



Lodge Bylaw Re-Write Committee of  
Ut-In Sélica Lodge • Order of the Arrow  
Mt. Diablo Silverado Council • Boy Scouts of America  
800 Ellinwood Way • Pleasant Hill • CA 94523-4703  
Phone (925) 674-6100 • Fax (925) 674-6190  
www.bsa-mdsc.org/oa



January 6, 2010

To the Chief's Council of the Ut-In Sélica Lodge Order of the Arrow:

We, the Lodge Bylaw Re-write Committee of the Ut-In Sélica Lodge, Order of the Arrow, submits this letter and attached documents as the official report of its view on the issue of the Ut-In Sélica Lodge Rules and Procedures, which was the charge of our committee.

There are two documents that are attached to this letter; the first is a proposed resolution to adopt the attached bylaws. This resolution describes why the Lodge Bylaw Re-Write Committee was formed, the purpose of the committee, the members of the committee and resolves *“that the Chief's Council of the Ut-In Sélica Lodge adopts the attached Bylaws, Procedures and Documents of the Ut-In Sélica Lodge, Order of the Arrow.”*

The second attached document is the proposed *Bylaws, Procedures and Documents of the Ut-In Sélica Lodge, Order of the Arrow*. This document is broken into three pieces, the first are the bylaws, the second procedures, and third the official documents of the Lodge. The bylaws are designed to be extremely hard to amend, the procedures are fairly simple to amend and the documents are easy to amend (*see Article XIV-XVI*).

There are a few major changes that we, the committee, would like to bring to your attention, some of which will take automatic effect with the adoption of these bylaws, and they are:

- The Chief's Council will be changed to Lodge Executive Committee (this is from our feeling that being the only Lodge to call our governing body Chief's Council is confusing, also National says that our governing body should be call the Lodge Executive Committee)
- The Lodge Finance Committee will immediately need to set a meeting to begin formulating a Lodge budget, under the supervision of the Lodge Treasurer.
- Each year the Lodge shall pay the dues of the five Lodge Officers and the Apanuc Chiefs.

All issues of the bylaws, procedures and documents were discussed at length and were unanimously decided upon by the Committee. We understand that some of these new rules are major changes in our Lodge operation, however it is the feeling of the Committee that these changes will improve the functionality of the Lodge.

It is with great pleasure and confidence that we, the Lodge Bylaw Re-Write Committee of the Ut-In Sélica Lodge, Order of the Arrow, submit our proposed *Bylaws, Procedures and Documents of the Ut-In Sélica Lodge, Order of the Arrow* to the Chief's Council. We urge the Chief's Council to adopt these documents by passing the attached resolution as soon as possible.

Yours in Wimachtendienk Wingolauchsik Witahemui,

Lodge Bylaw Re-Write Committee

*Ut-In Sélica Lodge  
Order of the Arrow  
Boy Scouts of America*

*Letter, Resolution, Bylaws, Procedures, and Documents approved unanimously by committee on December 19, 2009.*

*Committee Members: Justin Riordan (Chair), Dylan Cliche, Scott Phillips, Zach Conrad, Billy Fee, Mr. Mark Smith (Adviser), Mr. David Ricketts, Mr. Walt Young, and Mr. Alan Young.*

Wimachtendienk • Wingolauchsik • Witahemui



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## RESOLUTION TO ADOPT NEWLY WRITTEN LODGE BYLAWS

Projected Passage Date: February 3, 2010

**WHEREAS**, The current Ut-In Sélica Lodge Rules, that were ratified in 2008, were written to correct some issues involving quorum of the Chief's Council and the Quality Apanuc program.

**WHEREAS**, The current Lodge Rules are missing some extremely important sections that assist in the running of an Order of the Arrow Lodge, such as, required passages from national, a purpose to the Lodge, general Lodge meeting procedures, and Lodge officer responsibilities.

**WHEREAS**, The Lodge Rules are very unclear on many issues including: the difference in Lodge meetings and Chief's Council Meeting; removal or appointment (in case of a vacancy) of Lodge Officers; the issue of proxy votes; and Apanuc/Lodge relations.

**WHEREAS**, There is no specific Parliamentary Authority, by which to conduct our meetings in an orderly manner; nor are there procedures for elections or committees.

**WHEREAS**, The previous author consulted a very small group of Arrowmen when making decisions for the writing of the Lodge Rules, giving unfair representation of the Lodge and did not offer ample time for the Chief's Council to evaluate the newly written Lodge Rules.

**WHEREAS**, On October 7, 2009 the Chief's Council of the Ut-In Sélica Lodge, noting the issues of the current Lodge Rules, formed the "Lodge Bylaw Re-Write Committee" to evaluate and re-write the Lodge Rules to better suit the needs of the Lodge, and appointed Justin Riordan its Chair and Mister Mark Smith its Adviser.

**WHEREAS**, On October 17, 2009 the Chief's Council approved the Lodge Bylaw Re-Write Committee's goals as: to rewrite the Ut-In Sélica Bylaws, procedures and other governing documents of the Lodge's operation; to effectively participate in the committee process, as an example of a ideal committee; and to work with the Lodge's Chief's Council to have these documents approved by, the required, 2/3 of the Chief's Council, starting at the January Chief's Council meeting. In addition, the operation of the committee was approved as: open to all members, however only those who have attended all meetings shall have speaking privileges.

**THEREFOR, LET IT BE RESOLVED**, that the members of the committee (Justin Riordan, Dylan Cliche, Scott Phillips, Zach Conrad, Billy Fee, Mr. Mark Smith, Mr. David Ricketts, Mr. Walt Young, and Mr. Alan Young) have spent over 20 hours in deliberation on the Lodge bylaws, addressing all issues of the pervious two versions of the bylaws, and clarifying many of the questions that have arisen in past years.

**LET IT BE FUTHER RESOLVED**, that the Lodge Bylaw Re-Write Committee unanimously urges the Ut-In Sélica Lodge Chief's Council to adopt the attached *Bylaws, Procedures and Documents of the Ut-In Sélica Lodge, Order of the Arrow*, to improve the functionality of the Lodge.

**LET IT FINALLY BE RESOLVED**, that the Chief's Council of the Ut-In Sélica Lodge adopts the attached *Bylaws, Procedures and Documents of the Ut-In Sélica Lodge, Order of the Arrow*, to replace the existing Lodge Rules and Lodge Procedures, effective the first day of March in the year two-thousand and ten, in doing so, dissolving the Lodge Bylaw Re-Write Committee, and thanking the Committee members for their hard work and dedication to the Lodge.

Resolution presented to the Ut-In Sélica Lodge Chief's Council on January 6, 2010 by the Lodge bylaw Re-Write Committee Chair, Justin Riordan.

Wimachtendienk • Wingolauchsik • Witahemui



**BYLAWS, PROCEDUERS  
AND DOCUMENTS OF THE  
UT-IN SÉLICA LODGE,  
ORDER OF THE ARROW**



**Bylaws ..... 1**

**Procedures ..... 12**

**Documents ..... 18**

**As proposed by the Lodge Bylaw Re-write Committee 2010**

February 2010

*To insure this is the current version, please contact the current Lodge Secretary, Chief or Adviser.*



**Bylaws of the  
Ut-In Sélica Lodge • Order of the Arrow  
Mt. Diablo Silverado Council • Boy Scouts of America**  
As proposed by the Lodge Bylaw Re-write Committee



**BYLAWS OF THE UT-IN SÉLICA LODGE, ORDER OF THE ARROW**

**Article I. Name and Affiliation**

- Section 1 The name of this organization shall be Ut-In Sélica , herein referred to as Ut-In Sélica or the Lodge. (When lodge numbers were not necessarily associated with council numbers, the lodge number was #58) \*
- Section 2 The totem of the Lodge shall be the California Grizzly Bear.
- Section 3 The Lodge shall operate as a lodge in accordance with the rules and regulations of the National Order of the Arrow Committee.
- Section 4 The Mt. Diablo Silverado Council #23, Boy Scouts of America, here in referred to as Mt. Diablo Silverado Council or the Council, shall annually charter the Lodge. \*
- Section 5 The Lodge shall operate under the supervision of the Program Committee and the administrative authority of the Mount Diablo Silverado Council #23 Scout Executive. \*

**Article II. Purpose and Mission**

- Section 1 The purpose of the Lodge shall be to promote the purpose of the Order of the Arrow in the Council, in accordance with the mission statement of the Order of the Arrow.
- Section 2 The mission of the Lodge is to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the Council through positive youth leadership under the guidance of selected capable adults. \*

**Article III. Membership**

- Section 1 Election to membership
- (A) The requirements for membership to the 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*. \*
- (B) The procedures for the Ordeal shall be as stated in the current printing of the *Order of the Arrow Handbook* and the *Guide to Inductions*. \*
- (C) The lodge membership committee, prior to any unit elections of that calendar year, shall annually dictate election procedures and deadlines, for additional information see (X. 1.C).
- Section 2 Honors of membership
- (A) Ordeal membership is attained upon successful completion of unit election and ordeal as stated in (III.1.A-B).
- (B) Brotherhood membership in the Lodge shall be earned in accordance with the requirements as stated in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Guide for Officers and Advisers*. \*
- (C) Attainment of the Vigil honor membership in the Lodge shall be in accordance with the requirements 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 3 Dues
- (A) Shall be \$15
- (B) Dues may only be changed with a 2/3-majority vote at a regularly scheduled general Lodge membership meeting (defined in VII.1).
- (C) The five Lodge Officers, and the Apanuc (defined in IV.1) Chiefs, that are in office at the time of recharter will have their next year's dues paid by the Lodge.
- (1) The only exception is if a Lodge Officer or Apanuc Chief purchases a Gold Card. He shall pay the full amount for the Gold Card, including dues.

**Article IV. Chapters**



**Bylaws of the**  
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**Section 1** The Lodge shall be divided into geographic chapters called Apanucs, which will coincide with the Council's districts.

**Section 2** The Apanucs of the Lodge shall be as follows:

- (A) Ajapeu shall serve the Iron Horse District.
- (B) Blaknik shall serve the Marsh Creek District.
- (C) Cut-Ku Waa-ji shall serve the Napa District.
- (D) Ka-tit shall serve the Silver Gate District.
- (E) Lu-pain shall serve the Herms District.
- (F) Moluk shall serve the Meridian District.
- (G) Ole-li-li shall serve the Aklan District.
- (H) Sem-yeto shall serve the Chief Solano District.
- (I) Tu Je Sa-Sa shall serve the Lake District.
- (J) Tu-Kum shall serve the Black Diamond District.
- (K) Wek-Wek shall serve the Muir District.

**Section 3** Chapter Representative to the Lodge Executive Committee (LEC, see VIII)

- (A) The primary representative shall be the Apanuc Chief.
- (B) If the Apanuc Chief is unable to make the meeting the Apanuc Vice-Chief will take his place to represent the Apanuc at the LEC
- (C) If the Apanuc Vice-Chief is unable to make the meeting the Apanuc Secretary will take his place to represent the Apanuc at the LEC
- (D) If the Apanuc Secretary is unable to make the meeting the Apanuc Treasurer will take his place to represent the Apanuc at the LEC
- (E) If the Apanuc Treasurer is unable to make the meeting an Apanuc member approved by the Apanuc Chief and Adviser shall represent the Apanuc at the LEC.

**Section 4** Officers

- (A) The Chapter officers are nominated and elected by youth who are members in the chapter in the same way that Lodge Officers are elected (see V.2).
- (B) The Chapter Officer's responsibilities shall be the same as those of the Lodge Officers.
- (C) The Chapter shall have a Chief, Vice-Chief and Secretary.
- (D) No Arrowmen shall be allowed to serve as an Apanuc officer in multiple Apanucs.
- (E) The only youth not eligible to be an Apanuc officer is one who holds one of the following positions:
  - (1) Ut-In Sélica Lodge Chief
  - (2) Section Chief
  - (3) Region Chief
  - (4) National Vice-Chief
  - (5) National Chief

**Section 5** Finances

- (A) All Apanuc finances must be handled and managed by the Lodge Treasurer and general OA Lodge account.

**Article V. Officers of the Lodge**

**Section 1** The officers of the Lodge, in order of succession, and their powers and responsibilities shall be:

- (A) Lodge Chief
  - (1) Works closely with the Lodge Adviser
  - (2) Oversees all Lodge events.
  - (3) Attends appropriate Council, Section, Regional, and National functions



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- (4) Serves as the chair of all Lodge Executive Committee Meetings and General Lodge Meetings.
  - (5) Appoints Lodge Committee Chairman, with the approval of the Lodge Executive Committee.
  - (6) Assigns Lodge members to Lodge Committees, with the approval of the Lodge Executive Committee.
  - (7) Communicates with all Lodge Officers, Apanuc Chiefs and Lodge Committee Chairs to remind them of Lodge Activities.
  - (8) Wears the Scout uniform correctly.
  - (9) Lives by the Scout Oath and Law.
  - (10) Follows the OA Obligation in everyday life.
- (B) Administrative Vice-Chief
- (1) Works closely with his adviser.
  - (2) Serve as the Lodge Chief, in his absence.
  - (3) Acts as a resource to the Apanucs.
  - (4) Chairs membership committee.
  - (5) Oversees and appoints, with the approval of the Lodge Executive Committee, the Lodge Webmaster, Trading Post Manager, Historian, and Quartermaster.
  - (6) Reports to and works with the Lodge Chief.
  - (7) Wears the Scout uniform correctly.
  - (8) Lives by the Scout Oath and Law.
  - (9) Follows the OA Obligation in everyday life.
- (C) Program Vice-Chief
- (1) Works closely with his adviser.
  - (2) Oversees the development of Lodge Program.
  - (3) Coordinate and carries out at least one service project per year.
  - (4) Facilities and manages the Quality Apanuc program
  - (5) Chairs the Ceremonies and Dance committees.
  - (6) Manages the Lodge Calendar and all aspects of the calendar.
  - (7) Contacts host Apanuc of events and insure that they are planning assigned events.
  - (8) All Apanucs shall report to the program Vice Chief.
  - (9) Reports to and works with the Lodge Chief.
  - (10) Wears the Scout uniform correctly.
  - (11) Lives by the Scout Oath and Law.
  - (12) Follows the OA Obligation in everyday life.
- (D) Secretary
- (1) Works closely with his adviser.
  - (2) Composes minutes of all Lodge meetings (both General and Lodge Executive Committee) and distribute them within two weeks after the meeting to the members that were present at the meeting and all Apanuc Chiefs and Lodge Advisers.
  - (3) With the Lodge Chief, develop agendas for General Lodge meetings and Lodge Executive Committee meetings at least one week prior to the meeting.
  - (4) Chair the Lodge Publications Committee.
  - (5) Reports to and works with the Lodge Chief.
  - (6) Wears the Scout uniform correctly.
  - (7) Lives by the Scout Oath and Law.



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(8) Follows the OA Obligation in everyday life.

(E) Treasurer

- (1) Works closely with his adviser
- (2) Gives budget status reports at all Lodge Meetings.
- (3) Keeps a ledger of all financial transactions for the Lodge and Apanucs.
- (4) Chairs the Lodge Finance Committee.
- (5) Works with and reports to the Lodge Chief.
- (6) Wears the Scout uniform correctly.
- (7) Lives by the Scout Oath and Law.
- (8) Follows the OA Obligation in everyday life.

**Section 2 Lodge Officer Election Procedures**

(A) The Lodge shall hold the elections only at a normally scheduled general Lodge meeting. If this is not possible (quorum is not met), the elections will occur at the following normally scheduled Lodge Executive Committee meeting, until all positions are filled.

(B) The Lodge officers will be elected in the following order:

- (1) Lodge Chief
- (2) Administrative Vice-Chief
- (3) Program Vice-Chief
- (4) Secretary
- (5) Treasurer

(C) Any current youth member of the Lodge present at the time of election meeting may be nominated for a Lodge officer position and shall have one vote.

- (1) No proxy votes accepted. ((Do we want to define "proxy"))

(D) Only youth members of the Order of the Arrow, the Lodge Adviser and Lodge Staff Adviser may be present at the time elections.

(E) The Lodge Key 3 (Lodge Chief, Lodge Adviser and Council Scout Executive), or designee, shall be charged with the responsibility of insuring that all nominees for all positions are eligible based on the following criteria:

- (1) Is a youth member of the Lodge and Council and will be for the entirety of the term. \*
- (2) That he has read, understands, and is willing to commit to the powers and responsibilities of the position for which he is nominated.

(F) Nominations do not require a second.

(G) Election process for each position shall be:

- (1) Read the powers and responsibilities for the position.
- (2) Open the floor for nominations and accept nominations.
- (3) Entertain a motion to close the floor for nominations.
- (4) All nominees shall have a speech in the order of nominations.
- (5) If there is more than one person running for election, half of the nominees with the lowest number of votes shall be dropped for another round of balloting.

**Section 3 Term of office**

(A) The term of the Lodge Officers shall run from the close of the Annual Spring Fellowship to the close of the Annual Spring Fellowship of the next year.

(B) If the elections cannot happen at the Annual Spring Fellowship, the elections will happen at the next LEC.

**Section 4 Replacement of Lodge and Apanuc Officers**



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- (A) If any officer, either Lodge or Apanuc, is deemed by 2/3 majority of the voting body (excluding the Officer in question) of the LEC incapable of fulfilling the powers and responsibilities of his position, he shall immediately be removed from his office, no proxy votes shall be accepted.
- (B) Following the vote to remove the officer, the Lodge Key 3 shall draft a letter to the Officer in question stating the reason for the vote and the decision of the LEC.
- (C) If an Officer Position is vacant, due to removal or normal vacancy, the procedures outlined in (V.2) shall be followed at a regularly scheduled LEC meeting following an announcement of vacancy to the Lodge membership by the Lodge Secretary, or Chief in the absence of a Secretary.

**Article VI. Appointed Lodge Positions**

**Section 1 Trading Post Manager**

- (A) Works closely with his adviser.
- (A) Attends all Lodge Functions where the Trading Post is requested.
- (B) Keeps an accurate inventory of all merchandise in the Trading Post, which includes but is not limited to:
  - (1) OA Sashes
  - (2) Universal Arrow Ribbon
  - (3) Lodge Flaps
  - (4) Neckerchief
  - (5) Mugs
  - (6) Hat
- (C) Updates the inventory in Lodgemaster.
- (D) After the Trading Post closes gives an accurate summary (which includes amount of profit) of sale to the Lodge Treasurer for the next LEC meeting.
- (E) Submits a list of items that need to be restocked in the Trading Post to the Lodge Treasurer and Staff Adviser.
- (F) Reports to and works with the Lodge Treasurer.
- (G) Wears the Scout uniform correctly.
- (H) Lives by the Scout Oath and Law.
- (I) Follows the OA Obligation in everyday life.

**Section 2 Webmaster**

- (A) Works closely with his adviser.
- (B) Updates and maintains the Lodge Website.
- (C) Submits the Lodge Website for national website review in National Order of the Arrow Conference (NOAC) years.
- (D) Stays active in the promotion subcommittee to help the Lodge promote events, programs and other Lodge business.
- (E) Reports to and works with the Lodge Administrative Vice-Chief.
- (F) Wears the Scout uniform correctly.
- (G) Lives by the Scout Oath and Law.
- (H) Follows the OA Obligation in everyday life.

**Section 3 Quartermaster**

- (A) Works closely with his adviser.
- (B) Keeps inventory of Lodge assets.
- (C) Researches and develops proposals to make to the LEC on logical and practical purchases.
- (D) Shall maintain the bead system.
- (E) Attends all events where the assets are required.



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- (F) Maintains and restores Lodge Assets that include, but are not limited to:
  - (1) Lodge Tee-Pees
  - (2) Lodge Ceremonial Costumes
  - (3) Lodge Drums
  - (4) Mascot
  - (5) Lodge Beads
- (G) Gives a status update to the Program Vice-Chief for the LEC of all Lodge assets.
- (H) Reports to and works with the Lodge Program Vice-Chief.
- (I) Wears the Scout uniform correctly.
- (J) Lives by the Scout Oath and Law.
- (K) Follows the OA Obligation in everyday life.

**Section 4** Historian

- (A) Works closely with his adviser.
- (B) Maintains a record of Lodge events and historical occupancies.
- (C) Keeps track of the Lodge Book, with signatures of Arrowmen in attendance at events
- (D) Takes pictures and maintains a historical database of Lodge events.
- (E) Creates, maintains, and adds to the Lodge Museum.
- (F) Reports to and works with the Lodge Secretary.
- (G) Wears the Scout uniform correctly.
- (H) Lives by the Scout Oath and Law.
- (I) Follows the OA Obligation in everyday life.

**Section 5** Lodge Parliamentarian

- (A) A youth or an adult member may fill this position.
- (B) Must be present at all LEC and Lodge meetings.

**Section 6** Appointments

- (A) The Lodge Chief shall appoint the Trading Post Manager, Webmaster, Quartermaster, Historian and Parliamentarian for his term.
- (B) All positions must be approved by a simple majority of the LEC at the first LEC meeting of the Lodge Program Year.
- (C) The only youth not eligible to hold an appointed position is one who holds one of the following positions:
  - (1) Ut-In Sélica Lodge Chief
  - (2) Section Chief
  - (3) Region Chief
  - (4) National Vice-Chief
  - (5) National Chief

**Article VII. Meetings of the Lodge**

**Section 1** Meeting Schedule

- (A) Must meet twice a year, once in the spring, once in the fall.
- (B) The LEC decides the date, time, and locations of each meeting at least 6 months prior to the meeting.
- (C) The general Lodge membership must be contacted at least 5 times with the date, time, and location of the meeting.
- (D) Only current youth members shall have voting privileges at any general Lodge meeting.

**Section 2** Quorum

- (A) At least 5 percent of the Lodge youth membership must be present in order to vote on any matter that requires



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the Lodge membership's approval.

(B) No proxy votes accepted.

**Section 3 Special meetings**

(A) If any more than 2 meetings are required, the LEC may call for additional meetings with a 2/3 majority approval of the voting body of the LEC.

(B) This call for a special meeting must be made at least one month prior to the proposed date.

**Section 4 Cancellation of regularly scheduled meetings**

(A) The Lodge Key 3 may change the date, location, and time of the Lodge meeting with at least 3 months notice.

(B) Any meeting may be canceled by a 2/3 majority of the LEC voting body.

**Article VIII. Lodge Executive Committee**

**Section 1** The governing body that will make financial, program and administrative decisions on behalf of the members of the Lodge, or Lodge operations, shall be known as the Lodge Executive Committee, here in referred to as the LEC.

**Section 2** The LEC will represent the members of the Lodge to outside groups, which include, but is not limited to, the National Order of the Arrow Committee, the National Boy Scouts of America Council, the Order of the Arrow Section to which the Lodge belongs, and the Mt. Diablo Silverado Council #23.

**Section 3 Members**

(A) All Lodge Officers (Article V), Chapter Representative (IV.3), Immediate Past Lodge Chief, Lodge Advisers, and Chapter Advisers shall be members of the LEC.

(B) Only members of the LEC who are under the age of 21 shall have a vote at any meeting.

(C) The voting body of the LEC shall be all youth members in the positions stated in (VII.3.A), no vacancies should count towards the total voting body.

(D) No proxy votes accepted.

(E) No person may have more than one vote on the LEC.

(1) Should a youth hold more than one position on the LEC, only one position shall count towards quorum or votes of the LEC voting body.

**Section 4 Meetings**

(A) The quorum for any LEC meeting shall be fifty percent plus one of the voting body of the LEC.

(1) If the LEC does not have quorum at any meeting, the meeting may be called to order, however it must immediately adjourn due to lack of quorum.

(B) The LEC will meet at least 8 times a year on the first Wednesday of the month.

(C) Any sessions of the LEC that are conducted without 2 months notice shall be considered emergency sessions.

(1) The LEC may hold a maximum of 2 emergency sessions during a program year at the discretion of the Lodge Key 3.

(2) If more than 2 emergency sessions are required, a 2/3 majority of the voting body of the LEC can allow more emergency sessions.

(D) The Key 3 shall set the time, date and place of all LEC meeting, emergency or regularly schedule.

**Section 5 Lodge Key 3**

(A) Is the main source of communication between the Lodge and the Council.

(B) Represents the Lodge to the Council.

(C) Shall be responsible for Quality Lodge and Lodge Recharter.

**Section 6** The following topics are beyond the jurisdiction of the LEC:



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- (A) Changes of annual dues for membership.
- (B) Changes of the normal lodge flap and patches for special events may be approved by the LEC.
- (C) Amendments to the Lodge Bylaws.

**Article IX. Lodge Finances**

- Section 1** The finances of the lodge must be included in the council treasury: they are subject to council regulations and auditing procedures as described in the local Council Accounting Manual. All Order of the Arrow funds belong to the Lodge and must be handled through the Council's financial systems and deposited into the Council's Order of the Arrow custodian account. Chapters [Apanucs] are not permitted to have funds separate from the lodge account. \*
- Section 2** Due to the Boy Scouts of America's financial status as a non-profit 501(c)(3) corporation it is required by law that we go through the Council's accounting systems.
- Section 3** The Council shall maintain two financial accounts for the Lodge.
- (A) The first shall be the general fund.
  - (B) The second shall only be used for registration fees for National Order of the Arrow Committee's program of emphasis.
- Section 4** The Lodge budget should be approved annually by the LEC for the Lodge Recharter.
- Section 5** Every Apanuc assigned to an event must submit a budget to the Lodge Treasurer and LEC 60 days prior to the event.
- Section 6** For Ordeals: the Lodge shall pay the registration fee for the members of the ceremony teams.

**Article X. Lodge Committees**

**Section 1** Standing Committees

- (A) Publications
  - (1) The Lodge Secretary shall serve as the chair.
  - (2) Shall be responsible for the Lodge Planbook, Lodge Newsletter, Lodge Meeting Minutes, and LEC Minutes.
  - (3) A subcommittee shall be the Promotion Committee.
- (B) Ceremony and Dance
  - (1) The Lodge Program Vice-Chief shall serve as the chair.
  - (2) Shall be responsible for all Ceremonies and Dance teams.
  - (3) The Vigil Selection Committee shall be a subcommittee.
- (C) Membership
  - (1) The Lodge Administrative Vice-Chief shall serve as the chair.
  - (2) Shall be responsible for positive growth, brotherhood conversation, and unit elections.
  - (3) A subcommittee shall be the unit election committee.
- (D) Finance
  - (1) The Lodge Treasurer shall serve as the chair.
  - (2) Shall be responsible for the Lodge Budget and all Fundraisers.
  - (3) Shall, to the best of its ability, insure the Lodge stays on budget.
  - (4) Will always be consulted prior to any purchases being made for the Lodge.
  - (5) Subcommittee shall be budget and fundraising committees.
- (E) Training
  - (1) The Immediate Past Lodge Chief shall serve as the chair, unless over the age of 21, then a LEC designee shall be the chair.



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- (2) Shall be responsible for the Lodge Leadership Development, Election Team Training, and Elangomat Training.

**Section 2** Positions

- (A) The chair of each committee shall be a Lodge Officer as stated in (V.I). ((This could be VII.1, depends if we really want to limit it to Lodge Officers or is an LEC youth ok to be the chair))  
(B) Members shall be approved by the LEC at the request of the Committee Chair.  
(C) Members may resign at their own discretion.  
(D) Both youth and adults may be committee members.  
(E) For any committees with no members, the LEC will appoint some of its members to the committee.

**Section 3** Ad-Hoc Committees

- (A) The LEC may form any committee by a majority vote at any meeting, with a chair, adviser and at least 3 members.  
(B) Every Committee shall have goals approved by the LEC, and upon completion the committee shall be disbanded.  
(C) All committee members must be approved by the LEC.

**Section 4** The Lodge Key 3 shall serve as ex-officio members of all committees, standing and ad-hoc.

**Article XI. Role of Advisers**

**Section 1** Adult advisers should follow the guidelines as outlined in the current edition of the Order of the Arrow Handbook, Order of the Arrow Guide for Officers and Advisers, and National Order of the Arrow Lodge Leadership Development curriculum. In addition the following responsibilities should be followed as Adult Adviser to any youth officer.

- (A) Appointed annually by the Lodge Adviser, in consultation with the Lodge Chief and Staff Adviser. Responsible to Lodge Key 3 for performance of duties.  
(B) Understand the policies and principles of the OA and sees that the Officer/Committee, utilizing appropriate OA publications where available, follows them.  
(C) See that the Lodge Officer/Chairman empowers and enables him with the tools, opportunities, and necessary transportation. Know the adult role in the Order of the Arrow and does not wait for the Officer/Chairman to call, but is self-motivated and offers help. Assist in establishing goals and objectives.  
(D) Attend meetings of the Lodge operating committee related to their assignment. Aid the Officer/Chairman in producing effective agendas for these meetings. Encourage work with officers and committee chairmen prior to the meetings.  
(E) Set the example for youth and adult Arrowmen by correctly wearing the Scout uniform with the proper badges and insignia correctly placed.  
(F) Attend all Lodge activities and LEC meetings.

**Article XII. Parliamentary Authority**

**Section 1** The rules contained in *Robert's Rules: Simplified and Applied* shall govern all meetings within the Lodge (both general and LEC meetings) where there is no conflict with these bylaws, or any other governing documents of the Lodge.

**Section 2** There shall be an appointed Parliamentarian at all meetings of the Lodge to insure that Parliamentary Procedures are properly followed.

- (A) Any meeting where the Parliamentarian is not present, the Lodge Key 3 shall appoint a temporary Parliamentarian for that meeting.

**Article XIII. Bylaw Interpretation Committee**

**Section 1** The Bylaw Interpretation Committee members shall be (A) Lodge Officers, (B) Apanuc Chiefs, (C) Lodge



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Adviser, (D) Lodge Staff Adviser or the Council Scout Executive.

(A) No proxy votes accepted.

Section 2 The Lodge Parliamentarian shall chair the Bylaw Interpretation Committee.

Section 3 The Bylaw Interpretation Committee shall meet annually to review the bylaws, and make suggestions to the LEC if amendments should be made to the bylaws.

Section 4 If available, the current author of these bylaws shall be asked to be on the committee with no voting privileges, unless they have voting privileges according to (XIII.1, XIII.6 and XIII.7).

(A) The author shall be the person who wrote the latest version of the bylaws (author of an amendment)

Section 5 The Committee will operate with an open door policy; however only members of the committee shall have speaking privileges at any meeting.

Section 6 Decisions of the Bylaw Interpretation Committee shall be made by a majority vote of all the youth committee members, and will be the official suggestion of the LEC.

Section 7 Times of crisis

(A) In the event that there is disagreement over one or more parts of these bylaws, the Bylaw Interpretation Committee will convene in an emergency session, by a 2/3 vote by the LEC voting body to make a decision on the disagreement.

(B) Decisions of the bylaw interpretation committee, on issues that require emergency session, shall be made by a 2/3 vote of all the youth committee members, and will be considered the official opinion of the LEC.

**Article XIV. Supremacy**

Section 1 Due to the fact that the Mt. Diablo Silverado Council is the chartering organization for the Lodge, if these bylaws, procedures or documents are in conflict with any amendments to the Council operation, the conflict in these bylaws, procedures or documents must immediately be altered so that there is no conflict.

Section 2 Any request to change these bylaws, procedures or documents by the Mt. Diablo Silverado Council Scout Executive or a majority of the Council Executive Board that is deemed reasonable by a majority of the LEC voting body shall take immediate effect.

Section 3 Should the LEC feel that the a request by Mt. Diablo Silverado Council Scout Executive or a majority of the Council Executive Board is not reasonable, the Lodge Key 3 shall attempt to negotiate a reasonable request. If said unreasonable request is made a second time, the Lodge must comply and change the bylaws, procedures or documents in question.

Section 4 If these bylaws, procedures, or documents become in conflict with a National Order of the Arrow Committee policy, the bylaws, procedures, or documents in question must be changed.

**Article XV. Lodge Procedures**

Section 1 The Lodge procedures shall supplement these bylaws, and give further explanation of committees, task forces, and events.

Section 2 A two-thirds (2/3) vote of the LEC voting body is required to modify, ratify, or suspend portions of the Lodge procedures.

Section 3 30-day notice must be given before voting to amending the Lodge procedures.

Section 4 Whenever the procedures are amended, an annotation of the date on which the amendment is adopted shall be placed at the end of "as amended:" in the noted amendments article of the procedures.

**Article XVI. Lodge Documents**

Section 1 The documents that follow the Procedures of the Lodge are official documents of the Ut-In Sélica Lodge, any document that is not included here shall not be considered an official document of the Lodge and is either out of



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date or does not reflect the official opinion of the Lodge.

- Section 2** All documents shall have a noted “Last Revised” date, only those documents that have matching dates to those in the current copy of *Bylaws, Procedures and Documents of the Ut-In Sélica Lodge, Order of the Arrow* can be considered to official option of the Lodge.
- Section 3** For any official Lodge document to be added, deleted or amendment, the change can be brought before the LEC or the general Lodge membership. In either case, a simple majority for the voting body (of either the LEC or members at a Lodge meeting) shall adopt a change to the official lodge documents.
- Section 4** The only exception to Section 3 is those documents that have parts that are enclosed by brackets ([ ]), these sections may be amended and adapted without a vote by the LEC or General Lodge Membership.

**Article XVII. Amendment to Bylaws**

- Section 1** Amendments to these bylaws must be proposed by two-thirds (2/3) of the LEC voting body at least 30 days prior to the Lodge membership voting, at any normally scheduled meeting, proxies not accepted.
- Section 2** The LEC or the Lodge Key 3 cannot approve proposed amendments to these bylaws.
- Section 3** Approval of any amendment requires a simple majority of the Lodge members present at any regularly scheduled general Lodge meeting where quorum is met.
- Section 4** The general Lodge membership shall be notified on the result of this vote, and the effects to the bylaws.
- Section 5** Whenever these bylaws are amended, an annotation of the date on which the amendment is adopted shall be placed at the end of “as amended:” in the noted amendments section of these bylaws.
- Section 6** Any position is created by the amendment, it shall be filled as if it was a vacancy, as stated in (V.4.C) or (VI.6.A).
- Section 7** If any position that is dissolved by an amendment, the person serving in that position shall remain in office for that term, and no one else shall be elected/appointed for the next term.
- Section 8** Noted amendments of these bylaws are as follows:  
(A) Adopted: February 2010

\*- Denotes required passages from the National Order of the Arrow Committee as stated in the Guide for Officers and Advisers.



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**PROCEDURES OF THE UT-IN SÉLICA LODGE, ORDER OF THE ARROW**

**Article I. Events**

**Section 1 Lodge Banquet and Fellowship**

- (A) The Lodge will hold an annual event that will comprise the Lodge Banquet and general Lodge Fellowship.
- (B) The Banquet will consist of recognition of Arrowmen who have been selected for vigil for the current year, Founders' Award recipients for the previous year, Apanucs who attained Quality Apanuc for the previous year, the Apanuc that received the Spirit of the Totem Award, and any recipients (if any) of the Lodge's Silver Bear award.
- (C) The fellowship will consist of fun activities that all Arrowmen can participate in.
- (D) The LEC will decide the schedule for the fellowship and banquet.

**Section 2 Lodge Leadership Development and Retreat**

- (A) The Lodge Leadership Development, herein referred to as LLD, shall be held over a weekend decided by the LEC, and will be mandatory for all members of the LEC, unless excused by the Lodge Key 3.
- (B) The LLD shall consist of two parts, the first being the actual LLD training and the second, a retreat for all members of the LEC.
- (C) The Lodge Training Committee, based on the current National Order of the Arrow Committee's Lodge Leadership Training Program, will put on the LLD training.
- (D) LLD must include, but is not limited to, training on *Robert's Rules: Simplified and Applied* and the bylaws and procedures of the Lodge.
- (E) At this event every member of the LEC will get a binder containing:
  - (i) A current copy of the *Bylaws, Procedures, and Documents of the Ut-In Sélica Lodge, Order of the Arrow*.
  - (ii) A summary of the *Robert's Rules: Simplified and Applied*, which includes the ranking of motions and explanation of motions.
  - (iii) The current Lodge Plan Book.
  - (iv) Paper to take notes.
  - (v) A copy of the current Lodge Calendar.
  - (vi) Last Lodge program year worth of minutes, both LEC and Lodge, and newsletters.
  - (vii) The vital statistics of the Lodge for the last two calendar years.
  - (viii) A description of the job, which the Arrowmen volunteered for.
- (F) The retreat shall consist of any program elements the current Lodge officers wish to include, and a LEC meeting.
- (G) This event must happen within 2 months (recommended 1 month) of the election of new Lodge officers.

**Section 3 Ordeals**

- (A) The Ordeal shall be held over a weekend decided by the LEC, and shall be attended by members of the lodge and eligible inducted candidates and will be mandatory for all members of the LEC, unless excused by the Lodge Key 3.
- (B) The Ordeal shall be considered as a retreat for members of the lodge for providing service to the council or community with an induction ceremony at the conclusion of the event.
- (C) The Ordeal has the following roles to fulfill on its purpose including: Ordeal Master, Head Elangomat, Taskmaster, and Ceremonies Chairman.
- (D) The Ordeal has a specific budget that is assigned by the LEC to complete the required objectives. ((This seems to be in conflict with points saying that the Apanucs generate a budget 6 months in advance and submit for approval. Tough for the Lodge Treasurer to form an annual budget if each ordeal and event income/expenditure changes during the year))
- (E) The timeline for the Ordeal has the following responsibilities prior to the event.
- (F) 6 Months Prior to the Ordeal
  - (i) Date and facility reservation confirmed
  - (ii) Ordeal master is identified and working on ordeal induction
  - (iii) Ceremonies team(s) assigned and practice occurring
  - (iv) Elangomat chairman preparing to recruit Elangomats



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- (v) Registration sites (members/candidates) determined
  - (vi) Mailing Coordinator drafts registration forms for approval
  - (vii) Service project coordinator begins gathering project information
- (G) 3 Months Prior to the Ordeal
- (i) All key positions are defined and assigned (both youth and adviser)
  - (ii) Ceremonies team(s) continue practicing
  - (iii) Elangomats are recruited and training dates are set up
  - (iv) Registration form for members is distributed
  - (v) Registration form for ordeal candidates is distributed to all elected scouts
  - (vi) Cook team has received the approved menu
  - (vii) Spirit of the Arrow booklets are produced
  - (viii) Service projects and equipment lists are readied
  - (ix) Post induction/ new member activities begin development
  - (x) All trading post items (national supply, lodge/chapter) are accurately inventoried and orders placed to ensure an adequate supply are on hand
- (H) 2 Months Prior to the Ordeal
- (i) Ordeal Master should contact all chairmen/coordinators
  - (ii) Backup plans and personnel commitments rechecked
  - (iii) Elangomats are trained
  - (iv) Ceremonies team(s) continue practicing
  - (v) Ceremonies props / supplies are finalized
  - (vi) Post induction/ new member activity plans continue
  - (vii) Areas identified for candidate sleeping
  - (viii) Areas identified for all activities
  - (ix) Final Service project check made
- (I) Last few weeks before Ordeal
- (i) Registration Forms are tallied
  - (ii) All new member orientation plans are finalized
  - (iii) Clans drafted to suit projects
  - (iv) Ceremonies site(s) identified
- (J) After the Ordeal
- (i) Hold a critique meeting with the key people involved in the ordeal induction so that problems that occurred can be prevented next time and so that the good things can be written down and repeated. Each Ordeal Induction should be a learning experience for the next and over time should improve the overall quality the lodge/chapter provides.
- Section 4 Section Events**
- (A) The Lodge belongs to an Order of the Arrow section that hosts events throughout the year. The Lodge Key 3 shall represent the Lodge in the planning process of said events.
  - (B) The Lodge shall send a contingent to the Section's annual conclave.
- Section 5 National Events**
- (A) The LEC shall do everything in its power to insure a Lodge contingent participates in all events put on by the National Order of the Arrow Committee.
- Section 6 National Leadership Seminar**
- (A) It is the strong recommendation that all Lodge Officers, Apaunc Officers and Advisers participate in the National Leadership Seminar.
  - (B) At the request of a Lodge or Apaunc officer, the LEC can decide to subsidize the cost of the National Leadership Seminar (*Please note: Advisers and non-officers can not have their National Leadership Seminar cost subsidized*).
- Section 7** The LEC must approve all event dates, locations, and budgets at least 6 months prior to the event.
- Section 8** A host Apunuc must be appointed, by the Lodge Key 3, 12 months prior to the event. The duties of a host



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Apanuc are as follows:

- (A) To select a location based on the needs of the event (i.e. camping, cooking, etc.)
- (B) To provide logistical staff for the event (i.e. cooks, ceremony teams, elangomats, nimats, etc.)
- (C) To provide all meals for the event.
- (D) Form a budget and submit it to the Lodge Finance Committee, and the LEC for approval at least 6 months prior to the event.

Section 9 Budgets for events:

- (A) After the host Apanuc compiles a budget that includes an estimated cost to the participants for their event, they will submit it to the Lodge Finance Committee, at least 6 months prior to the event.
- (B) The Finance Committee will review the budget and make a presentation at the next LEC meeting on whether the Lodge should approve the budget for the event as is, or ask the Apanuc to make changes before approving the budget.
- (C) No money is to be collected, spent or set aside for an event until the LEC approves the budget for said event.

Article II. Lodge Awards

Section 1 Quality Apanuc

(A) The requirements shall be as follows:

- (i) **The Apanuc Chief or an informed representative has attended all Chiefs Council meetings and new member orientations.**
- (ii) **The Apanuc Chief has attended his term's Lodge Leadership Development.**
- (iii) **The Apanuc has conducted 100% of the Districts Unit Elections.**
- (iv) **The Apanuc has performed a call out ceremony.**
- (v) **The Apanuc has held at least five meetings on a regular basis (meetings at ordeals are excluded)**
- (vi) **The Apanuc has inducted 30% of their eligible ordeal members into Brotherhood.**
- (vii) **The Apanuc has increased its membership over the course of the year.**
- (viii) The Apanuc has successfully held the Lodge event they are scheduled for.
- (ix) The Apanuc has had at least 15% of their members attend the last Conclave for the Section Ut-In Sélica Lodge is associated with.
- (x) The Apanuc has an active ceremony team that has memorized their lines. (May be ceremonies other than the ordeal ceremony)
- (xi) The Apanuc has offered to provide an Elangomat at every ordeal.
- (xii) The Apanuc has conducted two service projects.
- (xiii) The Apanuc has had at least 15% of their members attend every Lodge event (Fagés II not included)
- (xiv) The Apanuc has assisted in district events.
- (xv) The Apanuc has made an annual report to the district committee on how they can assist the district.
- (xvi) The Apanuc has sent 2 members of their Apanuc to the last NOAC or 1 member to an OA High Adventure Program.
- (xvii) The Apanuc has assisted with at least two Cub Scout Bridging/Arrow of Light Ceremonies in regalia.
- (xviii) **Bold requirements** must be completed. All others are optional. An Apanuc must complete 12 Requirements to become a Quality Apanuc

(B) The petition for quality Apanuc must be submitted at the last Chiefs Council meeting of the calendar year. It must be signed by the Apanuc Chief and Apanuc Adviser and be approved by the Lodge Key 3. Quality Apanuc will be awarded at the Fellowship.

Section 2 Silver Bear

- (A) This award recognizes those who continue to serve above and beyond what is expected of them after receiving both the Vigil and Founder's awards.
- (B) This award shall be presented at the Annual Lodge Banquet.
- (C) A committee of previous recipients shall decide the number and members to present the Silver Bear.
- (D) If more than one award is presented one must be to a youth member.
- (E) The LEC may present a Silver Bear by a unanimous approval (or quorum) of a candidate.



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**Section 3** Sprit of the Totem

- (A) This award recognizes the Apanuc who shows the most spirit, improvement and participation throughout the year.
- (B) The Lodge Chief shall decide the Apanuc who receives the Sprit of the Totem.
- (C) This award shall be presented at the Annual Lodge Banquet.

**Section 4** Beads

- (A) Our Lodge, to recognize those members who attend functions and work on committees, uses the bead system. They are distributed free at each event, and can be worn on a bead pouch, which is given to all Brotherhood members or may be purchased at the lodge trading post. Requirements may be found at...

**Article I. Gold Card**

- Section 1** The Ut- In Sélica Gold Card is an annual payment to lodge activities at a discounted price that allows you to pay for every Ut-In Sélica Lodge event at once. The price of the Gold Card is \$75 and it includes your annual lodge dues, all four Ordeals, the Lodge Banquet, and the Lodge Fellowship. Once paid the Lodge member receives a secret code that is used during registration to waive the event fee. The payment for the Gold Card will create a lodge membership card that will be sent to the member.

**Article II. Lodge Committees**

**Section 1** Standing Committees

- (A) Promotion Committee, a subcommittee of the Lodge Publication Committee.
  - (i) Shall be chaired by a youth Arrowmen appointed by the Lodge Secretary and approved by the LEC.
  - (ii) Responsible for the Lodge's *Where to Go Camping* promotional materials.
  - (iii) Assists with the promotion of the OA to units.
  - (iv) Promotes to OA High Adventure Programs.
  - (v) Promotes other Lodge, Section, and National Events.
- (B) Vigil Selection Committee, a subcommittee of the Lodge Ceremony and Dance Committee.
  - (i) Shall be chaired by a youth Arrowmen appointed by the Lodge Program Vice-Chief and approved by the LEC.
  - (ii) Shall follow all national criteria of Vigil Selection Committees
  - (iii) Shall nominate, recognize, and hold a ceremony for Vigil Candidates.
- (C) Election Committee, a subcommittee of the Lodge Membership Committee.
  - (i) Shall be chaired by a youth Arrowmen appointed by the Lodge Administrative Vice-Chief and approved by the LEC.
  - (ii) Shall be responsible for all unit elections that happen within the council.
  - (iii) Shall formulate Lodge election procedures, paperwork and trainings (with the assistance of the Training Committee).
  - (iv) Shall insure the compliance of national procedures on all elections.
  - (v) May contact Apanucs and ask for assistance in completing all elections.
- (D) Budget Committee, a subcommittee of the Lodge Finance Committee
  - (i) The Lodge Treasurer shall serve as the chair.
  - (ii) Shall form an annual Lodge Budget for the LEC to approve.
  - (iii) This committee is for the formation of the budget, not to insure compliance of said budget.
- (E) Fundraising Committee, a subcommittee of the Lodge Finance Committee
  - (i) Shall be chaired by a youth Arrowmen appointed by the Lodge Treasurer and approved by the LEC.
  - (ii) Shall come up with ideas for Lodge Fundraisers and be responsible for the implementation of said fundraisers.
  - (iii) The LEC and the Finance Committee must approve all fundraiser.
  - (iv) No fundraisers shall ask for direct donations nor impede the fundraisers of a unit or the council.



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**Section 2 Ad-Hoc Committees**

- (A) The following is the procedure that must be followed in order to form an ad-hoc committee:
- (i) Approval of concept, name and Committee Chair by LEC.
  - (ii) Appointment of Committee Adviser by Lodge Adviser.
  - (iii) Formation and approval (by LEC) of Committee Goals, and dissolution.
  - (iv) Approval of members or members assigned by LEC
  - (v) Committee meetings, decisions, planning, etc.
  - (vi) Completion of Committee goals, final report, and dissolution.
- (B) Unless otherwise noted in the formation of the committee, at the end of the Lodge Officer term, all Ad-Hoc committees must be dissolved.
- (C) All Ad-Hoc Committees shall report directly to the Lodge Chief.
- (D) At every Lodge Meeting and LEC, the Lodge Chief must announce any Ad-Hoc committee in existence.
- (E) The LEC cannot override any decision of a committee if that committee was given permission to make official decisions.
- (F) Any suggestions made by committees must be approved by the LEC.
- (G) The LEC can dissolve a committee without notification by the approval of two-thirds of the LEC voting body.

**Article III. Lodge Meetings**

**Section 1** All meetings shall open with the Order of the Arrow obligation, and close with the Order of the Arrow song.

**Section 2** The basic agenda for all Lodge meetings shall be the following:

- (A) Call to order
- (B) Insure quorum is met
- (C) Review of actions of the LEC since last Lodge meeting
- (D) Committee advertisements to join
- (E) Business
- (F) Adjourn

**Section 3** Agenda of all meetings will be drafted by the Lodge Secretary with consultation of the Lodge Chief, and distributed to all members of the LEC at least one week prior to the meeting.

**Section 4** All meeting minutes will be composed by the Lodge Secretary and distributed to the general Lodge membership within two weeks after the meeting. The minutes are to be approved at the next LEC meeting.

**Article IV. LEC Meetings**

**Section 1** All meetings shall open with the Order of the Arrow obligation, and close with the Order of the Arrow song.

**Section 2** The basic agenda for all LEC meetings shall be the following:

- (A) Call to order
- (B) Attendance
- (C) Approval of previous minutes
- (D) Officer Reports
- (E) Standing Committee Reports
- (F) Ad-Hoc Committee Reports
- (G) Apanuc Reports
- (H) Old Business
- (I) New Business
- (J) Adjourn

**Section 3** Agenda of all meetings will be drafted by the Lodge Secretary with consultation with the Lodge Chief, and distributed to all members of the Committee at least one week prior to the meeting.

**Section 4** When the meeting is called to order, the committee must approve or amend the business items on the agenda prior to starting the meeting. No items can be added to the agenda once approved.



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- Section 5 All items in new business will be moved to old business at the next meeting.
- Section 6 All meeting minutes will be composed by the Lodge Secretary and distributed to all members of the Committee within two weeks after the meeting.
- Section 7 After the LEC approves any minutes of a LEC meeting, the Lodge Secretary shall distribute the minutes to the general membership.

**Article V. Noted amendments to these procedures**

- Section 1 Adopted: February 2010



Documents of the  
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**DOCUMENTS OF THE UT-IN SÉLICA LODGE, ORDER OF THE ARROW**

The next 8 pages are the official documents of the Ut-In Sélica Lodge, Order of the Arrow. All documents will have a noted “Last Revised” date in the lower right hand corner. Any copies of these documents that do not have a date that matches the document in the current copy of the *Bylaws, Procedures and Documents of the Ut-In Sélica Lodge, Order of the Arrow*, shall not be considered an official document. These documents may not be changed or modified except by the process outlined in Article XIV of the Lodge Bylaws. For sections that are noted by brackets ([ ]), no vote is required to adjust these to fit current state of the Lodge. All of these documents shall be considered the official opinion of the Lodge and the LEC.

<b>Letter to Troop/Team Leaders About Elections</b>	<b>19</b>
<b>Pre-Election Form</b>	<b>20</b>
<b>Eligibility Guidelines for Youth Membership</b>	<b>21</b>
<b>Unit Adult Candidate Nomination Form</b>	<b>22</b>
<b>Nominees for Election Form</b>	<b>23</b>
<b>Unit Election Form</b>	<b>24</b>
<b>Letter to Candidates</b>	<b>25</b>
<b>Letter to Candidates’ Parents</b>	<b>26</b>
<b>Four Months After Ordeal Letter</b>	<b>TBA</b>
<b>Brotherhood Eligible Letter</b>	<b>TBA</b>
<b>Committee Sign-up Form</b>	<b>TBA</b>
<b>Sample LEC Agenda</b>	<b>TBA</b>
<b>Sample Officer/Apanuc/Committee Report</b>	<b>TBA</b>
<b>Sample General Lodge Meeting Agenda</b>	<b>TBA</b>
<b>Sample Meeting Minutes</b>	<b>TBA</b>
<b>Lodge Organizational Chart</b>	<b>TBA</b>
<b>Suggested Apanuc Organizational Chart</b>	<b>TBA</b>
<b>Request for Reimbursement Form</b>	<b>TBA</b>
<b>Summary of Robert’s Rules of Order</b>	<b>TBA</b>

*TBA- To Be Added at a later date*



## Ut-In Sélica Lodge • Order of the Arrow

### Mt. Diablo Silverado Council • Boy Scouts of America

800 Ellinwood Way • Pleasant Hill • CA 94523-4703  
Phone (925) 674-6100 • Fax (925) 674-6190  
[www.bsa-mdsc.org/oa](http://www.bsa-mdsc.org/oa)



Dear Troop or Team Leader,

The Order of the Arrow is the honor society of Scouts and Scouters in the Boy Scouts of America. It recognizes those campers who best exemplify the Scout Oath and Law in their daily lives and, by such recognition, cause other campers to conduct themselves in such a manner as to warrant similar recognition, to promote camping, and to crystallize the habit of helpfulness as a life purpose.

Each Boy Scout Troop or Varsity Scout Team, with qualified Scouts, is urged to hold an election each spring to select candidates for the Lodge's Ordeal's that are held throughout the year. The Lodge holds Unit Elections between October and April 1st of each year. As the unit leader you are encouraged to select a date, time and place to conduct a Unit Election during this time period.

Youth candidates must meet the following membership qualifications:

1. Be a Boy Scout or Varsity Scout who holds the First Class rank, is under the age of 21, is registered as an active member of a Troop or Team and has the approval of his unit leader.
2. After registration with the unit, have experienced fifteen days and nights of camping during the two-year period prior to the election. This must include six consecutive days and nights of resident camping, approved and under the auspices of BSA.

The balance of the camping must be overnight, weekend, or other short-term campouts of 1, 2, or 3 night outings.

Voting for youth candidates will be based on their spirit of brotherhood, cheerfulness, and a willingness to give unselfish and wholehearted service to others at all times.

Each year, upon holding a Troop or Team election for youth candidates, which results in at least one youth candidate being elected, the unit committee may recommend one registered unit adult, per every 50 registered Scouts in your unit, to the Lodge adult selection committee.

Attached please find a "Pre-Election" form, "Eligibility for Youth Membership" and "Election Procedure" form, which explains the youth eligibility requirements and election procedure, a "Nominees for Election" form and an "Adult Candidate Nomination" form. Please complete the "Pre-Election" form and the "Nominees for Election" form and mail to your Apanuc Adviser. A member of the election team to set up a time to conduct your election will then contact you.

The election should be held at a regularly scheduled unit meeting or camping experience. Every effort should be made to have 100 percent attendance of both youth and adults at this meeting. An election team for your Apanuc will be on hand to conduct the election.

Yours in Scouting,

[Current Lodge Chief's Name]

Ut-In Sélica Lodge Chief

Last Revised: 2/3/2010



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## PRE-ELECTION FORM

### [year]

Unit Number: \_\_\_\_\_ Unit Type: Troop:  Team:

District:  Aklan  Black Diamond  Chief Solano  Herms  Iron Horse  
 Lake  Marsh Creek  Meridian  Muir  Napa Valley  Silver Gate

Meeting Place: \_\_\_\_\_

Address of Meeting Place: \_\_\_\_\_

Unit Leaders Name: \_\_\_\_\_

Unit Leaders Address: \_\_\_\_\_

Leaders Phone Number: (h) (\_\_\_\_\_) \_\_\_\_\_ (w) (\_\_\_\_\_) \_\_\_\_\_

Are you a member of the OA:  Yes  No If so:  Ordeal  Brotherhood  Vigil

Preferred Date(s) for you Unit Election:

1) \_\_\_\_/\_\_\_\_/\_\_\_\_ 2) \_\_\_\_/\_\_\_\_/\_\_\_\_ 3) \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of active Boy Scouts Registered\* in the Unit: \_\_\_\_\_

\*Exclude any Boy Scouts who have dropped from the unit or moved away.

Date of Last O.A. election: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please make as many copies as needed and complete the youth candidate “Nominees for Election” form and this Pre-Election form. Make a copy for your records of each completed form and return the originals to your O. A. Apanuc Adviser.



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## UNIT ELIGIBILITY GUIDELINES FOR YOUTH MEMBERSHIP IN THE ORDER OF THE ARROW

The Scoutmaster must certify that the youth nominee:

- Has Scouting Spirit
- Adheres to the Scout Oath and Law
- Meets all the following specified requirements at the time of election
  1. Be a registered member of the Boy Scouts of America as a Boy Scout or Varsity Scout
  2. Be under the age of 21
  3. Holds the rank of at least First Class Scout.
  4. Has experienced 15 days and nights of camping under the auspices and standards of the BSA within two years immediately prior to the election
    - one long term camping experience defined as 6 consecutive days and nights of camping
    - the remainder met through short term camping
- The unit leader has to approve and certify the eligibility of each nominee. A nominee cannot be dropped from the eligibility list once the election has started. The election team will ask the Scoutmaster to review the Youth Candidate Election Report form's listed nominees for correctness. Nominees who moved to another unit or discontinued Scouting should be crossed out on the form.
- Nominees do not have to be present in order to be elected.

## ELECTION PROCEDURE

- 50% of the active, registered youth in the unit must be present to conduct the election.
- At least two youth members and one adult member of the Apanuc or Lodge will conduct the election.  
(Note: OA members conducting election can not be registered in the in which the unit election is being held.)
- The election team will explain the following to the unit:
  1. The purpose of the Order of the Arrow
  2. The basis upon which nominees were selected
  3. The election rules
- The unit leader may explain these three points if an Arrowman, otherwise a youth election team member will explain these points.
- THE RULES
  - Determine which of the nominees you believe set the best examples of brotherhood, cheerfulness, and service.
  - Vote for all of the nominees that you believe will live up to these examples in unselfish service to your unit. It's okay to vote for all of the nominees.
  - Return an empty ballot if you believe that none of the nominees are worthy of this honor.
  - If you are a new member in the unit and do not know any of the nominees well enough to vote wisely, you may abstain by not turning in a ballot at all; this will not affect the final result.
  - You may vote for yourself.
  - Each nominee must obtain at least 50% of the votes to be nominated. In the case of an odd number of ballots such as 15, round up to the next number, in this case the nominee must be listed on 8 ballots to be elected.
  - The election is finished if anyone was elected. In the event that no one was elected from the first ballot, the election team will ask the unit to vote just once more.

Last Revised: 2/3/2010



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## Unit Adult Candidate Nomination [year]

“Because the Order of the Arrow is a youth organization, Scouters **are not** elected to membership as recognition. Election into the Order should take place only when the adult’s job in Boy Scouting will make Order of the Arrow membership more meaningful in the lives of the youth membership.”

With this in mind, we recommend the following individual for membership in the Order of the Arrow.

First name: \_\_\_\_\_ MI: \_\_\_\_\_ Last name: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ e-mail address: \_\_\_\_\_

**Boy Scout Registration ID number** \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Male:  Female:  Apanuc Name \_\_\_\_\_

Currently registered with (unit number) \_\_\_\_\_ as (position) \_\_\_\_\_ since: \_\_\_\_/\_\_\_\_/\_\_\_\_

Prior Adult Scouting position: \_\_\_\_\_ from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Only one adult, per 50 registered youth, per year may be nominated by a unit, and only after holding an election where a youth was elected.

Date of youth election \_\_\_\_/\_\_\_\_/\_\_\_\_ Name of youth elected: \_\_\_\_\_

Any adult nominated must meet the same camping requirements as a youth member. One long term camp of 6 nights and a total of 15 nights (the remainder being short term camping) under the auspices of the BSA program. Please list the camping used to meet this requirement below.

Name of camp or location	Date:	# of Days
Long term camp: _____	____/____/____	_____
Short term camp: _____	____/____/____	_____
Short term camp: _____	____/____/____	_____
Short term camp: _____	____/____/____	_____
Short term camp: _____	____/____/____	_____

Provide a short statement on why this adult will be an asset to Scouting and the Order of the Arrow and how they will use their membership to further the BSA program through the Order of the Arrow. **(Required)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Submitted by: \_\_\_\_\_/\_\_\_\_\_  
 (Please print name) (Signature) Phone: (\_\_\_\_) \_\_\_\_\_

Approved by: \_\_\_\_\_/\_\_\_\_\_  
 (Name of committee Chairman) (Signature) Phone: (\_\_\_\_) \_\_\_\_\_

Approved by: \_\_\_\_\_/\_\_\_\_\_  
 (Print name of Apanuc Adviser) (Signature) Phone: (\_\_\_\_) \_\_\_\_\_

Approved by: \_\_\_\_\_/\_\_\_\_\_  
 (Supreme Chief of the Fire) (Lodge Adviser) Date: \_\_\_\_\_



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NOTE: The individual submitting this recommendation will be notified when the recommendation has been approved so that the candidate may be notified of his selection and eligibility to attend an ordeal ceremony.

First name: \_\_\_\_\_ MI: \_\_\_\_\_ Last name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ e-mail \_\_\_\_\_  
Required days of Camping: Long Term # \_\_\_\_\_ Short Term # \_\_\_\_\_ **Boy Scout Registration ID number** \_\_\_\_\_

First name: \_\_\_\_\_ MI: \_\_\_\_\_ Last name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ e-mail \_\_\_\_\_  
Required days of Camping: Long Term # \_\_\_\_\_ Short Term # \_\_\_\_\_ **Boy Scout Registration ID number** \_\_\_\_\_

First name: \_\_\_\_\_ MI: \_\_\_\_\_ Last name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ e-mail \_\_\_\_\_  
Required days of Camping: Long Term # \_\_\_\_\_ Short Term # \_\_\_\_\_ **Boy Scout Registration ID number** \_\_\_\_\_

First name: \_\_\_\_\_ MI: \_\_\_\_\_ Last name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ e-mail \_\_\_\_\_  
Required days of Camping: Long Term # \_\_\_\_\_ Short Term # \_\_\_\_\_ **Boy Scout Registration ID number** \_\_\_\_\_

First name: \_\_\_\_\_ MI: \_\_\_\_\_ Last name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ e-mail \_\_\_\_\_  
Required days of Camping: Long Term # \_\_\_\_\_ Short Term # \_\_\_\_\_ **Boy Scout Registration ID number** \_\_\_\_\_

**Eligible & Scoutmaster Approved “Nominees for Election” List\***

\*While still blank make as many photocopies as you require. **(Must be submitted with Unit Election Report)**



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## UNIT ELECTION REPORT [YEAR]

Date Election was held: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ANTICIPATED CALL OUT DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Unit Number: \_\_\_\_\_ Unit Type: Troop:  Team:

District: Aklan Chief Solano Hermes Lake Iron Horse Muir  
Meridian Napa Valley Silver Gate Black Diamond Marsh Creek

Number of registered active youth members in Unit \_\_\_\_\_

Number of youth members present at election \_\_\_\_\_  
*(Must be at least 50% of members present)*

Number of youths eligible for membership \_\_\_\_\_

	Ballot #1	Ballot #2
Number of ballots turned in	_____	_____

Number of votes required to be elected	_____	_____
--	-------	-------

Number of youths elected	_____	_____
<i>(Ballot #2 held only if no one is elected on Ballot #1)</i>		

Please indicate those scouts that are elected, by putting an “X” in the box next to the name of each Scout that is elected on the “Nominees for Election” form.

As Unit Leader, I certify that the youth members names listed on the “Nominees for Election” form are qualified and approve them for election.

Unit Leaders Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Unit Leaders Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Unit Leaders Phone Number: \_\_ (\_\_\_\_) \_\_\_\_\_

Election Team Member: \_\_\_\_\_ Signature: \_\_\_\_\_

Election Team Member: \_\_\_\_\_ Signature: \_\_\_\_\_

Election Team Member: \_\_\_\_\_ Signature: \_\_\_\_\_

Election Team Adviser: \_\_\_\_\_ Signature: \_\_\_\_\_

**Election team must return this form and all “Nominees for Election” forms, with those elected marked with an “X” to the O.A. Apanuc Adviser.** The Unit Adult Candidate Nomination form may be turned in to the Apanuc Adviser at a later date if necessary.



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Dear Order of the Arrow Candidate,

Congratulations! We have been informed of your election as a candidate for membership into the Order of the Arrow, Ut-In Sélica Lodge by your unit. The Order of the Arrow is the Honor Society of the Boy Scouts of America and only those elected by their unit as Honor Campers are invited to join. You have one year from the date of your election to formalize your membership by participating in an "Order of the Arrow Ordeal". This will be a weekend of friendly service, culminating with an induction ceremony into the Order of the Arrow.

The dates, location, and online registration code for the Ordeals in the next year are listed at the bottom of this letter. You must formalize your induction at **one** of the Ordeals listed.

Ordeal check-in will be between 7:00 p.m. and 9:00 p.m. on Friday evening, and checkout will be approximately 10:00 a.m. on Sunday morning. The cost of the Ordeal is \$50.00, which covers food, Order of the Arrow sash and handbook, Lodge pocket flap, and your annual dues. You **MUST** pre-register for the ordeal.

The Lodge trading post will also be available with neckerchiefs, pins, Lodge T-shirts, baseball cap, and other great OA items for sale. Please bring extra money if you would like to purchase anything.

A map to Camp Wolfeboro or Camp Lindblad can be found on the council website, under forms and publications. Please arrange your own transportation, You might call your Scoutmaster or Troop or Team OA representative to see if you can ride with anyone else who is going.

You must bring a copy of the standard BSA medical form to the ordeal with you and, if you are under 18 years old, you must bring a completed the permission form with your parent/guardian's signature. When registering online, please print the permission and medical forms, fill them out, and bring them with you to the ordeal.

If you have any questions about the Ordeal or you cannot register online please contact the Lodge Registrar, [Mr. Peter Young at "utinreg@gmail.com"], or call the Council office at (925) 674-6100.

We hope to see you at one of the Ordeals this year!

WWW,

[*Current Lodge Chief's Name*]

Ut-In Sélica Lodge Chief

#### WHAT YOU NEED TO BRING WITH YOU:

- Complete Class-A uniform
- Grubby work clothes
- rain gear
- work gloves
- tent or rain fly
- **Medical form**
- sleeping bag
- personal hygiene gear
- pocket knife
- flashlight
- ground cloth
- **Permission Form**

You do not need to bring any cooking gear or any food as the Lodge will provide all the meals, snacks and drinks. Please do not bring any food, as it attracts small unwanted animals.

#### ORDEALS THAT YOU ARE ELIGIBLE TO ATTEND:

[June 11-13, 2010 at Camp Wolfeboro (reg code: can611)  
August 20-22, 2010, location TBA (reg code: can820)  
October 1-3, 2010 at Camp Wolfeboro (reg code: can101)  
March 11-13, 2011 at Camp Lindblad (reg code: can311)]

*P.S.-Please find Sprit of the Arrow booklet 1 attached, keep these booklets with you and you will find, as I did, their meaning becomes more apparent over time.*



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To the parents of Order of the Arrow Candidates:

First, my deepest congratulations to you and your son, on his election to Scouting's National Honor Society! The Order of the Arrow, or OA, was organized in 1915 to recognize honor campers. The purposes of the OA are to recognize those campers who best exemplify the Scout Oath and Law in their daily lives, to develop and maintain camping traditions and spirit, to promote Scout camping, and to crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

Candidates for the Order of the Arrow are chosen not only for what they have done, but also for what they are expected to do in serving the welfare of others. Because your son was selected for candidacy by the unique method of being elected by his peers, we are sure that he is well worthy of this honor.

Being part of the Mt. Diablo Silverado Council, your son has been elected into the Ut-In Sélica Lodge, and will have a chance to participate in one of our induction weekends, which are listed at the bottom of this letter. This weekend will offer a unique opportunity for him to reflect on his personal commitment to the principles and purposes of the Order of the Arrow. The weekend is undertaken by every new candidate and is a meaningful and inspiring experience that will not soon be forgotten.

Induction in the Order of the Arrow will open many new doors for your son. Our lodge participates in many events every year. (Optional: Insert the date and description of an upcoming event here, for example, NOAC, conclave, etc.) In addition, the OA provides some of the most valuable youth leadership training and opportunities available. These opportunities will build upon the knowledge he already has received during his Scouting experience. This is truly an exciting time for you and your son. Your encouragement will be appreciated.

I have a few quick suggestions for you to make your son's experience in the OA the best possible. First, be sure he completes his induction at one of the weekends below, if he does not he must be re-elected. Second, ten months after completing his induction, he will receive a letter from the Lodge Chief reminding him to get his Brotherhood honor. The Brotherhood honor is how your son will seal his membership in the OA, giving him great insight and knowledge of the Order. Third, be sure he participates in Lodge activities; our Lodge calendar can be found at [website url], these events are unlike any other experience in Scouting and are the OA experience. Lastly, be sure he stays active in his troop; units always come first. I am sure your son will find the OA a valuable part of his Scouting experience.

Your son has been given a letter as well from the Ut-In Sélica Lodge Chief, which explains more about how to register for one of the induction weekends and what to bring. Please feel free to contact me at [(925) 674-6100 or oa@bsa-mdsc.org] if you have any questions concerning the Order of the Arrow. Thank you for your support of your son and of Scouting.

WWW,

*[Current Lodge Adviser's Name]*

Ut-In Sélica Lodge Adviser

### **ORDEALS THAT YOUR SON IS ELIGIBLE TO ATTEND:**

[June 11-13, 2010 at Camp Wolfeboro

August 20-22, 2010, location TBA

October 1-3, 2010 at Camp Wolfeboro

March 11-13, 2011 at Camp Lindblad]

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