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ADMINISTRATION MANUAL
CHILANTAKOBA LODGE, ORDER OF THE ARROW

CHILANTAKOBA LODGE, SOUTHEAST LOUISIANA COUNCIL #214

BOY SCOUTS OF AMERICA

Administrative Manual (Effective October 18, 2009)

Article I. CHAPTERS

Section 1. Chapter Elections shall be held within thirty (30) days of Lodge elections and results reported to the Lodge Secretary immediately. If a Chapter fails to hold an election for the office of Chapter Chief in the time allotted, the Lodge Chief, in consultation with the Lodge Adviser, may fill the vacant office with a member of that Chapter.

Section 2. If a vacancy occurs in the office of Chapter Chief, the Lodge Chief, in consultation with the Lodge Adviser and the Chapter Adviser, will fill the vacant office until an election can be held by the Chapter for the position. A special election will be called for the position if the amount of time between the departure of the Chapter Chief and the next regularly scheduled election exceeds 120 days

Section 3. Chapters may assess its members for chapter functions in the amount necessary to carry out that activity. The Chapter shall maintain accurate records of receipts and expenditures in such cases and submit copies upon request to the Lodge Chief, Lodge Adviser, and Staff Adviser. A report must be given on the activity at the Lodge Executive Committee meeting immediately following the activity.

Section 4. Chapters shall not charge dues; however, a Chapter is allowed two (2) fundraising projects per Lodge year. The Chapter fundraising project must follow the normal procedure for fundraising, utilizing a "Unit Money Earning Application." All fundraising projects must be approved by the Lodge Chief, Lodge Adviser, and Staff Adviser. Funds raised by Chapter Fundraisers will be held in the Chapter's name in the lodge account. Chapters may request their earned funds by submitting a Chapter Funds Request form to the Lodge Chief. The requested funds will be released if the Chapter Funds Request is approved by the Lodge Chief and the Lodge Adviser.

Section 5. Individual Chapters are responsible for conducting Order of the Arrow unit elections. The Chapter Chief, or his appointee, must complete and submit Unit Election reports to the Lodge Elections Chairman in a timely manner. All unit elections must be conducted in accordance with the *Order of the Arrow Guide for Officers and Advisers* and the *Order of the Arrow* handbook.

Article II. LODGE ELECTIONS

Section 1. Lodge elections shall be supervised by an Elections Committee. The Elections Committee shall act in accordance with the rules outlined in this Manual.

Section 2. In order to qualify as a candidate for any Lodge Office, the member must:

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

Clause B. Be a member in good standing in the Lodge

Clause C. Be younger than 21 for the entire term of office.

Section 3. A candidate may only file candidacy for one elected office

Section 4. If no applications are filed for an elected position that position shall be considered vacant.

Section 5. A deadline will be set by the Elections Committee for receipt of all candidacies applications. Any application received after this time will be subject to refusal by the committee.

Section 6. If an emergency prevents scheduled elections, a special Lodge meeting shall be called at the earliest available time after fifteen (15) days notice to all members. The elected officers shall continue to function until their successors have taken office, all other provisions of this Administrative Manual notwithstanding.

Article III. THE ELECTIONS COMMITTEE

Section 1. MEMBERSHIP

Clause A. An Elections Committee shall be appointed by the Lodge Chief by the first of the month preceding the month in which the Lodge Elections are to be held each year.

Clause B. The membership of this committee shall be three (3) Lodge voting members, the Lodge Adviser, and one (1) other adviser appointed by the Lodge Adviser. The Lodge Chief shall designate one voting member of this committee the Committee Chairman.

Clause C. The Lodge Chief shall name three additional members to the Elections Committee as alternates who shall only serve on the committee in the event of a vacancy or recusion. These alternates shall be named as the first, second and third alternates and shall succeed in that order.

Clause D. No member appointed to this committee shall be allowed to file candidacy for an elected Lodge Office.

Section 2. ROLE

Clause A. It shall be the responsibility of this committee to:

1. Provide each member of this Lodge who meets the candidacy requirements as stated in Article II, Section 2 with the opportunity to register his candidacy for office.
2. Review all candidacy applications to determine their eligibility.
3. Supervise the actual election in accordance with this Lodge Administration Manual.
4. Determine a deadline for receipt of all candidacies applications.

Clause B. The members of the Lodge shall be notified of the committee's deadline for receipt of all candidacies applications at least two weeks prior to the scheduled elections.

Clause C. In reviewing each candidates eligibility to seek office, the committee shall ensure the candidate is:

1. Under the age of 21 for the duration of his term.
2. Aware of his duties, and has the capacity to perform them.

Clause D. The committee shall be empowered to deny candidacy if the following procedures are met:

1. The candidate is not aware of his duties and does not understand his duties by the time of the election.
2. The candidate demonstrates poor ethical and unscoutlike behavior at any time during the event or previous Scouting events.
3. The candidate will not be under the age of twenty-one for the duration of the term.

Clause E. The decision to deny candidacy must be unanimous by the committee. If one committee member has a vested interest, he must recuse himself from the process for the time being, or must be recused by a decision from the lodge adviser. The first alternate to the Committee shall vote in place of the recused member. If more than one committee member is recused, the additional alternates shall vote on this matter; this shall be done in the alternate line of succession.

Clause F. Once denied the privilege of seeking office, the candidate will be immediately informed and the committee must meet with the former candidate to discuss the reasons he was denied. This meeting must be conducted in an expeditious manner so that the former candidate has time to appeal to the Lodge Advisor, if necessary. If the Lodge Adviser has a vested interest, the Staff Adviser shall make the decision.

Article IV. ELECTION PROCEDURES

Section 1. The election shall be held no earlier than 11:30AM on the Saturday of the Lodge Fellowship.

Section 2. The officers of this Lodge shall be elected by individual Chapter caucus with each chapter having a maximum of ten (10) votes, for each office on all ballots. The designated youth representative must cast the chapter's votes in proportion (in whole votes, not fractions) to the poll of the voting members of his Chapter present at the election. The election will be held at the annual Fellowship each year.

Section 3. The designated youth representative shall be the Chapter Chief.

Clause A. If a Chapter Chief is absent and has not notified the Elections Chairman of a proxy, the present Chapter members shall select a representative to cast the Chapter's votes

Section 4. There will be no nominations from the floor at any time during the election procedure.

Section 5. The election shall be run by the committee chairman according to the following procedure:

Clause A. All adults will be escorted from the area of the caucuses, with the exception of the Advisers to the elections committee.

Clause B. Chapters shall caucus individually within the designated caucus location.

Clause C. The election of officers shall occur in the following order: Lodge Chief, Vice Chief of Administration, Vice Chief of Program, Secretary and Treasurer.

Clause D. Each candidate shall give a two (2) minute speech concerning his ambitions to serve in his selected office, his qualifications and how he will improve the lodge in carrying out his duties.

1. If a candidate is unable to attend the election, he is required to submit a speech to the Elections Chairman. The chairman shall read the speech at the appropriate time during the election.

Clause E. After the speeches are completed, a period of question and answer will ensue, in which each chapter will formulate one (1) question, and submit the written question to the chairman. The chairman will then read three (3) of the questions. Each candidate shall be given 30 seconds to respond.

1. If one candidate is not present, it shall be at the discretion of other candidates for that specific office as to whether questions shall be asked of them.

Clause F. At the conclusion of the question and answer period, the candidates for office shall be escorted from the room in which the election is taking place. Chapters shall now caucus and vote. The representative of each chapter shall submit the chapter's vote to the elections chairman. The vote will be counted by the Elections Chairman while being witnessed by the members of the elections committee.

Clause G. A simple majority shall be required for election to office. If no majority is reached, the following procedure shall be followed:

1. Candidates will return to the caucus room and the issue shall be explained to the candidates and caucuses. If there are more than two candidates, the two candidates with the greatest number of votes shall continue in the election. Two (2) more questions shall be asked, and 30 seconds given for each candidate to respond. At which point, the election continues in accordance with Article IV, Section 5, clause F.

Clause H. The elected officer shall be announced and congratulated. At which point he shall return to the location of his chapter's caucus.

Clause I. At the conclusion of each election, the Elections Chairman (or his designee) shall announce to the adult members that "We have a (officer title), (Name of newly elected officer)."

Article V. LODGE OFFICERS

Section 1. The officers of this lodge shall be:

1. Lodge Chief
2. Lodge Vice Chief of Administration
3. Lodge Vice Chief of Programs
4. Lodge Secretary
5. Lodge Treasurer

Section 2. The duties of the lodge officers shall be:

Clause A. The **Lodge Chief** shall preside at all Lodge meetings and functions. He shall call and preside over meetings of the Executive Committee. The Lodge Chief has the overall responsibility for the operation of the Lodge, and the timely submission of all reports. He prepares and presents the *Lodge Planbook* for Executive Committee approval by its second meeting each year. He works closely with the lodge adviser and establishes, with his Executive Committee, annual goals and objectives for the lodge, including attainment of quality lodge recognition. He may appoint any Standing and Ad hoc committees and their chairman, as he may deem necessary, in addition to those enumerated in the Rules, in accordance with Article VI of this Manual. The Lodge Chief shall serve as an ex-officio member of all Lodge Committees. He may assign/delegate additional duties to Lodge Officers and Committee Chairmen as he may deem necessary. He serves as the lodge's representative at all section, region and national events. The Lodge Chief is responsible for planning and carrying out the Lodge Banquet succeeding the end of his term, with the assistance of the host chapter.

Clause B. The **Lodge Vice Chief of Administration** is responsible for the lodge's overall administration. He is directly responsible to the Lodge Chief. The Vice Chief of Administration shall establish the following operating committees: Brotherhood, OA

Mentoring and Training. He is authorized to appoint such additional operating committees as he may deem necessary to assist him in completion of his duties, in accordance with Article VI of this Manual. In the absence of the Lodge Chief, at official Order of the Arrow functions, he performs the duties of the Lodge Chief.

Clause C. The Lodge Vice Chief of Programs is responsible for the planning and execution of all official lodge functions, save those under the purview of the Lodge Vice Chief of Administration, and the lodge's participation in any sectional or national Order of the Arrow events. He is directly responsible to the Lodge Chief. He shall establish the following operating committees: Ceremonies, Indian Affairs, and Service. The Lodge Vice Chief of Programs is responsible for appointing the Chairmen of the lodge's events and functions. He is authorized to appoint such operating committees as he may deem necessary to assist him in the completion of his duties, in accordance with Article VI of this Manual.

Clause D. The Lodge Secretary shall:

1. Keep minutes of the proceedings at all Lodge Executive Committee meetings. He shall submit the minutes for approval and review at the following Lodge Executive Committee meeting.
2. Maintain an accurate, up-to-date summary of the Lodge activities during his tenure. After approval by the Lodge Executive Committee, the summary is to become a permanent part of the Lodge's historical record.
3. Provide notices of Lodge activities to all active members at least one month prior.
4. Establish the Publications operating committee. He shall handle all publications and correspondence of the Lodge and mail all publications and notices required or permitted to be mailed to the membership by this Manual.
5. Maintain a file containing copies of the Rules, minutes, correspondence, publications, financial reports, and a roster of the Lodge, which shall be available for inspection. Any active member of the Lodge has the right to inspect and copy the Rules, minutes, publications, and financial reports.
6. Maintain a roster of the Lodge membership and keep the records up to date. He shall provide each chapter an updated dues roster quarterly. He shall annually provide each active member with an Order of the Arrow membership card.
7. Verify the current registration of each member at the time of membership renewal.

Clause E. The Lodge Treasurer shall keep records of all receipts, expenditures, and other financial transactions of the Lodge. He shall serve as Chairman of the Lodge Finance committee. He shall acquire a financial statement from the Lodge Staff Adviser before every meeting of the Lodge Executive Committee and give a report on the current status of the Lodge account. The Lodge Treasurer is responsible for a financial committee meeting to plan the Lodge operating budget by the second Lodge Executive Committee meeting of the year. The Lodge operating budget must be submitted to the Lodge Executive Committee for approval. The Lodge Treasurer is responsible for the operation of the Lodge Trading Post at all lodge functions. He shall maintain a correct inventory of trading post items for sale at lodge activities. He shall be responsible for an accurate accounting of this material and be prepared to render a report on its status at each Executive Committee Meeting.

Section 3. All Lodge Officers shall submit a detailed plan for carrying out his duties to the Executive Committee by the second Executive Committee meeting of their term.

Section 4. If, at any time, there is a problem or conflict between an Officer and his Adviser that the respective Officer and his Adviser do not feel they can resolve, either of them can request a conference with the Lodge Chief, Lodge Adviser, Lodge Staff Adviser, or when necessary the Scout Executive. This conference shall be kept CONFIDENTIAL and action will be taken to the EXTENT NECESSARY to solve the problem or conflict of ideas.

Article VI. LODGE COMMITTEES

Section 1. Types and Roles of Committees

Clause A. This lodge shall have provisions for three types of committees, in addition to chapter committees. They are:

Standing Committees
Operating Committees
Ad hoc Committees

Clause B. The Lodge Standing Committees are the Awards Committee and the Chapter Operations Committee. Standing Committees are under the direct supervision of the Lodge Chief. The committee's Chairman is appointed by the Lodge Chief in consultation with the Lodge Adviser, and is to be approved by the Lodge Executive Committee. The Lodge Chief determines the Chairman's tenure of office.

Clause C. Operating Committees shall be appointed by each Vice Chief in order to complete the tasks delegated to him by this Manual or by the Lodge Chief. The chairmen are appointed by the respective lodge vice chief, in consultation with the Lodge Chief and the Lodge Adviser, but must be approved by the Lodge Executive Committee.

Clause D. Ad hoc Committees are established as the Lodge Chief deems necessary. These committees are designed to solve a specific problem and the committee expires when its task is completed. Chairmen are appointed by the Lodge Chief in consultation with the Lodge Adviser, with the approval of the Lodge Executive Committee. In cases of emergency, or when time is critical, ad hoc committees and their chairman need not be approved by the Lodge Executive Committee.

Section 2. Duties of Lodge Committee Chairmen

Clause A. The **Event Chairmen** are responsible for leading their assigned events' committee in the planning, promotion and execution of their events. Event Chairmen are directly responsible to the Lodge Vice Chief of Programs. The traditional event chairmanships include: Ordeal, Fellowship, NOAC, and Family Fun Day. Additional event chairmanships may be appointed as the Lodge Vice Chief of Programs deems necessary.

Clause B. The **Ceremonies Chairman** is responsible for all of the Lodge's ceremonies. He manages all ceremonies, including Pre-Ordeal, Ordeal, and Brotherhood. The Ceremonies Chairman assures that ceremonies are conducted with honor and dignity. He supervises all ceremonies by working with the appropriate chairman or Chapter. He is responsible for keeping accurate records of ceremonial team members and shall report this information to the Lodge Secretary for the official lodge records. The Ceremonies Chairman is directly responsible to the Lodge Vice Chief of Programs.

Clause C. The **Indian Affairs Chairman** is responsible for the lodge's dance and drum team. The Indian Affairs Chairman assures that the lodge's dance and drum team's performances are conducted culturally correctly with honor and dignity. He is responsible for keeping accurate records of dance and drum team members and shall report this information to the Lodge Secretary for the official lodge records. The Indian Affairs Chairman is directly responsible to the Lodge Vice Chief of Programs.

Clause D. The **Service Chairman** is responsible for all service projects and makes certain that necessary materials are available. He shall identify and support new ways for the lodge to provide additional and effective service to the units, districts, council and the community. The Service Chairman is directly responsible to the Lodge Vice Chief of Programs.

Clause E. The **Training Chairman** is responsible for the orientation and training of new members. He shall conduct Training sessions for the Lodge and Chapter officers. The Training Chairman shall manage the Elangomat Program to assure recruitment and training of sufficient Elangomats to lead Ordeal candidates. The Training Chairman is directly responsible to the Lodge Vice Chief of Administration. The Training Chairman is responsible for planning and conducting the Lodge Leadership Development succeeding the end of his term.

Clause F. The **Brotherhood Chairman** is responsible for the promotion of the brotherhood. He works to ensure that eligible members of the lodge attain the brotherhood honor. The Brotherhood Chairman works with the Ceremonies Chairman to efficiently maximize the number of opportunities Arrowmen have to seal their membership in the Order of the Arrow. The Brotherhood Chairman is directly responsible to the Lodge Vice Chief of Administration.

Clause G. The **OA Mentoring Chairman** is responsible for administering the Order of the Arrow Mentoring Program, with local council and district committee support and approval. The OA Mentoring Program's purpose is to identify and assist urban and rural Scout troops whose camping and advancement programs are below standard. The OA Mentoring Chairman is directly responsible to the Lodge Vice Chief of Administration.

Clause H. The **Chapter Operations Chairman** is responsible for helping Chapters succeed. He works closely with the chapter chiefs to ensure they are completing their assigned duties within the chapters and that the chapters are active and providing quality programs. He shall establish the following operating committees: Camping and Elections. He is directly responsible to the Lodge Chief.

Clause I. The **Camping Chairman** is responsible for promoting camping in all of its forms: summer camp, hiking, year-round, and high adventure. The Chairman works with his committee to publish and update the "Where To Go Camping Guide," a resource for units to find good places to camp, each year. He shall develop and recommend to the Lodge new ways and methods of promoting unit camping, summer camp, high adventure camp, establishing new campsites and other camping activities. He is directly responsible to the Chapter Operations Chairman.

Clause J. The **Elections Chairman** is responsible for the promotion and facilitation of unit elections. He works with chapters to ensure every willing troop in the council has an annual OA unit election. The Elections Chairman works in concert with the Camping Chairman to effectively promote camp during the unit visits. The Elections Chairman is directly responsible to the Chapter Operations Chairman.

Clause K. The **Publications Chairman** is responsible for developing, editing and publishing the Lodge Newsletter, *The Pelican's Beak*, minimally on a quarterly basis. He

shall maintain the lodge's website and email groups. He is directly responsible to the Lodge Secretary.

Article VII. REPLACEMENT/REMOVAL OF A LODGE OFFICER

Section 1. The power to remove an officer rests solely in the Scout Executive.

Section 2. If a vacancy occurs in a Lodge office other than that of Lodge Chief, the office shall be filled by an appointment by the Lodge Chief with the approval of the Lodge Executive Committee.

Section 3. If a vacancy occurs in the office of Lodge Chief, the Vice Chief of Administration shall perform the duties of the Lodge Chief until an election can be held by the Lodge for this position (as directed in Article V, Section 2, Clause B). The Lodge Executive Committee will call for a special election for the office of Lodge Chief if the amount of time between the removal of the Lodge Chief and the next regularly scheduled election exceeds 120 days. The special election shall be held in accordance with the election procedures described in this Manual.

Article VIII. FINANCES.

Section 1. The Lodge Executive Committee may establish annual dues, which shall become due on January 1 each year and become delinquent after January 31 of that same year. Subsequent to January 31 a penalty fee of one (\$1.00) dollar shall be assessed in addition to the regular dues. This penalty shall apply to members who have been placed on inactive status and are eligible to return to active status as prescribed in the Rules (This does not include any other charges placed on the membership). Dues may be changed by a simple majority vote of the Lodge Executive Committee. Any changes made to the dues will take effect on January 1 of the following year. The Lodge membership must be notified of any changes by or on the Sunday of the Fall Fellowship. Thus any changes to the dues between the Sunday of the Fall Fellowship and January 1 of the immediately following year will not go into effect until January 1 of the next year.

Section 2. Any active member of the Order of the Arrow transferring from another Lodge, only has to pay a one (\$1.00) dollar processing fee for dues paid status in this Lodge, provided the member can render proof of current membership from the former Lodge.

Section 3. All expenses must be pre-approved by the Lodge Executive Committee for reimbursement. In order to request funds for a non-budgeted item, an Expense Reimbursement form must be completed and submitted to the Lodge Executive Committee. A Check Request form, with the signatures of the Lodge Chief, Lodge Adviser and Staff Adviser, must be submitted when requesting funds for budgeted items. Budgeted items are those items that have been approved by the Lodge Executive Committee in the budget.

Clause A. In the event of an emergency, the Lodge Chief, Lodge Adviser and Staff Adviser may determine that emergency spending is required and may approve an emergency expenditure of a maximum of \$500. The Lodge Chief must immediately notify the members of the Lodge Executive Committee of the emergency spending.

Article IX. FUNCTIONS AND ACTIVITIES

Section 1. The dates and locations of Lodge meetings and functions shall be determined by the Lodge Executive Committee.

Section 2. Ordeals

Clause A. Ordeal candidates must be at the designated area when the Pre-Ordeal starts. No late arrivals will be accepted after the last Pre-Ordeal ceremony of the evening begins.

Clause B. The Elangomats and Advisers will conduct themselves in a manner in keeping with the principles and purpose of the Boy Scouts of America, the Order of the Arrow, and the Rules of Chilantakoba Lodge as specified by the Lodge Chief through the designated Ordeal Master.

Section 3. The Lodge shall perform services requested of it by the Scout Executive, and shall seek to perform worthy services of its own devising.

Article X. LODGE HONOR NECKERCHIEF

Section 1. The Chilantakoba Lodge Honor Neckerchief was created to:

Clause A. Honor and recognize Brotherhood and Vigil Honor Arrowmen who have given outstanding service to the lodge.

Clause B. Recognize those Arrowmen who demonstrate to their fellow Arrowmen that they memorialize in their everyday life the spirit of achievement as described in the policy and bylaws of the Order of the Arrow.

Section 2. In order to be a candidate for the honor neckerchief, an Arrowman must:

Clause A. Be an active member of the Chilantakoba Lodge for at least two years and have achieved Brotherhood status.

Clause B. Be active in unit, district, chapter, council, and lodge activities.

Clause C. Live the Scout Oath and Law in your daily life, show Scouting spirit, and set the example as an Arrowman.

Section 3. The committee that reviews Arrowmen's qualifications for this award is:

Clause A. An ad hoc committee composed of a chairman appointed by the Lodge Chief and an adviser appointed by the Lodge Adviser. Both the chairman and adviser must be past recipients of the Lodge Honor Neckerchief.

Clause B. The chairman selects his committee from those Arrowmen who are also past recipients of the Lodge Honor Neckerchief. The committee should not exceed five members plus the chairman.

Clause C. The committee reviews the service record of all active Arrowmen who meet the qualifications as listed under the guidelines above. The selection must be a unanimous decision. The Arrowmen selected are then approved by the Lodge Chief and the Lodge Adviser.

Section 4. The Lodge Honor Neckerchief may be awarded three times per year, at the Spring and Fall Ordeals, and at the Annual Fellowship. There will be a maximum of 10 awarded each year and at least 50% must be awarded to youth.

Section 5. As in other awards such as this Arrowmen qualify themselves through their actions, dedication, deeds, and work.

Section 6. In the event an honor neckerchief has become unserviceable, the Arrowman shall submit a Neckerchief Replacement form to the Awards Chairman. After the Awards Chairman has verified the individual requesting replacement has received the honor neckerchief and the details of why it is unserviceable, he shall obtain Lodge Chief and Lodge Advisor concurrence on

replacement. At that point the Awards Chairman shall arrange to have the replacement neckerchief presented to the requesting individual.

Article XI. THE VIGIL HONOR

Section 1. The Vigil Honor process shall be in accordance with the requirements in the current printing of the *Order of the Arrow Guide for Officers and Advisers* and shall be conducted in accordance with the following procedures.

Section 2. The Vigil Honor Committee shall be established in the following manner:

Clause A. The Vigil Honor Committee (henceforth called the Committee) shall be composed of, at most, one representative from each Chapter, the Vigil Chairman, the Vigil Adviser and the Staff Adviser (Staff Adviser providing the Supreme Chief of the Fire requests his presence on the Awards Committee). The Lodge Adviser or an assistant Lodge Adviser who is a past recipient of the Vigil may attend the meeting if requested by the Vigil Adviser and approved by the Lodge Adviser.

Clause B. Chapter Chiefs, in consultation with the Chapter Adviser and the Vigil Chairman, shall submit the name of their representative – and an alternate – to the Vigil Chairman one month prior to the scheduled selection meeting. Chapter representatives shall be informed of the selection meeting’s date, time and location, at least, three weeks prior to the meeting. In the event that the representative is unable to attend the meeting, the Vigil Chairman shall immediately contact the Chapter’s alternate.

Clause C. If a Chapter does not have a Chapter Chief, the Vigil Chairman, in consultation with the Lodge Chief and Chapter Adviser, shall select the chapter’s representative.

Clause D. Chapters are not required to have representation at the selection meeting but participation is strongly advised. A simple majority of Chapters must be represented in order for the selection process to occur. The Vigil Chairman shall not serve as a Chapter’s representative.

Clause E. In the event a member of the Committee is eligible, or has a family member who is eligible, to be recognized with the Vigil Honor, he shall leave the room when it is time to discuss his, or his family member’s qualifications. Every effort, however, should be made to select ineligible, yet knowledgeable Arrowmen to serve on the committee.

Section 3. The Vigil Chairman shall only vote in the case of a tie by the voting members.

Section 4. The following procedural steps will be used in the selection of Vigil youth candidates followed by Vigil adult candidates (The Chairman will announce the total number of new Vigil Members the Lodge can select and the youth/adult ratio):

1. Reading of Names
2. Discussion
3. Voting

Clause A. READING OF NAMES. There will be NO DISCUSSION at this time. A list of eligible candidates shall be provided by the Lodge Secretary. All eligible Candidates’ names will be read by the Chairman. As the names are read, Committee members shall say “Hold” for any eligible Brotherhood member they feel are qualified for further consideration. Names that are held will be discussed during the Discussion session. There is no limit to the number of names that can be held. The names of eligible youth shall be read first then adults, prior to the discussion of the eligible youth.

Clause B. DISCUSSION. Upon completion of the reading of the names of qualified candidates, discussion will begin of each candidate whose name has been held. Members shall discuss the qualifications of each candidate whose name was held. Advisers shall not enter into the discussion unless asked for information about the candidate being discussed by the Chairman or a voting member of the committee.

After discussion of each candidate, the Chairman shall ask "Should the candidate be further considered?" If any voting member of the committee answers in the affirmative, the candidate's name shall remain on the list for further consideration. Otherwise, the candidate's name shall be removed and no longer considered.

Clause C. VOTING. Upon completion of the discussion, the Chairman shall reread the purpose of the Vigil Honor, as it is written in the Order of the Arrow handbook.

Voting will be done in phases until the list of candidates does not exceed the maximum number of candidates the lodge is allotted. All voting shall occur by secret ballot. Youth candidates shall be selected prior to voting on the adult candidates.

1. INITIAL & SECOND VOTING ROUNDS:

During the initial voting phase, the Chairman shall read aloud the names of the youth candidates whose names have been held. Each candidate shall be voted upon individually. After the initial vote, candidates who received less than a (simple) majority of votes shall be removed from the list and will not be further considered. If more than the allotted number of candidates remains on the list, another vote shall be taken using the same procedure of the initial voting phase. During the second vote, only those who previously received a simple majority of the vote will be considered.

2. FINAL VOTING ROUND:

If after two votes an excess of candidates remain, committee members shall list (on paper) those candidates they believe are most qualified. The lists shall not exceed the maximum number of candidates the Lodge is allotted for the year. The lists shall be tallied and candidates will then be ranked based on the number of votes. Those candidates with the most votes, up to the maximum number of candidates the Lodge is allowed to select, will be considered the Lodge's Vigil Honor candidates for the year.

If, after selecting the youth candidates, the maximum number of candidates the Lodge may recognize has not been exceeded, the above procedure shall be used to determine the adult candidates. The number of youth and adult candidates shall not exceed the maximum number of candidates the Lodge is allowed to recognize with the Vigil Honor.

Section 5. The process of notifying the candidates shall occur in the following manner.

Clause A. Each candidate will be assigned a sponsor. The sponsor should be a friend of the candidate, someone the candidate looks up to, and above all, should have a desire to make the Vigil Honor Ceremony experience a memorable one for the candidate. Adults may sponsor youth, and vice-versa. The role of the sponsor, prior to the Vigil weekend, is to inform candidates of their selection and encourage them to attend the Vigil weekend - without pressuring them into doing so. The sponsor is to work with the candidate to make travel arrangements, if necessary.

Section 6. The events surrounding the Vigil weekend shall be carried out in the following manner:

Clause A. There will not be a special Vigil meal or gathering (except as required for administration of the Vigil). Previous recipients of the Vigil Honor will be mailed the

normal registration form for the Fellowship, included in the letter will be the time and date of the Vigil Ceremony.

The candidates will begin the Vigil process on Friday night and will conclude Saturday morning. The newest Vigil Honor members will receive their Vigil sashes at breakfast Saturday morning. The new Vigil Honor members will receive a more formal recognition at the Lodge Banquet.

Section 7. It is important that confidentiality is kept throughout the entire Vigil Honor process. Members of the Vigil Honor Selection Committee have been involved in a very important function of the Chilantakoba Lodge, the selection of their peers to receive the Lodge's highest honor.

Clause A. All comments made in the discussion(s), and decisions made during this meeting are not to be discussed after the meeting with anyone, as everything that has happened during this meeting is confidential. Only the Vigil Committee Chairman and his Adviser may reveal a selection on a NEED TO KNOW BASIS (i.e., to a Vigil Ceremony Guide or a Vigil Sponsors, to ensure that a nominee attends the activity when the Vigil ceremony is conducted). Every effort needs to be made not to inform other Arrowmen, Scout/Scouter friends, or the nominee(s) that he (they) have been selected, because **SUCH NEWS TRAVELS AND SPREADS QUICKLY.**

Article XII. THE FOUNDER'S AWARD

Section 1. The Founder's Award process shall be in accordance with the requirements in the current printing of the *Order of the Arrow Guide for Officers and Advisers* and the *Order of the Arrow* handbook and shall be conducted in accordance with the following procedures.

Section 2. 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.

Section 3. 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, at least one must be a youth under the age of 21 (*Order of the Arrow Handbook*, 2009 Printing). If only one (1) Founder's Award (hereafter called the Award) is presented by the Lodge, it can be presented to an Adult Arrowman.

Section 4. The Founder's Award Committee shall be established in the following manner:

Clause A. The Founder's Award Chairman shall be appointed by the Lodge Chief, with the approval of the Lodge Executive Committee.

Clause B. The Founder's Award Chairman will be a Youth Arrowman who is also the Lodge's Vigil Honor Committee Chairman; his Adviser will be the Vigil Honor Committee Adviser. Other members of the Awards Committee will be selected by the Founder's Award Chairman with the approval of his Adviser.

Clause C. Thus, the Committee will be composed of the Chairman, Adviser, Staff Adviser (Staff Adviser providing the Supreme Chief of the Fire requests his presence on the Awards Committee), one (1) more Adult Arrowman and three (3) Youth Arrowmen.

Section 5. Candidates for this Award must be active members of the Chilantakoba Lodge, and may be Ordeal, Brotherhood, or Vigil Honor Members.

Section 6. The following procedural steps will be used in the selection of the Founder's Award recipients:

Clause A. Voting will take place at a previously selected location at a personal meeting of the Awards Committee. The Committee Members shall be notified at least twelve (12) days prior to the meeting date; those members then attending the meeting will be declared a quorum.

Clause B. The voting members of this Awards Committee are the Youth Arrowmen; these voting members do not include the Awards Chairman; he will only be allowed to vote to break a tie vote.

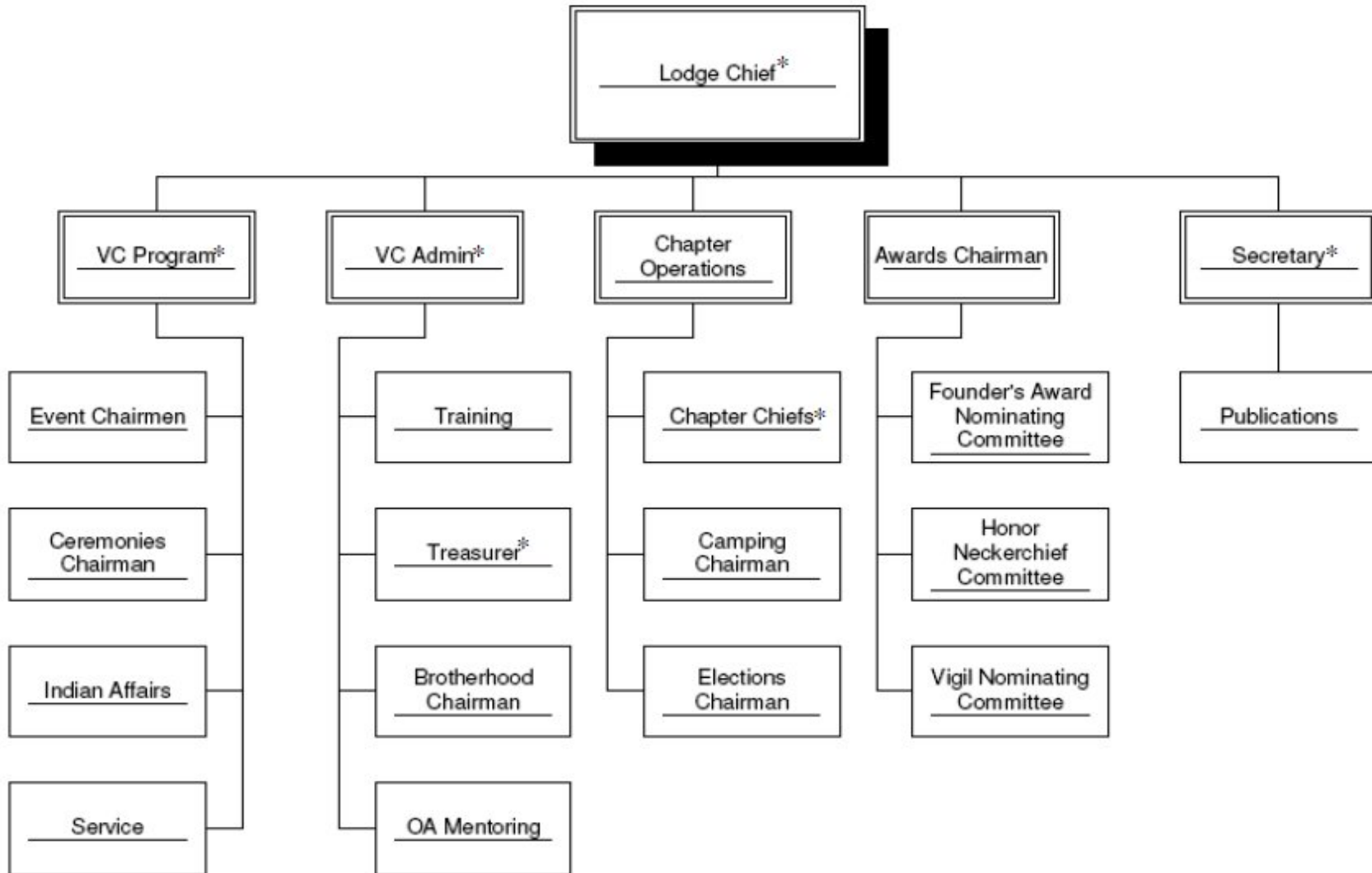
Clause C. Any member of the Committee will be excluded from consideration for the award.

Clause D. If the Vigil Honor Chairman or his Adviser are not willing to serve as the Founder's Award Chairman or Adviser, the Lodge Chief shall appoint another Arrowman to be the Chairman and the Lodge Adviser shall appoint another Arrowman as the Adviser.

Clause E. In the event a member of the Committee has a family member who is eligible to be recognized with the Founder's Award, he shall leave the room when it is time to discuss his family member's qualifications. Every effort, however, should be made to select ineligible, yet knowledgeable Arrowmen to serve on the committee.

Clause F. Voting for the selection of the Awards Candidates does not have to be unanimous, a simple majority vote is necessary.

LODGE ORGANIZATIONAL CHART



* denotes elected positions.