



Egwa Tawa Dee  
Lodge Operating Procedures

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### **Definition of Notice**

Notice of Lodge Members shall be defined as an email blast being sent, chapter chief/chapter adviser email notification to chapters who have turned in such information, placement of notice on front page of lodge website, and posted to the Lodge's social media assets.

### **Code of Conduct**

This code is intended to provide a safe and respectful environment for all brothers; youth and adult. The intent of these guidelines is to set rules on how we will conduct ourselves to each other. The purpose of these guidelines is to set a baseline, while we seek to uphold our Admonition.

1. No youth or adult should leave an event until it's published time without checking out with their chapter adviser. Youth, under 18, must have written permission to leave camp before the published ending time.
2. Smoking or use of tobacco will not be in the presence or in sight of youth under 18. Exceptions will be made for drum purposes as deemed necessary by the Lodge Program Adviser. Use of tobacco products shall be in areas designated by camp policy or the Lodge Adviser.
3. Youth under 18 will not be permitted to have tobacco products on property pursuant to BSA policies and Georgia State Law. If a youth under 18 is caught with tobacco, he will be removed from property for the weekend. The matter will be referred to the Staff Adviser.
4. Purchase, possession, or consumption of alcohol or illicit drugs will not be permitted on property at any age. Violations will result in removal from property and referred to Staff Adviser.
5. We will wear scout appropriate clothing. Field uniforms or other appropriate attire as designated by the Lodge Chief will be worn to dinner and LEC. Field uniforms include proper shirt, scout pants, scout socks, scout belt, and OA sash. This rule will be waved at dinner during events for ceremonialists approved by the Vice-Chief of Inductions.
6. Brothers will observe quiet hours and lights out between midnight and six. Lights in pavilions will be kept off during these times.
7. Brothers will be responsible for all property and facilities during events. Any breakage, damage, or loss will be charged to that Brother. Brothers will keep all facilities neat and orderly.
8. Brothers will reside in assigned campsites.
9. Guests and visitors must be pre-approved in accordance to Lodge and BSA policies and must check in upon arriving in camp. Visitors are not permitted in campsites or on property during quiet hours.
10. Brothers will wear appropriate attire when present in all public areas. This includes a shirt and closed toe shoes.
11. Fireworks, firearms, and gambling are not permitted on property in accordance with BSA policies and Georgia State Law.
12. All members of this Lodge, Lodge visitors or guests, or any other such persons will be shown respect by every Brother.
13. Every Brother shall have the right to end any conversation at the point when they begin to feel uncomfortable. They also have the right to ask that their immediate adviser to be present during any conversation, and may suspend the conversation until that adviser is present.
14. No adult or youth shall raise their voice to another. If a member feels that someone is raising their voice, they have the right to ask them to lower their voice or end the conversation.
15. Every Brother has a right to their personal space and the right to ask someone to back up if they feel it's being violated.
16. No intimidation, threats, or bullying (including cyber) will be tolerated in this lodge.
17. No youth or adult shall be made to feel that expressing their viewpoint may bring a retaliatory response.
18. No derogatory comments based on sex, age, race, creed, national origin, sexual orientation or religion will be tolerated.
19. The Scout Oath, Scout Law, and our OA obligation will be our guiding principles.

### **Lodge Social Media Policy and Guidelines**

Egwa Tawa Dee Lodge endorses and adopts the Boy Scouts of America Social Media Guidelines.

<http://www.scouting.org/Home/Marketing/Resources/SocialMedia.aspx>

It is the expectation of the Lodge Key 3 and the Lodge Executive Board that every member of our lodge will adhere to the guidelines established in this document. All lodge and chapter social media platform administrators are expected to know, understand, and follow these guidelines. In addition, every member of our lodge should know, understand, and follow these guidelines as they pertain to social media and Youth Protection.

“All communication between adults and youth should take place in a public forum...., or at a bare minimum, electronic communication between adults and youth should always include one or more authorized adults openly “copied” (included) on the message or message thread.”

For the purposes of social media and Youth Protection, OA youth over 18 and under 21 should conduct themselves as adults and avoid one-on-one contact with youth under 18.

Failure to comply with these guidelines will be referred to the Lodge Staff Adviser and/or the Council Scout Executive as dictated by Atlanta Area Council policy.

### **Lodge Visitor/Guest Policies**

The Lodge Executive Committee recognizing its responsibilities for security and safety at all lodge events has established the following guidelines and policies concerning guests and visitors at lodge functions. For the purposes of this policy the following definitions will be used:

- Guest- A non-member of our Lodge specifically invited to participate in a lodge event. Membership in the Order of the Arrow is not a prerequisite for this to apply. For example, inviting a national officer to attend the banquet or a Drum to participate in the Spring Fellowship.
- Visitor- Any person not registered to attend a lodge event but who is present at any time during the event. For example, a parent who requests to be present at their son’s Ordeal ceremony or a lodge member who is present for a specific committee meeting being held during a lodge event.

All guests and visitors must check in upon arrival and prior to departure with Lodge event registration. Additionally, all guests and visitors must agree to and abide by the Lodge Code of Conduct. Current Youth Protection Guidelines (YPT) must be followed.

- Lodge Guests - The Lodge Executive Board, with the approval of the Lodge Advisor (Approval must happen before the registration deadline) may invite guests it deems necessary to the program and operations to attend a lodge event. The Lodge Executive Board may choose to fund guest expenses utilizing lodge budgeting procedures. The Lodge Executive Board may request housing for guests they invite. The lodge advisor or designee is responsible for ensuring supervision, in accordance with YPT guidelines, for all under 18 guests.
- Chapter Guests - Chapter chiefs in consultation with their chapter advisor may invite guests with the approval of the Lodge Key 3 or their designee. Approvals must be completed prior to the registration deadline. Chapters are responsible for the expenses and for all lodging of their guests. Lodging at Lodge events is first for members of the Lodge; chapter guests should expect to provide their own sleeping arrangements. The chapter is responsible for providing supervision, in accordance with YPT guidelines, for all under 18 guests.
- Visitors - All visitors who are not members of our lodge must be preapproved by the Lodge Key 3 before the event commences. All visitors who are members of our lodge must also be approved by the Key 3 before the event commences. The invitee and/or the invitee’s advisor is responsible for providing supervision in accordance with YPT guidelines for all under 21 visitors.

## Lodge Officer Responsibilities

### Lodge Chief

- Serve as the Chief Executive Officer of the Lodge
- Serve as the representative to Council Camping Committee/Council Executive Board
- Attend all LECs.
- Should attend all lodge events
- Be familiar with all OA and BSA policies pertaining to lodge management.
- Be familiar with Robert's Rules of Order.
- Prepare and publish the annual lodge plan book, and lodge handbook in consultation with the Lodge Secretary.
- Consult with lodge adviser in advance of each monthly LEC meeting.
- Prepare and distribute the agenda for the monthly LEC meeting in advance to all lodge officers and advisers.
- Make sure that all lodge officers are prepared for the LEC meeting.
- Coordinate and schedule guests, lecturers, or experts as needed.
- Distribute the annual calendar of the Lodge Executive Committee meetings.
- Serves as immediate past lodge chief for the program year following the expiration of his term. This position is a non-voting member of the LEC.
- Correspond as needed with all chapter officers
- Responsible for monthly input to the Lodge Secretary for inclusion in the lodge newsletter.
- Chairs monthly Lodge Executive Committee meetings.
- May appoint coordinators to oversee specific parts of the OA program or events.
- Appoint all committee chairmen ad-hoc committees.
- Supervise the yearly review of the Lodge Operating procedures before the January LEC.
- Supervise Vigil Honor selection, Vigil Reunion, Founder's award, Lodge Rules, Recognition, and Strategic Plan committees.
- Oversee the overall vision of the lodge, lodge officers, and committees.

### Executive Vice-Chief

- First in line of succession when the Lodge Chief cannot be present.
- Serve as the Chief Policy Officer and Chief of Staff for the Lodge.
- Be prepared to take over lodge operations if a Lodge Chief incapacity exists.
- Attend all LECs
- Should attend all lodge events.
- Be familiar with all OA and BSA policies pertaining to lodge management.
- Be familiar with Robert's Rules of Order.
- Consult with lodge adviser in advance of each monthly LEC meeting.
- Correspond as needed with all chapter chiefs and chapter leadership.
- Responsible for monthly input to the Secretary for inclusion in the lodge newsletter.
- Assist in the yearly review of the Lodge Operating Procedures before the January LEC.
- Supervise the LLD, Adventure Camp, and Unit Relations Committees in the performance of their duties.
- Keep available a Guide to Officers and Advisers (GOA) at all lodge functions
- Responsible for coordinating committee operations to carry out effective events.
- Chair Lodge Executive Committees meetings when Lodge Chief is not present.
- Assist in overseeing the overall vision of the Lodge, Lodge Officers, and committees
- Responsible for all aspects of the transition to the new Lodge Rules.
- Oversee the lodge Troop Rep Program
- Other duties as assigned by the Lodge Chief.

### *Lodge Officer Responsibilities continued*

#### Vice-Chief of Program

- Second in line of succession when the Lodge Chief cannot be present.
- Serve as the Chief Operations Officer of the Lodge.
- Be familiar with all OA and BSA policies pertaining to lodge management.
- Be familiar with Robert's Rules of Order.
- Responsible for promoting lodge spirit at all lodge activities.
- Correspond monthly with your chapter counterparts.
- Responsible for monthly input to the Lodge Secretary for inclusion in the lodge newsletter.
- Supervise the Activities, Service, American Indian Affairs, National Events, Conclave (Heartland Gathering), Winter Banquet, Shows, and Camping Promotion committees in the performance of their duties.
- Maintain an accurate inventory of lodge program equipment and materials
- Ensure a schedule of events is published an adequate amount of time before the event
- Should attend all lodge functions.
- Should attend monthly Lodge Executive Committee meetings.
- Other duties as assigned by the Lodge Chief.

#### Vice-Chief of Inductions

- Third in line of succession when the Lodge Chief cannot be present.
- Serve as the Chief Membership Officer of the Lodge.
- Be familiar with Robert's Rules of Order.
- Be familiar with all OA and BSA policies pertaining to lodge management.
- Be familiar with all OA policies relating to inductions.
- Responsible for monthly input to the Secretary for inclusion in the lodge newsletter.
- Supervise the Membership, Inductions, Ordeal, Brotherhood, Ceremonies, and Elangomat committees in the performance of their duties
- Have available a copy of the Guide to Inductions at all events
- Should attend all lodge functions.
- Should attend monthly Lodge Executive Committee meetings.
- Other duties as assigned by the Lodge Chief.

#### Treasurer

- Fourth in line of succession when the Lodge Chief cannot be present
- Serve as the Chief Financial Officer of the Lodge.
- Be familiar with all OA and BSA policies pertaining to lodge management.
- Be familiar with Robert's Rules of Order.
- Supervise the Lodge Patch Design, and Trading Post committees in the performance of their duties
- Support and assist as needed with the operation of the annual Memorabilia show.
- Should attend all lodge functions.
- Should attend monthly Lodge Executive Committee meetings.
- Other duties as assigned by the Lodge Chief.

### **Lodge Officer Responsibilities continued**

#### Secretary

- Fifth in line of succession when the Lodge Chief cannot be present
- Serve as the Chief Information Officer of the Lodge
- Be familiar with all OA and BSA policies pertaining to lodge management
- Be familiar with Robert's Rules of Order.
- Supervise the Media, Publications, and Minutes Committees in the performance of their duties
- Should attend all lodge functions
- Should attend monthly Lodge Executive Committee meetings
- Assume the responsibilities of the Minutes Committee if the position of Scribe is vacant.
- Other duties as assigned by the Lodge Chief.

### **Chapter Chief Responsibilities**

#### Overarching Qualifications

- Be under the age of 21 for the entire term of office
- Be duly elected by the youth membership of the chapter
- Be registered as a dues paid member in the Boy Scouts of America and the Lodge
- Conduct himself at all times according to the highest standards of the Scout Oath, Law, OA Obligation and Lodge Code of Conduct

#### Lodge/Council Responsibilities

- Should attend trainings to enrich his knowledge and ability to serve as Chapter Chief including the Lodge Leadership Development Course
- Should attend each Lodge Executive Committee meeting and share the information with his chapter members
- Provide leadership in the planning and execution of the coming year's lodge events through the LEC
- Promote participation in the Lodge Operating committees to their Chapter's membership
- Participate in Lodge programs
- Understand the basic Lodge Policies and why they are in place including Lodge Rules, Lodge Operating Procedures, and Code of Conduct
- Maintain prompt communication with all Lodge Officers and Advisers
- Manage all unit elections in your district with integrity within the time frame established by the Lodge. Conduct a call out within the time frame as specified by the Lodge
- Maintain accurate election records and provide copies within the deadline set by the lodge
- Promote all Lodge/Section Events to your district's roundtable on a monthly basis
- Conduct regular chapter meetings
- Actively encourage and build ceremony teams in your district
- At each Ordeal, provide 2 Elangomats for every 10 candidates with a minimum of 4. The minimum number of Elangomats for any chapter providing an approved ceremony team will be 2
- Sees that the chapter supports the lodge in executing the Lodge's program
- Adhere to the chapter budget provided by the Lodge for yearly operations

### **Chapter Chief Responsibilities continued**

#### Chapter/District Responsibilities

- Establish annual goals and objectives for the chapter to support the attainment of Journey to Excellence Lodge recognition
- Serve on District Camping Committee and on the District Committee, if invited
- Work with the Chapter Adviser to seek advice and training
- Provide service to your district as requested by the District leadership. Services may include staffing camporees, cub events, and day camps
- Preside over all Chapter Meetings. Work from an agenda established in consultation with the Chapter Adviser
- Responsible for planning and conducting chapter activities through chapter officers and committee chairmen
- Provide an effective OA program within your district through involvement at District events and promotion of the OA to units
- Contact OA Troop Representatives in your chapter to attend chapter meetings
- Follow-up with Chapter members who do not attend chapter meetings to relay important OA information
- Delegate duties to fellow chapter officers and committee chairmen

### **Lodge Executive Board Responsibilities**

The Lodge Executive Board is responsible for the management of the day-to-day operation of the Lodge by performing their assigned duties and supervising the committees as specified in the Lodge Rules and these Operating Procedures.

1. They will adopt yearly Lodge Totem procedures defining beads, necklace set up, bead distribution, and any other policies/regulations needed to manage the program in coordination with the Lodge Recognition Committee. They should create a guide outlining all aspects of the program.
2. The Lodge Executive Board will enforce the Code of Conduct and address any infractions in consultation with the Lodge Key Three and the Supreme Chief of the Fire.

### **Committee Policies**

Committees may establish in depth policies and/or documents, approved by the Lodge Executive Board, which help carry out the committees' assigned responsibilities.

#### **Special Committees**

The Special committees of the lodge, as established in the Lodge Rules Art. VII Section I, are Lodge Rules, Founder's Award, and Vigil Honor Selection. These committees are supervised by the Lodge Chief.

#### **Lodge Rules**

The Lodge Rules committee's operation and makeup are as defined in the Lodge Rules Art. X. The committee meetings shall be conducted under Robert's Rules of Order.

## **Committee Policies continued**

### **Founder's Award**

The Founder's Award committee is responsible for soliciting and reviewing Founder's Award nominations and awarding up to the allotted number to those deemed worthy. The committee meetings shall be conducted under Robert's Rules of Order.

- a) The committee shall be made up of five non- Lodge Executive Board representatives (no more than one per chapter), two members of the Lodge Executive Board, the committee chairman, the Lodge Key Three, and the single committee adviser.
  1. The committee chairman shall be appointed by the Lodge Chief before the May LEC. The Committee adviser shall be appointed by the Lodge Adviser before the May LEC. The nomination form should also be made available to the LEC at the May LEC.
  2. The committee will be elected yearly at the May LEC. Nominations should be taken from the floor. A secret ballot will take place with each voting member voting for five members. The Lodge Key Three shall count the votes privately with the Founder's Award Committee Chair and Adviser, if available. The five with the most votes shall make up the committee. The next two highest shall be the alternates. If more than one representative is elected from the same chapter, the representative with the lower amount shall be dropped from committee consideration. The first alternate will take his place. The person with the next highest number of votes behind the two alternates will then take the replacements place.
  3. The representatives from the Lodge Executive Board shall be chosen by the Lodge Chief by the May LEC.
  4. All voting members of the committee shall remain anonymous.
- b) An alternate shall be used if a member of the committee is nominated for the award or if one of the primary committee members cannot attend the meeting. Alternates will not be chosen from the Lodge Executive Board or the non-voting membership of the Lodge. If a Lodge Executive Board member cannot attend the meeting or the member is nominated, then the Lodge Chief will select another officer to take his place.
- c) Each elected or appointed representative is entitled to a vote on the committee. The Lodge Chief and the chairman shall act in an advisory role only.
- d) The first round of voting shall be done informally. The committee (not including the advisers or non-voting members) should narrow the nominations by consensus.
- e) The second round of voting shall be done formally. 50% +1 of the vote is required to be elected for the award.
- f) If the number receiving 50%+1 of the vote is over the allotted number given by national, part d shall be repeated followed by repeating part e until that number is reached.
- g) The committee chair with the approval of the Lodge Key 3 may also use other procedures to determine recipients when special circumstances are present.
- h) They may have any other responsibilities as assigned by the Lodge Chief.

### **Vigil Honor Selection**

The Vigil Honor Selection Committee is responsible for soliciting and reviewing the Vigil Honor nominations, and awarding up to the allotted number to those it deems worthy of the award. The Vigil Honor Selection Chair in consultation with his adviser is responsible for the development, distribution, and collection of the Vigil Honor Nomination form. Said nomination form should be released at least 60 days prior to the submission deadline. The submission deadline will be established in consultation with the Lodge Key 3. The committee meetings shall be conducted under Robert's Rules of Order.

**Committee Policies continued**

**Vigil Honor Selection continued**

- a) The committee shall be made up of six non-Lodge Executive Board representatives (no more than one per chapter) – at least one should be vigil if available, two non-Vigil eligible Lodge Executive Board representatives appointed by the Lodge Chief, the Vigil Honor Selection Chairman, the committee adviser, and the Lodge Key Three. The current Lodge Chief will sit on the committee as a non-voting speaking member as long as he is not eligible for Vigil.
  - 1. The Vigil Honor Selection Chairman and adviser shall be appointed before February 1. The Lodge Chief shall appoint the Committee Chair.
  - 2. The committee will be voted on at the January LEC. Nominations should be taken from the floor. A secret ballot will take place with each voting member voting for six members. The Lodge Key Three shall count the votes privately with the Vigil Honor Committee Chair and Adviser, if available. The top six who receive the most votes will make up the committee. The next two highest shall be the alternates. If more than one representative is elected from the same chapter, the representative with the lower amount shall be dropped from committee consideration. The first alternate will take his place. The person with the next highest number of votes behind the two alternates will then become the second alternate with the previous second alternate becoming the first alternate.
  - 3. All voting members of the committee shall remain anonymous.
- b) An alternate shall be used if one of the primary committee members cannot attend the meeting. If a Lodge Executive Board committee member is unavailable, the Lodge Chief will select another to take his place.
- c) Each elected or appointed representative is entitled to a vote on the committee. The Vigil Chief will only vote in the case of a tie.
- d) A spokesperson will be selected for each nominee. Only one spokesperson will be allowed per nominee. The Vigil Honor Selection Chair will conduct the meeting as follows for each vigil nominee:
  - 1. The Vigil Honor Selection Chair, in consultation with the Vigil Adviser, will select at least one application to read to the committee and the committee will discuss the merits of the nominee. The spokesman will not be present during this phase.
  - 2. Once the Vigil Honor Selection Chair has determined no further discussion based on the nomination, the spokesman will be asked to give a three-minute presentation on their nominee. The committee will then be able to ask up to five questions of the spokesman. Once this questioning period has passed, the committee will commence voting.
  - 3. A simple majority vote will be needed from the committee with a tiebreaker vote from the Vigil Honor Selection Chair to be selected as a Vigil Honor Candidate. The spokesman will not be present during this phase.
- e) At the end of the committee meeting, the Vigil Honor Selection Chair will complete the Vigil Honor petitions as per the most current edition of The Guide to Officer and Advisers.
- f) All candidate selections by the Vigil Honor Selection Committee shall remain confidential and not be publicized until the Lodge Key 3 in consultation with the Vigil Honor Selection Chair and Adviser determines a suitable call-out place and time.
- g) The induction should take place at a location and time determined by the Lodge Key 3 in consultation with the Vigil Honor Selection Chair and Adviser.
- h) They should also have any other responsibilities as assigned by the Lodge Chief.

## **Committee Policies continued**

### **Lodge Standing Committees**

The Standing Operating committees of the lodge, as defined in the Lodge Rules Art. VII Section II, are Lodge Leadership Development (LLD), Camping Promotion, Service, and Membership.

#### **Lodge Leadership Development (LLD)** - Supervised by the Executive Vice-Chief

The LLD committee is responsible for administering, coordinating, and conducting, Lodge Leadership Development training programs throughout the program year. These training programs should focus on building the leadership and job-specific skill sets of the current and future lodge and chapter youth leaders. They are responsible for:

- Consulting with event chairman to administer LLD programs at Lodge program events.
- Planning and executing the yearly leadership development conference.
- Recruiting trainers and support staff they deem essential to conduct the event.
- Developing and implementing an effective promotional campaign to encourage participation in the event.
- Coordinating with the Lodge Secretary to utilize the lodge social media platforms as a promotional tool.
- Other duties as assigned by the Lodge Chief

#### **Camping Promotion** - Supervised by the Vice-Chief of Program

The Camping Promotion Committee is responsible for all aspects of camping promotion by the lodge within the council. They are responsible:

- Develop plans for camping promotion in coordination with the council camping committee that focuses on promoting program specific, year-round camping.
- Coordinate with chapters to encourage an ongoing camping promotion program that reaches every unit within their district utilizing both district programs and unit visitations.
- Explore the options for providing an online “Where to go” camping guide for unit leaders focusing on program specific camping opportunities.
- Explore options for conducting unit leader surveys related to summer camp participation, non-attendance, and experiences.
- Working with appropriate summer camp personnel to develop and execute OA programs at council summer camps.
- Promote summer camp staffing opportunities for all Arrowmen in the Lodge.
- Promote OA High Adventure programs, encourage youth member’s participation in these programs, and assist in arranging financial scholarships/aid as needed.
- Other duties as assigned by the Lodge Chief

### **Committee Policies continued**

#### **Service** - Supervised by the Vice-Chief of Program

The Service committee is responsible for all lodge service projects. They should assist in coordinating projects at the Ordeals, establish and conduct Days of Service, and coordinate service projects at Lodge events. The committee meetings shall be conducted under Robert's Rules of Order, or the committee may vote to be informal at its first such meeting. They should report this to the Vice-Chief of Program. They are responsible:

- Developing and implementing an annual Lodge service award
- Coordinating a service project at Spring Gathering or its equivalent
- Coordinating a service project at Fall Fellowship or its equivalent
- Planning at least three service projects for the community annually
- Planning and coordinating council camp days of service as requested
- Assisting the Ordeal Committee in coordinating projects at the Ordeals
- Serve as a resource for the chapter service committees.
- Promote adult participation in the council camp service corps, (BASS and WSC)
- Keeping accurate records of service hours for JTE
- Other duties as assigned by the Lodge Chief

#### **Membership**- Supervised by the Vice-Chief of Inductions

The Membership committee is responsible for membership management and retention within the Lodge.

- Coordinate with the chapters to maintain up-to-date membership records.
- Coordinate with the Lodgmaster Administrator to maintain accurate membership records.
- Coordinate with the Lodge Secretary to utilize lodge social media platforms to encourage lodge members to maintain a dues-paid status.
- Coordinate with the Inductions Committee to encourage Brotherhood conversion.
- Conduct semi-annual membership inventory to monitor trends in membership gain and loss.
- Develop and implement ongoing strategies to maximize membership retention.
- Other duties as assigned by Lodge Chief.

#### **Lodge Operating Committees**

The 2019 Lodge Executive Board deems the following committees are necessary this year; James E. West Fellowship Committee, Vigil Honor Reunion, Lodge Strategic Plan, Lodge Recognition, Adventure Camp, Unit Relations, Activities, Lodge Shows, American Indian Affairs, National Events, Conclave, Winter Banquet, Inductions, Ordeal, Ceremonies, Brotherhood, Elangomat, Patch Design, Trading Post, Publications, Media, and Minutes.

#### **James E. West Fellowship** - Supervised by the Lodge Chief

The James E. West Fellowship committee is a sub-committee of the Founder's Award committee and is responsible for the administration of the James E. West Fellowship as an annual lodge recognition program. The committee meetings when held shall be conducted under Robert's Rules of Order-Simplified.

Overview-The James E. West Fellowship recognizes a contribution of at least \$1000 to the council's endowment fund. Each year the lodge will raise these funds to honor one lodge member by contributing to the council endowment fund in that member's name who will then receive the James E. West Fellowship recognition items at the lodge annual banquet. This recognition will primarily be given for a "lifetime" of service to the Lodge, the Order of the Arrow, and Scouting.

**Committee Policies continued**

**James E. West Fellowship continued**

- A. The committee shall be comprised of the Lodge Executive Board (LEB) and the Founder's Award committee with the Lodge Chief serving as committee chairman. The LEB is responsible for all aspects of the James E. West Fellowship lodge recognition program with the exception of the nomination petitions review and selection process which is delegated to the Founder's Award committee.
- B. Each year the LEB will complete the following tasks;
  - 1. In cooperation with the Lodge Patch Design committee annually design and issue a limited edition dated James E. West Fellowship lodge flap. Each year one hundred of these fundraising lodge flaps will be released and one given as a "token of appreciation" for each donation of at least \$15.00 to the fund. Monitor fund donations to ensure that the annual goal of \$1000 is achieved.
  - 2. In cooperation with the Founder's Award committee chairman annually develop and distribute a James E. West Fellowship Nomination Petition. Said nomination petition should be released at least 60 days prior to the submission deadline. The submission deadline will be the same date as set for the Founder's Award and Vigil Honor Selection nomination forms. The LEB will be responsible for assembling all James E. West nomination petitions and submitting them to the Founder's Award committee chairman prior to the scheduled selection meeting of that committee.
  - 3. Following completion of the selection process by the Founder's Award committee and endorsement by the Lodge Key 3 coordinate the contribution to the council's endowment fund to ensure that the recognition items are available for presentation at the lodge annual banquet.
  - 4. Coordinate with the Winter Banquet and Lodge Recognition committees to plan, prepare, and schedule the appropriate presentation ceremony at the lodge annual banquet.
- C. Each year the Founder's Award committee will complete the following tasks;
  - 1. Annually at the completion of its Founder's Award selection duties the committee will take up the responsibility of selecting that year's James E. West Fellowship recipient using the following process.
  - 2. If any voting member of the Founder's Award committee has been nominated for this award and must be removed from the committee prior to considering the nominations, then a duly elected alternate shall be used. If this is not feasible or in the case of a non-voting member, the Lodge Key 3 is given the authority to act in the best interest of the lodge to insure the committee is able to fulfill its responsibility.
  - 3. Voting rights and responsibilities shall be as stated in the Lodge Operating Procedures for the Founder's Award committee.
  - 4. Once seated the committee shall review all nomination petitions and through discussion/informal verbal voting as needed rank all nominees according to worthiness. The voting members may also make nominations for consideration.
  - 5. The committee then formally votes by secret ballot to determine the recipient. If no nominee receives the majority vote, then all but the top two nominees are dropped, more in the event of a tie, and then the committee re-votes. Repeat the voting process until there is a majority vote winner.
  - 6. The committee chair with the approval of the Lodge Key 3 may also use other procedures to determine the recipient when special circumstances dictate.
  - 7. Once the committee has completed the selection process, the selected nominee's name is submitted by the committee chair to the Lodge Key 3 for endorsement and confirmation.
- D. The selection of the recipient, their identity, along with processes and procedures used shall remain confidential until public presentation and all participants are restrained from ever discussing the actions and considerations of this committee.

### **Committee Policies continued**

#### **Vigil Honor Reunion** - Supervised by the Lodge Chief

The Vigil Honor Reunion committee is responsible for coordinating a Vigil Honor Reunion as deemed necessary by the Lodge Key Three. The committee should be made up of all interested youth Vigils - appointed by the Lodge Chief, and Vigil advisers appointed by the Lodge adviser. It should be chaired by a senior Vigil youth. They are responsible for:

- Planning, promoting, and conducting a Lodge Vigil Honor Reunion at a location and date determined by the Lodge Key 3.

#### **Lodge Strategic Plan** - Supervised by the Lodge Chief

The Lodge Strategic Plan committee is responsible for designing a multi-year vision, mission, and purpose for the Lodge.

The committee meetings shall be conducted under Robert's Rules of Order. The membership of the committee will be made up of 10 youth members of the Lodge. These 10 members should consist of 2 current Lodge Executive Board members—appointed by the Lodge Chief, 4 non- Lodge Executive Board and nominated and voted on at the January LEC, with the approval of the Lodge Key 3, and 4 non-LEB members appointed by the Lodge Chief. A voting chairman will be appointed by the Lodge Chief in consultation with the Lodge Adviser. The Lodge Chief will sit as an Ex-Officio member of the committee and may choose to vote if his vote will affect the outcome of the vote. The committee will be responsible for:

- Establishing a long-term vision for the Lodge that aligns with the Council Strategic plan
- This plan should be formally endorsed by the Lodge Key Three and the Supreme Chief of the Fire, and should be adopted by a vote of the general membership by a majority vote.

#### **Lodge Recognition** – Supervised by the Lodge Chief

The Recognition Committee is responsible for the administration of annual recognition within the Lodge. The committee meetings shall be conducted under Robert's Rules of Order, or the committee may vote to be informal at its first such meeting. They should report this to the Lodge Chief. The committee is responsible for:

- Making recommendations to the Lodge Executive Board on all matters pertaining to lodge recognition.
- Selecting, procuring, and organizing the recognition awards to be given at the annual lodge winter banquet as approved by the Lodge Executive Board.
- Coordinating with other Lodge committees that manage and/or support lodge recognition awards as defined in the Lodge Operating Procedures.
- Coordinating the award presentations with the Winter Banquet Committee.
- Managing the awards section of the 2019 Lodge budget and making recommendations to the Lodge Treasurer pertaining to the awards section of the proposed 2020 Lodge budget.
- Consulting as needed with the Lodge Executive Board in matters pertaining to the Lodge Totem Recognition program.
- Maintain records of awards administered at Winter Banquet.
- Other duties as assigned by the Lodge Chief.

### **Committee Policies continued**

#### **Adventure Camp** - Supervised by the Executive Vice-Chief

The Adventure Camp committee is responsible for execution of the yearly lodge fundraiser. The committee meetings shall be conducted under Robert's Rules of Order, or the committee may vote to be informal at its first such meeting. They should report this to the Executive Vice-Chief. The committee is responsible for:

- Coordinating with the Activities and Shows Committees and the Treasurer for the successful completion of the event. The Activities and Shows Committee Chairs and the Treasurer should sit on this committee.
- Planning and conducting the Adventure Camp program.
- Developing the Unit Leader's Guide and promotional materials in a timely manner and coordinating with the Council Marketing and Communications staff for release.
- Coordinating the online unit registration process with the Lodgemaster Administrator.
- Staffing of Adventure camp.
- Coordinating the design and purchase of event staff t-shirts with the Treasurer.
- Managing the Adventure Camp section of the 2019 Lodge budget and making recommendations to the Lodge Treasurer pertaining to the Adventure Camp section of the proposed 2020 Lodge budget.
- Other duties as assigned by the Lodge Chief.

#### **Unit Relations** - Supervised by Executive Vice-Chief

The Unit Relations committee is responsible for all candidate elections in the Lodge. They are also responsible for overseeing the Lodge's Troop Representative Program and the Unit of Excellence Award. The committee meetings shall be conducted under Robert's Rules of Order, or the committee may vote to be informal at its first such meeting. The makeup of the committee shall be:

Unit Relations Committee Chairman: Oversees all Chapter Representatives to the committee. He provides resources and any necessary Lodge paperwork.

Unit Relations Chapter Representative: Oversees the elections process, camp promotion and troop representative appointments within the Chapters. This position will be filled by the Chapter Chief if no representative is selected by the chapter.

They are responsible for:

- Coordinating all unit elections in the council
- Monitoring elections for JTE compliance
- Troop Representatives in the Council
- Promotion and Execution of the OA Unit of Excellence Award
- Communicating election results to Ordealmaster and Executive Vice-Chief
- Other duties as assigned by the Lodge Chief

### **Committee Policies continued**

#### **Activities** – Supervised by the Vice-Chief of Program

The Activities committee is responsible for all events/activities at an event. The committee meetings shall be conducted under Robert's Rules of Order, or the committee may vote to be informal at its first such meeting. They should report this to the Vice-Chief of Program. They are responsible for:

- Assisting in the execution of all program events as directed by the committee responsible for it.
- Assisting the Trailblazer committee as needed in conducting the Trailblazer Adventure Camp program.
- Coordinating a yearly Fall Fellowship event with a program theme. Coordinate all activities during this event.
- Registering Drum and Dance Teams for Conclave/NOAC (Work with chairman of each committee as needed.)
- Coordinating with the Shows committee as needed to arrange event shows.
- Coordinating a yearly Spring Gathering or its equivalent with a program theme. Coordinate all activities during this event.
- Other duties as assigned by the Lodge Chief

#### **Lodge Shows** - Supervised by the Vice-Chief of Program

The Shows committee is responsible for developing, executing, and distributing all shows- related material in the Lodge. The committee is responsible for:

- Coordinating with event chairmen to develop shows-related material for each event.
- Coordinating with the Media committee to collect digital images for use in digital presentations during shows at lodge events.
- Maintaining an up to date log on all shows-related Lodge equipment.
- Develop non-inductions shows such as campfire programs, flag ceremonies, etc.
- Coordinate with the Publications and Media Committees to develop and distribute digital announcements and event promotions.
- Other duties as assigned by the Lodge Chief

#### **American Indian Affairs** - Supervised by the Vice-Chief of Program

The American Indian Affairs committee is responsible for all non-induction related Native American Events. The committee meetings shall be conducted under Robert's Rules of Order, or the committee may vote to be informal at its first such meeting. They should report this to the Vice-Chief of Program. The committee is responsible for:

- A yearly Pow-Wow at Spring Gathering or its equivalent
- Includes: recruiting drummers, dancers, purchasing materials for the ring, ensuring the drum is present.
- Coordinating Native American Craft Sessions at events
- Coordinate with Craft Guild on Ribbon Shirts, etc.
- Managing the AIA section of the 2019 Lodge budget and making recommendations to the Lodge Treasurer pertaining to the AIA section of the proposed 2020 Lodge budget.
- Coordinate Committee and Activities fair at every Ordeal in the evening
- Organize Drum and Dance showcase at every Ordeal
- Other duties as assigned by the Lodge Chief

### **Committee Policies continued**

#### **National Events** - Supervised by the Vice Chief of Program

The National Events Committee is responsible for all aspects of national events, and will only be formed during years there is a national event. The committee membership will have subdivisions for any national event in the year. If there no national events in the current year, the committee will not convene. The committee meetings shall be conducted under Robert's Rules of Order, or the committee may vote to be informal at its first such meeting. They should report this to the Lodge Chief.

The NOAC Sub-Committee will be responsible for:

- Creation of the Lodge NOAC Theme with LEC approval
- Creation of Lodge NOAC Fundraisers with approval of the Treasurer
- Creation of the Lodge NOAC Flap Set with LEC approval
- Purchasing of Lodge memorabilia and t-shirts for the contingent with LEC approval
- Establishing and making an attendance goal with the approval of the LEC within National Requirements
- Creating promotional materials to be placed on Lodge Social Media and Website
- Assisting the Ceremonies and Activities committees with registering their competitors.
- Other duties as assigned by the Lodge Chief.

#### **Conclave** - Supervised by the Vice-Chief of Program

The Conclave committee is responsible for coordinating the contingent of the Lodge to the SR-9 Conclave. They are responsible for all matters of the contingent. The committee meetings shall be conducted under Robert's Rules of Order, or the committee may vote to be informal at its first such meeting. They should report this to the Vice-Chief of Program. They are responsible for coordinating:

- Creation of the Lodge Conclave Theme
- Creation of the Lodge Conclave Flap Set and the purchasing of Lodge memorabilia and t- shirts for the contingent - With the approval of the LEC and correlation with the Lodge Treasurer.
- Meet established attendance goal.
- Creating promotional materials to be placed on Lodge Website
- Creating promotional materials to be placed on Lodge Social Media
- Assisting the Ceremonies and Activities committees with registering teams for competition.
- Other duties as assigned by the Lodge Chief.

## **Committee Policies continued**

### **Winter Banquet** - Supervised by the Vice Chief of Program

The Winter Banquet Committee is responsible for the execution of the annual Winter Banquet. The committee meetings shall be conducted under Robert's Rules of Order, or the committee may vote to be informal at its first such meeting. They should report this to the Vice-Chief of Program. The committee is responsible to:

- Conceive, develop, and implement a Banquet theme and program approved by the Lodge Executive Board that entertains our members, celebrates our accomplishments, and motivates us moving forward.
- Design and coordinate a timely promotional campaign to encourage attendance utilizing all available media platforms.
- Design and print the Winter Banquet program as approved by the Lodge Executive Board.
- Coordinate the Lodge recognition award presentations with the Recognition Committee.
- Coordinate all aspects of food service to insure a successful meal service.
- Coordinate with the Media Committee for a current "Year-in-Review" video presentation to debut at the banquet.
- Manage the Winter Banquet section of the 2019 Lodge budget and make recommendations to the Lodge Treasurer pertaining to the Banquet section of the proposed 2020 Lodge budget.
- Other duties as assigned by the Lodge Chief.

### **Inductions** - Supervised by the Vice-Chief of Inductions

The Inductions committee is responsible for all inductions and inductions-related concerns. They should administer Ordeals, supervise, recruit, and train Elangomats, coordinate ceremonies and ceremony sites, administrate the Brotherhood conversion, and supervise, recruit, and train Nimats. The committee meetings shall be conducted under Robert's Rules of Order, or the committee may vote to be informal at its first such meeting. They should report this to the Vice- Chief of Inductions. This committee should be made up of the Ordeal Chairman (Ordealmaster), Brotherhood Chairman, Ceremonies Chairman, and Elangomat Chairman (Head Elangomat) they are responsible for:

- Their individual committees in the successful completion of the Inductions Process.
- Candidate registration at Ordeals
- Dispersal of Spirit of the Arrow books
- Other duties as assigned by the Lodge Chief

### **Ordeal** - Supervised by the Vice-Chief of Inductions

The Ordeal Committee is responsible for all aspects of the Ordeal in the Lodge. The committee meetings shall be conducted under Robert's Rules of Order, or the committee may vote to be informal at its first such meeting. They should report this to the Vice-Chief of Inductions. They are responsible for:

- Overseeing the Ordeal process in consultation with the Vice-Chief of Inductions and Inductions committee
- Assigning Candidates to clans
- Assigning clans to ceremony teams
- Coordinating Candidate food distribution
- Handing out Spirit of the Arrow books
- Coordinating candidate registration
- Other duties as assigned by the Lodge Chief

## **Committee Policies continued**

### **Ceremonies** - Supervised by the Vice-Chief of Inductions

The Ceremonies committee is responsible for all ceremonies-related concerns. They should recruit ceremonialists, coordinate ceremony sites, assist in building teams, hold ceremony competitions at Fall Reunion, hold ceremony evaluations at Spring Fellowship or its equivalent, and register ceremony teams for Conclave/NOAC competition. The committee meetings shall be conducted under Robert's Rules of Order, or the committee may vote to be informal at its first such meeting. They should report this to the Vice-Chief of Inductions. They are responsible for:

- Ceremony evaluations at Spring Fellowship, or its equivalent, which must be completed by any team each year with a rating of excellent or higher in order for them to be eligible to perform at any Lodge event. Medaling at a section or national event will also count as an evaluation.
- Administering the Honor Ceremonialist Award
- Develop and implement the Lodge All-Star Ceremony Team
- Ceremony competition at Fall Reunion or its equivalent - if the LEC deems it necessary
- Pre-Ordeal, Ordeal, and Brotherhood Ceremony Sites and Rain Sites with Ordeal and Brotherhood Chairmen
- Recruitment of ceremonialists
- Registration of ceremony teams for NOAC/ Conclave in conjunction with the chairman of these committees
- Mentoring chapter ceremony teams
- Other duties as assigned by the Lodge Chief

### **Brotherhood** - Supervised by the Vice-Chief of Inductions

The Brotherhood committee is responsible for Brotherhood conversion in the Lodge. The committee meetings shall be conducted under Robert's Rules of Order, or the committee may vote to be informal at its first such meeting. They should report this to the Vice-Chief of Inductions. The committee is responsible for:

- Brotherhood Spirit of the Arrow book distribution
- Conducting the Brotherhood trail in accordance with the Guide to Inductions
- Coordinating with the Ceremonies Committee to have a certified team available to perform the Brotherhood ceremony
- Monitoring Brotherhood conversion rate for JTE compliance
- Recognizing chapters who meet the JTE requirements for Brotherhood
- Recruiting and recognizing Nimats
- Administering the Honor Nimat Award
- Other duties as assigned by the Lodge Chief

### **Elangomat** - Supervised by the Vice-Chief of Inductions

The Elangomat committee is responsible for Elangomats in the Lodge Induction process. The committee meetings shall be conducted under Robert's Rules of Order, or the committee may vote to be informal at its first such meeting. They should report this to the Vice-Chief of Inductions. The committee is responsible for:

- Coordinating and conducting Elangomat training as needed throughout the year.
- Supervising Elangomats during Ordeals in consultation with the Ordealmaster
- Administering the Honor Elangomat recognition program
- Coordinating with chapter chiefs and advisers to ensure the required number of Elangomats are provided and predetermined by the Brother registration deadline
- Other duties as assigned by the Lodge Chief

## **Committee Policies continued**

### **Lodge Patch Design** - Supervised by the Treasurer

The Lodge Patch Design committee is responsible for all aspects of the lodge patch design process and procurement. This includes all lodge patch issues; flaps, event/participation patches, fundraisers, and special releases. The committee meetings shall be conducted according to Robert's Rules of Order, or the committee may vote to be informal at its first such meeting. The committee chair should report this to the Lodge Treasurer. The committee adviser is responsible for acting as the liaison with patch production companies; in requesting pricing quotes, coordinating and finalizing embroidery production approval, and submitting all lodge patch orders as approved by the Lodge Key 3. The committee is responsible for:

- Soliciting designs for the annual lodge event patch set, establishing the design criteria for this patch set, reviewing submitted designs for compliance, and coordinating the presentation of these patch designs for the LEC's consideration.
- Editing, revising, and/or refining submitted patch designs to provide the best possible options for the LEC's consideration. Submission of a lodge patch design to this committee constitutes acceptance of this provision.
- Establishing and publicizing a timeline for this design process that results in an LEC selected and approved annual lodge event patch set at the December LEC meeting.
- Coordinating the patch design process and procurement in a timely manner with all lodge committees that require a lodge patch issue.
- Establishing deadlines as needed to ensure that all lodge patches are ordered and received in time for the event.
- Documenting and maintaining lodge records of all patch designs, expenses, orders, and vendors to aid the future work of the committee and the lodge.
- Manage the lodge patch expenses associated with the current lodge annual budget and make recommendations to the Lodge Treasurer in matters pertaining to lodge patch expenses/income in the preparation of the next year's lodge annual budget.
- Other duties as assigned by the Lodge Chief

### **Trading Post** - Supervised by the Treasurer

The Trading Post committee is responsible for all aspects of the Trading Post. The committee meetings shall be conducted under Robert's Rules of Order, or the committee may vote to be informal at its first such meeting. They should report this to the Treasurer. The committee is responsible for:

- Creating and procuring merchandise for sale in the Trading Post
- Staffing the Trading Post
- Maintaining an inventory of the trading post
- Reporting to the Treasurer and LEC the income of the Trading post since the last LEC
- Monitoring income and expenses for budget compliance
- Other duties as assigned by the Lodge Chief

## **Committee Policies continued**

### **Publications** - Supervised by the Secretary

The publications committee is responsible for all publications of the Lodge. They should write the quarterly Quivers, the Where to Go Camping Guide, and the yearly member handbook. The committee meetings shall be conducted under Robert's Rules of Order, or the committee may vote to be informal at its first such meeting. They should report this to the Secretary. They are responsible for:

- Publication of the Quivers online
- Recruitment of writers for the Egwa Tawa Dee Press team
- Preparation of the Where to Go Camping Guide and solicit input from the members on places to camp.
- Preparation and writing of the member handbook including History, Very Important Arrowmen, etc.
- Preparation and creation of fliers for each event in coordination with the Activities committee.
- Yearly contribution to the Lodge History Book.
- Other duties as assigned by the Lodge Chief

### **Media**- Supervised by the Secretary

The media committee is responsible for all digital media of the Lodge. They should update, take pictures, make digital movies, and post these to social media. The committee meetings shall be conducted under Robert's Rules of Order, or the committee may vote to be informal at its first such meeting. They should report this to the Secretary. They are responsible for:

- Taking pictures at all lodge events
- Cataloging and storing pictures to be maintained for promotional media.
- Creating remembrance and promotional videos using pictures, sound, and videos for each event. Upload these videos to Facebook and the Lodge YouTube.
- Providing content for the Lodge Website, Quiver, and Social Media
- Coordination of the yearly "Year-in-Review" presentation for Winter Banquet with the Winter Banquet Committee
- Creation of videos at events with OA related messages
- At least one post to the Lodge's social media assets per week
- Bi-weekly text messages to the Lodge through the texting service
- Uploading videos to the Lodge YouTube account.
- Exploration of new social media opportunities and reporting to the LEC any viable options for adoption to these procedures
- Other duties as assigned by the Lodge Chief

### **Minutes** - Supervised by the Secretary

The Lodge shall have a Scribe appointed by the Lodge Chief as suggested by the Secretary. The Secretary may appoint an alternate Scribe available to fill a temporary vacancy. His responsibilities shall be:

- Recording minutes at LECs and General Meetings
- Making minutes available one week after the meeting for review and correction.
- Submitting minutes free of grammatical and spelling errors to the Lodge Chief two weeks before the LEC.
- Other duties as assigned by the Lodge Chief