



Choctaw Chapter Bylaws

(Voted and passed by committee by two thirds in Jan. 2004)

ARTICLE I: GOALS, DUTIES and PURPOSES OF CHAPTERS

Section 1: What Chapters typically do?

1. Supervise Order of the Arrow elections in their geographic area.
2. Holds several meetings each year.
3. Act as a rallying point for members going to lodge activities.
4. Support a specialized part of the lodge program (such as ceremonial or dance team).
5. Have specific jobs at lodge activities, such as cooking and cleanup, etc.
6. Write for the lodge newsletter or its own newsletter.

Section 2: A GOOD Chapter does one or two of these each year:

1. Conduct a service project.
2. Provide support at a camporee or Scout Show.
3. Perform Indian dances and conduct ceremonies for Cub Scout packs.
4. Have a callout ceremony.

Section 3: "Lodge Committees" to adopt at the Chapter level, i.e., chairman for each of the following:

1. Troop Representative Coordinator
2. Elections Chairman
3. Ceremony Chairman
4. Service Chairman
5. Camp Promotion Chairman
6. Communication Activities Chairman: Fellowships, Ordeal (Elangomat Organizer, etc.)

ARTICLE II: Responsibilities of Chapter Officers

Section 1: The **Choctaw Chapter Chief**: (*Elected*) is responsible for the following.

1. The chapter chief shall be present at all meetings. In a case in which the chapter chief cannot be present, he must notify the 1st Vice Chief to take his place. In the event the 1st vice is not able to attend then the next person in the chain of command is the 2nd, and then 3rd Vice.
2. He shall be responsible for the following:
 - a. Unit Elections: He will check to make sure that the 3rd vice has gathered the necessary material and support staff to hold unit elections and promotions. He will also make sure that the 3rd vice is trained in elections and promotional techniques.
 - b. Will ensure that the chapter 2nd vice heads and runs one or more local community service projects and assures that the 2nd vice has acquired enough elangomats for the spring and fall fellowship.
 - c. Scouting service: He shall ensure that the chapter stays active in participation at camporees, District Roundtables, and Lodge/Council events.
 - d. Lodge Executive Committee Meetings: Attend all LEC Meetings or appoint someone to attend in his place when he is unable.
3. He shall be responsible for ensuring that the chapter meets the "Active" Requirements.
4. Will also call upon the Chapter to aid and assist the District with crossovers, call-outs, and arrow of light ceremonies.
5. After consulting with the chapter advisor, he may appoint offices to head up the various chapter committees.
6. Will work with the 1st vice to assure that the chapter will actively assist and the lodge with ceremony support with regards to Pre-Ordeal, Ordeal or Brotherhood teams.
7. During the opening of the meeting the Chapter chief will call upon the vice chief and appointed positions to give a verbal and written report of the progress of here areas.
8. Runs and coordinates the chapter elections. He also appoints the non-vice positions.
9. Turns in all reports to the Lodge Chief and Pelican Beak Editor.

Section 2: The **Choctaw Chapter 1st Vice Chief** (*Elected*): is responsible for the following.

This position is also known as the Chapter Indian Affairs position.

1. He shall take responsibility for the chapter in the absence of the chapter chief.
2. Coordinates the formation and operations of all ceremonies (i.e., Crossovers, Arrow of lights ceremonies, Pre-Ordeal, Ordeal, Brotherhood ceremony teams, and Chapter dance team operations).
3. Must give an oral and written report of the progress of the above-mentioned operation at each chapter meeting.
4. Must devote 30 minutes or more to the operations of the above when appropriate at each chapter meeting.
5. Assure that the chapter plays an active part in all fellowship ceremony functions.
6. Recruits members to assist the lodge with torch volunteer activities.

Section 3: The **Choctaw Chapter 2nd Vice Chief** (*Elected*): is responsible for the following.

1. Coordinates with the chapter chief on all *one-day projects*. The 2nd vice is responsible for having one or more chapter one-day projects in a Lodge calendar year.
2. Coordinates with the chapter chief on the recruitment of *youth and adult elangomats*. The minimal standard should be 2 youth and 2 adults for every Fellowship in a lodge year.
3. The 2nd vice will oversee the operations of the OA Rep. in the absence or the event that the chapter does not have one.
4. Must give an oral and written report of the progress of the above-mentioned operation at each chapter meeting.

Section 4: The **Choctaw Chapter 3rd Vice Chief** (*Elected*) is responsible for the following.

1. Coordinates with the chapter chief and the advisor on all *Troop and camp promotions*.
2. Recruits members of the chapter to assist and aid with Camp Salmen promotion and troop Elections.
3. Will train and enable the team to be proficient speakers with regards to promotion and elections scripts.
4. Will offer a 20 to 30 minutes training session on proper elections etiquette during the chapter meeting.
5. Must give an oral and written report of the progress of the above-mentioned operation at each chapter meeting.
6. The 3rd Vice is responsible to assure the all elections must be completed 35 days prior to the Spring of Fall Ordeal.

Section 5: The **Choctaw Chapter Brotherhood Chairman** (*appointed*) is responsible for the following.

1. Must offer Brotherhood conversion classes at each chapter meeting for those asking for assistance.
2. Brotherhood chairman should utilize the Lodge website for materials and applications.
3. Must promote members who are eligible to attend a fellowship or powwow to go through the Brotherhood challenge.
4. Have at least 5 to 10 youth per year seal their membership.
5. Must give an oral and written report of the progress of the above-mentioned operation at each chapter meeting.

Section 6: The **Choctaw Chapter Order of the Arrow Troop Rep. Chairman** (*appointed*) is responsible for the following.

1. Will coordinate through communications with the Lodge OA Rep. on necessary information that is needed at the lodge level.
2. Will promote Troops to send one youth to become an OA Troop Rep.
3. Will report to all Troop OA Reps. on upcoming activities and events.
4. Will make a yearly Phone list of all Troop Scoutmasters, Troop address locations and Troop OA Reps. This list should have phone numbers and E-Mail addresses.
5. Must give an oral and written report of the progress of the above-mentioned operation at each chapter meeting.

Section 7: The **Choctaw Chapter Reporter** (*appointed*) is responsible for the following.

1. Keeps the chapter minutes during chapter meetings, gatherings, and campouts.
2. Takes attendance at all Chapter and lodge activities.
3. Must give an oral and written report of the progress of the above-mentioned operation at each chapter meeting

Section 8: The **Choctaw Chapter Secretary** (*appointed*) is responsible for the following

1. Contacts chapter members and encourages them to re-register with the lodge.
2. Works with the Brotherhood chairman on providing information that tells what scouts are eligible for Brotherhood.
3. Is directly responsible with providing OA Troop reps and scoutmaster on who is behind in dues and are eligible for Brotherhood.
4. Must give an oral and written report of the progress of the above-mentioned operation at each chapter meeting

ARTICLE III: Chapter Active Status

Section 1: To receive **Chapter Active Recognition**, you must:

- 1) Be present at a majority of meetings in a calendar year. To achieve active status, members must attend a least 75% of all Chapter activities (i.e. Chapter meetings, one day, or any activity sponsored by the chapter), and Lodge activities (i.e., Ordeals, Powwow, Work day, or one day).
- 2) Members who attend Section or National activities will receive extra credit for those activities. But due to the cost of these activities they will not be counted against a youth.
- 3) Listed below is a typical calendar year at chapter level.
 - a) There are a total of 10 chapter meetings. (There is no meeting in June & July).
 - b) There are a total of 1 to 3 one-day projects.
- 4) Listed below is a typical calendar year at the Lodge level.
 - a) There is (2) Fellowships in a calendar year.
 - b) There is (1) Powwow in a calendar year.
 - c) There are (1) One day projects in a calendar year
 - d) There is (1-2) Camp Salmen Service projects in a calendar year.
 - e) There is 1 Lode Banquet in a calendar year.
 - f) There is 1 Lodge Leadership Development course in a calendar year.
- 5) Listed below is a typical calendar year at the Section and National level.
 - a) There is one Section Conclave per year.
 - b) There is one NOAC every 2 years.

ARTICLE IV: THE ELECTION OF CHAPTER OFFICERS

Section 1: Chapter Officers can be elected in the following manner:

The time of Elections of Officers are held as required to meet Lodge Charter requirements.

ARTICLE V: THE REMOVAL OF CHAPTER OFFICERS

Section 1: Chapter Officer may be removed for the following reasons:

- a) Failure to retain Active Status (75%)
- b) A lack in performance of their job.
- c) Missing (3) Chapter meetings in a row.

Section 2: To remove a Chapter Officer:

- a. There must be a 2/3 vote. (A minimum of 10 members must be present to hold a vote).

ARTICLE VI: REMOVING OR CHANGING CHAPTER RULES

Section 1: In order to remove or change a chapter rule:

- a) There must be a 2/3 vote of members. (A minimum of 10 members must be present to hold a vote).
- b) A 3/4 vote of the Chapter Committee.

ARTICLE VII: Lodge Elections

Section 1: Voting procedures for electing lodge officers shall be done by the following:

- a) Choctaw chapter is given 10 votes.
- b) Any candid receiving better than 51% of the vote will receive all 10 of the chapter's votes, no exceptions.
- c) In the event of a tie, the Chapter will hold a brief discussion about each candid and, then the Chapter Chief will call for a revote to see if the results will be different.
- d) Only in the event of another tie, shall the chapter ever spilt the votes giving each candid 5 votes.

AMENDMENTS

Amendment I:

Ratified 1/21/05

- 1) Arrowmen may declare their intentions to run for more than one office. However once elected to a position for the coming term they may not run for any other office to be held in the election.
- 2) The Chapter Chief for the present term will preside over the entire election for the coming term.
- 3) Only the following positions will be elected: (Chapter Chief, Chapter 1st Vice, Chapter 2nd Vice, Chapter 3rd Vice). The Chapter chief with the approval of the Chapter Advisor will appoint all other Chapter positions.
- 4) All candidates must submit a letter of intent at the Chapter meeting prior to the Powwow.
- 5) All Chapter elections will take place at the annual Powwow that is held in the first weekend in December. The election may be held on Saturday or on Sunday depending on Lodge elections. All Lodge elections should take place first.
- 6) Candidates must be present to run for a position.
- 7) There will be no proxy votes allowed. Only those who are present will be allowed to run for election.
- 8) The order of elections will be Chapter Chief, 1st vice, 2nd vice, 3rd vice.
- 9) Members wishing to apply for an appointed position must submit a letter of intent to the chapter chief.

- 10) Each candidate will be allotted 2 minutes to discuss his resume and or plans for the office. Members will be cautioned not to announce their choice or to lobby for their candidate of choice during his procedure.
- 11) If a candidate receives more than 50% of the vote they are declared a winner.
- 12) The Chapter Chief will provide each member a ballot. Members should write the name of their choice for the office on that ballot. NO other paper or ballot form will be accepted. Any other form will be discarded and not counted.
- 13) Ballots will be counted by the Chapter Chief and the Chapter Advisor and/ or replacements taking care of them to ensure that the proper ballot form was returned.
- 14) If NO candidate receives more than 50% of the vote, the top two candidates are placed into a runoff election.
- 15) Once a winner is declared, the Chapter Chief will announce the results and will resume at Step 3 with next position until all positions are filled.
- 16) If no candidate is declared or nominated for a position the Chapter Chief will appoint an arrowmen after consulting with chapter Advisor.