

Waupecan Lodge Manual of Administration

NAME

The name of this organization shall be referred to as Waupecan Lodge.

Article I – Association

Section I – Affiliation

I. Affiliation

- A. The Lodge shall be affiliated with the Rainbow Council, Inc., Scouting America, and shall be under the administrative policy of the Scout Executive and Vice President of Program

Section II – Classification

I. Members

- A. **Defined as those who have completed their ordeal and are current with their dues to Waupecan Lodge**
- B. The requirements for membership in the Lodge shall be found in the latest edition of the Order of the Arrow Handbook, National Bulletin, or National Policy Statement

II. Officers

- A. The Officers of this Lodge are Lodge Chief, Program Vice Chief, Inductions Vice Chief, Secretary, and Treasurer
- B. The Lodge Officers shall be elected at Fall Fellowship. They shall be installed immediately thereafter, and their term of office shall be from the Sunday of Fall Fellowship to next years fall Fellowship
- C. The Lodge chief shall appoint the Chairman of the Lodge Operating Committees, with the approval of the Lodge Adviser and the Scout Executive or his designee.
- D. The Lodge Chief, in conjunction with their advisers and respective lodge officers, may appoint such operating committees as may be needed from time to time and shall require the approval of the Lodge Executive Committee
- E. The Executive Committee shall be composed of the 5 Lodge Officers, the Lodge Advisor, the Associate Lodge Advisers, and the Scout Executive or their designee
- F. All Lodge Officers and committee chairmen must be under 21 the entire term of their office

III. Advisers

- A. **Scout Executive**

1. Also referred to as “The Supreme Chief of the Fire”, they are the ultimate authority on decisions within the lodge
2. Appoints the Lodge Staff Adviser and Lodge Adviser annually

B. Lodge Staff Adviser

1. Reports to the Scout Executive and Vice President of Program for Rainbow Council
2. Appointed by the Scout Executive Annually

C. Lodge Adviser

1. Reports to the Scout Executive and Advises the Lodge Chief
2. Appointed by the Scout Executive annually

D. Associate Advisers

1. Reports to the Lodge Adviser and Lodge Staff Adviser
2. Appointed by the Lodge Adviser

E. No adults shall be permitted to vote

IV. Operating Committees

- A. All committee Chairs are appointed by the Lodge Chief with the approval of the Lodge Adviser
- B. Each Committee is overseen by its respective Lodge Officer, outlined in Article I, Section III, I B-F

Section III - Duties

I. Officers

A. General Expectations

1. Maintain active registration in good standing with Rainbow Council
2. Maintain active membership in good standing with Waupecan Lodge
3. Maintain current Safeguarding Youth Training if 18+
4. Attend and promote Lodge meetings and events
 - a. Officers must inform the rest of the Lodge Executive Committee, and all respective advisers of an absence, at least 3 days in advance of the respective event
5. Regularly communicate with Advisers and other members of the Lodge Executive Committee

B. Lodge Chief

1. Reports to: Lodge Adviser, Lodge Staff Adviser
2. Oversees the day-to-day operations of the Lodge
3. Presides over the Lodge Executive Committee and all Lodge Meetings and Events
4. Regularly communicates with and coordinates the Lodge Executive Committee in their efforts to promote successful Lodge functions

5. Serves on the Lodge Key 3 with the Lodge Adviser and Lodge Staff Adviser
6. Serves as the youth representative of the Lodge to Section G9, the Rainbow Council Program Committee, and the Rainbow Council Executive Board

C. Vice Chief of Program

1. Reports to: Lodge Chief, Associate Lodge Adviser for Program
2. Oversees the planning and implementation of Lodge program functions
3. While serving on the Lodge Executive Committee, the Vice Chief of Program oversees the Lodge Program Committee, Winter Banquet programming, Fellowship programming, Lodge service projects, and other Lodge special events and committees

D. Vice Chief of Inductions

1. Reports to: Lodge Chief, Associate Lodge Adviser for Inductions
2. Oversees the planning and implementation of Lodge Induction functions
3. While serving on the Lodge Executive Committee, the Vice Chief of Inductions oversees the Lodge Induction Committee(s), Lodge Elections, Ordeals, and Brotherhood conversions

E. Treasurer

1. Reports to: Lodge Chief, Associate Lodge Adviser for Treasurer
2. Oversees the Lodge Trading Post and the planning and implementation of Lodge fundraisers, which includes merchandising
3. While serving on the Lodge Executive Committee, the Lodge Treasurer oversees the Lodge Treasury Committee(s), and any other Lodge fundraisers
4. Conducts and maintains a yearly inventory of all Lodge items

F. Secretary

1. Reports to: Lodge Chief, Associate Lodge Adviser for Secretary
2. Oversees the planning and implementation of all Lodge communication functions
3. While serving on the Lodge Executive Committee, the Lodge Secretary oversees the promotion, marketing, and communications surrounding all Lodge meetings and events
4. The Lodge Secretary, or their designee, records minutes at all Lodge Executive Committee Meetings

G. Chapter Chief

1. Reports: Lodge Chief, Chapter Adviser
2. Oversees their respective Chapter operations, including new member programming, welcoming, and member elections

II. Advisers

A. General Expectations

1. Maintain active registration in good standing with Rainbow Council.
2. Maintain active membership in good standing with Waupecan Lodge
3. Maintain current Safeguarding Youth Training
4. Attend and promote Lodge events and meetings
5. Regularly communicate with Advisees and other Advisers
6. Provide resources to advisee and assist where necessary

B. Lodge Staff Adviser

1. The Lodge Staff Adviser is the head professional of the Lodge
2. Serves as the Scout Executive's Designee in all Lodge functions
3. Manages the Lodge's finances to ensure fiscal responsibility
4. Serves on the Lodge Key 3 with the Lodge Chief and Lodge Adviser
5. Serves as the representative of the Lodge to the Scout Executive and in all other professional contexts

C. Lodge Adviser

1. The Lodge Adviser is the head adult volunteer of the Lodge
2. In conjunction with the Scout Executive, the Lodge Adviser appoints all Associate Lodge Advisers
3. Regularly communicates with and coordinates the Lodge Executive Committee in their efforts to promote successful Lodge functions
4. Serves on the Lodge Key 3 with the Lodge Chief and Lodge Staff Adviser
5. Oversees the operations of the Lodge and serves as the adult representative of the Lodge to Section G9, and the Rainbow Council Program Committee.

D. Associate Lodge Adviser for Program

1. Advises: Lodge Vice Chief of Program
2. Reports to: Lodge Adviser, Lodge Staff Adviser
3. Advises and assists the Lodge Vice Chief of Program with the planning and implementation of Lodge program functions

E. Associate Lodge Adviser for Inductions

1. Advises: Lodge Vice Chief of Inductions
2. Reports to: Lodge Adviser, Lodge Staff Adviser
3. Advises and assists the Lodge Vice Chief of Inductions with the planning and implementation of Lodge Inductions functions

F. Associate Lodge Adviser for the Secretary

1. Advises: Lodge Secretary
2. Reports to: Lodge Adviser, Lodge Staff Adviser
3. Advises and assists the Lodge Secretary with the planning and implementation of all Lodge communication functions

G. Associate Lodge Adviser for the Treasurer

1. Advises: Lodge Treasurer
2. Reports to: Lodge Adviser, Lodge Staff Adviser
3. Advises and assists the Lodge Treasurer with the Lodge Trading Post and the planning and implementation of Lodge fundraisers

H. Associate Lodge Adviser for Administration

1. Reports to: Lodge Adviser, Lodge Staff Adviser
2. Oversees the Lodge record keeping and administration through the use of the LodgeMaster system
3. Works closely with all other Advisers and Officers to ensure appropriate, accurate records are kept and the timely processing of the Lodge Charter

I. Chapter Adviser

1. Reports to: Lodge Adviser, Lodge Staff Adviser
2. Advise and assist the Chapter Chiefs with all Chapter operations, including new member programming, welcoming, and member elections

III. Operating Committees

A. Program Committee

1. All committees are overseen by the Vice Chief of Program

2. Fellowship Committee

- a. Locate a site and date for both Spring and Fall Fellowships annually
- b. Inform the Lodge Executive Committee of the fellowship fee
 - i. This includes site/facilities cost, food, entertainment, and other additional costs
- c. Oversees the purchasing and/or transfer of assets needed to operate all activities on weekends.
- d. Responsible for all non-service “program type” activities at lodge weekends. This includes the drafting and publishing of the schedule of events and other necessary documents and forms pertaining to the event
 - i. Print a weekend schedule for distribution at the registration table and through email prior to Fellowship
 - ii. Arrange for all of the required facilities and personnel for weekend activities: lifeguards, projectors, extension cords, athletic equipment, etc
- e. Coordinates with the Communications Committee and other relevant committees to publicize the event
- f. Coordinates with Induction Committees as necessary
 - i. This includes the Ceremonialists, Ordeal, Brotherhood, Vigil, and Service Committees

3. Winter Banquet Committee

- a. Locate a site for the Banquet and make necessary arrangements to reserve facilities
- b. Informing the Lodge Executive Committee of the banquet fee
 - i. This includes a breakdown of facilities, entertainment, food, and any other additional costs
- c. Planning a program of activities for the banquet, including arranging for a keynote banquet speaker, master of ceremonies, or other entertainment
- d. Creating a winter banquet script, slideshow, placemat, and any other physical materials needed
 - i. Coordinate with the Publications Committee as needed
- e. Coordinate with the Awards and Vigil Committee to recognize Arrowmen at the banquet
- f. Coordinate with the Chapter Chiefs to make sure there is a recognized chapter presence at banquet
 - i. A presentation from each chapter, chapter members donating to the food, chapter posters, and Q&A, etc.
- g. Publicizing the banquet with the Communications Committee, with information on events, times, place, cost, and other necessary details
- h. Plan for any required physical arrangements (podium, microphone, projector, extension cord, posterboard, and markers for signs, etc.)

4. Activities Committee

- a. Locate a site and date for all lodge events, not including the annual Fellowships and Winter Banquet
- b. Inform the Lodge Executive Committee of fees
 - i. This includes site/facilities cost, food, entertainment, and other additional costs
 - ii. Oversees the purchasing and/or transfer of assets needed to operate all activities
- c. Arrange for all of the required facilities and personnel for activities: lifeguards, projectors, extension cords, athletic equipment, etc
- d. Coordinates with the Communications Committee and other relevant committees to publicize the event

5. Awards Committee

- a. Oversees the nomination and election process for the Founders Award
 - i. One youth and one adult award can be given annually

- b. If the Lodge Executive Committee approves, the Awards Committee will also oversee the nomination and election process for the James E. West Fellowship
 - i. The number of Arrowmen who will be awarded annually will be determined by the Lodge Executive Committee during the annual budget meeting. The number will not be publicized until the annual budget has been approved
- c. Coordinates with the Winter Banquet Committee to recognize the awarded Arrowmen
- d. Selection
 - i. The method of voting will be at the committee's discretion
 - 1. Previous methods have been at an LEC meeting or a vote over slack
 - ii. Only Arrowmen under 21 are permitted to vote
 - iii. A printed document with all past recipients of each award will have sufficient copies made and distributed
 - iv. All Arrowmen present will first nominate youth, then adult, members to receive the award
 - v. The Arrowmen present, before a vote to determine the recipient(s), if any, will discuss each nominee. Then, a discussion will begin on each individual youth nominated. The vote will then begin for the youth members. After the youth vote, if there are remaining positions, a discussion and vote will begin for the adult nominations
 - vi. To be selected, the nominee must gain at least fifty-one (51) percent of the votes in their respective youth or adult vote. The awards chair will decide all voting ties. The awards adviser shall have no vote but assist in providing guidance and ensuring the vote counting. All votes are cast blindly
 - vii. If, after the first vote, none of the nominees received at least fifty-one (51) percent of the vote, it is up to the discretion of the awards chair to hold one (1) revote

6. Training Committee

- a. Host an Annual Lodge Leadership Development Conference
 - i. Coordinate with other relevant committees, such as the Communications Committee, in the planning and promotion of the event

- b. Works with the Lodge Executive Committee to plan and execute the LLD, following all national Order of the Arrow guidelines and procedures
- c. Assists with the selection and recruitment of lodge members to attend the following:
 - i. National Leadership Seminar (NLS)
 - ii. Developing Youth Leadership Conference (DYLC)
 - iii. National Youth Leadership Training (NYLT)
 - iv. Wood Badge
- d. Assists with additional training events and opportunities throughout the year, as they are deemed necessary

B. Induction Committee

1. All committees are overseen by the Vice Chief of Inductions

2. Ceremonialists Committee

- a. The Chairman and Adviser, or delegate when the Chairman is participating, shall supervise all ceremonies
- b. Shall be responsible for storing and maintaining equipment
 - i. This includes:
 - ii. Providing a written inventory to the Lodge Chief, Treasurer, and Lodge Adviser by the end of every lodge weekend
- c. Shall organize the following teams:
 - i. Ordeal
 - ii. Brotherhood
- d. Each is responsible for their respective ceremony. They should also prepare back-up team in the event of absence. Shall conduct at least one ceremony rehearsal prior to each lodge ceremonial event

3. Ordeal Committee

- a. The Chairman and Adviser shall supervise all Ordeals
- b. Works with the Communications Committee to make sure notices are sent out to all candidates
- c. Shall register all candidates and divide them into groups. This includes finding a safe place for all extra gear and collecting the Ordeal fee, which is turned over to the Treasury Committee
- d. Shall use the current Ordeal program, including the latest edition of the Pre-Ordeal ceremony and the Spirit of the Arrow Booklets
- e. Shall hold a meeting of the candidates, parents, and the Lodge Executive Committee after their Ordeal. This meeting is to give an introduction to the Lodge and its activities
- f. Will assemble the candidates for the evening meal

- g. Will assemble the candidates for the evening ceremonies. The Ordeal Committee will prepare and accompany the Ordeal candidates to the ceremonies
- h. Shall arrange sleeping quarters for those candidates in need of them
- i. Inform the new Ordeal members about the weekend's schedule
- j. Shall distribute the Ordeal packets with the aid of the Treasury Committee

4. Brotherhood Committee

- a. The Chairman and Adviser shall supervise all Brotherhood Conversions
- b. Shall compile a list of eligible brotherhood members from the Ordeal subcommittee, along with pertinent information
- c. Shall coordinate sending all eligible brotherhood members a letter informing them of the requirements for brotherhood with the communications committee
- d. Shall counsel each candidate individually in private, covering the following points:
 - i. The individual's past and their obligation to their unit
 - ii. The individual's future plans for their unit and the Lodge
 - iii. Answer questions, the obligation and song of the Order, and read the prepared letter. After interviewing all candidates, the Chairman and Adviser shall meet and certify that each candidate has fulfilled the brotherhood requirements. Shall collect the optional sash fee and turn it over to the Treasury Committee.
- e. Shall accompany the candidates to the brotherhood ceremony.
- f. Shall implement experimental improvements as suggested by the National OA Committee

5. Vigil Committee

- a. Oversees the nomination and election process for the Vigil Honor
- b. The selection process is outlined in Article IV, Section II
- c. Oversees the Vigil induction process

6. Election Team Committee

- a. Annually revises the lodge procedure for conducting unit elections, if necessary, and in accordance with all national Order of the Arrow publications and procedures
 - i. Publicizes this procedure through necessary means to the lodge, which may include, but are not limited to, publishing

- on the lodge website, publishing in the lodge social media, and announcing at lodge events, etc.
- b. Maintains and distributes all necessary forms and references for conducting unit elections
 - i. If necessary, revises and updates the lodge's youth and adult nomination forms
- c. Promotes and hosts at least one annual training in conducting unit elections, according to current national membership and induction requirements and procedures, as outlined in the appropriate national Order of the Arrow publications
 - i. Distributes all necessary forms and references for conducting unit elections
- d. Works with their committee, Vice Chief of Inductions, and Chapter Chiefs in overseeing the completion of a unit election for every unit
 - i. Oversees the contacting of each unit in the council by writing, and other necessary means, which may include, but are not limited to: formal letters, phone calls, e-mails, visitations, etc.
 - ii. Ensures that the current procedure for conducting unit elections is being followed
- e. Receives all youth and adult nomination forms and makes a copy of each one, keeping one copy on hand and another on file with the Associate Lodge Adviser for Administration
 - i. If there are any discrepancies, inaccurate completion, or missing information with the nomination forms, oversee the contacting of the corresponding units to fulfill the proper completion of each nomination form
 - ii. Takes full responsibility for safeguarding the information and respective contact information of those listed on the nomination forms
- f. Assists the Lodge Chief, Lodge Adviser, Lodge Staff Adviser, and Scout Executive, or their designee, in assembling an adult nomination committee that will review all adult nomination forms
- g. Compiles a list of all eligible Ordeal candidates to be recognized at summer camp, sorted by the week their troop is scheduled to attend summer camp
 - i. Make at least three copies of this list, maintaining one on record, keeping one on file with the Associate Lodge Adviser for Administration, and distributing one to the

- Summer Camp Chief/Lodge Chief. May also make more copies, upon request, for the Lodge Chief, Lodge Adviser, and Scout Executive or their designee
- ii. The Summer Camp Chief must receive this list **no later than** Sunday of the first week of summer camp
 - iii. All parties with this list must take full responsibility in protecting the sanctity and security of those on the list and their respective contact information
- h. Maintains active communication with all Order of the Arrow Representatives in the council through appropriate means
- i. Maintains a list of all Order of the Arrow Representatives in the council with their respective contact information. Maintains one on record and another on file with the Associate Lodge Adviser for Administration
 - ii. Hosts meetings, as necessary, to discuss and inform the Order of the Arrow Representatives on current and relevant topics
 - iii. Distributes all necessary materials and publications to the Order of the Arrow Representatives and their respective advisers
 - iv. Corresponds with the Lodge Chief and Chapter Chiefs in gathering updated and necessary information to share with the Order of the Arrow Representatives

7. Service Committee

- a. The Chairman and Adviser shall supervise all service projects
- b. Shall work with the Rangeer, Properties and Maintenance Chairman of the Council Camping Committee, the Council Program Director, and the Camp Director to develop a list of camp work projects
 - i. Decides which projects get priority
- c. Prepares material needs and makes sure material is ordered and on hand for the weekend
 - i. Coordinates with the Treasury Committee for budgeting and procurement of items
- d. Works with the Communications Committee to list work projects in lodge communications
- e. Assigns Ordeal candidates to suitable, meaningful tasks
- f. Assigns projects to other Arrowmen at Service weekends and Fellowships
- g. Makes sure work projects are completed as planned

- h. Sends a report of completed projects and service hours donated to the Lodge Chief and Lodge Adviser
- i. Also decides, plans, and secures additional projects and locations

C. Treasury Committee

1. The committee is overseen by the Lodge Treasurer, Committee Chairman, and Adviser
 - a. Annually assists the Treasurer in preparing the Budget
 - b. Issues regular financial reports
 - c. Handles the trading post at Lodge meetings and events
 - i. Coordinates with Lodge Adviser for cash box and other necessary materials and duties to run the trading post prior to and post sale
 - d. Keeps records of current trading post merchandise, and works with the Lodge Treasurer and Adviser to order new merchandise and maintain the trading post
 - e. When necessary, plans and secures vendors and products, and organize its implementation
 - f. Works with the Lodge Treasurer in developing a sound investment plan for surplus cash balances
 - i. Definition of investment plan: The Treasurer and Treasury Committee shall plan the spending of funds by allocating them to committees where the extra money will help to promote the general lodge growth

D. Lodge Communications Committee

1. All committees are overseen by the Lodge Secretary

2. Social Media Committee

- a. Appoints a Lodge photographer who will work with the Secretary
- b. Utilize innovative methods and social media to promote all necessary aspects of the Lodge. This may include, but is not limited to chapter, lodge, council, section, regional, and national functions
- c. Assists chairs in creating promotional material for their committees
- d. Attends council wide events in an effort to promote the Order of the Arrow and Waupecan Lodge #197
- e. Promotions must follow the national OA Branding guide, including requirements established for specific events. Further details should be found on the national Order of the Arrow's website. Promotions can be, but are not limited to:
 - i. Fliers
 - ii. Videos

iii. Social Media Posts

3. Communications Committee

- a. Keeps general lodge membership up-to-date with what is happening in the lodge through email or physical mail
- b. When necessary, publishes Lodge news bulletins covering a single Lodge event or development, including special notices to be sent out by the officers
- c. When necessary, supports other committees with printed materials or digital replacements
- d. Ordeal Mailings: Receives a list of all eligible candidates from the Associate Lodge Adviser for Administration and emails candidates a letter inviting them to take their ordeal
- e. Sends an email to the list of members eligible to take their Brotherhood. The list is provided by the Associate Lodge Adviser for Administration
- f. Sends out membership retention emails or letters to the list of inactive brothers provided by the Associate Lodge Adviser for Administration

4. Camp Promotions Committee

- a. Works with their committee and oversees the completion of a unit visitation for every unit to promote Rainbow Scout Reservation
 - i. Oversees the contacting of each unit in the council by writing, and other necessary means, which may include, but are not limited to: formal letters, phone calls, e-mails, visitations, etc.
- b. Develops a camping promotion for RSR presentation for all units, packs, and crews in the council, revising and updating it as necessary
- c. Coordinates with the unit elections committee to promote camp after a unit election
- d. Works with the Social Media Committee to utilize innovative methods and social media to promote all necessary aspects of summer camp
- e. Maintains and updates the “RSR Camping” guide
 - i. The “RSR Camping” guide shall provide details such as costs, location, activity suggestions, etc.
 - ii. The pricing shall also be updated annually, along with camp improvements and other highlights

iii. The “RSR Camping” guide shall be provided to every unit within the Council, including the option to access a virtual version

f. Coordinates with Chapter Chiefs as necessary to promote camp as outlined above

IV. Special Standing Committees

A. Conclave

1. **NOTE:** When Waupecan Lodge hosts Conclave, the duties and responsibilities of the Conclave Committee are greatly expanded
2. Works to promote Conclave attendance at lodge events and through other appropriate means
3. Oversees Waupecan’s preparation and involvement as it aligns with the section's planning process
4. Oversees Waupecan’s preparation for the Conclave, responsibility delegated to Waupecan by the Council of Chiefs (CoC)
5. Attends all CoC meetings and delivers Waupecan’s Conclave report.
6. Helps coordinate registration through the registration system put in place by the section
7. Oversees the design and manufacturing of Conclave delegation items, such as patches, t-shirts, etc
8. Leads the Conclave delegation while at Conclave
9. Coordinates with the Lodge Treasurer to determine the delegate fee for the lodge members, if deemed necessary
 - a. This fee includes the Section fee + Lodge items + Lodge travel
10. Other duties and responsibilities as deemed necessary by the section and/or Lodge Chief

B. NOAC

1. Works to promote NOAC attendance at lodge events and through other appropriate means.
2. Oversees Waupecan’s preparation and involvement in NOAC activities, competitions, and exhibitions, delegating the responsibility of leading these individual entities to others when necessary. Oversees the creation of room assignments and the Friday festival display
3. Coordinates with the Lodge Associate Adviser of Administration to do the following
 - a. Collects registration and attendance fees pertinent to NOAC
 - b. Plans and coordinates transportation to and from NOAC, including all side trips, overnight stays, fees, etc
 - c. Coordinates all fundraising for NOAC

4. Coordinates with the Lodge Treasurer to determine the delegate fee for the lodge members
5. Ensures that all national policies and all youth protection policies are being followed at all times
6. Coordinates with the Treasury Committee to oversee the design and manufacturing of NOAC delegation items, such as patches, t-shirts, etc.
7. Leads the NOAC delegation while en route to and at NOAC
8. Other duties and responsibilities as deemed necessary by the National Order of the Arrow Committee and/or Lodge Chief

C. All Committees can be active or inactive at the discretion of the committee chair, respective lodge officer, and lodge chief

V. Irregular End of Terms

A. If an elected officer becomes incapacitated or unable to execute the duties of their office, the following may be enacted:

B. Removal

1. The power to remove an officer rests solely in the Scout Executive
 - a. A recommendation from the LEC or Key 3 can be submitted to the Scout Executive to remove an officer

C. Resignation

1. An officer may resign from office upon submitting a written statement to the Lodge Executive Committee explaining their reasons

D. Replacement

1. The Lodge Chief will designate a replacement with the approval of the Lodge Advisor and the Scout Executive. The Program Vice Chief shall succeed the Chief if they are unable to serve

Article II - Voting

Section I. Elections

A. Unit Elections

1. Rules

- a) Will be hosted between January and May, or as determined by the Lodge Executive Committee
- b) The Order of the Arrow should be represented by a minimum of 2 Arrowmen from the lodge or chapter unit elections committee
 - (1) The team should consist of at least two youth and one adult, or three youth and one to two adults
 - (2) The adult accompanying the Unit Election Team is there for supervision, and the youth should be running the election

- c) Election teams must be trained and in proper uniform for the election
 - d) Units are only allowed one election per calendar year
 - (1) Second elections may be allowed to correct an election error
 - e) 50 percent of the registered active unit membership must be present to host an election
 - (1) If 50 percent of the unit is not present, the election may be rescheduled
2. Before a Unit Election Visit
- a) A unit leader should submit a list of eligible scouts in Lodgemaster
 - b) The Unit Elections Committee will work with all other relevant committees and Advisers to coordinate a time and date for a unit election or visitation
3. Visiting a Unit
- a) Upon arrival at a unit, the election team should introduce themselves to the Scoutmaster and Senior Patrol Leader and explain:
 - (1) This is the current method of election approved by the national OA committee in use by the lodge
 - (2) All eligible youth members who receive votes from at least 50 percent of those who turn in ballots are elected. If no one is elected, a second vote may be held immediately, and the result of this vote will be final
 - b) If the unit leader is a member of the Order, they can have the option of explaining to the group the purpose of the Order of the Arrow and the basis upon which candidates should be selected, and describe the method of election, or let the election team explain
 - (1) If the unit leader is not a member of the Order, a member of the OA unit elections team should make this presentation with the unit leader's consent, demonstrating that election leadership is a cooperative effort of the unit leader and the OA unit elections team
 - (2) Time is allowed for the unit to ask questions
 - c) All other unit election procedures should be followed as currently stated in the OA handbook, national bulletin, or national policy statement
 - (1) This includes reading of the unit election script and the current unit election video if the proper resources are on site

4. The Election

- a) A voter may list on their ballot any combination of names, including all eligible candidates they believe are worthy to become members of the Order of the Arrow
- b) These points should be stressed:
 - (1) Select the candidates who, in your opinion, have set the best examples of brotherhood, cheerfulness, and service
 - (2) Vote only for those you believe will continue in unselfish service to your unit
 - (3) If you feel that no one is worthy, turn in a blank ballot
 - (a) If a blank ballot is turned in, it will count against all candidates
 - (4) If you are new in the unit and do not know the candidates well enough to vote wisely, you may abstain by not turning in a ballot at all; this will not affect the final result
 - (5) Youth members eligible for election also vote, and they may vote for themselves if they feel they are worthy
 - (6) You may vote for as many candidates as you feel are worthy

5. Counting Votes

- a) A minimum of one youth and one adult from the election team should be present for counting votes
 - (1) The scoutmaster should be asked if they would like to be present
 - (2) The youth and adult members of the election team who are not actively counting the ballots will be with the rest of the unit, promoting camp and answering any questions about the OA
- b) The OA unit elections team determines the minimum number of votes one must receive to be elected, as follows: If the number of ballots turned in was even (2, 4, 6, 8, etc.), divide this number by two. If the number was odd (1, 3, 5, 7, etc.), add one and then divide by two. The number of votes a youth must receive to be elected is entered on the Unit Election Report.
- c) If at least one has been elected, the election result is final
- d) If no one is elected, the OA team announces this fact and states that the unit will now be given the opportunity to vote again. Time is allowed for further explanation of the purpose of the Order of the Arrow and the election procedures, and for any questions. No information about the votes received by candidates is to be

revealed at any time. The second ballot is then held immediately, and if the unit still elects no one, this is the final result for this year's election

6. After the Election

- a) All eligible candidates are to be pulled aside and told in a smaller group setting whether or not they have been elected
- b) All current members in the OA will be pulled aside and informed of upcoming lodge events
 - (1) They will also be told how to be in contact with the lodge and how to become active again, if they are not a current dues-paid member

7. Adult Nominations

- a) There is a request for nominations from the lodge. These nominations are then reviewed by an adult committee. The accepted candidates are then notified.

8. Unit election requirements shall be found in the latest edition of the Order of the Arrow Handbook, National Bulletin, or National Policy Statement

B. Method of Officer Elections

1. Nominations

- a. Prior to elections, those seeking a nomination to run for Lodge Chief must first meet with the Scout Executive and Lodge Adviser to declare their intentions. Failure to do so will result in the prospective nominee being barred from receiving a nomination for Lodge Chief.
- b. On election day, an individual, assuming they qualify to hold a position, can receive a nomination to run for a specific position outlined in Article I, Section II, Subsection II, Part A after first receiving (a) a motion to nominate the prospective candidate from a youth member present at elections, and (b) a second from a separate youth member also present at elections.
 - i. Only members who will be under 21 years old for their entire term of office are eligible
- c. Once both criteria have been achieved and the individual has been certified as eligible, they are to be asked if they will serve if elected. If the prospective nominee chooses to withdraw, the process will begin again. If they agree to serve if elected, they will officially become a nominee and candidate for the position to be elected.

2. Order of Election

- a. The order of positions to be elected is as follows: (1) Lodge Chief, (2) Vice Chief of Program, (3) Vice Chief of Inductions, (4) Secretary, (5) Treasurer

Section II. Voting Procedures

I. Officer Elections

- A. Lodge Executive Committee elections are to be conducted on the Sunday morning of Fall Fellowship. Prior to their beginning, all youth under twenty-one (21) are to be separated from any adults (over 21) within the room, and no contact outside of official duties is to be permitted.
 1. Adults should be sitting in the back of the room with no contact with the youth
 2. If space does not permit this, adults should be asked to step outside the space, with the Lodge Adviser and one Associate Lodge Adviser present to comply with Safeguarding Youth Policy
- B. Voting shall be by secret ballot and only by active lodge members under the age of 21. Votes shall be counted by the Lodge Adviser and Lodge Staff Adviser. The chair may also appoint (under-21) Scout tellers, if deemed necessary. If Scout tellers are selected, they must vote for each position prior to beginning to assist in counting ballots. Any vote cast after the viewing of the first regular ballot shall not be counted, even in the event of a tie or recount. When the ballots have been counted, the winner shall be announced immediately thereafter. The vote totals shall not be announced, nor shall the tellers reveal them. An opportunity for a recount shall be given, and then the ballots shall be discarded
 1. If there is no election chair, the lodge chief will oversee the elections with the lodge adviser. The lodge chief will still be able to cast a vote, but they must cast it before any other ballots are handed out. In the case of a revote, they do not get another vote
- C. Voting shall be done one office at a time, beginning with the Lodge Chief, followed by the Program Vice Chief, followed by the Induction Vice Chief, followed by the Lodge Secretary, followed by the Lodge Treasurer. Nominations shall not be closed, nor ballots cast for any office, until the results of the previous election have been given
- D. In practice, the election sequence shall operate as follows:
 1. The duties of said position are to be read to the room in their entirety, upon the conclusion of which the floor will be opened to nominations
 2. The chair shall announce the names of the candidates for the position being voted upon. The chair shall then ask for any floor nominations. Any active youth may nominate another for an office, only if that person accepts the nomination. This procedure will last until floor nominations

have been closed and seconded. The chair may also entertain a motion to close floor nominations, still requiring a second, with the exception of the position of Lodge Chief, when floor nominations are not accepted

3. Each candidate will have two (2) minutes to then address the electorate, in the order in which they were nominated. This shall continue until all nominated candidates have spoken
 4. Once each candidate has gone, ballots are to be passed out. Each elector, including the candidates, may put one (1) name. Once all ballots are collected, they are to be counted by the election chair and certified by the Lodge Advisor
 5. The chair will then announce the winner while all candidates for that position are present in the meeting area
 6. After this announcement has been made, the chair shall allow the request for a recount. If one is not requested, the ballots shall be discarded. This procedure shall continue until all offices have been filled
- E. In the event of an exact tie of leading candidates, the chair shall announce that there is a tie, but will not announce the number of votes cast for each candidate. If applicable, all candidates not receiving as many votes as those candidates who are tied should be eliminated from the election process for that office.
1. The chair may and should encourage all voters to strongly consider casting their vote for the candidate who they feel is best suited to serve the lodge in the respective officer capacity. The chair must explain the procedures that will be followed for the conclusion of the election for that office
 2. Each candidate shall be allowed to speak for exactly one (1) minute. Normal election procedures will then be followed
 3. If the candidates are still tied, the chair must decide which candidate they feel is best suited for the respective office petition. They may only petition the assistance of the current Lodge Chief when making this decision
- F. If a recount is requested, the ballots shall be recounted in secret, with the party requesting the recount present only as an observer
- G. Nothing in the election process shall conflict with national policy. The committee shall review all relevant national Order of the Arrow publications concerning officer eligibility and elections prior to the election

Article III - Finances

Section I. Dues

I. General Membership Dues

- A. Dues shall be set by the Executive Committee. Dues must be paid between January 1 and January 31 each year. Failure to do so shall result in a member being placed in inactive status
- B. Members shall be notified in writing of initiative status. An initiative status member may be restored to active status by paying the current year's dues and a \$10.00 reinstatement fee
- C. All Waupecan Lodge funds shall be handled through the Rainbow Council and shall be subject to the normal accounting procedures used by the council. The council, upon receipt of approved vouchers, will pay all bills
- D. The Lodge Executive Committee shall develop an annual budget to be shared with the general membership at the first meeting of the calendar year

II. Ordeal Dues

- A. Any new members shall pay the current induction fee at the time of their Ordeal and shall receive:
 - 1. Current year's dues
 - 2. Membership card
 - 3. Ordeal sash
 - 4. Food
 - 5. Handbook
 - 6. 1 Lodge Flap
 - 7. Lodge Handbook

Article IV - Meetings

I. Lodge Meetings

- A. The Lodge shall hold the Following Meetings: Fall Fellowship, Spring Fellowship, and Winter Banquet
- B. The Executive Committee of this Lodge shall meet monthly to conduct the day-to-day business of the Lodge
- C. Special Meetings of the Executive Committee or the General Lodge membership may be called at the discretion of the Lodge chief with the approval of the Lodge Advisor and the Scout Executive
- D. Business meetings of the Lodge general membership shall be held at each of the 3 service meetings (see above)
- E. Members over the age of 21 shall have no vote at any meeting of the Lodge

Article IV - Honors and Awards

Section I. Brotherhood

I. Membership

- A. Requirements for Brotherhood membership shall be found in the latest edition of the Order of the Arrow Handbook, National Bulletin, or National Policy Statement
- B. The candidates shall pay the current sash fee prior to the ceremony

Section II. Vigil

I. Requirements

- A. Requirements for Vigil Honor shall be found in the latest edition of the Order of the Arrow Handbook, National Bulletin, or National Policy Statement

II. Selection

- A. Waupecan Lodge may nominate a maximum of two percent of the registered Arrowmen once a year who fulfill the requirements, through the Vigil Honor nomination form. At least 50 percent of all nominees must be under 21 at the time of nomination
- B. The committee is assembled by the vigil chair in accordance with the lodge chief and comprised of a minimum of 2 vigil members, with a maximum of 6 total members, under 21. A quorum will be defined as at least 5 of the 7 youth members, including the vigil chair. The vigil adviser(s) is the only adult allowed to be present during the nominees' discussion. The committee may invite people to comment on the nominee at their discretion. Members of the Vigil Committee will not be disclosed
- C. The committee, before a vote to determine the recipient(s), if any, will review each nominee's form. Then, a discussion will begin on each individual youth nominated. The vote will then begin for the youth vigil members. After the youth vote, if there are remaining positions, a discussion and vote will begin for the adult nominations
- D. To be selected, the nominee must gain at least fifty-one (51) percent of the votes in their respective youth or adult vote. The vigil chair will decide all voting ties. The vigil adviser(s) shall have no vote but assist in providing guidance and ensuring the vote counting. All votes are cast blindly and are not reviewed by other committee members
- E. If, after the first vote, none of the nominees received at least fifty-one (51) percent of the vote, it is up to the discretion of the vigil chair to hold one (1) revote

Section III. Lodge Insignia and Awards

- I. The totem of the lodge shall be a red arrow on a white shield

- II. The Vigil Totem shall be a wooden triangle with 3 arrows
- III. Lodge totems shall be worn accordingly

Article VI - Administration

Section I. Amendments

- I. These rules shall be subject to amendment at any regular or special meeting of the General membership. The following is required for all amendments
- II. Proposed amendments must be submitted in writing and read at an executive committee meeting or a lodge business meeting for first approval
- III. After the first read, amendments are submitted to the Scout Executive for approval.
- IV. If approved by the Scout Executive, due notice shall be sent to all active members at least 10 days prior to the lodge meeting at which the vote will be taken. A majority vote of members present shall be required for adoption of the amendments
- V. Anyone who is over 21 years of age will not be present in the room during the vote

Section II. Operations

- I. The current edition of the Manual of Administration of Waupecan Lodge #197 shall be the guide for Lodge Administration & Operation
- II. Changes to the MoA shall be made from time to time. A committee will be appointed by the Lodge Chief, with Lodge Advisor approval, to recommend those changes
- III. A majority vote of the Lodge Executive Committee must approve changes
- IV. The Executive Committee may refer changes to the general membership
- V. Nothing in these rules or in the MoA shall conflict with the OA handbook, national bulletin, or national policy statement

Article VII - Parliamentary Authority

- I. All matters not covered by the Manual of Administration of Waupecan Lodge shall be governed by the current edition of Robert's Rules of Order Newly Revised**