

The Rules and Procedures of Unami Lodge, One Cradle of Liberty Council #525, Boy Scouts of America

Approved by the LEC 9/26/18
Approved by the General Members 10/6/18
Effective Immediately

Article I: Identity

Section 1: The name of this lodge of the Order of the Arrow shall be Unami Lodge, One, Cradle of Liberty Council #525, Boy Scouts of America.

Section 2: The mission of this lodge is to fulfill the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults.

Section 3: The totem of this lodge shall be the turtle.

Clause A: The name of Unami Lodge, One and its totem may be displayed on any insignia officially approved by the lodge executive committee and procured by the lodge for distribution and sale.

Clause B: All such approved insignia and other properties shall be under the management of the lodge treasurer.

Article II: Organization

Section 1: Unami Lodge, One shall be affiliated with the Cradle of Liberty Council #525, Boy Scouts of America, and shall be under the supervision of the council camping committee and the administrative authority of the Scout executive, and shall be chartered through the National Order of the Arrow Committee.

Section 2: Unami Lodge, One shall be constituted of all members of the Order of the Arrow registered with the Cradle of Liberty Council #525, Boy Scouts of America and who have kept their dues at current status.

Section 3: The lodge shall be led by the lodge chief, officers, and a lodge executive committee (hereafter referred to as the LEC), and guided by the lodge adviser, and other advisers as appointed.

Section 4: The lodge shall consist of chapters, the borders of which shall be determined by the lodge executive committee.

Clause A: Unit registration shall determine membership in a chapter.

Clause B: Each chapter shall come under the supervision of the chapter adviser and a district executive, who shall serve as the chapter staff adviser.

Section 5: The lodge operating year shall begin on January 1st and run through and conclude on December 31st.

Article III: Membership

Section 1: Requirements for Membership

Clause A: The requirements for membership in this lodge are as stated in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

Section 2: Election to Membership

Clause A: The procedure for conducting unit elections in this lodge is as stated in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

Clause B: All unit elections must be reported via the official medium determined by the lodge unit elections committee and presented to the lodge at the unit elections training conducted at the end of the preceding lodge year.

Clause C: A Boy Scout troop may request one election at any point during the lodge operating year. This clause shall remain effective through January 31, 2019.

Clause D: A Scout troop, Venturing crew, or Sea Scout ship may request one election at any point during the lodge operating year. This clause shall become effective February 1, 2019.

Section 3: Lodge Member in Good Standing

Clause A: A member of this Lodge shall be considered in good standing as long as they meet 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 have their primary Scouting registration.
 - i) Therefore, all members of Unami Lodge, One must have a current registration in the Boy Scouts of America, with the Cradle of Liberty Council as their primary council registration.
- 3) They have kept their dues current.
- 4) Their conduct shall be in accordance with the precepts of the Boy Scouts of America.

Clause B: Voting. Arrowmen under the age of twenty-one (21) who are primarily registered with a unit in this council and whose dues are currently paid in this lodge may vote in matters of lodge business.

Section 4: The procedure for the Ordeal shall be as stated in the current printing of the *Order of the Arrow Handbook* and the *Guide to Inductions*.

Section 5: Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

Section 6: Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*.

Article IV: The Lodge Executive Committee

Section 1: The central governing body of the lodge shall be its Lodge Executive Committee (LEC), and it shall make all policy for the lodge.

Clause A: The decisions of the LEC are subject to approval by the Scout executive.

Section 2: The LEC shall be composed of the elected lodge officers, immediate past lodge chief, lodge operating committee chairs, lodge adviser, one member of the council camping or Boy Scout committee if appointed by the Scout executive, chapter chiefs, chapter advisers (where applicable), Scout executive, and lodge staff adviser.

Section 3: All voting members of the LEC must be under twenty-one (21) years of age.

Clause A: The voting membership of the LEC shall consist of the following members:

- 1) The lodge chief (who shall vote only in the case of a tie)
- 2) The lodge vice chiefs
- 3) The lodge secretary
- 4) The lodge treasurer
- 5) The chapter chiefs (or their vice chief)
- 6) The operating committee chairs (or their designee)
- 7) The immediate past lodge chief (if they are under twenty-one (21) years of age)

Sub-section 1: Any new officer or operating committee changes shall not take effect until the lodge year following their creation.

Clause B: The non-voting membership of the LEC shall consist of the following members:

- 1) The lodge adviser
- 2) The Scout executive
- 3) The lodge staff adviser
- 4) The associate lodge advisers (if any)

- 5) The operating committee advisers
- 6) The chapter advisers
- 7) The immediate past lodge chief (if they are over twenty-one (21) years of age)
- 8) The council camping chair

Section 4: The LEC shall carry out the operations of the lodge through the use of operating committees. Each operating committee shall have a chair who shall be a voting member of the LEC.

Clause A: The lodge operating committees shall be:

- 1) American Indian Affairs
- 2) Brotherhood
- 3) Camp Promotions
- 4) Ceremonies
- 5) Communications
- 6) Events
- 7) History
- 8) Leadership Development
- 9) Lodge Operations
- 10) Membership
- 11) OA Troop Representative
- 12) Ordeal
- 13) Service
- 14) Unit Elections
- 15) Vigil Honor

Clause B: The lodge chief, with the approval of the lodge adviser, may create *ad hoc* committees to fulfill a special function or task as necessary. The chair of any *ad hoc* committee shall be a voting member of the LEC. When the need for these *ad hoc* committees has passed, the lodge executive committee may vote to remove them by proposal of the lodge chief.

Clause C: The lodge chief appoints each operating committee chair in consultation with the lodge adviser. The lodge chief may choose to appoint co-chairs for any lodge operating committee, both of whom shall have full membership on the LEC.

Sub-section 1: The lodge chief shall determine to which elected officer each operating committee and chapter reports at the beginning of each lodge year.

Clause D: The lodge chief and adviser may be assisted in their work by an advisory board, which shall consist of all *ad hoc* committees and other advisory positions as appointed by the lodge adviser.

Clause E: The organization of the LEC, including lodge officers and operating committees, can be found in *Appendix A*.

Section 5: Meetings

Clause A: The LEC shall meet a minimum of ten (10) times per year on a monthly basis.

Clause B: Special meetings of the LEC may be called by the lodge chief in consultation with the lodge adviser, or by the Scout executive.

Sub-section 1: It shall be at the discretion of the lodge chief to choose the format of special meetings of the LEC from one of the following options:

1. Physical meeting with three (3) days minimum notice, unless the meeting is to take place at a lodge service or fellowship weekend.

2. Virtual meetings (including video conferencing or conference call) with two (2) days minimum notice.

Sub-section 2: A special meeting of the LEC shall not take the place of the stated monthly LEC meeting.

Clause C: The LEC shall meet with the general membership of the lodge on the Sunday of each lodge weekend. General membership meetings shall not take the place of the monthly stated LEC meetings.

Sub-section 1: Any business of the LEC may be addressed and conducted during a general membership meeting.

Sub-section 2: Voting at a general membership meeting shall be by a voice vote, and a simple majority of members present shall be necessary for motions to be passed.

Sub-section 3: In the event of a voice vote being too close to call as determined by the lodge chief and adviser, the lodge chief will call the roll of the youth members in attendance at the lodge weekend to record each member's vote individually.

Clause D: An official record of the minutes of all meetings of the LEC, regular or special, and all general membership meetings must be recorded and made available to the general membership of the lodge by being posted on the lodge website after those minutes have been approved by the LEC at its next regular meeting.

Section 6: Motions & Voting

Clause A: Motions may only be made when an LEC meeting has at least sixty percent (60%) of total voting members present.

Sub-section 1: A motion must be made and seconded before its content is formally brought up for discussion before the LEC.

Clause B: All motions being voted on must be passed by a simple majority (fifty percent plus one [50%+1]) of voting members present unless otherwise required by these rules and procedures.

Sub-section 1: Each voting member of the LEC shall have one vote, regardless of the number of positions they may hold.

Sub-section 2: All votes of the LEC shall be made by roll-call vote of each lodge officer position, operating committee, and chapter. In the event that a lodge operating committee shall have co-chairs, each will receive a vote.

Clause C: Between stated meetings of the LEC, the lodge chief - in consultation with the lodge officers and the lodge adviser - may make decisions for the lodge using their own judgment. These decisions must be presented to the LEC at its next stated meeting, and should only be made when a special meeting of the LEC is not possible.

Clause D: Any decisions made between stated meetings of the LEC specifically regarding or involving lodge finances are subject to the rules laid out in *Article VII: Finance §4 Clause A.*

Clause E: Under extraordinary circumstances, the lodge chief, in consultation with the lodge adviser, may choose to vote on a motion previously made, seconded, and later tabled at a meeting of the LEC via email.

Sub-section 1: The requirement of the motion passing by a minimum of a simple majority (50%+1) of the LEC members present at the time the motion was made shall remain in effect for the email vote.

Sub-section 2: A record of an LEC vote via email shall be preserved and presented to the LEC at its next stated meeting, and read into the meeting minutes of this stated meeting.

Article V: Lodge Officers

Section 1: The elected executive officers of this lodge shall be the lodge chief, the lodge first vice chief, the lodge second vice chief, the lodge secretary, and the lodge treasurer.

Clause A: The description for each officer position can be found in *Appendix B*.

Section 2: The officers shall meet between LEC meetings to discuss the agenda, lodge business, and analyze the operation of the lodge.

Section 3: Eligibility for Office

Clause A: All lodge officers must be under 21 years of age during their entire term.

Clause B: All lodge officers must be members in good standing.

Clause C: No member of the lodge may simultaneously be an elected officer of the lodge and one of its chapters.

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

Section 4: Nominations

Clause A: The Lodge Operations Committee will preside over the nominations and elections for lodge office.

Clause B: Nominations for lodge office will be opened at the Spring Service 2 general members meeting and close at the LEC meeting immediately before the elections are held. Candidates for lodge offices may only be nominated through the methods listed in *Appendix C*.

Section 5: Elections

Clause A: The annual election of lodge officers for the following lodge year will take place at the Fall Fellowship weekend.

Clause B: The tabulations of ballots 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. In the event of electronic balloting, the tabulated results of the ballots shall be printed and attested as accurate by the signature of the Lodge Operations Committee chair and further witnessed by all those who took part in the tabulation of the results. The electronic records of the balloting shall be stored in the lodge's cloud drive for at least sixty (60) days.

Sub-section 1: The ballot counters shall consist of: the Lodge Operations Committee chair (or the lodge chief's designee in the event that the Lodge Operations Committee chair is a candidate for officer), and at least two other youth members appointed by the chair in consultation with the lodge chief.

Clause C: An explanation of the voting process can be found in *Appendix C*.

Clause D: The Lodge Operations 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 each election shall be announced (without reference to actual vote counts) to the lodge general membership before the next election is to take place.

Clause F: The lodge officers shall be formally installed at the annual dinner of the lodge.

Section 6: Resignations and Succession

Clause A: A lodge officer who feels that they can no longer continue to serve may, of their own free will, resign from that office. Such a resignation must be

submitted to the lodge chief and the lodge adviser in writing. In the event that the resigning officer is the lodge chief, they will submit their letter of resignation to the lodge first vice chief and the lodge adviser. Such letters shall be submitted to the LEC by the receiving officer for action at the next regular or special meeting of the LEC occurring after the resignation.

Clause B: In the event that an officer inadequately performs their duties, the LEC may declare the office vacant by a two-thirds (2/3) majority vote.

Sub-section 1: This 2/3 vote required by this clause is of the entirety of the LEC voting membership, not of the quorum established in *Article IV §6 Clause A*.

Clause C: If it becomes necessary to fill the position of a lodge officer, the vacancy can be filled by a majority vote (50%+1) of the current LEC.

Sub-section 1: This majority vote (50%+1) required by this clause is of the entirety of the LEC voting membership, not of the quorum established in *Article IV §6 Clause A*.

Clause D: In the case of a vacancy in the office of lodge chief, the lodge first vice chief shall fill that office.

Section 7: Advisers

Clause A: The lodge adviser shall be appointed by the Scout executive (Supreme Chief of the Fire) and shall serve as Deputy Supreme Chief of the Fire and a member of the Cradle of Liberty Council camping committee, in accordance with the *Order of the Arrow Guide to Officers and Advisers*.

Clause B: The lodge staff adviser shall be appointed by the 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: All chapter officers within this lodge must be under twenty-one (21) years of age throughout their entire term of office and must be a member in good standing with the lodge.

Section 3: The chapter chief, chapter vice chief, and chapter secretary shall be elected for a term of one year beginning January 1st at a regular or special meeting of each chapter during the months of October, November, or December, as convened by the chapter chief in cooperation with their adviser.

Clause A: A chapter officer may resign if they feel that they can no longer continue in that office. They must submit their 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 their duties, the chapter adviser, in with consultation with the chapter chief, may move to vacate the office of the individual in question. 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 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: Chapter Advisers

Clause A: The Scout executive shall appoint the chapter adviser.

Article VII: Finance

Section 1: The LEC shall determine annual membership dues for the following lodge year at its October meeting and notify the general membership of the amount of dues for the following lodge year before the end of the current lodge year.

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

Clause B: Registration for life membership has been discontinued. Extant 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 #525, Boy Scouts of America.

Section 2: In January, the lodge treasurer shall submit for approval by the LEC an annual budget for the current lodge year.

Clause A: The Treasurer shall give quarterly reports of the budget and account balances in the months of January, April, July, and October.

Sub-section 1: This report can shall be delivered either in person or via email.

Section 3: The LEC shall review and approve of all proposals on the purchase, design, and sale of lodge properties and memorabilia; all chapter memorabilia proposals must also be reviewed and approved by the LEC.

Section 4: The LEC shall approve proposals as to how budgeted revenue can be raised and all purchases that are outside of the approved annual budget of the Lodge.

Clause A: Any purchase made between stated meetings of the LEC outside of the annual budget of the lodge in excess of \$500 must be approved by the LEC at a special meeting called by the lodge chief and adviser, or by the Scout executive.

Section 5: The LEC 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 by the treasurer and finance adviser to be sure that the event is self-funding. A report of the event's final costs shall be made to the LEC at the LEC meeting immediately following the event.

Section 6: All Order of the Arrow funds shall be handled through the council service center and go through all normal council accounting procedures.

Section 7: An explanation of all standing lodge accounts can be found in *Appendix E*.

Article VIII: Awards and Recognitions

Section 1: Unami Lodge, One awards the following recognitions:

- 1) Charles J. "Chuck" Benshetler Spirit of Camp Leadership Award
- 2) Founder's Award
- 3) Green Turtle Award
- 4) Outstanding Service Award
- 5) Vigil Honor

Section 2: An explanation of the selection process and eligibility for each recognition can be found in *Appendix D*.

Article IX: Rules and Procedures Changes

Section 1: These rules and procedures and their appendices 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 LEC 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 as well as the content and reason behind the change. An email sent to all members of the lodge and a posting on the lodge website shall be considered sufficient notice of any proposed change(s). Notice must be given to all members at least ten (10) days prior to the planned vote.

3. A simple majority vote of the voting members present at the regular or special meeting of the lodge 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 #525, the *Order of the Arrow Guide for Officers and Advisers*, the National Committee of the Order of the Arrow, or the Boy Scouts of America.

Article X: Appendices

Section 1: Appendices are referenced in these rules and procedures to further explain the functions of the lodge that are laid out in the preceding articles.

Section 2: The Appendices are as follows:

- 1) *Appendix A: LEC Organizational Chart*
- 2) *Appendix B: LEC Position Descriptions*
- 3) *Appendix C: Voting Process for Officers*
- 4) *Appendix D: Awards and Recognitions*
- 5) *Appendix E: Lodge Financial Accounts*

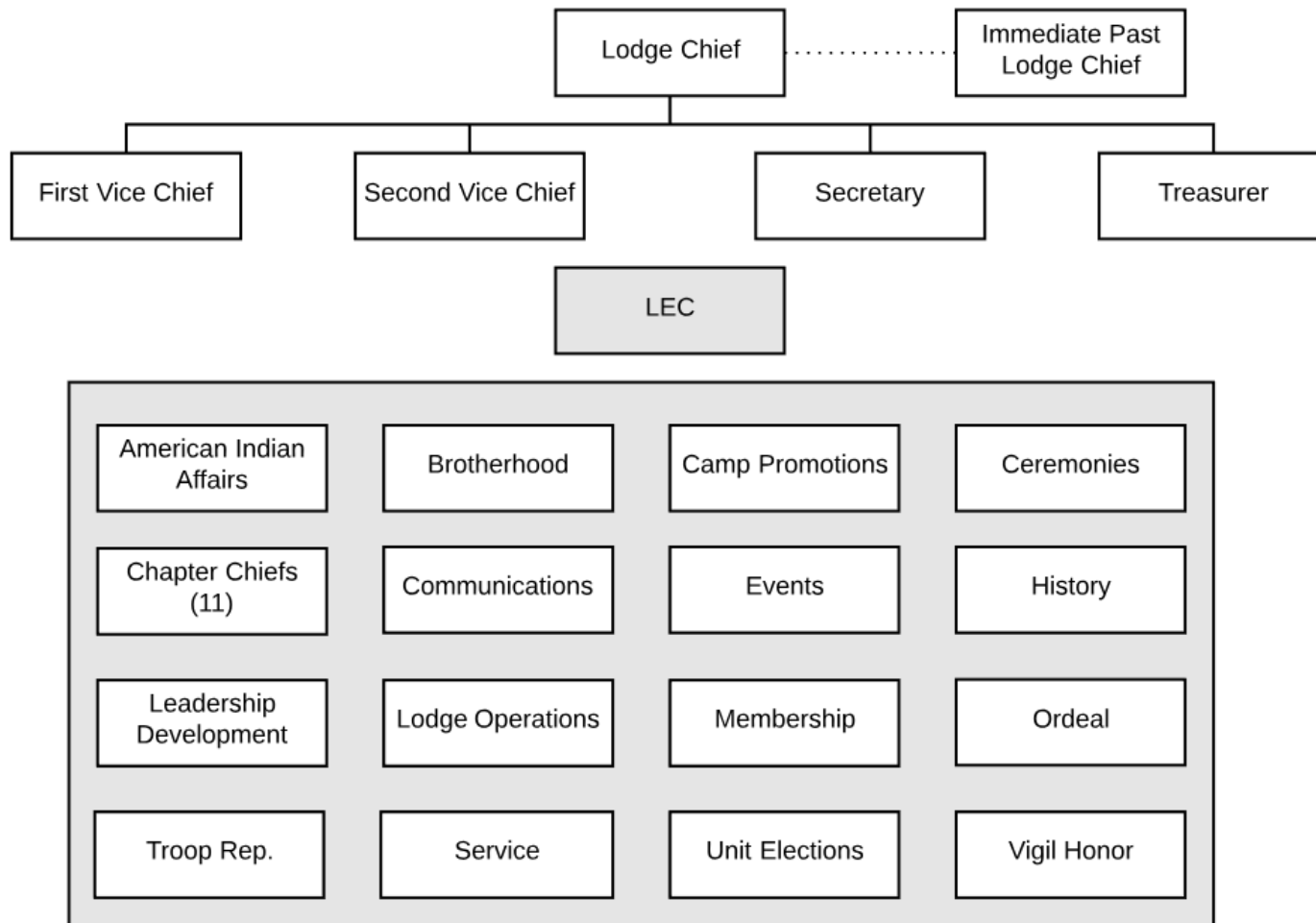
Section 3: These appendices may be amended by a 2/3 majority vote of the LEC and do not require a vote of the general membership to become effective.

Clause A: This 2/3 vote required by this clause is of the entirety of the LEC voting membership, not of the quorum established in *Article IV §6 Clause A*.

Appendix A

LEC Organizational Chart

Appendix A: LEC Organizational Chart



Appendix B

LEC Position Description

Attendance

Lodge Chief

Must Attend: All lodge events (including, but not limited to: lodge dinner, general members meetings, community service day, LEC meetings, lodge leadership development events, lodge service & fellowship weekends), council annual dinner, section conclave, quarterly council of chiefs meetings, council executive board meetings (if a member of the council executive board).

Should Attend: National Order of the Arrow Conference (NOAC), section and national training events.

Officers

Must Attend: All lodge events (including, but not limited to: lodge dinner, general members meetings, community service day, LEC meetings, lodge leadership development events, lodge service & fellowship weekends), council annual dinner, section conclave.

Should Attend: National Order of the Arrow Conference (NOAC), section and national training events, quarterly council of chiefs meetings.

Lodge Operating Committee Chairs

Must Attend: Lodge service and fellowship weekends, community service day, LEC Meetings, annual lodge leadership development event, committee events or trainings.

Should Attend: National Order of the Arrow Conference (NOAC), section conclave, council annual dinner, lodge dinner.

Responsibilities

Lodge Officers

Lodge Chief

- Serves as the elected youth leader of the lodge and chair of the LEC.
 - Shall appoint all operating committee chairs, in consultation with the lodge adviser, to the LEC.
 - Shall conduct an annual review of the lodge's strategic plan.
 - Shall create ad hoc committees as needed.
 - Serves as a standing member of every committee within the lodge.
- Shall be the primary representative of the lodge at all Order of the Arrow and Scouting events.
- Shall be the lodge delegate at the quarterly section Council of Chiefs meetings.
- Serves as a member of the council executive board at the board's invitation.
- Shall set meeting agendas for all LEC and officer meetings.
- Shall conduct other duties as assigned by the lodge chief.

Vice Chiefs

- Shall fulfill the lodge chief's responsibilities when the lodge chief is absent in a LEC meeting, as well as their own responsibilities. These responsibilities shall be fulfilled by the first vice chief or, in their absence, the second vice chief.
- Shall oversee the committees assigned to them by the lodge chief and all of their functions.
- Shall act as the committee adviser along with the respective associate lodge adviser of any committee under them without an adviser.
- Shall conduct other duties as assigned by the lodge chief.

Secretary

- Shall record minutes at each meeting of the lodge, including: LEC meetings (stated or special) and General members meetings (stated or special).
- Shall take attendance at every LEC meeting.
- Shall email minutes in standard format with attendance list to the Lodge adviser promptly following the meeting.
- Shall help run registration at all lodge events.
- Shall create reports of letters of interest from the Brotherhood candidates.
- Shall be the Editor-in-chief of the Unami Update.
 - In cooperation with the lodge chief make a list of articles for each publication.
 - Ensure that the deadlines for the Unami Update are met.
- Shall conduct other duties as assigned by the lodge chief.

Treasurer

- Shall supervise the sale of lodge properties.
- Shall acquire/create new lodge properties under the direction of the LEC.
- Shall construct and manage the lodge budget in consultation with the finance adviser.
- Shall propose the annual lodge budget at the January LEC Meeting for LEC approval.
- Shall give quarterly reports on the status of the lodge finances in January, April, July, and October.
- Shall assist in the financial aspects of the Memorabilia Show.
- Shall conduct other duties as assigned by the lodge chief.

Chapter Officers

Chapter Chief

- Shall be responsible for all Order of the Arrow programs in their Chapter.
- Shall hold at least 9 monthly Chapter meetings.
- Shall represent the Chapters' interest to the LEC of Unami Lodge, One.
- Shall be responsible for ensuring the completion of camp promotions and unit elections in their Chapter and assist in organizing and running camp promotions and unit elections.
- Shall be responsible for OA Troop Representatives within their Chapter and assist the OA Troop Representatives with their duties.
- During the lodge weekends they shall serve as the leader of their Chapter's campsite and shall give a report during colors.
- Shall attend LEC meetings with a report on the previous Chapter meeting.
- Shall be a member of all chapter committees.

Chapter Vice Chief

- Shall assume the duties of the chapter chief in the cases of the chief's absence.
 - Shall report to the LEC meeting, if the chapter chief is vacant.
- Shall fulfill the role as chapter chief in the event the chapter chief can no longer serve their duty.
- Plan activities for the chapter outside of the chapter meetings.
- Responsible to complete tasks assigned by the chapter chief or chapter adviser.
- Attend all chapter meetings and activities.

Chapter Secretary

- Record the minutes and the attendance for the chapter meeting.
- Sends the chapter minutes to the chapter chief and adviser so it can be reviewed.
- Shall maintain the chapter social media, if any.
- In charge of making sure members in the chapter pay their lodge dues.

Lodge Operating Committees

All Lodge Operating Committee Chairs are required to:

Appendix B: LEC Position Descriptions

- Report to the respective lodge officer as assigned by the lodge chief.
- Hold regular meetings with committee members, and hold open communication between meetings with their members.
- If the operating committee chair is absent, a designated committee member will assume their responsibilities.

American Indian Affairs Chair

- Shall be in charge of any regalia, drums, artifacts, and other materials necessary to embrace American Indian culture.
- Shall be in charge of Unami Lodge, One's participation in any dance and drumming competitions held at section and national events

Brotherhood Chair

- Shall collaborate with the Membership committee to to inform all eligible Ordeal members of Unami Lodge, One of all opportunities to convert to Brotherhood membership.
- Shall be in charge of the Brotherhood conversion events, as scheduled by the LEC of Unami Lodge, One.
- Shall update the lodge's Brotherhood Trail booklet as needed.

Camp Promotions Chair

- Shall assist the council camping committee in promoting the council camps.
- Shall provide lodge and chapter camp promotions teams with all necessary training and materials
- Shall organize the delivery of camp promotions as needed.

Ceremonies Chair

- Shall oversee ceremonies teams for each lodge weekend and promote the trainings of ceremonialists.
- Shall oversee and maintain the Ceremonial Grounds in Unami, Lodge One.
- Shall oversee the Ordeal and Brotherhood ceremonies in Unami Lodge, One.
- Shall maintain all necessary regalia and props for the execution of the Ordeal and Brotherhood ceremonies.

Appendix B: LEC Position Descriptions

Communications Chair

- Shall oversee and maintain all lodge social media and websites.
- Shall consult with the necessary lodge committees to compile and assemble any printed or digital lodge communication.
- Shall oversee all lodge collaboration platforms, including but not limited to, email, Slack, and digital storage.

Events Chair

- Shall plan all lodge service and fellowship weekends, including creating a schedule, developing a program, and compiling a menu in consultation with the weekend cook.
- Shall organize the annual lodge dinner.
- Shall develop the lodge's long range calendar of events, including event dates and locations.
- Shall prepare a budget for each lodge event.

History Chair

- Shall keep records of lodge award recipients, Vigil Honor members, flap history, and past lodge chiefs.
- Shall chair the planning of the annual memorabilia show
- Shall work to compile the stories and histories of lodge members and events.
- Shall update and assemble a lodge history book as needed.

Immediate Past Lodge Chief

- Shall ensure the current lodge chief is working toward their goals.
- Shall give constructive advice to the current lodge chief.
- Shall act as a support system for the current lodge chief and officers.

Leadership Development Chair

- Shall organize committee-specific or topic-specific trainings as needed.
- Shall plan and organize the annual lodge leadership development event, including developing a schedule and recruiting trainers.

Lodge Operations Chair

- Shall review and update the Rules and Procedures when needed.
- Shall oversee and coordinate the Awards and Recognition Meeting, as well as the nomination process for any lodge recognitions outside of the Vigil Honor.
- Shall coordinate elections for Lodge Officers, including following the process as outlined in *Appendix C*.

Appendix B: LEC Position Descriptions

Membership Chair

- Shall remind all members to pay their annual lodge dues
- Shall coordinate the activation of all newly inducted Ordeal members.
- Shall be in charge of the promotion of any Brotherhood conversation opportunity to all eligible Ordeal members.
- Shall keep up to date lodge membership records.
- Shall promote membership retention in Unami Lodge, One.

Ordeal Chair

- Shall collaborate with the Unit Elections committee on the promotion of any Ordeal opportunities to elected candidates of Unami Lodge, One.
- Shall conduct the Ordeal induction process at lodge service and fellowship weekends.
- Shall supervise Elangomats at any lodge service or fellowship weekend.

Service Chair

- Shall organize the annual Community Service Day.
- Shall organize service projects for lodge service and fellowship weekends, in conjunction with the weekend's respective Camp Ranger.
- Shall supervise the completion of service projects during lodge service and fellowship weekends.

Troop Representative Chair

- Shall gather and keep record of all troop representatives in Unami Lodge, One.
- Shall provide chapter officers with relevant information to distribute to troop representatives

Unit Elections Chair

- Shall oversee all unit elections held in Unami Lodge, One in consultation with each chapter.
- Shall maintain records of each completed unit election and elected candidates.
- Shall provide updates of the unit elections progress at each LEC meeting.
- Shall be in charge of the promotion of any Ordeal opportunities to elected candidates of Unami Lodge, One in consultation with the Ordeal committee.

Vigil Honor Chair

- Shall facilitate the selection of each year's Vigil Honor candidates at the annual Vigil Honor selection meeting.
- Shall be responsible for the execution of the annual Vigil, including securing ceremonialists for the performance of the Vigil ceremonies, site selection and preparation, and the maintenance and acquisition of all materials necessary for the execution of the annual Vigil.
- Shall be responsible for coordinating the preparation of the Vigil social and breakfast, including securing kitchen personnel for both events.
- Shall coordinate the recognition of and presentation of various recognition items to the previous year's Vigil Honor inductees at the annual lodge dinner.

Appendix C

Voting Process for Officers

Voting Process

Section 1: Nomination Process

Clause A: Nominations for lodge office will be opened at the general members meeting of the second Spring Service weekend and close at the regularly scheduled LEC meeting immediately before the elections are held.

Sub-section 1: There will be one nomination for the office of lodge vice chief.

Sub-section 2: The candidate with the most votes in the election for vice chief will assume the office of first vice chief and the candidate with the second highest number of votes will assume the office of second vice chief.

Clause B: The following methods of nominations are acceptable

1. Self-nomination
2. Nomination by a youth member of the lodge and acceptance by the nominee.

Section 2: Voting Process

Clause A: The elections for lodge office shall be held at the Fall Fellowship weekend.

Clause B: The elections shall be made by secret ballot. The largest number of votes cast for any of the nominees for each office by the voting youth membership of the lodge present at each election is sufficient for that nominee to win the election of that office.

Sub-section 1: The results of each election shall be announced (without reference to actual vote counts) to the lodge general membership before the next election is to take place.

Sub-section 2: The lodge shall hold three (3) separate elections in this order:

1. Chief
2. Vice chief(s)
3. Secretary and Treasurer

Clause C: After each election occurs the nominees not elected to a position may drop down to be a nominee of another officer election.

Appendix D

Awards and Recognitions

Recognitions and Awards

Section 1: Vigil Honor Selection Process

Clause A: The Lodge will present no more than the number of Vigil Candidates allotted by the National Committee of the Order of the Arrow based on our membership totals of the previous year.

Clause B: 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 Chair or co-chair
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
5. All current youth Vigil Honor members of the lodge who have not been appointed by the chief to serve as a member-at-large, or who may not already be a member of the selection committee based on their current lodge position.

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

1. The Vigil Honor Committee Adviser and associate adviser(s).
2. The Lodge Adviser
3. The Lodge Staff Adviser

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

Clause D: All Vigil Honor nominations are due on the last day of the month which immediately precedes the Saturday of the selection meeting and must be on an official and current nomination form in order to be accepted.

Clause E: The Vigil induction will take place at a weekend during the Lodge Year, with the selection meeting to be held at least forty-five (45) days before the induction weekend. 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 those listed in Clause B.

Clause F: All votes should be collected by secret ballot. The ballots shall be collected and tallied by the Vigil Honor Committee Chair(s) with the assistance of the committee adviser. The outcome should be kept confidential between the Vigil Honor Committee Chair(s), committee adviser, the Lodge Adviser, and the Lodge Staff Adviser.

Clause G: 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 H: On the Final Ballot—All voting members may vote for any number of nominees on the ballot. Sixty percent (60%) of votes cast by voting members are required for final Vigil Honor selection. There are no abstentions allowed. Should the number of those selected exceed the permissible number of Vigil Honor candidates, based on National guidelines, nominees will be selected by rank order based on the number of votes received on the final ballot.

Clause I: 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 adult Vigil Honor selection shall be the highest amount of votes received on the ranking system.

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

Section 2: Awards and Recognitions Selection Process

Clause A: The Awards and Recognitions Selection Meeting will be attended by the following voting members, all of which must be under the age of 21

1. The Lodge Operations Chair
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 Lodge Operations Committee Adviser and associate adviser(s).
2. The Lodge Adviser
3. The Lodge Staff Adviser

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

Clause C: All nominations for Awards and Recognitions are due October 31st 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 A in attendance. At least thirty (30) days' notice of the meeting will be given to all those listed in Clause B.

Clause E: All votes should be collected by secret ballot. The ballots shall be collected and tallied by the Lodge Operations Chair with the assistance of the committee adviser. The outcome should be kept confidential between the Lodge Operations Chair, the committee adviser, the Lodge Chief, the Lodge Adviser, and the Lodge Staff Adviser.

Clause F: All nominations for each award 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 nominees on each ballot. Sixty percent (60%) of votes cast by voting members are required for selection. There are no abstentions allowed.

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 3: Awards and Recognitions

Clause A: The Lodge shall present the following awards with the appropriate requirements for that award as outlined by this appendix.

1. Founder's Award
 - a. The Lodge will present no more than the number of Founder's Awards allotted by the National Committee of the Order of the Arrow based on our membership of the previous year.
 - b. To be eligible one must:
 - i. Be registered in the Cradle of Liberty Council, BSA
 - ii. Be a member in good standing of Unami Lodge, One (membership dues are current)
2. The Outstanding Service Award
 - a. The Outstanding Service Award was created by the Executive Committee in the fall of 1996 in memory of Dave Fortunato, a past Lodge Adviser and in 2011 in memory of Thomas Richards, a past Section Chief.

- i. Youth award winners will receive the “Thomas Richards Outstanding Service Award”
 - ii. Adult award winners will receive the “Dave Fortunato Outstanding Service Award”
 - b. The Lodge will present no more than four (4) awards to youth members and no more than four (4) awards to adult members.
 - c. To be eligible one must:
 - i. Be registered in the Cradle of Liberty Council, BSA
 - ii. Be a member in good standing of Unami Lodge, One (membership dues are current)
3. Charles J. “Chuck” Benshetler Spirit of Camp Leadership Award
 - 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.
 - b. The Lodge will award no more than six (6) Spirit of Camp Leadership Awards a year. The number of adults selected shall not exceed the number of youth.
 - c. To be eligible one must:
 - i. Be a member of the Order of the Arrow in good standing
 - ii. Have served on staff at a Cradle of Liberty Council camp three (3) out of the past five (5) years, including the most recent year.
 - d. The Lodge will announce the recipients of the award at the annual camp staff reunion.
 - e. All nominations for a member of the camp staff must be approved by the Camp Director. In the case that the Camp Director is nominated their nomination must be approved by the council Director of Support Services.
4. Green Turtle Award
 - a. The Green Turtle Award was created by the Lodge Executive Committee in 2016 to recognize and thank non-Unami/non-OA individuals, organizations, and corporations that contribute significantly to our lodge.
 - b. The Lodge will award no more than two (2) Green Turtle Awards a year.
 - c. To be eligible:
 - i. The Nominee must not be a member of Unami Lodge, One or the Order of the Arrow. (They may, however, be registered in Scouting.)
 - ii. Nominees need not be individuals, and can include organizations and corporations.
 - iii. Nominations will not be taken posthumously.

Appendix E

Lodge Financial Accounts

General Fund (1-2371-980-00)

The General Fund serves as a checking account for the general operating expenses of the lodge.

Income from lodge dues, donations, and profit from property sales go into this account. The expenses of this account are determined annually by the LEC. Additionally, an income transfer from this account is made to the National OA Events savings account, and to the OA High Adventure savings account.

The budget for the General Fund is reviewed annually by the lodge officers, and presented to the LEC for approval in January. Once the budget for the General Fund is approved, funds used from this account do not need additional LEC approval to be used. A report of this fund, as well as an account balance of all lodge accounts is presented to the LEC quarterly.

Any deficit or surplus in the General Fund must be resolved by the LEC prior to the approval of the following year's budget.

National OA Events (1-2371-982-00)

The National OA Events account serves as a savings account for national Order of the Arrow events. National events include NOAC, national and regional trainings, and other national programs of emphasis held periodically.

Income from participant fees and fundraisers is placed in this account. Additional income is transferred annually from the General Fund to this account to help offset expenses and provide financial assistance if needed.

A budget for each National OA event shall be created and approved by the LEC to allocate the fees from this account, and to show that participation in the event is self-funding.

OA Properties (1-2371-983-00)

The OA Properties account serves as a savings account for the production and sale of lodge properties.

Income from the sale of lodge properties is placed in this account.

The purchase of new lodge properties is made from this account, and serves as this account's chief expense. A set amount, as determined by the LEC, is transferred annually to the lodge's General Fund to help cover the expenses of that account. Periodically, funds may be transferred from this account to the Special Projects account to fund projects as needed.

Use of funds from this account do not need additional approval once the purchase of a property has been approved by the LEC.

OA High Adventure (1-2371-984-00)

The OA High Adventure account serves as a savings account for national OA High Adventure programs. These programs include OA Canadian Odyssey, OA Wilderness Voyage, OA Ocean Adventure, OA Summit Experience, and OA Trail Crew. This account is used to provide scholarships to members of the lodge participating in these programs.

Income is transferred annually from the General Fund to this account to help offset expenses and provide financial assistance if needed.

Funds from this account can be dispensed as necessary by the lodge chief, adviser, and staff adviser.

OA Events (1-2371-985-00)

The OA Events account serves as a checking account for all lodge events.

Event fees serve as the income for this account. All expenses for lodge events are paid through this account.

A budget for each lodge event shall be created and approved by the LEC to show that the event is self-funding.

Any surplus from lodges events remains in this account for use at future lodge events.

Special Projects (1-2371-989-00)

The Special Projects account serves as a savings account for all lodge projects. Funds from this account go to fund major capital improvement projects at our council camps or other necessary purchases as determined by the LEC.

Periodically, income from the sale of lodge properties is transferred to this account from the OA Properties account.

Use of funds from this account require LEC approval, with a written plan for how the funds will be used being presented to the LEC. Additionally, funds from this account go to sustain major capital improvement projects already completed by the lodge, including: Unami Lodge at Resica Falls, the Richards' Arena at Resica Falls, and the Ranjo Memorial Clock Tower at Resica Falls.

OA Section NE-5 (1-2371-990-00)

The OA Section NE-5 account serves as a checking account for the lodge's annual participation in the section conclave.

Participant fees are placed into this account to cover the lodge's participation in the event. Additional money may be transferred from the Special Projects account to cover expenses that may accrue while serving as the host lodge for the section conclave.

Expenses for participation in the section conclave are paid through this account.