



## **Occoneechee Lodge #104, W.W.W. Guidelines: Article I**

### **Article I. NAME, INSIGNIA, and AFFILIATION OF LODGE 104**

Section I The name of this lodge of the Order of the Arrow shall be Occoneechee Lodge #104, W.W.W.

Section II. The Lodge shall be affiliated with the Boy Scouts of America, and shall be under the administrative authority of the Council Executive Officer.

Section III. The totem of this Lodge shall be the Thunderbird. The Executive Committee must approve use of the Thunderbird, its likeness, Occoneechee, 104 or reference to the Lodge chapters on patches; in addition, chapter patches must be submitted to the Patch Committee for cursory review before Executive Committee approval.

#### **Section IV. Lodge Flap Patch**

- A. The design of the Lodge pocket flap patch shall be determined by the Lodge Executive Committee upon the decision of a simple majority of the Lodge members present at the Executive Committee meeting.
- B. The Lodge flap will be designated as follows:
  - 1. White background for Ordeal members.
  - 2. Gold metallic background for Brotherhood members.
  - 3. Silver metallic background for Vigil members.

#### **Section V. Chapters**

- A. Occoneechee Lodge shall be subdivided into several chapters. A chapter shall consist of the Lodge members residing in a particular district unless otherwise defined by the Council Scout Executive. In the event that chapters are reformed by adding additional units during any Council or District Realignment, the chapters shall select a new chapter name to be approved at the next meeting of the Executive Committee.
- B. Each chapter shall compose and maintain a set of operational guidelines that are not in conflict with the Lodge guidelines. Chapter guidelines shall indicate the offices (which shall coincide with Lodge offices), office responsibilities, and any other inclusions deemed appropriate by the chapter. Among the offices cited in the chapter guidelines shall be the offices of Chapter Chief. Chapter elections shall be by the conclusion of Fall Fellowship. The results of the chapter elections, including names, addresses, and phone numbers of all officers shall be filed with the Lodge Vice Chief of Communication three weeks prior to Lodge Leadership Development.
- C. No chapter shall have representative status in voting during a called Lodge Business Meeting. Each registered, active youth member of the Lodge shall have one vote in a called Lodge Business Meeting.



## **Occoneechee Lodge #104, W.W.W. Guidelines: Article II**

### **Article II. MEMBERSHIP**

Section I. The requirements for membership in this lodge are as required in the current printing of the Order of the Arrow Handbook and the Guide for Officers and Advisers.

Section II. Procedure of the Ordeal, Brotherhood, and Vigil Honor membership attainment shall be as stated in the current printing of the Order of the Arrow Handbook and the Guide for Officers and Advisers.

Section III. Elections for Ordeal membership shall be held on or between the dates of Sunday of Fall Fellowship and the last Summer Camp callout each year.

Section IV. All Ordeal candidates shall have one year following election in which to undergo the induction process. If the Ordeal candidate is not inducted within this period, he shall no longer be a candidate for induction, unless there are unusual circumstances as noted by the Executive Committee. Otherwise, he must be elected again to be eligible to undergo the induction process.

Section V. Membership shall be divided into two categories: Active and Inactive

- A. Active Membership is reserved for those members who have paid current year's dues and are actively registered with the Boy Scouts of America. Active members are entitled to:
  - 1. Vote on official Lodge matters if a youth
  - 2. Wear the Lodge flap
  - 3. Run for Lodge Office
  - 4. Receive Lodge publications
  - 5. Become Brotherhood Members
  - 6. Be considered for Vigil Honor
  - 7. Participate at Lodge functions
  - 8. Represent the Lodge at Sectional, Regional, and National events
- B. Inactive membership shall be declared when a member fails to have paid his current year's dues or fails to re-register with the Boy Scouts of America.



## Occoneechee Lodge #104, W.W.W. Guidelines: Article III

### Article III. OFFICERS, ELECTIONS, AND RESPONSIBILITIES

Section I. The elected officers of Occoneechee Lodge are to be:

- Lodge Chief
- Vice-Chief of Program
- Vice-Chief of Administration
- Vice-Chief of Communications
- Vice-Chief of Finance

Section II. Lodge Officers shall be elected by a simple majority vote, provided they have received a letter of approval from either their chapter adviser or a lodge adviser, and shall be installed at the annual Lodge awards banquet.

Section III. Lodge Officers must be under twenty-one (21) years of age during the entire term of office.

Section IV. A Lodge Officer may remove himself from office by submitting a written resignation to the Lodge Chief.

Section V. Should a lodge office be vacated, the Lodge Chief shall appoint, with the approval of the Executive Committee, an acting officer to serve until the election or endorsement of a new officer by the Lodge.

Section VI. Should the office of Lodge Chief be vacated, the Vice-Chief next in line (as listed in Article III, Section 1) shall fill the position.

Section VII. The Lodge and Chapter advisers shall be appointed annually by the Council Scout Executive.

Section VIII The duties of the Lodge Officers shall be:

A. All Lodge and Chapter Officers and Committee Chairman shall meet the following requirements.

1. They shall attend Lodge Leadership Development and any other applicable training

2. They shall attend all Lodge events and activities. If one misses two consecutive Lodge events without approval from the Lodge Chief or Adviser (for Vice Chiefs) or Vice Chief or Vice Chief Adviser (for committee chairmen) they may be asked to vacate their position.

3. They shall set the example for the Lodge by correctly wearing the official uniform of the Boy Scouts of America.

B. **Lodge Chief:** The Lodge Chief is responsible for the overall coordination of Lodge activities and operations. His responsibilities include, but are not limited to: working with the vice chiefs to appoint committee chairmen, appointing a documentarian, presiding over all



meetings of the Lodge and Executive Committee, implementing the Lodge Guidelines, representing the Lodge at Council, Sectional, Regional, and National event when necessary, working out a suitable schedule for the upcoming year with the Lodge and Staff Advisers, serving as a member of the council camping committee, serving as a member of the council executive committee, and serving as a member on the council executive board. In addition, the Lodge Chief is required to provide the Tipi Committee with an article on a quarterly basis.

- C. **Vice Chief of Program:** The Vice Chief of Program is responsible for the execution of all program areas within the lodge. This includes the selection and management, in conjunction with the Lodge Chief, of the following committee chairmen: American Indian Affairs (including Dance, Drum, and Ceremonies Sub-committees), Service, Training, and Twelfth Point, Shows, Webelos Program, and 50 Miler. He is also to serve as an assistant to the Lodge Chief and act as Chief in his absence. In addition the Vice Chief of Program is required to provide the Tipi Committee with an article on a quarterly basis.

1. **American Indian Affairs Committee:** This committee is responsible for the execution of all American Indian Affairs within the lodge, including, but not limited to, the planning and execution of the AIA training event in October and the selection and management, in conjunction with the Vice Chief, of chairmen for the following sub-committees: Dancing, Drumming/Singing, and Ceremonies. This committee takes a very active role in the execution of Spring Pow Wow and should ensure that each area has competitive groups ready for competitions at necessary horizon events.

a. **Dancing Sub-Committee:** This sub-committee shall be involved in promoting dancing at lodge events, training and educating dancers in style and proper dance etiquette, and conducting Pow Wows when needed.

b. **Drumming/Singing Sub-Committee:** This sub-committee shall be involved in promoting and establishing a lodge drum and singing team.

c. **Ceremonies Sub-Committee:** This sub-committee shall be involved in promoting involvement in OA ceremonies, educating ceremony team members in proper ceremony etiquette, and ensuring that needed ceremony teams are in place at events when needed.

2. **Service Committee:** This committee is responsible for planning and executing the One Day of Service, ensuring service projects are prepared for each Ordeal weekend, and planning and executing lodge workdays.



3. **Training Committee:** The training committee is to oversee the Lodge Leadership Development program as well as other training that occurs within the Lodge.
  4. **12<sup>th</sup> Point Committee:** This committee is responsible for reviewing the spiritual needs of the lodge, including returning thanks before meals and planning, coordinating, and leading chapel services at Lodge events, and supporting the spiritual dimensions of Lodge life.
  5. **Webelos Committee:** This committee is responsible for fostering a strong and friendly relationship between the members of the Lodge and the Webelos and Cub Scouts of Occoneechee Council, including planning and executing the annual Webelos OA event and all other Cub camping events sponsored by the Lodge.”
  6. **Shows Committee:** This committee is responsible for the coordination and execution of a campfire at each Lodge event. This includes, but is not limited to, planning and executing skits, singing songs, and ensuring that sound equipment is both present and working correctly.
  7. **50 Miler Committee:** This committee is responsible for promoting and executing the lodge sponsored event known as the OA 50 Miler. This event promotes hiking and fellowship in a 24 hour challenge format.
- D. **Vice Chief of Administration:** The Vice Chief of Administration is responsible for the facilitation of any logistical aspects of lodge events or functions. He is responsible for the selection and management, in conjunction with the Lodge Chief, of the chairman of the following committees: Health and Safety, Logistics, Food, Ordeal, Brotherhood, Vigil, and Recognition. In addition the VC of Administration is required to provide the Tipi Committee with an article on a quarterly basis.
1. **Logistics Committee.** This committee is responsible for all logistical aspects of Lodge events. This includes but is not limited to creating and maintaining a set of emergency procedures to be followed during events, conducting campsite inspections, directing excessive vehicle traffic, setting up directional signs, maintaining camp facilities, working with the ordeal committee to work out logistical duties as deemed necessary.
  2. **Food Committee:** This committee is responsible for providing the lodge with nutritious, delicious, and scrumptious meals during lodge events. This includes but is not limited to: creating menus for the weekend, creating and posting a dining hall duty roster for lodge events, and preparing meals and cracker barrels.
  3. **Ordeal Committee:** This committee is responsible for all aspects of the ordeal process, including but not limited to: overseeing the unit elections process, appointing a Chief Elangomat, ensuring sufficient number of elangomats, coordinating with the chairman of the service committee to establish sufficient number of service projects, coordinate with



the ceremonies committee to provide meaningful pre-ordeal and ordeal ceremonies, coordinating with the food committee as needed, and coordinating with the registration committee to ensure all candidates are duly elected and qualified.

4. **Brotherhood Committee:** This committee is responsible for all aspects of the brotherhood conversion process, including but not limited to: coordinating with chapters for training brotherhood candidates and inviting those eligible, coordinating the brotherhood trail, and coordinating with the ceremonies chairman to provide meaningful brotherhood ceremonies.
5. **Vigil Committee:** This committee is responsible for all aspects of the vigil honor process, including but not limited to: soliciting Vigil nominations, holding the Vigil selection process, coordination of Vigil breakfast at Spring Pow Wow, and coordinating the annual Vigil gathering. This committee is comprised of all youth Vigil members of the lodge. If the Vice Chief of Administration is not a Vigil Honor member, then the committee reports to the lodge chief or next Vigil honor member in the order of succession.
6. **Recognitions Committee:** This committee is responsible for the coordination of all lodge recognitions. This including promotion, keeping records, and the coordination of winter banquet, including but not limited to: site selection, caterer selection, obtaining the awards, and recognitions, and the presentation.
  - a. The **Founder's Award Committee** reports to this committee, and is responsible for the selection of candidates for the Founder's Award and for petitioning the National Order of the Arrow Committee on behalf of the nominees. Members of this committee must be past recipients of the Founder's Award.
8. **Lodge Building Committee:** This committee is responsible for managing the Lodge building at Camp Durant. Responsibilities include developing a usage plan for the building, selecting furniture and equipment, working with the council properties committee to keep the building clean and in good working order, allocating space for museum displays and other functions, and working with summer camp and the Council Properties Committee to make the building useful for other users.
9. **Health and Safety Committee:** This committee is responsible for the coordination of the lodge's general health and safety. This includes but is not limited to creating and maintaining a lodge's general health and safety. This includes but is not limited to creating and maintaining a set of emergency procedures with the logistics committee, up keeping a record of



chapter medical forms, host at least one medical class for all lodge members to attend such as a general first aid or CPR session, ensure that a trained medic is present at all lodge functions, and work with the medic performing tasks as deemed necessary.

**E. Vice Chief of Communications:** The Vice Chief of Communications is responsible for the entire communication infrastructure of the Lodge and any other duties as assigned by the Lodge Chief. He is responsible for the selection and management, in conjunction with the Lodge Chief, of the chairman of the following committees: Tipi, Website, Camping Promotions, New Member Development, Historical, and Photography. In addition, the Vice Chief of Communications is responsible for the accurate recording and publication of the minutes of the Executive Committee meetings. The Vice Chief of Communications is also required to provide the Tipi committee with an article quarterly.

1. **Promotions Committee:** The Promotions Committee is responsible for promoting all lodge and ledge sponsored events. This includes but is not limited to: using social media to contact lodge members, post on the website, write tipi articles, and make lodge videos. Sub-committees include website, tipi, camping promotions, and photography committees.
2. **Tipi Committee:** The editor of the Tipi is responsible for the prompt, professional publication and distribution of the lodge newsletter on a quarterly basis. He is also responsible for soliciting articles from appropriate committees and vice chiefs. The editor is also responsible for submitting examples of the Tipi into any applicable newsletter competitions.
3. **Website Committee:** The Website Committee is responsible for the timely dissemination of information through a professional, informative lodge website. It should also submit the website into any applicable website competitions. This committee is also responsible for the maintenance of the lodge listserv. Although certain portions of the website may be delegated to other persons, this committee is ultimately responsible for all content published under the domain of Occoneechee Lodge. The Committee will also be responsible for insuring that all Lodge and related websites meet National and Council Guidelines
4. **Camping Promotions Committee:** The Camping Promotions Committee is responsible for encouraging, and whenever possible, facilitating, Order of the Arrow High Adventure base opportunities and Boy Scout camping in Occoneechee Council. This committee should encourage all troops in the council to attend summer camp, and should promote attendance of Camp Durant to units both inside and outside of Occoneechee Council.



The Committee is also responsible for publishing a "Where to Go Camping Guide."

**5. New Member Development Committee:** The New Member Development Committee is responsible for the development and publication of a handbook for newly inducted members. This handbook should include information about the function, structure, and activities of our lodge, and should be updated as needed. This committee should encourage each chapter to develop an insert to be placed in their chapter members' booklets. The committee will also be responsible for making the Induction Packets and giving them out to the inductees.

**6. Thunderfest Committee:** The Thunderfest Committee is responsible for all preparation, execution, and clean up of Thunderfest.

**7. Historical Committee:** The Historical Committee is responsible for assimilating an accurate lodge history. It should not only ensure the accurate and informative history of the lodge since its inception, but it should also continue to document lodge occurrences so that today may be preserved for future members of the lodge.

**8. Photography Committee:** The Photography Committee is responsible for fulfilling any photographic needs the lodge may have. In addition, it is responsible for preparing, in conjunction with the Vice Chief and Lodge Chief, an end of year presentation to be viewed annually at Winter Banquet.

**F. Vice Chief of Finance:** The Vice Chief of Finance is responsible for all financial aspects of Lodge operation. His responsibilities include, but are not limited to: keeping, with the cooperation of the Lodge Staff Adviser, records of all Lodge debits and credits; determining, with the cooperation of the Lodge Chief, Lodge Adviser, and Staff Adviser, and approval of the Lodge Executive Committee, any changes to the fee structure at Lodge events; submitting a lodge treasury report to the Executive Committee at the end of each Lodge event; proposing, with the cooperation of the Finance Adviser, a budget for the next year that incorporate requests from vice chiefs and committee chairmen; and the selection and management, in conjunction with the Lodge Chief, of chairmen to the following committees: Trading Post, Records, Registration, Special Events, Patch and Fundraising. In addition, the Vice Chief of Finance is required to provide the Tipi Committee with an article on a quarterly basis.

**1. Trading Post Committee:** This committee is responsible for all aspects of managing all Lodge Trading Post operations. This





includes, but is not limited to: acquisition of, tracking of, and sales of all inventory sold by the Trading Post, and submitting a Trading Post deposit, monetary report, and inventory report to Vice Chief of Finance at the end of every Lodge event in which the Trading Post operates.

2. **Concessions:** The duty of this committee will be to organize and recruit for manned shifts, purchase and manage concessions inventory, sale of concessions inventory at appropriate events, and report to the Trading Post chairman.
3. **Special Events Committee:** This committee is responsible for all aspects of special events, which shall be defined as any event to which Occoneechee sends a contingent. This includes, but is not limited to: pre-registration of all special events, memorabilia pre-orders for all special events, and working with the Vice Chief of Program to ensure that the program of said special event goes smoothly. This committee may also, in conjunction with the Vice Chief of Finance, appoint Sub-Committee Chairmen for any special event, who can be assigned any or all duties related to the event to which he is assigned.
4. **Fund Raising Committee:** This committee is responsible for the organization and oversight of all ongoing fundraisers within the lodge. This includes, but is not limited to: serving as liaison between the VC Finance and group running the fundraiser; encouraging fundraising in the lodge as needed; and submitting a report to the VC Finance at the conclusion of each fundraiser summarizing the activity, to include amounts spent, taken in, and profit, as well as indicating where funds are to be allocated (General, AIA, Ceremonies, Lodge Building, etc).
5. **Patch Committee:** This committee is responsible for fulfilling all patch needs the lodge may have. This includes, but is not limited to: soliciting and securing appropriate designs for patches as needed, securing bids from companies to make patches, ensuring adequate quantity and quality of patches needed, and promoting patch trading and patch trading ethics within the lodge.
6. **Registration:** The registration committee is responsible for maintaining the Lodge membership database and making any updates that are necessary. This committee will also publish updated membership cards as needed. This committee is also responsible for assisting in the lodge recharter process. The committee is responsible for managing all aspects of Lodge event registration, and turning



over all collected funds to the Vice Chief of Finance. The committee will also maintain the online pre-registration of lodge events

## **Occoneechee Lodge #104, W.W.W. Guidelines: Article IV**

### **Article IV. LODGE ADMINISTRATION**

#### **Section I. The Lodge Executive Committee**

- A. The Lodge Executive Committee will be composed of the following voting members:

Immediate Past Lodge Chief (if not older than twenty-one)

Elected Lodge officers

Chapter Chiefs or their chapter representative

The following non-voting members are also members of the Executive Committee:

Operating Committee Chairmen & Advisers

Lodge Officer Advisers & Staff Advisor

Chapter Advisers

Council Executive Committee Members

Council Scout Executive

Section, Regional, & National Officers of Occoneechee Lodge

Members of the National Committee

Immediate Past Chief if older than 21

In the event of a tie vote, the current Lodge Chief will then vote to break the tie.

- B. The Lodge Executive Committee is the steering committee of the Lodge and shall conduct the business of the Lodge by coordinating the work being done by the operating committees. It has the authority to approve event fees, suggest and approve money to be spent by the Lodge, name the newsletter, design the Lodge flap, and conduct other necessary business. The Lodge shall be consulted on major issues by Lodge Business Meeting. A two-thirds majority of the Lodge can revoke a decision made by the Executive Committee. Only active Lodge members under the age of twenty-one (21) shall be eligible to vote in any Lodge decision.

Section II. All Lodge and Executive Committee meetings will be conducted under the authority of Robert's Rules of Order.

Section III. There must be a quorum of the executive committee (as denoted in Robert's Rules of Order) present to conduct business at a Lodge Executive Committee Meeting.

Section IV. The Lodge Chief shall appoint a Parliamentarian to assist him in settling matters of parliamentary procedure during called meetings. The Parliamentarian will not have a vote in Executive Committee Meetings



and will only advise the Lodge Chief on Parliamentary matters, not run the meeting. This Parliamentarian shall be a youth member of the Lodge.

Section V. No person on the Executive Committee shall have more than one vote.

Section VI. No Lodge Officer may hold both an elected Lodge position as well as that of Chapter Chief.

### **Occoneechee Lodge #104, W.W.W. Guidelines: Article V**

#### **Article V. PROGRAM**

##### **Section I. Lodge Program**

- A. Occoneechee Lodge shall assemble for Lodge functions as follows:
  - 1. Spring Pow Wow - To be held the third weekend of March for fellowship and inter-chapter competitions, and brotherhood conversion.
  - 2. Spring Inductions - To be held the third weekend of May for the induction of new members and to render service to the Occoneechee Council camps and for Lodge fellowship
  - 3. Fall Fellowship - To be held the third weekend of September for the handling of Lodge business, the election of Lodge officers, the induction of new members, the call out of the Vigil Honor, for Brotherhood conversion purposes, to render service to the Occoneechee Council camps and for Lodge fellowship.
  - 4. Winter Gathering/Banquet - To be held on the third weekend of October in coalition with Vigil weekend to commemorate a year of service well done. A complete weekend event with a Winter Banquet on that Saturday night for recognitions and awards.
  - 5. The third weekend for events is determined by the third Saturday of the month; Weekend events will begin on the Friday immediately preceding the third Saturday and end on Sunday.
- B. Occoneechee Lodge shall send representatives to attend the National OA Conference, Section Conclave, and Regional and Sectional training conferences.
- C. Occoneechee Lodge shall hold an annual Lodge Leadership Development between Fall Fellowship and the last day of November to train and install new officers.
- D. Occoneechee Lodge shall publish an official Lodge newsletter entitled "The Tipi" at least four (4) times each year. This newsletter shall contain news of past events and information on upcoming events.
- E. Occoneechee Lodge Executive Committee shall meet at least four (4) times each year, and at special sessions as called by the Lodge Chief or Scout Executive.
- F. Winter Banquet will be held around the first weekend of December for the presentation of Lodge Awards, and for Lodge fellowship.
- G. The lodge will provide support to Summer Camp at Camp Durant by encouraging Lodge Members to serve on camp staff, provide an OA Program one night a week, conduct troop elections as needed,



conduct a weekly call-out ceremony, and provide a weekly brotherhood trail and ceremony.

**Section II. Chapter Program**

- A. Each chapter shall adhere to the Lodge programs and be responsible for carrying out all Lodge policies; including unit elections, camp promotions, service projects, and American Indian Affairs.
- B. Chapters are to meet as often as necessary to keep up with chapter business and disseminate information.
- C. Chapters are to plan service projects and activities that will benefit their Scouting and civic communities.
- D. Chapters are to have a newsletter to keep their members informed of chapter and Lodge activities and to promote chapter spirit.

**Occoneechee Lodge #104, W.W.W. Guidelines: Article VI**

**Article VI. FINANCES**

Section I. There shall be an induction fee set for all Ordeal Candidates which entitles each new Ordeal Member to receive a membership card, an OA sash, an official Order of the Arrow Handbook, a Lodge Ordeal pocket flap patch, and a Brotherhood Guidebook. The induction fee shall be determined by the Executive Committee on the recommendation of the Lodge Key-Three and the Vice Chief of Finance.

Section II. Annual dues shall be set by the executive committee. As of October, 2001, these dues are \$10.00 per year. Lifetime membership in the "104 Club" shall be \$104.00. Members of the "104 Club" shall not have to pay annual dues. Membership in the "104 Club" is non transferable. It cannot be transferred to other persons or lodges.

Section III. Activity fees shall be approved by the Executive Committee upon the recommendation of the Lodge Key-Three and the Vice Chief of Finance. Activity Fees will cover meals, an event patch, and other items deemed necessary by the lodge executive committee.

Section IV. All Order of the Arrow funds shall be deposited in a custodial account handled through the council's finance system and be subject to the normal accounting procedures of the council.

Section V. Lodge financial records shall be kept by the Vice Chief of Finance assisted by the Vice Chief of Finance's Adviser with the cooperation of the Lodge Staff Adviser.

Section VI. All Order of the Arrow expenditures shall be authorized by the Executive Committee, Lodge Chief, and Staff Adviser except for normal operating expenses, which shall be approved by the Lodge Key-Three.



## **Occoneechee Lodge #104, W.W.W. Guidelines: Article VII**

### **Article VII. LODGE GUIDELINES**

Section I. The Occoneechee Lodge Vice Chief of Communications will maintain a set of Official Occoneechee Lodge Guidelines that shall be available to all Lodge members at any Lodge function through said Vice Chief.

Section II. The Official Occoneechee Lodge Guidelines may be amended or changed by a two-third majority vote of the Occoneechee Lodge Executive Committee or a simple majority vote of the Lodge members present at a Lodge Business Meeting.

## **Occoneechee Lodge #104, W.W.W. Guidelines: Article VIII**

### **Article VIII. OCCONEECHEE LODGE ANNUAL AWARDS**

The Chief's Award and the Roth Award will be presented each year at the Winter Banquet. The winners of the trophies get to hold them for a year and have their names permanently engraved on a plaque. Unless otherwise specified in the Guidelines, the other awards listed in this section will be presented at Winter Banquet whenever there are qualified recipients. Unless otherwise specified in the Guidelines, the deadline for submission of completed paperwork for all annual awards to the responsible individual will be the end of the Executive Committee meeting at Fall Fellowship.

#### **Section I. Chief's Award**

This award is presented at the Lodge Winter Banquet to the chapter which, in the judgment of the Lodge Chief, is the most improved over the last year. The winners of the trophy get to hold it for a year and have their chapter name permanently engraved on a plaque.

#### **Section II. Roth Award**

The William Stanley Roth Award for Outstanding Chapter Service to the lodge will be given each year to the outstanding Chapter that devotes the most service to the Council, Camps, and Lodge. The winning Chapter gets their chapter name engraved on a plaque. At Fall Fellowship, each Chapter will submit the online form at [www.tinyurl.com/Roth104](http://www.tinyurl.com/Roth104). The report should cover the time span from the past Fall Fellowship to the present one, excluding the present event. The chapter shall be rated on the following: Chapter JTE points, Vice Chief Roth scores as seen on page E-33 of the planbook, Chapter EC attendance (Chapters are to be given 100 points for each meeting their Chapter Chief attended and 50 for any representative sent in his place, with none being given if the chapter was not represented by a youth voter) and the number of chapter meetings held times 100.

#### **Section III. Founder's Award**

The Founder's Award was established to recognize certain registered, active Brotherhood or Vigil Honor members of the Order of the Arrow at the local Lodge level. The member's life should reflect a spirit of



achievement in his everyday activities. Through his everyday life he should show:

1. An understanding of the world he lives in
  2. A determination to do his best at all times
  3. An enthusiasm while doing what he believes should be done
  4. A belief in, and a commitment to, those "things of the Spirit"
- The procedure and form for nominating someone for the Founder's Award can be found in the Lodge Planbook. Petitions are due to the Chairman of the Founders' Committee.

#### Section IV. Elangomat Patch Requirements

1. Be an active member of the Order of the Arrow.
2. Must uphold the three principles of the Order. This is determined by the Ordeal Committee Chairman.
3. Must have a full understanding of the Elangomat system; which includes attending or teaching an Elangomat Training Session.
4. He must serve as an Elangomat or as Chief Elangomat during one or more Ordeals held biannually.
5. Special recognition is to be given to any Elangomat who has fifty percent (50%) of his clan become Brotherhood within a two year period, in the form of a neckerchief. Members who want to be Elangomats are not limited by their age or sex. It is the responsibility of the Elangomat to inform the Ordeal Committee Chairman of any requirement he passes and to support his claims with Inductions or attendance records. This award will be handed out by the Ordeal Committee Chairman when he deems appropriate.

#### Section V. American Indian Affairs Awards

The following awards are available to members active in American Indian Affairs (AIA) activities.

##### **Ceremony Team Recognition Patch**

The Ceremony Team Recognition Patch has the following five requirements:

1. Must be under the age of 21
2. Must have made his own ceremony outfit
3. Must have performed at least 5 ceremonies for the lodge
4. Must be an active member of the lodge with current dues paid
- 5a. (Pre-Ordeal Team) Compete at a Spring Pow Wow, Conclave, and/or NOAC
- 5b. (Ordeal Team) No competition experience is necessary.
- 5c. (Brotherhood Team) Compete at a National Order of the Arrow Conference.

The form is due to the Chairman of the Ceremonies Sub-Committee by October 1<sup>st</sup>, unless otherwise determined by the Chairman of the AIA Committee or his Adviser.

- 5d. Cub scout Crossover Teams compete at a Spring Powwow, Conclave, NOAC.



### **Dancer Recognition Patch**

Occoneechee Lodge offers recognition for its performers of Native American dances. The Dance Team Recognition Patch is available for lodge dancers who meet the following requirements:

1. The dancer must be under twenty-one years of age.
2. The dancer must have a Native American outfit.
3. The dancer must specify his dance style.
4. The dancer knows the full origin of his dance.
5. The dancer must compete at a Lodge event.
6. Do ONE of the following:
  - a. Compete at a Conclave and/or National Order of the Arrow Conference.
  - b. Participate in a non-Lodge or non-Section Pow Wow.

The form is due to the Chairman of the Dance Sub-Committee by October 1<sup>st</sup>, unless otherwise determined by the Chairman of the AIA Committee or his Adviser.

### **HOKA Lodge Singer Award Patch**

(All requirements must be completed before the Arrowman turns 21 years of age.)

1. Attend Southern Singing Seminars at any two of the following:
  - Lodge 104 Event
  - Section SR-7B Conclave
  - Carolinas Indian Seminar
  - National Order of the Arrow Conference
2. Sing at 10 official Lodge Drum practice sessions.
3. Sing at 6 District, Lodge, Council, Section, or NOAC events as a member of a Lodge 104 Chapter or Lodge Drum.
4. Start and lead 4 songs at any combination of the events in requirement #3.
5. Explain the origin, words, meaning, background, etc. of 3 word songs or 3 non-word (vocal) songs.
6. Describe the general sequence of songs for a typical powwow.
7. Explain the two general styles of Native American powwow singing and the two general types of Native American songs.
8. Describe/demonstrate the drumbeat for (each) of the following:
  - Intertribal Song
  - Ruffle Dance Song
  - Round Dance Song
  - Memorial Song
  - Trot Song
  - Fancy Dance Song
9. Describe the duties and responsibilities of a Singer.
10. Describe the duties and responsibilities of the Lead Singer.
11. Describe the duties and responsibilities of the Keeper of the Drum.
12. Describe in general terms the protocol / etiquette surrounding the drum.

The form is due to the Chairman of the Singing Sub-Committee by October 1<sup>st</sup>, unless otherwise determined by the Chairman of the AIA



Committee or his Adviser.

#### Section VI. Spirit Award

The Spirit Award shall recognize the Chapter which shows the most spirit at Spring Pow-Wow, Spring Inductions, Fall Fellowship, and Fall Gathering as chosen by vote of the Executive Committee. The winner shall hold the symbolic Spirit Stick until the next such event, when the new winner, if different, shall take possession of it.

#### Section VII. Chapter Member of the Year

Chapter Chiefs will be responsible for searching for that special Arrowman who frequently comes to meetings and lodge events and always looks for the opportunity to cheerfully serve. This award will be conferred by the Chapter Chief when and where he deems appropriate but no more than once a year.

#### Section VIII. 104 Service Award

This award would be for the youth or adult that is always helping the Lodge succeed. The award will consist of keeping a record of how much time is put in to help the Lodge. Working at home for the Lodge would also be accepted. A minimum total of 104 hours is required for the award. The applicant is responsible for recording his hours using the 104 Individual Service Award Form and submitting it to the Chairman of the Recognitions Committee. A Service Patch, which is not a flap, to be worn on the uniform will be given for achieving the award.

#### Section IX. Troop Service Award

When joining the OA, it is said that the Troop comes first and the OA comes second. This award is for a youth who has shown participation in his troop and the lodge but has not given the troop up at all. The award would be a patch, which is not a flap. To earn this award, the Arrowman must complete the following requirements:

1. Camp with the troop at least 8 weekends in a given year.
2. Help two scouts achieve First Class.
3. Participate in one Troop service project of at least six hours, or projects totaling 6 hours.
4. Attend at least 85% of troop meetings for the calendar year.
5. Participate in a long-term camping experience, such as summer camp.
6. Take a troop leadership role.
7. Show Scout Spirit by living up to the Scout Oath and Law.
8. Wear the proper uniform correctly.

An application will be made available in the Planbook. Once the application is mailed to the Recognitions Committee, we will in return send a patch to the Scoutmaster so that the youth will receive it at the next Court of Honor.

#### Section X. Key 3 Award

Director's chairs are to be given to two youth and two adults annually with decision on the recipients made by the Key 3.





### Section XI. Summer Camp Staffer Award

Arrowmen must complete the following requirements to earn the Summer Camp Staffer Award:

1. Must be a member of Occoneechee Lodge #104.
2. Have dues paid to date.
3. Must serve the whole contractual agreement and not less than three weeks, which do not have to be consecutive. (Not get fired or quit)
4. Must be a staffer at Camp Durant.
5. Must be recommended by the Camp Director or Program Director. An Arrowman may only earn one award per year of service.

The form is due to the Recognitions Committee Chairman.

### Section XII. Chapter JTE

The Chapter JTE Form must be completed by the Chapter Chief. The Chapter must meet all of the 8 requirements and 2 of the optional criteria.

1. The Chapter experienced positive growth in its membership.
2. The Chapter inducted a minimum of 30% of its eligible Ordeal members into Brotherhood.
3. 75% of Chapter officers attended LLD.
4. The Chapter completed a service project for either (a) a Council camp or (b) an approved Council-wide service project or community service project.
5. The Chapter held at least eight meetings per year.
6. 50% of troops within the District are represented within the Chapter.
7. The Chapter held elections in 100% of eligible troops except those which individually refuse.
8. The Chapter provided at least 2 Elangomats for every 10 candidates during both Spring Inductions and Fall Fellowship.

Do 2 of the following:

1. Produce four newsletters per year.
2. Conduct a Lodge Ceremony.
3. Send at least 2 Chapter members to either a National Order of the Arrow Conference or a Conclave within the last year.
4. Visit at least 75% of troops within the District for the promotion of Council camping, high-adventure, and other outdoor programs.

The form is due to the Chairman of the Recognitions Committee.

### Section XIII. Friends of the Thunderbird Award

This award is to recognize individuals who are not members of Occoneechee Lodge 104 or the Order of the Arrow, for their significant contributions to and support of Occoneechee Lodge 104. Nominations will be submitted to the Lodge Chief on the Friend of the Thunderbird Award Petition form by the conclusion of Fall Fellowship. The recipients will be decided by the Lodge Key 3 and presented at the Winter Banquet.



#### Section XIV. Unit of Excellence Award

This award is to recognize troops that have collectively acted to carry out the principles of brotherhood, cheerfulness, and service. The Senior Patrol Leader shall bear responsibility for documenting completion of the requirements; documentation must be approved by the Scoutmaster.

1. Obtain the Centennial Award.
2. Camp eleven times within twelve months.
3. Attend summer camp.
4. Complete two service projects (Eagle Scout projects may be included).

The form is due to the Chairman of the Recognitions Committee.

#### Section XV. Training Recognitions

Occoneechee Lodge offers recognition for all Arrowmen who become trained. The following Training Committee Awards are available to Arrowmen who meet the indicated requirements:

**Training Committee Award:** Embroidered baseball cap

1. Must be appointed to the Lodge Service Committee and attend the meetings of the Training Committee at Spring Pow Wow, Spring Inductions, Fall Fellowship, and LLD.

2. Must promote youth and adult training in the Chapter.

The Chairman of the Training Committee will identify deserving recipients of this award and present it when and where appropriate.

**Lodge Leadership Development (LLD) Participant Patch**

—Must register for and attend the annual LLD seminar and agree to promote LLD teachings in the Chapter.

The patch will be presented to the participant at the end of LLD.

**Lodge Leadership Development (LLD) Staff Patch**

—Must serve on the annual LLD staff, attend any staff developments, and conduct the assigned LLD sessions in a satisfactory manner.

The patch will be presented to the staff member at the end of LLD. In lieu of a second staff patch, Arrowmen serving on staff in subsequent years will receive a service star indicating the number of years that they have served on staff. Only one service star at a time is to be worn on the LLD staff patch. Upon earning an additional service star, the Training Committee will exchange the appropriate service star.

#### Section XVI. First Year Arrowman Award

This award may be earned ONLY during an Arrowman's first year after completing the induction process and becoming an Ordeal member in Lodge 104.

1. Attend at least two Lodge events other than your Induction.
2. Achieve Brotherhood membership in the Lodge
3. Do ONE of the following (please circle).
  - a. Specified Committee Chairman
  - b. Participate in the Lodge One Day of Service (Service Chairman).



- c. Serve as an Elangomat for at least one Ordeal weekend (Ordeal Chairman).
- d. Join the Lodge cook crew, and prepare and serve meals for at least one Lodge event (Food Chairman).
- e. Join the Tipi staff as either a correspondent or a photographer. Cover at least one Lodge event, submitting articles and photographs to the Tipi (Tipi Chairman).
- f. Take part in another Lodge service project approved in advance by the Lodge Chief (Lodge Chief).
4. Attend at least four meetings of your Chapter.
5. Do ONE of the following (please circle).
  - a. Serve on a unit election team, and help conduct at least three unit elections.
  - b. Assist in a chapter camping promotion effort. Reach out in person to at least three units to promote Camp Durant and the Council camping program.
  - c. Participate in at least two chapter ceremonies, either as a principal or as a torchbearer. (Presence as an alternate or back-up principal counts as participation.)
  - d. Take part in another chapter service project approved in advance by the Chapter Chief.
6. Demonstrate troop participation in the spirit of cheerful service at meetings and campouts.

#### Section XVII. **Serve the Thunderbird Award**

Requirements for the Serve the Thunderbird Award must be met in a one year timeframe, between the Fall Fellowship events (i.e., FF 2012 – FF 2013).

1. Attend at least three Lodge events during the course of the year.
2. Achieve Brotherhood, or already be Brotherhood or Vigil.
3. Do ONE of the following:
  - a. Participate in Lodge service at two of the following weekends (Fall Fellowship, Spring Inductions and Lodge One day of Service) (Service Chairman).
  - b. Serve as an Elangomat once and fulfill the 10 month agreement, working with the ordeal members until they reach brotherhood. (Ordeal Chairman)
  - c. Join the Lodge cook crew, and prepare and serve meals for at least two Lodge events (Food Chairman).
  - d. Join the Tipi staff as either a correspondent or a photographer. Cover at least three Lodge events, submitting articles and photographs to the corresponding Tipi issues (Tipi Chairman).
  - e. Instruct one Session at Lodge Leadership Development (LLD) (Training Chairman)
  - f. Take part in another Lodge service project approved in advance by the Lodge Chief (Lodge Chief).

Notes: May be completed by Youth and Adults. May be completed once per year, and there is no limit on the number of years you participate in this award.



When this card is completed with the proper signatures, turn in to the registration desk at Fall Fellowship. To help offset the cost of the flap, please provide \$2.00 with the card to receive your award immediately. This award is NOT a substitute for the First Year Arrowman Award (FYA). This award is intended for Arrowmen with at least one year of membership in the Order of the Arrow.

For requirement #1, the potential Lodge events you could use are Spring Pow-Wow, Conclave, Spring Inductions, Fall Fellowship, Lodge One Day of Service, Lodge Leadership Development (LLD), and Winter Banquet. The events you use for Requirement 3 will also satisfy Requirement 1.



## Reference Information: Parliamentary Procedure

**Call to Order** - Meetings are called to order by the Chairman, generally the chief of the body in question. (Lodge or Chapter)

**Minutes** - The minutes of the previous meeting are read and approved. A motion and second are required.

**Old Business** - Old business is always considered first. Old business is defined as any item discussed at previous meetings and referred to the present for more discussion and/or a discussion. Must be handled under Motion Procedure discussed below.

**Committee Reports** - After Old Business, each standing committee and any ad-hoc committees are asked for reports. They give their reports, however refrain from making any motions in the process. Committee reports are accepted without need of a motion.

**New Business** - New Business comprises any recommendations needing action from committee reports and all issues which are newly brought before the group. This is the only section of the meeting which is open to additions on the agenda. Must be handled under Motion Procedure discussed below.

**Discussion** - Discussion is what really takes up time in meetings. There are some ways to keep Discussion from getting out of hand.

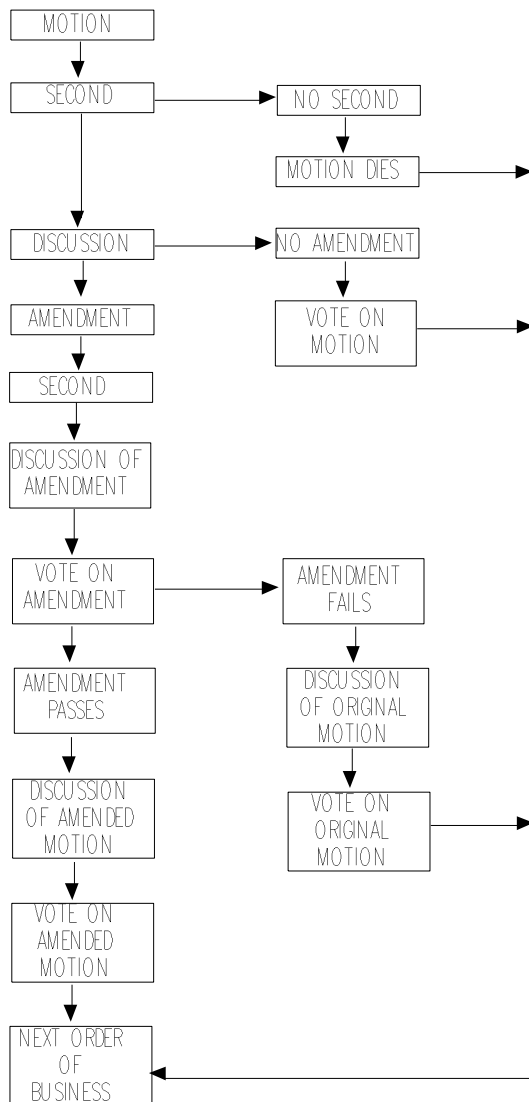
**Call the Question** - When a member believes there has been sufficient Discussion for all sides of an issue to be fairly considered, he may Call the Question. This is a motion. It requires a Second, but no Discussion. If Seconded it is immediately voted upon. If the Motion carries, Discussion ends and you proceed to a vote on the issue. Calling the Question does not constitute a vote on the issue. If the Motion to Call the Question fails, Discussion continues.

**Tabling** - When a member believes a matter is out of hand or that discussion is going nowhere or that there is not enough information for the issue to be declared, he may make a Motion to Table the Motion. (ex. I move to table this motion.) As with any Motion, it requires a Second. It requires no discussion. If seconded, the Motion to Table is voted upon immediately. If it passes, the Motion is no longer considered. However, at a later meeting, a Motion can be made to Remove the Motion from the Table. It also requires a Second but no Discussion. If the Motion to Table does not pass, Discussion continues.

**Adjournment** - Upon completion of all matters above, a motion for adjournment is in order. However, such a motion is in order at any time and may be proposed and voted on without having completed all business on the agenda.



## Reference Information: Motion Procedure



All business in a meeting run by the rules of Parliamentary Procedure must be conducted in the form of a motion. When a member of the body wants an issue considered, he "makes a Motion." (ex. I move that Occoneechee Lodge raise its dues to \$15.00 per year.) This motion is recorded in the minutes. The chairman then asks for a Second. A second means that another person agrees to the Motion. This is acknowledged by another member saying "Second". Every Motion must have a Second. Without a second, the Motion dies and that issue is not considered. If a Second is given, the Chairman then calls for Discussion. During Discussion, any member may speak on the motion at hand. If, during Discussion, it is discovered that the motion is not adequate, a Motion may be made to Amend the Motion. (ex. I move to amend the motion to read that Occoneechee Lodge raise its dues to \$15.00 per year for youth and \$17.00 per year for adults.) This Amendment

requires a Second and Discussion. Discussion on the Amendment is immediately taken up. Upon finishing Discussion on the Amendment, the Chairman calls for a vote. This vote is on the Amendment only. If the Amendment does not pass, Discussion resumes on the original Motion. If the Amendment does pass, the Amended Version of the Motion becomes the new Motion and Discussion continues. At the conclusion of Discussion on the Motion, the Chairman calls a vote. This vote determines whether the Motion passes or fails. The Chairman then moves on the next order of business.

This represents a very elementary introduction to Parliamentary Procedure as we try to implement it in Occoneechee Lodge. You should be cautioned about getting so tied up in Parliamentary detail as not to consider the business at hand. Just remember: Motion, Second, Discussion, and Vote. That's all there is to it. The other stuff just opens some new avenues to you.



If you are interested in Parliamentary Procedure, the authoritative source is *Robert's Rules of Order*. This legendary work is available at any library or book store.

### Reference Information: Officer Election Procedure

- I. The Officer Elections at the annual Fall Fellowship Business Meeting will be conducted by the Elections Committee, even though the Lodge Chief or his representative will supervise and coordinate the election. The chairman of this committee shall be appointed by the Lodge Chief with the approval of the Lodge and Staff Advisers. Furthermore the Lodge Adviser will appoint an adult to supervise the work of this committee and the election as a whole. The Elections Committee Chairman will pick a committee of 4 to 6 youth so that the committee can better complete its responsibilities. No member of the committee will be eligible to run for any elected Lodge office while serving on the Committee.
- II. Any active youth member of the lodge, who will remain under 21 years of age throughout the term of his office, is eligible to run for any lodge office provided that he has either attended the forum for Lodge Officer candidates that is to be held at the Fall Fellowship or he has made an effort to speak with the current lodge officer that corresponds to the office which the candidate is seeking. In no case shall a youth be denied the opportunity to run for any office unless he has specifically refused to attend the said forum or refused to contact the appropriate officer. All decisions of the elections committee in this matter are final.
- III. The responsibilities of a certain office will be described in the Lodge Guidelines.
- IV. The election itself will proceed in the order of succession to the chief as outlined in the guidelines. Any youth who is eligible under Article II of these guidelines may be nominated. Nominations will not require a second. Furthermore, no election for any office shall be conducted until the winner in the election immediately prior to the election of the said office shall have been first declared. All candidates for a certain office will be given the opportunity to speak to the lodge as a whole and will be permitted to have others speak on their behalf before the election itself is conducted. The lodge will also be given the chance to ask any questions of any of the candidates before the election.
- V. The election itself will proceed as follows: After the candidates have answered all questions and been given the chance to address the lodge, the Election Committee Members will cast their ballots. Then they will distribute the ballots to the youth, give the youth a chance to vote, and then collect the ballots. The Lodge Chief, unless he himself is running for an office, or his Representative will not be permitted to vote. The committee counts the votes and reports the results to the Lodge Chief or his Representative. If any candidate has a majority of the ballots cast, then he is declared the winner. If no one has a majority, then the candidate(s) with the least votes is/are dropped and another election is taken until one candidate has a majority and is declared the winner, or all candidates have exactly the same number of votes. In the latter case, the election is declared deadlocked, and another vote is taken. If it is again deadlocked, then the Lodge



Chief or his Representative casts enough votes for the candidate of his choice until he has a majority and is declared the winner. **IN NO CASE WILL ANYONE BE ELECTED WITHOUT HAVING FIRST RECEIVED A MAJORITY OF THE VOTES CAST.**

- VI. If the Lodge Chief himself is running for office, then he will delegate the responsibility to the Lodge Officer next in line who is not seeking an office or, if all Lodge Officers are seeking Lodge Offices, to a youth Executive Committee Member who is not running for office.
- VII. The number of votes received in any election by any candidate shall remain confidential.