

# LODGE PROCEDURES

The following are items that are referred to in the Suanhacky Lodge By-laws as procedures. The Lodge Executive board can only change these procedures by a majority vote. The following procedures are outlines: Finance committee, Founder's Award, Gold Stag Award Selection, Chapter Officer Elections Vigil Selection and the Service committee.

## LODGE FINANCE COMMITTEE

### A. Receipt books, cash reports and audits

1. Receipt books will be issued to the Lodge Chief, Vice Chief and Lodge Operations, Finance Chairman, Associate Adviser for Lodge Operations, each chapter (Chief/Adviser) and a temporary book to be used for events or as deemed necessary the Lodge Chief. These receipt books are to be used for collecting dues, resale and events. The receipt book is to be used only for monies that will be turned over to the Lodge Finance Committee.
2. When a receipt is issued, the white copy is given to the person rendering the money, the yellow copy is turned over to the lodge finance committee with the monies and the pink copy remains in the book. If an error is made that makes the receipt unusable, do not tear it out. Write VOID across the receipt and keep it for auditing purposes.
3. The finance committee will hold a meeting each year, after Honor's weekend, to review the finances of the lodge and to establish a lodge budget for the following year. This budget will be submitted at the Lodge September Executive Board Meeting, to be voted on.

### B. Budgets:

1. At the annual finance meeting the finance committee will allocate funds to all committees requiring funds in order to operate, as well as to the chapters for their mailings.

#### 2 Event Budgets:

Event committees must submit a balanced budget prior to establishing costs for an event. This budget is presented to the finance chairman and adviser as well as to Vice Chief and Adviser of Lodge Operations, who approve the budget. All costs must be included. After an event, a report showing proposed budget and actual expenses must be turned over to the finance committee, along with all receipts for expenses. This should be completed within 60-days of the event

### C. Reimbursement

1. Prior to purchasing anything for the Lodge, please make sure it has been budgeted for and confirm the expense with the Lodge Finance committee. No single expense can be more than \$250.00 unless specifically approved by the Lodge Executive Board.
2. After making a purchase, make a copy of the receipt so that if the original is lost you still have proof of the outlay. The receipt should have your full name, description of purchase (if not preprinted on the receipt) and a description of what the money was spent on (ie Brotherhood mailing). Submit the receipt to the finance committee for payment. If you are not reimbursed within sixty days, contact the finance committee and the VC Lodge Operations.

## FOUNDER'S AWARD SELECTION

### A. Nominations

The nominating Committee consists of one youth and one adult from each Chapter. The Chapter Chief, in consultation with the Founder's Award Chairman and his adviser, selects the chapter representative. The Founder's Award chairman and his adviser are also part of this committee. Each Chapter can bring a list of nominees for this award, with a short biography on each person. After each petition is made, the committee makes observations on each nominee. After all nominations are made, a vote is taken to poll who the committee feels should be presented to the selection committee.

### B. Selection:

The selection committee consists of all past Founder's Award recipients. The meeting is to begin with reviewing the list of nominees from the Nominating Committee. The selection committee is limited to only the names from the list. Each nominee is discussed after the list is read. After discussion of both

youth and adult nominees, a first round of voting takes place.

C. Voting:

The following is the options for presenting the award: one youth, one adult, two youth; one youth and one adult or none. Voting is on an elimination basis. The nominees with the least amount of votes are eliminated in each round of voting, until one of the above options is reached.

**GOLDEN STAG AWARD SELECTION:**

A. Qualifications

The Golden Stag Award is designed for new Arrowmen and Arrowmen who have become re-involved with the Lodge and the Order of the Arrow, and who have greatly contributed to its ideals.

B. Nominations

Nominations are to be submitted on the Golden Stag Award Petition by chapter Chiefs and/or their adviser. The Lodge Key Three may also submit petitions. All petitions are due to the Lodge Chief by the November Lodge Executive Board meeting.

C. Selection

The Lodge Key Three (Lodge Chief, Lodge Adviser and Lodge Staff Adviser) using only the petitions submitted may select a maximum of one honoree from each Chapter and one from the Lodge, for a maximum of four awards per year.

D. Presentation

The Gold Stag Awards will be presented at the Lodge Banquet. The Award is a bolo of the Golden Stag and a certificate.

**CHAPTER OFFICER ELECTIONS**

A. Eligibility

1. Chapter officer candidates must be under 21 years of age for the entire term of office, and must be a member in good standing of the Lodge.
2. All candidates under the age of 18 years old must complete and submit an Officers Consent Form before they can be placed on the ballot.

B. Nominations

Nominations will open at the February chapter meeting for all chapter officer positions. Only youth members are permitted to make nominations and all nominations must be seconded.

C. Voting

1. Voting will be done, by written ballot, at the June Chapter meeting.
2. All dues paid youth members of the chapter are entitled to vote, but members who have just completed their Ordeal should be encouraged not to vote unless they are confident in their decision for the best interest of the chapter and the Lodge. Only youth members present at the meeting can vote.

**VIGIL HONOR PROCESS**

#### A. Selection of the Vigil Honor Committee

1. Each year, the Lodge Chief, in consultation with the Lodge Adviser shall appoint a youth Vigil Honor member ( or a non-eligible Vigil candidate, if there are no youth Vigil members) as the Vigil Honor Committee Chairman. Also, an adult Vigil Honor member will be appointed as Vigil Honor Committee Adviser
2. The Vigil Honor Selection Committee shall consist of a minimum of seven youth voting members. A quorum of five youth members must be present to conduct the meeting. All youth members present at the meeting vote
  - a) **Youth Committee Members:** The youth committee members are chosen by the Vigil Honor Committee Chairman, in consultation with his adviser, the Lodge Chief and the Lodge Adviser. There will be a minimum of six committee members in addition to the Lodge Vigil Committee Chairman. The youth chosen must not be eligible for the Vigil Honor selection
  - b) **Adult Committee Members** The following adults may attend the Vigil Honor Selection meeting: Lodge Adviser (if a Vigil Honor member), the Lodge Staff Adviser, The Lodge Vigil Honor Adviser (must be a Vigil Honor member) and six adults Vigil Honor Members. All of these brothers must be chosen by the Vigil Honor Adviser, in consultation with the Lodge Adviser, the Vigil Honor Chairman, the Lodge Chief and the Scout Executive.
  - c) The maximum number of adult brothers at the meeting is nine. At least one adult and one youth must represent each chapter.
  - d) All Vigil Honor members serving on the Vigil Selection committee must be dues paid by February 1<sup>st</sup>.
3. A list of the names of dues paid brothers who are eligible for the Vigil Honor Selection (Brotherhood for more than two years at the time of selection and in compliance with the regulations set forth in the current Order of the Arrow handbook) will be published in the December or January issue of the *Suanhacky Lodge Stag*.
4. Chapters are encouraged to meet and discuss possible Vigil Honor candidates and to submit a short descriptive biography of brothers they wish to be considered by the Vigil Honor Committee.
5. Public notice of the Vigil Honor Selection meeting, as well as the Vigil Honor Naming meeting will be made in the *Suanhacky Lodge Stag* and through announcements at the lodge executive board meetings.
6. All Vigil Honor Selection Committee members will receive a Vigil Honor Selection process package. This package will contain supplements to the Vigil Honor Selection training session prior to the Vigil Honor Selection Committee meeting, which is mandatory for all committee members.
- 7; The Vigil Honor Selection Committee must meet and make their decision by April 10<sup>th</sup>.

#### B. Vigil Honor Selection Meeting Process

1. There is to be a short description as to the meaning of the Vigil Honor at the start of the meeting
2. The list of all eligible youth members (dues paid as of March 1<sup>st</sup>) will be read and after the announcement of each name, anyone can request that a discussion be made for that brother.
3. At the completion of B2 above, the Vigil Honor Selection Committee will discuss the proposed names.
4. Only relevant items should be discussed for each possible candidate. In the case of related parties (brothers, fathers, mothers, etc) they are encouraged to remain in the discussion.
5. Youth members of the Vigil Honor Selection Committee will caucus in private prior to voting. The Vigil Honor Adviser will be the only adult present during the actual voting.
6. A vote shall be taken by secret ballot by the Vigil Honor Chairman. The chairman shall vote as a member of the Vigil Honor Selection Committee. The minimum number of votes taken will be five.
7. There are no limits to the number of youth listed on the ballot. In order to be voted in as a Vigil Honor Recipient, a brother must have some majority (more than 50% of the youth voting. If more Brothers receive a majority vote than can be elected, then a second ballot shall be taken. If the second ballot has the same result, the Brothers with the least amount of votes will be eliminated until the voting is conclusive. Elimination is done by taking away all the brothers who have the same amount of votes.

8. The Vigil Honor Committee Chairman and his adviser shall count the votes after each ballot. If there are no youth elected, and/or the quota has been reached, no adult can be selected. The ratio of youth to adult and the Lodge's quota shall be taken from the current National Order of the Arrow Regulations and Standards.
9. If adults are to be selected, the process shall be repeated for the eligible adult members from guideline B2
10. At the conclusion of the meeting, the final results will be announced only the Vigil Honor Members present.

C. Vigil Honor Naming Process

1. All Vigil Honor Members, except those to be names, are notified as to the Vigil Honor Naming Meeting. Notice to include date, time, place, etc.
2. Vigil Honor Naming meeting is chaired by the Vigil Honor Committee chairman
3. Vigil Honor Naming meeting must be held and those selected to receive the Vigil Honor names by May 1.

**SERVICE COMMITTEE**

A. The role of the Lodge and Chapter Service Chairmen

1. The role of the Lodge and Chapter Service chairmen is to organize service events and to submit the service forms to the Lodge Service Chairman within thirty days of the completion of the service.

B. Calculating Service Hours

- 1 The service hours are counted when service is performed for a scout camp, the council, a district, an organization outside of scouting, or an individual in need of service, that is approved the the Lodge Service Chairman
2. Preparation for Honors Weekend, Section Conclave, OA Banquet, Lodge Conclave and other chapter and lodge events do not count as service hours because the Order of the Arrow benefits from these events.
3. There must be at least one youth member on a service project for the hours to be counted as service hours. Since the Order of the Arrow is a youth run organization, service done by adults only does not count as service.
4. Service hours start when work begins and stops when work the day ends. Travel time does not count for service time. For example: A two day service event does not count as 48 hours of service per person.
5. On two and three day events (Example: Cub Activity Day and ArrowQuest), service hours will be counted as follows: per person maximum: Friday 6 hours, Saturday 10 hours, Sunday 4 hours. Preparation time for Cub Activity Day and ArrowQuest can be counted as service above and beyond the actual weekend event provided that is is explained on the service form and approved by the Lodge Service Chairman
6. Order of the Arrow brothers who do service work for the troop, for someone's Eagle Scout Project, or any organized service outside of the Order of the Arrow cannot be counted as service hours for the chapter or lodge.
7. Service hours count only when the service event is offered to all brothers in the chapter or lodge, and not offered only a personal basis.

C. Honors Weekend

The purpose of Honors Weekend is to provide service to the camp. Therefore, service hours are only counted for work done for the camp on Saturday only, unless service to the camp is done of Friday or Sunday and approved by the Lodge Service Chairman. Work done for the benefit of the brothers providing service (cooks, paperwork, etc) will be counted if approved by the Lodge Service Chairman in consultation with his adviser.

D. Service Forms

1. The Chapter Service Chairman, or Service Event Chairman (or their adviser) must complete a form for

each service day within 30 days of the service being given. The form must be submitted to the Lodge Service Chairman.

2. The Chapter Service Form must be signed by the chapter service chairman and the Chapter Chief
3. All service hours will be approved, without bias, by the Lodge Service Chairman and all decisions are final.