

AMANGI NACHA LODGE #47  
GOLDEN EMPIRE COUNCIL  
LODGE BY-LAWS  
Chartered October 29, 1994  
Revised October 03, 2020

**I. Article I: NAME, AFFILIATION, AND INSIGNIA OF THE LODGE**

- A. The name of Lodge #47 *of* the Order *of* the Arrow shall be Amangi Nacha which means "Big Three" in Lenni Lenape.
- B. The Amangi Nacha Lodge shall be affiliated with the Golden Empire Council, Boy Scouts *of* America, and shall be under the supervision and the administrative authority of the Council Scout Executive.
- C. The totem of this Lodge shall be the California Valley Quail called the Se-Kah-Ke in Maidu.
- D. The sash is worn at Order *of* the Arrow functions and special Scouting activities, including Courts of Honor and on occasions when members need to be identified as Arrowmen rendering special service.

**II. ARTICLE II: MEMBERSHIP**

- A. Requirements for membership in this Lodge shall be as prescribed in the current edition of the Order *of* the Arrow Handbook.
- B. Members of the Boys Scouts of America who apply for transfer from another Lodge of the Order *of* the Arrow shall be accepted as members of the Amangi Nacha Lodge upon verification either by a letter *of* transfer or a membership card and payment of current dues in the Amangi Nacha Lodge.
- C. All membership elections for the Order *of* the Arrow must be held in the Scout(er)'s Golden Empire Council registered unit. The elections must be conducted by a trained election team appointed by the Lodge and/or Chapter chiefs from the Amangi Nacha Lodge. Elections conducted by other than the Amangi Nacha Lodge are invalid.
- D. Ordeal candidates from the Golden Empire Council may not attend Ordeal ceremonies conducted by other than the Amangi Nacha Lodge unless written permission is given by the Amangi Nacha Lodge Chief and Lodge Advisor, or their designee(s). If permission is given, the fee charged to Ordeal candidates who attend Ordeals outside of the Lodge will be equal to the fee charged for Amangi Nacha Lodge Ordeals.
- E. Dues
  - 1. Yearly Lodge dues will be determined by the Lodge Council of Chiefs.
  - 2. The Lodge year is from January 1 through December 31.
  - 3. To encourage on time dues payment, the Council of Chiefs may establish incentive programs.
  - 4. For inactive members and Arrowmen transferring from another Lodge, dues will not be prorated. The dues will be equal to the full year's dues.

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5. There shall be a Lodge induction fee, payable at the time of induction into the Order of the Arrow. The Lodge Council of Chiefs will establish an equitable fee for the entire Lodge.
- F.** Classes of membership
1. Active membership: an active member of the Amangi Nacha Lodge shall be defined as one who has paid his/her current dues.
  2. Inactive membership: an inactive member of the Amangi Nacha Lodge shall be one who has not paid his/her current dues. Inactive members have no voting power, cannot be officers/advisors, will not receive Lodge publications, and cannot wear the Amangi Nacha Lodge pocket flaps.
- G.** Procedures for Brotherhood eligibility and membership shall be as specified in the current Order of the Arrow Handbook.
- H.** All pre-Ordeal, Ordeal, Brotherhood, and Vigil Ceremonies shall be as printed in the current Order of the Arrow pamphlet for each ceremony.
- I.** Vigil Honor attainment and membership procedures shall be described in the Guide for Officers and Advisers.

### **III. ARTICLE III: STRUCTURE OF THE LODGE**

- A.** The boundaries of the Lodge will be equal to those of the Golden Empire Council.
- B.** The Chapter is a subdivision of the Lodge and is normally equal to the boundaries of Districts, but may be adjusted by the Lodge.

### **IV. ARTICLE IV: LODGE ROLE**

- A.** The role of the Lodge is to monitor and coordinate the activities of the Chapters, and to do those things that must be managed by the Lodge and the Council.
- B.** The Lodge is responsible for the financial integrity of the Lodge and the Chapters.
- C.** The Lodge will supervise the Trading Post. The Lodge will purchase and distribute items to the Lodge Trading Post.
- D.** The Lodge is responsible for producing a newsletter.
- E.** It is suggested that the lodge conduct the following events on an annual basis:
  1. Two Fellowships
  2. Three Ordeals
  3. Takachsin
  4. Lodge Banquet
- F.** The Lodge will be responsible for training Lodge and Chapter Officers and Advisors.
- G.** The Lodge will be responsible for Vigil Honor recognition.
- H.** The Lodge will be responsible for the Founder's Award.
- I.** The Lodge will be responsible for the James E West Recognition.

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- J. The Lodge will be responsible for supporting Golden Empire Council events as requested.
- K. The Lodge is responsible for supporting the Section Conclave.
- L. Hold a monthly Council of Chiefs (Lodge Business meetings).

#### V. **ARTICLE V: LODGE OFFICER ELECTIONS AND APPOINTMENTS**

##### A. General election rules:

1. Elections will be held at the Fall Fellowship,
2. Terms of office will be from Lodge Dinner to Lodge Dinner.
3. The only adults allowed at the election are the Lodge Advisor, the Staff Advisor, and Council Executive. Others may be invited upon the discretion of the Lodge Advisor.
4. All Lodge Officers shall be under 21 years of age throughout their term of office.
5. Only registered youth members of the Amangi Nacha Lodge may endorse, campaign, and vote for candidates.
6. The Lodge is not responsible for campaign expenses of candidates.
7. Any Lodge facilities, publication, etc. made available to any candidate for campaign purposes shall be made available to all candidates.

##### B. Election through a nominating process at a Lodge event.

1. The elections will start with the Lodge Chief.
2. Unsuccessful candidates may run for another office of their choice. They do not have to be re-nominated.
3. The Lodge Chief may appoint the Vice-Chiefs to specific positions if all of the Vice-Chief nominees and a simple majority of the voters agree.
4. If there are Vice-Chief elections, the sequence of the elections will be as follows:
  - a) Vice-Chief for Program
  - b) Lodge Secretary
  - c) Vice-Chief for Inductions
5. If there are insufficient candidates to fill all of the offices, by a simple majority vote, members may vote to accept or reject each candidates while all of the nominees are outside
6. A simple majority is required to win any election.
7. If no candidate receives a majority, then the two candidates with the highest percentage will be involved in a run-off election.
8. If only one candidate is nominated for a position, he must be voted upon.

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9. If no candidate for an office receives a simple majority after three rounds of voting, the Lodge Council of Chiefs will determine the winner by a simple majority vote.
- C.** The Lodge Chief will appoint the Vice-Chief for Ceremonies, Vice-Chief for Dance and Drum, Vice-Chief for Training, Vice-Chief for Camping, Vice Chief of NOAC, and the Lodge Vigil Chief..
- D.** Vacancies on the Lodge Executive Council will be filled by the Lodge Council of Chiefs by a simple majority vote.
1. In the event of a vacancy in any elected lodge office, the Lodge Chief will appoint, subject to approval of the Lodge Council of Chiefs, a qualified person to fill the unexpired term of office. A simple majority vote of the Lodge Council of Chiefs is required.
  2. In the event of a vacancy in any appointed lodge office, the Lodge Chief will appoint, subject to approval of the Lodge Advisor, a qualified person to fill the unexpired term of office.
  3. Any Lodge Officer may resign from their position upon giving notification to their advisor and the Lodge Chief.
  4. The Lodge Chief may remove any Lodge officer with the advice and consent of the Lodge Advisor and Lodge Staff Advisor. Reasons for removal may include, but are not limited to the following:
    - a) Unexcused absences from two meetings.
    - b) Conduct unbecoming an Arrowman repeatedly.
    - c) Breaking a major BSA, National Order of the Arrow, or Council rule
- E.** The Lodge Council of Chiefs may remove any Lodge officer with a 2/3 vote. Reasons for removal may include, but are not limited to the following:
1. Unexcused absences from two meetings.
  2. Conduct unbecoming of an Arrowman repeatedly.
  3. Breaking a major BSA, National Order of the Arrow, or Council rule.
- F.** Adult leadership
1. The Lodge Advisor shall be appointed based on the rules by the current Field Operations Guide, as released by National Order of the Arrow BSA.
  2. The Lodge Advisor shall appoint all Lodge Associate Advisors.
  3. The Lodge Advisor shall appoint the Chapter Advisors who will appoint Chapter Associate Advisors.
  4. The Lodge Advisor has veto power over all actions and decisions of the Lodge, and Chapters.
  5. The Chapter Advisor has veto power over all actions and decisions of the Chapter.

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### **VI. ARTICLE VI CHAPTER MEETINGS**

- A.** Chapter meetings will occur monthly at a location and time decided by the Chapter Council of Chiefs.

### **VII. ARTICLE VII: LODGE EXECUTIVE COUNCIL**

- A.** The Lodge Executive Council shall consist of the Lodge Chief, Lodge Vice-Chief's, the Immediate Past Lodge Chief, Staff Advisor, and Lodge Advisor.
- B.** All youth members of the Lodge Executive Council shall have one vote each on emergency business as determined by the Lodge Chief and Advisor, The Lodge Chief will vote in case of a tie.
- C.** Voting in the Lodge Executive Council
  - 1. A quorum is at least half of the Lodge Executive Council
  - 2. A quorum must be present to take a vote.
  - 3. A simple majority of those present will determine the outcome of a vote unless otherwise stated in the Lodge rules. The Lodge Advisor, or his designee, must be present.
  - 4. The Lodge Chief will vote only in case of a tie vote.

### **VIII. ARTICLE VIII: LODGE COUNCIL OF CHIEFS**

- A.** The Lodge Council of Chiefs will be composed of the Lodge Executive Council and the Chief of each Chapter. The immediate past Lodge Chief is a member of the Lodge Council of Chiefs.
- B.** The Lodge Council of Chiefs will be the legislative and executive body of the Lodge.
- C.** The Lodge Council of Chiefs will meet monthly
- D.** Special meetings of the Lodge Council of Chiefs may be called by the Lodge Chief.
- E.** Adult members (21 + years old) of the Order of the Arrow shall have no vote. Adults will be advisors only.
- F.** Admittance to the meeting shall be by the use of the admonition.
- G.** Voting in the Lodge Council of Chiefs meetings:
  - 1. A quorum is at least half of the Lodge Council of Chiefs.
  - 2. A quorum must be present to take a vote.
  - 3. A simple majority of those present will determine the outcome of a vote unless otherwise stated in the Lodge rules. The Lodge Advisor, or his designee, must be present.
  - 4. Each person in one of the Lodge offices and each Chapter Chief has one vote. The immediate past Chief (if under 21) has one vote.
  - 5. The Lodge Chief will vote only in case of a tie vote.

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- H. If a Chapter Chief is not present for a Council of Chiefs or a vote they may send a youth representative in their place

#### **IX. ARTICLE IX: LODGE FINANCE**

- A. Financial responsibility for the Lodge is retained by the Lodge.
- B. The Lodge Chief; in consultation with the Vice-Chief for Finance and Advisors, will submit a budget no later than the first Lodge Council of Chiefs meeting in the Lodge calendar year.
- C. Chapters will submit an itemized budget to the Lodge Council of Chiefs no later than the first Lodge Council of Chiefs in the Lodge calendar year.
- D. The Lodge and Chapters will submit revisions of their budgets four and eight months after the initial budget.
- E. The Council of Chiefs will decide the distribution of the funds based on the needs presented in those budgets.
- F. The Vice-Chief for Finance and Associate Advisor will monitor these accounts and report to the Lodge and the Chapter at every Lodge Council of Chiefs meeting.
- G. Fund raiser money will be kept by the fund raising group in their Lodge account.
- H. Expenditure of non-budgeted funds must be approved by the Lodge Council of Chiefs.
- I. The Vice Chief of Finance and the Advisor will review all check requests against the Lodge or Chapter Budgets and Minutes
- J. Unauthorized purchases will not be reimbursed.

#### **X. ARTICLE X: TRADING POST**

- A. All purchases and expenditures for the Trading Post must be approved by the Lodge Council of Chiefs. This applies to non consumable items.
- B. The Lodge Trading Post Advisor will be responsible for the purchase and distribution of the items to the Lodge Trading Posts.
- C. Chapter Trading Posts will be maintained by each Chapter.
- D. The Lodge Council of Chiefs determines the costs of Trading Post items.
- E. All patch designs will be submitted by youth members, unless the Lodge Council of Chiefs votes to open designs to the adult members.
- F. The Vice-Chief for Trading Post shall have an Associate Lodge Advisor for Trading Post appointed by the Lodge Advisor.

#### **XI. ARTICLE XI: LODGE PUBLICATION**

- A. The Lodge Secretary is the editor of the Se-Kaw-Ke Squawks.
- B. The official publication of the Amangi Nacha Lodge shall be called the Se-Kah-Ke Squawks.

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- C. The Se-Kah-Ke Squawks will be published at least quarterly.
- D. The Editor shall appoint assistants(s) as he deems necessary.
- E. Each Lodge Officer, Chapter Chief, and Event Chairman will submit articles to the Editor at least quarterly.

## **XII. ARTICLE XII: LODGE OFFICER JOB DESCRIPTION**

### **A. Lodge Chief**

1. Act as the Chief Executive Officer of the Lodge in consultation with the Lodge Advisor.
  - a) Establish Lodge goals/Lodge Achievement Program
  - b) Establish a Chapter Achievement Program
  - c) Establish an Administrative Plan for the Lodge,
  - d) Delegate duties to each of the Lodge Officers.
  - e) Establish a budget
  - f) Establish a Lodge calendar
  - g) Collect and document Vice Chief end of term reports
2. Chair Lodge Council of Chiefs and Lodge Executive Council meetings and vote in case of a tie vote.
3. Produce and monitor the Lodge Plan Book by the first meeting in the Lodge calendar year.
4. Monitor the activities of the Chapter Chiefs
5. Act as a voting member of the Section Council of Chiefs.
6. Create the end of term document

### **B. Lodge Vice-Chief for Program:**

1. Work closely with the Lodge Associate Advisor
2. Perform such duties as the Lodge requires
3. Coordinate service for the Council Events
4. Plan, Coordinate, and Execute the Lodge Winter and Fall Fellowships
5. Coordinate the Lodge Fellowship
6. Perform the duties of the Lodge Chief in their absence
7. Act as a voting member of the Lodge Council of Chiefs
8. Submit an end of term report to the Lodge Chief and Lodge Advisor
9. Monitor the activities of the Chapter Vice-Chiefs for Program

### **C. Lodge Vice-Chief for Inductions:**

1. Work closely with the Lodge Associate Advisor for Inductions
2. Coordinate the Inductions Program
  - a) Coordinate the Training of Unit Election Teams for each Chapter with the Vice Chief of Training.

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- b) Work with the Vice Chief of Ceremonies to coordinate ceremonies.
- 3. Monitor the activities *of* the Chapter Vice-Chiefs for Inductions
  - a) Ensure unit elections are conducted in each chapter.
  - b) Ensure chapter election teams are fully equipped to conduct unit elections.
  - c) Ensure that the ordeal master and taskmaster are fully trained and equipped for success.
  - d) Work with brotherhood eligible candidates to go through the brotherhood process.
- 4. Perform such duties as the Lodge requires.
- 5. Coordinate the Founder's Award.
- 6. Act as a voting member of the Lodge Council of Chiefs
- 7. Submit an end of term report to the Lodge Chief and Lodge Advisor

#### **D. Lodge Secretary**

- 1. Work closely with the Lodge Associate Advisors of Technology/Lodgemaster, and Communication.
- 2. Maintain Lodge Rosters
- 3. Take, publish, and file minutes of all Lodge meetings
- 4. Send emails as requested by members of the Lodge Executive Council.
- 5. Maintain a file of all Chapter Reports.
- 6. Produce Se-Kaw-Ke Squawks quarterly along with an Ordeal Edition.
- 7. Maintain the Lodge and Chapter Calendars as approved by the Lodge Council of Chiefs.
- 8. Monitor the activities of the Chapter Vice-Chiefs of Communications and/or Secretaries.
- 9. Perform such duties as the Lodge requires.
- 10. Act as a voting member of the Lodge Council of Chiefs.
- 11. Submit an end of term report to the Lodge Chief and Lodge Advisor.

#### **E. Lodge Vice-Chief for Finance**

- 1. Work closely with the Lodge Associate Advisor and the Trading Post Manager
- 2. Perform such duties as the Lodge requires
- 3. Help to promote and get members to pay their dues
- 4. Coordinate with the Lodge Chief to produce the Lodge Budget
  - a) Receive, report, and maintain files of the Budget of the Lodge, Chapter, and Trading Post.
  - b) Monitor and report the Lodge and Chapter Budgets at the January and September Lodge meetings



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- c) Review all check requests against the Lodge or Chapter Budgets and Minutes.
  - d) Produce an audit report of the Lodge and Chapter inventories for the January and September Lodge Council of Chiefs Meetings.
  5. Maintain financial records of the Lodge and Chapters.
  6. Monitor the activities of the Chapter Vice-Chiefs for Finance
  7. Maintain the Lodge Trading Post and its contents.
  8. Inspect all supply orders for accuracy and imperfections, and shall return all unacceptable items.
  9. Document the trading post inventory and shall maintain records of all transactions.
  10. The Vice Chief shall report to the Lodge the inventory and sales of the lodge at the January and September Lodge meetings.
  11. Perform such duties as the Lodge requires.
  12. Act as a voting member *of* the Lodge Council of Chiefs.
  13. Submit an end of term report to the Lodge Chief and Lodge Advisor.
- F. Lodge Trading Post Manager:**
1. Removed, integrated into the Lodge Vice Chief of Finance.
- G. Lodge Vice-Chief for Communications:**
1. Removed, integrated into the Lodge Secretary.
- H. Lodge Vice-Chief for Publications**
1. Removed, integrated into the Lodge Secretary.
- I. Lodge Vice-Chief for Camping**
1. Work closely with the Lodge Associate Advisor for Camping
  2. Produce the "Where to Go Camping" Booklet
  3. Produce and maintain the Camping Promotion for Lodge/ Chapter Use.
  4. Monitor the activities of the Chapter Vice-Chiefs for Camping.
  5. Plan Spring and Fall Service Projects.
  6. Act as a voting member of the Lodge Council of Chiefs.
  7. Submit an end of term report to the Lodge Chief and Lodge Advisor.
- J. Lodge Vice Chief of Dance and Drum**
1. Work closely with the Lodge Associate Advisor for Dance and Drum.
  2. Monitor the activities of the Chapter Vice-Chiefs for Dance and Drum.
  3. Coordinate the promotion of Native American Program and Activities.
  4. Coordinate Dance and Drum Practice and Dance Competitions.
  5. Support Vice Chief of Ceremonies with drumming and regalia.
  6. Coordinate with the Vice Chief of Program on dancing and drumming activities at lodge events.

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7. Perform such duties as the Lodge requires.
8. Act as a voting member of the Lodge Council of Chiefs.
9. Submit an end of term report to the Lodge Chief and Lodge Advisor.

#### **K. Lodge Vice Chief of Ceremonies**

1. Work closely with the Lodge Associate Adviser for Ceremonies
2. Monitor the activities of the Chapter Vice Chiefs of Ceremonies
3. Support Ceremony Team training
4. Oversee that the Call Outs and Arrow of Light Crossovers are following national guidelines.
5. Coordinate Pre-Ordeal and Ordeal Ceremonies at Induction Weekends
6. Coordinate Brotherhood Ceremonies at all weekend Lodge events
7. Perform such duties as the Lodge requires
8. Act as a voting member of the Lodge Council of Chiefs
9. Submit an end of term report to the Lodge Chief and Lodge Advisor.

#### **L. Lodge Vice Chief of Training**

1. Work closely with the Lodge Associate Advisor for Training.
2. Advise chapters on conducting Unit Election Training.
3. Plan, coordinate, promote, and execute:
  - a) Elangomat trainings
  - b) Brotherhood Classes
  - c) The Order of the Arrow courses at the Council Events
  - d) Takachsin
  - e) Any trainings as required by the lodge
  - f) Lodge Leadership Development (LLD)
4. Perform such duties as the lodge requires.
5. Act as a voting member of the Lodge Council of Chiefs.
6. Submit an end of term report to the Lodge Chief and Lodge Advisor.

#### **M. Lodge Vice Chief of National Order of the Arrow Conference (NOAC)**

1. Work closely with the Lodge NOAC Contingent Advisor.
2. Lead NOAC Contingent and plan pre and post NOAC activities.
3. Host a patch design contest for the NOAC contingent and NOAC fundraiser patches.
4. Present After Action Report at the COC following the NOAC.
5. Perform such duties as the lodge requires.
6. Act as a voting member of the Lodge Council of Chiefs.
7. Submit an end of term report to the Lodge Chief and Lodge Advisor.

#### **N. Lodge Vigil Chief**

1. Work closely with the Lodge Associate Advisor for Vigil

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2. Coordinate the Vigil Induction Weekends
3. Coordinate and run the Vigil Honors Selection at Fall Fellowship
4. Perform such duties as the Lodge requires
5. Act as a voting member of the Lodge Council of Chiefs
6. Submit an end of term report to the Lodge Chief and Lodge Advisor

**O. General:**

1. All Lodge officers shall attend all Lodge Executive Council and Council Of Chiefs meetings.
2. All Lodge officers shall submit a written report at the end of their term dealing with duties, accomplishments and suggestions for the future.

### **XIII. ARTICLE XIII: RECOGNITION AWARDS**

**A.** Lodge Recognition awards will be defined in the Awards Section in the Amangi Nacha Lodge Plan Book. Changes in Awards may be made by a simple majority of the lodge Council of Chiefs.

1. Chief's Award
  - a) Lodge Chiefs yearly outstanding service award.
  - b) Awarded for service above and beyond normal duty to the Lodge.
2. James E. West Award
3. Founder's Award

**B.** Chapter recognition awards will be determined by the Chapters.

### **XIV. ARTICLE XIV: AMENDING THE AMANGI NACHA LODGE RULES**

**A.** Lodge By-laws shall only be changed by a 2/3 vote of the Lodge Council of Chiefs.

**B.** All amendments shall be proposed at one meeting of the Lodge Council of Chiefs, published within the 3 days following, and voted on at the next meeting of the Lodge Council of Chiefs.

### **XV. Amendments (Summary of Changes)**

	<b>Previous State</b>	<b>Current State</b>	<b>Revision Date</b>
<b>Article IX: LODGE FINANCE Paragraph B</b>	The Lodge Chief; in consultation with the Vice-Chief for Finance/Trading Post and Advisors, will submit a budget no later than the first Lodge Council	The Lodge Chief; in consultation with the Vice-Chief for Finance and Advisors, will submit a budget no later than the first Lodge Council of	10/3/2020

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	of Chiefs meeting in the Lodge calendar year.	Chiefs meeting in the Lodge calendar year.	
<b>Article IX: LODGE FINANCE Paragraph I</b>	The Lodge Associate Advisor for Finance must approve (sign) all purchase or check authorizations. Approval will be based on Lodge/Chapter budgets that have been approved by the Council of Chiefs.	The Vice Chief of Finance and the Advisor will review all check requests against the Lodge or Chapter Budgets and Minutes	10/3/2020
<b>ARTICLE X: TRADING POST Paragraph A</b>	The Vice-Chief for Trading Post will be appointed by the Lodge Chief in consultation with the Vice-Chief for Finance, Lodge Advisor, and Associate Advisor for Trading Post.	Remove	10/3/2020
<b>ARTICLE X: TRADING POST Paragraph B</b>	All purchases and expenditures for the Trading Post must be approved by the Lodge Council of Chiefs.	All purchases and expenditures for the Trading Post must be approved by the Lodge Council of Chiefs. This applies to non consumable items	10/3/2020
<b>ARTICLE X: TRADING POST Paragraph C</b>	The Lodge Vice-Chief for Trading Post and the Associate Advisor for Trading Post will be responsible for the purchase and distribution of the items to the Lodge Trading Posts	The Lodge Trading Post Advisor will be responsible for the purchase and distribution of the items to the Lodge Trading Posts.	10/3/2020
<b>ARTICLE X: TRADING POST Paragraph D</b>	Chapter Trading Posts will be established by the Chapter purchasing items from the Lodge Trading Post only.	Chapter Trading Posts will be maintained by each Chapter.	10/3/2020
<b>ARTICLE XI: Paragraph A</b>	The Editor of the Se-Kah-Ke Squawks shall be appointed by the Lodge Chief in consultation with the Vice-Chief for Communications, Lodge Advisor, and Lodge Associate	The Lodge Secretary is the editor of the Se-Kaw-Ke Squawks.	10/3/2020

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	Advisor for Communications.		
<b>ARTICLE XI: Paragraph C</b>	The Se-Kah-Ke Squawks will be published bimonthly.	The Se-Kah-Ke Squawks will be published at least quarterly.	10/3/2020
<b>ARTICLE XI: Paragraph E</b>	The Vice-Chief of Publications shall have an associate Lodge Advisor for Publication appointed by the Lodge Advisor.	Remove	10/3/2020
<b>ARTICLE XI: Paragraph F</b>	Each Lodge Officer, Chapter Chief, and Event Chairman will submit articles to the Editor at each Lodge Council of Chiefs meeting.	Each Lodge Officer, Chapter Chief, and Event Chairman will submit articles to the Editor at least quarterly.	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph A Sentence 1 Subsentence G</b>	N/A	Collect and document Vice Chief end of term reports	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph A Sentence 5</b>	Coordinate the health and safety at all Lodge functions	Remove	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph A Sentence 5</b>	Coordinate the health and safety at all Lodge functions	Act as a voting member of the Section Council of Chiefs.	10/3/2020
<b>ARTICLE XII:</b>	N/A	Create the end of term document	10/3/2020

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<p><b>LODGE OFFICER JOB DESCRIPTION Paragraph A Sentence 6</b></p>			
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph B Sentence 3</b></p>	<p>Coordinate the promotion of the Indian Lore Program</p>	<p>Remove; The Indian Lore Program was moved to the VC of Dance and Drum when the role was created.</p> <p>Add; Coordinate service for the Council Events</p>	<p>10/3/2020</p>
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph B Sentence 4</b></p>	<p>Coordinate the promotion of the Indian Lore Program</p>	<p>Remove; The "Coordinate dance competition" moved to the VC of Dance and Drum when the role was created.</p> <p>Add; Plan, Coordinate, and Execute the Lodge Winter and Fall Fellowships</p>	<p>10/3/2020</p>
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph B Sentence 8</b></p>	<p>Take over the duties of the Lodge Chief in his absence</p>	<p>Reorder to be Sentence 6. Perform the duties of the Lodge Chief in their absence</p>	<p>10/3/2020</p>
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph B Sentence 7</b></p>	<p>Act as a voting member of the Lodge</p>	<p>Act as a voting member of the Lodge Council of Chiefs</p>	<p>10/3/2020</p>
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION</b></p>	<p>Take over the duties of the Lodge Chief in his absence</p>	<p>Rephrase, Reordered to Sentence 6. Submit an end of term report to the Lodge Chief and Lodge Advisor</p>	<p>10/3/2020</p>

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<b>Paragraph B Sentence 8</b>			
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph C Sentence 2</b>	Perform such duties as the Lodge requires	Coordinate the Inductions Program	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph C Sentence 3</b>	Coordinate the Inductions Program	Coordinate various aspects of the Inductions program with other Lodge Vice-Chiefs	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph C Sentence 3 SubSentence 1</b>	N/A	Coordinate the Training of Unit Election Teams for each Chapter with the Vice Chief of Training	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph C Sentence 3 SubSentence 2</b>	N/A	Work with the Vice Chief of Ceremonies to coordinate ceremonies	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph C Sentence 4</b>	Coordinate the Vigil Honors selection and ceremonies	Remove; Moved to the Vigil Chief Responsibilities	10/3/2020

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<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph C Sentence 4</b>	Coordinate the Vigil Honors selection and ceremonies	Monitor the activities of the Chapter Vice-Chiefs of Induction	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph C Sentence 4 Subsentence 1</b>		Ensure unit elections are conducted in each chapter.	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph C Sentence 4 Subsentence 2</b>		Ensure chapter election teams are fully equipped to conduct unit elections	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph C Sentence 4 Subsentence 3</b>		Ensure that the ordeal master and taskmaster are fully trained and equipped for success.	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph C Sentence 4</b>		Work with brotherhood eligible candidates to go through the brotherhood process.	10/3/2020



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<b>Subsentence 4</b>			
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph C Sentence 2</b>	Perform such duties as the Lodge requires	Formating order, change to Sentence 5	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph C Sentence 6</b>	Monitor the activities of the Chapter Vice-Chiefs for Inductions	Formating order, change to Sentence 4	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph C Sentence 7</b>	Act as a voting member of the Lodge	Act as a voting member of the Lodge Council of Chiefs; Formating order, change to Sentence 6	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph C Sentence 7</b>	Act as a voting member of the Lodge	Submit an end of term report to the Lodge Chief and Lodge Advisor	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph D</b>	Lodge Vice Chief of Finance	Lodge Secretary, Added Role	10/3/2020
<b>ARTICLE XII:</b>	Lodge Trading Post Manager	Lodge Vice Chief of Finance;	10/3/2020

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<p><b>LODGE OFFICER JOB DESCRIPTION Paragraph E</b></p>		<p>The Trading Post Manager (Trading Post Vice Chief) merged into the Vice Chief of Finance Role Finance</p>	
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph E Sentence 1</b></p>	<p>Work closely with the Lodge Associate Advisor</p>	<p>Work closely with the Lodge Associate Advisor and the Trading Post Manager</p>	<p>10/3/2020</p>
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph E Sentence 3</b></p>	<p>Coordinate with the Lodge Chief to produce the Lodge Budget</p>	<p>Help to promote and get members to pay their dues</p>	<p>10/3/2020</p>
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph E Sentence 4 Subsentence A</b></p>	<p>Receive, report, and maintain files of the Budget of the Lodge and Chapters</p>	<p>Receive, report, and maintain files of the Budget of the Lodge, Chapter, and Trading Post</p>	<p>10/3/2020</p>
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph E Sentence 4 Subsentence C</b></p>	<p>Purchase Request and Check Requests must be signed by the Lodge Chief and Lodge Advisor, or their designee. The Lodge Associate Advisor for Finance must check all Requests against the Lodge or Chapter Budgets and Minutes</p>	<p>Review all check requests against the Lodge or Chapter Budgets and Minutes</p>	<p>10/3/2020</p>
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION</b></p>	<p>Produce an audit report of the Lodge and Chapter inventories for the January and September Lodge Council of Chiefs Meetings</p>	<p>Article XII, E, 4, D Produce an audit report of the Lodge and Chapter inventories for the January and September Lodge Council of Chiefs Meetings</p>	<p>10/3/2020</p>

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<p><b>Paragraph F Sentence 4 Subsentence C</b></p>			
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph F Sentence 7</b></p>	<p>He shall be responsible for the Lodge Trading Post and all of its contents.</p>	<p>Article XII, E, 7 Maintain the Lodge Trading Post and its contents</p>	<p>10/3/2020</p>
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph F Sentence 10</b></p>	<p>He shall inspect all supply orders for accuracy and imperfections, and shall return all unacceptable items.</p>	<p>Article XII, E, 8 Inspect all supply orders for accuracy and imperfections, and shall return all unacceptable items.</p>	<p>10/3/2020</p>
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph F Sentence 11</b></p>	<p>He shall keep an accurate, up to date inventory and shall maintain records of all transactions.</p>	<p>Article XII, E, 9 Document the trading post inventory and shall maintain records of all transactions.</p>	<p>10/3/2020</p>
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph F Sentence 12</b></p>	<p>He shall report to the Lodge the inventory and sales of the lodge at the January and September Lodge meetings.</p>	<p>Article XII, F, 10 The Vice Chief shall report to the Lodge the inventory and sales of the lodge at the January and September Lodge meetings.</p>	<p>10/3/2020</p>
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph E</b></p>	<p>Perform such duties as the Lodge requires</p>	<p>Article XII, E, 11 Perform such duties as the Lodge requires</p>	<p>10/3/2020</p>

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<b>Sentence 2</b>			
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph E Sentence 6</b>	Act as a voting member <i>of</i> the Lodge Council of Chiefs.	Article XII, E, 12 Act as a voting member of the Lodge Council of Chiefs	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph E Sentence 13</b>	N/A	Submit an end of term report to the Lodge Chief and Lodge Advisor	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph F</b>	Trading Post Manager	Remove; Moving all of the responsibilities to the lodge vice chief of finance role	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph G</b>	Vice Chief of Communications	Remove: The Lodge Secretary absorbed the responsibilities and duties of the Vice Chief of Communications	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph H</b>	Vice Chief of Publications	Remove: The Lodge Secretary absorbed the responsibilities and duties of the Vice Chief of Publications	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION</b>	Produce the "Where to Go Camping" Booklet	Reformat to Article XII, I, 2 Maintain the "Where to Go Camping" Booklet	10/3/2020

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<b>Paragraph I Sentence 3</b>			
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph I Sentence 4</b>	Produce and maintain the Camping Promotion	Reformat to Article XII, I, 3 Produce and maintain Camping Promotions for Lodge/Chapter use	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph I Sentence 5</b>	Monitor the activities of the Chapter Vice-Chiefs for Camping	Reformat to Article XII, I, 4 Monitor the activities of the Chapter Vice-Chiefs for Camping	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph I Sentence 5</b>	N/A	Plan Spring and Fall Service Projects	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph I Sentence 2</b>	Perform such duties as the Lodge requires	Reformat to Article XII, I, 6 Perform such duties as the Lodge requires	10/3/2020
<b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION Paragraph I Sentence 6</b>	Act as a voting member of the Lodge	Reformat to Article XII, I, 7 Act as a voting member of the Lodge Council of Chiefs	10/3/2020
<b>ARTICLE XII:</b>	N/A	Submit an end of term report to	10/3/2020

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<p><b>LODGE OFFICER JOB DESCRIPTION</b> Paragraph I Sentence 8</p>		<p>the Lodge Chief and Lodge Advisor</p>	
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION</b></p>	<p>No Role Exists</p>	<p>Article XII, J Vice Chief of Dance and Drum</p>	<p>10/3/2020</p>
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION</b></p>	<p>No Role Exists</p>	<p>Article XII, K Vice Chief of Ceremonies</p>	<p>10/3/2020</p>
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION</b></p>	<p>No Role Exists</p>	<p>Article XII, L Vice Chief of Training</p>	<p>10/3/2020</p>
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION</b></p>	<p>No Role Exists</p>	<p>Article XII, M Vice Chief of National Order of the Arrow Conference (NOAC)</p>	<p>10/3/2020</p>
<p><b>ARTICLE XII: LODGE OFFICER JOB DESCRIPTION</b></p>	<p>No Role Exists</p>	<p>Article XII, N Vigil Chief</p>	<p>10/3/2020</p>