

# The Rules and Procedures of Unami Lodge, One Order of the Arrow Cradle of Liberty Council, BSA

Approved and Effective on October 26, 2010

## Article I: Organization

**Section 1:** The name of this Lodge of the Order of the Arrow shall be the Unami Lodge, One, WWW.

**Section 2:** The Lodge shall be affiliated with the Cradle of Liberty Council, Boy Scouts of America, and shall be under the supervision of the Council Camping Committee and the administrative authority of the Council Scout Executive (Supreme Chief of the Fire) and shall be chartered through the National Order of the Arrow Committee, Boy Scouts of America.

**Section 3:** Unami Lodge shall constitute all members of the Order of the Arrow registered with the Cradle of Liberty Council, Boy Scouts of America and who have kept their dues at current status.

**Clause A:** The Lodge shall consist of Chapters, which correspond to the Council's Districts.

**Clause B:** Unit and district registration shall determine membership of a Chapter.

**Clause C:** Each Chapter shall come under the supervision of the Chapter Adviser and District Scout Executive (Chapter Staff Adviser).

**Clause D:** The Chapters will be divided into three geographic fields decided by the Lodge Executive Committee. These fields will be supervised by the Lodge Vice-Chief of Chapters. Currently the fields are North, South, and West.

**Section 4:** The Lodge Operating Year shall begin on January 1<sup>st</sup> and run through and conclude on December 31<sup>st</sup>; this period shall serve as the term of all Lodge Officers, Lodge Executive Committee Members, Lodge Committee Advisers, Chapter Officers, and Chapter Advisers.

## Article II: Insignia

**Section 1:** The totem of this Lodge shall be the Turtle and may be displayed on any insignia officially approved by the Lodge Executive Committee and procured by the Lodge for distribution and sale. All such approved insignia and other properties shall be under the management of the Lodge Treasurer.

## Article III: Membership

**Section 1:** Election to Membership

**Clause A:** The requirements for membership in this Lodge shall be as stated in the current Guide for Officers and Advisers and the Order of the Arrow Handbook and any of their supplements.

**Clause B:** The procedure for conducting unit elections shall be as stated in the current Guide for Officers and Advisers and the Order of the Arrow Handbook and of their supplements.

**Clause C:** All unit elections must be reported in writing to the Lodge Camp Promotions and Unit Election Committee.

## **Section 2: Lodge Member in Good Standing**

**Clause A:** A member of this Lodge shall be considered in good standing as long as he meets the following requirements:

- 1) They have fulfilled all the requirements of Article III, Section 1.
- 2) They are a member of only one Lodge, that being the Lodge chartered to the Council where they reside and have their principal Scouting Registration. Therefore, all members of Unami must be currently registered in the Boy Scouts of America, with the Cradle of Liberty Council as their principal Scouting Registration.
- 3) They have kept their dues in current status.
- 4) Their conduct shall be in accordance with the precepts of the Boy Scouts of America.

**Section 3:** Attainment of the Brotherhood Membership shall be as stated in the current Guide for Officers and Advisers and the Order of the Arrow Handbook and any of their supplements.

**Section 4:** Attainment of the Vigil Honor Membership shall be as stated in the current Guide for Officers and Advisers and the Order of the Arrow Handbook and any of their supplements.

## **Article IV: The Lodge Executive Committee**

**Section 1:** The central governing body in this Lodge shall be the Executive Committee and it shall make all policy for the Lodge; its decisions are subject however, to approval by the Council Scout Executive (Supreme Chief of the Fire).

### **Section 2: Membership**

**Clause A:** Voting membership (All in this category must be under 21 years of age)

- 1) The six (6) Executive (elected) Officers:
  - a. The Lodge Chief
  - b. The Lodge Vice-Chief of Program
  - c. The Lodge Vice-Chief of Administration
  - d. The Lodge Vice-Chief of Chapters
  - e. The Lodge Secretary
  - f. The Lodge Treasurer
- 2) The Chapter Chiefs or their designee
- 3) The Committee Chairmen
- 4) The immediate past Lodge Chief (who shall be the Lodge Chief in office immediately preceding the current Lodge year so long as he remains under 21 years of age).

**Clause B:** Non-voting membership

- 1) The Lodge Adviser
- 2) The Lodge Staff Adviser
- 3) The Lodge Associate Advisers (if any)
- 4) The Committee Advisers
- 5) The Chapter Advisers
- 6) The District Scout Executives (Chapter Staff Advisers)
- 7) The Council Camping Chairman
- 8) The Council Scout Executive (Supreme Chief of the Fire)

**Clause C:** VOTING - All motions must be passed by a majority of voting members present unless, otherwise required by these rules and procedures. There is one vote permitted for each person on the Lodge Executive Committee, no matter how many positions he may hold.

**Clause D:** Between regular scheduled meetings of the Lodge Executive Committee, the Lodge Chief, in consultation with his Executive Officers and Advisers, may make decisions for the Lodge using his own judgment; these decisions however, are of course subject to review of the Lodge Executive Committee as a whole if deemed necessary.

### **Section 3: Committees**

The Lodge Executive Committee shall carry out the program of the Lodge through the use of committees. Each committee shall have a chairman who shall be a voting member of the Lodge Executive Committee.

#### **Clause A: Committees**

The committees are:

- 1) Awards & Recognitions
- 2) Brotherhood
- 3) Camp Promotions and Unit Elections
- 4) Ceremonies
- 5) Ceremonial Grounds
- 6) Communication
- 7) Events
- 8) OA Troop/Team Representative
- 9) Ordeal
- 10) Rules and Procedures
- 11) Service
- 12) Vigil Honor

**Clause B:** The Lodge Chief with the approval of the Lodge Adviser may set up temporary committees to fulfill a special function or task as necessary (i.e. NOAC, Conclave, Anniversary, etc.) When the need no longer exists for these temporary committees the Executive Committee may vote to remove them by proposal of the Lodge Chief.

**Clause C:** The Lodge Chief in consultation with the Lodge Adviser appoints each Committee Chairman.

### **Section 4: Meetings**

**Clause A:** The Lodge Executive Committee shall meet up to nine (9) times a year on a monthly basis. Special meetings may be called by the Lodge Chief and/or Lodge Adviser.

**Clause B:** The Lodge Executive Committee shall meet with the General Membership of the Lodge on Sundays of the Lodge Weekends.

### **Article V: Lodge Officers**

**Section 1:** The elected Executive Officers of this lodge shall be the Lodge Chief, the Lodge Vice-Chief of Program, the Lodge Vice-Chief of Administration, the Lodge Vice-Chief of Chapters, the Lodge Secretary, and the Lodge Treasurer.

**Section 2:** Whenever possible, the officers and key advisers shall meet between Lodge Executive committee meetings to discuss the agenda, analyze the operation of the Lodge, and discuss proposals before or coming before the Lodge Executive Committee.

#### **Section 3: Eligibility for Office**

**Clause A:** All the officers of this Lodge must be under 21 years of age during their entire term.

**Clause B:** All Lodge Officers must hold at least Brotherhood membership.

**Clause C:** All officers must be members in good standing.

**Clause D:** No member of the Lodge may simultaneously be an elected officer of the Lodge and one of its Chapters.

**Clause E:** All officers shall be available to serve their entire term of office (one year).

#### **Section 4:** Nominations, Elections, Resignations, and Succession

**Clause A:** The Rules and Procedures Committee will preside over the nominations and elections for Lodge office.

**Clause B:** Nominations for Lodge office will open at the Second Spring Service General Members' meeting and close at the Executive Committee meeting immediately before the elections are held. Someone may only be nominated at an Executive Committee meeting or at the Second Spring Service General Members' meeting. The actual election will take place at the Fall Fellowship weekend.

**Clause C:** The election shall be made by secret ballot. A simple majority (50% + 1) of the voting youth membership of the Lodge present at the elections is sufficient for a nominee to win the election.

**Clause D:** The tabulations will be recorded on a paper signed by all present in counting the votes and the results shall be kept on file for at least sixty (60) days. The ballot counters shall consist of: The Rules & Procedures Committee Chairman, and at least two other youth members appointed by the Chairman in consultation with the Lodge Chief. The Rules & Procedures Committee Adviser, the Lodge Adviser and the Lodge Staff Adviser shall supervise this process. No current Lodge Officers or those on the ballot may take part in the actual tabulations.

**Clause E:** The results of the election shall be announced (without reference to actual vote numbers) at the Lodge meeting immediately following the count of the ballots; until such time, the committee shall hold the results of the election confidential.

**Clause F:** Nominees for office can be removed from the ballot if judged by the Rules & Procedures Committee, the Lodge Adviser and Lodge Staff Adviser that they have violated the Code of Campaign Ethics.

#### **The Code of Campaign Ethics:**

1. A candidate may speak or debate at any forum set up by the Lodge. An equal opportunity for all candidates for that same office to speak and rebut must be followed.
2. Candidates are forbidden the use of defamatory statements, slander, and libel.
3. All campaign materials such as posters, etc. must be in good taste and in accordance with the Scout Law and Scouting principles.

**Clause G:** The Lodge Officers shall be formally installed at the Annual Dinner of the Lodge.

**Clause H:** A Lodge Officer who feels that he can no longer continue to serve may, of his own free will, resign from that Office. Such a resignation must be submitted to the Lodge Adviser and the Lodge Chief in writing. In the event that the resigning Officer is the Lodge Chief, he will

submit his letter of resignation to the Lodge Vice-Chief of Program and the Lodge Adviser. Such letters shall be submitted to the Lodge Executive Committee, by the receiving Officer, for action at the next regular or special meeting of the Lodge Executive Committee occurring after the resignation.

**Clause I:** In the event that an officer inadequately performs his duties, the Lodge Executive Committee may declare the office vacant by a two-thirds (2/3) majority vote.

**Clause J:** For whatever reason that it may be necessary to fill the position of a Lodge Executive Officer, the vacancy can be filled by a majority vote of the current Lodge Executive Committee.

**Clause K:** In the case of a vacancy in the office of Lodge Chief, the Lodge Vice-Chief of Program shall fill that Office.

## **Section 5:** Duties of the Lodge Officers

**Clause A:** The Lodge Chief is the chief Executive Officer of the Lodge. He is the primary representative of the Lodge at all Order of the Arrow and other Scouting events. He shall preside at all meetings of the Lodge and the Lodge Executive Committee. He is an official member of all Lodge Committees. He shall make all appointments to the Lodge Executive Committee with the consultation of the Lodge Adviser.

**Clause B:** The Lodge Vice-Chief of Program shall preside at meetings of the Lodge in the absence of the Lodge Chief. In addition, the Lodge Vice-Chief of Program shall supervise the work of the Events, Ordeal, Brotherhood, Vigil, Service, Ceremonies, and Ceremonial Grounds Committees. He shall perform other such duties that are assigned to him by the Lodge Chief.

**Clause C:** The Lodge Vice-Chief of Administration shall supervise the work of the Camp Promotions/Unit Elections, Rules and Procedures, Publications, Website, and Troop Representative Committees. He shall perform other such duties that are assigned to him by the Lodge Chief.

**Clause D:** The Lodge Vice-Chief of Chapters shall be responsible for the supervision and program support of all the chapters of the Lodge. In addition, he will be responsible for the annual Community Service event which will be rotated among the three geographical fields. He shall perform other duties as assigned by the Lodge Chief.

**Clause E:** The Lodge Secretary shall handle all official Lodge and Lodge Executive Committee correspondence. He shall take minutes of the Lodge Executive Committee meetings and see that they are distributed in advance of the next meeting. He shall supervise and report on the membership processes of the Lodge. He shall be responsible for all registration matters and perform other duties as assigned by the Lodge Chief.

**Clause F:** The Lodge Treasurer shall be responsible for seeing that all funds collected are properly receipted and deposited with the proper Council authorities. He shall be responsible for the purchase and sale of Lodge properties. He shall secure all financial records and present timely reports of the revenues and expenses of the Lodge to the Lodge Executive Committee. He shall perform other duties as assigned by the Lodge Chief.

## **Section 6:** Advisers

**Clause A:** The Lodge Adviser shall be appointed by the Council Scout Executive (Supreme Chief of the Fire).

**Clause B:** The Lodge Staff Adviser shall be appointed by the Council Scout Executive (Supreme Chief of the Fire).

**Clause C:** All other Advisers of the Lodge shall be appointed by the Lodge Adviser.

## **Article VI: Chapter Organization**

**Section 1:** Each Chapter shall have as elected officers a Chapter Chief, a Chapter Vice-Chief, and a Chapter Secretary.

**Section 2:** Eligibility for office: Any Chapter Officer within this Lodge must be under twenty-one (21) years of age throughout their entire term of office.

**Section 3:** Elections and Resignations: The Chapter Chief, Chapter Vice-Chief and Chapter Secretary shall be elected for a term of one year beginning January 1<sup>st</sup> at a regular or special meeting of each Chapter during the month of November, convened by the Chapter Chief.

**Clause A:** A Chapter Officer may resign if he feels that he can no longer continue in that office. He must submit his resignation to the Chapter Adviser who will present it at the next regular or special Chapter meeting.

**Clause B:** In the event that a Chapter Officer is not performing his duties, the Chapter Adviser with consultation of the Chapter Chief may move to vacate the Office of the individual. If it is the Chapter Chief that is in question, then the Chapter Adviser, in consultation with the Lodge Chief and Lodge Adviser, may move to vacate the Office of the Chapter Chief.

**Clause C:** When a Chapter Office becomes vacant, the Chapter Membership shall move to fill that vacancy except that the Chapter Vice-Chief will assume the Office of Chapter Chief.

### **Section 4: Duties of the Chapter Officers**

**Clause A:** The Chapter Chief shall preside at all meetings of the Chapter. He shall attend all meetings of the Lodge Executive Committee. He shall be a member of all Chapter Committees.

**Clause B:** The Chapter Vice-Chief presides at the Chapter meetings in the absence of the Chapter Chief. The Chapter Vice-Chief shall perform such duties as assigned him by the Chapter Chief. The Chapter Vice-Chief shall assume the Office of Chapter Chief should that Office become vacant. In the absence of the Chapter Chief, the Chapter Vice-Chief is a voting member and should attend the Lodge Executive Committee meetings.

**Clause C:** The Chapter Secretary shall be responsible for all Chapter records, and minutes of the Chapter meetings.

### **Section 5: Chapter Advisers**

**Clause A:** The Lodge Adviser, in consultation with the appropriate District Chairman/District Scout Executive (Chapter Staff Adviser) shall appoint the Chapter Adviser.

## **Article VII: Finance**

**Section 1:** The Lodge Executive Committee shall determine annual membership dues for the next Lodge year and notify the general membership no later than November 1<sup>st</sup> of the current year as to the amount of dues.

**Clause A:** If there is any member who has not yet paid his current dues, he will be considered delinquent and he will forfeit all privileges of membership.

**Clause B:** A delinquent member may be reinstated by payment of current year's dues and a reinstatement fee determined by the Lodge Executive Committee. Lodge members in the Armed

Services upon their discharge or release from active duty may be reinstated by payment of current annual dues only.

**Clause C:** Registration for Life Membership has been discontinued. Existing Life Membership will be honored, provided that the member has been enrolled prior to December 31, 1964 and he maintains a current registration status in the Cradle of Liberty Council, BSA.

**Section 2:** In January the Lodge Treasurer shall submit for approval, by the Lodge Executive Committee, an annual budget for the current Lodge year.

**Section 3:** The Lodge Executive Committee shall review all proposals on the purchase, design, and sale of Lodge properties and memorabilia; all Chapter memorabilia proposals must also be reviewed by the Lodge Executive Committee.

**Section 4:** The Lodge Executive Committee shall approve proposals as to how budgeted revenue can be raised.

**Section 5:** The Lodge Executive Committee must approve budgets for each Lodge Event as well as the design for any event patch. The budget for each event shall be reviewed before the event is held to be sure that the event is self-funding.

## **Article VIII: Recognitions and Awards**

### **Section 1: Vigil Honor Selection Process**

**Clause A:** The Vigil Honor Selection Committee shall be made up of the following voting members, all of which must be under the age of 21:

1. The Vigil Honor Committee Chairman
2. The Lodge Chief
3. Five (5) members-at-large appointed by the Lodge Chief
4. The Chapter Chiefs or one (1) representative from each Chapter

The committee shall be made up of the following non-voting members:

1. The Vigil Honor Committee Adviser
2. The Lodge Adviser
3. The Lodge Staff Adviser

**Clause B:** All nominations are due on the last day of February of the current Lodge year and must be on an official and current nomination form in order to be accepted.

**Clause C:** The selection meeting will be held in March with the Vigil itself to take place at the second spring weekend. The selection meeting is a closed meeting with only those listed in Clause A in attendance. At least thirty (30) days notice of the meeting will be given to those listed in Clause A.

**Clause D:** Youth nominees under consideration may not vote, be in attendance of the meeting, nor have any part of the selection process.

**Clause E:** At the selection meeting – All nominations are one at a time reviewed and voted on whether or not they should be sent to the final ballot. A simple majority vote (50% plus 1) shall move the nomination to the final ballot.

**Clause F:** On the Final Ballot – All voting members may vote for any number of nominees on the ballot. 60% of votes cast by voting members are required for selection. There are no abstentions. Should the number of those selected exceed the permissible number of Vigil

candidates, based on National guidelines, nominees will be selected by rank order based on the number of votes received on the final ballot.

**Clause G:** All adult nominees shall be voted on prior to the youth nominees with the final results pending the final ballot of the youth nominees. The method of selection shall be the highest amount of votes received on the ranking system.

**Clause H:** The number of adults selected shall not exceed the number of youth.

## **Section 2: Founders' Award Selection Process**

**Clause A:** The Lodge will present no more than the number of Founders' Awards allotted by the National Committee of the Order of the Arrow based on our membership totals of the previous year. Ballots will be conducted as described below and the number of ballots held will be determined by the quota allotted.

**Clause B:** The Awards and Recognitions Committee will select recipients of the Founders' Award and shall be made up of the following voting members, all of which must be under the age of 21:

1. The Awards and Recognitions Committee Chairman
2. The Lodge Chief
3. Five (5) members-at-large appointed by the Lodge Chief
4. The Chapter Chiefs or one (1) representative from each Chapter

The committee shall be made up of the following non-voting members:

1. The Awards and Recognitions Committee Adviser
2. The Lodge Adviser
3. The Lodge Staff Adviser

**Clause C:** All nominations for the Founder's Award are due on the fourth Tuesday of October of the current Lodge year and must be on an official and current nomination form in order to be accepted.

**Clause D:** The selection meeting will be held within 45 days after the nomination deadline. The selection meeting is a closed meeting with only those listed in Clause B in attendance. At least thirty (30) days notice of the meeting will be given to all those listed in Clause B.

**Clause E:** Youth nominees under consideration may not vote, be in attendance of the meeting, nor have any part of the selection process.

**Clause F:** All nominations are one at a time reviewed and voted on whether or not they should be sent to the second ballot. A simple majority vote (50% plus 1) shall move the nomination to the second ballot.

**Clause G:** In the second ballot each voting member shall vote for two (2) nominees. There are no abstentions. Nominees receiving 60% of the votes cast shall be selected to receive the award provided that the results successfully produce one (1) youth and one (1) adult **OR** two (2) youth recipients.

**Clause H:** If two (2) youth are selected in the second ballot, then a third ballot will be held with the remaining nominees, if any. This time each voting member may cast a vote for one (1) nominee. Nominees receiving 60% of the votes cast shall be selected to receive the award provided that the results successfully produce one (1) youth and one (1) adult **OR** two (2) youth recipients. If no one achieves the 60% necessary the selection is concluded.

**Clause I:** If one (1) person is selected in the third ballot, then a fourth ballot will be held with the remaining nominees if any. This time each voting member may cast a vote for one (1) nominee. Nominees receiving 60% of the votes cast shall be selected to receive the award.

### **Section 3:** Outstanding Service Award Selection Process

**Clause A:** The Outstanding Service Award was created by the Executive Committee in the fall of 1996 in Memory of David Fortunato, a past Lodge Adviser and in 2011 in Memory of Thomas Richards, a past Section Chief.

1. Youth award winners will receive the "Thomas Richards Outstanding Service Award"
2. Adult award winners will receive the "David Fortunato Outstanding Service Award"

**Clause B:** The Lodge will present no more than eight (8) Outstanding Service Awards a year at the Annual Dinner with no more than four (4) being awarded to adults.

**Clause C:** The selection committee will be the same as those outlined in the selection of the Founders' Award (Article VIII, Section 2, Clause B) with the selection meeting taking place at the same time as that of the Founders' Award and will be administered by The Awards and Recognitions Committee. At least thirty (30) days notice of the meeting will be given to all those listed in Article VIII, Section 2, Clause B.

**Clause D:** All nominations for the Outstanding Service Award are due on the fourth Tuesday of October of the current Lodge year and must be on an official and current nomination form in order to be accepted. This deadline coincides with that of the Founders' Award (Article VIII Section 2 Clause C).

**Clause E:** Youth and adult nominees under consideration may not vote, be in attendance of the meeting, nor have any part of the selection process.

**Clause F:** At the selection meeting – All nominations are one at a time reviewed and voted on whether or not they should be sent to the final ballot. A simple majority vote (50% plus 1) shall move the nomination to the final ballot.

**Clause G:** On the Final Ballot – All voting members may vote for any number of nominees on the ballot. 60% of votes cast by voting members are required for selection. There are no abstentions. Should the number of those selected exceed the permissible number of award candidates, based on our Lodge's Rules and Procedures, nominees will be selected by rank order based on the number of votes received on the final ballot.

**Clause H:** All adult nominees shall be voted on prior to the youth nominees with the final results pending the final ballot of the youth nominees. The method of selection shall be the highest amount of votes received on the ranking system.

### **Section 4:** Charles J. "Chuck" Benshetler Spirit of Camp Leadership Award Selection Process

**Clause A:** The Spirit of Camp Leadership Award was created by the Executive Committee in the Winter of 2009 in Memory of Charles J. "Chuck" Benshetler, a Vigil Honor Member and long tenured Camp Staff Member of the Council.

**Clause B:** The Lodge will award no more than ten (10) Spirit of Camp Leadership Awards a year. The number of adults selected shall not exceed the number of youth.

**Clause C:** The Lodge will announce the recipients of the award at the annual camp staff reunion and present them with the award at the Annual Lodge Dinner.

**Clause D:** The selection committee will be the same as those outlined in the selection of the Founders' Award (Article VIII, Section 2, Clause B) with the selection meeting taking place at the same time as that of the Founders' Award and will be administered by the Awards and Recognitions Committee. At least thirty (30) days notice of the meeting will be given to all those listed in Article VIII, Section 2, Clause B.

**Clause E:** All nominations for the Spirit of Camp Leadership Award are due on the fourth Tuesday of October of the current Lodge year and must be on an official and current nomination form in order to be accepted. This deadline coincides with that of the Founders' Award (Article VIII Section 2 Clause C).

**Clause F:** All nominations for a member of the camp staff must be approved by the Camp Director for the current year of the camp that the staff member is working. In the case that the Camp Director is nominated his nomination must be approved by the Council Director of Camping.

**Clause G:** Youth nominees under consideration may not vote, be in attendance of the meeting, nor have any part of the selection process.

**Clause H:** At the selection meeting – All nominations are one at a time reviewed and voted on whether or not they should be sent to the final ballot. A simple majority vote (50% plus 1) shall move the nomination to the final ballot.

**Clause I:** On the Final Ballot – All voting members may vote for any number of nominees on the ballot. 60% of votes cast by voting members are required for selection. There are no abstentions. Should the number of those selected exceed the permissible number of Vigil candidates, based on National guidelines, nominees will be selected by rank order based on the number of votes received on the final ballot.

**Clause J:** All adult nominees shall be voted on prior to the youth nominees with the final results pending the final ballot of the youth nominees. The method of selection shall be the highest amount of votes received on the ranking system.

## **Article IX: Rules and Procedures Changes**

**Section 1:** These Rules and Procedures shall be subject to change at any special or regular meeting of the Lodge provided that the following conditions are met:

1. Changes have first been submitted to and approved by the Lodge Executive Committee by a two-thirds (2/3) majority.
2. That due notice is given to all members of the Lodge that a vote to change the rules will take place. In the event that the notice for these proposed changes do not correspond with a regular Lodge mailing, a posting on the Lodge website shall be considered sufficient. Notice, whether by mail or by web posting, must be made to all members at least ten (10) days prior to the planned vote. A simple majority vote of the voting members present shall be required for approval.

**Section 2:** No section of these Rules and Procedures shall conflict with any policy of the Cradle of Liberty Council, National Committee of the Order of the Arrow, or the Boy Scouts of America.