



MIAMI LODGE #495
ORDER OF THE ARROW
"SCOUTING'S NATIONAL HONOR SOCIETY"

LODGE OPERATING PROCEDURES
DRAFT

SECTION 1: LODGE OPERATING RULES

Article I: Name and Affiliation

Section 1: The name of this lodge of the Order of the Arrow shall be the Miami Lodge Number 495 W.W.W.

Section 2: The lodge shall be affiliated with the Miami Valley Council Number 444, Boy Scouts of America, and shall come under the supervision of the Council Camping Committee and the administrative authority of its Scout Executive.

Section 3: The totem of this Lodge shall be that of the Sandhill Crane (effective 1989).

Section 4: Order of the Arrow sashes shall be worn only at Order of the Arrow functions.

Article II: Purpose and Goals

Section 1: The purpose and goals of this lodge shall be as given in the Order of the Arrow Handbook, and any others as decided by the Lodge Executive Committee.

Section 2: The Lodge Plan Book will be reviewed and updated annually by the Lodge Officers.

Article III: Membership

Section 1: The requirements for membership in this lodge are as required in the latest edition of the Order of the Arrow Handbook.

Section 2: Procedure for the Ordeal shall be as stated in the Order of the Arrow Handbook, and the Guide for Inductions.

Section 3: All unit elections that are to be conducted through the Unit Elections Committee. All elections must be approved by the Unit Elections Committee prior to being held.

Section 4: Deadlines for elections Will be January 1st through May 31st. Elections to occur after May 31st must be approved by the Lodge Chief and Lodge Adviser

Section 5: Each member in this lodge shall hold one of the following three memberships: Ordeal, Brotherhood, or Vigil.

Article IV: Lodge Administration

Section 1: The officers of this lodge shall be the Lodge Chief, Lodge Vice Chief of Operations, Lodge Vice Chief of Inductions, and at least two At-Large Vice-Chiefs. The titles and duties of the At-Large Vice Chiefs will be determined annually by the LEC. These elected officers must be under twenty-one years of age throughout their entire term of office.

Section 2: The Executive Committee of this lodge shall be composed of the elected lodge officers, Lodge standing Committee Chairmen and their Advisers, the Chief and Adviser of each chapter, the immediate Past Lodge Chief, the Lodge Advisers, a member of the Camping Committee, and the Staff Adviser.

Section 3: The Lodge Adviser and each Chapter Adviser shall be appointed annually by the Scout Executive.

Section 4: The Lodge Chief shall appoint such committee and temporary elected officers as may be required from time to time with the approval of the Lodge Executive Committee. All Chairmen shall be under twenty-one years of age throughout their term of office. The Lodge Chief shall appoint, from among the current Vice Chiefs, a Senior Vice Chief annually. The Senior Vice Chief shall take the place of the Lodge Chief in the event he cannot fulfill his duties.

Section 5: Each adviser and shall be appointed annually by the Lodge Adviser.

Section 6: Each Lodge Officer shall be elected individually by a majority vote at the lodge election meeting, starting with the Lodge Chief.

Section 7: Nominations shall be determined annually by the LEC.

Section 8: New lodge officers will be elected at a date to be determined by the LEC. Their term of office will be from January 1 to December 31. Formal induction will be made at the Fellowship Dinner.

Section 9: Members of the Lodge over twenty-one shall have no vote.

Section 10: Each member of the Executive Committee shall have one vote. In case of a tie, the Lodge Chief will vote.

Section 11: All Lodge administration shall be done by common rules of order.

Section 12: The Lodge Chief will distribute an agenda previous to all meetings.

Section 13: Members must be current on their Lodge dues to serve as an Officer, on the LEC, or as an Adviser.

Article V: Chapters

Section 1: The Miami Lodge may be divided into chapters for the purpose of executing the Lodge's function with the greatest ease.

Section 2: The chapters shall be composed of one or more districts of the Miami Valley Council as decided by the Lodge Executive Committee.

Section 3: The Lodge may divide into chapters using the following procedures:

- A.** Submit formal petition to the Lodge Executive Committee for approval.
- B.** If approval to form a chapter is obtained from the Lodge Executive Committee, a Chapter Adviser will be appointed by the Lodge Adviser.
- C.** The Chapter Adviser will call a meeting for the purpose of electing Chapter officers.
- D.** The elected Chapter officers must be submitted to the Lodge Executive Committee for approval.

Section 4: Each chapter shall annually, at the first meeting of the Lodge Executive Committee after January 1, submit to the Lodge Executive Committee for approval, a charter stating the Chapter's purpose and goals for the coming year, and a list of newly elected Chapter officers.

Section 5: Each chapter shall have a chapter name which must be approved by the Lodge Executive Committee.

Section 6: The officers of each chapter of this Lodge shall be Chapter Chief, Vice Chief, and Secretary. These elected officers must be under twenty-one years of age throughout their entire term of office. Other Chapter Officer positions may be approved by the LEC.

Section 7: All chapter activities are subject to approval of the Lodge Executive Committee.

Section 8: Chapters are permitted to have such items as neckerchiefs, patches, or other paraphernalia that would identify the chapter, with the approval of the Lodge Executive Committee.

Section 9: Chapters are not permitted to maintain treasuries.

Section 10: Each Chapter shall come under the supervision of the District Camping Committee, the District Executives of the districts in which the chapter serves and the Lodge Executive Committee. Final authority rests with the Scout Executive.

Article VI: Lodge Finances and Dues

Section 1: Membership fees (annual dues) and Induction Fees shall be determined and approved by the Lodge Executive Committee, and collected annually by the Lodge Treasurer. Induction fees will be collected at the time of Induction.

Section 2: Members must their dues for the current dues year. Members who fail to do this shall be considered inactive and will only be restored to active status by paying the current year's dues.

Section 3: Those classified as inactive members shall not be entitled to any rights and privileges of a member of the Miami Lodge.

Section 4: In the development of the Lodge's annual budget, funds will be made available for chapter mailings, activities and service projects. Chapters must gain approval from the Lodge Treasurer and Adviser before incurring expenses. All bills must be approved by the Lodge Executive Committee.

Section 5: All Order of the Arrow funds shall be handled through the Council Office and go through all normal accounting procedures used by the Council.

Section 6: Lodge flaps shall not be restricted.

Section 7: All fund raising activities of the Lodge must be approved by the Miami Valley Council's Scout Executive (Chief of the Fire) or his representative.

Article VII: Lodge Calendar

Section 1: The Lodge shall schedule at least two Ordeals, one Brotherhood, one training conference, one Lodge Fellowship, and one planning meeting annually.

Section 2: The Executive Committee of this lodge shall determine the number of Lodge, Executive and Officer Corps meetings at the annual planning meeting with at least two lodge meetings per year, and publish the dates in the Lodge calendar.

Section 3: Special meetings of the Executive Committee, or the lodge as a whole may be called by the Lodge Adviser or by the Lodge Chief.

Article VIII: Amendments

Section 1: These rules shall be subject to amendments at any regular or special meetings of the lodge, provided that such an amendment has been submitted to the Executive Committee at least one month before this planned meeting and that due notice has been sent to all active members ten days prior to this same meeting.

Article IX: Reserved Powers

Section 1: All powers not designated in these Lodge Rules shall rest with the Executive Committee.

Section 2: Decisions for significant or emergency issues can be temporarily modified or amended as Lodge Rules with both Key 3 and Lodge Executive Committee approval. Notification to membership shall be made within 90 days for compliance with article VIII, Section 1, if written modification to Lodge Rules is required.

Section 2 | THE LODGE

2.1: HISTORY OF THE LODGE

The Miami Lodge #495 is named after the great Miami Indian nation. The origin of name Miami comes from their Ojibwe name, Oumami (Oumamik, Owmaweg, Omaumeg) "people of the peninsula" altered by the French and English into our familiar form of Miami (Maumee).

The Order of the Arrow was initiated in the Miami Valley Council in the fall of 1952. A group of Scouts and volunteers petitioned the Council Scout Executive, Wayne Hopkins (a Vigil Honor member), for permission to charter and start a lodge.

The first ceremony and induction of members was held at Cricket Holler in October of 1952. At the time 121 new members were inducted in a ceremony by Arrowmen of Owasippe Lodge #7 of the Chicago Area Council. A loan from the council permitted the lodge to purchase materials for Indian outfits for the second Ordeal. Ordeal and Brotherhood ceremonies were held annually at Cricket Holler through 1958. With the opening of Woodland Trails Scout Reservation in 1959, Miami Lodge embarked on a plan of holding events at both camps, a tradition that continues today.

In the first year of opening, the lodge inaugurated its basic plan of service. The lodge helps in preparation for the summer and winter camping seasons by providing conservation work and general improvement to the two council camps. This is one of our greatest traditions and is continued to this very day.

Initially, a reunion and dance was held every December. This event was replaced by the annual Fellowship Dinner. The first dinner was held in January of 1958 and continues to this day as the major social event of the lodge.

The totem of the Miami Lodge is the crane, officially designated as the Sandhill Crane in 1996 by the Lodge Executive Committee. The first pocket emblem and neckerchief were designed by Don Huxley. Since that time the lodge has had many different lodge flap designs approved by Lodge Executive Committee. A special lodge flaps are normally created for special events like Anniversaries, National Scout Jamborees, National Order of the Arrow Conferences, and hosting a Section Conclave.

Miami Lodge has always been proud of its service to Miami Valley Council. During our three annual Ordeal Fellowship weekends we have given countless hours of service to our council camps since 1952. Gifts to the camps of materials like roofing shingles, paint, and wood are common place. Most recently, large gifts of a new climbing tower and Archary Range shed at Woodland Trails have proven the lodge's commitment to our council and its youth.

Section Conclaves have always been an important part of the history of the Miami Lodge. In the fall of 1960, the Lodge hosted its first conclave at Cricket Holler. Since that time the Miami Lodge has hosted the section conclave as follows:

- 1966 Section 4-G at Cricket Holler
- 1969 Section 4-C at Cricket Holler
- 1973 Section EC6A at Woodland Trails
- 1982 Section EC6A at Cricket Holler
- 1990 Section EC6A at Woodland Trails
- 2002 Section C-5B at Woodland Trails
- 2009 Section C-6A at Woodland Trails

The Miami Lodge has continually sent a delegation to each section conclave. We have gained a substantial reputation as a respected competitor and spirited lodge.

The Lodge has been represented at every National Order of the Arrow Conference since 1954. In 1977 the Miami Lodge Ceremonies Team placed among the nation's finest in national competition in Knoxville, Tennessee. At the 1986 National Conference at Central Michigan University, Miami Lodge's John Kincer placed third in Traditional Indian Dance Competition.

At the 1988 National Conference at Colorado State University, Rick Hauser was among a select group of Arrowmen to be inducted into Brotherhood membership at the first ever National Brotherhood Induction Ceremony.

Miami Lodge is most known for its consistence presence as servant leaders on the sectional, regional, and national level. Many of our members have served on numerous NOAC staff contingents over the years. Several of our past lodge officers are currently on the National Order of the Arrow Committee. In addition, Miami Lodge has always been an interregnal part of any Section Conclave operating in many different capacities.

Training has always been important to the Miami Lodge. To that extent a delegation from the Miami Lodge has attended every National Leadership Seminar in our area since the inception of this program by the National Order of the Arrow Committee. Three recent Lodge Chiefs, Alex Rhodes, Rick Hauser, and P. J. Hentrich have distinguished themselves by serving on NLS Staff on numerous occasions. Moreover, one of our past lodge chiefs, Randy Cline, is widely recognized for constructing the current NLS course.

In 2011 the Lodge began reforming Chapters with the hope of reigniting a passion for the OA in the Miami Valley Council. It was decided that four Chapters would represent the 6 Districts of the Miami Valley Council. Since then the Chapters have met with varying degrees of success however many dedicated youth and adult leaders are working diligently to ensure the Chapters' and their Lodge's long term success.

With over 60 years of cheerful service behind us, our supporting role continues to be of major importance to Scouting in the Miami Valley Council.

Chiefs and Advisers of Miami Lodge

Lodge Chiefs of Miami Lodge 495:

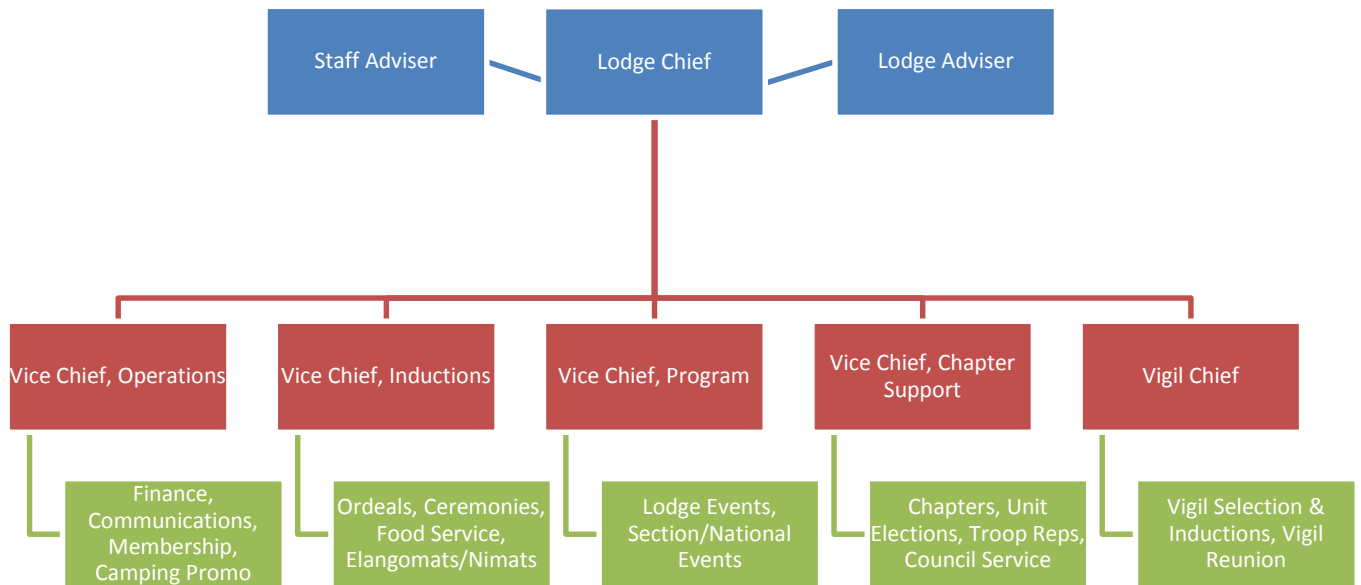
- Warren Lusk (1953-1954)
- Jim Klaussmeir (1954-1955)
- John Fleischauer (1955-1956)
- Howard Tucker (1956-1957)
- Mike Haines (1957-1958)
- Kent Kimmel (1958-1959)
- Doug Roberts (1959-1960)
- Dennis Peterman (1960-1961)
- Dave Freeman (1961-1962)
- Gary Kimmel (1962-1963)
- Robert Christman (1963-1964)
- Donald Miller (1964-1965)
- Mark Freeman (1965-1966)
- Randy Cline (1966-1967)
- Michael Albright (1967-1968)
- Michael Hook (1968-1969)
- Doug Magilvy (1969-1970)
- Clarence Bowman (1970-1971)
- Rick Choate (1971-1972)
- Dave Frech (1972-1973)
- John Talbott (1973-1974)
- Black Brewer (1974-1975)
- Pat Biles (1975-1976)
- Russell Davies (1976-1977)
- Todd Carver (1977-1978)
- Dave Mills (1978-1979)
- Paul Mahan (1979-1980)
- Rick Gardner (1980-1981)
- Scott Pelfrey (1981-1983)
- Jeff Templeton (1983-1984)
- John Numbers (1984-1985)
- Paul Hail (1985)
- Jeff Honious (1985-1986)
- Mike Melanson (1986-1987)
- Scott Bishop (1987-1988)
- Chris Grove (1988-1989)
- Eric Wolf (1989-1990)
- Rick Hauser (1990-1991)
- John Moodie (1992-1993)
- Alex Rhodes (1993-1994)
- Eugene Wikle (1994-1995)
- P.J. Hentrich (1995-1996)
- Alex Rhodes (1996-1997)
- Jason Isherwood (1997-March 1998)
- Chris Baker (March 1998-1998)
- Robert Signom III (1998-October 1998)
- P.J. Hentrich (October 1998-Nov. 1998)
- Chris Baker (November 1998-1999)
- David Slapak (1999 - 2000)
- David Knapp (2000 - 2002)
- Billy Reinstatler (2002 - 2003)
- Mike Price (2003 - 2004)
- Philip Miller (2004 - 2005)
- Andrew Rouhier (2005 - June 2006)
- Shawn Everhart (June 2006 - September 2006)
- Matt Fitzharris (September 2006 - 2008)
- Jeremy Bryner (2008 - 2009)
- Ben Gulliford (December 2010 - September 2011)
- Eric Potts (September 2011 - December 2011)
- Eric Wathen (January 2012 - December 2013)
- Boz Howard (January 2014 - June 2014)
- Adam Lucas (June 2014 - present)

Over the years many fine volunteer leaders have served as Lodge Adviser. This group includes:

- Edwin Overing
- Jack Naiman
- William Marshall
- Don Cole
- Bernard Wildi

- John MacLardy
- Dick Bish
- Chuck Graham
- Bill Sutherland
- Don Gallagher
- Ralph Hahn
- Todd Carver
- Mike McAtee
- Ken Grimes
- Ed Keck
- Mark Davis
- Larry Carter Sr.
- Chris Grove
- Greg Doerflein
- Ken Wagoner
- John Miller
- Brendan Greaney

2.2 Structure of the Lodge



2.3 THE KEY 3

3.1 MEMBERS OF THE KEY 3

- Lodge Chief-Representing the youth members of the Lodge.
 - Under the age of 21 for entire term
 - Elected annually by the youth members of the Lodge
- Lodge Adviser-Representing Lodge adults and the Council Camping Committee.
 - Over the age of 21
 - Appointed annually by the Council Scout Executive
- Staff Adviser-Representing the administration of the Council.
 - Over the age of 21
 - Appointed annually by Council Scout Executive

2.3.2 PURPOSE OF THE KEY 3

- To make the Order of the Arrow an effective instrument of the Scout camping and outdoor program.
- To direct the efforts of the Order towards assistance in Council programs and goals.
- To give leadership, direction, and inspiration to all members of the Lodge.
- To direct the efforts of the Membership toward the realization of the purposes and goals of the Order of the Arrow.

2.3.3 MEETINGS

- The Key 3 shall meet at least quarterly, apart from regularly scheduled Lodge functions, to:
 - Re-charter the Lodge and evaluate progress using the National Journey to Excellence program.
 - Oversee the planning of Lodge events, including program and budget.
 - Exchange any recent information or ideas for the benefit of the Membership of the Lodge.
 - Any other business that may come before the Key Three.

2.4 OFFICER/ADVISER RESPONSIBILITIES

2.4.1 LODGE CHIEF

- Be responsible for the Lodge Program. He must not do everything, rather he delegates, supervises and guides those who serve under him. He serves on the Key 3, with the Lodge Adviser, and Staff Adviser.
- Preside over the Lodge Executive Committee meetings, including setting of the agenda. If unable to attend, he shall secure a competent replacement.
- Attend Key Three meetings.

- Develop and coordinate the Lodge Leadership Development Training.
- Serve as representative of the Order to all council functions.
- Actively work with the Officers to select chairmen and form functional committees, including training of those members through the LLD and other means.
- Guide and take reports from the Lodge Committees & Officers.
- Appoint other ad hoc committees as necessary and in accordance with Lodge Bylaws
- Ensure the Lodge acts in accordance with the Bylaws
- Attends Section Councils of Chiefs prepared to represent the Lodge.
- Communicate on a regular basis with the youth members who serve under him and his Adviser.

2.4.2 LODGE ADVISER

- Serves as a member of the Council Camping Committee.
- Maintains continuity between outgoing and incoming Lodge Officers, their program, their goals, and the National OA Policy.
- Reminds Lodge Officers of their responsibilities if they are not doing the job.
- Coordinates the Order of the Arrow's activities with other segments of the Council Program.
- Advises, with other adults, on the proper role of adult members in the OA.
- Is familiar with the current edition of the Order of the Arrow Handbook, the Guide for Officers and Advisers, and National policies.
- Advises Lodge Officers on National policies and procedures.
- Encourages attendance at National Leadership Seminars, Section Conclaves, and National OA Conferences.
- Appoints adult advisers to each Lodge officer, committee chairman, and Chapter Chiefs.
- Attends Section Councils of Chiefs and ensures the Lodge Chief is prepared to represent the Lodge.
- Maintains close contact with other members of the Key Three.

2.4.3 LODGE STAFF ADVISER

- Works closely with Lodge Adviser and Lodge Officers to insure the Lodge fulfills its purpose.
- Watches over the Lodge finances.
- Coordinates OA activities with other segments of Council programs.
- Coordinates Order of the Arrow plans for participation in summer camping program.
- Coordinates Order of the Arrow use of office facilities and equipment with office staff.
- Advises other adults on their proper role in the OA.
- Is familiar with the current edition of the Order of the Arrow Handbook, the Guide for Officers and Advisers, and National policies.
- Advises Lodge Officers on National policies and procedures.
- Encourages attendance at Section Conclave, National Leadership Seminars, and National OA Conferences.
- Serves as liaison to the council Staff.
- Recommends and attains Scout Executive approval of prospective adult advisers.

- Maintains close contact with other members of the Key Three.

2.4.4 LODGE VICE CHIEF FOR OPERATIONS

- Be responsible for the operations of the Lodge including; finance and communications. He must not do everything, rather he delegates, supervises and guides those who serve under him.
- Supervise and take reports from the Chairmen he supervises.
- Submit a finance report at every Lodge meeting, maintain financial reports and make them available to members upon request.
- Compile budget estimates from all committees and use them to create a Lodge budget for submission to the Lodge.
- Approve appropriate expenditures in accordance with the Lodge budget, bylaws and actions of the LEC and submit bills to be paid to the council accountant.
- Request and submit purchase orders needed for Lodge programs.
- Assure that all dues/fees at all Lodge events are properly collected.
- Work with the Lodge Registrar to reconcile dues payments and the membership database.
- Attend LEC meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Report directly to the Lodge Chief and perform other duties as requested by the Lodge Chief.
- Serve in place of the Lodge Chief in the event of the Chief's absence or in the event the Chief resigns or is otherwise unable to fulfill his duties
- Communicate on a regular basis with the youth members who serve under him and his Adviser.

2.4.5 LODGE VICE CHIEF FOR INDUCTIONS

- Be responsible for all activities related to the induction process (ceremonies, Ordeal and Brotherhood). He must not do everything, rather he delegates, supervises and guides those who serve under him.
- Ensure that all inductions activities are conducted in accordance with the 10 induction principles as listed in the Guide to Inductions.
- Supervises and takes reports from the chairmen of the Ceremony Committee, the Brotherhood Committee, and the Ordeal Committee.
- Create and supervise the evening activity at the Ordeal.
- Supervise the implementation of the Jumpstart program at the Ordeal.
- Attend LEC meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Report directly to the Lodge Chief and perform other duties as requested by the Lodge Chief.
- Communicate on a regular basis with the youth members who serve under him and his Adviser.

2.4.6 LODGE VICE CHIEF OF PROGRAM

- Be responsible for non-induction Lodge activities and programs, mainly Fellowship activities and Section/National events. He must not do everything, rather he delegates, supervises and guides those who serve under him.
- Supervise and take reports from the chairmen of each activity committee.
- Attend LEC meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Report directly to the Lodge Chief and perform other duties as requested by the Lodge Chief.
- Communicate on a regular basis with the youth members who serve under him and his Adviser.

2.4.7 LODGE VICE CHIEF OF CHAPTER SUPPORT

- Be responsible for Unit Elections and supervising each of the Chapter Chiefs. He must not do everything, rather he delegates, supervises and guides those who serve under him.
- Supervise and take reports from each of the Chapter Chiefs for report at the LEC.
- Attend LEC meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Provide support to the Chapters
- Report directly to the Lodge Chief and perform other duties as requested by the Lodge Chief.
- Communicate on a regular basis with the youth members who serve under him and his Adviser.

2.4.8 LODGE VIGIL CHIEF

- Be responsible for the Vigil operations of the Lodge. He must not do everything, rather he delegates, supervises and guides those who serve under him.
- Coordinate the Vigil nomination and selection process.
- Lead the planning of the annual Vigil Reunion and Induction weekend.
- Serve as a mentor to the LEC officers and committee chairmen.
- Report directly to the Lodge Chief and perform other duties as requested by the Lodge Chief.
- Communicate on a regular basis with the youth members who serve under him and his Adviser.

2.5 LODGE AWARDS AND RECOGNITIONS

2.5.1 THE FOUNDER'S AWARD

- A National award for special achievement and exemplary service available for presentation on a select basis at the Lodge level. A maximum of 2 awards may be presented per year. If two are awarded, at least one must be presented to a youth under 21. Only active members are eligible to be considered.

- The National OA Committee must approve the Lodge nominees based on petitions to the National Executive Secretary.
- Nominees are selected each year at the Fall Ordeal by an Ad Hoc Lodge committee of available past Founder's Award recipients and/or youth members not considered for the award that year.
- The Ad Hoc Committee may open nominations to the Lodge or may select the nominees themselves
- The awards are presented at the Lodge Banquet and are fully funded in the Lodge budget under the Program>Winter Banquet Awards category.

2.5.2 THE VIGIL HONOR

The highest honor the Order of the Arrow can present for leadership given in the spirit of service to the Lodge and Council. See the Vigil Honor Committee section for the procedures to be followed. The cost of the certificates and sashes are fully funded in the annual Lodge Budget under the Vigil>Inductions Awards category.

2.5.3 THE LODGE CHIEF'S AWARD

The Lodge Chief's award is designed to recognize one youth who has given exemplary service to the Lodge Executive Committee. The Lodge Chief selects the recipient by the December Lodge meeting. This award is presented annually at the Winter Banquet and is fully funded in the Lodge budget under the Lodge Chief>Chief Awards category. The Lodge Chief award is an Order of the Arrow plaque National Supply item number 17605. The name plates are provided by Dayton Stencil.

2.5.4 THE LODGE ADVISER'S AWARD

The Lodge Adviser's award is designed to recognize one adult who has given exemplary service to the Lodge Executive Committee. The Lodge Adviser selects the recipient by the December Lodge meeting. This award is presented annually at the Winter Banquet and is fully funded in the Lodge Budget under the Lodge Chief>Lodge Adviser Awards category. The Lodge Adviser award is an Order of the Arrow plaque National Supply item number 17605. The name plates are provided by Dayton Stencil.

2.5.5 THE CRANE AWARD

The Crane Award is designed to recognize a spouse of one of our Adult Advisers. The recipients should be selected by the December Lodge meeting by the Lodge Key 3. The Lodge Key 3 may solicit advise from other members of the Lodge as to who should receive the award. The recipient of this award does not need to be a member of the Boy Scouts of America nor the Order of the Arrow. The Crane Award is fully funded in the Lodge Budget under the Program>Winter Banquet Awards category. The Crane Award consists of a printed and framed certificate with the recipient's name and a sandhill crane medallion suspended by a red ribbon. Crane medallions are purchased through <https://store.rowsanctuary.org/>.

2.5.6 LEC SERVICE AWARDS

LEC Service awards are presented annually to the youth and adult members of the Lodge Executive Committee. This award consists of a printed certificate with the member's name and position. These awards are presented at the annual Winter Banquet.

2.5.7 INDUCTION AWARDS

Induction awards are presented annually to members who have completed their Ordeal or Brotherhood. These awards consist of the member's name and corresponding certificate. These awards are presented at the annual Winter Banquet.

2.5.8 ELANGOMAT SERVICE AWARDS

Elangomat service awards are presented at the Sunday of each Ordeal to both youth and adult elangomats. This award consists of a white arrow patch with the word elangomat in black lettering. This award is suspended from the temporary patch button on the uniform. This award is fully funded under the inductions> "ordeal" elangomats/nimats category.

2.5.9 HONOR ELANGOMAT AWARDS

The Honor Elangomat Award is awarded at the annual Winter Banquets to adult and youth members who have completed the criteria in the Honor Elangomat Program. This criteria includes: 1) Seal your membership in the Order by completing the Brotherhood. Can be earned prior to 2014. 2) Participate in a Lodge Elangomat training event, 3) Serve as an Elangomat for at least 2 Ordeals. (2014 or later), 4) After completion of requirement 3 stay in contact with Ordeal clan members for at least 1 year encouraging participation in Lodge and Chapter events and completion of Brotherhood, 5) Achieve 30% Brotherhood conversion of Ordeal clans from requirement 3. The Honor Elangomat Award consists of a black arrow patch with the word elangomat in white lettering. The award is suspended from the temporary patch button on the uniform. This award is fully funded under the Program>Winter Banquet Awards category.

2.5.10 CREATION OF AWARDS

The LEC has the authority to create additional awards for any number of reasons. Should the LEC decide to create a new award the eligibility and selection process should be identified at least 1 year prior to the award first being presented. The LEC will also decide the style of the award as well as how the award will be funded.

2.6 UNIFORM AND INSIGNIA

2.6.1 SASHES

The sash is worn at Order of the Arrow functions and special Scouting activities, when members need to be identified as Arrowmen rendering special services.

An Ordeal sash will only be worn by an Ordeal member, a Brotherhood sash will only be worn by a Brotherhood member, and a Vigil sash will only be worn by a Vigil member. The sash will be worn with the arrow pointing over the right shoulder.

OA sashes should not be worn on the belt. The sash is to be worn only at OA events and special Scouting functions when representing the Order of the Arrow; therefore, when at one of these events, wear it properly over the right shoulder, underneath the epaulet so that the shoulder loop is not covered. When not at an OA event, the pocket flap signifies that you are an Arrowman whose current dues are paid to a Lodge. The universal ribbon pin can also be worn to signify that you are an Arrowman.

Nothing is to be worn on the OA sash except the 50th or the 60th Anniversary Awards. Beaded sashes and sash backs depicting the legend are not to be worn. Also, sashes with Dr. Goodman's or Col. Edson's signature or any other signatures, stamps, or pins are not to be worn. Nothing should detract attention from the Arrow and its true meaning. There is nothing wrong with having any of these souvenir sashes; just don't wear them with the Scout uniform.

2.6.2 LODGE FLAPS

To wear a Scout uniform, you must be a currently registered member of the Boy Scouts of America. To wear an Order of the Arrow Lodge Pocket Flap on the uniform, you must pay your current year's dues to a Lodge.

To earn the right to pay OA Lodge dues, you have to be properly elected and inducted into the OA and must be a current registered member of the Boy Scouts of America. You can only wear the OA pocket flap of the Lodge in which you pay dues. Paying dues in one Lodge does not make you a member of another Lodge. Each Lodge is an independent entity.

2.7 EXECUTIVE COMMITTEE MEETINGS

2.7.1 MEETING PREPARATION

Meetings shall be held in accordance with the Lodge rules. Regular meetings of the Lodge Executive Committee shall be listed in the Council Calendar.

The Lodge Chief and Lodge Vice Chief for Operations shall compose a meeting agenda after consultation with their Adviser at least one week in advance of the meeting. The agenda, along with meeting notice shall be forwarded to all members at this time by the Lodge Chief.

Amendments to the agenda may occur before the meeting by notifying the Lodge Chief of the proposed change and obtaining his approval. No additions to the agenda may be allowed at the meeting unless a majority vote of the Committee approves the addition.

Lodge Meetings shall take place at 3:00p.m. on the Second Sunday of each month at the Schiewetz Leadership Training Center at Cricket Holler Scout Camp. Occasionally it becomes necessary to move the location and/or date/time of Lodge Meetings. In this case the Lodge Adviser should work with the Staff Adviser to find a suitable location. The Lodge Chief should ensure ample notice is provided to Lodge Members regarding the change in location and/or date/time.

2.7.2 LODGE MEETING PROCEDURES

The Lodge Chief shall serve as the Chairman for the meeting. If the Chief is absent, the Lodge Vice Chief for Operations shall act as Chairman. If he should also be absent, the Lodge Chief will designate his replacement.

Adult members may not vote in any decision or election of the Lodge Executive Committee. Votes of abstention shall not be counted in the final total of votes cast. The Lodge Chief shall not vote except in case of a tie.

If a member of the Executive Committee other than the Lodge Chief will be absent, he must notify the Lodge Chief of his replacement before the meeting. With the approval of the Lodge Chief, only the member's representative shall be permitted to act in his stead.

The Lodge does not have a quorum rule nor does it restrict which youth members may vote on items during the meeting. The purpose of this decision was to 1) ensure the Lodge may continue to function when youth participation is low and 2) demonstrate that the voice of every youth member matters in the direction of our Lodge.

Agenda:

- Opening - Obligation led by the Lodge Chief or his designee.
- After the obligation the Lodge Vice Chief of Operations shall present the previous meeting's minutes for discussion and approval.
- After the previous meeting's minutes have been approved the Lodge Chief will instruct the various Vice Chiefs to breakout with their committee chairmen, committee members, and advisers. During this breakout session the Vice Chiefs should discuss items of importance to their committees including upcoming events, responsibilities, etc.
- After the Vice Chief breakout sessions the Lodge will reconvene for Vice Chief reports. Each Lodge Vice Chief will present a report on the activities of their committees.
- After the Vice Chiefs offer their reports the Lodge Chief will then offer his report.
- After the Lodge Chief's report the LEC will discuss past events/business.
- After the past events/business the LEC will then discuss upcoming events/business and actions that need to be taken to ensure the success of those events.
- The LEC will then discuss and vote on the approval of any bills that need to be paid.

- After bills have been voted upon the Lodge Chief will then instruct the Lodge Vice Chief of Chapter Support to organize the breakout sessions for the Lodge’s Chapters. During this breakout session Chapters should discuss any events/business in their Chapter.
- After the Chapter breakout session the Lodge will reconvene to hear reports from each Chapter Chief or their designee.
- After the Chapter Chief reports the Lodge Chief will open the floor to discussion of any other issues that Lodge members wish to discuss.
- Once the Chief has closed the floor to open discussion the Lodge Adviser will offer their Lodge Adviser’s minute.
- After the Lodge Adviser’s minute the Lodge Chief will open the floor for a motion and approval to close the meeting.

2.8 NATIONAL ORGANIZATION

The Order of the Arrow is described in its primary documents:

Order of the Arrow Handbook,

Order of the Arrow Guide for Officers and Advisers, and

Order of the Arrow Guide to Inductions.

Additional information is available through the national website, www.oa-bsa.org.

The National Order of the Arrow Committee is led by the National Chief, National Chairman, and National Director of the Order of the Arrow.

2.9 REGION

There are four geographical regions: Central, Northeast, Southern, and Western. This lodge is part of the Central Region, which maintains a website, central.oa-bsa.org. The Region is led by the Region Chief, the Region Chairman, and the Region Staff Adviser.

2.10 SECTION

There are 12 Sections areas within the Central Region. This lodge is part of Section C-6B, which maintains a website, www.oa-c6b.org. The Section is led by the Section Chief, Section Adviser, and Section Staff Adviser. The Section meets periodically throughout the year to discuss Section business and the annual Section Conclave. These meetings are called Council of Chiefs. The Lodge Chief and Lodge Adviser must attend these Councils as well as any other youth or adult leaders who need to attend.

SECTION 3 LODGE OPERATING COMMITTEES

3.1 CHOOSING CHAIRMEN

All Lodge Chairmen, regardless of the type of committee, are appointed by the Lodge Chief. The following steps are to be taken before the appointment is made official:

- Look for possible Chairmen by asking the previous Chairman and Adviser for ideas. Also consult with the Lodge Adviser.

- Ask the Chapter Chiefs and Advisers of any potential candidates to see if he will be in the area for an extended time. Also be sure that the candidate will be under 21 years of age for at least six months.
- Ask the candidate if he can do the job, based on your description of the duties. Be explicit in your description.
- If the candidate says no, go back to step one. If he says yes, thank him, and be sure he knows about the next Lodge Executive Committee Meeting date and the agenda for his report. Tell him that he has an Adviser and that the Adviser will get in touch with him soon. Tell him the present Adviser's name, and be sure to check to see if the Chairman will be able to work with the Adviser. Tell the Lodge Adviser of the Chairman's decision.
- At the next Lodge Executive Committee Meeting, introduce the new Chairman and also introduce the Adviser, even if it is the same one as before the appointment.

3.2 CHOOSING ADVISERS

Advisers are appointed by the Council Scout Executive through the Lodge Adviser (see Lodge Rules). After the Lodge Chief contacts the Adviser and tells him the decision of the new Chairman, either the same Adviser will be kept or a new one must be appointed. The following conditions must be met:

- The Chairman must be able to work with the Adviser. If not, the Adviser must be replaced.
- The Adviser must be able to insure that his advising a Lodge Committee will not interfere with his other responsibilities.
- A potential Adviser's Chapter Adviser should be consulted before the appointment. Before any new appointment, the Chairman, Lodge Chief, and Staff Adviser are to be consulted for recommendations.

3.3 ECOMMUNICATIONS & PUBLICATIONS CHAIRMAN

- Create, edit, and publish the monthly Lodge eNewsletter the "Crane Chatter"
- Be responsible for maintaining the Lodge Facebook page including sending out updates to Lodge members.
- Photographs and documents Lodge events and activities
- Ensure the Lodge website has the most current information and the calendar is kept up to date.
- Use the Lodge email list to distribute information to Lodge members.
- Attend Lodge meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Report directly to the Lodge Vice Chief of Operations and perform other duties as requested by him.
- Communicate on a regular basis with the youth members of his committee and his Adviser.

3.4 CAMPING PROMOTIONS CHAIRMAN

- Update the Lodge's "Where to go Camping" book.
- Promote year-round camping within the council.
- Ensure that camping promotions visits are made to all Miami Valley Council units that request a visit.
- Promote National High Adventure Programs to older scouts in the council.
- Recruit, develop and train a committee of Arrowmen to assist with responsibilities.
- Work with the Council Camp Promotions Chair to develop a promotions plan.
- Attend Lodge meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Report to the Lodge Vice Chief of Operations and perform other duties as requested by him.
- Communicate on a regular basis with the youth members of his committee and his Adviser.

3.5 CEREMONIES CHAIRMAN

- Recruit and train ceremony teams for Call Out, Ordeal, Brotherhood and any other ceremonies.
- Be present at all ceremonies (or secure a competent replacement) to coordinate ceremonies.
- Be responsible for setting up and cleaning up of ceremonial grounds.
- Be responsible for maintaining all ceremonial dress and props.
- Recruit, develop and train a committee of Arrowmen to assist with responsibilities.
- Attend Lodge meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Report to the Lodge Vice Chief of Inductions and perform other duties as requested by him.
- Communicate on a regular basis with the youth members of his committee and his Adviser.

3.6 BROTHERHOOD CONVERSION CHAIRMAN

- Promote the Brotherhood to all eligible Arrowmen throughout the Lodge year.
- Ensure that the Brotherhood is conducted in accordance with the Journey to Brotherhood Program.
- Ensure that Spirit of the Arrow Books are used properly and all new Brotherhood members receive a sash, pocket rocket, bead, membership card and certificate.
- Ensures the 10 Inductions Principles listed in the Guide to Inductions are followed in the Brotherhood Process.
- Be present at all Brotherhoods (or secure a competent replacement) to coordinate ceremonies, review and hike.
- Work with the Ceremonies and Elangomat/Nimat Chairmen to ensure the Brotherhood ceremonies and an appropriate number of Nimats are in place for the Brotherhood.
- Recruit, develop and train a committee of Arrowmen to assist with responsibilities.

- Attend Lodge meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Report to the Vice Chief of Inductions and perform other duties as requested by him.
- Communicate on a regular basis with the youth members of his committee and his Adviser.

3.7 ORDEAL SERVICE CHAIRMAN

- Develop Service Projects with the Property Committees for Ordeals and service days.
- Run all designated Service Days throughout the year, including budgeting any meals.
- Recruit, develop and train a committee of Arrowmen to assist with responsibilities.
- Attend Lodge meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Report to the Lodge Vice Chief of Inductions and perform other duties as requested by him.
- Communicate on a regular basis with the youth members of his committee and his Adviser.

3.8 ELANGOMAT/NIMAT CHAIRMAN

- Recruit and train Elangomats & Nimats for all Ordeals and Brotherhood Conversions.
- Supervise the extended Elangomat program.
- Supervise Elangomats & Nimats during Ordeals to ensure the induction principles are followed
- Attend Lodge meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Report to the Lodge Vice Chief of Inductions and perform other duties as requested by him.
- Communicate on a regular basis with the youth members of his committee and his Adviser.

3.9 TRADING POST CHAIRMAN

- Submit a Trading Post report at every Lodge meeting, maintain inventory reports and make them available to members upon request.
- Supervise the Lodge Trading Post including sales at events and inventory.
- Work with the Lodge Registrar to reconcile dues payments and the membership database.
- Attends Lodge meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Report directly to the Lodge Vice Chief of Operations and perform other duties as requested by him.
- Communicate on a regular basis with the youth members of his committee and his Adviser.

3.10 SECRETARY

- Take minutes at the Lodge meetings and publish those minutes in a timely manner prior to the next LEC.
- At each Lodge Meeting ensure the Lodge Chief and Lodge Adviser sign the minutes from the previous meeting, after they have been approved by the LEC. Once signed he will ensure the minutes are delivered to the Scout Office.
- Be responsible for maintaining the Lodge bylaws.
- Attend Lodge meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Report directly to the Lodge Vice Chief of Operations and perform other duties as requested by him.
- Communicate on a regular basis with the youth members of his committee and his Adviser.

3.11 WINTER BANQUET CHAIRMAN

- Develop a budget and promotions plan for the annual fellowship dinner.
- Coordinate the location and catering services for the dinner.
- Compile the awards and make sure all award materials are at the dinner.
- Coordinate registration for the dinner.
- Work with the Lodge Registrar to reconcile dinner payments with Lodge Master System.
- Attend Lodge meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Report to the Lodge Vice Chief of Programs and perform other duties as requested by him.
- Communicate on a regular basis with the youth members of his committee and his Adviser.

3.12 FALL FELLOWSHIP CHAIRMAN

- Present proposals for the Fall Fellowship to the LEC at the Summer Meeting.
- Develop a budget and coordinate the promotions plan for the Fall Fellowship.
- Coordinate registration for the event.
- Attend Lodge meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Report to the Lodge Vice Chief of Programs and perform other duties as requested by him.
- Communicate on a regular basis with the youth members of his committee and his Adviser.

3.13 SPRING FELLOWSHIP CHAIRMAN

- Present proposals for the Spring Fellowship to the by the December Lodge Meeting.
- Develop a budget and coordinate the promotions plan for the Fall Fellowship.
- Coordinate registration for the event.

- Attend Lodge meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Report to the Lodge Vice Chief of Programs and perform other duties as requested by him.
- Communicate on a regular basis with the youth members of his committee and his Adviser.

3.14 SECTION/NATIONAL EVENTS CHAIRMAN

- Develop and implement a marketing plan for all Section and National Events, such as ALTC, Conclave, and NOAC.
- Coordinate registration with the appropriate person at Section or National.
- Attend Lodge meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Report to the Lodge Vice Chief of Programs and perform other duties as requested by him.
- Communicate on a regular basis with the youth members of his committee and his Adviser.

3.15 LODGE SERVICE CHAIRMAN

- Identify opportunities for the Lodge to provide service to Council events
- Serve as the primary contact/liaison between the Lodge & the Council event planning committee
- Recruit Lodge members to serve as volunteers at Council events and lead the Lodge members during the event
- Ensure service hours are tracked and entered into LodgeMaster
- Assist each Chapter with recruiting a Chapter Service Chairman to assist with providing service to District events
- Report to the Vice Chief of Chapter Support and perform other duties as requested by him
- Communicate on a regular basis with the youth members of his committee and his Adviser.

3.16 UNIT ELECTIONS CHAIRMAN

- Oversees the yearly unit election process
- Provides training and support materials for Chapter unit election teams
- Ensures Chapter election teams are contacting units in their Chapter to arrange elections
- Ensures unit elections are carried out in accordance with National and Lodge policies
- Ensures Chapter election teams are providing completed election forms to the Lodge Registrar
- Reports to the Vice Chief of Chapter Support and performs other duties as requested by him.
- Communicates on a regular basis with the youth members of his committee and his Adviser.

3.16.1 UNIT ELECTION PROCEDURES

A Troop of Varsity Team in the Miami Valley Council can hold one election per year between January 1 and May 31. Elections after May 31 must be approved by the Lodge Chief and Lodge Adviser. This election must be conducted by a Chapter Elections Committee in Miami Lodge. Ideally, elections should not be run by a unit leader or by the OA members of the unit in which the election is being held.

Prior to the election, the Troop or Varsity Team leader must certify and list the eligible unit members on the Unit Election Report. At least fifty percent of the unit's active, registered members must be present for an election to be held. Every active registered member of the Troop or Varsity Team under the age 21 at the time of the election is eligible to vote for the youth candidates. A unit member may vote for any, all, or none of the eligible members certified by the unit leader. A unit member can also vote for no one. Anyone receiving at least fifty percent of the votes cast will be elected (if the number of ballots turned in is uneven, add one before determining fifty percent). If a blank ballot is turned in, that ballot is counted as a ballot turned in. If no one is elected on the first ballot, a second ballot is immediately held. If again no one is elected, no further election is held that year. The Election Team member will count the ballots with the unit leader or representative present.

Following the election, the results are certified by the Election Team members and copies of the Unit Election Report are distributed to the Lodge Registrar. The unit leader may then announce the results of the election to the unit or they can wait until the candidate attends Summer Camp.

Elections which do not follow these procedures will be invalid and the candidacy, call-out, or induction resulting from the invalid procedures will not be recognized by Miami Lodge.

Units attending a Summer Camp away from Woodland Trails must submit a request to the Lodge for a letter authorizing an Out of Council Call Out. This letter will contain the names of the youth and adult candidates in their Troop and will be signed by both the Lodge Chief and Lodge Adviser.

3.16.2 ADULT RECOMMENDATION PROCEDURES

One Troop or Varsity Team adult (age 21 older) per year may be recommended to the Lodge Adult Selection Committee, if at least one youth has been elected in the same year. The unit committee recommends the one adult. Only members of the committee 21 years of age or older may participate in the recommendation. A Unit Adult Recommendation form must be completed and submitted to the Chapter 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, if at least one youth has been elected in the same year.

3.16.3 RECOMMENDATION OF DISTRICT AND COUNCIL SCOUTERS

Adult leaders whose primary registration is in a Council or District position may be recommended to the Lodge Adult Selection Committee by the Chapter Executive Committee, District Chairman, Council President, Scout Executive, or by a member of the professional staff. All requirements set forth for adult leaders in units will be fulfilled with the exception of the camping requirement which may be waived at the discretion of the Lodge Adviser, Lodge Chief, and Council Scout Executive.

3.16.4 PROFESSIONAL SCOUTERS

Professional staff members designated by the Council Scout Executive as Chapter Staff Advisers are automatically ex-officio members of the Lodge. If they have not been inducted into some Lodge of the Order of the Arrow, they should be given an early opportunity to complete the ordeal and the Ordeal Ceremony. These professional Scouters do not have to be approved by the Lodge Adult Selection Committee; they are just given an invitation to take the Ordeal.

3.16.6 HONORARY MEMBERSHIPS

There is no such thing as an honorary membership in the Order of the Arrow. A candidate must meet all of the eligibility requirements, is a member of the Boy Scouts of America, and be elected or recommended and approved by the procedures covered here, the Order of the Arrow Guide for Officers and Advisers, and Miami Lodge rules. A candidate must complete the ordeal including the Ordeal Ceremony in order to become an ordeal member. An Ordeal member must complete all the eligibility requirements including the Brotherhood ceremony to become a Brotherhood member. A Brotherhood member must complete all the eligibility requirements, be selected by the Lodge, be approved by National, and complete the Vigil Ceremony to become a Vigil member.

3.17 TROOP REPRESENTATIVE CHAIRMAN

- Oversees the Lodge's Troop Representative Chairman program
- Creates opportunities for Troop Representatives to participate in position specific training
- Communicates regularly with the Chapters to ensure they are reaching out to their Troop Representatives.
- Reports to the Vice Chief of Chapter Support and performs other duties as requested by him.
- Communicates on a regular basis with the youth members of his committee and his Adviser.

3.18 FOOD SERVICE CHAIRMAN

- Develop a menu for each ordeal including proposing a budget to the LEC.
- Work with the Scout Office to obtain a purchase order for GFS.
- Purchase food for Ordeal and deliver to Ordeal site.

- Supervise kitchen staff and the preparation and distribution of each meal during the Ordeal.
- Attend Lodge meetings prepared to report on responsibilities. If unable to attend, he shall send a designated replacement to do the report.
- Report to the Lodge Vice Chief of Inductions and perform other duties as requested by him.
- Communicate on a regular basis with the youth members of his committee and his Adviser.

3.19 VIGIL SELECTION COMMITTEE

- Meets annually under the leadership of the Vigil Chief to review the nominations for Vigil Honor candidates.
- Ensures that the process and procedures established in the following pages are followed in the administration of the Vigil Honor Selection process for the Lodge.
- Selects, by majority vote of the youth members of the Lodge Vigil Selection Committee those candidates to be nominated to the National Order of the Arrow Committee for approval to become recipients of the Vigil Honor.
- Once approved by the national Order of the Arrow Committee, provides the names of the Vigil Honor Candidates to the Vigil Honor Induction event Chairman for appropriate ceremony.

3.19.1 THE VIGIL HONOR

“The Vigil Honor is the highest honor that the Order of the Arrow can bestow upon its members for service to lodge, council and Scouting. It dates back to the year 1915, when founder E. Urner Goodman became the first Vigil Honor member. Since then, thousands of members have been accorded this honor.

It is a high mark of distinction and recognition reserved for those Scout, Explorer, and Scouter members of the Order who, by reason of exceptional service, personal effort, and unselfish interest, have made distinguished contributions beyond the immediate responsibilities of their position or office to one or more of the following: their lodge, the Order of the Arrow, Scouting, or their Scout camp. Under no circumstances should tenure in Scouting or the Order of the Arrow be considered as ample reason for Vigil Honor recommendation.

Vigil Honor members have an honorable tradition to uphold. They must at all times conduct themselves in accordance with the ideals of Scouting, the Order of the Arrow, and the Vigil Honor. Membership cannot be won by a person's conscious endeavor. It comes as recognition of his altruistic leadership in service. This fact should be given careful consideration in the selection of candidates for membership. The Vigil Honor has successfully fulfilled a definite and satisfactory service to the Order of the Arrow, to Scouting, and to individual members. Its continued success depends on the care with which future members are selected and on the maintenance by its members of the high ideals of service to others for which the Vigil Honor has always been known.

Any member of the Order of the Arrow registered in Scouting and in good standing in a regularly chartered lodge is eligible for recommendation to the National Order of the Arrow Committee for elevation to the Vigil Honor, provided that, at the time of his recommendation, he has been a Brotherhood member for a minimum of two years. Since the Order of the Arrow is primarily a young man's organization, it is suggested that, in recommending candidates for the Vigil Honor, that preference be given to those who have become members of the Order as Scouts rather than to those who were inducted into the Order as adult volunteer or professional Scouters.

Members of the Order can be inducted into the Vigil Honor only with the written approval of the National Order of the Arrow Committee."

3.19.2 VIGIL NOMINATION AND SELECTION PROCEDURES

Once each year, typically at the Summer Ordeal, Miami Lodge may select from its eligible membership those most deserving of the Vigil Honor. The candidates to receive this high recognition are picked by the Lodge Vigil Selection Committee. Written approval of each selected Lodge candidate must be obtained by the Lodge from the National Order of the Arrow Committee.

The Lodge has established the following steps which should be followed when selecting Vigil Honor candidates:

1. By November 1st, each Chapter Chief will appoint a Vigil Honor Nominating Committee of three or more members who are approved by the Chapter Adviser and District Scout Executive. Voting committee members must be under 21 years old; one, and only one, non-voting adult adviser should be appointed. The Committee members should be Vigil Honor members; however, if three Vigil members are not available in the Chapter, a combination of Vigil and Brotherhood, or all Brotherhood members, may be appointed. If any Brotherhood members are appointed to the Committee, they must not be under consideration for Vigil this year. Each Chapter Chief must supply the name, address, telephone number, and Email address of his Chapter Vigil Honor Nominating Committee Chairman and Adviser to the Lodge Vigil Adviser by January 1st.
2. By May 15th the Vigil Chief, with assistance from his Adviser and the Lodge Registrar will develop a list of Lodge members who meet all of the following eligibility requirements:
 - a. a. Paid their current year's dues in Miami Lodge;
 - b. Paid their current registration in a unit or other organization of Miami Valley Council, Boy Scouts of America; and
 - c. Will have been a Brotherhood member for at least two years by the date of the Vigil selection (typically Saturday of the Summer Ordeal).

This list will then be published on the Lodge's website as well as the Vigil Nomination Form. The Vigil Chief will advertise, using the Lodge's eCommunications Team the acceptance period for nominations. This will typically be May 15th – noon on the Saturday of the Summer Ordeal.

3. There are a maximum number of candidates that the Lodge Vigil Selection Committee can petition for approval to the National Order of the Arrow Committee each year. This maximum number is based on the total Lodge membership that was reported on the latest Charter renewal application of the Lodge to the National Committee. The number is determined by dividing the reported membership by 50 and rounding any resulting fraction up to the next whole number.

There is no requirement that the Lodge must petition for the maximum number of candidates each year; however, with the exception of professional Scouters, the Council President, the Council Camping Committee Chairman, and Camp Rangers (all of whom do not count against the Lodge total), the maximum number cannot be exceeded. This procedure was set by the National Order of the Arrow Committee in order to maintain the Vigil Honor standards.

As mentioned previously, nomination of professional Scouters, the Council President, the Council Camping Committee Chairman, and Camp Rangers do not count against the maximum number of selections the Lodge may make each year. Scouters in this group do, however, have to meet the requirements of at least two years' service as Brotherhood members.

To maintain a proper ratio of youth to adults in awarding the Vigil Honor, the National Committee will not approve petitions having more than 50 percent of the candidates 21 years of age or over, including those who do not count against the Lodge maximum number. All candidates may be youth, but not more than 50 percent may be 21 or over.

4. The Vigil Chief will assemble all nominations for the Vigil Honor by the meeting of the Vigil Selection Committee. At the meeting of the Vigil Selection Committee the following procedures will be followed:
 - a. After lunch on Saturday Summer Ordeal, the Vigil Chief will call the meeting to order at a location that is away from the Ordeal.
 - b. The Vigil Chief will inform the members of the Selection Committee of the procedures laid out in this manual, including the rule that what is discussed during this process is never to be shared outside of the Vigil Selection Committee meeting.
 - c. The Vigil Chief will read each nomination in full
 - d. Any member of the Vigil Selection Committee may add additional information to the discussion of each nominee.
 - e. After each nomination has been read in full the Vigil Chief may open the floor to additional nominations. This is at his discretion and should only be done if the Vigil Chief feels the pool of nominees needs to be larger.
 - f. If the Vigil Chief opens the floor to additional nominations, any member of the Selection Committee may nominate someone for the Vigil Honor and offer why they are nominating that individual. The Lodge Registrar must verify that the floor nominees meet the Vigil eligibility requirements as determined by the National Order of the Arrow Committee.

- g. After the Vigil Chief has closed the floor to nominations the Vigil Chief will take the youth members of the Selection Committee as well as his Adviser and the Lodge Adviser to another location to decide on who will be chosen for the Vigil Honor. The Vigil Adviser and Lodge Adviser are ex-officio members of the Selection Committee and therefore do not have a vote.
- h. During the meeting of the youth members of the Selection Committee the Vigil Chief will lead a discussion of the nominees. A nominee must receive a majority vote in order to be selected.
- i. The youth members must select the Vigil Class for that year by following the eligibility requirements and ensuring the youth to adult ration is followed.
- j. Once the youth members of the Selection Committee have selected that year's class of Vigil candidates they will rejoin the adult members of the Selection Committee and inform them of their decision.
- k. After each candidate has been announced the Vigil Selection Committee will decide on the Vigil name to be given to each candidate as well as the Vigil member who will serve as the candidate's Guide.
- l. If at all possible the Vigil Candidates will be informed immediately following the Ordeal Ceremony. If the candidate isn't available at the Summer Ordeal their Vigil Guide will be responsible for notifying the Vigil Candidate of their selection as well as the other information regarding the Vigil Induction.
- m. After the Ordeal, the Lodge Adviser must submit the completed Vigil Honor Petitions to the Council Scout Executive for their approval and to be forwarded to the National Order of the Arrow Committee.

4. FINANCES, PROPERTY, AND SUPPLIES

4.1 PLANNING THE LODGE BUDGET

The Lodge's fiscal year begins on January 1. In order to insure smooth Lodge operations, the budget should be ready for approval by the Lodge Executive Committee by the December meeting or, ideally at the Lodge Leadership Development.

The Lodge budget is the responsibility of the Lodge Vice Chief Operations and his Adviser. Working with the Key Three, the Vice Chief for Operations should follow these steps to insure a sound budget.

- Research expenditures of the current year.
- See what supplies have had a price increase during-the current year.
- Ask everyone who has an allowance in the current budget for input concerning expected expenses (i.e., Lodge Officers).
- Obtain from the Lodge Chief any new expenses for the coming year.
- Check with the Lodge Registrar to reach a realistic estimate of the number of Lodge members expected for the next year

After the above has been done, the Vice Chief for Operations should compile his facts, and then meet with the Key Three to plan the budget.

Income to be budgeted will most likely be event registrations, dues, and Trading Post sales. Any balances from the current year are not listed in the new budget. Any surpluses at the end of a fiscal year are placed into the custodial account.

The format of the budget will include the current year's budget by line item and next year's planned budget relative to the same line items and any new added line items.

4.2 MAINTENANCE OF THE BUDGET

The Miami Valley Council will maintain a custodial account in accordance with Boy Scouts of America procedures for Miami Lodge.

4.3 CHAPTER FUNDS

No Chapter may keep a treasury or funds. Doing so creates un-audited-funds and is in violation of BSA policies. Surplus funds from an event will be added to, and deficit funds will be subtracted from, the funds available to the Chapter. The proceeds from the sale of consignments will be returned to the Lodge Custodial Account.

Any Chapter requesting funds to be deposited in Chapter/Lodge accounts for activities that are not Ordeal related must have such request approved by the Lodge Vice Chief for Operations and the Lodge Key Three prior to any funds being deposited in accounts. Any funds deposited into Chapter or Lodge Accounts without such approval will be encumbered by the Lodge and used to support additional program activities as selected by the Lodge Executive Committee.

The Lodge Refund policy is the following:

All but 15% of an individual's fee is refundable, as long as the individual cancels in writing at least 30 days prior to the date of the activity. This policy does not supersede the "non-refundable" situation that is sometimes used in the Council or District programs.

4.4 PROPERTY

All the equipment (cooking, ceremony, dance, etc.) purchased by a Chapter with money from the Lodge budget, revenues from the sale of specialty items or event funds, is the property of the Lodge. At the beginning of each year, each Chapter must submit to the Lodge Vice Chief for Operations a list indicating what Lodge property is in the Chapter's possession, a brief description of the item and whose care the property is in. Any long-term changes in where the property will be kept will be listed with the Lodge Vice Chief for Operations.

The Lodge Budget contains yearly funds for support of the chapters. Each chapter cost center will be credited in January with the amount designed by the formula in the approved lodge budget.

The Lodge inventory of equipment, patches, etc. needs to be monitored to ensure that there are enough inventories to fill consignment orders as they come in. The lodge will conduct an annual physical inventory of its supplies. When determining if there are enough inventories, it is important to consider upcoming Ordeals and other events that may require Lodge inventory.

4.4.1 Patches and Other Inventory

For all purchases of lodge event patches, specialty flaps, and chapter patches; requests must be made through the Lodge Adviser, who will work with the Lodge Staff Adviser and Committee to ascertain quotes for, and actually purchase, said patches and flaps required for events.

Chapters wishing to have a patch must work through the Lodge key Three and Lodge Executive Committee for approval. If the chapter request is sufficient pre-orders must accrue to cover all costs of the patch, as the Lodge will not prepay or cover any chapter deficit that may be incurred on any chapter patch sale. Patches must be ordered through an approved vendor.

Any patches that remain after a lodge event will become the property of the Lodge and will be turned over to the Lodge Adviser within 10 days after the event.

4.5 EVENT FINANCES AND SUPPLIES

Chapters are expected to operate in a fiscally prudent manner. Each chapter will prepare a budget for each event held and present this budget to the Lodge Executive Committee for approval at least 90 days prior to the event. All income and expenses will be channeled through the assigned chapter cost center. Chapter cost centers will be maintained in the Lodge's custodial account and will be considered as a continuing account with all balances carried over from year to year. It is expected that if a chapter decides to hold a fund raiser for a specific purpose, all revenue and expenses will flow through the chapter cost center. All purchases of chapter materials will flow through the chapter cost center. All check requests will be made through the Chapter Staff

Adviser (District Executive) and approved by the Lodge Staff Adviser. An event budget must be submitted and approved prior to any consignment of Lodge supplies being issued.

4.5.1 Before The Event

At least 90 days prior to a chapter event (, Fellowship, Banquet, etc.), a budget will be submitted to the Lodge Executive Committee for approval. The Miami Lodge Event Budget Planning and Report Sheet will be used. Step 6 of the Event Budget Planning must be submitted to the LEC for approval. If the event will utilize online registration Step 5 should also be submitted with Step 6.

See the Event Budget and Planning Report Sheet for instructions on how to complete and submit that form for LEC approval.

4.5.2 During The Event

Keep track of all expenses incurred. Get receipts for everything.

Set up a Trading Post at the event and sell the consignment items that are not required for the Ordeal and Brotherhood candidates. The prices listed on the consignment form are the prices to be charged. Chapter surcharges cannot be added to the stated prices.

Keep track of all income. If money is received at the door, keep track of it and turn it in after the event. If left over food is sold or income is derived from any other sources, it must be accounted for in closing out the event budget.

4.5.3 After The Event

Within 30 calendar days after the event is over:

- The Event Budget and Report Sheet must be finalized, listing the actual income and expenses and submitted with the Chapter Chief's report at the next Lodge meeting;
- All income must be deposited in the assigned account;
- The supply consignment must be returned and the sales money deposited; (please return the supply consignment promptly, as other chapters may need these items)

4.6 COLLECTION OF PAYMENTS

The collection of payments should be limited to very few individuals as to ensure accurate accounting. When a payment is collected for any reason, a Lodge Financial Transaction Form must be completed indicating who made the payment, what the payment is for (event, dues, etc), what form the payment was in (cash, check credit card) and who collected the payment. This form and payment must be submitted to the Associate Lodge Adviser for Operations as soon as possible for accounting in the LodgeMaster system. The Associate Lodge Adviser for Operations will then ensure all payments are delivered to the Council Office as soon as possible for deposit into the Lodge's custodial account.

4.7 DISBURSEMENT OF LODGE FUNDS

All disbursements of Lodge Funds must be approved by the Lodge Executive Committee. The Lodge Key 3 have the ability to approve disbursements and expenditures in urgent or time

sensitive situations, without consulting the LEC prior to the approval or disbursement. In the event the Lodge Key 3 approve an emergency disbursement or payment they must inform the LEC and seek approval by the next scheduled Lodge Meeting.

After the LEC has approved the disbursement the Associate Lodge Adviser for Operations or Lodge Adviser will work with the Lodge Staff Adviser on securing payment.

4.7.1 CHECK REQUESTS

If the LEC has approved a disbursement which will be in the form of a check the Associate Lodge Adviser for Operations or Lodge Adviser will work with the Lodge Staff Adviser on completing a Council Check Request form.

4.7.2 PURCHASE ORDERS

If the LEC has approved a disbursement which will be in the form of a Purchase Order the Associate Lodge Adviser for Operations or Lodge Adviser will work with the Lodge Staff Adviser on completing a Council Purchase Order. The request must be made at least 30 days in advance.

4.7.3 REIMBURSEMENTS

Purchases on behalf of the Lodge or Chapter must be approved by the LEC prior to the item(s) being purchased. The reimbursement must then be approved by the LEC after the purchase has been made. Reimbursements will be requested and approved using the Lodge Reimbursement Request Form. All receipts must be attached to this form. Purchases not approved by the LEC or Lodge Key 3 (in urgent or time sensitive situations) may not be reimbursed by the Lodge.

4.8 VERIFICATION OF FUNDS

Before any purchase or fund disbursement is approved the Lodge Vice Chief of Operations must verify that appropriate funds, in the appropriate cost center, are available. If appropriate funds are not available the LEC should not approve the request.

4.9 MONTHLY BUDGET REPORTS

It is the responsibility of the Lodge Vice Chief of Operations to offer a monthly report of the status of the Lodge's budget. Before this report is offered the Associate Lodge Adviser for Operations should obtain an account statement from the Council Accountant. This is to verify and audit the Lodge's current records. The Vice Chief for Operations will then obtain a budget report from the LodgeMaster system.

4.10 BUDGET AUTHORITY OF THE KEY 3

Centered on the belief that we must be good stewards of our resources, including our financial resources, the Lodge Key 3 have the authority to overrule a decision of the LEC in regards to the disbursement of funds. This is not to undermine the authority of the LEC, yet it is to ensure the sustainable and continued functioning of the Lodge's finances.

5. THE CHAPTER

5.1 FORMATION

The Executive Council has decided that there will be Chapters in Miami Lodge equal to the number of Districts in the Miami Valley Council. These Chapters will have the same geographical boundaries and names as the Districts of the Council. The Chapters will carry out the programs of the Lodge to the unit level, produce fellowship, maintain contact with the Arrowmen, oversee unit elections in their Chapter and coordinate Chapter Troop Representatives and service, and camping promotions.

5.2 MEETINGS

- Meetings for the entire membership of the Chapter may be held at the discretion of the Chapter Executive Committee. They are to be held no more than once a month. It should be noted that events such as banquets, fellowships, and service projects may not be counted as Chapter Meetings; therefore, another meeting may be held in the same month as one of the above events. A Chapter Executive Meeting may be held instead.
- Remember, DON'T JUST MEET; DO. Chapter meetings should have some definite purpose to them. They are not to be only a larger version of Chapter Executive Committee Meetings. They must have an interesting program in order for them to be effective.
- Chapter meetings are more than social functions. They provide a perfect setting for Chapter Committee meetings. Chapter business may be discussed. Guest speakers may be obtained. The Chapter meeting should be a time for Chapter members to feel that they are an important part of the organization.
- Fees may be collected for participation in Chapter events. If an event fee is charged Chapters must adhere to the Lodge's policies and procedures outlined in Section 4 of this manual.

5.3 SERVICE

- Each Chapter should plan to have at least one service project each year, exclusive of its fellowships and Lodge participation projects, and service given to Scouting (camporees, Area Fellowships, etc.). The project should involve at least ten Chapter members, so it is really a "Chapter" project. The project should have the approval of the Chapter Executive Committee, the Chapter Adviser, and the Chapter Staff Adviser.
- Be sure that an accurate account of the project, the number of people involved, and the number of work hours is kept for the Chapter's report at the following Lodge Executive Committee Meeting. Also, be sure to recognize those who served at the next Chapter function.

5.4 CHAPTER ORGANIZATION

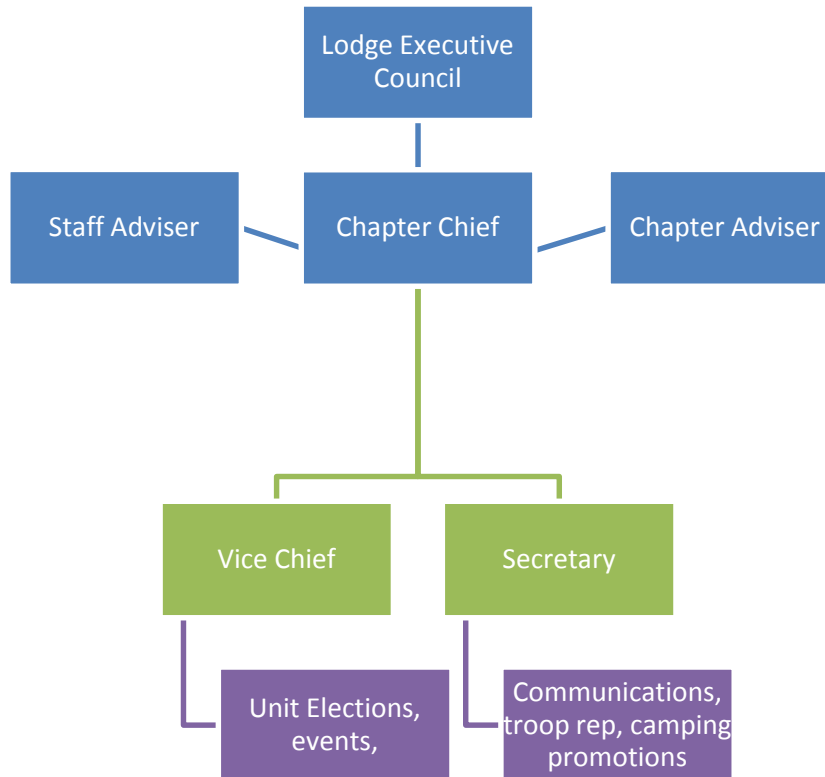


Figure 5-1: Chapter Organization Chart

5.5 OFFICER/ADVISER RESPONSIBILITIES

5.5.1 CHAPTER CHIEF

- Oversees the entire operation of the Chapter. Responsible for planning and operation leading to achievement of one of the Chapter JTE levels. Maintains records of Chapter progress, making reports to Chapter Executive Committee as well as the Lodge Vice Chief for Chapter Support. Takes responsibility for what happens or what doesn't happen in the Chapter.
- Presides at all Chapter meetings and functions, and is Chairman of the Chapter Executive Committee.
- Represents the Chapter at all Lodge functions and meetings and offers a report on the progress of the Chapter.
- Coordinates efforts of Chapter Officers, Advisers, and Committees.
- Is an Ex-officio member of all Chapter Committees.
- Officially appoints all Chairmen in the Chapter.
- Appoints Chapter Operating, Event, and Special Committee Chairmen.
- Confers with Chapter Adviser and Chapter Staff Adviser on all phases of Chapter operations.
- Is responsible for the adherence to the procedures and policies of the Order of the Arrow, the Lodge, and the Boy Scouts of America in all operations of the Chapter.

- Serves as the a youth member of the District Committee
- Encourages and promotes chapter members' attendance at all Chapter, Area, Lodge, Section, and National events.

5.5.2 CHAPTER ADVISER

- Is appointed annually by the Lodge Adviser in consultation with the Lodge Staff Adviser, Associate Lodge Adviser for Chapter Support, and Chapter Staff Adviser.
- Maintains close contact with the Chief to help identify and correct problem areas.
- Reviews agenda prior to meetings, suggests input, provides reference materials, and backup as necessary. Acts as a resource for the Chief during meetings or functions.
- Accompanies Chief when Chief represents the Chapter to provide resource as necessary.
- Maintains contact with Advisers to provide Chief with an adult point of view.
- Confers with Chief on recommendations prior to appointments. Appoints adult Advisers as necessary in consultation with the Associate Lodge Adviser for Chapter Support.
- Maintains contact with Lodge Adviser, Associate Lodge Adviser for Chapter Support, and Chapter Staff Adviser to provide continuity; and motivates Chief as necessary to insure smooth operation of the Chapter.
- Is familiar with the current edition of the Order of the Arrow Handbook, the Guide for Officers and Advisers, and National policies and advises the Chapter Officers on policies and procedures.
- Encourages chapter attendance at all Chapter, Area, Lodge, Section, and National events.
- Serves as a member of the District Committee.

5.5.3 CHAPTER STAFF ADVISER (DISTRICT PROFESSIONAL)

- Works closely with the Chapter Adviser and Chapter Officers to insure that the Chapter fulfills its purpose, and is a member of the Chapter's key Three.
- Watches over Chapter event finances and insures Council and Lodge procedures are followed as stated in Section 4.
- Advises other adults in their proper role in the OA.
- Coordinates Chapter OA activities with other segments of the District and Council Program and the Lodge Staff Adviser.
- Is familiar with the current edition of the Order of the Arrow Handbook, the Guide for Officers and Advisers, and National policies and advises the Chapter Officers in policies and procedures.
- Serves as liaison to the Council Staff.
- Encourages chapter attendance at all Chapter, Area, Lodge, Section, and National events.

5.5.4 CHAPTER VICE CHIEFS

- By the Lodge Rules, there will be at least one Vice Chief. Additional Vice Chiefs may be appointed with consultation of the Lodge Vice for Chapter Support, Associate Lodge Adviser for Chapter Support, and the Chapter Executive Committee.
- Functions of the Vice Chief include:
 - Planning and leading Chapter events, fellowships, and service projects and overseeing Chapter Unit Elections.

Regardless of the number of Vice Chiefs there are, the job of the Vice Chief is to assist the Chapter Chief with the operation of the Chapter, assume responsibility for his designated area, and serve for him in his absence. In order of succession, for those Chapters having more than one Vice Chief, the replacement for the Chapter Chief shall be the Vice Chief.

5.5.5 CHAPTER SECRETARY

- Assists the Chapter Chief as assigned with the operation of the Chapter.
- Oversees the Membership and Publications Committees in their dues renewal, publications, and mailing activities.
- Records the minutes of all Chapter functions and meetings.
- Maintains a directory of Chapter Officers, Committee Chairmen, and special committees.
- Oversees the Chapters Troop Representative programs and camping promotions efforts.

5.6 EXECUTIVE COMMITTEE MEETINGS

A notice (or phone call) of each meeting shall be sent to all members at least two weeks prior to the meeting. The Chapter Chief shall have an agenda prepared. The Chapter Chief chairs the meetings. One more than half of the voting members must be in attendance for any business to be voted on. If a member, other than the Chapter Chief, will be absent he must notify the Chief of his replacement before the meeting. No one but this person shall be permitted to replace the absent person.

The agenda, procedure, format, and decision procedures of the Chapter Executive Committee Meetings will be the same as that for the Lodge Executive Committee Meetings (see Section 2.7.)

All votes (decisions) of the Chapter Executive Committee shall remain in effect for at least one year unless the decision is Council, BSA, or OA Policy or made part of the Lodge Rules.

5.7 PATCHES AND PINS

Chapters, who are able to financially handle the sale of their own Chapter patches or pins, may do so. The following procedures must be followed:

- Design the patch or pin and send the design to companies for bids. Be sure that the company knows that you are under no obligation to do business until later notification.
- After obtaining at least 3 bids, the Chapter must obtain enough money in pledges from Chapter members to pay for the first order.
- When this is done and listed in writing, the Lodge Key Three must approve the design and in conjunction with the Lodge Vice Chief for Operations approve the wholesale and retail prices before the order can be processed.
- Collect the pledge money and give it to the Associate Lodge Adviser for Operations. They will do the ordering through the Lodge Staff Adviser.
- When the patches or pins arrive, they will be given to the Chapter. They are not to be sold for more than the amount agreed by the Lodge Key Three and Lodge Vice Chief for Operations.
- Subsequent orders of patches need only to be paid for in advance of the purchase. They do not need the permission of the Lodge Executive Committee.
- Any other Chapter items, such as mugs, etc., must follow the above procedures. No Chapter item is to be ordered for the first time without prior approval of the Lodge Key Three.

5.8 CHAPTER JOURNEY TO EXCELLENCE PROGRAM

- The purpose of the Journey to Excellence program is to measure and recognize levels of excellence in Chapter operation and program. If you qualify on a point scale, your Chapter will receive recognition at the annual Lodge Winter Banquet. Forms can be found on the Miami Lodge website.

SECTION 6. LODGE EVENTS

6.1 CHOOSING CHAIRMEN

- All Event Chairmen are appointed by the Lodge Chief in consultation with the appropriate Lodge Vice Chief. Before the appointment is made, the Vice Chief responsible for the event, the Lodge Adviser, and the Associate Lodge Adviser are to be consulted for recommendations. The Chairman of the event should have the following qualifications:
 - Be responsible and reliable.
 - Attend every Lodge Meeting and be able to offer a report on the progress of planning the event.
 - Have previously attended at least one event similar to the one you wish him to chair.
 - Have no fear of the telephone. He must be able to recruit help and stay in contact with the Chief and his Adviser.
 - Have a working knowledge of the budgeting procedures and how to save money.
 - Be able to attend Lodge Executive Committee Meetings and report on progress.

6.2 CHOOSING ADVISERS

Advisers for events are appointed by the Council Scout Executive through the Lodge Adviser in consultation with the Event Chairman, Chief, Area Adviser, and Staff Adviser. The Event Adviser should have the following qualifications:

- Have previously attended at least one event similar to the one you wish him to advise.
- Allow all action to initiate from the Chairman and do nothing on his own without being asked. If he has an idea, it is to be given to the Chairman for action.
- Be able to stay in close contact with the Chairman and the Lodge (and Associate) Adviser.
- Have a good knowledge of finance.
- Be able to attend Lodge Executive Committee Meetings.
- Be able to tell other people that the success of the event is the result of work done by the Chairman and not himself. It is the boy's event, not his.

6.3 ANNUAL WINTER BANQUET

Besides using the phone a lot, the following is the general planning sequence for the Lodge Winter Banquet:

Due Date	Action
September 1	Appoint Chairman and Adviser.
September 15	Kick-off meeting between Chairman and Adviser, Lodge Vice Chief and Adviser, Lodge Chief, and Lodge Adviser. This will be the Banquet Steering Committee. Hand out samples of the budget, program, etc., from previous year. Go over this back-dater and everything to be done.
October 1	Secure the place and confirm the date. Finalize menu and food price. Get all this in writing. Develop a priority list of speakers and VIPs to be contacted.
October 15	Finalize budget and fees using the food price, cost of publications and cost of awards. Finalize caterer and menu. Announce status at Lodge Executive Committee Meeting. Have another Steering Committee Meeting.
November 1	Finalize all publicity for Crane Chatter, Council publications, and post card invite.
November 15	Crane Chatter with Banquet publicity emailed. Finalize all the layout sheets for the banquet program and send to the printer. Make assignments for certificates, Registration, the setup and tear down, Trading Post, and opening/closing ceremony. Announce assignments at December Lodge Meeting.
December 1	Request purchase order through Associate Lodge Adviser for Operations. Order plaques for Lodge Chief and Lodge Adviser's awards. Ensure frames are purchased for Vigil Certificates, and Founders' Awards. Ensure materials exist for Crane Awards. Order recognition plaque name plates through Dayton Stencil.
December 15	Steering Committee meeting review items which still need to be completed.
December 31	Early registration and fee ends. Late registration and fee begins.
Date -15	Have final Steering Committee Meeting to make sure no loose ends exist.
Date – 5	Reservation deadline. Get preliminary headcount to food service people.
Date – 1	Finalize headcount. Finalize roster for checking in the people and creation of certificates (Ordeal, Brotherhood, and LEC). Obtain Trading Post stock.

6.4 OTHER EVENTS

The following is the general planning sequence for a Lodge events:

Due Date	Action
90 Days Out	Appoint Chairman and Adviser. Decide on a theme for the event and the ideal location for the event. Chairman and Adviser complete Miami Lodge Event Planning Worksheet. Begin work on Menu, Program, Budget, and Staffing using samples from the previous year provided by the Lodge Adviser. Decide on timeline for registration (early, late, close).
75 Days Out	Secure the location and confirm the date in writing. Get a list of the facilities. LEC approves budget and event plan. Registration opens on Council website.
60 Days Out	Program features and promotional plan finalized. Promotional requests due to appropriate committee: Crane Chatter, post cards, etc. Event agenda finalized.
45 Days Out	Meeting between the Chairman and Adviser, Lodge Vice Chief and Adviser, Lodge Chief, and Lodge Adviser. This will be the Event Steering committee. Review the menu, program, budget, registration status, and staffing planned. Promotional material distributed through appropriate means.
30 Days Out	Finalize the budget, menu, program, and staffing. At the Lodge Meeting around this time, report on the status of everything. Make assignments for: cook crew, , First Aid, Trading Post, activities, parking, registration, and other areas as needed. Requests for purchase orders should go through Associate Lodge Adviser for Operations.
15 Days Out	Final meeting of Steering Committee to tie up loose ends. Discuss registration status and event staffing status.
7 Days Out	Final reminders sent to event staff. Review event agenda including appropriate check in and check out times.
30 Days After	Event closeout presented to LEC for approval of reimbursements. Check requests sent to Council through Associate Lodge Adviser for Operations.

6.5 LODGE OFFICERS' RETREAT

This event, when scheduled by the Lodge Chief and Lodge Adviser, comprises training and goals development for the Lodge Officers. The following is the general planning sequence for a Lodge Key Three Seminar:

Due Date	Action
90 Days Out	Ensure location is reserved and complete Miami Lodge Event Planning Worksheet for approval of the LEC. Lodge Chief and Lodge Adviser decide on special guests/topics. Guests invited as necessary.
60 Days Out	Agenda for retreat completed and distributed to officers and advisers.
30 Days Out	Menu finalized and funding requests sent to Council through Associate Lodge Adviser for Operations.
7 Days Out	Final reminders sent to officers and advisers.

6.6 VIGIL HONOR REUNION & INDUCTION

This event is scheduled for the last weekend in September at Cricket Holler. The following is the general planning sequence for the Vigil Honor Induction.

Due Date	Action
90 Days Out	Check with Council to ensure SLTC and Cricket Holler are reserved and closed for the weekend. Finalize budget and promotional materials. Registration opens on Council website.
60 Days Out	Vigil Chief, Vigil Adviser, Lodge Chief, and Lodge Adviser meet to review event agendas and timeline for Induction weekend, this will be the event steering committee. Guides contact candidates to remind them about the event and necessary details. Promotional materials distributed to Vigil members. Menu for reunion confirmed.
30 Days Out	Ceremonialists confirmed and material sent to them for review and practice. Check with Cricket Holler Caretaker to ensure grill will be delivered to SLTC and when event staff will be checking in on Friday. Requests for food resources sent to Council through Associate Lodge Adviser for Operations. Event staff confirmed: onsite registration, ceremonialists, Vigil Guides, food services, reunion program participants.
15 Days Out	Site visitation. Site planned for ceremony. Final arrangements made with breakfast location. Supplies identified and ordered. Final headcount of candidates and Vigil Honor members attending. Program for reunion finalized and sent to printer.
Day Of	Steering committee arrives at SLTC morning of to complete setup of Schiewetz and appropriate ceremonies sites.
30 Days After	Event closeout presented to LEC for approval of reimbursements. Check requests sent to Council through Associate Lodge Adviser for Operations.

6.7.1 ORDEALS

The following is the general planning sequence for a Lodge Ordeals:

Due Date	Action
90 Days Out	Appoint Ordeal Master and Adviser. Ordeal Master and Adviser complete Miami Lodge Event Planning Worksheet. Begin work on Menu, Activities, Budget, and Staffing using samples from the previous Ordeals. The Steering Committee for Ordeals will consist of the Ordeal Master, his Adviser, the Lodge Vice Chief for Inductions, and his Adviser. Lodge Vice Chief of Operations checks inventory of sashes, flaps, and handbooks for new members. Replacement items are ordered from National Supply through Associate Lodge Adviser for Operations.
75 Days Out	Check with Council to ensure camp facilities are reserved and the camp is closed for the entirety of the event. Make contact with appropriate Camp Properties Committee to get an initial list of service projects. Ceremonies team begins practices. Elangomat/Nimat Chairman begins recruiting elangomats and nimat.
60 Days Out	Menu, elangomats, and nimat confirmed. Evening activities confirmed and supply list finalized.
45 Days Out	Ordeal staffing finalized. Areas needed are covered in Ordeal Staffing Chart

	section 6.7.2.
30 Days Out	Finalize the budget, menu, program, and staffing. At the Lodge Meeting around this time, report on the status of everything. Make assignments for: cook crew, First Aid, Trading Post, activities, registration, and other areas as needed. Requests for purchase orders should go through Associate Lodge Adviser for Operations.
15 Days Out	Final meeting of Steering Committee to tie up loose ends. Discuss registration status and event staffing status. Confirm list of service projects.
7 Days Out	Final reminders sent to event staff. Review event agenda including appropriate check in and check out times. Email reminder sent to candidates using Council registration system.
30 Days After	Event closeout presented to LEC for approval of reimbursements. Check requests sent to Council through Associate Lodge Adviser for Operations.

6.7.2 ORDEAL STAFFING NEEDS

Ordeal Administration

Vice Chief, Inductions: _____

Adviser: _____

Ordeal Master: _____

Adviser: _____

Service Projects: _____

Adviser: _____

Check In: _____

Adviser: _____

Medical: _____

Evening Activity: _____

Adviser: _____

Elangomats/Nimat

Elangomat/Nimat Chair: _____

Adviser: _____

Elangomat 1: _____

Elangomat 2: _____

Elangomat 3: _____

Elangomat 4: _____

Adult Elangomat: _____

Nimat: _____

Food Services

Food Services Chair: _____

Adviser: _____

Kitchen Staff 1: _____

Kitchen Staff 2: _____

Ceremonies

Ceremonies Chair: _____

Adviser: _____

P/O-Allowat: _____

P/O-Kitch: _____

P/O-Nutiket: _____

P/O-Meteu: _____

P/O-Torchy 1: _____

P/O-Torchy 2: _____

O-Allowat: _____

O-Kitch: _____

O-Nutiket: _____

O-Meteu: _____

O-Torchy 1: _____

O-Torchy 2: _____

B-Allowat: _____

B-Kitch: _____

B-Nutiket: _____

B-Meteu: _____