

Owaneco Lodge W.W.W. Rules

Article I. Lodge Name and Affiliation

- Section A.** The name of this Lodge of the Order of the Arrow of the Boy Scouts of America shall be Owaneco Lodge, Connecticut Yankee Council, W.W.W. referred to here as “this Lodge” or “the Lodge”.
- Section B.** The Lodge shall be affiliated with the Connecticut Yankee Council, BSA, and shall work in conjunction with the Council Camping and Activities Committees, and under the administrative authority of the Scout Executive.
- Section C.** The totem of the Lodge shall be a representation of Owaneco, second Sachem of the Mohegan Tribe, wearing a wolf headress.
- Section D.** The Lodge shall be subject to the policies and procedures of the National Order of the Arrow as set forth in the most current editions of the Order of the Arrow Handbook, the Guide for Officers and Advisers, and the Field Operations Guide.

Article II. Statement of Purpose

- Section A.** The mission of the Lodge is to achieve the purpose of the Order of the Arrow as an integral part of the BSA in the council through positive youth leadership under the guidance of selected capable adults.
- Section B.** Purpose of the Order of the Arrow.
1. To recognize those campers- Scouts and Scouters- who best exemplify the Scout Oath and Law in their daily lives and by such recognition cause other campers to conduct themselves in such manner as to warrant recognition.
 2. To develop and maintain camping traditions and spirit.
 3. To promote Scout camping, which, reaches its greatest effectiveness as a part of the unit's camping program, both year-round and in the summer camp, as directed by the camping committee of the council.
 4. To crystallize the Scout habit of helpfulness into a life purpose of leadership and cheerful service to others.

Article III. Lodge Structure, Lodge Officers, and Their Duties

- Section A.** This Lodge will be formally divided into as many chapters as there are districts in the council. These chapters may maintain such structure as set forth in these policies and as approved by the Lodge Executive Committee and the Scout Executive.
- Section B.** The fiscal year of the Lodge shall run from January 1 - December 31.
1. The Lodge may not spend or commit any money for a fiscal year until a budget has been approved by the Executive Committee for that year.
 2. Until the budget is approved, the Lodge Executive Committee may approve any required financial commitment by a simple majority vote.
- Section C.** The Officers of the Lodge and their duties shall be as follows, in order of precedence.
1. Lodge Chief
 - i. Presides over all meetings of the Lodge and its Executive Committee.
 - ii. Appoints all operating and ad hoc committee chairmen with the approval of the Executive Committee.

- iii. Authorizes the formation of Ad Hoc Committees with the approval of the Executive Committee.
 - iv. Acts as an ex officio member of all committees.
 - v. Oversees the operations and activities of the Troop OA Representative Committee.
 - vi. Coordinates Lodge operations, other Lodge officers, and chairmen.
2. Vice Chief of Chapter Operations
- i. As first Vice Chief, presides over all Lodge meetings and operations in absence of the Chief.
 - ii. Maintains smooth and effective chapter operations.
 - iii. Provides program and administrative resources to strengthen the chapters of the Lodge.
 - iv. Oversees inter-chapter activities.
 - v. Oversees the operations and activities of, and provides resources for, the Troop OA Representative Committee.
 - vi. Becomes the Interim Lodge Chief in the event that the Chief cannot complete his term and serves in this role until a new Chief is selected as described in Article III, Section F, Item 4.
3. Vice Chief of Program
- i. As second Vice Chief, presides over all Lodge meetings and operations in absence of the Chief and first Vice Chief.
 - ii. Oversees the operations and activities of, and provides resources for, the Dance Team and Training, Camp Promotions, Events and Service committees.
 - iii. Acts as liaison between the Lodge Chief, Executive Committee, and the aforementioned committees.
 - iv. May be responsible for other aspects of Lodge programming at the request of the Lodge Chief or Executive Committee.
4. Vice Chief of Induction
- i. As third Vice Chief, presides in absence of the Chief and the first two Vice Chiefs.
 - ii. Oversees the operations and activities of, and provides resources for, the Ceremonial Team, Brotherhood, Elangomat, Unit Elections Committee and Vigil Honor.
 - iii. Acts as liaison between the Lodge Chief, Executive Committee, and the aforementioned committees.
 - iv. Responsible for the cohesion and success of the Induction process.
5. Treasurer
- i. Presides in absence of the Chief and Vice Chiefs.
 - ii. Oversees the operations and activities of, and provides resources for, the Membership and Trading Post committees.
 - iii. Keeps an accurate, permanent record of all income and expenses of the Lodge.
 - iv. Gives a written year to date budget report for every regular Executive Committee meeting.
 - v. Chairs the Lodge Finance Committee.
 - vi. Proposes an annual budget for the Lodge to the Executive Committee, which shall amend the budget as needed and adopt it.
6. Secretary
- i. Presides in absence of the Chief, Vice Chiefs, and Treasurer.
 - ii. Keeps an accurate, permanent record of all business transacted at all meetings of the Lodge and of the Executive Committee.
 - iii. Serves as an ex officio member of the Lodge Publications Committee.
 - iv. Records attendance of meetings of the Lodge and Executive Committee.
 - v. Acts as the official Historian of the Lodge, collecting such memorabilia, notes on events, and other relevant data as needed. He may form an ad hoc committee to assist him in this duty.

Section D. Rules for Lodge Officers.

1. Officers must be under the age of 21 for their entire term of office.
2. The election of Lodge Officers shall occur at the June Ordeal. Lodge Officers will be installed for their term of office at the end of the Closing Business Meeting.
3. No officer may hold a chapter office or Lodge chairmanship during his term except as designated in Art. III C(5.v). This policy may also be overruled by a 2/3 majority of the Executive Committee.

Section E. Removal of Lodge Officers

1. If a voting member of the Executive Committee, including Lodge officers, misses three consecutive regular meetings of the committee and/or the Lodge, he shall be removed from office and replaced, unless he has given proper notice of absence with reasonable cause.
 - i. With reasonable cause, an officer may be excused from a meeting by notifying the Lodge Chief of his intended absence.
2. The Supreme Chief of the Fire, with the advice of the Lodge Adviser, the Lodge Chief and the Executive Committee, may remove any officer who fails to fulfill the spirit and purpose of the BSA, OA, or Lodge, or who fails in his responsibilities as an officer.

Section F. Election and Replacement Procedures for Lodge Officers shall be the following.

1. Those persons wishing to run for election to Lodge office must submit a letter to the Lodge Adviser or his designee by midnight of the day preceding the election.
2. Elections shall follow the standard Robert's Rule of Order procedures for nomination and election.
 - i. Elections shall take place in order of precedence, as set forth in Art. III C.
 - ii. Each voting member, as defined in Art. VII E, in attendance shall receive one vote.
 - iii. All votes must be for candidates nominated to the ballot or a "no" vote. Abstentions are not allowed.
 - iv. A candidate must receive 51 % or more of the votes cast to be elected.
 - v. Should no candidate receive 51% or more of the votes cast, the candidate with the least number of votes shall be removed from the ballot and a new vote taken until one candidate receives at least 51% of the votes cast.
3. Should a Lodge Officer position be left vacant, the Executive Committee shall elect a new officer for the vacant office following the standard Robert's Rules of Order procedures for nomination and election.
 - i. Those persons wishing to run for the vacant office must submit a letter to the Lodge Adviser or his designee one week preceding the election. The letter must be approved by the Lodge Adviser or his designee and the Supreme Chief of the Fire or his designee.
 - ii. Should multiple offices be vacant, elections shall take place in order of precedence, as set forth in Art. III C.
 - iii. Each voting member of the Executive Committee, as defined in Art. V A, in attendance shall receive one vote.
 - iv. All votes must be for candidates nominated to the ballot or a "no" vote. Abstentions are not allowed.
 - v. A candidate must receive 51 % or more of the votes cast to be elected.
 - vi. Should no candidate receive 51% or more of the votes cast, the candidate with the least number of votes shall be removed from the ballot and a new vote taken until one candidate receives at least 51% of the votes cast.

Article IV. Meetings, Activities, and Events of the Lodge

- Section A.** Annually, the Lodge shall hold at least the following events: two ordeals, a fall and a winter event.

Section B. A regular full Lodge membership meeting shall be called a minimum of three times a year. This requirement shall be met regardless of whether a quorum is present or not.

1. The Lodge Chief with the approval of the Executive Committee may call a special full Lodge membership meeting at any time, provided that at least one month notice is given to the membership.
2. Quorum for all Lodge Business meetings shall be 15% of the voting membership.
3. Quorum for all chapter meetings shall be the voting members present at the meeting, providing that two weeks prior written notice was given to the chapter membership.

Section C. All meetings of the Lodge, Chapters, and Committees shall be conducted according to the most current version of Robert's Rules of Order and Parliamentary Procedure.

1. In the event that the Lodge policies or national BSA or OA policies contradict Robert's Rules, the Lodge or national policy shall be used. Should Lodge and national policies be in conflict with each other, national policy shall be used.

Article V. Lodge Executive Committee Structure and Duties

Section A. The Executive Committee shall be composed of the Lodge Officers, Chapter Chiefs, Chairmen of all Operating and Ad Hoc Committees, all Advisers of the Lodge, chapters, and committees, Professional Staff Adviser, the Scout Executive, and representatives from the Council Camping and Activities Committees.

1. Voting members, each of whom receives one vote to cast, include the Lodge Officers, Chapter Chiefs, and Operating Committee Chairmen.
 - i. Any officer or chairman holding more than one voting position shall only have one vote. They will however count as more than one voting member for a quorum.
 - ii. The Lodge Chief, as chair of the Executive Committee, shall vote only in the event of a tie.
2. The quorum for an Executive Committee meeting shall be 50% of the voting membership.

Section B. The Executive Committee shall meet at least six times in each calendar year. The Lodge membership must be informed of these meeting times and of the fact that they are welcome to attend.

1. This requirement shall be met regardless of quorum.
2. The Lodge Chief may call a special meeting of the Executive Committee at any time.

Section C. The Executive Committee shall be responsible for the regular business of the Lodge program.

Section D. The Executive Committee shall be responsible for creating and maintaining a policies and procedures document which will provide guidelines for the day-to-day operation of the lodge and its committees and chapters.

Article VI. Chapter Structure and Operations

Section A. The Officers of the Chapter shall be as follows, in order of succession.

1. Chapter Chief
 - i. Presides over the chapter and all of its activities and meetings.
 - ii. Responsible for the proper functioning and successful operation of the chapter.
 - iii. Appoints chapter representatives to each of the operating committees.
 - iv. Acts as representative of the chapter to the Lodge Executive Committee.

2. Chapter Vice Chief of Program

- i. As first Vice Chief, presides in the absence of the Chief.
- ii. Responsible for the activities and events of the chapter.
- iii. Responsible for the chapter representatives to program committees.
- iv. Succeeds the Chief in the event that the Chief cannot complete his term.

3. Chapter Vice Chief of Induction

- i. As second Vice Chief, presides in the absence of the Chief and first Vice Chief.
- ii. Responsible for the Induction process of the chapter, including the Call Out process and anything else as requested by the Chapter Chief.
- iii. Responsible for the chapter representatives to administrative committees.
- iv. Acts as an ex officio member of the Unit Elections Committee.

4. Chapter Treasurer

- i. Presides in the absence of the Chief and Vice Chiefs.
- ii. Prepares annual budget proposal for the chapter. Upon the chapter's approval of the proposal, it must be submitted to the Lodge Finance Committee.
- iii. Serves on the Lodge Finance Committee.

5. Chapter Secretary

- i. Presides in the absence of the Chief, Vice Chiefs, and Treasurer.
- ii. Keeps an accurate, permanent record of all business transacted at all meetings of the Chapter.
- iii. Records attendance of all Chapter meetings and activities.
- iv. Assists the Lodge Secretary with his duties as historian by maintaining the history of the Chapter.

Section B. Rules for Chapter Officers.

- 1. Offices must be under the age of 21 for their entire term of office.
- 2. The Supreme Chief of the Fire, with the advice of the Lodge Adviser, Lodge Chief, Chapter Adviser, and Chapter Chief, may remove any officer who fails to fulfill the spirit and purpose of the BSA, OA, or Lodge, or who fails in his responsibilities as an officer.
- 4. Elections of Chapter Officers shall follow the standard nomination and election procedures outlined in Robert's Rules of Order.
- 5. Should a Chapter office be left vacant, the chapter shall hold an election for that office at the next Chapter business meeting.

Section C. Each Chapter shall hold at least one activity or event and no less than three business meetings a year. This requirement shall be met regardless of quorum.

Section D. No Chapter shall hold funds outside of the Lodge finance system. Chapters shall submit all income and expenses to the Lodge Finance Committee. The Chapter may not make any financial commitments without the Executive Committee's prior express authorization.

Section E. All Chapters must submit an annual budget proposal to the Lodge Finance Committee for approval. All money requests, income reports, and other financial matters must go through the Finance Committee to the Executive Committee within this budget request or as a separate special request.

Article VII. Lodge Dues

- Section A.** There shall be an induction fee payable at the time of induction. Candidates shall receive items specified by the Executive Committee, in accordance with national policy.
- Section B.** Dues must be paid each year before January 1st. A reminder will be sent out by December 1st. Those brothers who do not pay their dues shall not be considered in good standing until such time as they pay their dues.
- Section C.** The Executive Committee with the advice of the Finance Committee shall determine the amount of the induction fee and of dues.
- Section D.** Dues are payable to Connecticut Yankee Council, BSA with a memo of Owaneco Lodge.
- Section E.** A member in good standing is a member who has paid his current Lodge dues and is a registered, active member of the Connecticut Yankee Council, BSA.
 - 1. Voting members of the Lodge are those members in good standing who have not yet reached his 21st Birthday.

Article VIII. Operating and Ad Hoc Committees

- Section A.** All committees shall report to the Executive Committee and the appropriate Lodge vice Chief on a regular basis for each Executive Committee meeting.
- Section B.** No committee shall hold funds outside the Lodge finance system. Committees shall submit income and expenses to the Lodge Finance Committee. No committee shall make any financial commitments without the prior express authorization of the Lodge Executive Committee.
- Section C.** Each committee shall have a structure including, but not limited to, the following positions.
 - 1. Chairman
 - i. Presides over all meetings of the committee, and reports to the appropriate Lodge vice Chief.
 - ii. Represents the committee and its interests as a member of the Lodge Executive Committee.
 - iii. Ensures that the committee fulfills all of its duties in an appropriate and efficient manner.
 - 2. Vice Chairman
 - i. Presides over the committee in absence of the chairman.
 - ii. Keeps records of attendance and ensures that all committee members are aware of scheduled meetings.
 - iii. Assists the Chairman in running the committee as requested.
 - 3. Treasurer:
 - i. Prepares annual budget proposal for the committee. Upon the committee's approval of the proposal, it must be submitted to the Lodge Finance Committee.
 - ii. Maintains financial records of the committee, including a year to date budget report, which must be made available at all regular Executive Committee meetings.
 - 4. Each committee shall elect its own Vice Chairman and Treasurer.
- Section D.** All committees must submit an annual budget proposal to the Lodge Finance Committee for approval. All money requests, income reports, and other financial matters must go through the Finance Committee to the Executive Committee either within this budget proposal or separately as a special request.
- Section E.** The Operating Committees of the Lodge and their duties are as follows.
 - 1. Awards and Recognition Committee

- i.** Coordinates with Chapters and Lodge Committees in the planning and running of Lodge activities, events, and shows. These plans include setting the agenda, schedule, and budget requests for the Finance Committee. All plans are subject to Executive Committee review and approval.
- 9.** Finance Committee
 - i.** Responsible for the financial records and reports of the Lodge.
 - ii.** Proposes annual Lodge Operating Budget to the Executive Committee for approval. This proposal shall be based upon the budget requests of the several committees and chapters. This shall be at least a balanced budget.
 - iii.** Prepares a year to date budget report for each regular Executive Committee meeting.
- 10.** Membership Committee
 - i.** Works closely with the Lodge Treasurer and Lodge Secretary to accurately maintain the membership rolls of the Lodge.
 - ii.** Provides membership reports for the Lodge Officers, Chapter Officers, and Committee Chairmen.
 - iii.** Serves as registrars for all Lodge events.
- 11.** Service Committee
 - i.** Promotes and plans efforts on all aspects of service for the Council, camps, units, and communities.
 - ii.** Plans work parties and service projects for the Lodge and may support chapter service projects as requested by the chapter.
 - iii.** Coordinates with rangers and the Council Camping Committee on all planned projects.
 - iv.** Assists the Elangomat and Events Committees in supporting the projects to be done by the Ordeal clans.
- 12.** Trading Post
 - i.** Operates the Lodge Trading Post.
 - ii.** Organizes all proposals and purchases for all special regalia and other items for the Lodge. The Executive Committee must approve all new designs and new items prior to purchase. The Executive Committee must approve any trading post purchase greater than two thousand dollars.
 - iii.** Responsible for keeping an accurate inventory of all items in the Lodge Trading Post.
 - iv.** Submits reports to the Executive Committee of items sold and revenues generated at each event.
- 13.** Training Committee
 - i.** Responsible for all aspects of training for the Lodge, including, but not limited to, the Lodge Leadership Development Conference.
 - ii.** Promote opportunities for further officer, member, and junior leader training, such as Junior Leader Training Conferences, National Order of the Arrow Conferences, Section Conclaves, and National Leadership Seminars.
 - iii.** Serve the council, districts, and individual units as learning facilitators for increased skill development and an enriched fundamental Scouting and camping program. The ultimate goal is to improve units and their junior leaders.
 - iv.** Demonstrate and set the example of what the Order and its purposes are.
 - v.** Promote the principles of the Order -- Service, Camping, and Scouting.
- 14.** Troop OA Representative Committee
 - i.** Each chapter shall form a subcommittee to meet the goals of the Unit Representative Committee in their district.

- ii. The committee shall be responsible for sharing information between all of the Troops and Teams of the Council that have an OA Representative and the Lodge.
- iii. They shall encourage all Troops and Teams to participate in the Representative Program.
- iv. The committee shall share the needs of the Troops and Teams of the Council with the appropriate committee(s) of the Lodge.
- v. The committee shall personify these points: camping, participation, leadership and be the exemplification of Brotherhood. Cheerfulness and Service.

15. Unit Elections Committee

- i. Promotes and coordinates the unit election process for the Lodge, training the needed teams, scheduling the elections, and informing and assisting Scoutmasters through the election process.
- ii. Coordinates adult selection process.

16. Vigil Honor Committee

- i. Selects candidates for the Vigil Honor as set forth by National guidelines, as set forth in the most current edition of the Guide for Officers and Advisers.
- ii. Plans and runs the Vigil Honor Weekend(s).
- iii. Plans and runs a separate Vigil Fellowship and Service Event.
- iv. The Lodge Chief shall appoint all members of this committee. In addition, this committee shall be appointed according to national guidelines, as set forth in the most current edition of the Guide for Officers and Advisers.
- v. Responsible for the Vigil Honor Ceremony and Induction Process in coordination with the Ceremonial Team.

Article IX. Amendments to These Policies

Section A. Amendments to the Lodge policies may only be made at regular Lodge business meetings.

Section B. All proposed amendments must be submitted in writing to the Executive Committee at least three Executive Committee Meetings prior to the next regular Lodge Business Meeting.

Section C. The members of the Lodge shall receive written notification and details of the proposed amendment(s) at least one month prior to the date of the next regular Lodge business meeting.

Section D. A vote of two-thirds of the voting members present, providing a quorum is present, shall be required to amend these rules.

*Rules adopted October 4, 1998 and compiled October 5, 1998 by Jeff Berkowitz ~ Merger Committee
 Amendments adopted December, 1999 and compiled May 15, 2000 by Michael DiMeglio ~ Powahay Chapter Chief
 Amendments adopted December, 2002 and compiled June 14, 2003 by Robert Anstett ~ Lodge Chief
 Amendments adopted December, 2004 and compiled February 23, 2005 by Robert Anstett ~ Former Lodge Chief
 Amendments adopted December, 2005 and compiled August 13, 2006 by Robert Anstett ~ Former Lodge Chief*