

# Owaneco Lodge 313

## Connecticut Yankee Council, BSA



### Operating Rules

Last Revised June, 2024

<b>Revisions</b>				
<i>Version</i>	<i>Adoption Date</i>	<i>Compile Date</i>	<i>Compiled 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
10	June, 2019	June 10, 2019	Stephen Gagne	Past Lodge Chief
11	June, 2024		Peter Hinkle	Past Section 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 Handbook for Officers and Advisers, the Inductions Handbook, and the Field Operations Handbook

## **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 Chapters and will have as many Chapters as there are districts in the council. Any adjustment to the Chapters and their boundaries will require a 2/3 vote by the Lodge Executive Committee. 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 Lodge Executive Committee for that fiscal 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 chairs with the approval of the Lodge Executive Committee.
    - iii. Authorizes the formation of *ad hoc* Committees with the approval of the Lodge Executive Committee.
    - iv. Oversees the operations and activities of, and provides resources for, all *ad hoc* Committees.
    - v. Acts as an ex officio member of all committees.
    - vi. Coordinates Lodge operations, other Lodge officers, and chairs.

vii. Serves as the Lodge's voting representative on the Section's Council of Chiefs.

2. Lodge 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, as well as to the Unit OA Representative Committee.
  - iv. Oversees inter-Chapter activities.
  - v. Becomes the Interim Lodge Chief in the event that the Chief cannot complete their term and serves in this role until a new Chief is selected as described in Article III, Section F, Item 4.
  
3. Lodge 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, Awards and Recognition, Council Relations, Events, Community and Camp Service, and Training Committees.
  - iii. Acts as liaison between the Lodge Chief, Lodge Executive Committee, and the aforementioned committees.
  - iv. May be responsible for other aspects of Lodge programming at the request of the Lodge Chief or Lodge Executive Committee.
  
4. Lodge Vice Chief of Inductions
  - 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, and the Brotherhood, Ordeal Inductions, Unit Visitations and Vigil Honor Committees.
  - iii. Acts as liaison between the Lodge Chief, Lodge Executive Committee, and the aforementioned committees.
  - iv. Responsible for the cohesion and success of the Induction process.
  
5. Lodge Vice Chief of Administration
  - i. As fourth Vice Chief, presides in absence of the Chief and the first three Vice Chiefs.
  - ii. Oversees the operations and activities of, and provides resources for the Trading Post, Finance, Communications and Membership & Activation Committees.
  - iii. Chairs the Lodge Finance Committee.
  - iv. Keeps an accurate, permanent record of all business transacted at all meetings of the Lodge and of the Lodge Executive Committee.
  - v. Records attendance of meetings of the Lodge and Lodge Executive Committee.
  - vi. Acts as the official Historian of the Lodge, collecting such memorabilia, notes on events, and other relevant data as needed. They may form an *ad hoc* committee to assist in this duty.

**Section D.** Rules for Lodge Officers.

1. Voting members of the Lodge 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 January and the date shall be approved by the Lodge Executive Committee at least 3 months prior. NOTE: this provision shall become effective on January 1, 2026.
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 their term except as designated in Art. III C(5.v). This policy may also be overruled by a 2/3 majority of the Lodge Executive Committee.
5. Each officer is expected to attend all lodge events and meetings throughout the course of their term.

**Section E.** Removal of Lodge Officers.

1. If a voting member of the Lodge Executive Committee, including Lodge officers, misses three consecutive regular meetings of the Committee and/or the Lodge, they shall be removed from office and replaced, unless they have given proper written notice of absence with reasonable cause.
  - i. With reasonable cause, an officer may be excused from a meeting by notifying the Lodge Chief of their intended absence.

2. The Supreme Chief of the Fire, with the advice of the Lodge Adviser, the Lodge Chief and the Lodge Executive Committee, may remove any member of the Lodge Executive Committee who fails to fulfill the spirit and purpose of the BSA, OA, or Lodge, or who fails in their 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 their 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 be allotted 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 50 percent plus one vote or more of the votes cast to be elected.
  - v. Should no candidate receive 50 percent plus one vote 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 50 percent plus one vote of the votes cast.
3. Should a Lodge Officer position be left vacant, the Lodge 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 their designee one week preceding the election. The letter must be approved by the Lodge Adviser or their designee and the Supreme Chief of the Fire or their 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 Lodge Executive Committee, as defined in Art. V A, in attendance shall be allotted 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 50 percent plus one vote or more of the votes cast to be elected.
  - vi. Should no candidate receive 50 percent plus one vote 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 50 percent plus one vote 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 induction weekends, a fall, and a winter event. All events shall adhere to the guidelines established in the current version of the Owaneco Events Operations Guide.

**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 Lodge 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 Lodge Executive Committee shall be composed of the Lodge Officers, Chapter Chiefs, Chairs 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 are allotted one vote to cast, include the Lodge Officers, Chapter Chiefs, and Operating Committee Chairs.
    - i. Any officer or chair 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 Lodge Executive Committee, shall vote only in the event of a tie.
    - iii. Each Chapter Chief and Operating Committee Chair may appoint a Chapter Vice Chief or Committee Vice Chair from their Chapter or Committee to represent and vote in the Chapter Chief or Committee Chair's absence.
  2. The quorum for a Lodge Executive Committee meeting shall be 50 percent of the voting membership.
- Section B.** The Lodge 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 Lodge Executive Committee at any time.
- Section C.** The Lodge Executive Committee shall be responsible for the regular business of the Lodge program.
- Section D.** The Lodge 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 their term.
  3. Chapter Vice Chief of Inductions
    - 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, unit visitations, 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 Administration
    - 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.
    - iv. Keeps an accurate, permanent record of all business transacted at all meetings of the Chapter.
    - v. Records attendance of all Chapter meetings and activities.
    - vi. Assists the Lodge Vice Chief of Administration with their 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 their 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. Chapters shall choose the date of their own Officers' elections so long as they allow Chapter Officers' terms to correspond with that of the Lodge Officers.
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 annually and provide a "Service Corps" for District and/or Council Camporees and events. The "Service Corps" shall be composed of active members of the Chapter and provide assistance to the management, administration, and logistics of District and/or Council events as required. The Chapter may hold additional meetings as required as long as at least two weeks written notice is provided to Chapter membership. These requirements 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 Lodge 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 Lodge 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 Lodge 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 Lodge 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 their 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 their 21st Birthday.

**Article VIII. Operating and *Ad Hoc* Committees**

**Section A.** All committees shall report to the Lodge Executive Committee and the appropriate Lodge vice Chief on a regular basis for each Lodge 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. Chair
  - 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 Chair
  - i. Presides over the committee in absence of the Chair.
  - ii. Keeps records of attendance and ensures that all committee members are aware of scheduled meetings.
  - iii. Assists the Chair in running the committee as requested.
3. Each committee shall select its own Vice Chair.
4. The following members shall serve as permanent members of the following committees. This list is non-exhaustive and chairs shall appoint additional committee members at their discretion as required. The immediate past committee chairs shall also be appointed to the committee as long as they are still youth members in good standing with the Lodge.
  - i. Brotherhood Committee - Lodge Vice Chief of Inductions, Council Relations Chair, and Ordeal Inductions Chair.
  - ii. Council Relations Committee - Lodge Vice Chief of Inductions, Community and Camp Service Chair, and Brotherhood Chair.
  - iii. Communications Committee - Lodge Vice Chief of Program, Lodge Vice Chief of Administration, Events Chair, and Membership & Activation Chair.
  - iv. Events Committee - Lodge Vice Chief of Program, Ordeal Inductions Chair, Training Chair, and Communications Chair.
  - v. Ordeal Inductions Committee - Lodge Vice Chief of Program, Lodge Vice Chief of Inductions, Community and Camp Service Chair, Events Chair, and Ceremonial Team Chair.
  - vi. Membership & Activation Committee - Lodge Vice Chief of Program, Lodge Vice Chief of Administration, all Chapter Chiefs, Communications Chair, Unit Representative Chair, and Unit Visitations Chair.
  - vii. Unit Visitation Committee - Lodge Vice Chief of Inductions and all Chapter Chiefs.

**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 Lodge Executive Committee either within this budget proposal or separately as a special request.

**Section B.** Rules for Committee Chairs and Vice Chairs.

1. Chairs and Vice Chairs 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 and Lodge Chief may remove any Chair or Vice Chair who fails to fulfill the spirit and purpose of the BSA, OA, or Lodge, or who fails in their responsibilities.

**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 Handbook for Officers and Advisers.
  - iii. The Lodge Chief shall appoint all members of this committee.
  - iv. The Awards and Recognition Committee shall meet annually by December of each year to finalize

its selections for awards..

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 their unit.
  - iv. The Brotherhood and Membership & Activation Committees shall meet jointly by February of each year to prepare for upcoming Brotherhood and activation events.
3. Council Relations Committee
  - i. Oversee the implementation of the Lodge's "OA Day" program at summer camp. A special committee vice chair who is a member of summer camp staff may be appointed to oversee this responsibility.
  - ii. Oversee any other OA-related programs at Summer Camp.
  - iii. Promote and encourage attendance at BSA-affiliated summer camping programs, preferably a Connecticut Yankee Council camp, through roundtables, camporees, unit and other presentations, and promotional materials.
  - iv. Coordinate Lodge and Chapter efforts to actively support the Council's Cub Scouting program.
  - v. Be in contact with the council and district representative(s) in charge of the Cub Scouting program and BSA summer residence camp.
  - vi. Promotes the program of the BSA along with scout camping in general.
  - vii. The Council Relations Committee shall meet annually by May of each year to prepare for the upcoming summer camp season.
4. Ceremonial Team
  - i. Responsible for the Pre-Ordeal, Ordeal, and Brotherhood Ceremonies and the Induction Process, in coordination with the Ordeal Inductions and Events Committees.
  - ii. Holds at least six rehearsal meetings per calendar year, including at least one rehearsal in the month prior to each Lodge event at which a ceremony will take place.
  - iii. Maintain the ceremonial grounds of the Lodge.
  - iv. Store and manage the uniforms and equipment for lodge ceremonies.
  - v. Assist Chapters with call out ceremonies.
5. Communications Committee
  - i. Issues all information and notifications to membership of the Lodge.
  - ii. Publishes a minimum of 3 newsletters for the Lodge membership annually, at least one of which shall be a print newsletter.
  - iii. Maintains the Lodge website and email communication lists.
  - iv. Oversees any other communications channels utilized by the Lodge.
6. Community and Camp Service Committee
  - i. Plans and implements at least one community service project per year.
  - ii. Promotes and plans efforts on all aspects of service for the Council, camps, units, and communities.
  - iii. Plans work parties and service projects for the Lodge and may support Chapter service projects as requested by the Chapters.
  - iv. Coordinates with rangers and the Council Camping Committee on all planned projects.
  - v. Assists the Ordeal Inductions and Events Committees in supporting the projects to be done by the Ordeal crews.
7. Events Committee
  - i. Coordinates with Chapters and Lodge Committees in the planning and running of Lodge activities, events, and shows. These plans include overseeing the setting of the agenda, schedule, and budget requests for the Finance Committee. All plans are subject to Lodge Executive Committee review and approval.

- ii. The Events Committee shall meet annually by March of each year to prepare for the upcoming Lodge events.
8. Finance Committee
  - i. The chair of the Finance Committee shall be the Lodge Vice Chief of Administration.
  - ii. Keeps an accurate, permanent record of all income and expenses of the Lodge.
  - iii. Proposes annual Lodge Operating Budget to the Lodge 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.
  - iv. Prepares a year to date budget report for each regular Lodge Executive Committee meeting.
  - v. The Finance Committee shall meet annually by November of each year to prepare the annual budget.
  - vi. Assists in the implementation of scholarship and campership programs for Lodge members.
9. Membership & Activation Committee
  - i. Works closely with the 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 Chairs.
  - iii. Serves as registrars for all Lodge events.
  - iv. Plans and implements strategies for the activation of new members.
  - v. Coordinates and collects feedback from dropped members. Feedback shall be presented to the Lodge Executive Committee, as appropriate.
  - vi. The Brotherhood and Membership & Activation Committees shall meet jointly by February of each year to prepare for upcoming Brotherhood and activation events.
10. Ordeal Inductions Committee
  - i. Along with the Events Committee and Ceremonial Team, responsible for the management of Ordeal Induction Weekends.
  - ii. Recruits an "Ordeal Induction Coordinator" to oversee Ordeal Induction Weekends.
  - iii. Recruits a head chef, medical officer, and other Ordeal Induction Weekend staff, as required.
  - iv. Recruits an appropriate number of Elangomats before the Ordeal on which they will serve.
  - v. Conducts a training session with all Elangomats prior to the Ordeal on which they will serve to ensure that they understand their responsibilities.
  - vi. The Ordeal Inductions Committee shall meet annually by March of each year to prepare for the upcoming Lodge Ordeal Induction Weekends.
11. 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 Lodge Executive Committee must approve all new designs and new items prior to purchase. The Lodge Chief, Lodge Vice Chief of Administration, Lodge Adviser, and Lodge Staff Adviser must approve any trading post purchase greater than a dollar amount determined by the Lodge Executive Committee.
  - iii. Responsible for keeping an accurate inventory of all items in the Lodge Trading Post.
  - iv. Submits reports to the Lodge Executive Committee of items sold and revenues generated at each event.
12. Training Committee
  - i. Responsible for all aspects of training for the Lodge, including, but not limited to, the Lodge Leadership Development Conference and a Lodge Officer Orientation to be held no later than February each year.
  - ii. Promote opportunities for further officer, member, and youth leader training, such as National Youth Leadership Training, National Order of the Arrow Conferences, Section Training Events, 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.

13. Unit 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 the Lodge and the Troops, Crews and Ships of the Council.
- iii. They shall encourage all units to participate in the OA Representative Program.
- iv. The committee shall share the needs of the units 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.

14. Unit Visitations 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.
- iii. Oversees communications with elected candidates and helps promote Induction weekends.
- iv. The Unit Visitation Committee shall meet annually by September of each year to plan the unit visitation season, including but not limited to opening unit visitation registration and providing unit visitation training to members.

15. 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 Handbook for Officers and Advisers.
- ii. Plans and runs the Vigil Honor Induction Weekend(s).
- iii. In addition, this committee shall be appointed according to national guidelines, as set forth in the most current edition of the Handbook for Officers and Advisers.
- iv. Responsible for the Vigil Honor Ceremony and Induction Process.

**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 Lodge Executive Committee at least three Lodge 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.