

Aina Topa Hutsi Lodge

Lodge Rules

Lodge Officer Job Descriptions

The job descriptions for each Lodge Officer are as follows:

Lodge Chief

As the principal leader of the Lodge, the Lodge Chief:

- Takes the responsibility for conducting the Lodge Operations to the best of his ability and to the satisfaction of the membership.
- Attends all meetings of the Lodge, the Lodge Executive Committee and the committees under care of the Lodge Chief.
- Presides over all meetings of the Lodge and the Lodge Executive Committee.
- Serves as an ex-officio member of all Lodge committees and chapters.
- Ensures that the other elected officers fulfill their obligations and responsibilities, and, when an office is vacant, ensures that the vital duties of that office are properly discharged according to the procedures contained in the *Lodge By-laws*.
- Appoints the Vigil Honor Selection Committee in accordance with specified procedures.
- May call special meetings of the Lodge Executive Committee and of the Lodge membership.
- Ensures compliance of the Lodge Rules with National and Council guidelines on an annual basis.
- May create and name temporary committees with the knowledge of, or at the direct request of the Lodge Executive Committee.

Lodge Vice Chief of Chapters

As a leader of the Lodge, the Vice Chief of Chapters:

- Assists the Lodge Chief in conducting the Lodge Operations to the best of his ability and to the satisfaction of the membership.
- Attends all meetings of the Lodge and the Lodge Executive Committee.
- Periodically attends meetings of various lodge chapters.
- Under the circumstances designated by the Lodge Chief, presides over meetings in the Lodge Chief's absence.
- Acts as liaison between the Lodge Chief and the Chapter Chiefs.
- Ensures that the officers of the active Chapters fulfill their duties and responsibilities.
- Takes charge of any Chapter that is without any elected officers and assists in getting new officers properly elected.
- Assists the Lodge Chief and other officials in organizing new chapters, where appropriate.

Lodge Vice Chief of Administration

As a leader of the Lodge, the Vice Chief of Administration:

- Assists the Lodge Chief in conducting the Lodge Operations to the best of his ability and to the satisfaction of the membership.
- Attends all meetings of the Lodge, the Lodge Executive Committee, and the committees under his care.
- Under the circumstances designated by the Lodge Chief, presides over meetings in the Lodge Chief's and Vice Chief of Chapters' absence.
- Directly oversees the functioning of the Membership, Food Services, Health and Safety, and Training committees.
- Serves as an ex-officio member of the committees under his care.
- Ensures that the chairmen of the committees under his care fulfill their duties and responsibilities.
- Takes charge of any committee under his care that is without a chairman and assists the Lodge Chief in selecting prospective committee chairmen.
- Operates the Lodge bead recognition program at all Lodge meetings and events.

Lodge Vice Chief of Programs

As a leader of the Lodge, the Vice Chief of Programs:

- Assists the Lodge Chief in conducting the Lodge Programs to the best of his ability and to the satisfaction of the membership.
- Attends all meetings of the Lodge, the Lodge Executive Committee, and the committees under his care.
- Directly oversees the functioning of the Activities, Conference Affairs, Camp Promotion, Indian Heritage, and Service committees.
- Serves as an ex-officio member of the committees under his care.
- Ensures that the Chairmen of the committees under his care fulfill their duties and responsibilities.
- Takes charge of any committee under his care that is without a chairman and assists the Lodge Chief in selecting prospective committee chairmen.

Lodge Vice Chief of Inductions

As a leader of the Lodge, the Vice Chief of Inductions:

- Assists the Lodge Chief in conducting the Lodge Operations to the best of his ability and to the satisfaction of the membership.
- Attends all meetings of the Lodge, the Lodge Executive Committee, and the committees under his care.
- Directly oversees the functioning of the Brotherhood, Unit Elections, Ceremonies, Ordeal Operations, and Vigil Honor committees.
- Serves as an ex-officio member of the committees under his care.
- Ensures that the Chairmen of the committees under his care fulfill their duties and responsibilities.
- Takes charge of any committee under his care that is without a chairman and assists the Lodge Chief in selecting prospective committee chairmen.

Lodge Secretary

As a leader of the Lodge, the Secretary:

- Assists the Lodge Chief in conducting the Lodge Operations to the best of his ability and to the satisfaction of the membership.
- Attends all meetings of the Lodge, the Lodge Executive Committee, and the committee under his care.
- Records and maintains accurate records of the business conducted at Lodge and Lodge Executive Committee meetings and has these records available for reference at subsequent meetings.
- Directly oversees the functioning of the Communications committee.
- Serves as an ex-officio member of the committee under his care.
- Ensures that the Chairman of the committee under his care fulfills his duties and responsibilities.
- Takes charge of any committee under his care that is without a chairman and assists the Lodge Chief in selecting a prospective committee chairman.

Lodge Treasurer

As a leader of the Lodge, the Treasurer:

- Assists the Lodge Chief in conducting the Lodge Operations to the best of his ability and to the satisfaction of the membership.
- Attends all meetings of the Lodge and the Lodge Executive Committee.
- Is responsible for the financial records of the Lodge, in accordance with National Policies.
- Is responsible for ensuring that all bills and debts of the Lodge are promptly and properly paid.
- Directly oversees the functioning of the Trading Post. Maintains a perpetual inventory of all Lodge, chapter, and committee merchandise, insignia, and memorabilia. Ensures that the Trading Post is present at all Lodge events.
- Maintains a perpetual inventory of all Lodge assets.
- Is in charge of receiving all dues and other payments to the Lodge and ensuring their prompt deposit with the Council, in accordance with National policies.

Lodge Committee Chairmen Job Descriptions

Duties of All Committee Chairmen

As leaders of the Lodge, they shall:

- Support the elected officers in conducting the Lodge Operations to the best of their ability and to the satisfaction of the membership.
- Attend all meetings of the Lodge and the Lodge Executive Committee.
- Encourage members to serve on their committees and organize their committee to fulfill its duties and responsibilities.
- Shall coordinate activities of their committee with chairmen of committees with related activities.
- Select assistants and designate who shall take their place in their absence.

- Keep their designated Lodge officer informed of their committee's progress and of their designated representative to the Lodge Executive Committee when they are unable to attend.

Activities Committee

- This committee shall promote Lodge events to all Lodge members throughout the year.
- It shall plan and carryout the Lodge's Spring and Fall Fellowships each year.
- It shall be responsible for planning and carrying out the Lodge's Winter Banquet each year. It shall plan the program and menu, reserve facilities, prepare and decorate the banquet hall, and engage caterers and entertainment.
- It shall report to the Vice Chief of Programs.

Brotherhood Committee

Membership on this committee shall be open to all Brotherhood and Vigil Honor members of the Lodge.

- This committee shall invite and encourage all eligible Ordeal members to attain Brotherhood.
- It shall provide for frequent Brotherhood Ceremonies and assist members in the completion of the requirements for Brotherhood, in accordance with the current printing of the *Order of the Arrow Handbook*.
- It shall provide reports of all Brotherhood conversions to the Membership Committee to ensure that Lodge records remain accurate.
- It shall report to the Vice Chief of Inductions.

Camp Promotion Committee

- Bi-annually, this committee shall update the *Where To Go Camping* webpage on the Lodge website.
- It shall be a source of current information on High Adventure Camping programs offered by the Boy Scouts of America and promote the Order of the Arrow High Adventure Camping programs to Arrowmen.
- It shall coordinate all formal camp promotion/marketing programs with the Council.
- It shall encourage and coordinate camp promotion activities with the Lodge's chapters.
- It shall oversee the Lodge in its assistance to the Council in the Webelos to Scout transition.
- It shall report to the Vice Chief of Programs.

Ceremonies Committee

- This committee shall prepare and maintain ceremonial equipment, including regalia, and prepare the ceremonial grounds.
- It shall encourage members to take parts in ceremonies.
- It shall ensure that chapters train and prepare primary and back-up teams for all ceremonies.
- It shall provide the methods and means for judging the quality of the various ceremony teams.

- It shall conduct all ceremonies in accordance with the latest printing of the *Order of the Arrow Handbook* and Ceremonies Guides.
- It shall report to the Vice Chief of Inductions.

Communications Committee

- This committee shall provide for the printing of all Lodge publications and other printed materials.
- It shall prepare, at least four times per year, a newsletter that shall be distributed to all active members and to others as deemed appropriate.
- It shall maintain the Lodge website, complying with all national and council website guidelines and policies.
- Annually, it shall publish the *Lodge Plan Book*, which shall contain the annual Lodge calendar and other important information.
- It shall report to the Lodge Secretary.

Conference Affairs Committee

- This committee shall plan, coordinate, and arrange the Lodge's annual Section Conclave trip.
- It shall plan, coordinate, and arrange the Lodge's periodic trips to NOAC, NLS, WLE, NCLS, and other regular national or regional gatherings.
- It shall report to the Vice Chief of Operations.

Food Service Committee

- This committee shall provide for all Lodge events the menu of the weekend, with the exception of the Winter Banquet.
- It shall ensure the preparation of meals according to the established menu for the event.
- It shall ensure that the food preparation areas are properly cleaned.
- It shall ensure that the dining hall and all tables are clean at the conclusion of all meals.
- It shall ensure that all cooking equipment, utensils, and supplies are clean for future use.
- It shall report to the Vice Chief of Administration.

Health and Safety Committee

- This committee ensures that adequate medical staff is on hand to perform all first aid for any candidate or member at any Lodge function.
- It shall conduct and rehearse emergency procedures at Lodge events.
- It shall have an up-to-date and fully stocked first aid kit that is readily available.
- It shall perform medical checks at Event Registration.
- It shall distribute lodge health forms to all lodge members.
- It shall report to the Vice Chief of Administration.

Indian Heritage Committee

- This committee shall prepare and present authentic American Indian dances at Lodge events and on other appropriate occasions.

- It shall represent the Lodge and encourage interest in the Order when performing at non-OA events.
- It shall encourage interest in and provide instruction in Native American lore and history.
- Its dance teams shall represent the Lodge at various OA-sponsored Native American dance competitions.
- It shall report to the Vice Chief of Programs.

Membership Committee

- This committee shall be responsible for maintaining Lodge membership records.
- It shall be responsible for membership information contained in the *Lodge Plan Book*.
- It shall be responsible for distributing data in electronic form to chapter advisers for developing chapter sign-in sheets, mailing labels, e-mail distributions, and Brotherhood eligibility lists.
- It shall report to the Vice Chief of Administration.

Ordeal Operations Committee

- This committee shall oversee all procedures for the Ordeal.
- It shall ensure that Ordeal service projects are properly planned in consultation with the Camp Ranger.
- It shall organize the candidates into clans for the Ordeal weekend. Clans shall be organized by chapter where possible. Elangomats shall be assigned to the clans by chapter where possible.
- It shall recruit youth and adults to serve in the various leadership positions needed to operate an Ordeal Weekend.
- It shall ensure that tools and other supplies are readily available at the location of all service projects during the Ordeal.
- It shall provide to the Lodge membership at the event a schedule of the Ordeal that can be found in the Lodge Rules.
- It shall ensure that all events on the schedule happen on time, in particular the start and stop times of service projects and meal times.
- It shall develop and present a report of the weekend at the next regularly scheduled Lodge Executive Committee meeting.
- It shall report to the Vice Chief of Inductions.

Service Committee

- This committee shall be responsible for providing sufficient trained Elangomats for all Ordeals.
- It shall coordinate Elangomat training with the Training Committee and Lodge chapters.
- It shall develop, promote, organize, and carry out lodge service projects.
- It shall record service hours and prepare reports on completed service projects.
- It shall report to the Vice Chief of Programs.

Training Committee

- This committee shall ensure that chapter, committee, and Lodge training programs of high quality are conducted throughout the year covering all operating areas of the Lodge.
- It shall promote training by making members aware of all training opportunities.
- It shall conduct the Lodge Leadership Development Conference that shall be conducted after officer elections, but before new officers take office.
- It shall develop training courses (content and materials) to be used by the Lodge and its chapters to ensure quality, consistency, and thoroughness.
- It shall maintain records indicating each member's successful completion of Chapter, Lodge, sectional, regional, and national training courses.
- It shall assist any committee or chapter conducting training as requested.
- The chairman of the committee shall serve as the Lodge parliamentarian and meeting facilitator.
- It shall report to the Vice Chief of Administration.

Unit Elections Committee

- This committee shall promote the Order of the Arrow by encouraging all units to request the holding of an OA election in their unit.
- Ensures all Order of the Arrow elections must be in compliance with current National Guidelines for unit elections.
- Ensures chapters train and provide teams to conduct elections in any unit that requests that an election be held.
- Confirms properly held unit elections as final step of election process.
- It shall develop the Lodge Election Report.
- It shall report to the Vice Chief of Inductions.

Vigil Honor Committee

- This committee shall be responsible for carrying out the selection of vigil honor candidates each year.
- It shall conduct ceremonies for the induction of vigil candidates.
- It shall report to the Vice Chief of Inductions.

Chapter Officer Job Descriptions

Chapter Chief

As principal leader of the chapter, the Chapter Chief:

- Responsible for the total chapter program.
- Attends and presides at all meetings of the Chapter and the Chapter Executive Committee. Prepares the agenda for all Chapter Executive Committee meetings.
- Encourages Arrowmen to actively participate in lodge and chapter events.
- Ensures the quality of chapter events including meetings, ceremonies, fellowships, and campouts.
- With other chapter officers and committee chairmen, develops annual chapter calendar and budget.

- Appoints all Chapter committee chairmen with the approval of the Chapter Adviser
- Appoints all Chapter ad hoc (temporary) committees.
- May call special meetings of the chapter or Chapter Executive Committee with the approval of the Chapter Adviser.
- Serves on the Lodge Executive Committee.
- Provides direct oversight to the operation of the following chapter committees: Activities, Brotherhood, Membership, Ordeal Operations, and Service.
- Ensures his chapter provides trained Elangomats and ceremony teams for the Ordeals.
- Identifies Arrowmen for lodge and chapter committees.
- Reports to the Lodge Vice Chief of Chapters.

Chapter Vice Chief

- Assists the Chapter Chief in conducting the Chapter Operations to the best of his ability and to the satisfaction of the membership.
- Attends all meetings of the Chapter and the Chapter Executive Committee.
- Attends Lodge Executive Committee meetings when the Chapter Chief cannot attend.
- Provides direct oversight to the operation of the following chapter committees: Camp Promotion, Ceremonies, Indian Heritage, Training, and Unit Elections.
- Ensures camping promotion visits are held in conjunction with unit election visits.
- Ensures his chapter promotes camping by assisting or running of district camping programs such as camporees.
- Reports to the Chapter Chief.

Chapter Secretary

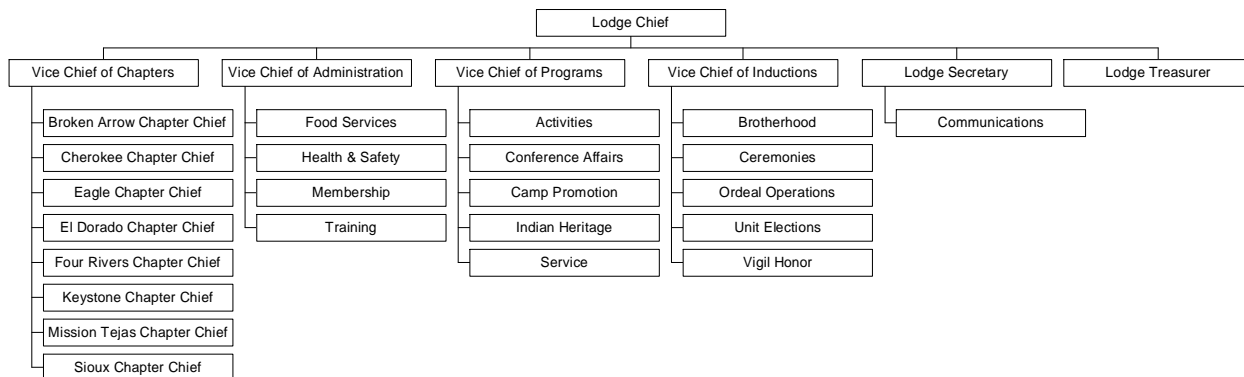
- Oversees operation of the Chapter Communications Committee.
- Records the minutes of each chapter Executive Committee meeting and prepares a typed copy for the Chapter Chief and the permanent records within ten days of the meeting.
- Prepares all chapter correspondence.
- Develops and delivers article to the Lodge Secretary for each issue of *The Flame*.
- Reports to the Chapter Chief.

Lodge and Chapter Advisers

All lodge and chapter advisers have basically the same duties for the youths in their charge:

- Set a good example for the youth.
- Coach, teach, and mentor the youth in their job.
- Help the youth to be successful without doing the job for them.

Lodge Organization Chart



Lodge Operating Rules

1. Lodge Event Nomenclature (tabled 08/18/07)

The first Ordeal weekend of the Lodge calendar year shall be referred to as the Fall/Spring Assembly (Gathering) and the second Ordeal weekend shall be referred to as the Fall/Spring Reunion. The spring lodge workday shall be referred to as the Brotherhood Weekend. The semi-annual events for forging stronger membership bonds shall be referred to as the Spring and Fall Fellowships.

2. Disabled Scouts and Scouters

As defined in national policies, the Lodge Executive Committee shall have the power to waive the camping eligibility requirement of disabled Scouts or Scouters. Individual Ordeal applications will be considered by the Lodge Key Three.

3. Unit Election Procedures

Voting on candidates should not be on a basis of popularity, but with a view to electing those who have shown a well-developed spirit of brotherhood, overwhelming cheerfulness no matter how tiresome their duties, and a ready willingness to give service unselfishly and wholeheartedly to others at all times.

The unit leader is responsible for scheduling the election, preparing the ballots, gathering the personal information of the prospective candidates, and determining the number of active youth in the unit. The election shall be conducted by one or more youth members of the Order of the Arrow designated by our Lodge. Only those unit members defined in the *Guide for Officers and Advisers* as eligible voters may vote.

Per instructions contained in the *Guide for Officers and Advisers*, the unit election shall be by secret ballot and conducted in the following manner:

Before the election, the OA team must secure from the unit leader verification that at least 50 percent of the registered active unit membership is present. If at least

50 percent is not present, an election cannot be held. The number of registered active members and the number present are entered in the spaces provided on the unit election report form.

If the unit leader is an Arrowman, he may explain to the group the purpose of the Order of the Arrow and the basis upon which candidates should be selected, and describe the method of election. If the unit leader is not a member of the Order, a member of the OA team should make this presentation, with the unit leader's consent, demonstrating that election leadership is a cooperative effort of the unit leader and the OA team.

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

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

- This is the current method of election approved by the national OA committee in use by the lodge.
- All eligible youths who receive votes from at least 50 percent of those who turn in ballots are elected. If no one is elected a second vote may be held immediately, and the result of this vote will be final.

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

The OA team conducts the election stressing the following points:

- Select the candidates who, in your opinion, have set the best examples of brotherhood, cheerfulness, and service.
- Vote only for those you believe will continue in unselfish service to your troop/team.
- If you feel that no one is worthy, turn in a blank ballot.
- If you are new in the unit and do not know the candidates well enough to vote wisely, you may abstain by not turning in a ballot at all; this will not affect the final result.
- Youths eligible for election also vote, and they may vote for themselves if they feel they are worthy.

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

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

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

procedures, and for any questions. (No information about the votes received by candidates is to be revealed at any time.) The second ballot is then held immediately, and if the unit still elects no one, this is the final result for the year's election. The OA team places a check mark next to the names of those who have been elected.

As soon as the election is completed, the names and addresses and other information for the elected candidates are scribed on the election report form. The OA team members sign the form and submit it to the Lodge Unit Elections Committee as instructed, leaving the appropriate copy with the unit leader and chapter adviser.

Our annual unit election process is considered complete and official after the Lodge Unit Elections Committee reviews and confirms all unit election reports. Therefore, a callout ceremony or announcement of results cannot be performed until this step has been completed. Procedures for the recommendation of adults for Order of the Arrow membership are as stated in the *Guide for Officers and Advisers*.

4. Time Limitation on Completion of Ordeal

A candidate must complete his/her Ordeal within twelve months of their election. The twelve-month clock begins when the Lodge Unit Elections Committee certifies the results of the election. If a candidate cannot attend an Ordeal for reasons outside of his/her control (e.g., illness, death in the family, etc.), the candidate may petition the lodge to have his/her eligibility extended one year. If a candidate is not inducted within this time, his/her election is void. Such a candidate may be re-elected the next year.

5. Lodge and Chapter Insignia

- The Lodge will develop, purchase, and maintain an inventory of resale Lodge items.
- Consistent with national OA standards, the sash shall be worn only to Order of the Arrow events or to represent the Order and with the BSA field uniform. An exception will be made to allow elangomats to wear the sash without their BSA field uniform on Friday nights of the Ordeals.
- Chapters will be permitted to have chapter neckerchiefs, neckerchief slides, team jackets, and other such items as approved by the Lodge Executive Committee. The design of such items must be approved by the Lodge Executive Committee and the money to purchase these items must be collected in advance of placing an order for such an item or items. Only items approved by the Lodge Executive Committee with a chapter insignia will be authorized. Reorders of chapter items must be approved by the Lodge Executive Committee prior to each occurrence.
- Neckerchiefs and emblems must conform to BSA Regulations (70-633).

6. Meeting Quorums and Conduct (tabled 08/18/07)

In order for business to be conducted at a Lodge Executive Council meeting, a quorum (50% +1) of Lodge Officers and Chapter Chiefs (or their representatives) of active Chapters (those with current Chapter Chiefs and Chapter Advisers) must be present. A quorum at any lodge or chapter general membership meeting shall be twenty percent of the active youth membership shown on the national recharter document for that year.

The Lodge shall use *Robert's Rules of Order* to govern the conduct of its meetings.

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Appendix A—Ordeal Weekend Schedule



Aina Topa Hutsi Lodge

Ordeal Weekend Schedule

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FRIDAY		
EVENING	6:00—9:00 PM	Check-in CANDIDATES and MEMBERS
	8:30 PM	Pre-ordeal Ceremonies Begin (Silence begins)
	~10:30 PM	Elangomat and Health & Safety Meeting (immediately following last ceremony)
	11:00 PM	Lights Out
SATURDAY		
MORNING	7:00—7:30	Candidate Breakfast
	7:30—8:00	Member Breakfast
	8:00—8:15	Member Briefing
	7:30—12:00	Candidate Projects Start
AFTERNOON	12 Noon—12:30	Candidate Lunch
	12:15—12:45	Member Lunch
	12:30—4:00	Candidate Projects Resume
	4:00—5:30	Showers and Campsite Setup
	4:00—4:30	Elangomat Meeting
EVENING	5:30—6:30	Dinner (Ordeal Candidates and Ceremony Teams are served first, then Members)
	6:30—7:30	Candidate Meditation
	7:30—7:45	Candidate Line-up & Preparation
	7:45	Ordeal Ceremonies BEGIN
	8:30	Ordeal Ceremonies END (Silence lifted) Secure Rings
MORNING	8:45	Brotherhood Walk BEGINS
	9:30	Brotherhood Ceremony ENDS Secure Ring
	8:30—10:30	Lodge Celebration, Trading Post
	11:00	Lights Out
SUNDAY		
MORNING	7:30—8:00	Breakfast
	8:00—8:15	Religious Service
	8:15—8:30	Awards and Recognitions
	8:30—9:30	Lodge and Chapter Orientations
	9:30—10:30	Lodge Executive Committee Meeting, Trading Post, Check-out
	10:30	Dismissal—Close Check-out and Trading Post
	11:00	Close camp—Drive Safely!

Appendix B—Lodge Executive Committee Meeting Standard Agenda

Opening

Reading/Approval of Last Meeting's Minutes

Treasurer's Report

Officer/Committee Chairmen Reports

Status on Quality Lodge Goals

Old Business

New Business

Announcements

Adviser's Minute

Adjournment

Closing