge.
  - c. Acts as a representative of the Council Scout Executive and the Council.
  - d. Ensures Lodge events are synchronized and de-conflicted with Council events and that Lodge events are documented on the Chehaw Council Calendar.
  - e. Provides opportunities to Lodge Arrowmen to support the Chehaw Council and unit Scouting programs.
  - f. Coordinates Lodge participation in Section and National Order of the Arrow events, training, and high adventure trips.
  - g. Ensures Immokalee Lodge is well integrated and supports the Camp Osborn summer camp program.

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### D. Other Advisers

1. All Advisers are appointed by the Lodge Adviser after consultation with the Lodge Staff Adviser and Lodge Chief. The Lodge Adviser shall appoint one adult Adviser to each Lodge Officer and Ad hoc Committee.
2. In order to enhance continuity of Lodge operations, it shall be acceptable for the Lodge Adviser, in consultation with the Lodge Chief, to appoint an Adult member to oversee an Ad hoc committee for which there is no youth appointed committee Chairman or to perform a specific function that does not require support of a committee. These functions include but are not limited to: maintaining the history of the Lodge, designing and procuring Lodge patches or Lodge memorabilia for a special event, staffing the Camp Osborn Health Lodge during Lodge events, purchasing and preparing food for Lodge events, or to perform part of the planning for the Lodge to participate in a Section or National event.
3. The Lodge Adviser sets the term length of appointment. In most cases, the term length is one year and begins January 1st and ends December 31st. An adult may be reappointed any number of times.
4. If any youth or adult member feels that an Adviser (other than the Lodge Adviser) should be removed from appointment, he must submit a written letter to the Lodge Adviser. Should the Lodge Adviser, after consultation with the Lodge Staff Adviser and Lodge Chief, decide to remove an Adviser from his appointment, he will do so immediately.
5. Common duties of all Advisers are to:
  - a. Oversee the activities that fall within the duties of the officer or chairman that they advise.
  - b. Train, coach, counsel, and mentor the officer or chairman that they advise.
  - c. Represent Scouting in the most positive and encouraging manner possible while enthusiastically wearing the Scout Uniform when appropriate.
  - d. Abide by all BSA Youth Protection Policies and Procedures and conducts themselves by the principles set forth in the Scout Oath and Scout Law.
  - e. Obey all BSA policies regarding the uses of alcohol, legal and illegal drugs, and tobacco.

### **Article IX. Responsibilities of Lodge Officers and Advisers**

- A. Each Immokalee Lodge #353 Lodge Officer is assigned the following common responsibilities. Advisers shall also consider these to be their responsibilities and the standard to which they should hold Lodge Officers accountable.
  1. Conduct yourself according to the Scout Oath, Scout Law, and OA Obligation.
  2. Be active members as defined in Article V.K.1 (current dues paid).
  3. Serve the membership of Immokalee Lodge #353.
  4. Support your fellow Lodge Officers in their specific duties and responsibilities.

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5. Have fun, learn, and grow your leadership skills. Get better at your job everyday.
6. Prepare for and attend all Lodge events.
7. Wear the BSA uniform correctly at all OA events and meetings.
8. Be an example in leadership and cheerful service.
9. Ensure the safety of all participants during every lodge event.
10. Talk to respective Adviser at least once a month outside of the LEC meeting.
11. Attend and have an active role at all meetings of the LEC.
12. Prepare a report for the LEC meetings. Review the report with your respective Adviser prior to each meeting.
13. Promote Scout camping and the Order of the Arrow in your respective unit.
14. Focus on and work to ensure achievement of the Immokalee Lodge annual goals.
15. Clean each camp or council facility after use. Leave it better than you found it.
16. Create annual goals and an action plan to accomplish all goals.
17. Attend the Lodge Leadership Development course.
18. Consider attending the National Leadership Seminar (NLS).
19. Save and organize any materials you used to perform your job and pass on all materials to your successor.

### **B. Specific Duties of the Lodge Chief**

1. Provides the leadership and direction for successful operation of Immokalee Lodge #353.
2. Presides at all Lodge Meetings and LEC meetings.
3. Arranges LEC meeting, place, time, and agenda.
4. Meets with the Lodge Adviser and Lodge Staff Adviser on a regular basis.
5. Appoints all chairmen of the operating committees of the Lodge Executive Committee. All appointments require consultation with the Lodge Adviser. Ensures all appointments are made as promptly as possible to allow the uninterrupted administration of Lodge affairs.
6. Has authority to form ad-hoc committees with approval of the Lodge Adviser in order to manage specific Lodge events or initiatives (e.g. NOAC, Conclave Service Lodge, Vigil Selection)
7. Assumes chairmanship responsibilities for an operating committee of the Lodge until he has appointed a chairman for that committee.

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- 8.** Supervises, directs, and evaluates the Vice Chief of Administration, Vice Chief of Programs, and all Chapter Chiefs.
- 9.** Approves and publishes all correspondences to Lodge Membership.
- 10.** Works closely with the LEC to establish the Lodge's annual goals which will always include achieving Quality Lodge status from the National Order of the Arrow Committee.
- 11.** Plans and executes a productive and effective Lodge Leadership Development course in January each year.
- 12.** Attends all Section Council of Chiefs meetings.
- 13.** Serves as the youth representative of the Chehaw Council Executive Board.
- 14.** Is the last to leave all Lodge events to ensure proper cleanup.
- 15.** Presents Lodge Annual Report to the Lodge membership, Chehaw Council Scout Executive, and Chehaw Council Executive Board.

### **C.** Specific Duties of Vice Chief of Administration

- 1.** Reports to and assists the Lodge Chief.
- 2.** Assumes the responsibilities and authority of the Lodge Chief, in his absence, until the Lodge Chief returns.
- 3.** Supervises, directs, communicates, and evaluates the Lodge Secretary, Lodge Treasurer, Communications Committee Chairman, and Inductions Committee Chairman.
- 4.** Assists the Lodge Chief in planning and executing a productive and effective Lodge Leadership Development course.
- 5.** Manages the Lodge Troop Representative program
- 6.** Works closely with the Inductions Chairman, Activities Chairman, and Training Chairman to coordinate training of Unit OA Election Teams.
- 7.** Works closely with the Lodge Secretary and Lodge Historian to have all new candidates recorded in the Lodge records.
- 8.** Works closely with the Lodge Secretary and Communications Committee Chairman to prepare and publish all Lodge correspondence to include unit OA election letters, Ordeal invitation letters, and Brotherhood eligibility letters, and *OWL HOOT* newsletter.
- 9.** Works closely with the Communications Chairman to market and publicize Lodge events using all forms of social media.

### **D.** Specific Duties of Vice Chief of Programs

- 1.** Reports to and assists the Lodge Chief.

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2. Assumes the responsibilities and authority of the Lodge Chief, in the absence of the Lodge Chief and Vice Chief of Administration.
3. Supervises, directs, communicates with, and evaluates the Activities Chairman, Training Chairman, Service Chairman, and American Indian Affairs Chairman.
4. Assists the Lodge Chief in planning and executing a productive and effective Lodge Leadership Development Course.
5. Plans and orchestrates all non-induction lodge activities and programs, which include lodge fellowship weekends, special events like the winter banquet, service projects, and training.
6. Develops and publishes a schedule of the program (play book) at Lodge events that will be made available to attendees during event registration.

### E. Specific Duties of Lodge Secretary

1. Reports to the Vice Chief of Administration.
2. Records minutes of all Lodge and LEC meetings and keeps copies of minutes for Lodge records.
3. Provides the draft minutes via email to the Lodge Secretary Adviser and Key 3 no more than two weeks after the meeting for review and publication to the LEC.
4. Maintains and updates LEC contact list and e-mails updated file to all members of the LEC as needed.
5. Coordinates lodge activity registration and attendance as well as maintains attendance records.
6. Maintains and updates Lodge Calendar and e-mails updated file to all members of the LEC.
7. Works with the Vice Chief of Chapter Administration, Inductions Chairman, and Chapter Chiefs to compile and record the results of Unit elections in order to send invitations to the ordeal candidates.
8. Maintains a current copy of these Bylaws and brings it to all meetings of the Lodge or LEC.

### F. Specific Duties of Lodge Treasurer

1. Reports to the Vice Chief of Administration.
2. Develops and manages the Lodge annual budget
3. Prepares monthly financial reports of the Lodge and presents the financial report at all LEC's.
4. Assists in maintaining records of all money deposited and expended by the Lodge.

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5. Assists with registration at Lodge events.
6. Assists in maintaining inventory of Lodge property and supplies.
7. Assists in selling Order of the Arrow and Lodge merchandise during lodge functions.
8. Ensure that all dues/fees at all lodge events are properly collected as well as lodge trading post sales tracked.
9. Work with the Secretary at all event/activity registration as well as reconcile dues payments and the membership database.
10. Take pictures throughout all lodge events and activities. Ensure pictures are saved and available for use in both digital and physical forms.
11. Oversees the Lodge Finance Committee.

### **G. Specific Duties of Chapter Chiefs**

1. Report to the Lodge Chief.
2. Oversee the administration of the Chapter.
3. Recruit, train, and supervise a chapter committee for any and all chapter events and activities.
4. Coordinate and lead any and all chapter training.
5. Actively work with the chapter officers to maintain a strong and active chapter ensuring that all members are regularly informed about both chapter and lodge events, receive any necessary training, and are encouraged to participate in events and activities.
6. Represent their Chapter on the LEC.
7. Lead their Chapter at Lodge events, competitions, service projects, etc.
8. Prepare and disseminate information from the LEC meetings to their Chapters through the OA Troop Representatives.
9. Seek opportunities to be of service to the District and ensures the Chapter has an active role in District events.
10. Serve as the OA/youth representative at the District committee and District Roundtables.
11. Maintain and update Chapter Contact Lists and e-mails updated file to Lodge Secretary.

## Article X. Lodge Committees and Teams

### A. Lodge Executive Committee (LEC)

1. The LEC shall work to guide the operations, functions and successful administration of the Lodge. The LEC has authority over all matters not specifically addressed in these Lodge rules and not specifically limited by the *Order of the Arrow Handbook*, *Order of the Arrow Guide for Officers and Advisers*, or the National Order of the Arrow Committee. The LEC carries on the business of the Lodge between Lodge Meetings and acts on all business that does not require the approval of the general Lodge membership.
2. Voting members of the LEC are the:
  - a. Lodge Chief (only votes in the case of a tie)
  - b. Vice-Chief of Administration
  - c. Vice-Chief of Programs
  - d. Lodge Treasurer
  - e. Lodge Secretary
  - f. Chapter Chiefs
  - g. Lodge Operating Committee Chairmen
  - h. Lodge Ad hoc Committee Chairmen
  - i. Immediate past Lodge Chief (if under the age of twenty-one)
3. Adult Lodge Advisers, Lodge members at-large, and invited guests are not permitted to vote.
4. A youth or adult member of the LEC may hold only one position on the LEC at the same time except with the approval of the Lodge Adviser.
5. The LEC shall use the parliamentary procedure of *Robert's Rules of Order* for all meetings in order to regard every member's opinion, gather and analyze all the facts related to a problem, and achieve general consensus in the least amount of time to achieve the best decisions for the collective membership of Immokalee Lodge #353.
6. The LEC shall meet in accordance with schedule established in the Lodge calendar. Every attempt will be made to schedule LEC meetings in conjunction with Lodge or Council events where the most LEC members will be present.
7. Issues may arise that require the immediate attention of the LEC before their next schedule meeting. These issues may be discussed and resolved by one of the following methods:
  - a. The Lodge Chief or Lodge Adviser may call special meetings of the LEC. All LEC members must be notified at least 10 days prior to the special meeting occurring.

## Immokalee Lodge #353 Bylaws

**b.** The Lodge Chief may solicit the position of the voting members of the LEC on the issue via electronic means, including, but not limited to the following: email, online voting, and conference call. The Lodge Chief shall maintain printed documentation of the electronic communication. The issue and the action taken shall be presented at the next meeting of the LEC and recorded in the minutes of that meeting. The printed documentation of the electronic communication shall be attached to the meeting minutes.

**8.** Lodge Executive Committee meetings conducted via video or phone conference, email, and social media websites shall be considered the same as a meeting with all members physically present at one location.

**9.** A quorum must be present in order to conduct business at a LEC meeting. A quorum shall consist of at least five youth voting members of the LEC.

**10.** In the event that a voting member cannot attend an LEC meeting, he may send a representative of his Chapter (if he is a Chapter Chief) or Committee (if he is a Committee Chairman) to fill in for him and cast a vote on behalf of him in all voting matters.

**11.** When voting, all motions must be passed by a majority of voting members present unless otherwise required by these Bylaws.

**12.** Youth Lodge members at-large may attend an LEC meeting as a non-voting member after receiving prior approval of the Lodge Chief. Adult Lodge members at-large may attend an LEC meeting as a non-voting member after receiving prior approval from the Lodge Chief and Lodge Adviser.

### **B. Standing Committees**

**1.** Standing Committees have the authority to make decisions and plans as necessary to complete assigned tasks in their area of responsibility.

**2.** Except where an elected Lodge Officer is named as the Committee Chairman, the Lodge Chief shall appoint a youth member of the Lodge as a Committee Chairman. Where an elected Lodge Officer is named as the Committee Chairman, the Adviser of the elected Officer shall serve as Committee Adviser.

**3.** Should the chairman of a standing committee become vacant during a term of office, the Lodge Chief shall appoint an Arrowman to fill the remaining term.

**4.** Any Youth and Adult Lodge member in good standing may serve on committees by contacting the Committee Chairman or Adviser. The Committee Chairman approves members to serve on the committee in consultation with the Lodge Chief. The Committee Chairman shall maintain a list of active committee members.

**4.** The Lodge Chief reserves the right to appoint the youth members of a committee and the Lodge Adviser reserves the right to appoint adult members of a committee.

**5.** Only youth members have voting privileges, unless otherwise authorized by the Lodge Staff Adviser. (This is to allow for the appointment of all adult committees when special circumstances require such action.)

**6.** The Standing Committees of this Lodge and their respective general responsibilities are:

## Immokalee Lodge #353 Bylaws

### a. Programs Committee

- (1)** Chaired by Vice Chief of Programs and reports to the Lodge Chief.
- (2)** Coordinates the program content for all Lodge events to include Fellowship Weekends, POW-WOWs, Banquets.
- (3)** Works closely with the Activities Chairman and Training Chairman to develop, and make available to all participants at registration, the schedule of activities for all Lodge events.
- (4)** Recruit, develop and train a committee of Arrowmen to assist with responsibilities.
- (5)** May form subcommittees to handle specific events.

### b. Activities Committee

- (1)** Chaired by Activities Chairman and reports to the Vice Chief of Programs.
- (2)** Brainstorm, develop, and implement a quality program for all lodge events/activities as well as a quality menu and schedule.
- (3)** With consultation with the Lodge Chief and Vice Chief of Programs the Activities Chairman shall appoint a Team Captain for the Food and Hospitality Team and the Health and Safety Team.
- (4)** Coordinates the logistical support for all Lodge events to include: securing the location and facility; overseeing parking; creating and posting directional signs, banners, etc.; registration; food service; religious services; health and medical services; and Assembly and Colors.
- (5)** Secures door prizes and entertainment/guest speaker/program for Lodge Winter Banquet.
- (6)** Recruit, develop and train a committee of Arrowmen to assist with responsibilities.
- (7)** May form subcommittees to handle specific events.

### c. Training Committee

- (1)** Chaired by Training Chairman and reports to the Vice Chief of Programs.
- (2)** Assists the Lodge Chief in planning and executing a productive and effective Lodge Leadership Development course.
- (3)** Provides quality training for Elangomats and Nimats recruited by the Inductions Chairman.
- (4)** Provides quality training to Unit Elections Teams.

## Immokalee Lodge #353 Bylaws

**(5)** Identify training needs of the youth and adults in the lodge and develop training opportunities at all lodge events/activities as well as appropriate additional times.

**(6)** Coordinate staff for events such as, activity leaders, trainers, etc.

**(7)** Promote training opportunities beyond the lodge level, i.e. section, region and national events (e.g. Conclave, NLS, NOAC)

**(8)** Recruit, develop and train a committee of Arrowmen to assist with responsibilities.

**(9)** May form subcommittees to handle specific events.

### d. Service Committee

**(1)** Chaired by Service Chairman and reports to the Vice Chief of Programs.

**(2)** Works with the Lodge Staff Adviser to identify service projects at Chehaw Council properties.

**(3)** Works with the Camp Osborn Ranger to identify and plan meaningful Ordeal Clan service projects and procures the required tools and material well in advance of the scheduled Ordeal so Ordeal candidates can successfully complete the projects.

**(4)** Ensures proper required supervision or skills are present at projects.

**(5)** Responsible for ensuring maintenance of the Camp Osborn trails by repainting trail markers and keeping trails free of hazards such as fallen timber, etc.

**(6)** Maintains a log of service hours from the Lodge throughout the entire year and presents a verbal report of the service the Lodge Arrowmen provided at the annual Lodge Winter Banquet.

**(7)** Plans and orchestrates Lodge involvement in the annual Section Day of Service each fall.

**(8)** Serves as the OA/Youth representative to the Chehaw Council Properties Committee.

**(9)** Recruit, develop and train a committee of Arrowmen to assist with responsibilities.

**(10)** May form subcommittees to handle specific projects or facilities.

### e. Communications Committee

**(1)** Produces and publishes all Lodge correspondence to include unit OA election letters, Ordeal invitation letters, and Brotherhood eligibility letters, OWL HOOT newsletter, and event marketing.

**(2)** Works closely with the Lodge Secretary to prepare at least 4 *OWL HOOT newsletters* per year. Provides the draft newsletter via Lodge Communications Adviser to the Key 3 for review and approval, distribution, and publishing.

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**(3)** Work with Lodge Webmaster on keeping the Lodge Website completely up to date with all posted images and information.

**(4)** Coordinates lodge communications to the all lodge members via email, phone tree, OA troop rep. program, etc.

**(5)** Prepares the Lodge Winter Banquet program.

### f. American Indian Affairs Committee

**(1)** Chaired by American Indian Affairs Chairman and reports to the Vice Chief of Programs.

**(2)** With consultation with the Lodge Chief and Vice Chief of Programs, the American Indian Affairs Chairman shall appoint a Team Captain for the Dance and Drum Team.

**(3)** Oversees operation of the Dance & Drum Team.

**(4)** Serves as the point of contact for units requesting Lodge involvement to support WEBELOS Crossover ceremonies, Eagle Scout Courts of Honor, Cub Scout Day Camps, etc.

**(5)** Plans and coordinates Lodge involvement during resident summer camp at Camp Osborn.

**(6)** Ensures Lodge regalia and related property is accounted for, well maintained, and properly stored.

### g. Finance Committee

**(1)** Chaired by Lodge Treasurer and reports to the Vice Chief of Administration.

**(2)** Ensures ordering of supplies and merchandise in coordination through the Lodge Treasurer.

**(3)** Keeps an accurate digital inventory of all Lodge merchandise.

**(4)** Operates the Lodge OA Trading Post at all Lodge events.

**(5)** Provides a Lodge Budget report at each LEC meeting.

### h. Inductions Committee

**(1)** Chaired by Inductions Chairman and reports to the Vice Chief of Administration.

**(2)** With consultation with the Lodge Chief and Vice Chief of Administration, the Inductions Chairman shall appoint a Team Captain for the Ceremonies Team.

**(3)** Oversees operation of the Ceremonies Team.

**(4)** Ensures safety of Ordeal candidates.

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- (5)** Knows location of all clans and candidates at all times.
- (6)** Coordinates the entire Ordeal experience for candidates from arrival at camp to departure.
- (7)** Ensures *Sprit of the Arrow* booklets are available and used during all Ordeals.
- (8)** Ensures the Lodge has OA sashes, Lodge Flaps, and OA handbooks available for each ceremony.
- (9)** Prepares, and reviews with new members, the Immokalee Lodge New Member Orientation pamphlet.
- (10)** Responsible for recruiting and recognizing Elangomats and Nimats.
- (11)** Obtains list of Ordeal members eligible for Brotherhood from Lodge Secretary.
- (12)** Notifies Ordeal members who are eligible for Brotherhood of scheduled Brotherhood conversion opportunities.
- (13)** Responsible for carrying out the promotion, questioning, letter collection, and review for the Brotherhood conversion.
- (14)** Forwards a list of the new Brotherhood members to the Lodge Membership Secretary after each Brotherhood Ceremony

### i. Vigil Committee

- (1)** The Vigil Committee Chairman will be the senior youth Vigil Honor Lodge member. Membership to this Team is restricted to active Vigil Honor members in good standing of Immokalee Lodge.
- (2)** Coordinates and oversees Vigil nomination at the Lodge Fall Ordeal Weekend in September.
- (3)** Secures and assigns Vigil guides to each candidate.
- (4)** Maintains Vigil ceremonial regalia.
- (5)** Responsible for the Lenni-Lenape naming of Vigil candidates.
- (6)** Conducts the Vigil and organizes every aspect of the Vigil at the Lodge Winter Fellowship Weekend in December.
- (7)** Ensures each candidate is present for the Vigil at the Lodge Winter Fellowship Weekend.
- (8)** Orders (in coordination through the Lodge Treasurer) Vigil sashes and ceremonies books.
- (9)** Awards sashes to new Vigil members at the Lodge Winter Banquet in December.

### j. Awards Committee

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- (1)** Promotes award opportunities and makes forms available at all Lodge events.
- (2)** Responsible for all Lodge awards and recognition (Quality Lodge, Outstanding First-Year Arrowman, Lodge Service Award, Founder's Award, award for outgoing Lodge Chief, Elangomat recognition at Ordeal Weekends).
- (3)** Ordering (in coordination through the Lodge Treasurer) and storage/inventory of all Lodge and National awards (Lodge certificates, patches, ribbons, etc.).
- (4)** Arranges for and orchestrates presentation of awards.
- (5)** Updates all Lodge award applications.
- (6)** Report monthly on Quality Lodge status to Lodge Executive Committee.

### C. Ad Hoc Committees

- 1.** The Lodge Chief may establish ad hoc committees in consultation with the Lodge Adviser as the needs of the Lodge dictate. All ad hoc committees shall have a predetermined time of dissolution set at the time of its formation. The Lodge Chief may restrict membership of an ad hoc committee.
- 2.** A Conclave ad hoc committee shall be created at least twelve months prior to this Lodge beginning to serve as the Service Lodge for its Section. A youth Chairman shall be appointed by the Lodge Chief after consultation with the Lodge Adviser. An adult Adviser shall be appointed by the Lodge Adviser after consultation with the Lodge Chief. The committee shall carry out all business of preparing and carrying out an effective Conclave. The committee shall dissolve at the close of the Section Council of Chiefs meeting which follows the Conclave.
- 3.** A NOAC ad hoc committee shall be created at least twelve months prior to this Lodge sending a contingent to NOAC. A youth Chairman shall be appointed by the Lodge Chief after consultation with the Lodge Adviser. An adult Adviser shall be appointed by the Lodge Adviser after consultation with the Lodge Chief. The committee shall carry out all business of preparing and sending a Lodge contingent to NOAC. The committee will dissolve upon the completion of the LEC that is held after the contingent returns from NOAC.

### D. Teams

- 1.** Teams have the authority to make decisions and plans as necessary to complete assigned tasks in their area of responsibility.
- 2.** Committee Chairmen shall appoint a youth member of the Lodge as a Team Captain for the Teams under their responsibility. Elected Lodge and Chapter Officers may not serve as Team Captain.
- 3.** Membership on a specific Team will be made up of the membership from the responsible committee.
- 4.** The Lodge Adviser shall appoint an adult member of the Lodge as a Team Adviser.

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5. With approval of the Lodge Chief, the Dance & Drum Team and the Ceremonies Team may create geographical subgroups for the purpose of allowing members to attend practices at convenient locations.

6. The Teams of this Lodge and their respective general responsibilities are:

**a. Ceremonies Team**

- (1) Reports to the Inductions Chairman.
- (2) Responsible for recruiting and training Arrowmen to perform all roles at Ensure all Call-Out, Ordeal and Brotherhood Ceremonies.
- (3) Responsible for regalia accountability, maintenance, cleaning, and storage.
- (4) Responsible for the creation and maintenance of props to include torches.
- (5) Ensures the OA circle at Camp Osborn is maintained and under continuous improvement.
- (6) Actively participates in events directed to support unit and council events, to include summer camp at Camp Osborn, as directed by the American Indian Affairs Chairman.

**b. Dance and Drum Team**

- (1) Reports to the American Indian Affairs Chairman.
- (2) Promotes interest in Native American dance and culture of the tribes native to our area and offers members opportunities to learn and perform Native American dances.
- (3) Researches, trains, and performs authentic Native American Dances and Drum songs.
- (4) Ensures Lodge regalia and related property is accounted for, well maintained, and properly stored.
- (5) Responsible for the creation and maintenance of props.
- (6) Actively participates in events directed to support unit and council events, to include summer camp at Camp Osborn, as directed by the Indian Affairs Chairman.
- (7) Maintains visibility at OA weekends and all Lodge events and supports all OA ceremonies.
- (8) Participates in local dance traditions and gatherings to include regional Pow-Wows.
- (9) Trains to participate in dance and drum competitions held at Section Conclave.

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### c. Food and Hospitality Team

- (1)** Reports to the Activities Chairman.
- (2)** Plans, prepares, cooks, and cleans up all meals at all Lodge Events where food or beverages are provided.
- (3)** Develops menus with creative meals and purchases quality food and supplies after securing authorization from the Lodge Staff Adviser.
- (4)** Enlists Lodge members to assist in the kitchen.
- (5)** Ensures all kitchen equipment and materials are ready for each event.
- (6)** Provides dining hall steward.
- (7)** Last to leave kitchen at all Lodge events in order to make sure it is clean and inspected by the Lodge Chief and Lodge Adviser.

### d. Health and Safety Team

- (1)** Reports to the Activities Chairman.
- (2)** Responsible for collecting hold harmless agreements.
- (3)** Ensures safety of all members at all Lodge events.
- (4)** Collects BSA Medical forms as necessary (includes Section Conclave and NOAC).
- (5)** Ensures constant compliance with the Guide to Safe Scouting.
- (6)** Staffs the Health Lodge with at least two (one must be over the age of twenty-one) qualified personnel for the entire duration of the Lodge Weekends and Lodge events at Camp Osborn.

### E. If a Committee Chairman, Team Captain, or other Appointed Officer does not fulfill his duties, he shall be removed from office by the following procedure:

- 1.** The Lodge Chief shall notify the delinquent Chairman, Team Captain or Appointed Officer of his negligence of his duties through written notice, outlining what must be done to correct the problem.
- 2.** If the delinquent Chairman, Team Captain or Appointed Officer does not meet his obligations within thirty (45) days, the Lodge Adviser notifies him of possible removal from Office.
- 3.** The Lodge Chief, having given due notice and consulting with the Lodge Adviser, may then remove the Chairman, Team Captain or Appointed Officer from his position thirty (30) days after notification by the Lodge Adviser.

### F. If an Adult Adviser does not fulfill his duties, he shall be removed from his/her position by the following procedure:

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1. The Lodge Adviser shall notify the delinquent Adviser of his/her negligence of his/her duties through written notice, outlining what must be done to correct the problem.
2. The Lodge Adviser having given due notice of thirty (30) days and consulting with the Lodge Staff Adviser and/or Council Scout Executive may then remove the Adviser from his/her position.
3. Upon the resignation or removal of an Adult Adviser, the Lodge Adviser shall appoint a new Adviser as promptly as possible to allow the uninterrupted administration of Lodge affairs.

### **Article XI. Budget, Dues, and Fees**

- A.** All Order of the Arrow funds shall be handled through the Council Office and go through all normal Chehaw Council accounting procedures. (MANDATED)
- B.** The Key 3, Lodge Treasurer, and Lodge Treasurer Adviser shall prepare the Lodge annual budget and present it at the first LEC meeting of the calendar year for majority approval.
- C.** The majority of the LEC and the Lodge Adviser must approve all purchases, expenses, or reimbursements over the amount of \$50.
- D.** Neither the Council Scout Executive nor any Council professional has authority to approve the use of Lodge funds without the prior approval of the majority of the LEC and Lodge Adviser.

#### **E. Dues**

1. Annual Lodge dues amount shall be determined by the LEC at the meeting held at the Fall Fellowship Weekend. The LEC will review the dues amount annually.
2. Dues shall be payable for one calendar year.
3. Dues for the following calendar year may be paid during the dues payment period which starts at the Fall Lodge Ordeal Fellowship Weekend and ends December 31<sup>st</sup> of the year prior to the dues year being paid. (Example: Dues for the year 2012 are payable between September, (Sunday of Fall Ordeal and Fellowship Weekend) 2011 to December 31, 2011)
4. A member that does not pay his dues by the close of the dues payment period becomes an inactive member of the Lodge per Article V, Paragraph L.1. A member may be restored to active status by following Article V, Paragraph K.2.
5. All members' dues expire on the 31<sup>st</sup> day of December each year, regardless as to when they became members of the Lodge or when they paid their current year's membership dues.
6. Chapters are prohibited from charging dues.

#### **F. Fees**

1. There will be a suitable induction fee payable upon registration for induction, for which each new member will receive the following: an Order of the Arrow sash, an Order of the Arrow Handbook, Lodge Flap, and dues payment for the remaining of the current year, an Order of the Arrow membership card, Lodge information literature, and food.

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2. There will be an appropriate Brotherhood conversion fee payable upon registration for Brotherhood member conversion. Each new Brotherhood member will receive an Order of the Arrow Brotherhood Sash, Lodge Flap, and new Order of the Arrow membership card.
3. Fees for Lodge activities and events shall be set by the LEC by the end of September of the previous year with the approval of the annual plan book.
4. The Key 3 may implement special programs or provisions to improve financial management of lodge funds and offer enhanced benefits to members. These programs may include event fee waivers for Arrowman serving as Elangomats and a "Fast Pass" program where an Arrowman can pay for all lodge events for an entire year at a discount.
5. Fees and payments to the Lodge for Lodge events shall be non-refundable and non-transferable.

### Article XII. Lodge Meetings and Activities

A. There shall be at least four scheduled meetings of the Lodge each year in order to accomplish specific Lodge business. The Lodge meetings and associated specific business topics are as follows:

Lodge Meeting	When	Specific Business Topics
Winter	Winter Fellowship (Sunday AM)	Elections of new Lodge Officers.
Spring	Spring Ordeal Weekend (Sunday AM)	Lodge update on Section Conclave.
Summer	Summer Fellowship Weekend (Sunday AM)	Lodge update on summer camp involvement and future National OA Events.
Fall	Fall Ordeal Weekend (Sunday AM)	Lodge Officer Nominations. Plan for Day of Service.

- B. At the request of the Lodge Chief or Council Scout Executive, special Lodge meetings may be called. All active members must be notified via mailing, e-mailing, or web site posting of time, place, and purpose of such special meetings at least thirty days in advance of the meeting.
- C. The annual Lodge Calendar shall be prepared by the Lodge Key 3. The Lodge Adviser shall ensure the calendar is de-conflicted synchronized with the Chehaw Council calendar.
- D. The calendar shall be approved and adopted by the LEC at the first LEC meeting after resident summer camp at Camp Osborn.
- E. The calendar shall contain the date and location of quarterly Lodge meetings, Lodge Fellowship weekends, LEC meetings, significant Chehaw Council events that require Lodge support, fund-raising events, service events, Lodge Leadership Development Courses, Section Conclave and Seminars, and National OA events and training opportunities.
- F. The calendar shall be published on the Lodge Website and in the *OWL HOOTS* newsletter.

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**G.** When developing the annual Lodge calendar, the Key 3 will make every effort to adhere to the following Lodge Calendar standard:

Month	Event	Usually Held On	Location
January	Lodge Leadership Development	2 <sup>nd</sup> or 3 <sup>rd</sup> Weekend	Camp Osborn
February	Endurance Ride (Fundraiser)	Second Weekend	Camp Osborn
March	Spring Fellowship Weekend/Ordeal and Lodge Meeting	3 <sup>rd</sup> Weekend	Camp Osborn
April	Section Conclave	TBD	Camp of Service Lodge
May	Chapter Service Projects	TBD	TBD
	Support Council Events	TBD	TBD
June	Summer Fellowship Weekend and Lodge Meeting	First Weekend	Camp Osborn

June (con't)	Call-out Ceremony, Brotherhood Conversion, OA Expo	During Camp	Camp Osborn
July	National OA SummitCorps / ServiceCorps	TBD	TBD
August	Indian Summer/Jamboree/NOAC	TBD	TBD
September	Fall Fellowship Weekend/Ordeal and Lodge Meeting/Officer Nominations, Vigil Nominations	Weekend after Labor Day	Camp Osborn
October	Support Wild Game Dinner (Fundraiser)	2 <sup>nd</sup> or 3 <sup>rd</sup> Tuesday	Potter Com. Center
	Support Fright Night (Fundraiser)	Halloween	TBD
November	No Scheduled Events	NA	NA
December	Winter Fellowship Weekend and Lodge Meeting, Brotherhood Conversion, Vigil Ceremony	First Weekend	Camp Osborn
	Winter Banquet	Second Saturday	TBD

**Article XIII. Effective Date**

**A.** These By-laws and rules of the Immokalee Lodge #353 are effective upon the adoption by a two-thirds majority vote of the LEC.

**Effective Date: 18 September 2011**

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**Record of Changes**

This table is used to document corrected typographical errors and record minor pen and ink changes to these bylaws as voted on by the LEC. When the changes become unmanageable, the Lodge Secretary will republish the bylaws incorporating these changes and any other required revisions.

	Effective Date	Page(s)	Change(s)
0	Example 31 Dec 2011	12 Article IX Para D.3	Change "American" Indian Affairs Committee to "Native" American Affairs Committee. This is just an example.
1			
2			
3			
4			
5			