

Owaneco Lodge 313

Connecticut Yankee Council, BSA



Operating Rules

Last Revised June, 2014

Revisions				
<i>Version</i>	<i>Adoption Date</i>	<i>Compile Date</i>	<i>Compile By</i>	<i>Position</i>
1	October, 4, 1998	N/A	Nicholas Bohnsack and Jeff Berkowitz	Merger Committee
2	December, 1999	May 15, 2000	Michael DiMeglio	Powahay Chapter Chief
3	December, 2002	June 14, 2003	Robert Anstett	Lodge Chief
4	December, 2004	February 23, 2005	Robert Anstett	Past Lodge Chief
5	December, 2005	August 13, 2006	Robert Anstett	Past Lodge Chief
6	December, 2009	January 11, 2010	Don Adams	Lodge Vice Chief of Administration
7	December, 2010	May 23, 2011	Don Adams	Lodge Vice Chief of Administration
8	December, 2011	January, 2012	Ben Weidman	Lodge Vice Chief of Administration
9	December, 2013	June 6, 2014	Neil Patrick Harris	Lodge Chief

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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 headdress.
- 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. Recognize those who best exemplify the Scout Oath and Law in their daily lives and through that recognition cause others to conduct themselves in a way that warrants similar recognition.
 2. Promote camping, responsible outdoor adventure, and environmental stewardship as essential components of every Scout’s experience, in the unit, year-round, and in summer camp.
 3. Develop leaders with the willingness, character, spirit and ability to advance the activities of their units, our Brotherhood, Scouting, and ultimately our nation.
 4. Crystallize the Scout habit of helpfulness into a life purpose of leadership in 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 Cub Scout and Troop OA Representative Committees.
 - 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 Camp Promotions, Dance Team, Events, Service, Shows, and Training 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. Lodge Vice Chief of Finance
- i. Presides in absence of the Chief and Vice Chiefs.
 - ii. Oversees the operations and activities of, and provides resources for the Trading Post committee.
 - 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. Lodge Vice Chief of Administration
- i. Presides in absence of the Chief, Vice Chiefs, and Lodge Vice Chief of Finance.
 - 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 and Membership Committees.
 - 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 annually before the end of June, the date shall be approved by the Lodge Executive Committee at least 3 months prior.
- 3. The term of office shall begin following the event at which the elections were held.
- 4. 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 5% 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.
 - iii. Each Chapter Chief may appoint a Chapter Vice Chief from their Chapter to represent and vote in the Chapter Chief's absence.
 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 Vice Chief of Finance
 - i. Presides in the absence of the Chief and first two 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 Vice Chief of Administration
 - i. Presides in the absence of the Chief, and first three Vice Chiefs.
 - 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 Vice Chief of Administration 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.
- 3. Elections of Chapter Officers shall follow the standard nomination and election procedures outlined in Robert's Rules of Order.
- 4. 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. Selects members for any award the Lodge Executive Committee chooses to confer.
 - ii. Ensures that all award criteria will be in accordance with the National guidelines as set forth in the latest edition of the Guide to Officers and Advisers.
 - iii. The Lodge Chief shall appoint all members of this committee.
2. Brotherhood Committee
- i. Implement the National OA Committee's "Journey to Brotherhood" Program.
 - ii. Inform Ordeal members of their eligibility for Brotherhood Conversion.
 - iii. Promote and teach about the Induction and Brotherhood Conversion processes, as well as the meaning behind the ceremonies and an arrowman's duty to his unit.
3. Camp Promotions Committee
- i. Promote and encourage attendance at a BSA-affiliated summer residence camp, preferably a Connecticut Yankee Council camp, through roundtables, camporees, unit and other presentations, mailings, and promotional materials.
 - ii. Promote scout camping in general.
 - iii. Coordinate Lodge and Chapter efforts to assist with such promotions.
 - iv. Provide a "Where To Go Camping Guide" in cooperation with the Publications
 - v. Committee. This is to be kept and updated on a biennial basis.
4. Ceremonial Team
- i. Responsible for the Pre-Ordeal, Ordeal, and Brotherhood Ceremonies and the Induction Process, in coordination with the Elangomat and Events Committees.
 - ii. Assist chapters with Call out Ceremonies.
 - iii. Maintain and store all regalia necessary for the ceremonies.
 - iv. Maintain the ceremonial grounds of the Lodge.
5. Communications Committee
- i. Issues all information and notifications to membership of the Lodge.
 - ii. Publishes a minimum of 4 newsletters for the Lodge membership annually.
 - iii. Maintains the Lodge website and email communication lists.

6. Cub Scout Committee
 - i. Works closely with the Chapters to actively support the Council's Cub Scouting program.
 - ii. Promotes the program of the Boy Scouts of America.

7. Dance Team
 - i. Performs Native American dances for the Lodge, chapters, council, district, units, and the community to educate them about the Native American culture and to promote Scouting.
 - ii. During performances, promotes the Council Camping Program and other topics as requested by the Council Camping or Activities Committees or the Lodge Executive Committee.
 - iii. A small donation may be requested from units or the community. This fee shall be set within the team's annual budget proposal. Such donations shall become part of the Lodge financial system.
 - iv. The team shall not charge for Council, District, or OA performances.
 - v. The Chairman shall coordinate the performance schedule, and will accurately report all performances, pow wows, socials, etc. to the Lodge Executive Committee.

8. Elangomat Committee
 - i. Recruits a minimum of one Elangomat per ten registered Ordeal candidates before the Ordeal on which they will serve.
 - ii. Conducts a training session with all Elangomats prior to the Ordeal on which they will serve to ensure that they understand their responsibilities.
 - iii. Along with the Events Committee and Ceremonial Team, runs Ordeal Weekend.

9. Events 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.

10. 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.

11. Membership Committee
 - i. Works closely with the Lodge Vice Chief of Finance and Lodge Vice Chief of Administration 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.

12. 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.

13. Shows Committee
 - i. Create fun, entertaining and educational shows and videos for the lodge and its committees to advance the mission of Owaneco Lodge 313 and the Order of the Arrow.
 - ii. Prior to production all scripted shows material shall be submitted for approval to the Lodge Chief, Lodge Adviser, and Lodge Staff Adviser.

14. Trading Post
 - i. Operates the Lodge Trading Post.
 - ii. Organizes all proposals and purchases for all Lodge items containing “Owaneco”, Chapter Names, and/or the Lodge Totem. The Executive Committee must approve all new designs and new items prior to purchase. The Lodge Chief, Lodge Vice Chief of Finance, Lodge Adviser, and Lodge Staff Adviser must approve any trading post purchase greater than a dollar amount determined by the Executive Committee.
 - 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.

15. 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.

16. 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.

17. 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.

18. 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. Amendments shall only be proposed by a voting member in good standing as defined in Article VII Section E

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