

# Lodge Operating Procedures

## Lodge Operating Procedures



Enda Lechauhanne Lodge #57  
Order of the Arrow  
Boy Scouts of America  
Greater Pittsburgh Council



Original (1.0) —

Chairman- John “Trae” M Welsh III

Members- Nate Delk, Joe Elwell (A) J. T. Gralka, Nate Howell,  
Bryan McCormick, Dave Milligan, and John Milligan

Revisal 1.1—

Chairman– John Groom and Kris Cummings

Members– David Blaushild (A), Elliott Ferrence, C.W. Kreimer  
(A), and John “Trae” Welsh III



Sec 0	Revision Listing	Page 1
Sec 0	Table of Content	Page 2
Sec 1	Lodge Rules	Page 3
Sec 2	Lodge Programs	Page 4
Sec 3	Lodge Events	Page 5
Sec 4	Participation in Order of the Arrow Events	Page 7
Sec 5	Communications	Page 8
Sec 6	Organization	Page 9
Sec 7	Election process	Page 17
Sec 8	Unit Elections and Procedure	Page 21
Sec 9	Membership Requirements	Page 23
Sec 10	Insignia	Page 25
Sec 11	Chapter Protocol	Page 26
Sec 12	Drug, Alcohol, and Tobacco Policy	Page 27
Sec 13	Frequently Asked Questions	Page 28
Sec 14	Awards	Page 30



## Lodge Rules

*Each lodge should develop and formally approve a written set of lodge rules to govern its operations. These rules should be reviewed annually and should cover topics like insignia, officers and advisers, officer election and Replacement, meetings, activities, and dues. In addition, the national Order of the Arrow committee requires that the following rules be incorporated into all lodge rules. No lodge rule, policy, or procedure may deviate from or change in any manner a requirement in the current printing of any of the Order's literature.*

### I. Mission.

The mission of this 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.

### II. Name and affiliation of lodge.

The lodge shall be known as: Enda Lechauhanne Lodge, #57 Council No. 527, Boy Scouts of America, and shall be under the supervision of the council camping committee and the administrative authority of the Scout executive.

### III. Election to membership.

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

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

### IV. Officers.

A. The officers of this lodge shall be lodge chief and Lodge Vice Chiefs of Lodge Operation, Membership, Lodge Relations, Service Opportunities, and Fellowship Opportunities. These elected officers must be younger than 21 during their entire term of office.

C. The Lodge Executive Board shall be composed of the Elected Lodge Officers, Lodge Adviser, Scout Executive, and Lodge Staff Advisor

B. The lodge executive committee shall be composed of the elected lodge officers, lodge operating committee chairmen, lodge adviser, chapter chiefs, chapter advisers (where applicable), Scout executive, and lodge staff advisor.

### V. Brotherhood membership.

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

### VI. The Vigil Honor.

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

### VII. Lodge Rules Location

Lodge rules will be intermixed with the national Policy (*Order of the Arrow Guide of Officers and Advisers*) in the Enda Lechauhanne's Lodge Operating Procedure Booklet outlining all written rules of the Lodge.



## LODGE PROGRAM

The first step to creating a good program is to lay out the entire year's plan in advance and let everyone know about it. To do this, the lodge chief should work closely with his officers and advisers to determine the lodge's goals and objectives for the coming year, for these dictate its program. From this initial planning session, a lodge program plan book is created. The plan book should include a calendar of events, describe the program of emphasis, and serve as a guide or plan throughout the year. The lodge program should be directed toward achieving the purpose of the Order, camping promotion, council service, leadership development, and cheerful service to the community. Preparing and distributing a "Where to Go Camping" booklet for unit leaders and making camping promotion visits to all Boy Scout troops and Varsity Scout teams are important parts of the lodge program. Lodges are expected to plan a program and activities to support the purpose of the Order, the local council, and its units through outdoor program promotion and service. This includes the council resident camps, camp facilities, unit camping, Cub Scout outdoor experiences, and the Webelos-to-Scout plan. In recent years, this has expanded from traditional areas such as unit camping promotion visits, American Indian dance performances at blue and gold banquets, and troop Scoutcraft skill resource teams to include many new fields, such as ecology, Scoutreach mentoring, and membership extension. Many lodges hold an annual social affair to which members' friends and family, or the community at large, are invited. These functions often serve as a means of raising funds to provide camp scholarships or for other worthwhile lodge projects. Typical events include hayrides, fish fries, annual banquets, winter carnivals, canoe trips, barbecues, and winter campouts. It must be remembered that prior to embarking on any type of fundraising project, close coordination and approval by the council must be secured. Business meetings are essential to the administration of the Order. These include lodge executive committee meetings and other lodge committee meetings, which occur as necessary to accomplish their tasks. Lodge meetings, where the entire lodge membership gathers, are held much less frequently, and these are often in the form of a lodge fellowship weekend, conclave, or pow wow. Lodges organized by chapters conduct chapter membership meetings monthly or once every other month to deliver the Order of the Arrow program to the membership, foster communication, and organize the lodge's effort to serve the council.

**Calendar of events.** The lodge executive committee is expected to develop a calendar policy, scheduling meetings to fall at regular intervals and at a routine time and place to improve attendance. Activities should fall on set weekends each year. In developing the calendar, make an effort to eliminate conflicts in scheduling. Take into account district and council activities, and avoid significant national, state, local, or religious holidays and important community or school events. The lodge calendar should be incorporated into the council planning calendar. Caution should be exercised to not over program the lodge functions and distract from quality unit programs. *Remember, the Arrowman's first responsibility is to his Scouting unit.*

**Promoting activities.** The best way to promote lodge activities is by earning a reputation for quality programming—make every event a success. Other effective ways of promoting active participation are through proper coverage in the lodge newsletter and Web site, general distribution of the lodge calendar, special fliers or postcards, the OA troop/team representatives, and phone call reminders shortly before the activity. At each event, whether it is an activity or simply a meeting, take time to encourage members to attend the next scheduled activity, and to bring a fellow Arrowman who isn't present that day. A key to promoting any event is to begin the promotion well enough in advance so that people can be sure to hear about it and place it on their calendars. In today's busy world, last-minute or late promotion is about as good as no promotion at all.



## Events

### Lodge Meetings

The main focuses of Lodge Meetings are to inform the Lodge Members of relevant information and to also receive information and entertain discussion by members of the Lodge. Also, this is an opportunity for the LEC to discuss upcoming events to cause preparedness. Any member is able to attend the meetings provided that they are in good standing. Lodge meetings are held at Flag Plaza starting at 2 PM on the 3<sup>rd</sup> Sunday of the month, unless posted otherwise on the Lodge Calendar.

### Winterfest

The main focus of Winterfest is fellowship. This event is one where the Potomac homes of Heritage Reservation are utilized for lodging and Camp Independence is used for program. Program differs from year to year based around a theme. There are also training opportunities available for those wishing to take advantage of education. For adults looking to attend, but want to work to improve the camp, may have this available upon request of the Lodge Chief. This is also an opportunity to do Brotherhood Counseling with a Brotherhood Ceremony.

### Family Banquet

The Family Banquet is an event that brings in the arrowman's family to see what the Lodge is all about, and to also honor fellow Arrowman that have provided much service or dedication to the Lodge or Camping. This is the premier event that showcases exactly what the Lodge has done and is planning to do. This is also the event that the new Lodge Officers are sworn in.

### Preceremonial

This is a Saturday that the Lodge works to prepare Heritage Reservation for the coming Spring Ceremonial. The main focus of the weekend is to strick tents and to work with the rangers to ensure that everything that needs open or prepared has done so. For Arrowman that attend, Meals are provided at the expense of the Lodge to persuade more Arrowman to assist.

### Spring Ceremonial/ Fall Ceremonial

The Ceremonial weekends are 2 of the opportunities for the new ordeal candidates to do their ordeal and become members of the Lodge at the Ordeal level. Members of the Lodge are also encouraged to attend to help provided service to Heritage Reservation. Many different service projects are worked on, based on what the rangers need done. This is also an opportunity to do Brotherhood Counseling with a Brotherhood Ceremony.

### Spring Service Weekend/ Fall Service Weekend

The Ceremonial weekends are 2 of the opportunities for the new ordeal candidates to do their ordeal and become members of the Lodge at the Ordeal level. Members of the Lodge are also encouraged to attend to help provided service to Greater Pittsburgh Council's Satellite Camps. Satellite Camps are rotated between so that they are given service on a regular basis. The Satellite Camps include: Anawanna, Baker, Guyasuta, and Twin Echo. Many different service projects are worked on, based on what the ranger needs done. This is also an opportunity to do Brotherhood Counseling with a Brotherhood Ceremony.

### Conclave

The Section NE – 4B rotates among its members the hosting of this Section event. This is a fellowship event that is focused for others of the section to meet, and share ideas. Program varies from year to year, but training is one of those items. In addition to that, Lodges compete in many different areas to see which Lodge is the best for different activities and skills, including sports.

### Summer Camp

During the coarse of Summer Camp there are many opportunities. There are 8 opportunities for one to work on his Brotherhood. Also, there are 8 opportunities for Troops to have the Ordeal Call-out Ceremony preformed. In addition to this, all merchandise is available for purchase at the Trading Posts.

### Lodge Leadership Development (LLD)

LLD is a chance for youth members to learn more about the Lodge and to also expand their set of skills. Attendance is open to all Lodge members that are interested in training Leadership skills, along with other related skills. This is held in conjunction with Greater Pittsburgh Council's University of Scouting.



Enda Lechauhanne Lodge #57  
Order of the Arrow  
Boy Scouts of America  
Greater Pittsburgh Council

## Lodge Operating Procedure

### Section 03

### Events

#### Community Service Project

The time frame of the Community Service Project varies depending on the project from year to year. This is a project that is discussed at the Lodge Meetings by the LEC and then lead by the Community Service Project Chairman. This is a great possibility for members of the Lodge to provide service to the community.



## Participation in Order of the Arrow Events

Qualification for registration to any and all Order of the Arrow sanctioned events is conditional on the membership status of the Arrowman within the Lodge. Members must pay their yearly dues in full prior to registering for or attending any Lodge events. Likewise, Arrowmen should be in good standing with their unit as members of Greater Pittsburgh Council.

Arrowmen are required to provide the specified medical and emergency contact information prior to being granted admission into the event.

Attendance at Lodge events is conditional on the behavior and conduct of the arrowman. The Lodge Adviser and Lodge Staff Adviser reserve the right to dismiss Arrowman from Lodge activities who do not adhere to Lodge policies and/or local/federal laws and ordinances.



## Communications

The purpose of communications is to facilitate the dissemination of information from the lodge to the member at large. Communication can occur in many different forms. It is generally observable that nearly *all* forms of communication must be employed if *everybody* in a particular group is to receive the information.

It is the purpose of this article to define the types of communication used by the lodge, and also to explain the proper use of these types of communication.

The following are examples of practical communication that is employed by the lodge.

- Written Letter
- Telephone
- E-mail
- Web Social Group (e.g. MySpace, Facebook, Yahoo! Groups etc.)
- Instant Messaging
- Voice Over IP Services (VOIP) (e.g. Skype, Google Talk, etc.)
- Word of mouth

It is necessary that each of the aforementioned forms of communication is in some way monitored, moderated, and administered in order to satisfy all Council and National guidelines, especially those relating to Internet communication.

The majority of communication is created and administered by the Lodge Executive Board. This communication includes written letter sent to members at large via the council and word of mouth by means of Lodge Meetings and Lodge functions.

Central Information Services is responsible for creating, editing, printing, and distributing the Lodge's newsletter *The Enda Arrowman* with the guidance of a capable and dedicated adviser and the Lodge Executive Board. *The Enda Arrowman* is distributed on a quarterly basis.

Internet Communication must be administered properly. The Internet Committee is responsible for all of the content sent to and from the Lodge's website, <http://www.enda57.org>. The majority of this information is posted in the form of web pages (e.g. .html, .htm, .asp, .php, etc.). The content of these pages must be approved by a member of the Lodge or Council Board who is over the age of 21. In addition, all e-mail communications are to be monitored by the Internet Committee (including, most importantly, a capable, dedicated Adviser who is over the age of 21) to be certain that e-mail messages are appropriate and that the system is neither misused nor abused. It is for the general safety and security of the Arrowmen for whom it serves that the Internet Committee must be vigilant and responsible for the constancy and material of the content of our Internet Communications.

It is a bit unreasonable to expect the lodge to have complete control of third party communications such as e-mail (not hosted by [enda57.org](http://www.enda57.org)), Instant Messaging (e.g. AIM), VOIP services (e.g. Skype) and social networking sites (e.g. Facebook). Therefore, these means of communication must in no way be attributed as Official Lodge communication. Members of the Lodge should be made aware that these forms of communication are not officially supported by the Lodge and cannot be monitored nor moderated by the Lodge or Council. They are to use these means of communication at their own risk.



## Organization

Next to the membership itself, the lodge is the most important element in the Order of the Arrow because that is where the program is carried out. But before it can carry out the program, the lodge must be properly organized. The Scout executive is the final authority of the Order within the council and, because of this, holds the title of Supreme Chief of the Fire. It is the Scout executive's job to see that the lodge adheres to national policy. Each year the Scout executive appoints a volunteer to serve as lodge adviser. As Deputy Supreme Chief of the Fire, the lodge adviser assists the Scout executive in guiding the operation of the lodge program. This person also serves as a member of the council camping committee and may be elected to the council executive board. The staff adviser, as Chief of the Fire, acts on behalf of the Scout executive in giving guidance to the lodge.

The title of Camp Chief of the Fire is used to designate the Boy Scout resident camp director. Many lodges are broken down into smaller organizational groups called chapters. Chapter advisers and staff advisers are appointed annually by the Scout executive to support the purpose of the Order and give active leadership to that purpose. All advisers should be Scouters with considerable experience in the Order of the Arrow.

Lodge and chapter advisers need to work closely with district and council volunteers and professional Scouters. It is the adviser's responsibility to see that the Order is working in close support of and in harmony with the council and district program. *It must at all times be remembered that the Order is an extension of Scouting, an integral part of it, rather than a separate program.* The lodge adviser and lodge chief serve as members of the council camping or Boy Scout committee, while the chapter adviser and chapter chief serve on the district camping or Boy Scout committee.

Optionally, with the prior approval of the Scout executive, the lodge or chapter adviser may appoint an associate lodge adviser or associate chapter adviser annually to help fulfill the mission of the lodge. One associate at the chapter level should be enough; at the lodge level more than one position may be appropriate, depending on the size of the lodge and the duties assigned. If too many associates are appointed, they may interfere and cause confusion for the youth trying to lead. Service in any of these positions should not be considered an automatic pathway to the chapter or lodge adviser role.

**Lodge officers.** The elected officers of the lodge are the Lodge Chief, Lodge Vice Chiefs of Lodge Operation, Membership, Lodge Relations, Service Opportunities, and Fellowship Opportunities. Some lodges find it desirable to elect more than one vice chief. Arrowmen desiring to serve as a lodge (or chapter) officer or committee chairman must meet the following eligibility requirements:

1. Be currently registered in Scouting, in the council that charters the lodge.
2. Be a member in good standing in the lodge.
3. Be younger than 21 for the entire term of office. Officers serve a one-year term. Suggested terms of office are a calendar year, January 1 through December 31, or a school year, September 1 through August 31. Officers may be re-elected. It is recommended that lodge officers hold no other office in the Order of the Arrow. This practice will allow the officer to devote his entire effort to the successful performance of the duties and responsibilities of his office. Lodge chiefs who are elected to be chief of a section, while in office, must resign the lodge chief position within 30 days after election as section chief. All members of the lodge younger than 21 are eligible to vote. Enda Lechauhanne's terms start March 15<sup>th</sup> (or date of Family Banquet) and run to the next Family Banquet of the following year.

**Lodge Executive Board.** The executive Board of the lodge—a key group—consists of the youths serving as lodge officers, the Lodge Advisers, the Staff Adviser, the lodge adviser, and the Scout Executive. If there are chapters in the lodge, the chapter chiefs and chapter advisers are members of the Lodge Executive Board. Any Lodge member is welcome to attend executive committee meetings as an observer. The executive committee is the steering committee of the lodge. It faces the problems, studies possible solutions, and then, through the lodge or chapter committee organization, acts. It carries on the business of the lodge, coordinating the work being done by officers and operating committees. Regardless of any executive committee decision or undertaking, the lodge must operate within the policies established by the national Order of the Arrow committee.

The lodge chief is chairman and presides over meetings. He is expected to prepare agendas and share them with the lodge and staff adviser before sending them to committee members with the meeting announcement. A definite schedule for executive committee meetings should be established before the start of the lodge year. Meetings held monthly or every two months are the customary pattern. Each committee member should have a schedule of the meetings. It is understood that the lodge chief or Scout executive is privileged to call a special



meeting of the committee if the need arises. The executive committee is a relatively small group and thus is able to handle the business of the lodge in a quick and efficient manner. The entire membership of the lodge should, however, hear a report of all major decisions and projects being planned.

Members of the executive committee who are staff members at Boy Scout resident camp may serve on the Order of the Arrow camp council to handle the Order's business during camp. When not in camp, the lodge chief appoints an Arrowman to serve as camp chief.

**Key 3 leadership.** The working relationship of the chief, volunteer adviser, and professional staff adviser is commonly referred to as the "Key 3." Key 3 leadership is common to all levels of the Order: chapter, lodge, section, region, and national. The Key 3 should meet regularly at each level to establish goals and to evaluate progress toward those goals.

**Operating committees.** For the lodge to achieve its camping promotion and cheerful service objectives, a number of operating committees must be organized to implement its programs.

Committee chairmen are appointed by the lodge chief with the approval of the lodge adviser. They become members of the executive committee and may pick their own committee members subject to the approval of the Lodge Chief.

Each operating committee should have one or more adult committee advisers to guide committee work. They are appointed by the lodge adviser in consultation with the lodge chief and are approved by the Scout executive or staff adviser. It is the adviser's job to provide information, instruction, and coaching for the committee members. Every Arrowman should serve on one or more committees. In this way, all members share responsibility for lodge activities and projects. Lodge officers should not be burdened with all the details of committee meetings and related projects. Here are some of the basic lodge operating committees:

**Ad hoc committees.** Committees are sometimes appointed on a temporary basis to carry out some specific assignments such as lodge officer nominations, Vigil Honor nominations, lodge rule revisions, or running a single service project, a banquet, or other major lodge activity. Some of the larger lodges broaden their committee structure to include editorial, public relations, American Indian dance team, costuming committees, etc. Lodges organized by chapters should have corresponding chapter-level committees with the chapter committee chairman serving on the lodge level committees.

Job listing with Details and description

### Special Division and Lodge Chief

The "Special" division of the lodge is composed of committees that do not fit well underneath the Vice Chiefs of Lodge Operations, Membership, Lodge Relations, Service Opportunities, and Fellowship Opportunities. These are committees that usually only have one job that they perform during the year (Such as the [Nominating Committee](#)), or committees that are not open for anybody to join (Such as the [Vigil Honor Committee](#)).

Chairmen of Special division committees report directly to the Lodge Chief. Committees in the Special division are different from Ad-Hoc committees. Ad-Hoc committees are temporary committees and are not a member of the Executive Committee.

The Lodge Chief has the following responsibilities:

- Responsible for the adherence of the Lodge to the policies and procedures of the Order of the Arrow as set forth by the National Committee.

- Sets agendas and presides over all Lodge Executive Committee and general membership meetings.

- Provides advice to Officers and Committee Chairmen.

- Promotes training for Officers and Committee Chairmen.



- With the aid of his Advisers, appoints Committee Chairmen of all committees. The Lodge Chief has the authority to remove any Committee Chairman or Officer and appoint a successor with the concurrence of his Advisers. The Chief also may recommend to the Lodge Adviser removal of other Advisers.
- Responsible for seeing that each committee is properly functioning. He should make every effort to channel his authority through the appropriate chairman. If a chairman in any division does not fulfill his duties, the Lodge Chief may temporarily take charge of the committee.
- Oversees the performance of the Vice Chiefs of Lodge Operations, Membership, Lodge Relations, Service Opportunities, and Fellowship Opportunities. The Chief should delegate his authority through his Vice Chiefs, ideally providing them maximum latitude in dealing directly with the Committee Chairmen under their designated divisions.
- Selects a theme for the Lodge Year. Through the Vice-Chiefs, see that meeting themes, activities and projects coincide with the yearly theme. The Chief should deal directly with Special Committee chairmen to coordinate their efforts with the efforts of other Lodge Officers and Chairmen.
- Undertakes Lodge Service and special projects with the aid of his Advisers.
- Creates, oversees and coordinates Special Committees, as needed, with the aid of his Advisers.
- Represents the Lodge at all Section Council of Chiefs meetings, if cannot attend he is to ensure that the Lodge is Represented.
- Responsible for maintaining the Manual of Administration and proposing amendments to the Lodge Rules.
- Additional duties as outlined in the latest edition of the ORDER OF THE ARROW HANDBOOK.
- Establishes Goals for the year for the Lodge to achieve.
- Responsible for ensuring that the planning process of all activities are on schedual.
- Reminds the LEC that their attendance is encouraged at all events, Lodge meetings, and LEC meetings.

#### **2009 Conclave Chairman**

The job of the 2009 Conclave Chairman is extensive. He is responsible for the organization of the Conclave of 2009 and the Hosting there of. He is to oversee and administrate over the whole project by having a number of Vice Chairman to specialize in each area to ensure that all areas are covered so that every detail is covered. It is the responsibility of this chairman to work with the advisor for any special programming that is to be planned for the conclave such as but not limited to Fireworks, outside vendors, and Auction Items. This Committee is a part of the "Special Division" committees and reports directly to the Lodge Chief for this reason. This committee is not to be treated as an Ad Hoc committee meaning that it will receive a vote in LEC meetings and is a member of the LEC.

#### **Finance Committee Chairman**

The job of the Finance Committee Chairman is highly important. He is responsible for the operating budget of the Lodge. He is to be continually evaluating the current state of the budget and look for adjustments what will need to be made in the future. The Chairman is also to keep the LEC and Executive Board informed on what is happening with the accounts. The Chairman is to be consulted on any financial discussion or business to ensure that the Lodge is in a position that affords the current discussion. The Finance Committee Chairman reports to the Lodge Chief Directly, and is to be expected to attend Executive Board meetings at the request of the Lodge Chief.

#### **Vice Chief of Lodge Operations –**

The Vice Chief of Lodge Operations reports directly to the Lodge Chief, and is in charge of overseeing Publications, Internet, Register, Commissary, and Enda Traders. He should work with each of these committees to insure that they are properly prepared to do what needs done. Also, He should work with the Chairman to make sure that they have had the proper training and promoting more training when possible. The Vice Chief should commonly work with all of the other Vice Chiefs, primarily the VC of Fellowship and the Vice Chief of Membership, to make sure that these events are the best that they can be.

#### **Central Informaiton Services (CIS) Chairman**



The following attempts to outline the roles and responsibilities of the Lodge Central Information Services Committee (CIS) (formerly referred to as the Publications Committee).

The primary responsibility the CIS Chairman is to oversee planning, creation, drafting, editing, revising, printing, and mailing of the quarterly lodge newsletter, The Enda Arrowman. The Enda Arrowman is a two-fold 17 x 11 news letter that contains important information inserts inside. This includes, but is not limited to: lodge event registration cards, lodge dues payment cards, event information, Home Troop Election request forms, and Out of Council Call-out requests. It is the responsibility of CIS to work with the lodge and council to mail the newsletter out timely and appropriately.

The committee is also responsible for working with the lodge and council to cover the costs of printing and mailing our publications.

CIS is also responsible for collecting feedback on The Enda Arrowman and making subsequent changes or addition, per the approval of the Lodge Executive Committee.

The committee may also work with the Lodge Internet Committee by providing relevant information for the monthly e-newsletter. This endeavor is mostly the responsibility of the Internet Committee, however, CIS should support and assist them with this newsletter in conjunction with The Enda Arrowman.

The CIS chairman is also to recruit a Vice Chairman who will serve as the Internet Chairman. The Internet Chairman does not hold an LEC position or have a vote in a roll call voting.

The primary responsibility of the Internet Committee Chairman is to oversee updates and maintenance of the lodge's website, enda57.org. The site should contain current and relevant information as provided by the lodge and council. This includes, but is not limited to: general lodge information; event dates and details; event registration forms; lodge dues payment forms; chapter information; chapter news; committee reports; Key Three reports; yearly Vigil Call-out, award, and recognition reports; "Chiefly Speaking"; event photos; and Executive Board contact information.

The Chairman is also responsible for up-keeping lodge e-mail accounts (e.g. chief@enda57.org). He should work with the LEC and Lodge Executive Board to be sure that e-mail accounts are being used and maintained properly. It is the responsibility of the Internet Committee Chairman to maintain security of the website back-end, all lodge e-mail accounts, and all password protected areas. He report any possible breaches of security to his adviser and the Lodge Executive Board.

The committee must work with Central Information Services (CIS) to produce a monthly email newsletter, per the request of the Executive Board. This newsletter will be sent to any member-at-large who wishes to receive e-mail/website notifications and will contain relevant lodge information (i.e. event details, upcoming Brotherhood Conversion opportunities, Family Banquet updates, etc.).

It must be noted that all updates being made to the site, including addition of photos and news updates, MUST be approved by the Internet Committee Adviser, Lodge Adviser, Lodge Staff Adviser, and/or Scout Executive. This approval satisfies Greater Pittsburgh Council's and the Boy Scouts of America's Internet safety guidelines.

he committee is responsible for gathering and reporting feedback on the website and executing subsequent changes and additions based on that feedback, per the review and approval of the Lodge Executive Committee.

#### **Enda Traders Chairman**

It is the responsibility of the Committee to organize a yearly/bi-yearly sale of Lodge merchandise (e.g. t-shirts). The committee is to work with a distributor who will print and/or embroider the apparel. The committee is to report back to the lodge with prices and discount information. They will then create an order form and present it to the lodge, which, upon approval, will be distributed to the lodge. The committee will collect all necessary fees and will distribute the merchandise at an appropriate time after it has been delivered. The Enda Traders Committee Chairman must also work with his committee and adviser to organize and execute the sale of merchandise at lodge events (i.e. Ceremonials, work weekends, etc.).

Lastly, it is the responsibility of the committee to care for all merchandise. This includes transporting the merchandise to and from lodge events. The committee may make arrangements with the lodge to find a location to store the merchandise while it is not in use.

It must be noted that youth members of the committee must handle money as minimally as possible. It is the responsibility of the adult adviser, the Lodge Adviser, the lodge Staff Adviser, and/or the Scout Executive to handle all cash, checks, money orders, and other legal tender.

#### **Registrar Committee Chairman**

The primary responsibility of the Registrar Committee is to uphold and maintain the Lodge membership database. The committee will be responsible for updating the database on a regular basis and maintaining the correct information for each Arrowman in the Lodge.



The Registrar Committee is also responsible for producing and sending Arrowmen membership cards. If an Arrowman is unsure the status of his or her membership in the Lodge, it is the responsibility of the committee to verify his or her credentials and report back to him or her.

The committee is also responsible for executing registration at Lodge events. These events include, but are not limited to: Fall Ceremonial, Fall Work Weekend, Winterfest, Spring Ceremonial, and Spring Work Weekend. The committee will process each Arrowman at the event, collect his or her outstanding payment, and issue him or her a wristband to signify his payment is complete and he is approved to attend the event.

### **Commissary Chairman**

The primary responsibility of the Commissary Committee Chairman is to oversee the planning, purchase, storage, preparation, and serving/distribution of all food, food supplies, cooking materials, and paper products for all meals for the lodge on lodge weekends. These meals include, but are not limited to: Breakfast Lunch, Dinner, and Cracker Barrel at Fall Ceremonial, Fall Work Weekend, Winterfest, Spring Ceremonial, and Spring Work Weekend.

Also, the committee is responsible for preparing lunch for the Ordeal Candidates at each event and the steak breakfast for the Vigil Honor class at Spring Ceremonial.

The committee is responsible for cooking the meals safely and efficiently. It is the responsibility of the Commissary Committee Chairman and his adviser to maintain a safe work environment for the committee.

The committee is also responsible for recruiting help with cleanup and sanitation of cooking supplies. The committee is responsible for preparing the Dining Hall before each meal, making certain that there are enough tables, eating utensils, place settings, etc. for each Arrowman at the event.

### **Vice Chief of Membership**

The Vice Chief of Membership is responsible for overseeing the entire membership composition, advancement, and progression of the lodge. He is responsible to oversee that the entire Ordeal process is correctly administered, and that the entire process is impressive to candidates. He is responsible for ensuring maximum Brotherhood conversion, and ensuring Brotherhood conversion is done correctly. He oversees all of the special recognitions, and sees that they are done correctly. Preferably, this Vice Chief should have previous experience in the committees of ceremonies or inductions, and should be well-versed in the national policies, such as the Guide to Inductions.

### **Ceremonies Committee**

The lodge ceremonies committee and ceremonies chairman are responsible for the successful execution of the ceremonies published by the national Order of the Arrow. The chairman is to ensure that ceremonies are authentic, impressive, and well-prepared. All actors in the ceremonies committee should know their lines well and do their best to portray their principle. The committee does Pre-Ordeal, Ordeal, and Brotherhood ceremonies at weekends, the Vigil call out ceremony at Family Banquet, the ceremonies evaluation at Conclave, and any other functions upon request.

### **Inductions committee-**

The lodge inductions committee oversees the entire ordeal and brotherhood conversion process of the lodge. The chairman ensures that Ordeals are carried out according to the national Guide to Inductions. This person is responsible for recruiting and training elangomats to serve with each clan throughout an induction weekend. The committee ensures that all Ordeal candidates are in good health, and that all receive nourishment at appropriate times. The committee also oversees brotherhood counseling, and ensures that all chapter chiefs are trained in conducting brotherhood counseling.

### **Vigil/ Special Recognitions Committee**

The special recognitions committee is a committee that is active for about half of the year. In the fall, they advertise for lodge members to submit vigil nominations by the deadline. The committee is then responsible for collecting the nominations, and meeting to select the vigil class, along with other awards such as Silver Acorn, Founders Award, and Vigil Class honoree. The committee is then responsible for arraigo to send the appropriate petitions, recording and compiling bios for Family Banquet, and preparing for the Vigil at Pre-Ceremonial weekend. At Spring Ceremonial, the committee oversees the Vigil on Friday night, and is responsible for conducting the appropriate Vigil ceremonies. The special recognitions chairman should be a vigil member of the lodge under the age of 21.



### Vice Chief of Lodge Relations

The Vice Chief of Lodge Relations is responsible for overseeing the Chapter's administration, the Planning of Training, and the promotion of scouting and the Order/Lodge to the Units and council. He should oversee the Chapter Chiefs offering hints and strategy to aid in their program. He should provide assistance with all Unit Elections that are needed as well as head the training for Home Troop Elections. He should oversee the creation of the *Where to go camping* booklet as well as oversee the promotion of camping as done by his committees. He is in charge of watching the process of planning trainings throughout the year for LLD, HTE, August Planning Conference, and the February Planning Conference. This Vice Chief should have had prior experience in the Chapters and or Promotion. Also, the word Oversee should be stressed as he is to administrate over all items previously stated and only step in to correct when asked to or when needed.

### Training and Relations

This committee is responsible for the PLANNING of all training events. They are to ensure that a syllabus for each of the training is completed. Along with this they should ensure that all courses have a trainer that is well versed in that particular field. This committee should work with the Vice Chief of Relations to ensure that the Lodge Chief knows his responsibilities, and also if they are planning on having member outside of the Lodge to come in to assist with training. They should also ensure that a Head Trainer has been selected to be charged with running the event. The Head Trainer should be a member of the Committee or the Lodge Chief. They are also to ensure that invitations are sent (by Median of Choice and Mailings) resulting in all members that should be in attendance knowing of the event. The Training that they are charged with but not limited to are: LLD, HTE, February Planning Conference, and the August Planning Conference.

### Promotions and Marketing Chairman Job Description

The job of the Promotions and Marketing Chairman is to create the Where-to-go-Camping Guide. He should also promote the Cub Scouting Program along with Cub Scout Camping by means of information and also different medians. He should also promote the Camping Program to all units. He should have a focus to Retention on both Cub Scouts and Boy Scouts, with an emphasis on the Cub Scouts. The median should be chosen by the Chairman, under the advisement of the Promotions and Marketing Advisor and the Vice Chief of Lodge Relation. Medians should be focused towards the capability of the Audience.

### Order of the Arrow Chapter Chief

The Order of the Arrow Chapter Chief serves as a communication link between the Lodge and the Chapter so that the units are informed. He encourages year round and resident camping in his troop and other units including Cub packs. He is to inform the troop about High Adventure Programs so that he may encourage older Scout to participate in high adventure programs. He is to encourage Scouts to participate in community service projects. He should assist with leadership skills training in the troop as needed. He is to encourage Arrowmen to assume leadership positions in their troop or become OA Representatives. He is to inform the troop of up coming events in the Lodge to encourage Arrowmen in the troop to be active participants in the lodge or chapter activities. He should also strive to encourage Arrowmen to seal their membership in the Order by becoming Brotherhood members. He will visit the troops as needed to explain and promote OA events along with camping. He is to visit the Cub packs to inform them of camping opportunities that are available. He should be Home Troop Election trained and conduct the unit elections as needed along with attending LLD He is responsible for attending and running the Chapter meetings once a month with information from the Lodge meeting and the Chapter. He is also responsible for attending and running the chapter events specified by the individual chapter. He should represent the chapter at Lodge functions including all Lodge meetings or LEC meetings. He should also have faithful attendance of the Lodge events during the course of the term.

**Order of the Arrow Troop Representative**

An Order of the Arrow Troop Representative is a youth liaison serving between the local OA lodge or chapter and his troop. In his troop, he serves as a communication and programmatic link to the Arrowman and adult leaders and Scouts who are not presently members of the Order. He does this in a way that strengthens the mission of the lodge and purpose of the Order. By setting a good example, promoting camping, and through this he enhances the image of the Order as a service arm to his troop. He is to encourage year round and resident camping in the troop. He is to inform the troop about High Adventure Programs so that he may encourage older Scout to participate in high adventure programs. He is to encourage Scouts to participate in community service projects. He should serve on the Troops Patrol Leaders Council or Junior Leaders Council so that he may assist with leadership skills training in the troop as needed. He is to encourage Arrowmen to assume leadership positions in the troop. He is to inform the troop of up coming events in the Lodge to encourage Arrowmen in the troop to be active participants in the lodge or chapter activities. He should also strive to encourage Arrowmen to seal their membership in the Order by becoming Brotherhood members.

**Vice Chief of Service Opportunities –**

The Vice Chief of Service Opportunities reports directly to the Lodge Chief, and is in charge of three main responsibilities: the four service weekends (thru the Camping Service Committee), the lodge's annual service project (thru the Service Project Committee), and the Enda Dance Team. With the weekends, the VC should assist the Camping Service Chairperson in their duties before and after the event, and also during the event the VC should make sure that the event is running smoothly with all committees functioning properly. With the Service Project, the VC's role is to make sure that the Chairperson for the service Project Committee is able to come up with, plan, and implement an annual lodge-level service project. Lastly, with the Enda Dance Team, the VC should assist the team with obtaining permission to go to events, getting equipment, etc. the VC should be patient, enthusiastic, and willing to work above and beyond their usual ability, and should commonly work with all of the other VCs, primarily the VC of Fellowship and the VC of Membership, to make sure that these events are the best that they can be.

**Camping Service Chairman –**

This chairman's primary duties revolve the preparation and execution of the service weekends. While working with the vice chief, they are to create the schedule for the weekends, and also to lead the meetings leading up to the weekend. While doing this, they are to make sure that the other committees that are heavily involved in the weekend (commissary, inductions, etc.) are still on schedule, following the 60-day plan. The chairman will relay this information to the vice chief, and if they is having trouble, can come to the vice chief for extra support in doing these things. During the event, they are to assist the vice chiefs and chief in making sure that the other committees heavily involved are functioning correctly in their roles. After the event, they should examine what went right and wrong and change that for the next event, either by having another formal meeting, or simply talking to the Vice chief, the lodge chief, and others that the chairman feel need to talk to. This chairman works under the Vice Chief of Service Opportunities.

**Service Project Chairman –**

The chairman's primary role is to work with the vice chief to come up with, plan, and implement the next lodge service project. They will contact any groups that are in association with the project, work with other committees to promote the project, and will be in charge of it once it begins. *They will need to be able to report about this at the Lodge meetings. They will come up with a report at the end of the project showing hours worked per person, and also per chapter.* This position works underneath the Vice Chief of Service Opportunities.



### The Enda Dance Team

The Enda Dance Team is an important part of any lodge. The Dance Team is an enjoyable way to learn about many cultures, such as that of the Delaware Tribe, on whom the customs and traditions of the OA are based. The team provides a hands-on approach to learning the customs and traditions of a wide array of Native American tribes, from the Seminoles of Southern Florida to the Crow of the Great Plains, to the Iroquois of our own region.

Members take part in dancing, singing, and craft work. We would love to have you if you are interested in any of these areas. If you are not sure what these are, come to a meeting! Meetings are not the only place to find us, though. We attend ceremonial and work weekends, where we sing at the cracker barrel after the work is done. In addition to Lodge events, we attend many powwows, such as Beaver Dome in Beaver County, Clearfield Veteran's Day Powwow in Clearfield County, and the Carolinas Indian Seminar in North Carolina. We recently helped Indiana University of Pennsylvania with their first annual "Native American Awareness Week". We perform educational programs for packs and troops as well.

We meet as a team the third Sunday of every month to learn crafts and work on regalia, in addition to meeting to practice our singing. These meetings are open to all who find themselves interested in learning about other cultures.

### Vice Chief of Fellowship Opportunities

Vice Chief of Fellowship Opportunities is an executive board position that oversees all fellowship and social aspects of the lodge. Specific duties include assisting the lodge chief with supervision and advisement of the Family Banquet, Winterfest, Conclave, and NOAC/High Adventure Chairmen. This Vice Chief is also responsible for coordination and execution of fellowship events (games, etc.) during service weekends. This chairman should be an enthusiastic leader, who can rally support and morale for various lodge functions, particularly at section conclaves and NOAC. This vice chief should be an instrumental advisor and consultant in the planning processes of Winterfest, Family Banquet, and NOAC and conclave delegations (in the case of hosting conclave, the conclave chair reports directly to the lodge chief). He should heavily promote OA high adventure opportunities, and other special OA events (Jamboree service corps, Indian Summer). Overall, the Vice Chief of Service Opportunities should be a helpful planning advisor and an effective, energetic motivator to the lodge as a whole.

### Family Banquet Chairman is

The Family Banquet Chairman is responsible for planning and coordinating the annual lodge Family Banquet held in March. This chairman has a considerable job throughout the winter months in preparation and coordination of the event. Specifically, duties include coordinating the advertisement campaign, collecting and logging payments, developing a theme, script and slideshow for the event, coordinating with the stage managers at the venue, and compiling speeches and others presentations of the executive board into the program. The chairman will work closely with the commissary and special recognitions committee in coordinating the banquet. The chairman should have good skills in audio/visual technology, planning, and working under pressure. This chairman reports to the Vice Chief of Fellowship Opportunities.

### Winterfest Chairman

The Winterfest Chairman is responsible for the planning and execution of the annual Winterfest event at Heritage Reservation in January. This chairman should be an enthusiastic and creative man who can think of fun and creative activities to build an enjoyable weekend. This chairman must make an effective working schedule and theme, and coordinate the execution of that schedule. He must work with other committees to develop other workshops, ceremonies, and the Enda Casino. This chairman should bring a high degree of energy and dedication to the themed winter games and ensure that programming is well-planned and smooth running. This chairman reports directly to the Vice Chief of Service Opportunities.

### NOAC/High Adventure

Encompassed in the position of NOAC/High Adventure Chair are two main categories. First, you must fulfill any needs of the lodge regarding any high adventure activities, including OA Ocean Adventure, OA Trail Crew, and OA Wilderness Voyage. The focus of this position is promotion of the high adventure activities. Also, you are in charge of the NOAC contingent, including the preparation and planning needed for a successful trip. This would include promotion, logistics, financing an organization of the attendees. While on the trip, you are responsible for the implementation of your plans.



## Election Process

*Lodge Officers. The elected officers of the lodge are the Lodge Chief and Lodge vice Chiefs of Lodge Operation, Membership, Lodge Relations, Service Opportunities, and Fellowship Opportunities. Some lodges find it desirable to elect more than one vice chief. Arrowmen desiring to serve as a lodge (or chapter) officer or committee chairman must meet the following eligibility requirements:*

*Be currently registered in Scouting, in the council that charters the lodge.*

*Be a member in good standing of the lodge.*

*Be younger than 21 for the entire term of the office.*

*Officers serve a one-year term. Suggested terms of office are on a calendar year, January 1 through December 31, or a school year, September 1 through August 31. Officers may be re-elected. It is recommended that lodge officers hold no other office in the Order of the Arrow. This practice will allow the officer to devote his entire effort to the successful performance of the duties and responsibilities of his office. Lodge chiefs who are elected to be chief of a section, while in office, must resign the lodge chief position within 30 days after election as section chief.*

*All members of the lodge younger than 21 are eligible to vote.*

### Lodge Officers

Elected youth officers of the lodge shall be known as the Executive Board and shall consist of the following positions:

<b>Lodge Chief</b>	(Netami Sakima)
<b>Vice Chief of Lodge Operations</b>	(Nischeneyit Sakima)
<b>Vice Chief of Membership</b>	(Nechit Sakima)
<b>Vice Chief of Lodge Relations</b>	(Neweleiieyit Sakima)
<b>Vice Chief of Service Opportunities</b>	(Palenachtchegit Sakima)
<b>Vice Chief of Fellowship Opportunities</b>	(Wtenk Sakima)

Succession:

Temporary Vacancy — If the Lodge Chief is unable to attend an OA event or preside over an official OA meeting the following succession order shall be used to determine who will act as Lodge Chief, however, the Lodge Chief may supersede this ordering based on appointing skill and experience of his temporary Replacement:

- Vice Chief of Lodge Operations
- Vice Chief of Membership
- Vice Chief of Lodge Relations
- Vice Chief of Service Opportunities
- Vice Chief of Fellowship Opportunities

Permanent Vacancy — If the Lodge Chief must vacate his office permanently before his term is completed the Lodge Executive Committee (LEC) shall meet within 30 days of the resignation to select a new Lodge Chief to fulfill the unexpired term. Only current members of the remaining Executive Board will be eligible to fulfill the unexpired term of the Lodge Chief. The LEC shall discuss all options and preferences of the Executive Board and come to a consensus as to which willing member of the Executive Board should complete the unexpired term of the Lodge Chief. If less than 30 days remain



as the unexpired term the rules of "Temporary Vacancy" shall govern.  
Term:

The term for the elected officers of the Lodge shall be for one (1) year. The term of office shall commence at the installation of officers at the annual Family Banquet in March and shall run uninterrupted until the installation of officers at the next Family Banquet. In the event that the Family Banquet is cancelled or can not be held the installation of officers will be occur at the April lodge meeting.

Minimum Number:

The minimum number of elected officers (Executive Board Members) of the lodge shall be 4; the lodge chief and three (3) vice chiefs. Of the four (4) executive board members, irrespective of their titles, the duties and responsibilities of lodge secretary shall be assigned to a vice chief and the duties and responsibilities of lodge treasurer shall be assigned to another (but not the same) vice chief.

Determining Need:

From time to time based on the needs and goals of the lodge the number of Executive Board positions may need to increase from the minimum number specified. Through consensus of the Executive Board and with the concurrence of the lodge chief additional positions may be created based on need. When possible, through advanced planning, required position(s) should be created so that they coincided with the election cycle.

Vacancy:

See "Succession"

Qualifications:

Mandatory — The following qualifications are mandatory and set forth in the National Policy as disclosed at the beginning of this section:

Youth candidate must be a registered member of the Boy Scouts of America.  
Youth candidate must be a member in good standing of Enda Lechauhanne Lodge #57.  
Youth candidate must be under 21 years of age for the entire term of the office that the candidate is seeking.

Suggested – The following requirements are strongly suggest and each candidate is encourage to review their past experience and the duties and responsibilities of the office that the candidate desires to obtain.

Prior service (1 Term) as a Lodge Committee Chairman or Chapter Chief.  
Attend and successfully complete NLS.  
Only seek the position(s) that you are qualified for.  
Complete a review with you Scoutmaster and parents for their support and understanding of your potential time commitments for the position you are seeking.



Intent To Run:

A candidate running for an elected position within the Lodge will be required to compose a letter stating such intentions. The letter should state the position(s) that the candidate is seeking. The candidate should list his qualifications, demonstrate his understanding of the responsibilities of the position(s), demonstrate his understanding of the time commitments the position(s) will require, and disclose the outcome of his discussion to seek a position in the Lodge with his parents and Scoutmaster. The "Letter of Intent" shall be delivered, at the November Lodge Meeting, to the current Lodge Advisor and copied to the current Staff Adviser and current Lodge Chief.

Election Cycle:

The following election cycle sequence will be observed on an annual basis and in conjunction with the Lodge program calendar:

NOVEMBER LODGE MEETING. Each candidate must notify the Lodge of his intentions to seek an elected position(s) in the Lodge. This notification shall be via a "Letter of Intent" as stated in the Section "Intent To Run" of this document. The necessary letters of intent shall be submitted to the Lodge Chief or the Lodge Advisor at the November Lodge meeting for the upcoming election cycle. A candidates letter of intent must be formally presented during the Lodge meeting in witness of the LEC and shall be recorded as such in the minutes of the Lodge meeting.

JANUARY LODGE MEETING. Candidates who have successfully submitted their letters of intent shall be given a forum at the January Lodge meeting in which to address the Lodge. Each candidate will be given an allotted amount of time to convey his views and thoughts upon seeking an elected office within the Lodge. The Lodge Chief will determine the time allotment and all candidates will receive the same allotment of time to address the Lodge. The purpose of the forum is for the candidate to explain why he should be considered for an elected position in the Lodge.

JANUARY LODGE MEETING. After each candidate has been given the opportunity to address the Lodge the Lodge Chief will call for the election of officers.

Judge of Elections:

The Judge of Elections is filled by the members of the Lodge Executive Board that are not running for a position. They are to serve as the impartial party that will oversee the election and run the election. In the Event that none of the out-going Lodge Executive Board members are present or there are none for that election, the position of Judge of Election is to be appointed by the Lodge Chief Prior to the election under the guidance of the Advisor and the Executive Board.

Order of Elections:

The election order is that same as the Succession plan.



Rules of Elections:

Those that are voting must be able to prove that they are a member in good standing meaning that he has paid his dues for the year before that of the election. The voting member must also still be a youth at the time of the election. The ballots are only to be touched by the judges of the election once they are cast. The counting of the ballots is also done by the Judges of election. In order for a member to be voted as successful when there are more than two people running, they are required to win with a two-thirds vote for the first round of the election. If this is not achieved the two top nominees (determined by the vote) continue and run the rest of the election as if there is two running for the position. In order for a member to be voted successful when there are two people running, they are required to win with a Majority vote defined by 50% of the vote plus one vote. (EX. 150 members voting 50%= 75 +1 + 76 total needed to be elected) If this is not achieved they are to run continuously until a third round is achieved. If after 3 rounds there is still not a majority found the Lodge Chief is to make the decision to break the tie. The announcement of the winner is made immediately following the tallying of the votes by the Judges of the Election. The Ballots are to be destroyed and disposed by the Judges of the Election after the Elections have been concluded.

Installation of Officers:

The Installation of the Officers is done at the Family Banquet following the Election when the term begins. The Installation is done by the Lodge Chief of past and he is to swear in the Lodge Chief of new. The New Lodge Chief then Swears in his Executive Board. To swear in the Officers the Oath of Office is read and repeated at the Family Banquet while holding the Scout sign to the audience.

Oath of Office:

I do hereby promise on my honor as a Scout –  
To faithfully fulfill my duties as [position] of the Order of the Arrow in Enda Lechauhanne, Greater Pittsburgh Council, Council Number 527, Boy Scouts of America;  
To live daily by the Scout Oath and the Scout Law;  
To preserve the traditions and obligation of the Order of the Arrow; and  
To observe and further the OA's legacy of leadership through service as I serve others in my role as [position].  
To this I pledge my sacred honor.



## Unit Elections

To become a member of the Order of the Arrow, a Boy Scout or Varsity Scout is chosen by vote of the youths in his unit. This is a unique feature of the Order since the majority of those who select their candidates for this honor are not members of the lodge. However, lodge members in the unit have a vote as well as nonmembers. In this way membership is controlled by the youths in their own units and not by those who are already Arrowmen. It is important that the members of the unit have the membership requirements properly explained to them. **Registered active member.** In Boy Scout troops and Varsity Scout teams, every registered active member of the unit under age 21 at the time of election is eligible to vote. A Boy Scout or Varsity Scout who carries a current national membership card and participates in at least some unit activities during the year is considered to be a registered active member of the unit. For example, a youth away at college who participates in some unit activities when home, such as a campout, camporee, or occasional unit meeting, should be considered a registered active member. A youth who moves away or drops out of the unit because of other interests would not be counted in the registered active membership figure. The elections must be conducted by a youth who is under that age of 21 during the course of the election.

**Elections outside the registered council.** All elections must be conducted by the Order of the Arrow lodge of the council in which the unit is chartered. No unit may visit outside its own council and hold an OA election under the auspices of an OA lodge of another council. Elections are held only in troops or teams.

## Election procedures

To become a member of the Order of the Arrow a Boy Scout or Varsity Scout is chosen by vote of the youths in his unit. This is a unique feature of the Order since the majority of those who select their candidates for this honor are not members of the lodge. However, lodge members in the unit have a vote as well as nonmembers. In this way membership is controlled by the youths in their own units and not by those who are already Arrowmen.

It is important that the members of the unit have the membership requirements properly explained to them. Registered active member. In Boy Scout troops and Varsity Scout teams, every registered active member of the unit under age 21 at the time of election is eligible to vote. A Registered active member is defined as following: A Boy Scout or Varsity Scout who carries a current national membership card and participates in at least some unit activities during the year is considered to be a registered active member of the unit. For example, a youth away at college who participates in some unit activities when home, such as a campout, camporee, or occasional unit meeting, should be considered a registered active member. A youth who moves away or drops out of the unit because of other interests would not be counted in the registered active membership figure.

### Unit Election Procedures

1. The lodge shall determine the time of year unit elections will be held and should inform unit leaders of this by mail well in advance. The lodge, through the unit elections committee, should work with the unit leader in establishing the actual time and place to conduct the election.
2. Hold the election at the time and place determined by the unit leader, and have Boy Scouts or Varsity Scouts assembled with their unit leader ready to elect candidates. The Order should be represented by a two- or three-member team from the lodge or chapter unit elections committee.
3. Before the election, the OA team must secure from the unit leader verification that **at least 50 percent** of the registered active unit membership is present. If **at least 50 percent** is not present, an election cannot be held. The number of registered active members and the number present are entered in the spaces provided on the unit election report form. If the unit leader is an Arrowman, he may explain to the group the purpose of the Order of the Arrow and the basis upon which candidates should be selected, and describe the method of election. If the unit leader is not a member of the Order, a member of the OA team should make this presentation with the unit leader's consent, demonstrating that election leadership is a cooperative effort of the unit leader and the OA team.



4. The unit leader provides a list of all registered active members of the unit who meet all eligibility requirements, including attitude and participation. The names of these members are entered on the report form and the unit leader signs the certification.

5. The election team leader explains the following to the unit leader:

This is the current method of election approved by the national OA committee in use by the lodge.

All eligible youths who receive votes from at least 50 percent of those who turn in ballots are elected. If no one is elected a second vote may be held immediately, and the result of this vote will be final.

6. A voter may list on his ballot any combination of names, including all eligible candidates who he believes are worthy to become members of the Order of the Arrow.

7. The OA team can conduct the election following the unit elections ceremony found later in this guide. If the election team uses an alternate ceremony, it should be sure to stress the following points:

Select the candidates who, in your opinion, have set the best examples of brotherhood, cheerfulness, and service.

Vote only for those you believe will continue in unselfish service to your troop.

If you feel that no one is worthy, turn in a blank ballot.

If you are new in the unit and do not know the candidates well enough to vote wisely, you may abstain by not turning in a ballot at all; this will not affect the final result.

Youths eligible for election also vote, and they may vote for themselves if they feel they are worthy.

8. When the voting is finished, the OA election team counts the number of ballots turned in, and enters the numbers on the unit election report.

9. The OA team determines the minimum number of votes one must receive to be elected, as follows: If the number of ballots turned in was even (2, 4, 6, 8, etc.), divide this number by two. If the number of was odd (1, 3, 5, 7, etc.), add one and then divide by two. The number of votes a youth must receive to be elected is entered on the report form.

10. The votes are counted in private by the election team and the unit leader to determine who has been elected. All votes count equally. If at least one has been elected, this result is final. If no one is elected, the OA team announces this fact and states that the unit will now be given the opportunity to vote again. Time is allowed for further explanation of the purpose of the Order

and the election procedures, and for any questions. (No information about the votes received by candidates is to be revealed at any time.) The second election is then held immediately, and if the unit still elects no one, this is the final result for the year's election. The OA team places a check mark next to the names of those who have been elected. Announcement of results. As soon as the election is completed, the unit leader may choose to announce to the entire unit the names of members who have been elected. Names and addresses of the newly elected candidates must be forwarded to the lodge membership committee immediately. Candidates will be called out at the earliest possible time, either at a resident camp, a camporee, or a special ceremony. The names and addresses (plus additional information that the lodge feels is necessary) are listed on the election report form. OA team members sign the form and mail it to the specified address.

Candidate status. After election, a Boy Scout, Varsity Scout, or adult remains a candidate until completion of the Ordeal and Ordeal ceremony. If this period of candidacy exceeds one year, the candidate's name is dropped and he no longer is a candidate. To become a candidate again, he must be reelected. The executive committee of the lodge may extend the one-year limit between election and induction if a candidate is ill or there are other unusual circumstances.



## Membership Requirements

*Unit leader approval. To become eligible for election, a Boy Scout or Varsity Scout must be registered with the Boy Scouts of America and have the approval of his unit leader prior to the election. The unit leader must certify his Scout spirit (i.e. his adherence to the Scout Oath and Law and active participation in unit activities). The unit leader must also certify that the nominee meets all specified requirements at the time of this annual election.*

*Youth membership qualifications. All members of, or candidates for membership in, the Order of the Arrow who are under 21 years of age shall be considered youth members or candidates for youth membership, subject to meeting the following requirements:*

- *Be a registered member of the Boy Scouts of America.*
- *Hold the First Class rank of the Boy Scouts of America, as a minimum.*

*After registration **with a troop or team**, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.*

*Candidates for youth membership shall be elected by other youth members in accordance with policies set forth by the national Order of the Arrow committee. Election of any person under 21 years of age as a candidate for membership shall be based on fulfillment of the youth membership requirements. Scouts with disabilities. The Order of the Arrow recognizes Scouting for youth with disabilities, and elections should be held in these units. Any Arrowman with disabilities who is classified as a youth member of the unit shall be considered a youth (voting) member of the Order of the Arrow regardless of age. Scouts with disabilities must meet all other membership requirements.*

*Adult membership qualifications. All members of or candidates for membership in the Order of the Arrow who are 21 years of age or older and who are registered members of the Boy Scouts of America shall be considered adult members or candidates for adult membership. Individuals shall be selected as candidates based on the following:*

*1. Adult leaders in units: Each year, upon holding a troop or team election for youth candidates that results in at least one youth candidate being elected, the unit committee may recommend one adult to the lodge adult selection committee, composed of the lodge adviser, the chairman of the council committee on which the lodge adviser serves, and the lodge staff adviser. Troops or teams having more than 50 registered, active youth members may nominate an additional adult for every 50 registered, active youth, or fraction thereof. (As an example, a troop having 51 to 100 registered, active youth may nominate two adults each year if at least one youth has been elected.) Recommendations of the adult selection committee, with the approval of the Scout executive, serving as Supreme Chief of the Fire, will be candidates for induction, provided the following conditions are fulfilled:*

- *Selection of the adult is based on the ability to perform the necessary function to help the Order fulfill its purposes, and not for recognition of service, including current or prior achievement and position.*
- *The individual will be an asset to the Order because of demonstrated abilities that fulfill the purpose of the Order.*
- *The camping requirements set forth for youth members are fulfilled.*

*The adult leader's membership will provide a positive role model for the growth and development of the youth members of the lodge.*



*2. Adult leaders in council and district positions: The lodge adviser, district chairman, council president, or members of the professional staff may recommend adults to the lodge adult selection committee. Recommendations of the adult selection committee, with the approval of the*

*Scout executive, serving as Supreme Chief of the Fire, will become candidates for induction. All requirements set forth for adult leaders in units must be fulfilled, with the exception of the camping requirements, which may be waived at the discretion of the lodge adviser and Scout executive. Adults may be recommended for membership only one time per year as either unit Scouters or district/council Scouters, but not both. How they are recommended depends on where they maintain their primary registration. Adult members shall be elected to membership at the discretion of the lodge adult selection committee. All members of the Order of the Arrow, both youth and adult, must successfully complete the Ordeal experience and participate in the induction ceremony. Because the Order of the Arrow is principally a youth organization, unit, district, and council Scouters are not elected to membership as recognition. Election into the Order should take place only when the adult's job in Boy Scouting or Varsity Scouting will make Order of the Arrow membership more meaningful in the lives of the youth membership.*

*Honorary membership. Honorary membership in the Order of the Arrow is not authorized and shall not be given. Membership in the Order shall be gained only through fulfillment of membership requirements as stated in the official literature of the Order of the Arrow, Boy Scouts of America. Visiting Scouts or leaders cannot be given honorary memberships in the Order.*

*Life membership. A life membership in the Order of the Arrow is not authorized and shall not be recognized. Membership in the Order of the Arrow requires current registration with the Boy Scouts of America. There is no official or authorized life membership registration status for the Order of the Arrow in the Boy Scouts of America.*

*Lone Scouts. A Lone scout is not authorized and shall not be recognized in the order of the arrow. Membership in the order of the arrow requires current registration with Boy Scouts of America through a troop or as a professional Scouter in the Distri*



## Insignia

The insignia of The Order of the Arrow are to be used for Council, Lodge, District, Chapter, Troop, or personal use for non-profit purposes. These include, but are not limited to, the Official Order of the Arrow logo, the original Order of the Arrow logo (indian), the Ordeal sash, the Brotherhood sash, the Vigil Honor sash, and the Vigil Honor Triangle. Use of the Official Order of the Arrow insignia is for non-profit use by any person for the purposes of Scouting and the Order of the Arrow.

The Ordeal sash of the Order of the Arrow is a white sash with a red arrow. The Brotherhood sash is a white sash with a red arrow between two red bars. The Vigil Honor sash is a white sash with a red arrow between two red bars with a Vigil Honor triangle superimposed in the center. The sash may not be modified in any way including, but not limited to: Lenape legend patches, pins, or other accouterments. The only exceptions to this rule are Order of the Arrow anniversary awards distributed at NOACs by the National Order of the Arrow Committee. These special edition awards may be displayed at the head of the arrow above the bar of the sash.

The lodge also permits the Lodge Chief's sash to be overlaid with beadwork in the form of the Vigil Honor sash. With the exception of the Lodge Chief's sash, beadwork is not permitted on a sash.

The sash is to be worn by Arrowmen along with the full class A field uniform. The only exception to this is if the Arrowman is acting as an Elangomat, in which case, he may wear the sash over a t-shirt or work attire. The sash is to be worn over the right shoulder with the arrow pointing upward. The sash may *not* be worn from a belt or waist-side. All other exceptions to this rule must be approved and granted by the Council Scout Executive on an individual basis

The Enda Lechauhanne Lodge flap design, which has hitherto featured Uncas paddling down the river (the river being the totem of our Lodge, Enda Lechauhanne -- *the joining of the two rivers*), is to be determined by the Lodge Executive Committee. Special flap designs and other Lodge insignia design changes must also be approved by the Lodge Executive Committee (e.g. Conclave, NOAC, high adventure expeditions).



## Chapter Protocol

Each chapter will have a group of individuals that run it. One will be the advisor who must be an adult, the advisor will be appointed by the lodge. The Advisor will be a resource to the chapter, not the one running the meeting. The other three are the chief, vice-chief, and secretary. The positions have certain qualifications: the chapter chief, vice-chief, and secretary must be an ordeal member and receive training of how to correctly do his job. Each of these positions will be voted on by the members of that chapter. The election is not a popularity contest; the persons voted for are presumed to be the best person for the job. The chief and vice-chief should attend Lodge Leadership Development (LLD), or the National Leadership Seminar (NLS.) The time and place of the meetings will be established so that the most members can attend the meeting. Any and all information that will be given to the chapter chief from the lodge will then be reported to the members of his chapter. Members should be reminded to pay their membership early as to obtain the membership cards from the lodge. The Chapter Advisor will be the liaison to the Adult leaders during the roundtable, he will announce certain events coming up, promoting youth involvement, and trying to get each troop in the district represented at the chapter meetings. The secretary will be taking notes and also will be aiding the Chief and Vice-Chief in anything they need help with.



Enda Lechauhanne Lodge #57  
Order of the Arrow  
Boy Scouts of America  
Greater Pittsburgh Council

## Lodge Operating Procedure

### Section 12

### Drug, Alcohol, and Tobacco Policy

## Drug, Alcohol, and Tobacco Policy

The Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members. Arrowmen learn from the examples set by their advisers. Advisers should support the attitude that young adults are better off without tobacco and may not allow the use of tobacco products by anyone at any BSA activity involving youth participants.



## Frequently Asked Questions

Q: What is the camping requirement for membership?

A: As Scouting's national honor society of campers, the Order of the Arrow requires that each youth and adult candidate have fulfilled the following in order to be eligible for election: After registration with a troop or team, have experienced fifteen days and nights of Boy Scout camping during the two-year period prior to the election. The fifteen days and nights must include one, but no more than one, long term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.

Q: How many youth must be present to hold an election?

A: At least half of the registered active youth in a unit must be present before a unit election can be held.

Q: Can the unit leader prevent a youth candidates name from being placed on the ballot?

A: Yes. To become eligible for election and have their name placed on the ballot, each youth member must have the approval of the unit leader. The unit leader must certify prior to the election a candidate's Scout spirit (i.e., his adherence to the Scout Oath and Law and active participation in unit activities). The unit leader must also certify that the nominee meets all specified requirements at the time of the annual election.

Q: Can a unit leader remove a candidates name after the election?

A: No. The unit leader must remove a candidate from consideration for election to the Order of the Arrow prior to the election being held. This is why the unit leader certifies, prior to the election, that the candidates have Scout spirit and that the nominee meets all specified requirements at the time of the annual election. Unit leaders should not take a "wait and see" approach where candidates that do not have their approval (or may be questionable) are placed on the ballot to wait and see whether their peers elect them.

Q: Can OA members from the unit where the election is being held conduct the election?

A: Enda Lechauhanne encourages the use of election team members from other units. This can prevent possible conflicts of interest during the vote count as well as demonstrate that the OA extends beyond the Troop or Team. OA members from the unit the election is being held in may conduct the election if no other arrangements can be made.

Q: Can a unit use pre-printed ballots?

A: Yes. However, care must be taken to ensure that all candidates' names appear on the ballot. Excluding a candidate's name and having it "written in" during the election should be discouraged since this may prevent a fair opportunity for this candidate to be elected. If it is discovered that an eligible candidate's name is missing from a pre-printed ballot, blank ballots should be used instead.

Q: Can "All of the above" or "None of the above" be included as choices on a ballot?

A: Yes. The only requirement that is in national OA policy along these lines is that "a voter may list on his ballot any combination of names, including all eligible candidates who he believes are worthy to become members of the Order of the Arrow". "None of the above" votes should be treated as blank ballots for the purposes of counting. Ballots should not be presented that ask the voters to select candidates which they do not want to elect.

Q: Can Unit Elections be held in Venture Crews?

A: No. Unit Elections can be held only in Boy Scout Troops and Varsity Teams under current national OA policy. However, members of Venture Crews can be elected to the Order of the Arrow through a Troop or Team in which they are registered. The same youth and adult membership requirements apply.

Q: Are the young ladies in the Venture Crew eligible for election into the OA?



A: Current OA National Policy is that to be eligible as a youth (all members under age 21), a candidate must be registered in the Boy Scouts, hold at least the rank of first class, and fulfill the camping requirements. This means that female youth Crew members (under age 21) are ineligible. They may be elected once they are an adult (21 or older) through the adult nomination process.

Q: How many adults can a Unit recommend to the lodge adult selection committee?

A: The unit committee may recommend one adult to the lodge adult selection committee each year upon holding an election that results in at least one youth candidate being elected. Adult leaders are defined as registered members of the Boy Scouts of America who are 21 years of age or older. Troops or teams having more than 50 registered, active youth members may nominate an additional adult for every 50 registered, active youth, or fraction thereof. (As an example, a troop having 51 to 100 registered, active youth may nominate two adults each year if at least one youth has been elected.)

Q: Can adult leaders be recommended at the district or council level?

A: Yes. The lodge adviser, district chairman, council president, or members of the professional staff may recommend adults to the lodge adult selection committee. All requirements for adult Leaders in units must be fulfilled, with the exception of the camping requirements, which may be waived at the discretion of the lodge adviser and Scout ex



## Awards:

A variety of special programs and recognitions have been created by the national Order of the Arrow committee over the years. Each is administered by the director of the Order of the Arrow, and pertinent information and appropriate forms are available upon request from the national office.

***Founder's Award.*** The Founder's Award was created to honor and recognize those Arrowmen who have given outstanding service to the lodge. The award is reserved for those Arrowmen who memorialize in their everyday life the spirit of achievement as described by founder E. Urner Goodman. The award is a handsome bronze medallion bearing the likenesses of E. Urner Goodman and cofounder Carroll A. Edson, with wooden base and brass plate suitable for engraving. The award is suitable for display at home or the office. Also available is the Founder's Award arrow ribbon, similar to the universal arrow ribbon, except that it has a gold-colored arrow suspended from a red ribbon. Lodges may petition the national Order of the Arrow committee to present up to four awards annually, based on lodge membership. If the lodge presents more than one award, one must be to a youth under the age of 21.

***Distinguished Service Award.*** The Distinguished Service Award was created in 1940 to honor those who rendered service to the Order beyond the lodge level. The award is presented to those Arrowmen who have rendered distinguished and outstanding service to the Order on a sectional, regional, or national basis. It is given primarily for dedicated service to the Order and Scouting over a period of years. The first were presented at Camp Twin Echo, Pennsylvania, to E. Urner Goodman, Carroll A. Edson, and eight others at the 1940 national meeting. Between 1940 and the first national conference in 1948, the award was presented at national meetings as deserving individuals were found. Thereafter, the award presentation became a traditional part of the pageantry and ceremony of the national conference. Since the time of the first awards in 1940, approximately 700 Distinguished Service Awards have been presented. This alone is a testament to its high standard of excellence. The award is a sterling silver arrowhead, bearing an arrow pointing upward and to the wearer's right, suspended from a white neck-ribbon upon which are embroidered red arrows. A white square knot embroidered upon red cloth is available for uniform wear, and a miniature silver arrowhead lapel pin is available for civilian wear. Presentation of the award is limited. Arrowmen whose service records are the most outstanding and extend farthest beyond others are usually selected. Nominations are open to both youth and adult Arrowmen.

***Team Enda Award.*** The Team Enda Award was created in Enda Lechauhanne Lodge #57 as a way to honor those which served the lodge through acting in the lodge's ceremonies. The award is given every year to those Arrowmen who have acted in at least 3 weeks over the summer or at 2 ceremonial weekends. A member must have acted in these ceremonies, or have assisted through torch-bearing, chanting, or other methods. This award is only given to youth, as only youth area allowed to act in lodge ceremonies.

## Choosing Vigil Honor:

The lodge chief appoints a Vigil Honor nominating committee chairman and committee members composed of youths who have been approved by the lodge adviser and Scout executive. The lodge adviser appoints one adult adviser in consultation with the lodge chief and staff adviser. The chairman and committee members are usually Vigil Honor members; however, any youth member of the lodge may serve on the committee, provided that he is not eligible to receive the Vigil Honor. A committee of five to 10 youths has been found effective in many lodges. The key is to keep the committee to a manageable size, yet large enough to complete its task. The committee should be of sufficient size so that its members will collectively be aware which Arrowmen have been the leaders and workers in the lodge. Mailed ballots should never be used for selection of Vigil Honor candidates. Open discussion between members of the Vigil Honor nominating committee is the best way to ensure that all eligible Brotherhood members receive proper consideration. Inasmuch as the Vigil Honor does not connote a separate membership or grouping, it is inappropriate for the nominating committee to be "a committee of the whole" involving all or substantially all Vigil Honor members of the lodge. Nor is the Vigil Honor nomination process to be one in which the Vigil Honor members of the lodge, as a group, determine who is selected.



In selecting Vigil Honor candidates, the lodge nominating committee may reach agreement through consensus, without a formal vote. However, if a vote is taken in order to select Vigil Honor candidates, only those members younger than age 21 may vote, as in all OA matters. The nomination flows from the lodge to the national committee. The lodge nominating committee should use the following step-by-step procedure in determining Vigil Honor nominations to be submitted to the national Order of the Arrow committee for approval.

Secure from the lodge secretary a complete list of Brotherhood members who are actively registered with the lodge and the Boy Scouts of America and who have been Brotherhood members for at least 2 years. There will be no posthumous Vigil Honor candidates.

**Remember that only 1 out of 50 members may be nominated (If the lodge's numbers dip below 500 then follow the table located in *Guide to Officers and Advisors*.)**

In selecting candidates for the Vigil Honor, keep in mind that all candidates must have been Brotherhood members for two years or longer at the time of selection by the lodge Vigil nominating committee. When weighing "distinguished service" in nominating candidates, remember to measure a Scout on a youth's standard and an adult on an adult's standard. To maintain a proper ratio of youths to adults in awarding the Vigil Honor, the national committee has established a policy which requires that at least 50 percent of a lodge's nominations must be for candidates younger than 21, including those, as outlined below, that do not count against the quota for any given year. All nominations may be for candidates younger than 21, but no more than 50 percent may be for persons 21 years of age or older. Nomination of professional Scouters, the council president, council camping or Boy Scout committee chairman, and camp rangers will not count against the lodge quota for total nominations. However, these nominations will count toward the policy limiting total adult nominations to a maximum of 50 percent of the total nominations submitted in a given year. Adults in this group must meet the requirement of at least two years of service as Brotherhood members.

Select an honorable American Indian name and its English equivalent for the candidate. Use the American Indian-English translations from the Lenni Lenape Word List found in the back of the *Order of the Arrow Handbook* or from another credible American Indian language text. The American Indian name should be selected in a serious manner, based upon each person's qualities, talents, or traits.

Prepare the Vigil Honor petition. Obtain the petitions from the director of the Order of the Arrow through your local council service center. The petition must be filled out completely before it can be approved. Particular care should be used in furnishing membership figures requested and in giving the month and year that Brotherhood was conferred. Specific reasons for nominating the candidate for the Vigil Honor should be listed completely and concisely. The petition must be used during the current charter calendar year. Unused quota may not be carried over to future years.

Secure approval of the petition from the lodge chief and the Scout executive. Each must personally sign the petition before forwarding to the Order of the Arrow director. Unsigned petitions will be returned to the council. A lodge's Vigil Honor petitions must be submitted as a group, and only once per calendar year.

7. Forward the Vigil Honor petitions with the Vigil Honor fee for each candidate to the OA director. Make the check payable to the Order of the Arrow, Boy Scouts of America. If a petition is not approved, the fee will be returned. A minimum of 30 days must be allowed for the national Order of the Arrow committee to consider the petition and advise the lodge of its acceptance or rejection. Do not assume approval or make a public announcement until certificates have been received. Vigil Honor identification cards are also available for a nominal fee.

8. Upon receipt in the national office, petitions will be reviewed. If approved, certificates will be sent to the council Scout executive. If petitions are not approved, the council Scout executive will be notified with an explanation for the disapproval or a request for further information.

9. When approval has been received, arrange for notification or conduct a call-out of the Vigil Honor candidate.

10. Order Vigil Honor sashes from the Supply Division of the Boy Scouts of America through your local council service center.

11. Arrange and conduct the Vigil Honor induction. If there are no Vigil Honor members in the lodge, arrange to have candidates inducted by a nearby lodge that has Vigil Honor members, or bring in Vigil Honor members from another lodge to conduct the induction. Approved Vigil Honor candidates must be inducted within one year of national office approval. Otherwise they must be removed from the approved list. Their selection and approval must then be reconsidered with the current year's quota.



12. Arrange and conduct a public presentation of Vigil Honor sashes and certificates to the new Vigil Honor members at some major function of the council or the lodge.
13. If approved candidates are not inducted, it is very important to notify the director of the Order of the Arrow immediately. Otherwise, they will be considered inducted members of the Vigil Honor, and their petitions will be kept on permanent national file.