Rules & Regulations (By-Laws)

Pocumtuc Lodge

Order of the Arrow

Western Massachusetts Council #234

Article I. Mission, Name, Affiliation, and Organization of Lodge

- The mission of this lodge is to achieve the purpose of the Order of the Arrow as an integral part of Scouting America in the council through positive youth leadership under the guidance of selected capable adults.
- The name of this lodge will be the Pocumtuc Lodge, Western Massachusetts Council, #234, Scouting America, and shall be under the supervision of the council camping committee and the administrative authority of the Scout executive.
- The Officers and Executive Committee of the Pocumtuc Lodge shall have full authority to operate the Lodge and through their Adviser(s), be responsible to the Council.

Article II. Insignia

- The totem of the Lodge shall be the Wolf.
- The Lodge Executive Committee may from time to time authorize the issuance of new Lodge insignia and other paraphernalia. Only Pocumtuc Lodge, through the Lodge Executive Committee can authorize the issuance of official: Lodge flaps, event patches, neckerchiefs or any other Lodge insignia or paraphernalia.
    a. Pocumtuc Chief Flap
        i. The Non-numbered Pocumtuc Lodge Chief patch may only leave Lodge possession under the following circumstances:
            1. Upon the commencement of their duties to the lodge, the Pocumtuc Lodge Chief receives ONE Non-numbered Pocumtuc Lodge Chief patch after being elected or appointed to the position.
            2. Upon the commencement of their duties to the lodge, the Pocumtuc Lodge Advisor receives ONE Non-numbered Pocumtuc Lodge Chief patch after being appointed to their position by the Supreme Chief of the Fire.

3. A Pocumtuc Lodge Chief that commenced their duty after 1 January 2009 receives ONE Non-numbered Pocumtuc Lodge Chief patch.
4. A Pocumtuc Lodge Advisor that commenced their duty after 1 January 2009 receives ONE Non-numbered Pocumtuc Lodge Chief patch.

ii. The Numbered Pocumtuc Lodge Chief patch that corresponds to the ordinal chief number to have served Pocumtuc Lodge and may only leave Lodge possession under the following circumstances:
1. Upon the commencement of their duties to the lodge, the Pocumtuc Lodge Chief receives ONE Numbered Pocumtuc Lodge Chief patch after being elected or appointed to the position that corresponds to their ordinal chief number.
2. A Pocumtuc Lodge Chief that commenced their duty after the bylaw approval of 1 January 2009 receives ONE numbered Pocumtuc Lodge Chief patch that corresponds to their ordinal chief number.

iii. In the event of a Lodge merger, disbandment, or any discontinuation of all Pocumtuc Lodge activity, these patches shall be destroyed by fire in less than 90 days of the verdict that results in a lodge merger, disbandment, or any discontinuation of all Pocumtuc lodge activity. After initial printing, no reprints or reruns will be made. Pocumtuc Lodge Chief patch number 00 and a non-numbered Pocumtuc Lodge Chief patch will be permanently placed in the Lodge Museum.

- All Pocumtuc Lodge flap patches and other Lodge insignia and/or paraphernalia shall be worn in accordance with National Order of the Arrow guidelines and the latest edition of the BSA Insignia Guide.
- Order of the Arrow sashes are to be worn in accordance with National Order of the Arrow guidelines.

Article III. Requirements and Procedures for Membership

1. Membership Requirements:
2. Current BSA registration in the Western Massachusetts Council shall be a prerequisite for membership in Pocumtuc Lodge.
3. The requirements for membership in this Lodge are as stated in the current printing of The Order of the Arrow Handbook.*
4. Ordeal Membership
    a. Procedure for election to the Ordeal shall be as stated in the current printing of The Order of the Arrow Handbook.*

5. Brotherhood Membership
    a. Completion of Brotherhood Membership shall be in accordance with the requirements in the current printing of The Order of the Arrow Handbook.*
6. The Vigil Honor
7. Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of The Order of the Arrow Handbook.*
8. Membership Status and Dues
9. Anyone who was duly elected as a candidate for membership in the Pocumtuc Lodge and successfully completed their Ordeal, or was a member of one of its predecessor Lodges, shall be considered a member of the Pocumtuc Lodge.
10. Membership in the Pocumtuc Lodge shall be one of two types:
    a. Member in Good Standing or
    b. Member not in Good Standing
11. Members in Good Standing shall be those who are currently registered with the Western Massachusetts Council #234 and who are current in the payment of Pocumtuc Lodge dues.
12. A Member Not in Good Standing may become a Member in Good Standing upon payment of the current lodge dues plus a reinstatement fee.
13. Members on active military duty shall be exempt from payment of dues while on active duty and for up to a period of six (6) months from the date of separation from active military duty and will be considered Members in Good Standing provided such member is currently registered with the Western Massachusetts Council.
14. Any Order of the Arrow member transferring from another lodge who is currently a member in good standing in their former lodge will transfer into Pocumtuc Lodge at no charge and will be considered a Member in Good Standing provided such member is currently registered with the Western Massachusetts Council.

Article IV. Officers and Advisors

A. Lodge Officers
    1. The Officers of Pocumtuc Lodge shall be the Lodge Chief, Vice Chief of Administration, Vice Chief of Communications, Vice Chief of Program, and Vice Chief of Inductions.
    2. These elected officers must be members in good standing and younger than 21 during their entire term of office.
    3. No member of this lodge shall hold more than one elected office in the lodge at one time.

B. Election of Officers

1. Anyone wanting to be a nominee for office shall fill out the “Intent to Run for Lodge Office” form found on the lodge website and speak to the Lodge Adviser about their intent to run at least 2 weeks before the election.
2. Officer Elections
    a. The officers of the lodge shall be elected at the regular business meeting conducted each year. They shall assume office immediately following the business meeting and remain in office until the next election.
    b. Elections shall be held in accordance with guidelines determined by the Lodge Executive Committee.
    c. Only Members in Good Standing who are under the age of 21 are eligible to vote

3. Removal of Officers

    a. The Lodge Executive Committee shall provide procedures for the removal of elected officers.

4. Vacancies

    a. All vacancies of lodge offices will be filled in a manner prescribed by the Lodge Executive Committee and enumerated in the Lodge Operating Procedures.

5. Duties

    d. Duties of Lodge Officers shall be determined by the Lodge Executive Committee and enumerated in the Lodge Operating Procedures.

C. Advisors

4. Scout executive: The Western Massachusetts Council Scout executive shall be the Supreme Chief of the Fire of Pocumtuc Lodge.*
5. Lodge Adviser: The Council Scout executive shall appoint the Lodge Adviser, who shall be the Deputy Supreme Chief of the Fire of Pocumtuc Lodge.*
6. Lodge Staff Adviser: The Council Scout executive shall appoint the Lodge Staff Adviser, who shall be the Chief of the Fire of Pocumtuc Lodge.*
7. Associate Lodge Advisers: The Lodge Adviser, with the approval of the Scout executive or their designee, may appoint adult lodge members in good standing as Associate Lodge Advisers to advise and mentor as assigned.

8. Other Adult Advisers: The Lodge Adviser may appoint other adult Lodge members in good standing to advise and mentor operating committees or ad hoc projects as they deem necessary.

Article V. Officers and Advisors

A. Lodge Executive Committee (LEC)
   1. The Lodge Executive Committee shall consist of all duly elected Lodge officers, immediate past Lodge Chief, operating committee chairmen and their advisers, Lodge Adviser, Associate Advisers, and Lodge Staff Adviser.
   2. The Lodge Executive Committee shall have the power to make all decisions deemed necessary for the operations of the Lodge.
   3. The Lodge Executive Committee shall conduct at least six (6) regularly scheduled meetings per year.
   4. Special meetings of the Lodge Executive Committee may be called by the Lodge Chief in consultation with the Lodge Adviser, the Lodge Staff Adviser or the Scout executive.
   5. Only Lodge Executive Committee Members in good standing under age 21 may vote. Members 21 years of age and older are not allowed to vote.* All lodge members are welcome to attend any scheduled Lodge Executive Committee meeting as an observer. Observers may not bring business before the Lodge Executive Committee unless called upon by the Lodge Chief or presiding officer.
   6. Lodge operating committees and temporary committees shall be determined by the Lodge Executive Committee. The Lodge Chief may, in consultation with the Lodge Adviser, establish temporary committees as needed.
      - All Lodge committees shall have a chairman under the age of 21.
      - All Lodge committees shall have an adviser over the age of 21.
   7. The Pocumtuc Lodge shall have annual meetings as set forth by the Lodge Executive Committee and enumerated in the Lodge Operating Procedures, but shall always have, at a minimum, the following: At least one (1) Lodge business meeting, at least one (1) Ordeal, at least one (1) Brotherhood Ceremony opportunity, at least one (1) Fall Fellowship, at least one (1) Winter Fellowship, at least one (1) Spring Fellowship, one (1) Lodge Leadership Development course, one (1) Lodge Banquet. Mandated Lodge meetings may be combined on the same dates or may be held on separate dates.
   8. Special meetings of the Lodge may be called by 1) the Lodge Chief in consultation with the Lodge Adviser and Lodge Staff Adviser or 2) the Lodge Adviser in consultation with the Lodge Staff Adviser or 3) the Scout executive.

9. The Lodge shall publish a newsletter to be distributed to each Member in Good Standing of the Lodge. The newsletter shall be published at least four (4) times a year and may be published digitally and/or in print.

Article VI. Finances

A. The fiscal year of the lodge shall be from January 1st through December 31st of the following year.
B. All Order of the Arrow funds shall be handled through the Council Service Center and go through all normal council accounting procedures.*
C. All assets and physical property belonging to the Lodge shall be administered by the Lodge Executive Committee through the various elected officers. All physical property assigned to a committee is under the immediate control of the Committee Chairman.
D. The Lodge Executive Committee will be responsible for keeping Lodge expenditures less than Lodge income.
E. Dues
    1. The dues of the Lodge shall be determined by the Lodge Executive Committee.
    2. The annual dues are due on or before December 1st for the fiscal year. All Members in Good Standing will receive notification of dues through the Lodge newsletter, Lodge website, or special mailing.
    3. Dues should be sent to a Service Center of the Western Massachusetts Council in care of Pocumtuc Lodge, Order of the Arrow, or paid at any official Lodge activity.
    4. A Member not in Good Standing may be restored to Member in Good Standing status if he is currently registered in the Western Massachusetts Council and pays the current year's lodge dues plus a reinstatement fee (reinstatement fee shall be set by the Lodge Executive Committee).

Article VII. Operating Procedures

The Lodge Executive Committee shall maintain a set of Operating Procedures to help the committee define how to run the Lodge. The Operating Procedures shall not be in contradiction with the Rules and Regulations of Pocumtuc Lodge. These operating procedures are not part of the Rules and Regulations, but are considered to be binding and will be enforced equally. Operating Procedures can be changed by vote of the Lodge Executive Committee.

Article VIII. Ceremonies*

Ceremonies shall be conducted in accordance with the latest publications of the National Committee Order of the Arrow.

Article IX. Amendments to the Rules and Regulations

These Rules and Regulations shall be subject to amendment at any regular or special business meeting of Pocumtuc Lodge by majority vote provided such amendment:

1. Has been submitted in writing to the Lodge Executive Committee prior to such meeting. Those rules marked with an asterisk (*) are National policies and cannot be changed by the Council or Lodge.
2. Has been approved by a majority vote of the Lodge Executive Committee.
3. Publicized in the Lodge's newsletter and/or website and/or special mailing and must be presented to the Pocumtuc Lodge Executive Board on paper exactly or more than 90 days prior to being voted on by the Lodge.

Article X: National Order of the Arrow Rules and Regulations

In no way are the Rules and Regulations of Pocumtuc Lodge meant to be in conflict with the Rules and Regulations of the National Committee Order of the Arrow. Whenever the Rules and Regulations of Pocumtuc Lodge are found to be in conflict with the Rules and Regulations of the National Committee Order of the Arrow, the National Rules and Regulations shall take precedence over the Rules and Regulations of Pocumtuc Lodge.

Article XI. Ratification

These bylaws go into effect immediately upon acceptance by a majority vote of the Lodge membership at a business or special meeting.

Bylaws originally adopted September 28, 2008

Bylaws ratified May 12, 2019.

Bylaws updated November 9, 2025